

CHRIST LUTHERAN SCHOOL
2018 — 2019



TABLE OF CONTENTS

A Word from our Principal	3	Parents as Partners	12	Cell Phones	17
CLS' Mission	4	Parent Teacher League	12	Electronic Devices	18
Christ Is Alive at CLS	4	Professional Activity Days	12	Technology Policy/Headphones	18
What is Christian Education?	4	Parent Teacher Conferences	12	Classroom Parties	18
Philosophy of Christian Education	4	Playground	12	Standard of Dress	18
A History of Christ Lutheran School	5	School Accreditation	12	Financial Responsibilities	20
Our Expectations of Parents	6	School Age Care (SAC)	13	Grievances	21
Our Expectations of Students	6	The School Day	13	Immunization & Emergency Forms	22
Your Child's Education	6	The School Library	13	Medication	22
About our School	6	School Weekly What's Happening	13	Parents Visiting Classrooms	22
Accident and Emergency Services	6	School Photos	13	Parking Lot Rules	22
Activities/Clubs	7	School Programs	13	Phone Calls, Voice Mail, Email	23
Appointments	8	School Records	13	Physical Examinations	23
Athletics	8	School Supplies	14	Playground Rules	23
Campus Security	8	School Yearbook	14	Probation	24
Classroom Visits	8	Staff	14	Report Cards	24
Counseling Services	8	Student Assessment	14	Grading Scale	26
Field Trips	8	Volunteers	14	Reporting Child Abuse	27
Fundraisers	9	Worship	14	Student Sexual Harassment Policy	27
Grandparent's Day	9	Policies & Procedures	14	Textbook Care	28
Homework/Academic Policy	9	Application Procedure	14	Visitors on Campus	28
Learning Shared	11	Attendance & Truancy	15	Zero Tolerance Policy: Alcohol, Drugs & Tobacco	28
Music	11	Behavior	17		
Computer	12	Bicycles, Skateboards, & Scooters	17		

Christ Lutheran Church and School

Dear Partners of Christ Lutheran,

Greetings to all of you in the name of our Risen Savior, Jesus Christ! Once again we begin a new school year filled with anticipation and eagerness. The Lord will guide us through this year academically, physically, socially, and spiritually.

We look forward to our students; returning & new onto our campus and in our classrooms. We will work to make these students feel welcome here at Christ Lutheran School and Church. Teachers and staff constantly pray for you and your families especially as we begin this new school year.

In order for any school year to progress successfully, it is vital that expectations and policies be clearly communicated. This handbook seeks to make clear what is expected of parents, students and teachers here at Christ Lutheran. **Please take the time to read this document.** Having a clear understanding of CLCS policies will help pave the way for a smooth and productive year.

On behalf of the faculty, staff, and congregation of Christ Lutheran Church, welcome to the 2018-2019 academic year! We need to pray to the Lord and incorporate our theme verse: You, Lord, are my lamp; the Lord turns my darkness into light. 2 Samuel 22:29. We look forward to a wonderful 2018-2019 school year.

In Partnership,

Dennis Jacobson
Principal

CHRIST LUTHERAN SCHOOL’S

MISSION:

“Feed my lambs” ~ John 21:25

- Strengthen those who are in relationship with Jesus Christ
- Help the wavering and the wandering into relationship with Jesus Christ
- Develop and strengthen the intellectual, physical, spiritual, and emotional gifts God has given our students **and** families

CHRIST IS ALIVE

AT CHRIST LUTHERAN SCHOOL

Academics

- ☑ Students read, write, and think critically
- ☑ Students calculate with automaticity and use problem solving skills
- ☑ Students use the scientific method
- ☑ Students use history and geography to understand the world today

Life Skills

- ☑ Students use time management and organizational skills daily
- ☑ Students demonstrate physical fitness and good nutritional habits
- ☑ Students use Christ-centered interpersonal skills to build consensus and work in effective teams
- ☑ Students critically evaluate sources of information

Involvement

- ☑ Students actively put their faith into practice through worship and donations of time, talent and treasure
- ☑ Students are involved in their community and provide service with a servant’s heart
- ☑ Students are active participants in their learning, establishing priorities and goals

Values

- ☑ Students are responsible leaders and community members
- ☑ Students use the Bible as a road map for conflict resolution (Matthew 18)
- ☑ Students demonstrate standards of excellence and positive personal values

based on Biblical principles

Effective Communicators

- ☑ Students use writing, oral presentations, and technology to communicate, persuade, and inform
- ☑ Students can express their faith in the Gospel of Christ and help execute the Great Commission (Matthew 28)
- ☑ Students use the arts to express themselves and interpret messages expressed by other artists

WHAT IS CHRISTIAN EDUCATION?

We believe that Christian education is:

- Applying the Word of God through which the Holy Spirit opens the hearts and minds of individuals to the love of God in Christ; and
- Training in the Christian way of life through the Holy Scriptures that enables an individual to grow toward maturity in Christ; and
- Utilizing the opportunity of interaction through education, experience and example for strengthening of God’s people in the faith

We believe that Christian education is unique:

- In the way it views students through the Cross of Christ
- Because it possesses the Father’s reasons for educating man
- Because it is powered by the Spirit for accomplishing His purpose

We believe that Christian education:

- Is founded and constructed on a philosophy flowing from a definitive theology
- Uses this theology to determine the objectives of the curriculum
- Determines activities centered on the forces and needs of the local, national and world communities

A PHILOSOPHY OF CHRISTIAN EDUCATION

Through Jesus Christ, God saves us from our sins and calls us into the fellowship of believers. In that fellowship, we learn the purpose of life and receive support to fulfill it. We are called by a caring God to be a caring people. That is not just a vague statement, but a way of life to be practiced.

Because of what God has done for us, we care about what children are taught. We want children to know how God, through His Word, helps us to see all subjects – all of life – as a response to His love for us. Therefore, we give special attention to positive, Christian, caring values which are modeled by teachers and reinforced by parents, and practiced by peers.

We believe in the dignity, worth and potential of every child now and for eternity. Each human being is loved by God, is precious in God's sight, and thus we believe that God gives purpose and meaning to each life. It is our responsibility to help each child discover his great worth and see himself as an adopted child of God and a member of God's family with other brothers and sisters. Because Christ Lutheran cares about families, we desire to bring children up to know and love God as their Savior from sin and the Lord of their lives. We provide opportunities to teach Christian values and set consistent examples for children recognizing that families which share and practice a common faith in God will be stronger families.

God desires that we encourage one another and build one another up. The power to accomplish this is available to children, as well as adults. Christ Lutheran provides an environment in which children and adults can experience repentance, forgiveness, and receive support for new life.

Young people today are confronted with a multitude of conflicting value systems which often leads to confusion. Many of the essential questions of life – Who am I? Why am I here? Where am I going? – remain unasked or unanswered. Christ Lutheran holds Jesus Christ as the center of life and that holds us together. In the Bible, we have God's standards which are valid for parents and children in all circumstances of life... *"And what does the Lord require of you? To act justly and to love mercy and to walk humbly with your God."* (Micah 6:8)

Christ Lutheran is concerned with academic excellence and healthy emotional and social growth. We are concerned that each child becomes the best possible person using the gifts that God has given uniquely to that child. We want to focus on a positive, growth-oriented way of life that focuses on using God's gifts in a caring manner so that the child becomes a responsible person to productively serve both God and man.

The power of God is at work in His Word. He provides all of His children with fresh starts and wants them to have abundant lives now and forever. We believe there is a power that can change lives – the Word of God. For that reason, we help young people organize their lives around the gift of God's love and the promise of His forgiveness. Because we know God is at work in the

power of the Holy Spirit through His Word, we expect positive things to happen in the lives of teachers, parents, and students.

A HISTORY OF CHRIST LUTHERAN SCHOOL

Christ Lutheran School began its Christian ministry to children in 1955. The program progressed in four stages:

- 1958—The first permanent educational unit, consisting of four classrooms and a principal's office
- 1964—A second education unit was added, consisting of two classrooms and shower/bathroom facilities
- 1970—A third improvement was the construction of a two story north wing
- 1989—A fourth addition was completed. It consisted of a two story south and east wing which provided for classrooms, office space, preschool, kindergarten, computer lab and day care facilities

From this small beginning over 60 years ago, Christ Lutheran School has grown and expanded. In 1997, the Kindergarten-8th grade program received accreditation through the National Lutheran School Commission along with the Western Association of Schools & Colleges. In the spring of the year 2000, a WASC team revisited the campus as part of the ongoing process of review and evaluation. In March 2003, the campus was revisited and as a result the accreditation was extended through June 2009. During November of 2009, CLCS was visited by a WASC team and awarded a six year accreditation term, the best available. A mid-year visit was conducted in March 2012 to monitor or progress on our stated goals and the recommendations made by the visiting team. The WASC team visited in October 2015 and CLCS received a glowing report with many commendations and no additional recommendations outside our planned activities. CLCS submits yearly progress reports to the National Lutheran School Accrediting Committee.

Christ Lutheran Preschool, established in 1989, is licensed by the state of California. This ministry serves 42 families. In 1991, this program was also accredited by the National Lutheran School Commission. The Preschool was likewise reaccredited in 2003 and 2010.

