

Christ Lutheran School

Mission

The mission of Christ Lutheran Church is to be a community that celebrates, nurtures, teaches, and equips for a Christian life. Christ Lutheran School exists to provide a Christ-centered atmosphere for learning, and to assist families in their responsibility of bringing up their children in the Lord.

Vision

At Christ Lutheran School we aim to **partner** with families to train up children in the way they should go, **prepare** children for the challenges of today & tomorrow, and **proclaim** the gospel message of Jesus Christ in everything we do.

CHRIST LUTHERAN will challenge and prepare students to be:

Christian Witnesses who:

- Express knowledge of Jesus Christ as their Savior
- Learn scripture in order to defend, witness & encourage
- Model Christian character & share the gospel

Learners who:

- Communicate through reading, writing, speaking & listening
- Problem solve using critical thinking skills
- Understand & use current technology responsibly

Students of Character who:

- Accept responsibility for their words & actions
- Work together to resolve conflicts
- Serve & lead their peers & community

Partnering. Preparing. Proclaiming.

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 the 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 and need to be renewed annually.
- D. Re-Enrollment for the next school year begins 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. The registration fee is non-refundable.
- E. Returning families must have their accounts balanced before starting the next school year.
- F. All new students must provide previous school records prior to acceptance.

Admission Requirements

A. Jr. Kindergarten to First Grade:

- 1. To be eligible for Jr. Kindergarten, a child must turn 5 years old between June 1st and December 31st.
- 2. To be eligible for Kindergarten, a child must be 5 years old on or before September 1st.
- 3. To be eligible for First Grade, a child must be at least 6 years old on or before September 1st.
- 4. Birth certificates must be presented when the child is enrolled
- 5. Immunizations must be up to date to California immunization requirements
- 6. Physicians report of health for Kindergarten enrollment

B. Second through Eight Grade:

- 1. Must provide transcripts
- 2. Birth certificate must be presented when the child is enrolled
- 3. Immunizations up to date to California immunization requirements
- 4. Physicians report of health if coming from out of state

Enrollment Procedure

- A. Families of students entering Junior 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 health
 - 2. Age/Grade Appropriate Immunizations
 - a) 5 DTaP (4 doses meet requirement if at least one was given on or after 4th birthday)
 - b) 4 Polio (3 doses meet requirement if at least one was given on or after 4th birthday)
 - c) 3 Hepatitis B
 - d) 2 MMR (1st dose on or after 1st 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 your phone numbers or email addresses, please notify the office immediately so we can update your child's file. Files are examined by a state case worker periodically.

Withdrawal Policy

A two-week written notice of withdrawal is required. If less than a two-week written notice is given, parents are obligated to pay tuition charges for two weeks after the date of written notice. If the notice of withdrawal happens after April 1st the family is obligated to pay tuition for the rest of the school year.

Sexual Orientation and Gender Identity Policy

The following policy, regarding civil liberties and Biblical standards addressing sexuality, is designed to ensure that Christ Lutheran Church and School operates in a manner consistent with the Word of God. Our policies are rooted in the Bible because we believe the Bible is the inspired written Word of God and are in line with the doctrine of the Lutheran Church–Missouri Synod.

Our understanding of human sexuality begins with our belief that each human being is created in the image of God as either male or female (Genesis 5:1-2), a biological sex and gender encoded genetically and manifested physiologically before birth. In addressing each other, we will only recognize pronouns of him and her based on the biological sex and gender of a person at birth.

We also believe that sin has brought brokenness and corruption to the created order. This, at times, has caused disorder and confusion regarding gender identity and/or sexual attraction. God calls us to “love one another” (John 13:34-35) despite the brokenness and pain of our sinful world. However, despite sin and its consequences, we seek to honor the created order of “male” or “female” as defined above from conception.

We also believe marriage is the union of one man and one woman (Genesis 2:24). All sexual activity is to take place within that God-given boundary of marriage. The family units thus formed on these principles provide the foundation for civil society.

