

PLEASE READ THIS FIRST

East Fork Lutheran School is a WELS Lutheran School and our philosophy and expectations are based on the truths of the Bible. **Therefore we will discipline according to the standards of the Bible.** Students and families will be expected to abide by the rules, standards, and conditions contained in this handbook, so read it carefully. If you do not agree with any portion of the Bible based standards contained in this handbook, we strongly encourage you to find a school that is more compatible with your personal beliefs.



East Fork Lutheran School

Parent / Student Handbook

2021 – 2022

The Mission of East Fork Lutheran School

The mission of East Fork Lutheran School is to teach our students to know their Savior and to help them develop the spiritual and academic gifts God has given each of them so they can show their thankfulness to their Savior here on earth, and share with others their hope of an eternal life in heaven.

COVID-19

The novel coronavirus, COVID-19 has made direct planning for the 2021-22 school year a challenge. Please understand, we will follow all state, federal, and tribal guidelines and mandates when it comes to school. While we do not know what the future holds, we still know that our gracious God will bless our efforts to educate during this pandemic.

Please note, we are preparing and planning for coronavirus interruptions, changes and challenges that may arise unexpectedly. We encourage each of you to provide your current cell phone number to the school as we will regularly need to communicate with families to communicate those possible changes.

This handbook is designed for “in class” teaching. As we wait for further guidance and mandates from the governing authorities, please read and sign the handbook agreement at the end of this document. Unknown changes may occur several times and in several ways throughout the year. Please know that we will inform you of any changes to attendance, grading, etc. due to the coronavirus mandates set forth by those governing authorities.

Thank you for your understanding, support, and continued prayers!

Assumption of the Risk Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and tribal governments and federal, state, tribal health agencies recommend **social distancing, regular hand sanitizing, and wearing of masks in public**. School is considered a public gathering.

East Fork Lutheran School has put in place preventive measures to reduce the spread of COVID-19 per federal, state, and tribal guidelines, however, the school can not guarantee that you or your child(ren) will not become infected with COVID-19.

By allowing your child(ren) to attend East Fork Lutheran School: operating as guided by federal, state and tribal guidelines, you are acknowledging the contagious nature of COVID-19 and voluntarily assuming the risk that your children may be exposed to or infected by COVID-19. You are also saying you will not hold East Fork Lutheran School responsible for any claims based on the actions, omissions, or accidental negligence of the School, its employees, school board, and WELS governing authorities, should a COVID-19 infection occur before, during, or after participation in any East Fork Lutheran School program.

East Fork Lutheran School Statement of Beliefs

Thank you for enrolling your son/daughter at East Fork Lutheran School. We are pleased and privileged to serve your family. We are passionate about our mission and thrilled to share the joy of Jesus with our students!

The mission of East Fork Lutheran School is very Christ-centered in nature. In addition to offering our kindergarten through eighth grade education in secular areas, we want every one of our students to learn more about God's Word, the Holy Bible, and Jesus Christ. At East Fork Lutheran School, spiritual matters are more than a class or a daily devotion. Lessons from God's Word are an integral part of everything we teach and do.

To that end, we realize that you might not be familiar with who we are or the spiritual nature of what we will teach your son/daughter. Therefore, please read the following basic outline of what we at East Fork Lutheran School and the Wisconsin Evangelical Lutheran Synod believe and teach. It is important to us that you have a clear understanding of how we will spiritually serve your son/daughter with the truths of God's Word.

We believe...

The Bible is the true word of God. It clearly teaches all we need to know in order to obtain our eternal life. The Holy Spirit uses the Word of God to give and strengthen Christian faith; therefore, we want to hear, learn, and believe its message. (2 Peter 1:21; I Corinthians 2:13; 2 Timothy 3:16; John 10:35; Luke 11:28; John 5:39; Romans 10:17)

There is only one true God. In the Bible God reveals himself as three persons—Father, Son, and Holy Spirit. This is why he is called "Triune." These three persons in one God are all God. They are equal in power, glory, and in every quality. To deny or ignore one person is to deny all of them. It is God who created, redeemed, and sanctified us. (Deuteronomy 6:4; Matthew 28:19; John 5:23; Genesis 1:1; I John 2:2; Romans 15:13)

At the beginning of time God created heaven and earth and all creatures. He did this in six regular days—he spoke his almighty word to create all things. He made everything out of nothing. Man and woman are God's special creation. (Genesis 1:1; Genesis 1:31; Exodus 20:11; Psalm 33:6,9; Psalm 124:8; Mark 10:6; Hebrews 11:3)

The first man and woman, Adam and Eve, lost the image of God when they gave in to the temptation of Satan and disobeyed God's command. This brought on them the judgment of God. Since that time all people are conceived and born in sin, desire to do what is evil, and are dead spiritually. Therefore, we are unable to reconcile ourselves to God by our own efforts and deeds. (Genesis 2:17; Psalm 51:5; Ephesians 2:1; John 3:6; Psalm 5:4; Romans 5:12; I John 3:4; Romans 8:7,8)

