

Atonement Lutheran School Family Handbook **2009 - 2010**

The Handbook

The Atonement Lutheran School Family Handbook is published each year and is distributed by the teacher on home visits to inform families about the policies and practices of Atonement Lutheran School. Family leaders should carefully read the contents of this handbook and keep it for future reference should a question about school arise.

School Mission

Atonement Lutheran School is maintained and supported by Atonement Lutheran Church as part of the total parish ministry. The school exists to help Christian parents and guardians bring their children up "in the training and instruction of the Lord" (Ephesians 6:4) as God directs in his Word. For the purpose of educating the whole child – body, soul, and mind - Atonement Lutheran School subscribes to the following objectives:

1. to give thorough daily instruction in the saving Word of God.
2. to instill in each student a love for God's word.
3. to teach all subjects from a Christian worldview.
4. to develop the God-given talents of the individual child through a planned program of instruction in the fundamental academic subjects and supportive disciplines.
5. to promote an awareness of the child's physical self and foster personal growth toward positive attitudes in work and study habits.
6. to train ethical and useful Christian citizens.
7. to promote Christian conduct in an environment of Christian teachers and classmates.
8. to encourage an active worship life by regular attendance at church as well as by participation in family devotions at home.
9. to instill in each student a love for work in God's kingdom.
10. to encourage continued Christian growth in our graduates through enrollment at a Lutheran high school, and through participation in church-related activities such as teen groups, Bible classes, ushering, choir, and other parish activities planned for the benefit of our youth.
11. to develop leaders in the Lutheran church that are committed to serving in God's kingdom and are dedicated to the work of the Church.
12. to encourage young men and women to prepare themselves for full-time work in the church as pastors and teachers.

May God bless the efforts of the families, the faculty, and the administration of Atonement Lutheran Church and School to meet these objectives.

Parent - School Partnership

God has given the primary responsibility of raising and educating children to parents/guardians. The school therefore functions in a supporting role. The success of the child's education depends to a large degree on the support and cooperation which parents/guardians give to the teachers and the school. For this reason families, upon enrolling at Atonement Lutheran School, are asked to sign a parent-school covenant agreement that outlines the roles and responsibilities of both the family and the school. The terms of the covenant are as follows.

The staff of Atonement Lutheran School promises:

1. to love and respect each student as a gift from God.
2. to teach God's Word, both Law and Gospel, faithfully and apply it to the lives of the children.
3. to provide a high-quality Christian education in all subjects.
4. to help each child identify and use his/her God-given abilities to the fullest.
5. to provide a safe environment for learning.
6. to communicate regularly with parents/guardians.

Parents/guardians promise:

- 1) to provide a safe and healthy Christian home environment for their children.
- 2) to support the school and its staff with words and actions.
- 3) to reinforce the learning which has taken place in school by helping children at home.
- 4) to communicate with the teachers and school about matters of importance and concern.
- 5) to attend worship at Atonement Lutheran Church or another Christian church regularly (at least 50%) in order to worship God, to grow in one's relationship with God, and to set a positive example for children.
- 6) to practice Christian stewardship by supporting the work of Atonement through God-pleasing use of time, talents and treasures.

Nondiscrimination Policy

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

Mission Offerings

Each quarter of the school year, Atonement School adopts a mission to support. Offerings are then collected every Thursday and information on the mission is given to the students in order to acquaint them with different ways of spreading the Gospel in different places of the world. This regular offering gives the children an opportunity to worship God through support of a mission. Parents need to encourage children to develop the practice of Christian stewardship by reminding them on Thursday morning that it is mission day. Older children should be encouraged to give of their own money regularly. This helps them develop the practice of Christian stewardship, putting God first in their lives.

Curriculum

Atonement Lutheran School offers a program of study designed to thoroughly prepare students for high school. Each day begins with a devotion and a lesson from God's Word. All other subjects are taught in the light of God's Word. Each year one subject area is thoroughly studied by the faculty under the leadership of the principal in order to keep current with educational research and to purchase up-to-date textbooks and instructional support materials.

Supervision of Instruction

The principal is responsible for the supervision of instruction. The principal regularly visits classrooms and holds conferences with the teachers to guild individualized professional development plans. These plans support teachers in the refinement of their instructional skill and classroom management.

School Board

The school board is a six-person sub-committee of the church council, which monitors and supports the ministry of Atonement Lutheran School. Two of the members of the school board have been elected by the congregation to serve on the church council. The remaining four members are appointed by the principal and other school board members. The board is comprised of members who represent various family structures and cultural backgrounds of Atonement members. The current chairman of the school board is Norman Fleming.

Principal/Schedule

Principal Steve Bohlmann is available by appointment from 8:00 a.m. – 5:00 p.m. each day. He can be reached via phone or email at bohlmann@atonementschool.com

School Secretary/Schedule

The school secretary, Mrs. Gail Demitros, will be available daily from 8:00 a.m. - 3:30 p.m. Please schedule your office activities during those times. The school office is located at the west end of the school in the administrative wing of the building. The school secretary is the primary administrator of registration records, fee collection, and billing. She is responsible for the publication of *Thursday Notes*, a weekly school newsletter and important written correspondence. You may reach Mrs. Demitros via phone or email at demitros@atonementschool.com

Tuition and Fee Payments

All fees are to be paid by the tenth day of each month in order to avoid a 5% late payment fee. If a family is experiencing financial difficulties which prohibit them from maintaining their current payment plan, they are asked to contact the school office and submit an alternative plan in writing. Families who miss two consecutive payments without proper communication will have their child suspended from school until such time a payment is made or a plan is agreed upon. Report cards and school records will be withheld until all tuition and fees are paid in full. Students will not be considered registered for the next school year until all tuition and fees are paid.

