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STATEMENT OF MISSION

Advent Lutheran Church is a congregation of the ELCA (Evangelical Lutheran Church of America) 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.

The mission of Advent Lutheran School is to assist parents in helping their children to grow mentally, physically, spiritually, and socially (Luke 2:52) and to encourage each student to follow God and to share the love of Christ with the world (Romans 12:1-2).

The motto for Advent Lutheran School is: Guiding hearts, Inspiring minds, Nurturing souls, and Shaping lives.

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 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, 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.

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

- Function in a group as a leader or a follower
- 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
- 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 feelings and thoughts in a constructive manner
- Respond to situations and experiences in a Christ like manner
- Experience success, but also learn from mistakes

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
- 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 arts – music, art, 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

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

- Enhance their faith
- Practice Christian service
- Show love for others because of God's love for them
- 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
- Use Christian principles in dealing with moral dilemmas

Shaping the life - Advent Lutheran School will provide physical growth experiences that will enable children to:

- Appreciate their bodies as temples of the Holy Spirit and to therefore honor God with their bodies
- 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 sexuality as a gift from God

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.

The School Board Members for the current school year include:

Brian Reeve, Chairperson	Linda Brier
William Andrews, Co-chairperson	Ann Maki
Gar Finnvoid	Tina Lux
Kurt Hoffmann	

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

School Administration:

Advent Lutheran School has an administrative team comprised of:

Paul A. Humphreys, Headmaster
Laura Bluhm, Elementary/Middle School Principal
Sally Whitney, Early Childhood School Principal
Rhonda Holloway, After School Enrichment & 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.

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.
- 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 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.
- 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.

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 cooperation in this matter.

WHERE TO TURN

Academic, Grades, Policy, & Procedures	-	Mrs. Bluhm, Principal
Admission/Registration	- - -	School Office
After School Enrichment- <i>Adventure Club</i>	-	Mrs. Holloway
Alumni	- - - -	School Office
Announcements	- - - -	School Office
Athletic Program, Policy, & Schedule	- -	Dr. Peffer, Athletic Director
Attendance	- - - -	School Office
Capital Campaign, Giving	- - - -	Mr. Humphreys
Calendar	- - - -	School Office
Chapel	- - - -	Pastor Hagen
Communications	- - - -	School Office
Curriculum	- - - -	Mrs. Bluhm
Disciplinary Concerns	- - - -	Mrs. Bluhm
Early Childhood School Information	- -	Mrs. Whitney, Early Childhood Principal
Facilities	- - - -	Mr. Wrenne
Health Concerns, students	- - - -	Mrs. Sylvia, School Nurse
Library, Media Center	- - - -	Mrs. Dziekan
Lockers	- - - -	Mrs. Bluhm
Lost & Found	- - - -	School Office
Lunch Program questions	- - - -	School Office
Music Programs – band, choirs	- - - -	Catherine Briggs
Parent – Teacher Conference Scheduling	- -	School office – individual teacher
Parent Teacher Organization (PTO)	- -	School Office
Pictures – individual or class	- -	School Office
Prayer Concerns – Moms in Touch	- -	School Office
School Store Information	- - - -	School Office
Summer Camp – <i>Adventure Camp</i>	- -	Mrs. Holloway
Transcript Requests	- - - -	School Office
Tuition & Billing	- - - -	Mrs. Hansen, Accounting
Uniform Information	- - - -	School Office
Volunteer Information	- - - -	School Office
Yearbook	- - - -	Mrs. Dziekan

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
Campus Hours:	7:30 A.M.	-	5:30 P.M.	M - F

Appointments with Teachers:

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

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, Middle School Principal
lbluhm@adventlutherschool.org
Paul Humphreys, Headmaster
phumphreys@adventlutherschool.org
2. Parents may call the school office during the hours listed above to make an appointment.
3. 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 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)
- 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)
- 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 during the month

The withdrawal deadline is June 25. For any student not withdrawn by that date, the following procedures will be followed for any and all reimbursements.

1. The registration fee is non-refundable anytime.
2. Parents will be charged one month's tuition.
3. If a student is withdrawn in the middle of the month, the tuition will be forfeited for the remainder of the month.

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.

Credit Card Option – Advent Lutheran School will accept a onetime payment for the year with a credit card (monthly payments will not be accepted). There will be a onetime processing fee of \$300. If the student is withdrawn during the year there will be a penalty of two months tuition for the year. We are making every effort to accommodate parents with this opportunity.

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%
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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.

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 to the home.

