

Parent-Student Handbook

2011-2012

“On Fire for the Lord”



2011-12 School Year Theme 1 Thessalonians 5:19

Our Mission Statement

*The Mission of Christ Lutheran Church and School is to Preach and Teach God's Pure Word,
meeting the spiritual needs of the surrounding community through*

† Meaningful Worship

† Education

† Spiritual Gifts Development, and

† Fellowship,

which is evidenced by Lives Touched Here and Abroad

Christ Lutheran School

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FORWARD

This Parent-Student Handbook has been prepared to acquaint our parents and students with the program of Christian education offered at Christ Lutheran School and give a clearer understanding of the policies, procedures, and regulations of our school. It is revised and reviewed annually by the faculty and the board, and its **statements are considered policy, or interpretations and procedures that reflect board policy.**

We hope that such information will make for a closer home and school relationship. Keep this booklet handy. Refer to it often. Feel free to ask any questions or request additional information of explanation.

It is our hope and prayer, as well as our confidence, that as your child participates in the experiences provided by our school, he/she will grow spiritually, academically, physically, socially, and emotionally. May it be said of him or her as it was of Jesus Himself, **“He increased in wisdom and stature, and favor with God and man.”** (Luke 2:52)

James L. House, Principal

Our School Mission Statement

“Growing Children in Spirit, Mind and Body Through Faith In Jesus”

The Purpose and Goals of Our School

The philosophy of Christ Lutheran School is to, with the help of the parents, provide opportunities for the growth of the whole child—spiritually, academically, physically, socially, emotionally, and aesthetically—that each child may experience the joy of using his/her God-given gifts and talents to the best of their ability.

The ultimate objective of Christian education is to **“Train up a child in the way he should go, and when he is old he will not depart from it”** (Proverbs 22:6). This applies to students as Christians in a worldly society, and to them as they are assured of their salvation through our Lord Jesus Christ. With this training, the children will increase in their knowledge and understanding of the Bible, the inerrant Word of God. They will also recognize God the Father as the Creator and Preserver of life, God the Son as their Savior from sin, death, and the Devil, and God the Holy Spirit as the source and strength of faith and new life. We pray that the children are led closer to Jesus as a Friend here on earth—One with whom they feel free to share both joys and sorrows. We believe that Christ Lutheran School can aid parents in this important task.

We also believe that the basic skills of reading, mathematics, writing, spelling, and grammar are necessary for effective learning. Consequently, a program should be maintained in our school that will afford essential skills in those areas for all students to the limit of their various potentials. The program of instruction should provide for a smooth transition from elementary school to respective high schools and into future academic and life situations.

In order for the students attending Christ Lutheran School to receive such level of instruction, it is necessary for teachers to be able to spend adequate time with all students, helping and encouraging them to explore new areas of learning at a reasonable pace. It is understood that some students because of their gifts and abilities may require more or less time from the teacher. Parents also need to assume part of the responsibility for helping their children when they are having learning difficulties. In these cases, parents need to communicate closely with the teacher so that the extra help given at home is consistent with what is being done in the classroom. This type of cooperative effort is always of benefit to the child.

■ ADMINISTRATION & ACCREDITATION ■

■ ADMINISTRATION

Christ Lutheran School is maintained and operated by Christ Lutheran Church of Juniata, Nebraska, a member congregation of the Lutheran Church-Missouri Synod. The school represents a primary congregational mission effort and, as a major function of the public ministry, is subject solely to the jurisdiction of Christ Lutheran congregation. Humanly speaking, the administration and final authority of Christ Lutheran School rests in the Voters Assembly of Christ Lutheran Church.

To carry out the objectives of the congregation relating to Christian education, the Voters' Assembly has established a Board of Christian Education, and has delegated the responsibility and authority to direct and supervise the operation of the Christian Day School and related programs and organizations to that board. The Board of Christian Education consists of three lay members elected by the Voters' Assembly. The pastor and called teachers of the school serve as advisory members of the board.

In keeping with its responsibility, the Board of Christian Education shall develop policies to ensure that the school follows a sound, Christian philosophy in all its functions and activities. A policy handbook is maintained which contains the school's written policies in five general areas: the Board, Personnel, Curriculum & Program, Students & Parents, and Funding & Financial Management. A copy is available for viewing in the office. Any major changes in the program or policies of the school are carried out only

with the approval of the board and the Voters' Assembly. To this end, the board shall make regular reports to the Church Council and to the Voters' Assembly.

The Principal serves as the on-campus administrator of Christ Lutheran School and is entrusted with the immediate, day-to-day management and supervision of the school. He is responsible for carrying out the board's policies, and offers advice and counsel to the Board of Christian Education as an ex-officio member of the board. Likewise, he is obligated to serve as a liaison person between the congregation, Board of Christian Education, and the school staff.

The Principal is the leader of the team of workers that has as its goal a strong program of Christian education in the school. Seeking input and help of the other members of the faculty, he will suggest change in policy, program, and curriculum that would result in the improvement of the school. Of necessity, the principal will have to delegate some of the duties of the school to other members of the faculty. However, the principal is still responsible to the Board of Christian Education for these delegated duties and responsibilities.

■ ACCREDITATION

Christ Lutheran School is fully accredited nationally through the National Lutheran School Accreditation program of the Lutheran Church-Missouri Synod. The school also holds state certification as an approved school through the Nebraska Department of Education.

■ NON-DISCRIMINATORY POLICY STATEMENT

Christ Lutheran School admits students of any sex, race, color, ethnic background or national origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

Furthermore, it does not discriminate on the basis of sex, race, color, ethnic background or national origin in administration of its educational policies, employment practices, or other school-administered programs.

■ ADMISSION, ENROLLMENT, & FINANCES ■

■ ENTRANCE REQUIREMENTS

■ Age of Eligibility

CLS will follow the age guidelines established by the State of Nebraska when admitting students:

Children 3 years old on or before **August 1** are eligible for the Pre-School class.

Children 4 years old on or before **August 1** are eligible for the Pre-Kindergarten class.

Children 5 years old on or before **October 15** are eligible for Kindergarten

Children 6 years old on or before **October 15** or having successfully completed an approved kindergarten program may register for 1st grade.

Early admission will ***not*** be considered, in compliance with school policy and state guidelines.

■ Birth Certificates & Social Security Numbers

All students enrolling for the first time must present a birth certificate prior to admission in accordance with the state and local requirements. Also, a copy of the student's social security card & number must be presented upon initial enrollment.

■ Medical Records & Health Statements

All students, Pre-School through Grade 8, must meet the state requirements for immunizations appropriate to their age by the first day of school (please see additional information under "Health Care" section). **State law requires every child attending school to be immunized properly.** An updated Annual Health Statement shall be required of all enrolling or re-enrolling applicants each year. Students not in compliance with this state law by the first day of school may be excluded from attending.

Physical examinations are required for:

- a) all students entering kindergarten
- b) all students entering 7th grade
- c) all students of any grade who wish to participate in the sports program during the year
- d) all new students to the school

■ Transfer of Records and Interview

Students entering grades 1-8 must present a transfer of records and/or their most recent report card, and a teacher evaluation from their previous school. Such children will be enrolled on a probationary basis until all such records are received and reviewed by the principal. In addition, an interview with the principal is normally required for parents of new students in grades 1-8.

■ Special Needs and "Home Schooled" Students

Admission of students with "special needs" will be considered following testing/evaluation, and only upon consultation with Educational Service Unit (ESU) #9 or the local public school personnel.

Students enrolling at Christ Lutheran School whose previous educational experience involved "home-schooling" will be required to present evidence of successful completion of work at their previous level of placement. Such evidence may include "end-of-the-year" placement testing in reading, math, & study skills, and a sample of the student's writing.

■ REGISTRATION

"Registration" is considered the first step in the process of admission to Christ Lutheran School. Registration is considered complete when the necessary forms have been completed and received by the school office, and the Enrollment Fee has been paid. The **Enrollment Fee is non-refundable** unless final enrollment is denied, or for other special circumstances.

■ Registration and Enrollment Priorities

Christ Lutheran School uses the following guidelines when considering priority for registration and enrollment:

- (1) Children currently enrolled in CLS;
- (2) Children whose families hold membership in Christ Lutheran Church;
- (3) Children of families with other child(ren) currently enrolled in CLS;
- (4) Children whose families hold membership in other LCMS congregations;
- (5) All others.

On May 1st of each year, the classroom rosters (up to classroom limitations) will be finalized for all paid registrations based on the above priority levels.

In the event that more completed registrations are received than space available in a classroom, priority within each of the above priority levels will be further prioritized as follows:

- (1) Children of member families of Christ Lutheran Church;
- (2) Children of families with other child(ren) currently enrolled in CLS;
- (3) All others.

Each of these levels will be further prioritized based on the date of receipt of the completed registration paperwork and fee.

■ ENROLLMENT

“**Enrollment**” is official admission of the student to our school. Preference in admission to Christ Lutheran School is given to members of Christ Lutheran Church. Class sizes are limited to 12 students per grade and 24 students per classroom.

If enrollment is denied, the registration fee will be refunded. Enrollment is final when approval has been granted by the principal and **payment of the Enrollment Fee** has been made. All admissions are also subject to the approval of the Board of Christian Education.

■ Classroom Roster

“**Classroom Roster**” is the list of students who will be in a particular grade/class for the school year.

■ Student and Parent Commitment

All students are accepted into the enrollment of Christ Lutheran School with the mutual understanding that they will apply themselves according to the ability God has given them, that they and their families will cooperate with the Board of Christian Education policies and all the rules of the school, and that the parents sincerely desire their children to receive a Christian education according to the teachings of the Lutheran Church.

Where neither parent is a member of the Lutheran Church-Missouri Synod, parents are encouraged to acquaint themselves with the teachings of this church by attending worship services, Bible classes, and adult information classes regularly. We feel that parents should have at least a basic understanding of the religious truths that their children are being taught. All parents should also see that their children attend church and Sunday School regularly, either at Christ Lutheran or at the church of their choice.

