

CHRIST LUTHERAN SCHOOL

Established 1958



2020-2021 Parent/Student Handbook

Kindergarten – 8th Grade

May the God of endurance and encouragement grant you to live in such harmony with one another... that together you may with one voice glorify God... Romans 15:5-6

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MESSAGE FROM THE PRINCIPAL

Dear Parents and Students of Christ Lutheran School,

Welcome to Christ Lutheran where faith, academics, and families come together! We are blessed to have you partner with us to enrich children's lives and develop character traits that inspire them to be active and impactful in the community.

Christ Lutheran students experience the excitement of learning and are fostered to be curious and grow in their God-given talents. Children live in a world full of discovery, innovations, and new accomplishments. They are guided to think for the future. Building confidence through encouragement, they study the life and teachings of Jesus and realize He not only made an impact on the world—He changed the world, forever! Through His birth, death and resurrection, He paid the price for our sins and promised eternal life to all who believe. We provide positive learning in an honoring Christian environment to equip students with the beneficial skills of sharing their love, joy, and knowledge with others. Our mission is to prepare and encourage students to become passionate Christian leaders who proclaim the love of Jesus.

Christ Lutheran offers a partnership with parents to work closely together in the growth and development of children. This handbook provides you with vital information on the operation of the school. It is essential to read it thoroughly and share it with your child. Parents who take an active interest in the education of their child by supporting the policies of Christ Lutheran, reinforce what is taught in school.

As we begin this school year, we are more aware of the role of versatility to the learning environment. Added measures adhering to health and safety procedures are in place to protect and maintain a healthy campus. Flexible learning spaces will provide social distancing. Whether learning is on campus or at a distance, a priority is to provide a strong community through connections.

We have passionate teachers who are talented at inspiring children through exciting experiences that motivate and support active learning in the classroom. Students will be encouraged to appreciate their unique abilities and connect with the world around them. May God bless us beyond our imagination and guide us as we fulfill the responsibility of growing children to be noble Knights for Christ.

Working together for Christ,



Marsha Hafer

Principal



CHRIST LUTHERAN SCHOOL

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

We are KNIGHTS for CHRIST and within our community, we develop each student's sense of responsibility, compassion, honesty, and self-discipline. Our goal is to produce confident and ethical young people equipped for the challenges of life. Through experiences, students develop knowledge, emotional and physical health, civic inspiration, and an appreciation for the arts and the world beyond the classroom. As children of God, we encourage children to identify self-worth only in God, and to develop a sensitivity to the feelings and needs of others. Our children learn to recognize how their actions affect the nature and function of the school and the global community in which they live. As Christ Lutheran *Knights for Christ*, we *SERVE!*

S	Successful Learners	diligent learners who show growth, build curiosity, and apply knowledge
E	Emotionally Secure	confident learners who communicate with truth and grace
R	Responsible Citizens	respectful learners who take initiative and contribute locally and globally
V	Vibrant Believers	passionate Christians who proclaim the love of God
E	Engaged Physically	active learners whose lifestyle honors God

ACCREDITATION

Christ Lutheran School has completed a detailed process to be awarded accreditation by the Western Association of Schools and Colleges (WASC) and the National Lutheran School Accreditation Commission from the LCMS. Accreditation is reviewed regularly and maintained as a significant endorsement of a high-quality and well-balanced educational program. Annual reports are submitted to report on the progress of the school improvement plan.

ADMINISTRATION OF THE SCHOOL

Our School is an extension of the ministry of Christ Lutheran Church and has been in existence since 1958 in the Pacific Southwest District, Lutheran Church Missouri-Synod (LCMS). There are about 2,000 schools supported by the LC-MS across the nation. These schools, ranging from early childhood to college, have offered excellent Christian and academic education for over 150 years.

The Board of Directors represents the members of Christ Lutheran Church. The Board and Pastor, who serves as ex-officio member, shape the desired outcomes and policies of our Church and School. These policies then provide the framework for the Pastor and the Principal and their teams in discerning all operational strategies and decisions that are formulated and implemented to achieve the desired outcomes and goals.