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 indicates promotion to the next grade level.

RenWeb is a web site used by all Advent Lutheran teachers to post homework assignments, projects and tests. Teachers update them on a regular basis: some update them daily, others weekly. Please note that students must still take responsibility to get assignment information in class. Directions, explanations and last minute changes in the schedule are not always available on the web site.

Parents are able to monitor their child’s current progress at any time via RenWeb as well. Current averages, individual assignment grades, and any missing assignments are available for review.

Standardized Testing:

Advent Lutheran School administers the **Stanford Achievement Test (10th edition)** to all students in grades K through 8. These tests are given in the spring over several days. Results are sent home with the final report card at the end of the year.

In addition, grades 1,4,and 7 are given the **Otis Lennon School Abilities Test**. This is administered at the same time and the results accompany the Stanford results.

Grades 3,6 and 8 are also given a Standardized Writing Test to track progress in the area of written communication. Grade 3 is assessed on expository writing; grades 6 and 8 are assessed on persuasive writing

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

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.

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 teacher according to cost and shipping.

NOTE: Report cards/records will be held until all fines are paid in full.

CURRICULUM

The curriculum at Advent Lutheran School meets the state requirements and is based on the Florida Sunshine Standards. Based on individual student mastery, the progression assures readiness for Honors classes at the high school level. The following subjects are offered.

Religion	Bible Study, memory work, life application, weekly worship, community service projects
Language Arts	Grammar, punctuation, phonics (K-2), spelling, writing (formal programs for grades 2-8), handwriting (K-3), reading comprehension and literature (grades 6-8)
Reading	Reading comprehension, vocabulary, creative writing
Science	Biological, physical, and chemical concepts, health, safety and wellness
Social Studies	Cultures, geography & map skills, civics & government, history
Mathematics	Computation, problem solving, measurement, algebra, geometry and related areas
Spanish	Vocabulary, oral comprehension, written comprehension, basic communication skills, culture
Music	Music notation, introduction to instruments, music appreciation, and exposure to a variety of means of musical expression
Art	Multi-media instruction, art appreciation
Physical Education	Basic skills, exercise & movement, fitness, group games, introduction to organized sports – uniforms required for 5 th – 8 th grades
Computer	Keyboarding, computer literacy, word processing, power point, excel, photo-shop, Internet safety, Internet research, web page design
Writing	Sentence Structure, organizational skills, transition phrases, creativity and grammar skills put into practice (grades 1-5) Citing references, avoiding plagiarism, compiling research, writing for particular audiences (grades 6-8)
Library/ Media	Basic library etiquette and skills, reinforces skills taught in Language Arts, research, pleasure reading, comprehension, etc.

HOMWORK 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 10 minutes of homework per grade level each night. (For example – a 6th grade student could expect 10 minutes x 6 grade levels = 60 minutes of homework a night. A Kindergarten student may be asked to read with a parent each night. A 3rd grade student could expect 30 minutes of homework on an average night.)

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.

Procedure:

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. 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.
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.
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, parents will be asked to come to school for a conference.
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.

**** Please note that the Late Homework policy is designed to help students maximize the benefit of homework. 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 from one grade level to the next.

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.

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 feels summer school, private tutoring, and/or professional testing may be a viable alternative to retention.

Semester Failure (grades 6 – 8)

Students who fail an academic course for the year will be required to attend summer school. 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.

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 academic courses, including: Bible Study, Language Arts, Math, Science, Social Studies/History, Computer, & Spanish.
(Music, Art and P.E. do NOT count toward Honor Roll.)

A/B HONOR ROLL

Students must earn an 80% or higher in all academic courses.
(Art and P.E. do NOT count toward Honor Roll.)

Students on either Honor Roll are given a certificate and are invited to our Honor Roll Breakfast. These breakfasts are held twice a year before school. Invitations are sent with dates and times.

Parents are encouraged to join us in celebrating their child's achievements.

PRINCIPAL'S 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 the spirit and attitude of a model student. This is a child who works hard, helps in the classroom, considers other people's feelings, and makes our school a better place to be.

The award is given out once per quarter. Recipients of the award are given a medal, a framed certificate, and a lunch out with the principals – our treat! Permission slips are sent home with the dates and times of the lunch. Bus transportation is provided.

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 throughout 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.

