

CHRIST COMMUNITY LUTHERAN SCHOOL

# PARENT- STUDENT HANDBOOK



# Table of Contents

School Hours	5
Family Commitment	7
Statement of Faith	8
Admissions Procedures	13
Chapel	14
Inclement Weather	14
Finances	15
Child Abuse / Neglect Reporting Obligations	16
Safety	17
Medication Policy	17
<b>Kindergarten - 8th Grade Specific Policies &amp; Procedures</b>	<b>19</b>
Attendance Policies	19
Leaving Campus	20
Daily Planner	21
Lunch / Cafeteria	22
Field Trips	22
Student Dress	22
Discipline Policy	23
Cheating / Plagiarism	25
Telephone Use and Messages to Students	25
Homework	29
Retention and Promotion	32
Before/After School Accommodations	32
Co-Curricular Activities	34
Electronic Devices and Cell Phones	36
Drug Testing	37
<b>Early Childhood Specific Policies &amp; Procedures</b>	<b>38</b>

# 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 Christ-centered community.

Located on five campuses, Christ Community Lutheran School provides Christian education for infants as young as six weeks through Grade 8. Over 700 students are enrolled at CCLS this school year between all five 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. Working together, we live out our vision to transform lives through Christ-centered education.

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. Rachel Klug**, Assistant Elementary School Principal

**Mrs. Angela Shirley**, Director of Early Childhood Education

# CCLS Campus Structure

## **Crestwood Campus**

*Early Childhood Education: Ages 2–5*

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

## **Glendale Campus**

*Early Childhood Education: Infants (6 weeks)–Age 5*

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

## **Kirkwood Campus**

*Middle School: 5th–8th grade*

*Early Childhood Education: Infants (6 weeks)–Age 5*

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

## **Webster Campus**

*Elementary School: Kindergarten–4th grade*

*Early Childhood Education: Ages 2–5*

*Kid Kare: Before/After School care for K–8th grade*

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

## **CCLS Academy at Bethlehem Lutheran Church**

*Microschool for 3rd–5th grade*

Bethlehem Lutheran Church  
2153 Salisbury St. St. Louis, MO 63107  
314.480.2011

# School Hours

Full-Day Kindergarten—Grade 4:	8:10 a.m. – 3:10 p.m.
Grades 5-8:	8:00 a.m. – 3:15 p.m.
ECE Infants-4's:	7:00 a.m.-5:30 p.m.

# Mission, Vision, Values

## **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

# 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 as parents partner with staff, 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 ensure proper readiness.

## Family Commitment

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

A positive and constructive relationship between CCLS and each Family Member (parent, student or other person associated with your student) is essential to the school's educational purpose and responsibilities to its students. If any Family Member engages in behavior, communications, or interactions on or off campus, that are disruptive, intimidating, overly aggressive, or reflect a loss of confidence in or disagreement with CCLS's policies, methods of instruction or discipline, or otherwise interferes with the school's safety procedures, responsibilities, or accomplishment of its educational purpose or program, CCLS reserves the right to dismiss the Family or Family Member from the community. CCLS may also place restrictions on a Family Member's involvement or activity at CCLS. The school reserves the right to withdraw an offer of enrollment at any time. There will be no refund of tuition where such dismissal occurs.

## 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.

# Worship Opportunities

## **Concordia Lutheran Church**

*Pastor Stephen Bongard and Pastor David Meggers*

505 S. Kirkwood Road, Kirkwood, MO 63122

(314) 822-7772 | [www.ckhome.org](http://www.ckhome.org)

WORSHIP TIMES: Saturday: 5:00pm.

Sunday: 8:00am., 9:30am., and 11:00am.

Sunday School/Bible Study: 9:30am. and 10:30am.

## **Glendale Lutheran Church**

*Pastor Scott Jonas*

1365 New Sappington Road, Glendale, MO 63122

(314) 966-3220 | [www.glendalelutheranchurch.org](http://www.glendalelutheranchurch.org)

WORSHIP TIMES: Saturday 5:00pm.

Sunday: 9:15am.

Sunday School/Bible Study: 10:45am.

## **Prince of Peace Lutheran Church**

*Pastor Hans Fiene*

8646 New Sappington Road, Crestwood, MO 63126

314.843.8448 | [www.poplchurch.org](http://www.poplchurch.org)

WORSHIP TIMES: Saturday: 5:00pm.

