

## **Mission Statement**

The Mission of Christ Lutheran Church is to be a Christ-Centered, caring community that celebrates, nurtures, teaches, and equips for a Christian life- now and forever!

Therefore, Christ Lutheran School exists for the purpose of providing a Christ-centered atmosphere for the phases of learning and assisting families in fulfilling their responsibility of bringing up their children in the ways of the Lord.

## **Admission & Enrollment**

### **Admission Policies**

- A. Christ Lutheran School admits students of any race, color, national and ethnic origin to the school. There is no discrimination on the basis of race, color, national and ethnic origin in administration of its educational policies, financial assistance, athletic, and other school-administered programs.
- B. All enrollments are on a conditional basis dependent upon the child's conduct, willingness to work, and parental cooperation.
- C. All applications pertain to one school year, are to be renewed annually, and are approved by the Board of School Ministries.
- D. Re-Enrollment for the next school year begins during Lutheran Schools Week in late January and is available first for returning families and their siblings. New enrollment begins two weeks later, new families may register at this time and will be accepted as space allows. Once enrollment is open to everyone, spaces are filled on a first come first serve basis. Spaces are not reserved until the registration fee has been paid. Registration fee is non-refundable.

### **Admission Requirements**

#### A. Kindergarten and First Grade:

- 1. To be eligible for Kindergarten, a child must be 5 years old on or before September 1<sup>st</sup>.
- 2. To be eligible for First Grade, a child must be at least 6 years old on or before September 1<sup>st</sup>.
- 3. Birth certificates must be presented when the child is enrolled
- 4. Immunizations must be up to date
- 5. Physicians report of examination for Kindergarten

#### B. 2nd through 8th Grade:

- 1. Immunizations up to date
- 2. Physicians report of examination if coming from out of state

## **Enrollment Procedure**

- A. Families of students entering Kindergarten through Eighth Grade must fill out enrollment forms through the online Gradelink service, link can be found on our website. Registration charges apply.
- B. Health record required:
  - 1. Kindergarten or new students from out of state need Physician's Report of Examination
  - 2. Age/Grade Appropriate Immunizations
    - a) 5 DTaP (4 doses meet requirement if at least one was given on or after 4<sup>th</sup> birthday)
    - b) 4 Polio (3 doses meet requirement if at least one was given on or after 4<sup>th</sup> birthday)
    - c) 3 Hepatitis B
    - d) 2 MMR (1<sup>st</sup> dose on or after 1<sup>st</sup> birthday)
    - e) 2 Varicella (or documentation from physician that child has had chicken pox)
    - f) Mantoux tuberculosis skin test (within the last 6 months if new student)
    - g) Tdap booster prior to starting Seventh Grade
- C. Completion of personal information forms for the child, which includes developmental health history of the child, emergency information, and applicable school and state forms.

Files in the office must be kept up-to-date. When you move or change phone numbers or email addresses, you must let the office know immediately so we can update your child's file. Files are examined by the state caseworker periodically.

## **Withdrawal Policy**

Two weeks written notice of withdrawal is required. If less than two weeks written notice is given, parents are obligated to pay tuition charges accruing for two weeks after the date of written notice. If the notice of withdrawal happens after April 1<sup>st</sup> the family is obligated to pay tuition for the rest of the school year.

## **Student Expectations**

### **Attendance**

A. Absences: Consistent school attendance is important for academic success as well as developing healthy relationship with peers. However, students are required to stay home when sick with contagious symptoms. We would appreciate a call to the office on the morning of the absence with a brief explanation. Any absence longer than five days may require a release note for their physician. Homework can be requested for the absence, but may be available online.

B. Tardies: Students are expected to be in the classroom on time. Adhering to a schedule is part of teaching children responsibility. Students arriving after the classroom start time must report to the office with an explanation for the late arrival. Frequent tardies are disruptive to the classroom. Please be respectful in making prompt arrival a priority.

C. Early Pickup: Students getting picked up during the school day will need to be signed out through the office by a parent or guardian. Students will be called up to the office **once you have arrived to pick them up**. Please understand that we cannot send students directly out to the parking lot (middle school students can access the back gate for pick up).