The message of the gospel is the good news that a loving God sent Jesus Christ to take away the sins of all people. The gospel freely offers to all sinners the righteousness that is found in Jesus. God offers and gives eternal life and salvation to all those who believe in

the gospel promises. (John 1:17; Romans 1:16; John 3:16; Colossians 2:13; Luke 2:10,11; Ezekiel 33:11)

Jesus Christ is the Savior of everyone. He is the eternal Son of God, equal to the Father and the Holy Spirit. He is also the son of the Virgin Mary. He became man to redeem all people. Taking our place, he lived a perfect life keeping the law of God for us. He also died as the innocent son of God who took our place on the cross to pay a price sufficient for everyone's sin. After rising from the dead, Jesus ascended into heaven. On the Last Day he will judge all the people who are still living and those whom he will raise from the dead. (I John 5:20; Matthew 1:23; Ephesians 1:7; Galatians 3:13; Hebrews 4:15; Romans 1:4; Acts 10:42)

God judged all sinners righteous in his sight when Jesus Christ died on the cross for us. God declared everyone free from the guilt and punishment owed for our sins. The sinner receives this free gift of forgiveness, not by doing good deeds, but only by faith. A person is justified when he or she believes in Christ and his redemptive work. It is a gift of God. (Ephesians 2:8,9; 2 Corinthians 5:19; Romans 3:22–24; Romans 3:28; Romans 4:5; Mark 16:16)

Baptism is a holy act instituted by God. Its power comes from God and not the person being baptized. Using water and God's Word, it offers and gives the forgiveness of sins, spiritual life, and eternal salvation. It is meant for young and old, including children. Infants are also sinful and therefore need the spiritual rebirth brought through baptism. (Matthew 28:19; John 3:5,6; Titus 3:5; Mark 10:14; Acts 22:16; Mark 16:16)

Holy Communion is a holy act instituted by Christ. Together with bread and wine we receive Jesus' true body and blood. In this special meal Jesus gives the forgiveness of sins, strengthens our faith, and gives eternal salvation to all who believe. (Matthew 26:26–28; I Corinthians 10:16; I Corinthians 11:27,28; I Corinthians 10:17)

Christians, empowered and guided by the Holy Spirit, will conform their lives to the Word and will of God, out of love and thanks to God for salvation and all blessings, and to witness their faith to others. (I Thessalonians 4:7; Gal. 5:16; I Corinthians 10:31; I Peter 2: 9,10)

Human life is the gift of a gracious God. Our life is a time of grace during which we have opportunity to learn the way of salvation through faith in Jesus Christ. Only God has the right to take the life he has given. Life begins at conception and ends when the soul leaves the body. (Acts 17:25,26; Isaiah 55:6; 2 Corinthians 6:1,2; Psalm 31:15; Exodus 20:13; Psalm 139:13–16; Jeremiah 1:5)

Marriage is the union of one man and one woman. It is a partnership in which the man is the loving head. Marriage is established by God. It is a holy relationship not to be broken. A married person sins if he or she divorces without a biblical reason. Before God, no divorce is valid except in cases of adultery or desertion. The tendency to consider marriage as unimportant results in great harm to the family, the church, and the nation. (Genesis 2:18; Ephesians 5:24,25; Hebrews 13:4; Matthew 19:9; 1 Corinthians 7:15; Psalm 51:10)

God clearly teaches us to have compassion, love, kindness, respect, and dignity with others (Colossians 3:12–14). Hateful and harassing behavior or attitudes directed toward any individual are to be rejected and are not in accord with Scripture or the doctrines of the Wisconsin Evangelical Lutheran Synod and East Fork Lutheran School.

God created human sexuality and gender at creation when he tells us that “male and female he created them” (Genesis 1:27). These two distinct, complementary genders are God’s design for people as they relate to one another in matters dealing with human sexuality, marriage, and gender (Genesis 1:26,27). Rejection of one’s biological sex is a rejection of God’s creative action and design for the individual (Psalm 139:13,14; Jeremiah 1:5).

God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2–5). We believe that any form of intimate sexual activity outside of God’s prescribed marriage bond is sinful and offensive to God (1 Corinthians 6:9,10; Hebrews 13:4).

God forgives all who confess and turn away from their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19,20; 1 John 1:9).

If you would like more information regarding what we believe, please refer to the website of the Wisconsin Evangelical Lutheran Synod at www.wels.net.

By enrolling your son/daughter in our school, you understand that the aforementioned will be taught and you are giving us permission to spiritually serve your son/daughter in this way. It is also understood that your son/daughter is expected to worship with our campus family as we come together for devotions and chapel. How blessed we are to openly and boldly give thanks and praise to God as we worship him.

It is also understood that your son/daughter will abide by the Christian and moral standards as prescribed to us in God’s Word and outlined in our student handbook.

Again, we are so appreciative to be able to serve your family. We are here to provide an exceptional education, preserve a Christ-focused school culture, promote spiritual growth and Christian service, and prepare life-long disciples of Jesus Christ. May God bless our ministry to your family!