The Daycare program began in the mid 1970's, as a before and after school program, open to all students. It offers year-round child care for students in grades

Kindergarten-8, with special programs conducted throughout the summer months. Today the program is called SAC—School Age Care.

A **Transitional-K program** is also offered to children who are not eligible for Kindergarten due to age (cut-off date is September 1st) or developmental youngness, but who have progressed beyond Preschool.

Developmental-K students attend Kindergarten the following year.

OUR EXPECTATIONS OF PARENTS

Our staff works hard to create positive learning experiences for your child. We also rely on your support – and the support of your child – to help us make the school experience productive and enjoyable.

Along with our staff, you play a key role in teaching your child learning, social and communication skills. By working as partners with the staff, you can help your child develop positive attitudes about school and contribute to his or her success.

Whenever possible:

- worship and pray regularly with your child
- talk about classroom activities, take an interest in your child’s work and encourage his/her efforts
- read regularly with your child
- encourage your child to complete school assignments and homework
- encourage your child to respect the rights of others and remind him/her that bullying others is wrong and will not be allowed at any time
- teach your child respect for public and personal property and the environment
- be a role model by demonstrating support and respect for the school staff and the school’s rules and regulations
- discourage the use of inappropriate language on or off the playground
- ensure your child is clean, well-rested, and nourished
- ensure your child is dressed properly for the weather and school activities
- ensure **regular** and **punctual** attendance and offer an explanation when your child is absent

OUR EXPECTATIONS OF STUDENTS

- Help maintain a positive learning environment
- Follow the school discipline and dress codes
- Show respect for staff, other students, and school property
- Complete school work and homework on time
- Participate in school programs

- Attend class regularly
- Share daily school activities with your parents
- Participate in weekly Chapel, a Family Sunday Worship Service, and a Christmas Program

YOUR CHILD’S EDUCATION

From the arrangement of the furniture to the teaching materials used, our classrooms are designed to involve your child in active learning experiences. Teachers carefully plan lessons involving the use of active student participation, computers and audio-visual materials. In the classroom, children talk, plan and work together. We encourage them to cooperate and make decisions. Each child is scheduled into the Computer Lab twice weekly (Kindergarten is once weekly), participating in the sequential computer curriculum. Children may be taught individually or in small and large groups. Teachers monitor and evaluate their progress and achievement continually.

ABOUT OUR SCHOOL

ACCIDENT AND EMERGENCY SERVICES

As well as providing a quality education, our main concern is your child’s health and safety.

To protect our students, we keep our school grounds and buildings free of hazardous material and debris. We also supervise their activities during recess and before and after school. In the event that your child is injured or ill, we will inform you and ask you to take your child to the hospital, if necessary, or to meet school staff there. An accident insurance policy covers your child while at school but it is secondary to your personal insurance. Please encourage your child to report any injury or accident to the teacher or office.

It is very important that you give the school current phone numbers where you or another responsible adult can be reached in case of an emergency. Please tell the school immediately of any change in your phone numbers during the school year. The hospital will not treat any minor without the consent of a parent.

A Safety Handbook is reviewed and revised annually. The handbook covers areas such as:

- Accident investigations and reports

- Emergency Telephone List
- Emergency plans of action – including fire drill, earthquake, & lockdown locations and procedures along with the duties of those in charge
- The contents of the office and teacher emergency packs
- How to deal with cases of child abuse

A storage unit on the south end of the playground contains a large water tank, rations, tents, cots, stretchers, tools, shovels, tarps, portable toilet facilities, blankets, paper towels, wet sanitary towels, hard hats, gloves, and small carpet squares in addition to other items.

If chemical, biological or radiological contaminants are released into the air, the school will be closed. Should students be on campus, however, everyone will be asked to go indoors. This includes visitors to the campus as well.

The school has access to each classroom through our telephone system.

The office will listen to radio stations KFWB 980 or KNX 1070 for further information.

All windows, doors or other openings to the outside will be closed. In case of concern for explosions: window shades, blinds or curtains will be closed. Fans will be turned off as well as heaters and air conditioners. Disaster supplies including batteries, duct tape, and plastic sheeting to seal cracks around doors and vents are available in the shed. We maintain a list of students in each classroom.

When everyone's safety is assured, they may leave the classrooms or other rooms after being notified by those in charge.

Lock Downs

- All classroom doors and windows are locked upon a signal from the office
- Students who are outside go to the nearest room and remain there

The principal, office manager or law enforcement is in charge and will:

- Initiate the lock down
- Provide parents with verbal, written and/or telephone information
- Evacuate to another site or release to go home
- An office telephone message update will be available upon calling the school

Students will have available:

- Food & water in each classroom
- Portable toilets with privacy curtains
- Cell phones may be used so students can update parents. They may not be used, however, for establishing a plan of evacuation
- Parents are not allowed to enter campus or classrooms

Should a class be on a Field Trip, rather than return to campus the class will go to:

- **Peck Park** if traveling north
- **Eastview Park** if traveling south
- The class will remain at either of these sites until notified otherwise
- The phone tree will be used to give parents information if needed

ACTIVITIES AND CLUBS

Through sports, fitness activities, and clubs children develop lifelong skills and personal interests. We provide opportunities in the school to join a variety of activities outside regular class hours. These activities, supervised by school staff, volunteers, or community organizations, help your child learn about fair play, gain leadership skills, and make new friends. An announcement of available activities and clubs will be sent home with your child. Examples of groups:

- **Girl Scouts** (5-8)
- **Cub Scouts** (1—4)
- **Boy Scouts** (5—8)
- **League Sports** (5—8)
- **Star Dreams Dance Troupe** (Pre—3)
- **Student Council** (5—8)

APPOINTMENTS

Should a concern arise within your family which causes a need to speak to a teacher or the principal, please contact the school office in person or by phone to schedule an appointment convenient for all involved. Unannounced arrivals will be accommodated according to time available.

ATHLETICS

Students’ participation on school sports teams or in intramural sports requires:

- a **C** (75%-78%) average
- No more than **two N’s or U’s**
- Being present at school the day of the game
- Teachers in grades 5-8 will perform weekly grade checks on Monday to verify student eligibility to participate in games
- Detentions must be served prior to participation in sports games or practices

CAMPUS SECURITY

In order to provide for a safe campus, a security system is in operation. Both the north gate entrance as well as the church entrance are locked throughout the day and monitored by cameras. The office and the Day Care respond to the buzzer when someone requests entry.

Only Staff should be opening the glass doors and gates for persons wishing to enter.

The principal and teachers have the right to check desks, backpacks, lockers, etc. at their discretion. Items in pockets or other parts of clothing will be emptied at the administrator’s or teacher’s request.

CLASSROOM VISITS

This year all grades, Kindergarten thru 8th ask incoming students and their parents to take part in special on-campus orientation sessions.

During these visits, opportunity is provided for an exchange of ideas and information, all for the purpose of benefiting your child by helping to get the year off to a good start.

COUNSELING SERVICES

Counseling services are available through

Donna Sardisco: 1.310.283.3045.

FIELD TRIPS

OUT-OF-CLASSROOM ACTIVITIES

All school sponsored field trips are considered part of the curriculum. Therefore, attendance is recommended, unless there are extenuating circumstances. Major class field trips, such as the Washington, D.C. trip for eighth graders, will be paid for in advance by parents to the tour company.

Learning is enriched by out-of-classroom and outdoor experiences. These include supervised day and overnight trips. These outings range from playground programs to trips to museums and the zoo.

Out-of-Classroom Education: Grades 5–8

Grade 5 – Astro Camp: in Idyllwild: a hands-on physical science program with an emphasis on astronomy and space exploration. AstroCamp meets Science Content Standards for California. Classes are designed to inspire students toward future success in their academic and personal pursuits – approximate cost \$350.00. *Subject to change.

Grade 6 – Outdoor Education: We have an environmental education program for grade six at an outdoor education center with Christian staff. The location: El Camino Pines in Frazier Park. The approximate cost for this trip is \$350.00 for 4 days and 3 nights, including 9 meals and transportation. *Subject to change.

Grade 7 – Catalina Island: The Catalina Environmental Leadership Program located at Howlands Landing, Catalina Island, CA, is a marine biology and island ecology study. The approximate cost is \$350.00, which includes the boat trip, two nights and seven meals. *Subject to change.

Grade 8 – Washington D.C.: The trip to Washington, D.C. is a culmination of a year’s study of American history and government. The class visits the historic sights of our nation’s capital, Colonial Williamsburg and a Civil War Camp. The approximate cost for this trip is \$2,500.00 per child, \$2,500.00 per adult which includes transportation to/from Washington, D.C. *Subject to change.

(Continued on page 9)

Parents are informed in advance of other trips. When the parent/guardian signs the Student Emergency Information card, permission is being granted to the school not only for the child's attendance at field trips and off campus athletic events, but also for neighborhood walks as well as the taking of pictures of students which may be used in school publicity or advertising efforts.

Local field trips follow these guidelines:

- All drivers must provide a valid driver's license and complete a Volunteer Driver Information form **(this form must be filled out each school year)**
- Each driver must have a signed emergency card for each child being transported
- Only teachers determine the time and destination of any and all field trips
- Siblings are not allowed to attend

FUNDRAISERS

Fundraisers are approved by the Principal. The wrapping paper drive and the Jog-A-Thon are sponsored by the PTL. The funds from such events are used by the PTL to purchase non-budgeted items for the school. In addition, the Board has also approved eighth grade fundraisers for the annual Washington D.C. trip.

