



Christ Community Lutheran School
www.ccls-stlouis.org

Parent-Student Handbook

2020-2021



CHRIST COMMUNITY LUTHERAN SCHOOL

110 W. Woodbine Ave, Kirkwood, Missouri 63122 • p: 314822.7774 • f: 314822.5472 • www.ccls-stlouis.org

FROM THE CCLS LEADERSHIP TEAM

Welcome to Christ Community Lutheran School! Whether you are just getting acquainted with our school or if your family has been at CCLS for years, we are confident that you will find a school with a focus on academic excellence in a faith-filled community.

Located on four campuses, Christ Community Lutheran School provides Christian education for infants as young as six weeks through Grade 8. Nearly 700 students are enrolled at CCLS this school year between all four of our school campuses.

Christ Community Lutheran School was established in 1973. It is an association school of four St. Louis congregations of the Lutheran Church-Missouri Synod. Those congregations are Concordia Lutheran Church, Kirkwood; Glendale Lutheran Church, Glendale; Prince of Peace Lutheran Church, Crestwood; and The Lutheran Church of Webster Gardens, Webster Groves. The member congregations of the Christ Community Lutheran School Association total almost 6,000 communicant members.

Our faculty and staff are a group of dedicated educational leaders, faithful to the development of young people's minds and hearts. Our families come from varied backgrounds, with the commonality of commitment to Christian education. Great kids coming from great families matched with great teachers produces great results!

Praying for God's blessings on our partnership,

Rev. Dr. Matthew Hoehner, Executive Director
Mr. Royce Hartmann, Middle School Principal
Mrs. Janet Leet, Elementary School Principal
Mrs. Angela Shirley, Director of Early Childhood Education

CCLS Campus Structure

www.ccls-stlouis.org

Kirkwood Campus

Concordia Lutheran Church
110 West Woodbine
Kirkwood, MO 63122
314.822.7774
314.822.5472 fax

Middle School

- Grade 5
- Grade 6
- Grade 7
- Grade 8

Early Childhood Education

- Infants (6 weeks)-Age 5

Webster Groves Campus

The Lutheran Church of
Webster Gardens
8749 Watson Road
Webster Groves, MO 63119
314.961.6595
314.961.5166 fax

Elementary School

- Full/Half-Day Kindergarten
- Grades 1-4

Early Childhood Education

- Ages 2-5

Kid Kare

- Before/After School Care (K-8)

Crestwood Campus

Prince of Peace Lutheran Church
8646 New Sappington Road
Crestwood, MO 63126
314.842.2372

Early Childhood Education

- Ages 2-5

Glendale Campus

Glendale Lutheran Church
1365 N. Sappington Rd.
Glendale, MO 63122
314.966.3220

Early Childhood Education

- Infants (6 weeks)-Age 5

WORSHIP OPPORTUNITIES

--CCLS ASSOCIATION CONGREGATIONS--

CONCORDIA LUTHERAN CHURCH

Pastor Stephen Bongard, Pastor David Meggers, and Pastor Jacob Schultz

505 S. Kirkwood Road, Kirkwood, MO 63122

314.822.7772

www.concordiakirkwood.org

WORSHIP TIMES: Saturday: 5:00 p.m.
 Sunday: 8:15 a.m., 9:30 a.m., and 10:45 a.m.
 Sunday School/Bible Study: 9:30 a.m. and 10:30 a.m.

GLENDALE LUTHERAN CHURCH

Pastor Scott Jonas

1365 New Sappington Road, Glendale, MO 63122

314.966.3220

www.glendalelutheranchurch.org

WORSHIP TIMES: Saturday 5:00 p.m.
 Sunday: 9:15 a.m.
 Sunday School/Bible Study: 10:45 a.m.

PRINCE OF PEACE LUTHERAN CHURCH

Pastor Hans Fiene

8646 New Sappington Road, Crestwood, MO 63126

314.843.8448

www.poplchurch.org

WORSHIP TIMES: Saturday: 5:00 p.m.
 Sunday: 9:00 a.m.
 Sunday School/Bible Study: 10:15 a.m.

THE LUTHERAN CHURCH OF WEBSTER GARDENS

Pastor Joel Christiansen

8749 Watson Road, Webster Groves, MO 63119

314.961.5275

www.webstergardenschurch.org

WORSHIP TIMES: Sunday: 8:00 a.m. and 10:45 a.m.
 Sunday School/Bible Study: 9:30 a.m.
 Monday: 7:00 p.m.

STATEMENT OF FAITH

We Believe...

...in the Triune God, Father, Son and Holy Spirit.

"Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit." Matthew 28:19

...that God the Father has created the universe and everything in it.

"In the beginning God created the heavens and the earth." Genesis 1:1

...that Jesus Christ is both true God and true man; that He suffered and died for us on the cross; He rose from the dead, ascended into heaven, and will return at the last day to judge both the living and the dead.

"We believe that Jesus died and rose again and so we believe that God will bring with Jesus those who have fallen asleep in him." 1 Thess. 4:14

...that the Holy Spirit calls us to faith and leads us to a sanctified life here and on earth.

"Repent and be baptized, every one of you, in the name of Jesus Christ for the forgiveness of your sins. And you will receive the gift of the Holy Spirit. The promise is for you and your children and for all who are far off -- for all whom the Lord our God will call." Acts 2:38-39

...that the Bible is the divinely inspired Word of God in all its parts.

"All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work." 2 Timothy 3:16-17

...that our salvation is assured when we acknowledge Jesus Christ as our personal Lord and Savior by accepting His death on the cross as the atonement for our sins.

"Then Peter, filled with the Holy Spirit, said to them: ... know this, you and all the people of Israel: It is by the name of Jesus Christ of Nazareth, whom you crucified but whom God raised from the dead, that this man stands before you healed. He is 'the stone you builders rejected, which has become the capstone.' Salvation is found in no one else, for there is no other name under heaven given to men by which we must be saved." Acts 4:8-12

...that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139)

...that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

...that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25)

...that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.)

...that any form of sexual immorality is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

...that in order to preserve the function and integrity of Christ Community Lutheran School, and to provide a biblical role model to the Christ Community Lutheran School members and the community, it is imperative that all persons employed by Christ Community Lutheran School in any capacity, or who serve as volunteers, agree to and abide by these statements on sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

...that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

....that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture.

...that Scripture is the final authority for matters of belief and conduct.

This statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Christ Community Lutheran School’s faith, doctrine, practice, policy, and discipline, our Board of Directors is Christ Community Lutheran School’s final interpretive authority on the Bible’s meaning and application.

PHILOSOPHY

Introduction

Christ Community Lutheran School is a ministry community, which includes clergy, school staff, parents and students. Efforts have been made to make this document representative of all who comprise this community. CCLS does not exist in isolation. We recognize our role and function in light of the larger congregational community, the local community and the Lutheran Church-Missouri Synod.

The Role of the Staff

The Word of God is the basis for Lutheran Education. The challenge set before us is to establish an atmosphere for learning in which we communicate (1) who we are as individuals, as well as, (2) how we function as a faith community - both giving witness to Christ.

It is imperative that, with parents as partners, efforts are made to keep the central focus on a Christ centered philosophy. Our Lord commanded that we love one another and make disciples of all people. We permeate this message with methods and materials, which take into consideration the world from which the student comes, as well as the world in which the student will function as a young adult.

