

“Christ’s tender hands.....

For the child’s tender years.”



The Lutheran Elementary School of Bay Ridge  
440 Ovington Avenue Brooklyn, New York 11209  
718-748-9502  
lesbayridge440@gmail.com

### **Family Handbook 2025-2026**

The faculty and staff of The Lutheran Elementary School of Bay Ridge (LES) welcome your family to our family. We hope and pray that this year will be a year filled with joy, learning, and friendships. It is a privilege to attend LES, and we adhere to policies created by our school board, faculty, and staff to maintain a positive learning environment.

This Family Handbook contains these policies, and therefore, is an important guide for the school year ahead. We need parents/guardians and students to read and agree to abide by the contents within. Please sign and have your child (grades 5-8) sign the affirmation document attached to confirm that you agree to the policies and procedures set forth by the school board and administration.

### **PHILOSOPHY**

The Lutheran Elementary School, a Christian school, is an educational community composed of a dedicated professional staff, parents, and students. As a community of faith, we are part of the Church’s teaching to “teach as Jesus did” and “to teach all nations”. We believe God created us all in His image, and therefore, we love and respect all people, regardless of religion, race, ethnicity, sexual orientation, and gender identity.

Each member of our community relates to one another with mutual respect and concern, working together within an environment vibrant with enthusiasm for learning, creativity, and personal growth. We pride ourselves on promoting academic achievement and in developing young men and women with love, knowledge, truth, and hope. We strive to instill in our students an understanding of the Christian faith so that this understanding will enable them to meet the needs of the community in which they live and to extend themselves to the global community wherever possible.

Our curriculum is designed to lead our students from the simple learning of facts to the development of insights and critical thinking, thus enabling them to function effectively with the diverse society outside our faith community, while they continue to keep the Christian values engendered at our school. LES is committed to developing individual excellence in all of its students.

We strive to share with our students an appreciation for a life based on Christian values, service to others, and ideals as exemplified in the life of Jesus.

We make every effort to develop young men and women who can meet the future spiritually, intellectually, socially, emotionally, and physically.

## **Table of Contents:**

I.	General School Policies and Procedures	Pages 3-5
II.	Academic Policies	Pages 6-7
III.	Student Planner Policies	Page 8
IV.	Homework Policies	Page 9
V.	Chromebook Policies	Pages 10-12
VI.	Discipline	Page 13
VII.	Dress Code	Pages 14-15
VIII.	Expectations and Responsibilities for Parents	Pages 16-17
IX.	Photo Waiver	Page 18
X.	Afterschool	Page 18
XI.	Additional Policies and Information	Pages 19-20

I.

## General School Policies and Procedures

### Office Hours

The school office is open from 8:00am to 4:00pm on all school days. The office will be closed during the school year on normal school holidays. You may leave a voice mail message anytime the office is closed by calling (718)748-9502 or email at [lesbayridge440@gmail.com](mailto:lesbayridge440@gmail.com).

### Attendance

Please notify the school office by 8:30am if your child will be absent – (718) 748-9502. If your child has been hospitalized or has any sort of cast, crutches, etc., a medical clearance note from the doctor is required to ensure a safe return to school. A doctor's note is required if your child has been absent for three or more consecutive days. Please try to plan family vacations during scheduled school breaks. The principal may follow up with your family regarding your child's absence to ensure proper protocol is followed for your child's return.

### Homework Requests

If you would like to pick up your child's homework or have it backpacked home with a sibling, please make your request to the main office by 8:30am. Homework will be available for pick up in afterschool between the hours of 3:00pm and 5:30pm.

### Arrival

Doors open at 7:30am. Students must be in the classroom by 8:30am. At no time should your child be left outside alone waiting for the doors to open. If a parent wishes to speak with a teacher, an appointment can be set up in the school office. **For safety reasons, we do not permit parents to go directly to the classrooms at any time.**

### Late Arrivals

Students arriving late must report to the school office to obtain a late pass. Students are expected to be in school on time by or before 8:30am. Timeliness and attendance are critical for learning and are reviewed as part of the high school application process. Students from grades 6-8 will be subject to disciplinary action from administration upon the third lateness and for every lateness thereafter. Habitual tardiness, according to NYC law, is truancy and will be treated as such. Students shall abide by the attendance laws of the State of New York, unless excused by the principal.

