

CHRIST LUTHERAN SCHOOL

Established 1958



2023-2024 Parent/Student Handbook

Kindergarten – 8th Grade

"Let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven." Matthew 5:16

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Mrs. Jennifer Vorck *Grade 5*

Mrs. Rachel Hines *Middle School*

Mrs. Taylor Holland *Middle School*

Mrs. Jenny Jordan *Middle School*

Mrs. Kristen Bauern *PE*

Miss Jessica Dueker *Art*

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

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.

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,

A handwritten signature in black ink that reads "Robbie Bouslaugh". The script is fluid and cursive.

Robbie Bouslaugh

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	Responsible students who strive for academic growth, pursue continual learning, express creative gifts, and apply knowledge through high-quality work
E	Emotionally Equipped	Confident individuals who are collaborative and grace-filled
R	Responsible Citizens	Respectful leaders who take initiative and contribute locally and globally
V	Vibrant Believers	Christians who through Bible study and worship grow in their relationship with Jesus and use their gifts to serve others
E	Engaged Physically	Active learners whose choices and actions promote a healthy body and mind

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 LCMS 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, 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. 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 4th grade. Kids 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 or their designee. All new kindergarteners will be assessed using the Gesell 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. The school staff and/or financial administrators will work with parents delinquent in school tuition and/or SAC fees to bring accounts up to date. In the event tuition and/or SAC fees are delinquent for two months, students may be released from CLS or may not be allowed to attend the school's SAC program.

When a student(s) is accepted or re-enrolled into Christ Lutheran School, the school secures a place for the student(s) to receive day school programs for the academic year. The school secures instructional positions and purchases curriculum and supplies for the student(s) based on a shared agreement the student(s) will attend Christ Lutheran. If a student(s) is withdrawn, the registration fee is non-refundable. It is the parent/guardian responsibility to coordinate with the Director of Admissions at Christ Lutheran School regarding withdrawing their student(s). The Director of Admissions can be reached at 949-631-1611 ext. 1003 or at admissions@christcm.org during regular business hours. A signed Christ Lutheran School Student Withdraw Form must be completed in order to withdraw a student from the school. If a signed student withdrawal form for a grade school student (K-8th) is submitted to the school on or after the first day of school, 20 days worth of tuition payments (i.e., one month) are due from the time the student is withdrawn.

Optional and incidental fees may include but are not limited to milk fees, field trips, class parties, special events, unfulfilled parent serve hours and excessive unexcused tardies. Please refer to the Parent Serve Hours and Tardy Policy sections for more information. The school makes every effort to keep these additional fees to a minimum.

Tuition discounts may include, and are not limited to, multiple siblings and church membership discounts. Eligibility for the church member discount involves completion of the church's new members class and a signed and completed Annual Member Tuition Agreement.

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.

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 7:45 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 early dismissal 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 5 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** (Art room 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 the Art Room

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

Each family with children in grades Kindergarten-8th grade is required to donate a minimum of 20 service hours to Christ Lutheran School. (Per family, not per child). More than 20 hours will be gladly accepted but cannot be carried over to the following school year. 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 Family Portal.

Parent SERVE Hours 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 count toward the following school year, while all prior entries will be zeroed out at the end of each 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 (100.4) 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 submit a letter of clearance from a professional lice treatment facility. In addition, treated students are required to provide a follow up letter of clearance between 12-19 days after initial treatment. Siblings that attend CLS preschool or day school will also be required to submit a letter of clearance if someone in their residence is being treated for lice.

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.
- 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/BEVERAGES*

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 preschool 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 Lunch Order. ***No sodas, energy drinks, coffees, etc.**

When students forget to bring lunch in the morning and parents need to drop off a lunch after school begins, please adhere to the following procedures: **Lunches must be dropped off by 11:30 a.m.** All lunches are to be labeled with student name/grade and placed on the cart located in the front office.

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 reporting form, special event reminders, family portal, etc.).

Website (www.school.christcm.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.

