



CHRIST LUTHERAN SCHOOL

Established 1958

PARENT/STUDENT HANDBOOK

Kindergarten – 8th Grade

“But grow in the grace and knowledge of our Lord and Savior Jesus Christ. To him be the glory both now and to the day of eternity. Amen.” 2 Peter 3:18

CONTACT INFORMATION

CHRIST LUTHERAN CHURCH & SCHOOL | www.clscm.org

Church (949) 631-1611

School (949) 548-6866

Preschool (949) 631-1639

School Age Care/SAC (949) 722-9778

Fax (949) 631-6224

THE PASTORS & FACULTY OF CHRIST LUTHERAN MINISTRIES

Rev. Glenn Shelton, *Interim Lead Pastor*

Pastor Lance Irey, *Assisting Pastor*

Pastor Joe Strubbe, *Pastor*

Rev. John Davies, *Missionary Pastor*

Karen Culp, *Parish Administrator*

Kristi Edison, *Financial Administrator*

April Florio, *Executive Assistant, Communications Specialist*

Dana Burkey, *Director of Local Missions and High School Youth*

Emily Eltiste, *Director of Children and Youth*

Chris Peterson, *Director of Worship and Music*

Caleb McFerran, *School Principal*

Kristie Flohra, *Preschool Director*

Beth MacLane, *Marketing and Admissions Director*

Elaine Yagerlener, *Administrative Assistant*

Bella Brown, *Church and School Secretary*

Tracy Colyer, *School Age Care Director*

Mrs. Erika Farless	<i>Kindergarten</i>
Miss Taylor Kelso	<i>Grade 1</i>
Mrs. Marsha Hafer	<i>Grade 2</i>
Miss Megan Donoff	<i>Grade 3</i>
Mrs. Leah Tornow	<i>Grade 4</i>
Mr. Caleb McFerran	<i>Grade 5</i>
Mr. Brian Bresemann	<i>Grade 6</i>
Mrs. Sharon Frydendall	<i>Grade 7</i>
Mrs. Jenny Jordan	<i>Grade 8</i>
Mr. Peter Bouffard	<i>Director of Technology</i>
Mrs. Linda Gardiner	<i>Librarian</i>
Mrs. Colleen Schooley	<i>Resource Teacher</i>

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MESSAGE FROM THE PRINCIPAL

Greetings Parents and Students,

Grace and Peace to you from God our Father and the Lord Jesus Christ!

Welcome to the Christ Lutheran family! Christ Lutheran School serves as the educational and missional outreach of Christ Lutheran Church.

Christ Lutheran School responds to God's command in scripture to bring up children in the training and instruction of the Lord, so they may have the opportunity to be ambassadors and leaders for Christ in their homes, their community, and this world.



This handbook is designed to serve as a partnership with students and parents as we carry out our mission and ministry to provide a rigorous and enriched education in a Christian setting. It is essential that it is read carefully and thoroughly.

It is our diligent call to provide a learning environment that is loving, nurturing, enriching, and applicable to real life. It is our charge to equip and provide students with the solid spiritual and academic foundation that they will need to be successful as they journey through life.

Our excellent staff equips, inspires, and empowers students to take ownership and responsibility for their relationship with God and their academic achievement. We imprint Godly Leadership principles upon each child to admonish them each day. Teaching or imparting knowledge "to know" is just one aspect of the learning experience here at Christ Lutheran School. Our teachers go beyond imparting knowledge and seek to admonish or instill wisdom "to know how" into each child. A well-rounded individual is one who has not only knowledge but also has the wisdom to use their knowledge in a way that brings glory to God.

We understand that for us to maximize each child's academic experience a close, healthy partnership with our families is foundational. Ultimately, it is the parents' responsibility to "Train up a child in the way they should go and when they are old they will not turn from it." Proverbs 22:6. Christ Lutheran School is committed to fostering positive partnerships with all of our families. It is our desire to provide each child with an excellent education. Excellence on the child's behalf stems from clear communication between school and home. We will communicate in a clear, concise, consistent manner throughout the year.

Thank you for partnering with Christ Lutheran School. May the Lord bless us with unity as we invest in the next generation. It is my prayer that God uses the students from this "cool little school" to grow His Kingdom in an exponential way and that the Gospel of Peace is proclaimed throughout the world in each precious child.

Unity and Peace,
Mr. Caleb R. McFerran
Principal

THE PURPOSE OF CHRIST LUTHERAN SCHOOL

Connecting People to Jesus.

MISSION OF CHRIST LUTHERAN SCHOOL

Partnering with parents to educate the whole child spiritually, academically, emotionally, and physically in a Christ-centered environment.

VISION OF CHRIST LUTHERAN SCHOOL

Nurturing Knights for Christ who SERVE

Knights for Christ SERVE

Successful Learners

- Communicate effectively using speaking, listening, reading, and writing skills
- Learn and comprehend grade-level curricula
- Identify and take the initiative to solve problems
- Demonstrate higher-level thinking skills
- Develop creative expression
- Adapt to emerging technology
- Do their personal best

Emotionally Secure

- Seek to build others up with words and actions
- Work cooperatively
- Demonstrate good sportsmanship
- Provide service to the extended community
- Are willing to step outside their comfort zone and take risks
- Approach life with a positive confident attitude

Responsible Citizens

- Accept responsibility for their words, actions, and learning
- Demonstrate self-discipline, time management and strong study habits
- Formulate, implement, and evaluate reasonable goals
- Makes positive choices as digital citizens

Vibrant Believers

- Practice spiritual disciplines that enhance a personal relationship with Jesus Christ empowered by the Holy Spirit
- Recognize the biblical concept of sin and grace according to Lutheran teaching
- Show evidence of living a life of Grace for self and others in light God's forgiveness
- Practice Christian morals and ethics

- Demonstrate a life of virtue and character in the choices they make
- Allow the Bible to shape their thinking and worldview

Engaged Physically

- Is a steward with their bodies demonstrated by an active balanced lifestyle
- Develop skills that promote a healthy lifestyle including nutrition and physical activity
- Acknowledge their self-worth as children of God
- Use their God given gifts and abilities to further strengthen the Kingdom of God

SCHOOL PHILOSOPHY

SPIRITUAL CULTIVATION AND BIBLICAL WORLDVIEW FILTER

Christ Lutheran Church and School has the privilege of partnering with families to train children in the ways of our LORD Jesus. The school is committed to making Christ Jesus the focus of all activities. Students are nurtured and trained to develop a Biblical worldview filter that will enable them to make God-pleasing choices and decisions in school and life.

PURSUIT OF ACADEMIC EXCELLENCE

Teachers and students are committed to a quality standard of learning and achievement in all aspects of school life. An emphasis is placed on academic excellence in a nurturing, safe environment that encourages personal and social growth.

TRADITION AND CHANGE

Christ Lutheran embraces and values the history and heritage of the school. A commitment has been made to teaching and modeling Christian beliefs and values in all subjects and activities related to the school, while recognizing the importance of adaptation and innovation as a means of preparing our students for the future.

INTEGRITY OF CHARACTER

We are KNIGHTS for CHRIST and within our community we strive to develop each student's sense of responsibility, compassion, honesty, and self-discipline. Our goal is to produce confident and ethical young people equipped for the challenges of life. As children of God, we encourage children to identify that their self-worth is found only in God, as well as a sensitivity to the feelings and needs of others. Our children learn to recognize how their actions affect the nature and functioning of the school community and the larger community in which they live.

