



Therefore encourage  
one another and build  
one another up, just as  
you are doing.

1 Thessalonians 5:11

# Christ Lutheran School 2018 - 2019 Family Handbook



(402)371-5536



[www.clnorfolk.org](http://www.clnorfolk.org)



@ChristLutheranSchool



Christ Lutheran School Norfolk



(402)371-1288

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## Parent Responsibilities

Parents are expected to follow the guidelines of Matthew 18. Please bring your problems to us first. Make sure that you have accurate information. Remember that the teacher loves your child, prays for your child, and prays for you.

- **Worship.** *Family devotions, praying together, and attendance at Sunday worship, Bible classes and Sunday School are all important steps in “bringing up a child in the nurture and admonition of the Lord.” The Third Commandment calls upon us to show our thanks to God by faithful attendance on the Lord’s Day.*
- **Consultations.** These visits, both formal and informal, will do much to promote the type of loving cooperation that will be in the best interests of the child.
- **Cooperation.** This word means working together. We understand that the main responsibility for the soul of the child rests with the parents. We need to work together in love. *Our prayers for you and your prayers for us* are always needed.
- **Encouragement.** Encouragement, not flattery will do much to help your child/children overcome some of the rougher parts of school life. Encourage your child/children this will also encourage us.
- **Take An Interest.** Taking an active interest in what happens in our school helps promote the bond of community spirit that is so very important. Parents should strive to stay up to date with school publications.
- **Monitor.** Take an active role in monitoring the progress of your child. Regularly monitor homework.
- **Volunteer.** Because volunteers are important to our school and student success, we strongly encourage volunteering by parents and others in a variety of areas.

## Philosophy

**Mission Statement:** Christ Lutheran School partners with families to develop God-given abilities in students so they can grow in knowledge of the Lord Jesus Christ and live as effective citizens in His kingdom.

**Purpose/Vision Statement:** Christ Lutheran Church operates Christ Lutheran School as an essential part of its effort to carry out its mission to *Share God’s Word ... Share His Love ... Do It Now!*

From now on we regard  
no one from a worldly  
point of view.  
*II Corinthians 5:16*

The ministry of Christ Lutheran School provides facilities, personnel and curriculum to equip each student to be able to integrate the Christian faith into life so that, by the power of the Holy Spirit, each might live according to God’s Word. This Christ-centered education provides students with the tools needed to be effective citizens and improve society to the glory of God.

Participation in the curricular and co-curricular programs at Christ Lutheran School produces students who have acquired knowledge, skills and attitudes conducive to lifelong learning in the spiritual, academic, physical, social, emotional and aesthetic aspects of life.

Individual needs of the child are met and talents developed when the home, school and church families work together in Christian love.

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## Credo – We Believe

We believe that Christian education is a vital part of the Great Commission in which our Lord commanded His Church, “Therefore, go and teach all nations.” Thus, we believe the following to be true:

- ✓ That the purpose of Christian education is to provide quality education founded in God’s Word and guided by the Holy Spirit to cultivate Christian values;
- ✓ That all people are sinful and their total being – mind, body and spirit – is in need of renewal by Jesus Christ through baptism and the Word of God;
- ✓ That by instruction in God’s Word, the Christian child learns to know the relationship he has with God in Christ and his fellow man, and receives strengthening for his faith and life through this instruction; and
- ✓ That each child is a redeemed child of God through faith in Jesus Christ, and because of this fact, the Word of God is to be interwoven throughout the entire education of the child.

## Christ Lutheran School Goals

Administrative guidelines and policies build the framework for Christian education that supports instruction in the spiritual, academic, physical, emotional and aesthetic areas. Christ Lutheran School seeks to inspire students to grow:

- **Spiritually** by equipping them with knowledge of Scripture, with the skills necessary for further study of Scripture, for worship and prayer with an attitude of service toward both God and man.

*Then make my joy complete by being like-minded, having the same love, being one in spirit and purpose. Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as that of Christ Jesus.*  
Philippians 2:2-5

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

*Finally, be strong in the Lord and in His mighty power. Put on the full armor of God so that you can take your stand against the devil’s schemes. For our struggle is not against flesh and blood, but against the authorities, against the powers of this dark world and against spiritual forces of evil in the heavenly realms.*  
Ephesians 6:10-12

- **Academically** by equipping them with a general knowledge of religion, literature, the sciences, humanities, and the arts; with skills in written and oral communication, mathematics, and the investigation of ideas and with the attitudes to take risks necessary to

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apply the results of their studies to growth in the kingdom of God and growth in the general society.

*Teach me knowledge and good judgment for I believe in Your commands.*  
Psalm 119:66

*Choose my instruction instead of silver, knowledge rather than choice gold, for wisdom is more precious than rubies, and nothing you desire can compare with her.*  
Proverbs 8:10-11

*The heart of the discerning acquires knowledge; the ears of the wise seek it out.*  
Proverbs 18:15

*Apply your heart to instruction and your ears to words of knowledge.*  
Proverbs 23:12

- **Physically** by equipping them with knowledge of the components of good health and the advantages of maintaining it; with skills helpful in keeping healthy bodies; and with the attitudes to use those bodies for the glory of God and for the benefit of God's people.

*Do you not know that your body is temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body.*  
I Corinthians 6:19-20

*Therefore, I urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasing to God – this is your spiritual act of worship.*  
Romans 12:1

- **Socially** by equipping them with the knowledge of positive social behaviors and the benefits those behaviors bring to the church and to the society; with social skills designed to maintain healthy interaction and growth in the society; and with attitudes helpful in applying those social skills for the good of the Kingdom.

*The entire law is summed up in a single command: 'Love your neighbor as yourself' ... so I say live by the Spirit... the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.*  
*Against such things there is no law.*  
Galatians 5:14, 16, 22-23

*Be imitators of God, therefore, as dearly loved children and live a life of love, just as Christ loved us and gave Himself up for us as a fragrant offering and sacrifice to God.*  
Ephesians 5:1-2

- **Emotionally** by equipping them with knowledge of the components of healthy emotions and knowledge of necessary maintenance of those: with skills designed to strengthen healthy emotional growth; and with the attitudes necessary to foster healthy emotions.

*I have great confidence in you; I take great pride in you. I am greatly encouraged; in all our troubles, my joy knows no bounds.*  
II Corinthians 7:4

*Do not grieve, for the joy of the Lord in your strength.*

Administrative guide-lines and policies build the framework for Christian education that support instruction in the spiritual, academic, physical, emotional and aesthetic areas.

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Nehemiah 8:10b

*But the fruit of the spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Against such things there is no law.*

Galatians 5:22-23

- ***Aesthetically*** by equipping them with knowledge of God’s creation and of the fine arts; with skills in the humanities and the arts; and with attitudes necessary for appreciation of all creation through the arts and humanities.

*Shout with joy to God, all the earth! Sing the glory of His name; make His praise glorious! Say to God, “How awesome are Your deeds! So great is Your power that Your enemies cringe before You.”*

Psalm 66:1-5

*You will go out in joy and be led forth in peace; the mountains and hills will burst into song before You, and all the trees of the field will clap their hands.*

Isaiah 55:12

## State Approval

Christ Lutheran is a non-public State-approved elementary school. It *meets and exceeds* the standards of the Nebraska Department of Education. The teachers of Christ Lutheran School are concerned individuals with unique, God-given talents and abilities. Our teachers are certified by the Nebraska Department of Education. The School Board makes every attempt to secure teachers trained in schools of the Lutheran Church – Missouri Synod and certified by the Lutheran Church – Missouri Synod as Ministers of Religion-Commissioned. All teachers are thoroughly instructed in Christian doctrine and in the philosophy of Christian education.

## National Lutheran School Accreditation

Christ Lutheran School maintains National Lutheran School Accreditation status. Every five years the school goes through a self-study process, which leads to the development of an on-going plan for school improvement.

## Administration

Christ Lutheran School is owned and under the jurisdiction of Christ Lutheran Congregation. It is supervised by the Board of Christian Education, under the authority given by the Voters Assembly of the congregation. Ten laypersons of Christ Lutheran Congregation are elected to this Board. In addition, sister congregations are each invited to have one representative as a voting member on the Board. The Director of Ministries, a faculty member, and the Principal are also advisory members of this Board.

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## Enrollment and Entrance

### A. **Notice of Non-Discrimination**

Christ Lutheran School admits students of any race, color, nationality and ethnic origin to all rights, privileges, programs, and activities generally accorded that are made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, scholarship, and loan programs.

### B. **Order of Consideration for Enrollment**

Children will be enrolled whose parents are sincerely interested in a Christ-centered education. Preferential consideration will be given to children whose parents/guardians are members of Christ Lutheran Church. All other applications will be considered on the following basis:

- ✓ Date the application is received
- ✓ Need of the services Christ Lutheran School can provide
- ✓ Physical and mental considerations of the student
- ✓ All applications are to be made to the Principal.

### C. **Parent and Student Obligations**

All pupils and their parents/guardians obligate themselves to school rules and regulations upon acceptance of enrollment.

### D. **Entrance Age Requirement**

Nebraska law has established the entrance age for Kindergarten and First Grade. Children *must have attained* the chronological or mental age required by the State Department of Public Instruction according to Nebraska law before enrolling in Kindergarten or First Grade.

### E. **Reasons Enrollment Applications May Be Rejected**

Christ Lutheran School reserves the right *not to admit* students ...

- ... who have not met the medical requirements for immunizations and/or other health conditions as defined by the State.
- ... with a history of discipline, school attendance, and/or academic problems.
- ... whose parents do not meet financial or other obligations to Christ Lutheran as indicated on the *Parent Commitment Form*.
- ... whose parents, by their words and/or actions, evidence a lack of support for the philosophy, policies and procedures of Christ Lutheran School as administered by the staff.
- ... whose parents, by their life styles, continue to teach their children concepts contrary to the teachings of the Bible.

F. Christ Lutheran School reserves the right to admit students on a probationary basis. The probation period may be defined in terms weeks, months, quarters or semesters. Reasons for the probation, terms of the probation, and criteria for satisfying the terms must be clearly stated in written form and communicated to both the parents and the student involved. Students satisfying the criteria for the probation may either retain enrollment with probation, or may retain enrollment without probation at the discretion of the Principal. Students not satisfying the criteria may be dismissed from Christ Lutheran School at any time during the probationary period.

