

# **PARENT/STUDENT HANDBOOK**

## **CHRIST LUTHERAN SCHOOL**

### **GRADES K - 8**

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**Accredited by:**

**National Lutheran School Accreditation  
Western Association of Schools and Colleges**

# Parent-Student Handbook

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Mr. Brandon Heath

# INTRODUCTION

Dear Parents and Students,

Christ Lutheran School exists as an extension of the ministry of Christ Lutheran Church to provide quality Christian education to children of our church and community.

Our goals are to help children grow in their love of the Lord, develop their God-given gifts to the fullest, and prepare for a life in society as Christian citizens. We do this in an atmosphere of love and understanding. To accomplish these goals we recognize that we must work closely with parents, the primary educators.

This Parent-Student Handbook serves as our contract with you. The policies, guidelines, and information set herein constitute our commitment to the education of your children. As policies change or new ones are adopted, we will inform you in writing.

**Upon registration of your children for school it is understood that you agree to all policies and guidelines in this handbook.**

It is important that you read this Parent-Student Handbook thoroughly. If you have any questions, please contact me in the school office.

We see ourselves as partners in the education of your children. We desire that the partnership will grow and mature as we work together.

Developing Dynamic Disciples,

Ms. Xavria Schwarz, Principal  
Christ Lutheran School

## PURPOSE

Christ Lutheran School is an integral part of the total ministry of Christ Lutheran Church in La Mesa. The purpose of Christ Lutheran School is to disciple its students. Through this discipling process, the students will grow spiritually, emotionally, socially, physically and intellectually being equipped to be disciples who witness their Christian faith and make disciples of others. All this is accomplished by the power of the Gospel and in partnership with parents.

## **PHILOSOPHY**

Christ Lutheran School functions in obedience and response to:

God's promise that we are to "train up a child in the way he should go, and when he is old he will not part from it." (Proverbs 22:6)

God's command to parents is that they are to bring up their children "in the nurture and admonition of the Lord." (Ephesians 6:4)

God's commission to the church that we are to make disciples of all nations, including children, and teach them to "observe all things commanded by the Lord." (Matthew 28:19-20)

We believe that God is our loving Father and we are His children. All are sinful and in need of a Savior. God sent His only Son, Jesus, to die for our sins. Those who believe in Jesus' death and resurrection are His disciples. Jesus' disciples follow his commands. Our goal is to lead students to be disciples of and disciplers for Jesus.

We believe that the family is a child's primary discipler. Our school is in partnership with parents enabling students to enhance the development of the whole child. This partnership is to provide a solid base of communication for the purpose of furthering the student's relationship with God and enhancing positive Christian family interactions.

We believe children develop at their own individual pace. We believe a positive learning environment, which utilizes a variety of teaching styles to accommodate diverse learning styles, is essential. Our aim is to have students realize and achieve their own God-given potential and recognize failure as a valuable part of the learning process.

As a diverse, professional team, our staff is committed to the total development of our students. We are dedicated servants who carry out the mission of the church through our witness and personal involvement. We desire to be encouragers, yet set high academic standards and behavioral boundaries.

We build our educational plan with academics taking the highest priority. In ministering to the whole child, we include co-curricular and student-support programs. We understand the importance of continually reviewing our programs to ensure success.

We also believe that students in our school need to achieve and grow in areas outside the academic domain. The ability to accumulate, evaluate and apply information in order to develop problem-solving skills based on Scriptural guidelines is important. We want students to develop self-discipline, and demonstrate forgiveness and respect for others.

We believe that an effective Christian school environment requires a positive teacher-student relationship. This must include a loving relationship built on Scriptural truths and mutual respect as well as the forgiveness and trust that are essential to make teaching and learning effective and lasting. Teacher-student relationships are strengthened when expectations are clearly defined and enforced. We desire to work with students in this relationship unless their behavior interferes with other students' right to learn.

## **SCHOOLWIDE LEARNING EXPECTATIONS (SLE)**

By the power of the Gospel and in partnership with parents, Christ Lutheran School will produce students whom:

1. Give a faithful witness to their faith in Jesus Christ.
2. Use effective problem solving skills to accomplish individual and group goals.
3. Communicate ideas and feelings through various media.
4. Design and create products using traditional and technical media.
5. Identify, analyze, transfer, integrate, and apply information.
6. Demonstrate positive citizenship and contribute time and talents in service to others.

## **ADMISSION POLICIES**

To be considered for enrollment into Christ Lutheran School a student must meet all of the following criteria:

1. The student must be educable, using our regular instructional program, as determined by progress reports and achievement/placement tests. Christ Lutheran School is not equipped to accommodate those students who demonstrate severe grade level deficiencies or behavioral problems. We will recommend specialized testing when academic deficiencies seem to be caused by specific learning disabilities.
2. The parents and students must agree to the policies of the school as described in the Parent-Student handbook. The parent's payment of the registration fee denotes acceptance of the policies as described in the Parent-Student Handbook.
3. When entering kindergarten a child must be five years of age by September 1 the year he/she wishes to enroll and complete a kindergarten readiness assessment.

### **Non-Discrimination Statement**

Christ Lutheran School admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, tuition assistance program, athletic program, and other school administered programs.

### **Re-enrollment**

All families already enrolled in the school will have first opportunity to re-register for the next school year. This includes siblings of current students. This re-registration must take place by the end of February to ensure a place for the next school year.

New students from families not now enrolled will be considered for enrollment directly following the completion of re-registration on the following basis.

### **ADMISSION PRIORITY:**

1. Children whose parent(s) are communicant members of Christ Lutheran Church of La Mesa.
2. Mission prospects- Children whose parent(s) are not members of any congregation or church.
3. Children whose parent(s) are members of other Lutheran Church-Missouri Synod congregations.
4. Children whose parent(s) are members of other Christian Churches.