RIGOR AND BALANCE

Challenging expectations serve to bring out potential. Each student is encouraged to find the balance among academic, artistic, athletic, and extracurricular activities. While we stress academic fundamentals at Christ Lutheran School, our students also receive outstanding instruction in technology integration, digital citizenship, vocal and instrumental music, fine arts, performing arts, foreign language, and physical education.

SCHOOLWIDE LEARNING OUTCOMES

Beginning with the 2014 school year, serious consideration was given to making the Schoolwide Learning Outcomes more student friendly and understandable. The faculty, with input from parents and other

stakeholders, worked to identify who we are and what we want students to be upon graduation. After much discussion the school adopted the Knights for Christ SERVE acronym. The focus then switched to educating, promoting, and developing that image. The teachers have been focused on deliberately

integrating the SLO's in their daily lessons beginning in the 2015-16 school year.

SCHOOL WIDE OBJECTIVES

In keeping with the philosophy of Christ Lutheran School, specific objectives are identified as we work in partnership with our Lord to Educate the Whole Child.

AT CHRIST LUTHERAN SCHOOL WE WILL:

- Share Christian love, patience, kindness, goodness, diligence, joy, forgiveness, gentleness and self-control
- Worship God and pray to Him regularly, for guidance, understanding, and love
- Promote Christian character and citizenship
- Encourage the use of God-given gifts to the fullest
- Show respect for self and others as children of God
- Learn to work and play with others in a caring way
- Communicate well with others

Christ Lutheran Church and School Covenant

Preliminary Comments

We believe that all statements, policies, and procedures of the Lutheran Church must be Christ-centered, biblically based, and in concert with both the Great Commission (Go and make disciples of all nations... Matthew 28:16-20) and the Great Command (A new command I give you: Love one another. John 13:34) given to us by our Lord Jesus Christ.

The Congregation's Covenant Commitments

Christ Lutheran believes that all children benefit from a Christian education. Following Jesus' direction in Mark 10:14, "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these," we promise to provide this education to the best of our ability ---God enabling and empowering us to do so.

Christ Lutheran recognizes that the home is the God-ordained primary source of student learning and living. Therefore, we believe that the highest and most enduring benefits are achieved when parents, their children, and the school are devoted to the same beliefs of Christ Lutheran Church.

We understand that not all families whom we serve in our preschool and school share our faith or desire to live the lifestyles to which we believe our Lord saves and calls us. However, we believe that the opportunity to minister to the children of these families is of paramount importance and an integral part of our reason for being. Therefore, we welcome children from these families as God's gifts to us.

When differences between the beliefs of the church and families exist, families acknowledge that the church will not compromise our biblically-based teachings, whether the subject is religion, science, ethics, sex education, or any other topic.

THE HOME-SCHOOL PARTNERSHIP

An essential element in educating the whole child is the strong partnership between the school and the home. The school and home must work closely together for the benefit of the child. The academic, spiritual, emotional, physical, and social growth of children begins at home. *Parents are the primary educators and role models for their children.* Christ Lutheran staff is committed to work with families to serve as an "extension of" the home in the vital work of Christian training.

We wish to partner with children and parents who are willing to walk with us in *oneness* of spirit and purpose. This oneness is based on cooperation, support for one another, and a common value system. In the event this oneness cannot be maintained due to non-cooperation, non-support, or differing value systems, it may be necessary to dissolve the partnership.

THE CHURCH-SCHOOL PARTNERSHIP

PURPOSE: Connecting People to Jesus

VISION: Christ Lutheran Church is a 21st Century outpost where people are supported, equipped, and launched into ministry, acting locally and impacting globally.

MISSION: The people of Christ Lutheran live out this vision by expressing their personal discipleship with an UP - IN - OUT.

UP - A personal relationship with God. Engaged in worship, Bible study and prayer.

IN - Connected to other believers in Biblical Community. Engaged in small groups, acts of service and caring.

OUT - An expression of how each person is participating in the advancement of the Mission of God. Engaged in witnessing, supporting mission.

Christ Lutheran School is a vital component of the total ministry of Christ Lutheran Church. The church plays an essential role in supporting both school children and their parents.

Families can learn more about the teachings and doctrines of the Lutheran church by attending the New Members Class, "Take The Next Step".

WORSHIP OPPORTUNITIES

Sunday, 8:00 AM - Classic Worship

Sunday, 9:20 AM - Equipping Hour for adults and Sunday School for children

Sunday, 10:30 AM - Contemporary Worship

Wednesday, 8:30 AM - School Chapel

CHURCH ATTENDANCE

An integral part of Christian training is participation in worship services. Parents are encouraged to serve as role models for their child(ren) in worship attendance. A record of attendance at weekly church services and/or Sunday School is kept by each classroom teacher and recorded on report cards. Worship at other Christian churches is also recognized for attendance records. Award certificates are presented at the end of each trimester.

BAPTISM

A child and his/her family are welcome to come and receive God's saving grace and adoption into His family through the Sacrament of Baptism. For most, the school's registration and profile information include the status of the child's baptism. A child and/or parent desiring Baptism ought to contact April Florio (mrs.florio@christcm.org) and schedule a pre-baptism appointment with a pastor. After coordinating with others and determining availability, he will confirm the date and time with the family and enter it into Planning Center. A child and his/her family may choose to have the baptism during school chapel or one of the worship services. An invitation will be sent to the child's teacher and classmates to come and celebrate.

CONFIRMATION

In the Lutheran Church, Confirmation is the rite by which baptized persons, after having received a course of instruction, make a public confession of their faith. At Confirmation, they also publicly renew their baptismal vows. Confirmation classes take place when students are in eighth grade. If your child is not currently in a Confirmation class, we invite you to consider having him/her attend class at Christ Lutheran. If you would like to inquire further about Confirmation, please contact your child's teacher, the school principal or the pastoral staff.

SCHOOL CHAPEL SERVICES

All students participate in regular devotions in their classrooms. The entire school meets weekly for Wednesday chapel services at 8:30 AM. Chapel offerings are designated for special selected missions.

CHOIRS

Periodically, classes and choirs are scheduled to sing for Sunday morning worship services, Wednesday evening Advent and Lenten Services, as well as special concerts. Students are expected to sing with their class or choir for these events. If a child cannot attend, we ask that you notify-the choir director and teacher.

CHILDREN'S MINISTRY

Christ Lutheran Church offers two educational opportunities on Sundays for children in preschool through 5th grade. Sunday School meets in the gym during the Equipping Hour from 9:20-10:20 am. Kids Church meets in the gym during the sermon time of our 10:30 am worship service. Children are welcome to attend additional seasonal events throughout the year as posted.

YOUTH MINISTRY

Christ Lutheran Church offers youth programs for 5th/6th graders and 7th/8th graders to engage in Christ-centered relationships in order to discover how faith is lived out every day. All are welcome to attend and are encouraged to bring friend.

GENERAL INFORMATION

The Lutheran school system is an integral part of the American educational program. The elementary schools of the Lutheran Church - Missouri Synod date back to the decade between 1830 and 1840. These schools, throughout the United States and abroad, have offered an excellent Christian and academic education for over 170 years. Lutheran schools are not in competition with public schools, but rather seek to work closely with them in fulfilling the responsibilities of education in the community and at the same time minister to the spiritual needs of students by providing a Christ-centered education.