VOLUNTEERS

CLS will thrive when all our stakeholders work together for the benefit of our students. Part of that work involves volunteering. To volunteer on campus certain requirements must be met. Please see our volunteer policy, at the end of this handbook, for detailed instructions on the expectations and requirements that must be met to volunteer at CLS. Office staff will help communicate the procedures for completing a criminal background check and other requirements as needed depending on the type of volunteer work to be performed.

ACADEMIC INFORMATION

CURRICULUM AND STANDARDS

Christ Lutheran School offers a challenging Christ-centered curriculum through implementation of objectives that address academic standards recognized for teaching and learning.

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 and Technology. A variety of technology tools are used to support personalized learning.

GRADING

Christ Lutheran uses a standards-based grading system in grades K-8. The benefits of standards-based grading include:

- providing clear communication of growth and proficiency in specific skill and concepts
- promoting a growth mindset as students work towards proficiency
- encouraging focused instruction and intentional planning and assessment
- improving student achievement

Students are regularly assessed to determine their level of proficiency in key standards for each subject. Formative, or practice, assignments will not be factored into the standards-based scores. Report cards will reflect the level of proficiency students have achieved for each standard. Students will receive the following scores on standards-based assessments and the report card:

Proficiency Levels		
4	Proficient	The student consistently demonstrates mastery of the grade level standards. Evidence shows ability to independently apply concepts in a variety of contexts with minimal errors.
3	Approaching Proficiency	The student is able to demonstrate partial understanding of the grade level standards. Student needs some instructional support in order to produce proficient work. Independent work may often contain errors.
2	Minimal Proficiency	The student is demonstrating minimal understanding of grade level standards when working independently. Student needs significant instructional support in order to approach proficiency.
1	Insufficient Evidence for Proficiency	There is lack of evidence to determine proficiency of the grade level standards.
NA	Not Applicable	The standard was not addressed this semester, or the student was not enrolled long enough to accurately assess.

Students in middle school will be given standards-based scores to communicate their level of proficiency in specific areas. In addition, they will receive a Scholarship Grade for each core subject, which is an average of all graded assignments, including homework, projects, and classwork. The scholarship grade will determine eligibility for Honor Roll and is based on the following grading scale:

Grade	Min. Percent	GPA
A+	99%	4.0
A	92.5%	4.0
A-	89.5	3.7
B+	87.5	3.3
B	82.5	3.0
B-	79.5	2.7
C+	77.5	2.3
C	72.5	2.0
C-	69.5	1.7
D+	67.5	1.3
D	62.5	1.0
D-	59.5	0.7
F	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 Scholarship grade average must be maintained as well as a proficiency level of 3 or 4 in all standards. 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 school attendance, excellent church and school 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 will assist teachers and administration to identify and provide academic support for students with special learning needs. Individualized Learning Plans will be applied when I.E.P.s are 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 School” 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.

Tardy Policy

Timely arrival to school is essential for students to gain all educational opportunities. Students can be dropped off in the plaza beginning at 7:45 am without having to be enrolled in morning SAC. The morning courtyard gathering begins at 8:05 AM and students are expected to be in their class ready to learn at 8:15 AM when school begins. Students arriving after this time must gain admittance by obtaining a tardy pass from the school office and must be signed in by a parent or guardian. A student’s tardiness disrupts routines and impacts the learning opportunities of other students in the class. Students will be expected to make up any work missed due to tardiness.

Excused tardies include medical, dental, bereavement, illness or approved educational service appointments or accommodations. Excused tardies must be signed in at the front office and accompanied by a parent/email note or, if medical in nature, physician documentation. Failure to provide adequate documentation/communication to the school results in an unexcused tardy being issued.

The following steps below will be followed when excessive unexcused tardies occur. Excessive tardiness will also affect attendance award eligibility.

- Tardies are assessed on a trimester basis. At the completion of each trimester, tardies are reset to 0 for each family/student.
- Unexcused tardies 1-5 serve as a grace period.
- When a student reaches their 6th unexcused tardy for the trimester, a written warning is provided.
- Unexcused Tardies beyond 10 a trimester, will result in a letter and a \$10 fine for each occurrence. Unexcused tardy fines will be processed cumulatively at the end of each trimester.
- Unexcused Tardies beyond 15 a trimester, may result in formal meetings, additional fines and/or detentions.