Other fund raisers by classes, whether they be school wide or within the classroom need to be:

- Approved by the principal
- Of benefit to the school
- Held accountable by the Principal through providing a list of income and expenses
- Infrequent in number

GRANDPARENTS' DAY

Involvement of extended family members in your child's life is also important in each child's development. Each year a day is designated as "Grandparents' Day." Grandparents are invited to join us at school for a portion of the day. Children who have no grandparents in the area may be matched with a surrogate grandparent.

Homework Policy

Learning continues even after your child leaves school. Homework promotes self-discipline, the development of good work habits, and positive attitudes toward learning. Homework also keeps you aware of your child's school experiences. When your child has homework, talk about its benefits and be available, if possible, for help and encouragement. Homework consists of various curriculum items, special assignments, and long range projects. It is expected that all work be completed on time, neatly, and thoroughly. Students are given one day for every day of absence to complete back work.

Suggested time for homework completion:

- **Grade 1:** no more than **20** minutes.
- **Grade 2:** no more than **30** minutes
- **Grade 3:** no more than **45** minutes
- **Grades 4, 5, 6:** **45** minutes to **1** hour
- **Grades 7 & 8:** **1½** hours

Late Homework Policy (due to unexcused tardies)

All work is due by 8:45 a.m. on the assigned date. Late work may result in missed recesses. Students in grades 4–8 may have points deducted from their grade depending on how late the assignment is turned in. Grades 5th –8th students need to refer to the homework policy distributed at home visits or at the Back to School Night. Academic or Conduct Referral forms may also be assigned for late work.

Homework Policy for Grades 6–8

The purpose of homework is to reinforce and to practice skills and information. For this reason, it is our hope these ideas are moved from your child's short-term memory to their long-term memory.

Homework is to be completed completely and within the guidance set forth by the teacher. The homework is to be turned in on the day the teacher says it is due.

Homework Requirements

Homework must (1) be completed and turned in on time, (2) have the student's name, number, and subject assignment on the top right hand corner of the page, (3) be neat and legible, (4) be in pencil, blue ink, or black ink, and (5) be completed on 8 ½ by 11 inch paper with four smooth edges (not torn out of a spiral bound notebook or composition book). Homework that does not meet these requirements will not be given credit. Google docs used—(6th-8th grades) final writing drafts typed some assessment done on websites.

5th Grade

Any missing, incomplete, or late work will be docked 25%. The student is responsible for completing the assignment and turning it in the next school day. If the student does not turn in the completed assignment the next school day, the student will be given one more day to complete it and will receive 50% of the grade. By the third day the assignment will be recorded as a 0. After five late, incomplete, or missing assignments in any one quarter, the student will receive a detention. If this problem continues, the student will be referred to the principal for Academic Probation.

6th—8th Grade

All homework is due to the appropriate teacher-designated location by 8:45 A.M. If the work is completed, but turned in after 8:45, students will receive a check on the behavior chart. A detention will be issued if they receive three checks for late work. This includes computer-generated assignments. It is the student's responsibility to print his/her assignments, not the teacher's.

If an assignment is missing, incomplete, illegible, or does not show necessary work, or directions were not followed, the student will receive a 0% for the assignment. The student will have until 8:45 A.M. of the next school day to complete the assignment to the teacher's satisfaction and resubmit for 50% of graded work. Sixth graders will receive 75% of their graded work for the first semester and 50% for the second semester. The student may stay after school to work on the assignment, or take it home and complete it overnight. If the assignment is not turned in on-time the next morning, it will remain at 0% and cannot be

turned in for points at a later time. This means that there will be NO GRADE ADJUSTMENTS AFTER CLASS TIME OF THE NEXT SCHOOL DAY. Upon submitting the third late assignment, a detention will be issued. After the sixth late assignment, a detention and an academic referral form will be issued. After the ninth late assignment (All within the same quarter), the student will serve an in-house suspension.

Keeping this in mind, we also understand life happens. If you as the parent determine that extenuating events have prevented your child from completing his/her assignment, it is the parents' responsibility to contact the teacher. This communication can take place via email, voicemail, or sending in a note regarding the missing work, the student will receive an extension with a firm deadline.

If we do not receive communication from you in place of the assignment:

- It is the student's responsibility to complete the assignment and turn the work into the teacher who assigned it
- The work will be docked according to the above standards

As a staff, we pray that this concise procedure will help students, families, and staff communicate in a positive and productive way in our very full lives.

ACADEMIC WORK STANDARDS FOR UPPER GRADES

Christ Lutheran values all subjects as an integral part of the total curriculum. Therefore, there will be no opting out of any subject, such as PE, Spanish, or any class taught during the year.

All written papers in Junior High must be submitted in MLA format. Your teacher will give you a handbook to refer to and you can go to www.mla.com.

All projects (including poster presentations) **MUST** include citations if the work is unaltered or not significantly different from the source material. You may find the correct way to cite sources in your WriteSource textbook.

PLAGIARISM/ACADEMIC HONESTY

Plagiarism is the act of using another person's ideas or expressions in your writing without acknowledging the

source. You are plagiarizing if you do the following:

- Use someone else's ideas or examples without giving credit
- Use a slightly changed statement as your own, putting your own words here and there and not giving credit
- Fail to use quotation marks around exact sentences, phrases or even words that belong to another person
- Cite facts and statistics that someone else has put together
- Present evidence or testimony taken from someone else's argument

Plagiarism is often unintentional. You have probably done a report or research paper at some time in which you chose a topic, checked out several sources, and copied several sentences from each source. You might have been unaware that you were committing plagiarism. However, now that you are a middle school student writing an essay or research paper, you must be aware that anytime you use someone else's thought, words, or phraseology without giving credit in your paper = plagiarism. Any offense receives a 0 (no credit) and a suspension unless you document your sources.

Why is it WRONG?

- It is lying to God, yourself, and your teachers. You also deny yourself the opportunity to learn and practice **skills that may be needed in your future careers**. You also deny yourself the opportunity to receive honest feedback on how to improve your skills and performance
- You invite teachers and parents to question your integrity and performance in general
- You commit fraud on teachers who are evaluating your work
- You deprive another author due credit for his or her work
- You show disrespect for your peers who have done their own work

MINIMUM GRADUATION REQUIREMENTS

- Every quarter 8th graders must maintain an **average** of 75% in all honor roll subjects.
- Any student receiving a lower average must have a graduation status conference with all Junior High teachers and the principal.
- If any student has more than one graduation status conference, they will not be able to participate in events like the Mini-Olympics, Disneyland field trip, or the Graduation Dance.

Restrictions from activities will be made at the discretion of the 8th grade teacher and principal.

- If an 8th grade student receives an F (61% or lower) as a final grade during **any quarter**, they must complete an alternate project assignment/ exam in order to show that they have met the standards covered in that subject that quarter. The F **will not** be changed on the report card, but an acknowledgement of demonstrating competency in the standards will be noted in the comment section of the report card. It is the parent/student's responsibility to get the project from the teacher.

LEARNING SHARED

Part of your child's real learning comes in the opportunity to share what has been learned with others. Throughout the year several events are planned demonstrating your child's work. The support of parents and friends at these events is extremely important to the growth of each child:

- A "**Back to School**" night is scheduled in September for parents and teachers to discuss the coming year's program
- The **Advent and Christmas programs**, which children present, are enjoyed by parents and grandparents alike
- During **National Lutheran Schools Week**, (Last week in January) your child takes part in activities and displays shared with both Church and School
- A **Science Fair** is held every other year. Grades 5–8 participate competitively. Students' projects are displayed in the gymnasium. Using the scientific method, students explain their projects individually to the judges before awards are made
- A **Learning Fair** (usually in May) for all grades provides a vivid display of children's work gathered throughout the year
- The "**Art To Grow On**" program is provided year round by parent volunteers as a supplement to the art curriculum
- In the Spring our school participates annually in the **Regional Spelling Bee** (grades 3–8) and the **National Geography Bee** (grades 4-8)
- **Graduation of our 8th Grade** is the culminating event of the year, preceded by a banquet. At this time, we bid farewell to our graduates as they transfer to local high schools

MUSIC

Music has always been a major part of our Lutheran

School program. **Students in Grades K–5 meet regularly** with the music teacher for instruction in the basics of music (singing, rhythm, melody, instruments).

- **K** meets with the music teacher once a week
- **First thru 5th grade** meets with the music teacher twice a week
- Some music class sessions are **30 minutes and others are 45 minutes**

Students sing with their class at our church services on designated Sundays (Family Services).

COMPUTER

- All students attend Computer Class in the Computer Lab
- **K** meets with the Kindergarten teacher once a week
- Grades 1-8 meet with the computer teacher two times per week, 45 minutes each time
- Additionally, teachers bring their classes in the lab for classwork

PARENTS AS PARTNERS

As a parent, you play the key role in the education of your child. Through ongoing communications with the school, you can support the staff and thus ensure your child’s success. We always welcome your questions and concerns. Parent-Teacher Conferences are held to provide the opportunity for you to meet the teacher and discuss your child’s progress. At any time, you are welcome to contact the school and arrange for a meeting with your child’s teacher or Principal.