We also believe in God's transformational grace and love (Romans 12:2), who, in love, sent His Son Jesus to give His life on a cross and rise from the dead. The power of Jesus' grace and resurrection can bring healing and help to those who struggle with these issues (Ephesians 3:20).

Biological sex is either male or female. Gender is encoded genetically and manifested physiologically before birth. Students whose biological sex at birth was male will be classified as boys, and students whose biological sex at birth was female will be classified as girls. For these reasons, the following will be in place when accessing school facilities and programs.

1. Any student enrolled at Christ Lutheran School shall, when utilizing a multiple-occupancy restroom, utilize the facility corresponding to that student's biological sex, as recorded on the student's original birth certificate, (ordained at birth).
 - a. Nothing herein shall prohibit the school from designing or designating restroom facilities for use by one person at a time. Such facilities may be designated for use by both sexes.
 - b. Nothing herein shall prohibit a person entering a restroom designated for use by a particular sex:
 - i. For custodial, maintenance, or inspection purposes.
 - ii. For rendering medical or emergency assistance.
 - iii. For accompanying a person needing assistance; or
 - iv. Where a facility has been temporarily designated for use by individuals of the opposite sex as defined herein.
2. Any student enrolled in Christ Lutheran Church and School shall, when participating in an athletic program offered by the school, participate on the team that corresponds with the student's biological sex, as recorded on the student's original birth certificate, except that a biologically female student may seek to qualify to participate on a male team if a female team is not available for that sport. Exceptions will also be made if a co-ed team needs to be formed for the school to participate in a sport during a particular season.

3. Students will not be addressed by a pronoun or a description that does not align to their biological sex at birth.
4. When traveling on overnight field trips, students will stay in accommodations with students of the same biological sex at birth.
5. In circumstances when students are divided by gender for class activities, they will be classified by their biological sex at birth.
6. Established uniform policies for male and female students will be required by biological sex at birth.

Our school believes, teaches, and confesses the unchanging truth of Holy Scripture, subscribes to the Lutheran Confessions as a true exposition of the Word of God. We believe that all statements, policies, and procedures must be Christ-centered, Biblically based, and in concert with both the Great Commission (Go and make disciples of all nations. Matthew 28:16-20) and the Great Commandment (A new command I give to you, that you love one another... John 13:34) given to us by our Lord Jesus Christ.

We believe that all children benefit from a Christian education. Following Jesus' direction in Mark 10:14, "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these," we promise to provide this education to the best of our ability--God enabling and empowering us to do so. To that end, we promise that our pastors, teachers, and staff will teach, embody, and live in a manner consistent with the Christ-centered, biblically based beliefs of Christ Lutheran Church and School.

Student Expectations

Attendance

A. Absences: Consistent school attendance is important for academic success as well as developing healthy relationships with peers and the spiritual growth of the student. It is also required by the California Education Code. When a student does need to be absent, a parent or guardian must call or email the school office to explain the absence. Any absence longer than three days may require a release note from the child's physician. Excessive absences may result in a meeting with the administration to determine the cause of the absences, a review by the Board of School Ministries, and/or a review of the students' continued enrollment. Keeping in line with the California Education Code, we consider 20 days absent per academic school year to be excessive, or more than 8 days per quarter.

B. Tardies: Students are expected to be in the classroom on time. Adhering to a schedule teaches students responsibility, it also reduces anxiety in students. Students arriving after the classroom start time must report to the office before going to class. Frequent tardiness is disruptive to the classroom, please be respectful in making prompt arrival a priority. After the 5th tardy in a quarter, families will incur a \$10 charge per tardy for the remainder of that quarter. Parents will be notified after the 5th tardy. Excessive tardies may also result in a meeting with the administration to determine the cause and work towards a resolution. Tardies due to doctor's or dentist's appointment will be excused if a note from the appointment is provided.

C. Early Pickup: Students getting picked up during the school day 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. Students should not be contacting parents for pickup without permission from teachers first. A sibling being in a class that dismisses at 2:00pm is not a valid reason to pick up siblings early from classes that dismiss at 3:00pm. Students are missing valuable instruction whenever they are not in class, please consider this when picking students up early for any reason.