BRIEF HISTORY OF CHRIST LUTHERAN SCHOOL

On September 5, 1958, Christ Lutheran Church realized a vision it had been nurturing—to open a Christian day school. Christ Lutheran School began holding classes with twenty-six students in grades one to three. As the school grew, so did its educational facilities. The school currently enrolls students in kindergarten through grade eight.

Our School Age Care (SAC) facility is available to families beginning at 7:00 AM until 6:00 PM. Time for study, tutoring, art, dance, science, and a variety of other enrichment are provided after school to enrich the lives of our students and to provide them with opportunities to express their unique God-given gifts. An outstanding Christ-focused, hands on Summer Camp program is offered as well.

Our preschool, established in 1980, has the capacity to nurture and care for over one hundred students and their families.

ACCREDITATION

Christ Lutheran School has been granted full accreditation:

- Western Association of Schools and Colleges (WASC)
- National Lutheran School Accreditation (NLSA)
- Pacific Southwest District Lutheran Church—Missouri Synod

SCHOOL COLORS, TEAM AND ANNUAL THEME

- School colors: Navy Blue and Gold
- School team/mascot: Knights

CHRISTIAN FLAG SALUTE

I pledge allegiance to the cross of our Lord, Jesus Christ, and to the faith for which it stands, one Savior, eternal, with mercy and grace for all. So help me God. Amen.

SCHOOL HOURS

7:00	School Age Care Open (SAC)
8:05	Dismissal from SAC
8:05	First Bell: Morning Gathering
8:15	Tardy Bell: School classes begin
8:40	Gates closed/locked
2:55	Dismissal to Pick– Up Lines
3:00	Students transition to SAC
3:15	Automatic placement in SAC
6:00	SAC Closes (Late Fees issued if children are picked up after 6:00 PM)

PARENT SERVE HOURS (PSH) PROGRAM

Research indicates when parents actively participate in their child’s education, the quality of learning improves. Each family with children in grades Preschool-8 will donate a minimum of 20 service hours per year, (per family, not per child) in any area of Christ Lutheran Ministries. The persons donating the hours may include parents, grandparents or any family member over the age of 18, who has completed the necessary volunteer requirements. When volunteer hours have been served, simply record them via the Christ Lutheran School Mobile App.

Parent SERVE Hours (PSH) must be completed by May 15th. Hours unfulfilled by the end of the year will be billed at \$15 per hour and paid before the release of final report cards. Hours fulfilled after May 15th will be credited toward the following school year.

PARENT TEACHER LEAGUE (PTL)

PTL contributes to the home and school partnership and develops a sense of community and Christian fellowship for the mutual support and enjoyment of Christ Lutheran School. PTL offers social events, fundraising activities, support for teachers and families, and parent development opportunities. The faculty, as well as parents of all students attending Christ Lutheran School are considered to be members of the Christ Lutheran School PTL.

SCHOOL AGE CARE (SAC)

Supervision is available before and after school and on other designated non-school days through School Age Care (SAC). SAC students participate in a variety of activities including devotions, study hall, arts and crafts, computer and board games, organized field/gym games, snacks and free playtime.

SAC is open from 7:00 to 8:05 AM, from 2:00 PM to 6:00 PM, on Monday, and 3:00 PM to 6:00PM, Tuesday through Friday. All children arriving before 7:55 AM must report to SAC and be signed in by a parent or guardian. Any child remaining at school fifteen minutes after dismissal will automatically go to SAC unless participating in an organized school activity. SAC fees are separate from other school tuition and fees.

EARLY DISMISSAL DAYS

Modified Mondays: SAC opens at 2:00 PM on Modified Mondays. If students are enrolled in the SAC program on a monthly basis, there is no additional fee for Modified Mondays. However, if parents use occasional care or emergency care, they are billed through FACTS Tuition accordingly for the time students are signed into the program. Students are offered the same types of activities as the regular afternoon program.

Minimum Days: SAC opens at 12:00 PM on minimum days. If students are enrolled in the SAC program on a monthly basis, there is no additional fee for minimum days. However, if parents use occasional care or emergency care, they are billed through FACTS Tuition accordingly for the time students are signed into the program. Students bring lunches and are offered the same types of activities as the regular afternoon program.

ENRICHMENT PROGRAMS

SAC works to offer enrichment programs each year. These programs are not limited to students enrolled in SAC, but are open to all students attending Christ Lutheran School. Examples include Engineering Kids, Dance 4 Joy, Piano, Spanish, Jiu Jitsu, Art, Archery, Soccer, and Chess. These programs are fee-based and offered only when enrollment can support the class.

HOLIDAY CAMP

SAC offers holiday break camps for days when school is closed. There are additional fees for these days. During holiday camps arts and crafts, sports, games, and short field trips like bowling, movies, and skating are offered.

SUMMER CAMP

The SAC program offers a summer camp filled with many activities including exploratory clubs, swim days, field trips, theme days and special guest speakers. The program is very flexible and offers half-day, daily and weekly rates. Look for summer camp registration packets in the spring.

PARKING LOT GUIDELINES

MORNING: Gates Open 6:30 AM - Gates Close 8:40 AM

AFTERNOON: Gates Open 2:45 PM - Gates Close 3:30 PM

MINIMUM DAY: Gates Open 11:40 AM - Gates Close 12:30 PM

- Parking lot speed limit is 10 mph
- Please use caution when driving into and out of the parking lot
- Once in the parking lot, traffic flows ONE WAY IN A COUNTER-CLOCKWISE MOTION; please make sure to pull forward to promote a continuous flow of traffic

MORNING DROP OFF:

- Enter campus from Victoria Street or Congress Street
- Exit through Victoria Street after dropping off child (ren)
- Stop and pull over to drop off your child (ren) at the lunch table sidewalk only

AFTERNOON PICK UP:

It is important to be prompt in picking up your child, however, please do not arrive before 2:50 PM to wait for your child. We encourage parents to drive through during pick up. If you park please park against the wall and use the designated crosswalks.

- Enter the campus from Victoria Street or Congress Street

- Exit through Victoria Street after picking up their child
- K-2 WAITING AREA - the grass in front of the lunch tables
- 3-8 WAITING AREA - the center parking area of the main parking lot
- Older siblings wait with their younger sibling during pick up to assist with flow of traffic

RAINY DAY PICK UP:

- Grades K-2 will wait in Room, #114
- Grades 3-8 will wait in Room, #113

ADMISSIONS POLICY

NON-DISCRIMINATION STATEMENT

Christ Lutheran School (CLS), mindful of its mission to be a witness to the love of Christ for all, admits students of any race, color, sex, age, disability, or national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. The school does not discriminate on the basis of race, color, sex, age, disability, or national origin in administration of its education policies, admissions policies, scholarship programs, or any other school-administered programs.

ENROLLMENT

To be enrolled in kindergarten, students must five (5) years old on or before September 1st.

Birth

certificates are required as proof of age for enrollment.

Students who enter Christ Lutheran from another school must present a report card and standardized achievement scores if available. All students new to Christ Lutheran School will be interviewed and assessed by the school principal and/or teacher. All new kindergarteners will be assessed using the Chancy and Bruce Kindergarten Readiness Assessment before final enrollment.