Payment options are as follows: (Your choice was indicated on your registration form)

- ◆ Payment in full at the time of enrollment
- ◆ Nine-month plan – first payment due on Enrollment Day and on the first of each month October – May thereafter
 - *Personal payments – cash, check or money order
 - *Automatic withdrawals from your designated account – first payment due on Enrollment Day and then deducted from your account on the first of each month October – May thereafter. Please see Mrs. Demitros for a debit authorization form and instructions.

The 2009-2010 yearly tuition is as follows:

Parish Member: 4K & 5K (1/2 day) = \$1,287/yr or \$143/month

Additional child = \$297/yr or \$33/month

Full Day = \$2,547/yr or \$283/month

Additional child = \$2,043/yr or \$227/month

Grades 1-8 = \$1,449/yr or \$161/month

Additional child = \$360/yr or \$40/month

Non Parish Member: 4K & 5K (1/2 day) = \$2,718/yr or \$302/month

Additional child = \$1,359/yr or \$151/month

Full Day = \$5,436/yr or \$604/month

Additional child = \$2,718/yr or \$302/month

Grades 1-8 = \$3,870/yr or \$430/month

Additional child = \$1,944/yr or \$216/month

Please note: A \$25.00 fee will be assessed for each returned check for any/all school payments.

The actual cost of educating a student at Atonement is about \$5,700. Voluntary contributions by members of Atonement make up the difference in cost as a part of the total ministry of

Atonement Lutheran Church. Your regular contributions to the church are essential in order to keep tuition costs at a minimum and to keep the church and school financially stable.

The Missioner Paul Tuition Assistance Fund is available for Atonement member families who worship regularly and can document a genuine need. Applications are available from the school office. While emergency assistance is available throughout the school year, requests for tuition assistance should be submitted by September 1st to be reviewed by the Atonement School Board at its late September meeting.

A tuition assistance program, The TTT (Time, Talents & Treasures) Member Discount, is available only for Atonement Lutheran Church members. Applications are available from church and are also available from the school office. Applications must be submitted no later than August 1st. Requirements to receive the TTT Discount are at least 75% worship attendance and at least one verifiable school/church service activity.

Milwaukee School Choice/W-2 Child Care Aid

School Choice is a city of Milwaukee program providing tuition money for low-income families who live in the city of Milwaukee, allowing them to send their children to a private school. Atonement accepts School Choice applications for the following school year only during the months of March through August from the first through the twentieth. The number of Choice seats for each classroom is limited and determined in January by the school board. Choice applications must be completed properly in full with supporting residence and income verification.

The Atonement Early Childhood Center now accepts State of Wisconsin W-2 child care payments. Please contact the ECC Director, Ms. Jennie Schleiden, to see if you qualify for W-2 or to have your child registered for child care. The ECC phone number is #414-445-1011.

MPS Parent Transportation Contract

Families who live more than two miles from Atonement and are within the busing area designated by Milwaukee Public Schools (MPS) may be eligible for a transportation contract with MPS. The approximate boundaries are 92nd St. to the west, Hampton and Florist to the north, Lake Michigan to the east, and Wisconsin Ave. and Center St. to the south. For more exact boundaries please contact Mr. Schafer or Mrs. Demitros. The contract is available for full time 4K/5K and grades 1-8 and is based on the number of days a student is in attendance. At the end of the school year MPS pays approximately \$500/student for transportation reimbursement. Names of eligible students must be submitted to MPS via the school by September 15. The school will notify you if you have qualified for a transportation contract when they are sent to us later in the fall for your signature.

School Calendar

The calendar for the school year has been included at the back of the handbook. Many of the dates are coordinated with other WELS schools and with Wisconsin Lutheran High School. Please put the calendar in a prominent place where it can be easily consulted. Our weekly *Thursday Notes* contain important information regarding the school schedule and contains time and date changes that inevitably will occur throughout the year.

Parent Orientation – August 15 – 19

All school families are encouraged to attend a one hour parent orientation meeting offered various times from August 15 - August 19. The purpose of this meeting is to improve the quality of education at Atonement by unifying parents and teachers through an exchange of important school information. The goal is to deal with issues before they become problems. Several aspects of the Parent Handbook will be reviewed and clarified. Time will also be provided for questions. The meetings are scheduled for Saturday, August 15 at 9:00 a.m. in church, Sunday, August 16 at 11:00 a.m. in church, Monday, August 17 at 6:30 p.m. in school, and Wednesday, August 19 at 6:30 p.m. in church.

Enrollment Day – Monday, August 24 - 3:00 – 7:00 PM

Enrollment Day is Monday, August 24 between the hours of 3:00 and 7:00 p.m. All families are to make their first payment on this day since it is the final step in enrolling a child for the current school year. The classroom teacher may add additional fees for classroom supplies and field trips on this day. Come to the main lobby of the school where further instructions on the procedure will be given. Children are encouraged to come along to see their new classrooms and receive their textbooks. Cashiers will be located in the Parish Activity Center (PAC) to receive your first payment. If you cannot attend Enrollment Day, please contact your child's teacher or Mrs. Demitros before August 20 so the school will have an accurate count of all students enrolled and so first payment arrangements may be made.