As a partner in the school, we strongly encourage you to join the Parent Teacher League. This group meets regularly for the purpose of supporting school programs through volunteer activities. Your child will bring home notices of such meetings.

PARENT ORIENTATION CLASS

Our goal is to “walk together” with parents in the Christian training of their children. Since parents are entrusting a large share of this responsibility to the school, it is important that the home and the school work together in harmony. Therefore, we feel it is essential for parents to have a basic understanding of the Christian faith as it is taught in the Lutheran Church. Parents new to Christ Lutheran School who are not of the Lutheran faith are required to participate in an orientation class in order to become acquainted with the basic teaching of the Lutheran faith.

PARENT-TEACHER LEAGUE

As part of its support for our school, this organization plans fun activities which include a Country Fair, Jog-A-Thon, and Red Ribbon Week. The major fund-raising activity each year involves the entire school in a Jog-A-Thon and Wrapping Paper. The PTL also supports the professional staff by hosting a Beginning-of-the-Year Luncheon and Teacher Appreciation Weeks. On occasion, parent education programs are sponsored by the PTL.

PROFESSIONAL ACTIVITY DAYS

Throughout the school year, teachers take part in activities that enhance their professional growth and support the programs given to our students. These activities occur after school, in the evenings and on weekends. We also plan shortened days for staff in-service and parent/teacher conferences. These days are noted on the school calendar so that you can plan in advance for the care of your child.

PARENT-TEACHER CONFERENCES

We schedule two conferences each year in conjunction with the first and third quarter reporting periods. Of course, you or your child’s teacher may schedule others as needed throughout the school year. Report cards are given at the end of each of the four quarters. Progress reports are issued at the approximate mid-point of each quarter.

PLAYGROUND

Our school has a safe, supervised playground for use during recess, lunch period, and SAC. Playground equipment is designed for children of all ages and abilities.

SCHOOL ACCREDITATION

In order for our school to continue to provide quality education, we regularly undergo a self-study program for school improvement resulting in accreditation.

Our school is accredited by the **National Lutheran School Accreditation Program**, and by the **Western Association of Schools and Colleges**.

October 2015: the WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES (WASC) and the NATIONAL LUTHERAN SCHOOL ACCREDITATION PROGRAM (NLSA) visited the campus and awarded CLCS a 6-year term praising the challenging educational program, well-qualified staff,

and nurturing community.

SCHOOL AGE CARE

In order to provide child care service for our working parents, our school has made available the School Age Care Program – an extension of the school day. Before and after school activities have included crafts, sports activities, computer club, as well as time for study and free play.

- School Age Care **Hours** for kindergarten through eighth grade are **6:30–8:30 A.M. & 3:15–6:00 P.M.**
- Any unsupervised Kindergarten through eighth grade student who arrives at school **before 8:30 A.M.** or remains **after 3:30 P.M.** must report to the School Age Care Center

SCHOOL DAY

The school day for grades one through eight includes six and one half hours of class, recess periods, and lunch. Kindergarten classes last for approximately three hours for half-day students, and six and one-half hours for full-day students.

Kindergarten:

- **Full Day:** 8:45 A.M. to 3:00 P.M.
(375 minutes per school day)
- **Half Day:** 8:45 A.M. to 12:00 P.M.
(195 minutes per school day)
- **Thursdays only:** 8:45 A.M. to 3:00 P.M.
(375 minutes)

Grades 1–4

- 8:45 A.M. to 3:05 P.M.
(380 minutes per school day)

Grades 5–8:

- 8:45 A.M. to 3:15 P.M.
(390 minutes per school day)

THE SCHOOL LIBRARY

Our school library is maintained by a part-time librarian and offers a variety of fiction and non-fiction books.

THE SCHOOL WEEKLY WHAT'S HAPPENING

Every week, the office sends an e-mail containing the events, lunch options, and other important information regarding the church and school.

SCHOOL PHOTOS

Each year, Christ Lutheran has professional photographers take class and individual photographs. You may wish to purchase these photos as a souvenir of your child's school year.

SCHOOL PROGRAMS

The programs at Christ Lutheran School are well-balanced to promote each child's academic, social, emotional, physical, and spiritual development.

Our kindergarten through eighth grade classes offer a rich and varied curriculum based on the guidelines of the State of California, National Curricular Organization (i.e. National Council on Teaching Mathematics) and the Lutheran Church, Missouri Synod. The curriculum can be divided into three areas:

- **Communications:** language arts (reading, writing, listening, speaking, viewing, and drama) and mathematics (logic, estimation, geometry, numbers, and measurement)
- **Environmental Studies:** the study of God's Word, science, social studies, and health
- **Arts:** visual arts, music, and physical education

SCHOOL RECORDS

Sharing information with us helps to provide the best program for your child's success. When your child enters our school, a folder is opened in your child's name. In this folder, we maintain records sent from any other school attended. Cumulative records contain enrollment forms, grades, transcripts, attendance records, immunization records, dates of graduation or withdrawal, progress reports, parental notes, teacher notes, curriculum, and standardized test results. Any personal information is kept confidential between school officials and parents.

You are welcome to see your child's cumulative folder (24-hour notice requested). This is to be done in the presence of the principal or someone appointed by him/her. Parents have the right to have records corrected if they are inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child. If parents are not satisfied with informal proceedings they are entitled to a hearing with Board of Education.

Upon written requests, official transcripts are mailed to the receiving school or delivered by a school official. **They are never given to parents or students for delivery to another school.**

A separate Discipline file may be kept and maintained by the teacher and/or principal.

SCHOOL SUPPLIES

We provide books and many of the supplies for the children. A general classroom supply list is included in our summer mailing and listed in your child’s planner. This planner is provided to students in grades 2-5 on the first day of school and includes the student handbook. Teachers may sometimes ask you to provide additional supplies for art classes or special projects. If you have a question about the need for these purchases, please contact your child’s teacher.

SCHOOL YEARBOOK

Each year, our school produces a yearbook with the help of faculty members. Every child receives a yearbook at the end of the school year. This book chronicles the friends and experiences of the academic year.

STAFF

We are proud of the dedicated professionals who work together for the benefit of your child. They are conscientious and committed to providing your child with an outstanding education. To assist the administrators and teachers, we also have a highly-skilled support staff. These people meet individual and program needs by working as:

- School Age Care Workers and Assistants
- Office and Financial Staff
- Custodial Staff

STUDENT ASSESSMENT

(IOWA TEST OF BASIC SKILLS)

Students are tested annually through the **Iowa Test of Basic Skills (ITBS)** to determine what students know and what they need to learn. This test is an important piece in building an academic program for our students. Throughout the year, students will be administered brief math and reading assessments to monitor the progress of their skills and attainment of teacher-determined curricular goals. These tests are administered in October. Odd-numbered grades are

also given a cognitive abilities test.

Results of these tests are available to parents in **January** by request to teacher. The results will be used by your child’s teacher to plan learning goals and design instructional experiences to meet those goals.

You may request a meeting with the teacher to review your student’s scores and discuss their implications. They will help you interpret the scores and their implications for your child. Simply e-mail the teacher to set up an appointment.

VOLUNTEERS

Christ Lutheran welcomes volunteers in the classrooms. Volunteers may be parents, grandparents, seniors, or other school or community members. There are numerous chances to help in our classrooms, on field trips and in our many other school programs and activities. Volunteers must report dates and times they are on campus to the school office. Each volunteer must sign in at the office before entering the classroom. CLCS greatly appreciates the work of their volunteers and honors them annually at a breakfast.

WORSHIP

Although we recognize that for Christians all of life is worship, a special time is set aside each day in the classroom for group worship or devotions. This includes opportunities for your child to participate in leading a devotion, singing, and prayer. Once each week all students meet for chapel. This is also a time for special recognition, such as Honor Roll for 6th–8th grade students. In addition, offerings are taken each week and are given to a specific mission ministry for that month determined by the student council. Parents and friends are welcome to worship with the student body at chapel.

POLICIES & PROCEDURES

APPLICATION PROCEDURE

- Obtain an application form from the school office
- Complete the form and submit it together with the application fee. (Note: *Supplement to Application for Admission – Part 2* must be completed if the student has learning or academic difficulties of any kind)

- You will be contacted to set up a screening/testing appointment

On the day of testing parents must provide Christ Lutheran with:

- a copy of the student's most recent **report card**
- the student's latest **standardized test scores**
- a **letter of recommendation** from last year's **teacher**
- a personal **letter of recommendation** from a **friend or neighbor**

Children **entering kindergarten** must, without exception, have reached their **fifth birthday** by **September 1st**. They will be admitted on the basis of the Gesell Developmental Assessment.

Children **entering 1st grade** must be **six years old** prior to **September 1st**.

Applications for enrollment are given the following priority:

- Members of Christ Lutheran Church
- Students enrolled the previous academic year
- Siblings of those currently enrolled
- Multiple child families based on date of final acceptance
- Single child applications based on date of final acceptance

The school places children in classrooms with others their approximate age, and in programs suited to their development, abilities and potential.