In accordance with the philosophy statement, Christ Lutheran School strives to develop the whole child. Severe grade-level discrepancies, learning disabilities, or social, emotional, or behavioral problems may prevent Christ Lutheran from teaching the whole child. In such cases, those desiring admission may be requested to pursue further evaluation with the help of professionals outside of the school to determine if Christ Lutheran is the best fit for the child.

All new enrollments are subject to an academic and conduct probationary period of one trimester. All enrollments apply to one school term only and must be renewed each year.

Students who are accepted must apply themselves in accordance with the ability that God has given them, conform to all regulations and rules of the school, and respect Lutheran teachings.

ADMISSION NOTIFICATION FOR NEW STUDENTS

ADMISSION NOTIFICATION IS AS FOLLOWS:

ACCEPT

The student is qualified to attend CLS and shows promise of not only benefiting from, but also

contributing to the school community. This group of students is offered enrollment positions which must be accepted or declined on the approval of the school administration. A \$400 registration fee is due upon accepting admission for families with one child attending CLS.

A \$700 registration fee is due upon accepting admission for families with two or more children attending CLS. The registration fee is nonrefundable.

WAITING LIST

The student meets qualifications necessary to attend CLS, but no space is currently available. The wait pool is comprised of qualified candidates available to fill an opening in a specific grade. The wait pool does not carry over from one application year to another.

NON-ACCEPT

Non-accept indicates CLS is not the appropriate educational match for the student.

TUITION POLICY AND FEES

TUITION POLICY

Tuition rates are published each spring at the time of application for the following year. Tuition payments may be made in full, in two semi-annual payments, or monthly through FACTS Tuition Management. Tuition payments are automatically debited monthly through FACTS Tuition Management. A grace period of ten days is allowed, after which time a \$25.00 per month late fee will be assessed on all late payments.

RETURNED CHECK FEE

A fee of \$30.00 will be charged for all returned checks.

DELINQUENT TUITION

Parents delinquent in school tuition and SAC fees will with the Parish Administrator to discuss a payment policy plan.

OTHER FEES

Optional and incidental fee schedules are published in the Application for Admission packet. These include but are not limited to yearbook and milk fees. From time to time throughout the year, other fees may be incurred for things such as field trips, class parties or other special events. The school makes every effort to keep these additional fees to a minimum.

ACADEMIC INFORMATION

CURRICULUM AND STANDARDS

Christ Lutheran School offers a challenging Christ-centered curriculum through implementation of objectives that are in compliance with National State Certified Standards and supplemented by Pacific Southwest District standards.

Our students are encouraged to be high achievers and are prepared for entrance to high school. Christ Lutheran has the wonderful privilege and responsibility of bringing Christ and His Word into all that we do each day. Christ Lutheran staff strive to keep Matthew 6:33 in view as instruction is tailored to focus

on our LORD and Savior first and foremost. *"Seek first the kingdom of God and His righteousness, and all these things will be added to you."* We understand that when we keep Him at the forefront He will bless our efforts in all other areas of life. The Christian environment is an important benefit to students as they are nurtured to work toward the academic success of their God-given talents.

In order to maximize the potential in each student and to develop the *whole* child, Christ Lutheran School has defined sixteen Student Learning Outcomes-(SLO; see page 10). Instructional decisions are made with an emphasis on ~~4~~our Lutheran Christian faith, and our Student Learning Outcomes (SLOs). Curriculum development follows an ongoing revision process, which annually reviews, revises, and develops a variety of subject areas. Curriculum selection is based upon predetermined improvement goals.

The courses of study include Christian Discipleship, Language Arts (Reading, Literature, Writing, Grammar and Spelling) Mathematics, Social Studies, Science, Health, Physical Education, Art, Music, Technology, and Spanish. A variety of technology tools are used to support personalized learning.

HOMEWORK POLICY

Research consistently shows that parents are a key factor in students' achievement at school. It follows, therefore, that parents must play an important role in the homework process and cooperation is requested when work is to be done at home. Parents can play a part in the homework process by encouraging students to stick to a routine in completing homework and enabling independent learners. Homework allows students the practice needed to learn the lessons taught during the school day. Assigned homework has been explained by the teacher and is to be completed by the student.

Homework is assigned appropriately for each grade level. The amount of homework depends upon the grade level and upon the ability and study habits of the student. Long-range assignments or projects should be carefully planned to avoid a last-minute rush to complete the assignment or project. Follow up with your child to see that homework is complete and ready to be taken back to school to be graded.

If a child is consistently having excessive homework, it is essential the parent notify the classroom teacher immediately to ascertain the problem and to design or implement an appropriate intervention or modified homework plan.

GRADING POLICY

The administration and faculty of Christ Lutheran measures total student performance by looking at the broad picture of classwork, homework, special projects, class participation, and assessment of performance. Students are expected to do their best with the talents and abilities God has given them.

CHRIST LUTHERAN GRADING SYSTEM

Grades Kindergarten-2nd:

E= Exemplary: 96-100%
M= Mastery: 90-95%
P= Proficient: 80-89%
D= Developing: 70-79%
U= Unsatisfactory: 60-69%
I= Insufficient: 59% or below

Grades 3rd–8th:

A	95 — 100
A-	90 — 94
B+	87 — 89
B	83 — 86
B-	80 — 82
C+	77 — 79
C	73 — 76
C-	70 — 72
D+	67 — 69
D	63 — 66
D-	60 — 62
F	59 and below
E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

PROGRESS REPORTS

Parents of students in grades Kindergarten through 8 will be given a username and password to RenWeb. Grades 3-8 will have access to their child's grades on a weekly basis.

REPORT CARDS

Report cards are issued in grades Kindergarten through 8 on a trimester basis. They will be sent home the first and second trimester and mailed home at the end of the year. Parents may schedule a conference anytime with the teacher to discuss the report.

PARENT CONFERENCES

Parent/Teacher Conferences are held during the first trimesters. These conferences provide a dialogue between the teacher and parents on students' current progress and areas where reinforcement at home would be helpful. Additional parent/teacher conferences are recommended anytime a parent, student, or teacher recognizes a need.

HONOR ROLL AND OTHER AWARDS

Students in grades 6 through 8 are eligible for the Honor Roll. A 3.5 grade average must be maintained in the following subjects: Religion/Memory, Math, Reading, English, Spelling, Social Studies, and Science. Students must also have a 3.5 average in Exploratory/Elective Classes with no C or lower letter grade in any of the Exploratory/Elective Classes or Physical Education. Honor Roll students are recognized at the end of each trimester in chapel, at the end-of-the-year Awards Day, and at eighth-grade graduation.

NOBLE KNIGHT AWARD

Each Month students in kindergarten through grade 8 will be recognized for demonstrating Christian virtues in commendable ways. Noble Knights will be recognized in chapel on the last Wednesday each month (date subject to change) and will be presented with a certificate.

ATTENDANCE

Attendance at Christ Lutheran School is one of the most significant aspects of academic success. Study, preparation, organization, and participation are marks of good scholarship. Punctuality assists the teacher and student in maintaining a daily routine and is essential for forming a good habit of responsibility and courtesy.

Regular attendance at school is essential to the success of *all* students. Please use the Christ Lutheran Mobile App "Absence Form K-8", which will notify both your teacher and school secretary, or call 949-548- 6866 to report your child's absence. Please provide the following information before 8:30 AM:

- The date(s) of the absence
- The person calling
- Your child's full name
- The reason for the absence

Absences

Christ Lutheran School is concerned about students who are absent in excess of 20% of the trimester. Conference requests will be made with families who have excessive absences to discuss compliance and cooperation with the attendance policy-(California Ed Code 48263.6).