5. Others.

Please note that the date of application for enrollment is not a direct determiner of admission.

All new students will be considered on academic and conduct probation for one semester. Below "C-" or below average conduct grades may result in a dismissal from school.

### **Admissions Procedures**

#### Kindergarten

1. The child must be five years of age by September 1 of the year he/she desires to enroll.
2. The child must demonstrate sufficient developmental growth as measured on the developmental screening administered in the spring.
3. An *Application for Enrollment* form must be completed and signed by the parent or guardian. A non-refundable (\$75) deposit must accompany this form.
4. An interview with the principal will be held.
5. Upon acceptance of the child for enrollment:
  - a. The parents must show the school a valid birth certificate to verify birth date.
  - b. The parents must present proof of state required inoculations.
  - c. We also ask that the child receive a physical examination. Although the state requires a physical by first grade, we ask for one for kindergarten. We will provide the form, Report of Health Checkup for School Entry, to be completed by your physician. Information about state aid for these physicals for lower income families will be provided with the form.

#### Grades One to Eight:

1. An *Application for Enrollment* form must be completed and signed by the parent or guardian. A non-refundable (\$75) deposit must accompany this form.
2. Copies of recent achievement test results and report cards must be forwarded to the principal. The school may also administer a placement test.
3. An interview with the principal will be held.
4. New first grade students must have a physical examination before the completion of one month of school. State law requires this.

5. New students may be evaluated for grade placement if they have not previously attended Christ Lutheran School.

## **FEES**

Christ Lutheran School is financially administered through the general budget of Christ Lutheran Church. The school generates income for the general fund of the church in several ways.

1. Registration Fees---These fees are charged per child.
2. Tuition Fees---Tuition fees are paid by parents for the education of their children in Christ Lutheran School. There is some reduction in the fees for siblings. Kindergarten children are charged at the Kindergarten rate regardless of the number of children enrolled per family. The fees are set yearly through tuition calculation and approved by the congregation of Christ Lutheran.
3. Christ Lutheran Church support---- Christ Lutheran Church through its offerings and church budget also supports the school ministry.
4. Other source income---Money generated through gifts or fundraising.

Tuition may be paid over 11 months with the first payment due July 20<sup>th</sup> or in one payment (with a 2% discount) by August 20. There will be a \$25.00 late fee or 5% of your monthly bill (whichever is greater) for all payments received after the last day of the month.

A \$25.00 or 5% late fee will be charged for delinquent second registration fees, for late payments of Resource Program fees and for late payments of Extended School Care fees.

Tuition is billed on a monthly basis. If the enrollment status of a student changes, (begins or ends) during the school year, the family's account will be calculated on a monthly basis by the business office.

Delinquent accounts cause a financial strain on the school and church. It is expected that families will act in good faith in addressing their financial responsibility. The school is responsible to collect all fees. Reminders will be sent, and delinquent accounts will be submitted to a collection agency. Accounts delinquent for sixty (60) days without action will cause enrollment to be terminated.

The account must be paid in full by June 15<sup>th</sup> in order to assure the child's re-enrollment for the next school year.

## **ATTENDANCE**

### **Absences due to illness**

School attendance is compulsory, as dictated by the California State Education Code. When a student is unexpectedly absent, please phone or email the school office to let us know why your child is not in attendance. Students not in attendance all hours that school is in session are marked as ½ day absent.

When students are home ill the school office will gather homework when requested. Please retrieve the student's homework from the school office by 4 p.m. Homework can be left with Mrs. Trapp in ESC for pick-up by 6 p.m. if needed.

For any student to take part in a school-sponsored activity, the child must be in attendance at school the day of the activity unless prior arrangements have been made with the principal. In the case of an absence, the student is to request the assignments, and complete them promptly for submission to the teacher. For each day the student has been ill, he/she has that many days to submit the work.

### **Pre-arranged Absences**

When it is necessary for a student to be absent for reasons other than illness, **THE PARENT MUST SUBMIT A WRITTEN REQUEST TO THE PRINCIPAL ONE WEEK PRIOR TO THE EXPECTED ABSENCE.** Upon receiving the family's written request the principal will inform your children's teachers regarding the upcoming absence. The principal will also return a note to your family verifying the anticipated dates of absence. If the school is not notified, the absence will be unexcused. The student must complete the work missed but will not receive credit for it in the case of an unexcused absence. This is academically detrimental.

A pre-arranged absence note should include the following details of your student's absence:  
Date, students who will be absent, dates the absence will take place, reason, and parent's signature

Your student's teacher will prepare as many assignments as possible. All assignments prepared for students are due upon their return to school. Assignments not completed are subject to the consequences pertaining to the late work policy in your child's classroom. Other assignments missed will be given a date of completion to be determined by your child's teacher.

The purpose of this policy is to...

- Model for students the importance of education
- Encourage regular and faithful school attendance
- Help ensure a student does not fall behind in his/her studies due to absences

### **Leaving School Premises**

At no time during the daily session are students allowed to leave the school premises even during recess or lunch period except by previous arrangement. If arrangements have been made and the child is to be picked up, the parent or legal guardian must present himself/herself to the office (NOT the classroom) before the child is released. The child is then signed out and released. If someone other than the parent or guardian is picking up the child, he/she must present a signed

note from the parent or guardian before the child will be released. The school assumes NO liability in cases where students leave the premises in violation of the above policy.

After school students may not leave the school premises without a parent/guardian if they intend to return for a school sponsored activity, or to wait for transportation home. An exception will be made if the parent or guardian is on school premises and presents a note permitting the student to leave and return to the school premises after school.

### **Worship Attendance**

The school encourages regular attendance in worship. Students report their worship and Sunday school attendance to the teacher.