School Day Guidelines

A. Before School:

1. All classrooms open at 8:00am and classes will start at 8:15am for JK through Fifth Grade, and 8:30am for Sixth through Eighth.
2. Children arriving before 8:00am and not under direct supervision of a parent, need to go directly to daycare. 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 starting 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.
7. Please do not use the morning drop off time for discussions with teachers, it is difficult to give parents the necessary attention when the focus is on getting students ready for the day. Teachers are available to meet whenever needed, but at scheduled times.

B. After School:

1. JK and Kindergarten students can be picked up from their classroom anytime between 2:00-3:00pm, or they can stay in the room for quiet play. 7th and 8th grade students can also get picked up between 2:00-3:00pm (if there are no academic issues) or they can stay for guided study hall in their homeroom.
2. All grades are fully dismissed at 3:00pm, children will be walked to their designated pick-up locations by their teachers. Children not picked up by 3:15pm will be checked into daycare, fees will apply.
3. Use caution in the parking lot, STOP, LOOK, LISTEN for cars entering and leaving. No cellphone use is allowed during this time. Please do not line up your car before 3:00pm, we need to keep the fire lanes open. If your child needs assistance getting into the vehicle, please park.
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.
5. Students need written permission on file in the office to walk home or anywhere else off campus.
6. Please wait until 3:15pm if you need to talk to your child's teacher, as all teachers are focused on getting students safely to their cars until that time.

Cellphones

Research shows how distracting cell phones can be for students, even if they turn them in during the day. Research also shows the clear impact cell phones and social media have on children and their mental health. We strongly encourage, and will support parents in their effort, to keep their children cell phone free until 8th grade. If your child does have a cell phone, we strongly recommend they DO NOT bring them or wear smart watches to school. Cell phone use during school hours is not allowed, this includes smart watches. If students bring cell phones to school, they do so at their own risk, and they must be turned off and placed in a designated location in their classroom. 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. If smart watches become a distraction, or are improperly used, they may be prohibited. 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 7:00am through 6:00pm. 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, including those for cell phones and chrome books.

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 follows:

1. Christ Lutheran School has an approved list of brands for all our uniform needs (see the school website for links to approved items). All polo shirts will need to be heat pressed with the school logo, available from the office only, for \$5 per transfer. Polos may be purchased in burgundy, black, grey, and white. Uniform bottoms can be purchased from approved retailers *only* if they are uniform style like Dickie's (twill) style. No joggers, cargo pockets, athletic material, denim or swimsuit material is allowed. Approved colors for bottoms are khaki, black, and plaid (skirts and jumpers). Skirts must be *at least* fingertip length. *Gray bottoms are no longer an approved uniform item; this was phased in last school year.*
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 slightly separate guidelines for chapel days. Girls are required to wear a uniform skirt, jumper, or pants with their polo shirt. Boys are to wear uniform pants and a polo shirt. No shorts on chapel days.
4. For safety, closed toe "tennis" shoes need to be worn. Any colors are allowed. No high heels, platform shoes, sandals, Crocs, Uggs, or anything backless.
5. Leggings may be worn under jumpers or skirts, but they must be solid, school uniform colors only. If skirt length is deemed too short, students may be given leggings to wear for the duration of the school day.
6. Hair should be neat, clean, and not styled in an extreme manner, no unnatural color dyes or extensions are allowed. If unsure, ask before coloring or styling. Final determination will be at the discretion of the Administration.
7. A *Dress Code Violation* form will be sent home for all infractions, and parents may be called to bring appropriate clothing if students are not in proper uniform dress.

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 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. To respect privacy, keep in mind that even if consequences are given to the offending student, those consequences might not be shared with others involved. Our Cycle of Discipline has four steps, but the student may enter the cycle at any level deemed necessary based upon the situation.