Sunday: 9:00am.

Sunday School/Bible Study: 10:15am.

## **Lutheran Church of Webster Gardens**

*Pastor Dave McGinley and Pastor Brian King*

8749 Watson Road, Webster Groves, MO 63119

314.961.5275 | [www.webstergardens.org](http://www.webstergardens.org)

WORSHIP TIMES: Sunday: 8:15 a.m. and 10:30 a.m.

Sunday School/Bible Study: 9:30 a.m.

Monday: 6:30 p.m.

# Admissions Procedures

## **Non Discrimination Policy**

CCLS does not discriminate on the basis of race, color, gender, sexual orientation, age, religion, veteran's status or national origin in it's educational programs or activities, including employment and admissions.

## **Returning Students**

All tuition, fees, and agreements must be current in order to re-enroll. Current ECE students have Priority Enrollment for ECE and Kindergarten placement for the next school year. Current K-7th grade students will automatically be issued enrollment agreements for the next school year. Open enrollment begins in January, and current students who have not completed their enrollment agreements at this time are not guaranteed placement for the next school year.

There may be certain situations in which we may wish to examine the re-enrollment of students at CCLS. If the student 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 student'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.

## **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 K-8 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, it is 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 K-8 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 admission 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.

ECE students must submit documentation about IEP's/support services to determine if the child's needs can be met by our program.

## **New Student Probation**

All newly enrolled K-8 students are placed on academic probation and conduct probation during the first six weeks they attend CCLS. At the end of the first semester, the principal may extend the length of the probationary period or meet with the family to determine continued enrollment.

## **Priorities for Admission**

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. In January, 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 applied. 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**

CCLS 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 must enroll in the ECE program.

## Chapel

Chapel is an integral part of faith life education at CCLS. Chapel services are held every Wednesday, with the elementary campus worshipping at 8:25 a.m. at The Lutheran Church of Webster Gardens and the middle school campus at 8:05 a.m. at Concordia Lutheran Church.

Chapel is held weekly at each ECE campus and is led by pastors and ECE staff.

## Picture Days

Picture days are scheduled each year in the fall. Check the school calendar and The Charger newsletter for the exact dates. For ECE, 2-5 year old students will have professional photos taken during K-8 picture days. Infant and one-year old students will not have professional pictures taken, but will have candid photos in the yearbook.

# Inclement Weather

In the event of a school closing, you will be notified with an email and a text message from CCLS. To opt into the text messages, text "YES" to 87569. If that still doesn't result in you receiving text messages or if you are not getting emails from CCLS, please email [communications@ccls-stlouis.org](mailto:communications@ccls-stlouis.org) for help. In addition to an email and text, you can find the status of school closings on the [website](#), the [CCLS Facebook page](#) and by tuning into the news (KMOX-1120AM or watch TV Channel 2 (KTVI-FOX), 4 (KMOV) or 5 (KSDK)).

An announcement stating that Christ Community Lutheran School is closed means ALL campuses are closed and all programs are canceled; Crestwood, Glendale, Kirkwood, and Webster.

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 a text and 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 canceled.
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. Should that occur 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 parents' decisions 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.

## Finances

Enrollment Agreements (tuition agreements/contracts) are created and tuition is paid through the school's online tuition management system. Terms and conditions are outlined in the tuition agreement/contract. Academic or school records will not be released until all

tuition and other financial obligations are met. For K-8 families, all tuition and other financial obligations (including monthly charges and extra-curricular fees) must be met in order to begin a new semester. When obligations are not met, families will be asked to find other academic accommodations for their children.

For Early Childhood Education families, all tuition and other financial obligations must be current within 30 days of the due date. When obligations are not met, families will be asked to find other academic accommodations for their children. When withdrawing a student from our preschool program a 30 day written notice must be received by our office for a full refund of remaining tuition owed. A 30 day notice will be required for any change to your signed Enrollment Agreement.

## Conflict Resolution

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 administrator.

**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.

## 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; staff 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.

# Harassment Policy

CCLS is committed to providing a compassionate, receptive and non-threatening atmosphere where each student can learn and be successful. Harassment/bullying is unacceptable in our school community. If harassment 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 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 prohibits 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 emails, 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. One does not have to get others, whether one's peers or school officials, to agree with him/her.