NON-DISCRIMINATION POLICY

East Fork Lutheran School admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

SCHOOL HOURS

Doors will open for students at 7:30 a.m. Students must be seated in the lunch room until they are directed to go to their classrooms. Students should be in their classroom by 7:40 a.m. to prepare themselves for classes, which begin at 7:45 a.m. Students are tardy if they report to school later than 7:45 a.m. Classes will be dismissed at 3:30 p.m. The school does provide supervision for 15 minutes after dismissal but not beyond unless students have been requested to stay for after school activities. Students who are not picked up by 3:45 p.m. on Monday through Thursday will be brought into the school. The parent must come into the school to check them out. East Fork Lutheran School will assess a \$5.00 late fee in 15 minute increments starting at 3:45 p.m. Please ensure that your children are picked up on time. If you know that you will be late for some reason, please call the office to let us know.

HOME AND SCHOOL COOPERATION

The Lord has bound the school and home together as one unit with one aim when He said: *“These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road...when you lie down and when you get up.”* – **Deuteronomy 6:7** Parents and teachers work together so that nothing will rob our children of the eternal life waiting for them in heaven.

RESPONSIBILITIES OF THE PARENTS

When parents/guardians enroll their children in East Fork Lutheran School they agree to take upon themselves the following responsibilities:

1. Attend church regularly; we will share attendance information with the pastors.
2. Read the Bible to and with your children when at home.
3. Pray for your pastors, teachers, and the school family.
4. Expect your child to respect teachers and others in authority.
5. Be accountable for the actions of your children when at school.
6. See to it that your child is regular and prompt in attendance.
7. Provide transportation to and from school.
8. Provide necessary school supplies.
9. Replace any textbooks, technology or school property damaged by your children.
10. Regularly attend parent/teacher conferences and other parent meetings.
11. Volunteer for school and classroom activities.
12. Keep your tuition bill current.
13. Help your child with any homework that needs to be finished.

RESPONSIBILITIES OF THE TEACHERS

Teachers are fully committed to our service to the Lord and East Fork Lutheran School. We will demonstrate that by:

1. Arriving at school in time for faculty devotion. (excluding part-time volunteers)

2. Remaining at school until at least 4:15 p.m. (excluding part-time volunteers)
3. Carrying out our responsibilities to the best of our God-given abilities.
4. Attending and participating in all staff and field-wide and district meetings unless excused by the Board of Education.
5. Showing willingness to learn new ways to improve our teaching to help our students improve learning.
6. Making ourselves available to the parents and students and addressing any concerns they may have.
7. Calling and writing to parents to inform them of a student's progress.
8. Enforcing all of the rules in the current handbook.
9. Carrying out our duties and call, giving glory to God in thoughts, words, and actions.

ENTRANCE REQUIREMENTS

Children enrolling in Kindergarten must be five years of age before September 1st. Children who wish to transfer to our school from another school will be enrolled according to the promotion and information received from the previous school; however, East Fork Lutheran School reserves the right to designate an appropriate grade level following review of the student's records and performance in class. Initial preference will be given to Wisconsin Lutheran Synod members with regular church attendance.

REGISTRATION AND OPERATIONAL FEES

In order to fund the operation of our school, tuition is charged to all families enrolling their children at East Fork Lutheran School. Along with help from our local congregations, gifts from loving donors, and special scholarship programs, your tuition payments provide your children with a quality Christ-centered education. Please make your payments promptly so that we are able to run your school effectively. Families who qualify for the Empowerment Scholarship Account (ESA,) are required to enroll in that program. For those who do not qualify for the ESA program, the Arizona Christian School Tuition Organization (ACSTO,) can provide help for tuition assistance. You will be required to complete the application for that organization. There are also other groups to which you may apply. Students who have an Empowerment Scholarship Account will be charged the actual cost of educating a student. Qualifying families must complete the process of enrolling in the ESA program.

Payments may be made in full at the beginning of the school year, by the quarter, or monthly. You will be notified monthly of your child's balance. All tuition and fees must be paid in full before re-enrolling. 8th grade student tuition must be paid in full in order for the student to participate in the graduation service.

A form with current tuition rates is available at the school office.

The East Fork Lutheran School Board has adopted the following acceptance policy:

1. Students who were enrolled the previous year and have completed all requirements for re-enrollment by May 31st.
2. Lutheran Members: (form must be signed by one of the Lutheran pastors,) will be given priority to enroll until June 15th. After this date enrollment is "First come, first served."

3. Note:
 - a. Unacceptable behavior and attitude can be reasons for refusing enrollment / re-enrollment.
 - b. Outstanding tuition and fees: No student will be accepted if their previous tuition is not paid in full.

CHURCH ATTENDANCE

Our school devotions and religion classes are not intended to take the place of regular church services. The teachers will take church attendance on a regular basis and the principal and pastor will review these records quarterly. While we are not able to judge your faith, we expect that students will attend a WELS Lutheran church unless they are sick or out of town in order to qualify for enrollment priority. Parents have a responsibility to reinforce what is taught in school by attending church with their children. Our students will also be singing in church during the school year. All East Fork Lutheran students are required to attend any special services at one of our Lutheran churches in which the students are singing.