### Dismissal

Half-Day Nursery, and Half-Day Pre-K students are dismissed at 11:15am.

Full Day Nursery, Pre-K and Kindergarten are dismissed at 2:45pm.

Grades 1-8 are dismissed at 3:00pm.

**Please make every attempt to pick your child up on time.** A parent will receive a written notice or phone call if a student needs to remain after school. If your child has not been picked up at their dismissal time, they will be placed in the Afterschool Program, and you will be charged the hourly Afterschool rate.

A child will only be dismissed to a parent or designated caregiver unless other arrangements are made with the teacher or office by note or phone call.

Grades 5 – 8 families will be sent home a dismissal form indicating how you would like your child dismissed.

### Early Dismissal

If for medical, dental, or other appointments, your child needs to leave early, please call the office, and send a note or email to their homeroom teacher stating the date and time. Your child will be waiting for you in the office, where you will need to sign them out. **Please note: It is very disruptive to the classroom environment to have students packing up and leaving before dismissal. We ask that you only do so when absolutely necessary.**

### School Closing

In case of school closing, you will receive an email. School closing decisions will also be posted on our Facebook page, “Lutheran Elementary School Parents”.

### Communication with Teachers

If you would like to schedule a meeting or phone conversation with a teacher, please call, email, or send a note to the teacher. Please do not engage a teacher in conversation about your child at dismissal. Doing so interferes with their ability to safely dismiss the other students and the ability to maintain confidentiality about your child’s work or progress. Please allow teachers 24 hours to respond to a message during the school week and please be patient and understanding during weekends and holidays/vacations. Any concerns about COVID symptoms or exposure should be brought to the office’s attention immediately. If it is outside of school hours, please email [lesbayridge440@gmail.com](mailto:lesbayridge440@gmail.com) and write “urgent” in the subject line.

### Birthday Parties

Students are welcome to celebrate their birthday at school. Please contact the teacher at least three days prior so any arrangements can be made and so the teacher can inform any necessary students of potential allergies.

**Pre-School:** You are welcome to drop off a special treat for your child’s classmates to share at snack.

**Grades K- 8:** You are welcome to drop off a special treat for your child’s homeroom teacher to share at snack, lunch, or end of day. Parents are not permitted into the classroom. If you would like to coordinate a lunch for your child’s class, please be sure to speak with your child’s homeroom teacher at least three days in advance. Birthday children are welcome to “dress down” on their birthday, unless it falls on a Tuesday (Chapel). We will then ask them to choose another day.

### Cell Phones and Other Electronic Devices

All cell phones must be turned off and handed in to your child’s Homeroom Teacher upon arrival each morning. Any student who is found to have their phone on them during the school day will have it confiscated. The first time there will be a warning given to the student. The second time, the phone will not be returned to the student and kept in the main office. A parent will need to pick it up from the office at their earliest convenience. No other electronic devices are permitted in school unless the teacher or administration informs the family that it is part of an academic activity.

### Chapel Services

A weekly chapel service is part of our religion program. Parents and members of the community are always welcome. An offering is taken at the chapel service for a monthly mission project. Our mission projects change monthly depending on the season and student interest. It is hoped that parents will encourage the concept of Christian giving by sending an offering with their child. Chapel attendance is required of all children.

### Food in School

Snacks: **Nursery - 8<sup>th</sup> Grade:** A healthy, quick snack should be brought to be eaten mid-morning.

Lunch: All students should bring in their lunch. Pizza Fridays will return. Lunch periods are approximately 30 minutes. Please include a napkin, fork, spoon, etc. Limited microwave use is available.

If your child has forgotten their lunch, etc., please bring it to the school office and we will make sure that your child receives it. **Soda and glass bottles are not permitted.**

## II.

### Academic Policies

#### Report Cards

**Preschool – Kindergarten** - Parent/Teacher Conferences are held in November. Report cards are issued in February and June.