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.



# Illegal Substances & Items

The use of tobacco, liquor, vape, 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, cubbies, and personal effects.

## 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 students.

## 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 needs to be sent home, the student's parents will be called (ECE parents may be messaged through Brightwheel, as well). The student must have someone pick him/her up within thirty minutes after the parents have been called. Every student must have a current signed emergency health care form on file in the office.

## Medication Policy

Students requiring medication (prescription or over-the-counter) during school hours are required to have a medication authorization form on file in the student's health record. These forms must be completed and signed by the student's medical provider and returned to school prior to any medication being given while at school. All medications including over-the-counter medications require a signed form in order to be given while at school. Parents must supply the medication in a container with the original prescription label. Medicine to be given at school is to remain at school for the period of time it is to be given. No

medication may be sent to school with your student. All medications must be dropped off by a parent to the school medical professional or office staff.

## Health Information

New students entering CCLS are required by Missouri State Law to have an updated immunization record and physical 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. The physical forms are available from the school office, can be found on the MyCCLS page on the CCLS website or from the child's health care provider. All students should have their required immunizations administered according to the current ACIP Schedule.

*Children who have not received required immunizations are required by law to provide either a medical exemption or a religious exemption signed by the Missouri Department of Health in order to attend school.*

**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. A document called "When To Keep Sick Children Home From School" is available on the MyCCLS page on the CCLS website.

CCLS students suspected to have head lice will be sent home to have treatment. Students may return to school upon documentation to the school that treatment has occurred.

**PLEASE NOTE THAT CHILDREN MUST BE FREE OF VOMITING, OR DIARRHEA FOR 24 HOURS AND FEVER FREE FOR 24 HOURS *WITHOUT MEDICATION* BEFORE RETURNING TO SCHOOL.**

# Kindergarten - 8th Grade Specific Policies & Procedures

## 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 half day.
- If the student leaves for the day after 12:00pm, they are absent a half day.
- When a student is absent from school, a parent/guardian 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 half day absences counted against them.
- School-sponsored events such as field trips 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, his/her academic and attendance record will be reviewed by the administration of the school. The administration will make recommendations concerning grade placement and enrollment status for the following year.

### **Leaving School Before the End of the Day**

If it is necessary for a student to leave school 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 the school.

## Tardies

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 late arrival to school, please call the office before 9:00am to let us know his/her time of arrival. CCLS encourages that such appointments be made outside the school day whenever possible. The only excusable tardies are for medical, dental, or approved educational services appointments. We also expect students to arrive at 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 seats at the time the bell rings for that class to begin. Individual teachers have outlined their expectations regarding tardiness in their classroom guidelines.

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. Teachers at CCLS may choose to not give academic credit for work that a student missed because of his/her tardiness to class/school. Exceptions may be made for family emergencies, medical appointments, or 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.

## 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. Students are not allowed to leave the campus for lunch unless accompanied by their parent. Parents are to sign students out through the office and return them to the office.

## 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. These designated individuals will be noted by parents or guardians as Emergency Contacts in the student information system.

A custodial parent will only be denied access to his/her 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 legal 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.

## 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 said just prior to dismissal.

## Daily Planner

Second through sixth 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.

## 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. Children with food allergies must have filled out a report with the school office where it will be kept on file and precautions are handled accordingly..

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.

# Field Trips

Students in good standing will be eligible for participation in field trips. A notice containing pertinent information about the trip will be sent home to parents prior to the trip.

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 field trip/activities authorization form was signed in your enrollment agreement.

# Student Dress

Christ Community Lutheran School has adopted a policy of dressing for success. We believe school is a place 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.

The following lists approved dress code items and additional notes and guidance for dress:

## **Shirt, 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/skorts/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 must 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 day, unless noted otherwise. CCLS spirit t-shirts may be worn. (See below for further information).
- General rules for skirts, scooters, skorts, jumpers, and shorts length is that they are 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 fleece and sweatshirts worn on campus must have a CCLS logo in order to be worn inside the classroom.
- A light application of make-up may be worn by girls in grades 5-8.