Any newly enrolled students will be placed on academic and conduct probation until a mid-quarter progress report or a regular grading period has completed.

Registration For Currently Enrolled Students

- A registration day, held in February, enables families currently enrolled to re-enroll for the coming school year. Forms are dated upon arrival

- The process may determine who is enrolled and who is placed on a waiting list
- Once a child has been re-enrolled and the Registration Fee paid in full, the child is officially placed on the class list for the coming school year

ATTENDANCE AND PUNCTUALITY (TARDIES)

- Students on campus grounds (including the parking lot) before 8:25 A.M. must go to School Age Care and parents will be billed
- Classroom doors open at 8:30; the tardy bell rings at 8:45
- Students arriving **after 8:45 must get a tardy slip** from the office before going to class
- Students who are ill may not be in class. Students must be fever and symptom free without medication for 24 hours before returning to class. **A note, phone call, or email must be given to explain reason for absence/tardy.**
- If a student has been absent from school due to illness, they will not be permitted to attend after school activities or school functions on that day.

Excused absences/tardies:

- Dental/doctor appointment
- Illness, verified by note
- Funerals for immediate family
- Extended absences with teacher and office approval (1 week prior to absence.)
- Personal **ONLY IF APPROVED** by the school office

- Students are responsible for all work missed while absent. No work may be made up for unexcused absences or tardies
 - **More than three unexcused absences or tardies in a month may result in detention for grades 5-8 and a conduct referral for grades K-4. Two detentions or conduct referrals due to tardiness in one month may result in suspension.** No assignments can be made up while suspended
 - Students dropped off after 10:30 A.M. or leaving prior to 1:00 P.M. will be marked ½ day absent
 - Students may only be released from class by a sign-out card from office. Once on campus, a student cannot leave the grounds (or leave and return) without parent or teacher supervision
 - Classroom doors will NOT be opened after 4:00 for students to retrieve books, personal items, etc
 - Students may not be absent for more than 10 days per semester (excluding pre-approved independent study). Students who are absent more than 10 days per semester will be referred to the principal. This may result in a reduction of the student’s grades, retention at grade level, or being dropped from enrollment
- A student who has three unexcused absences or three tardies or absences of more than 30 minutes, or any combination thereof, without a valid excuse is considered legally truant. A student who has six unexcused absences or six tardies or absences of more than 30 minutes, or any combination thereof, is considered habitually truant or may be referred to the district attorney’s office for legal action (Education Code Section 48262)
 - The parent is obligated to compel the attendance of the student at school. Parents who fail to meet this obligation may be subject to prosecution. (Education Code Section 48260.5)

What are the legal charges that may be filed?

- Violation of Education Code Section 48293 Failure to Comply with the Compulsory Education Code – an infraction
- Violation if Penal Code Section 272 Contributing to the Delinquency of a Minor – a misdemeanor

What are the legal consequences?

- Violation of Education Code 48293 – A fine up to \$500, parenting classes
- Violation of Penal Code Section 272 – A fine of up to \$25,000, up to one year in jail, any other conditions or probation the court deems appropriate
- Vehicle Code Section 13202.7 allows for a one-year suspension or delay of the California D.L. for an habitual truant age 13-17

Releasing Students

If you need to have your child released before school is dismissed:

- Complete a sign-out form in the school office and receive a dismissal slip to present to your child’s teacher
- For safety reasons, teachers will not dismiss a child to wait for the parents outside the school complex
- If someone other than the parent/guardian is picking up the child, that person must present a signed note from the parent/guardian to the office before the child can be released

Important Facts every parent and student should know

- Parents have a legal and moral responsibility to contact the school in writing, by telephone, or by e-mail when their student is absent
- The Health Department has stated that if a child misses more than 7 – 10 days of school per year for illness reasons that the student is missing too much
- Students suffer academic setbacks when frequent

What is the truancy law?

- Compulsory attendance is the law in California from age 6 until the age of 18 (Education Code Section 482600)

absences occur

- Students with excessive absenteeism have difficulty passing required competency tests
- Most daylight juvenile crime is committed by students who are truant
- Students who miss school miss out on a healthy socialization process which will aid them throughout life
- Students who are in school on a regular basis do significantly better in school
- Parents and students may be prosecuted for violating compulsory attendance laws
- Parents often do not keep track of how many days of school their child has missed. One or two days per month or every other week may not seem like a lot. However, those days quickly add up. In the course of a school year, the student may have missed more than an entire month of school.

BEHAVIOR

Follow the classroom rules. Teachers may give detentions (grades 5–8) or conduct forms (grades K–4) for failure to follow classroom rules. Gum is not allowed anywhere on campus.

Detentions/Suspensions

may result for the following:

- Threatening notes, essays, e-mails or conversations
- Any use of text messaging, instant messaging, or unauthorized websites
- Physically aggressive or violent behavior
- Intimidation or extortion
- Rude/disrespectful behavior
- Excessive arguing
- Profanity, cursing, vulgar or demeaning language
- Threats to vandalize or sabotage church or school property
- Failure to follow church/school policies or procedures
- Cheating or plagiarism

Immediate expulsion forms will be given to anyone for bringing, using, or asking someone to store alcohol,

illegal drugs, tobacco, ammunition or weapons on or around campus. The student will be suspended until the Board of Education holds an expulsion hearing.

BICYCLES, SKATEBOARDS, SCOOTERS & ROLLERBLADES

Bicycles may be used as transportation to and from school.

- They are not to be ridden in the parking lot or campus at any time
- They must be parked and locked in the bicycle rack on the north side of the campus (near the gate)

Scooters may be used as transportation to and from school.

- They may not be ridden in the parking lot or campus at any time
- They must be folded up and placed (with teacher permission) in the classroom
- **Motorized scooters are never allowed on campus**

There is **no skateboarding or skating** of any kind in the parking lot, church sidewalk, or anywhere on campus before, during or after school (including the summer months).

Students who ride bikes or scooters to or from school must fill out a permission form in the office.

- The form must be filled out yearly

CELL PHONES

(including text messages)

- Are to be turned off during the school day from 8:30-3:15 P.M. and **kept in backpack**
- Are to be turned off during School Age Care and **kept in backpack**
- May be used with permission of the staff only
- May be turned on at the end of the day when students exit the school or church entrance and

used with permission only

- Students are NOT allowed to use cell phones as calculators. Calculators are a required item for Algebra 1 students only
- If a cell phone is seen or heard, it will be confiscated. A fine will be imposed when the cell phone is returned: \$25 for the 1st offense, \$50 for the second offense, and \$75 for the third offense.
- Non-compliance will result in the phone being confiscated by any staff member and taken immediately to the principal’s office. Only the parent or guardian may pick up the phone.
- **Other electronic devices** are **not** allowed and will be immediately confiscated unless there is teacher approval for a special class reward or project.

ELECTRONIC DEVICES

iPads, Kindles and other electronic devices used for classroom purposes are allowed only by teacher’s permission. CLCS is not responsible for any lost, stolen, or damaged items. The parents and student take sole responsibility for the devices. The use of any electronic devices, including wireless devices, are not allowed on campus at Christ Lutheran School or in our School Age Care program. If found, they will be confiscated. A parent will then need to come to the office to pick up these items.

- Such items are used in the classroom only under the teacher’s direction and never taken outside the room
- The privilege is for a limited amount of time only
- Nothing inappropriate is being listened to

Inappropriate use of electronic devices used in the classroom with the teacher confiscating the device may result in a loss of privilege of future use for the balance of the school year.

TECHNOLOGY POLICY/HEADPHONES

- All students and parents in grades K-8 are required to sign the Technology Acceptable Use and Liability Policy form. This form will be sent

home with students at the beginning of school and needs to be signed by the student and parent, and turned into the computer teacher.

- It is expected that all students adhere to these policies
- Students will not be permitted to use the school’s technology resources until this form is completed and returned
- All students in grades K-8 are required to have headphones for use in the Computer/Language Lab. The headphones will be kept at school. For Kindergarteners and all new students the cost is \$5.00/student. Upon payment of this fee to CLCS, the school will place the order.

CLASSROOM PARTIES

The Parent Teacher League (PTL) finds a volunteer room parent for each class. The room parent coordinates with the teacher to organize all parties. Parties are held at Christmas, for a teacher’s birthday, Valentine’s Day, and at the end of the year. The Country Fair is an all day school-wide activity day which serves as an alternative to Halloween.

STANDARD OF DRESS 2018-2019

A. Purpose: To establish and promote a positive, safe, educational, and spiritual climate that is conducive to learning, mindful of modesty, and reverent to our Heavenly Father.

B. Spiritual Direction:

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

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

Please consider daily the above scripture and purpose in monitoring your child’s dress to assure that he/she is dressed appropriately for school.

Christ Lutheran School requires students to wear **shirts** purchased from Norman’s Uniform Company. Bottoms may be purchased from any store with the exception of plaid jumpers and skorts (which must be purchased from Norman’s). Norman’s staff members are well-versed in our uniform code, have a great inventory, and can embroider/alter on site. All items must follow the school’s standard color and look.