We believe that effective education incorporates aspects of spiritual growth, intellectual awareness, social training, emotional outlets and physical stimulation. Quality learning experiences relate the Christian faith to life experiences of the children.

The Role of the Parents

We believe the academic, moral, emotional, physical and spiritual growth of children to be a ministry that begins at home. Therefore, parents are the primary educators of their children. The coordinated efforts by parents and staff are needed to reinforce the relationship between parent, school and child. Together we are partners effectively balancing the life of home and school.

Christ Community Lutheran School seeks to collaborate with parents for the benefit of the student. We strive to *“come together in oneness in our faith and in our knowledge of the Son of God...so we run straight towards the goal in order to win the prize, which is God’s call through Christ Jesus to the life above.” Phil. 3:14*

To this end, we openly invite parents to communicate needs, which in turn will assist the staff to develop qualities that exemplify Christian living.

The Role of the Students

We recognize that we are all sinners, redeemed through the grace of God, who seek to learn through the doctrine of Law and Gospel. We believe that acquiring knowledge and developing skills towards self-discipline, maturity, and intellectual growth are the primary responsibilities of the student.

In a world of increasing technology and self-fulfillment, it is imperative to think logically, creatively and critically. We utilize creative methods of discovery and scientific approaches to experimentation to gain the basics of knowledge, improve communication skills, and to appreciate the contribution inherent in our culturally diverse community.

We believe God has created men and women as social beings. We are committed to work toward the development of the child as a steward of His gifts in the home, church and community. The emotional, social and intellectual aspects of a student’s life are critical elements to their areas of growth that need to be addressed at the time of enrollment in CCLS. When placing a student into an appropriate grade level, CCLS considers the developmental aspects as well as intellectual needs to insure proper readiness.



The Mission of CCLS

CCLS will nurture each child through the Gospel to live the faith and share the Good News of Jesus Christ in an innovative environment of academic excellence.

The Vision for CCLS

Christ Community Lutheran School transforms lives through Christ-centered education.

CCLS Core Values

◇ Christ-Centered ◇ People-Focused ◇ Excellence-Driven ◇ Future-Directed

ASSESSMENTS (ACHIEVEMENT TESTS)

CCLS 3rd through 8th grade students will be taking the Northwest Evaluation Assessment (NWEA). The students will take this Assessment 3 times a year, in the early fall, winter, and late spring. Parents and students will see the results once they have been evaluated by the teacher. The teacher and student will work together to determine their successes and what areas they can focus on for growth.

ADMISSIONS PROCEDURES

Returning Students: Around December 1st, families of current students will receive an email regarding re-enrollment for the following school year. Parents should click on the link and follow the directions to re-enroll their student(s). All tuition and fees must be current to re-enroll. Current families have until January 15th for priority enrollment. After January 15th, open enrollment begins and current students are not guaranteed a spot.

While this is usually automatic, there are situations in which we may wish to examine the re-enrollment of the child. If a child does not seem to be benefiting from the instructional program at CCLS, the teacher may request that an assessment team complete a study of the child's progress. This team would examine academic progress, test scores, health records and discipline records, and would also consult with the parents of the child. If the decision is made that it is in the child's best interest to be enrolled elsewhere, this decision is sent to the Board of Directors.

New Students: All new families will be put in contact with our Director of Enrollment for information regarding the school. Those interested in applying for CCLS will follow the online process. A link to the process is on the homepage of our website.



New Student Interview: All new students and their parents will meet with the campus principal. The purpose is to begin the home/school partnership. This is not a test of qualification for the child; rather, an opportunity to assess how well Christ Community Lutheran School can match the child's needs with our program. The administrator will inform the family about the education ministry at CCLS and what can be expected from the CCLS experience. Parents will have a chance to share the goals that they have for their child.

Testing: New students may be required to have a school readiness developmental screening assessment or an entrance test before completing the enrollment process. Once the interview process and testing have been completed, parents will be notified concerning the acceptance of their child into Christ Community Lutheran School. Parents are required to share all testing results from evaluations a student has received outside of CCLS. Failure to do so may result in immediate termination of the enrollment process.

New Student Probation: All newly accepted students are placed on academic and conduct probation during the first semester they attend CCLS. At the end of the first semester, the principal may extend the length of the probationary period or ask the student to leave CCLS.

Priorities for Acceptance:

While new applications are welcomed at any time, they will not be officially considered until the end of the re-enrollment period for our current families. On January 16, after the re-enrollment period is complete, new applicants for admission are considered on the basis of the following established enrollment priorities:

- siblings of students currently enrolled at CCLS who hold membership in one of our association churches
- students from families who hold membership in one of our association congregations but are not a current CCLS family
- siblings of students currently enrolled at CCLS who do not hold association church membership
- all other new community students

All of the applications within each category above will be considered based on the timestamp received once registered. If no space is available at the desired age/grade level, the application may be placed on a waiting list. All final decisions rest with the administration.

Readiness for Kindergarten: After months of study, educational research, and review of student academic success, the CCLS School Board has adopted a policy for entrance requirements for the kindergarten program. The policy states that children who turn the age of five *before August 1st* may be considered for enrollment in kindergarten. Children who turn the age of 5 on or after August 1st may enroll in the ECE program.

AFTER/BEFORE SCHOOL ACCOMMODATIONS

Elementary Campus:

Students may arrive at 6:45 a.m. when our Kid Kare program opens. Parents will be given a personal code to use to enter the building beginning at 6:45 a.m. The Kid Kare program may be used on a regular basis or on an as needed basis. The students will go to their classrooms when the 7:55 a.m. bell rings. There is a fee for Kid Kare.

The school day ends at 3:10 p.m. and students are to be picked up by 3:30 p.m. Kid Kare is available for students until 6:00 p.m. Kid Kare is provided for those families who have an essential need for after school care. Students must be registered for Kid Kare. There will be several drop-in spots available for families who request a spot by 3:00 p.m. of the previous day. There is a fee for the use of Kid Kare. A \$1.00/minute fee will be assessed for any students picked up after 6:00 p.m.

Middle School Campus:

Students may not arrive onto the middle school campus until 7:35am because there is no formal supervision until that time. When middle school students arrive at school in the morning, they shall report directly to their classrooms. Kid Kare is available at the elementary campus to all students every morning before school. A shuttle bus is available to transport middle school students to the middle school in the morning and back to the elementary campus in the afternoon. There is a fee for the shuttle bus.

Students are to be picked up by 3:35pm (or 20 minutes following the completion of a special or shortened schedule day). Student safety and welfare is always our principle concern, therefore, students MUST be supervised if they remain in the building after 3:35 pm. At the Middle School, students who are left in the building after 3:45pm, may be assessed a \$1.00/minute fee for supervision. This fee will be invoiced through TADS. Money collected from late fees will help support the school's financial assistance



program. Middle school students requiring after school care should commute on the CCLS bus to the elementary campus for Kid Kare (available until 6:00 p.m.). On the Middle School campus, homework club is available until 5:00 p.m. for middle school students.

Students may not leave and return to the CCLS campus during the school day or after school unless under direct teacher, parent or school sponsor supervision. Additionally, students carpooling with athletes may not 'watch' practice and assume supervision by the athletic coach. Your cooperation in this matter is greatly appreciated.