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% or higher on the report card.
3. Student must meet minimal discipline criteria (less than 20 points).
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, cheerleading, baton, etc.
- All clubs and school related extra-curricular groups

Procedure:

1. Parents will be notified in writing of their child's ineligibility status. (Refunds for activity fees are *not* given for ineligibility status.)
2. All Activity Period choices will be switched to Study Halls.
3. Students will no longer attend practices, lessons, or meetings held during the school day OR outside of the regular school day.
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.

GENERAL SCHOOL RULES

In order to maintain a safe environment for your child that is conducive to learning, the following rules have been adopted school wide.

1. Respect self and others in word and action. If it is not right, do not do it. If it is not true, do not say it. (*Colossians 3:17*)
2. Foul and abusive language, harassment and fighting are unacceptable at any time.
3. Respect for church and school property is expected at all times.
4. Students are expected to represent Advent Lutheran School with pride, respect and consideration at all school events, including: sports, 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 phones and 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 should be contained to girls' ears only.
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.

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, orderliness, and respect for God, authority, others and oneself. 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 honor.
4. Treat the church and school property with respect at all times.
5. Treat the possessions of others with respect.
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.

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. Enforce school rules and policies in a consistent manner and in accordance with the guidelines outlined in the Student Handbook
4. Look for opportunities to positively reinforce students for appropriate behavior.
5. 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 magazines, CD players, 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.) or in After Care. 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.

Any student who is sent out of class due to disruptive behavior may be suspended from school regardless of his or her previous behavior record.

Middle School Discipline System Framework

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

Level One Behaviors: 1-2 Demerits

Dress code violation
Hair, or makeup, violation
Tardy to class
Coming to class unprepared
Chewing gum, drinking soda, or eating candy
Eating in class, the Media Center, the gym, or upstairs
Failure to return required items in a timely manner (example: signed progress report)

Level Two Behaviors: 3-5 Demerits

Hallway, bathroom, or other common area disturbance
In an unassigned area
Skipping in line at lunch or snack
Failure to comply with class rules - minor
Inappropriate behavior at the lockers or lunch area
Disrespectful behavior toward a peer – minor (teasing, taking property, etc.)
Disrespectful or defiant attitude in class or towards an adult - minor
Use of cell phone during school hours

Level Three Behaviors: 6-10 Demerits

Disobedient, argumentative or defiant behavior – repeated or major
Disrespectful behavior toward a peer – major (name calling, intimidation, etc.)
Cyber bullying – Myspace.com, FaceBook, etc – disrespectful communication, teasing, gossiping
Disruption of the learning process (classroom behavior)
Leaving class or school group off campus without permission
Use of offensive language or gestures
Damage of school property
Lying
Stealing
Cheating on an assignment (additional consequences will apply)
Destruction of property
Skipping class
Unauthorized possession of legal drugs or medication
Misconduct on a school trip or event

Level Four Behaviors: 11-21 Demerits

Fighting
Obscene gestures or degrading language toward authority
Leaving campus or school group off campus without permission
Cheating on a test, project, paper, or exam (additional consequences will apply)
Physical, verbal, or sexual harassment
As points accumulate each quarter, the following consequences may be imposed.

Zero Tolerance Behaviors

Cyber bullying – Myspace, FaceBook, texting, picture phones, etc. – vulgar language, intimidating, inappropriate text or pictures, etc.

Use of profanity, sexual or racial comments toward authority

Possession of alcohol, tobacco products, illegal, or designer drugs

Possession of a firearm or weapon

Fighting resulting in injury

Physical, verbal, or sexual harassment resulting in injury

Corresponding Consequences:

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

Level One Behavior after-school detention & student/teacher conference

Level Two Behavior after-school detention & parent/teacher conference

Level Three Behavior Two hour work detail (\$20 fee) & parent/administration conference

Level Four Behavior 1-5 day out of school suspension, & parent/teacher/administration/student conference

No Tolerance Behavior Referral to Discipline Committee for Expulsion

** 20 or more demerits Disciplinary Probation & Referral to Headmaster

** 40 or more demerits Referral to Discipline Committee for possible Expulsion

NOTE: The behaviors and consequences listed above are not all-inclusive. They are to be used as guidelines for students and parents. Administration has the final say in specific consequences in any given situation.

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.

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 ***Sunshine Uniform Company (at Fifth Avenue Shops)***
1960 N.E. 5th Avenue, Boca Raton, FL 33431
(561) 417 – 8065

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.

Any garment with belt loops must be worn with a belt (Kindergarten excluded).

Shirts are to be tucked in at all times. **There are new uniform shirts for grades 5-8 that are designed to be worn untucked. These have different hems. They are available for purchase and may be worn by Middle School students only.