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- G. Students enrolled on a regular basis may be placed on probation at any time during the school year.

## Registration

Approximately two weeks before the opening of the fall school term, all students are to officially register. Necessary forms are completed and required fees are paid at this time. If it is *not* possible for a parent to attend the announced registration day, other arrangements *must* be made through the school office. The registration process allows the determination of class size and numbers of materials to be ordered. It also obtains relevant and required information about the students. Students who are currently enrolled in a school year complete a pre-registration process in the month of February.

## Attendance

- Pursuant to Nebraska law. . . “every person residing in Nebraska, who has legal and/or actual control of any child (between 7 and 16) shall cause such child to attend school regularly, each day that such school is open and in session except when excused by school authorities. Parents cannot excuse their child/children from attendance, but can only ask for *permission* for their child/children to be excused by school officials.” Excused absences *are* marked as an absence from school.
- All cases of absence are handled by the Principal; records are kept in the office. When a child is absent from school or will arrive late, parents should call or notify the school office in some way. The parents will be contacted when a child is absent without notification.
- Parents are required to notify the school office whenever their child will be absent or plans to arrive late or leave early.
- Those students arriving before 9:00 with a doctor/dentist signed note will be counted as an excused tardy.
- If a child is absent for more than twenty (20) but less than forty (40) school days during the school year, promotion is dependent upon the recommendation of the teacher and the Principal. These decisions may be appealed to the Board of Education.

As required by state statute, a letter is sent to the county attorney for absences over 20 days

Each absence beyond the twenty-day limit must have a written excuse from a doctor. School time missed beyond the twenty-day limit shall be made up by the student after school. If prolonged absences occur or single day absences occur beyond the twenty-day limit, parents should consider having a tutor come to their home to enable their child to complete their education.

Any student absent for more than 40 of the school days shall not be promoted to the next grade unless the student has been officially qualified for special homebound services because of illness and receives instruction through that program.

- The report card shows a record of unexcused tardies and absences occurring.

Students are considered tardy when they arrive in the classroom after the 8:00 a.m. bell and before 9:00 a.m.

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Parents are encouraged to ensure that students arrive at school on time daily. If chronic problems with tardiness are encountered a variety of communications will come from the school regarding the difficulties that this is causing. Parents who do not correct this problem will meet with the Principal. Arriving on time develops a positive life-skill, and demonstrates respect for the learning environment of all students.

Students are considered absent a full day if they arrive at school after 1:00 p.m. If students arrive on time and leave during the last hour of the day, that is after 2:30 p.m., they are not considered absent for any part of the day.

Students are considered absent from school for a half-day:

- ✓ In the morning if they arrive at school after 9:00 a.m. and before 1:00 p.m.
- ✓ In the afternoon if they leave school without returning after 9:00 a.m. and before 2:30 p.m.
- ‘School Year’ is defined as *the period of time between the first official day of school and the last official day of school in any given academic year.*
- ‘School Day’ is defined as *the period of time between the first official class period and the last official class period, each Monday - Friday, except for holidays and/or other designated closings.*

School closings, which are “early” or “unscheduled”, will be announced immediately over the local radio stations. In the event that an entire day of school is canceled, announcements will be made between 6:00 and 7:30 a.m. In addition, announcements are made through school’s website and automated communication network.

## CONSEQUENCES FOR TARDINESS

Each time a student is tardy, it is noted in PowerSchool, and will be reflected on the student’s report card. On the 3<sup>rd</sup> tardy occurrence, and every additional 3<sup>rd</sup> occurrence, the student will be counted as absent for ½ day of school. Parents will be notified by letter after each 3<sup>rd</sup> tardy. Parents are encouraged to monitor their child’s attendance on PowerSchool.

The student may earn lower grades, or fail, due to missing the instructional/educational time with the teacher and the class.

The classroom learning environment is disrupted.

The student may be requested to remain after school to make up the time missed.

The parents and student may need to meet with the teacher and principal to correct this problem.

The family may be referred to Child Protective Services for parent neglect. (State Statute 79-201)

The family may be referred to the County Attorney’s office for parent neglect. (State Statute 79-201)

Extended absences may occur because of family vacations during the school year. Work missed during that time is to be made up and is due the number of days equivalent to the time lost (example

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1 ½ days gone work due in 1 ½ days) Teachers are not expected to prepare assignments in advance for completion during vacation. Decisions about this are left to the individual classroom teachers.

## Attendance Awards

Attendance awards are given to students with perfect attendance records at the end of the year.

## Academic Matters

In an effort to promote effective learning, working relationships between the teachers and parents are *essential*. Good lines of communication must be maintained. Report cards and Parent-Teacher consultations are means of communicating. The school seeks to challenge students to the best of their abilities. In evaluating progress teachers take into account the potential, effort, and actual achievement.

**Promotion Regulations:** Decisions to promote or retain students for academic reasons lie with the faculty and administration of the school. The decisions will be based on the following guidelines:

Students having passing grades in all subjects will receive permission to advance to the next grade. If a student does not receive passing grades *in all subjects*, the faculty may decide on one of three alternative actions:

1. Conditionally promote to the next grade. Conditions must be clearly defined and met before promotion.
2. Retain in the present grade.
3. Advance to the next grade, based on age or other factors that would make retention ill advised.

Decisions to promote or retain students for reasons other than academic lie with the parents of the student, the faculty, and the administration of the school. Reasons to consider retention may include maturity, social development, academic performance, or others.

### **Student Records and Information:**

A student's records are available for review by parents or guardians by appointment. Prior to sending any student records to a requesting agency, a release signed by the parent or guardian is required except as permitted by law (school transfers etc).

Each year a student directory listing a student's name, primary address, phone number, parent(s), and classroom is published. If parents do not wish their child's information listed, they must notify the school office in writing within 10 days of the start of school.

Christ Lutheran School maintains a website at [www.clnorfolk.org](http://www.clnorfolk.org). Pictures, names of students, or projects completed by students involved in school life may appear on the site from time to time. A student's name and picture will not appear together on the site. If parents do not wish their child to appear on the website, they must notify the school office in writing within 10 days of the start of school.

**Testing Program:** In addition to the routine testing of subject matter on a regular basis, at least two adaptive achievement tests are administered on computer to students in 1st through 8<sup>th</sup> grade each year (one in kindergarten). The results of these tests permit teachers to modify and adapt lessons in a timely manner and analyze school curriculum and programs. Parents will receive these results to monitor progress and actively promote partnership in the education of their child.

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## Homework Policy

- ✓ Pupils in *all* grades may expect to have homework assigned.
- ✓ Homework may vary with a student's ability to accomplish the work.
- ✓ Assignments not finished during school time are expected to be done as homework.
- ✓ Students absent from school when an assignment is given will be permitted one day for each school day missed to complete assignments.
- ✓ Assignments not turned in at the appointed time will be considered late.

A WHITE SLIP is sent home to communicate to parents about incomplete work in grades 4-8. The parent should sign the slip, and the completed work must be attached to the slip and returned to school the next day. The grade for the assignment will be lowered one complete letter grade.

If the assignment and white slip are not returned the next school day the student will be assigned to an After School Academic Detention. Detention is held on Monday, Tuesday, Thursday, and Friday from 3:35 to 4:15. Parents will be notified by phone that an Academic Detention has been assigned. These detentions will be given only to students in Grades 4-8. A recess will be forfeited for students in the lower grades.

- ✓ No late assignments may go undone unless special arrangements have been made with the teacher. Failure to complete all assignments may result in a grade of "Incomplete" or a grade of "F" for the entire course, at the discretion of the teacher in consultation with the Principal.
- ✓ Students who refuse to serve academic detentions may be dismissed from Christ Lutheran School at the discretion of the Principal.
- ✓ Students receiving more than three academic detentions in a period of five consecutive school days will be placed on academic probation.
- ✓ Students may be placed on academic probation for poor academic performance as determined by grades on the quarterly report card. Any failing grade in any subject results in academic probation.
- ✓ Academic probation means that the Principal, the teacher, the parent, and the student (when appropriate) define the conditions under which enrollment at Christ Lutheran School should continue or terminate. **Students not meeting the conditions of the academic probation may be immediately dismissed from Christ Lutheran School.**
- ✓ Students receiving a grade of "Incomplete" at the end of a grading period will have two weeks to complete the work. If the work is not completed in two weeks, the student will be in-school suspended until the work is complete and the course grade becomes an "F" for that grading period, unless special arrangements are made with the teacher.
- ✓ Students not completing the incomplete work by the deadline will be in-school suspended and suspended from all field trips and co-curricular activities until the work is completed.

## Academic Recognition

### *Principal's List and Honor Roll*

The purpose of the Principal's List and Honor Roll is:

- To recognize outstanding academic achievement on the part of those students in grades 5-8.

- To encourage other students to apply themselves as best they can in hope of recognition.
- To instill within students the fact that studying/learning is the purpose of elementary schools such as Christ Lutheran.

Students will be evaluated according to the following guidelines. Each academic course is assigned a credit value from one to five based on the approximate number of times per week it is taught. Courses worth five credits include: Religion, Math, Reading, English, Spelling, Social Studies, and Science. Memory Work and Band are assigned three credits. Physical Education, Music, Art, and Computer are assigned two credits. One-credit classes include Handwriting, Health, Choir, Electives, and all other classes.

To determine the average, the grade value for each class is multiplied by the number of credits assigned to the course. All products are added together and divided by the number of credits assigned to the courses in which the student participates that quarter.

Using an 11-point system, the student must have a “B” average (8.0) or higher to be on the Honor Roll and an “A-” average (10.0) or higher to be on the Principal’s List; the student may not have a grade lower than a “C+” or an “Incomplete” in *ANY SUBJECT* on the report cards; the student must exemplify good behavior in the classroom and in the school.