1. 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 the consequences go beyond loss of recess.
2. 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.
3. If the problem remains, the student will be referred to the principal again and a conference with parents will be scheduled to resolve the issue.
4. 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, the student will be suspended pending that determination.

Bullying

We are committed to creating a safe and nurturing environment where every student feels valued and protected. In support of that commitment, we want to clarify how we approach unkind behavior and bullying, as well as how we help children grow in kindness, empathy, and accountability. It's important to recognize that not all hurtful behavior qualifies as bullying. Sometimes children act out of rudeness or meanness

without fully understanding the impact of their words or actions. While these behaviors still need to be addressed, they are often opportunities for guidance and growth.

For clarity and consistency, we define bullying as: *Repeatedly causing someone to feel stressed, humiliated, or threatened in an attempt to assert power or control over that person.* For behavior to be considered bullying, all three elements must be present:

1. The behavior is unwanted or unwelcome.
2. The behavior is repeated over time.
3. There is an imbalance of power between the individuals involved.

Bullying is not tolerated. Each situation will be carefully evaluated on a case-by-case basis. While there is no one-size-fits-all response, we take all reports seriously and act with both firmness and compassion. Intentional meanness, even if it does not meet the criteria for bullying, will also be addressed appropriately. We recognize that children are still learning how to interact with others in healthy and respectful ways. We believe in teaching and modeling Christ-like behavior—encouraging students to treat others with kindness, seek forgiveness when needed, and extend grace as they have received it.

Consequences for unkind or bullying behavior will be determined by the teacher or the principal and will consider the child's age, intent, and whether the behavior has been repeated. Possible consequences may include the loss of recess or other privileges, detention, or suspension, as outlined in our classroom policy packets. Regardless of the consequence, an apology will always be an essential part of the resolution process. We believe in the power of accountability, forgiveness, and reconciliation.

Language

Students are expected to speak appropriately, respectfully, and politely; 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 rude, they just need to be taught otherwise. Consequences will be given depending on the situation, factors considered include intent, age, content and context of what was spoken, 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 privileges, 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. We define plagiarism as presenting someone else's work as your own. We recognize that AI tools, like ChatGPT and others, can be helpful for learning

when used appropriately. However, using AI to complete assignments without a teacher's permission, for writing essays, solving math problems, or generating summaries, is considered plagiarism. 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. Repeating 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 on or off 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 Pastor Eric Clausen 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 are also handled in the school management system.

GoGuardian

Students in grades 3rd through 8th will use chrome books for educational purposes, on a limited basis, throughout the day. 3rd and 4th grade students will have a class set of chrome books, students in 5th through 8th will need to provide their own device. The use of these devices is a privilege; students will be required to sign an agreement on proper usage. We use GoGuardian, which allows us to ensure that students are staying focused on educational content during school hours and helps us safeguard them against inappropriate content and online threats. GoGuardian can filter web content, block access to inappropriate sites, and detect potential threats or signs of distress.

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. Student-led conferences provide students with the opportunity to improve self-reflection and ownership, as well as boost confidence and communication skills. For parents, they give a deeper understanding of their student's progress, and they help strengthen the teacher-parent-student relationship. Teachers are available throughout the year for parents to schedule additional conferences outside of these times as needed. Teachers may request these additional meetings, or you may contact the teachers directly for these as well.

Homework

At Christ Lutheran School, we believe homework should have a clear purpose. Students are not assigned homework simply to keep them busy or because homework is expected every night. Instead, homework is designed to reinforce classroom learning, provide meaningful practice, encourage responsibility, and help students develop the independent work habits they will need throughout life.

Homework may include practicing skills that have already been taught, reading, studying for assessments, completing long-term projects, or finishing classwork that was not completed during the school day. Teachers will use their judgment to determine when homework will most benefit student learning.

We also recognize the importance of having opportunities to spend time with families, participate in extracurricular activities, play, serve others, and get adequate sleep. For this reason, the amount of homework will vary depending on the grade level, subject, and instructional needs of the class. While there is no strict nightly requirement, families can generally expect homework to increase gradually as students grow and prepare for the academic expectations of the next level.