HOMEWORK AND LATE/MISSING WORK

Assignments which cannot be completed during the day are to be considered homework. Parents are asked to help their children in completing this work. We will expect every child to have his or her homework done and their planner (grades 3-8) signed to show that you, the parent, have seen the completed homework.

Students may be required to stay after school for an agreed upon time after school, at the teacher's discretion, if they come to class unprepared or with work that is not up to the East Fork standard of quality. All assignments (homework and class work) must be:

1. Neat,
2. Complete, and
3. Accurate

Part of your (the parents') responsibility is to know whether your child's homework is done by checking their planner every night. Please hold your child responsible for doing his/her work.

LEAVING SCHOOL GROUNDS

Students are not allowed to leave the school grounds during the day. Students who must leave for doctor appointments or a death in the family must be checked-out by the parent, guardian or other approved check out person as identified by the guardian on the application in the school office. Full responsibility for the student then rests with the person checking the student out. After a student misses a day of school, please send a note excusing the absence or a doctor's note. Please inform the office of which adults may check out your child.

END OF SCHOOL DAY CHECK-OUT PROCEDURE

For the safety of our students: All students will remain in their classrooms. Staff members will verify the pick up person with those approved by the parent or guardian. The time and pick up person will be recorded on a sign out sheet. The classroom(s) will

be notified and the child(ren) will exit to the parking lot and be dismissed to the approved pick up person.

SCHOOL ATHLETICS

An interscholastic sports program is carried on above grade 4. Criteria will be established concerning eligibility requirements for participation in sports. Sports may include volleyball, basketball, and softball for girls and for boys may include flag football, basketball, and softball. Cross country may be offered in the fall and track and field may be offered for a short time in the spring. (Extra equipment like knee pads for volleyball, softball gloves for softball, mouth guards for football, etc. must be provided by the students.) All students who participate in athletics at East Fork must have a copy of their birth certificate in their personal file at school. If they do not have legal documentation of date of birth, they will not be allowed to participate in athletics. Students may be held out of participation in sports because of grades, behavior, late work, or parent's discipline. Students will be recognized for their achievements in athletics after each season instead of at an end of the year award ceremony. There is also a separate athletic handbook.

SCHOOL LUNCH PROGRAM

All families are asked to complete a school lunch application. The lunch application will determine if you qualify for the free, reduced, or paid category. If any application is not on file, the student will be required to pay full price for lunches. All school lunches are billed for the entire school year. If your child(ren) will be absent, please call the school before 8:00 a.m. to cancel their lunch. Lunches canceled before 8:00 a.m. will be refunded for reduced and full pay students. Extra milk may be purchased for \$0.25 per carton.

SCHOOL SUPPLIES

Students are required to furnish their own supplies according to the supply lists published by the teachers. A hymnal (3rd–8th), catechism (5th–8th), and Bible (3rd–8th) are required for some classes. Any textbooks or technology or physical education equipment supplied by the school will be replaced at the cost of the book and its shipping and handling fees by the student if they are lost, severely damaged, or written and marked in.

LIBRARY BOOKS

The students are allowed to check out and take home books from the school library.* They are also responsible for returning them at the proper time. If the book is not returned or returned severely damaged, the child who checked it out will be charged the price of a new copy of that book. * When library is open.

REPORT CARDS AND CONSULTATIONS

Report cards will be issued at the end of each quarter. The grading scale is written on the last page of the handbook. Parent-teacher conferences are scheduled after the first and third quarter of the school year. Please take advantage of these opportunities to discuss your child's progress with his or her teacher. Parents are invited to meet with the teachers, by appointment, at any time during the school year. A progress report will be sent home periodically. Grades can be checked anytime on Gradelink. The mid-term reports should

be signed and brought back to school. If you have any questions about your child's grades, please contact the teacher.

GRADUATION REQUIREMENTS

The school principal will determine if students have successfully completed the course of study and are eligible to graduate from 8th grade. Please note that it is school policy that all bills must be paid in full by the Thursday before graduation or the student will not be allowed to participate in the graduation ceremony.

PARTICIPATION IN TRADITIONAL RELIGION PRACTICES

The First Commandment states "You shall have no other gods." Any activity which places upon objects or individuals qualities, characteristics, or powers belonging only to the triune God of the Bible is a direct contradiction and a breaking of this commandment. Upon enrolling in our school, the parent/guardian submits to the triune God of the Bible in matters of worship and in regard to His authority. Therefore, if it is brought to the school's attention that a student has taken part in traditional religion practices (e.g., Na'ah, healing ceremonies, crown dancer, singing and training to sing, etc.), he/she will be suspended for a minimum of one school year. If a student wishes to re-enroll, the parents and student must meet with the principal and the student's pastor to determine if the student should be considered for re-enrollment. Non-Lutherans must meet with the principal and the Board of Education to have the student considered for re-enrollment. Note that these meetings do not guarantee that the student will be re-enrolled, only that the student will be considered for re-enrollment by the Board of Education.