Students may not leave the campus when staying for co-curricular activities, unless under the direct supervision of their parent or a school sponsor. This is of special concern regarding inter-scholastic athletic contests. Parents are responsible for their child(ren) when staying for athletic contests. Special permission forms are available in the school office for those students wishing to stay after school to watch games and who are willing to help with pre-game activities.

ATTENDANCE POLICIES

Attendance at school is one of the most significant aspects of school success. Parents will notify the school office by 9:00am on the day of the child's absence. Students who miss the school day due to illness will not be allowed to participate in after school activities on the day of the absence. Students must be present for an academic half-day following the lunch hour to be eligible for extra-curricular activities – practice or play – on that day. An excuse issued by a medical professional will waive this requirement.

- ABSENCES:**
- ☀ After 10:00am and before noon, the student is absent for the morning session or 1/2 day.
 - ☀ If the student leaves for the day after 12:00 noon, they are absent 1/2 day.
 - ☀ When a student is absent from school, the parents must contact the school to explain the cause of the absence.
 - ☀ If a student is absent three (3) consecutive days without a valid excuse, the student is truant. We will have to report the absences to the District Supervisor of Attendance.
 - ☀ If a student arrives at any time of the day, they are legally in attendance. They will, however, have 1/2 day absences counted against them.
 - ☀ School-sponsored events such as field trips and the end of the year school picnic are considered regular school days and students are expected to attend.

EXCESSIVE ABSENCES: Christ Community Lutheran School retains the right to review student enrollment and grade placement based on absences at any time. If a student reaches 20 absences during any calendar year, their academic and attendance record will be reviewed by the administration of the school. The administration will make recommendation concerning grade placement for the following year and enrollment status.

NOTE THAT SPECIAL ACCOMODATIONS WILL BE MADE FOR COVID-19 RELATED ABSENCES FOR THE 2020-2021 SCHOOL YEAR. STUDENTS WILL NOT BE PENALIZED FOR ABSENCES RELATED TO COVID-19 ILLNESS OR QUARANTINE. DISTANCE LEARNING OPTIONS ARE AVAILABLE FOR EXTENDED ABSENCES.

For Kindergarten - 8th Grade Parents: If a child is home sick, you should treat that as normal sick day(s) and the student does not need to be a part of the distance learning class. However, if your child is well enough to learn, choosing to Zoom into the classroom is an option. For these short term absences, the child would not be set up as "distance learner" (and would need his/her own device). The teachers will gather papers every day for you to pick up just as for a normal absence.

If you are going to keep your child home for a substantial amount of time (over a week) please contact your campus Distance Learning Coordinator to discuss getting your child set up as a distance learner -- Elementary Campus: Rachel Klug, rklug@ccls-stlouis.org; Middle School Campus: kforistal@ccls-stlouis.org.

LEAVING SCHOOL BEFORE THE END OF THE DAY: If it is necessary to take a student out early, the parent must come to the office to have the student released. Parents must sign the sign-out sheet in the office. If it is a planned early dismissal, please send a note with your student or call the office before 9:00 a.m. to notify school.



TARDIES: Christ Community Lutheran School feels it is of vital importance that students are in their classrooms ready to learn at the start of the school day and at the beginning of each class period. Promptness is an important life skill. Students arriving in their homeroom after 8:00am at the middle school and 8:10am at the elementary campus are late to the beginning of the day and must sign in at the office. A note explaining the tardy is beneficial. If your child has a planned tardy to school, please call the office before 9:00am to let us know they will be in later. A note signed by a parent should be brought in when they arrive. CCLS encourages that such appointments be made outside the school day whenever possible. The only excusable tardies are for medical, dental, or other approved educational services appointments. We also expect

students to arrive to each class on time. The passing time between classes offers sufficient time for students to arrive on time to their next class. Teachers expect students to be in their seat at the time the bell rings for that class to begin. Individual teachers have spelled out their expectations regarding tardies in their classroom guidelines. Physical Education and elective teachers will explain their specific expectations based on special locations and dress.

CCLS also believes in letting the natural consequences of an action be a motivation for a change in behavior. The natural consequence of being late to school/class is missing any work that is handed out or graded during the time that the student was not there. All teachers at CCLS may not give academic credit to work that a student missed because of their tardiness to class/school. Exceptions may be made for family emergencies, medical appointments, or other approved educational service appointments with a note signed by the responsible person. Continued tardiness to school/class will be handled as continued defiance of school policy.

AUTOMOBILES

Individual automobiles may be used to transport students on school-related activities at the owner's risk. In such cases the following should be distributed to all drivers:

During those instances when you drive your own vehicle for a school-related activity, please note the following:

- *CCLS expects that no more passengers will be carried in the vehicle than the number of available working seatbelts.*
- *All passengers should have their own seatbelt and use it while the vehicle is being operated.*
- *The driver of the vehicle must have auto insurance for their vehicle.*
- *CCLS insurance does not insure the non-school owned or hired vehicles. (In other words,*

should an accident occur, the driver's insurance would be used to cover any loss.)

- *CCLS does have insurance to protect the school against lawsuits brought against it should an accident occur and the school is found negligent.*

BUILDING AND PROPERTY CARE

Responsible students treat property with care and respect. Students will be held responsible for any intentional or accidental damage to school property. Textbooks become the student's responsibility when issued. While normal wear is expected, students will be charged replacement costs when unnecessary damage occurs. Students are required to cover their books with a suitable book cover to reduce wear.

BUS PROCEDURES AND EXPECTATIONS

A shuttle runs between the elementary and middle school campuses each school day to accommodate the beginning and ending of the day. Information regarding schedule and bus fees is available in the school office. The driver oversees the passengers on the bus at all times. His/her instructions must be obeyed and willingly followed:



- ▶ Students must be on time; the bus cannot wait beyond its regular schedule for those who are tardy.
- ▶ Students who must cross the road should do so only in front of the bus and only after the driver has signaled that it is safe to cross.
- ▶ Students should not stand in the roadway while waiting for the bus.
- ▶ Students must remain seated and observe the rules of classroom conduct while on the bus. There can be no moving around on the bus. Normal conversation is permitted, but shouting and screaming are not allowed.
- ▶ No eating, drinking sodas, or gum chewing is permitted on the bus.
- ▶ Students must not at any time extend arms or head out of bus windows.
- ▶ Students are not to throw anything inside of the bus or out of the bus at any time.
- ▶ Any passengers willfully damaging the bus shall be required to pay the cost of repairing the damage.
- ▶ Students are to assist the driver in keeping the bus clean by placing paper scraps, etc., in the wastebasket.
- ▶ In the interest of providing the safest possible service for the children we must strictly enforce the bus regulation rules. Infractions of the rules of conduct on the school bus will result in the notification of the parents and may result in the suspension of bus service for that child.

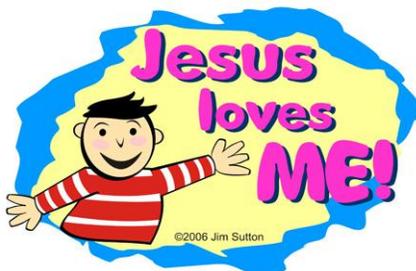
CHAPEL

Chapel is an integral part of faith life education at CCLS. Chapels are held every Wednesday, with the elementary campus worshipping at 8:30 a.m. at Webster and the middle school at 8:05 a.m. at Concordia.