The School Ministry Team, consisting of school families and members of Christ Lutheran, is a Board appointed entity, and led by the Principal. It is an advisory team, providing the critical support necessary to address all concerns, clarify outcomes and goals, and to achieve all educational targets for success.

CHRISTIAN BELIEFS

Our Christian beliefs are not innovative -- anyone familiar with historic Christian doctrine will find that our beliefs fall in the center of evangelical theology ("evangelical" means theology derived from the evangel, or the Gospel). Our Christian beliefs, as understood and taught in the LCMS, extend to everything that is done at Christ. Christian instruction is not only carried out formally but is integrated into the study of every subject. Students are immersed in a Christian atmosphere, surrounded by teachers, administrators, pastors, and staff members who strive to have their very presence be a testimony to the Christian faith and the distinctively Lutheran manner of expressing that faith. (For more information and to study our statement of faith, you may go to www.lcms.org/about/beliefs.)

The LCMS is a creed-based church body with definite beliefs on many points of Christian faith and life. For instance, we believe that human beings are created by God in His image. Therefore, every person, from conception to natural death, possesses inherent dignity and immeasurable worth including preborn children, elderly individuals, those with special needs and others marginalized by society. Christians, then, are called to defend, protect, and value all human life. Moreover, we affirm the importance of a stable family life, faithfulness in marriage between a man and a woman, and abstention from those things which would harm our physical bodies. As the only rule for Faith and life, God's Word shows us that cohabitation, fornication, homosexual relations, and all sexual relations outside the marital relationship are opposed to the plan He established at creation. While we will not shy away from any of these teachings, we also will not deny admission as a result of these sins. This is a campus where all sinners can find relief and a sense of belonging.

Finally, everyone in our Church and School shall refrain from advocating doctrines and teachings that are not included in our Christian beliefs and statement of faith in such a way as to cause dissension. Although a person is not required to believe or confess the teachings and beliefs of the LCMS, we expect that he or she will not act in a way that is contrary to or disrupts the teachings of this school in matters of religious faith and personal conduct or otherwise weaken or undermine the culture being developed at the school.

WORSHIP AT CHRIST LUTHERAN

Sunday, 8:00 AM - Classic Worship

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

Sunday, 10:30 AM - Contemporary Worship

Wednesday, 8:30 AM - School Chapel

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

CHAPEL SERVICES

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

BAPTISM

In Matthew 28:19, Jesus tells us to “go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit.” If your child has not been baptized, we invite you to consider the possibility of having him/her baptized at Christ Lutheran Church. If you would like more information on the blessings of baptism, please contact your child’s teacher, the principal, or the pastor. A child and his/her family may choose to have the baptism during school chapel or one of the worship services.

CONFIRMATION

In the Lutheran Church, Confirmation is the rite by which baptized persons, after having received a course of instruction, make a public confession of their faith. Confirmation classes are offered to students in eighth grade. If you would like to inquire about Confirmation, please contact your child’s teacher, the school principal or the pastoral staff.

CHILDREN'S MINISTRY

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

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

GENERAL INFORMATION

ADMISSIONS

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

Students who enter Christ Lutheran from another school must present a report card and standardized achievement scores if available. All students new to Christ Lutheran School will be interviewed and assessed by the school principal and/or teacher. All new kindergarteners will be assessed using the Chancy and Bruce Kindergarten Readiness Assessment before final enrollment. To be enrolled in kindergarten, students must be five (5) years old on or before September 1st. Birth certificates are required as proof of age for enrollment.

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

All new enrollments are subject to an academic and conduct probationary period of one trimester. Students who are accepted must apply themselves in accordance with the ability that God has given them, conform to all regulations and rules of the school, and respect Lutheran teaching.