The school understands that extenuating circumstances sometimes exist and is committed to working in partnership with families to promote punctuality and student success.

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.

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 exists to connect people to Jesus by partnering with parents to educate the whole child spiritually, academically, emotionally, and physically in a Christ-centered environment.

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.

Therefore, the athletic program is a ministry of Christ Lutheran School and is designed to promote participation in interscholastic sports for both boys and girls in Grades 4-8. Christ Lutheran participates in the Lutheran Orange County Athletic League (LOCAL). Christ Lutheran School believes and expects their student-athletes, coaches, and parents to emulate Jesus Christ in everything they do, including how they compete, coach, and cheer.

All students are encouraged to participate in after school sports. At Christ Lutheran, students are committed to their academic achievement first and foremost. In order for this to be accomplished, students must:

- be present for more than half of the school day (3 hours or more) to participate in any games or practices that day
- consistently submit classroom assignments, homework, and tests in all subject areas. Students will not be allowed to participate in any practice or game if standards of responsibility are not met. Teachers will communicate with Athletic Director if students do not meet these requirements.
- maintain a C- average in core classes (Middle school - Discipleship, ELA, Math, History, and Science)
- attend all practices and games unless otherwise communicated with the coach in advance
- maintain a positive attitude and keep good behavior at school, practices, and games

BATTLE OF THE BOOKS (BOB)

Battle of the Books (BOB) is a reading incentive program for students in grades 4 and 5 which engages students in reading quality literature across genres. Students who choose to participate will read a selection of 15 to 20 of the best children's fiction and non-fiction novels. In March, participating students have a Battle of the Books competition with each other where they demonstrate their knowledge about the books they have read. A team of six students continues to a district level competition off-campus.

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. Students in middle school may also participate in Chapel Band which performs at Wednesday chapel services throughout the year.

ART

Christ Lutheran School offers Art class to students in kindergarten through grade 8. Students are introduced to different art media like painting, drawing, sculpting, and much more. Every class has one to two art projects per week.

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.

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 Technology Acceptable Use 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 Technology Acceptable Use Agreement. The use of the computer network is a privilege and may be revoked if abused. Please find the Technology Acceptable Use Agreement at the back of this handbook.

Families seeking to provide an assistive technology application or extension on a students' Chromebook must work with the Director of Student Support to ensure the application has been approved in advance. For an application that has not yet been approved, the Director of Student Support needs to first approve the learning benefit to the student, and then it must be approved to be deployed and executed by I.T. (for licensing, and compatibility and privacy).

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 behavior 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.

The primary behavior management strategy used by faculty and staff is Love and Logic. Love & Logic offers practical strategies for adults to respond when students have difficulty following expectations. The strategies are based on the following core principles: mutual dignity and respect, sincere empathy, shared thinking, shared control within limits, and healthy relationships. Staff may also direct students to take breaks when minor misbehavior occurs. Breaks can be given in class or in an alternative location. These breaks allow students to regulate their emotions, think about their behavior, and provide a temporary reset for students to display expected student behavior.

When students engage in misbehavior, appropriate staff will take action by applying professional discretion with appropriate consequences. Christ Lutheran School reserves the right to determine, at its sole discretion, the appropriate consequences for students in all disciplinary cases or incidents.

When a parent has a concern regarding a classroom or playground issue that school staff may not be aware of, please contact the teacher directly. All reports of instances will be taken seriously and dealt with appropriately.

Major behavioral incidents will be handled by an administrator on a case-by-case basis. Repeated misbehavior or significant behavioral incidents may result in loss of privileges, a specific behavior plan, behavior probation, suspension, or expulsion from school. Parents will be notified whenever a behavior plan, behavior probation, suspension, or expulsion has been decided by a school administrator. Christ Lutheran School reserves the right to determine, at its sole discretion, the appropriate consequences for students in all disciplinary cases or incidents.