In general, absences are limited to student illness, medical/dental appointments, bereavement, and court appearances. Medical and dental appointments should be made outside of school hours whenever possible. If the child has been diagnosed as having a contagious disease (i.e., pink eye, strep, etc.) notify the school office in order for precautions to be taken and notifications to be sent home alerting other families.

Tardiness

Timely arrival to school is essential for students to gain all educational opportunities. A student's tardiness

disrupts routines and impacts the learning opportunities of other students in the class. The first bell rings at 8:05 AM and students are expected to be in their class at 8:15 AM when the tardy bell rings and school begins. Any student who arrives late to class must check in at the front office and receive a tardy slip to enter class.

Excused Tardies

Excused tardies include medical, dental (must be accompanied by a doctor/dentist office note), bereavement, illness or approved educational service appointments or accommodations.

Unexcused Tardies

Unexcused tardies include traffic, rain, car difficulties, or any other circumstance not listed under excused. Students will be expected to make up any work missed during an excused or unexcused tardy. When excessive tardies occur, a conference will be requested with the family to discuss compliance and cooperation with the tardy policy. Students that have perfect school attendance but have accumulated

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or more tardies during the school year will not receive perfect attendance awards.

Leaving School Grounds/Closed Campus

Christ Lutheran School is a closed campus. If your child must leave during the school day, send a note with him/her indicating the time and nature of the early dismissal. A parent or guardian listed on the enrollment documents must sign your child out at the front office before the student is permitted to leave campus. An emergency contact, other than the parent or guardian, will be asked to provide a photo ID

before your child is released to him/her.

Family Vacations

Students who are absent due to vacations and extended weekends, are expected, on their own initiative, to complete all missed assignments. Failure to do so will result in a zero (F) for the work not completed. When you have a foreseeable absence, notify your child's teacher in advance to develop an action plan for handling the missed schoolwork but do not expect homework to be given in advance. Complying with the action plan will assist your child in keeping pace with the class. It is the parent's responsibility to provide assistance to their child with this class work and homework.

Attendance and Participation in Afterschool Activities

A student must be in attendance half of the school day (3 ½ hours) in order to participate in any after school activities. These activities include the following but are not limited to:

- Sports Practices or Games
- SAC Enrichment Sessions
- School Dances
- Band or Choir Performances

EXTRA-CURRICULAR ACTIVITIES

AFTER-SCHOOL ATHLETIC PROGRAM AND ELIGIBILITY

Christ Lutheran School offers a unique opportunity for grades 5 through 8 to participate in a variety of afterschool sports programs. Boys may participate in flag football, basketball, track, and volleyball. Girls may participate in basketball, volleyball, track, and flag football. Flag football participation is limited to girls in grades 7 and 8 only, as is volleyball participation for boys. All sports are divided into 5th/6th grade and 7th/8th grade teams. Track is separated into three divisions based on age, weight, and height.

Christ Lutheran School teams participate in sports with other Lutheran schools who are members of the Lutherans of Orange County Athletic League (LOCAL). All games are played after-school hours and tournaments may include Saturdays and/or Sundays.

All students are encouraged to participate. Participation in any program requires dedication and appreciation from the student and parents. Attendance at all practices and games is required unless a written excuse is submitted prior to an absence. An athlete must be present for more than half of the school day to participate in any games or practices that day.

Students are required to earn the minimum of a C- average in order to participate in after-school events. Eligibility is intended to encourage high academic achievement and not to discourage participation in activities outside of the classroom. Students declared ineligible have two weeks to show substantial improvement. A notice of ineligibility will be sent home by the classroom teacher.

Athletic programs at Christ Lutheran School emphasize Christian values during practices and games. Although teams practice hard and play games to the best of their ability, faith in Jesus Christ, and developing positive Christian attitudes and sportsmanship are the most important goals of the season.

MUSIC ENRICHMENT

Chapel Band is offered to students in grades 5-8. These students plan and carry out worship for Wednesday chapel. Band is offered to all students in grades 3 through 8 who wish to participate. This optional program is offered before and during the school day and requires an extra fee.

Handbells are offered in grades 4 through 8 before school one day per week.

Private or small group music lessons are available before or after school with private instructors. Please contact the school office for more information.

AFTER-SCHOOL ENRICHMENT

Christ Lutheran School strives to provide students with experiences that will foster academic, physical, and spiritual growth. Christ Lutheran School also hosts a variety of after school enrichment opportunities for students to engage in. Expressways to Learning, Soccer Shots, Archery, Jiu Jitsu, Graphic Art, Lego Robotics, Engineering for Kids, Skateboarding, Academic Chess, Spanish, Piano, Guitar and Dance are available at different times of the school year.

MAP TESTING

NWEA is a research-based, not-for-profit organization that supports students and educators worldwide by creating assessment solutions that precisely measure growth and proficiency—and provide insights to help tailor instruction. MAP Testing assesses Math, Language Arts, and Science (Fall, Winter, Spring). Students in grades K-8 will be assessed through the year so that teachers are able to identify growth and provide the supports necessary to ensure student success. Kindergarten and First grade will be utilizing DIBELS, Star Reading and other assessments to track student growth.

STUDENT SUCCESS PROGRAM

The Resource teacher will assist teachers and administration to identify and provide academic support for students with special learning needs. Individualized Education Plans will be applied when provided by the public school district. Students will receive personalized instruction to improve academic performance and study habits. Accommodations and modifications will be provided to the curriculum when necessary.

On occasion, further initial screenings or diagnostic testing will need to be expanded to other professionals outside of Christ Lutheran School. If an academic or psychological difficulty is experienced, this analysis will provide extremely valuable information to determine a process for students, teachers and parents to deliver a course of positive action to further educate the whole child. Process information for having your child assessed by the public school system is available in the office.

SCHOOL POLICIES

AIDS AND HIV POLICY

We do not discriminate against students with AIDS/HIV in accordance with case law which holds that students cannot be excluded from school or involuntarily be given a special placement solely on the basis of either having AIDS or being HIV infected.

CHILD ABUSE REPORTING

In accordance with California law, staff members are mandated to report reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. Unlike the procedure followed in most other legal matters, in this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities. The clear intent of the law, based on the seriousness of the crimes listed above, is the mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interests of the affected child and do not have any legal alternative except to make the report to the proper authorities for their investigation and review, once reasonable suspicion is established.

CIVIL DEFENSE AND EMERGENCY PROCEDURES

In case of a community-wide disaster such as an earthquake whereby streets become impassable or walking conditions are extremely hazardous, children will remain at school under the supervision of the staff until called for by the parent or authorities. Regular fire and earthquake plans are in place and monthly drills are held during the school hours so students and staff are aware of what to do and where to go in case of an emergency.

HARASSMENT POLICY

Christ Lutheran School is committed to provide a learning environment that is free from harassment. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. More information is available from the Parish Administrator, Mrs. Karen Culp.

HEALTH REQUIREMENTS

Immunization forms must be completed, up to date, and on file in the student's file. Admittance into school cannot be permitted until these records are on file.