*The Eleven-Point Grading System*

Percentage	Grade	Point Value
100-97	A	11
96-93	A-	10
92-90	B+	9
89-87	B	8
86-85	B-	7
84-82	C+	6
81-79	C	5
78-75	C-	4
74-72	D+	3
71-69	D	2
68-65	D-	1
64-0	F	0

***Academic Contests***

During the school year, students are invited to participate in a number of extra-curricular academic contests. The following contests occur annually: Quiz Bowl, Spelling Bee, Geography Bee, and math contests.

For some of these, initial competitions are held in the individual classrooms. Top finalists then go on to the different final competitions. More information will be given as the school is alerted by the sponsoring organizations.

**Extra-Curricular Activity Eligibility Policy**

In order to be eligible to participate in extracurricular activities programs at Christ Lutheran School, a student must meet all the age and grade level requirements set by the State of Nebraska as well as those established by Christ Lutheran School.

- ✓ Extra-curricular activities are those for which no grade is given. Some examples include but are not limited to team and individual sports, intramural activities, spelling bee, school play and other school sponsored activities.
- ✓ To help our students better understand that at Christ Lutheran School academic achievement has a greater priority than extra-curricular activity participation, and to help

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Christ Lutheran School students understand that once they have secured a position on a Christ Lutheran School activity group or team their grades must still be maintained, the Board of Education of Christ Lutheran School establishes this policy.

- ✓ Except for the beginning of a new school year, students must have attained an overall grade average of “C” or higher on academic work performed before they are allowed to attempt to qualify for an activity.
- ✓ The grade average will be determined by multiplying the grade value (refer to table on previous page) for each course by the number of credits for that course to determine a total value. Add the total values for each course and divide the sum by the number of credits. This quotient must be 4.5 or higher for the student to remain eligible. Each grade carries values as shown above. Courses are assigned the following values: 5 credits for Religion, Math, Reading, English, Spelling, Social Studies and Science; 3 credits for Memory Work and Band; 2 Credits for P.E., Music, Art and Computer; 1 Credit for Handwriting, Health, Choir, Values, Current Events, electives and all other courses.
- ✓ If a student has an average of “F” in ANY single report card subject at the first mid-quarter or any week thereafter, the student will be suspended from all extracurricular activities regardless of overall grade average.
- ✓ Students may be suspended from extra-curricular activities if any one report card subject grade is “Incomplete” at the first mid-quarter or any week thereafter. Because various circumstances may lead to incomplete work, the decision to suspend for this cause is to be made by the Principal upon the recommendation of the teacher of the subject in question and in consultation with the parents of the student.
- ✓ Suspension means no participation in the activity at all, not for planning, practice, performance or any other facet of the activity.
- ✓ Suspensions shall remain effective for one week. After the one-week period has passed, the student’s grades will be evaluated at the end of the first school day of each week to determine eligibility.
- ✓ Students *unable* to maintain a “C” average *because of academic ability* may have a waiver signed by their parents and the Principal to allow them to participate in spite of an overall grade average that falls below “C”.
- ✓ No waiver shall be given for suspensions due to a grade of “F” or for suspensions due to incomplete work unless special circumstances show that a waiver is best for the student. The Principal, teacher and parents of the student involved must all agree before a waiver is given.

**Admission Fees for Athletic Events:** Christ Lutheran will not charge admission fees for activities other than sports tournaments unless the Board of Education approves. These approvals will be considered on a case-by-case basis. Christ Lutheran will solicit free-will donations from attendees at these events.

**Parent-Teacher Consultations:** Twice each year, regularly scheduled conferences are held between parents and teachers. During these conferences, a child’s progress is discussed and observations are made. It is *important* that these scheduled appointments be kept. Parents and teachers should feel free to *schedule conferences at any time* during the year to discuss items of importance to the child’s progress.

**Special Education Services:** Special Education services are offered at Christ Lutheran School. Evaluation to determine eligibility for services is provided by the school psychologist from Norfolk

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Public Schools or the district the student lives in. Christ Lutheran School has its own resource room that is staffed by a qualified teacher. Other resource services, as well as speech, physical therapy, and occupational therapy are also generally available through the public school system.

**Title I:** A special reading program is being offered for Grades K-5. The Federal Government funds this program under Title I and will provide appropriate staffing.

**Christian Counseling:** The staff at Christ Lutheran Church and School will happily make referrals for counseling services should they be needed. Families may contact the Principal or a pastor to discuss these matters.

## Financial Matters

Christ Lutheran School receives financial support from three sources.

### Source Number One: *Christ Lutheran Church*

Each year Christ Lutheran Church provides for the school from its general fund. The support comes from the loving hearts of the church members as they contribute to the general treasury of the congregation.

### Source Number Two: *Registration Fees and Tuition*

**Registration Fees:** Each spring a registration fee is established by the Board of Christian Education. This fee is used to purchase books and supplies needed to educate each child.

**Tuition:** The tuition rate is based upon the cost of educating a child at Christ Lutheran by calculating the cost of the operation of the school and dividing that cost by the number of expected students. The cost is reviewed annually.

- Students who are not members of one of the affiliated Lutheran Church – Missouri Synod congregations are expected to pay the full cost per student with a multi-child family discount for families with more than one child enrolled (refer to the *Fee Schedules* brochure).
- Families who are members of an affiliated congregation pay tuition at a reduced rate. *Christ Lutheran, Grace Lutheran, Mount Olive Lutheran*, have an agreement that members of these churches pay 35% of the tuition. The individual congregation pays the remaining 65% of the tuition. Families of *Our Savior Lutheran* have an agreement that members of their church pay 40% of the tuition. The individual congregation pays the remaining 60% of the tuition.
- Parents who are members of one of the four affiliated congregations are expected to pay an established percentage of the cost per student. The fee is payable in ten equal payments. The ten monthly payments will be paid through the FACTS tuition management service. All tuition and fees are to be paid in a timely fashion unless other arrangements have been made.
- A multi-child discount for families with more than one child enrolled in grades K-8 applies to the portion of the tuition parents pay. The parents' portion of tuition for the second child is 75% of the amount paid for the first child. Tuition for the third is 75% of the amount paid for the second. This pattern continues for all members of the family enrolled in grades K-8. Preschool students are not part of this policy. Our Savior Lutheran church does not offer this reduction.

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**Tuition and Registration Fee Collection Policy:** Christ Lutheran Church believes in an open-door policy in regard to enrollment in its day school. Financial assistance can be sought to aid those families who desire to have their children attend Christ Lutheran School but genuinely cannot afford to do so on their own. A third source organization will analyze data provided by families and make recommendations. Awards will be determined by a sub-committee of the Board of Education based on recommendations and the funding available. However, families with the financial resources to be able to afford registration or tuition fees are expected to pay them.

- Registration Fees must be paid in full prior to the first day of school.

- Options for payment of tuition:

Option 1: Pay tuition in full on or before Registration Day

Option 2: Set up a payment plan through FACTS on or before Registration Day.

**Students will not be allowed to begin school until tuition is paid or a FACTS agreement is in place.**

- Tuition Assistance:

Families seeking assistance must fill out an application before July 1

Exceptions will be made for families enrolling for the first time.

Families will be notified prior to Registration Day if they have qualified for assistance and what level of assistance they will receive.

- Delinquent tuition:

If a family is one month behind in payments a letter will be sent out from the school office.

If no payment is received in two weeks the Principal will call the family to arrange a meeting or to work out alternative arrangements for the payment of tuition.

If a family is two months behind in payments a letter will be sent that gives an additional 10 school days before the student will be excluded from classes at Christ Lutheran School until such time that payments are brought current or other arrangements have been made.

Any outstanding tuition balance that remains at the end of a school year must be paid in full before the student will be allowed to begin school the following year.

If the measures listed above have not brought about the payment of the tuition balance, a letter will be sent via registered mail to the family. This letter will inform the family that they have an additional 10 school days to pay the balance. If the balance is not paid in full at the end of the 10 days, the account will be turned over to a collection agency.

- ✓ *The Administration and Board of Education at Christ Lutheran School will make every attempt to assist families who have unusual and challenging circumstances that arise during the year. Good communication will assist all parties in making sure that needs are met.*

### **Source Number Three: Gifts and Fund Raising**

- **Annual Fund:** Each year Christ Lutheran School conducts of fund raising effort for its Annual Fund. The Annual Fund provides funding for Tuition Assistance and other specific ministry needs of Christ Lutheran School.

- **Christ Lutheran School Foundation:** The School Foundation for Christ Lutheran School also accepts gifts and donations. Interest from the foundation funds is used for school improvements.
- **Plant Sale:** Each Spring, Christ Lutheran School holds a plant sale to raise funds to purchase items that enhance the learning environment.
- **Revel:** Serving as an evening of fun and Christian fellowship for parents and supporters of Christ Lutheran School, Revel also provides an opportunity to support the school through silent and live auction items.
- **Scrip:** A successful scrip program where parents, family, and friends of Christ Lutheran School may purchase gift cards for local stores as well as national chains is available. These gift cards have the same value as cash, but each time a card is purchased, a rebate towards that family's portion of tuition is earned. Scrip is available at both the school and church office. Contact the office for days and hours of scrip sales.
- **Designated Gifts:** Other designated gifts for such programs as the school library, school music program, school athletics programs and others are also accepted as they are given.
- **Other Fund Raising efforts:** Each year the school will participate in a very limited number of other fund raising events. Parents are encouraged to participate to provide additional support for the school.

More information on these programs is available from the school office.

## Other Costs and Fees

**Religion Books:** A complete list of religion texts needed by students for each grade level is available on registration day. These books, as well as supplemental ones, if desired by the parent(s) and child/children, are to be paid for on registration day.

**School Accident Insurance:** All students attending Christ Lutheran School must have insurance, either through an "in force" family policy, or through the school insurance program. Parents will be able to purchase a "School Time Accident Insurance Plan" provided by a reputable company. Coverage under this plan includes the regular school term while the child is in attendance at school, traveling to and from school, and during participation in a school-sponsored activity.

Full-time insurance, including dental coverage, is also available under specific plans. Filing of a claim must be done by obtaining a form from the school office. Students are not covered until the cost of the selected insurance plan is paid in full.

**Miscellaneous Costs:** During the course of the school term, incidental costs may arise (e.g., school yearbook, pictures, field trips, etc.). These expenditures are, for the most part, optional. We do make every effort to keep the costs at a minimum.