### **Tardiness**

Students in grades K-8 are to be in their classrooms by 8:30 a.m. Students that are tardy must receive a tardy slip from the school office before entering the classroom.

### **Dismissal for Medical and Dental Appointments**

If a student is to have a scheduled appointment, parents are asked to notify the office and classroom teacher at least one day in advance of the appointment.

Excused absence is granted for medical and dental appointments when official verification is received from the doctor or dentist. Parents should request this upon the occasion of the visit to the doctor or dentist. Frequent absences of this type are detrimental to the student's class work and should be kept to a minimum.

### **Student Visitors**

When a student wishes to bring a student visitor, a request must be made in writing to the principal prior to the visit.

### **School Day**

Our regular school day is from 8:30 a.m. to 3:00 p.m. for students in grades 1-8. Students who arrive before 8:10 a.m. are to report to Extended School Care. Students arriving after 8:10 a.m. are to report to their classrooms.

Students are to leave the school grounds by 3:20 p.m. or directly after the completion of a scheduled extra-curricular activity. Supervision will not be provided after 3:20 p.m. Children still on the school grounds at 3:20 p.m., not involved in a supervised extra-curricular activity, will be placed in the Extended School Care program and charged at the regular rate.

In order to attend an after school sporting event a student must be participating on the team or have direct adult supervision while attending the game. Siblings of students participating in after

school sports must have direct adult supervision or they will be checked into Extended School Care.

**12:30 p.m. release days** are listed on the calendar. **12:30 p.m. release days will run from 8:30 a.m. to 12:30.** There will be no lunch period on noon release days. Children are to be transported home by 12:50 p.m. All students remaining will be checked into Extended School Care.

The Kindergarten day will be gradually extended throughout the year. The first and second quarters of school the Kindergarten hours will be from 8:30 a.m. to 12:15 p.m. with the classroom opening at 8:10 a.m. The third quarter the Kindergarten hours will be 8:30 a.m. to 1:15 p.m. The fourth quarter the Kindergarten hours will be 8:30 a.m. to 3:00 p.m.

Kindergarten students are also excused at 12:30 p.m. on noon release days.

## **PARENT-SCHOOL RELATIONS**

### **Forgotten Items**

To minimize classroom interruptions, any forgotten article brought to school during class time must be deposited at the school office, not the classroom. The child may then come to the office at recess or lunch to collect what was left for him/her.

### **Lost and Found**

We maintain a lost and found. All lost clothing articles are kept for one semester in the health room. Any clothing left at the end of each semester is taken to a local social agency. We encourage you to mark your child's clothing for easy identification.

### **Pets on Campus**

Family pets must remain inside the vehicle when on campus. Special visits to the classroom for sharing, etc. must be arranged with the child's teacher.

### **Phone Use**

Students are not allowed to have cell phones on campus at any time. Cell phones may not be used by students before, during, or after school. If a parent deems it necessary for a student to have a cell phone for an after-school, off campus event the parent must submit a request in writing to the child's teacher. The teacher and principal will determine if the request will be honored. If a student is caught with a cell phone at school the phone will be confiscated and may only be retrieved by the parent.

When parents need to be contacted the student or school secretary will phone from the school office.

### **Lunch**

We have a hot lunch program through the Grossmont Union High School District. Hot lunches are not served on holidays, 12:30 release days and Thursdays. Children may order lunch each morning when they arrive in the classroom. The cost is \$3.25 each. Parents may buy ten (10) lunches at a time (\$32.50). Sixth graders serve pizza on Thursdays. There are no refunds for overpayments of hot lunches or pizza. Please make checks out separately for hot lunches and pizza because these are two separate budget items. Children who do not order lunch need to bring their lunch on that day. Children generally eat their lunches in a designated area. **Microwaves for heating lunch foods are not available. Hot water is made available daily.**

### **Milk**

Milk may be ordered daily through the hot lunch program at \$0.40 each.

### **School Yearbook**

A school yearbook is published annually. The yearbook may be ordered for a separate fee. It includes pictures of all students, faculty, and a wide variety of groups, teams, and candid pictures.

### **School Pictures**

School pictures will be taken in the fall. You will receive information about purchasing the pictures, but you are under no obligation to purchase them.

## **Book Covers**

Students are asked to cover all hardcover textbooks to protect them. Students may not use adhesive, sticky plastic book covers, these leave a very tacky surface. Paper or cloth covers please.

## **Cumulative Files**

A cumulative file is kept on each student in the school. This record is passed on from school to school as the student progresses through the grades.

The Family Educational Rights and Privacy Act gives parents of students under 18 years of age the right to see, correct, and control access to student records.

Items in the cumulative file include:

1. Applications for enrollment.
2. Health history.
3. Copies of report cards.
4. Achievement and IQ or Ability test results.
5. Information from doctors, psychologists, and/or tutors that the parents have copies of and/or give permission to be included in the file.
6. Copies of disciplinary notices.

Copying of the information in the cumulative file will be done upon the request of the parents, or when students leave Christ Lutheran School through graduation, moving, or when making a change of schools.

## **Child Abuse Reporting Obligations**

In accordance with California law, the school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities, which would be the procedure followed in most other legal matters. The clear intent of the law is to mandate a report of reasonable suspicion of abuse. School staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## **Party Invitations**

When children are hosting parties, which are held at home, and invitations are distributed at school, the invitations must go to all classmates, or all boys or all girls in the class, and are to be distributed at a time agreed upon by the teacher. If only select students will be invited invitations may not be distributed at school.

## Car Pools

Christ Lutheran School does not provide any bus service to and from school. However, we encourage parents to form car pools whenever possible.