Only Advent Lutheran sweat pants, shirts, and jackets are to be worn on cold weather days. 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. They 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 solid white, navy or khaki.

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 or bare midriffs allowed.
3. Shorts and skirts must be as long as the uniform shorts. No sofie style shorts.
4. Appropriate undergarments should be worn but not seen.
5. No clothing with inappropriate slogans or pictures.
6. Hats may be worn on these days; however, they should be removed during classes and in chapel.
7. Socks should still be worn, but they do not have to meet uniform standards in color or style.
8. Shirts may be untucked.
9. Belts are not mandatory; however, pants must remain at waist level.

ATHLETIC UNIFORMS

Sports teams may wear team shirts on game days AS A TEAM. These should be appropriately sized and tucked in at all times.

SPECIAL GROUP ATTIRE

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

PARTY POLICY

Class Parties:

Elementary classes (Grades K – 4) 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 5 – 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 mailed to the homes of those invited.

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.

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 use guidelines in 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.

Guidelines for Use of Computers:

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

Guidelines for Use of Internet Access:

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. 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.
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 offend or degrades others will be allowed.
4. 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.
5. Advent 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.adventlutheralschool.org)

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.

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 expected to call the school office by **8:30 A.M.** 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 **8:30 A.M.** Assignments may be picked up in the school office between **3:00 – 4:00 P.M.** If the homework needs to be picked up after 4:00 P.M. arrangements should be made with our After Care Program.

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. If a student is absent from school, the student is NOT allowed to attend after school activities, including sports events, concerts, or youth group activities.
3. 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.
4. 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 pass indicating an excused absence to show his or her individual teachers.
5. 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.
6. Students are responsible for any pre-assigned work that is due the day of their return. This includes projects and tests.
7. 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. Parents must park and report to the school office to sign their child in.
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:
5 tardies – A form letter from the administration will be mailed home identifying dates of tardies. **For grades 5-8, a detention will be issued to the student.**
8 tardies – Student will be issued a consequence appropriate for classroom behavior management system. Parent will be requested to meet with administration to try to resolve the problem. **A second detention will be issued to 5th – 8th graders.**
10 tardies – Re-enrollment status will be in jeopardy for the following year.

TARDY STUDENTS WILL NOT BE ALLOWED INTO CLASS WITHOUT A PARENT/GUARDIAN SIGN IN AND 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. A student will receive a detention for every three tardies to any class.
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 planned 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 have faculty 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.
Science Club	A club designed to focus on a variety of scientific concepts. Activities may include projects involving earth science, physical science, and/or life science. There may be an additional fee involved 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 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 5 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.

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 4 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:

Fall Sports: August – October
Volleyball girls
Soccer co-ed

Spring Sports: March - May
Softball girls
Tennis** boys & girls
Golf*** boys & girls

Winter Sports: November – March
Basketball boys & girls
Cheerleading girls
Track* boys & girls

Club Sports: Seasons vary/ extra fees apply
Roller Hockey co-ed (Kindergarten - 8)
Baton girls (grades 2 – 8)

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

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 semester**. This money goes towards paying for referees, equipment maintenance and replacement, transportation, and uniform replacement.

All sporting teams will travel by bus to away competitions. 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 & CLASS TRIPS

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.

All school sanctioned trips will go by school vehicles or vehicles chartered for the trip. This precaution is for school liability and student safety. This policy takes into account all students, teachers, and parents.

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 as means of transportation unless an exception is approved by administration in advance.

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. All students are expected to participate. Past trips have included:

- 5th grade – St. Augustine
- 6th grade – Tallahassee, Orlando
- 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.

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 on Friday mornings. Parents are always welcome to join us! Seating for our visitors is available in the loft and back pews. Thank you for your co-operation. (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, 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 challenge 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.

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 note: lunch boxes are kept outside.** 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.

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

SNACKS:

We will have water, vitamin water, juice, and Power Ade available in the vending machines for snack time, lunch time, and afterschool. (Sodas are also available for afterschool events only.)

LUNCH VENDOR:

Daidone Food Service, Inc., owners of JD Java Café in Delray Beach, offers a hot lunch menu and a variety of subs and sandwiches daily. Monthly menus are sent home with the students, and weekly menus are posted in **Gator Tracks**.

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 through literature put out by **Daidone Food Service, Inc.** available in the School Office.