## **School Day Guidelines**

A. Before School:

1. Classroom will open at 8:00 a.m. and classes will start at 8:30 a.m.
2. Children arriving before 8:00 a.m. and not under direct supervision of a parent will be placed in daycare and daycare fees will apply.
3. Children are not to enter their classroom until the teacher arrives and lets them in.
4. Children are to remain in the classroom once they have entered, unless they have permission to leave.
5. Parents need to exit the classrooms prior to the start times so the teachers can get started in a timely manner.
6. Children arriving after the classroom start times will need to check into the office for a tardy slip. Please make on-time arrival a priority.

B. After School:

1. Classes are dismissed at 3:00 p.m. Children who attend daycare will go there at dismissal. Children getting picked up will be walked to their designated pick up locations by their teachers.
2. Use caution in the parking lot, STOP, LOOK, LISTEN for cars entering and leaving. No cellphone use during this time. Please do not line up your car before 3:00 p.m. If your child needs assistance getting into the vehicle, please park.
3. Children not picked up by 3:15 p.m. will be checked into daycare, fees will apply.
4. Siblings of students in after school sports are not allowed to attend games or practice unless a parent is in attendance also. While we appreciate having a large cheering section for home games, students are not allowed to attend unless there is adult supervision.

## **Cellphones**

Cell phone use during school hours is not allowed. If students bring cell phones to school, they do so at their own risk, and they must be turned off and placed in a designation location in their classroom or left in their backpacks/cubbies. If a child needs to call home, they need to get permission from a teacher and then they will be allowed to call from the office. Please respect our need to reduce distractions and

refrain from texting or calling your child during the day on their phones or smart watches. Student cell phone use is strictly prohibited during emergencies as multiple sources of information and misinformation can hinder maintaining a safe environment.

## **Daycare**

Christ Lutheran School can provide care for your child from the hours of 7:30 a.m. to 5:30 p.m. You may arrange for childcare on a regular basis or you may use it on a drop-in basis. For additional information about the program including fees, please contact the school office. All school rules will be enforced during daycare hours.

## **Standard of Dress**

*1 Timothy 4:12 "Let no man look down on your youthfulness, but rather in speech, conduct, love, faith, and, purity, show yourself an example of those who believe."*

The dress code can be summarized in this way: Wear a clean, properly sized school uniform in good repair each day with safe shoes and be well groomed. Do not wear anything that would keep you or others from focusing on schoolwork. Be modest. Specific guidelines are as follow:

1. Christ Lutheran School requires students to wear a uniform polo with the CL logo, these can be purchased on campus through our office. Uniform bottoms can be purchased from outside retailers if they are uniform style like Dickie's (twill) or French Toast style. Approved colors are khaki, black, navy and charcoal grey. No denim.
2. Any sweatshirt or jacket may be worn that does not depict any violent, inappropriate or suggestive material or images. Uniform shirts must be worn underneath the sweatshirt. Students may be asked to remove their jackets or sweatshirts inside classrooms and during chapel.
3. Chapel Dress: As a way of highlighting the importance of worship, and to show an extra measure of respect and preparation we adhere to separate guidelines for chapel days. Girls are required to wear a uniform skirt, skort or jumper with their polo. Boys are to wear uniform pants with a belt (1<sup>st</sup>-8<sup>th</sup> only) and their polo tucked in.
4. For safety, closed-toe "tennis" shoes should be worn. No high heels or platform shoes and no sandals.
5. Hair should be neat, clean and not styled or colored in an extreme manner. If unsure, ask before coloring or styling. Final determination will be at the discretion of Administration.

## Discipline

*Proverbs 22:6 "Train up a child in the way he should go, and even when he is old he will not depart from it."*

### Cycle of Discipline

Students enrolled at Christ Lutheran School are expected to behave in a respectful, responsible, and God-pleasing manner. Failure to follow school rules and expectations may result in disciplinary action out of love for the student, and an attempt to provide a safe environment for all students. Our Cycle of Discipline has four steps, but the student may enter the cycle at any level deemed necessary based upon the situation.

I. Teachers will develop their own classroom discipline plan; they will work directly with the students and communicate with parents as necessary. Not every situation will require parent contact; if the problem continues, however, parents will be contacted to help with the resolution. Parents will also be contacted if consequences go beyond loss of recess.

II. If the problem continues the student will be referred to the Principal who will then seek to resolve the problem. Additional or elevated consequences may be given. Parents will be notified of the referral.

III. If the problem remains, the student will be referred to the Principal again and a conference with parents will be scheduled in order to resolve the issue.

IV. If the problem continues the student's situation may be referred to the Board of School Ministries. The Board will decide upon the conditions of continued enrollment of the student.