**Child Care Fees:** Parents will be required to pay child care fees for students arriving at school before 7:40 a.m. or staying later than 3:50 p.m. (see *Supervision of Students*, page 23).

Please pay all fees on registration day.  
Payment arrangements can be made by speaking to the Principal.

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**Breakfast & Hot Lunch Program:** A nutritious breakfast and hot lunch program, subsidized by the Federal Government, is available to students. Meals are reasonably priced. Students may purchase lunches, at scheduled times by depositing any amount into their lunch account.

Milk is included in the price of a lunch. However, milk tickets for morning or afternoon breaks may be purchased separately. Please make an effort to have the desired lunch money deposited or milk ticket purchased before school starts. Students are not allowed to borrow lunch or milk punches from non-family students. Students are not allowed to have or borrow milk punches on school credit for milk break.

Free or reduced price breakfasts and lunches are available for qualifying students. Reduced price for breakfast is 30¢ and for lunch 40¢. Applications are available at registration day, through the office, and on school's website. Families may apply for benefits any time during the school year. Once approved, a family is qualified for the duration of the school year. Foster children are categorically eligible for free meals regardless of the status of the host family and may be included in the household count for the applying family. Those interested should contact the Principal regarding the criteria and other information relative to this assistance. *All information is kept confidential.* The Hot Lunch Program is operated as a non-profit service. If a child's account balance reaches -\$6.00, no lunch will be served, only a sandwich.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).  
USDA is an equal opportunity provider and employer.

PLEASE NOTE: As stated above, all protected bases do not apply to all programs. The first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for applicants and recipients of the Child Nutrition Programs.

## Health Matters

### School Nurse

Christ Lutheran School is concerned about the health of students. The services of a nurse are provided by Education Services Unit No. 8. This individual conducts various health checks among the students and attempts to inform Christ Lutheran School students and parents of immunization clinics. For the student's well-being, medical information is shared with the staff working with the student unless parents request otherwise in writing. Please call the school office concerning the availability of the nurse.

### Immunization Requirements

Each child enrolled at Christ Lutheran School must be immunized as required by current Nebraska law. As of 2005 the law requires every child to be fully immunized against diphtheria, tetanus, pertussis (i.e., Whooping Cough), polio, Hepatitis B, measles, mumps, varicella, and Rubella prior to

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entering school. Parents will be required to furnish evidence of immunizations for each of their children. Parents may provide a written refusal of immunization for medical or religious reasons.

### **Required Physical Examinations**

Nebraska law requires that every child has a physical examination within six months prior to entering school. The examination must be performed by a qualified physician, physician's assistant, or advanced practice registered nurse licensed in the State of Nebraska. A waiver must be signed by the parents if they do not wish to comply with this law. *All students entering school for the first time, entering Kindergarten and Seventh Grade, are required to have a physical examination.*

### **Physical Examinations for Athletics**

All Fifth through Eighth grade students participating in school athletics must have a physical examination. The examination must be performed by a qualified physician, physician assistant, or advanced practice registered nurse licensed in the State of Nebraska to conduct medical practice. Seventh grade students use the examination required by the State for school attendance in lieu of this exam. Students may not participate in the programs without a signed form dated May 1 or later for the upcoming school year from a qualified medical doctor indicating that, at the time of the examination, they had no health problems that should prevent them from doing so. School athletics means participation in programs involving athletic interscholastic competition. This form is to be completed yearly prior to participation.

### **Illness at School**

When a child becomes ill at school, he/she will be made as comfortable as possible until such time as arrangements can be made for having him/her picked up. School office personnel will attempt to call to call the parent/guardian first. If this person cannot be reached, the person listed on the student's emergency card will be called next. Children should be fever free without medication for 24 hours before returning to school following an illness. Please consider others—products that lower temperature do not remove viral or bacterial infections.

### **Medical Permission Forms**

When a child must take medication during school hours, the school must have formal requests on file. A medical permission form must be completed and signed by the parent or guardian of a student before any medication can be taken by the student or distributed by the school. A handwritten note signed from the parent may be used for emergencies, but a form must be completed and within one school day from the time the note is submitted. The school nurse trains the school secretaries to distribute and keep proper records of necessary medications given to students. By law, the school cannot furnish aspirin or aspirin substitutes for student use. All medication taken by a student must be furnished by the parent or guardian of the student taking it. All medications must be kept at the school office.

### **Asbestos Free Facility**

Christ Lutheran School will operate an asbestos free school. It will follow the rules and guidelines established by the Environmental Protection Agency to maintain a management plan. The plan will include periodic inspections to verify that no new asbestos has been introduced into the building. It will also include a plan to annually notify the patrons of Christ Lutheran School of the status of the management plan and make it available for review upon request.

### **Safety Drills**

In the interest of student and staff safety, students are instructed by Teachers concerning the procedures to be followed in the event of a fire, tornado, lockdown or other emergency. The Principal is to conduct drills during the year as prescribed by the State Fire Marshal. Other safety drills are to be planned and conducted to prepare for emergencies. Students and Staff are required to

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participate in the drills. Emergency exit routes are to be posted in each classroom. Emergency telephone numbers are to be posted at each telephone.

### **Anaphylaxis Policy**

Rationale: The rationale of this anaphylaxis policy is to create and ensure that there exists a cooperative effort between parents, students, and school personnel to reduce the risk of anaphylaxis in students suffering from certain types of allergies. The risk of anaphylaxis cannot be eliminated entirely. However, Christ Lutheran School will take reasonable steps to ensure the safety of students from anaphylaxis.

Objectives:

1. Provide a safe learning environment for anaphylactic students;
2. Promote understanding of the needs of children with anaphylactic conditions;
3. Provide guidelines to allow school faculty and staff to properly respond to anaphylactic situations and emergencies; and
4. Help the student, family, and school work together to assist the student with becoming independent in living with an allergy without stigmatizing the child.

Policies:

Christ Lutheran School will:

- A. Identify the anaphylactic student to school authorities and staff
  - a. Parent's responsibilities:
    - i. Parents should notify and provide the school a "Notice of Allergy" form and "Health Appraisal" form that are signed by the child's doctor. The notice of allergy form shall contain the foods and/or other allergens that may trigger an anaphylactic reaction and the symptoms of a reaction. The health appraisal form shall provide a treatment protocol signed by the child's physician. These forms must be updated at least yearly. Parents must also grant permission for school personnel to share medical information with the entire staff through a written HIPPA release.
    - ii. Meet with school personnel to discuss questions and concerns.
  - b. School's responsibilities:
    - i. Inform all faculty and staff of the student who is managing an anaphylactic condition before the school year begins.
    - ii. Provide a copy of the Notice of Allergy, Health Appraisal forms to the student's teacher(s) and to files of the student.
    - iii. Christ Lutheran School personnel will develop appropriate general procedures to promote the objectives stated in this policy.
    - iv. Meet with parents and student to discuss current procedures utilized to promote the objectives of this policy and discuss other questions and concerns.
    - v. Inform other students and parents of the potential dangers of anaphylaxis and some measures that can be taken to reduce the risk of exposure. The school will also disseminate other relevant information.

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- vi. Specifically inform the parents of classmates of the anaphylactic student of measures that can be taken to reduce the risk when sending snacks or planning parties.

#### B. Education and Response

- a. Train school staff to recognize the symptoms of anaphylaxis and in following the treatment protocol.
- b. Provide a copy of the treatment protocol to teachers and staff.
- c. Post instructions for the use of an auto-injector and a list of symptoms in key locations.
- d. Ensure that key personnel maintain training in following the State of Nebraska Emergency Protocol for Asthma and Anaphylaxis.
- e. With written request from a parent and authorization of the student's physician, the student will be allowed to self-manage their anaphylaxis.

#### **State of Nebraska Emergency Protocol**

1. **CALL 911**
2. Summon School nurse if available. If not, summon designated trained, non-medical staff to implement emergency protocol;
3. Check airway patency, breathing respiratory rate, and pulse;
4. Administer medications (EpiPen and albuterol) per standing order;
5. Determine cause as quickly as possible;
6. Monitor vital signs (pulse, respiration, etc.);
7. Contact parents immediately and physician as soon as possible;
8. Any individual treated for symptoms with epinephrine at school will be transported to a medical facility.

## Spiritual Growth

**Christian Instruction:** Because Christ Lutheran School is a Lutheran school, it is, by definition, a Christian school. Our definition of a Lutheran school necessarily includes the teaching of religion as described in the Bible and as interpreted by the Book of Concord. The students of Christ Lutheran School from Preschool through Eighth Grade will receive Christian religious instruction. This instruction will take place in everything that is done as well as in formal classes. The curriculum will be Christ-centered and the faculty will teach the Bible and the doctrines of the Lutheran Church – Missouri Synod described in Martin Luther's *Small Catechism*. All students are required to complete the religion curriculum at all levels.

**Christian Memory Work:** When students graduate from Christ Lutheran School, they will have a working knowledge of verses from Scripture that will serve them well for a lifetime. A memory work curriculum for Kindergarten through Eighth Grade has been developed by the staff at Christ Lutheran. Each year all students at Christ Lutheran School will learn by memorization Bible verses, hymns, and portions of Martin Luther's *Small Catechism* as geared to their grade levels.

**Classroom Devotions:** Each day will begin with a class devotion. Students may periodically lead a devotion after proper training.

The curriculum will be Christ-centered and the faculty will teach the Bible and the doctrines of the Lutheran Church – Missouri Synod described in Martin Luther's *Small Catechism*.

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**Chapel Services:** Students are required to attend weekly chapel services that are conducted throughout the year, beginning with the first day of school. The chapel service is conducted under the guidance of Christ Lutheran’s pastors and may involve other pastors, teachers, and students. Students are asked to bring voluntary chapel offerings (envelopes provided). These offerings are applied to various selected mission projects and serve as a means for the children to practice good stewardship. Children worship with a Chapel Family which consist of students from all grade levels.

**Christian Family Support:** It should be noted, that while Christ Lutheran School does much to enable students to grow spiritually through daily teaching of the Word and by its incorporation into all subject matter; *the parents and family must constantly reinforce this growth and development in their daily living.* Parents are expected to take their students/children to worship at their home congregation every Sunday! Children learn best from the examples we set.