Major Offenses include, but are not limited to:

- Possession or participation in the use of alcohol, tobacco, or illegal drugs or related paraphernalia while on campus or at a school sponsored event
- Possession of obscene materials while on campus or the transmission/sharing of such material with other CLS students *during or outside of the school day).
- Possession or participation in the use of a dangerous weapon or ammunition while on campus
- Possession of toys used as a representation of a weapon
- Possession or participation in the use of matches, lighters, fireworks or other explosive devices while on campus
- Making criminal or terroristic threats against the school, CLS students, families, guests, or personnel
- Flagrant use of a digital device to violate the privacy rights of others
- Lying
- Cheating on tests, quizzes and/or assignments
- Bullying or harassment
- Stealing
- Destruction of personal and or school property
- Use of profanity and/or offensive language (including gestures and actions)
- Inappropriate physical behavior
- Fighting or encouraging others to fight

Students with knowledge of the above offenses, who fail to report incidents to staff, teachers and/or faculty may be subject to discipline.

The school reserves the right to search desk, lockers, apparel, and personal property at any time the school believes there has been a violation of school policy or conduct contrary to the values of the school; the school may also seize a personal property if it is deemed necessary.

In extreme cases, students may be subject to criminal or civil penalties. Christ Lutheran School will cooperate with law enforcement officials if a law is broken.

PROBATION

If a student has academic or behavioral concerns, they may be placed on probation. The goal of probation is for the student support team to identify the primary issue causing the main problem, provide supports to improve the problem, and to clearly identify what will happen if improvement is not made. If a student has behavioral or academic problems, we will work with and pray for parents and students. At the same time, it needs to be understood by parents and students that the school is not an institution that specializes in the correction of significant behavior concerns. At any time during this period, the school may rescind its acceptance of your child for any reason. This rescission will be effective immediately.

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.

ANTI-BULLYING POLICY

In an effort to instill biblical values and to protect our loving environment, our school has adopted this Anti-Bullying policy. From time to time, conflict will occur between students. CLS realizes that while conflict may occur when it turns into bullying it is never acceptable. We have zero tolerance for such conduct and consistent with this policy any bullying violation will result in appropriate disciplinary action, including and up to expulsion. Any such disciplinary sanctions shall be imposed in accordance with biblical principles, equity, and school policies.

"Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and includes some or more acts committed by a pupil or group of pupils that is directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- A. Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- B. Causing a reasonable pupil to experience a substantially detrimental effect on the pupil's physical or mental health.
- C. Causing a reasonable pupil to experience substantial interference with the pupil's academic performance.
- D. Causing a reasonable pupil to experience substantial interference with the pupil's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

- i. A message, text, sound, video, or image.
- ii. A post on a social network internet website, including, but not limited to:
 - a. Posting to or creating a burn page. "Burn Page" means an internet website created for the purpose of bullying.
 - b. Creating a credible impersonation of another actual pupil for the purpose of bullying. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying.
 - c. Creating a false profile for the purpose of bullying. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil.
- iii. An act of cyber sexual bullying.

- a. For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has can be reasonably predicted to have one or more bullying effects. A photograph or other visual recording, as described in this subclause, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor is identifiable from the photograph, visual recording, or other electronic act.

The following actions may constitute bullying and are included in all references to “bullying” herein:

- Physical aggression-including hitting, punching, kicking;
- Teasing or verbal abuse, including insults, name calling or racial/sexual remarks;
- Social isolation or manipulation, including intentional exclusion from activities or friendship groups;
- The setting up of humiliation experiences;
- Damaging a person’s property/possessions or taking them without permission;
- Threatening gestures, action or words;
- Written/verbal/electronic messages that contain threats, putdowns, gossip or slander;
- Cyber-bullying through social media, text messaging, email, or other electronic means.

Policy Statement

Christ Lutheran School will not tolerate behavior that infringes on the safety or wellbeing of any student. A student shall not intimidate or harass another student through words or actions. Christ Lutheran School expects students, faculty, staff and parents to immediately report incidents of bullying to the Principal or other school staff member. All reported incidences will be taken seriously and promptly investigated. All Christ Lutheran School personnel who witness such acts shall take immediate steps to intervene when safe to do so. This policy applies to students on school grounds, when traveling to and from school for a school-sponsored activity, or at any school-sponsored activity, whether on or off campus. In addition, this policy applies to student to student communications off campus, outside of school hours.

