



Atonement Lutheran School

Family Handbook

August 4, 2025

Atonement Lutheran School, a ministry of Atonement Lutheran Church, exists to reach our students and their families with the good news of eternal salvation in Jesus and to provide our students with a high quality education, equipping them for a life of Christian service.



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THE HANDBOOK

The Atonement Lutheran Family Handbook contains important information about Atonement’s policies, traditions, and expectations. Good communication between home and school is essential to your child’s education. Please read it carefully and keep it in a convenient place so that you can refer to it as needed. Please direct any questions or concerns about this handbook to Atonement Lutheran School’s CEO by calling the school office (414) 871-1224.

While updated annually, Atonement reserves the right to make changes to the handbook at any time. An electronic copy will be distributed to each family at the beginning of the school year and one is located on the school’s website www.atonementmke.org. Paper copies will be available from the school office upon request.

ABOUT ATONEMENT

Who We Are

Atonement Lutheran School first began serving the northwest Milwaukee community in 1929. It is a ministry of Atonement Lutheran Church, a member congregation of the Wisconsin Evangelical Lutheran Synod. Atonement Lutheran Church is an ethnically diverse congregation united as a family through faith in Jesus Christ as the world’s Savior from sin and death. We believe and teach that the Bible is God’s inspired Word without error, and seek to operate our school in accordance with it.

5K-8th Grade Mission

Jesus said in Mark 16:15, “Go out into all the world and preach the good news to all creation.” Atonement Lutheran School has the wonderful news of sins forgiven and eternal salvation in Jesus Christ. At Christ’s command and compelled by his love for us sinners, our mission is to share this good news with the students of our school and their families. God’s Word is the centerpiece of the high quality education we offer. Students are encouraged to use their God-given gifts in everything they do. Every student of our school will receive:

- Daily devotions from God’s Word
- Bible History as part of our regular curriculum
- Catechism class (focusing on the basic teachings of the Bible) for grades 5-8
- Chapel worship services for the entire student body on the last day of every week
- Daily biblical encouragement from the faculty and staff of Atonement Lutheran

Mission

It is our mission to partner with families, our congregation and the community to prepare every child for eternity with Jesus and a life of Christian service.



Vision

It is our vision that, to the Glory of God, Atonement Lutheran will be a high performing Christian school renowned as a destination spiritually, academically, and creatively and compelled by the love of Christ to be a unique partner in transforming our community.

ATTENDANCE

At Atonement, regular attendance is required and parents/guardians are expected to ensure that their child is in school each school day. Regular attendance is the first step in ensuring academic success. In order for students to reach his/her personal best, they must show up and make their strongest effort at school each and every day. Our curriculum is an ambitious one; being at school every day is essential for students to keep pace. Missing school due to student illness or a death in the family are considered viable absences so we ask that you do not allow your child to miss a day of school except for serious illness or bereavement.

Definition of Absences:

Absent

- Any communicated absence from the parent
- Any absence that has NOT been communicated to the office by 9am on the day the child is not in attendance
- A child is considered absent if they miss more than 4.5 hours of the school day

Any scheduled school day your child does not attend is considered an absence. This includes student illness, with or without a doctor's and/or parent's/guardian's note, a death in the family, suspensions, or any day your child is absent from school. We expect and appreciate a call or written note from the parent/guardian and/or doctor explaining the absence.

Don't Miss School for Appointments: Parents/guardians are responsible for scheduling their child's medical/dental appointments outside of school time. The best times for scheduling such activities are after school hours or days when school is not in session. In the rare case that a student has an appointment during school, he/she should not be absent for the entire day.

Out of School Suspensions Are Considered Absences: If students are absent from school due to a suspension that requires them to stay home from school, it is treated the same as an unexcused absence. Students are responsible for the gathering and completion of all homework during this time.

Early Pickups: Students are expected to stay in school until the very end of the day; 3:15 (5K-3rd)/3:30 (4th-8th) Monday-Friday. Early pickups are disruptive to the learning environment. Since we are intently focused on providing a high quality educational experience, we expect that students attend school for the full day. Please note that students being picked up early, even with prior written notification, will be marked tardy.

Reporting Absences: If a child is not able to attend school, parents/guardians are asked to report the absence to the school office each morning before 8:00 a.m. so that the information can be passed 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 academically. Please inform the school office at (414) 871-1224 if your address, phone number, or emergency information has changed.

Prolonged Absence Due to Illness: In the case of a prolonged absence due to an extreme illness, communication from parents/guardians to the school office and classroom teacher is expected on a



continual basis and shall include a doctor's note excusing the absences. A child under a physician's care following a communicable disease (chicken pox, mumps, etc.) must have a medical release form signed by that physician before returning to the classroom.

Absences – Consequences:

- **5 Absences in a Year:** Considered problematic. Parents/guardians will receive a letter and email notifying of the absences.
- **10 Absences in a Year:** Considered habitually truant and a chronic issue. Parents/guardians will be contacted by the administration, will receive a letter and email notifying of the absences, and a truancy notice will be placed in the student's file. Parents/guardians meet with administration to set an attendance contract.
- **15 Absences in a Year:** Parents/guardians will receive a letter and phone call notifying them of the student's loss of seat at Atonement.

Please Note: Absences are cumulative within the academic year and do not reset at the beginning of each quarter or semester.

TARDINESS

Success in school, as in life, starts at the beginning of each day. Tardiness and/or not being ready to begin school on time is not acceptable. It results in students missing essential instructions, disrupts the learning of others, and ultimately puts student's academic success at risk. Therefore, every tardy your child acquires will result in a consequence.

Definition of Tardiness: The school doors open at 7:30 a.m. 5K-8th grade students are expected to be in their classroom by 8:00 a.m. "In their classroom" means that students have entered the threshold of the classroom by 8:00 a.m. Students who arrive after their expected time will be considered tardy. Students who leave before dismissal (3:15 pm 5K-4; 3:30 pm 4-8) are considered tardy. Students who leave school and return within an hour are considered tardy.

There is no distinction between excused or unexcused tardies. All tardies, regardless of circumstance, will be counted. Students will receive a consequence from the classroom teacher for each tardy.

Tardiness – Consequences:

- **5 Tardies in a Year:** Considered problematic. Parents/guardians will receive a letter and email notifying of the tardies.
- **10 Tardies in a Year:** Considered habitually truant and a chronic issue. Parents/guardians will be contacted by the administration, will receive a letter and email notifying of the tardies, and a truancy notice will be placed in the student's file. Parents/guardians meet with administration to set an attendance contract.
- **15 Tardies in a Year:** Parents/guardians will receive a letter and phone call notifying them of the student's loss of seat at Atonement.