**Grades 1 – 2** - Parent/Teacher Conferences are held in November. Report cards are issued three times a year.

**Grades 3 – 8** - Parent/Teacher Conferences are held in November. Report cards are issued four times a year.

#### Honor Roll (Grades 4-8)

**First Honors:** requires a 95% overall average with no individual grade below 90%.

**Second Honors:** requires a 90% overall average with no individual grade below 85%.

**Merit Honors:** requires an 85% overall average with no individual grade below 80%.

The Honor Roll is published at the end of each semester. Eligibility is based on the semester grades.

**Junior High:** Failure in any two major subjects could result in retention.

#### Promotion Policy

Promotions are made annually. All children who successfully complete their work are promoted to the next grade.

Children mature at various times. Growth cannot be hurried. A child who requires more time to find his/her place in the school program may be retained in the grade. It is important that the child, parents, teachers, and administration consider this an extended time of growth rather than a failure. A child should be in the group suited to him/her socially, physically, mentally, and emotionally.

Decisions regarding promotion or retention will be made by the principal.

#### School Books

LES loans textbooks to students for their use. It is the responsibility of the student and parents to see that books are kept in good condition. Parents will be billed for lost books and books that are deemed unusable at the end of the year.

#### Plagiarism

Plagiarism is not allowed. Under no circumstances should a student hand in work that he/she did not write or create. Any assignments that are plagiarized will earn a zero and further disciplinary action may be taken.

### Field Trips

We use field trips as an important extension of our school curriculum. In order for your child to benefit from these activities, appropriate behavior from all students is necessary. LES reserves the right to prohibit students from attending field trips because of disruptive behavior. Trips are planned to enhance our curriculum and enrich the student's education. Students are expected to participate. Advance planning, scheduling, and payments must be made early and therefore, fees cannot be refunded.

Parent permission slips will be signed in advance. Teachers will arrange chaperones, if necessary.

Nursery students are unable to travel by bus to field trips that are not within walking distance. Therefore, if any field trips are planned for students, we ask parents to drive them to and from the trip location.

### Make-up Testing

(Grades 5 – 8)

Make-up testing is available every day from 8:00am – 8:45am. Students who need to make up missed assessments are expected to do so on the day he/she returns to school at 8:00am, unless otherwise discussed with the subject teacher.

(Grades 1 – 4)

Make-up testing will be at the discretion of the student's teacher. The subject teacher will reach out to the parent to discuss an appropriate make-up schedule.

### III.

#### **Student Planner Policies (Grades 2-8)**

Each student, grades 2-8, must have a Student Planner supplied by the school. All homework assignments will be listed in this book. This year, we are continuing to use a specific planner for our students that is formatted to help us all foster the development of strong executive functioning skills. Executive functioning skills are critical to success, not only in school, but also in relationships and in life. They include very important skills such as planning, prioritizing, time management, self-control, working memory, organization, and task initiation.

Executive functioning skills do not just magically appear. They are learned, practiced, and mastered through modeling and experience. We cannot expect our children and students to figure out when or how to plan their academic life on their own. They accomplish this through modeling and assistance from teachers and families.

Please take some time to browse your child's planner with them. It has a weekly layout with spaces for their homework/tests/projects in each class. We want you and your child to take time on Monday night each week to review your family's afterschool time commitments, so that you and your child can view the whole week, and appropriately plan time for homework and studying around your family's schedule.

To best help our students, we will be following these steps, across all classes, to help support their executive functioning skills:

1. Teachers will guide students to put long term deadlines into their planners as soon as they receive an assignment.
2. Teachers will guide students to highlight tests and projects in their planner, so that they stand out visually. This way students and families do not lose track of them.
3. Teachers will guide students to write their homework in planners as the teacher writes it on the board. Homeroom teachers will then reread the whole homework list in afternoon homeroom so students have an additional time to review their planners.
4. Students will cross off each assignment (or part of assignment) as soon as they complete it.

We understand this is a time commitment for teachers, students, and families. However, executive skills are not only academic skills, but life skills, and therefore, are as important to teach our students as math, science, English and social studies.