(Continued on page 19)

DRESS CODE

We believe that children at Christ Lutheran should reflect their faith in their Savior in everything they do – their actions, speech, behavior and dress. The way we dress reflects our attitudes. Disruptions to the learning process due to clothing or hair styles will be dealt with immediately. All clothing must fit appropriately. Teacher decisions regarding interpretation and application of the proper/improper dress codes are FINAL.

Uniforms are worn daily. The only exceptions are the student's birthday, Student Council spirit days, or Jeans For Jesus weekly events where \$1 towards the chapel offering allows the student to wear jeans free from holes and fit well.

Outerwear:

- Sweatshirts or sweaters must be CLCS or solid navy, green, or grey. **No other hoodies are allowed**
- Norman's has a wide variety of approved outerwear options that can be embroidered
- Children are allowed to wear any solid navy, green, or gray jackets to school and at recess, but they must be hung up in the classroom while in class if they do not conform to the uniform colors

Boys' Choices

Tops: Chapel day wear green polo shirt.

Polo Shirts: long sleeved or short sleeved (navy, dark green, gray).

Bottoms:

- Uniform pants or shorts in navy or khaki
- MAY NOT be cargo style, leggings, denim, or skinny style
- May have elastic-backed waistbands or traditional waistbands
- May be either flat-front or pleated
- Quicksilver-style shorts in grey (purchased from Norman's only)

Girls' Choices

Tops: Chapel day wear green polo shirt.

- Polo Shirts: long sleeved or short sleeved (navy, dark green, gray)
- Shirts embroidered with the CLCS logo

- Christ Lutheran T-shirts sold by the PTL or 8th grade T-shirts

Bottoms:

- Jumper K-5 plaid/Skort K-8 plaid (purchased from Norman's only)
- Skort (low rise yolk or regular flat front) : navy or khaki
- Uniform pants or shorts in navy or khaki
- MAY NOT be cargo style, leggings, jeggings, denim, or **skinny** style
- May have elastic-backed waistbands or traditional waistbands.
- May be either flat-front or pleated

The dress code can be summarized in this way: Wear a clean school uniform in the proper size, be well groomed and wear safe shoes. Do not wear anything that would keep you or others from focusing on schoolwork.

The standard of dress must follow these guidelines:

- All clothing must be clean, properly sized and in good repair
- Long pants must not drag on the ground or fall in folds around the feet. They must fit at the waist. They may not look baggy or tight like **skinny/leggings-like pants**.
- All shorts may not be too baggy, too tight, or fall no longer than the knee. Girls' shorts, skorts, and skirts should be no shorter than 3" above the knee.
- For safety, tennis, sport shoes or everyday sturdy shoes only. No high soles, high heels, or platform shoes. No open toed shoes, backless shoes, or sandals.
- During the school year, students will have the opportunity to earn or be given Free Dress Days. Guidelines will be provided for these days. Free dress days will be given to students on their birthday (On Friday for children whose birthdays are on the weekend and on the ½ birthday for those who have a birthday during summer).

It is the PARENTS' responsibility to take the leadership and guidance for what their child(ren) wears to school.

(Continued on page 20)

Shoes/Hats/Hair:

- Footwear must have a closed toe and a back strap (K-4 must wear socks). Students not wearing appropriate footwear will not be able to participate in recess activities.
- Hats, caps and other head coverings may not be worn indoors unless medically required
- All baseball caps must be CLCS caps (available at Norman’s)
- Extreme hairstyles or unnatural coloring of hair are not permitted and could result in a suspension due to willful disobedience. This is left up to the teacher’s discretion
- Hair may not impede the learning of the student or those around them. Eyes must be clear of hair

Jewelry:

- Girls may not wear oversized earrings. Earrings may not be larger than a quarter
- Ear “spacers” or anything that appears to be an unorthodox piercing are strictly prohibited
- Boys may not wear any earrings
- Jewelry must not be excessive in amount or in style

Make Up:

- In moderation, may be worn by girls in Junior High only
- Body piercing (except girls’ earrings), tattoos and branding; torn or ragged clothes, cut-offs, or clothing with holes are **not permitted**

Free Dress Attire

We expect that student dress will reflect Christian values and therefore that the style of dress of the students will not interfere with Christians educational goals or distract from the educational process. **The staff, faculty, and the principal assume the responsibility of determining what is acceptable and appropriate in terms of student dress.**

Inscriptions—Clothing and jewelry cannot bear any inscriptions, words or images that are offensive, crude (skulls), vulgar, profane, or sexually suggestive. Clothing which advocates prejudice of any sort or favors the use of illegal drugs, tobacco, alcohol, weapons, or a particular musical group is not permitted.

Tops/Shirts—Shirts must be appropriate to student’s size. Clothing must conceal undergarments.

Shirts/tops with cap sleeves must be modest and show no midriff when arms are extended over the head. Torn, and/or ragged clothing is not permitted.

Skirts, Shorts & Pants—Skirts, skorts and shorts must be no shorter than three (3) inches above the knee. Short-shorts are not permitted. Shorts longer than approximately knee length are not permitted. All pants and shorts must be hemmed. “Cut-offs” and clothing with holes are not permitted. Exercise clothes (e.g. spandex, bicycle type shorts, leggings and jeggings) may be worn under shorts but not as shorts. Oversized or “baggy” clothing is not permitted. Pants, shorts and skorts must be worn securely at the waist. Swimming trunks may not be worn as shorts.

Hats/Caps—Hats, caps and other head covering may not be worn indoors unless required medically. An emblem on a hat or cap must be the “CLS” logo.

All other items not stated for “Free Dress” are covered by the standards noted in the Parent Handbook.

Should questions concerning any clothing garment arise, please have your child bring in the garment to the office prior to the free dress event so as to determine acceptability.

ENFORCEMENT:

- For any dress code infraction, the student will be sent to the office to call the parent for an appropriate change of clothing.
- Three demerits will result in a detention
- Multiple offenses may result in suspension

FINANCIAL RESPONSIBILITIES

Registration fees are due at the time of enrollment and are not refundable, unless all three of the following conditions are met.

- The family moves farther than fifteen (15) miles away before the start of the school year
- Parents notify the school, in writing, prior to the first day of school
- The student has not yet started attending classes for the applicable school year

All tuition payments are based on the tuition plan as outlined in the payment information forms. Late fees will be assessed.

Checks returned for insufficient funds will be assessed an overdraft fee

(Continued on page 21)

Milk is served to students on a daily basis and may be purchased by the semester or the full school year

GRIEVANCES

An **unsigned letter** of grievance will not be accepted from anyone who has a concern about teachers, the principal, staff members, those who serve on the Board of Education, Senior Pastor, or any member of the Ministry Council. **Such correspondence will be discarded.** An outline for dealing with such problems is highlighted in Matthew 18:15-17. If you have a problem with someone, confront that person openly. If he/she listens, you have won the person back. If not, offer to meet again with one or two others until the matter is resolved.

If a student or parent (or possibly a group of students or parents) express a grievance against a teacher, staff member, principal, Board of Education, Senior Pastor, or member of the Ministry Council, the following procedure is to be implemented:

Grievance Procedure

The school has adopted administrative procedures for filing sexual harassment complaints.

- At an informal level, complaints may be reported to a teacher or the principal
- Formal written complaints may be filed at the principal's office

Complaint forms are available to students at the principal's office.

Legal Authority: Title IX of the Educational Amendments of 1972, 20 U.S.C. § 1681-1688; Cal. Ed. Code, § 200, 212.5, 212.6, 220, 230, 262.3, 48900, 48900.2, 48915, 48980 (West 1989; Supp. 1992); *Franklin v. Gwinnett County Public Schools*, 112 S. Ct. 1028 (1992); *Zabkowski v. West Bent Co.*, 589 F. Supp. 780 784 (1984)

Parent and Teacher/Staff

- Should the conflict be with a teacher or staff member, the parent is to contact that person immediately for discussion and a solution
- Should the matter with the teacher or staff member remain unresolved, the principal is to be contacted. The principal will then arrange for a parent/teacher or staff member/principal conference. The matter will be reviewed in detail with careful written notes recorded, stating the grievance and what action or policy was felt to have been violated and how reconciliation might be reached.

- Should the grievance remain unsettled, the principal will schedule a meeting with the Board of Education, the parent and the teacher or staff member
- Should the grievance continue to be unresolved, the parties will meet with the Pastor
- Should that step prove unsuccessful, then the parent and the teacher will be encouraged to be present at a Board of Education meeting
- The Board of Education must have in written form, one day in advance of the meeting, a grievance letter from the parent
- The meeting will be limited to not more than 30 minutes of discussion
- No later than two weeks after the meeting, the Board of Education will communicate its decision, in writing, with supporting reasons. This is the final step in the procedure.

Parent/Principal

- Should a parent have a conflict with the principal, the principal is to be contacted immediately by the parent about the principal's actions
- Should the matter remain unresolved, the parent may contact the senior pastor for discussion and a solution. The pastor will inform the Chair of the Board of Ed immediately about the matter. He will also notify the principal of his contact with the concerned parent.
- Should the matter remain unresolved, the Pastor will invite the principal to meet with the parent
- If this does not resolve the issue, the principal will be invited to a meeting of the Board of Ed along with the pastor and the parent involved
- A grievance letter from the offended parent must be given to the Chair of the Board of Ed at least one day in advance of the meeting

- The meeting will be limited to not more than 30 minutes of discussion
- No later than two weeks after the meeting, the Board of Ed will communicate its decision in writing to all involved. This is the final step in the procedure.