## School Communication

**Weekly Newsletter:** *Paw Prints* is a letter from the school office each Tuesday. It contains notes, reminders and schedule highlights. The *Paw Prints* is sent home with the youngest member of the family. This newsletter is also posted weekly on our website [www.clnorfolk.org](http://www.clnorfolk.org).

**School Website:** Christ Lutheran School maintains a website at [www.clnorfolk.org](http://www.clnorfolk.org). Newsletters, contact information, special events, pictures, and calendars can be found online.

**School Messenger:** Communication of cancellations, late starts, early dismissals, and reminders of special events are broadcast through an automated voice mail/email system to the designated contact numbers.

**School App:** Timely alerts, information, and reminders are shared through the CLS Application. It can be downloaded from Apple’s App Store and Google Play Store. Search for Christ Lutheran School Norfolk.

**School Facebook:** You can find us on Facebook at [www.facebook.com/ChristLutheranSchool](http://www.facebook.com/ChristLutheranSchool).

**School Yearbook:** One of the highlights of the year is the arrival of the yearbook. This book contains class, faculty, and staff pictures, as well as those of school activities and candid scenes of school life. Purchase of this book is voluntary.

**Newspaper:** *The Echo* is Christ Lutheran Church’s monthly publication. Preparation and printing of materials in *The Echo* are an important part of the school’s public relations outreach. Students are encouraged to prepare articles and information for the paper. Additional copies are available at the school office.

## Field Trip Policy

**Principal:** The Principal approves or rejects the request for the field trip. If the request is denied, an explanation for the denial is to be given to the teacher.

The Principal informs the Board of Education of the field trip.

**Teachers:** Teachers are to:

- ✓ schedule the date and the time of the trip and make transportation arrangements.

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- ✓ make necessary financial arrangements, including collection of money from parents to cover costs of entry fees, meals and transportation.
  - ✓ arrange transportation by bus if the trip is very far outside of Norfolk. Parents may be asked to drive if the trip is in or near Norfolk.
  - ✓ arrange for parent chaperones to accompany the class and help with supervision and other details.
  - ✓ obtain completed permission slips from the guardian of each student going on the trip.
  - ✓ inform parents if a student is not eligible for a field trip because of a lack of parent permission, unfinished homework, or inappropriate behavior.
  - ✓ make proper arrangements for each child of the class not going on the trip for lack of parent permission, unfinished homework, or inappropriate behavior.

**Students:** All students are expected to participate in field trips except in the following circumstances. Students may not participate in a field trip:

- ✓ without parental permission.
- ✓ unless all homework is completed by a deadline set by the teacher.
- ✓ if a teacher determines that the student has demonstrated behavior of such a nature that it would be unwise or unsafe for the student to go on the field trip.
- ✓ as a consequence of inappropriate behavior at school, provided the teacher has informed the student and parent that non-attendance on a field trip may be used as a consequence.

Students are expected to follow school rules and dress codes on all field trips. Students are to conduct themselves in a respectful manner and act as ambassadors for Christ and for Christ Lutheran School at all times during the trip. Students are to follow directions of supervisors at all times. Students are to conduct themselves in a safe manner.

**Parents:** Parents are expected to sign and return consent forms to the teacher, pay any fees involved, and volunteer to chaperone or drive when necessary. Parents should be a model for and a monitor of student behavior. They should be ready to assist with any problems or emergencies that may arise during the trip.

**Transportation Issues:** Transportation is to be arranged by bus if reasonable and possible. Bus transportation has advantages. First, it evenly distributes the cost of the trip to all students, rather than just to those who volunteer to drive. Second, it provides a higher degree of safety to the students; one bus on the road is safer than five or six cars.

The safety of the students is of utmost concern on a field trip. Therefore, if transportation must be arranged by private car the likelihood of a safe trip can be maximized by having a set of procedures for all trips, whether during school time or not, whether academic in nature or co-curricular.

When the transportation for the field trip is by private automobile:

- ✓ Students will be told who their driver is.
- ✓ Drivers will be informed of which students they will be transporting, or supervising.
- ✓ Special instructions regarding behavior, safety, anticipated possible danger, and procedures should be told to students and printed/told to adults going on the trip.

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- ✓ Drivers should be given a written or highlighted map route to follow to and from the destination when traveling out of town- and should not deviate from this route except in an emergency.
  - ✓ Each vehicle should be equipped with a body fluid kit. These can be picked up from the office and returned to the school office.
  - ✓ All children up to age six must ride correctly secured in a federally-approved child safety seat. Students should not ride in the front seat of a car equipped with air bags on the passenger side. Drivers should not leave until all students are restrained.
  - ✓ Children ages six and over up to eighteen must ride secured in a safety belt or child safety seat. Drivers should not leave until all students are restrained. Students under 12 years of age should not ride in the front seat of a car equipped with air bags on the passenger side.
  - ✓ No electronic devices other than cameras may be brought to school or school field trips by students unless prearranged by a teacher.
  - ✓ Teachers will meet with any driver who does not follow these procedures. The Principal will discuss the situation with the driver after a second occurrence. If a satisfactory agreement cannot be reached, the driver will not be allowed to transport other students from Christ Lutheran.
  - ✓ Drivers will have safe vehicles and proper insurance to cover accidents and injuries to all passengers.
  - ✓ Drivers will be given a list of these rules.

## Room Parents

Room parents are selected by the classroom teacher utilizing the information from the *How I Can Help the Ministry* sheets that are filled out during the registration process. These parents are valuable aids to teachers. Some activities of the Room Parents include:

- assist with class parties;
- provide assistance before and during field trips; and
- other related activities as requested by specific classroom teachers.

A chairperson of the room parents may be selected to serve as the contact person.

## Room Parties

- Students may celebrate their birthdays by bringing a class treat (except gum).
- Food may not be brought in for room lunch for the class (e.g., pizza, etc.).
- Halloween is not an accepted classroom celebration. Christian festivals may be and are encouraged to be celebrated.
- Class parties held outside of school time must be approved by the Principal.

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## Party Invitations

- Unless a blanket invitation is being extended to a class, private party invitations should be distributed away from school.

## Supervision of Students

### Before School

School doors remain locked until 7:40 a.m. Only breakfast students will be allowed in the building before 7:40 a.m.

Supervision begins at 7:40 a.m. Students are to arrive after 7:40 a.m. and report directly to the classroom. Students eating breakfast may enter 7:20-7:40 and report directly to the lunchroom.

### After School

1. Classes are dismissed promptly at 3:30 p.m. Parents are expected to be present to pick up students at that time.
2. Students who walk or ride bicycles to and from school are to leave the school grounds for home immediately after dismissal. Students who walk and need to cross Pasewalk Avenue will be escorted by a member of the staff unless the parent provides written documentation that the escort is not needed for their child.
3. Children waiting for rides are to remain outside the building on the sidewalk near the south door. For safety reasons, playing on the sidewalk or parking lot is not permitted. Two assigned teachers will supervise the parking lot until 3:50 p.m.
4. Beginning at 3:50, students who have not been picked up will either be taken to Helping Hands Child Care or will need to wait at the office until a parent picks them up. In order to attend Helping Hands, students must be under the age of 13 and have filled out a registration form for the child care. Contact Helping Hands for current rates. Students over the age of 13 or who have not had a parent fill out a child care registration form will wait at the office until a parent picks them up. The office rate for each child is \$5.00 for the first ½ hour or part thereof, and each additional ½ hour or part thereof. These fees should be paid at the office when picking up students. Unpaid fees will be added to FACTS agreements.
5. No student will be allowed to stay on the campus unsupervised after 3:50 p.m. Children on the campus will be required to check in at the office and the parents will be charged the supervision fee as described in item number 4 above.
6. No fees are charged for supervision of students who remain on campus for athletic or other school-sponsored events supervised by coaches or teachers. Fees are not applied when parents make special arrangements with teachers for after schoolwork or for other activities.

**Visitors:** All visitors to the building must report to the office to check in. Visitors are to sign in and receive a visitor's badge while on campus. They are to sign out and return the badge before exiting the campus. Visitors not displaying the badge may be asked to leave the campus.

Public school students are allowed on the campus if they are siblings of a Christ Lutheran School student waiting for a parent to pick them up to take them home. While public school students are on campus they must follow the same rules that Christ Lutheran students follow. If they are here for any other reason, they will be asked to move along and not remain on campus. If they wish to speak to someone in the school, they are to seek permission from the Principal or a teacher to do so.

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Permission will be given if the reason is considered valid by the Principal or teacher. Casual conversation is not considered a valid reason.

## Miscellaneous Matters

**Emergency Drills:** In the interest of student safety, students are instructed by teachers concerning the procedures to be followed in the event of a fire or tornado emergency.

**Telephone Calls:** During school hours office staff answers the telephone. Students may use the student phone with the permission of a staff member for emergencies only (forgotten schoolwork, papers, books, gym clothes or uniforms, etc., *are not* emergencies). Emergency use includes: illness, necessary medication, or needing to arrange homeward transportation. It is not usually convenient to wish to speak to a child or teacher over the telephone while he/she is in class. If the teacher or student cannot come to the phone, the staff member who answers the phone will take a message or the caller may ask for the teacher's voicemail. If a message is taken, it will be delivered at a convenient and appropriate time to the person for whom the call was intended. Cell phones, if brought to school, must be turned off and stored in a backpack out of sight of all others during school hours. Teachers will collect cell phones of students not following the previous procedure. The phone may be picked up at the office by a parent.

**Lost and Found:** A "Lost and Found" box is maintained in the school office for articles found and not immediately claimed. Parents and students should check this box to possibly reclaim articles they are missing. Unclaimed items (after a substantial amount of time) will be donated to charity.

**Bicycles:** Students may ride bicycles scooters, skateboards, rollerblades, or other riding devices to school. If appropriate, the devices are to be immediately parked in the proper rack at the school building and left there until school is dismissed. Devices not able to be parked there are to be kept in the school building at a place determined by the homeroom teacher or the Principal until school dismisses. Bicycle riding is not permitted on the playground. Christ Lutheran School *is not* responsible for any damage to or loss of a bicycle parked at the school.