#### IV.

### Homework Policies

If a student is absent, they are expected to make up classwork and homework. Parents should call the school office by 8:30am to request assignments and books. Homework will be available in afterschool between the hours of 3:00pm and 5:30pm. Forgotten books may be picked up prior to 4:00pm. Students must check in with afterschool for permission to enter their classroom. Homework provides an opportunity for parents to become partners in their student's learning process. Teachers assign homework to evaluate how a student understands the curriculum. It is essential that all homework be done completely and on time. Parents are expected to motivate their children to carry out this responsibility. Homework neglect may require students to stay after school based on teacher and principal discretion. A specific homework policy will be determined for grades N through 4 at the discretion of the teacher. A specific homework policy has been created for grades 5-8. This policy is to ensure communication between family and school regarding homework and grading policies. This policy is to let everyone know what the responsibilities are of the student, their families, and their teachers. This policy will apply to each quarter.

Homework policy for grades 5-8:

#### Students

- are required to complete all homework and study requirements each night
- are required to write down all assignments in their planners each night
- are required to bring home all materials needed to do their assignments
- are required to hand in assignments in a timely fashion

#### Parents

- Check planner each night
- Teach study skills
- Check homework for completion
- Be willing to reach out for support if needed

#### Teachers

- will check every assignment
- will give a 5-day notice for a test and 3-day notice for a quiz
- will review key concepts prior to exam
- will record missing/incomplete assignments in a homework book
- After 2 missing assignments, subject teacher will notify parents. Each subject teacher will track their own assignments

**After the third missing assignment, one point will be deducted from the student's quarter grade. One point will be deducted after each subsequent missing assignment.**

Larger scale projects assigned in advance will be determined based on the teacher's rubric and guidelines given for that project.

## V.

### Chromebooks (Grades 4-8)

#### Chromebooks

Each child in grades 4-8 will have access to a Chromebook to be used throughout the year at school. It is their Chromebook and therefore, they are responsible for it at school. These Chromebooks may only be used at school and are never to go home. Chromebooks should be charged each night.

#### Care of your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly should be taken to the principal for an evaluation of the equipment.

#### General Precautions

- The Chromebook is Lutheran Elementary School's property. Users must follow these policies in addition to the policies of LES
- No food or drink is allowed next to the Chromebook
- Cords and cables must be inserted carefully into the Chromebook to prevent damage. Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of Lutheran Elementary School

#### Screen Care

The Chromebook screens can be damaged if subjected to rough treatment

- Do not lean on the top of the Chromebook
- Do not place anything near the Chromebook that could put pressure on the screen
- Clean the screen with a soft, dry cloth or anti-static cloth
- Do not use sharp objects (pens, pencils, etc.) on the screen

#### Screensavers/Background Photos

Both screensavers and background photos cannot be changed.

#### Printing

The use of the Chromebook will increasingly encourage a paperless environment. However, students will be given information and instruction on printing with the Chromebook at school.

#### Saving Documents and Other Work

Students are encouraged to save their work using Google Drive. Teachers will teach students appropriate means for sharing documents, saving work, and submitting assignments.

#### Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purpose. Headphones will be allowed if the teacher deems them necessary for instruction.

#### Responsible Use

By receiving a Chromebook, students are being given access to the Lutheran Elementary School's electronic communication system. With this opportunity comes responsibility. It will be their responsibility to follow the rules for appropriate use. Inappropriate use will result in the loss of the privilege of using this educational tool. Please note that the internet is a network of many types of communication and information networks. It is possible that students may run across some material they might find objectionable. In this case, the teacher should be informed immediately.