CHEATING / PLAGIARISM

Cheating is defined as using, submitting, or attempting to obtain data or answers by deceit or by means other than those authorized by the teacher.

Cheating does not exemplify Christian character development. The student who allows the cheating to take place is as guilty as the student who cheats. Because work done from cheating is not a true



reflection of a student's ability, cheating will result in the total loss of credit on the test or assignment for the students involved. The teacher will notify parents if their child is involved in cheating. Additional disciplinary action may follow by the teacher or building principal.

CHILD ABUSE/NEGLECT REPORTING OBLIGATIONS

In accord with CCLS policy and Missouri State Law 210,105 (or other current legislation), school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to 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, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

CO-CURRICULAR ACTIVITIES

Students are encouraged to participate in co-curricular activities offered by CCLS. These activities are an enriching and important part of the total school experience and contribute to the broad scope of learning experiences and fun. Co-curricular activities include the sports listed below as well as a math club, dance team, Destination Imagination team, drama, and many others dependent on the availability of sponsors for the activities.



Interscholastic Athletics: CCLS sponsors teams that compete in the St. Louis Lutheran School Athletic League, CYC, CNR, and other leagues, at times. Sports include cross country, soccer, volleyball, basketball, track, field hockey, and golf.

Eligibility Policy for Participation in Co-Curricular Activities: To be eligible (in "good standing") to participate in co-curricular events, the following requirements must be met:



The student must display good citizenship at all times, and must display good effort both in the classroom and on the athletic field. A student's misbehavior may warrant a suspension from participation in athletics at the final discretion of the administration.



The student must meet academic eligibility qualifications. A student earning a cumulative quarterly grade in any subject lower than a C- may be suspended from participation in athletics. The administrator will review the academic progress of all students who are involved in athletics on a weekly basis. Students earning a grade lower than a C- due to missing/incomplete assignments or a lack of effort, as concluded by teacher and administrator, may be declared ineligible for one week. Students will be allowed to participate in practices, but they cannot wear a uniform or play in the games during the week. The administration may exercise the right to reinstate eligibility at any given time. Students may regain eligibility within the week should they correct their academic status with the penalty of counting the week as one full week. Students who are ineligible for a combination of three (3) weeks during a season shall be declared ineligible for the remainder of the respective season.



The appropriate participation forms and fees must be turned in during the sign-up period prior to the start of each season.

A student who is absent from school (unless it is an approved educational service absence) is ineligible to participate in after-school sports for that day. To be eligible, the student must at least be in attendance prior to lunch.

COMMUNICATION

It is the intent of CCLS to have honest and open communication between home and school. When questions or issues arise, we ask that the following procedures, based on Matthew 18, be followed:

- Step 1: Contact the person directly involved with the question or concern. In most cases this will bring clarification to the question or issue.
- Step 2: If after the question or concern has been discussed with the immediate party and resolution does not take place, contact the building principal.
- Step 3: If after the question or concern has been discussed with the building principal and immediate party and resolution does not take place, a written description of the situation may be shared with the executive director.
- Step 4: If the above steps do not resolve the issue, it may be taken to the Board of Directors. The Board of Directors will review the situation under the policies of Board Governance.

The student’s planner is a valuable tool for open communication regarding assignments and class work. Students will receive a planner beginning in second grade. Parents may wish to get in the habit of checking it as they communicate with their child about class work.

Parent/teacher conferences are held after the first quarter of the school year. If parents have an immediate concern, they are encouraged to call or to e-mail teachers during the school day and leave a message about their child.

Parents are also able to use the internet to visit the school’s portal for up-to-date grades, lunch account information, assignments, and classroom information. Parents will be instructed as to the proper sign-in procedure so that they can have access to their child’s information. Progress reports and report cards will be sent via e-mail to as many homes as possible. Access to the management portal is available on the school web site. Students in kindergarten through fourth grade will receive a paper copy of their quarterly report card.

CURRICULUM

<u>Kindergarten</u>			
Religion	CPH	One in Christ	2013
Literacy	Being a Reader	Center of Collaborative Learning	2016
Writing	Lucy Calkins	Heinemann	2016
Science	Delta Education	FOSS Science	2015
Math	Saxon	Saxon Math K (3 rd ed.)	2008
Social Studies	Scott Foresman	Here We Go	2010
Character Formation	Open Sky Education	Character Formation Project	2016

Grade 1

Religion	CPH	One in Christ	2013
Literacy	Being a Reader	Center of Collaborative Learning	2016
Writing	Lucy Calkins	Heinemann	2016
Science	Delta Education	FOSS Science	2015
Math	Saxon	Saxon Math Grade 1 (3 rd ed.)	2008
Social Studies	Teachers' Curr Institute	My School and Family	2010
Character Formation	Open Sky Education	Character Formation Project	2016

Grade 2

Religion	CPH	One in Christ	2013
Literacy	Being a Reader	Center of Collaborative Learning	2016
Writing	Lucy Calkins	Heinemann	2016
Science	Delta Education	FOSS Science	2015
Math	Saxon	Saxon Math Grade 2 (3 rd ed.)	2008
Social Studies	Scott Foresman	People and Places	2010
Character Formation	Open Sky Education	Character Formation Project	2016

Grade 3

Religion	CPH	One in Christ	2013
Literacy	Being a Reader	Center of Collaborative Learning	2016
Writing	Lucy Calkins	Heinemann	2016
Science	Delta Education	FOSS Science	2015
Math	Saxon	Saxon Math Grade 3	2008
Social Studies	Our Communities and Beyond	2010	
Character Formation	Open Sky Education	Character Formation Project	2016

Grade 4

Religion	CPH	One in Christ	2013
Literacy	Lucy Calkins Reading	Heinemann	2016
Writing	Lucy Calkins	Heinemann	2016
Science	Delta Education	FOSS Science	2015
Math	Saxon	Saxon Math Grade 4	2007
Social Studies	Teachers' Curr Institute	Regions of our Country	2010
Character Formation	Open Sky Education	Character Formation Project	2016

Grade 5

Religion	CPH	One in Christ	2013
Literacy	Lucy Calkins Reading	Heinemann	2016
Science	Delta Education	FOSS Science	2015
Math	Saxon	Saxon Math 6/5	2004
Social Studies	Teachers' Curr Institute	History Alive! America's Past	2010
Health/P.E.	Weekly Reader	Current Health	2009
Character Formation	Open Sky Education	Character Formation Project	2016

Grade 6

Religion	CPH	One in Christ	2013
Reading	McDougal Littell	Literature	2008
English	McDougal Littell	Language Network	2001
Science	Delta Education	FOSS Science	2015
Math	Saxon	Saxon Math – Course 1	2007
World Studies	Teachers' Curr Institute	History Alive! The Ancient World	2010
Health/P.E.	Weekly Reader	Current Health	2009
Character Formation	Open Sky Education	Character Formation Project	2016

Grade 7

Religion	CPH	One in Christ	2013
Literature	McDougal Littell	Literature	2008
English	McDougal Littell	Language Network – 7	2001
Science	Delta Educaion	FOSS Science	2015
Math	Saxon	Saxon Math – Course 2	2007
Social Studies	Teachers' Curr Institute	History Alive!The Medieval World	2010
Health/P.E.	Weekly Reader	Current Health 2	2009
Character Formation	Open Sky Education	Character Formation Project	2016

Grade 8

Religion	CPH	One in Christ	2013
Literature	McDougal Littell	Literature	2008
English	McDougal Littell	Language Network – 8	2001
Science	Delta Education	FOSS Science	2015
Math	Saxon	Algebra	2012
Social Studies	Teachers' Curr Institute	History Alive! The United States	2014
Health/P.E.	Weekly Reader	Current Health 2	2009
Character Formation	Open Sky Education	Character Formation Project	2016

DAILY PLANNER

Beginning in second grade, students will write their assignments for the day in their planner (assignment book). Teachers may check planners during the afternoon homeroom period. This planner will be used daily in all classes. Parents may wish to check this planner. It will give information about work in progress, and is a great way to communicate with the teacher.