**Students are encouraged to wear helmets and appropriate safety gear when riding these devices. Parents are to take steps to see that their children are properly equipped and trained. Christ Lutheran School is not responsible for accidents or injuries.**

Riding is not permitted on the playground. Devices must be parked at the rack or stored in the school building during school hours. Students who ride these devices are to walk them across the school property.

Christ Lutheran School is not responsible for any damage to or loss of a riding device parked at the school. Students are encouraged to purchase locks for their devices and secure them while at school.

Students are not allowed near bike racks or stored devices at recess times or after school.

**Student Teacher Program:** In cooperation with Concordia Teachers College – Seward, Nebraska and other colleges and universities, Christ Lutheran participates in the student teaching program. Upon recommendation of the Principal and the Student Teaching Coordinator of the respective colleges and universities, teachers on the Christ Lutheran School staff are assigned as supervising teachers for student teachers.

**Library:** An up-to-date library is maintained and updated for the students' use. Through the efforts of various organizations and library fees, new titles are added regularly to the collection. Volunteers are not only welcome, but needed in the library.

**Volunteers:** Volunteers are always welcome (and needed!) to assist in various areas. *God bless our volunteers!* For the safety of our students, volunteers may be asked to undergo a background check.

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**Teammates:** Christ Lutheran School participates in the Teammates program introduced by former Nebraska coach Tom Osborne. Classroom teachers or the principal recommend students for participation in this one hour per week, school-based mentoring program.

## Dress Code and Appearance

### The Purpose of A Dress Code

Our bodies are temples of the Holy Spirit. So, it follows that they ought to be presented in a decent and respectable fashion. Because Christ Lutheran School has been established for special purposes, the Board of Education and the faculty endeavor to maintain the highest all-around standards.

This same philosophy of high standards carries through in the conduct and appearance of the students, whether at school or at school sponsored activities. This section outlines the clothing choices allowed for students. CLS reserves the right to make decisions regarding appropriate dress and hairstyles. If an item of clothing is questionable-kindly refrain from wearing it.

### Guidelines for Appropriate Personal Appearance

#### General

- Clothing must be neat, clean, and appropriate for the learning environment desired in an academic setting. Frayed clothing (holes, rips) is not allowed. Clothing which exposes the midsection is not allowed.
- T-shirts are permitted with wording or graphics as long as they are not offensive, vulgar or promote any alcohol, drug or tobacco product.
- Tank tops and mesh tops are not allowed unless a t-shirt is worn underneath.
- Shorts (dress, jeans, khakis, capris) are permitted if they are not higher than mid-thigh and are not frayed. Shorts may only be worn before October 15<sup>th</sup> and after April 15<sup>th</sup>.
- Footwear must be worn in school at all times. Sandals with a back strap are permitted before October 15<sup>th</sup> and after April 15<sup>th</sup>. Flip flops are not allowed.
- Caps, hats and sunglasses are not allowed during the school day.
- Outerwear designed to be worn outdoors (i.e. hats, gloves, jackets, etc.) are not to be worn in the school building.
- Tattoos are to be covered at all times while on campus or involved in school-sponsored activities.

Our bodies are temples of the Holy Spirit. So it follows that they ought to be presented in a decent and respectable fashion.

#### Young Men

- Hair should be of a natural color and worn in a traditional style, and kept out of the eyes.
- Boys are allowed to wear a single stud or hoop earring in each ear. No other piercings are to be visible.
- Boys must be clean shaven, although sideburns are allowed if not extreme.

#### Young Ladies

- Hair should be of a natural color and worn in a traditional style.
- Excessive make-up should not be worn.
- Jewelry should include only earrings, watches, rings and necklaces. Other body piercing adornment should not be worn during the regular school day while on campus or at a school-sponsored activity.
- Skirts should be of appropriate length (no higher than mid-thigh) and low-cut or revealing tops, open backs, spaghetti straps or tops with open shoulders should not be worn.

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- No parts of bras or bralettes should be exposed or showing at any time.

### **Grades K-4<sup>th</sup>**

- Yoga, lounge pants, sweats are not allowed. Neat and clean leggings, jeggings joggers and athletic pants are permitted for grades K-4. Full side snaps on athletic pants are not allowed. Underwear should not be visible at any time.

### **Grades 5-8<sup>th</sup>**

- Yoga, lounge pants, sweats and athletic pants are not allowed. Neat and clean leggings and jeggings are allowed for grades 5-8 when worn with dresses, skirts or tunics that sufficiently cover the bottom. Underwear should not be visible at any time.

### **Inclement Weather**

- Coats appropriate for the weather are to be worn.
- Hats/earmuffs and mittens/gloves are to be worn during cold weather.
- During the winter, students without boots may not play in the snow. These students will remain on cleared sidewalks or inside.

### **Gym Clothes**

- Clean tennis shoes will be worn for indoor gym periods.  
**For grades 5-8:**
- Gym clothes and shoes appropriate to the activity are to be worn. These are to be in compliance with the overall dress code above. Athletic shorts and/or pants are allowed during gym.

### **Body Pierced Jewelry Safety and Tattoos**

- Earrings and pierced ear jewelry must be removed or covered on both sides of the ear with tape during sports activities and physical education. We encourage that they be removed or taped during recess and other active play times.
- Rings and other jewelry worn on the hands and wrists should be removed before participating in physical games and contests, during gym classes, recess periods, sports practices, and events.
- Body piercing that draws undue attention to the individual is not acceptable.
- Visible tattoos are not permitted.

### **Addressing situations not defined in the procedures**

- The Principal or his designee may deem any item of clothing inappropriate because the item is unsafe, because it distracts, because it draws inappropriate attention, or because it gives a poor Christian Witness.
- The Principal has the obligation to determine the propriety of student attire on a case by case basis.

### **Addressing things not defined in the procedures**

- The Principal or his designee may deem any item of clothing inappropriate because the item is unsafe, because it distracts, because it draws inappropriate attention, or because it gives a poor Christian Witness.
- The Principal has the obligation to determine the propriety of student attire on a case by case basis.

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## Method of Enforcement of the Dress Code

Students not in compliance with the dress code may be removed from the classroom until the problem is rectified.

Parents are solicited to aid in supporting this code by closely supervising the appearance of their own child/children before sending him/her to school.

1. A first violation of the code will be addressed by a teacher. Explanation will be given to the student
2. A second violation will result in parents being informed by a note or phone call by the principal.
3. A third violation will be addressed by the Principal and will involve a conference with parents.
4. A fourth violation shall be cause to bring the case before the Board of Christian Education. If a satisfactory agreement cannot be reached, the child will be dismissed from Christ Lutheran School.
5. Students or parents who disagree with the enforcement of this procedure may appeal following the Due Process policy and procedures of Christ Lutheran School.

## School Rules and Student Behavior

Adam and Eve disobeyed God and thereby brought sin into the world.

All people by nature are sinful and do sinful things.

God, in His mercy, sent His Son to make payment for our sin. By faith in Jesus we have forgiveness and we rejoice in that freedom.

Now we are free to live the Christian life, but we are constrained by the love of Christ not to follow our sinful desires. Scripture was not only written to make us wise unto salvation, but also to train us for holy living. Christian discipline is not designed to punish but to correct, so that in our daily living we may again reflect whose we are and whom we serve.

Christian discipline is not designed to punish but to correct, so that in our daily living we may again reflect whose we are and whom we serve.

The Principal, teachers and staff of Christ Lutheran School have been given the responsibility to deliver the educational program. Therefore, the teachers are also given the authority necessary to meet this responsibility.

Teachers are expected to enforce school wide rules in and out of the classroom when students are in the care of the school, before, while, and after classes are in session until the student is picked up by the person taking them home, or until the parent arrives at school. When the parents are with the children at school, the parents are to assume responsibility for the student's behavior. Students under parent care at school are to comply with all school rules.

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## SCHOOL RULES

### *Safety Rules*

1. Students are to walk in a normal manner in the hallways, no running, skipping or jumping. Care should be taken to reduce noise from shoes, voices and other sources so that classes are not disturbed.
2. When standing or walking in line students are to face the front of the line, touch no one, keep the line straight, refrain from talking and take steps to move the line in an orderly manner at the appropriate time.
3. Students are to use the right side of all hallways and staircases to facilitate safe two-way traffic.
4. Students are to exit the building in a disciplined manner without talking or running and without impeding the exit of others during emergency drills. They are to wait patiently in line on the playground where instructed and are to re-enter the building in an orderly way.
5. Students are to refrain from frivolous physical play, or 'horse play' because this behavior often causes distractions, degenerates into serious fighting, leads to accidental injury, or results in inadvertent property damage.
6. Students may not leave the campus without permission from parents to do so. Students leaving with parent permission are required to sign out at the school office and are to be picked up at the office by the person designated by the parent to do so. Because this behavior places the school in a position where student safety cannot be monitored by school personnel, unauthorized *departure from the campus may result in immediate suspension or expulsion.*

### *Rules Concerning Care of Property*

1. Students are to care properly for all property.
2. Students may not damage or deface property in any manner whether that property belongs to the offending student or to someone else. No marks, breakage, dents or other damage or misuse are allowed.
3. All equipment is to be used properly and for its intended purpose.
4. Students deliberately misusing or damaging property may be required to pay for any damage.
5. Students accidentally damaging property while they are engaged in an activity that violates school rules may be required to pay for any damage.
6. Students who damage property by carelessness may be required to pay for any damage.

### *Rules for Relating to Others*

Relating to God:

*Students are to:*

... fear, love and trust in God above all things.

- 
- ... honor God with regular and faithful worship both in school chapel services and weekly worship services in their home churches.
  - ... reverently, but enthusiastically worship God during worship services and during classroom or other devotional times.
  - ... honor God with words written, spoken or sung, as well as with deeds.

*Students are not to:*

- ✓ Take God's name in vain.
- ✓ Despise the preaching or teaching of God's word.
- ✓ Disrespect God in word or in deed.

Relating to Teachers and Staff Members:

*Students are to:*

- ... obey the Principal, all of the teachers and all other school staff adults.
- ... obey all school and classroom rules.
- ... show love and respect to teachers and all other school staff at all times.
- ... assist and encourage teachers.