TUITION, FEES AND REFUND POLICY

Tuition rates are published each spring at the time of re-enrollment for the following year. Tuition payments may be made in full, in two semi-annual payments, or monthly through FACTS Tuition Management. Tuition payments are automatically debited through FACTS Tuition Management. A grace period of ten days is allowed, after which time a \$25.00 late fee will be assessed on all late payments. A fee of \$30.00 will be charged for all failed debits. Parents delinquent in school tuition and SAC fees will meet with the Principal to discuss a payment policy plan.

Optional and incidental fees may include but are not limited to milk fees, field trips, class parties or other special events. The school makes every effort to keep these additional fees to a minimum.

Scholarship is available for families regardless of race, color, national or ethnic origin. Funds are limited, though every effort is made to provide as much assistance as is available to those in need. Those interested in financial assistance should fill out an application through FACTS. The Scholarship Committee reviews the applications and follows an established qualification process to determine appropriate amounts of assistance.

A student enrolls for a full school year. The Tuition Refund Policy states any student withdrawing after July 1, forfeits the registration fee per student. In addition, beginning August 1, the monthly tuition payment is due through the end of the trimester. The Student Withdraw Form can be found in the school office.

SCHOOL HOURS

Kindergarten-8th grade	Monday-Friday	8:05 a.m. – 3:00 p.m.
School Age Care	Monday-Friday	7:00 a.m. – 8:05 a.m. 3:00 p.m. – 6:00 p.m.
School Office Hours	Monday-Friday	8:00 a.m. – 4:00 p.m.

SCHOOL AGE CARE (SAC)

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

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

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

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

EARLY DISMISSAL DAYS

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

PARKING LOT GUIDELINES

- Parking lot speed limit is 10 mph
- Please use caution when driving in and out of the parking lot
- Once in the parking lot, traffic flows one way in a counterclockwise motion; please make sure to pull forward to promote a continuous flow of traffic
- Enter campus from Victoria Street or Congress Street
- Stop and pull over to drop off your child (ren) in the **main parking lot** (School Age Care sidewalk or near the entryway to the plaza)

- It is important to be prompt in picking up your child, however, please do not arrive before 2:50 PM to wait for your child
- **K-2 WAITING AREA** - the grass in front of the lunch tables
- **3-8 WAITING AREA** - the center parking area of the main parking lot
- Older siblings wait with their younger sibling during pick up to assist with the flow of traffic
- If parking, please park against the wall and use the designated crosswalks
- Rainy day pick-up is along the sidewalk outside of SAC and Makerspace

PARENT TEACHER LEAGUE (PTL)

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

PARENT SERVE HOURS (PSH) PROGRAM

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

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

HEALTH INFORMATION

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

Children must stay at home when suffering from infectious diseases. Children with vomiting, diarrhea, and/or high fever need to be kept home. If a student is sick with a fever, keep them at home until they are fever free for 24 hours. If your child is returning from an illness that requires medication to be given at school, or having an infectious illness, please abide by the medication policy -- Under the California Education Code, medication (prescribed or over-the-counter) can be given at school only with written parental authorization. Medications are to be in the original labeled container with exact directions for administration as prescribed by the physician. **All medications must be taken to the office** and are not to be kept in lockers, desks, cubbies, backpacks, or lunch containers. The one exception is an inhaler for asthma. The teacher must know it is in the possession of the child.

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

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

ALLERGY GUIDELINES

Christ Lutheran School makes every effort to provide a safe learning environment for all children and will accommodate within reason children with various types of allergies, like food, bee stings and the like. Students may have severe and potentially life-threatening allergies to food. Rules and guidelines are in place for parents, students and school staff to work closely together. Christ Lutheran School is not a peanut and nut free campus. The school staff work diligently to provide all children with a safe environment while considering the total school population.

In an effort to allow children the opportunity to participate in class activities, we ask that parents respect the life threatening allergies by enclosing any foods which contain, or may contain, peanut butter, peanuts, peanut oil, nuts, or tree nuts in sealed plastic bags. A policy of not sharing foods will be followed in classrooms and at the lunch tables to lessen the chances of exposing a student to life threatening allergens.

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

LUNCHES

Students may pack their own lunches each day or use our hot lunch company “Cater Tots”. Hot lunches are available daily on an optional basis for all students in kindergarten through grade 8. Lunches are ordered in advance and paid for online. For website information and our special ordering number please refer to our school website under Hot Lunches. Milk is also available and must be purchased in advance on an annual basis.

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

COMMUNICATION

Knights News will be emailed regularly to keep parents and students informed of school events. The newsletter is also archived on the Christ Lutheran School mobile app.

Christ Lutheran School Mobile App is free to download. It provides helpful information (online calendar, school newsletter, absence form, special event reminders, Renweb, etc.).

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

ACADEMIC INFORMATION

CURRICULUM AND STANDARDS

Christ Lutheran School offers a challenging Christ-centered curriculum through implementation of objectives that follow National State Certified Standards.

Our students are encouraged to be high achievers and are prepared for the future. Christ Lutheran has the wonderful privilege and responsibility of bringing Christ and His Word into all that we do each day. The Christian environment is an important benefit to students as they are guided to work toward the academic success of their God-given talents.

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

GRADING

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

KINDERGARTEN – 2 ND :		
E	Exemplary	96-100%
M	Mastery	90-95%
P	Proficient	80-89%
D	Developing	70-79%
U	Unsatisfactory	60-69%
I	Insufficient	59% or below

GRADES 3 RD -8 TH :					
A+	100-99%	4.0	E	Excellent	
A	98-93%	4.0	S	Satisfactory	
A-	92-90%	3.7	N	Needs Improvement	
B+	89-88%	3.3	U	Unsatisfactory	
B	87-83%	3.0			
B-	82-80%	2.7			
C+	79-78%	2.3			
C	77-73%	2.0			
C-	72-70%	1.7			
D+	69-68%	1.3			
D	67-63%	1.0			
D-	62-60%	0.7			
F	59-0%	0			

STUDENT PROGRESS

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

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

HOMEWORK

Research consistently shows that parents are a key factor in students' achievement at school. Parents participation in the homework process includes offering encouragement and guidance for students to stick to a routine in completing homework. Homework allows students the practice to learn the lessons taught during the school day. Assigned homework stretches thinking and allows students to apply their learning and develop independence.

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

Below are guidelines for average homework times per department.

Average Homework Time

Grades K, 1, 2	15-30 minutes
Grades 3, 4, 5	30-60 minutes
Grades 6, 7, 8	1-2 hours

HONOR ROLL AND OTHER AWARDS

Students in grades 6 through 8 are eligible for Honor Roll. A 3.5 grade average must be maintained with no C or lower letter grade in any classes. Honor Roll students are recognized at the end of each trimester for attaining outstanding academic success. Additionally, students in grades Kindergarten through 8th grade are recognized for excellent church attendance and reading achievement through Accelerated Reader points.

MAP TESTING

NWEA is a research-based, not-for-profit organization that supports students and educators worldwide by creating assessment solutions that precisely measure growth and proficiency—and provide insights to help tailor instruction. Students in grades K-8 participate in MAP Testing to assess progress in Math and Language Arts three times a year (Fall, Winter, Spring). Teachers use the data to identify growth and provide the support necessary to ensure student success.

THE LEARNING LAB PROGRAM

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

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

ATTENDANCE

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

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

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

Absences

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

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

Tardiness

Timely arrival to school is essential for students to gain all educational opportunities. A student’s tardiness disrupts routines and impacts the learning opportunities of other students in the class. The first bell rings at 8:05 AM and students are expected to be in their class ready to learn at 8:15 AM when the bell rings and school begins. Any student who arrives late to class must check in at the front office and receive a tardy slip to enter class.

Tardies include **medical, dental (must be accompanied by a doctor/dentist office note)**, bereavement, illness or approved educational service appointments or accommodations. Students will be expected to make up any work missed due to tardiness. When excessive tardies occur, a conference will be requested with the family to discuss compliance and cooperation with the tardy policy. Students that have perfect school attendance but have accumulated 10 or more tardies during the school year will not receive perfect attendance awards.

Leaving School Grounds/Closed Campus

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

Family Vacations

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

Attendance and Participation in Afterschool Activities

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

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

CO-CURRICULAR ACTIVITIES

Co-curricular activities at Christ Lutheran are learning experiences designed to complement what students are learning in the school curriculum.

AFTER-SCHOOL ATHLETIC PROGRAM

Christ Lutheran School offers a unique opportunity for grades 5 through 8 to participate in a variety of afterschool sports programs. Boys may participate in flag football, basketball, track, and volleyball. Girls may participate in basketball, volleyball, track, and flag football. Flag football participation is limited to girls in grades 7 and 8 only, as is volleyball participation for boys. All sports are divided into 5th/6th grade and 7th/8th grade teams. Track is separated into three divisions based on age, weight, height and includes students in 4th grade.

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

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

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

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

BATTLE OF THE BOOKS (BOB)

Battle of the Books (BOB) is a reading incentive program which engages students in reading quality literature across genres. Students will be exposed to some of the best children's literature and will have the opportunity to read outside of their comfort zone. In March, we will have a Battle of the Books competition with each other where we test our knowledge about the books we have read.

LIBRARY

The school library is available to K-8 grade students. Students may check out books during the week for personal reading at home. Books are to be returned the following week in order to check out additional books. Students are responsible for damage beyond normal wear and book replacement for lost materials.

MUSIC

Music instruction is experienced at all grade levels to develop foundational and performance skills. Musical instrument instruction is offered throughout the grades with various instruments including ukulele, guitar, recorder, and handbells. Middle school students explore a dedicated development of instrumental music through the Symphonic Knights Band. Students in middle school may also participate in Chapel Band which performs at Wednesday chapel services throughout the year.

PHYSICAL EDUCATION

The physical education program is designed to develop physical health, fitness, and character in students. A student will be expected to participate unless they have a written excuse for a legitimate reason. If a student is to be excused for more than one day, a physician's notice is required. Students of all grades need appropriate footwear for participation with non-marring soles and laces need to be tied securely outside the shoe.

Students in grades 5-8 will dress in their school P.E. uniform as part of their participation grade. The uniform is available through Lands' End. P.E. uniforms are not to be worn as regular dress to school, they are to be brought to school and changed into during the designated break time. Uniforms must be taken home for washing on a weekly basis. Students are asked to bring deodorant in their gym bags to help with personal hygiene.

SCIENCE OLYMPICS

Middle school students have an opportunity to participate in an extracurricular activity to prepare for a Science Olympics team. This team competes in a local competition held at Orange Lutheran high school. Each year, a designated theme is assigned to guide students through various hands-on experiences across the science standards.

SPANISH

Christ Lutheran School offers Spanish class to students in kindergarten through grade 8. Students are introduced to the basics of Spanish as a second language with classroom activities and songs. In middle school, students build on this knowledge with a more comprehensive application in global cultural studies and mission work.

TECHNOLOGY

In grades K-2, students use touchscreen digital devices and Chromebooks to enrich learning. In grades 3-8, Christ Lutheran is a 1-1 Chromebook campus. Families purchase the Chromebook and maintain the device. The Chromebook is used throughout the school day to enrich and enhance student learning. Permission must be granted by the classroom teacher before use of additional electronic devices.

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

Internet filtering software has been installed on all computers on campus. Student use of computers and the Internet will be supervised by an instructor. Students at Christ Lutheran School are responsible for appropriate behavior on the school's computer network and equipment. It is expected that users will comply with the school's standards as set forth in the outline below. The use of the computer network is a privilege and may be revoked if abused.

SCHOOL POLICIES

Enrollment at Christ Lutheran implies both students and parents comply with the purpose of the school. Our purpose is carried out in an environment of Christian love, forgiveness, and self-discipline. Academic success is fostered when students contribute to the spirit and atmosphere of the school and act responsibly with respect for self and others, including all in authority, God, and His Word. A positive and cooperative school climate is kept when disruption is eliminated and characteristics of honesty, perseverance and Christian values radiate throughout campus.

EXPECTATIONS OF PARENTS

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

- *Welcome Back to School BBQ* – Scheduled in August for teachers, parents, and students to meet and reunite as they share initial classroom information and establish clear communication.
- *Back to School Night* – Scheduled one evening a few weeks into the school year for parents to attend a presentation by the teacher expressing classroom expectations and establishing clear communication.
- *Parent/Teacher Conferences* – Scheduled twice a year to discuss student progress.

DISCIPLINE

Each classroom teacher explains their classroom procedures to the students and parents at the beginning of the school year. Positive classroom discipline is designed as a set of guidelines, rules, and procedures, used to shape the character and spirit of individuals. At Christ Lutheran, we focus on the necessity for discipline as a Scriptural principle to teach children appropriate behavior to become responsible Christian citizens by developing self-discipline and respect for self and others. There is room for the Law, rules and consequences, and there is opportunity for the Gospel, grace after repentance and forgiveness. This gift of grace allows us to start anew. This is effectively achieved with a strong home-school partnership. Parents and teachers contribute by serving as positive role models, establishing clear expectations, and recognizing success and achievement.

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

Repeated misbehavior can result in loss of privileges, a specific behavior plan, or suspension from school. When a parent has a concern regarding a classroom or playground issue, please contact the teacher directly. Bullying, demeaning, taunting, intimidation, threats of violence and other disruptive behavior at school will not be tolerated. All reports of instances will be taken seriously and dealt with appropriately. Reports should be made immediately to the person in charge. These behaviors can include oral or written statements and gestures or expressions which communicate a direct or indirect threat of harm.

BEHAVIOR AND ACADEMIC DETENTIONS

Students assigned an after-school detention for behavior or academic infractions will serve from 3:15-

4:15 PM. Failure on the student's part to return the signed detention form or report to detention on the assigned day will result in further consequences.

UNIFORM AND ALTERNATE DRESS POLICY

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

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

LANDS' END: www.landsend.com is the official uniform provider for Christ Lutheran School

Lands' End Guarantee – If you are not satisfied with any item, simply return it at any time for an exchange or refund of its purchase price.

LAND'S END TOPS (LOGO REQUIRED):

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

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

BOTTOMS and BELTS:

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

Boys: Pants and Shorts

Colors: Navy Blue, Khaki

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

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

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

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

SOCKS/LEGGINGS/TIGHTS:

Socks, tights, and leggings must be solid uniform colors and may be purchased from any store. Leggings may not be worn alone. Solid colored socks (small brand logos are acceptable) in uniform colors must be worn with all shoes.

SHOES:

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

HATS/HAIR/ACCESSORIES/MAKEUP/ FINGERNAILS:

- **Hats** and sunglasses are allowed outside only.
- **Hair** is to be neat and clean and of own natural color. Lightening, highlighting, coloring, or accenting of the hair is not allowed. Boys' hair must not cover the eyes or touch the top of the collar.
- **Accessories** causing distractions will not be permitted. No excessive necklaces may be worn. A maximum of 4 bracelets is allowed. Earrings must be no longer than 1 inch.
- **Tattoos** (including sticker or temporary tattoos), and/or body art are not allowed.
- **Makeup** of a natural color may be worn by 6th-8th grade girls; K through 5th grade may not wear makeup.
- **Fingernail** polish may be worn; however, extremes are not permitted (modest and not distracting).
- **Smart watches** are not appropriate for school use and will be stored in backpacks when brought to campus to eliminate distraction from learning.
- **Masks** are to be brought to school daily and worn when social distancing is not practiced. Masks should not distract learning (disposable masks will be provided when inappropriate masks are worn).