SCHOOL RULES AND DISCIPLINE

The Word of God is to be our guide in all discipline cases. Students are expected to place themselves under this guide, as are the parents and teachers. In applying the Fourth Commandment, "Honor your father and mother..." we understand that God demands respect, not just for parents, but in the school setting, students are expected to show respect to the principal, teachers, coaches, and all staff members with whom the child may interact. Upon enrolling in our school, a parent submits his or her authority to the teacher and principal in matters of corrective discipline while the child is at school. We ask that parents support the teachers as they carry out the task of guiding and correcting the students in the light of God's Word. Students may be suspended or expelled for inappropriate behaviors, which are not in keeping with the philosophy and purpose of our church, school, or God's Word such as drug use, illicit sex, badmouthing of the school by students or parents, or any other action that goes contrary to God's Word. Discipline is a confidential matter and will not be discussed between school staff and parents or students not involved in the discipline matter.

DISCIPLINARY PROCEDURES GRADES K-8th

Each student is expected to behave in a manner that exemplifies a Christ-centered life, displaying: *honesty, loyalty, courtesy, consideration, and respect*. Students will be held responsible and accountable for the behavior that conveys these principles. Proper behavior is expected at all school-sponsored activities both during and after the regular school day. Students who consistently or repeatedly fail to uphold the East Fork School

standards of conduct and behavior may be dismissed or may not be invited back the following year.

Student infractions may include missing or incomplete homework, being unprepared for class, disrespectful behavior, off-task or disruptive behavior, tardies, and more.

Disciplinary matters will be documented by the classroom teachers and/or the school office. Discipline will be handed out in an escalating fashion equal to the severity, and/or frequency of the offense. Possible consequences include:*

Time-outs

Phone calls to parents

Meetings with parents, and/or the students(s), and/or the Principal

Detentions - 30 to 60 minute sessions at a time and date as arranged by the teacher and agreed upon by the teacher and parent/guardian. These sessions are not study halls and students can expect to be completing service projects for the school during a detention.

Suspensions- May be in In or Out of School. I.S.S. or O.S.S. This is reserved for actions that require strong discipline. Suspended students may not interact with other students of the school or attend any school event after hours on days of suspension. These include but not limited to sports practice, games, and school programs. O.S.S. students are not allowed on school property during suspension.

Exclusion from field trips

Exclusion from athletics

*This list is not exhaustive and other consequences may be used as deemed necessary and appropriate.

Communication is important as we exercise Christian discipline. Expect teachers to contact you if there are disciplinary issues with your student(s) and if you would like more information about a situation involving your child, please contact the teacher.

PUBLIC DISRESPECT, GOSSIP, AND SOCIAL MEDIA

Gossip and disrespectful talk have always been tools Satan uses to harm the ministry of Christian churches and schools. This has become especially so in the age of the internet and social media. Such actions do immeasurable damage to the school's ministry and to the person whose name has been slandered. If you have concerns, we encourage you to come and speak with us. This is the God-pleasing way to handle your concerns. Publicly airing complaints will do you no good and will hinder the work we are trying to accomplish. It is important for you to understand that if students or school family members post negative comments about the school, staff, or students, it may lead to your child's expulsion. Public postings by students that are vulgar, show disrespect for God and His Word, the school, staff, or students, as well as postings that show evidence of gang membership can also lead to expulsion from East Fork Lutheran School.

ATTENDANCE REQUIREMENTS

In order to be in compliance with the White Mountain Apache Truancy Code it is necessary for EF to keep records that document both EXCUSED (EA) and UNEXCUSED (UA) absences.

State law mandates that schools record reasons for all student absences. Therefore, when a student is absent it is necessary for the parent/guardian to tell the school the reason for the absence. This can be done in 3 ways: a doctor's note, a signed UA Form with reason for the absence, or a phone call during school office hours (7:30-3:30).

Students need to be in class to learn course material and be able to continue to the next grade. Missing days of school takes away opportunities to learn and it is difficult to make up the material and homework missed. If possible, parents/guardians are encouraged to try to schedule medical and dental appointments after school hours. Planned absences can not be excused, including trips, vacations, sporting events while school is being held.

Absences will be EXCUSED only for necessary and important reasons AND are properly documented with a doctor's note or a signed UA Form (see below). Such reasons and documentation include:

- Illness-Doctor's note
- Medical Appointments-Doctor's note
- Medical Emergency of a parent or sibling (immediate family only)-Doctor's note
- Bereavement-Signed UA form.

All Absences not verified by parental or administrative authorization within 2 days of returning to school will remain UNEXCUSED. Unexcused absences will lead to interventions according to the White Mountain Apache Truancy Code.

Absences for East Fork Lutheran School (K-8) are recorded as follows: 2 hours missed is $\frac{1}{4}$ day absence, 4 hours missed is a $\frac{1}{2}$ day absence, 6 hours missed is $\frac{3}{4}$ day absent. More than 6 hours missed is counted as a full day absent.

Parents/Guardians and Students will be notified of the number of Excused and Unexcused absences on WEEKLY/BIWEEKLY/MONTHLY progress reports or by request.