Every Friday is CCLS Spirit Wear Day, and students may wear CCLS t-shirts and other CCLS-logoed wear. On non-uniform days, it is our intention to hold our students to a Biblical, high standard for their dress. CCLS encourages parents to ensure 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 any concerns regarding student dress to the principal. The principal may choose to ask the student to change his/her inappropriate clothing or to 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.

## 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 stated 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, 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 then inform the President of the CCLS Board of Directors 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.

## 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.

## Telephone Use and Messages to

### Students

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 classrooms so they are received in a timely fashion.

## Curriculum

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

<b>Grade 1</b>			
<b>Religion</b>	CPH	One in Christ	2013

<b>Literacy/Reading</b>	Being a Reader/Making Meaning	Center of Collaborative Learning	2016
<b>Writing</b>	Lucy Calkins	Heinemann	2016
<b>Science</b>	Delta Education	FOSS Science	2015
<b>Math</b>	Saxon	Saxon Math Grade 1 (3rd ed.)	2018
<b>Social Studies</b>	Teacher's Curr Institute	My School and Family	2010
<b>Character Formation</b>	Open Sky Education	Character Formation Project	2016

### Grade 2

<b>Religion</b>	CPH	One in Christ	2013
<b>Literacy/Reading</b>	Being a Reader/Making Meaning/Fountas and Pinnell	Center of Collaborative Learning	2016
<b>Writing</b>	Lucy Calkins	Heinemann	2016
<b>Science</b>	Delta Education	FOSS Science	2015
<b>Math</b>	Saxon	Saxon Math Grade 2 (3rd ed.)	2018
<b>Social Studies</b>	Scott Foresman	People and Places	2010
<b>Character Formation</b>	Open Sky Education	Character Formation Project	2016

### Grade 3

<b>Religion</b>	CPH	One in Christ	2013
<b>Literacy/Reading</b>	Fountas and Pinnell	Center of Collaborative Learning	2016
<b>Writing</b>	Lucy Calkins	Heinemann	2016
<b>Science</b>	Delta Education	FOSS Science	2015
<b>Math</b>	Saxon	Saxon Math Grade 3	2008

<b>Social Studies</b>	Our Communities and Beyond		2010
<b>Character Formation</b>	Open Sky Education	Character Formation Project	2016

#### Grade 4

<b>Religion</b>	CPH	One in Christ	2013
<b>Literacy/Reading</b>	Fountas and Pinnell/Literature Studies	Heinemann	2016
<b>Writing</b>	Lucy Calkins Writing	Heinemann	2016
<b>Science</b>	Delta Education	FOSS Science	2015
<b>Math</b>	Saxon	Saxon Math Grade 4	2007
<b>Social Studies</b>	Teacher's Curr Institute	Regions of our Country	2010
<b>Character Formation</b>	Open Sky Education	Character Formation Project	2016

#### Grade 5

<b>Religion</b>	CPH	One in Christ	2013
<b>Literacy/Reading</b>	Fountas and Pinnell/Literature Studies	Heinemann	2016
<b>Science</b>	Delta Education	FOSS Science	2015
<b>Math</b>	Saxon	Saxon Math Grade 5/6	2004
<b>Social Studies</b>	Teacher's Curr Institute	History Alive! America's Past	2010
<b>Health/P.E.</b>	Weekly Reader	Current Health	2009
<b>Character Formation</b>	Open Sky Education	Character Formation Project	2016

**Grade 6**

<b>Religion</b>	CPH	One in Christ	2013
<b>Reading</b>	McDougal Littell	Literature	2008
<b>English</b>	Lucy Calkins/TCRWP Colleagues Units of Study	Language Network	2001
<b>Science</b>	Delta Education	FOSS Science	2015
<b>Math</b>	Saxon	Saxon Math – Course 1	2007
<b>World Studies</b>	Teacher’s Curr Institute	History Alive! The Ancient World	2010
<b>Health/P.E.</b>	Weekly Reader	Current Health	2009
<b>Character Formation</b>	Open Sky Education	Character Formation Project	2016