■ DECLINATION OF ADMISSION

The Board of Education of Christ Lutheran School, through the principal, reserves the right to decline admission or continuation of a member of non-member child in the enrollment for the following reasons:

- 1) If the previous record or present status of the child indicates that he/she would have great difficulty obtaining growth within the school program;
- 2) If the child has a disability which would prevent him/her from learning adequately under the school environment present at Christ Lutheran School;
- 3) If, after due process, it is determined that the child provides a significant hindrance to the safety and/or academic and spiritual nature of the school or its students.

All decisions of the Board of Education regarding the continue admission of a child/family to the enrollment of Christ Lutheran School is final.

■ FINANCES

The support of Christ Lutheran’s total program is provided by the entire membership of Christ Lutheran Church through regular and generous gifts that are prompted by a Christian’s desire to carry out the will of the Savior. Therefore, no tuition is charged to any students, member or non-member.

■ Enrollment and Book/Materials Fees

In lieu of tuition, each family will be assessed a **Book/Enrollment Fee** per child. This fee is reviewed and set annually by the School Board based on the annual cost per pupil. This fee **is non-refundable** and should be paid at the time of enrollment/re-enrollment. A payment schedule for this fee may be arranged through the school office. If the Book/Enrollment Fee is paid in full before the start of the school year, a 10% discount will be applied.

■ Late Payments

It is important that fees and tuition are paid on time. In cases of hardship due to illness, loss of employment, etc. contact the principal to make special arrangements.

- Any family having an account which is **30 days delinquent** will be notified by letter that it must be brought current or arrangements must be made in writing with the Principal.
- If the account remains delinquent after notice is given to the family and no arrangement is made for payment, the children of that family may be denied attendance or services until the delinquency is resolved.
- If the account becomes **60 days delinquent**, the student's enrollment may be terminated until the account is current or written arrangement has been made and accepted.

All financial obligations – including tuition, fees, or other charges connected with school activities – must be met before final report cards are issued or records are transferred to another school. Registration and final enrollment may be denied if previous financial obligations remain unresolved.

■ Check Payment Procedures

Please make out your checks in these ways:

- For fees and school payments **CHRIST LUTHERAN SCHOOL**
- For the hot lunch program **CHRIST SCHOOL LUNCH PROGRAM**

To help eliminate confusion please indicate on each check which fee is being paid. We urge you to pay by check or in person at the school office. We cannot be responsible for cash sent with a child or through the mail.

There will be a \$25.00 service fee for any insufficient check returned by the bank. Any discount given from the payment with an insufficient check will be lost.

■ Financial Assistance and Church Membership

It is our desire at Christ Lutheran Church that no child will be denied an education at OSLS for financial reasons. Financial assistance is available through the Adams County Lutheran Education Association (ACLEA) to families who demonstrate such need. A Grant-in-Aid application form, with instructions, is available from the school office. All information shared on the financial assistance forms will be held in strict confidence.

■ ARRIVAL AND DEPARTURE ■

■ ARRIVAL OF STUDENTS

The school building *officially opens for students at 8:15 AM daily*. Upon arrival, students should proceed to their lockers and classrooms to begin preparation for the school day which begins promptly at 8:30 AM.

Students who arrive prior to 8:15 AM should **enter the building through the west foyer doors** and proceed immediately to the Zero Hour area for supervised child care. Parents are asked to inform the teachers and office if their child will arrive early (prior to 8:15 AM).

In our Early Childhood classes (Pre-School, Pre-Kindergarten, and Kindergarten), we encourage parents to walk their children from their vehicles to the classrooms. It may be helpful for parents to assist their child in placing book bags, lunches, coats, etc. away in the classroom. However, we ask that parents then say “good-bye” to their children and allow them to begin interacting with their teacher and classmates.

Beginning in 1st grade, we ask parents to say their goodbyes to their children before the children enter their classrooms. The classroom is the place for the child to do the work, including the work of taking care of themselves (under the teacher’s guidance and supervision). The child has the responsibility of unpacking the book bag, saying hello to friends, and getting ready for the start of school at 8:30 AM. Having Mom or Dad there to do that work for them hinders their growth.

■ DEPARTURE OF STUDENTS

At the close of the school day, all students in Grades K-8 will be dismissed from their classrooms to the main foyer and **exit the building through the west foyer doors only** for parent pick-up. Parents may enter the Circle Drive to pick-up their child or park in the lot and wait for their child to come out. Parents who choose to park must meet their child in the foyer and escort them to the vehicle—do not encourage your child to come to your waiting car!

Further information regarding both morning arrival and afternoon dismissal procedures and a traffic flow map will be distributed at the annual parent orientation meetings in August as a addendum to this handbook. Parents should acquaint themselves with the traffic pattern and designated areas for parking and be mindful of the movement of students and vehicles. The safety of all is everyone’s concern!

■ LATE PICK UP

Parents are expected to pick up their children from school promptly at the close of the school day. Please inform the teacher and school office in a timely manner if you will be unable to pick up their child at the scheduled dismissal time (*3:30 PM on most school days*).

Teachers are not expected to supervise children after 3:45 PM. Furthermore, children may not remain in the building, on the playground, or any other outdoor areas unsupervised, even if parents are present.

Children not picked up within 15 minutes after the scheduled dismissal time for that day will be required to go to the school office to await pick-up, unless specific alternate arrangements have been made with the teacher or principal

■ SAFETY NOTES

- **Parking Lot Safety:** All cars should be parked in the designated parking area in the center of the parking lot. Do not park along the playground along the west side of the school, behind the school or on the east side of the building, or in the pick-up circle to wait. These are potentially dangerous practices!
- **Playground Safety:** Due to the amount of traffic in the parking lot, children will not be allowed to play on the playground or other nearby areas prior to the start of school or at dismissal between 3:30-4:00 PM even if parents are present.
- **Safety from Strangers:** If your child will be picked up by someone other than his/her normal driver, please send a note to the teacher. If it's a last minute emergency arrangement, telephone the school office so we have no doubt your child is being released to a safe situation.
- **Pets:** No pets are allowed on the premises without prior written consent. This does not apply to service animals.

■ ATTENDANCE ■

Regular attendance is important to the progress of the child and the maintenance of school standards. **All students are expected to be regular and punctual in their school attendance.** Consistent with the provision of compulsory attendance regulations and in order for students to receive maximum benefits of the curriculum, students shall be in attendance not less than approximately 90% (e.g., 158 of 178 days) of the scheduled school days. Absence in excess of 10 days per semester or 20 days per school year will jeopardize promotion and may require board action before the student is promoted.

Teachers keep records of the attendance and tardiness of their pupils. Attendance is computed on the basis of half days. A student absent from class for more than two hours but less than four hours is counted absent for one half day.

■ THE SCHOOL DAY

The School Day at Christ Lutheran School **begins promptly at 8:30 AM and concludes at 3:30 PM.**

Students are expected to arrive at school at least 15 minutes prior to the commencement of classes and leave the campus ***promptly by 3:45 PM*** unless remaining for extra-curricular activities or other authorized reason. The school accepts responsibility for students only after 8:15 AM, when the main school doors are opened, until the children are released to their parent's care. It is the parent's responsibility to arrange for child care before 8:15 AM and after 3:45 PM.

■ TARDINESS

Sometimes late arrivals are caused by factors beyond a parent's control. Excessive tardiness, at least for grade school children, is usually caused by the parent. All others involved—the child, other students in the class, the teacher, and even the office staff—are affected by a child's late arrival.

A student who is in the classroom **ready to participate** at 8:30 AM is on time.

A student **arriving after 8:30** (but before 9:00) is **tardy**.

- Upon arrival, the parent must either accompany the child to the school office to ***sign in the student*** for the day, ***or send a written note of excuse*** with the child.
- Either way, the student must obtain a **"Tardy Slip"** from the office which must be presented to the teacher before entering the classroom.

A student **arriving after 9:00 AM** is counted **absent** for at least a part of that day. A written note from the parent that states the reason for the absence will be required upon the student's return to school.

- Any student arriving late (less than two hours) with a signed note from a doctor/dentist verifying an off campus appointment will not have a tardy recorded. However, if the absence exceeds two hours, a half-day absence is noted.

When a student is **tardy (or leaves school early) for the fifth time in a semester, the student will receive one day of absence**. Each increment of five additional tardies will result in an additional day of absence recorded. A letter of warning will be mailed home to the parent when a child has been tardy five times during a semester.

■ ABSENCE

■ Absence - Excused

Excused absences include illness, a doctor's appointment, death in the family, and other extenuating circumstances as determined by the principal. Extra-curricular activities such as class trips, school-sponsored athletic events, community events, etc., are excused, but should not usurp more than ten (10) school days per school year. Please note the following:

- **Medical appointments** – a student, who because of a doctor's appointment, is absent less than 2 hours is not counted absent or tardy. Parents are encouraged to contact the child's teacher to determine the best time to schedule medical appointments if they must be scheduled during the school day.
- **Funerals** – Students whose parents wish them to attend a funeral when school is in session may do so without an absence being counted.

■ Absence – Unexcused

Unexcused absences include truancies that are avoidable or taken by student or family choice. A student shall accumulate **no more than five (5) unexcused absences** during either semester.

■ Early Dismissal from Class

Parents are urged to schedule appointments at times that do not interfere with regular school hours. All requests for early dismissal must be channeled, in writing, through the homeroom teacher. **Parents/guardians picking up children for early dismissal must report to the school office where office personnel will authorize the teacher to send the child to the office.**

Should an emergency arise after the school day has begun, parents are asked to contact the school office as soon as possible so that proper release procedures can be facilitated. Under no circumstance will the teacher release a child directly to the parent or any unauthorized person.

■ Absence & Participation in Schedule Events and Extracurricular Activities

If your child will not be able to participate in a scheduled school event for any reason other than illness, the sponsoring teacher or coach should be notified at least three days in advance. It is understood that sickness or other emergencies might make participation impossible.

Students who have missed more than two hours of school on the day of an event must consult with their teacher in order to participate in an extracurricular activity on that day.