Please Note: Tardies are cumulative within the academic year and do not reset at the beginning of each quarter or semester. Truancy applies to tardiness as well, since tardies represent absences from school or missing parts of the school day.



ACADEMIC EXPECTATIONS

All successful people spend extra time working to improve themselves beyond the minimal requirements of a specific task. We hope to instill these habits in our students—teaching them to maximize their learning potential both inside and outside of regular class time. Thorough, neat, accurate, prompt, and carefully completed assignments are the expectation.

It is the responsibility of the parent and student to review progress through the online grading system called GradeLink and contact the classroom teacher with any questions or concerns. Administration will use the current information on GradeLink to determine academic standing, including academic review and academic probation.

Missing Work - Upper Grades

Students with excused absences will be allowed to make up missed assignments. It is the responsibility of the student to approach the teacher on the day of return to discuss and arrange for makeup work. Students failing to turn in assignments on the due date will have an “Excused” marked on the homework chart. This will not count as a missing/incomplete assignment leading to academic recovery or a detention.

Students with unexcused missing/incomplete assignments will need to make up the assignment following the requirements of the teacher. Students failing to turn in assignments on the due date will have a ○ marked on the homework chart and a zero entered in Gradelink. Students accumulating multiple missing assignments will receive additional consequences, such as lunchtime study hall, a meeting with the teacher, or Academic Recovery/Probation. Students accumulating unexcused missing/incomplete assignments will be assigned the following consequences:

- 3 or more unexcused missing/incomplete assignments in a week leads to placement on Academic Recovery for the following week.
- Every multiple of 5 unexcused missing/incomplete assignments in a week leads to a detention given and communicated by the homeroom teacher.
- Any detention for missing/incomplete assignments given while a student is serving an in-school suspension does stand and behavior contracts will begin during in-school suspensions.

Regardless of the reason for missing work, students will receive a zero in Gradelink until the assignment is completed and turned in. The zero in Gradelink serves as a reminder for students to complete and submit missing assignments promptly. Students are assigned a progress report and assignment list on the last day of every week for them and their parents to review.

Missing Work - Primary School

Teachers will maintain a daily list of missing assignments for the class. Parents will be notified of any missing assignments that are not completed by the end of the following day through a communication method that is effective for the school community.

5K-1st grade students take folders home and get assistance in completing assignments. Parental involvement is expected for assistance. 2nd grade students are expected to complete work during the school day. Any uncompleted work will be completed the following school day, and if necessary then sent home for completion. Parental involvement may be needed, however, work should mostly be completed independently. 3rd grade students take responsibility for missing assignments, communicating with parents and their teachers, and completing all work independently. Students are encouraged to be independent and develop communication skills with both parents and their teachers.



Students who have missing assignments will use part or all of their recess time to catch up on the incomplete work. Educational Assistants (EAs) may be available to supervise and support students during the catch-up period. If a student is unable to catch up during recess, alternative times during the school day may be designated with the help of EAs or other available staff.

The school recognizes that there may be special circumstances or individual needs that require flexibility in enforcing the recess catch-up policy. Teachers and EAs will exercise discretion and provide alternative solutions when necessary.

Students who consistently complete and submit assignments on time will be recognized and encouraged through positive reinforcement methods, such as verbal praise or a reward system. Parents will be encouraged to support their child's academic responsibilities and reinforce positive behaviors related to completing assignments.

Mastery Grading

In order to focus all students on mastering skills at their grade level, Atonement has adopted Mastery Learning and a Mastery Learning Grading Scale. This scale is a 4 point grading scale that teachers use to determine the level of mastery towards a specific skill related to a content area. Using the Mastering Grading Scale allows teachers and students to easily understand which skills need to be addressed in order to meet end of grade exit targets. Only summative assessments will be used towards grades. All formative assessments will be used to give feedback and adjust instruction. Formative assessments will not be graded or included in the gradebook. An average of the skills mastered is taken to reflect the level of mastery in a given content area. Content areas are then averaged resulting in a Grade Point Average. Please note the following Mastery Grading Scale definitions:

- 4 - Advanced - Demonstrates in-depth understanding on all assessment items through shown work.
- 3 - Proficient - Demonstrates considerable understanding on most or all assessment items.
- 2 - Basic - Demonstrates partial understanding on some assessment items.
- 1 - Below Basic - Demonstrates limited understanding on assessment items.
- 0 - Far Below Basic - Student demonstrates no understanding on assessment items OR does not complete assessment.

Student academic progress for grades 5th-8th will be reviewed weekly. Any student with a GPA under 2.0 will be placed in Academic Recovery.

5th-8th Academic Recovery

Academic Recovery is for students whose GPA is below a 2.0. Grade analysis and check occurs at the beginning of each week.

Students on academic review will be required to meet with the Principal(s) and attend daily lunch/recess study sessions until the next review process which is monitored weekly. Any student who does not attend a lunch/recess study session will have that session added to the end of their review period. Any student who is late to lunch/recess study session will have that session added to the end of their review period. This includes if a student is serving a lunch/recess detention. Behavioral issues take priority over academic issues.

Parents and guardians will be informed of the beginning of Academic Recovery by administration via the parent email provided by the parent on the registration form.



Academic Probation

Academic Probation is for students whose GPA falls under a 2.0 at the end of a quarter grading period. A student does not need to be on Academic Recovery to be placed on Academic Probation.

A student on Academic Probation must complete the same requirements as Academic Recovery. The only addition is that Academic Probation lasts for an entire quarter. Any study sessions missed or late for will be added to the next quarter. Students may make and carry out a plan to remove themselves from Academic Probation during the quarter. The plan must be approved by the Principal.

Students on Academic Probation may not participate in athletics or other extracurricular activities. Any student who wishes to attend school sponsored events while on Academic Probation is required to write a letter to the Principal(s). The letter should include which school sponsored event and what progress is being made to improve the student's academic progress.

Students who are on Academic Probation for at least two quarters throughout the school year may lose their seat at Atonement or be asked not to return. The final decision as to whether a student will be allowed to continue or invited to return as a student at Atonement after being placed on Academic Probation for two quarters within a school year will be made on a case-by-case basis by the Principal(s). If parents do not agree with the school's decision, they may appeal the decision to the CEO through a formal, written letter.

Parents and guardians will be informed of the beginning of Academic Probation by administration via email. Parents may request a formal meeting concerning Academic Probation with the Principal. A letter will be placed in the student's file regarding placement into Academic Probation.