**Grade 7**

<b>Religion</b>	CPH	One in Christ	2013
<b>Reading</b>	McDougal Littell	Literature	2008
<b>English</b>	Lucy Calkins/TCRWP Colleagues Units of Study	Language Network – 7	2001
<b>Science</b>	Delta Education	FOSS Science	2015
<b>Math</b>	Saxon	Saxon Math – Course 2	2007
<b>Social Studies</b>	Teacher’s Curr Institute	History Alive! The Medieval World	2010
<b>Health/P.E.</b>	Weekly Reader	Current Health 2	2009
<b>Character Formation</b>	Open Sky Education	Character Formation Project	2016

**Grade 8**

<b>Religion</b>	CPH	One in Christ	2013
<b>Reading</b>	McDougal Littell	Literature	2008
<b>English</b>	Lucy Calkins/TCRWP Colleagues Units of Study	Language Network – 8	2001
<b>Science</b>	Delta Education	FOSS Science	2015
<b>Math</b>	Saxon	Algebra	2007
<b>Social Studies</b>	Teacher's Curr Institute	History Alive! The United States	2010
<b>Health/P.E.</b>	Weekly Reader	Current Health 2	2009
<b>Character Formation</b>	Open Sky Education	Character Formation Project	2016

## 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. CCLS' student information 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 of absence to make up any work missed, 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.

## 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 scale for conduct grading:

### **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

## Assessments (Achievement Tests)

CCLS third through eighth grade students take the Northwest Evaluation Assessment (NWEA). The students will take this Assessment three times a year: in the early fall, winter, and late spring. The teacher and student will work together to determine their successes and what areas they can focus on for growth.

## Communication with Parents

- Charger Newsletter:
  - School-wide parent information will be emailed weekly to all families. Important announcements and upcoming events are included in the Charger Newsletter.
- Other Communication:
  - CCLS encourages parents to join the Christ Community Lutheran School Facebook, Instagram and Twitter page.
- 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 email teachers during the school day and leave a message about their child.

- The school's student information system is available online 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. Access to the information system is available on the school website. Students in kindergarten through fourth grade will receive a paper copy of their quarterly report card.

## Student Records

The student record procedure of Christ Community Lutheran School is as follows:

- Parents or guardians of students are allowed to review their child's files upon request.
- 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 his/her student records.

## 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 the 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. The Retention and Promotion policy is in effect for all Christ Community Lutheran School 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 a student 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.



# Before/After School Accommodations

## **Elementary Campus**

Students may arrive at 7:00 a.m. when our Kid Kare program opens. Parents will be given a personal code to use to enter the building beginning at 7:00 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 5:30 p.m. Kid Kare is provided for those families who have a need for after school care. Students must be registered for Kid Kare. There is a fee for the use of Kid Kare. A \$1.00/minute fee will be assessed for any students picked up after 5:30 p.m.

## **Middle School Campus**

Students may not arrive onto the middle school campus until 7:30am 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 from the elementary campus 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 principal concern, therefore, students MUST be supervised if they remain in the building after 3:35pm. At the Middle School, students who are left in the building after 3:45pm may be assessed a \$1.00/minute fee for supervision. Middle school students requiring after school care should commute on the CCLS bus to the elementary campus for Kid Kare (available until 5:30 p.m.). On the Middle School campus, Homework Club is available until 5:00 p.m. for middle school students; there is a fee for Homework Club participation.

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.

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 interscholastic 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.

# Bus Procedures and Expectations

A shuttle runs between the elementary and middle school campuses each school day at the beginning and ending of the school day. Information regarding schedule and bus fees is available on the CCLS website. 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 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, 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.

## 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.

### **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 activities and 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 activities 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 may regain eligibility the following week when eligibility is checked again, should they correct their academic status. Administration may exercise the right to reinstate eligibility at any given time.

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.

## 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 South 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.

### **Choir**

Students in grades K-5 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.

## 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.

# 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. They may also participate in the National Junior Honor Society (NJHS).

# Transportation

Individual automobiles may be used to transport students to and from school-related activities at the owner's risk. 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.

# Electronic Devices and Cell Phones

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 during a CCLS-sponsored activity is at the discretion of the CCLS adult in charge of the activity.

Cell phones, smart watches and any other communication devices may not be used while on campus. If you feel your child must have a smart watch, it must remain with the teacher (stored with cell phones) while at school. Failure to follow these guidelines will result in a confiscation of the phone and/or smartwatch. The cell phone and/or smartwatch may be retrieved by the parent at the end of the day from the principal.