TRUANCY POLICY

To be in compliance with the White Mountain Apache Truancy Code, EF will implement the following policy addressing students unexcused absences. The entire policy is available at the front desk. This is a summary of the major points of the official truancy policy.

1. If a student is truant, an attendance clerk will attempt to notify parent/guardian by 9:00 AM on the day of the absence. A student is truant when they are absent without an excuse.

2. If parents do not give a reasonable excuse for the student's absence or if they are not able to be reached, East Fork will notify our Truancy Officer, who will make a home visit/search for the student to compel attendance.
3. After locating the student, the Truancy Officer will detain and return the student to the school. The school will notify the parent/guardian if a student was truant, detained and transported to school by the Truancy Officer.
4. Screening Required after a student's 3rd unexcused absences per year.
 - a. an EF administrator will schedule a screening within 1 week of the 3rd missed absence.
 - b. The purpose of a screening is to determine the cause of the student's absence and determine what services may be necessary to remedy the excused absences and encourage attendance.
 - c. Screening participants include the student and an EF administrator/counselor. Students may request another person to attend the screening.
5. An Intervention team will be designated after a student's 5th unexcused absences.
 - a. An EF administrator will schedule an intervention team meeting within 10 days of the 5th unexcused absence.
 - b. Intervention team participants include the parent(s)/guardian(s) of the student, the student and an EF administrator.
 - c. Intervention measures will be used to determine the reason for the truancy, the most appropriate corrective services, and to promote attendance. Measures include
 - i. Parents will schedule an assessment with Behavioral Health within 1 week of the intervention team meeting.
 - ii. Intervention team will create a 30-day attendance improvement plan. At the end of the 30-day plan the intervention team will meet again to discuss progress.
 - d. The intervention will be completed if the student was compliant with the entire 30-day attendance plan, and did not have any more unexcused absences.
 - e. If the student is not compliant with the 30-day attendance plan and accrues more unexcused absences, the case will be assigned to EF's truancy officer.

TARDIES

A student who is tardy disturbs the entire class. Tardiness may be excused for such reasons as appointments, sickness, or unexpected problems, but will not be excused for reasons such as oversleeping. Unexcused tardiness displays an undesirable attitude towards school. Students must be in class promptly with the necessary materials for class work. If the student is not in his/her desk at 7:45 a.m. an unexcused tardy may be given. Tardiness may lead to disciplinary action from East Fork Lutheran School.

DRESS CODE POLICY

It is important that the students maintain proper hygiene, dress respectfully, and are groomed properly to maintain a decent appearance and the Christian character of the school. Clothes that do not reflect good Christian character are not allowed. Those clothes with distasteful words printed on them are not to be worn. We also ask that your children refrain from wearing music related shirts. Teachers reserve the right to ask a child to change offensive clothes, or turn an offensive shirt inside out for the remainder of the day and not to wear that piece of clothing in the future. Short pants are allowed as the weather permits in 1st and 4th quarter. Outer garments such as coats, hats and hoods are to be worn only outside to protect oneself from the weather. We ask that students only wear closed toe shoes to protect their feet. We also ask that students do not wear any blinking light on shoes, or other articles of clothing to protect those with medical conditions. We expect parents to cooperate in helping to maintain the Christian character of our school.

FIELD TRIPS

Field trips can be valuable learning experiences. Trips to educational points of interest may be scheduled during the year. Parents will be informed of these trips in advance. Please refer to the section in this handbook entitled "Leaving School Grounds." The Activity Consent Form signed by parents in the registration packet serves as the consent form for field trips and athletic contests.

ITEMS NOT TO BE BROUGHT TO SCHOOL

Knives, guns, rubber bands, trading cards, toys and other items not necessary for learning or detrimental to the overall learning climate should not be brought to school. Pop and any type of energy drink are banned from the school grounds. Cell phones and any other type of electronics that is brought to school **must be turned off and given to the secretary at the beginning of the day.** These items will be given back at the end of the school day. Cell phones or other electronics that are brought to school and not turned in at the beginning of the school day will be confiscated and held by any teacher on staff. For a first offense, the phone will be held for one day. For a second offense, one month, and for a third offense, for the remainder of the school year. A parent or guardian will need to get the equipment from the school office when it can be returned. *(not an older brother, sister, cousin, or the like)*

ILLEGAL SUBSTANCE and SEARCH OF PERSONAL EFFECTS POLICY

Because drugs, tobacco products, and alcohol are against the law, possession of any of these items is considered a very serious offense. Tobacco products, alcohol, or drugs are explicitly banned and are in violation of several state and federal regulations and are not to be brought to school. Bringing these items will lead to harsh, swift and immediate disciplinary action up to and including expulsion from East Fork Lutheran School. The school reserves the right to search anything a student brings or wears to school as well as search the student's locker in the presence of a school administrator or teacher who will serve as a witness. If an illegal substance is found, the student in question will be held responsible. In the best interest of the safety of all the children and staff at East Fork, the administration will not tolerate any student who is involved with any of the above mentioned substances and will deal with each case individually.