Opening Service – Sunday, August 30 – 10:00 AM

The opening service for Atonement Lutheran School will be held on Sunday, August 30 at 10:00 a.m. in the church. All parents and students are expected to attend. Students are asked to sit with their teacher and classmates in the designated areas in the church. Students in the 4K and 5K do not sit together as a class with their teachers. The intent of this service is to ask the Lord's blessings on the school year and to model the partnership of the home, the school, and the church.

First Day of School – Monday, August 31

Monday, August 31, is a full day of school for all children (4K – grade 8) with childcare also available to those who have registered for this service. Milk may be bought with a school milk card that you may purchase on Enrollment Day (\$7 for 20 milks) or at a cost of \$.35 each which should be paid to the child's teacher on that day.

Faculty Meetings

Faculty meetings are held approximately once a month as listed on the school calendar. On faculty meeting days students are dismissed at 12:00 p.m. in order to allow teachers an ample amount of uninterrupted time to discuss important matters dealing with school issues. No lunch is served on those days. Other occasional in-service days are scheduled as noted on the school calendar.

School Supplies

Supply lists for items which are not included in tuition fees were included in the summer mailing, *Summer Notes*. Most middle and upper grade children are required to have paper, pocket folders, pencils, a correcting pen, a ruler, a scissors, the New International Version Bible, and the hymnal, *Christian Worship*. Students in grades 7 and 8 must have the blue catechism. These books may be purchased at school on Enrollment Day or directly from the Northwestern Publishing House store located at 1250 North 113th Street.

Please be advised that school rules prohibit students from bringing such items as Game Boys, CD players, I-Pods, cell phones, or trading cards to school. The school will not be responsible for personal items which are not school related and that may cause problems or disruptions during the school day. Such items may be removed by the teacher and returned to the student at a later time.

Text Book Covers

All hard cover books are to be covered in order to keep the books in good condition. A set of book covers is provided free of charge at the beginning of the school year. Replacement book covers may be purchased from the school bookstore for \$.10. Paper grocery bags or the like can also be used to cover books. Textbooks are very expensive ranging in price from \$30 to \$50. The budgeting cycle requires that a book must last at least 5 years. When a child abuses a textbook, parents/guardians will be asked to contribute to the cost of replacing the book.

Bookstore

Some basic supplies for school are available in the school bookstore located across from the office. The bookstore is open Wednesday mornings from 8:00 – 8:20 AM and is staffed by parent volunteers. Contact Mrs. Demitros if you are interested in volunteering.

School Schedule

Children are allowed to enter the school building at 8:00 a.m. Before-school childcare is available through the Atonement Early Childhood Center extended day care program. The ECC's telephone number is #414-445-1011. Exceptions may be made for siblings of students who must come to school early for a scheduled rehearsal or practice. Special permission for early arrivals must be obtained from the principal after a written request has been submitted and approved.

The faculty arrives by 7:45 a.m. and is involved in devotion every morning before 8:00 a.m. Please do not call the school during that time as no secretarial help is available to accept your call.

8:00	School and classroom doors open for students
8:10-8:20	Ideal arrival time for students
8:30	Classes Begin
11:15	a.m. preschool, 4K and 5K sessions dismiss
11:45-12:30	Lunch and Recess
12:20	p.m. 5K session begins
12:30	p.m. preschool and 4K sessions begin
3:05	Early Bird dismissal
3:15	All School Dismissal

Recess Supervision

Children will not be permitted outside without the supervision of at least one teacher or responsible adult. Children are to stay within the confines of the parking lot and are not to leave school property without permission. Parents are needed to help supervise recesses mid-morning and over the noon hour. If you can help supervise the playground, please inform your child's teacher.

Dismissal

Students are dismissed from school via the north door facing the parking lot. Students who walk home are to leave the school grounds by the driveway that goes on to Ruby Ave. They are not to go toward Sherman by walking between the church and the ECC. All students who are being picked up by private vehicles must meet their rides on the school parking lot and not on Ruby Ave. Drivers may choose to park on the street and walk on to the lot to pick up their rider. The best procedure for safely picking up students is as follows:

1. Slowly enter the lot from Ruby Ave. using the driveway closest to the school.
2. Park in a lined parking-place – DO NOT stop and pick up children without parking!
3. Exit using the driveway that goes on to Sherman or the driveway under the church carport on to Ruby.
4. **ALWAYS PROCEED WITH EXTREME CAUTION SINCE CHILDREN DO NOT PAY ATTENTION TO MOVING CARS ON THE LOT!**
5. Remind your child again and again to watch for moving cars on the lot.

Students who are not registered for after school care and who are not picked up by 3:30 p.m. will be charged a rate set by the ECC. These child care fees must be paid upon pick-up and will be added to the monthly tuition payment if they are not paid at that time.

Tardiness

Promptness is an important quality for everyone. Parents/guardians can help their children develop a habit of promptness by making sure that children arrive at school on time each day ready to work. Arriving around 8:10 a.m. gives students time to get organized for the official

start of the school day at 8:30 a.m. Any student who comes into the classroom after the 8:30 a.m. bell has rung will be marked tardy. Five or more late arrivals during one quarter of the school year will result in disciplinary action. The number of tardy arrivals is recorded on the report card. A child arriving after 9:00 a.m. and before 10:30 a.m. will be marked ¼ day absent and between 10:30 a.m. and noon will be marked ½ day absent.