■ Family Vacation Time, Planned, or Extended Absence

Families sometimes have little control over when vacations can be taken or when unexpected circumstance arise that result in extended absence from school. We understand and emphasize the importance of families spending time together. However, when a student misses school, the loss of classroom time is often problematic. Furthermore, advanced preparation and make-up of assigned work can be difficult for both the child and the teacher. Frequently, the classroom experience cannot

adequately be "made up" through worksheets or other assignments at home. Classroom learning is much more than deskwork done individually.

For the sake of your child and his/her learning, we strongly encourage families to avoid vacations and extended absences during the school year if possible.

- If a student will be absent **due to vacation**, it is the responsibility of the child and the parent to **contact the teacher in writing well in advance** of the first day of absence, and to obtain work that will be missed during the time of absence. All work must be **completed and turned in before the student leaves** on the vacation.
- If a student knows in advance that he/she will be absent **due to a planned activity**, it is the responsibility of the child and the parent to **contact the teacher in writing at least one day prior** to day of absence, and to obtain work that will be missed during the time of absence. All work must be made up in a timely manner consistent with the general homework make-up guidelines—"one day of make-up for each day of absence".
- If a student is absent for an extended period of time **due to serious illness, surgery, hospitalization, etc.**, the parent is obligated to inform the teacher and school office of such absence as soon as possible and to make arrangement to obtain make-up work. In such cases, the teacher(s) will make every effort to ease the child's difficulties as much as possible when extended absences occur.

It goes without saying that it may be difficult and not always possible for teachers to prepare work in advance or afterward that will substitute for actual school time lost. It is also a reality that a child's grades may suffer to the extent that he/she cannot duplicate the learning missed at school. Nevertheless, students who are absent will be asked to make up any work missed, and the make-up work will be assigned at the teachers' discretion.

■ REPORTING ABSENCE OR TARDINESS

Absences from school for any reasons other than illness should be avoided. All absences from school, including all those reasons listed above, are to be reported to the school prior to the absence if at all possible.

When a student is absent or tardy from school for any reason (illness or otherwise), the parent should notify the office **before 8:30 AM** by phone, email, or Fast Direct on the morning of the absence. Parents are asked to indicate the child's name and teacher, the nature of the absence, and (if possible) the approximate date the child will return to school.

■ RE-ADMITTANCE FOLLOWING ABSENCE OR TARDINESS

Re-admittance to school following absence **requires a written note** to the teacher signed by the child's parent or guardian. The note must specify the dates and nature or reason for the absence. Until such a written note is received and approved by the principal, the absence is recorded as "unexcused."

Admittance to school following tardiness **requires either a parent "sign in" of the student at the office or a written note**, signed and dated by you, stating the reason for the tardiness. This note should be brought to the office and a "tardy slip" obtained before entering the classroom.

Whenever a child is **absent due to a contagious illness or doctor's visit**, communication from the doctor must accompany the child's return to school.

■ HOMEWORK FOR ABSENT STUDENTS

In the case of excused absences, the child shall be responsible for obtaining and completing the assignments missed. Students are required to complete make-up work as mutually arranged between the teacher(s) and the returning student. "Independent study" periods may be assigned to provide a returning student with sufficient additional working time and to achieve a satisfactory reinstatement. Assignments are to be made up within a reasonable amount of time (***usually the number of days the student was absent***). Assignments not made up will result in a grade of zero.

Students are encouraged to request all assignments at least one day in advance of all planned absences.

In cases of unplanned absences, assignments will be prepared for the absent child if the parent makes such a request before 9:00 AM on the day of the absence. Teachers will make every effort to have homework assignments and materials ready for pick-up by a parent or other family member ***after 3:30 PM*** on the homework table located in the foyer entrance. Teachers will be unable and should not be expected to have materials ready before that time.

■ ATHLETICS ■

■ INTERSCHOLASTIC SPORTS

Christ Lutheran School offers a program of competitive sports including volleyball, basketball, softball, and track & field.

■ ATHLETIC ELIGIBILITY

Generally our interscholastic sports program is available for students in grades 5-8. Fourth (4th) grade students may be invited to participate in some sports.

■ ATHLETIC PHYSICALS

All students are required to have a current school year health statement on file with the school office prior to participating in any school athletic program.

Further information about the athletic program, particularly academic eligibility, is available in the **Christ Lutheran School Athletic Handbook**.

■ AWARDS ■

Students in grades K-8 are recognized for various achievements in school attendance and punctuality, church attendance, sports participation, music participation, and academic honors quarterly and at the close of the school year.

■ ACADEMIC HONOR ROLLS

Honor Roll – Students in grades 3–8 are placed on the academic honor roll each quarter by earning all A's and B's in the following subjects: Religion, English, Reading, Math, Social Studies, Science, and Spelling; and nothing lower than a B- in all subjects.

High Honors – Students in grades 3–8 earn the distinction of having high honors if they surpass the criteria of the academic honor roll by having A's or A-'s in all 7 subjects listed.

■ VALEDICTORIAN & SALUTATORIAN

This academic honor goes to the two graduating 8th graders that have earned the highest combined GPA in both 7th grade and the first 3 quarters of 8th grade. The student with the highest GPA will be honored as the valedictorian at graduation, and the student with the second highest GPA will be the salutatorian.

■ ATTENDANCE

Students will be recognized for perfect attendance at both school and church on a quarterly basis as well as at year's end. Perfect school attendance is determined by having no absences and less than 5 tardies or left earlies.

■ CALENDAR ■

A school year calendar is prepared annually allowing for the school to provide at least 1032 hours of instruction for grades 1-8 and 400 hours of instruction for Kindergarten in accordance with Nebraska state law. Time schedules for students to eat lunch shall not be counted in meeting this instructional program requirement. No more than 20 hours of the 1032 hours should be spent by any student participating in school-sponsored interscholastic sports, clubs, or contests.

Classes for grades 1-8 will be held each Monday thru Friday. Kindergarten classes will be held each Monday thru Friday. Pre-Kindergarten classes will be held on Tuesdays & Thursdays. Pre-School classes will be held on Wednesday and Friday.

■ CHURCH & CHAPEL ATTENDANCE ■

■ CHURCH ATTENDANCE

Our attitude toward church attendance is based on the clear message from Scripture. Regular attendance at church services and Sunday School is an expression of Christianity in action. ***“Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another”*** (Heb.10:25 NIV). The home must set the example, ***“Train a child in the way he should go, and when he is old, he will not turn from it”*** (Proverbs 22:61 NIV).

Regular and frequent meeting with other Christians to worship God is good. It is exactly what God feels we need. We assume you chose this school because you wanted a Christian education for your child. As part of our educational program of training the whole child, students at Christ Lutheran are encouraged and expected to attend services regularly. Our care and concern for your child leads us to speak with a parent who seems to be neglecting this important part of a complete Christian education.

Church and Sunday School attendance records are kept by the teacher. In addition, quarterly record sheets are sent home on which parents are asked to record Church and Sunday School attendance of their child. These sheets should be returned to your child's teacher at the end of the quarter by the designated due date.

Christ Lutheran Church welcomes guest worshipers. Worship services are held on Sunday at 10:00 AM. Sunday School and Bible classes are at 9:00 A.M. Classes for individuals interested in becoming acquainted with the fundamentals of Lutheran doctrine are offered regularly throughout the school year by our pastor.

■ CHAPEL SERVICES

Chapel services are held weekly, usually in the sanctuary at 8:45 AM on Wednesdays. Students in grades Kindergarten thru 8 participate in these services. Weekly speakers include pastor, faculty members, and guest speakers. Students serve as chapel partners, acolytes, readers, chapel choir, and message proclaimers throughout the school year. Parents are welcome and encouraged to attend these services.

Chapel offerings provide the students with an excellent opportunity to begin good stewardship practices. The collections from these chapel services are sent to missions or charitable institutions as detailed in school publications and mailings.

■ COMMUNICATION ■

■ HANDBOOKS

The *Parent-Student Handbook*, which outlines our general policies and procedures, is distributed annually. In addition to this handbook, supplemental handbooks are available for other specific school programs, such as Athletics, and are made available to students and families who participate in these programs.

■ SCHOOL NEWSLETTER

Our weekly school newsletter, *The Mustang Messenger*, goes home at the end of each week. The purpose of The Mustang Messenger is to share general information with families regarding upcoming activities, events, and programs. Watch for it and read it thoroughly.

■ EMAIL & FAST DIRECT MESSAGING SYSTEM

All school employees have access to email communication at Christ Lutheran. A list of staff email addresses are available in the School Directory “Buzz Book” published annually.

Important school messages are communicated daily via the Fast Direct messaging system. ***Please check your Fast Direct message board regularly.*** Contact the school office for your parent pass code.

Teachers will check for Fast Direct messages and emails from parents daily before school and prior to leaving school in the afternoon. Please do not expect teachers to respond to emails and Fast Direct messages during the school day.

Any communications that are emergent in nature should be directed to the school office either by phone, email, or Fast Direct.

■ CLASSROOM NEWSLETTERS & TEACHER BULLETIN BOARD

Each Friday, teachers will send home a weekly *Classroom Newsletter*, outlining special events and items for their particular classroom/homeroom.

All teachers maintain a teacher’s Bulletin Board on Fast Direct. Important information about field trips, upcoming tests, special projects, memory assignments, and other details are normally shared via this electronic tool on a weekly basis. In addition, teachers maintain a teacher’s calendar of activities on Fast Direct.

■ GRADES & GRADED PAPERS

Each teacher regularly returns graded papers via a Friday folder each week. In addition, grades are posted weekly on Fast Direct. Parents may access this confidential and secure “grade book” to view their child’s grades using their Fast Direct security code.

■ WEBSITE

Parents can find school-wide news by visiting the school website at www.christjuniata.org. The Christ Lutheran website is constantly under construction.