DISCIPLINE POLICY

At Christ Community Lutheran School, we do not think of discipline as a form of punishment; rather, as the teaching of self-control, attitude, spirit, and responsibility. It is how we attempt to “train up a child in the way they should go,” as mentioned in Proverbs 22:6. Therefore, our staff interacts with our students in accordance with the teachings of Christ. Our teachers encourage actions that are necessary for growth, redirect negative actions where it is necessary, and ultimately, attempt to stop unacceptable behaviors that interfere with the learning process. Students will be led to understand that for a happy, God-pleasing life, it is necessary to love our Lord first, love one another as brothers and sisters in Christ, serve and respect one another’s rights and privileges, and use and develop the talents that they have been given. Promoting good behavior in students has four distinct stages:

1. **Redirection:** The teacher – with the guidance of God’s Word – accomplishes the enforcement of discipline. Our teachers will take measures in the classroom to ensure that the atmosphere remains positive and educational. Ordinarily a word of counsel from the teacher to the child is sufficient to correct the problem.
2. **Parental Contact:** If the teacher cannot obtain acceptable conduct and cooperation from a student, the teacher will report such behavior to the parent of the student. The most important outgrowth of the discipline plan is the understanding that both the parent and the teacher have a mutual interest – the success of the child. An ongoing communication link between the parent and the teacher can help guide the student through a successful school year.
3. **Referral:** If the problem continues and remains unresolved, the student is referred to the principal. The principal will work toward an understanding and resolution, and the student will be returned to class as soon as possible. The principal may gather information and will work with the teachers, parents of the student, and other staff members as needed to create strategies to ensure the student’s success. The result at this stage may result in logical consequences including, but not limited to, some form of further conference, apology, rectification of damages, behavior contract, suspension, or an alternative thereof.
4. **Consultation:** If the problem continues, or if a serious problem arises requiring immediate suspension from the school, a consultation with the student, parent(s), and school administrator(s) is required. The student’s return to school will be determined based on the consultation process. The conditions of the probationary return will be outlined upon return. If the problem continues, the principal may recommend the child to be expelled from school and immediately notify the Executive Director who will inform the chairman of the Board of Education of the action.

In a case of flagrant misbehavior, the school administrator may begin the process at any level, including recommendation for expulsion. The Board will automatically review this action. Parents shall have the right to appeal such an action to the Board and may ask for an immediate hearing to be held within three school days. The purpose of this plan is to build relationships with students and resolve problems in the early stages. The progressive stages are necessary only when there is no resolution.

DRUG TESTING

Christ Community Lutheran School does not require drug testing of students during the enrollment process and they do not test randomly after enrollment is complete. However, Christ Community Lutheran School retains the responsibility to assure that students are drug free. To that end, if substantiated evidence is provided to the leader of CCLS, a student may be required to undergo sufficient drug testing by a qualified medical officer. Once required, the student may be placed on a temporary suspension until conclusive results are made available. If testing is not completed within the time frame provided, the students continued enrollment will be reviewed by the leader of the school and Board of Directors or their appointees.

ELECTRONIC DEVICES and CELL PHONES

Students shall keep electronic devices turned off and stowed in their backpack while on campus. Middle school students may use cell phones before and after the school day only if they have asked for, and have been granted permission to do so by a teacher. Otherwise, all cell phones must be kept in the backpack before and after school. During the school day, all cell phones will be stored with the homeroom teacher in a secure location. Also, such devices may not be used by CCLS students involved in on-campus activities. Off-campus use of electronic devices by CCLS participants is at the discretion of the CCLS adult in charge of the activity.

FAMILY COMMITMENT

The family is an important partner of the ministry at CCLS. As such, the following is a reminder to all partners of the family:

- ◆ Parents are the primary instructors of their children, and parents are expected to volunteer in some way during the school year.
- ◆ Students are responsible for themselves in the classroom, to the teachers, and to their parents to fulfill the learning process. Students are expected to show respect to others at all times.
- ◆ The teachers and administrative team have a responsibility to the congregations to fulfill the ministry as commanded by our Lord.
- ◆ The association congregations have a responsibility to support the outreach in which it has been called to fulfill.

FIELD TRIPS

Students in good standing will be eligible for participation. A notice containing pertinent information about the trip will be sent home to parents. Non-participation will be treated as an absence from school. Every attempt will be made to see that field trips are a safe and worthwhile educational experience for all involved. A general field trip permission notice will be signed by parents early in the school year to cover all trips during the year.

FINANCES

Tuition is paid by automatic withdrawal. Families are eligible for enrollment for each new semester by remaining current with tuition and fees. Delinquent accounts may be referred to collections.

FOREIGN LANGUAGE PROGRAM

Christ Community offers a Spanish curriculum from kindergarten through 8th grade. Exposure to a foreign language may occur in preschool classrooms as well.

GRADING and REPORT CARDS

CCLS issues report cards each quarter. These reports are available on the school management system and may be accessed via the parent account. Following is the academic grading scale:

A+	99-100%	Superior
A	93-98%	
A-	90-92%	
B+	88-89%	Above Average
B	83-87%	
B-	80-82%	
C+	78-79%	Average
C	73-77%	
C-	70-72%	
D+	68-69%	Below Average
D	63-67%	
D-	60-62%	
F	Below 60%	Failing
I	Incomplete – indicates work missing due to recent absences.	

Our teachers give students conduct grades on a regular basis. To better understand these grades, please review the following:

- E-Excellent
 - Positive role model and leader
 - Participates in a meaningful way
 - Behavior is exemplary
 - Demonstrates an active love for Christ
 - Respect for self and others
 - Honesty and integrity
 - Responsibility and work ethic
- S-Satisfactory
 - Respectful and cooperative
 - Prepared and “on task” in class
 - Meeting behavioral expectations
- N-Needs Improvement
 - Lacks cooperative attitude
 - Displays poor preparation and/or work habits
 - Socializes too much, distracts others
- U-Unsatisfactory
 - Disrespectful, uncooperative
 - Not engaged in the learning process
 - Disrupts class order, prevents others from learning

HARASSMENT POLICIES

CCLS is committed to providing a compassionate, receptive and non-threatening atmosphere where each student can learn and be successful. We believe that bullying is unacceptable in our school community. If bullying occurs, students should be assured of the fact that all incidents will be addressed quickly, thoroughly and effectively. We also expect that anyone – whether student, educator, family member or other school party – who witnesses or has other knowledge of an incident of bullying will report the incident to a staff member immediately, with the promise of confidentiality, if desired.