Absences

If a child is not able to attend school, parents/guardians are asked to report the absence to the school in the morning before 8:30 a.m. so that the secretary can pass that information along to the classroom teacher. If possible, arrangements should also be made for picking up the day's homework so that the child does not fall behind on schoolwork. If a child has not been reported absent by 9:00 a.m., the secretary will call the home as a safety precaution to make sure that the child is accounted for.

In the case of a prolonged absence, please communicate with the teacher in advance if possible regarding homework that will need to be completed. Absences lasting longer than two days require a note from the parent or guardian upon the child's return. A child under a physician's care following a communicable disease (chicken pox, mumps, etc.) must have a medical release form signed by the physician before returning to the classroom.

Absences should be followed up with a written excuse using this general format:

- Date of excuse
- Name of child
- Day(s) absent or tardy
- Reason for absence or tardiness
- Parent/guardian signature

Students who obtain perfect school attendance will be recognized at the Awards Assembly on the last day of the school year. Perfect school attendance is a great accomplishment and a wonderful blessing.

Truancy Policy

Under Wisconsin State Law Act 239, "habitual truancy" is defined as a child who is absent without excuse for part or all of five or more school days during a semester, whether consecutive or not. All schools are required to report habitual truancy to the Milwaukee Truant Officer. Habitual truancy is grounds for expulsion.

Voice Mail

The school telephone is equipped with a voice-mail system. Messages are checked daily during the school year. Please know, however, that a message left in the late afternoon may not be retrieved and delivered before the end of the school day. A message left in the morning to report an absence is acceptable.

Building Security and School Entrance

Children who come to school in the morning should enter the building between 8:00 a.m. and 8:30 a.m. through the north doors off of the parking lot. This door is locked at 8:30 a.m. for security purposes. Anyone who wishes to enter the school at any other time should come to the west doors by the office where there is a doorbell. All visitors must stop in the office to identify themselves and their purpose for visiting the school before going to any other part of the building.

Communication

Good communication is an important element in the partnership between the home, the school and the church. Good communication begins at the pre-registration meeting between the parent/guardian and the principal. It continues with attendance at such meetings as kindergarten round-up, new family orientation, parent orientation, and regularly scheduled parent-teacher conferences. Teachers attempt to keep parents/guardians informed of their children's academic

progress and classroom behavior on a regular basis. Various other means for regular communication with parents are also in place.

- ◆ **Thursday Notes** will be e-mailed home each week to keep parents informed of school activities. They may also be accessed via our website at www.atonementwels.org. This is the main tool for communicating school information. Hard copies will only be available upon request and if no internet access is available. Please notify the office with your request.
- ◆ **Classroom newsletters** may be sent home by teachers informing parents of classroom activities and assignments.
- ◆ **Home visits** are made by the teachers in August in order to distribute the family handbook and to establish good communication between the parent/guardian and the classroom teacher. A list of supplies needed in the classroom is handed out at this time as well as some basic classroom information.
- ◆ **Report cards** are distributed at the end of each quarter. Many teachers send home daily or weekly packets of graded papers for parent information. Teachers in grades 3-8 send home mid-quarter progress reports.
- ◆ **Parent-Teacher Consultations** are scheduled after the first and second quarters. Conferences are scheduled as closely as possible to times requested by parents/guardians. Attendance is mandatory – appointments which are not kept will be rescheduled. Additional conferences may be scheduled at any time by request of the teacher or the parent.
- ◆ **Other ways** to communicate regularly with the teachers and school are via telephone, written notes, and email. You may obtain telephone numbers and email addresses directly from your child's teacher. These will also be available at the school website – www.atonementwels.org

Parent-Teacher Consultations

Conferences between the parents/guardians and teachers are an important component of the home-school partnership. In order to work together closely, parents and teachers must communicate regularly. Parent-teacher consultation days are scheduled following the distribution of report cards at the end of the first quarter (early November) and again at the end of the second quarter (mid-January). All parents/guardians are expected to attend.

Parents/guardians are encouraged to consult with their child's teacher at any time about questions or issues of concern. Many problems occur because of a misunderstanding between the teacher and parent/guardian. If you have a concern about something in the classroom, please go directly to the teacher rather than contacting the principal, the pastors, or discussing the issue with other parents. If the problem persists, then consult with the principal. Since it is very important for the sake of the child that parents/guardians and teachers present a united front, please do not discuss concerns in front of a child unless he/she is specifically invited to offer comments for the sake of information. Parents/guardians and teachers making negative comments about each other, especially in front of the child, accomplish nothing.

Extended Learning

Atonement School has been blessed for many years with an Extended Learning Program in both math and reading. The Extended Learning experience provides small group instruction so children can learn at a pace consistent with their learning styles. Participation is limited. Contact the principal for more information.

Tutoring

Tutoring is available for students who need extra help with their normal classroom curriculum. Help is available during the school day and also before/after school. These efforts help students grow into their God given potential.

School Visitation

Parents/guardians are welcome to visit their child's classroom if arrangements are made in advance with the classroom teacher. All visitors are asked to stop in the school office upon entering the building where the secretary or a faculty member will assist those visiting. This practice provides for a higher level of building security and safety.

Discipline

“Since God so loved us, we also ought to love one another. No one has ever seen God; but if we love one another, God lives in us and his love is made complete in us.” 1 John 4:11

God's Word is the guide for discipline at Atonement Lutheran School. Out of love for their Savior and respect for others, students are expected to conduct themselves as Christian young people at all times. This can be achieved only through continued study of the Word of God, which is the means through which the Holy Spirit creates faith and causes it to grow in the hearts of the students. Out of such faith grows the desire to obey God's commands and to show love for others. Thus the goal of the disciplinary process is to develop self-discipline motivated by love for the Lord and other human beings. In practice, this self-discipline reveals itself when students honor and respect all members of the school staff. Moreover, it further reveals itself when students encourage one another, forgive one another, sacrifice for one another, and demonstrate God-pleasing humility and self-control. As the Scripture verse above instructs and reinforces, God's love for us compels us to love others the way we are loved. Ultimately, all aspects of Atonement's student discipline system are deigned to achieve this goal.

The process of developing such self-discipline is difficult and on-going. It begins when parents and teachers seek the guidance of the Holy Spirit through regular study of the Scripture and through prayer. Parents and teachers then need to communicate regularly when problems occur in order to seek a God-pleasing solution.

Because young people, like all human beings, are flawed and sinful, consequences play a critical role in reminding students when they have made poor behavioral choices. While consequences may play a role in teaching appropriate behavioral alternatives, in other cases their primary role is to mark inappropriate behavior. As a result, assigning consequences to inappropriate behavior is only the first step in the discipline process. Helping students reach the place of acknowledging inappropriate behavior and committing, with God's help, to change such behavior is the truly desired outcome. These outcomes are achieved through instruction and counseling with parents, teachers, and school administration. Moreover, Atonement's faculty will facilitate the achievement of these outcomes through respectful and loving interactions with students. Listed below is a limited overview of the consequences students experience for inappropriate behavior.

- Most minor problems can be corrected quickly through reminders and positive encouragement.
- In cases of persistent non-compliance with the rules parents will be informed and consequences for the infraction will be agreed upon.
- Detentions will be given when a student in grades 6, 7 & 8 has five incomplete assignments in one quarter. Most importantly, teachers will work with students and parents/guardians to implement a plan designed to support students' successful completion of assignments.
- In some cases disruptive behaviors require that students be removed from the classroom or other instructional environment. When this occurs, the following intervention strategies

may be employed. In a supervised setting, students may be asked to sit quietly and reflect on the inappropriate nature of their behavior. Additionally, students may be required, in writing, to acknowledge what should not have occurred and detail constructive alternatives. Finally, students will be required to speak with teachers and school administration to receive related counsel and bring resolution to the presenting issue. Once accomplished, students will be permitted to return to the classroom or other instructional environment. Students may also be required to serve detentions in conjunction with particular incidents.

- The following behaviors constitute a limited list of those that will result in removal from the classroom or other instructional environment:
 1. Verbal refusal to comply with an appropriate request from a staff member
 2. Non-verbal defiance or the exhibition of non-verbal lack of respect
 3. Verbal abuse of another student
 4. Intentional academic dishonesty
- Disrespect toward teachers, staff, and other students; persistent disobedience; violent acts such as fighting, sexual contact, or inappropriate touching or hugging; possession of weapons or items that look like weapons, drugs, alcohol, or tobacco; or acts of vandalism are considered serious violations of school rules and are grounds for detentions, suspensions, or immediate expulsion.
- Detentions may be issued by teachers. Suspensions and expulsion are carried out by the principal. Detention slips and suspension notices must be signed by parents/guardians. A record of these disciplinary actions will be kept on the child's report card.
- Four detentions will result in a suspension. Two additional detentions will result in another suspension. Two more detentions demonstrate a continued pattern of misbehavior and may result in expulsion.
- Children who display continued reluctance to comply with school rules and policies may be asked not to enroll for the coming school year. Families will be informed of this before the March pre-registration date and will be given an opportunity to appeal the decision.

The Atonement faculty teachers and reinforces a code of student conduct which states: "As a child of God, I will treat everyone with courtesy and respect, come to school prepared for learning, act responsibly, accept consequences for my actions, and treat personal and school property with respect."

Public Display of Affection on School Grounds

A public display of affection is defined as kissing, holding hands, inappropriate hugging and/or touching and is grounds for disciplinary action. A written warning will be issued for a first offense followed by a detention for a second offense. Subsequent offenses will follow the detention/suspension process.

Sexual Issues

A student of Atonement Lutheran School may not engage in any sexual activity. Knowledge of such activity is grounds for suspension or expulsion. Pregnancy will result in immediate expulsion

for both the girl and/or boy followed by pastoral counseling. Participation in homosexual activities is also grounds for expulsion.

Abusive Behavior

This topic has already been dealt with in the section on discipline, but because it is such a prominent problem in our society, it deserves additional attention. Abusive behavior including physical, sexual, or verbal will not be tolerated at Atonement Lutheran School. In any case where such behavior is suspected or witnessed, the incident will be carefully documented. Parents will be informed immediately. Detention, suspension, and possibly expulsion may be used as responses for the abusive behavior. All cases of abusive behavior will be taken seriously. What is sometimes perceived as teasing and roughhousing will be looked upon as bullying and will not be tolerated.

Termination of Enrollment

Enrollment at Atonement may be terminated at any time. Reasons for termination have been outlined in the section on discipline. These can be summarized as a single act of serious misbehavior, a second detention after the second suspension, and recommendation of the faculty because of persistent non-compliance with school rules.

Dress Code

School clothing does have an effect on a student's attitude toward learning. The faculty does not want to create a list of clothing which is acceptable or unacceptable. Parents/guardians are expected to monitor their children's school clothing. School clothing should be clean, not worn or frayed; reflective of Christian modesty; not promote any music group, alcoholic beverage, drugs or any inappropriate conduct or substance. **Clothing worn at school should be different from clothing worn for play.** Pants should be kept at waist level. Tops which reveal too much skin and short shorts are not permitted. Hats are not to be worn at all in the school building. The bill of the hat must be forward while on school grounds. No clothing reflective of gang behavior is permitted. Shorts are only allowed during the months of September and May. The teachers and principal reserve the right to speak to any student and/or parent/guardian privately about inappropriate dress for school. The following is a brief list of inappropriate dress:

- sweat pants for grades 5 – 8
- sports or basketball shorts worn under pants and snap warm-up pants for all grades
- baggy pants worn below the waist
- sleeveless tops for all grades
- tight clothing
- hats worn in the school building
- jackets worn in the classroom during class time without permission
- statements on clothing that ridicule or show disrespect for other people
- exposed midriff / low cut pants / short tops

Teachers will notify students in writing when exceptions to the dress policy can be made for special school activities.

A verbal and a written warning requiring a parent's signature will be given to children who violate the dress policy. Upon a second offense at any time during the school year the student will be given a detention. At this point the normal detention due process of the school will be in effect.

Hot Lunch Program

Atonement operates a hot lunch program at reasonable prices and participates in the federal free and reduced price lunch program. The meals are nutritious and students are encouraged to participate in the program. Lunches may be ordered on a weekly or monthly basis by the Tuesday before the lunches are received. Refunds for missed lunches because of school absence are available. Applications for free and reduced price lunches will be available on Enrollment Day or in the school office. You will be notified in writing if you qualify. Students in grades 6-8 with permission from parents/guardians are encouraged to volunteer to help serve lunches.

Volunteering help keeps the cost of the meals down. Mr. Sylvester coordinates the federal hot lunch program. Mrs. Sharon Brand is our on-site hot lunch server.

Milk

Milk cards good for 20 milks will be available on Enrollment Day or in the office at any time at a cost of \$7.00. Those who participate in the hot lunch program receive one milk with lunch but need a milk card to purchase additional milks. Milk may also be purchased on a daily basis for \$.35 which should be paid to the child's teacher. No reimbursement is given for lost milk cards so please make sure your child's card has his or her name on it and is kept in a safe place.

Nutrition

Research shows that learning is affected by what children eat. Excessive amounts of sugar can have an extremely negative effect on a child's ability to concentrate. Candy wrappers gum, and chip bags also have a tendency to wind up as litter. Therefore, the following rules will be in place during normal school hours:

1. No eating on school grounds or in the building during school hours except during designated lunch times.
2. No gum chewing at any time.
3. No soda or candy except for special classroom treats.

Parents/guardians, please make sure that your child has a nutritious breakfast and lunch on school days. Food is the fuel that keeps your child learning and growing, and children have a long day to get through especially when there are after-school activities. Artificial food colorings, flavorings and sweeteners are known to have adverse effects on many children.

Sleep - Regular Bedtime

Proper rest is very important for a child's learning capacity. It is recommended that elementary school children get at least ten hours of sleep on school nights. If your child has difficulty getting up every morning it may be an indication that he/she is not getting enough sleep. A regular bedtime needs to be enforced. It may be preceded by quiet reading time which helps the child relax rather than by watching television which leads to restlessness.

Health and Immunization

State law (140.05 Wis Stats.) requires that all children entering an elementary school in Wisconsin for the first time be immunized against diphtheria, tetanus, pertussis, polio, measles, rubella and mumps. Having the Chicken Pox or receiving the Varicella vaccine is also required. Certification of these requirements must be on file in the school and can be waived only if a properly signed health or religious exemption form is filed with the school. Failure to comply with the state law may result in exclusion from the classroom. The school is required to submit immunization records to the district attorney who in turn enforces the state statutes. Please contact your doctor or city health department to make arrangements for having your child properly immunized before school begins.

Medication

Medication will be administered to a student only with a parent's/guardian's permission given in writing. Please be specific with the permission as to who may administer the medication, the exact dosage, and the time the medication should be given. Children are never to have prescription medication stored in their desks. Over-the-counter medication such as aspirin may not be given to any student by teachers or staff without written permission. All inhalers brought to school are to be stored inside the classroom. They are not to be left in a book bag or in the hallway. If a student is having difficulty breathing during Physical Education class or recess, they may not participate in the activity until the appropriate medication is administered. A student may be monitored in a study hall until the physical activity is completed and their breathing has returned to normal.

Emergency Closing

Emergency closings are announced on radio station AM 620 WTMJ. Atonement is automatically closed if the Milwaukee Public Schools are closed for snow or cold. Please do not call school to inquire if school is closed. Listen to the radio. Once the school day has begun, classes will be conducted for the remainder of the school day except in the case of extreme emergency. In case of bad weather parents/guardians may pick up their children early if necessary.