Any use described below is deemed “responsible” and consistent with Lutheran Elementary School:

- Use is for educational purposes
- Use furthers the educational and administrative purposes, goals, and objectives of Lutheran Elementary School
- Use is limited to the student’s own individual account – only the student should use that account. Usernames or passwords must not be shared with others
- Use furthers research related to education and instruction
- Use does not violate the student code of conduct

#### Irresponsible Use

Any of the following uses is deemed “irresponsible” and a violation of the Lutheran Elementary School Handbook. Disciplinary action may be taken for unacceptable use of the network or Internet, including:

- Unauthorized use of copyrighted material
- Sending or posting electronic messages that are abusive, obscene, sexual in nature, threatening, harassing, damaging to another person’s reputation, or illegal
- Use of technology resources such as chat rooms, social sites, and games in a manner that causes disruption to the educational program
- Use of school technology resources to encourage illegal behavior or threaten school safety
- Personal, political use to advocate for or against a candidate, officeholder, political party, or political position
- Encrypting communications or files to avoid security review
- Forgery of electronic mail messages of transmission
- Use that violates the student code of conduct or employee standards
- Behavior not representative of appropriate digital citizenship. Cyber bullying will not be tolerated and appropriate disciplinary action will be taken immediately by the school’s administration

#### Parent/Guardian

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, phones, and movies

#### Student Responsibilities

- Use Chromebooks in a responsible and ethical manner
- Obey general school rules concerning behavior and communication that apply to Chromebook use
- Use all technology in an appropriate manner so as to not damage school equipment
- Always turn off and secure your Chromebook after you are done working to protect your work and information
- If you should receive email containing inappropriate or abusive content or if the subject matter is questionable, tell a teacher immediately
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher immediately, so that such sites can be blocked and you will not be disciplined for breaking the code of conduct

#### Prohibited Student Activities

- Illegal installation or transmission of copyrighted materials
- Any action that violates these guidelines, code of conduct, or federal/state law
- Sending, accessing, uploading, downloading or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Cheating, selling reports, or papers and other forms of student work
- Using any messaging services
- Internet or computer games

- Changing of Chromebook settings
- Downloading unauthorized Apps
- Spamming-Sending mass or inappropriate emails
- Gaining access to other students' accounts, files, or data
- Use of the school's Internet/email accounts for financial or commercial gain
- Use of anonymous and/or false communications
- Giving out personal information, for any reason, over the Internet. This includes setting up other accounts
- Participation in fraud, forgery, or other illegal behavior
- Vandalism of school equipment
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Participating in online defamation, harassment, or cyber bullying of anyone

#### School Responsibilities

- Provide internet to students
- Provide a place to charge Chromebooks
- Provide staff guidance to aid students in doing research and help assure student compliance of the responsible use policy
- Provide technical assistance and device repair services
- Provide instruction on responsible and safe Internet use
- Setting up student with Gmail account and password for school use

#### Legal Propriety

- Students must comply with trademark and copyright laws and all license agreements
- Ignorance of the law is not immunity. If unsure, speak to a teacher
- Plagiarism is a violation of the Lutheran Elementary School code of conduct. Give credit to all sources used, whether quoted or summarized
- Use hacking software is strictly prohibited and violators will be subject to penalties in the Lutheran Elementary School code of conduct. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the school

#### Student Discipline

If a student violates any part of the above policy, or any other Lutheran Elementary School rule, he/she will be subject to disciplinary action.

#### Inspection

Student may be selected at random to provide their Chromebook for inspection.

## VI.

### Discipline

#### Code of Conduct/Discipline/School Safety

The aim of our program at LES is to develop self-discipline in all of our students. For this development, we have established school-wide policies on lateness, attendance, and behavior. However, self-discipline is not fully developed through administrative policies. It is also developed in the classroom and throughout the school building through contact with individual teachers.

Each teacher will discuss classroom rules and expectations on the first day of school. Discipline problems ranging from inattention to disruptive activity are best handled by the teacher in the context of the classroom. Usually a firm, yet gentle redirection solves most problems. If the concern is not resolved, the teacher or principal may follow up with the parents or caregiver. For significant violations of the code of conduct, a student may be suspended by the principal. When all other attempts to help the child have failed, expulsion may be necessary.

Detention is issued for chronic lateness, dress code infractions, and behavior. Detention is served from 3:00pm - 4:00pm or at the discretion of the principal. Notification will be sent to parents advising them of the dates of detention.

Infractions may include, but are not limited to:

- Use of profanity
- Possession of inappropriate materials
- Inappropriate language
- Inappropriate behavior in classrooms, hallways, or bathrooms
- Throwing things
- Damaging furniture
- Dress code violations
- Cheating
- Disobedience
- Plagiarism
- Misuse of school technology/equipment
- Theft

We hold our students to a high standard and therefore expect students to behave accordingly. We will absolutely not tolerate bullying or violence of any kind.