PROMOTION / GRADUATION POLICY

Atonement Lutheran School does not practice retention in grades 4th through 8th.

Students in the 8th grade may not be part of the graduation ceremony if any of the following requirements are not met:

- The student obtains a cumulative GPA through four quarters of the school year below a 2.0.
- The student has had any in-school suspensions and/or behavioral contracts.

Atonement Lutheran School prioritizes the social and academic development of all students. The decision to retain a student is made to support their growth, not as a form of punishment. Retention is considered only in grades Kindergarten through 3rd.

If a student is more than 0.5 years below grade level, as indicated by the Star Early Literacy or Star Reading Assessment, parents/guardians will be notified that retention may be considered to support the student's early reading development. While reading proficiency is the primary consideration, other factors will also be evaluated.

For students in Kindergarten through 3rd grade who test 0.5 years below grade level, the Primary Grades Principal, Special Education Director, Dean of Students, and Guidance Counselor will meet with the teacher to discuss the student's academic and social development. The team will consider strategies and support for the student. Retention will be a last resort.



Notification Process:

- **Initial Notification:** The school administration will inform parents of concerns no later than the end of Quarter 1. Parents will be updated on the strategies and supports implemented to improve their child's progress. A regular communication plan will be established to collaborate on supporting the student.
- **Second Notification:** If concerns persist, the Primary Grades Principal and teacher will send a second notification no later than the end of January. The student will be assessed by the Primary Grades Principal, Special Education Director, and Guidance Counselor.
- **Final Decision:** After assessing the student, a retention decision will be made and communicated to parents no later than the end of Quarter 3. Parents will meet with the teacher during parent-teacher conferences to discuss the decision. Retention will be considered if at least three of the following indicators are present:
 - Reading achievement (Star Early Literacy or Star Reading Assessment)
 - Writing proficiency (compared to Wisconsin Academic Standards)
 - Math achievement (Star Math Assessment for grades 1-3)
 - Grade-level maturity
 - Below basic proficiency in core classes
 - 10 or more absences
 - 20 or more tardies
 - Cumulative GPA below 2.0

If parents disagree with the retention decision, they may appeal in writing to the CEO. The CEO will review the appeal and provide a final decision.

3rd Grade Promotion

The 3rd Grade Promotion Policy will be in effect starting September 1, 2027. Until then, 3rd graders are subject to the promotion policy outlined above.

3rd graders will also be evaluated based on the Wisconsin Forward Exam results in reading. To be promoted to 4th grade, students must meet the "Meeting Expectations" standard or higher. The decision will be made in late May based on these results, though performance on the exam alone will not solely determine promotion.

Services for Below-Grade-Level Students

Students who are below grade level based on the Star Early Literacy or Star Reading Assessment will be eligible to receive additional support:

- Title programming for foundational reading skills
- Daily targeted reading interventions in the classroom
- Individualized Education Plans (IEPs) through the Special Needs Scholarship Program (SNSP)
- Intensive summer reading programs until the student achieves grade-level reading, beginning the summer of 2028

Good Cause Exceptions

Students who meet one or more of the following exceptions will be promoted to 4th grade, even if below grade level in reading as indicated by the Wisconsin Forward Exam. These exceptions may also apply to Kindergarten through 2nd-grade students:

- Identified as Limited-English Proficient



- A student with a disability who does not take the 3rd grade Wisconsin Forward Exam due to it being deemed inappropriate for the student
- A student with a past or current IEP, service plan, or Section 504 plan indicating more than two years of intensive reading intervention and previous retention in grades K-3
- A student receiving intensive reading intervention for two or more years, demonstrating continued reading deficiency, and being retained in Kindergarten through 3rd grade for a total of two years.

ENROLLMENT REQUIREMENTS

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

SCHOOL PICTURES

Individual pictures of children are taken each year in September as a service to parents who want a record of their child's growth or who want to share their child's picture with others.

ATONEMENT UNIFORM POLICY

Students are expected to be dressed in a clean, full uniform each school day per school board policy. Students not in full uniform may receive a consequence in accordance with individual classroom procedures. The purpose of a uniform is to ensure a positive and safe learning environment. Any distracting or disruptive article a student may choose to wear will be addressed. Parents are responsible for purchasing and providing the necessary uniform. Uniform expectations are as follows:

- Atonement logo long or short sleeve polo shirt *
- Atonement logo zip-up fleece (*orders may be placed through the school when available*)
- Khaki, knee-length shorts (May 1st - September 30th). **Please Note Well: Cargo shorts are not permitted**
- Khaki pants, knee length khaki skirt, or knee length khaki jumper. **Please Note Well: no cargo pants, no joggers or pants with elastic waistbands or elastic around the ankles are allowed and all pants and shorts must have belt loops in grades 4-8.**
- Shoes must have closed toes, closed heels, and laces. **Please Note Well: Snow boots are not allowed to be worn during the school day. Parents must send students with shoes to change into. Crocs are not allowed during the school day.**
- Black or Brown belt for grades 4-8 - **Please Note Well: no embroidery, embellishment, bedazzlement, and/or decorations are allowed**
- **Only solid white or solid black underclothing is to be worn under the uniform, this includes thermals, long or short sleeve t-shirts, leggings, and tights.**
- Polos are required to be tucked in for grades 4-8.

** These items are exclusive to Atonement Lutheran School and must be ordered and purchased through our on-line order website
<https://www.frenchtoast.com/schoolbox/schools/atonement-lutheran-school-QS458JN> Orders will be shipped to the home.*

Note: The only acceptable jewelry to be worn are watches and earrings, provided that the earrings are no larger than the size of a dime. Smart watches or anything that can be used as a communications device are not allowed. Bracelets or wristbands of any kind are not permitted. Necklaces must be tucked into the polo.



Note: Students may only have one backpack/bag - no fanny packs, belt bags, purses, clutches, etc are allowed to be worn during school hours but may be kept in student backpacks

Note: Boys in any class are not allowed to wear any sort of headwear while at school.

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

Christ’s love for us as revealed in the Bible is our guide for discipline at Atonement Lutheran School. Out of love for our Savior and respect for others, students are expected to conduct themselves as Christians at all times. This can be achieved only through continued study of God’s Word, which is the means through which the Holy Spirit creates faith and causes it to grow in the hearts of believers. 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 for humanity.

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 designed to achieve this goal.

We also believe that the learning environment is to be rigorously protected. We work to ensure that every child is safe (physically, emotionally, and intellectually) and can learn without needless disruptions. We have very high expectations for student behavior to create and preserve a focused learning environment.