Students are expected to complete assignments independently whenever possible. Parents can support good study habits by providing a consistent time and place for homework, monitoring time management, encouraging perseverance, while allowing students to demonstrate their own ability so teachers can see their level of understanding.

Students who are absent have one day for each day absent to complete missed assignments. Homework will only be prepared during an absence if requested by a parent and will be available after 3:00 p.m. Homework will not be provided in advance for planned vacations; students are expected to make up missed work upon their return.

Testing

Christ Lutheran School will use IXL to assess a student's individual growth and progress in math and language arts in 2nd through 8th grade. Full diagnostics will be administered twice a year to monitor progress, once at the beginning of the school year and again towards the end of the year. DIBELS will be used to assess reading progress in Kindergarten and 1st grade. These assessments provide valuable data to track growth, but they represent just one part of a much bigger picture that makes up the whole child.

Student Recognition

- **Student of the Quarter-** Each quarter two students from each grade are honored in chapel based on the following criteria: leadership, cooperation, attitude, effort, completed work, initiative, attendance, and participation.
- **Honor Roll-** Students in grades 5th-8th who earn a grade point average of 3.50-3.74 each quarter are included on the Honor Roll.
- **Principal's List-** Students in grades 5th-8th who earn a grade point average of

3.75 or better for each quarter are included on the Principal's List. Students who are on the Principal's List all four quarters will be invited to a special lunch with the principal at the end of the year.

Resource Program

Christ Lutheran offers a resource program with a focus on improving reading and comprehension skills. If a student needs an accommodation in one or more curriculum areas, the classroom teacher may refer the student to the Resource Teacher. Space is limited in the Resource Program, and there is an additional cost for the program. Additionally, we have a reading intervention program that might serve students that are only moderately behind and do not qualify for the resource program. Space is also limited in the intervention program. We are implementing small group support on a more acute basis for students struggling with more specific content areas.

Field Trips

Field trips are a needed part of an educational program. The following guidelines 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 always set a good example in conduct, 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 any emergency or discipline matters to the attention of the teacher in charge.
- 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.
- Drivers and chaperones must first complete Christ Lutheran School volunteer requirements before driving for or attending a field trip. (*See Volunteer section for more info*)

Library

The school library is available to students as allowed by their classroom teachers. Students are permitted to check out books of their own choice. The library is an important resource for research, book reports, and enjoyment. The library also provides a quiet, supervised place for students to complete work or work away from the classroom if needed. Parent volunteers are encouraged to contact the teacher if available to help with the library.

Athletics/PE

Physical Education classes are offered to students in JK through 8th 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 5th through 8th 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. Middle school students have a PE/Health class once a week as part of their schedule.

Athletics help cultivate Christian and leadership character traits such as courage, loyalty, cooperation, self-discipline, teamwork, leadership, and good sportsmanship. They also help children develop speed, agility, coordination, and body control. Students are taught their bodies are the temple of God and we should all desire to keep it fit and healthy. There is an additional fee to participate in our sports programs.

Eligibility for sports teams:

- Students must be in 5th through 8th grade. Exceptions 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, they may not be allowed to participate in games or practices.
- Students must be present in school on the day of a game to participate in the athletic event.

Parent Information

Board of School Ministries

Christ Lutheran School is a ministry of Christ Lutheran Church and is supported by the Board of School Ministries. The Board exists to help preserve the mission, vision, and financial health of Christ Lutheran School while supporting the principal in leading the daily operation of the school.

Working collaboratively with the principal, the Board provides spiritual encouragement, accountability, and strategic guidance. The principal reports regularly to the Board regarding school operations, finances, enrollment, academic initiatives, and ministry opportunities. While the principal is responsible for the day-to-day leadership and administration of the school, the Board offers counsel, reviews policies, approves tuition, Parent Handbook, school calendar, evaluates the principal, and considers matters requiring Board action as outlined in school policy.