OUTERWEAR:

- Coats/Jackets: Must be solid black, navy or gray. **Coats/jackets may not be worn in the classroom** (*including jean jackets*).
- Cardigans in solid school colors (same style as Lands' End) may be worn in classroom.
- All sweatshirts must have a school logo and may be worn in classroom:
 - **Spirit Wear Sweatshirts** in navy blue and gray (available at [CLS Spirit Store](#)).
 - **Christ Lutheran Logo Sweatshirts** in solid gray or navy blue may be purchased through Lands' End.

SPECIAL OCCASION DRESS

Scout Uniform Apparel:

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

Theme Verse Spirit Shirt: (Every Friday)

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

Special Theme Dress Days:

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

Dollar Free Dress Days: (One Friday Per Month)

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

ALTERNATE DRESS CODE GUIDELINES

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

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

- No tank tops, spaghetti straps, bare midriffs, bare backs, sheer/transparent clothing, cutoffs, torn or frayed clothing
- T-shirts are the only acceptable type of collarless shirt
- Clothing must be properly sized—no baggy, oversized, or skintight clothing
- Pictures, symbols, or words must reflect the positive school philosophy
- Jeans may be any solid color denim
- Athletic pants/shorts, and jeggings/leggings are not appropriate pant options

BICYCLES, SKATES, SKATEBOARDS/SCOOTERS

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

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

BIRTHDAY AND PARTY INVITATIONS

Invitations and thank you notes to parties are better mailed to students than delivered at school where they might be misplaced. Invitations handed out at school are to be distributed to all students in the class to be respectful and considerate to every student's feelings. No birthday or individual parties are to be held on the school premises. Class lists for addresses may be obtained from the family directory.

CLASSROOM VISITATION AND OBSERVATION

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

PLAYGROUND

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

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

DAMAGES

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

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

FIELD TRIPS

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

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

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

All transportation of children on field trips will follow child restraint laws according to California State Law. The sixth through eighth grade classes participate in extended classroom experiences. These experiences are for Christ Lutheran students chaperoned by their teachers, staff, and adult family members. Specific qualifications and expectations will be specified for each extended classroom experience. Participating families must be in good standing without any outstanding fees and/or tuition. Fundraising monies that are designated for these trips will be applied to current attending students' field trip fees and will be returned to Christ Lutheran if a student chooses not to participate.

CAR MANNERS

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

LOST AND FOUND

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

PERSONAL ITEMS

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

PETS

Pets that are brought when dropping off students or picking up students must remain in the vehicle for the safety of all, since animals may pose threat or injury when they react to unfamiliar surroundings. Exceptions for "Show and Tell" must be approved ahead of time by administration.

CAMPUS TELEPHONES AND CELL PHONE USAGE

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

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

CHILD ABUSE REPORTING

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

CIVIL DEFENSE AND EMERGENCY PROCEDURES

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

HARASSMENT POLICY

Christ Lutheran School is committed to provide a learning environment that is free from harassment. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

GRIEVANCE POLICY

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

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

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

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



KNIGHTS FOR CHRIST: SCHOOL/HOME AGREEMENT

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

As parent/guardian of a student enrolled at Christ Lutheran School, I promise to encourage him/her to obey the rules of Christ Lutheran School and foster an attitude of respect for the Christian culture maintained at Christ Lutheran School. I promise to abide by the school's attendance and disciplinary policies, as outlined in the Parent/Student Handbook. I will support the administration in maintaining the appropriateness of the school with respect to my child. I will promote unity between home and school. If I have a concern, I will address the concern in the spirit of Matthew 18 by going to the persons most directly involved in the conflict. Christ Lutheran School will provide fundamental Christian training based on God's Word. Our training will include necessary essentials of secular knowledge taught in the light of God's truth. This training will focus on a Christian life, serving God in church and state.

PARENT SIGNATURE

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

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

I acknowledge I have received and read the 2019-2020 Parent/Student Handbook and agree to the commitments set forth above for the current school year.

Please return the signed statement to the school office.

Print Name of Student(s)

Signature of Parent

Date