Students are taught that they have many choices throughout the day. Many of the choices they make may result in something positive such as a good grade, a thank you from a classmate or teacher, or an extra opportunity afforded to them. However, when students fail to make positive choices, Atonement reserves the right to determine necessary consequences to promote appropriate changes in student behavior. The following are examples of specific consequences typically utilized at Atonement:

5K-8th Grade Management Procedures

1. Students sit or stand in an isolated location to think about behavior.
2. Students lose privileges including field trips, incentive trips, recess, athletic participation, or other enrichment opportunities.
3. Students serve detentions during school where they “work off” or reflect on their poor choices.
4. Any student may receive a detention for inappropriate behavior. The level of consequence increases the older the student gets:
 - a. Most detentions will be served during the school day - either the same day or following school day - at lunch/recess.
 - i. 5K-3rd grade detentions will be served with their teacher unless stated otherwise.
 - ii. 4th-8th grade detentions will be served with a teacher or principal unless stated otherwise.
 - b. In the upper grades, detentions 1-3, in a quarter are served as detentions.
 - c. In the upper grades, detention 4, in a quarter = 2 hour in-school suspension.
 - d. In the upper grades, detention 5, in a quarter = half day in-school suspension.
 - e. In the upper grades, detention 6, in a quarter = full day out- of-school suspension. A mandatory parent meeting will follow with the Principal(s). The child will not be able to



return to school until the suspension has been served and the parents/caregivers have met with the Principal(s).

- f. In the upper grades, detention 7, in a quarter = A mandatory parent meeting will follow with the administration team. The future of your child at Atonement will be determined.

***4th - 6th Grade Detentions will reset every Quarter**

***7th/8th Grade Detentions will reset at Semester**

Behavior Support Plan (5K-3rd)

The Behavior Support Plan Policy at Atonement Lutheran School is designed to create a positive and inclusive learning environment through a structured three-level support system to manage student behavior. Level 1 involves classroom teacher support for most students, with additional training and parent conferences if issues persist. If behaviors continue, Level 2 introduces a Behavior Support Plan developed collaboratively by the Dean of Students, guidance counselor, teacher, and parent, focusing on specific behavior strategies and goals. Level 3 offers intensive support for persistent challenges, with possible removal from the educational setting if necessary. The ultimate goal is to empower students to succeed, and if a student cannot demonstrate positive behavior, other schooling options may be considered. Parents have the right to appeal expulsions, following the procedures outlined in the Family Handbook.

Expectations for Recovery Room

During the discipline process, students may need to be removed from the learning environment to regain academic behaviors and reflect on choices. A Dean of Students, or Principal, would remove a student from the classroom or learning environment. Teachers and Educational Assistants are not to bring students to the Recovery Room unless directed by a Dean of Students or Principal. This allows the Dean of Students, or Principal, to get a better understanding of the behaviors that led to the student being removed from the learning environment. The following are the expectations for the Recovery Room, which is directly monitored by the Deans of Students or Principal:

- Expectations are given to the students in order to get them in the right mindset to return to class. Student recovery and related expectations will look different based on student needs. Examples may include parent/guardian contact, behavior reflections, academic worksheets, and/or calm down exercises/periods. Students are expected to be non-combative, verbally and physically, and keep the space they are assigned to in good order.
- Students removed from class are given time to process the send out. The Dean of Students or Principal will speak with the students. The Dean of Students or Principal will speak with the teacher. A plan is put in place so that the student can restore their relationship with the teacher.
- If a student is unable to restore the relationship with the teacher, the Dean of Students or Principal, may call a parent/guardian, give additional consequences or discipline, and/or continue speaking with the student and teacher to try restoring the relationship. Examples of possible additional consequences may include detentions, and/or out of school suspension.
- Students serving long term detentions or in-school suspensions will be given a consequence. Generally long term detentions, half day in-school suspensions or out of school suspensions take place in grades 4th-8th, however, depending on patterns of behavior, may be applied to students in primary grades. Once the consequence is completed, conversations are had with the students. Parent contact is made after detentions 4- 7.
 - Time will be given for students while working on their consequence to complete classwork allowing them opportunity to get help if needed.
 - Teachers are expected to check in with students on a daily basis who are in the recovery room serving long term detentions or in-school suspensions to ensure that students understand how to complete classwork.



- Students serving long term detentions or in-school suspensions are required to be in full uniform, demonstrate academic posture, and only use materials appropriate to the task they are completing.
- Goals are set to keep students in school instead of out of school for suspensions.

Bullying Policy

Atonement Lutheran School is committed to maintaining a safe and Christ-centered environment where every student is respected and valued. Bullying, defined as unwanted aggressive behavior involving a power imbalance that is repeated or likely to be repeated, will not be tolerated. Any suspected incident of bullying should be reported immediately to a teacher or administrator. Reports will be investigated thoroughly by the administration, including interviews with involved parties and communication with parents. Confirmed bullying will result in consequences ranging from detention to suspension or, in severe cases, immediate expulsion.

The school administration will determine appropriate consequences based on the severity and repetition of the behavior. Parents of both the aggressor and the victim will be involved throughout the process. Atonement Lutheran School also provides support for victims through counseling and fosters a culture of kindness and respect through regular lessons and assemblies. Together, we strive to uphold a community that reflects Christ's love and compassion for all.

Suspension and Expulsion Policy

Suspensions (the temporary elimination of educational services) and expulsion (the permanent elimination of educational services) are part of the student conduct due process. A serious incident of student misconduct or an accumulation of less serious misconduct may result in a suspension or expulsion with the ultimate purpose of identifying sin and moving the student to repentance so that the gospel and forgiveness can be pronounced.

Suspensions, in-school or out-of-school, will be issued by the administration. Parents/guardians will be notified the day a suspension is issued. The suspension must be served immediately. A student may return to class only after the length of the suspension has been served.

Expulsions can only be issued by administration. Parents will be notified of any expulsion. Students will be moved from the learning environment.