■ CONCERNS, DISAGREEMENTS, AND GRIEVANCES ■

■ CONCERNS AND DISAGREEMENTS

At Christ Lutheran Church and School, *we use the Biblical approach to conflict resolution based on the words and teachings of Jesus Christ as outlined in Matthew 18:15-17*. The "Matthew 18" format outlines the following sequence:

1. Parent to teacher
2. Parent to teacher and principal
3. Parent to the Board of Christian Education

In cases where you feel you have a complaint or serious disagreement with your child's teacher or school official, please follow these guidelines:

- **Step 1** – As soon as possible, arrange for an appointment time to talk to the teacher individually and explain your concerns. Many problems that seem serious can be quickly and easily straightened out.
 - Please do not attempt to discuss your concern with the teacher in public areas, i.e. foyer, hallways, gymnasium, parking lot, etc.
 - Please do not attempt to come to the classroom unannounced. The teacher cannot discuss serious matters while busy with students.
 - All consultations should be held after school and never with children present.
- **Step 2** – If no satisfactory understanding can be reached, contact the principal and explain your concern. If it appears desirable, a joint parent-teacher-principal conference will be held.
- **Step 3** – If you feel the issue is still not resolved or if this action does not meet with the satisfaction of all parties involved, the matter will be referred to the Board of Christian Education by contacting the chairperson of the Board. This is the group responsible for the overall supervision of the school.

■ HANDLING GRIEVANCES

We all, parents, teachers, and school officials, are concerned about the same thing: your child's quality Christian education. Disagreements will happen, but they can be appropriately handled and resolved.

There are many wrong ways to deal with concerns, disagreements, and grievances, including these:

- gossiping to other parents
- complaining about the teacher or the school in front of your children
- complaining about the teacher or the school before other faculty members
- skipping one or more of the important steps listed above
- allowing anger or frustration to grow without addressing your concern appropriately

In all cases, grievances should be addressed with the understanding of *the 8th commandment* (You shall not give false testimony against your neighbor) and a spirit of Christian love, concern, and forgiveness prevailing. It is the school's intent that all disagreements be resolved at the source (teacher, coach, sponsor, etc.) If this is not possible, then resolution should take place at the lowest possible level. The focus of discussions shall be on problem resolution that is mutually acceptable rather than an adversarial win-lose conclusion.

It is always appropriate to **address issues regarding board policies directly to the board**. Written procedures for presenting suggestions or grievances to the Board of Education are on file and may be obtained from the school office.

At no time shall the parent or student voice their concern outside his immediate household before fulfilling the three step “Matthew 18” format outlined above.

Anyone **not** following this procedure, or in any manner or form causing or prompting adverse publicity concerning Christ Lutheran Church and School, shall subject their children to dismissal from the enrollment of Christ Lutheran School.

■ CURRICULUM ■

■ GENERAL DESCRIPTION

The curricular course of study for all students at Christ Lutheran School conforms to the standards and requirements of the State of Nebraska and the guidelines set forth by the Lutheran Church-Missouri Synod. Each child is taught these general subject areas in an appropriate form and style:

- religion & memory work
- reading & language arts
- mathematics
- science
- social studies
- music
- art
- physical education & health
- computer education

Thus the curriculum at Christ Lutheran School:

- A. Meets and exceeds the requirements of the Church and State.
- B. Seeks to develop good work, study, and play habits.
- B. Provides Christian life experiences.
- C. Implements varied teaching techniques and learning aids.

■ CURRICULUM OBJECTIVES AND TEXTBOOKS

Specific curriculum objectives have been developed in each subject area for each grade level. The entire listing is too lengthy to make generally available, but by request parents may view a copy of the curricular objectives in the school office. The textbooks and other curricular materials are regularly reviewed by the faculty and approved by the Board of Christian Education, and are usually the same type of high quality materials found in a good public school system. The Christian philosophy and mission of our school are implemented by the teachers, who are trained as Christian teachers. We rely on them, not on the textbooks, to interpret questions of science, literature, current events, etc. from a Scriptural perspective. In short, we strive to make Christ and His Word the center of all school learning and activities.

■ RELIGION

Religious instruction in the fundamental teachings of the Christian faith is an integral part of the Christ Lutheran curriculum. All students participate in this instruction. Through the teaching of religion, students will know the Triune God through the Word and the power of the Holy Spirit. ***The Bible is taught not only as a subject, but in such a manner that the children may apply it to their everyday living so that it becomes an integral part of their lives.*** Throughout the school day and in all aspects of life, they will see themselves as the reconciled, redeemed children of God as they are taught the demands of the Law and are comforted by the Gospel. Expressing their joy in new life in Christ, they will worship Jesus with the certain hope of eternal life. Responding to the Savior’s love, they will serve others and witness to them.

The spiritual dimension of the schooling at CLS is not limited to the religion class, but extends to the entire school day:

1. The teachers themselves are Christians who can freely speak of Jesus as their Lord at any time of day.
2. The teachers interpret the curricular materials from a Christian perspective whenever the textbooks conflict with Christian values and beliefs.
3. The management of the classrooms, hallways, playground, etc. is based on a strong Christian value system.

Each school day begins and ends with classroom devotions and prayer, and a chapel service for grades K-8 is held each week. As part of our religion curriculum in grades 7 & 8, all students will receive instruction in Luther's Small Catechism.

Students will receive as part of the religion curriculum, a unit of instruction in Christian sex education. The materials and instruction are based on the Bible and traditional Christian doctrine, and the units are designed to be age appropriate. This part of our curriculum is intended to help Christian parents in their parental responsibility.

■ DISCIPLINE ■

The Christ Lutheran faculty has the sincere desire to build and maintain a positive Christian teaching and learning environment. Two ingredients for such an environment are respect for the well-being of each other and setting a positive example. ***It is expected that students give witness to the Christian faith in their daily living.*** While we all err at times, an inordinate amount of time will not be spent on discipline.

The daily efforts of Christ Lutheran staff are directed toward enabling each child to become ***self-disciplined and learning-directed.*** The faculty and staff are supported by the parents, who are the first and foremost educators of their children. The complimentary roles of parents and teachers are enhanced through regular communication, mutual cooperation, and respect for one another.

The Christ Lutheran Board of Education, in cooperation with the faculty, has adopted specific discipline procedures. While these guidelines address problem areas, students and parents are to be assured the faculty stands ready to ***note the good things that happen and to commend the positive examples*** set by students. The discipline guidelines are established to maximize the effectiveness of our total educational ministry to each child. Questions about these guidelines should be directed to your child's teacher or the principal.

■ BASIC PRESUPPOSITIONS

- The teacher is in charge of managing the learning environment and responsible for the discipline in their classroom.
- Students have the ability to choose to obey or disobey the rules.
- Students should feel good about choosing good behavior.
- Choosing misbehavior should be dealt with consistently and result in appropriate consequences.
- Teachers must not tolerate disobedience or disrespectful behavior.
- Children are happiest and learn best in an environment that is orderly, caring, consistent, and mutually respectful.

■ BEHAVIOR EXPECTATIONS

The following are the general expectations for student behavior at Christ Lutheran:

- Students will be respectful and obedient to teachers and other adults at the school.

- Students will respect the rights and feelings of others.
- Students will show respect and concern for their property and the property of others.
- Students will be in class on time with expected materials and have work completed on time.
- Students will use acceptable language and demonstrate Christian behavior in their dealings with other students and adults. Taking the Lord's name in vain is unacceptable.
- Students will refrain from bringing objects to school that are considered a nuisance or distractions to the overall learning environment.

■ SCHOOL-WIDE RULES

With the above presuppositions and expectations in mind, the following plan has been developed and will be used at CLS:

Classroom Rules

1. Listen and follow directions.
2. Raise hand for permission to speak or leave your desk.
3. Keep hands, feet, and objects to yourself.
4. Be part of a good learning environment.
5. Bring all needed materials to class.

Outside the Classroom Rules

1. Listen and follow directions.
2. Keep hands, feet, and objects to yourself.
3. Use appropriate voice levels.
4. Walk while in the building.
5. Be considerate.

■ BEHAVIOR INFRACTIONS

Behaviors that are contrary to our philosophy of student discipline and do not meet the stated expectations include the following:

Minor Offenses – disruptive or improper classroom/hallway/restroom behavior, excessive talking, wasting time, inappropriate or distracting language, noises, or gestures, gum chewing, eating candy or other food during classtime, failure to complete assignments or bring necessary materials, use of the phone or elevator without permission, repeated tardiness to school/class, dress code violations, bringing nuisance/distracting items to school.

Major Infractions – disrespect of fellow students, faculty, or school staff, defiance, insubordination and/or verbal abuse, fighting or otherwise causing bodily harm and/or physical abuse (deliberate actions which may result in injury or damage to property) lewdness, continued use of profanity, unsportsmanlike conduct, and continued misbehavior that seriously interferes with the normal classroom routine.

Other Major Offenses – Such major infractions include misuse, willful destruction or stealing of personal or school property, improper or inappropriate use of school computers or internet, cheating, plagiarism and/or forgery, and possession, use, or being under the influence of tobacco, alcohol, drugs, or weapons (may include knives, guns, explosives, or other devises or materials intended to deliver harm to other individuals).

■ BEHAVIOR CONSEQUENCES

■ Definitions

In-School Suspension - A student remains at school but is suspended from attending regular classes and participating in all extracurricular activities and privileges during the suspension period at the

discretion of the principal. All assignments should be completed on time, but only 50% credit is given (except for major tests). Parents will be notified in writing, a copy of which will be forwarded to the pastoral office and the chairperson of the School Board.

Out-of-School Suspension - A student is deprived of all the privileges of attending school for a specified number of days not to exceed five (5) school days. All extracurricular privileges are also suspended. All assignments should be completed on time but no credit is given. Parents will be notified in writing, a copy of which will be forwarded to the pastoral office and the chairperson of the School Board. A student completing his period of suspension may be readmitted to school by the principal.

Expulsion - A student will be removed from the enrollment of the school by the School Board.

■ Consequences

The first time during the day that a student chooses to disobey a rule, his/her name will be recorded as a warning. Each time the student continues to disobey, a check is added to the name. Using the "Check System", students will receive one check (✓) for each minor offense.