Bullying Prevention shall be followed by every student while on school grounds, when traveling to and from school for a school-sponsored activity, and at any school-sponsored activity, whether on or off campus. This also includes whenever a student is interacting (in person or online) with a fellow student(s) when that interaction interferes with a student’s educational opportunity or substantially disrupts the orderly operation of the school or school-sponsored activity or event.

Bullying Prevention includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students who experience bullying or those who witness it are expected to immediately report these incidents to the Principal or school staff member.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the Principal or the school’s School Ministry Team (SMT).

- The school strictly prohibits retaliatory behavior against any complainant or any participant in the complaint process.
- All staff, students, and their parents will receive a copy of this policy at the beginning of the school year as part of the student handbook and when any changes or updates are published.
- Staff members who witness acts of bullying shall take immediate steps to intervene. People witnessing or experiencing bullying are strongly encouraged to immediately report the incident.
- The school will make reasonable efforts to keep any report of bullying and the results of every investigation confidential.

Procedures

- Investigation into bullying allegations will be undertaken in a timely manner after the reporting of a bullying incident and will be carried out in such a way as to minimize the risk of escalation.
- All parties will be spoken to, including students directly involved and sufficient bystanders to establish the facts of the situation. All parties will be asked to give their account of what has happened with the goal of understanding the whole picture. At the discretion of school administration, the school-related materials and electronic device(s) of the students involved in alleged bullying incidents may be examined for investigative purposes.
- Parents/caregivers of involved students will be informed and may be invited to be present in discussions. In some cases, this may apply to parents/caregivers of student bystanders also.
- All incident investigations will be documented in writing.
- All incidents of bullying will be followed up by the administration with parents/caregivers of the students directly involved.
- Students directly involved will be monitored to ensure the incident is resolved satisfactorily. The school will take serious disciplinary action in cases of retaliation or repeated inappropriate behavior.
- Any disciplinary action will be based on findings of fact and on the severity of the offense.
- The administration of Christ Lutheran School reserves the right to treat any single act as severe enough to warrant expulsion from school.

Reporting Bullying

- It is the responsibility of all students, parents, faculty, and staff members to report all occurrences of bullying behaviors as outlined in this policy. Parents and students who have knowledge of such behaviors are required to report this information and may do so without fear of retaliation or reprisal. Additionally, students who feel that they have been or are the victims of bullying behaviors should promptly notify the Principal, teacher or other staff member. Any student who withholds information regarding bullying behavior or provides inaccurate or false information may be subject to disciplinary action.
- Christ Lutheran School recognizes that not all inappropriate behaviors should be considered bullying or willful violations of this policy.

It is absolutely essential and mandatory that any student who believes he or she has been or is being bullied shall immediately report any such incident, and any further incidents, thereafter, as provided in this policy. Any student witnessing or having knowledge of bullying actions is required to promptly report it as provided in this policy.

HARASSMENT POLICY

In accordance with California state requirements, CLS has established the following harassment policy, including student to student harassment:

Christ Lutheran School is committed to provide a learning environment that is free from harassment in any form. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating. Harassment can occur any time during school or during school related activities and includes harassment because of the individual's race, creed, color, national origin, physical disability, or gender. It includes but is not limited to any or all of the following.

- Verbal Harassment - Derogatory comments and jokes; threatening words spoken to another person
- Physical Harassment - Unwanted physical touching, contact, assault, deliberate impeding or blocking or intimidating interference with normal work or movements
- Visual Harassment - Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, gestures
- Sexual Harassment - Includes unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when any of the following occur:
 1. Submission to such conduct is made either explicitly or implicitly a term or condition of student's academic status or progress;
 2. Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting such student;
 3. Conduct which has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile or offensive educational environment.

Specific examples of sexual harassment include, but are not limited to:

1. Making unsolicited advances;
2. Using sexually degrading words to describe an individual or an individual's body;
3. Displaying sexually suggestive objects or pictures;
4. Telling inappropriate or sexually related jokes;
5. Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances.