Children must stay at home when suffering from infectious diseases. Children with vomiting, diarrhea, and/or high fever need to be kept home. If a student is sick with a fever, keep them at home until they are fever free for 24 hours. If your child is returning from an illness that requires medication to be given at school, or having an infectious illness, please check the *Medication* policy included in this handbook.

Christ Lutheran School has a "No Nit" policy for head lice. The affected child will not be allowed in school until treated and all nits are removed completely. If a student contracts head lice, please notify the school office. Students must be checked for lice, and cleared by the School Secretary, before returning to school.

If a student becomes nauseous, begins to run a fever, or is injured, the school office will call the parents or emergency contacts. In instances when a student needs immediate medical attention, 911 will be called. If the parents or emergency contacts cannot be reached, the school will follow the information given on the registration form.

Under the California Education Code, medication (prescribed or over-the-counter) can be given at school only with written parental authorization. Medications are to be in the original labeled container with exact

directions for administration as prescribed by the physician. All medications must be taken to the office and are not to be kept in lockers, desks, cubbies, backpacks, or lunch containers. The one exception is an inhaler for asthma. The teacher must know it is in the possession of the child.

GENERAL POLICIES

BICYCLES, SKATES, SKATEBOARDS AND RAZORS/SCOOTERS

Students riding bicycles are to be aware of the laws affecting them. Bicycles are to be walked on the school and church property. Bicycles are to be parked in the bike racks and locked during school hours.

Skates, roller blades, razors/scooters, and skateboards are not to be ridden on school property. Motorized vehicles are not to be used by students. The school assumes no responsibility for items brought to school.

BIRTHDAY AND PARTY INVITATIONS

All invitations and thank you notes to parties are to be mailed to students. No invitations are to be distributed at school. Every student's feelings should be taken into consideration. No birthday or individual parties are to be held on the school premises. Class lists for addresses may be obtained from the family directory.

CLASSROOM VISITATION AND OBSERVATION

Parents are welcome to visit the classroom, thus enhancing their understanding of the child's progress and the nature of the activities in which he/she participates. Arrange your visit with the teacher/principal in advance. *Parents are required to report to the school office, sign in and pick up a visitor's pass before going to a classroom during school hours.*

COMMUNICATION

The communication between home and school is essential and is strengthened during the school year when parents attend:

Welcome Back Kick-off: Scheduled a week before school begins, for teachers and families to share information, drop-off school supplies, and socialize.

Back-to-School Night: Scheduled one evening a couple of weeks into the school year for parents to meet with the principal, attend a presentation by the classroom teacher, and establish clear communication.

Parent/Teacher Conferences: Scheduled in the fall (and additionally when requested) to discuss student progress.

CALENDAR OF EVENTS

A yearly calendar is published at the beginning of each school year and is distributed with the summer letter. The school calendar may also be found on our school website (under Parent Resources) and via the Christ Lutheran School mobile app.

NEWSLETTER

Knights News, will be emailed each month to keep parents and students informed of school events happening for that month and events to come. The newsletter is also archived on the Christ Lutheran School mobile app.

CHRIST LUTHERAN SCHOOL MOBILE APP

Christ Lutheran School Mobile App, is free to download. It provides helpful information (online calendar, school newsletter, absence form, special event reminders, Renweb, etc.). Once you have the app, allow all push notifications to receive updates and reminders. On the Knights App main page, go to the 3 lines in the upper left corner. Choose reminders, go to the setting wheel in the upper right corner and choose the grades you want notifications from. Also, check out the photo gallery, send us a photo, shop for new spirit wear, order Cater Tots hot lunch for your child, etc.

TECHNOLOGY AND POLICIES

In grades K-2 students use iPad minis and Chromebooks to enrich learning.

In grades 3-8 Christ Lutheran is a 1-1 Chromebook campus. Families are required to purchase the Chromebook as well as maintain the device. The Chromebook is used throughout the school day to enrich and enhance student learning. Permission must be granted by the classroom teacher before use of additional electronic devices.

Christ Lutheran students have access to the Internet in providing educational excellence by facilitating communication, resources, and research. To gain access to the Internet, all students must obtain parental permission as verified by the signatures on the Student/Parent Consent Agreement form. This agreement must be renewed on an annual basis.

Internet filtering software has been installed on all computers on campus. Student use of computers and the Internet will be supervised by an instructor. Students at Christ Lutheran School are responsible for appropriate behavior on the school's computer network and equipment. It is expected that users will comply with the school's standards as set forth in the outline below. The use of the computer network is a privilege, not a right, and as such may be revoked if abused.

COMMON SENSE MEDIA CERTIFIED SCHOOL

Christ Lutheran School has been designated a Certified School by Common Sense Media, an organization dedicated to help families and schools train students to make good decisions and protect themselves when using technology. Students are taught digital citizenship to stay safe online. As a parent, you will also find terrific resources on this site to help you discuss these important issues at home with your children. <https://www.commonsensemedia.org>.

COURTESY, MANNERS, AND RESPECT

RESPECT FOR ADULTS

The parents' and students' main contact with adults at school is with the classroom teacher. However, parents and students also have contact with teachers, aides, pastors, secretaries, custodians, and volunteers at school. Appropriate titles to be used include: Mr., Mrs., Ms., Miss, Pastor. They deserve the respect of every parent and student.

LUNCHTIME MANNERS

Students are expected to use polite manners and appropriate behavior while eating. Running and shouting are not permitted in the picnic area at any time. The area is to be kept free of any discarded food and trash. Tables are to be cleaned before students are dismissed.

CAR MANNERS

Drivers are expected to obey all traffic laws and drive within posted speed limits. Students are to wear seat belts. Students are expected to be courteous and safe while riding in private cars or school vehicles. If student behavior becomes distracting to the driver, the driver should pull over, stop the car, and address the situation immediately. Students are not allowed to hang arms, heads, or other body parts or objects out the windows.

PLAYGROUND

Courtesy is contagious, on the playground students are expected to:

- Play fair and abide by the rules
- Be good sports
- Keep hands, feet, and objects to themselves
- Use polite manners and speak kindly about playmates
- Refrain from using equipment designated for other classrooms
- Refrain from running through the games of others

DAMAGES

Students are responsible for reimbursing the school for lost or damaged books, as well as for willful damage to books. All hardcover books are to be covered with non-adhesive book covers.

Students will be held responsible for school equipment, furniture, and other property which is deliberately or carelessly defaced or damaged. Students who carelessly or deliberately damage another student's property or clothing will be held financially responsible.

DISCIPLINE

Each classroom teacher explains their classroom procedures to the students and parents at the beginning of the school year. Positive classroom discipline is designed as a set of guidelines, rules and procedures, used to shape the character and spirit of individuals. At Christ Lutheran, we focus on the necessity for discipline as a Scriptural principle to teach children appropriate behavior to become responsible Christian citizens by developing self-discipline and respect for self and others. There is room for the Law, rules and consequences, and there is opportunity for the Gospel, grace after repentance and forgiveness. This gift of

grace allows us to start anew. This is effectively achieved with a strong home-school partnership. Parents and teachers contribute by serving as positive role models, establishing clear expectations, and recognizing success and achievement.

Disruptive behavior which interrupts the learning of any student or the teacher's instruction is unacceptable. The teacher must take action whenever a student chooses to disturb the learning environment by applying professional discretion to employ appropriate consequences. The student chooses a cooperative attitude by accepting without excuse or argument, the necessary consequences for unacceptable behavior.