At times, when a student's character is particularly disruptive, disrespectful, or otherwise inconsistent with Atonement's partnership agreement, it becomes necessary to remove students from the academic environment. Such removal is based upon our belief that behavioral and moral development are of primary importance and ultimately crucial for student growth. Therefore, we regularly enforce in-school and out-of-school suspensions. We also issue expulsions when deemed necessary. Behaviors which may lead to an automatic suspension or expulsion include but are not limited to the following:

1. Receiving too many detentions
2. Excessive tardiness and/or truancy
3. Verbal or non-verbal defiance that seriously disrupts a safe or effective learning environment
4. Physical or verbal harassment that is deemed as bullying or threatening behavior
5. Physical or verbal harassment from a parent to staff member
6. Repeated minor infractions accompanied by a refusal to repent
7. Consistent failure to complete and hand in schoolwork or homework



8. Instigating, promoting, or glorifying physical fighting or play fighting
9. Physical fighting or play-fighting including but is not limited to throwing objects with intent to harm, hitting, slapping, punching, kicking, or spitting on
10. Possession or use of a controlled substance or a substance that is otherwise illegal for the use of a minor
11. Possession or use of a weapon, fake or real, without the consent of Atonement administration
12. Possession or use of an item that has the ability to inflict or cause harm, jeopardizing the safety of the school
13. Gross misuse of any form of media that is conduct unbecoming of a Christian
14. Theft or unauthorized use of another person's property
15. Extreme or repeated cases of vandalism which include but are not limited to: writing on, damaging, or defacing any part of the school building, school grounds, furniture, non-consumable textbooks or other property of the school. Students and/or parents/guardians will be responsible for the cost of cleaning or repairing all defaced or damaged property

In the event that a student is expelled or withdrawn by a parent for behavioral reasons, the school reserves the right to deny enrollment to the student in subsequent academic years or place the student on a permanent waitlist. This measure aligns with our commitment to fostering a positive educational atmosphere and is consistent with the school's established policies and procedures.

Any decision made by the school regarding suspension, expulsion, or denial of re-enrollment may be appealed following the necessary steps included in this handbook.

APPEALS PROCESS

Appeals must be made in writing (email or hard copy) to the School Board Chairman no more than ten (10) business days after the notice of expulsion. All appeals should include the following:

- Date
- Your full name
- Your student's full name
- Your contact information
- Reason for the appeal

Upon receiving the appeal the steps are as follows:

1. Administration informs the School Board Chairman of the appeal and forms an Appeals Committee.
2. Interview the Classroom Teacher
3. Interview the Dean of Students, Principal(s), and Guidance Counselor as needed
4. Review any evidence related to the situation
5. Staff's eyewitness account if available
6. Disciplinary Notes, History, and/or Academic Probation concerning the student
7. Reviewed the Disciplinary Process and/or Academic Probation that took place regarding the situation
8. Review the Parent Communication Process
9. Review the Family Handbook – Discipline Section and/or Academic Probation Section
10. School Board Chairman turns all pertinent information over to the Appeals Committee to make official decision over the appeal
11. School Board Chairman will contact the home regarding the final decision of the appeal



CELL PHONE USE

Students may bring cellphones to school. Other electronic devices can be used only by permission from a teacher or administrator. The following restrictions apply:

- Cell phones and smart watches must be turned in to homeroom teachers upon arrival at school. They will be returned when students are leaving the school campus.
- Cell phones, smart watches, and wireless/bluetooth earbuds must remain off and turned in to homeroom teachers while students are on campus during the school day (7:30 AM - 3:45 PM). This includes while walking onto campus and/or being dropped off as well as walking off campus and/or during dismissal. Wireless/bluetooth earbuds must remain out and off during the school day, including arrival and dismissal.
- Cell phones cannot be used during school hours (7:30 AM - 3:45 PM) unless used with express permission of a present staff member for short term use. Cell phones will be returned to the staff member following the communication.
- Cell phones that are visible, ringing, vibrating, or used for any type of unapproved texting or calling during school hours (7:30 AM - 3:45 PM) will be confiscated by staff and given to a Dean of Students.
- Smart watches may not be worn during the school day.
- Cell phones and smart watches should not be used during any after school activity.
- Recording video or images for the purposes of sharing on social media or in any way promoting behavior that is contrary to Christian standards is subject to discipline, including, but not limited to, detention, suspension, or expulsion.

The following consequences will be applied for violation of this policy:

- First offense: The student may pick up the cell phone or device at the end of the school day and a detention will be assigned. The teacher will notify the parents. In addition, for the next three school days the cell phone must be turned in to a Dean of Students or Principal before school and picked up after school.
- Second offense: The student may pick up the cell phone at the end of the school day and two detentions will be assigned. The teacher will notify the parents. In addition, for at least the next five school days the cell phone must be turned in to a Dean of Students or Principal before school and picked up after school.
- Third offense: At the discretion of a Dean of Students or Principal a suspension, in school or out of school, will be assigned. A parent must come to school to pick up the cell phone and meet with a Dean of Students or Principal to put in place a behavior contract related to the use of a cell phone or other electronic device. Atonement Lutheran School is not responsible for any damage to or loss of cell phones.

SCHOOL TELEPHONE USAGE

School telephones are available for student's 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 lunches or homework, or permission to go to a friend's home is not considered an emergency. Children may use the telephone if the school has changed its schedule affecting after school activities. Planning ahead is essential for reducing the number of telephone calls made by students.

ACADEMIC DISHONESTY / CHEATING

Academic dishonesty is a serious offense and may result in a student receiving a detention, suspension, or expulsion. Cheating includes copying, sharing answers, putting one's name on another student's paper, or using unauthorized resources during an assessment or assignment.



Plagiarism is also academic dishonesty and involves the stealing of someone else's ideas or words and presenting them as one's own. It is the imitation of the language, ideas, and/or thoughts of another author (or person) presented as original work. This includes the use of generative AI tools to produce work presented as one's own. Students should not copy from any source, including generative AI, without prior approval and adequate documentation. Students should not submit AI-generated work as their original work.

The first time cheating, plagiarism, or using AI improperly occurs, the teacher will notify parents/guardians, a grade of zero/Far Below Basic will be given to the student on the assignment, and the student will receive a detention. During the detention, the student will redo the assignment. The teacher will assess the work completed at this time and assign the appropriate score.

If a student cheats or plagiarizes a second time, including using AI improperly, the matter will require a conference with the student, parent/guardian, and the Principal(s). Continued cheating and plagiarism, including misuse of AI, are grounds for suspension, retention, or expulsion, as deemed by the administration.

Students will receive instruction on the proper use of AI and how to cite or acknowledge its use where applicable.

NON-HARASSMENT POLICY

Harassment should first be reported to the classroom teacher. The teacher will investigate the incident thoroughly and submit a formal report to the Dean of Students or Principal, including the names of those involved and a detailed description of the harassment. The results of the investigation will be documented, and a copy will be provided to the parent/guardian, the Principal(s) and/or the CEO. If the issue remains unresolved, the CEO will conduct further investigation. A more comprehensive inquiry will be carried out, reported, and kept on file. If the issue is still unresolved, the administrative team, including the Principal(s), will assist in finding a peaceful resolution.