It is the responsibility of Christ Lutheran School to:

1. Make all faculty, staff, students and parents aware of this policy and the commitment of the school toward its strict enforcement;
2. Remain watchful for conditions that create or may lead to a hostile or offensive school environment;
3. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment .

It is the student's responsibility to:

1. Conduct himself or herself in a manner which contributes to a positive school environment;
2. Avoid any activity that may be considered discriminatory, intimidating or harassing;
3. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome;
4. Report all incidents of discrimination or harassment to the Principal;
5. Discontinue that conduct immediately, if informed he or she is perceived as engaging in discriminatory, intimidating, harassing, or unwelcome conduct.

Reporting Harassment

- It is the responsibility of all students, parents, faculty, and staff members to report all occurrences of harassment behaviors as outlined in this policy. Parents and students who have knowledge of such behaviors are required to report this information and may do so without fear of retaliation or reprisal. Additionally, students who feel that they have been harassed or are the victims of harassing behaviors should promptly notify the Principal, teacher or other staff member. Any student who withholds information regarding harassing behavior or provides inaccurate or false information may be subject to disciplinary action.

- Christ Lutheran School recognizes that not all inappropriate behaviors should be considered harassment or willful violations of this policy.

It is absolutely essential and mandatory that any student who believes he or she has been or is being harassed shall immediately report any such incident, and any further incidents, thereafter, as provided in this policy. Any student witnessing or having knowledge of harassing actions is required to promptly report it as provided in this policy.

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.

Preferred School Number: 900154246

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 uniform 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.

P.E. CLOTHES:

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.

HATS/HAIR/ACCESSORIES/MAKEUP/ FINGERNAILS:

- **Hats** and sunglasses are allowed outside only.
- **Hair** is to be neat and clean, well-groomed with both eyes visible and of natural hair color. Hair accessories that are distracting to the learning environment will not be allowed and must be coordinated with the school uniform. Extreme hairstyles, including bleached, colored hair, or shaved heads and designs, are not permitted.
- **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** may be worn but are not required. Masks should not distract learning (disposable masks will be provided when inappropriate masks are worn).

OUTERWEAR:

- Coats/Jackets/Sweatshirts: Must be solid black, navy or gray.
 - **Spirit Wear Sweatshirts** in navy blue and gray may be purchased through the [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.

Christ Lutheran 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 unless they are part of SAC programming or an enrichment club. 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

DELIVERY OF STUDENT ITEMS

It is the responsibility of each student to remember all materials and to not be dependent on parents to correct the omission. We encourage parents to minimize dropping off forgotten supplies. In the event this is necessary, items may be left at the front desk, labeled with student name and grade. Our goal is to protect the instructional time in the classroom and minimize disruptions.

When students forget to bring lunch in the morning and parents need to drop off a lunch after school begins, please adhere to the following procedures: **Lunches must be dropped off by 11:30 a.m.** All lunches are to be labeled with student name/grade and left on the cart located in the front office.

The cart is not intended to be used for daily drop-off but rather only in the rare event it is necessary. Students are to arrive to school with their lunch and snacks for the day. Parents are encouraged to utilize Cater tots if a hot lunch is desired.

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 and other family members looking to volunteer for a field trip must pass a criminal background check (provided by Protect My Ministry). Office staff will help communicate the procedures for how this is completed. Parents wishing to drive for a field trip must provide a current driver's license and proof of valid auto insurance 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.

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 2022-2023 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



CHRIST LUTHERAN CHURCH & SCHOOL

C O S T A M E S A

Technology Acceptable Use Agreement

Your student is being allowed to use Christ Lutheran School's technology resources as an extension of their learning. Before these technology resources are released this agreement must be read and signed. Technology is defined as all equipment, resources (i.e., Network), and software that will enhance students learning through:

1. Providing additional resources for reference, research, and presentation.
2. Interactive lessons and curricular activities.
3. Communication with other students and individuals in relevant areas of study.

Our school has a dedicated fiber connection to the Internet that is networked to all classrooms.