IMMUNIZATION AND EMERGENCY FORMS

These forms are to be on file in the school office **prior** to your child’s first day of attendance at school. Forms are available in the school office.

MEDICATION

Medication from home will be administered to children **only** upon the written request of the parent/guardian. A form entitled *“Parents Request for Medication to be Taken During School Hours”* is available in the school office. This form must be completed before prescriptions or over-the-counter medication is given to any student. No medication shall be provided by the school office. All medication must be in the original container and must be clearly marked with the child’s name, medication name, and dosage instructions.

- The medication prescribed by a physician will have the name of the medication with dosage instructions along with the doctor’s and the child’s name on the container
- The medication is to be kept in the school office in a locked area
- It must be administered only by school personnel

These rules apply also to the distribution of over the counter medications such as aspirin, Tylenol, cough syrup, etc. Non-prescription medication may be given with **written** parental permission only.

Non-prescription medication taken with parental permission is done so at the parent’s own risk.

The school assumes no responsibility for complications which might arise.

PARENTS VISITING CLASSROOMS

Should parents desire to visit a classroom please observe the following:

- All classroom visit requests are to be made through the principal

- No more than 2 adults may visit at any one time
- On the day of the visit, the visitor must sign in at the office
- Each visit is limited to:
 - 15 minutes in Kindergarten
 - 30 minutes in grades 1–3
 - 45 minutes in grades 4–8
- The teacher will provide the visitor with a classroom textbook or other appropriate materials
- The teacher is not to be disrupted during the visit. However, if there is a break and the teacher has the time, he/she may answer questions.
- After the visit the parent is to return to the school office and sign out
- The visitor may request a telephone call from the teacher at a convenient time to meet to answer any other questions

PARKING LOT RULES

After School Pickup

If you do not see your child, he/she is probably late getting out of class. If that is the case, you must park in a slot and wait for your child.

Do not at any time park or leave your car parallel to the classrooms facing the parking lot; fire lane, by the dumpster, or into the driveway near the north gate.

K–4 parents please pick up your child by 3:20 P.M. unless you have siblings in upper grades.

If a child is not picked up by 3:30 P.M. he/she is automatically sent to School Age Care. **Parents are responsible for any costs incurred.**

Never park your car on Western Avenue in front of the church by the sign. Incoming school traffic will cause a serious backup for cars heading north on Western.

When dropping off your child/ren next to the building, recognize that there are two lanes. The lane **closest** to the building is for unloading. Please pull forward as much as possible before letting your child/ren exit your vehicle. ***Please do not let children exit your vehicle if you are in the lane closest to the parking lot. This slows down the flow of traffic and endangers children crossing in front of cars in the other lane.***

Grade	Dismissal Time	Pick-up Point
Kindergarten	3:00 P.M.	Church Steps
1st–4th	3:05 P.M.	Church Steps
5th–8th	3:15 P.M.	North Gate

- The examination has to have been within the past eighteen (18) months before entering First Grade
- Forms are available in the office
- State mandated immunizations are required

PLAYGROUND RULES

Preschool – Eighth Grade

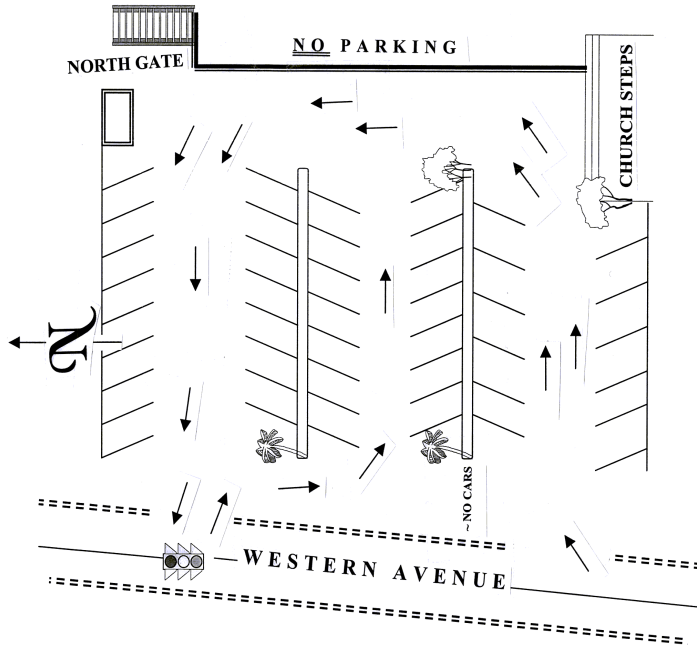
The teachers, teacher assistants, and School Age Care workers are responsible for dealing with matters concerning student behavior on the playground. If parents are concerned about what has transpired on the playground at recess or any other time, contact those in charge so that an appropriate resolution might be forthcoming. It is neither the right nor responsibility of any parent to discipline another family's child while on campus before, during, or after school.

Expectations of Supervisors:

- Students are to be supervised and to proceed quietly to the playground
- After recess bell, students are to clear the blacktop quickly, unless previous arrangements have been made. Bullying and bad language will not be tolerated and will be followed up by immediate consequences.
- Oversee conflict resolution (Matthew 18:15–17)

Expectations of Students on the Playground:

- Students are expected to obey any teachers on duty
- Students must be in **full view** of teachers
- Students are not to leave the playground area unless permission is attained from the teachers on duty.
- Students are not to climb on the railings, fences or walls
- There will be **no jumping off** swings, any playground equipment, or any portions of the wall



Phone Calls, Voice Mail And/Or Email To Teachers

You are encouraged to call and leave a message with the school secretary, leave a voice mail message, or e-mail your child's teacher(s) at school whenever you have questions or concerns about your child's academic progress or a problem which may have arisen at school.

During class time, however, teachers are not available to answer telephone calls. Also, do not try to use the time just prior to the beginning of the school day, when everyone is rushed, to share a concern with the teacher. Teachers will respond to messages as soon as possible. Please don't allow excessive amounts of times to pass if you have questions or concerns that need answering.

PHYSICAL EXAMINATIONS

- Children entering First Grade must have a physical examination form signed by a doctor

- Slides are to be used for sliding, one at a time. No sliding on railing
- Hardballs are not permitted. Softballs/bats are for 5th–8th graders
- If a ball is kicked or thrown over a fence, teachers on duty are to be informed immediately
- If the field is lined with chalk, do not step on the lines
- Throwing of rocks, stones, or sand is strictly prohibited
- Students are not to play behind the backstop or past the track on the east side of the field
- High bars are for grades 4–8 only
- Bullying is not permitted; any fighting will result in an immediate trip to the principal’s office
- Appropriate language is expected
- No balls or playground equipment are allowed in the playground structure or swing area
- **Keep food and drinks at tables only;** all trash must be picked up and thrown away

Conflict resolution: *Disagreements are to be solved in a Christ-like manner following Matthew 18:15-17.*

- Talk to each other expressing feelings
- Find a solution agreeable to all parties
- Acknowledge forgiveness and acceptance
- If the problem can’t be solved, then go to an adult who observed these previous three steps being worked through until the conflict is resolved. In some cases a cooling off period may be needed before the three steps can be initiated.

PROBATION

There is an automatic probationary period in the 1st quarter which is 8 weeks in place for any student new to Christ Lutheran School. This means that unless certain criteria are met the student’s stay at the school is in jeopardy. Probation beyond the initial period will

be determined by the classroom teacher and the principal. The terms and guidelines of the probation will be shared with the parent. Attitude and cooperation in addition to academic performance will be taken into consideration.

Probation can also come as a result of an excessive number of Conduct or Academic Referrals, which are due to incomplete assignments, concerns over student behavior, excessive absences or tardies, or suspension.

A form entitled *“Principal’s Notification of Student Probation Grades 1-8”* will be discussed with the student noting the concern, the steps toward improvement, and the beginning and ending date for the probationary period. A hard copy will be given to the student and a pdf copy e-mailed home.

Student probation lasts for the term noted on the form. At the end of the probationary period the school will note improvement or if there has been no change. The Principal will then determine whether the student will remain as a part of the school’s program of education.

REPORT CARDS

- Report cards are issued four times during the school year at the interval of approximately every 44 school days
- Report cards must be completed and turned in to the principal for review a day or two before they are to be sent home
- Parent / Teacher Conferences are held after the end of the first and third grading periods
- A copy of the final report card is to be included in each student’s cumulative file

Mid-Quarter Progress Reports

- At the approximate mid-point of each quarter a Mid-Quarter Progress Report (MQPR) is distributed to each student in grades 1–4. The grades reflect how a student is doing at that point in time and serve as a reminder of their academic progress. A significant change in the final quarter grade can

still occur depending upon the student’s efforts. These grades are not placed in the student’s cumulative file

- 5-8 grade students may not participate in any kind of extracurricular activities on campus unless their grades are a C (75-78%) average or better and no F’s
- Students and their parents have unlimited access to their grades online and will not have a report sent home unless arrangements are made with the homeroom teacher
- At this time, the teachers and principal will determine if a student needs to be placed on academic probation. Each student on academic probation will receive a letter detailing which subjects need improvement, the minimum amount of improvement, and the support the student will receive from the school. The notification letter will also stipulate the date by which all progress needs to be made. Failing to meet the improvement target may result in retention at grade level or possible disenrollment from the school.