MEDICATION

East Fork Lutheran School will not provide any over-the-counter (OTC) medication to its students. However, the staff designated by the administration can administer OTC medication provided by the parent with the appropriate written permission (EFLS form). All over-the-counter medication is to be provided by the parent in the original, sealed container. The school will label it with the student's name, and it will be administered only to that student. One form is needed for each medication.

The staff will also administer prescription medication provided by the parent with written permission by the prescriber (EFLS form). Parents alone can not sign the prescription medication form but it must also be signed by the prescriber. All prescription medications, with the exception of inhalers, are to be brought to the school office in the original container. Inhalers may be carried by the student, but the office should have the permission form on file. EpiPens may be kept by the student's teacher. One form is needed for each prescription medication. The PARENTAL CONSENT FOR MEDICATION form (included in this handbook) must be filled out and accompany the medication. Additional forms are available from the school office.

SCHOOL CLOSURES and OTHER ANNOUNCEMENTS

If, for whatever reason, the school has to be closed unexpectedly or some other important announcement needs to be made pertaining to the student body, an announcement will be made on the local radio station, KNNB 88.1 FM. It will also be posted on the school's Facebook page and website. Teachers will make the best effort to contact the parent(s) on the preferred number provided to the school. Please keep these numbers up to date.

GRADING SCALE

98% – 100%	A+	80% – 82%	C+
95% – 97%	A	77% – 79%	C
92% – 94%	A-	74% – 76%	C-
89% – 91%	B+	71% – 73%	D+
86% – 88%	B	68% – 70%	D
83% – 85%	B-	65% – 67%	D-
		64% and below	F

CONTACT INFORMATION

Please direct your questions to the appropriate people. They will make every effort to assist you with whatever you may need. Thank you!

School Office	928-338-4455	School Fax	928-338-1575
School Board:	Mr. Curtis Suttle	Board Chairman	928-594-0348
	Mr. Norbert Clarkson	Board Member	928-550-0126
	Mr. Anthony DeClay	Board Member	928-338-4414
	Mr. Joe Harvey	Board Member	928-594-4376
	Mr. Terry Hill	Board Member	928-205-2194
	Mr. Glenn Joplin	Board Member	928-594-8926
	Mr. Fred Thomas	Board Member	602-812-1238
Principal:	Mr. Scott Anthony		715-212-4841
Financial Secretary:	Ms. Lois Sprengeler-Wesley		928-338-4455
Pastoral Staff:	Pastor Dave Bostedt		310-294-7830
	Pastor Gary Lupe		928-594-5131
	Pastor Kirk Massey		928-221-1512
	Pastor Dan Rautenberg (Field Coordinator)		928-605-7231
Athletic Director:	Mrs. Ruth Tainatongo		928-225-9221
K-8 Teachers:	Mrs. Bonnie Lewis	Kindergarten	928-594-3385
	Mrs. Darnell Anthony	Gr. 1	715-212-4435
	Ms. Sarah Quinn	Gr. 2	608-393-5278
	Ms. Caroline Madson	Gr. 3	770-330-4472
	Mrs. Ruth Tainatongo	Gr. 4	928-225-9221
	Mr. Myra Brooks	Gr. 5	928-600-6274
	Mr. James Wade	Gr. 6	602-321-2993
	Mrs. Chantel Kolander	Gr. 7	989-445-0067
	Mr. Evan Kolander	Gr. 8	414-870-2779

Teachers' Commitments:

We fully commit our services to the Lord and East Fork Lutheran School in the following ways:

- We will arrive at school in time for faculty devotion. (excluding part-time staff)
- We will remain at school until 4:15pm. (excluding part-time staff)
- We will attend and participate in staff and field-wide meetings. (excluding volunteer and part-time staff)
- We will attend staff Bible Studies
- We will be willing and will endeavor to learn new ways of improving our teaching to help our students become more effective learners.
- We will make ourselves available to the parents and students and will diligently work to address any concerns that they have.
- We will call parents or write them if their child is struggling or achieving at a high level in the class.
- We will enforce all the rules as stated in the current student handbook.
- We will carry out the duties of our call to the best of our abilities, giving glory to God in our thoughts, words, and actions.

In signing, I have read and agree with this contract and all guidelines outlined, and am willing to be held accountable if I am not living up to the above stated.

Grade School Teachers

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The teacher(s) will sign this contract prior to the start of school.