# Valuables

CCLS requests that students not bring excessively valuable items to school. This includes large sums of money, 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.

# 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.

# Drug Testing

Christ Community Lutheran School does not require drug testing of students during the enrollment process, nor is random testing conducted 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 student's continued enrollment will be reviewed by the leader of the school and Board of Directors or their appointees.

# Early Childhood Specific Policies & Procedures

## Birthday Celebration

We are happy to share in the celebration of your child's birthday. Due to allergies, please ask your child's teacher for guidance on what is appropriate for your classroom.

## Communication

- Brightwheel:
  - All ECE classrooms use the Brightwheel app as a primary source of communication with parents. Brightwheel is a closed group application, and parents can only send messages to their child's classroom teachers.
  - Infants through 2-year old classrooms will report each child's eating, sleeping and diapering information, along with pictures of each child's day. Three and four-year old classes will primarily focus on learning activities, photos, and basic messaging.
  - Student illnesses will first be communicated via Brightwheel.
  - School-wide announcements such as closure for inclement weather or emergency closing will be sent through Brightwheel.
- Charger Newsletter:
  - School-wide parent information will be emailed weekly to all ECE families. Important announcements and upcoming events are included in the Charger Newsletter.
- Other Communication:
  - CCLS encourages parents to join the Christ Community Lutheran School Facebook, Instagram and Twitter page.

## Behavior Policy

### **Behavior Policy at CCLS**

Social-emotional development is a key component of the ECE program at CCLS. Positive reinforcement, modeling, and "re-do's" are used to encourage appropriate behavior in the

classroom. If your child must be corrected, the proper behavior is discussed or modeled, and the child is redirected. If the behavior does not improve, the child may be removed from the activity. Severe or chronic misbehavior may result in parent notification to pick up the child from school. Teachers will maintain communication with parents and will share documentation as needed.

For children displaying negative or disruptive behaviors or those demonstrating developmental challenges, a conference may be scheduled with teachers, parents, and the Director of ECE. Depending on the child's unique situation, we may recommend additional assessments, outside services, modification of services, or direct families to the appropriate resources/programs.

CCLS reserves the right to deny acceptance or withdraw a child from its program if a child's behavioral or developmental needs cannot be met, a child's behavior continues to significantly disrupt the educational environment, the safety of staff/children cannot be ensured, or the family has not followed through on CCLS' recommendations or procured the necessary services required to provide the child enough support to be successful in our classroom environment.

In extreme circumstances, when a child presents a safety or health hazard, it may be necessary for CCLS administration to determine what is best for the overall safety of that child and the rest of its students without resorting to the progressive steps listed above. We specifically reserve the right to refuse admission, terminate enrollment, or limit a child's participation in the ECE program.

### **Biting Policy**

Biting during the early childhood years, while a common developmental stage, is upsetting to parents and caregivers when it occurs. The goal of our policy is to help correct the child's undesirable behavior and to ensure the health and safety of everyone in our program.

If biting occurs these steps will be taken:

1. The bitten child will be given first aid and comforted. The parents of each child will be notified of the incident through Brightwheel (or by phone), but specific names will not be provided.
2. Children who bite will be observed by the teacher in the classroom for frequency and cause. Documentation will include physical location, location of bite mark, severity of the bite, circumstances around the incident and first aid given.
3. A parent conference will be scheduled if chronic biting is demonstrated (when a child bites multiple times a day and/or consecutive days in a short period of time). The purpose of the meeting will be to work on strategies in the classroom and at home to prevent biting.
4. If chronic biting does not improve CCLS may implement a policy that may include, but is not limited to, reducing a child's scheduled class time or removing the child from the program.
5. NOTE: If a bite breaks the skin, the parent of the biter may be called and asked to remove their child for the remainder of the day.

# Release of Students

Students in the care of Christ Community Lutheran School will only be released to persons on the approved pick up list in Brightwheel. Teachers will verify approval by checking photo identification of persons arriving to pick up a child. If a person arrives to pick up a student that is not listed in Brightwheel, ECE staff will contact parents/guardians directly for permission to release the child. Parents should alert teachers and administration when individuals are added or deleted from the approved pick up list in Brightwheel.

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 legal 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 staff will be informed of the court order and will uphold the official ruling regarding the release of the student.