The consequences for the 1st and 2nd check may differ from classroom to classroom. However, in all classrooms, three (3) ✓'s in one day merits appropriate consequences in the classroom. Likewise, five ✓'s in a week and 15 ✓'s in a quarter merits appropriate consequences. If a child earns a 4th check in one day, he/she will normally be sent to the principal.

Our plan also has a "severe clause". For severe misbehavior, the student may be sent directly to the principal accompanied by a **Disciplinary Referral Form** describing the misbehavior or offense. A copy of this form will be sent home to parents attached to a Behavior Conference Summary prepared by the principal. Such severe misbehavior or accumulation of numerous detentions may result in an in-school or out-of-school suspension. If a student persists in willful disregard of the principles and aims of the school, the Board of Christian Education, upon recommendation from the principal, reserves the right to expel.

Each teacher also uses positive rewards to encourage students who choose to follow the rules. Beyond the tangible rewards, the most meaningful reinforcement for the child is the increased self-esteem that results from successfully achieving good behavior.

Occasionally it may be advisable for a teacher, with the consent of the principal, to alter the plan somewhat for an individual student. This is not done in an arbitrary or capricious way, but is intended to serve the best interests of the child.

■ Discipline Guidelines

When dealing with **minor offenses**, the following disciplinary steps will apply:

- STEP 1 - Teacher and student will conference about the problem. The type of offense should be recorded.
- STEP 2 - Teacher will contact the parent to discuss the problem.
- STEP 3 - The student will serve appropriate classroom consequences (teacher initiated).
- STEP 4 - The student will serve an in-school suspension (ISS) for a specified amount of time (principal initiated).
- STEP 5 - The student will be referred to the Board of Christian Education for an out-of-school suspension (OSS) for a specified amount of time (board determined).

When dealing with **major infractions and other major offenses** that warrant either suspension or expulsion, the following disciplinary steps will apply:

- STEP 1 - The student will be referred to the principal immediately for disciplinary action. A conference will be held with the student, parent, teacher, and principal, and an appropriate course of disciplinary action decided upon.
 - In extreme circumstances where a student's behavior endangers the safety or health of

another student or teacher, the principal may issue an immediate suspension after which steps #2 thru #4 will be followed.

- STEP 2 - The student will be given a hearing before the Board of Christian Education where the infraction(s) will be heard.
- STEP 3 – After a review of the facts in the case, the Board of Christian Education will determine if an out-of-school (OSS) suspension is needed and the length of the suspension, or it expulsion is warranted.
- STEP 4 - The student has the right to appeal the Board's decision and have their case reviewed by the Board of Elders of Christ Lutheran Church.

When dealing with **certain major offenses**, the additional disciplinary steps will apply to each specific offense:

Misuse, Destruction or Stealing of Property

- First Offense - A specific dollar amount will be assessed for the damage or loss. A note will be sent to the parent about the problem and cost. Payment and/or replacement must be made within three (3) school days. Parent must sign the note and return it prior to the child being admitted to class on the next day of school.
- Second Offense - Payment/replacement for damage or loss plus a one day suspension (OSS) from school.
- Third Offense – Payment/replacement for damage or loss plus (3) day suspension (OSS) from school.

Improper or Inappropriate Use of Computers or Internet

- First Offense - The student will serve an in-school suspension for the balance of the school day at the principal's discretion. A conference will be held with the student, parent, teacher, and principal. The student's computer use privileges will be restricted.
- Second Offense - The student will be suspended (OSS) from school for the balance of the school day and referred to the Board of Education for additional disciplinary action. The student's computer use privileges will be suspended.
- Third Offense - The student will be suspended (OSS) from school balance of the school day and referred to the Board of Education for additional suspension or expulsion.

Plagiarism, Cheating and/or Forgery

- First Offense – The student will receive no credit on the assignment or test. A note will be sent to the parent which must be returned signed by 8:15 AM before the student will be admitted to class the following school day.
- Second Offense – The student will be suspended (OSS) from school for the balance of the school day and referred to the Board of Education for additional disciplinary action.
- Third Offense – The student will be suspended (OSS) from school balance of the school day and referred to the Board of Education for additional suspension or expulsion.

Possession, Use, Influence of Tobacco, Alcohol, Drugs, Weapons

- First Offense – Immediate suspension (OSS) from school for five (5) days with potential for expulsion.
- Second Offense – Immediate suspension (OSS) from school for an indefinite period of time plus recommendation for immediate expulsion.

■ DRESS AND GROOMING ■

The purpose of the CLS Student Dress Code is to establish guidelines and standards for the proper dress and grooming of all Christ Lutheran students in Grade K-8. The goal of CLS's dress code is to allow students to focus on Christianity and academics, and to encourage positive attitudes, support proper behavior, promote the Christian virtue of modesty, exhibit good taste, avoid giving offense, and emphasize comfort, health, and safety. Our dress code is designed to discourage expensive and/or distasteful clothing fads, fashions, and distractions related to dress.

From time to time the staff may need to interpret the dress code and issue specific directives to students. Final discretion on all matters of dress and grooming is left to the principal and staff.

The Board of Education, with faculty input, reserves the right at any time to modify, add or delete portions of this policy as necessary.

■ Appearance Guidelines

Following the words of Christ in Acts 1:8, ***“You shall be my witnesses,”*** students at Christ Lutheran School are expected to present a modest appearance that would result in a positive and effective Christian witness to others. To this end, students should follow these appearance guidelines:

- Hats and caps are not to be worn in the building during class time.
- Hair should be neat and combed; **extreme haircuts or hair colorings are not permitted**; only natural hair color is acceptable. Hair must be worn off the face. Male students shall maintain their hair above the collar.
- Girls are permitted to wear modest earrings, but **not** any other pierced body jewelry.
- Girls (grades 7 & 8 only) are permitted to wear light facial makeup.
- Any and all tattoos are to be covered.

Styles change over the years. Any style or particular item of clothing may become "improper" for a student at CLS for one of two reasons:

1. It expresses a set of values or a life style which conflicts with scriptural Christianity. (Obvious examples are printed or graphic messages that glorify alcoholism, drugs, or satanic groups, and clothing that is sexually suggestive because of its cut, tightness, or message.)
2. It tends to create an atmosphere or attitude not conducive to quality academic work. (In this category are sloppy, torn, or very dirty clothing; undershirts, inappropriate party clothing, etc.) What a person wears helps greatly to determine attitudes toward work, toward others, and toward oneself.

■ Dress Guidelines

All school attire should be clean, neat, and modest in appearance, free from stains, tears, rips, holes, etc.

Shirts, Sweatshirts, & Sweaters

- **Shirts** – All dress and casual shirts, t-shirts, polos, and turtlenecks ***must be of sufficient length so that no skin shows when the student’s arms are raised or when the student bends over.***
 - Shirts with artwork, designs, and slogans should be consistent with appearance guideline #1 above
 - For clarification, For clarification, **all shirts must have sleeves**; other tops such as tank tops, muscle shirts, sleeveless t-shirts, halter tops, spaghetti straps, backless tops, and bare midriffs – are not permitted at any time.
- **Sweatshirts** – shall be of high quality; either V-neck or crew.
- **Sweaters** – may be either pullover or cardigan styles; either V-neck or crew.

Pants & Shorts

- **Long Pants** – may be either denim jeans or casual cotton/cotton blend. Cotton sweatpants are also allowed.
 - Pants must rest at student’s natural waist (no “sagging”) and hems must not drag on the floor.
- **Shorts** – may be plain or with colored designs, straight or pleated.
 - Shorts should be **hemmed, not rolled up**.
 - Shorts must rest at student’s natural waist (no “sagging”) and ***must be no more than six (6) inches above the floor when the student is in a kneeling position.***
 - For clarification, we discourage the wearing of shorts during cooler (winter) weather.
- **Modesty shorts** – Girls are encouraged to wear modesty shorts with skirts or jumpers.

Skirts, Jumpers, Culottes

- **Skirt, Jumper, and Culottes** – may be either denim or casual cotton/cotton blend; no leather allowed.
- **Hems** – All girls' hems should **measure no more than six (6) inches above the floor when the student is in a kneeling position**. Hems for any other reason other than a proper fit must be approved in advance by the Principal.

Accessories

Hair accessories – should not be bothersome or a distraction to the student or others.

Hats & Caps – are not to be worn in the building during class time.

Belts – When wearing slacks or shorts, **students may wear belts at their discretion**. Belts may be of any color, plain or braided leather with plain buckle; no studding or decoration.

Shoes – shall be either dress shoes or athletic shoes.

Shoes – either dress or athletic shoes shall be worn which are appropriate for school activity, weather conditions, and the safety of the student while at school.

- We encourage students to wear either athletic shoes or dress shoes. Boots are also encouraged for outdoor play during the winter months.
- Appropriate athletic footwear is required for physical education class and participation in interscholastic sports, separate from regular school footwear. Students without appropriate athletic footwear will have their Physical Education grade lowered one letter grade.

Socks – For general hygiene, students must wear socks with shoes. The style and color of the socks are the choice of the student and parent.

- Any additional accessories must not display anything that does not express a set of values consistent with Appearance Guideline #1 above.

Failure to abide by modest standards of dress and grooming may result in (1) a dress code violation notice being sent home. (2) A call to the parent to bring appropriate clothing, or (3) wearing clothing supplied by the school for the rest of the day. If a parent or student is in doubt as to whether something would be appropriate, it's best to check first with the principal or teacher. Please remember to have your child dress for outside play considering the day's weather conditions.

■ EMERGENCY CANCELLATIONS AND DISMISSALS ■

Emergency school cancellations or closings, late starts, and early dismissals will be posted on the Fast Direct school office bulletin board. School cancellations and closings will also be announced on television station KHAS (5), KOLN/KGIN (10/11), NTV (13), and over radio station KMMJ (750 FM), KROA (95.7 FM), and KHAS (1230 AM). The announced cancellations are valid only for the day announced. No special announcements are made for class resumption.