The Board also serves as an advocate for Christ Lutheran School within the church and community, encouraging growth, strengthening the partnership between church and school, and supporting the mission of sharing the Gospel through Christian education.

FACTS

We use FACTS to manage tuition, daycare, sport fees, and any other incidental payments. All families will need to have an account on FACTS to manage those payments and select a tuition plan that is appropriate for them.

Emergency Procedures

In an emergency, the campus may be locked down to ensure 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 go 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. A good night's sleep is essential for academic performance.

If a student has 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 Deliveries

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. If you need to drop off a lunch for a student during the day, please label it and place it on the cart outside the office gate. Please drop lunches off *before* the student’s scheduled lunch time. If you are having lunch delivered, include in the instructions to drop the lunch off on the cart *outside* the front gate, and make sure a name is on the delivery.

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 them 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.

Visitors/Volunteers

We love volunteers! Parent involvement is one of the things that makes Christ Lutheran School such a special community. Parents are encouraged to volunteer in classrooms, assist with special projects and parties, chaperone field trips, coach athletic teams, help in the library, and serve in other ways that support our students and staff.

To maintain a safe campus, all parents and visitors must check in through the school office and wear a visitor badge whenever they are on campus between 8:15 a.m. and 3:00 p.m. Parents do not need to check in for chapel or school-wide events. All classroom visits should be scheduled in advance. If you are volunteering in a classroom, including classroom parties or activities, please do not bring younger siblings.

Volunteer Requirements

The safety and well-being of our students is our highest priority. In accordance with recent California law, any volunteer who may have supervisory responsibility for students outside of the immediate supervision of a school employee must complete Mandated Reporter training before serving.

This includes parents or guardians who:

- Drive or chaperone for field trips.
- Work with students individually, outside of the classroom.
- Coach athletic teams or extracurricular activities, without a staff member.

California Mandated Reporter training must be completed annually, and certification needs to be filed with the school office *before* this type of volunteering can occur. We will provide interested parties with access to the training module we use for our employees. There is no fee for this training. Online DSS training modules can also be used; however, individuals will be responsible for the certification fee.

Photographs/Yearbook

School pictures will be taken every Fall and Spring; various packages will be available for purchase. Pictures dates will be announced well in advance. Yearbooks will be available for purchase during Fall pictures, and at a higher rate later in the school year. Students' pictures or videos from events may be used for publicity purposes including school flyers, the school website, and social media posts.

Parking Lot

The parking lot during drop-off and pick-up times can be quite busy, plan accordingly. We ask everyone to be patient and mindful of others around you. Drive slowly, stay off cellphones, continue to pull forward and park if your child needs any assistance getting into or out of the car. Parking is not permitted in the drive through lanes. Please do not park by the front gate at any time during the day. Please do not get out of your vehicle unless you are parked in a spot. The safety of the students is our number one priority during these times.

Any time:

- Traffic flows ONE WAY in a counterclockwise direction (follow the arrows)
- No cell phone use
- Please be patient
- Be alert and watch in all directions
- No parking in handicap spots unless you have a displayed placard
- No parking in the loading zone by the grass (red & blue striped area)
- Drive slowly – Speed limit is 10mph
- Do not park by the front gate
- Avoid walking along the preschool fence if possible

Drop Off:

- Use lane closest to gate for drop off
- Do not drop off from the inside lane or anywhere else in the parking lot
- If kids aren't ready to jump out, please park
- Pull forward to the stop sign
- Do not stop over the crosswalk
- If you must exit the car to assist your child, please pull into a parking space.
- Children must wait for an adult to cross the crosswalk



Pick Up:

- Use both lanes to prevent backing up at driveway
- If your child isn't out, please loop around or park
- Pull forward!!
- Do not stop and wait past the big gate, go all the way around
- Please don't use 3:00-3:15 as a time for teacher conferences
- 3:10pm is an easier pick-up time, the lot is full between 3:00-3:08



Rainy Day Pick up:

- All K-8 students will be dismissed from the Church sanctuary.
- **Please be patient on these days, it goes a little slower.**
- We will walk the kids out to cars from the side doors, if you are picking them up, please go to the front doors of the church to get your child.