Honor Roll: Grades 6-8

In order to qualify for Honor Roll, a student must have the following percentage average:

- 89-94% for Honor Roll
- 95-100% for Principal’s Honor Roll
- In the following ten areas:
 1. God’s Word
 2. Memory Work
 3. Literature must read 80% of AR goal
 4. English/Writing
 5. Spelling/Vocabulary
 6. Social Studies
 7. Science
 8. Math
 9. Conduct
 10. Spanish
- There can be no grades lower than C (75-78%) or Effort/Conduct grades marked with an N for Needs Improvement or U for Unsatisfactory in the subjects not considered for honor roll: P.E., Art and Computer

High School Applications

- When eighth grade families are making applications to high schools for the following school year, the first two applications will be completed for each student at no charge
- Any requests for applications beyond that will be

assessed a \$25.00 fee per request

- All high school application forms, which include requests for grades and achievement test results, and input from teachers and the principal, are to be turned in to the school secretary by the eighth grade parents
- Forms are not to be given separately to the teachers or the principal
- It is the parents’ responsibility to see that Christ Lutheran receives these forms in a timely manner
- The school secretary will forward pertinent forms and information to the teachers and principal along with the deadline for their return to the office
- Once all the materials have been gathered, it will then be sent by the secretary to the appropriate high school in accordance with the high school’s application due date

Grade 8 Salutatorian and Valedictorian

- At the eighth grade graduation ceremony, the Valedictorian is the student who receives the highest grade point average based on work completed in four quarters for work in the 7th grade and the first three quarters of work completed in the 8th grade at Christ Lutheran School
- The student’s grade point average is based on the areas considered for Honor Roll
- A speech is given by the Valedictorian on the night of the graduation
- The Salutatorian is the student who has the second highest grade point average
- The Salutatorian will also give a speech on the night of graduation
- The principal and the eighth grade teacher reserve the right to recognize more than one student in each category if in their professional judgment such a decision is reasonable, based on percentages and grade point averages
- Should a student enroll in the eighth grade and have a comparable or higher grade point average than the Valedictorian or Salutatorian, the student’s achievements will be recognized in the graduation bulletin. However, the student will not be asked to address those attending the graduation ceremony.

GRADING SCALES

KINDERGARTEN GRADING SCALE

Language Arts and Mathematics:

4 = Advanced (Performing Above Grade Level)

3 = Proficient (Independent and consistently achieving success at grade level)

2 = Nearing Proficiency (Developing skills with more self-reliance and occasional assistance)

1 = Beginning (Often requires one-on-one or small group assistance)

Behavior and Effort Assessments in all other Subjects:

E = Excellent

G = Good

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory/Unacceptable

FIRST GRADE SCALE

E = Excellent S = Satisfactory
G = Good

N = Needs Improvement *Does Not Meets Grade*
U = Unsatisfactory *Level Expectations*

NA = Not Applicable

SECOND GRADE SCALE

A+	100%	C+	78-79%
A	92-99%	C	72-77%
A-	90-91%	C-	70-71%
B+	88-89%	D+	68-69%
B	82-87%	D	62-67%
B-	80-81%	D-	60-61%
		F	50% and below

THIRD—EIGHTH GRADE SCALE

A+	100%	C+	79-81%
A	95-99%	C	75-78%
A-	92-94%	C-	72-74%
B+	89-91%	D+	69-71%
B	85-88%	D	65-68%
B-	82-84%	D-	62-64%
		F	61% and below

COMPUTER GRADING SCALE—GRADES

E+	100%	S+	78-79%
E	92-99%	S	72-77%
E-	90-91%	S-	70-71%
G+	88-89%	N	60-69%
G	82-87%	U	59% and below
G-	80-81%		

COMPUTER GRADING SCALE—GRADES

E+	100%	S+	79-81%
E	95-99%	S	75-78%
E-	92-94%	S-	72-74%
G+	89-91%	N	62-71%
G	85-88%	U	61% and below
G-	82-84%		

CHRIST LUTHERAN SCHOOL

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REPORTING CHILD ABUSE

- In accordance with state law, members of the school staff are obligated to report reasonable suspicion of physical or emotional abuse, physical neglect, inadequate supervision, or sexual abuse and exploitation
- The school does not contact parents
- The faculty is required to report all instances of abuse to the Department of Children and Family Services by telephone within 24 hours and to file a written report within 36 hours

STUDENT SEXUAL HARASSMENT POLICY

It is the policy of Christ Lutheran Church and School to provide an educational environment in which all students are treated with respect and dignity.

The school prohibits any form of sexual harassment of students whether verbal, physical, or environmental. It is a violation of this policy for any employee or agent of the school to harass a student or for a student to harass another student, in a sexual manner as defined below.

Sexual harassment of a student by a school employee is also prohibited by federal and state law. It is never a defense to a claim of sexual harassment that the alleged harasser did not intend to harass.

Confidentiality

Every effort shall be made to protect the privacy of parties involved in any complaint. Files pertaining to complaints are confidential and will only be discussed when necessary for the investigation and/or resolution of the matter.

Retaliation

The school forbids retaliation against anyone who reports sexual harassment or who participates in the investigation of such a report.

Definition of Sexual Harassment

For purposes of this policy, sexual harassment is defined as including but not limited to:

- unwelcome sexual advances
- requests for sexual favors
- repeated derogatory sexist remarks, and other verbal, visual, or physical conduct of a sexual nature directed toward a student under any of the following conditions:
- Submission to or toleration of sexual harassment is an explicit term or condition of any services,

- benefits, or programs sponsored by the school
- Submission to or rejection of such conduct is used as a basis for an academic evaluation affecting a student
- The conduct has the purpose or effect of unreasonably interfering with a student’s academic performance, or of creating an intimidating, hostile, or offensive learning environment

Examples of Sexual Harassment

Sexual harassment includes, but is not limited to:

- **Verbal:** Sexually demeaning comments, sexually explicit statements, questions, slurs, jokes, anecdotes, or epithets
- **Written:** Suggestive or obscene letters or notes, or invitations
- **Physical:** Sexual assault, touching, impeding or blocking movement
- **Visual:** Leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters
- Continuing to express sexual interest after being informed that the interest is unwelcome
- Making reprisals, or threats of reprisal following a negative response to sexual advances, or following a sexual harassment complaint
- A single incident of sufficient severity may constitute sexual harassment

In determining whether a specific act or pattern of behavior violates this policy, the circumstances surrounding the conduct shall be considered together with the above definition of sexual harassment.

- Such determination shall be made from the perspective of a “reasonable person” of the same sex as the victim

Employee to Student Sexual Harassment

- Employee to student harassment is prohibited at all times whether or not the incidents of harassment occur on school property or at school sponsored events. To prevent sexual harassment, amorous relationships between a student and an agent or employee of the school is strictly prohibited.
- Any employee or agent of the school who participates in the sexual harassment of a student is subject to disciplinary action including but not limited to verbal warnings, letters of reprimand, transfer, re-assignment, suspension without pay, and dismissal

Student to Student Sexual Harassment

This policy prohibits student-to-student sexual harassment whenever it is related to a school activity and occurs at any time including but not limited to, any of the following:

- While on school grounds
- While going to or coming from school
- During the lunch period whether on or off campus
- During, or while going to or coming from, a school sponsored activity

Any student who engages in the sexual harassment of another student is subject to disciplinary action including verbal warnings and reprimands, counseling, suspension and expulsion.

TEXTBOOK CARE

- Students need to keep all books covered
- Teachers do not give a replacement book for one lost until the student has paid for the misplaced book
- **Adhesive Book Covers** of any kind are not to be placed on school textbooks. This includes even the “removable” kind

VISITORS ON CAMPUS

In the interest of safety, any visitor to campus, other than a parent or guardian picking up a child, must sign-in at the office and also sign-out prior to leaving campus. All visitors must wear a badge identifying them as a visitor. Badges are obtained in the office upon signing in.

Students visiting classrooms are not allowed to stay the entire day without prior principal and teacher approval. While we encourage visitors, we do not want anything to interfere with the learning that is occurring in classrooms. Any all-day visitor who arrives without prior approval will be asked to leave.

Students may not use Christ Lutheran as a rendezvous location. If older students wish to meet up with friends from another school, it must occur off campus.

ZERO TOLERANCE POLICY: ALCOHOL DRUGS, SMOKING & WEAPONS

The following are violations:

- Bringing any kind of alcohol, drugs or drug paraphernalia, cigarettes, tobacco products, or any kind of weapons on campus and storing such items in clothing, any kind of container or placing them in a desk or locker
- Actually using any kind of alcohol, drugs, drug paraphernalia, cigarettes, tobacco products, or any kind of weapon on campus
- Asking anyone to keep or store any such items on campus
- Discussing with anyone on campus the purchase or sale of alcohol, drugs, drug paraphernalia, cigarettes, tobacco products, or weapons
- We enable our staff and students to work and learn in a smoke-free environment

Violation of any or all of the above policies makes a student subject to expulsion.