NOTE: Lunch tickets must be purchased in advance. A student forgetting or losing their ticket will be allowed a hot lunch on an I.O.U. However, that I.O.U. balance must be cleared before a second one will be allowed. In the event a student with an outstanding I.O.U. does not have a ticket or lunch from home he or she will be given a PBJ sandwich.

SCHOOL STORE

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

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

PARENT TEACHER ORGANIZATION

The Parent Teacher Organization (PTO) is a voluntary organization of parents and teachers 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 quarterly meetings. Officers and volunteers for specific events may meet more frequently. Additionally, the PTO hosts various special events throughout the school year. 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: 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.

**Advent Lutheran School
Health Policies**

(Palm Beach County Health Department Guidelines)

Some of the most common illnesses and symptoms indicating illness in children are fever, vomiting, diarrhea, runny noses and coughs. As part of the healing process, staying at home helps children recover more quickly and protects fellow classmates. Most common health problems in children are in no way a reflection on the cleanliness of the home or the care given to the children by their parents. The warm humid climate in South Florida plays a part in the presence of many of these diseases. 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. We also understand that a child at home can cause complications for our working parents. Student health is our primary concern. So we appreciate your cooperation in helping us maintain a healthy environment for all of our students and staff by following the guidelines and adhering to the stay at home policies listed above. If you have any further concerns or questions, please contact our nurse in the School Office.

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 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

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.

NOTE: No one should be in the classroom before the 7:50 bell and only when a teacher is present. 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 accompanied to the Middle School car line and are supervised there until 3:10.

At 3:10 ALL car lines will close and remaining students will be taken to After Care 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 go directly to the classroom or 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

Purpose:

Our ongoing purpose is to **share the love of Christ** not only with our members but also with all of those whom we are privileged to serve and reach with our ministries. We hope that you will experience the love of Christ in whatever way you are connected to Advent. We can truly say that this is why we are here! Our motto says it well, Advent is a place where **“Jesus is Lord, everybody is somebody, and faith is an adventure!”**

History:

For over 40 years, Advent Lutheran Church has served the growing community of Boca Raton. Beginning as a small mission outpost, Advent has expanded to become not only one of the largest congregations in the community but has given birth to an amazing number of ministries as well. With 1200 members in the church, over 500 students from infant care to eighth grade, hundreds in after-care and summer camp programs and 30 full-time senior residents Advent is a busy and exciting place 24/7/365 days a year! We are thrilled that you are part of our Advent Ministries family!

Overview:

Advent is a Christian church, which shares the basic beliefs and creeds of all the major Christian denominations. As a Lutheran congregation we welcome all Christians who desire to experience the free gift of God’s forgiveness, love and grace through Jesus Christ. All of our ministries are open to people of any Christian denomination or those who are non-denominational. If you do not have a church home of your own we invite you to see what all of the excitement is about at Advent!

Here is a very brief listing of some of the ministries of our congregation. For more information visit our web site at www.adventlifenet.org. If you are interested in joining Advent as a member we offer frequent Beginning and Belonging Classes as an orientation to the church and ministries. Please contact us if we can be of any assistance to you or your family.

The Rev. Dr. Andrew D. Hagen, Pastor of Advent Ministries
561-395-3632 ext. 21
ahagen@adventelca.org

The Rev. Dr. Richard B. Barbour, Pastor of Congregational Life
561-395-3632 ext. 14
rbarbour@adventelca.org

Advent Sunday Worship Opportunities

8:30 AM	Celebration Worship
10:00 AM	Contemporary Worship
11:15 AM	Heritage Worship

Advent Family Ministries

Advent is truly a ministry that touches the lives of people “at every age and stage of life.” On Sunday mornings we offer nursery care during our first two worship services for infants through toddlers and “Adventureland” for children up to 4th grade, and the popular “Breakfast Club” for 5th and 6th graders. Our Confirmation Program for the 7th and 8th graders meets twice a month on Sundays from 11 Am – 1 PM. On Sunday evenings we offer “The Edge” youth group for 7th and 8th graders and “The Journey” for high school students. All of our ministries are open to anybody regardless of membership.

Advent Life Enrichment Center

Advent Life Enrichment Center features a variety of activities for cultural, athletic, and personal growth, as well as community growth programs for people of all ages. A variety of activities are held at the center ranging from nutrition to theatre, to sport activities/tournaments, dance and fitness classes.

Social Events

Advent is a very social place. We offer adult activities and also family night events open to everyone. There will be several major events taking place annually such as our Rally Day Sunday School Kick-Off and annual Bethlehem Village. At other times we have events such as Oktoberfest, Summer Luaus, Western Nights, etc., which will be offered in different combinations each year.