### Suspension/Expulsion

The Principal has the authority to suspend a student when warranted. Suspensions may be "in-house" or restricted to off campus. Parents will be notified in either situation. The Principal may also recommend expulsion as a last possible option, but only the Board of School Ministries has the authority to expel a student. If expulsion is a possibility, the Board will meet with the Principal within five days to review the situation, and the student will be suspended pending that determination.

### Bullying

Not everything is bullying behavior, sometimes kids are being mean and sometimes they are being rude because they don't know any better. For the purpose of clarity and consistency, we will define "bullying" as: repeatedly causing someone to feel stressed, humiliated or threatened in an effort to assert power or control over that person. There are three criteria for something to be considered bullying: 1) the behavior is unwanted, 2) the behaviors are repeated, and 3) there is an imbalance of power between the bully and victim. **Bullying will not be tolerated.** A blanket policy will not cover everything, so each situation will be addressed individually. Intentionally being mean will not be tolerated either. There is plenty of room to teach children how to properly treat one

another properly, unfortunately due to our sinful nature it doesn't always come naturally. Consequences will always be given depending on the situation. Factors considered will include age, intent, and consideration of repeat offenses. Consequences will be determined by the teacher or Principal and can be found in the classroom policy packets (possibilities include loss of recess or other privileges, detention, suspension). An apology will always be an expected part of the resolution.

### **Language**

Students are expected to speak appropriately, respectfully, and politely; and our emphasis will be on teaching them how to do so. Inappropriate, disrespectful, or rude language will not be tolerated. Often children do not intend to be as rude as they are being, they just need to be taught otherwise. Consequences will be given depending on the situation - factors considered include intent, age and repeat offenses. Consequences will be determined by the teacher or Principal and can be found in the classroom policy packets, but possibilities include loss of recess or other privilege, detention, suspension. An apology will always be an expected part of the resolution.

### **Academic Honesty**

Students are expected to turn in their own, original work that is completed by their own efforts. Academic dishonesty will not be tolerated as it does not fit with our desire to teach students about honesty, integrity and hard work. Copying another student's work, using unauthorized resources on a test or plagiarism are all examples of academic dishonesty. Consequences will be given depending on the situation, factors considered include, age and repeat offenses. Consequences will be determined by the teacher or department and can be found in the classroom policy packets, but possibilities include loss of grade, recess or other privilege, detention, and suspension. Repeat offenses will receive a higher consequence.

### **Weapons/Drugs/Violence**

Student possession of weapons at school, possession or sale of illicit drugs, the unlawful use of alcohol, tobacco or vaping products, any threats, suggestion of or act of violence, or damage to property whether on campus, at any school event, or of campus, will not be tolerated. Additionally, any threat, suggestion of, or act of violence against any school official or employee will not be tolerated.

All students, staff, parents/guardians or any person associated with Christ Lutheran are morally obligated to report to responsible school officials any knowledge of violations or potential violations of this policy. No student may retaliate against another for making such a report. However, any student who makes a deliberate, false or misleading report will be subject to disciplinary action.

Students violating any provision of this policy shall be subject to appropriate discipline, up to and including suspension and expulsion.

## **Harassment**

For the purposes of this policy, sexual harassment is defined as including, but not limited to, unwelcome sexual advances, requests for sexual favors, repeated derogatory sexist remarks, and other verbal, visual, or physical conduct of a sexual nature directed toward a student.

Christ Lutheran School aims to provide an educational environment in which all students are treated with respect and dignity. The school prohibits any form of sexual harassment of students whether verbal, physical, or cyber. For any employee or agent of the school to harass a student or for a student to harass another student, as defined above, is a violation of this policy. Federal and state law also prohibits sexual harassment of a student by a school employee.

Every effort will be made to protect the privacy of the parties involved in any complaint. Files pertaining to the complaint are confidential and will be discussed only when necessary for the investigation and/or resolution of the matter. The school assures that an individual who reports an incident of sexual harassment will not be retaliated against. However, any student who makes a deliberate, false or misleading report will be subject to disciplinary action.

The school has designated one individual of each gender to receive complaints of sexual harassment. Those individuals are Mr. Jackson Thiesfeldt and Mrs. Amy Blain. Individuals who believe they have been subjected to sexual harassment should report the incident to either of these two individuals. Any individual may also choose to report the incident to their classroom teacher. The teacher will need to make a report to the Principal about the complaint and resolution, so the school is aware of the situation.