Repeated misbehavior can result in loss of privileges, a specific behavior plan, or suspension from school. When a parent has a concern regarding a classroom or playground issue, please contact the teacher directly.

Bullying, demeaning, taunting, intimidation, threats of violence and other disruptive behavior at our school will not be tolerated. All reports of instances will be taken seriously and dealt with appropriately. Reports should be made immediately to the person in charge. These behaviors can include oral or written statements and gestures or expressions which communicate a direct or indirect threat of harm.

Christ Lutheran School has developed a clearly defined CODE OF CONDUCT located at the end of this handbook for parents to read, review, and sign with their child.

BEHAVIOR AND ACADEMIC DETENTIONS

Students assigned an after-school detention for behavior or academic infractions will serve from 3:15-4:15 PM. Failure on the student's part to return the signed detention form or report to detention on the assigned day will result in further consequences.

FIELD TRIPS

Field trips are scheduled by teachers at various times during the year to add educational benefits to the overall program of Christ Lutheran School. Many of our field trips are yearly favorites anticipated well in advance and essential to that grade's curriculum. A student's participation is expected on school-sponsored field trips, but is reliant on written parental consent. The classroom teacher will communicate specific information for each field trip. A student's participation on a field trip is dependent upon written parental consent on the "Field Trip Permission Form" which is sent home prior to each trip. The school does not provide alternate supervision or instruction if a parent decides their child is not to participate in an approved field trip. Field trips are intended for class members and chaperones only.

On all field trips or off-site activities, students will conduct themselves as proud representatives of Christ Lutheran School. Any inappropriate behavior will be addressed. Teachers reserve the right to deny field trips to students with consistent behavior problems or request the student's parent come on field trips.

Christ Lutheran School is committed to ensuring the safest and most positive learning experiences on all field trips and school events. Parents wishing to drive for a field trip must have a current driver's license and proof of valid auto insurance on file in the office. Drivers for field trips are not permitted to make any other stops along the way for snacks, personal errands, treats, etc. Permission slips do not allow for any stops between school and the field trip destination.

All transportation of children on field trips will follow child restraint laws according to California State Law. The sixth through eighth grade classes participate in extended classroom experiences. These experiences are chaperoned by Christ Lutheran teachers, staff and adult chaperones. Specific qualifications and

expectations will be specified for each extended classroom experience.

GRIEVANCE POLICY

The education process at Christ Lutheran School is a cooperative endeavor between students, parents, staff and administration. On occasion, grievances, complaints, or concerns will arise between individuals. Christ Lutheran School seeks to follow God's Word in this matter found in Matthew 18:15-17, *"If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church..."*

Concerns must be taken to those who are in a position to resolve them. Discussing concerns in an open manner with those who are not directly involved promotes misunderstanding, misrepresentation, and gossip. It easily leads to a situation where false witness may be accepted as truth. In Christian obedience to the commandment against bearing false witness, we observe Martin Luther's admonition to *put the best construction on everything*. All parties at Christ Lutheran School agree to make every effort to live in harmony and to resolve disputes with each other in private or within our Christian community.

In the interest of continuous improvement and movement toward the goal of positive relations, grievances should be expressed according to the following guidelines:

- If the grievance is with a teacher, contact the teacher immediately and discuss the problem.
- For all other grievances including unresolved teacher grievances, contact the principal and set forth in detail (written or verbal) the action or policy that is the basis for the grievance.
- If the grievance is not settled within a reasonable amount of time established by the principal and parent, the parent shall contact the Board of Directors with a written statement and request a meeting. The board may either refer the matter back to the principal or may set a meeting between Board of Directors, the principal, the parent, and other appropriate parties.
- Following the meeting, but not later than the next regularly scheduled meeting, the Board of Directors will communicate its decision in writing to all parties involved. The Board's decision is the final step in the procedure.

LOST AND FOUND

Lost items should be reported to the teacher immediately. Items that are found such as clothing, lunch boxes, sports equipment, and books will be kept in Lost and Found in School Age Care. Items not claimed will be donated to designated charities. All items brought to school should be labeled with the student's name.

PERSONAL ITEMS

Any items which have a special value to students should only be brought to school at the student's own risk. Toys, athletic equipment, and the like are permitted only with teacher approval. Any items which become a nuisance or a distraction in the classroom or on the playground will be confiscated and may be held by the teacher until picked up by the parent.

LUNCHES

Students may pack their own lunches each day or use our hot lunch company "Cater Tots". Hot lunches are available daily on an optional basis for all students in kindergarten through grade 8. Lunches are

ordered in advance and paid for online. For website information and our special ordering number please refer to our school website under Hot Lunches. Milk is also available and must be purchased in advance on an annual basis.

PETS

For the safety of all, animals are not allowed on campus since they have the potential to react differently under unfamiliar surroundings and could pose threat or injury. Pets that are brought when dropping off students or picking up students must remain in the vehicle at all times. Exceptions for "Show and Tell" must be approved ahead of time by administration.

CAMPUS TELEPHONES AND CELL PHONE USAGE

Each classroom is equipped with a telephone that is designated for teacher use only. The teaching staff is not available to receive phone calls during school hours and messages will be forwarded in a timely way that provides as little impact as possible to school day. Students may use the front office phone when they have received teacher permission.

Cell phones must be silenced when on school property. They are to be used only with a teacher's permission in a supervised environment. When cell phones are used otherwise, they will be confiscated by any school staff member and turned into the office (to be reclaimed by parents). Christ Lutheran is not responsible for lost, misplaced, or damaged cell phones.

WEBSITE (WWW.CLSCM.ORG)

Christ Lutheran School's website has additional information about the activities and events of Christ Lutheran Church and School. Calendars, schedules, and time of events for church, school, and youth programs can be found on the website along with newsletters, forms, email links, and classroom web pages.

UNIFORM AND ALTERNATE DRESS POLICY

Christ Lutheran School has a uniform dress code for the positive impact of the student's appearance. The attitude of 'dressing up' rather than 'dressing down' demonstrates a respect for the school community, students themselves, and for the business of school itself. As Christians, it is important to show respect for the learning environment as well as oneself. The dress code is designed to help students develop a sense of modesty and moderation and it applies to any school related activity unless otherwise permitted by the school. Parents are responsible to see that their children are dressed in accordance with the dress code.

Clothing should be marked with the child's name and should be well maintained with NO stains, holes, fraying, or excessive fading. Students are expected to be in uniform at all times, except on designated non-uniform days. In the event that a student is sent to the office for a uniform violation, the school administration is the final authority in determining appropriateness of all dress code issues.

LANDS' END:

www.christcm.com/landsend is the official uniform provider for Christ Lutheran School.

Lands' End Guarantee– If you are not satisfied with any item, simply return it at any time for an exchange or refund of its purchase price. You may return your items to SEARS (South Coast Plaza) Lands' End Department, to eliminate the shipping charges for returning an item and receiving a new item.

LAND'S END TOPS (LOGO REQUIRED):

Colors: Powder Blue, Navy Blue, Red, Yellow, White, Gray

T-shirts may be worn under shirts, but must be solid uniform colors. Shirts should be a length where students are able to tuck their shirts in.

BOTTOMS and BELTS:

Khaki and navy blue shorts, pants, skirts and skorts may be purchased from alternate vendors. These items must be comparable in style fabric, and color with Lands' End CLS uniform shorts, pants, skirts and skorts. All plaid must be purchased through Lands' End.