Emergency Building Shut Down

In recent years administrators have had to develop a plan for emergency building closings for reasons other than fire or tornado. In case of an emergency, teachers will keep all children in the classrooms away from the door with the door locked until the threat has passed or another emergency plan has been implemented. The goal of such a shut-down is to provide for the safety and security of the children. If the building has to be evacuated, the children will be kept in a secure environment, possibly the church, until such time as they can be sent home safely.

Co-Curricular Activities and Field Trips

Numerous activities to supplement the regular classroom instruction are provided for the children as a way of expanding their horizons, enriching their learning experiences, and enlarging their Christian outlook on life. Our school offers the following extra-curricular activities for students:

- ◆ Children's Choirs (Choristers & Junior Choir)
- ◆ Handbell Choir
- ◆ Athletic competition for boys and girls (basketball, volleyball, softball, wrestling, track, cross country)
- ◆ Cheerleading and pompons for girls
- ◆ Forensics (public speaking)
- ◆ Musical productions
- ◆ Science fairs, social studies fairs, art fairs, a spelling contest and a math track competition

Children are encouraged to expand their educational horizons by participating in co-curricular activities. These activities create wonderful memories and promote skill development. Special recognition will be given to those who participate at an Awards Assembly on the last day of the school year.

Teachers also schedule field trips for which additional fees may be collected. Parents will be asked to sign written permission slips any time children leave the school property. Transportation may be provided by the school. No child may participate in a field trip without written consent.

Piano and Band Lessons

Piano lessons are offered at Atonement Lutheran School during the school day for children in grades 3-8. Younger children are given lessons before or after school. If you are interested, please contact Ms. Prange. You may register on Enrollment Day and obtain more information regarding scheduling. Band lessons are offered to students in grades 5-8 through a program run by Wisconsin Lutheran High School. Information will be available from the high school the first week of school.

Choirs

All children are encouraged to participate in one of Atonement's children's choirs. The Choristers is available for children in grades 2-4 and the Junior Choir is available for children in grade 5-8. The requirements for participation in both groups are a willingness to sing, attendance at all performances, and cooperation with the director. Policies regulate the number of times a child may be absent without excuse when the choir sings before being removed from the choir. Singing provides an excellent opportunity for children to improve their musical abilities as well as to enhance worship by singing praises to the Lord.

Singing in Church

Each classroom participates in choral singing during worship services at Atonement Lutheran Church several times throughout the school year. The students practice in the classroom and in church and are expected to be a part of the singing group during the worship service. Proper respect, communication, and planning asks that the parent notify the classroom teacher or choir director in advance if the child will not be able to participate for the service. A singing schedule will be sent with all children the first week of school.

Sports

While Atonement has a physical education curriculum for children of all grade levels, most competitive sporting activities begin in fifth grade. Girls may participate in basketball, cheerleading, pompons, volleyball, cross-country, softball, and track. Boys may participate in cross-country, volleyball, basketball, wrestling, softball, and track. An athletic policy governs all of the sports programs. Only children in good academic standing may participate in sports programs.

Athletic Fees

Due to the expenses involved with extra curricular sports activities, students must pay an Athletic Fee. The family may choose to pay an Individual Fee for each sport in which a child participates. An Individual All Sports Fee covers all sports during the year for a child, or a Family Sports Fee which covers each child in a family for all sports. The Family Fee and the Individual All Sports Fee may only be paid on Enrollment Day and are non-refundable. The Individual Fee is only refunded for sports when a child is cut from the team following try-outs. Fees will not be refunded for children removed from a team for good cause.

School Telephone Usage

School telephones are available for student use only in case of emergency. A teacher or staff member must give permission before a student is allowed to make a call. Calling parents for forgotten homework, lunches left on the counter, permission to go to a friend's home, or forgotten gym clothes is not considered an emergency. Children may use the telephone if the school has changed its schedule affecting after school activities. Planning ahead is the best word of advice for reducing the number of telephone calls made by students. No cell phones may be used by the students during the school day. Cell phones must be turned off completely.

School Pictures

Individual pictures of children are taken each year in September. In the spring a class book is also printed with pictures of the classes and school activities. These books can be ordered on Enrollment Day. The individual pictures are available as a service to parents who want a record of their child's growth and who want to share their child's pictures with others.

School Fund Raisers

Atonement School uses fund raising activities as one way of financing the purchase of supplies and equipment. Fund raising helps maintain a high quality Christian education at Atonement. The profits from the fall fundraiser are shared by the Early Childhood Center and the school. The main fundraiser is the Christmas Craft Fair and Bake Sale. Orders for candy, pizza, kringle, and craft items are taken in October and the items are delivered late in November. A Book Fair is held in spring. Parents are encouraged to participate by purchasing items as well as by volunteering to help organize and run the activity. Watch your *Thursday Notes* for upcoming opportunities.

Matching Gifts Programs

Atonement receives financial help through matching gift programs of Thrivent Financial Service. Up to \$400 in contributions per policy per person will be matched at a 50% rate annually. Contributions may be made directly to the school or to the church through use of the green envelopes in the packet of offering envelopes. Information concerning how to become involved in this program is available from the school office.