Advent Life Groups

Advent Life Groups are a wide variety of small groups led by church members and open to other members or friends that meet to grow closer in fellowship and deeper in faith. Groups typically meet twice a month although some choose weekly or monthly schedules. Each group selects its own format, schedule, location and topics.

Advent Square Retirement Center

Advent Square is an apartment facility created for the older adult who cannot or chooses not to live alone. This helps residents maintain their independence, in a secure, healthy and loving environment. For a very reasonable monthly fee, the resident receives two nutritional meals daily, scheduled transportation, weekly maid service and a variety of programs and activities. The monthly fee also includes rent and utilities.

Community Service

Advent has a long history of serving those in need in this community and around the world. Throughout the year individuals and groups at Advent serve and support various organizations like Boca Helping Hands, Habitat for Humanity, and Family Promise, an interfaith homeless ministry. Advent has been a founding member of the Lazarus Project in Haiti that runs two schools and supports several orphanages.

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.

Sunday Mornings: 8:30 Celebration Worship, ADVENTURELAND, childcare
10:00 Contemporary Praise Worship, ADVENTURELAND, childcare
11:15 Heritage Worship

ADVENTURELAND is our children's ministry program, currently serving ages Pre-school through 6th grade. Families begin worship together, and children are dismissed and walk together to ADVENTURELAND where they share and experience the love of God through interactive opening worship, and small group ministry time. At the end of worship, families join us for closing worship. ADVENTURELAND 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.

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.

BREAKFAST CLUB–Youth Ministry for **5th/6th graders** 2nd and 4th Sundays during the 10:00 service. This dynamic bunch of youth enjoys coming together to share in the word and good food. The youth help in planning and cooking. This group attends communion worship on other Sundays.

CONFIRMATION - is a two year program for our **7th/8th graders** and meets two Sundays a month from 11:00 AM to 1:00 PM This program is on the cutting edge of culture and faith, spiritual childhood and spiritual adulthood, baptized Christian and disciple of Christ. This is an exciting time for education and social growth. It is also a great time to foster spiritual growth in your child. Bible study, a week camp experience, service projects, and fellowship are some components. Mentors and parents work together with each child. In the spring we hold a youth/parent confirmation weekend retreat.

EDGE is our 7th and 8th grade youth group designed to promote fun and fellowship. We meet once a month from 6:00 pm – 8:00 PM for a variety of activities.

JOURNEY is our **9th thru 12th** group, which meets on Sundays from 6-8PM for Teen bible Study, Social Activities, outreach/service projects, mission trips, shopping, phone calls, emails, coordination, and brainstorming. This group joins with the other Boca church youth groups for community sports, worship, and community projects.

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 take place during the year.

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,
Donna Drucker, LCSW, Director of Family Life Ministries
dldrucker@adventlifenet.org

SCHOOL PERSONNEL

Ausiello, Kristin	-	-	-	Teacher, Grade 2
Bluhm, Laura -	-	-	-	Elementary & Middle School Principal
Bonventre, Laura	-	-	-	Teaching Assistant
Briggs, Catherine	-	-	-	Teacher, Music, Grade K-8
Centerbar, Donna	-	-	-	Teacher, Grade 5
Dangerfield, Chris	-	-	-	Teacher, Grade 1
Donovan, Taiowa	-	-	-	Teacher, Science, Grade 5-8
Dziekanski, Paula	-	-	-	Media Specialist
Claudia Engelhardt	-	-	-	Spanish Teacher, Grade K – 8
Holloway, Rhonda	-	-	-	After Care / Summer Camp Director
Humphreys, Cathy	-	-	-	Teacher, Social Studies, Grade 6-8
Humphreys, Paul	-	-	-	Headmaster
Malenke, Erin -	-	-	-	Teacher, Grade 3
McDavitt, Camille	-	-	-	Teacher, Kindergarten
Amy Meadows	-	-	-	Teacher, Art, Grades K-8
Mitchell, Anna	-	-	-	Teacher, Language Arts, Grade 6-8
Peffer, Diane	-	-	-	Teacher, PE, Grade K-8, Athletic Director
Dana Schneider	-	-	-	Teacher, Math, Grades 6-8
Sylvia, Beverly	-	-	-	School Nurse
Thorla, Cathy -	-	-	-	Teacher, Computer/Technology, Grade K-8
Westphal, Rachael	-	-	-	Teacher, Grade 4
Whitney, Sally -	-	-	-	Early Childhood School Principal