SEXUAL HARASSMENT / ACTIVITY

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.

Public displays of affection, also known as PDA, is defined as kissing, inappropriate touching, or sexual dialogue (including written notes or graphic pictures). PDA is grounds for disciplinary action. Offenses will follow the detention or suspension process.

NONDISCRIMINATION POLICY

Atonement Lutheran School admits students of any race, color, sex, national or ethnic origin and grants them all the rights, privileges, programs, and activities generally available at the school. The school does not discriminate on the basis of race, color, sex, national or ethnic origin in the administration of its educational policies, admissions, scholarships, loans, athletics, or other school programs.

Parents/guardians and students are not permitted to promote or disseminate beliefs or moral views contrary to those upheld by Atonement Lutheran Church and School. This includes, but is not limited to,



dress, statements, and actions while on campus or at school events. Atonement Lutheran School reserves the right to dismiss a student if the parent's/guardian's actions promote religious beliefs or morality that conflict with the teachings of Atonement Lutheran Church and School.

GOVERNANCE

Atonement Lutheran School is governed by a school board which consists of members of Atonement Lutheran Church or another church in fellowship with the Wisconsin Evangelical Lutheran Synod (WELS).

The principal is responsible for overseeing and managing the day-to-day administration of the school and is responsible to the CEO; the CEO is responsible to the school board; which reports to the church council of Atonement Lutheran.

DEAN OF OPERATIONS

The Dean of Operations, Mrs. Gail Demitros, will be available daily in the office from 7:30 a.m. - 3:30 p.m. Please schedule your office activities during those times. The school office is located at the north end of the school in the administrative wing of the building. The Dean of Operations is the primary administrator of registration, records, fee collection, billing, and communications. She is responsible for the publication of Weekly Notes (a school newsletter) and important written correspondence. You may reach Mrs. Demitros via phone (414) 871-1224 or email at gail.demitros@atonementmke.org

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 may 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

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

MILWAUKEE and WISCONSIN PARENTAL CHOICE PROGRAMS (MPCP/WPCP/SNSP)

School Choice is a city of Milwaukee/state of Wisconsin program providing tuition money for low-income families who live in the city of Milwaukee/state of Wisconsin allowing them to send their children to a private school. Atonement accepts Choice applications for the following school year only during the months of February through September from the first through the twentieth. Choice applications must be completed in full with supporting residence, birth, and income verification. These applications are available through the Wisconsin Department of Public Instruction (DPI) website (<https://apps4.dpi.wi.gov/ChoiceParent/>). Please call the school office for more details.



W-2 CHILD CARE PROGRAM

The Atonement Early Childhood Center (ECC) provides a structured full time 3-year-old preschool program as well as a before and after school extended day care program. The ECC accepts private pay and the State of Wisconsin W-2 income based payments. For additional information or to determine W-2 eligibility, please contact the ECC Director, Ms. Jennie Schleiden at (414) 445-1011 to enroll.

SCHOOL SUPPLIES

Lists for school supplies, which are not included in tuition fees, are included in a summer mailing. Extra lists are available in the office.

Please be advised that school rules prohibit students from bringing non-school related items to school unless the teacher grants permission. This includes electronic games, I-Pods, I-Pads, trading cards, toys or any item that may cause problems or disruptions during the school day. The school will not be responsible for personal items, which are not school related. Such items may be removed by the teacher and returned to the student or parent/guardian at a later time as determined by the teacher and/or CEO.

SCHOOL DAY SCHEDULE

Children are allowed to enter the school building at 7:30 a.m. unless there is a scheduled meeting, rehearsal, or practice. Siblings of students who must come to school early must have prior approval. If at any time, you wish for your child to enter the school building before hours, it must be communicated and approved with your child's teacher and/or the administration.

Before and after-school childcare is available through the Atonement Early Childhood Center (ECC) extended day care program. Please contact the ECC Director, Ms. Jennie Schleiden at (414) 445-1011 for more information or to enroll.

The faculty arrives by 7:15 a.m. and has a devotion every morning until 7:30 a.m. Calls made to the school before 7:30 a.m. are directed to voicemail. The office personnel will note all messages and communicate the information. A typical school day schedule is as follows:

- Monday - Friday
 - 7:30 a.m. - 7:45 a.m. Ideal arrival time for students (Breakfast is served)
 - 8:00 a.m. Classes begin for 5K-8th (Tardies marked)
 - 11:00 a.m. - 12:30 p.m. Lunch and Recess
 - 3:15 p.m. School Dismissal for 5K-3rd
 - 3:30 p.m. School Dismissal for 4th-8th

SCHOOL DISMISSAL

5K-8th grade students are dismissed from school through 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 Avenue or the new back sidewalk by the north entrance. They are not allowed to walk under the church carport. 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 Avenue using the driveway closest to the school.
2. Please, follow directions of the security guard(s) and stay within posted traffic cones.
3. Park in a lined parking place – DO NOT stop and pick up children without parking!
4. Exit using the driveway that goes on to Sherman Boulevard.
5. Instruct and remind your child repeatedly to watch for moving cars on the lot.



Ride-Hailing Applications

Students at Atonement Lutheran School are not allowed to use ride-hailing applications, including, but not limited to, Uber and Lyft. Parents should not use these applications to arrange transportation for their students. Students will not be released to this form of transportation directly from campus for the personal safety of our students as well as increased liability for the school and staff. The only form of transportation allowed for students other than those provided by guardians and others designated by guardians, are daycare transporters.

BEFORE/AFTER CARE SERVICES

If you need before/after care services, please reach out to the ECC director, Ms. Schleiden, at 414-445-1011. This program is governed by private pay or Wisconsin Shares.

SCHOOL ENTRANCE / SCHOOL VISITORS

Children who come to school on-time should enter the building between 7:30 a.m. and 8:00 a.m. through the north doors located off the parking lot. If you wish to meet with the teacher – please contact him/her to set up a meeting time in advance. Teachers are not allowed to have meetings during school hours without express permission from administration.