Homework

Homework is a necessary ingredient in developing good work habits for life and in making sure that academic progress is being made. The younger a child is when he/she learns to complete an assignment on time to the best of his/her abilities, the better off that child will be throughout his/her academic career as well as life! Here are some good tips for helping your child:

- ◆ Set aside a particular time and place for homework to be completed. Give the child some choices in the matter.
- ◆ TV or radio should not be permitted during homework time.
- ◆ Be available whenever possible to monitor the homework and give help when needed.
- ◆ Contact the teacher if a pattern of struggle related to homework completion emerges.
- ◆ Check in the morning to see that all books and papers are in the bookbag.
- ◆ In the case of absences make sure make-up work is completed and handed in.

Depending on the age of the child, students should have no more than two hours of homework on any given school night. All homework is expected to be completed by the start of the next school day. Parents are asked to monitor homework quality and completion and to excuse in writing any unfinished homework. Students should record their assignments in their school day planner and record when the work is completed. Teachers may be contacted with homework questions. Incomplete assignments will affect a student's grade and may be grounds for disciplinary action.

Teaching Children to Listen

The ability to be a good listener and to carry out instructions that are given are important skills which need to be learned early in life. Developing these skills is critical to the learning process. Following are some tips for teaching your child to listen:

- ◆ Make sure you have your child's undivided attention before giving instructions.
- ◆ Look at him/her when you are speaking and do not repeat the instruction.
- ◆ Have your child repeat the instruction back to you.
- ◆ Model good listening by listening to your child when he/she speaks to you.
- ◆ If you suspect a hearing problem seek medical attention.

Computer Education

Developing computer skills plays an important role in the education of a child. To support constructive computer usage, each student will use a classroom password to log onto the computer system. Computer and web site activities will constantly be monitored by the school. Personal printing and "surfing" of the web are not permitted. Students from grades 5 – 8 will receive a personal flash drive to use daily to save their classroom work. Students who do not follow the Computer Usage Policy given out on Enrollment Day will not be permitted to use the school computers.

Emergency Planning

Atonement School has emergency plans in place for fires, tornadoes, and other dangerous situations. Principal Bohlmann, Mrs. Wigley, and Mr. Gorsline continually develop, practice and monitor all of the school's emergency plans. This includes evacuation of the building and property and press releases. Be assured that every effort is being made to insure that Atonement Lutheran School is safe, secure, and proactive about emergency planning.

Enrollment Requirements

Students must be age appropriate to enroll into Atonement Lutheran School. This policy follows state law. A child must be 5 years of age by September 1 in the state of Wisconsin to be eligible for 5 year old kindergarten.

Graduation Requirements

For a student to graduate from Atonement Lutheran School and receive a diploma of graduation, he or she must pass all of the core curriculum classes in the eighth grade. The core curriculum classes include math, English, reading, science and social studies. If a student receives three or four failing quarterly grades in one of those classes, he or she has failed the class and may not receive a diploma of graduation.

Extended Learning Program

Atonement Lutheran School has been blessed with an Extended Learning program for reading and math. The purpose of this program is to tutor children who are no more than two grades behind in these academic areas. The Extended Learning teachers serve as resources to the classroom teachers and families. Children enrolled in the program are expected to maintain passing grades in other courses of study. The classroom teacher is the first person you should contact regarding your child's academic concerns or involvement in the program.

Educational Dismissal

Since Atonement Lutheran School is privately funded, it is limited in the quantity of extra educational services available. New students may not be enrolled if they are two or more grade levels behind in their education. If an Atonement student falls behind academically by two or more years, a conference will be scheduled with the student's parent(s)/guardians(s) to discuss what is in the best future interests of the student.

M Team Evaluation

The public school system provides an evaluation service called Multi-disciplinary Team Evaluations. The evaluation identifies educational concerns and develops an Instructional Educational Plan to address the issues. Parents or teachers may request the evaluations with the local school system.

School Nurse

Atonement children have the service of a registered nurse every Tuesday and Thursday morning. This service is provided by a grant from Children's Hospital and includes health screenings, medical care, and consultations. A signed consent form for medical treatment must be on file before any services may be given. Consent forms are available from the school office. Only one form needs to be on file for each family. They will remain in effect until next September.

Counseling Services

Atonement Lutheran School has entered into an agreement with Wisconsin Child and Family Service to provide short term, professional student counseling. More information is available from the teachers or from the school office. There is no cost to families.

School Wide Procedures

Atonement Lutheran School has long had both school wide procedures and classrooms procedures in place. A procedure is an agreed upon way of doing something constructive. Procedures can make an organization run more smoothly and efficiently. School procedures can improve the environment and quality of education. Procedures need to be taught, practiced, and followed by everyone. Procedures will help reduce problems.

The Atonement teachers have developed a short list of school wide procedures which all the students in all of the classes will follow. These procedures address walking in the building as a class, using the restrooms, before and after school conduct, and moving to and from recess. Please encourage your child to follow these procedures for their own good and for the benefit of the other students and teachers.

Chapel

Christian families worship together regularly. This brings them closer to God and to other members of the family. Atonement Lutheran School is a Christian family which worships together regularly through weekly chapels. The teachers and pastors will conduct the chapels following special themes throughout the year. Since the chapels will begin at 8:30 a.m., please make sure your child arrives to school on time. All family members are invited to attend the school chapel services.