EAST FORK LUTHERAN SCHOOL
MEDICATION PRESCRIBER/PARENT AUTHORIZATION

School Year: _____

STUDENT INFORMATION

Student's Name: _____
Date of Birth: ___/___/___ Age: ___ Grade: ___ Teacher: _____
No known drug allergies---if drug allergies list: _____

PRESCRIBER AUTHORIZATION (To be completed by licensed healthcare provider)

Medication Name: _____ Dosage: _____
Route: _____ Frequency/Time(s) to be given: _____
Start Date: ___/___/___ Stop Date: ___/___/___
Reason for taking medication: _____
Potential side effects/contraindications/adverse reactions:

Treatment order in the event of an adverse reaction:

SPECIAL INSTRUCTIONS:

Is the medication a controlled substance? Yes No
Is self- medication permitted and recommended? Yes No (INHALERS ONLY)
If "yes" I hereby affirm this student has been instructed on proper self-administration of the prescribed medication.
Do you recommend this medication be kept "on person" by the student? Yes No (INHALERS ONLY)
Emergency Drug required during Bus Transportation Yes No
Cake Icing Gel ONLY for Diabetic Student during Bus Transportation Yes No
Printed Name of Licensed Healthcare Provider: _____
Phone: () _____ - _____ Fax: _____ - _____
Signature of Licensed Healthcare Provider: _____
Date: _____

PARENT AUTHORIZATION

I authorize the School Personnel to administer the task of assisting my child in taking the above medication in accordance with the administrative code practice rules. I understand that additional parent/prescriber signed statements will be necessary if the dosage of medication is changed. Prescription Medication must be registered with School Personnel. Prescription medication must be properly labeled with the student's name, prescriber's name, name of medication, dosage, time intervals, route of administration and the date of drug's expiration when appropriate. Local Education Agency Policy for OTC medication to be followed:

Parent's/Guardian's Signature: _____ Date: ___/___/___

Phone: () _____ - _____

SELF-ADMINISTRATION AUTHORIZATION (INHALERS ONLY) (To be completed ONLY if student is authorized to complete self-care by licensed healthcare provider.) I authorize and recommend self-medication by my child for the above medication. I also affirm that he/she has been instructed in the proper self-administration of the prescribed medication by his/her attending physician. I shall indemnify and hold harmless the school, the agents of the school, and the local board of education against any claims that may arise relating to my child's self-administration of prescribed medication(s).

Signature of Parent: _____ Date:

___/___/___

Phone: () _____ - _____

Commitment Contracts

The following are contracts for the students and parents of East Fork Lutheran School. (The teacher’s contract is in the Parent Handbook) Please read carefully and sign as indicated.

Parents’/Guardians’ Commitments:

We fully commit to East Fork Lutheran School in the following ways:

- We will make sure our child arrives at East Fork Lutheran School at least 5 minutes prior to the start of school.
- We will make arrangements so our child is picked up by 3:45pm, or we will call the school to let them know that we will be late, late fees may be assessed.
- We will pay our tuition on time or deal with the penalties assessed for such an infraction.
- We, not the teachers or administration, take full responsibility for our child’s behavior and will accept any punishments our child earns for his or her actions.
- We will make sure our child completes all of his or her homework.
- We will ensure that our child abides by the school dress code..
- We will allow our child to stay after school to complete any uncompleted work or make up time for unacceptable behavior.
- We will attend any scheduled parent/teacher meetings.
- We will attend any night classes provided by the school in conjunction with the ACTS program.
- We will find every opportunity to help and support our child to grow and mature in the Lord while at East Fork Lutheran School.
- We understand that our church attendance will affect our tuition rates.
- We understand that every student at the school will be reevaluated and reassessed at the end of every quarter.
- We understand the damage that can be caused to the ministry of East Fork Lutheran School by negative comments, and we will neither talk in the community nor post on social media, negative comments about East Fork Lutheran School, its staff, coaches, students, or families.
- We understand that by enrolling our child at East Fork Lutheran School we are agreeing to follow a lifestyle that is guided by the doctrines and teachings as summarized in the beginning of this handbook.

Failure to adhere to these commitments can cause my child to lose various East Fork Lutheran School privileges and could lead to my child’s removal from East Fork Lutheran School. By signing, we have read and agree with this contract as it pertains to the rules of East Fork Lutheran School.

Parent’s / Guardian’s Signature Date

Student's Commitments:

As a student, I fully commit to East Fork Lutheran School in the following ways:

- I will be on time to school and all my classes and I will accept the negative consequences if I am not.
- I will remain at East Fork Lutheran School until the end of the school day.
- My behavior within and without the school will reflect a Christian perspective and lifestyle.
- I will call my teachers or seek extra help before or after school if I don't understand any of my homework.
- I will remain after school if I choose to come to school unprepared or disrespect the rules of East Fork Lutheran School.
- I will discuss with my parents and/or teachers any concerns I may have about my school.
- I will follow the East Fork Lutheran School uniform policy.
- I accept full responsibility for all of my actions and behavior.
- I will follow all the rules of East Fork Lutheran School.
- I understand that I will be reevaluated and reassessed at the end of each quarter.
- I understand the damage that can be caused to the ministry of East Fork Lutheran School by negative comments, and I will neither talk in the community nor post on social media, negative comments about East Fork Lutheran School, its staff, coaches, students, or families.
- I understand that by enrolling at East Fork Lutheran School I am agreeing to follow a lifestyle that is guided by the doctrines and teachings as summarized in the beginning of this handbook.

Failure to adhere to these commitments can cause me to lose various East Fork Lutheran School privileges and could lead to my removal from East Fork Lutheran School. By signing, I confirm that I have read and agree with this contract and the rules of East Fork Lutheran School.

Student's Signature

Date