The north door is locked at 8:00 a.m. for security purposes. Anyone who wishes to enter the school at any other time should come to the north doors. All visitors must set up an appointment before entering the school building. This is for all school hours including drop off and dismissal. All visitors must stop by the office to identify themselves and their purpose for visiting the school before going to any other part of the building. Visitors may be asked to wear a Visitor's Badge and will be escorted through the building. **Due to the health and well-being of our students and staff, we will continue to practice a closed campus to non-essential visitors not meeting emergency criteria. We want to lessen foot traffic to minimize the spread of all viruses, illnesses, or disease throughout the school. We want to keep the children entrusted to our care safe from any outside threats. We appreciate your support and understanding as we implement this health and well-being guideline.**

Atonement Lutheran School maintains a closed campus to ensure a focused learning environment but offers parents or legal guardians the opportunity to observe their child in class, with prior approval from the administration. All observations must be scheduled at least 24 hours in advance, limited to 15 minutes, and are supervised by an administrator. Parents are only allowed to observe their own child and may not interact with other students during the observation. If a parent wishes to engage with their child, they must request the administrator to pull the child aside to minimize disruption. Observations are limited to one parent or legal guardian at a time, and younger siblings or additional individuals are not permitted.

To protect the privacy of all students and staff, no photos, videos, or recordings are allowed during the observation. Observations will take place from the back of the room or the door with the administrator present. Teachers will be notified in advance of all scheduled observations, and any observation deemed disruptive by the administrator may be rescheduled. This policy ensures minimal disruption to the learning environment and upholds the privacy and respect of all individuals involved.



SCHOOL COMMUNICATION

Good communication is an important element in the partnership between the home and the school. Good communication begins at pre-registration meetings between the parents/guardians and the teachers and/or administration. It continues with attendance at meetings such as parent orientation and 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 as follows:

- **School Notes** will be e-mailed home as needed to keep parents informed of school activities. This is the main tool for communicating school information. Paper 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.
- **Report cards** are distributed at the end of each quarter. Teachers in grades 1 – 8 will send home weekly progress reports every Friday. Additionally, all parents have access to their child's grades through a Gradelink account that is given to them at the beginning of the year.
- **Parent-Teacher Consultations** are scheduled after the first and second quarters, and may be scheduled at the end of the third quarter. Conferences are scheduled as closely as possible to times requested by parents/guardians. Attendance is mandatory – appointments 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 include phone calls, texts, emails, written notes, and scheduled after school meetings. You may obtain telephone numbers and email addresses directly from your child's teacher.
- **Atonement Lutheran Church** will send encouragement and invitation to attend worship and Bible Study and weekly spiritual encouragement.

PARENT / TEACHER CONSULTATIONS

Conferences between the parents/guardians and teachers are an important component of the home-school partnership and are required at various points in the year. In order to form a partnership, parents and teachers must communicate regularly. Parent-teacher consultation days are scheduled following the distribution of progress reports mid-first quarter (late September), at the end of the second quarter (mid-January), and may be scheduled at the end of the third quarter (late March). 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 to avoid misunderstanding. If you have a concern about something in the classroom, please go directly to the teacher rather than contacting the CEO, the Pastor, or discussing the issue with other parents. If the problem persists, consult with the Principal(s) for school work issues or the Dean of Students for disciplinary issues. 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, accomplishes nothing.

PARENT / STAFF CONFLICT RESOLUTION

Christ states, "My command is this: Love one another as I have loved you." (John 15:12) If we humble ourselves for our neighbor as Christ humbled himself for us, then we truly strive to serve them in the capacity that is best for them. If we are rooted in Christ, then we can begin to see the needs of our



fellow man and how we can best help them; educationally or otherwise. Below are steps that all adults should follow in order to resolve any conflicts they may have with each other at Atonement.

1. Clearly identify the conflict problem between the two parties.
2. Determine the best form of communication.
 - a. Text Message (only if the conflict is a matter of simple miscommunication or a lack of information)
 - b. Phone Call - This should be if a longer explanation is needed. It is possible that any electronic message could be misinterpreted and increase conflict.
 - c. After School pick up – The conflict could possibly be resolved with a brief face-to-face meeting after school.
 - d. Private sit-down – This should be scheduled for a convenient time for both parties.
3. Listen to each other. Allow each other to explain frustrations or concerns.
4. Explain the problem as you see it. Help them to see where you are coming from.
5. Identify common ground. Work to see if the common ground is enough to eliminate the differences of opinion.
6. Resolve the issue.
 - a. Both parties have reached an understanding and the conflict is over.
 - b. The parties don't agree, but the issue is not worth continued conversation. Respectfully agree to disagree. Continue to support each other in the spirit of Christian love.
 - c. The parties disagree but cannot seem to resolve the issue in a sit-down meeting.
 - i. Agree to meet again at a later date if the issue is not pressing.
 - ii. Agree to get administration involved so that a neutral party can assess the situation and help resolve the matter. NOTE: Involve the appropriate administrator according to the conflict. i.e. – academics (Mrs. Kanter - 5K-3rd / Mrs. Knoelke - 4th-8th) or discipline (Mr. Gorsline 5K-3rd / Mrs. Knoelke - 4th-8th)

BREAKFAST / HOT LUNCH PROGRAM

All students will receive free breakfast and hot lunch throughout the school year due to our direct certification process to determine automatic eligibility for free lunch. Those not eligible under direct certification will need to complete a free or reduced price lunch application. This applies even if a family qualifies for MPCP/WPCP (Milwaukee/Wisconsin Parental Choice Programs). Please direct any questions to our Food Service Director, Mrs. Dana Block (414-871-1224).

We encourage students to eat healthy meals and snacks every day. Atonement's food service programs are serviced by the Milwaukee Center for Independence. The meals are nutritious, and lunch offers more fruit, vegetables, grains, meats/meat alternatives and milk. Students who participate in the program must take the required menu items. We ask that they do not waste food by throwing it away. Monthly menus are available from the office lobby. Hot lunch must be taken every day, even if students do not like the lunch.

Please note: It is the parents' responsibility to ensure the safety and quality of any food brought from home. The school does not provide refrigeration or access to a microwave for student lunches.

MILK

Breakfast and lunch include one carton of low fat milk. In accordance with federal guidelines, Atonement offers 1%, 2%, and 1% chocolate milk to all students in K4-8th grade.



HEALTH / IMMUNIZATION

State law (140.05 WI's Stats.) requires that all children entering elementary school in Wisconsin be immunized against diphtheria, tetanus, pertussis, polio, measles, rubella and mumps. Verification of having 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 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. Direct any questions or updated immunizations to Mrs. Demitros at (414) 871-1224.

MEDICATION

Students who use daily or seasonal medication during the day must have a Medical Authorization form on file. Medication will be administered to a student only with a signed Medication Authorization form on file indicating medication, dosage, and time of distribution. Children are never to have prescription medication stored in their desks, backpacks, or lunch bags. Teachers or staff may not give over-the-counter medication such as aspirin or cough drops without written permission. Medical Authorization forms are available from the school office.

EMERGENCY CLOSING

Emergency closings are announced on local radio and TV stations, AM 620 / WTMJ, WISN, Fox 6. Atonement is automatically closed if an announcement is made that Milwaukee Public Schools is closed for severe weather such as snow or cold. Please do not call the school to ask if it is closed. Listen to the radio, watch the news, or check online. If bad weather occurs once the school day is in session, classes will be conducted for the remainder of the day except in the case of extreme emergencies. In case of bad weather, parents/guardians may pick up their children early if necessary. Please call in advance.

CO-CURRICULAR ACTIVITIES / FIELD TRIPS

Numerous activities to supplement the regular classroom instruction are provided for the children as a way of expanding their experiences, enriching their lives, and broadening their Christian outlook of the world. Children are encouraged to participate in co-curricular activities because they create wonderful memories and promote skill development. When available, Atonement offers the following co-curricular activities for students:

- Children's Choir
- Athletic Competition for boys and girls (cross country, basketball, volleyball, wrestling, track, cheerleading, co-ed softball)
- Drama (public speaking)
- Musical and/or Theatrical Productions
- Spelling/Math Contests

Teachers also schedule field trips for which additional fees may be collected. If possible, buses are rented, otherwise, transportation is provided by classroom parents/guardians who have proof of insurance. Students must be in good academic and behavior standing to attend field trips. By enrolling your child at Atonement, you are consenting to allow your child to go on Atonement field trips as announced by the classroom teacher.



PIANO / BAND LESSONS

Piano lessons are offered at Atonement Lutheran School during the school day for children in grades 3-8. Younger children may be given lessons before or after school. Parents/guardians may obtain more information regarding scheduling by contacting Kevin Poston, Staff Minister of Music and Worship.

Band lessons are offered to students in grades 5-8 through Wisconsin Lutheran High School. Information will be made available from the high school the first week of school. All students must be in good academic and behavior standing to attend these lessons.

CHOIRS / CHURCH SINGING

Each classroom participates in choral singing during worship at Atonement Lutheran Church throughout the school year. The students practice in the classroom and in church and all students are expected and encouraged to be a part of the singing group during the service. Singing provides an excellent opportunity for children to improve their musical abilities as well as to enhance worship by singing praises to the Lord. Proper respect, communication, and planning asks that the parents notify the classroom teacher or choir director in advance if the child will not be able to participate in the service.

TECHNOLOGY / ATHLETIC FEES

Most competitive sporting activities begin in fifth grade. Girls may participate in cross country, volleyball, basketball, cheerleading, softball, and track. Boys may participate in cross country, basketball, wrestling, softball, and track. An athletic policy governs all of the sports programs. Only students in good academic and behavioral standing may participate in the sports programs. Parents must read and sign supporting athletic paperwork which will be shared by coaches and the Athletic Director(s) as each sport begins.

Atonement does not require athletic fees in order to participate in any of the sports offered, but a **\$20 user fee is paid to defray physical education and technology costs**. Any damage or loss of Atonement property that is used is expected to be repaid in the form of replacement or reimbursement. Failure to replace or reimburse for damaged or lost equipment will result in your child being suspended indefinitely from any and all athletics until restitution is made. **The \$20 fee is paid on Enrollment Day to the teacher.**

TECHNOLOGY USE AGREEMENT

By enrolling your student at Atonement Lutheran School, you, as the parent or legal guardian, agree to the Tech Use Agreement. You grant permission for your student to be issued an Atonement Lutheran School-owned Chromebook and acknowledge that your student will be held responsible for its use. You understand that you may be held liable for any usage violations and/or damage to the Chromebook. Additionally, you acknowledge receipt of and agree to abide by all guidelines outlined in the Atonement Lutheran School Technology Resource Acceptable Use Policy.



ATONEMENT LUTHERAN SCHOOLS PARTNERSHIP

God has given the primary responsibility of raising and educating children to parents/guardians. The level of success of your child's education largely depends on the cooperation between parents/guardians and teachers. Therefore, upon enrolling, families are asked to read this handbook. Enrolling your student at Atonement Lutheran School signifies agreement to this partnership. By signing registration forms, you acknowledge that you have read and understand the policies here within the Family Handbook. The roles and responsibilities of the partnership are outlined as follows:

As a teacher at Atonement Lutheran School, I agree to:

1. Faithfully teach God's Word in truth and purity, and instruct children on how it applies to life. Be an example to the students and to the congregation in regard to my life of faith.
2. Help all students in the best way I know how and do whatever I can for them to learn, not only teaching them about God's love in Jesus, but showing it to them.
3. Constantly monitor the strengths, weaknesses, and progress of my students, both academically and behaviorally, and provide extra academic support on a regular basis.
4. Consistently enforce the code of conduct and school-wide procedures.
5. Communicate respectfully and regularly with my students' parents/guardians, and make myself available to students and families for any concerns they might have.
6. Form meaningful and positive relationships with my students and their families, and collaborate with my colleagues.

As a parent or guardian of a child at Atonement Lutheran School, I agree to:

1. Be open to encouragement from Atonement Lutheran Church and School staff regarding the Christian education of my child, and my growth in faith and in knowledge of God's Word.
2. Agree to be contacted by staff from both Atonement Lutheran Church and School, and open to home visits from pastoral staff.
3. Help my child in the best way I know how and do whatever it takes for them to learn.
4. Ensure my child is at school, in his/her desk, and ready to learn by 8:00 a.m.
5. Ensure my child is dressed in a clean uniform at the beginning of each school day.
6. Support Atonement staff by encouraging my child to follow the code of conduct and school-wide procedures.
7. Attend parent-teacher conferences, mandatory meetings, and communicate with my child's teacher regularly regarding my child's academic and/or behavioral progress.
8. Stay actively informed about important events and updates at Atonement.
9. Support the school and its staff with positive words and actions.
10. Allow pictures and/or videos of my child to be used for promotional purposes.
11. Support my child in the completion of assignments by providing a regular time and place at night to work and then ensure my child leaves home ready to hand in homework as he/she enters school each day.

As a student at Atonement Lutheran School, I agree to:

1. Live by Biblical principles as a redeemed child of God and follow school-wide procedures.
2. Learn more than is expected in the best way I know how and help my fellow students do the same.
3. Demonstrate my Christian character by being a positive influence to the students around me, taking responsibility for my failures, and humbly encouraging others in my success.
4. Complete my assignments each night to the best of my ability and leave home ready to hand in homework when entering school each day.
5. Do everything I can to arrive ready for school on time, and be sitting in my seat ready to learn by 8:00 a.m.
6. Be dressed in full uniform each day.