School will be dismissed early only if conditions at the school itself constitute a hazard to the children and staff. School will not normally be dismissed early if a snowstorm or other dangerous weather strikes during the school day. You may exercise your judgment, based on driving conditions you will encounter, and come to pick up your child early.

If your child cannot go home, we recommend that you arrange a place where your child can go in case of unscheduled dismissal, and inform your child and their teacher of that arrangement. Parents who make arrangements for someone else to pick up a child should inform the school office.

When changes occur in emergency numbers or any arrangements for pick-up please contact the school office.

■ EXTRA-CURRICULAR ACTIVITIES ■

The following is a list of possible extra-curricular activities available for students at Christ Lutheran School. Not every activity will be available each school year.

Handbells

Drama

National Junior Honor Society

Christ Lutheran School maintains a chapter of the National Junior Honor Society of Secondary Schools. The purpose of this organization, according to its constitution, "shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage citizenship." Students are selected at the end of grades six, seven, and eight. Induction to the National Junior Honor Society will occur in late spring each year.

Student Council (STUCO)

Students in Grades K–8 who are interested in serving the school and their fellow students are encouraged to serve on the student council. Elections are held each fall. Meetings will be held during the school day. Any student who meets the eligibility requirements (available upon request) and desires a leadership position at CLS is welcome to participate.

School Newspaper & Yearbook

Interested students and parents may become involved with the publication of the school newspaper and yearbook.

■ FIELD TRIPS ■

Teachers coordinate educational field trips throughout the school year. Parents are encouraged to volunteer to serve as drivers and chaperones on these outings. Specific guidelines for chaperones are shared with parents prior to the field trip. Please note: siblings are allowed to attend only if space is available and if the teacher gives permission to do so in advance.

■ Parental Permission and Notification

Insurance regulations require each student to complete the School Year Field Trip Consent Form at the beginning of each school year. No student may participate in an off-campus activity of any kind without a complete Consent Form on file. This form includes written parental/guardian permission on. Students not having the permission form on file will spend the field trip time at school in another classroom. Hand-written notes, phone calls, and facsimiles of completed permission forms are not acceptable.

Each time a field trip is taken, parents/guardians will be notified well in advance of the upcoming excursion. A Field Trip Notification Form will be sent home to notify parents of the upcoming field trips, any costs involved, the means of transportation, and other pertinent information. All field trips will be scheduled well in advance of the event date in consultation with the principal.

■ HEALTH CARE ■

The school nurse will be on our premises weekly, on call at all times, and available to the staff for training, advice, and assistance. This health care program includes regular screenings for some common childhood health conditions, and occasional classes and training for the students on health related topics.

■ Immunizations & Physical Exams

In compliance with state health regulations, current immunization records are required of each child upon enrollment. It is the family's responsibility to keep these records up-to-date.

Students entering PreSchool, Pre-Kindergarten, Kindergarten, and Grade 7 are required to be immunized against measles, mumps, rubella, hepatitis B, polio, diphtheria, tetanus, pertussis, and varicella (chicken pox) prior to enrollment. Any student not in compliance will not be permitted to continue in school.

Exceptions to this policy shall be granted for the following:

1. Medical exceptions for health reasons substantiated by a signed statement from a physician.
2. Religious conflict substantiated by a signed affidavit from the student or the student's legal guardian, if the student is a minor.
3. Students may be provisionally enrolled in a Nebraska school if they have begun the required immunizations and continue to receive the necessary immunizations as rapidly as is medically feasible. The law applies to all students enrolled in Nebraska.

If a student has had chickenpox, documentation of the date (year) of the disease and the signature of a parent/guardian/medical provider must be on file in the school office.

All Kindergarteners and new students are required to have a vision screening upon enrollment.

Physical examinations are required of all Kindergarten and 7th grade students as well as students entering Christ Lutheran from out-of-state. It is highly recommended that all students participating in interscholastic athletics also receive an annual physical exam beginning in 5th grade.

■ Illness

Please use these guidelines, specified by the Nebraska Department of Health, when deciding whether a child suspected of being ill should be sent to school:

- Any child with a temperature of above 99.6° F degrees Fahrenheit in the morning or 100° F in the afternoon are not eligible to attend school. If your child has a fever in the morning you should suspect it will go up during the day and should not send him/her to school. Fever is an indication of infection that may be contagious.
- Any child manifesting such symptoms as vomiting, nausea, diarrhea, sore throat, behavior changes, or other signs of illness should remain home.
- Any child with any definite rash, regardless of cause, should remain home.

In order to protect the health of all children and to prevent illnesses from spreading, we require children to be **free of symptoms** (that is, no fever, vomiting, or diarrhea) **for 24 hours** before returning to school.

- If absent more than 3 days, you need to send a note from a physician or parent when returning to school. **The principal may require written release by a private physician or a Health Department representative should there be any doubt as to a child's readiness to return to school.**

If, in the school's judgment, your child becomes too ill during the school day to remain at school, you'll be phoned so you can make arrangements to have him/her picked up. If you are not at your home, we'll phone you at work or phone the person you've named on your emergency information card. Exceptions may be determined by the school nurse.

■ Communicable Diseases

Parents are responsible for notifying the school when their child has a communicable disease. Parents will then be notified in writing if their child has been exposed to any communicable disease. Before the child returns to class, there must be a medical evaluation to determine that the child is no longer contagious and is able to participate in school activities.

■ Asthma Protocol

State health regulations (as of Oct. 2003) require that all schools and preschools be prepared to implement an emergency treatment plan, called a protocol, anytime a student or staff members experiences a life threatening asthma attack or systemic allergic reaction (anaphylaxis).

The steps of the protocol plan are designed to provide quick, effective care to prevent death from occurring due to a severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs and symptoms of a life threatening "breathing" emergency and to properly administer the necessary

medications. The protocol used at Christ Lutheran is a standing medical order authorized by Dr. Janet Howe.

The following steps will be followed:

- ***Emergency 911 will be contacted first*** prior to any other action.
- After that 911 call is made, an EpiPen injection will be administered. Resembling a highlighter, an EpiPen is a small pre-filled automatic injection device used to deliver epinephrine to the patient. Epinephrine is a medication used to bring about quick relief by improving breathing and lung function.
- Albuterol will then be administered through a nebulizer. Albuterol is another medication used to bring about breathing relief (commonly found in metered-dose inhalers). The nebulizer is a machine that mixes the Albuterol with air to produce a fine mist for breathing through a mask or mouth piece.

If you know that your child has asthma or a known allergy, it is critically important that you communicate this information to the school officials. For each student with a known allergic condition or asthma, you must provide:

- a written medical plan(s) with instructions
- medication as directed by a physician
- a complete list of parents' phone numbers

In the event that your child experiences a life-threatening attack or allergic reaction, we will follow the instructions on the plan that you have provided. If you do not have a specific, individualized plan on file for your child, we will follow the regulatory protocol described above. If, for whatever reason, you do not want your student to receive the life-saving treatment under the protocol, you must file your written objection with the school office.

■ **HOMEWORK** ■

Homework is defined as any school-related work that must be accomplished after school hours, be it **specifically assigned** for after school hours **or simply completed** then.

Homework should be limited to work relating to concepts already presented in class or which the student will be able to comprehend without parental teaching. This should not be construed as a means to release parents from their responsibility in the educational process, but to relieve them of the responsibility that rightfully belongs to the teacher. Parents should be encouraged to monitor their child's level of homework and consult with the teacher if it appears that the child is having difficulty completing or comprehending the work assigned.

The **objectives** of homework include:

- * To stimulate voluntary effort, initiative, independence, responsibility, and self-direction and further good study habits;
- * To encourage a carry-over of worthwhile school activities into permanent leisure interests;
- * To enrich the school experience through related home activities;
- * To reinforce school learning by providing the necessary practice, integration, and application.

■ **HOMEWORK GUIDELINES**

Homework should be **age-appropriate** and assigned in **reasonable amounts**. A rule of thumb is that students spend a minimum of ten (10) minutes per night per grade level engaged in homework activities

Teachers should **not** feel it necessary for students to have homework every night or feel compelled to make such assignments nightly.

Homework assignments over holidays, weekends, or on nights when there are special worship services or school activities **will be avoided** whenever possible.

■ INCOMPLETE (Delinquent) ASSIGNMENTS

The teacher will keep a record of all incomplete (delinquent) assignments for each student in his or her class. If a student does not complete a given homework assignment, or if the work is not of quality acceptable for the child, the parent will be informed via the weekly grade report available on Fast Direct.

When dealing with incomplete (delinquent) assignments, the teacher will follow these guidelines:

- If the student completes the assignment and turns it in by the next school day, he will be given **10% of the earned grade**. An additional 10% will be deducted for each additional day the assignment is incomplete or delinquent.
- No credit will be given for any assignment that is more than five (5) days late.
- Missing work will be tracked and reported to parents on a weekly grade report available on Fast Direct. Students are responsible to parents for identifying the date, type, and reason for work not turned in.

■ ILLEGAL SUBSTANCE ABUSE POLICY ■

The ultimate goal of Christ Lutheran School is to *“Train up a child in the way he should go”* (Proverbs 22:6). Included in this training is the proper care of our bodies as gifts of God. *“Do you not know that your body is the temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body”* (1 Corinthians 6:19-20). With this scriptural as our guide, our goal is to educate our students to the spiritual, legal, social, and health consequences of drug and alcohol use and abuse.

Each teacher in every grade will use drug and alcohol education materials provided by synodical, federal, state, and local agencies and incorporate them in their religion, science, and health classes so that age-appropriate substance abuse education is thoroughly taught to every child.

The possession and use of illegal/illicit drugs and alcohol is a sin and against the law. Therefore, any unlawful possession, use, or distribution of these substances by students or teachers will result in disciplinary action as outlines in the handbook under “Discipline”. Students and staff who have problems with drugs and/or alcohol will be referred to local agencies for appropriate counseling and rehabilitation.

■ LIBRARY ■

Students are actively encouraged to read good books frequently, during school time and at home. Books are located in individual classrooms, and the library.