In order to assist students in learning to use the Internet in a positive way, the school will do everything it can to ensure students access the resources appropriately. This includes:

1. A reliable connection that is protected by an Internet filtering system which blocks sites that are objectionable for content and language.
2. Supervision of students while they are using the Internet.
3. Training for students that clearly spells out what is appropriate and what is inappropriate in terms of content search, reliable resources/data, and proper use of copyrighted material.
4. Opting out of student data collection where possible.

It is understood that Technology use for students is a privilege, not a right.

All users of Christ Lutheran School's technology resources are prohibited from using these resources or accounts for the following:

1. In any manner that would violate policy outlined in the Parent/Student Handbook.
2. To access, upload, download, distribute, transmit or receive obscene, abusive, or sexually explicit language or material.
3. To engage in any act of cyberbullying (using technology to deliberately harass, threaten, or intimidate someone).
4. To violate any local, state, or federal statute.
5. To vandalize, damage or disable the property of school, another person or organization directly or through attempting to harm by infecting with a virus or program.
6. To access another person's materials, information, or files without the implied or direct permission of that person.
7. To violate copyright laws.

I have read the Technology Acceptable Use Agreement with my child and grant permission for my child to use technology in accordance with this agreement. I understand that the school's technology resources are designed for educational purposes. I also understand there are unacceptable and controversial materials on the Internet that might be accessed despite the school's best effort to block and restrict that content. I understand part of my child's responsibility is appropriate interaction and response to technology and Internet use. My child will be held liable for violations of this agreement.

Parent/Guardian Name

Parent/Guardian Signature

Date

For Students in 3rd Grade and Above

I have read Christ Lutheran's Technology Acceptable Use Agreement. I agree to follow the rules contained in this agreement. I assume all costs due to damage occurred while in my possession. I understand if I violate the rules, my privileges may be terminated, and I may face other disciplinary measures.

Student Name

Student Signature

Date

PLEASE RETURN TO THE SCHOOL OFFICE, AS THIS WILL BE KEPT ON FILE. NO STUDENT WILL BE ALLOWED TO UTILIZE TECHNOLOGY RESOURCES WITHOUT THIS AGREEMENT BEING ON FILE.



CHRIST LUTHERAN CHURCH & SCHOOL

C O S T A M E S A

Volunteer Policy

All volunteers serving on campus are required to sign in at the front office, wear a visitor's name tag, and sign out when leaving campus.

Anyone 18 years of age or older and willing to volunteer in the grade school on the CLS campus must undergo a criminal background check. This can be done by coordinating with office staff. CLS uses Protect My Ministry as the vendor for this service. Volunteers must be cleared prior to working with students or serving.

The requirements for volunteers are as follows:

- A volunteer is an adult who works with a student or a group of students during the school day or a school event.
- Read, agree and sign CLS volunteer agreement
- If volunteers anticipate working with students for more than 8 hours total, you are required to complete a TB Risk Assessment in coordination with your medical provider.
- Volunteers that drive for field trips/athletics must be at least 21 years of age and provide the following:
 - a copy of their valid driver's license, vehicle registration, and current vehicle liability insurance
 - a clear motor vehicle report through Project My Ministry.
 - Read, agree and sign the CLS volunteer driving agreement stating the expectations for all driving chaperones
- Some volunteers may need to undergo a LiveScan criminal background check. You will need to complete a LiveScan and be cleared to serve if you: chaperone for overnight field trips, coach or assist with coaching, are considered a regular volunteer by serving more than 16 hours a month or 32 hours in a year. Contact the teacher/office for instructions on this requirement. In addition, these volunteers must take Mandatory Reporting Training (good for 2 years).

Note to preschool families, due to current state licensing requirements, parents are not able to volunteer in the classroom at this time.

NOTE: Guests are not defined as volunteers. A guest is an adult who comes on campus and is either invited to participate in a school event (i.e., Grandparent/VIP Day; classroom guest speaker, Fall Festival etc.); watch a student receive an award (i.e., Noble Knights, baptism); participate in our chapel program; or participate in another campus event or activity as a part of the organization. Guests will be supervised by staff members while in the presence of students.