# Drop-Off and Pick-Up

Parents are required to drop-off and pick-up their child at the classroom (outside drop-off/pick-up are not available). When signing in their ECE student, parents will use their unique code assigned to them in Brightwheel. Drop-offs should not occur more than five minutes prior to the start of designated attendance times (i.e. students cannot be dropped off prior to 8:10 a.m. for the 8:15 a.m. start time). Pick-up must be made no later than the designated attendance time (11:45 a.m., 3:30 p.m., 5:30 p.m.). Parents will incur a \$1.00/minute charge on their account for any late pick ups.

# ECE Student Dress Code

Children should arrive at school ready to participate in active play. Parents should dress their children in comfortable play clothes, also knowing that items may get dirty during the school day. It is recommended that children wear closed-toed shoes and avoid wearing jewelry. Children should also be dressed in weather-appropriate clothing including coats, hats, and mittens when needed. All children should also keep a weather-appropriate change of clothes in their backpack or cubby.



# Curriculum

Excellence in early childhood education occurs when children are in an educational environment that is aligned with best practices in child development, early learning standards, and faith-based experiences. The curriculum at CCLS optimizes learning through individualized content based upon each child's unique needs. We facilitate a nurturing environment that focuses upon the critical areas of a child's development: cognitive development, language development, social-emotional growth, gross and fine motor skills, and faith formation. Using a wide variety of tools and resources, our teachers develop lesson plans that incorporate all of the developmental domains while providing a stimulating, active, play-based learning environment.

## Diapering and Potty Training

Infant, one's and two's classrooms are equipped with a diaper changing area that includes individual cubby space for each child's diapers, diaper cream and wipes. Parents must provide the diapering supplies for their child, as well as extra clothing in case of an accident. All supplies should be labeled with the child's name. Children's diapers are checked a minimum of every 2 hours, or as needed.

If cloth diapers are provided by the parents, individual airtight plastic bags should be provided to store each soiled diaper for return to the parents each day. Diapers and wet clothing will be changed promptly. Soiled or wet clothing will be sealed in a plastic bag and returned to the parent daily.

Teachers will work in partnership with parents on potty training when a child demonstrates readiness to do so. A plan will be developed that is best for each child, while also accommodating the classroom setting. Individual potty chairs are not allowed for use in our ECE program. Food rewards or candy treats will not be given for toilet use at school.

Students should be successfully potty trained and independent in the restroom prior to entering the 3 and 4-year old classrooms. Classrooms are not equipped with changing tables or disposals for diapers or pull-ups. While our teachers are available to help with the occasional difficult snap, button, or belt, children should be dressed in pants or shorts that can be easily pulled up and down by the child without adult assistance. We understand that bathroom accidents do occur, especially at the beginning of the school year. Should a bathroom accident occur, the teacher will assist the child into clean clothing by coaching them step-by-step. Parents will be notified of the accident through the Brightwheel app.

# Parent-Teacher Conferences

Teachers in our 3's and 4's classrooms will conduct parent-teacher conferences twice yearly. If concerns develop throughout the year, additional conferences may be scheduled. Parents may also reach out to their child's teacher and request a conference if the need arises.

# Teacher Nannying/Babysitting

CCLS lead teachers and assistants are not permitted to be a babysitter or nanny for our CCLS families during the academic year, August through May. During the summer months (June and July), families can contact early childhood staff members for private nanny and babysitting services.

# Allergies

Parents will report any food allergies during the enrollment process. This information must also be shared with the classroom teacher and in Brightwheel. If changes occur to a child's allergy status, the teacher and administration must be notified immediately so that all documents can be updated. Each classroom will maintain a list of allergies in the classroom. This list will be easily accessible to all classroom staff (leads, assistants, substitutes). If a child has a life-threatening food allergy, the entire campus may be required to ban the food allergen. Should your child have or develop an allergy requiring an epi pen or medication, please contact the CCLS Medical Professionals for further details. An Allergy Action Plan and Medication Authorization Form may be required depending on the allergy.

# Lunch & Snacks

Parents of ECE students will provide all food and beverages needed during the day. Parents are responsible for providing daily morning and afternoon healthy snacks and drinks as well as lunch (if applicable) for their child. Parents will be informed of allergies in the classroom and any foods that are not permitted for the safety of our students.