The school has the right to remove the student from school or deny re-enrollment if the behavior of the student or the family has been unacceptable.

The school will train all staff and students in the General Response Protocol, which describes what to do in an Evacuation, Shelter-In, Lockdown, and Fire Drill. It is helpful for parents to educate their child, as well, and let them know that they will be having multiple drills throughout the year and they should not be alarmed.

Evacuation/Fire drills: students are trained to leave their belongings behind, form a single file line and evacuate the building following the proper protocol posted in their classroom. Teachers are trained to grab the evacuation folder, lead students to their evacuation location, and take attendance until the ALL CLEAR is given.

Shelter-In: students are trained to remain in the building and conduct business as usual. Teachers are trained to be more aware of their surroundings and conduct business as usual. Teachers will secure the exit doors until the Shelter-In has been lifted.

Lockdown: students are trained to move out of sight and keep silent. Teachers are trained to check the hallway outside of their classrooms for students, lock classroom doors, turn off the lights, move out of sight, keep silent, take attendance, and wait for the message that the lockdown has been lifted.

## VII.

### Dress Code

The dress code for all students in Grades 1-8 is the school uniform. The uniforms are to be worn every day. Any exceptions (i.e., dress-down days or spirit days) will be sent in writing to parents. All uniform items must be purchased on the Lands' End website. The only exception would be navy blue chinos, skorts, skirts, or shorts which may be purchased elsewhere. Only LES sweaters, fleeces, track jackets, and hoodies are permitted on uniform days with the exception of 8<sup>th</sup> grade Senior Hoodies if purchased (more information to follow). If a student wants to wear an additional layer, they must wear the school uniform sweater, fleece, zip hoodies, or track jackets.

#### **Uniforms, Grades 1 – 8:**

- Girls/Boys: LES blue polo shirt (purchased from Lands' End) - short sleeve or long sleeve, navy blue skort, skirt, shorts, or long pants/chinos that can be purchased elsewhere.

**Shoes:** Students must wear solid white or black sneakers. All shoes should have rubber soles to allow the students to safely play outside and travel through the building. No heels are allowed. On inclement weather days, students may wear boots to school, but should change into their school shoes once they arrive.

**Socks:** Students may wear solid white or solid navy socks.

#### **Gym uniform- (Grades 1 – 5)**

- Girls/Boys: LES gray t-shirt with LES logo (purchased from Lands' End) - short sleeve or long sleeve, navy blue shorts, sweatpants, or leggings that can be purchased elsewhere. Shorts must be long enough to touch directly above your child's knee and t-shirt must be long enough to touch your child's mid-thigh if leggings are worn. Solid white or black sneakers are to be worn with gym uniforms as well.

If your child is out of uniform:

#### **Grades 1– 5:**

First Time: Your child will be spoken to and advised that he/she is out of uniform and parents/guardians will be notified via email.

Second Time: You will be called to bring in the proper uniform.

#### **Grades 6 – 8:**

First Time: Your child will be spoken to and advised that he/she is out of uniform.

Second Time: You will be notified via email.

Third Time: You will be called to bring in the proper uniform and student is subject to disciplinary action.

#### Student Appearance and Grooming:

For the safety of our children at recess, studs or small hoops for pierced ears only.

Students may not wear make-up, dye or streak their hair. Students should wear their hair in a way that does not interfere with their ability to see and interact in the classroom. Boys' hair may not be longer than collar length. If a student has dyed their hair, they are not permitted back to school until their hair is dyed back to a natural color.

Perfumes and colognes are best left at home as they may trigger severe allergic reactions in other students.

It is understood that as part of the LES school family, parents are responsible for having their children adhere to the dress code and maintaining good hygiene and grooming. This is not the responsibility of the school.