Library Rules:

1. All books are due by 8:30 AM the day after the due date.
2. Books may be renewed, but you must bring in the book with you.
3. Students may not check out additional books as long as they have overdue books.
4. If overdue books are not returned, report cards will be held until the book is returned or paid for in full.
5. Any lost or damages books must be paid for in full.

Currently the Adams County/Hastings Public Library Bookmobile visits CLS once each month. Students must acquire a bookmobile card before using this service.

■ LOST AND FOUND ■

A box for lost and found items is located outside the school office. Parents and students are invited to check it occasionally for items they may have misplaced. Items not gone from the box by the end of the school year will be disposed of. **We encourage you to label your child's belongings.**

■ LUNCH PROGRAM ■

Hot lunches will be available every school day, Monday through Friday for a price determined annually by the Board of Christian Education in accordance with State and National School Lunch Program guidelines. Adult lunches will be priced at 50¢ more than a student lunch.

The price of a hot lunch for school faculty and staff will be the same as a student lunch, the difference between adult and student meals to be paid by the Board of Christian Education.

A federally subsidized type A lunch is available to each student in grades K-8. The monthly lunch menu can be found on the school's Fast Direct information site. The weekly menu is published in the Mustang Messenger newsletter and on Fast Direct. Please make checks payable to **CHRIST SCHOOL LUNCH PROGRAM**.

Students may bring their own lunch to school, but unfortunately health regulations prevent us from providing a refrigerated place to store them. We suggest using an insulated container, if necessary.

In fairness to all students, **fast food lunches are not allowed** to be brought into students at lunch time. This causes difficulties for the teachers, other students, and the lunch program staff. Any child who does not have a lunch to eat will be provided with a lunch to be paid for later.

In following the school's Wellness Policy, soft drinks may not be brought for lunch. Milk is available for purchase through the lunch program. Water is also available.

Details of the federal free and reduced lunch program will be provided to all families prior to the start of the school year. We encourage all families who qualify to apply for the free or reduced lunches. In accordance with federal law and USDA policy, Christ Lutheran School is prohibited from discriminating on the basis of race, color, national or ethnic origin, sex, age, or disability. Discrimination complaints should be filed with USDA, Director, Office of Civil Rights, 1400 Independence Ave. S.W., Washington, DC 20250-9410 or call toll free 866-632-9992 (voice).

■ Hot Lunch Account and I.O.U.'s

A record of each student's hot lunch account and meal purchases will be maintained in the office and managed by the hot lunch personnel and school staff. Notices will be sent home when a student's lunch account reaches an amount equal to three lunches or less.

Students are requested to make payments to their hot lunch account immediately. Students will be **allowed three (3) I.O.U. lunches** before their account is brought up-to-date. Students will not be allowed to maintain delinquent or overdue balances on their accounts past this point. Failure to bring one's account up-to-date will result in the student receiving an "emergency lunch" (peanut butter sandwich and water). If the account is not brought up-to-date within a reasonable time, the matter will be referred to the Board of Education.

■ MEDICATIONS ■

Many parents are surprised to learn what the requirements are for giving prescription medications at school, and that non-prescription medications (such as cough drops and over the counter cold remedies) are also regulated and limited. State regulations and legal realities have had a growing impact on all schools in recent years. The simplest advice is to schedule medications to be given at home whenever possible.

For the safety of all concerned, Christ Lutheran School personnel are not permitted to dispense medication to students without prior written authorization from a physician **and** prior written permission from a parent/guardian.

Although we discourage the use of any medication at school, we recognize that some children will only be able to attend class because of the effective use of medication in treatment of chronic disabilities or chronic and acute illness. Any student required to take medication during the school day must comply with the school's medication policy.

All medication, whether prescription or over-the-counter, must have an authorization form completed in order to dispense. Forms are available as an addendum to this handbook. If additional forms are needed, please contact the school office.

■ Prescription

Only those medications specifically prescribed may be given during school hours.

1. Students needing medication to be given during school hours must have a medication authorization form on file in the student health record. The form must be completed and signed by the physician **and** parent then returned to the school office before any medication may be given. The first dose of any medication may not be given by school personnel. A new form must be completed for each new school year. A form is located in the back of this handbook and more are available in the school office. Signed and completed forms may be faxed to our office at (402) 744-4971.
2. Students in Grade 4-8 may self-administer and carry with them a rescue medication inhaler for asthma or an Epi-pen for severe allergic reactions; and only if a physician **and** a parent has signed the self-administration permission contract. Insulin for diabetics and non-rescue inhaled medications may also be self-administered but must be kept in the school office.
3. Medications must be brought to school by an adult, in a container, appropriately labeled by the pharmacy or physician. The instructions should indicate that the medication is to be given during school hours.
4. The school nurse will monitor the administering of all prescription medications, and with the principal's assistance, will be responsible for designating and training staff members to give the medication in the nurse's absence.
5. A log will be kept of all medications administered at school. It will include the student's name, the date and time the medication was given, and the signature or initials of the staff member giving the medication. All prescription medication will be kept in a locked cabinet or drawer.

■ Non-prescription (over the counter)

1. Cough drops, antacid, and medicated lip balm are considered over-the-counter medications and **must have an authorization form completed**. These medications must be kept in the school office and administered there.
2. Medications must be brought to school by an adult in the original container labeled with the student's name. Written instructions should be provided indicating that the medication is to be given during school hours.
3. Students are allowed, with a written note from the parent, to bring up to three pieces of hard candy (life-savers, peppermints, or lemon drops) per day for a cough or sore throat to take as needed without written notification from a doctor, however, it must be kept in the teacher's possession and students must get permission from the teacher before using the candy.
4. The parent may be called when a non-prescription medication is given to ascertain that none has been given within four hours, and to notify the parent of the time the medication is being given.
5. All medications -- prescription or non-prescription -- must be picked up by the parent or disposed of by school personnel at the end of the prescribed administration period or at the end of the school year.

■ MUSIC PROGRAM ■

Music is an important part of school life at CLS. Student in each class participates in some way in music, choral or instrumental, and that participation is often centered on the worship of God.

The following music electives are offered at Christ Lutheran:

Handbell Choir

Christ Lutheran offers handbells as an elective course in Grades 5-8, providing the students with an opportunity for music instruction and performance with bells.

Musicals

This school year, all the students in Grades K-8 will perform the annual Spring Musical in April.

■ NUISANCE ITEMS ■

A nuisance item is any item that the staff believes is interfering with the safety or learning of students.

Items such as toys, magazines, games, electronic devices, watches with alarms, portable radios/cassette/CD/MP3 players, laser pens, pagers, cellular phones, etc. are considered a nuisance and distraction to the educational process and classroom learning environment, and therefore should not be brought to school.

If cell phones must be brought to school, they must be **turned off during school hours** and secured in the student's locker, back pack, purse, etc.; not on the child's person or in their desks. Students may use the cell phone **before and after school only with the permission of a teacher or coach**. Students who require contact via phone during the school day may use the school phone (only with expressed permission from a teacher or coach).

These items or any others that cause disruption in the classroom will be confiscated and returned to the parents only by the principal. In some cases, additional disciplinary consequences may be appropriate.

An item of obvious monetary value may be returned to the parent when the teacher has received assurance that it will not reappear at school.

The teacher should give permission before students bring their personal sports equipment, toys, or games to school. Skateboards, roller blades, or skates should not be brought to school.

■ PARENT TEACHER LEAGUE (PTL) ■

All parents of CLS students in Pre-School through 8th grade are part of the PTL. It is the responsibility and privilege of every parent to participate in this group. In this organization, parents and teachers gather as partners for two important purposes:

- To work together for the child's benefit
- To plan special events and projects to enhance the school's program

In addition to its objective of supporting parents, the PTL has supported the school's program through the purchase of many needed items. Several fund raising projects are planned each year. Your help and participation is needed and expected. All funds are used for enhancing the education our children receive at CLS.

■ PHYSICAL EDUCATION ■

Through exercise, drills, games, and physical fitness testing, it is our goal to encourage the child, promote positive attitudes, and expand physical fitness awareness. Physical Education classes are held weekly in grades K-8. Appropriate clothing should be worn on P.E. days. An appropriate pair of gym shoes with non-marking soles should be kept at school in the student's locker.

The children in grades 1-8 annually participate in the President's Physical Fitness Testing program.

■ RECESS AND PLAYGROUND SUPERVISION ■

■ RECESS

Recess time is a time for rest from schoolwork and classroom activity. That being said, recess is also a privilege earned through proper classroom behavior. If homework assignments fail to be turned in or are not complete, a student may be required to forfeit their recess time until such work is finished. In such cases, the parent will be notified.

As a general rule, students **will be going outside for all recesses** unless questionable weather conditions (rainy, snowy, extreme heat, cold, or windy conditions) warrant indoor play. Such determination will be made by the principal. At such times, recess will be held in the gymnasium.

Students should always dress appropriately for outdoor play regardless of the season. In cold weather, students are encouraged to wear coats, jackets, and other winter wear (and boots for play on snow). However, **failure to bring appropriate clothing to school will not excuse a student from outdoor recess.**

All recesses are supervised by the school staff, and supervising teachers and teacher aides have the authority to discipline any child who exhibits unsafe or unacceptable recess/playground behavior. Students may not remain in the classrooms or the building unattended. All students are required to go with their class to the designated recess area (inside or outside) unless a note is received from parents requesting permission to remain inside due to illness or other reasons explained in full.

■ PLAYGROUND BOUNDARIES & RULES

The rules and boundaries of the Christ Lutheran School playground will be reviewed with the students on the first day of school. Due to concern for the safety of our students, permission to go beyond these boundaries is forbidden unless permission to do otherwise is given by the teacher.

■ STUDENT ASSESSMENT ■

■ FORMAL REPORTS OF PROGRESS

You'll be getting regular reports, both formal and informal, about your child's academic progress and other areas of growth and maturity. A phone conversation with your child's teacher, or an informal conference arranged by appointment, is sometimes more helpful than a written report. You're encouraged to contact the teacher when you have a question about your child. Please call the teacher first to set a time convenient for both of you.