## Parking, Pick-Up, and Drop-Off Safety

The parking lot will be opened at 7 a.m. and 2:45 p.m. On 12:30 p.m. release days the gates will open at 12:15 p.m. We ask that you follow these guidelines when picking up or dropping off your children:

**1. NO PARKING on 2<sup>nd</sup> or 3<sup>rd</sup> level during drop-off and pick-up times** (An exception will be made for parents with babies, toddlers, and preschool age. Use only spaces opposite the new school - against the bank).

**2. DO NOT ENTER the driveway north of the new school during drop-off and pick-up times. ONLY ENTER the old school driveway** (south of the church).

**3. Do not arrive for pick-up until 3 p.m.** Gates will not be open until 2:45 p.m. for parking (p.e. takes place on the 1<sup>st</sup> level driveway). Drive-thru traffic will begin at 3 p.m. If you arrive early you will need to park on the street or at Von's and wait for school to dismiss.

**4. If you'd like to park and walk your child(ren) to or from school you must park on 1<sup>st</sup> level**, walk through the old school/church courtyard, and enter through the new school's front door (La Mesa Blvd).

**5. Drop-off and pick-up will take place on 3<sup>rd</sup> level for all students.**

**6. During drive-thru drop-off and pick-up there will be a loading and unloading zone directly in front of the 3<sup>rd</sup> level door.** Pull up right next to the curb and a teacher/principal will help escort your child(ren) in/out of the vehicle.

**7. When exiting make a RIGHT TURN ONLY** onto La Mesa Blvd.

**8. For middle of the day drop-off and/or pick-up you may park on 3<sup>rd</sup> level or on the street** in front of the new building (La Mesa Blvd.) and proceed to the front office.

Please coordinate a pick-up plan with your family. Will you meet them and walk them to first level? Where will you meet? Will you drive-thru and pick them up? Will they go to Extended School Care? Please have a plan!!! Please arrive after 3 p.m. Please be patient.

## School-Home Communications

We consider ourselves partners with you in ministering to your children. Therefore we feel a need to stay in close communications with you about your children and about the happenings in school in general. We will be using the following regular vehicles to communicate with you. In addition we will also attempt to maintain communication on an informal basis.

Home Visits: Teachers will visit the home of each student before the first day of school.

Lunch Box News: This newsletter will be sent home with your youngest child in a *Special Delivery Envelope*. It will highlight the next week's activities. This is our primary communication paper with parents, and should be read each week.

Parent/Teacher Conferences: These mandatory conferences are scheduled for the end of the first and third quarters.

Periodic Teacher Reports: The teachers will report to you in a variety of ways in addition to the two conferences. Notes, emails, telephone calls, or conferences may be used.

Emails: Reminders and messages from the school office will sometimes be sent electronically.

Gradelink: For parents with students in 4<sup>th</sup> – 8<sup>th</sup> grade this web based grade program allows you to track your students' academic progress and makes communication with teachers very simple. A log in and password is distributed to 4<sup>th</sup> graders and new students at the beginning of the year. If you forget or misplace your log-in details call or email the school office.

School website: [www.lutheranschool.org](http://www.lutheranschool.org)

We earnestly desire to maintain good communication with you.

### **The Parent Connection**

The purpose of the Parent Connection is to promote events, which enable the school family to interact, support, and encourage one another in a Christian environment. The goals are:

1. Create an atmosphere in which the school family will feel comfortable and secure.
2. Provide opportunities for social interaction between school families.
3. Encourage parent volunteer opportunities.
4. Provide additional funding vehicles for Christ Lutheran School.

### **Worship Opportunities**

In addition to regular worship opportunities in your child's classroom, we have a weekly chapel service on Wednesday morning at 8:45 a.m. Parents are invited to attend this service along with the students. Christ Lutheran Church worship schedule includes: Saturday evenings at 5:00 p.m. in Lucas Hall and Sunday mornings at 8:00 and 11:00 in the church sanctuary (traditional format) and 10:30 in the gym (contemporary format).

### **School Calendar**

A school calendar is published yearly. The calendar indicates all school holidays and planned 12:30 release days. We encourage you to keep this calendar for reference throughout the year. Parents will be notified of changes.

### **Field Trip Drivers**

In order for classes to take field trips parent drivers are needed. In order to drive students on any off-campus trip the school must have a copy of the driver's license, current car insurance information, and a completed and signed questionnaire on file in the school office. This information will be kept throughout the school year. Information needs to be renewed annually. If any changes should occur in the driver's insurance or license the school office must be notified.

### **Grievances**

In the event a parent has a question or concern about their child, it is the parent's responsibility to raise this with the child's teacher. If the matter is not settled satisfactorily, then the principal becomes involved. Pastor Burkey may also become involved. If the matter can still not be resolved, the parent may request time before the School Counsel. This process is an application of Jesus' guidelines for resolving issues as found in Matthew, Chapter 18.

### **Retention Policy**

When the teacher determines that a child's achievement does not meet with his/her ability and/or the child's development is a hindrance to his/her academic achievement, the teacher may, after meeting with the parents and upon approval of the Principal, retain the child. This is only done with much conversation and when it is in the best interest of the student.

## **DISCIPLINE AND GUIDELINES**

### **Principles**

At Christ Lutheran School we teach and follow Christian principles in dealing with student's behavior and discipline in general. Discipline recognizes that students need a consistent plan to assist them in developing and practicing positive behavior. Our ultimate goal is that students develop self-discipline. Christian discipline, as practiced at Christ Lutheran School recognizes that:

1. Students need to clearly know the school's guidelines and rules.
2. Students need to know the consequences of breaking guidelines and rules.
3. Each classroom will use a discipline plan that includes:
  - a. Clear identification of the class and school rules.

- b. Clear identification of rewards and punishments that will be used in conjunction with these rules.
4. Discipline addresses the behavior and choices students make. Corrective action is a consequence for inappropriate behavior or choices. Rewards are results of appropriate behavior or choices.
5. In the midst of inappropriate behavior or choices, the student is still loved, but the act still has consequences. The students live under God's love and forgiveness (Gospel), but must also accept the consequences (Law).
6. The discipline plan is another way the school is in partnership with parents for the benefit of the student. We encourage parents to set a good example.

### **Expected Behaviors:**

1. Respect for God
2. Respect for self
3. Respect for authority
4. Respect for others
5. Respect for the environment

At each grade level the teacher will teach the meaning of respect, and apply behaviors and choices that are age appropriate. There are certain inappropriate behaviors that are more serious, and therefore can lead to suspension.

### **School Rules**

In addition to the following general school rules, and those set down in the Suspension section that follows, more specific rules for classroom, playground, lunchroom, and gym use will be explained to each student the first day of school.

1. Students may NOT leave the school grounds at any time during the school day without written permission and clearance from the school office.
2. Students are to be in their assigned play areas during recess and lunch period.
3. Students are not allowed in the classroom at any time unless the teacher is present. (California Education Code)
4. Fighting or "play-fighting" is prohibited and subject to suspension irrespective of whom may have initiated the confrontation.
5. Gum chewing and sunflower seeds are not acceptable on the school grounds.
6. No student may leave campus and return unless in the presence of the parent, guardian, or driver of the carpool. If a parent is on the premises, he/she can write a note to have the student excused to leave and return.

### **Dress for Physical Education Classes**

All students in grades 5-8 will be involved in a departmentalized physical education program. All students in these grades will be expected to wear a gym uniform for the PE class. **The shorts and shirt must be purchased from *Nunes Apparel*.**

## **Student Uniform**

All shirts and outerwear must have Christ Lutheran School's logo and be purchased from *Nunes Apparel*, all bottoms must have the *Nunes* side label (left side under side pocket). Plaid skirts (5-8) and plaid jumpers (k-4).

A black skirt option is allowed for 7<sup>th</sup> & 8<sup>th</sup> grade girls (a junior high privilege). Girls entering 4<sup>th</sup> grade in 2010/11 may purchase the plaid skirt since jumpers will only have one year of wear. This will be for 10/11 only.

Shoes, socks, belts, bike shorts, etc. may be purchased at any store but are available through *Nunes*.

Shoes: Must be flat, fully enclosed and primarily black, gray, or white in color. No boots or sandals.

Socks: Must be worn. Must be visible and black, white, or gray in color.

Belts: Must be black if worn. Belts will only be required if shorts/pants are sloppy in appearance.

Hair accessories for girls: Must be black, white, gray, and/or red.

Hair should be neat, clean, and trimmed. Excessive or distracting hair styles are not appropriate. Long hair and earrings for boys are not appropriate.

Jewelry worn must be simple and not distracting.

Shirts do not have to be worn tucked in, but may be required to be tucked in if they are sloppy in appearance.

“Old” logoed apparel and/or P.E. shirts will be acceptable for the 2010-11 school year.

## **Free-Dress Student Dress Standards**

**NEAT:** All shirts must be hemmed and may be left out only if they do not extend past the students hips or give the appearance of being sloppy. “Gym” or “PE” clothing is not appropriate for the classroom. No ripped clothing.

**CONSERVATIVE:** Not distracting. Hair should be neat, clean and trimmed. Excessive or distracting styles are not appropriate. Earrings for boys are inappropriate. No offensive designs on clothing.

**MODEST:** Clothing should not draw undue attention to the wearer's body. Decency and good taste are expected. Tank tops and shirts exposing the mid-drift are not to be worn. Swimwear is not appropriate. Shorts and skirts must be hemmed and be no shorter than 2 inches above the knee.

**HEALTHY:** Clothes and shoes should provide protection from the elements to avoid illness and discomfort. Fully enclosed and flat shoes only.

### **Suspension and Expulsion**

Suspension from school is not an ordinary punishment. It will be used when other corrective measures have failed, or a serious offense is committed. A suspension may be from part of a day to up to three days. A suspension may be in house (out of classroom, but on campus), or away from campus. When a student is suspended, the parents will be notified of the suspension and the reason for the disciplinary measure. The following criteria may be cause for suspension and expulsion.

1. Causing or attempting to cause damage to school or private property, stealing, or attempting to steal school or private property.
2. Continued willful disobedience, habitual profanity or vulgarity. Open and persistent defiance of the authority of the school personnel. Assault and battery upon a student upon school premises or while under the authority of school personnel. Any threat of force or violence directed toward school personnel at any time or place.
3. Possession, use, or sale of illegal drugs or substances, tobacco, or liquor on the school premises or elsewhere is forbidden. Possession or use of intoxicating liquor while on the school grounds or elsewhere when under the supervision of school authorities. Being under the influence of alcohol or restricted substance is not allowed.
4. Possessing, selling or otherwise furnishing any firearm, knife, explosive, or other dangerous object is forbidden.
5. The school may suspend or expel pupils for misconduct when other means of correction fail to bring back proper conduct.
6. Dangerous act.
7. Harassment.
8. Cheating.

The use and degree of suspension will be administered at the discretion of the principal.

### **Suspension and Expulsion Procedure**

Teachers will address inappropriate and offensive behavior. If such behaviors continue, then the principal upon the recommendation of the teacher may apply the first step of suspension. All suspensions will have a letter or phone call of notice, plus required conference with parents, student, teacher, and principal.

There will be no credit for work missed, but it must be done. A half or full day out of school suspension is considered an absence. The steps of suspension will ordinarily be:

1. A half-day or full day in-school suspension followed by a conference with the student, parents, teacher and principal.
2. A full-day off-campus suspension followed by a conference with the student, parents, teacher and principal. At this time, a probation period for the remainder of the school year will be invoked.
3. Expulsion, with a conference offered to the parent.

## **Harassment Policy**

Christ Lutheran School recognizes that harassment can cause embarrassment, feelings of powerlessness, loss of self-esteem and self-confidence, reduced ability to perform school work, and increased absenteeism or tardiness. It is also directly contrary to God's will and is not in keeping with the principles of Christ Lutheran School. Christ Lutheran School will not tolerate the unlawful harassment of any student by any employee, student, or other person under our jurisdiction.

Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of harassment.

Any student who engages in the harassment of anyone in school may be subject to disciplinary action up to and including expulsion.

Any student who feels that he/she is being harassed should immediately contact the teacher or principal. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. If the situation is not immediately resolved, a complaint may be filed with the School Counsel Chairperson. In no case shall the student be required to resolve the complaint directly with the offending person.

Pursuant to law, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status, or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile or offensive educational environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities at or through the school.

Other types of conduct which are prohibited in the school and which may constitute sexual harassment include:

1. Unwelcome sexual flirtations or propositions.
2. Verbal abuse of a sexual nature.
3. Graphic verbal comments about an individual's body.
4. Sexual jokes, stories, drawings, pictures, or gestures.
5. Spreading sexual rumors.
6. Sexually degrading words used to describe an individual.
7. Touching an individual's body or clothes in a sexual way.
8. Cornering or blocking of normal movements.
9. Displaying sexually suggestive objects in the educational environment.
10. Any act of retaliation against an individual who reports a violation of the school's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

## **ACADEMICS AND PROGRAMS**

### **CURRICULUM**

The curriculum of Christ Lutheran School is designed to give a well-rounded, quality Christian education to each child. We continue to evaluate and update curriculum, as well as textbooks and materials.

Our basic curriculum includes:

#### **Christian Instruction**

All students receive Christian instruction as a course four days a week. On Wednesdays all students will participate in a chapel service. In the instruction we seek to impart to each child the

saving Good News of Jesus Christ. Experiences are then provided for the students to live out the Christian lifestyle as a saved child of God.

Memory of Scripture, prayers, and catechism will also be part of the instruction. The New International Version (NIV) is used in grades 1-8. Students in grades 4-8 are to provide their own copy.

### **Reading/Language Arts**

Students in all grades receive a language-rich experience in reading, writing, speaking and listening. Quality reading materials and literature is used at all levels. Writing skills, including grammar and spelling are emphasized.

### **Math**

Mathematical concepts are sequentially followed through the grades. Basic computation facts are taught, drilled, and practiced. Reasoning and problem solving skills are developed. Enjoyment and practical application of math are fostered.

### **Social Studies**

Social Studies concepts and emphasis vary from grade to grade. The curriculum covers the major social disciplines with emphasis on teaching the dignity of each person and on the interdependence of nations and peoples. History and geography are major themes throughout the curriculum.

### **Science**

Science concepts are developed at all grade levels through study, observation, and experimentation. The scientific method is fostered through hands-on study.

### **Physical Education**

All students have regular physical education classes in which physical fitness, large motor skill development, game playing and good sportsmanship is stressed.

### **Music**

Classroom music is taught as a progressive instruction program throughout grades 2-4. Choirs are also available to children in grades 3-8, with handbells for grades 5-8.

### **Art**

Instruction encourages creative expression through the use of a variety of media. Specific art instruction and art appreciation are also part of the curriculum.

### **Computer Education**

Each classroom will spend time in our extensive computer classroom (with stations for every student) developing computer and technology skills and well as learning to research and produce products using technology. Computer use contracts for students and parents are required to ensure responsible computer usage.

### **Spanish**

Spanish is taught in grades 5-8 by a part-time instructor.

### **Other Areas**

Health, current events, sex education and others are included in the curriculum at various grade levels.

### **GRADING POLICY**

In-so-far as possible, the faculty seeks to measure total student performance, including class work, homework, evaluative testing performance, class participation, and, when appropriate, work on special projects.

Grades one and two use the following grading system:

- 5 = Advanced
- 4 = Performs above expectations
- 3 = Satisfactory
- 2 = Needs additional support/practice
- 1 = Unsatisfactory progress

Grades three to eight use the following grading system:

#### **Grade Keys**

- |               |               |
|---------------|---------------|
| A (93-100%)   | Superior      |
| B (83-92%)    | Above Average |
| C (73-82%)    | Average       |
| D (63-72%)    | Below Average |
| F (below 63%) | Failure       |

#### **Effort Keys**

- |   |                   |
|---|-------------------|
| E | Excellent         |
| S | Satisfactory      |
| N | Needs Improvement |
| U | Unsatisfactory    |

In addition to subject grades, each report card also gives the teacher opportunity to assess growth in work skills and social and emotional development.

### **REPORT CARDS**

Report cards are issued four times a year. The first three grading quarters the report cards will be distributed the Monday after the end of the quarter. The fourth quarter report cards will be distributed the last day of school.

For parents in 4<sup>th</sup> – 8<sup>th</sup> grade a log-in and password will be provided to Gradelink (our on-line grading system). Parents may log-in and/or set up alerts to have regular communication about their student's progress. Contact the school office if you misplace or forget your log-in and password information.

## **PROMOTION**

All students are expected to achieve at least grade level proficiency in order to merit promotion to the next grade, with teacher evaluation and standardized test score review to help form the basis of the decision.

## **HONOR ROLL**

Students in grades 5-8 can achieve honor roll status each report card period. These students will be honored with a special certificates in chapel.

Students who have a grade point average of 3.2--3.49 (A equals 4, B equals 3, etc.) are on honor roll. Students who have a grade point average of 3.5--4.0 are on high honor roll.

## **HOMEWORK**

Homework appropriate to the grade level will be assigned, with increasing length of assignments at the higher levels. Through homework, students can learn valuable and effective independent study skills as well as reinforce the learning that took place in the classroom. Some of the work your children bring home may be unfinished schoolwork. However, specific homework may be given. The following guidelines may be helpful in assisting your child in his/her homework.

1. Students should set aside a certain period of time each afternoon or evening to do their homework assignments.
2. Students should work in a room, which is quiet and free from noisy distractions.

Parents should offer encouragement and guidance, if needed, to their children in this area of their learning. Homework may involve research and reading as well as written work.

## **LIBRARY**

Christ Lutheran School has a quality school library that is available for use by students. Students do not use library cards, but are able to check out books. Students with overdue books will be assessed a fine.

## **RESOURCE PROGRAM**

The resource program addresses the needs of children who benefit from individual or small group instruction in certain academic areas.

The resource teacher relies on past school records, a classroom teacher's referral and testing in identifying children who need special help. Specific needs are determined by testing. The resource teacher, working with the classroom teacher, the parents, and the principal, will design a program to address the needs of that particular child.

Services include Project Read, math tutoring, and general tutoring for upper grades. Sessions are held during the school day at a time most convenient for the student to be out of the class.

The cost for the program is \$75.00 per month, payable in the school office. Tuition assistance can be applied for. Enrollment is a parental decision.

### **EXTENDED SCHOOL CARE**

The Extended School Care (ESC) program is an integral part of the mission and ministry of Christ Lutheran School. As such, it serves a vital purpose, providing a safe, secure environment for children who arrive before and/or remain after the regular school day. ESC provides quality care that promotes each child's basic needs through nurturing staff members and planned environment. The setting is semi-structured and informal, designed to help children grow in Christ and in their relationship with each other and their families. ESC is open to all children of Christ Lutheran School from kindergarten through the eighth grade. The program offers before school care beginning at 7:00 a.m. and after school care until 6:00 p.m. as well as kindergarten care beginning at 12:15 p.m. the first two quarters of school; at 1:15 p.m. for the third quarter.

On 12:30 release days, students enrolled in ESC will meet together at 12:30 in the ESC room.

### **Procedures**

Please fill out the registration form and return it to the school office before the first time use of the ESC program. ESC will serve students who attend regularly and occasionally.

All children still at school at 3:20 p.m. (12:50 p.m. on noon release days) who are not under adult supervision will be signed into the ESC program.

All children MUST be signed in, when arriving and out when leaving, by a parent or other designated adult. This means we need an adult signature and the time so you can be given proper credit.

The fees are based on an hourly rate, to the closest quarter hour. Fees must be paid one month in advance to qualify for the prepaid rate. The prepaid rate is \$3.50 per student per hour. The billed rate is \$4.00 per hour. For time used after the Extended School Care posted hours (6 p.m.), there will be an immediate \$20 charge and a rate of \$1.00 for every minute past 6 p.m. Habitually late pickup will result in suspension from the Extended School Care program. All late ESC payments will be assessed a \$25.00 late fee or 5%, whichever is greater.

### **Homework**

Children will be provided a designated “homework” area apart from other activities. It is, however, the child’s responsibility to acknowledge the existence of homework and to do it. ESC teachers may be available to answer occasional questions but must remain with the group activities at all times. If a child needs continual one-on-one assistance with homework it will be set aside for doing later at home. Please help your child keep paper and pencils in his/her backpack to use for homework.

### **Snack**

The ESC program allows for an after school snack and we depend greatly on the generous contributions of our families to fill this need. Things we like are fruits, vegetables and dip, crackers, cheese, popcorn, frozen pops, sugar free and non-carbonated drinks (to be mixed), fruit juices, and peanut butter.

## **CO-CURRICULAR ACTIVITIES AND PROGRAMS**

### **ANNUAL EVENTS**

Christ Lutheran School has a variety of annual events in which students participate. Some of these events are directly connected with the curriculum, while others are optional.

**Book Fair:** This is an opportunity for students and others to purchase books appropriate to the reading interest of our students. The school library is the beneficiary of the funds raised by this event. September 20-24, 2010.

**Back to School Night:** This is a fun and informal introduction to the school year. The fun begins with a video in the gymnasium and concludes with visits to the classrooms and ice cream in the playground area. September 22, 2010.

**Sock Hop:** This is a family event that provides a DJ for dancing and listening pleasure. Funds raised are used to provide special school assemblies. October 22, 2010.

**Christmas Service:** A brief worship service is prepared and presented by students in our preschool, kindergarten, 3<sup>rd</sup>, and 5<sup>th</sup> grades. Music, scripture, and nativity scenes prepare our hearts for the season of Advent. December 15, 2010.