## **Curricular Information**

### **Gradelink**

Parents and students can access Gradelink to keep track of grade performance, upcoming assignments, instructions and teacher comments online. Automatic grade monitoring can be set up by parents to receive email notifications regarding grade input. Attendance and re-enrollment is also handled in the school management system.

### **Report Cards/ Conferences**

After each academic quarter parents will receive a report card by mail, in person or published on Gradelink. After the first and third quarters, time will be set aside for students, parents and teachers to come together briefly for student-led conferences, report cards will be given out then. All families are expected to participate in these

conferences, you will be notified when online sign-ups are available. Teachers are available throughout the year for parents to schedule additional conference outside of these times as needed, please contact the teachers directly for these.

## **Homework**

Students will not be given work just for the sake of homework. However, we strongly believe homework helps children develop good study habits and responsibility that will prepare them for their next levels of education. If homework is extremely heavy or light, please speak with the classroom teacher. Students that struggle to get their work in on time may lose privileges, see classroom packets for specific policies.

## **Testing**

Christ Lutheran School uses the Measures of Academic (MAP) testing program found online through NWEA. The tests will be administered in the computer lab three times throughout the course of the school year. The focus will be on individual growth and progress in the core subject areas of math, reading and language arts.

## **Student Recognition**

- **Student of the Quarter-** Each quarter students are honored in chapel based on the following criteria: Leadership, Cooperation, Attitude, Effort, Completed Word, Initiative, Attendance and Participation.
- **Principal's List-** Students in grades 5-8 who earn a grade point average of 3.75 or better for each quarter are included on the Principal's List.
- **Honor Roll-** Students in grades 5-8 who earn a grade point average of 3.50-3.74 each quarter are included on the Honor Roll.

## **Resource Program**

Christ Lutheran offers a resources program with a focus on improving reading and comprehension skills. If a student is found to need accommodations in one or more curriculum area, the classroom teacher may refer the student to the Resource Teacher.

## **Field Trips**

Field trips are a needed part of an educational program. The following guideline have been established to maintain the safety, education, and enjoyment of all that attend:

- All deadlines/due dates on permission forms will be strictly enforced.
- Teachers are responsible for organizing and planning each field trip, providing

- necessary information, instructions and permission forms.
- Parent chaperones have the responsibility of helping maintain the supervision of all students on the trip. Chaperones are expected to set a good example in conduct at all times, including proper attire. Only designated volunteers should attend the field trip, no other individuals, including siblings or other guests, should attend the event. Remember you are not just attending for, or supervising your own child, please be attentive to the group you are supervising. Bring emergency or discipline matters to the attention of the teacher in charge.
- Drivers must have a current copy of their driver's license and proof of insurance on file in the office. Proper child restraint for each child is required. No additional stops to or from the destination are permitted. Failure to secure enough drivers for a field trip may result in the cancelation of the trip.

## **Library**

The school library is normally available to students once a week with their classmates. Students are permitted to check out books of their own choice. The library is an important resource for research, book reports, and enjoyment.

## **Athletics/PE**

Physical Education classes are offered to students in Kindergarten through 5<sup>th</sup> grade, they will introduce various sports and activities as well as give students the opportunity to experience some competition in a controlled situation. Athletic teams are available to students in 5<sup>th</sup> through 8<sup>th</sup> grade where the competition level will increase beyond PE classes and recess. Student athletes are expected to compete with their Christian values as their guide. We do not offer PE in 6<sup>th</sup> through 8<sup>th</sup> grade because they have the sports teams available to them, and most of our students are involved with outside sports or dance by this age.

Athletics help cultivate Christian and leadership character traits such as courage, loyalty, cooperation, self-discipline, teamwork, and good sportsmanship. They also help children develop speed, agility, coordination, and body control. Students will also be taught their bodies are the temple of God and we should all have a desire to keep it fit and healthy.

Eligibility for sports teams:

- Students must be in 5<sup>th</sup> through 8<sup>th</sup> grade. Exception may be made to field a team.
- Students must maintain a 2.0 GPA or better
- If a student earns an "F" in any subject, falls below the GPA listed above, or is missing too many assignments, the student may not be allowed to participate in games or practices.