PTL

Christ Lutheran School is fortunate 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 support for the students. General meetings will be held periodically, and various events will occur throughout the year. The main purpose of our PTL is to fundraise for the purchase of items or projects that support our students and classrooms, and to provide opportunities of fellowship for our families to grow in community with each other.

Chapel

At Christ Lutheran School we are blessed to come together as a school and worship together once a week. Chapel services are held each Wednesday at 8:30am, usually in the church. Every week the bible story that chapel will be based on will be shared with families and discussed in classrooms school wide. Parents are encouraged to attend chapel as often as possible and join us in this worship. Each class will have the opportunity to lead a chapel. 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, you can check out their website at www.christbrea.org or speak with any of the staff. If your child is singing at one of our church services, we do ask that you commit to staying for the entire service. While we understand families may attend different churches, it is disruptive when families get up and leave once their child is done singing.

Grievances

Matthew 18:15-17 "If your brother sins against you, go and tell him his fault, between you and him alone..." Ephesians 4:29 "Do not let unwholesome talk come out of your mouth, only what builds others up..."

1. Remember that gossip in any situation can be hurtful and harmful. In a school setting it has the potential to erode trust and distract from learning. Parking lot conversations might only have part of the story or a singular perspective, they are also susceptible to confirmation bias. Therefore:
2. Go to that parent/staff member in private and discuss your grievance with them. *Grievances should not be discussed in public.*
3. If this involves a staff member, please discuss the matter with that staff member *before* going to their supervisor.
4. The principal's door is always open. If staff issues have not improved *after* you have discussed the issue with them directly, please bring the issue to the attention of the administration.
5. If you have exhausted the "chain of command" and still are not satisfied, you may contact the Board of School Ministries for further discussion. You are also welcome to attend Board of School Ministry meetings, during open session, after contacting the Board Chair.

What is a Lutheran? (From Pastor Eric)

The history of Lutheranism begins with a man named Martin Luther. (Not to be confused with Martin Luther King Jr. In fact, Dr. King was named after this earlier Martin Luther.) Luther lived about 500 years ago during a time when some teachings in the Church had drifted far from what the Bible says. For example, some leaders claimed that you could pay money to guarantee your soul a place in heaven.

Martin Luther challenged these teachings and urged the Church to return to the truth of Scripture. Rather than listening to his concerns, the church authorities excommunicated him. His followers became known (against his wishes) as Lutherans.

But what is it that Lutherans believe? Lutherans sometime summarize their beliefs in four statements called “the solas”:

1. Scripture Alone – we believe for Christians the Bible has to be the rule, judge and guidance for our lives. As Jesus says, “Man does not live by bread alone but by every word from the mouth of God.”
2. Grace Alone – We believe that our salvation comes to us completely out of God’s goodness. We can’t save ourselves; it is totally a gift freely given out of God’s love.
3. Faith Alone – We believe we receive this gift completely by trusting in Jesus. It’s something we believe, not something we achieve.
4. Christ Alone – Ultimately it is Jesus who defines our faith. It is him that we desire to follow and obey before anyone else.

There are other things that make Lutherans distinct. For instance: we like traditions, and have many historic practices, but we don’t treat them as laws. That’s why we have a traditional service and a contemporary service. We also take Jesus words very seriously when he says things like “This is my Body, and this is my Blood,” and “Baptism now saves you,” which guides our beliefs on Communion and Baptism. We believe these are not just symbols, but real gifts from God. If anyone is interested in learning more about baptism or getting baptized, please reach out to Pastor Eric.

Finally, we also believe that anyone who confesses Jesus Christ as their savior and believes in God the Father, Son and Holy Spirit is our brother and sister. So, whether you belong to a different church, or none at all, our mission at Christ Lutheran Church is to bring you closer to knowing Jesus Christ. Our prayer is that you and your family can receive God’s gifts of peace, hope, joy, forgiveness, and life everlasting. We are glad you are here!