Harassment/bullying occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or gender. Harassment can occur anytime during school-related activities. 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 including relational aggression (a behavior that is intended to harm someone by damaging or manipulating his or her relationships with others).
- Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement.
- Visual Harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, or gestures.
- Sexual Harassment: CCLS has adopted a policy prohibiting sexual harassment involving students, employees or non-employees. The policy specifically prohibits sexual harassment and indicates the procedures for reporting and for disciplinary action. This policy applies to students, teachers, and non-employees on campus.
- Peer Sexual Harassment: Sexual harassment is unwanted and unwelcome sexual behavior that interferes with the student's right to receive an education or to participate in school activities. It may result from words or conduct that offend, stigmatize or demean a student on the basis of sex.
- Cyber Bullying/Harassment: Cyber bullying is online social cruelty or electronic bullying by sending cruel or threatening messages through the use of e-mails, instant messaging, web pages, web blogs, chat rooms, and other information communication technologies.

The target of the harassment and the perpetrator do not have to agree about what is happening; harassment is subjective. You do not have to get others, whether your peers or school officials, to agree with you. Harassment can be a one-time occurrence, or multiple occurrences. Examples:

- Physical: Touching, pinching and grabbing body parts; being cornered, forced to kiss someone or coerced to do something sexual; pulling someone's clothes off; pulling your own clothes off; attempted rape; rape.
- Written: Sexual notes or pictures; sexual graffiti.
- Verbal: Making suggestive or sexual gestures, looks, verbal comments or jokes; spreading sexual rumors, or making sexual propositions.
- Visual: Leering, gestures, display of sexually suggestive objects, pictures, cartoons or posters.

This policy prohibits student-to-student harassment whenever it is related to school activity or attendance, and occurs at any time, including but not limited to any of the following: while on school grounds, while going to or coming from school, during the lunch period, or during or while going to or coming from a school sponsored activity.

HEALTH INFORMATION



New students entering CCLS are required by Missouri State Law to have an updated immunization record on file in order for the student to start school. All students entering kindergarten, 4th grade, and 7th grade are required to have an updated school physical on file. All new students are required to have a school physical as well. The physical forms are available from the school office or from the child's health care provider. All students should have their required immunizations administered according to the current ACIP Schedule. (www.cdc.gov/vaccines)

Please note that children not receiving vaccinations are required by law to annually provide either a medical exemption or a religious exemption signed by the Missouri Department of Health.

Please help to reduce or prevent the spread of infectious disease by keeping sick children at home until they are well. CCLS has adopted a document compiled from the Center for Disease Control (CDC) as our standard policy and procedure. [“When To Keep Sick Children Home From School”](#) is available at this link.

For the 2020-21 school year, in response to COVID-19, CCLS has implemented Daily Student Health Screening policies. [Read more about those policies at this link.](#) CCLS follows CDC and St. Louis County Department of Public Health recommendations regarding COVID-19. The [2020-21 COVID-19 CCLS POLICIES](#) may be found at this link.

If your child is returning from an illness that requires medication to be given at school, please check the “Medication Policy” included in this handbook. Note that we are unable to administer analgesics to early childhood students for pain related to ear infections, sore throats, etc., without a note signed by a physician. Some of the most common issues are outlined below:

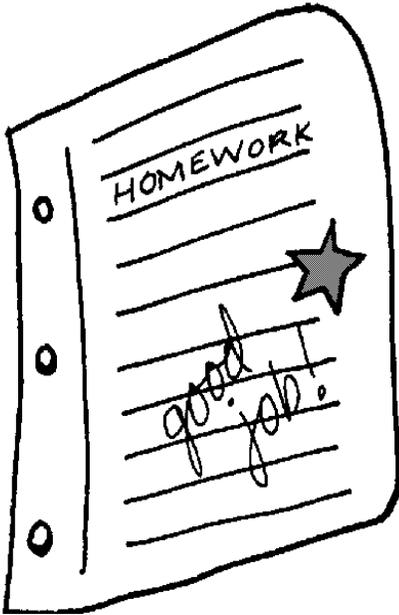
- A **FEVER** is a warning sign that something is not right. A child with a temperature of 100.0° or higher should not be sent to school. Parents can expect contact from the school if a child's temperature is measured at or above this standard.
- **VOMITING or DIARRHEA** requires that your child is not at school. If symptoms persist, consult with your doctor.
- **CHICKEN POX** is occurring even with vaccination. If your child has been exposed to chicken pox, be sure to watch them for early symptoms of the disease for 13-17 days from exposure. Symptoms include slight fever, crops of red raised eruptions that change to vesicles and then form scabs. Your child should be kept out of school and away from other children. He/she may return to school 5 to 7 days following the last onset of eruptions. Scabs need not be all gone, but they must be very dry.

PLEASE NOTE THAT CHILDREN MUST BE FREE OF VOMITING, OR DIARRHEA FOR 24 HOURS AND FEVER FREE FOR 72 HOURS *WITHOUT MEDICATION* BEFORE RETURNING TO SCHOOL. Not only does this prevent the spread of infectious diseases, but it protects children from further health risks.

- [CCLS also follows the CDC's recommendations regarding HEAD LICE.](#) Specifically, CCLS students suspected to have head lice will be sent home. Students may return to school upon notification to the school that treatment has occurred

HOMEWORK

Homework is an integral part of the educational process. Homework helps students develop responsibility, independence, and time management skills. Homework is assigned when work required for concept mastery cannot be completed in the available time.



Regular attendance and conscientious homework completion are two essential ingredients for success. Students should expect to have homework on most school days. The amount of homework will depend upon the courses the student is taking, the specific units being covered, an individual student's ability and work habits. The middle school has developed a campus-wide plan to try to prevent the overlap of tests and large assignments. Faculty members will also follow homework expectations as related to length of assignments and writings. Educate, CCLS' student management system, is an online opportunity to view homework assignments and grades, but the responsibility for homework and assignments rests with the student. Unless specified otherwise, all homework is due at the beginning of the class period for which it was assigned.

Absent Work: A student will have one day per day missed to make up the work due to an absence, unless the parent(s) make other arrangements with the teacher. Absences of greater length than one day will likely result in a special plan set up for the student.

Late Work: A student is expected to turn in all work that is due as part of the course requirements. Individual elementary school teachers will have specific rules regarding this, and the middle school standard policy is 20% off one day late, and 50% off thereafter.

Planned Absences: In the case of a long-term planned absence, parents must notify the office and should contact their child's teachers well in advance of their departure. Teachers are not required to have all assignments ready to be given in advance, but some may be able to be given. Some assignments, tests, etc., will have to be made up upon the student's return. It is the student's responsibility to obtain assignments and schedule any make-up test(s). If for any reason a child must leave school prior to the last day of school, an "incomplete" will be given in any affected subject area, and all work necessary to clear the "incomplete" from the transcript must be completed in order for grades to be entered for the fourth quarter and the year.

ILLEGAL SUBSTANCES

The use of tobacco, liquor, illegal substances, weapons, and dangerous items is prohibited in school buildings and on surrounding church properties. Christ Community Lutheran School administrative personnel have the right to search students, lockers, and other personal effects.