- Eagle Math:** This is a fun and academic math competition hosted by Christ Lutheran School for 6<sup>th</sup> – 8<sup>th</sup> grade students from Lutheran school throughout the San Diego region. The critical and cooperative thinking takes place in Christ Lutheran School’s gym. January 21, 2011.
- Grandparents Day:** This is a special morning for grandparents to visit school. The activities include a special program, a visit to the classrooms, and sharing the chapel experience with grandchildren. Students are released early to enjoy lunch with their grandparents. February 18, 2011.
- Spelling Bee:** The spelling bee is hosted annually by Grace Lutheran School in Escondido for all Lutheran schools in the San Diego region. Two participants from each 3<sup>rd</sup> – 8<sup>th</sup> grade classroom are selected to participate. March 4, 2011.
- Gifts of Grace Gala:** This is a fun, social evening for adults only is held off-site. The evening includes: silent and live auction items, fellowship, dinner, and entertainment. The purpose of the event is to raise additional funding support for Christ Lutheran School. March 5, 2011.
- Cross Country Meet:** The Cross Country meet is hosted annually by Lutheran High School of San Diego for all Lutheran schools in the San Diego region. All 4<sup>th</sup> – 8<sup>th</sup> grade students participate in the event. March 10, 2011.
- Spring Musical:** This entertaining and gospel filled event will be performed by the kindergarten – 8<sup>th</sup> grade students. Singing, dancing, and acting all performed by students. 1:30 performance on March 24 and 6 p.m. performance on March 25, 2011.
- Exit Exhibit:** Graduating eighth grade students highlight their academic growth. Exhibit materials are categorized by schoolwide learning expectations and grade level. June 1, 2011.
- School Picnic:** This is a family event held off campus that fosters fun and fellowship. Many parents plan time off from their jobs to attend. It is counted as a regular school day. June 13, 2011.
- Awards Assembly:** Participation and special awards are given to students for participation in numerous extra and co-curricular activities. This event takes place in the church sanctuary. June 14, 2011.
- Eighth Grade Graduation:** This very special ceremony and blessing of our graduates is a highlight of the school year. This event takes place in the church sanctuary. June 15, 2011.

## MUSIC

**An annual participation fee of \$25 will be charged for participation in music groups (voice and/or bell choirs).**

A music shirt fee is charged to those students participating in choir/handbells for the first time.

### **Voice Choirs**

Students in grades 3<sup>rd</sup> – 8<sup>th</sup> have the opportunity to participate in voice choirs.

### **Handbells**

Students in grade 5<sup>th</sup> – 8<sup>th</sup> have the opportunity to participate in voice choirs.

### **Private Piano Lessons**

Private piano instruction is offered during the school day from an outside piano teacher at the teacher's discretion. The half-hour lesson is scheduled at times that will least affect classroom instruction. A fee is charged for the weekly half-hour lesson. Unexcused lessons will be charged.

## **ATHLETICS**

**A \$50 per sport fee will be charged for participation extra-curricular school athletics.**

In addition to our regular Physical Education program, we offer an extra curricular athletic program after school. The purpose of the after-school sports program is to teach and exemplify the basic human and Christian values of sportsmanship, cooperation and teamwork. Its goal is to help foster friendships, provide leadership opportunities, and help the students develop a positive attitude toward sports and athletic competition. Students in grades 5-8 have the opportunity to be involved in the following sports.

Girls - Volleyball and Basketball

Boys - Volleyball and Basketball

A uniform fee is charged to those students participating in volleyball and/or basketball for the first time.

### **Tryouts**

When there are more students than space on the team, tryouts or other options may be employed.

## **OTHERS**

### **Outside Organizations**

No selling of products on school grounds. If students have signed up with baseball, soccer, scouts, etc., there is NO solicitation of products on school grounds.

### **Scouting**

Several scouting troops meet after school on our facilities. Although our school does not directly sponsor the groups, they are composed mostly of children from our school family.

### **Yearbook Committee**

Students in grades 7 and 8 have the opportunity to work, with teacher and parent volunteers putting the school yearbook together. This work is done outside of classroom hours usually after school.

### **Online Student News**

Students in grades 7 and 8 have the opportunity to work with teacher and parent volunteers writing, editing, and publishing school news pieces for posting on our student Electronic Newsletter.

## **CO-CURRICULAR ELIGIBILITY**

Students involved in any co-curricular program are to maintain at least a 2.0 grade point average (GPA), with no “F” grades. Academic eligibility will be determined by mid – quarter and by end of quarter reports. Any teacher or administrator may declare behavioral ineligibility when the participant’s action is extreme or continuously undesirable. Co-curricular opportunities are a privilege.

## **HEALTH INFORMATION**

### **EMERGENCY FORMS**

An Emergency Form is required for each student. This form will be included in the re-enrollment materials (returning families) or registration materials (new families). Authorized personnel keep these forms in the school office for easy reference. These forms also accompany your child on any school sponsored off-site events. It is important that you keep the information on the form up to date. If there are any changes during the year, please notify the school office immediately.

### **EMERGENCIES**

In case of emergency, such as sudden illness or serious injury, every attempt will be made to immediately notify parents. It is understood that enrollment at Christ Lutheran School confers upon the school the obligation to select emergency care providers in the absence of our ability to reach the parents, and that no liability would attach to such a decision in the event parents cannot be reached.

### **FIRST AID**

Our school office is equipped with first aid supplies for minor emergencies. If a child is seriously injured we will arrange for his/her immediate care and transportation to an emergency room via paramedics. You will be contacted immediately.

## **ILLNESS DURING SCHOOL**

We are not equipped to accommodate sick children for any length of time. Therefore, if a child is too sick to return to class, the parent, or representative of the family (as noted on the student information form) will be called to take the child home.

## **MEDICATION**

The purpose of allowing medication to be given to pupils by authorized school personnel is to help provide for their general welfare by following the instructions of their physician. Administration of medication during school hours by school personnel will be permitted only when the medication is in the prescribed container with instructions and is accompanied with a signed and dated note from the parent.

## **CONTAGIOUS DISEASES**

If your child should contract a contagious disease, it is required (Health Department Regulation) that you submit a medical release form before the child may return to school. Parents of a class will be notified by written notice when a child in that class contracts particular contagious diseases.

## **IMMUNIZATIONS AND PHYSICALS**

The school must be provided updated immunization records for each child. Each child is to have a physical before he/she enters kindergarten. Failure to provide the immunization records or have the physical will necessitate exclusion from school.

## **NATURAL DISASTERS**

In the event of a natural disaster we will ordinarily follow the direction of the La Mesa-Spring Valley School district as to the opening or closing of the school.

The school has a written disaster plan, with a detailed earthquake plan. Emergency food, water, and supplies are stored in case of a disaster.