Formal, structured reports are also issued for the four academic quarters. These assessments attempt to communicate important elements of the student's progress:

Weekly Grade Reports are available each Monday on Fast Direct. These reports give students and parents an up-to-date "snapshot" of the child's progress, graded assignments, missing work, etc. Parents are asked to review and discuss these reports weekly with their child. If questions arise, please contact your child's teacher immediately.

Midterm Reports are formal reports sent home with children in Grades 1-8 near the middle of each quarter to give a preliminary indication of how the child is achieving up to that point in the quarter. These midterm reports do not contain as much detailed information as the end of quarter report cards, and are not kept in the student's permanent file. Mid-Quarter Progress Reports will be available on Fast Direct on the established dates (see annual calendar) for all students. ***A hard copy will be sent home with any student who is in jeopardy of failure; this copy must be signed and returned to the teacher.***

Report Cards are issued after the end of each quarter. These assessments are intended to measure the child's progress compared to the expectations of the teacher and the school (not necessarily in relation to other children in the class), and are used to report growth in academics, classroom and school habits, and attitudes.

Formal Reports for Preschool – Parent Teacher Conferences are scheduled in the fall and spring. Written communications about the child's progress will be given to the parent at that time. The teachers welcome questions or comments from parents about the child. Please feel free to arrange an appointment with your child's teacher outside of class sessions.

■ STANDARDIZED TESTING

Standardized achievement tests are given annually to students in Grades 4-8 in order to aid in evaluation and guidance. A nationally recognized Achievement Test is administered each spring and provides educational data that is compatible with public and non-public testing requirements.

■ Student's Cumulative Record

A cumulative record is kept for each child. The cumulative file contains all report cards, immunization records, achievement test reports, and results of screening.

■ Student's Life File

A cumulative file containing representative efforts and memorabilia is kept for each child. These “life files” are much like a time capsule of a child’s years at Christ Lutheran School.

■ **Parent-Teacher Conferences**

Parent-teacher conferences are scheduled during the 1st & 3rd quarters to coincide with the issuance of the progress reports for students in Grades K-8. The progress, strengths, and weaknesses of students can be discussed during these conferences.

■ **SPECIAL EDUCATIONAL NEED REFERRAL**

In showing concern for all the students enrolled at Christ Lutheran School, the Board of Christian Education desires to provide for those students with special educational needs. Teachers are urged to be alert to any special needs of the children and are to contact the principal if a child is thought to have special needs. Parents will be contacted and referred to Education Service Unit #9 for testing. If ESU #9 is unable to serve the child, then the public school district will be contacted. In cases where testing discovers educational challenges for the student that the classroom teacher is unable to service, service will be provided through ESU#9 or the child’s public school district. Follow-up testing will be done and the school will keep in close contact with the parents.

■ **PROMOTION AND RETENTION**

■ **Academic Promotion**

For a student to be promoted to the next grade level, the student must have a yearly combined passing average of all subjects taken. The student must also have a second-semester passing average in each of the core-subject areas—math, science, history, and language arts. If the student has an overall failing average or has failed any of the core classes, the student may be asked to attend summer school or tutoring as a requirement for promotion.

■ **Academic Probation**

Students who fail any grading period are placed on academic probation, and their parents are notified in writing of such placement. A meeting is held involving the parent, student, teacher, and principal to determine steps to be taken. Dismissal from school is a possibility if a student fails more than one grading period or the first semester. Each student’s case is considered individually.

■ **Retention**

Retention in the present grade level may occur if the school, in consultation with the family, determines it is in the best interest of the child. The school reserves the right to recommend retention or to not enroll a student for the following year if it is felt that the school cannot meet the learning needs of the child.

■ **Academic Placement**

A student is “placed” in the next grade when it is the opinion of the teacher, principal, and parent that retention would not be of benefit to the student and that special allowances must be made for academic progress.

■ **SMOKING, DRUGS, WEAPONS & ALCOHOL** ■

Christ Lutheran School is a “drug-free”, smoke-free”, “weapons-free” campus. Students are not permitted to use or have in their possession tobacco, alcohol, drugs (for use of prescription drugs, see [Medications](#)) matches, knives, guns (toy or genuine) or other weapons. The first offense will result in suspension and parent consultation. A second offense may result in expulsion from school.

In accordance with state guidelines, parents and other adults are not permitted to smoke in the school or church building.

■ SUPPLIES ■

A list of supplies needed by students will be distributed prior to the first day of school. Parents are responsible for securing all supplies requested for their child, and only those supplies that are indicated on the list for the child's grade level, by the first day of school.

Any additional supplies requested by your child's teacher at a later should be obtained in a timely manner.

■ TEXTBOOK USAGE ■

The latest and best textbooks are used at CLS. All textbooks, workbooks, art materials (except tools and personal supplies), and audio-visual materials will be supplied to the student. These instructional materials remain the property of the school and are made available to the students for purposes of learning.

All textbooks are inspected by the teachers and their condition recorded prior to the time they are issued to students. Upon issuance, the student becomes responsible for the textbook and the condition of its return. ***Students are required to keep adequate book covers on all hardcover textbooks.*** If, for whatever reason, the textbook is lost or damaged, the student will be assessed total or partial cost of the book.

Textbook Selection and Adoption is primarily the responsibility of the faculty and principal. At times, parents may become involved in the selection process by serving on a textbook selection committee. Concerns about textbooks and other instructional materials ***should first be communicated to the appropriate staff member*** and then the principal. Unresolved concerns can be addressed by the School Board. All decisions of the School Board are final.

■ VISITOR CHECK-IN ■

Parents and other visitors are required to check in with the school office whenever entering the building during the school day. If you have an item for a student, the office staff will deliver it for you. If you are picking up a student in grades K – 8 before the usual dismissal time, please notify the school office and/or teacher prior to picking up your child(ren). When you arrive, your child will be waiting for you at the school office, at which time you will sign your child out.

■ VOLUNTEER GUIDELINES ■

Volunteers are concerned and dedicated persons, and they are one way in which the school works in partnership with parents. Volunteers enhance the learning of children by assisting in a wide variety of ways, both in the school or by working in their homes. They use their time and special skills to support the professional staff, but ultimately it's the children who benefit from their efforts.

■ Volunteers Working at the School Site

1. *Role:* A volunteer serves as an assistant to the teacher and not as a substitute for the teacher. The classroom teacher is responsible professionally for the educational program of the classroom, and it is important for volunteers to take their direction from the teacher or staff person in charge of the activity.
2. *Commitment and Reliability:* Even though volunteers serve without pay, people depend on them when they have committed themselves to a task. If for some reason a volunteer cannot meet the commitment, he/she should inform the teacher or staff person so that the day's schedule can be adjusted accordingly.
3. *Confidential Information:* Classroom volunteers sometimes have access to privileged information or have opportunity to observe individual children, or interaction between children, or interaction between students and teachers. Information of this sort needs to be handled with mature judgment. Volunteers do not have the responsibility to contact parents to inform them of behavior problems or academic needs, ***and should not do so***. Volunteers who have concerns about what they've observed should discuss their concern with the professional staff or the principal. Contact with the home should come from the professional staff. It would also be inappropriate for volunteers to discuss or disclose this type of privileged information with other parents.
4. **Discipline: is under the direction of the trained professional staff. Volunteers, should not administer any disciplinary consequences that are needed.**
5. *Instruction:* Classroom volunteers should not introduce new concepts or use materials that have not been approved by the classroom teacher. This sometimes results in confusing the children or disrupting the normal progression of educational concepts.
6. *Sign In* – Volunteers during school hours must report to the school office to sign in and out. An I.D. badge will be given at that time and should be worn while on the school premises.

■ WEBSITE PHOTOGRAPHS ■

As you know, Christ Lutheran School strives to maintain a very attractive, up-to-date website (www.clsmustangs.org). One way that we do so is to include lots of pictures of your kids involved in our various school activities.

Parents should be aware that CLS intends to publish photos of our students (with appropriate anonymity safeguards taken) once again this year. However, if parents would prefer that their child not be included in any CLS website photos, we ask that you ***inform the office, in writing, of your request***. If you have any questions concerning the use of student photos on our website, please contact the school office.

■ MULTICULTURAL POLICY ■

It is the policy of Christ Lutheran School to utilize the resources of God's Word, curriculum, instruction, in-service, counseling, and guidance to reflect the racial, ethnic, language, and cultural heritage of both historical and modern-day United States of America by:

- selecting materials and methods that will eliminate bias and stereotyping in our schools.

- providing in-service programs that will help our staff understand multicultural approach and to reflect is in their teaching and administrative duties.
- encouraging all students to grow in self-esteem and to understand and develop their spiritual, academic, and human potential.
- guarding against grouping of students that might reflect racial, ethnic, language, or cultural bias.

We will, however, not teach or encourage tolerance of lifestyles that do not agree with God's Word.

■ ASBESTOS STATEMENT ■

Christ Lutheran School, in accordance with the Environmental Protection Agency under the provision of the Asbestos Hazard Emergency Response Act, was inspected for asbestos and materials containing asbestos in 1989. This inspection, completed by Hall-Kimbrell, found no asbestos in the school part of the building. In January 1989, Christ Lutheran School was reinspected for asbestos/materials. At that time it was decided that the floor tiles in the church basement (lunch room) are assumed to contain non-friable asbestos. These tiles are in excellent condition and pose no health hazard. Christ Lutheran School will continue to undergo inspections every three years. The results of these inspections and management plan are on file in the school office for review.

■ SEXUAL HARASSMENT POLICY ■

Christ Lutheran School maintains an aggressive policy to prevent and deal with any suspected cases of sexual harassment involving either employees, students, or others associated with the school and all school programs and activities. A copy of this policy as well as the steps to be taken in cases of reported sexual harassment is on file in the school office for review.

■ TECHNOLOGY USE POLICY ■

Christ Lutheran School maintains an Acceptable Use of Technology Policy for all students and staff at the school. A copy of this policy and contract is distributed to all students for their review and acceptance at the beginning of each school year.