INCLEMENT WEATHER

Tune in to KMOX-1120AM or watch TV Channel 2 (KTVI-FOX), 4 (KMOV) or 5 (KSDK) to see/hear about school closings due to inclement weather. ***An announcement stating***



that Christ Community Lutheran School is closed means ALL campuses are closed and all programs are canceled; Crestwood, Glendale, Kirkwood, and Prince of Peace. The homepage of the website at www.ccls-stlouis.org will be updated with an announcement, and the parents may also receive an email, text, and/or phone call from the school.

In the event that we would need to dismiss early for the safety of our students and our employees, the following statements may apply:

1. Ideally we could announce an early dismissal time the evening before.
2. If an emergency announcement is needed in the morning, the Executive Director will send an email announcement of the early closing time at least two hours in advance. It may or may not be possible to run the announcement on the TV stations.
3. Parents will need to pick up their students at that early dismissal time, or arrange to have someone else do so on their behalf, so that CCLS staff members may also be released early.
4. Alternatively, the school day may end at the usual time but all after-school activities, including Kid Kare, may be cancelled.
5. When early dismissals or after-school cancellations are announced, the campus administrators will be in charge of making decisions at their sites regarding pick-up procedures, staffing priorities, etc.
6. Finally, a school sometimes needs to dismiss students because conditions within the building(s) become hazardous due to loss of electrical power, heat, water, or for other reasons. If that ever happens at CCLS, a two-hour advance notice may be waived and parents may be asked to pick up students as soon as possible.

CCLS respects and supports the parents' decision regarding attendance on any inclement weather day. CCLS will remain open whenever possible to accommodate those families that can safely commute to school and work. Continuing our daily educational program is a top priority whenever reasonable, but the safety of students and staff is even more important.

LEAVING CAMPUS

If your child needs to leave the campus during the day for an appointment, please send a note or email to the child's teacher, noting the time the child is to leave, the purpose for which he/she is leaving, and the time the child is expected to return. Children are not allowed to leave the campus to eat lunch at the fast food establishments near the campus unless accompanied by their parent. Parents are to sign children out through the office and return them to the office.

LUNCH /CAFETERIA

A hot lunch is available for students each day. Students who bring their own lunch may purchase milk. Students may purchase individual lunches, milks, and extra servings of the entree. Soda is not allowed in the lunchroom during lunch, neither from the soda machine nor from home. Children with food allergies must have filled out a report with the school office where it will be kept on file.

The lunchroom is supervised each day by at least two teachers. Students are expected to be respectful to cafeteria staff. Students are responsible for keeping their lunch table neat and orderly. They will be required to clean up the area where they eat. Students will be dismissed from their table when it is clean. No food or drink is permitted outside the cafeteria. Food brought in for homeroom celebrations must remain in the homerooms.

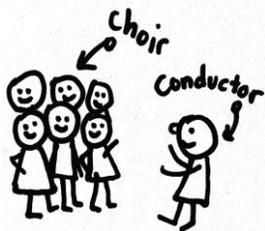
MEDICATION POLICY

We are happy to assist you in the administration of medication for your child in accordance with your doctor's instructions. Since this is a service which the school is not legally obligated to perform, we ask that you fill out a form that lists dosage, time of dosage, and dates for which the medication shall be given. Please have your doctor complete the back of the form and sign. We cannot assist you without this form on file. **All medications must be in their original containers.** Under no conditions will we give aspirin or other pain medications to students without a written consent form from the parents. **Students are not allowed to have any medication in their pockets, purses, backpacks, lunch bags, etc. All medication (including cough drops and lotions) must be kept in the office.**



MUSIC EDUCATION

BAND: Students may register for the band program in grades 5-8. A fee (which is billed per semester) covers the cost of our participation in the Lutheran High School elementary band program. Band students will be taught by Lutheran High School South's band instructors, who will come to our campus for classes. Please note that there will be additional costs for band books, instrument rental, etc. This information will be available from the band instructor at the beginning of the school year. Refer to special summer registration mailing for more information.



CHOIR: Students in grades K-6 will have music instruction throughout the school year, and there are a number of musical opportunities for middle school students to elect. All students will have the opportunity to showcase their skills at various performances throughout the school year.

HANDBELLS: Handbell instruction is an elective course offering to 6th – 8th graders. Students are instructed in the ancient art of ringing techniques and will be required to participate in the Fine Arts Nights.

NON-DISCRIMINATION POLICY

Christ Community Lutheran School does not discriminate in any manner contrary to law or justice on the basis of race, color, gender, sexual orientation, age, religion, disability, veteran's status or national origin in its educational programs or activities, including employment and admissions. At the same time, Christ Community Lutheran School cherishes its right and duty to seek and retain a student body and personnel who will make a positive contribution to its religious character, goals, and mission in order to enhance the Lutheran, Christian tradition.

PARENT-TEACHER CONFERENCES

At the end of the first grading period, all parents are invited to attend a parent-teacher conference. In order to provide time for these conferences, school will be dismissed around lunchtime on the Thursday after the end of the quarter, and there will be no school on that Friday. Additional conferences during the year are encouraged, and may be requested by either the parents or the teacher.

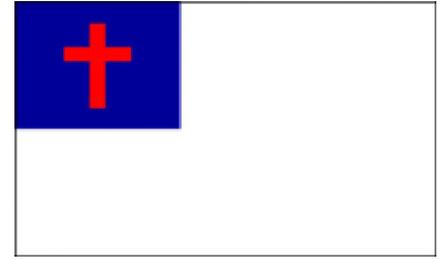
PICTURE DAYS

Picture days are scheduled each year in the fall. Check the school calendar and The Charger newsletter for the exact dates.

PLEDGES and CLASSROOM DEVOTIONS



At the beginning of the day during homeroom, the Pledge to the Christian Flag and the Pledge of Allegiance are recited. Each classroom also will have devotions during this homeroom time. At the close of the day, a brief devotion and/or prayer is done just prior to dismissal.



RELEASE OF STUDENTS

Students given to the care of Christ Community Lutheran School for a regular session school day and for all school-sponsored activities will be released to custodial parents or legal guardians and up to 4 additional designated individuals. Other individuals will be noted by parents or guardians on the annual CCLS Student Information Form.

A custodial parent will only be denied access to their child when court documentation shared with the school administration specifies such. This documentation must be specific enough that the school can clearly determine which privileges have been revoked and should include beginning and ending dates.

A member of the CCLS administrative team will communicate with district-provided or independent counsel if questions remain unanswered after viewing official documentation. In such cases a copy of the court order will be kept on file in the school office. The faculty will be informed, in confidence, of the court order, and in knowing will share the responsibility to see that every effort is made on behalf of the school to uphold the official ruling.

RETENTION and PROMOTION

Christ Community Lutheran School believes in educating the whole child. Thus, retention and promotion are based on the child's age, ability to work at a given grade level, attendance and behavior. A child will be placed each year at that grade level which is most appropriate to that level of his or her academic skill and ability to succeed socially. All reasonable interventions shall be considered before a decision is made to retain a student. This policy is in effect for all Christ Community children (early childhood through 8th grade). If a child is retained, a specific plan will be created and implemented for that individual child to ensure the child has a successful experience.



If a student receives two quarter F's in any subject area, he/she will be required to show proof of some type of remedial work in the subject area before being promoted to the next grade level. Remedial work could include tutoring, summer school, learning centers, etc. Remedial work must be approved by the CCLS administration before it is begun. It is the responsibility of the parent and/or student to initiate a remedial plan.