*Students are not to:*

- ✓ Display contempt or disrespect to teachers by word or action.
- ✓ Mock teachers
- ✓ Disobey teachers or defy them. Defiant students are assumed to be refusing to submit to the authority of the school. *This refusal to follow the school's authority necessitates the removal of the child from the school by suspension or expulsion*, for if the school has no authority, it cannot meet its responsibility to properly deliver an educational program nor can it maintain proper safety procedures.

Relating to Other Students:

*Students are to:*

- ... treat one another with proper love and respect at all times.
- ... set examples of goodness and kindness for all.
- ... build up one another with prayer, positive words and helpful actions.
- ... help everyone to improve and protect their property.
- ... assist one another to keep safe spiritually, emotionally and physically.

*Students are not to:*

- ✓ Mistreat anyone in word or deed.
- ✓ Intentionally intimidate or bully fellow students.
- ✓ Interfere with a student's opportunity for education by disrupting class activities or opportunities to study.
- ✓ Intentionally steal or damage property, regardless of ownership.

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- ✓ Intentionally and maliciously inflict pain or injury on fellow students.
  - ✓ Harass, maliciously tease, make fun of or mock other students.
  - ✓ Write or otherwise mark on themselves or on other students even if all parties agree. This includes on the skin, hair, clothing, and other property. Teacher assignments or teacher-approved activities are exceptions to this rule.

Relating to All Others:

*Students are to:*

- ... follow all rules for relating to teachers and for relating to fellow students.
- ... give a positive witness to all in word and action as representatives of God's kingdom and the student body of Christ Lutheran School.

*Students are not to:*

- ✓ Engage in activities that reflect negatively on the public image of Christ Lutheran School.
- ✓ Treat any person or property with disrespect.

### ***Classroom Rules***

The teachers are expected to make and enforce classroom rules specific to their classrooms. It is expected that these rules will not be identical from classroom to classroom, but are to be custom made for each classroom situation to allow for the best operation of any one particular class. Teachers are to clearly communicate the rules to the students for each class they teach.

### ***Lunchroom Rules***

Adult supervisors are expected to enforce rules established for the lunchroom. These rules follow the suggestions made by the program guide for the Federal Hot Lunch Program.

- Students are to eat hot lunches made by the Hot Lunch Program at school or a homemade lunch brought to school. Lunches purchased from fast food vendors and brought to the children are discouraged.
- Students may not bring carbonated soft drinks for lunch. These beverages are not healthy and often replace milk as a beverage.
- Students may not give away or trade items from their lunches. Lunches purchased or prepared by parents are to be eaten by the specific student for which they were intended.
- Students are to use good table manners and courtesy while eating lunches.
- Students are to keep the lunch area clean and neat. Students who intentionally or accidentally make messes will clean up the messes they made.
- Students should eat in a timely manner, neither hurrying nor taking too much time. They are encouraged to eat the whole lunch.
- Students are to respect and follow all directions given by adult supervisors.
- Students are to follow all established lunchroom procedures.

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## STUDENT BEHAVIOR

### *Unacceptable Behavior*

Unacceptable behavior is any word or action that:

- Is contrary to Scripture.
- May infringe on the rights of other persons in the classroom, whether teachers or students.
- Causes distractions that interfere with the teaching process, the learning environment or worship environment (e.g., talking or making any kind of inappropriate noise, gestures or actions at inappropriate times).
- Is destructive of property, whether that property belongs to the student causing the destruction or to someone else.
- Is bullying – defined as any unwanted aggressive behavior(s) by another youth or group of youths, who are not siblings, involving an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. Bullying may inflict harm or distress on the targeted youth including physical, psychological, social, or educational harm.
- Disrupts class activities inside or outside the classroom.
- Is contrary to general rules of politeness and respect to all persons, including students, teachers and other adults.
- Includes the making of disparaging remarks about any person or group of persons.
- Is contrary to stated classroom rules or school rules. Each teacher has the obligation to establish guidelines to ensure order and to ensure a Christ-centered learning environment in the classroom and the school in general.
- Exhibits defiance to teachers or others in authority by actions or words. *Students who refuse to do what a teacher tells them to do will be considered defiant and will be eligible for verbal reprimand, detention, suspension or expulsion.* The Principal shall determine which action is to be taken if the teacher refers the student to the Principal.
- Mocks God or teachers and those in authority. Insults, threats, or other insubordinate behaviors are unacceptable.

### *Correction of Unacceptable Behavior*

Each teacher at Christ Lutheran School establishes his/her own standards, rules, and consequences for the classroom. These standards are clearly communicated to all students and parents. Every teacher's plan for discipline will include the following steps to be taken with an individual child if the child's behavior becomes problematic. School is a place for teaching, learning, and caring and we must respond to discipline problems that diminish this environment.

Student is sent to the office. Student makes a call to parents regarding the nature of the misbehavior. This call will be monitored by the Principal or another staff member.

If the student misbehaves again in the same day, the student may be sent to the office again. The Principal or the Teacher will call parents. The parents will be asked to come to school to take their child home.

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If the child continually has to be sent home, the Principal will follow the steps outlined in the Suspension/Expulsion policy.

Teachers may use GREEN SLIPS as a method of communicating with parents that there was a behavior problem at school. Green slips need to be signed by the parents and returned the next school day.

In grades 4 through 8, if a student receives a GREEN SLIP, he or she will be assigned to an After School Detention on the day designated on the slip. If slips are not returned, students will notify parents by phone and a 2<sup>nd</sup> Detention will be served. No student will be excused from After School Detention unless prior arrangements have been made with the Principal. Detention is held Monday, Tuesday, Thursday, and Friday from 3:35-4:15.

### **Persistent Unacceptable Behavior**

Persistent unacceptable behavior is defined by the number of behavior related office referrals or detentions a student receives in a week, or by the number a student receives in an academic quarter.

More than two behavior-related office referrals or detentions per week shall be considered persistent unacceptable behavior.

- Students receiving three behavior-related office visits or detentions in five school days are eligible for in-school suspension.
- A fourth behavior related office referral or detention in five school days may result in suspension out of school.
- A fifth behavior related office referral or detention *within five school days may result in expulsion.*

Students accumulating more than six behavior-related office referrals or detentions in any one quarter of the academic year are eligible for dismissal from the school.

Determination for suspension from school is the responsibility of the Principal. The final decision to expel a student is made by the Board of Education.

### **Extremely Inappropriate Behavior**

While most inappropriate behaviors can be corrected with simple reprimand, some behaviors are so contrary to Scripture or present such an immediate danger that extreme measures must be taken. Persons involved in these actions will be suspended from activities for a length of time determined by the Principal. This length of time may vary from as short as the time needed for a brief conversation to as long as permanent expulsion from the school.

The following is a list of behaviors that will be considered extremely inappropriate. This list is not to be considered the only activities that will be considered extremely inappropriate. Other behaviors that might fall into this category are left to the discretion of the Principal:

- ✓ **Persistent Bullying**
- ✓ **Malicious Lying or Deceiving**

- ✓ **Fighting**
- ✓ **Threat of Violence**
- ✓ **Theft**
- ✓ **Cheating**
  - Students found cheating on an assignment or AR test will receive a failing grade on the assignment and be required to do other work.
  - Students found cheating on a test will receive a failing grade on that test and will not be listed on the honor roll for that quarter.
  - Students aiding another student to cheat will be considered guilty of the same offense.

## Items Not Allowed at School

*Christ Lutheran School reserves the right to examine without notice any student locker, storage space, desk, book bag or container, including pockets. Any such examination that reveals any of the following items or any items known to be stolen will result in consequences for the student involved.*

**Illegal Substances:** Authorities will be notified immediately when a student is found in possession of illegal substances. Any of these items will be removed from the possession of the student and not returned.

Students found in possession of illegal substances will be expelled.

Although tobacco and alcohol are not illegal substances, it is not legal for elementary aged students to be in possession of them nor vaping products or drug paraphernalia. Drugs, synthetic drugs and inhalants for which the student does not have a doctor's prescription are considered illegal. Therefore, students found to be in possession of tobacco or alcohol or illegal drugs will be either suspended or expelled for the first offense, but unquestionably expelled for the second.

**Illegal Items:** Illegal items will be removed from the possession of the student turned over to proper authorities.

Possession of such an item at school may result in suspension or expulsion.

Should any of such items be used to injure, attempt to injure, threaten, intimidate or harass another person, regardless of station, the offending student may be immediately expelled from school.

**Dangerous Items:** Dangerous items such as guns, knives or other objects that may be perceived to be weapons may not be brought to school. Any such item will be removed from the possession of the student and not returned.

Possession of such an item at school may result in suspension or expulsion.

Threatening to bring one of the above items to school as a weapon may result in suspension or expulsion.

Should any of such items be used to injure, attempt to injure, threaten, intimidate or harass another person, regardless of station, the offending student may be immediately expelled from school.

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**Unacceptable Items:** Unacceptable items or materials such as pornographic material or material that offends groups or individuals may not be brought to school. Literature condemning anti-Scriptural lifestyles or actions on a Scriptural basis, will not be considered unacceptable unless it contains other offensive material, or unless it is presented in an unacceptable manner. Items inappropriate for possession by Christian children may not be brought to school.

Possession of such an item at school may result in suspension or expulsion.

Should any of such items be used to intimidate or harass another person, regardless of station, the offending student may be immediately expelled from school.

**Nuisance Items:** Any item that hinders the learning of a student or others will remain at home.

Nuisance items can include electronic devices, radios, water guns, toys, comic books, magazines, card collections and others. Any such items brought to school will be given to the teacher. Such items may be picked up *by the parents or returned to the student at teacher discretion.*

No electronic devices, may be brought to school or school field trips by students unless pre-arranged by a teacher. If the teacher makes such an arrangement, the items must be taken directly to the teacher for inspection upon arrival at school. The teacher will hold the items until they are to go home, at which time the teacher will give the item back to the student for direct transportation home. The school will dispose of any unclaimed items.

Students may not chew gum on the campus before, during or after school.

## Discipline Procedures

### Classroom Teacher Discipline Procedures

- It is the responsibility of the classroom teacher to establish and communicate the rules and consequences that will be used in the classroom.
- Teachers may not strike students or otherwise purposely inflict physical pain for disciplinary reasons.
- Physical restraint or action may be used by the staff to prevent students from harming themselves or others, or in self-defense.