## **Parent Information**

### **Emergency Procedures**

In an emergency, the campus will be “locked-down” to assure that we have accounted for all students, **DO NOT TAKE YOUR CHILD WITHOUT FOLLOWING THESE STEPS:**

1. Go to the Emergency Center (near the front gate) with photo ID and ask for your child.
2. A staff member will get your child and bring them to you.
3. If your child has been injured, you will be advised about how they were treated and where they were transported if necessary.
4. Children will be prohibited from using cell phones during an emergency to reduce the number of sources of information being disseminated. Too many sources of information may lead to rumors and chaos.

### **Health and Nutrition**

Eating healthy is not only important for the body, but also the mind. Please make sure students come to school rested, healthy and fed with a nutrition breakfast. A healthy snack and lunch are important to maintain energy throughout the day.

If student have been sick with a fever, they should be fever free for 24 hours, without medication, before returning to school.

Please update emergency forms to indicate any new allergies or medical issues diagnosed during the school year.

In the event a child is involved in an accident at school. Our office will make every effort to notify parents as soon as possible. In case a parent cannot be reached, the parents authorize the staff to seek appropriate medical attention at the parent’s expense. The entire staff is CPR, AED and first aid trained.

### **Cater Tots/Lunch**

Christ Lutheran School contracts with Cater Tots for our “hot lunch” program. Lunches need to be ordered from home in advance, menus are made available monthly. Lunches will be distributed from the front office for students who ordered. Please make sure your child knows whether they are getting lunch or not. If a student forgets their lunch Cater Tots is not an option due to the need to order in advance.

### **Insurance**

Christ Lutheran School purchases an insurance policy on all students that provides *secondary* coverage to your own insurance. The policy provides benefits for covered injuries occurring during the regular school year while A) attending school, and B) participating in school-sponsored activities or athletics under the supervision of proper school authority.

A claim form is available in the school office. If a student is injured during school hours or during a school-sponsored and supervised activity, the Principal must complete Part 1 of the claim form. Parents should then follow the instructions on the form. Completed claim forms and bills should be submitted to Mutual Insurance Agency by the parent or licensed healthcare provider. Remember, this is *secondary* coverage to your own insurance.

### **Medication Guidelines**

In accordance with state licensing regarding medication administration, the following rules apply:

1. All prescription and non-prescription medications shall be centrally stored in the school office, inaccessible to children. Each container must have an unaltered label and included instructions for administration. A refrigerator will be available if necessary.
2. All medications shall be maintained with the child's name and dates.
3. All medications shall be administered only with written permission and instructions from the child's parent and in accordance with the label directions from the healthcare provider.
4. Any medication dispensed will be recorded in a health logbook kept in the office.
5. Students are not allowed to hold or dispense over-the-counter medications to themselves. Please send to the office as noted above.
6. Cough drops can be stored in the classroom and dispensed by the teacher, please make sure your child knows they are not candy.

### **Parking Lot**

The parking lot during drop off and pick up times can be quite busy, plan ahead. We ask that everyone be patient and mindful of others around you. Please drive slowly, stay off cellphones, continue to pull forward and park if your child needs any assistance getting out of the car. Parking is never permitted in the drive through lanes. Please refer to the photos for specifics.



**Visitors/Volunteers**

Parents are always welcome on campus, in an attempt to maintain a closed and safe campus though, we ask that all visitors between the hours of 8:15am and 3:00pm check in with the office and sign in for a visitor's badge. Parents do not need to check in for chapel or campus-wide events.

**Photographs**

School pictures will be taken every Fall, various packages will be available for purchase. Pictures dates will be announced well in advance. Students pictures or video may be used for publicity purposes including school flyers, school website and social media posts.

### **PTL**

Christ Lutheran School is lucky to have a very active Parent Teacher League (PTL) which all parents and teachers are a part of. PTL is a program in which parents and school staff work together to provide the best education for the children. General meeting will be held periodically, and various events will occur throughout the year.

### **Chapel**

At Christ Lutheran School we are blessed to be able to come together as a school and worship together once a week. Chapel services are held each Wednesday at 8:30 a.m., usually in the church. Parents are encouraged to attend as often as possible and join us in this worship. Please see "Standard of Dress" for how the dress code changes on chapel days.

### **Family Worship**

While Christ Lutheran Church has provided the school to aid parents in providing for the Christian education of the child, this does not remove the God-given responsibility of the parents to supply Christian training at home. We encourage families to worship regularly. If you would like further information about Christ Lutheran Church's worship and fellowship opportunities, we invite you to speak with any of the staff.