Promotion of students to the next grade level requires:

- At least 90% daily attendance.

- At least 90% of daily assignments completed to the student’s ability level.
- At least 95% of projects and tests completed to the student’s ability level.
- Graduation requires at least a “D” average for all courses from grades 4-8.

SAFETY

Christ Community Lutheran School maintains a Crisis Management Plan and Building Security Plan for each campus. These procedures keep our students, faculty and staff safe and assure our school parents that everything possible is being done to assure the safety of their student.

SCHOOL HOURS

Half-Day Kindergarten:	8:10 a.m. – 12:00 p.m.
Full-Day Kind.—Grade 4:	8:10 a.m. -- 3:10 p.m.
Grades 5-8:	8:00 a.m. -- 3:15 p.m.

SCHOOL MEDICAL PROFESSIONALS

CCLS has two school medical professionals to care for students on all four campuses during the school year. Any pertinent information regarding medication, chronic illness or health records should be made available to them. School personnel are not permitted to dispense medication to students without a doctor’s permission. A copy of such permission will be kept on file in the office. If the student is ill and considered serious enough to go home, the student's parents will be telephoned. The student must have someone pick them up within thirty minutes after the parents have been called. The parent/guardian responsible for the student should complete the online sign-out form. Every student must have a current signed emergency health care form on file in the office. **CCLS Medical Professionals are authorized to determine if/when a student will be subject to PPE (personal protective equipment) or isolation measures (i.e. if presenting with COVID-19 symptoms at school).**



STUDENT LEADERSHIP

There are opportunities for upper grade students to develop their leadership skills by being a part of SALT (Student Ambassador Leadership Team). This group plays a critical role in developing and coordinating various special events throughout the school year.

STUDENT DRESS

Christ Community Lutheran School has adopted a policy of dressing for success. We believe school is where students prepare for success in, and the challenges of, the real world. Dress is part of the balance of success and challenge.

When a student has a dress expectation problem, they will be guided to solve the problem in a loving way before attending/returning to the classroom.

Shirts, Sweatshirts, and Fleece

- Purchased from CCLS Vendor
- Variety of solid colors
- Stitched with CCLS logo

Slacks, Capris, Shorts, Skorts, Skirts, Scooters and Jumpers

- Solid color khaki, navy, black, or CCLS vendor plaid

- Tailored or elastic-back casual dress or dress slacks-twill or corduroy
- Worn at the natural waistline
- Skirts/scooters/skortts/jumpers/shorts worn at an appropriate length
- Athletic or spandex shorts must be worn under skirts and jumpers
- Grades 5-8: Items with belt loops require solid color belts that are elastic, leather, or leather-like

Shoes

- Shoes with a closed toe and covered/strapped heel
- Non-marking soles
- No wheels

Hair and Accessories

- All hair must be kept clean and well-groomed
- Girls' hair accessories are modest and not distracting
- All hair remains one of the four natural colors: black, brown, red, or blonde
- Earrings may be worn by girls only and do not extend below the ear lobe

Additional Notes

- Solid-color sweaters may be worn.
- CCLS provides a full line of uniform apparel for interested families. Only the vendor issued shirt is required.
- Every Friday is CCLS spirit wear Friday unless noted otherwise. CCLS spirit t-shirts may be worn.
- General rules for skirts, scooters, skortts, jumpers, and shorts include mid-thigh & not more than 4" above the knee.
- No hats or sunglasses during the school day or by participants at extra-curricular activities.
- Jackets do not require a CCLS logo, but they may not be worn inside the classroom
- All fleeces and sweatshirts worn on campus must have a CCLS logo, and they may be worn inside the classroom.
- A light application of make-up may be worn by girls in grades 5-8.
- **For the 2020-2021 school year, all K-8 students are required to wear face masks. [Face mask policies may be found at this link](#), and are subject to change as necessary by CCLS Leadership.**

Every Friday is CCLS Spirit Day, and students may wear CCLS t-shirts and other CCLS-logoed wear. In addition, we have identified random days every year as a non-uniform day, called "Casual for a Cause" days. On these days, students may opt to come to school dressed in non-uniform – but appropriate! – clothes along with a donation (of items or dollars) to a specified cause. This variable cause can range from a chapel mission project to a special student assembly to another yet to be determined suitable cause.

On these days, it is our intention to hold our students to a Biblical, high standard for their dress. CCLS encourages parents to see that their children dress in a God-pleasing manner for school. CCLS maintains the position that parents have the responsibility for determining the school dress of their own children as long as it:

- jeopardizes neither their own child's health and safety, nor that of others,
- does not disrupt the teaching/learning process or create school disorder,
- is not immodest in any respect
- does not call attention to themselves

The teachers and administrators have the responsibility for seeing that each student stays within the limitations of dress and appearance set by these four boundaries of health, safety, order, and modesty. Teachers will communicate their concerns to the principal. The principal may have the student change inappropriate clothing or contact the parent. If there is any question as to whether a parent should allow their child to wear a particular item of clothing to school, we recommend that the item in question not be worn.

STUDENT RECORDS

The student record procedure of Christ Community Lutheran School is:

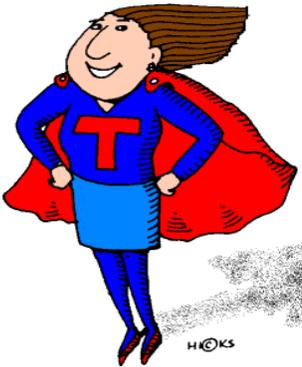
- Parents or guardians of students are allowed to review their child's files upon request, and if a student is over 18, he/she may review his/her own files.
- Records will not be furnished to individuals outside the school instructional staff without written authorization from the parents, guardians, or student himself/herself if he/she has reached the age of 18.
- Parents, guardians, or students over 18, upon examination of student records, may file a request with the Executive Director that objectionable information be removed from the student records.

TEACHER REQUESTS

Parents are not encouraged to request a specific homeroom teacher. The opportunity is never presented publicly.

Prior to publication of the annual homeroom lists, parents may request in writing to the building principal a homeroom placement based on academic or special needs. The decision of the building principal will be final.

Following publication of the annual class lists, CCLS makes changes only in cases of extreme circumstance. Should a parent request consideration, the request will again be in writing and to the building principal. The decision of the building principal will be final and without appeal.



TELEPHONE USE and MESSAGES TO STUDENTS

Students may use room phones if under the direct supervision of an approving teacher. The office phone will be available for student use in case of emergencies and unplanned events, and not for simple forgetfulness. Forgotten lunches, PE uniforms, band instruments, etc., are not considered emergencies. Phone messages from parents will be communicated to the rooms so they are received in a timely fashion.

VALUABLES

CCLS requests that students not bring excessively valuable items to school. This includes large sums of money, skateboards, jewelry, expensive pieces of clothing, and electronic devices. Distracting items are subject to confiscation. Purses and other valuable items should not be left unattended at any time. All items should be clearly marked with the owner's name. CCLS is not responsible for lost or stolen valuables. While we know we have great people around CCLS, we also are mindful that our sinner rate is that same as every other school – 100%.

VISITORS TO CLASSROOMS

For the 2020-21 school year, campus visitors (including parents) will be very limited, in compliance with COVID-19 policies. CCLS will review and amend visitor policies, as needed, throughout the school year.