Boys: Pants and Shorts

Colors: Navy Blue, Khaki

Girls: Pants, Shorts, Dress, Skirts, Skorts, Dress Polo and Jumper

Colors: Navy, Gray, Khaki, Plaid, (Red- Polo Dress)

Length Requirement: No shorter than 5" -7" from the top of the knee.

Belts are optional. If worn, they must be a solid uniform color.

SOCKS/LEGGINGS/TIGHTS:

Socks, tights, and leggings must be solid uniform colors and may be purchased from any store. Leggings may not be worn alone. Solid colored socks that are uniform colors must be worn with all shoes.

SHOES:

Athletic shoes (or similar footwear) are appropriate for school activities (should be suitable for running). Shoes should be neat and clean with laces tied. Platforms, open toe, backless shoes, cleats, flip flops, crocs, boots, high heeled shoes, shoes with lights, wheels, characters, extreme neon colors, or other distractions are not permitted.

HATS/HAIR/ACCESSORIES/MAKEUP/ FINGERNAILS:

- Hats and sunglasses are allowed outside only.
- Hair is to be neat and clean and of own natural color. Lightening, highlighting, coloring or accenting of the hair is not allowed. Boys' hair must not reach past the ears on the sides, cover the eyes, or touch the top of the collar.
- Accessories causing distractions will not be permitted. No excessive necklaces may be worn. A maximum of 4 bracelets is allowed. Earrings must be post type and no longer than 1 inch.
- Tattoos (including sticker or temporary tattoos), and/or body art are not allowed.
- Makeup of a natural color may be worn by 6th-8th grade girls; K through 5th grade may not wear makeup.
- Fingernail polish may be worn; however, extremes are not permitted (modest and not distracting)

OUTERWEAR:

- Coats/Jackets: May be purchased from Lands' End or anywhere else and must be solid black, navy or gray (school logo optional).
- Sweatshirts (four choices) may be worn:
 - * Spirit Wear Sweatshirts in navy blue (when available for purchase through CLS).
 - * Christ Lutheran Logo Sweatshirts in solid gray or navy blue may be purchased through

Lands' End.

- * Generic sweatshirts in solid school colors (no logo, no writing, solid color) and may be purchased anywhere else.
- * School activity sweatshirts (school colors only): El Camino Pines, Catalina, or any other Christ Lutheran sponsored events.

SPECIAL OCCASION DRESS

Scout Uniform Apparel:

Scouting apparel may be worn on meeting days. Students must be in full scouting apparel or scout top with school uniform slacks, shorts, skirt, or skort.

Theme Verse Spirit Shirt: (Every Friday)

All students will receive a Theme Verse Spirit Shirt for the current school year. These shirts may be worn on Fridays with uniform bottoms as a demonstration of school spirit. Past Christ Lutheran Spirit Shirts may also be worn.

Special Theme Dress Days:

These days are designed around a theme. Students not participating in the Theme Dress Day must be in uniform. Non-uniform dress must be within existing dress code standards. Alternate dress must be within existing dress code standards.

Dollar Free Dress Days: (One Friday Per Month)

Dollar Free Dress Days are for students to enjoy a day in non-uniform dress while also contributing financially to support a local or global cause. Alternate dress must be within existing dress code standards.

ALTERNATE DRESS CODE GUIDELINES

Alternate dress is allowed on designated days as determined by the principal. Students will come to school dressed appropriately in neat and modest attire, abiding by the basic guidelines and philosophies specified. Parents are to assist the school in having students adhere to the regulations so a conducive learning environment is created and maintained. The suitability of student appearance will be at the discretion of the teacher and administration.

The following exceptions will apply for Alternate Dress/Spirit Days:

- No tank tops, spaghetti straps, bare midriffs, bare backs, sheer/transparent clothing, cutoffs, torn or frayed clothing
- T-shirts are the only acceptable type of collarless shirt
- Clothing must be properly sized—no baggy, oversized, or skin tight clothing
- Pictures, symbols or words must reflect the positive school philosophy
- Jeans may be any solid color denim
- Jeggings or Leggings are not appropriate pant options for Alternative Dress

ALLERGY POLICIES:

Management of Severe Allergy/Anaphylaxis

Christ Lutheran School makes every effort to provide a safe learning environment for all children and will accommodate within reason children with various types of allergies, like food, bee stings and the like. Students may have severe and potentially life threatening allergies to food.

For this reason it is important that rules and guidelines are in place for parents, students and school staff to work closely together. Christ Lutheran School is not a peanut and nut free campus. The school staff will work diligently to provide all children with a safe environment while considering the total school population.

In an effort to allow children the opportunity to participate in class activities, we ask that parents of children in classes which have students with life threatening allergies enclose any foods which contain, or may contain, peanut butter, peanuts, peanut oil, nuts, or tree nuts in sealed plastic bags (with their child's name marked clearly on the bag). If you are not sure if something you are sending to school is safe and "nut free," please enclose it in a sealed plastic bag. A policy of not sharing foods will be followed in classrooms and at the lunch tables to lessen the chances of exposing a student to life threatening allergens.

- Parents must notify the school of medical conditions and provide emergency medications with written physician orders and parental consent.
- Parents must educate their child to prevent exposure to allergens by eating only food from home, washing hands before eating, keeping hands away from mouth and immediately reporting symptoms to those in authority.
- Parents should provide a supply of safe snacks for their child to have at school for parties.
- Students must immediately report any symptoms to school staff.
- All school staff is current in CPR and First Aid training which does include recognizing symptoms of allergic reactions and administration of EpiPens. 911 will be called in the event that an EpiPen is given at school.
- The school office will notify parents of allergic reactions at school.



KNIGHTS FOR CHRIST: CODE OF CONDUCT

In consideration of enrollment at Christ Lutheran School, I hereby agree:

As parent/guardian of a student enrolled at Christ Lutheran School, I promise to encourage him/her to obey the rules of Christ Lutheran School and foster an attitude of respect for the Christian culture maintained at Christ Lutheran School. I promise to abide by the school's attendance and disciplinary policies, as outlined in the Parent Handbook. I will support the administration in maintaining the appropriateness of the school with respect to my child. I will promote unity between home and school. If I have a concern I will address the concern in the spirit of Matthew 18 by going to the persons most directly involved in the conflict.

Christ Lutheran School will provide fundamental Christian training on the basis of God's Word. Our training will include necessary essentials of secular knowledge taught in the light of God's truth. This training will focus on a Christian life, serving God in church and state.

As a condition of your child's enrollment in Christ Lutheran School, the parent and child are committed to adhere to the rules, regulations, policies and procedures of the Parent Handbook. Although it is impossible to provide clear concise and complete guidance on each and every issue that may arise during your child's attendance at Christ Lutheran School, the handbook has been created so the goals and the Christian culture of the school are communicated to each parent/guardian. By enrolling your child in Christ Lutheran School, you have made an investment in a quality Christian education, and a financial commitment. In this spirit, you and your child will familiarize yourself with the contents of the handbook.

Christ Lutheran School reserves the right to modify, supplement, or rescind portions of this handbook, as it may become necessary.

I acknowledge I have received and read the Parent Handbook, and agree to the commitments set forth above for the current school year.

Student Name (Print):

Grade:

Student Signature (If applicable)

Date:

Parent Name (Print):

Date:

Parent Signature:

Date: