

ADVENT LUTHERAN
ELEMENTARY & MIDDLE SCHOOL
STUDENT / FAMILY HANDBOOK
2016 – 17



*Do justice
Love mercy
Walk humbly
With your God*
Micah 6:8

It is our **privilege** to work with the children
that join us each day for experiences
that go beyond the textbooks, into life –
and beyond.

Please take a few moments to familiarize yourself with
our philosophy, our mission, our expectations, and
our means of supporting our students and your family.

We look forward to a year of opportunity, challenge, and growth
as we *inspire* the minds,
guide the hearts,
strengthen the bodies, and
nurture the souls
of God's children
in partnership with the family and the church.

In His service,
The Faculty and Staff
of Advent Lutheran School

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ADVENT LUTHERAN SCHOOL'S MISSION STATEMENT/PHILOSOPHY

Advent Lutheran Church is a congregation with ministries in Boca Raton, FL serving every age and stage of life.

The mission of **Advent Lutheran Church** is to share the love of Christ with our neighbors so that they will share it with the world.

The motto for **Advent Lutheran Church** is: *Where Jesus is Lord, everybody is somebody, and faith is an adventure.*

Advent Lutheran School is a Christian education ministry of Advent Lutheran Church serving students from infancy through 8th grade and their families.

ADVENT LUTHERAN SCHOOL STATEMENT OF VISION & MISSION

The vision of Advent Lutheran School is confident Christian students ready for the next adventure.

The mission of Advent Lutheran School is to inspire the minds, guide the hearts, strengthen the bodies, and nurture the souls of God's children in partnership with their families and the church.

STATEMENT OF PHILOSOPHY

Advent Lutheran School takes education to a higher level. We are more than a school; we are an educational ministry of Advent Lutheran Church. We are more than administrators, teachers and staff; we are God's ministers. Our students are God's children; our parents are our partners; and, our school is a Christian community. We do not simply teach by words; we instruct by example. We do not only have classes; we have learning communities growing in wisdom and grace. Our curriculum is not just for the mind and body; it is for the heart and soul as well. Our students not only learn the facts but understand the values they will need to succeed. Our students do not just graduate, but they continue their journey to love and bless the world.

STATEMENT OF OBJECTIVES

God desires for us to love him with all of our heart, mind, soul and strength and to love our neighbors as ourselves. To carry out our school's mission, to equip our students to obey the Great Commandment, and to train our children in paths that will lead to a blessed future we seek to guide their hearts, to inspire their minds, to nurture their souls, and to shape their lives in all we say and do.

Inspiring the Mind - Advent Lutheran School will provide intellectual growth experiences that will enable children to:

- Learn and master skills and knowledge in language arts, mathematics, and sciences
- Develop problem solving skills
- Work and study independently
- Contribute in groups
- Interface with current technology
- Communicate effectively through spoken and written means
- Develop a love for learning
- Glorify God through artistic expression
- Study and gain skills in the fine arts – music, art, performing and visual arts
- Appreciate and value present artistic expression of others
- Gain an awareness of the historical and cultural development of the arts
- Enjoy the artistic beauty found in God's creation
- Approach new challenges with confidence

Guiding the Heart – Advent Lutheran School will provide social and emotional growth experiences that will enable children to:

- Function in a group both as a leader and as a team member
- Develop personal responsibility and accountability for choices, words, and actions
- Develop caring relationships by recognizing the rights, privileges, and individual differences of others
- Recognize and choose healthy relationships
- Become a person who is willing to share time, gifts, talents and materials
- Respect the authority of home, school, and government
- Resolve conflicts in a God-pleasing manner
- Develop realistic self-concepts and positive self-esteem
- Develop an awareness of strengths and needs in others
- Handle stress in a positive way
- Share conflicting feelings and thoughts in a constructive manner
- Respond to situations and experiences in a Christ like manner
- Experience success, but also learn from mistakes

Strengthening the Bodies - Advent Lutheran School will provide physical growth experiences that will enable children to:

- Develop and maintain sound health habits
- Understand the role of proper nutrition in maintaining health
- Learn basic body movements and to develop overall motor coordination
- Develop life long recreational skills
- Grow in awareness of physical fitness
- Develop attitudes of self-control, sportsmanship, and competition
- Practice safety and first-aid
- Understand and appreciate their physical development as a gift from God

Nurturing the Soul - Advent Lutheran School will provide spiritual growth experiences that enable children to:

- Enhance their personal faith
- Practice Christian service and giving
- Show love for others because of God's love for them through actions, words, and service
- Share the knowledge of their Savior with others
- Develop an understanding of the doctrines, history, and worship practices of the Lutheran Church as well as other Christian churches
- Develop Christian character based on: thankfulness, trustworthiness, respect, responsibility, fairness, caring, citizenship, joyfulness, and hopefulness
- Use Christian character and principles in dealing with moral dilemmas

ADMINISTRATION

Advent Lutheran Church owns, sponsors, and maintains Advent Lutheran School.

School Board:

The School Board is comprised of church members interested in and committed to the growth, improvement and integrity of Advent Lutheran School as a part of the Advent Lutheran Ministries. Members meet on a regularly scheduled basis to review budgetary concerns/issues, and to support on-going endeavors to enhance the academic, physical, emotional, and spiritual education of Advent's students.

For a list of the current School Board members, further information regarding an application for membership, or other School Board related questions, contact the School Office during operating hours.

School Administration:

Advent Lutheran School has an administrative team comprised of:

- Laura Bluhm, Elementary & Middle School Principal
- Donna Centerbar, Elementary & Middle School Assistant Principal
- Sally Whitney, Early Childhood School Principal
- Jan Phillips, Early Childhood School Assistant Principal
- Rhonda Holloway, Adventure Camp – After School, Holiday Camp & Summer Camp Director

School Administrators, among other tasks, are responsible for curriculum, scheduling, discipline, overseeing teaching and grading procedures, and executing policies developed by the School Board.

NOTE: Teachers and staff, among other tasks, are responsible for developing lesson plans, putting plans into action, assessing students' mastery of concepts, communicating progress to parents, and supervising students.

QUESTIONS OR CONCERNS

Advent Lutheran School is committed to working in a partnership with our families. In order to facilitate the growth and effectiveness of this partnership we ask that the following procedures be followed when there are questions or areas of concern regarding student progress, grades, discipline, practices, etc.

1. **Contact the teacher directly by email or telephone message describing your concern.** This step is vital in building and maintaining a partnership between home and school. We are confident that we are all looking for a positive learning experience for your child. Working together to understand intentions, practices, obstacles, etc. is part of the process and is a wonderful example for your child on how to address situations where there are differing opinions.
2. **If necessary, schedule a meeting to discuss the question and/or concern in person.** Please do not expect the teacher to be able to give you undivided attention without an appointment. All staff is assigned duties that involve supervision of students. Giving the attention a concern deserves while maintaining safety for students is not possible. This is especially true at car lines and in the classrooms at the start of the school day.
3. **If satisfactory resolution is not reached or further clarification is needed, contact administration for a follow up discussion.** We are dedicated to fulfilling our Vision and Mission – which includes a partnership between home and school.

COMMUNICATION

Communication between home and school is highly valued by our teaching staff and administrators as a vital ingredient to a student's success in school. Therefore, Advent Lutheran School has put a variety of communication tools in place for convenience and consistency. **It is our expectation that under no circumstance should a parent or guest interrupt a student's school day. Unannounced visits during the school day are inappropriate due to the disturbance it can cause to our students and the academic process.**

- Telephone: Parents may call the school office at any time at (561) 395 - 3631. During school hours a secretary is available to help direct your call. During other hours, a voice mail system is in place to take messages.
- Fax: There is a Fax machine in the school office – (561) 750 – 3632.
- E-mail: Each administrator and teacher has an E-mail address. There is also a link to each teacher on RenWeb. Although most teachers have e-mail access in their classrooms, there are some exceptions. Please allow 24 hours for a response.
- Web Site: Advent Lutheran School has a web site that will give you basic school information and can help direct you with specific questions. Our web address is www.adventschoolboca.org.
- RenWeb: Each teacher posts homework assignments, projects, and upcoming tests on this website. It is updated at least once a week. This is a handy reference for students who are absent. Please note changes do occur. Students are responsible for getting updated class assignments in class. There is also a current school calendar which lists upcoming events, marking periods, holidays, and other important information. There is a link from the Advent Lutheran School website.
- Gator Tracks: **Gator Tracks** is a weekly newsletter put out by the Elementary / Middle School. It has lunch menu information, a calendar of events, chapel updates, church information, and other timely news of happenings on campus. This newsletter is sent via email each Friday. Hard copies are available in the office upon request.
- Teacher Newsletters: Elementary classes have weekly newsletters from the individual teachers. These contain information specific to that grade level, including homework assignments, themes being discussed, hints for working with your child, special events, etc.
- Conferences: Teachers are available for parent conferences at various times throughout the day. Please contact them through one of the means listed above and schedule a time that is convenient. Do NOT expect a teacher to be able to give you one-on-one attention before or after school if you show up unannounced. There are many outside duties that need their attention therefore making it impossible to give you the undivided attention your concern deserves..

NOTE: The carline is NOT an appropriate place for a conference or for questions. Traffic backs up quickly and easily, even with quick conversations, and the number one priority of the teacher on duty is student safety at that time. Thank you in advance for your co-operation in this matter.

APPOINTMENTS – OFFICE HOURS

The administrators and teachers at Advent Lutheran School strongly believe that the education of your child is most successful when there is a strong partnership between school and home. As in any healthy partnership, consistent and open communication is a vital ingredient. Therefore, the school staff is always available for conferences regarding the progress of your child.

Making an appointment to meet with your child's teacher(s) regarding any questions or concerns you may have will allow them to give you the time and attention you and your child deserve.

ELEMENTARY & MIDDLE SCHOOL: (561) 395 - 3631

Office Hours:	7:30 A.M.	-	3:30 P.M.	M – F
School Hours:	8:00 A.M.	-	2:55 P.M.	M – F
Teacher Hours:	7:30 A.M.	-	3:30 P.M.	M – F
After Care Hours	end of school	-	6:00 P.M.	M – F (school days)
Adventure Land Camp	7:30 A.M.	-	6:00 P.M.	M – F (non-school days – some holiday closings)

Appointments with Teachers:

1. E-mail may be sent through the RenWeb web site to any individual teacher. Please allow 24 hours for a response.
2. Parents may call the school office during the hours listed above to make an appointment with an individual or group of teachers.

Appointments with Administration:

We strongly encourage communication begin with the teacher. In the event a particular situation cannot be resolved with the individual teacher, the Administration is available for assistance.

1. E-mail is available for administrators.
Laura Bluhm, Principal
lbluhm@adventschoolboca.org
Donna Centerbar, Assistant Principal
dcenterbar@adventschoolboca.org
2. Parents may call the school office during the hours listed above to make an appointment. Voice mail messages may be left after operating hours if it is more convenient. Please allow additional time for transfer of messages.

PLEASE NOTE:

Drop off and/or pick up times are not conducive to discussing issues of concern, as the teachers are trying to supervise children.

Parents should never approach a teacher in front of students, in a classroom during the day, or at after school events requiring teacher duties to discuss issues unless prior arrangements have been made.

ADMISSION/REGISTRATION PROCEDURES

Advent Lutheran School was founded to provide a Christian education for all interested students and families. Our admission policies are adapted to that purpose. A student is admitted to Advent Lutheran School on the basis of former records, a personal interview, and entrance exam. At the time of testing, parents will complete an application and be required to place a non-refundable \$75 application fee.

Upon acceptance you will be required to place a non-refundable registration fee and provide the school with the required documentation to complete your child's admission. The following is a checklist of the required documents for admission by grade level:

Students applying for Grades Infant-VPK:

- Birth Certificate
- Last 4 numbers from child's social security card

Students applying for Grades K-5:

- Current report card & Annual Assessment Test Scores (SAT, FCAT, FSA)
- Teacher Reference Form
- Birth Certificate (copy)
- Social Security Number (copy of card)

Students applying for Grades 6-8:

- Three References (forms provided by Advent Lutheran School)
 1. Administrative Reference (Principal, Assistant Principal, Guidance)
 2. Teacher Reference (not Art or PE)
 3. Personal Reference (family friend, relative other than parent)
- Transcript or Report Card for current and previous years
- Annual Assessment Test Scores (SAT, FCAT, FSA)
- Birth Certificate (copy)
- Social Security Number (copy of card)

Immunization Certificate (form DH680) and a recent physical (form DH3040) are required for all incoming students upon acceptance.

Re-enrollment – Students will be reviewed annually and invitation to re-enroll will be based on their academic progress, attendance and disciplinary records. *Advent Lutheran School admits and does not discriminate on the basis of race, creed, color, national or ethnic origin.*

School Policy on Student Registration and withdrawals

The registration fee is non-refundable and non-transferable at anytime.

The withdrawal deadline for the following school year is June 25th. For any student not withdrawn by that date, parents will be charged one month's tuition.

If a student is withdrawn during the course of the school year, the tuition for the current month will be charged in its entirety. If the withdrawal takes place after the 25th of the month, the following month's tuition will also be charged in its entirety.

Advent Lutheran School hires teachers and purchases materials based on the number of students who are registered for the upcoming year. We do not hold the parents responsible for the full year's contract as some schools do; however, the above procedure is necessary in order to protect the initial investment in each student.

All payments received will first be credited to outstanding balances owed on any of Advent's fee-based programs before being applied to new charges.

ACADEMIC STANDARDS & REPORTS

Grading Scales:

In keeping with the Florida State Standards, Advent Lutheran School has adopted the following grading scale for grades 1 through 8:

A+	98% - 100%
A	93% - 97%
A-	90% - 92%
B+	88% - 89%
B	83% - 87%
B-	80% - 82%
C+	78% - 79%
C	73% - 77%
C-	70% - 72%
D+	68% - 68%
D	63% - 67%
D-	60% - 62%
F	59% and below
I	Incomplete
EX	Exempt

Kindergarten Reporting Scale

E	Excellent
S	Satisfactory
N	Needs Improvement

Fine Arts Grading Scale (Grades K-4):

3	Outstanding
2	Satisfactory
1	Inadequate Performance

Semester Exams:

Semester exams are given in grades 6 through 8. They are comprehensive exams lasting 1-½ hours each and are administered at the end of the 2nd and 4th quarters (December and May).

They are shown on the report cards in the "Exam" column and count toward the student's semester average in the following increments:

Grade 6 – 10%

Grade 7 – 15%

Grade 8 – 20%

The two primary purposes of giving semester exams are:

- 1) to give our students experience in preparing and studying for a comprehensive test before getting to high school, and
- 2) to test retention of information and ability to critically analyze information.

ATTENDANCE DURING TESTING IS VERY IMPORTANT. We appreciate you making every effort to avoid scheduling appointments and other absences during this time.

Reports Home: Advent Lutheran School stresses communication of academic progress.

A **progress report** will be sent half-way through the marking quarter which will show your child's current academic standing. It is an excellent time to develop strategies for improvement when necessary.

Report Cards are issued via RenWeb at the end of each quarter. They show academic progress in each area of curriculum and offer observations on areas of strengths and weaknesses that may be impacting your child's performance. The final report card includes exam grades, semester grades, a year end grade, and indicates promotion to the next grade level or need for remediation.

RenWeb is a web site used by all Advent Lutheran teachers. Parents are able to monitor their child's current progress at any time. Current averages, individual assignment grades, and any missing assignments are available for review.

TESTING

Advent Lutheran School administers standardized testing each spring. The testing period lasts 3 – 5 days depending on the grade level for several hours each day. These tests cover all areas of core curriculum and give a norm references result. Results are sent home with the final report card at the end of the year.

ATTENDANCE DURING TESTING IS VERY IMPORTANT. We appreciate you making every effort to avoid scheduling appointments and other absences during this time.

Advent Lutheran School does not participate in Florida Standards Assessments (FSA); however, our curriculum addresses and often surpasses all Florida Standards to assure preparedness for high school success.

TEXTBOOKS

Textbooks are provided by Advent Lutheran School for student use. Each student will be assigned a book at the beginning of the school year. Damage due to misuse, neglect or writing in non-consumable books will result in a fine at the end of the year. Lost or severely damaged books will result in a replacement fee at the current cost of the book plus shipping.

A staff member will bring textbooks and Library books found in middle school classrooms, hallways, or other areas on campus to the school office. Students may claim their books for **\$1.00 charge each**. The purpose of charging for return of the book is to encourage students to keep track of their books before damage occurs that would result in larger fines.

Art & Science Lab Supplies:

Any art or science lab supplies damaged due to misuse must be replaced by the student. Prices will be determined by the school according to cost and shipping.

CURRICULUM

The curriculum at Advent Lutheran School meets or exceeds the state requirements and is based on the Florida Sunshine Standards and the Common Core State Standards that are currently being introduced. Based on individual student mastery, the progression assures readiness for Honors classes, Advanced Placement classes, and specialized programs/academies offered at the high school level. The following subjects are offered.

Religion	Bible Study, memory work, life application, class & chapel participation, weekly worship, community service projects, and prayer
Literacy Skills	Grammar, punctuation, phonics, spelling, writing, handwriting, reading comprehension, vocabulary, literature exploration, speaking and listening, and use of technology to produce a variety of products
Science	Biological, physical, earth/space, and chemical concepts; health, safety and wellness; environmental awareness & responsibility; lab experience with dissections, demonstrations, and experimentation; robotics and STEM concepts
Social Studies	World cultures, geography & map skills, civics & government, American & world history, investigation of personal responsibility for participating in government through voting and other civic activities, economics
Mathematics	Computation, problem solving, measurement & data, ratios & proportions, statistics & probability, application, algebraic equations & thinking, geometry
Spanish	Vocabulary, oral comprehension, written comprehension, basic communication skills, culture Spanish I credit option for 8 th grade
Music	Music notation, introduction to instruments, music appreciation, and exposure to a variety of means of musical expression – choir and band are offered for an additional fee – performances are a part of the program
Art	Multi-media instruction, art appreciation
Physical Education	Basic skills, exercise & movement, fitness, group games, introduction to organized sports, sportsmanship, and competitive play with Christian character are emphasized throughout all activities
Technology	Keyboarding, computer literacy, word processing, power point, excel, photo-shop, Internet safety, Internet research, web page design, and much more as our students are exposed to a variety of devices including Chrome books, I-pads, tablets, and desk tops and use them to research and produce final products across all areas of curriculum
Writing	Sentence structure, organizational skills, transition phrases, creativity and grammar skills put into practice (grades K-5) Citing references, avoiding plagiarism, compiling research, writing for particular audiences (grades 6-8).
Library/ Media	Basic library etiquette and skills, reinforcement of skills taught in Language Arts, research, pleasure reading, comprehension, presentations, use of technology for research and communication, etc.
Drama	Students have the option of joining the Drama Club to gain experience in acting, set design, sound & lighting, costuming, make up and more
SEEK	<i>Search-Explore-Explain-Know</i> is a pull out program for students in first through fifth grade who demonstrate rapid concept mastery, an independent learning style, and a need and desire for additional academic challenge. The curriculum will emphasize problem solving and exploration through robotics and STEM concepts.

HOMEWORK POLICY

Philosophy:

Homework is given to help reinforce concepts learned in the classroom and to provide additional practice to help ensure mastery of the subject matter. Some subjects by nature lend themselves to more homework than others. As a general rule, you should expect about 15 minutes of homework per grade level each night. (For example – a 6th grade student could expect 15 minutes x 6 grade levels = 90 minutes of homework a night. A Kindergarten student may be asked to read with a parent each night. A 3rd grade student could expect 45 minutes of homework on an average night.) Our math curriculum has nightly homework and we encourage reading to be a daily focus as well. There are times throughout the day provided for students to begin work on assignments to help with additional support from our staff and reducing the overall amount coming home.

NOTE: Students work at different paces, but if you are consistently experiencing homework sessions that run much longer than the average explained above, discuss it with your child's teacher.

Parent's Role:

With the exception of Kindergarten where students are learning how to work independently, homework assignments are intended to be completed by the student independently unless otherwise discussed with the teacher. Homework is either additional practice of a skill introduced in class, a pre-introductory activity to assess foundational knowledge, or an extension activity of a concept covered. The parent's role should be one of an encourager, and sometimes a monitor for completion. Parents should NOT be re-teaching material, adding to answers or finding answers for their child. These behaviors have several harmful outcomes including, masking your child's true comfort and understanding of the content from the teacher; and more importantly, removing the feeling of success from your child's plate and putting it on your own. Try to remember: we want your child to succeed as much as you do! We have to have an accurate picture of their mastery in order to help them reach full potential!

Procedure:

Homework is considered a vital part of the learning process. In order to maximize the benefit of the assignments, the following homework procedure will be implemented.

1. Each homework assignment will be completed by the student him/herself. Copying another student's assignment is considered cheating. Having someone else complete the assignment is considered cheating. Consequences will be given according to the Discipline System and a 0% will be given on the assignment.
2. Assignments will be handed in during homeroom on the day it is due. Any assignments turned in later in the day are considered a day late. Late assignments will result in a grade reduction. One day late will receive 70% credit; two days late will receive 50%. After two days the student will receive a 0% for the assignment. Teachers have the right to make exceptions if circumstances warrant individual consideration.
3. In the case of illness or absence on the day the assignment was given, the student is given one additional day to complete the assignment. A note should accompany the student to school to explain the situation. In the event of an extended absence, teachers will work with the student to make up missed work and develop a time line on an individual basis.
4. If an assignment is not completed and turned in when due, it is considered late. If the assignment is part of a review for a test or quiz, the teacher may waive the grace period. Students will be notified in class and notation will be made in the teacher's plans for administrative reference.
5. If chronic incompleteness or late turn in of homework assignments occurs, a parent – teacher conference would be appropriate to devise a support plan to remedy the situation.
6. Homework assignments are posted on RenWeb for students and parents. There will sometimes be changes made in class. Students who are present in class will be held responsible for knowing the assignment regardless of the RenWeb posting. Student planners are required for students in 3rd – 8th grades. Changes in assignments should be indicated by the individual student here.
7. Homework assignments are designed to reinforce skills introduced in class. Students should be capable of completing the assignments independently. If you are finding that parental assistance is required, please contact the teacher.

**** Please note that the Late Homework policy is designed to help students maximize the benefit of homework. Research has shown that reviewing the work as soon as possible and correcting mistakes immediately have direct and dramatic effects on student learning.**

PROMOTION & RETENTION

Advent Lutheran School will follow a standard practice to determine promotion of students.

Kindergarten – Grade 4

At this level teacher input, classroom performance, mastery of necessary skills, maturity level, standardized test scores and/or developmental test results will all be used in determining a child's readiness for the next grade level. Retention will be a mutually agreed upon decision between home and school. There may be instances where administration requires summer school, private tutoring, and/or professional testing as a viable alternative to retention.

Grades 5 – 8

At this level classroom performance becomes much more important to the decision making process. Students are expected to maintain a minimum grade point average of 70% (C-).

Failure to maintain this minimum standard will result in Academic Probation (see page 14) and could jeopardize promotion. There may be instances where administration requires summer school, private tutoring, and/or professional testing as a viable alternative to retention.

Semester Failure (grades 6 – 8)

Students who fail an academic course for the year will be required to complete a summer component developed by the school on an individual basis to enhance the student's skill set for future success. Failure to complete the summer plan will result in loss of re-enrollment status. Additional outside testing by a professional source may also be required. This testing will be at the parents' expense. Failure to comply with any and all conditions may result in loss of re-enrollment status.

Failures of two or more core academic areas indicate lack of sufficient progress. Promotion to the next grade level would generally NOT be recommended. Specific criteria will be established by Advent administration on an individual basis.

NOTE: As a general rule, Advent Lutheran School does not retain a middle school student at Advent. If a student does not meet minimum requirements to be promoted to the next grade level, the parents are asked to withdraw their child. If parents choose not to withdraw their child as requested, re-enrollment will be denied.

The administration of Advent Lutheran School has the final authority to decide if a student is promoted to the next grade level.

SPECIAL STUDENT RECOGNITION

HONOR ROLL: 5th – 8th Grades

Advent Lutheran School applauds the hard work, commitment, and dedication required to achieve academic excellence in our Middle School. Students who are eligible for our Honor Rolls are recognized at an Awards Chapel each quarter.

ALL A's HONOR ROLL

Students must earn a 90% or higher in all courses, including: Bible Study, Language Arts, Math, Science, Social Studies/History, Physical Education & Spanish.

A/B HONOR ROLL

Students must earn an 80% or higher in all courses.

NOTE: Music and Art are valued courses; however, understanding that the assessment of these courses is greatly subjective, they are not included in the requirements for Honor Roll in the same way. Failure would jeopardize Honor Roll status as it indicates a lack of effort and/or compliance.

Students on either Honor Roll are given a certificate and are recognized by name in chapel. Parents are encouraged to join us in celebrating their child's achievements.

PRINCIPAL'S CHRISTIAN CHARACTER AWARD

In grades K through 4, students may earn the Principal's Award. Teachers and administration choose one child from each class who they feel best represents Christian character: thankfulness, trustworthiness, respect, responsibility, fairness, caring, citizenship, joyfulness, and hopefulness.

The award is given out once per quarter. Recipients of the award are given a medal, and a framed certificate. Parents are notified in advance and are invited to join us for the presentation of the award in chapel.

BEHAVIORAL REWARD

In order to recognize those Middle School students who consistently exhibit behavior that demonstrates respect and cooperation – there will be a quarterly reward activity for students with 5 or less demerits. The activity will be chosen each quarter by the school. It will take place during school hours and will be free of charge. Elementary classes have reward systems of their own, individualized to meet the developmental needs of the specific grade levels.

SPORTS AWARDS

Each athletic team has awards that are selected by the individual coaches. Usually these awards consist of: Most Valued Player, Most Improved Player, and the Coach's Award; however, coaches with the approval of the Athletic Director may add, substitute, or drop an award if the situation warrants.

At the end of the spring season additional recognition is given to our Male Athlete of the Year, Female Athlete of the Year, Male Scholar Athlete of the Year, and Female Athlete of the Year. These are selected by the Athletic Director and coaches based on participation in a variety of sports, leadership, sportsmanship, contribution to the team's success, academic performance, and commitment.

GRADUATION AWARDS

American Eagle Christian Leadership Award

This award is generally given to one male and one female graduate. The recipients are chosen by the administration and teaching staff based on exhibiting Christian leadership in all aspects of school life.

Academic Awards

Awards are given in each academic area based on student success and contribution to the class.

Presidential Academic Awards

The Excellence Award is given to all graduates with a minimum middle school grade average of 90% (A-). The Achievement Award is given to those students exhibiting great improvement and/or effort in classroom performance.

EXTRA-CURRICULAR ELIGIBILITY REQUIREMENTS

5TH – 8TH Grades

Philosophy:

Advent Lutheran School believes fostering a well-rounded child is of vital importance. Therefore, we strive to provide numerous opportunities for students to participate and to excel, in and out of the classroom. However, there are minimal requirements in the academic arena that must be met in order for the student to progress successfully through school.

The minimum eligibility requirements are considered to be below desired standards. It is our belief that at this point we must use all tools necessary to encourage students to focus on their academic progress. Part of that approach is to reduce outside distractions for a period of time and redirect focus and attention on the priority of academic success.

Minimum Requirements:

In order for our students to participate in any school related extra-curricular activities the following requirements must be met.

1. Student must maintain a minimum of a 70% (C-) GPA.
2. Student must be passing ALL classes with a 60% (D-) or higher on the report card.
3. Student must exhibit appropriate behavior and show a respect for school rules. Any student earning 2 detentions in a quarter, having a physical altercation, or exhibiting a pattern of disrespect or disregard for school rules will be considered for ineligibility.
4. Administration may impose ineligibility when deemed appropriate. Decisions will be made on an individual basis.

NOTE: Only report card grades are evaluated for ineligibility. Mid-term grades OR report card grades will be evaluated to reinstate eligibility.

Eligibility – Ineligibility: counts for the following activities:

- All sports teams and try outs
- All performance groups – choir, band, drama, etc.
- All clubs and school related extra-curricular groups – FCA, yearbook, technology clubs, Student Council, etc.

Procedure:

1. Parents will be notified in writing of their child's ineligibility status. A meeting to discuss strategies or recommendations may be suggested.
2. All Activity Period choices will be switched to Study Halls and/or Math Labs.
3. Students will no longer attend practices, lessons, or meetings held during the school day OR outside of the regular school day. (Refunds for activity fees are not given for ineligibility status.)
4. Grades will be re-evaluated at Mid-term reports (4 weeks). If the minimum requirements are met at that time, the student may be reinstated in activities, teams, and clubs. If the minimum requirements are NOT met, the student will remain ineligible until the next report card. Records will be reviewed again at that time.

NOTE: Team status and leadership positions may be permanently affected by ineligibility.

In order to maintain a safe environment for your child that is conducive to learning and promotes habits of respect and responsibility, the following rules have been adopted school wide for students, staff, parents, and visitors.

1. Respect self and others in word and action. (*Colossians 3:17*)
2. Respect for church, school and personal property is expected at all times.
3. Foul or abusive language, harassment and fighting are unacceptable at any time.
4. Students, families and guests are expected to represent Advent Lutheran School with a demonstration of Christian character at all school events, including: sporting competitions, field trips, performances, etc.
5. Public display of affection such as holding hands, hugging, kissing or sitting on each other's laps is inappropriate for school and school-sponsored events.
6. Students should be in regular attendance, punctual and prepared for all classes.
7. Students must be in assigned and supervised areas at all times. This includes before and after school.
8. The use or possession of weapons, tobacco, alcohol or drugs will not be tolerated. Any of these items may result in immediate **suspension** and possible **expulsion**.
9. Students are not allowed to leave school grounds during the school day without written permission from parents and consent of school administration (including field trips).
10. Cell phone use and unauthorized use of other electronic devices are not appropriate during school hours and may be confiscated by the teacher or school administration.
11. Nothing may be thrown or dropped from the second floor balcony at any time.
12. Unnecessary items (such as toys, balls, radios, games, etc.) should not be brought to school without prior permission. The teacher or administration may confiscate items that distract from the learning process.
13. Make up is only permitted to be worn by girls in grades 5-8 and in modest amounts. Teachers or administration may ask students to remove any distracting make up at any time. Piercings are limited to girls' ears only. Earrings need to be safe and not distract others.
14. Hair color is to remain a natural color and modest in style. Boys' hair should be collar length or shorter.
15. Dress code should be adhered to at all times – including cold weather days. (There are standard rules for non-uniform days.)
16. Running is only allowed in designated play areas, such as, the gym and the playground.
17. Chewing gum, soda, and candy are not permitted during school hours.
18. No animals are permitted on school property due to possible allergies, fears, and liability.

DISCIPLINE

Philosophy:

Advent Lutheran School is committed to educating the whole child – spiritually, intellectually, socially, and physically. This requires a learning environment in which disciplinary standards are understood, supported and adhered to by the entire school community. Everyone must contribute to creating a positive, orderly, and safe environment in which learning and growing can take place. Teachers, students, parents, and administrators must work in a partnership of mutual respect and support.

Goal:

Advent Lutheran School's goal is to teach self-control, responsibility, and respect for God, authority, others and one's self. As directed in Scripture, children are to be guided in the development of self-discipline, so that they may grow toward behavioral and moral choices compatible with the Christian faith.

“So then, whatever you do, whether in word or deed, do all to the glory of God.”
Colossians 3:17

Expectations of Students:

1. Obey classroom and school rules.
2. Strive to do their best work at all times.
3. Treat all school personnel, students, parents, and visitors with respect and kindness.
4. Treat the church, school and others' property with respect at all times.
5. Speak and act in a way that is encouraging, kind and respectful to all.
6. Refrain from activity that endangers themselves or others in any way.
7. Accept the consequences for any wrong doing.

Expectations of Parents:

1. Conduct themselves in actions, speech and dress in a way as to be a positive role model for our students.
2. Support the disciplinary process as described in the Student Handbook.
3. Communicate with teachers and administration regarding any questions or concerns in a cooperative and timely manner.
4. Encourage your child and all students in their efforts in the classroom and in extra-curricular activities.

Expectations of School Personnel:

1. Develop clear and reasonable expectations for the classroom.
2. Handle minor issues within the classroom and provide appropriate corrections.
3. Use the Demerit System as necessary to affect necessary change in student behavior and to maintain a classroom environment conducive to learning.
4. Enforce school rules and policies in a consistent manner and in accordance with the guidelines outlined in the Student Handbook.
5. Look for opportunities to positively reinforce students for appropriate behavior.
6. Communicate with parents in an effective and timely manner regarding any behavioral, academic, or social concerns.

Nuisance items: Parents are asked to help ensure that certain items are not brought to school. These items include (but are not limited to) gum, soda, candy, inappropriate pictures or reading material, music players (ipod, Mp3, etc.), electronic games, cameras, and toys.

Cell Phones: Cell phones may NOT be used during the school day (7:30 a.m. – 3:00 p.m.). If students bring cell phones to school they are to be kept in their lockers and turned off. We greatly appreciate your cooperation in this matter.

SEARCH AND SEIZURE POLICY

The safety and welfare of our students is of utmost concern to Advent's teachers and administration. Although Advent Lutheran School has not had past need for Search and Seizure, the administration reserves the right to search lockers, backpacks, purses or any other items brought onto school campus at any time. Similarly, teachers or administrators may request students to empty their pockets at any time. Any items found to be in violation of school rules will be immediately confiscated and returned to the parent or guardian at the discretion of the administration. Students will be subject to the disciplinary action in accordance with the guidelines established in the Discipline System.

NOTE: Lockers are the sole property of Advent Lutheran School.

Middle School Discipline System Framework

Students, who behave in a way that disrupts the learning process for themselves or others may be assessed demerits in accordance with the severity of the infraction.

Level One Behaviors: 1 Demerit

These are behaviors that generally interfere with a student's own learning or are in conflict with our general campus rules. Teacher/student conference. Parent notification.

Dress code violation (3 in one quarter makes student ineligible for Dress Down Days)

Hair or makeup violation

Tardy to class

Coming to class unprepared (other consequences may apply)

Chewing gum, drinking soda, or eating candy

Eating/drinking in class, the Media Center, the gym, upstairs or in any unauthorized area

Failure to return required items in a timely manner

Skipping in line at lunch or snack

Level Two Behaviors: 3 Demerits

These are behaviors that interfere with the well-being of peers or are in conflict of general school rules.

Teacher/student conference. Parent notification.

Hallway, bathroom, or other common area disturbance – horseplay, excessive noise, running

In an unauthorized or unsupervised area

Failure to comply with class rules – minor disruption

Inappropriate language or behavior around elementary students

Disrespectful behavior toward a peer – name calling, teasing

Disrespectful or defiant attitude towards an adult, minor: eye roll, body language, tone of voice...

Disrespectful use of property – bathrooms, text books, furniture, etc.

Use of cell phone during school hours –phone will be confiscated for parent retrieval after school

In the event of cell phone use during the day, the student will be asked to turn off the phone and hand it to the teacher. Administration will hold the phone until a parent can come to retrieve it.

Level Three Behaviors: 6 Demerits

These are behaviors that indicate a lack of respect for peers, staff, and/or property and are in conflict with established behavioral expectations. Teacher/parent/student conference.

Disobedient, argumentative or defiant behavior

Disrespectful behavior toward a peer – name calling, intimidation, teasing, excessive horseplay...

Disruption of the learning process (classroom behavior)

Leaving class or school group without permission

Use of offensive language or gestures – including sports competitions

Cheating on an assignment (additional consequences will apply)

Destruction of property – major – restitution will be calculated

Unauthorized possession of legal drugs or medication

Misconduct on a school trip or event including sports competitions - minor

Level Four Behaviors: 12 Demerits

These are behaviors that indicate a blatant disregard and/or disrespect for self and others. These will result in an immediate referral to administration to be handled on an individual basis. Teacher/parent/administration conference.

Disrespect or defiance directed towards an authority figure (teacher, Pastor, chaperone, ...)

Lying and/or false accusations

Stealing

Skipping class

Misconduct on a school trip or event including sports competitions – major

Leaving campus or school group off campus without permission

Cheating on a test, project, paper, or exam (additional consequences will apply)

Physical altercation or intimidation that is deemed more than horseplay

Level Five Behaviors: 20 Demerits

These behaviors are considered unacceptable and present possible harm to others. These will result in an immediate referral to administration and the Discipline Committee for review. Administration/parent/teacher conference.

- Fighting resulting in injury
- Physical, verbal, or sexual harassment with contact, threat, or intimidation
- Physical, verbal, or sexual harassment with vulgar, racial, sexual, ethnic, or threatening content – includes verbal, written, ...
- Use of offensive language or gestures – including sports competitions
- Obscene gestures or degrading language toward authority
- Use of profanity, sexual or racial comments toward authority
- Possession of alcohol, tobacco products, illegal, or designer drugs
- Possession of a firearm or weapon

Corresponding Consequences:

Demerits will be assigned and entered on RenWeb for each disciplinary offense throughout the year. Accumulation of demerits through a quarter will result in further consequences as explained below.

- 3 demerits loss of break privilege & student/teacher conference
- 6 demerits lunch detention & student/administration conference
- 9 demerits multiple day lunch detention
- 12 demerits before/after school detention & parent/teacher conference – parent notification
- 15 demerits 2nd before/after school detention & parent/teacher conference
- 18 demerits Administrative Review to decide on following:
3rd Detention
½ day In-school Suspension, or
1-3 day out of school suspension, &
Parent/teacher/administration/student conference
Possible referral to Discipline Committee
- Over
20 demerits Immediate Referral to Discipline Committee – consequence could include:
Suspension
Expulsion
Requirement of professional evaluation and/or assistance
Police involvement

NOTE: The behaviors and consequences listed above are not all-inclusive. They are to be used as guidelines. Administration will make the final determination of specific consequences in any given situation.

Bullying has become a common word used to describe a variety of negative behaviors toward another. In our experience we have found that a specific, widely agreed upon definition of what exactly constitutes bullying does not exist. Advent Lutheran School does NOT follow a zero tolerance policy as we believe it is our calling to address, correct, and redirect undesirable behaviors. However, we do commit to a 100% response policy to address every situation and incident, and we commit to maintaining a safe and positive environment for all of our students. We recognize that in order to fulfill this promise there will be times that we will need to ask a student or family to leave for the betterment of the general population. This determination will be made by the Disciplinary Committee.

Cyber bullying is a difficult issue in that it occurs outside of school, is difficult to prove, and even harder to manage. The school will make every attempt to counsel with families when a situation occurs that has an impact on school life. It will be addressed separately from the school discipline framework.

DRESS CODE

Advent Lutheran School has a uniform dress code based on the following philosophy.

1. A student's attitude and approach to learning is affected by the way he or she dresses.
2. A student's dress should be safe and appropriate for school activities.
3. A school uniform promotes school pride and individual responsibility.

Parents are expected to support the uniform dress code of Advent Lutheran School.

Students are expected to be familiar with and dress according to the following standards.

General Rules:

All uniforms are to be from **Jonathan Reed** located at 141 NW 20th Street, Suite #H6, Boca Raton, FL 33431.
(561) 910 – 1547

www.jreeduniforms.com

We are allowing Sunshine Uniforms in good condition to be worn for the 2016 – 2017 school year in addition to the new uniforms. This is in an effort to assist our families with the cost of replacing all uniforms at once.

Clothing must have the Advent logo embroidered in the appropriate location.

(Similar uniforms from other stores are not acceptable.)

All clothing must be properly sized and in good condition (no stains, rips, patches, etc.).

All pants, skorts and skirts must sit at the natural waist and may NOT be rolled or hemmed.

Only Advent Lutheran sweat pants, shirts, and jackets are to be worn on cold weather days.

No long sleeve undershirts allowed.

P.E. uniforms are required for grades 5 - 8 and may be purchased at the School Store.

Sweats: Sweat pants, shirts, and jackets are to be worn only on cold weather days. Jackets and sweat shirts are to be worn over the regular uniform. Pants must be worn at the waist and must reach the ankle in length.

Belts: Belts should be brown, navy or khaki in color – no studs, chains or decorations.

Shoes: Shoes are to be closed toe, closed heel and appropriate for the day's activities (including P.E.). For safety reasons, no platform or roller shoes are allowed.

Socks: Socks should be worn at all times and should be white, black or navy only, if visible.

Knee socks are not part of the dress code unless part of an athletic uniform.

Girls may wear white or navy tights on cold weather days only.

Hats: Hats, bandanas, and caps are NOT permitted to be worn on campus.

Cold weather headwear is allowed on COLD days when students are outside.

Baseball caps are not considered cold weather wear.

Jewelry: Jewelry other than stud earrings is discouraged in the younger grades. Any jewelry worn by any student should be modest and appropriate for a Christian school setting. Earrings are allowed for girls only. No piercing other than the ear is allowed. No tattoos are allowed.

Hair: Hair should be groomed, a natural color, styled in a non-distracting manner, and appropriate for all school activities. Facial hair (mustaches, beards, etc.) is not allowed.

Make-up: Make up is only permitted for Middle School girls – grades 5-8. It should be modest and appropriate. If a teacher feels it is distracting or inappropriate, the student will be asked to remove it.

Students who choose not to follow the standardized dress code are accountable for their choices. They will receive consequences according to the discipline policy.

Parents will be called to bring a change of clothes for any student not in uniform.

The student will not be allowed into class until dressed according to the Dress Code.

Chronic offenses will be handled by the administration.

DRESS DOWN DAYS

There will be designated days throughout the school year that will be called Dress Down Days. These are days that, for various reasons, students are allowed to wear alternate clothing for the day. Many times there will be a theme, but other times, it will be student choice. Some of these are fundraisers for a variety of causes. Others are for FUN! Please adhere to the following guidelines for these days.

1. Shoes must still be closed toe and heel unless otherwise specified.
2. No tank tops, halter-tops, tights worn as pants or bare midriffs allowed.
3. Shorts and skirts must be as long as the uniform shorts. No sofie style shorts or spandex.
4. Leggings and tights may be worn under shorts or skirts only. They may not be worn as the only bottom apparel.
5. Appropriate undergarments should be worn but not seen.
6. No clothing with inappropriate slogans or pictures may be worn.
7. Hats may be worn on these days; however, they should be removed during classes and in chapel.
8. Socks should still be worn, but they do not have to meet uniform standards in color or style.
9. Shirts may be untucked.
10. Belts are not mandatory; however, pants must remain at waist level.

Habitual violations of the Advent Dress code will result in loss of eligibility to participate in Dress Down Days.

SPIRIT DAYS

There will be designated Spirit Days throughout the year where students may wear the Spirit Shirts in place of their uniform shirt. These will be announced in advance. Students opting not to participate are expected to wear the usual uniform.

SPECIAL GROUP ATTIRE

Some groups such as the 8th grade class, athletic team members and musical groups have shirts that may be worn in lieu of uniform shirts with PRIOR ADMINISTRATIVE APPROVAL ONLY. They should be appropriately sized at all times.

PARTY POLICY

Class Parties:

Elementary classes (Grades K – 5) hold several classroom parties throughout the year to celebrate holidays. These are planned at the discretion of the classroom teachers and room parents. Parties can take place in the classroom or on the playground area only. No activities (crafts, games, etc.) should be planned for the pavilion or courtyard areas as they disrupt the learning process in other classrooms. Room parents need to reserve the playground area with the Principal(s) well in advance.

*Middle school classes (Grades 6 – 8) may also have an occasional party at the discretion of the homeroom teacher and the Principal. Planning of these parties need to follow the same guidelines and must be pre-approved.

Birthday Parties:

Your child's birthday is important to us at Advent Lutheran School, and we look forward to celebrating it with your child. Please adhere to the following guidelines when it is your child's day to celebrate.

- If you wish to provide snacks for the class on the day of your child's birthday, please make arrangements with your child's teacher in advance. Remember, snacks should NOT include soda or candy. We have had requests that birthday snacks be kept as healthy as possible and in small portions to help avoid an overabundance of sweets consumed at school.
- In order to avoid hurt feelings, invitations for off-campus parties are permitted to be handed out in school ONLY IF ALL STUDENTS IN THE CLASS ARE INVITED. In the event a smaller party is being planned, invitations should be delivered outside of school.

PETS ON CAMPUS

Pets are NOT allowed on campus.

Advent Lutheran School loves your pets – whether furry, scaly, feathered, or otherwise! However, we must ask you to refrain from bringing them for on-campus visits even if carried and/or leashed. We need to be sensitive to allergies and fears of the entire population.

TECHNOLOGY ACCEPTABLE USE POLICY

Parent and student must sign “Technology Acceptable Use Policy” before the student is allowed to use the Internet.

Technology Acceptable Use Policy for School Year 2015-2016
Students in Grades 6 – 7 – 8

Chromebooks and Google for Education

Recognizing the value of 1:1 technology to enhance student development, Advent Lutheran School is excited about integrating Chromebook and Google for Education technology into the Middle School classrooms.

In conjunction with this technology, Advent Lutheran School will be creating a cloud based Google Drive student account for all Middle School students for the purpose of creating, accessing, and sharing documents and presentations online. Google Drive is part of a school-provided Google Apps service that allows students to access their documents and presentations from anywhere the internet is available, including home computers and tablets.

Students will be assigned a unique username and password they can use to save digital work at school through this online storage account. These accounts will be managed by Advent and it is understood that all accounts are property of Advent Lutheran School. All accounts are subject to inspection to ensure that the students are following the Acceptable Use Policy agreement.

It is the policy of Advent Lutheran School to maintain a technology environment that promotes ethical and responsible behavior in all online network activities. Use of technology resources in a disruptive, inappropriate or illegal manner undermines Advent’s objectives and will not be tolerated.

Unacceptable use of technology includes, but is *not* limited to:

- Allowing another person to use your password/user id to gain access to any school computer including your own equipment
- Sending, displaying, or storing inappropriate content on any devices in any location on school property, such as: offensive messages or pictures, sexting, possession of sexually explicit, vulgar, or violent material
- Threatening, harassing, insulting or attacking others (cyber bullying)
- Violating copyright laws
- Releasing personal information or false information about another person or yourself, including but not limited to name, address, phone number, email address, password and other items used for identification
- Damaging chromebooks, computers systems or networks
- Trespassing in another’s folders, work files or decrypting system or passwords
- Crashing, attempting to crash network systems or willful introduction of computer “viruses” or other disruptive/destructive programs into the schools network or external network
- Using the network of any purpose or activity that is prohibited by federal, state, local laws, rules or regulation
- Intentionally peeling off serial number, barcode, theft of chromebook or any other computer equipment.

Students will be expected to treat the chromebooks with respect and care. If a student willfully damages a school owned device, restitution will be owed.

Students who are found to violate this policy will be subject to the following consequences depending on factors such as: age of student, degree of harm, severity of behavior, number of incidences, etc.

Consequences: Loss of privileges, classroom detention, conference with teacher, principal and parents, out – of – school suspension, expulsion and law enforcement contacted.

Advent Lutheran will enact measures to filter and/or block offensive material harmful to children. No filtering system is 100% effective. Therefore, staff supervision will continue to be vital concerning student online safety.

Advent Lutheran provided technology is a privilege and as such there should be no expectation of privacy on the part of the student pertaining to the contents of personal files. Advent Lutheran will maintain control over materials on the system or contained in files on the system.

Internet Understanding

Parents and students understand that Advent Lutheran School has no control over the content and/or information on the internet provided to the school site. Advent school has installed filtering software to help eliminate undesirable materials. The Internet is seen as an educational tool to be provided to our students. You have the right to deny access for your student by not accepting the schools "Technology Acceptable Use Policy". If you have any questions or comments, please contact the school office.

1. Guiding Principles

Advent Lutheran School provides computer training and Internet access to promote educational excellence as a basis for personal development through which we can become an effective witness for Jesus Christ and strive to accomplish His will for us. The use of computers is an integral part of the education and ministries at Advent Lutheran School

Computer use is a privilege for the staff and students of Advent Lutheran School. This privilege is maintained by complying with the "Computer User Rules", page 3 of this policy. Appropriate use of the tools of technology as stated in this article allows continued access to computers, Advent's information network and the Internet.

Failure to comply will result in appropriate disciplinary action determined by the school administration. All computers should be used in a responsible, ethical and legal manner. Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary responses.

2. Guidelines for Use of Computers and Internet Access

2.1 Technology should be used in a way that will treat other people in a God pleasing manner. Therefore, downloading, storing, printing or distributing by any other means files, images, or information that are profane, obscene, or that offends or degrades in any way is unacceptable.

2.2 Do not interfere or tamper with the work of another student or a teacher. This includes degrading or disrupting the normal functions of hardware and software so that the performance of these items is damaged. Files and other forms of information are only to be accessed by the directions of the teacher and under adult supervision. Student and others will be held responsible for the cost of any repairs deemed necessary to return the hardware or software to its normal working capacity.

2.3 The privacy of other people is to be respected at all times. Any invasion of privacy, whether it be accessing, using, or altering the work of another person without their permission is in violation of this policy. All standard copyright restrictions are also to be followed at all times. This includes, but is not limited to, information and software programs.

2.4 Reasonable care is to be taken when accessing and downloading files to determine that they are free from computer viruses. Virus protection programs are not to be disabled or uninstalled under any circumstances.

2.5 Students and non-staff members are to use computers and access the Internet, only as instructed by a staff member. Any attempt to gain access to resources, programs, or on-line sites not authorized by a staff member is not acceptable. This includes but is not limited to changing settings such as passwords, backgrounds, screen savers, icons, etc.

2.6 Use of technology at Advent Lutheran School for personal financial or commercial gains is prohibited.

2.7 The following guidelines are to be adhered to when accessing and using the Internet:

2.7.1 Personal information (full name, address, phone number, etc.) of any kind about the user or another person (students, teachers, parents, etc.) may not be transmitted. This includes information about school, home, or information that gives the location of a student at any given time.

2.7.2 Students and non-staff members may not use any Internet feature, including the World Wide Web, Telnet, Gopher, Veronica, Archie, and finger, FTP without the direct personal supervision of a staff member or authorized volunteer. Direct personal supervision means that the teacher (or other qualified individual) is present in the classroom, media center or computer lab and is actively monitoring the work. There is no Email or Chat rooms for the students of Advent.

2.7.3 Persons accessing the Internet are expected to maintain a Christ-like demeanor at all times. Therefore, **NO** - text, image, movie, sound, or other form of media that contains obscene material or language that offends or degrades others will be allowed.

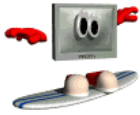
2.8 All changes to the hardware and software setup at Advent Lutheran Church and School are to be approved and completed by the Technology Committee and other appropriate authorities.

2.9 Advent Lutheran Church maintains a website on the World Wide Web. The website is a means for communication information and advertising our school. The site is a center of information for members of

the Advent family. All material published to and downloaded from this site must be approved by the administration of Advent prior to its publication on the Internet. (www.adventboca.org) – Church (www.adventschoolboca.org) - School

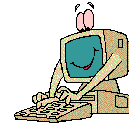
Computer technology is a gift from God to his people. Like any other gift, it is up to us to use the gift wisely to glorify God and advance His Kingdom. Advent Lutheran Church and School acknowledges the lessons the Lord has bestowed on his church through technology, and we are committed to empowering our members, families, students, and staff to use this gift in a way that is in keeping our Christian faith. We pray that God will bless our efforts to enhance the Christian education that Advent is able to provide to the members of the Advent Lutheran Church and School community.

Computer



The use of all computer equipment by Students of Advent Lutheran School is a PRIVILEGE and NOT A RIGHT. These rules apply to all computers on Advent Lutheran School campus. (Classrooms, Media Center (Library) and Computer Lab). Failure to comply with these rules can result in disciplinary action determined by the school administration.

User Rules



To continue to have this learning privilege, each student must follow all of the Computer User Rules as follows:

1. When entering the classroom or media center, wait for directions; do not use the computers. Wipe before your type, clean your hands.
2. At the workstation assigned to you:
 - a. **Never turn off the computer or hit the reset button.** If your computer does not work raise your hand and a teacher will fix it for you.
 - b. Desktop Settings – **No one** is allowed to change any of the following settings: colors, background, screen saver, positions of the icons, etc. If you decide to make changes to the desktop, you will earn a detention.
3. No outside software will be installed on any of the computers on campus. No software will be downloaded and installed from the internet on any of the computers on campus.
4. If you are having printer problems at home, you may bring in your work in on a CD or thumb drive. Your work will be printed for you (only black and white – no color printing) in the computer lab only.
5. You need permission from Advent staff prior to using the Internet. The “Technology Acceptable Use Policy” must be signed by your parents and yourself before you can use Internet. Downloading of music, images, text, movies, sound files or other form of media that contains obscene material or language that offends or degrades others will not be permitted.
6. No food or drinks are allowed in the Computer Lab or the Media Center.
7. The Media Center is open until 3:10 pm, Monday – Friday for AR Tests and checking books out.

These rules have been discussed with the students in class.
Both student and parent, please sign the Acceptable Use Policy form on the next page
and return to your child’s homeroom teacher.

Thank you.

Technology Acceptable Use Policy Agreement Form

Student Agreement

I have read, or had explained to me, the Advent Lutheran School Technology Acceptable Use Policy attached to this Agreement Form. I agree to follow the policies while using technology and accessing the Internet at Advent. I understand that using Advent Lutheran School's computers and access to the Internet is only for school related educational purposes. I also understand that the use of these items is a privilege, which can be revoked by my teacher, if I do not follow the acceptable use guidelines.

Student Name(Print): _____ Grade: _____

Signature: _____

Date: _____, 2015

Parent/Guardian Agreement

I have read, understand and agree to abide by the Guidelines for Use of Computers and Internet Access for Advent Lutheran School. I give my consent for the above student to have access to Advent Lutheran School computers and Internet access. I understand that I accept responsibility for the supervision of student technology use when it is not in a school setting.

Parent Name (Print): _____

Parent Signature: _____

Date: _____,

ATTENDANCE & ABSENTEE POLICY

Since it is the view of the teachers and administration that lack of attendance for any reason takes away a great deal from the learning experience, students of Advent Lutheran School are expected to be in attendance except for cases of illness or emergency. We ask for your cooperation in planning appointments, pleasure trips and family vacations on non-school days whenever possible.

Appointments: Prior notification in writing is requested for appointments and/or planned absences. This notice should be given to the student's homeroom teacher.

Notification: Parents are asked to call the school office by **8:30 AM** to notify the school of their child's absence.

Assignments: A call to the school office to request missed assignments/ homework must be made by **11:00 A.M.** to ensure the teacher's ability to have it ready. Assignments may be picked up in the school office between **3:00 – 3:30 P.M.** If your schedule prevents you from picking it up by 3:30 P.M., arrangements should be made with our Adventure Club (After care program) which will be open until 6:00 P.M.

Advance Work: In the event of a planned absence, a request for advance work may be made. It will be up to the individual teachers to judge which assignments are appropriate to give out in advance and which ones would be more appropriate to be made up after the student's return.

Excessive Absences: Any student exceeding 9 absences in a semester is not getting the maximum benefit of the school environment. Administration will meet with parents to remedy the situation and/or discuss options for making up time/concepts missed. Excessive absences may jeopardize promotion or re-enrollment status.

Absentee Policy and Procedure:

1. Coming to school after or leaving prior to 11:30 A.M. constitutes a half-day absence.
2. A student must be in attendance at least a half-day (11:30 is mid-point of the school day) in order to participate in after school activities.
3. Students returning to school after an absence should bring a note from home or a doctor. The note should contain the child's name, the date(s) of absences, and the reason for the absence(s). For grades K – 5 the note should be given to the child's homeroom teacher. For grades 6 – 8 the note should be given to the School Office. The child will receive a pass indicating an excused absence to show his or her individual teachers.
4. Students are responsible to get any missed work, to make arrangements for making up any missed quizzes or tests, and to get any missed information and/or notes. Students may need to stay after school to make up tests or quizzes.
5. Students are responsible for any pre-assigned work that is due the day of their return. This includes projects and tests.
6. Generally, students will be given one day for every day of absence to make up missed work. For extended absences or extreme illness, alternate arrangements may be made with individual teachers.

Un-Excused Absences:

In the event of an unexcused absence, the student will not be allowed to make up any missing assignments or quizzes. Unexcused absences include:

- suspensions
- absences without a note from a parent or doctor within 2 days
- trips without prior notification

NOTE: Attendance is a legal account of your child's presence in school when school is in session. All absences, regardless of the reason, are recorded.

TARDY POLICY

In order to maximize academic achievement and promote an educational atmosphere, Advent Lutheran School expects students to attend school in a regular and punctual manner. The school day begins promptly at 8:00 A.M. for K – 8th grades. Students should be in the classrooms ready to begin the day at that time. There are many housekeeping chores (attendance, lunch orders, homework collections, announcements, etc.) that need to be taken care of quickly so that the instructional part of the day may begin. ***A signed doctor's note is the only excused tardy.***

Parents may drop off their child at the appropriate car line from 7:30 A.M. to 7:55 A.M. Supervision is available each morning beginning at 7:30 A.M. under the pavilion in the school's courtyard.

MORNING TARDIES – Arrival to school

Once the 8:00 A.M. bell rings to indicate the beginning of school, students not in class are considered tardy.

1. **Beginning at 8:00 am car line is closed. Parents must then park in a designated space, and come to the school office to sign in their child. The child will then receive a pass to class. We ask that parents then walk their child in grades K-4 to their classroom.**
2. Any student tardy to school must obtain a pass before entering the classroom.
3. Multiple tardies (per quarter) will be handled in the following manner:
Grades 6-8 will follow the Discipline System outlined on pages 18-20.
5 tardies – A form letter from the administration will be emailed home identifying dates of tardies.
10 tardies – A form letter from the administration will be emailed home identifying dates of tardies. Parent will be requested to meet with administration to try to resolve the problem.
Over 10 tardies – Re-enrollment status will be in jeopardy for the following year.

LATE ARRIVING STUDENTS WILL NOT BE ALLOWED INTO CLASS WITHOUT A TARDY PASS FROM THE SCHOOL OFFICE.

CLASS TARDIES – Switching classes for grades 6-8

1. Class tardies will be dealt with according to our Discipline System (see page 19).
2. Students more than 5 minutes late to a class may be considered skipping class. Administration will determine consequences on an individual basis in accordance with the Discipline System.

STUDENT ACTIVITIES

There are a variety of extra-curricular opportunities for the students at Advent Lutheran School. Some of the clubs and groups *may* include:

Student Council	This group is open to 5 th – 8 th graders. Officer positions are open to 7 th and 8 th graders only. All membership positions are student elected positions. Officer candidates must exemplify Christian character and have faculty/administrative approval.
National Junior Honor Society	This is a national leadership organization for 7 th and 8 th graders with set academic standards. (A minimum of a 90% overall GPA is required for consideration.) In addition, students must have the recommendation of the Middle School teachers and administration. Recommendation is based on qualities of leadership, service, scholarship, character, and citizenship. NJHS is considered a great privilege, not a right. Membership may be revoked for inappropriate behavior such as cheating, intimidation, or disruption.
Fellowship of Christian Athletes	FCA is focused on the awareness of and appreciation for God's gifts of physical abilities. Team work, winning with humility, losing with grace, and competing with honor are emphasized and fostered through a variety of means including prayer, leadership activities, discussion, and studying of exemplary role models.
STEM/Science/ Ecology Club	A club designed to focus on a variety of scientific concepts. Activities include projects chosen by club members and sponsor involving engineering concepts. There may be an additional fee required depending on the project chosen.
Music	Various opportunities are provided to students grades K through 8 for musical expression depending on interest and ability. They are coordinated through Advent Lutheran School's music department. Performances range from chapel and church services to community outreach programs.
Safety Patrols	Safety Patrols are a vital part of our campus safety. 5 th graders are given the opportunity to perform a great school wide ministry and learn trustworthiness, citizenship, and responsibility by helping out with the car line procedures before and after school.
Middle School Art Club	This program includes projects in a variety of medium to explore concepts of art in a once a week session that allows 7 th & 8 th grade students to explore their artistic abilities. Projects vary from year to year. A nominal fee may be requested to help purchase additional supplies.
Yearbook	The yearbook staff is a small group of very dedicated 6 th – 8 th grade students. Their responsibilities include layout, design decisions, photography, and writing articles. The number of participants must be limited to 12 or fewer. Final selection will be made by staff based on a variety of factors.
Technology Club	The technology club helps with various school projects throughout the year. Projects may include visual and audio presentations at chapel services and special events. Some work on the school web site and Internet may be required. This is available to 7 th & 8 th grade students.
Robotics	This club is a competitive team that works on a project for the year to solve a problem given to the team at the beginning. The project involves engineering, problem solving, group interaction, critical thinking, math and scientific research. Space is limited. There is an additional fee for the events.

Any student wishing to participate in one or more of the clubs or groups must meet minimum eligibility requirements. (See Eligibility section of the Student Handbook for more details.)

ATHLETICS

Advent Lutheran School offers a variety of interscholastic sports for students in grades 5 through 8 throughout the year. Depending on the volume of interest, some sports have Varsity and Junior Varsity levels. Students who are academically and behaviorally eligible may try out for any of the following sports. (See Eligibility Requirements section for more details.) Try out dates and times will be posted around campus and advertised in **Gator Tracks**. Sports planned for this year include:

<u>Fall Sports:</u>	August – October	<u>Spring Sports:</u>	March - May
Volleyball	girls	Baseball	boys
Soccer	co-ed	Softball	girls
		Tennis**	boys & girls
		Golf***	boys & girls

<u>Winter Sports:</u>	November – March
Basketball	boys & girls
Cheerleading	girls
Track*	boys & girls

- * Track has two weeks of practice and one meet. No one gets cut. Everyone is encouraged to participate including 4th grade! Parents, there are many ways to volunteer!! No sports fee.
- ** You must have prior experience to try out for the Tennis Team. Players must know how to keep score, how to serve and must have their own racquet. Additional fee may apply.
- *** Golf team members must have their own clubs. Extra fees will be required for golf matches. They are usually around \$10.

Advent encourages all interested students to try out for any sport he or she may like. However, in order to maximize practice time and to get the teams ready for competition, team size must be kept at a manageable number. Therefore, depending on the number of students trying out, there may need to be “cuts.” In that event, team members will be chosen by the coaches and the Athletic Director based on ability, attitude, work ethic, and contributions to the team as a whole. Choosing team members is a very difficult part of the coach’s responsibilities. The choices are given a great deal of thought and consideration. We thank you in advance for your support and cooperation in this area.

Participating athletes are charged a **\$50 athletic fee per season**. This money goes towards paying for referees, equipment maintenance and replacement, transportation, and uniform replacement.

Parents may take their child home after a game only after notifying the coach. Written permission is required for a student to ride home with another parent. Thank you for assisting us in ensuring the safety of our students.

A replacement fee will be charged for any uniforms that are damaged or lost. Athletes are assigned a uniform for the season that they are responsible for.

Advent Lutheran School has a **Booster Club**. This volunteer group is part of our Parent Teacher Organization (PTO) and focuses its efforts on the sports programs. For more information on how to get involved, call the school office at 395 – 3631.

FIELD TRIPS:

All grade levels take field trips throughout the year. These trips are designed to enhance classroom learning and provide hands-on experiences. For this reason, it is important that your child attend scheduled trips. If for some reason your child cannot attend the field trip, please make arrangements to keep them at home as the teacher will be on the trip with the other students.

Permission: Permission slips are required for each field trip. The Permission Slips will be sent home prior to the trip. Parents need to complete the form with the necessary emergency contact information and return it to school by the due date. Verbal permission is NOT sufficient.

Chaperones: Many trips require additional adult supervision. We welcome parental participation!

Field trips will use Advent buses, charter buses, and parent owned vehicles as means of transportation when appropriate. Proof of insurance and valid driver's license must be on file in the office prior to driving students.

In addition, a background check must be done on every adult who is with our children in a supervisory role. This includes driving students and chaperoning a field trip.

CLASS TRIPS:

The Middle School (grades 5-8) may take overnight class trips to enhance the curriculum. These trips are designed to supplement concepts taught in the classroom and to build class camaraderie. All students are expected to participate. Past trips have included:

- 5th grade – St. Augustine
- 6th grade – Busch Gardens – behind the scenes (Tampa)
- 7th grade – Sea Camp (Florida Keys)
- 8th grade – Lutherock (North Carolina)

There are additional costs for these trips. Homeroom teachers coordinate details and make arrangements for the trips. Details are sent home as the date of the trip approaches. The 5th and 6th grade trips use parent chaperones. Sea Camp and Lutherock are chaperoned by school and church staff.

CHAPEL & WORSHIP

Worship is part of the daily school life at Advent Lutheran School. Each school day begins with devotions and/or Bible Study, prayers are offered throughout the day, and students attend a school-wide weekly chapel service at 8:15 on Friday mornings. Parents are always welcome to join us! (Please note that there are some schedule changes for chapel throughout the year. Check with your child's teacher, the school office, or the weekly newsletter **Gator Tracks**.)

Each week the students are given the opportunity to experience **giving** through chapel offerings. It is the belief of Advent Lutheran School and Church that the discipline, commitment, and compassion required to give on a regular basis is pleasing to God, and therefore, should be emphasized and promoted on an on-going basis.

Specific causes are designated to receive the offerings. These causes are often in conjunction with those targeted by Advent Lutheran Church. Others may be chosen by the staff and student body of Advent Lutheran School. Some past examples include, Village of Hope in Haiti, The American Red Cross' Relief for Hurricane Katrina Fund, Boca Helping Hands (soup kitchen), Caridad Health Clinic, St. Jude's Children's Hospital, Family Promise, and Advent's own Alzheimer Day Care Center.

Please encourage your child to grow in giving and concern for others by reminding them to bring an offering on chapel days.

MOVIES

A movie can be a useful educational tool to help illustrate concepts taught in the classroom. It can also provide students with entertainment and socialization time.

Teachers may choose to incorporate a particular movie into his or her lesson plans. The movie may be a film version of a novel that has been studied, portray a historical event or time period being covered in History, or show events or phenomena that support scientific laws being studied.

There also may be a time or two throughout the year that lend themselves to *Movie Time* for the students. These times are in conjunction with other events such as Spirit Week (National Lutheran Schools Week) and are aimed at providing social interaction times for our students.

In the event that a movie is shown at Advent, the following guidelines will be followed:

- only G and PG rated films will be shown to grades K through 4
- only G or PG rated films will be shown to Grade 5 unless it corresponds directly with a concept being taught – written permission must be obtained prior to showing a PG-13 film
- PG-13 films may be shown to grades 6-8 ONLY with written permission from a guardian or parent
- Written permission must be obtained for EVERY PG-13 rated film
- If a PG-13 movie is being shown for a social event or reward, a PG or G rated film will also be offered

LUNCH & SNACK

Advent Lutheran students are provided a morning snack time and a lunch time each day. They may bring food from home or purchase food at school from independent vendors. Lunch will be eaten under the pavilion in the school courtyard. As we emphasize Healthy Habits, we encourage our families to be sensitive to the content of food provided for their children for the day. High sugar content and processed food has proven to be a hindrance to optimum learning.

We invite parents to join their children at lunch as their schedules permit; however, please limit the fast food items that are brought to once a month. Other students whose parents cannot join them sometimes have difficulty seeing their classmates with Happy Meals on a regular basis!

General Guidelines:

1. All necessary utensils must accompany food brought from home.
2. There are no bowls, cups, refrigeration or heating appliances available for student use. Please provide adequate refrigeration by including ice packs with the lunch.
3. No glassware or knives are allowed.
4. Students should be able to open containers with minimal or no adult assistance.
5. While students are encouraged to eat healthy, teachers will not be able to monitor what each child eats and/or shares.
6. Any dietary restrictions or food allergies should be reported in writing to the school office and the Homeroom teacher prior to the beginning of the school year.
7. A special birthday treat for the entire class is welcome; however, out of respect to our lunch vendor, please do not bring class lunches at other times. Advanced notice of classroom treats is required so that the teacher can notify the catering company and any student with food allergies so that they may plan accordingly with appropriate treats.

NOTE: Soda, candy and gum are not permitted during the school day.

LUNCH VENDOR:

Advent Fresh Food Services is our new lunch provider. There will be a hot lunch menu, a salad and a variety of subs and sandwiches daily. Monthly menus are sent home with the students, and weekly menus are posted in **Gator Tracks**. They are providing whole grains, fresh fruits and vegetables, and healthy alternatives to foods containing high sugar and/or high fat content.

Food is prepared daily and served through Advent's kitchen facilities in the Life Enrichment Center.

Prices are set at the beginning of each school year and a variety of meal plans are provided for you to purchase. More information is available in the School Office.

NOTE: Lunch tickets must be purchased in advance – no cash is accepted at lunch due to health regulations. A student forgetting or losing his or her ticket will be allowed a hot lunch on an I.O.U. Parents will be notified of the charge.

SCHOOL STORE

Items from the school store may be purchased between the hours of 7:30 and 7:50 and 2:55 and 3:10 on any school day. The items may include:

PE uniforms for grades 5-8
Sweat shirts & pants for K-8
Bibles
Student Planners (assignment books)

Art Canvases
Spirit Shirts
Black, blue & red pens
Notebook paper

Graph paper
Water
Assorted Spirit items

PARENT TEACHER ORGANIZATION

The Parent Teacher Organization (PTO) is a voluntary organization of parents, teachers and staff that exists to promote the mission of Advent Lutheran School. The PTO is under the immediate authority of the school administration and ultimate authority of the Senior Pastor and Church Council. All parents are invited to attend meetings. Some examples of services provided by the PTO include: Room Moms, field trip chaperones, Book Fair volunteers, building the Christmas float, assisting with Grandparents' Day, team moms, Moms in Touch prayer group, Field Day volunteers, fundraising projects, auction committee member, and much, much more! All parents are strongly encouraged to get involved with the PTO in one of many ways. It is rewarding and a tremendous service to your child's education.

Meeting times and locations are posted in Gator Tracks and on RenWeb. Parents are also welcome to contact the School Office with any questions.

VOLUNTEERS

Advent Lutheran School welcomes and depends on the time, talents and resources of all our volunteers to enable us to provide the level of events and activities that we offer our families.

Parents are encouraged to get involved with, but not limited to, the following: classroom reader, PTO Officer/Chairperson, Room Parent, Classroom Helper, Book Fair Helper, Media Center Assistant, Coach, Booster Club Member or Chair, etc. A complete list of volunteer opportunities is available in the School Office.

All volunteers are required to sign in and out at the front desk of the school office and pick up a visitor badge to be worn at all times while on school property. Those of you who are well-known and "regular" faces can do a lot to help us reinforce this precautionary measure. We thank you in advance for your continued support!

HEALTH CARE

HEALTH AND FIRST AID:

PLEASE BE SURE TO GIVE THE SCHOOL OFFICE AN UP TO DATE LIST OF EMERGENCY CONTACT NUMBERS.

1. Advent Lutheran School requests that all parents help keep our students and staff healthy by keeping sick children at home.
2. In the event of fever or vomiting, parents are required to pick up their child immediately. Your child should be symptom free for 24 hours before returning to school.
3. Ice and soap are available for minor scrapes and bumps. All serious injuries will be reported immediately to the parent.
4. In the case of severe injury, loss of consciousness or considerable trouble breathing 911 will be called and parents will be notified.
5. Advent Lutheran School will work cooperatively with local, county and state agencies to enforce and adhere to the State Health Codes for prevention, control, and containment of **communicable diseases** in our school. In accordance with applicable state law, the administration may exclude students and/or personnel who have a communicable disease.
6. In the event a student contracts **head lice**, he or she must be picked up immediately from school. Student cannot return to class until ALL lice, eggs and nits are gone. The office staff will check them before allowing them into the classroom. Information regarding resources, medication, and agencies is available in the front office. Please help us contain the spreading of head lice by contacting the office immediately if you find your child has them.

Thank you in advance for your cooperation and assistance in these matters.

MEDICATION POLICY:

There are times and conditions which make taking of medication necessary. Whenever possible, it is best that students take medication at home. In the event that medication must be taken during the school day, please adhere to the following guidelines.

1. Parents must bring any and all medications to the school office. A **Permission to Dispense** form must be completed and signed. **STUDENTS MAY NOT KEEP ANY MEDICATION WITH THEM OR IN THEIR LOCKERS AT ANY TIME.**
2. All prescription medications must be in the original container with the name of the medication, the doctor's name, and directions regarding dose and frequency.
3. Over the counter medications such as headache or cold medications, may be dispensed through the front office **ONLY** if a **Permission to Dispense** form is completed and signed by the parent. Medication must be in its original container with the name and expiration date.
4. For the safety of all students, teachers cannot keep any medications (prescription or over the counter) in the classroom.
5. Parents should send a note to the classroom teacher giving the times the medication is to be taken.

IMMUNIZATION RECORDS:

In accordance with Florida Department of Health requirements, all students must have the following forms up to date and on file in the school office:

DH3040 – Student Health Exam

DH680 – Florida Certification of Immunization

Note: These forms must be updated upon entry into school and prior to starting 7th grade.

(Palm Beach County Health Department Guidelines)

As part of the healing process, staying at home helps children recover more quickly and protects fellow classmates. Your child will be removed from school for the following medical conditions.

FEVER, VOMITING, DIARRHEA

Return to school: One full day **NOT INCLUDING THE DAY SENT HOME.**

HEAD LICE

Return to school: We have a **NO NIT POLICY**. Return after treatment and when all nits are removed. If the Lice Cleanique is used please bring in an all clear note from them. If a child is sent home with head lice, that child will be brought to the office for a head check upon returning to school.

PINK EYE (conjunctivitis)

Return to school: Consult a physician for treatment. Return to school 24hrs after starting treatment.

IMPETIGO CONTAGIOSA (Staph/Strep infection)

Return to school: Consult a physician for treatment. The child may attend school with a single lesion, which is treated and covered. Return to school with a doctor's note.

FIFTH DISEASE (Erythema infectiosum)

Return to school: A doctor's note is required and a normal temperature for 24hrs.

CHICKEN POX

Return to school: All pox must be scabbed over and a doctor's note is required for return to school.

GERMAN MEASLES/MEASLES (Rubella/Rubeola)

Return to school: Full recovery and a doctor's note is required.

SKIN RASHES

Return to school: once rash has been confirmed as non-contagious by a doctor.

STREP INFECTION

Return to school: 24-48 hours after start of antibiotics and a normal temperature for 24hrs.

HEPATITIS A

Return to school: A doctor's note is required and a normal temperature for 24hrs.

VIRAL MENINGITIS

Return to school: A doctor's note is required and a normal temperature for 24 hrs.

BACTERIAL MENINGITIS

Return to school: A doctor's note is required and a normal temperature for 24 hrs.

RING WORM

Return to school: may attend with a single lesion under treatment and covered.

SCABIES

Return to school: A doctor's note is required.

HAND, FOOT, MOUTH DISEASE (Coxsackie virus)

Return to school: Once rash is reduced to 1 lesion and a normal temperature for 24 hrs.

Advent understands that our students need to be in school in order to learn and that a child at home can cause complications for our working parents. Student health is our primary concern. We appreciate your cooperation in helping us maintain a healthy environment for all of our students by following the guidelines and adhering to the stay at home policies listed above.

SEVERE WEATHER & EMERGENCY DRILL PROCEDURES

SEVERE WEATHER PROCEDURE:

In the event of thunderstorms or other severe weather during the school day, students will be kept indoors for all classes. This will include lunch if weather does not permit safe and dry conditions in the pavilion area.

Dismissal Procedure:

In the event of lightning or hard rain, students will remain in their classrooms until conditions improve. Parents have the option of coming to the classroom to get their child. Children will NOT be brought to the car line until conditions are considered to be safe (no lightning, light rain, calm winds, etc.)

TORNADO WARNING:

In the event of a tornado warning, all students on the playground will be brought to the gymnasium. Their teachers and administration will accompany them and they will sit against the east wall for the duration of the warning. All other students will remain in their present classroom until the warning has been lifted and conditions are deemed safe for travel to another room.

HURRICANE PROCEDURE:

School Closures:

It is Advent's general practice to close school along with the Palm Beach County School District prior to a hurricane. In the event of school closure due to a hurricane, Advent Lutheran School will do our best to post notice through the following means:

Telephone:

Advent Lutheran School (recording)	(561) 395 – 3631
City of Boca Raton Emergency Community Hotline	(561) 416 – 3400

Radio Stations:

WRMF	97.8 FM
Y-100	100.7 FM
WIOD	610 AM
WRMB	89.3 FM

Television Stations:

WPTV News Channel 5
WPBF News Channel 25
WPLG News Channel 10

Postings:

School Office Door and/or Entrances

Advent will resume classes when power has been restored and it is deemed safe to have students on campus. Every effort will be made to contact each student by telephone and written notice will be posted on the School Office door. If you are out of town or at an alternate number, please help us by calling Advent periodically at (561) 395 - 3631. Our telephone message will be running as soon as we have power.

PLEASE NOTE:

Our primary concern during these times is for the safety and well being of our families. It is understandable that some families may choose to leave town or may have matters to attend to at home or with extended family members that makes it impossible for the student to attend school. However, our attendance records are a matter of legal record and must be accurate. If school is in session and your child is not present, it is considered an absence. Our staff will work with you on an individual basis to help your child make up any missing assignments.

EMERGENCY DRILLS:

The safety and security of our students is of utmost importance to us. In order to maintain the highest level of protection of all of our students there will be regular emergency drills. These drills will include:

Fire Drills – orderly exit of all buildings

Code Red &/or Yellow Drills – all students and staff locked down within buildings on campus

Code White (Bomb threat) – orderly evacuation of all or some buildings – no use of electronics

Tornado Drills – orderly return to classrooms and assume safe positions

CAR LINE PROCEDURES

Morning Arrival:

Students may enter campus beginning at 7:30 AM on school days. They are to be seated and supervised under the pavilion until 7:50. At that time they will be dismissed to go to the individual classrooms. Car line will be open from 7:30 – 7:55 each morning.

In the event of lightning or other severe weather, personal safety of all parties is our primary concern. Teachers will report to their classrooms so that the pavilion area can be cleared. Parents dropping off their children should park and keep their children in their cars until safe weather conditions are present. At that time they may be walked to the office and signed in.

Any student arriving at 8:00 am or later should be accompanied to the office by an adult and signed in. Please do not drop your child at the gate and leave. We know some mornings are hectic and that there are demands on your time; however, the safety of every child is our top priority.

NOTE: No one should be in the classroom before the 7:50 bell and only when a teacher is present. No students should be upstairs until after the 7:50 bell. Thank you for your cooperation.

Afternoon Dismissal:

In grades K through 4, the individual teacher dismisses students from class at approximately 2:50. Students are accompanied to the appropriate car line for pick up, or are taken to After Care check-in. For students in Grades 5 through 8, teachers dismiss students at the 2:55 bell. They are to proceed to the appropriate car line and are supervised there until 3:10.

Siblings should all go to the carline assigned to the youngest student to ensure appropriate supervision. Note that the Middle School classes do not dismiss until 2:55. If your Middle School student will be joining a younger sibling, we appreciate you arriving after the 2:55 dismissal time as waiting in the car line creates some additional traffic. Student safety is our number one concern.

At 3:10 ALL car lines will close and remaining students will be taken to Adventure Club (aftercare program) for further supervision.

In the event of lightning or other severe weather, all students will remain in their classrooms until safe weather conditions are present. Parents who wish to pick up their child during this time may come to the school office for assistance.

Students being picked up early will be called to the office once the parent has come to the School Office and signed them out.

**PLEASE DO NOT ASK YOUR CHILD TO WAIT FOR YOU IN
AN UNSUPERVISED AREA OR IN THE SCHOOL OFFICE.**

NOTE: Any student leaving campus by foot or bicycle must have written permission on file in the School Office.

ADVENT LUTHERAN CHURCH

Vision:

Lives at “every age and stage” changed by the love of Jesus Christ.

Mission:

To share the life transforming love of Christ with the world through each of our members and all of our ministries.

Values

We are saved by God’s grace through faith in Jesus Christ.

Jesus is Lord.

Everybody is Somebody.

Faith is an Adventure.

History:

Advent was founded as a Lutheran Church in 1960 in Boca Raton, Florida. Advent began its education ministry with a kindergarten in 1968 and now serves infants through 8th grade. In 1978 Advent founded a senior residence center called Advent Square. Advent is currently a member of the Lutheran Churches in Mission for Christ.

Current Ministry:

We currently serve 1000 members in the church offering three different style worship services, strong family and youth ministry, small group bible studies, ministries for the community, fellowship events and groups, and mission trips. We serve over 500 full and part-time students from infant care to eighth grade in Advent Lutheran School and hundreds in after-care and summer camp programs. Advent Square now offers 21 Independent Living apartments and 14 Assisted Living beds. We have a long relationship of support for community ministries and have supported to development of a school and health center in Haiti. Advent is a busy and exciting place sharing the love of Christ with people at “every age and stage of life.”

Ministry Staff

The Rev. Dr. Andrew D. Hagen, Pastor of Advent Ministries

Senior Ministry Staff Supervisor

561-395-3632 ext. 21

ahagen@adventboca.org

The Rev. Dr. Richard B. Barbour, Pastor of Congregational Life

561-395-3632 ext. 14

rbarbour@adventboca.org

Pastor Dave Franklin, Next Gen Pastor
Elementary and Middle School Chaplain

561-789-7308

dfranklin@adventboca.org

ADVENT FAMILY MINISTRIES

And you must love the Lord your God with all your heart, all your soul, and all your strength. And you must commit yourselves wholeheartedly to these commands that I am giving you today. Repeat them again and again to your children. Talk about them when you are at home and when you are on the road, when you are going to bed and when you are getting up.: Deut. 6:5-9

Advent works as one entity for our families, and we are here to serve – offering programs and activities for spiritual growth throughout the year.

ADVENTURE ISLAND is our children's ministry program, currently serving ages Pre-school through 5th grade. Families are asked to sign their child in each Sunday: Nursery – Pre K – in our Early Childhood Building, and K – 5th Graders in our Gym. Our children share and experience the love of God through high energy games and activities, bible lessons, and small group ministry time. ADVENTURE ISLAND holds special events during the year, and children have opportunities to participate in worship. Youth and Adults are welcome to assist with a group or a project. We celebrate Family Faith throughout the years with a variety of opportunities designed to help families grow stronger in faith and closer to each other and the church community. Each month, one grade level will sing in worship, and enjoy a Family Faith Brunch with an activity.

FIRST COMMUNION preparation takes place with on-going preparation in the fifth grade curriculum, and moving into a mini-retreat for students and parents in the spring. First communion is celebrated on Maundy Thursday (the Thursday prior to Easter). Registration is held in December.

HODEGOS – Students in 6th – 8th grades will meet together each Sunday morning with Pastor Dave from 10:00 – 11:00 a.m. in the café. Our program is to strengthen our faith walk and personal relationship with our Lord and Savior. Confirmation will be a part of this Sunday Morning Program.

JOURNEY is our 9th thru 12th group, which meets on Sundays from 6-8PM for a healthy balance of activities to nurture our body, mind, and spirit. We enjoy our own chill time, teen Bible study, games, outreach to other youth, service projects, missions trips, and assisting with church programs. We join with other church youth groups for sports, worship, projects, trips and lock-ins. Come join the fun!

VBS (Vacation Bible School) is run in the evenings, one week in June. We celebrate Bible Stories through interactive programming. Adults and youth love to join in this fun and fellowship week with our children.

PARENTING Programs include Morning Moms groups and Evening Small groups aimed at nurturing our families. Topics are varied to include parents of all aged children and in all circumstances.

FAMILY Programs include family fun nights, family faith events, and small groups.

ADULT and YOUTH are encouraged to participate with their gifts and talents and to be an instrument in sharing the love of Jesus. Please e-mail me, I look forward to growing together in our ministry.

Always in His hands,

Pastor Dave Franklin
Next Gen Pastor
dfranklin@adventboca.org

Bluhm, Laura	-	-	-	Elementary & Middle School Principal
Centerbar, Donna	-	-	-	Teacher, Middle School – Asst. Principal
Franklin, Pastor Dave	-	-	-	School Chaplain
Achurra, Elizabeth	-	-	-	Office Manager
Holloway, Rhonda	-	-	-	Adventure Camp Director, Office Staff
Beguiristain, Michelle	-	-	-	Teacher, Middle School
Dornblaser, Joy	-	-	-	Teacher, Grade 3
Engelhardt, Claudia	-	-	-	Spanish Teacher, Grade K – 8
Goderwis, Nikki	-	-	-	Teacher, Grade 2
Hart, Ami	-	-	-	Resource Teacher/Specialist
Juckiewicz, Olivia	-	-	-	Teacher, Music, Grades K-8, Choir, Drama
Kappes, Brenda	-	-	-	Teacher, Grade 4
Malhotra, Rachel	-	-	-	Teacher, Grade 1
McDavitt, Camille	-	-	-	Teacher, Kindergarten
Meadows, Amy	-	-	-	Teacher, Art, Grades K-8
Pflugner, Dusty	-	-	-	Teacher, PE, Grade K-8, Athletic Director
Randle, Vicki	-	-	-	Admissions Director, Marketing Coordinator
Roberts, Jacqueline	-	-	-	Teacher, Grade 5
Schneider, Dana	-	-	-	Teacher, Middle School, SEEK Co-ordinator
Seaver, Paula	-	-	-	Media Specialist; Teacher, Middle School
Thorla, Cathy	-	-	-	Technology Support
Westphal, Rachael	-	-	-	Teacher, Middle School, Drama
Rebecca Zybach	-	-	-	Teacher, Middle School

SUPPORT PERSONNEL

The Rev. Dr. Andrew Hagen	-	-	-	Pastor of Advent Life Ministries
The Rev. Dr. Rich Barbour	-	-	-	Pastor of Congregational Life
Ben Austin	-	-	-	Business Manager
Julie Hansen	-	-	-	Human Resources, Accounting Manager
Danie Jean Louis	-	-	-	Accounting
Karen Cance	-	-	-	Accounting
Bob Dornblaser	-	-	-	Facilities Manger
Roberto Laboy	-	-	-	Maintenance
Albert Laboy	-	-	-	Maintenance
Sally Whitney	-	-	-	Early Childhood School Director