Dress Down Days:

On dress down days, please note the following guidelines: no jeans with holes in them, no tops with spaghetti straps, and no tops that are low cut or that fall off of the shoulder. Students' clothing must appropriately cover their bodies—no exposed bellies and shorts should be an appropriate length that does not expose too much skin. No sleeveless sports jerseys without a t-shirt underneath. Pants should be fitted at the waist. Leggings are not to be worn as pants except with a long shirt/tunic that reaches the mid-thigh. Students' clothing cannot be considered offensive, have inappropriate words, messages, or pictures. If you have questions or concerns about your child's outfit, you are always welcome to email the homeroom teacher or administration ahead of time.

Dress Up Days:

Dress up days occur on the last day of school before Thanksgiving break, Christmas vacation, and Easter vacation, as well as on the last day of school in June. On these days, please dress business casual (appropriate for religious service). Please note the following guidelines: no jeans, no shorts, no sweats, and no sneakers.

## VIII.

### Expectations and Responsibilities- Parents

Parents are considered partners in the educational process. As such, parents have the responsibility to support LES as it seeks to serve their child academically, socially, spiritually, emotionally, and physically. The following list of parent responsibilities has been established to guide parental support for the school and its missions:

Parents have the responsibility to:

- Ensure that their child is prepared for class with the appropriate materials
- Guide and ensure good study habits in the home by overseeing the completion of homework (see homework and planner policies)
- Conduct themselves in a manner which exemplifies Christian love and in a manner consistent with the expectations and standards established by LES in and around the school's premises
- See to it that their child's medical records are current and filed with the school as required;
- Provide a healthy snack and lunch

### Grievance Procedure

When the parent has a concern with a classroom situation, it is the responsibility of the parent to discuss the situation first with the teacher. You may also make an appointment with a teacher by sending a note or email directly to the teacher, or you may call the school office to request a meeting at a mutually agreed upon time. Should the concern be unresolved, parents are then encouraged to make an appointment with the principal. Verbal abuse or threats towards staff, students, or other families is unacceptable and will result in immediate disciplinary action.

### Procedure to Resolve Parent/Teacher Disagreements

Complaints about school personnel will be investigated fully and fairly. While parents may have the best of intentions when bringing up a concern on behalf of another family, teachers and administration can only discuss concerns about a student with their own family. Whenever a complaint is made directly to the school as a whole or to the teaching staff, it will be referred to the principal for investigation and a possible solution. An employee who is the object of a complaint will be informed promptly and afforded the opportunity to present the facts as he/she sees them.

### Social Media

Faculty are entitled to their private lives outside of the building. **We ask that families do not “friend” faculty on social media (any pre-existing connections on social media are permitted).**

Parent and student concerns are most effectively resolved between teachers and administration. Families who post intentionally harmful content about our school community, teachers, or students may be subject to termination of their enrollment contract and be asked to leave.

### Parking at Drop-off and Pick-up

Just as we teach our children to be considerate and respectful, we ask that all parents serve as models at drop-off and pick-up. Please try to help LES to be a good neighbor by not blocking private driveways, blocking traffic while double parking, or double parking without a driver in the vehicle. Do not block the faculty parking lot at any time. It is an active driveway and faculty need access at all times. No family is ever allowed to park in the driveway.

## Tuition Payments

We are a small school that depends on the timely payment of tuition. In order to make the payment of tuition easier for parents, we offer a couple of different options. The tuition may be paid in full September 1, 2025, or parents may choose to make 10 monthly payments from August through May or September through June.

Tuition payments can be made in the forms of cash, check, Zelle, or Venmo ([lesbayridge440@gmail.com](mailto:lesbayridge440@gmail.com)). Any check returned to LES by our own bank is subject to a \$40 fee. Payments in the form of credit card are also accepted. Please note: there is a credit card processing fee.

If payment is not received by the 15<sup>th</sup> of the month, there will be a \$5 a day late fee charged to your account.

IX.

**Photo Waiver**

Pictures are a great way to remember special, fun, and significant moments! With your permission, we would love to take pictures of our students for the same kind of moments. Pictures would be used to hang in the classroom, outside the classroom, on our website, on our Facebook page, or any other marketing advertisements.

X.

**Afterschool**

**Afterschool Program**

Our Afterschool program consists of numerous opportunities for our students.

- We have Afterschool for students whose parents are unable to pick up their children at dismissal. These students will have outside/indoor play and snack. This program is from 3:00pm - 6:00pm
- Extracurricular Activities: Sessions will be available throughout the school year by various providers (i.e. TACHS prep, drama, tennis, Lego STEAM (iCAMP programs), chess, puzzle, etc.)

**All school policies apply to our afterschool programs.**

Fees for the afterschool programs will be based on the activity. Information will be sent home with students prior to session start dates.

## XI.

### **Additional Policies and Information**

#### Health Regulations

Your child must meet state health regulations for admission into school. The school checks health records each year and will send you a reminder of the required immunizations your child still needs.

Students will be excluded from school if their immunization schedule (in accordance with the NYS Department of Health list of mandated vaccines) is not completed within fourteen calendar days after notification.

LES wishes to cooperate fully with students, parents, and the medical profession to assure that students receive any required medication during the normal school day at the time that it is required.

It is preferred that medications be administered to students at home, however it is also recognized that certain circumstances may necessitate administering medications during school hours.

Guidelines have been established to maintain control of authorized drugs within NYC schools and to ensure the health and welfare of students.

Prescription medications must be kept locked in the office and administered by school personnel.

A Physician's Medication Procedure Request must be completed, signed, and on file in the office before any medication will be given by the staff.

In rare instances, a student may be allowed to carry certain prescription medications (i.e., asthma inhalers). If the physician deems it medically necessary for the student to carry a medication with him/her, the Physician's Medication Procedure Request must be signed and contain those instructions.

Occasionally, it may be necessary for school personnel to send a child home from school due to the possibility of a communicable disease. The child will be permitted to return to school when the condition has cleared or if the student is under a physician's care, when the physician authorizes the child to return to school.

In cases of communicable disease such as lice, the coxsackie virus, COVID, etc., a letter will be sent home informing parents that an individual has been affected and your child may have been exposed. Because of the contagious nature of these conditions, it is important that you call the office if you find your child has been diagnosed with a communicable disease.

If your child has head lice, it will be necessary for you to have the child treated accordingly until the lice are eliminated before he/she can be readmitted to the school. The school designee will make the final decision on re-admittance to school.

It is important that students are not sent to school with a fever, if they have diarrhea, or if they have vomited. Families must keep a child home until they are fever free for twenty-four hours without benefit of a fever-reducing medication.

### Medical Concerns-Allergies

It is imperative that all school personnel know of any type of allergy your child has, such as to bee stings or foods. This information should be provided to the school nurse and teacher, who will see to it that the appropriate personnel are notified.

### Federal/State/Local Compliance

LES complies with federal laws that prohibit discrimination in programs and activities receiving federal assistance.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age. LES also complies with the Family Education Rights and Privacy Act of 1994 and grants parents/guardians the right to examine children's official school records. Inquiries regarding unlawful discrimination may be directed to the principal.

### Notice of Nondiscriminatory Policy

LES admits students of any religion, race, color, national, ethnic origin and sexual orientation to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

LES does not discriminate on the basis of religion, race, color, national, ethnic origin or sexual orientation in administration of its educational policies, scholarship and loan programs, and athletic and school-administered programs.

**Please sign and return this page:**

Our family has read the Family Handbook for the 2025-2026 school year and agrees to adhere to all the policies and procedures contained within.

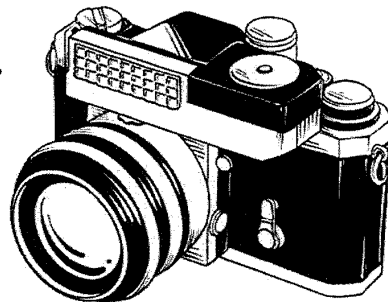
Student's Name (Print): \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**Grades 5-8 only:**

Student's Signature: \_\_\_\_\_

# Permission to Photograph



Please check one and sign below

I give my child, \_\_\_\_\_,  
permission to be photographed for any school activities

I do not give my child, \_\_\_\_\_,  
permission to be photographed for any school activities

Parent/Guardian's Signature \_\_\_\_\_