### Detention

Detentions may be given for inappropriate behavior. Detentions are forty-minute periods of time. They are to be served after school unless otherwise arranged by the Principal. The Principal must be notified before detentions take place. Attempts will be made to notify parents by using appropriate forms indicating the teacher issuing the detention, the date given and the reason for the detention. The form is to be signed by the teacher and the parents of the student the day it is received. The form is to be returned and the detention is to be served the following day unless otherwise arranged by the Principal.

### Suspension

Suspension means the student is suspended from all school activities for the time and under the conditions specified. Reasons for the suspension are to be written and clearly communicated to the student and to the parents of the student involved.

- In-house: A student must be removed from the classroom and confined to an area where supervision can take place. Parents may be asked to assist with supervision if circumstances

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warrant it. He/She is to complete all assignments. The suspension may not exceed a period of five days.

- At-home: A student may not attend school and parents must supervise the suspension. The student must complete all assignments. Suspension may not exceed a period of five days
- Only the Principal may suspend a student. In case of the Principal's absence, the Assistant Principal or the Principal's designee may suspend a student
- Suspensions may begin at any time when the Principal or the teacher deems the situation an emergency in which it is the best interest of the class, the student involved or the teacher for the student to be removed from the classroom.
- Following a suspension a student may be expelled from the school, or the student may be allowed to continue enrollment under probation.

### **Probation**

Probation means that student behavior is monitored closely.

Specific reasons for the probation and must be written and clearly communicated to the student and to the parents of the student.

Specific terms of the probation including desired behaviors, performance goals and time boundaries are to be written and clearly communicated to the student involved in the probation and to the parents of the student. Failure of the student to meet the terms of the probation may result in suspension or expulsion. Any violation of the school or classroom rules while the student is on probation may result in suspension or expulsion.

### **Expulsion**

Expulsion means the student is no longer enrolled in Christ Lutheran School.

- Only the Principal or the Principal's designee with the support of the Board of Education may expel a student.
- Parents of expelled students remain liable for any unfulfilled financial or other obligations to the school.
- Parents of expelled students may appeal the expulsion to the Board of Education.

## **School Property**

School property is defined as *anything belonging to Christ Lutheran Congregation*. Students shall show respect for school property at all times. Any damages will be reported to the school office, and proper assessments will follow.

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## Rights of Students, Parents and Teachers

Every human being is a creation of God. Jesus died and rose again for all. Every Christian is a product of the working of the Holy Spirit. That makes every individual, whether child, parent, teacher or staff person special. Therefore each person has a right to be treated as a child of God, and is reminded to treat others in the same way.

### Rights of Students

Each Christ Lutheran student has the right to:

- ✓ learn and grow in the knowledge of God in a Christian atmosphere.
- ✓ be treated fairly and in accordance with God's Word.
- ✓ receive prayerful support from parents and teachers.
- ✓ study, learn and grow without distractions.
- ✓ a clean and safe learning environment.
- ✓ constant supervision.
- ✓ receive quality instruction.
- ✓ a drug-free school.
- ✓ be free from verbal and/or physical harassment and threats.

Every human being is a creation of God. Therefore, each person has a right to be treated as a child of God, and is reminded to treat one another in the same way.

### Rights of Parents

A Christ Lutheran parent has the right to:

- ✓ be treated fairly and in accordance with Holy Scripture.
- ✓ receive prayerful support of the students and teachers.
- ✓ receive communication concerning their child's activities.
- ✓ consult with teachers and administration.
- ✓ receive professional support from the teachers in regard to their child's spiritual and educational needs.

### Rights of Teachers

A Christ Lutheran teacher has the right to:

- ✓ be treated fairly and in accordance with God's Word by parents and students.
- ✓ receive prayerful support of parents and students.
- ✓ receive cooperation from the parents when dealing with students.
- ✓ be made aware of student, classroom, and parent concerns.
- ✓ receive support from all administrative areas.
- ✓ be free from verbal and/or physical harassment and threats.

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## Student/Teacher/Parent Relationships – Conflict Resolution

In order to achieve closer cooperation between parents and teachers for the benefit of the child, parents are urged to talk with the teacher on any questions concerning their child. We, as you, are vitally interested in your child's temporal and eternal welfare. We encourage parents to visit the classrooms at any time. A phone call to the teacher indicating your intent to visit will be appreciated. Conferences with teachers are best held after school so as to not interrupt the learning environment.

**Parents and teachers have an opportunity to model and reinforce the spirit of the eighth commandment by speaking respectfully of one another in the presence of children and by putting the best construction on every situation.** We anticipate working with children and parents who are willing to walk with us in unity of spirit and purpose. Whenever the school pulls one way and the home another, the child suffers. The home is and always will be the chief agency for the child's Christian training. A Lutheran School does not relieve the parents of their God-given obligation. Rather, the purpose of our school is to assist in the vital work of Christian training. If the home and school are both **CHRIST CENTERED**, your child is receiving the best consistent education he or she can receive.

Children have a unique perspective on the events of their world and occasionally come to another interpretation. **If you have any questions, misunderstandings, or grievances, discuss these with the person involved before telling others.** As a rule, difficulties can be ironed out quite easily when the approach is made in a Christian manner.

The basis for all interpersonal relationships at Christ Lutheran School is Matthew 18:15-16, *“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 word may be confirmed by the evidence of two or three witnesses.”*

In keeping with these words of Christ our Lord; if the issue concerns a teacher, then the teacher should be contacted before the principal. Likewise, issues concerning the principal should first be brought to the attention of the principal. If these steps are followed, most conflicts can be resolved in an appropriate God-pleasing manner.

If there is no resolution between the teacher and parent, the matter should then be brought to the attention of the principal. If there is no resolution between the principal and parent, the parent may take the matter to the chairperson of Christ Lutheran's Board of Education.

For further concerns, please see the Christ Lutheran School Due-Process Procedure found in this handbook.

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## Christ Lutheran School Due-Process Procedure

All persons involved in a conflict at Christ Lutheran School shall have access to due process. It is desired that all parties follow biblical principles, including Matthew 18 before the due process procedures begin. The due process procedure shall include the following:

### **A hearing at a reasonable time and place**

The hearing is often immediate as accused and accuser communicate the problem to the decision maker. If the hearing is not immediate, the decision maker shall appoint an appropriate time and place.

### **A notice giving details of the problem**

This notice may be written or oral except where written notices are specified by policy or procedural guidelines. The notice may be given at or before the hearing.

### **Opportunity to offer defense**

The decision maker shall allow accused persons to defend their actions, and they shall allow those making complaints a right to be heard.

### **Right to retain an attorney**

Accused persons have the right to retain counsel up to and including an attorney.

### **A decision resting on evidence**

After hearing the complaint and the defense, and after considering the evidence, the decision maker shall decide the consequences to persons in the situation. Consequences for actions are to be based on the discipline procedures outlined in the most recent edition of the appropriate handbook, the laws of the State of Nebraska, and the laws of the United States of America.

### **A statement of reasons and evidence**

Reasons for those consequences including a statement of the evidence and the handbook procedures that pertain to the situation are to be communicated to those involved and to the parents of those involved if necessary and appropriate.

### **An impartial decision maker**

The impartial decision maker between students is the teacher. The Principal mediates all conflicts between teachers and children or between adults. The Board Chairman mediates conflicts between the Principal and any other party.

### **The right to appeal**

Decisions by teachers may be appealed to the Principal. Decisions by the Principal or Board Chairman may be appealed to the Board of Education. During the appeal process, each appeal hearing and decision shall follow the procedure described above. The Board of Education shall have the final word on all decisions.

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*Train a child in the way he should go,  
and when he is old he will not turn from it.*

Proverbs 22:6



# Christ Lutheran School

## 2018-2019 School Calendar

August 2018						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
Su	M	Tu	W	Th	F	Sa
						1
2	X	4	5	6	7	8
9	10	11	12	X	X	15
16	17	18	19	20	21	22
23	24	25	26	27	X	29
30						

October 2018						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	X	X	X	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	X	10
11	X	13	14	15	16	17
18	19	20	X	X	X	24
25	26	27	28	29	30	

December 2018						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	X	X	X	X	X	29
30	X					

January 2019						
Su	M	Tu	W	Th	F	Sa
		X	X	X	X	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	X	22	23	24	25	26
27	28	29	30	X		

February 2019						
Su	M	Tu	W	Th	F	Sa
					X	2
3	4	5	6	7	X	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019						
Su	M	Tu	W	Th	F	Sa
					X	2
3	4	5	6	7	X	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	X	X	30
31						

April 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	X	X	20
21	X	23	24	25	26	27
28	29	30				

May 2019						
Su	M	Tu	W	Th	F	Sa
			1	2	X	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### August

- 1 Teachers Report
- 2 Registration Day
- 16 First Day 11:45 Dismissal

### September

- 3 Labor Day
- 13 Parent/Teacher Conferences
- 14 Teacher In-Service
- 28 NLSA Work Day/In-service

### October

- 17 NLSA Work Day/In-service
- 18-19 Teacher Convention
- 16 End Q1 39.5 Days

### November

- 9 No School
- 12 NLSA Work Day/In-service
- 21-23 Thanksgiving Break

### December

- 21 End Q 2 40 Days
- 24-Jan 4 Christmas Vacation

### January

- 7 School Resumes for Students
- 21 NLSA Work Day/In-service
- 31 Parent/Teacher Conferences

### February

- 1 Teacher In-Service
- 8 Circuit In-Service

### March

- 1 Spring Break
- 7 End Q3 39 Days
- 8 Teacher Work Day
- 28-29 NETA Conference

### April

- 5 Revel?
- 18-22 Easter Break

### May

- 3 Plant Sale - No School
- 16 Graduation 7:00
- 16 Last Day 11:45 Dismissal
- Q4 Ends 42.5 Days
- 161 total days for year

-  No School for students
-  11:45 Dismissal
-  Teacher Work/In-service Day
-  First and Last Day of School
-  Parent Teacher Conferences
-  End of Quarter

**FINAL**