



WEST COVINA

# **CHRIST LUTHERAN SCHOOL**

## *STUDENT HANDBOOK*

### 2024 – 2025

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*Preparing Young Minds for a Bright Future*





WEST COVINA

## MISSION STATEMENT

To provide  
Christian education  
by emphasizing  
quality  
in academics,  
the Gospel of  
Jesus Christ,  
and love and service  
in the name of  
Christ

## Beliefs, Values, Principles

### We:

**Exist** as an educational mission of  
Christ Lutheran Church.

**Recognize** the importance of providing  
developmentally appropriate practices in  
educating children from preschool through  
8th grade.

**Believe** that Christian education develops the  
whole child spiritually, intellectually, physically  
and socially.

**Provide** a qualified teaching staff who are  
dedicated to Christian education and encourage  
each student to grow to his or her full potential.

**Affirm** the profound importance of a parenting  
and educational partnership.

**Support** the role of the family and incorporate  
biblical principles in every aspect of a student's  
life.

**Believe** that each student is God's unique creation  
with individual needs deserving of love and  
respect in a nurturing educational environment.

**Strive** to lead children and their families to know  
Christ as Lord and Savior by reaching out with  
God's Word and inviting families into the  
membership of Christ Lutheran Church.



# *Christ Lutheran School*

## **Student Learner Outcomes (SLO's)**

### **1. All students will be *gracious people of God* who:**

- a. Recognize their individual worth, dignity, and potential.
- b. Act with the spirit of Christ by treating others with respect and courtesy at all times.
- c. Engage in charitable actions which show their kindness and consideration toward others.

### **2. All students will be *effective communicators* who:**

- a. Write effectively in various domains and genres of writing.
- b. Read critically for understanding and learning.
- c. Make articulate oral presentations to small and large groups.
- d. Understand qualities of multiple forms of communication, such as the arts, social media, and mass media.
- e. Listen actively to others for effective understanding and learning.

### **3. All students will be *self-directed learners* who:**

- a. Set priorities in their schoolwork and extracurricular activities.
- b. Make positive choices, assuming responsibility for results of their actions.
- c. Recognize the value of physical fitness and health.

### **4. All students will be *complex thinkers* who:**

- a. Understand and use problem-solving processes.
- b. Find and use needed information from print, electronic, and non-print resources for academic and real-world application.
- c. Recognize and use critical thinking skills.

### **5. All students will be *collaborative workers* who:**

- a. Contribute positively during group work in and out of the classroom.

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## **INTRODUCTION**

Christ Lutheran School is a Christian community, which includes clergy, school staff, parents and students. Efforts have been made to make this document representative of all who comprise this community. Christ Lutheran School does not exist in isolation. We recognize our role and function as an educational mission of Christ Lutheran Church serving the local community in which we are located.

## **THE ROLE OF STAFF**

The challenge set before us is to establish an atmosphere for learning in which who we are as individual teachers as well as how we function as a Christian community both gives witness to the message of Christ.

It is imperative that, as partners with parents, we permeate our 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. Christian education has as one of its goals to strive to lead children to know Christ as Lord and Savior. We seek to develop in all students a faith based on sound Christian doctrine that leads to a life-long mission of Christian service and commitment.

## **THE ROLE OF PARENTS**

Christ Lutheran School endeavors to act in partnership with parents for the benefit of students.

We believe the spiritual, intellectual, and social development of children to be a ministry that begins at home; therefore, parents are the primary educators of their children. Through the continuing active role of parents, children develop their Christian identity and become responsible to witness to the world a life of love and service.

We are aware as we prepare students for life in the twenty-first century that ours is a world at times troubled by high mobility, increasing technological challenge, and time constraints that impact family life. As a school community, we invite parent and staff to act as co-parents to constantly reinforce the importance of the relationship between parent and child, to act as co-parents in nurturing that relationship, and to provide for an appropriate balance between school and home outside the school day.

As effective role models for children, parents and teachers realize that their example of effective partnership is vitally significant. To this end, the staff commits itself to working with parents in order to support the role of the family and incorporate biblical principles in every aspect of a student's life. We recognize as a staff that our power to teach is a God-given responsibility.

## THE ROLE OF STUDENTS

We believe that each student is God's unique creation with individual needs deserving of love and respect in a nurturing educational environment.

Recognizing the fact that Christian personality grows neither in constraint nor permissiveness; we seek to teach students that through responsible decision-making the capacity for self-discipline is best achieved. In working toward this end, we as teachers, wish to motivate the students to acquire knowledge and to permeate intellectual growth with the teachings of Christ.

"I may have all knowledge and understand all secrets...but if I have not love, I am nothing."

In a world of increasing technological specialization and dehumanization, it is imperative to be able to think critically and conscientiously. We hope to teach our students not what to think but how to think by providing academic tasks, which stress critical thinking skills.

## THE SCHOOL AS A MISSION

Christ Lutheran School recognizes that we are first and foremost a Lutheran educational institution. With that in mind we believe the congregation plays a vital role in supporting the ministry of the school.

With open communication, the congregation and the school benefit each other by utilizing one another's talents. Together we strive to lead children and their families to know Christ as Lord and Savior by reaching out with God's Word and inviting families into the membership of Christ Lutheran Church.

## THE CHRISTIAN STUDENT IN THE WORLD

The proper end of the educational structure of Christ Lutheran School is to help the students acquire the skills and habits of thought and character, which are attributes of a Christian education. It is our ultimate hope that the youth of Christ Lutheran School will be prepared to actively, fruitfully, and joyfully contribute to the progress of the numerous communities that compose society as capable citizens and Christian leaders.

## **DOCTRINAL TEACHING**

### **WE BELIEVE THAT:**

1. There is only one God, but He has revealed Himself as the Father who created us and sustains our lives; as the Son, whose death paid for our sins and whose resurrection accomplished His victory over death and the devil; and as the Holy Spirit, who calls, enlightens, and daily brings us to the forgiveness and new life that the Son has made possible.
2. The Bible is God's inspired Word containing all we need to know for a great life and eternal salvation.
3. All mankind is born with rebellion against God and estranged from His love and will. If it were not for the Holy Spirit's transformation of our hatred to love, rebellion to obedience and purposelessness to a lively hope, all would remain trapped in hostility toward God and alienated from Him forever.
4. God loves us and wants us to be his own loving children. This he made possible, not by our virtues, but by His amazing love through Jesus Christ.
5. God calls us to a life of goodness and greatness of character. As His child by faith, we have a new family - a fellowship of believers called the Church. In this relationship, love is expressed by caring and sharing with those in need; by faithful participation in worship; by viewing all our time, ability, and money, not as if we owned them, but as a loan from God for the benefit of all God's wonderful purposes; and by urging the uncommitted to come to terms with God.
6. The most important question a person can answer is: "Who do you say Christ is?" The way you answer that question will determine whether you live forever in joy and with God, or forever in grief and regret without God.

### **INVITATION TO NON-CHURCH MEMBERS**

If you do not have a church home, you are invited to attend Christ Lutheran. Included in this Handbook, in the Pastor's Welcome Letter, are a list of the opportunities in our church and a schedule of worship services. A family may become members of Christ Lutheran after attending an inquiry class of six, two-hour sessions conducted on Thursday evenings.

### **MEMBERS OF OTHER CHURCHES**

For those who are members of other congregations, we would encourage you to follow the attendance guidelines at your own church. Of course, we feel the above is a bare minimum for church membership and that 100% attendance is the ideal.

## PARTICIPATION OF CHILDREN

Parents are encouraged to take their children to Church and Sunday school. We also expect children involved in choirs, special programs, and various activities to be here whenever they are scheduled. Parents should show their interest by trying to be present when their children participate.

## PASTOR ORIENTATION

To insure that the parents and/or legal guardians of new Christ Lutheran Students understand what Christ Lutheran Church believes and how they practice the Christian faith, a new enrollee's parents (one or both) or legal guardians will be required to attend a two hour Pastor's "New Parent Orientation Session" (listed on the School Calendar).

Upon completion of the session, the parent or guardian will sign acknowledging that they have attended.

It is understood that no new child will be able to continue enrollment in Christ Lutheran School without the parents or legal guardians attending the Pastor's session.

## **FACULTY AND SCHOOL INFORMATION**

### **GRADE SCHOOL FACULTY**

The faculty of the grade school shall be composed of qualified teachers who hold Bachelor's Degrees. Teachers shall be active in Christian congregations.

### **PRESCHOOL FACULTY**

The faculty of the preschool shall be composed of qualified teachers who hold at least a Nursery School Certificate from a Junior College. They shall be dedicated to the task of developing each child physically, mentally, and spiritually.

### **CHRIST LUTHERAN SCHOOL BOARD**

The School Board is composed of nine (9) church members appointed by Christ Lutheran Church Council for a term of three (3) years. Perspective board members will be invited to attend a School Board meeting to meet the members and the current members will get a chance to meet them. The names will then be presented to Church Council for approval. The new board members will be notified before the next scheduled meeting.

Parents who are non-church members may serve on a committee, chaired by a Board Member, to offer and implement programs.

The School Board meets the 3rd Thursday of each month. These meetings are open; parents or interested persons are welcome to attend. The first thirty (30) minutes of each meeting will be open for any questions or concerns. Each person wishing to speak will be limited to five (5) minutes. Parents will be required to fill out the "Agenda Request Form (Parent's Open Forum)" and return the form to the school administration by the second Monday of the month, to be placed on the agenda (see sample form on next page). The Board will hear concerns and provide a written answer after the next scheduled meeting.

### **CHAIN OF COMMAND**

All concerns should first be discussed with your child's teacher. If the concern cannot be resolved with the teacher, contact the school administration. If at that time you feel the concern has not been resolved, ask the school administrator to place you on the School Board agenda for the next regular School Board meeting.

**Agenda Request Form (Parent's Open Forum)**



Date of next board meeting: \_\_\_\_\_

Please list the items you would like place on the upcoming board meeting agenda.

Item #1: \_\_\_\_\_

Explanation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Item #2: \_\_\_\_\_

Explanation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Item #3: \_\_\_\_\_

Explanation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

## **GENERAL ENROLLMENT STANDARDS**

### **KINDERGARTEN ENROLLMENT**

The following standards shall apply to all children applying for the TK-Kindergarten educational program from Christ Lutheran Preschool. Due to facility space limitations in our elementary school, no preschool child is guaranteed a place in Kindergarten.

1. A child shall have observed his 5<sup>th</sup> birthday by September 15 of the current year.
2. A child shall be tested through approved evaluation (developmental, maturity, and academic) by a trained staff member and evaluated for physical and emotional kindergarten readiness by the preschool classroom teacher. This evaluation must reflect scores in the average to above average range. The family's tuition accounts must be current. An account is not current if it is past the established 10-day grace period.
3. The files of all preschool students who have been tested for Christ Lutheran Kindergarten will be submitted to the Admissions Committee for review and selection. The committee will examine each student's file contents, including teacher comments, payment history, as well as test scores and evaluator's comments.
4. When more students qualify than space allows, the following criteria shall apply:
  - 1<sup>st</sup> consideration: \*\*Returning Church Members with sibling(s) enrolled (\*sibling is defined as a member of the same household who is currently enrolled prior to the test application deadline).
  - 2<sup>nd</sup> consideration: Returning Non-Church Member with \*sibling(s) enrolled. (Returning student must have completed two consecutive months prior to test application deadline).
  - 3<sup>rd</sup> consideration: \*\*Returning Church Member
  - 4<sup>th</sup> consideration: Returning Non-Church Member (In the event there are more "eligible returning non-church members" than spaces allow, consideration in tuition responsibility, length of enrollment and parental cooperation will be factor in determining selection).

\*\* Church member consideration is given after six months of active church membership. An active member is defined as:

1. Attended worship services at least 50% of the Sundays during the past calendar year, and faithfully partaking of Holy Communion.

2. Attempting to contribute an amount equal to the difference between regular and discounted tuition rates to Christ Lutheran Church (may be designated for school use).

It is of the utmost importance that parents constantly seek to remind themselves that their support of the school, especially in regards to prompt payment of tuition and a willingness to volunteer in school projects, does operate as a pre-requisite to re-registration and a condition for continued presence in school. The school reserves the right to deny re-admission or continued enrollment to any family delinquent in tuition. In addition, failure to support the philosophy, objectives, and policies of the school may also result in a bar to re-admission or continued enrollment.

The administration and faculty of Christ Lutheran School wish to remind every family that this school is not geared to accommodate those students who demonstrate significant grade level deficiencies or behavioral problems. We do all in our power to recommend and/or schedule specialized testing where academic deficiencies may be caused by specific learning disabilities, and will assist in referrals for alternate school placement where necessary.

### 1ST THROUGH 8TH GRADE ENROLLMENT

The following standards shall apply to all children 1st through 8th grade enrolling in the elementary education program at Christ Lutheran School whether re-enrolling or new enrollment.

1. A child enrolling for 1st through 3rd grade shall have observed the birthday appropriate for his/her grade level by September 15 of the current year. Exceptions will be made only for students who have demonstrated exceptional academic performance and a high level of maturity as indicated by testing and recommendations received from the previous school.
2. A child shall be tested through approved testing (standardized tests) and oral evaluation (conferences with parents-child-principal), and recommendations shall be received from previous school administrator or teacher.
3. Test results and all other materials available for review shall be submitted to the Admissions Committee for selection. This shall apply to any child who seeks admission at any time during the year.
4. If a child falls below grade level in one or two major academic areas, the child may be considered for admission with the approval of the Admissions Committee on the condition that the child receive remedial education in the below grade level area. Parents will be informed that their child's acceptance is conditional and his progress will be reviewed at the end of the 1st quarter (or sooner, at the request of the teacher) to determine if the child is making progress toward functioning at grade level. This review process shall also apply to a child who has been conditionally accepted due to past behavioral problems.
5. A child who has previously attended Christ Lutheran School shall be re-enrolled with the following considerations: (1) cooperation in class and playground (2)



absenteeism/tardiness (3) willing attitudes (4) parental cooperation and (5) tuition responsibility (6) length of continuous enrollment.

6. In cases where more student applications have been received than class capacity allows, acceptance will be based on the same considerations as listed above.

To insure that the parents and/or legal guardians of new Christ Lutheran students understand what Christ Lutheran Church believes and how they practice the Christian faith, a new enrollee's parents (one or both) or legal guardians will be required to attend a two hour Pastor's "New Parent Orientation Session" to be arranged through the school office. Upon completion of the session, the parent or guardian will sign acknowledging that they have attended.

It is understood that no new child will be able to continue enrollment in Christ Lutheran School without the parents or legal guardians attending the Pastor's "New Parent Orientation".

### NON-DISCRIMINATION STATEMENT

Christ Lutheran School has a non-discrimination policy in regard to all races, colors, nationalities, ethnicities, gender or age. We admit students of any race to all the rights, privileges, programs, and activities made available to all students of our school. Christ Lutheran School does not discriminate on the basis of race in admission policies, scholarship and loan programs, athletic or other school administered programs. Christ Lutheran School has a non-discriminatory policy in its employment of faculty and staff.

### **REGISTRATION/TUITION**

#### AT THE TIME OF REGISTRATION

All tuition or fees uncollected from the previous school year must be paid in full. If a delinquency exists, no child from that family will be registered. This means that the delinquent family would lose its preferred position on the school rolls and a newly registered family would replace it.

No eighth graders will be allowed to participate in graduation activities or ceremonies if tuition fees are not fully paid by May 10th. No diploma will be awarded until all financial obligations are paid in full.

All delinquent accounts will, at the discretion of the School Board, be forwarded to a collection agency.

#### NSF CHECKS

There will be a charge of **\$35.00** for any check not honored by your bank. If your check is returned a second time for NSF, "CASH or a MONEY ORDER" is required to replace the dishonored check and ALL FUTURE PAYMENTS will have to be paid by CASH or MONEY ORDER. Your failure to replace the NSF within seven (7) days of notification will result in your child not being able to attend classes.

Any account that has had two (2) dishonored checks reported will require ALL FUTURE PAYMENTS TO BE MADE IN CASH OR MONEY ORDER.

No account will be allowed to be in arrears for more than one (1) month. Your failure to keep your account current will result in your child not being allowed to attend classes.

#### ACTIVE CHURCH MEMBER TUITION DISCOUNT

One of the privileges of active Christ Lutheran Church membership is the special discounted tuition rate extended to those who maintain throughout the school fiscal year, July 1 through June 30, the following guidelines:

1. Attended worship services at least 50% of the Sundays during the past calendar year, and faithfully partaking of Holy Communion.
2. Attempting to contribute an amount equal to the difference between regular and discounted tuition rates to Christ Lutheran Church (may be designated for school use).

This privilege must be renewed each school year by submitting formal application to the church Pastors for review and recommendation to the School Board.

New members may, after six months of faithful attendance at worship and Holy Communion, apply for this privilege by securing an application from the school office and submitting it to the Pastors for review and recommendation to the School Board.

#### TUITION CREDIT FOR VACATION (Preschool - 8<sup>th</sup> Grade)

No credit will be given for vacation.

#### CREDIT FOR ILLNESS FOR FULL DAY SCHOOL STUDENTS (Preschool - 8<sup>th</sup> Grade)

In the event a child contracts a serious illness and must, at the direction of a doctor, remain at home for an extended period, special tuition credit may be granted.

If the child is absent for more than two weeks (ten consecutive school days), but less than one month, (twenty school days), credit will be given for the equivalent of one week's tuition. This credit will be applied to the next month's tuition.

To assure this credit, the parent must contact the school office and inform them of the impending absence. A doctor's note verifying the need for special care should also be sent to the school office.

In the event the absence necessitates the child being absent for more than a month, the parents have the opportunity to exercise the following options:

- a. Continue to pay tuition, less the "one time only" week's credit.
- b. Withdraw their child, be placed first on the waiting list for readmission.

## **PAYMENT POLICIES**

### **REGISTRATION FEE**

The total registration fee shall be paid at the time of registration. THIS FEE IS NON-REFUNDABLE.

### **TESTING FEE**

All new students applying to Christ Lutheran School will be charged a fee of **\$45**.

### **PUPIL INSURANCE**

Pupil insurance is part of the registration fee. The insurance is a secondary insurance and will, in most cases, cover costs of an accident at school not paid by your primary insurance.

### **TUITION - TK THROUGH 8TH GRADE**

Tuition is charged on a school year basis. It is not related to the number of days or weeks per month. Tuition may be paid in 10 equal installments with the first payment being May 1, second August 1 and Third September 1. Three payments must be made before a child can attend school (non-refundable). **NO CHILD MAY BEGIN SCHOOL IN SEPTEMBER UNLESS THOSE FIRST THREE PAYMENTS ARE PAID.** (An exception may be made if the child is funded by another source, i.e. School District, etc.)

### **ENROLLMENT CANCELLATION POLICY**

If the Enrollment Contract is not canceled, in writing, by June 15 prior to the first day the student is scheduled to start school, the student's parent/guardian will be responsible for the first 3 tuition payments.

## **PAST DUE ACCOUNTS**

### TUITION PROCEDURES WILL BE AS FOLLOWS

Tuition is due and payable on the **first** of every month.

Delinquent accounts will be subject to a **\$35.00 per family late charge after the 10th.**

### ELEMENTARY DELINQUENT ACCOUNTS POLICY

In order for us to accurately plan and budget for the school year, the May 1 payment must be received no later than May 10 or a late fee of **\$35** will be assessed. If the May 1 payment is not received by May 30, the student's name will be removed from the classroom roll.

For the purpose of clarification, "delinquent account" in the following paragraphs is defined as not having two months worth of prepaid tuition consistent with the monthly tuition schedule.

For non-employees who have an account balance greater than 60 calendar days delinquent, the account must be brought current immediately and in full or the student will not be allowed to return to school effective the 61st day of delinquency.

For school employees with a delinquent account (i.e. the account is 60 calendar days delinquent), the bookkeeper will immediately solicit from the employee an automatic payroll deduction to go into effect immediately to bring the account current.

After the 61st day of any account being past due, a student may be removed from the school and the account will be turned over to a collection agency. The delinquent account must be paid in full with cash or certified funds in order for the child to be reinstated to the school.

### ACCOUNTS RECEIVABLE

To aid the Accounting Department in keeping down the cost of tuition, we encourage each and every parent to adhere to the following accounting procedures:

1. Limit the number of phone calls to our Accounting Department.
2. Make monthly payments by use of the U.S. Mail or the deposit box adjacent to the school office door.
3. Understand that our Bookkeeper is not always in a position to respond immediately to your inquiries. After submittal of your inquiry by note or telephone, she will respond as quickly as her work schedule permits.
4. Be familiar with your regular monthly charges as delineated in your payment book.
5. Lunch/Milk Cards and Hourly Day Care will be billed separately.

Communicate: Problems arise on occasion for everyone and it would be unfair, both on our part and yours, to allow a bill to get out of hand without reviewing the situation. Please contact our Bookkeeper at 967-7531 X 230.

### FAMILY COMMITMENT AGREEMENT

Every family will be expected to donate service to the school. The family goal is 20 points, to be completed during the school year or in lieu of the point program, to contribute \$200 to the school on or before October 1 of the current school year. The cost of education per child is significantly more than the indicated tuition rate, and in order to continue to maintain tuition rates at levels truly reflective of a family's ability to pay, it is expected that every family will honor this commitment.

Points may be secured by donation of time and talents. In general, one point is awarded per hour of time donated, although some ongoing positions receive a predetermined number of points. The only exception to this is the Annual Silent Auction. That is the only fundraiser that is sponsored by the Christ Lutheran School Board. Funds raised go directly to the advancement and betterment of all the children at our school by providing improvement to real property or technology. During this Auction, goods and money can be donated as approved by the School Board. Families will have the choice of donating items for points at the rate of 1 point for each \$10.00 spent (with sales receipt) with a maximum of \$200.00 or receiving a donation letter for the IRS.

It will be the responsibility of the project chairperson or teacher to sign and submit to the school office the completed points sheet. No points will be credited unless the points sheet is received. In some instances, where several volunteers are working on a project, you may be asked to sign a list instead of filling out a point's sheet. The project chairman will then turn in the list. **At the end of the school year, each family's account will be reviewed and those families who did not complete their 20 point commitment will be assessed a pro-rated monetary contribution of \$10 for each point not achieved.**

It is the responsibility of the family to seek out volunteer opportunities and call to volunteer. Opportunities are listed in the monthly "Charger" Newsletter and also in the weekly "Friday Forecast" given to all families. Also check the school calendar to see what events are coming up and call the office to volunteer your help. Consider volunteering for an ongoing Parent-Teacher Fellowship (PTF) position.

### SCRIP PROGRAM AGREEMENT (Elementary and Middle School Only)

The Scrip Program is Christ Lutheran School's year round program whose proceeds help support the school budget. Through this program the school purchases Gift Certificates to grocery stores and other participating stores at a less-than-face-value price. The school then sells these certificates to school families at face value. The profit goes directly to the school. Christ Lutheran's scrip program now offers a rebate incentive instead of the credit toward the student's 8<sup>th</sup> grade trip. TK through 7<sup>th</sup> grade - 50%, and 8<sup>th</sup> grade – 100% of any profit generated by your purchases over the \$4,000 commitment to the school can be rebated to you at the end of the school year, or donated to the school.

**Cost to our families:** \$0, if you participate in the scrip program.  
\$200, if you choose not to participate.

**Commitment Year:** May 1 through April 30 (of each school year)

Your scrip purchases will be totaled on May 31 and if your scrip purchases total:

- Less than your \$4,000 commitment, you will be billed for the difference on the profit (pro-rated)
- More than your \$4,000 commitment, you will be given the option to receive a refund check for 50% (or 100% for 8<sup>th</sup> grade) of the over commitment amount or to donate the profit to the school.

## **ELEMENTARY DAY CARE PROGRAM**

Day Care is provided for those parents needing childcare before and after school. Day Care is provided from 6:30am - 8:15am and 3:15pm - 6:00pm. It is also available during Christmas, Easter, and "Special Days" as announced.

All students arriving on campus prior to 8:15am shall be required to check into Day Care and remain in Day Care until 8:15am. All students remaining on campus at 3:15pm shall be required to check into Day Care and remain in Day Care until picked up and signed out by an authorized person. Students not observing this policy after one warning shall receive a day care demerit and a regular school demerit. These demerits shall apply to day care and regular school in which each specifies three (3) demerits for possible dismissal.

For safety and insurance reasons we ask that no students arrive at school before 6:30am and the school will accept no liability for students on the school grounds before that time. If students arrive at school in advance of 6:30am or arrive after 6:30am but do not report to the Day Care Room, as they should, a fee will be charged to their families even though no supervision will be provided for them. **PARENT COOPERATION ON THIS MATTER OF SUPERVISION IS MANDATORY.** Supervision is provided in the Day Care Room from 6:30 until 8:15 and a fee is charged for this time. Parents not wishing to be charged must make alternate arrangements for their children's supervision before 8:15am, or simply ensure that they arrive at school no earlier than 8:15am. This same policy holds true after 3:15pm as students who are waiting for rides at that time or who have not departed campus and do not have an after-school activity that they are staying for will report to Extended Day Care at that time. A fee will be charged for the time that they are present before the parent signs them out.

## **DAY CARE SUSPENSION/EXPULSION POLICY**

Day Care is a service offered to the parents of Christ Lutheran School students. In order to assist with smooth operation of this service, strict compliance with the following shall be required:

- A. Acceptable behavior and conduct of students, including tardiness.
- B. Parental cooperation and responsibility.

The disciplinary system for Day Care shall be enforced by:

- A. Behavior Slips
- B. Misconduct Slips
- C. Demerit Slips
- D. Suspension
- E. Expulsion

Two (2) Demerit Slips will be cause for suspension from Day Care. Three (3) Demerit Slips will be cause for expulsion from Day Care. Expulsion may also be used when parent cooperation is lacking. Suspension may be for one (1) week, one (1) month, or, in extreme cases, for the remainder of the school semester or year. The Day Care Director shall determine the duration of suspension.

Infraction of the rules and regulations of Day Care following any suspension period may be cause for disqualification from the program.

The Principal will be involved in reviewing each Demerit. If there is no cooperation from the parents after the first Demerit, this will be grounds for suspension from Day Care.

The Administration has full authority to counsel and discipline, as it deems necessary. The continuation of any student in Day Care is contingent upon adherence to this policy.

Day Care enforces the same dress code, rules, and Demerit policy as the school.

### DAY CARE PAYMENTS

Day Care is available on a monthly or hourly basis. Monthly charges are to be paid with the tuition. If you wish hourly Day Care, you will be charged on a monthly basis at the end of each month for the hourly charges incurred for that month. A fee will be charged for late pick-ups for every 15 minutes, beginning at 6:00pm.

### **SPECIAL DAY CARE**

Special Day Care will be provided during days that are listed on the School Calendar (does not include Christmas or Easter vacations).

### SPECIAL DAY CARE REGISTRATION

A letter will be sent home to remind families of upcoming Special Day Care dates. Families must pre-register for Special Day Care by submitting, by the deadline date, the pre-registration form at the bottom of the notification letter.

If a child has not been registered for Special Day Care and is left on campus more than 15 minutes into the beginning time of the program, that child shall be sent to Day Care, and the parents shall be charged as follows: \$30.00 regular Special Day Care fee per day; and \$5.00 penalty fee for the first offense, \$10.00 penalty fee for the second offense. After the second offense, Day Care reserves the

right to disqualify a child from the Special Day Care Program. Stiff penalty charges as outlined shall be imposed to cover the costs of scheduling, planning, and leadership responsibilities that must be rearranged in order to accommodate non-registered children.

### SPECIAL DAY CARE FEES

\$30.00 for the 1st Child - Full Day

\$27.50 for 2nd and 3rd Child - Full Day

### **ELEMENTARY SPECIAL DAY CARE POLICY FOR CHRISTMAS AND EASTER VACATIONS**

It is the intention of Christ Lutheran School to offer special day care during the Christmas and Easter vacations if there is sufficient enrollment by CLS families to cover the cost of the program. However, Christ Lutheran School reserves the right to cancel special day care for either Christmas or Easter Vacation, if by two weeks prior to the Christmas or Easter Vacation, there are not 20 prepaid students enrollment is not at a number that the administration deems necessary to adequately cover the cost of the program signed up to attend by the 1<sup>st</sup> of the month in which Christmas or Easter Vacation would occur. Christ Lutheran School will notify enrolled families the next working day of the cancelled special day care. Special rates may apply.

This ~~special day care policy would~~ applies only to Christmas and Easter Vacation special day care ~~for Christ Lutheran Elementary and Preschool.~~

Adopted: 7-12-07

### LATE PICK UP CHARGE FEES

There will be an extra charge for late pick-ups after 6:00pm. Late pick-ups are subject to a **\$15.00** charge, per child, every 15 minutes, beginning at 6:00pm. Any child left after the hour of 6:15pm more than twice in one semester will not be allowed to remain in the Elementary School Day Care Program for the remainder of the semester.

### **LUNCH PROGRAM**

Lunch cards for 20 lunches are available through the office. Milk cards for 20 milks are purchased separately for those bringing lunches. No cash payments will be taken on a daily basis.

### LUNCH POLICY

In an effort to provide fewer classroom and school office interruptions, fast-food lunches will not be allowed at CLS. Students will have two choices; they may bring a cold lunch or buy a hot lunch.



If a student forgets their lunch, that student will be expected to order a hot lunch. The only exception to ordering a hot lunch as an alternative to a lunch forgotten by the child is if the child is allergic to the foods being served by the cafeteria. If a child is allergic to certain foods, there must be a doctor's note on file stating to which foods the student is allergic. If a doctor's note is on file the parent may bring the forgotten cold lunch to the office.

Adopted 4-22-05

### SNACKS

Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables and water as the primary beverage. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages and other considerations. (Adopted 7/6/06)

### FOOD ALLERGIES

The State of California requires that each child who has allergies to specific foods including milk and requires special attention by the kitchen staff must have a doctor's note on file.

This form can be obtained from the school office and must be signed by your child's doctor and returned to the school office.

Students allergic to milk or incompatibility to dairy product may have juice with their meal, only with a "Medical Statement to Request Special Meals and/or Accommodations" Form (CNP-925) on file. **\*NO JUICE WILL BE SERVED TO A STUDENT WITHOUT THIS FORM.**

Christ Lutheran School participates in the Federal Hot Lunch Program. In child nutrition programs, no child may be discriminated against because of race, sex, color, national origin, age, or handicap. If anyone believes that there has been discrimination against a child, write to the Secretary of Agriculture, Washington, D.C. 20250.

--Above program is subject to laws concerning State subsidized food.

### **ATTENDANCE AND TARDIES**

#### ATTENDANCE

Regular attendance is extremely important in building a life pattern and in promoting progress of the child during the school year. Children are expected to make up any work missed due to absence. A written excuse from parent or guardian is required after each absence before a child is readmitted to class. For each day a child is absent due to illness, said child shall have one school day for each day of illness to complete make-up work. Any work not completed in specified time will result in a -0-. Excessive absences or tardiness may result in non-promotion, a reduction in grade (based on the fact that the student was not present at school during the course of a lesson or part of a lesson,) or

termination of enrollment.

Any student who is absent from school without valid excuse or who is tardy in excess of thirty minutes total for any week may be reported as truant and this reported to the County Attendance Officer by the Principal. The Principal may further inform the Department of Public and Social Services if grounds exist for "neglect" by the parent. Any student absent for more than 10% of any school year is subject to expulsion from Christ Lutheran School.

Upon returning to school after an absence, a written excuse stating the reason for the child's absence must be presented to the teacher. If a child does not bring a written excuse, he/she will receive a check and must bring a note the following day or receive two checks. If a child is absent from school, you must notify the teacher before 9:00am - the school accepts no liability for a student absence unless the parent has contacted the school to inform the teacher that the student will not be in attendance that day. If a child has been diagnosed as having a contagious disease, (e.g., Chicken Pox, Strep Throat, etc.) kindly notify the office so that precautions can be taken and notifications sent home. If your child is not well prior to the beginning of the school day, you are requested to keep the child home.

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

A child who re-enters school the same day must sign in at the office and receive an admittance slip to go back to class. The school assumes no liability in cases where students leave the premises in violation of the above policy. Students may not leave the school grounds after school and return for a school-sponsored activity.

Any vacation that will remove a child from school for a period of time should be discussed with the principal and teacher two weeks prior to arrange excused absences. The teacher will assign all work to be completed. However, it is the responsibility of the parent and student to see that all work is complete upon return from vacation. Assigned work not completed upon return will receive a -0-.

### TARDINESS

It is the parents' responsibility to see to it that the student arrives before 8:30am. Persistent tardiness will, at the discretion of the principal, result in dismissal from school. The first bell will ring at 8:25am, indicating it is time to line up for class. A child is considered tardy if he/she is not in class by the second bell, which rings at 8:30am.

After four (4) tardies in any month, a letter will be sent to parents requesting them to contact the administration with a plan to avoid more tardies. If tardies continue, a second letter will be sent to the parents instructing them to meet with the administration or appear before the School Board to explain the excessive tardies. Any student with three (3) in one week will receive a detention.

Abuse of the Tardiness Policy may result in denial of readmission of the child or admission under probation for the following year or result in dismissal from the school.

### TARDINESS – MIDDLE SCHOOL

The tardy policy for the Middle School is as follows:

1. The first time a student is tardy to school he/she will receive a warning.
2. The second time a student is tardy he/she will receive a behavior check.
3. After four (4) tardies in any month, a letter will be sent to parents requesting them to contact the administration with a plan to avoid more tardies. If tardies continue, a second letter will be sent to the parents instructing them to meet with the administration or appear before the School Board to explain the excessive tardies. Any student with three (3) in one week will receive a detention.

Parents will be notified by phone and in writing, and the detention will be served that day or the following day. Detention will last until 4:00pm.

Each month these procedures will begin over again. Students who are chronic tardies will be referred to the principal as well as serving detentions. In the event of accidents on the freeway causing traffic delays, tardies will be excused. Also excused will be doctor and dentist appointments.

### **ARRIVAL AND DISMISSAL**

#### SCHOOL HOURS

The school day begins at 8:30am and ends at 3:00pm. Students arriving before 8:15am are to check in with the Day Care Leader and remain in designated areas until dismissed to playground/class. Children, who arrive after 8:15am, but before 8:30am, are to go directly to the playgrounds and remain there until the bell rings for class. There should be no loitering in the parking lot, by the school offices, bathrooms, etc.

School is over at 3:00pm. All children, except those who have permission to walk home must wait in the designated area (South Parking Lot side of school, sidewalk/gated area) until picked up by parents or authorized persons. Students who are staying for a specific purpose should go directly to their lesson and not loiter on playgrounds or black top. All students must be picked up by parents or authorized persons by 3:15pm. Any child who is not picked up by that time will be checked into Day Care and will remain there until a parent or authorized person signs him out.

Children who ride bikes must walk their bikes while on campus. Upon arrival, bikes must be taken to the appropriate area and locked. Bikes may not be ridden at any time during the school day.

## DROP OFF IN THE SOUTH PARKING LOT

We have a drop off lane in the south parking lot by the curb where you stop **briefly** and your children may exit directly onto the curb. No parking is allowed in spaces opposite the drop off curb so that it may be used as a pass-through lane. For the safety of the children, please carefully follow instructions by the crossing guards and obey the marked path of the cones and arrows. Children may be dropped off anywhere along the “Red Curb” once you pass the preschool crosswalk. Please do not wait until you have reached the front of the line of cars.

Parking is on the south side of the divider. The crosswalk is clearly marked and must be used by both parents and students. The **SOUTH LOT** is the **ONLY ENTRANCE** and **EXIT** from school for TK through 8<sup>th</sup> grade students. For the safety of students and staff, the South Gate will be locked between the hours of 8:45am and 3:00pm.

The EAST LOT, near Citrus Avenue, and the NORTH LOT, near the "Wash", are RESERVED FOR STAFF PARKING. Please do not enter the campus via these lots during regular pickup and drop off times. The North Gate (in front of the office) will be locked until 8:45am each morning.

## PICK UP IN THE SOUTH PARKING LOT

Students in grades 1<sup>st</sup> through 8<sup>th</sup> who do not regularly attend day care or special classes such as art, Mad Science or computer will be walked to the south parking lot for dismissal. The classes will be lined up near the crosswalk where parents may pickup their child from their teacher. TK and Kindergarteners can be picked up from behind the south gate.

We would like to remind you of the following:

- Parents are expected to park and pickup students in the south parking lot only.
- There will be no dismissal to the park or other locations until 3:15pm.

## RAINY DAY

To provide for the maximum safety of students, the following schedule shall be effective on all rainy days unless waived by the principal.

1. All students' grades TK – 8th who do not normally attend Day Care shall remain in their classroom with their teacher to be picked up by their parent or designated adult at the appropriate dismissal time.
2. Students who normally attend Day Care shall go directly to Day Care at the appropriate dismissal time.
3. Any students not picked up by their parent or designated adult shall, at 3:15pm, be escorted by their teacher to the Day Care room and be checked into Day Care.

## **REQUIRED SCHOOL ACTIVITIES**

All students are required to participate in the school Christmas programs and singing at a church service one Sunday during the school year as part of the regular school curriculum, with the following exceptions:

1. Unacceptable behavior as determined by the teacher and principal and made known to the parents and students.
2. The family has made an appointment with the principal and provided a written explanation for being unable to attend the event. The principal will have final approval of explanation for not attending service or Christmas program.

Those students with an unapproved absence shall be assigned a short research paper. If the research paper is not completed the students religion grade will be lowered to the equivalent of an 'F' on a test grade. All students attending the event will receive the equivalent of an 'A' on a test grade.

Adopted 4-22-05

## **CURRICULUM**

Curriculum of Christ Lutheran Day School consists of:

1. A literature based reading program in conjunction with the basal reader. A strong emphasis is placed on phonics in the primary grades.
2. Language arts, including spelling, grammar, and writing skills.
3. Math, including basic skills, consumer math and the use of manipulatives.
4. Science, including physical, biological, and earth science.
5. Social studies, including study of one's community and the world in which we live.
6. Spanish instruction is provided for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders.
7. Arts, including music and arts and crafts.
8. PE, including physical fitness instruction and game skills.
9. Christian Religion as confessed by the Evangelical Lutheran Church of America is taught as a mandatory subject. As the children progress through the grades, they are exposed to curriculum that is carefully graded to their level of understanding. The child-centered activity program is designed to teach a way of life, one patterned after the

Master.

10. Curriculum planning is accomplished by the administration and teaching staff. Books and materials are selected to meet and exceed California standards. Every effort is made to constantly upgrade our educational program.

### TESTS/ASSIGNMENTS/SPECIAL PROJECTS

TESTS: Kdg - 3<sup>rd</sup>: No Name on test--no consequence.  
4<sup>th</sup> - 8<sup>th</sup>: No Name on test--a check for not following directions.

#### ASSIGNMENTS:

##### NO NAME

1<sup>st</sup> - 2<sup>nd</sup>: Up to 10% may be taken off for chronic no name papers at the discretion of the teacher.

3<sup>rd</sup> - 8<sup>th</sup>: -10% off paper.

##### LATE

1<sup>st</sup> - 3<sup>rd</sup>: -20% first day late, 0 on second day.

4<sup>th</sup> - 8<sup>th</sup>: 25% first day late, 50% on second day, 0 on third day - partial credit given for incomplete work. In order to help develop student responsibility for their assignments, completed assigned work must be in the student's possession at 8:30am on the day due. \*

\*Some students will be on special contract with their teacher therefore will adhere to provisions in their contract.

4<sup>th</sup> - 8<sup>th</sup>: -1/2 off per question if answer is not stated in full sentences as requested.

#### SPECIAL PROJECTS/BOOK REPORTS:

2<sup>nd</sup> - 8<sup>th</sup>: -10% per day late (in student's possession at 8:30am).

#### GRAMMAR:

4<sup>th</sup> - 8<sup>th</sup>: No more than a total of 10% shall be taken off any one paper for neatness, margin, punctuation, and spelling errors (unless the assignment was about one of these skills.)

### HOMEWORK

Several good things, besides actual learning, can come to us when we have homework. We learn to use time wisely, we develop independent study habits and research skills, we learn to complete tasks, and we develop self-discipline. With all of these tools in constant use, we are sure to find our daily schoolwork improving.

Homework will not be used as punishment. Strengthening skills and learning new information should be a pleasure.

Students shall not receive behavior checks or name on the board related to class work.

- 1<sup>st</sup> – 3<sup>rd</sup>: Students will not miss recess for incomplete or missing work. Unfinished work will be sent home for completion.
- 4<sup>th</sup> – 8<sup>th</sup>: Students will be required to complete late, missing, or incomplete assignments.

The length of time the student should spend on homework will vary. The slower-working student will find it necessary to spend more time. The older student will have more homework than the younger one. Homework will be given to reinforce what was learned in class and to help make learning more fun and successful.

Arrangements can be made with the teacher to pick up your child's homework when he/she is absent. Requests are made by calling the classroom voice mail no later than 12:00 noon the day he/she is absent. Homework assignments will be left in the school office by 3:10pm that day and then in Day Care from 4:00-6:00pm.

### CLASSROOM SIZE

The maximum number of pupils allocated per elementary/middle school classroom is 31. However, this limit can be modified by the board on a class-by-class, year by year basis.

### 8<sup>th</sup> GRADE GRADUATION REQUIREMENTS

Any 8<sup>th</sup> grade student who is placed on academic probation at the end of the third quarter and fails to bring their average up to a 2.0 or above at the end of the fourth quarter, or any student receives an **F** in any academic subject area in the fourth quarter, will not be permitted to attend the graduation ceremonies or the party afterward.

No eighth graders will be allowed to participate in graduation activities or ceremonies if tuition fees are not fully paid by May 10th. No diploma will be awarded until all financial obligations are paid in full.

### STUDENT EVALUATION

Student evaluation is a very important part of the educational process. The teacher shall continually evaluate the effectiveness of the learning situation by:

1. Setting and evaluating educational goals.
2. Evaluating the on-going progress of students and communicating this progress.
  - i. Weekly by sending home completed graded work.
  - ii. In the form of a progress report, 4 times per year, alternated with report cards 4 times per year.
3. Administering standardized tests to all students to determine their achievement relative to other students in their grade according to national norms.
4. Conducting individual parent-teacher conferences with all parents at the end of the first

quarter and after receipt of achievement test scores at the end of the 4<sup>th</sup> quarter. (Middle School conferences at the end of the first quarter will be held only as needed).

5. In the event that a child should need special help for any learning disability, parents will be expected to follow through on the recommendations of the teachers and/or principal for special help outside the school.

### **PROBATION/ACADEMIC**

1. A student may be placed on probation if the student is one year below grade level in one or two academic areas.
2. A student may be placed on probation for the remainder of the school year if the student has a GPA below 2.0 at the end of any quarter.

Students placed on academic probation shall be reviewed by the staff with the parent no less than quarterly to determine if the student should remain in grade, be demoted a grade, or released from Christ Lutheran School.

### **MIDDLE SCHOOL MATH POLICY**

Any 6<sup>th</sup> and 7<sup>th</sup> grade math student who maintains a “C” (2.9) or below average during the regular school year will be required to take the appropriate math class the following summer, before promotion into the next course can take place. Those students who have maintained a “C” or below average for the regular school year need additional support that can help them develop the skills they need to achieve at the next mathematics level.

Summer pre-algebra and algebra courses may be taken at Christ Lutheran School or any other school that is approved by the administration.

Adopted and Approved: 3/19/09

### **PHYSICAL EDUCATION**

#### **TK - 4<sup>TH</sup> GRADES**

All students must wear comfortable pants or shorts on the day when they have PE. Your teacher will give you a schedule after school starts.

Students are to wear tie up shoes (no slip-ons) with good arch support. When purchasing shoes, ask for good running shoes. Socks must be worn.

**STUDENTS WILL NOT PARTICIPATE WITHOUT PROPER DRESS OR SHOES AND WILL BE MARKED DOWN.**



## 5<sup>TH</sup> – 8<sup>TH</sup> GRADES

1. Boys are required to wear the following to PE class: School PE shirt, school gym trunks, white sweat socks, \*tennis shoes.
2. Girls are required to wear the following to PE class: School PE shirt, school gym trunks, white sweat socks, \*tennis shoes, bra.
3. Students may wear sweats over their gym shorts on cold days only! The decision of the PE instructors will be final.
4. Gym clothes will be taken home twice a week and washed.
5. All gym clothes are to be labeled and brought to school by the second week. Children are responsible for their own PE clothes.
6. Written excuses from a doctor or parent will limit the activity appropriate to the injury. (Example: A student with a sprained finger still participates in certain exercises, or might help umpire a game, etc.)
7. When it is necessary for a student to be excused, that student will still be required to dress out in PE clothes unless the excuse totally prohibits the student from changing. (Example: broken arm or leg, etc.) This decision will be left to the PE instructor. Please have your doctor be specific as to what activities your child is to refrain from.
8. A student who is absent from school or is excused from PE will not play in any after school sports that day.
9. The grading system for PE consists of (1) point for each necessary item of clothing for a total of (3) points per day. For safety reasons, students who are marked down more than (2) points will not be allowed to participate in activities that day. Class participation will also be considered as part of their letter grade.
10. Children not dressing out for PE will be expected to write a sports report during PE time.

\*Good running shoes are required. Shoes must be tie-up with good arch support. Students are not to wear Keds or Vans type shoes to PE.

PE CLOTHES and SWEATS are available from RED DOT UNIFORMS located in El Monte. Their website is [www.reddotuniforms.com](http://www.reddotuniforms.com).

## ATHLETICS

Christ Lutheran School offers a program of athletics. Children in grades 5<sup>th</sup> – 8<sup>th</sup> may participate in intramural football, basketball, volleyball, and softball. Any child may participate in sports if their grades are average or above. Girls, as well as boys, may participate in team sports.

All students participating in sports must maintain a C average with no F average in any subject and have the Sports Physical Form and Permission slips completed. Averages for sports participation will be taken at the beginning of that sports season. However, below C average or an F at any time will result in immediate drop from the team. Reinstatement can occur when the student raises his average to an acceptable level as shown by progress report or report card.

Students can be excluded from one game at teacher or coach's discretion for academic or disciplinary problems. Students who have been absent from school, ill during the day, or have missed PE on the day of the game, will not be allowed to participate in sports that day.

Physical Education classes are taught as a school subject and are not part of the intramural program.

## **OUTDOOR EDUCATION / FIELD TRIPS**

All 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> grade students shall be required to attend the annual outdoor education program as part of the regular school curriculum, with the following exceptions:

1. Valid medical excuse as certified by a physician.
2. Unacceptable behavior as determined by the classroom teacher and principal and made known to the parents and students.

Those students not attending outdoor education for either of the above reasons shall attend the regular campus school program and satisfactorily complete assigned work during this period. Fourth grade students will be going to California Time Capsule for two days. Fifth graders attend Astro Camp in the local mountains for three days. Sixth grade students will attend CIMI on Catalina Island for a week. Our seventh graders will be in Yosemite for four days.

Outdoor Education is not covered by tuition payments. Therefore, an additional fee will be assessed each 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> grade student. Should a student be unable to attend for either of the above reasons, this fee shall be refunded or credited (to be determined by the Tour Company policy). Refunds or credit shall not be given for any other cause.

All 8<sup>th</sup> grade students will have the opportunity to participate in a trip to Washington, D.C. and other historical points. Payment for the trip is made directly to the Tour Company. No payments will be made to Christ Lutheran School. Students not participating in the trip will be expected to attend school. Students who have demonstrated unacceptable behavior during the school year, as determined by the classroom teacher and principal, may not be allowed to participate in the trip. Refunds will be determined by the policy of the Tour Company.

## **CHAPERONES FOR FIELD TRIPS AND OUTDOOR EDUCATION:**

The primary purpose of parent-chaperones on any field trip or outdoor education trip is to assist the teacher in keeping the children safe and properly supervised. The teacher is ultimately responsible for the children's well being, so it is imperative that each chaperone follows these rules. Further, any

"field interpretation" of the rules is the sole authority of the teacher-in-charge.

In the event of an emergency in which it becomes necessary for the primary teacher to leave the group, the back-up CLS staff person will then assume full responsibility/authority for the children. CLS and the children greatly appreciate the volunteer chaperones that make it possible to supplement classroom education with exciting and interesting educational field trips.

Prior to assuming this duty, chaperones must understand and agree with these rules:

1. Realize that chaperones are expected to remain with the group, be attentive at all times, especially during tours, keep up a busy pace with very little (if any) personal free time, and joyfully accept any request or assignment given to them by the teacher-in-charge.
2. Set an example for the children, model appropriate behavior, and abide by the same rules as the children.
3. Refrain at all times from using any inappropriate language or gestures.
4. Refrain at all times from consuming any alcoholic beverages, including at meals.
5. Refrain at all times from using any illicit drugs, or taking any medications that would hamper one's ability to perform any planned or unexpected duty assignment.
6. Refrain from smoking in the presence of the children at any time. Smoking is ONLY permitted in extremely limited situations on some trips. Further, smokers must disclose and discuss this activity with the teacher-in-charge prior to acceptance as a chaperone.
7. Absolutely refrain from any physical discipline or insulting/abusing language. A chaperone may request a student to correct his/her behavior, and then document the infraction, and report it to the teacher. But a chaperone may never attempt to punish a student. It is up to the teacher to issue consequences for any misbehavior or inappropriate conduct by any student... including the child or a chaperone. Further, it is the teacher's call to remove any child or chaperone from the group, including making arrangements for any child to be sent home or a chaperone to depart from the group.
8. Show proper respect to the tour guides, bus drivers, authorities, CLS staff, and other tour participants.
9. To use extra caution and care in wearing appropriate garments/dress in situations where adults are sharing common dressing areas and room assignments with the children.

## ROOM ASSIGNMENTS

Lodging and/or hotel room assignments are determined by the teacher prior to the trip based on many specific details unique to that trip. Students or chaperones can make no changes. Chaperones agree to accept all room assignments. The teacher is the only person authorized to make any group, room, and expedition, etc. changes during the field trip.

## MEDICATIONS

Only the teacher or his/her staff assistants can administer medications, both prescriptive and over-the-counter. Medications require written authorization from the parents. Further, no medications can be administered by chaperones even to their own child without first informing the teacher.

## DRESS CODE

Dress code will be determined by the teacher prior to each trip based on the specifics of that trip's activities. This will apply to chaperones and staff as well as children and should always reflect CLS' Christian standards.

## TRANSPORTING STUDENTS IN PRIVATE VEHICLES

In addition to field-trip-chaperones, there are occasions in which a volunteer is chaperoning as a driver, transporting children. For every trip in which chaperones are transporting CLS children (other than their children alone) in their vehicle, the following rules apply:

1. A current copy of the driver's operating license must be on file at CLS.
2. A current copy of the involved vehicle's proof of insurance must also be on file at CLS.
3. Driver must have in his/her possession the emergency medical consent forms for each (including their own) child riding in their vehicle. (The teacher will provide these to the driver prior to departure.
4. Drivers should be between the ages of 25 and 65. All drivers over the age of 65 require written certification from their doctor stating that they are physically and visually able to drive passenger vehicles.
5. In accordance with California law, each passenger must wear proper seatbelts. Further, no student shall ride in the front seat in front of an "active" air bag.
6. Children age 5 and under and weighing less than 60 pounds must be in proper child-restraint car seats for safety in accordance with California law.
7. Drivers must follow the route both to and from the target event without any side trips or "treat" break. Every reasonable effort is to be made to meet the time schedules that are presented by the teacher in charge.
8. In the event of an emergency, such as a disabled vehicle, the teacher has the authority to use his/her discretion in transporting the children in the safest manner possible under the circumstances.

## **HEALTH AND EMERGENCY DATA**

A Health History form and Emergency Consent for Treatment card shall be filled out completely and kept up to date for each student.

The State of California requires that all children entering Kindergarten and/or first time California students have a DPT booster, an oral Polio booster, a Mumps, Rubeola, Rubella inoculation, Hepatitis B inoculations, a Varicella immunization (Chicken Pox) and a Mantoux Tuberculosis test.

State law requires that all 1<sup>st</sup> graders have a complete screening before entering school. The requirements are explained on a form available from the school office.

State law requires that all students entering 7<sup>th</sup> grade need to have had three hepatitis B shots and a second MMR shot (a Td booster may be required as well).

The state law requires that "It shall be the duty of the principal or other person in charge of any public, private, or Sunday School to exclude there from any child or other person affected with a disease presumably communicable, until the expiration of the prescribed period of isolation for the particular communicable disease."

**If your child is sent home with a fever or because of vomiting, they must be free of fever and vomiting for 24 hours before returning to school.**

If your child becomes ill at school, they will be isolated and you will be called immediately. Because of limited facilities and personnel it is imperative that your child be picked up within one hour after notification of their illness. If your job prevents you from picking up your child within one hour, please make arrangements with a friend or family member to provide care for your child until you are available.

Children with the following symptoms should not be in school:

Acute cold, swollen glands, sneezing, coughing, nausea or vomiting, fever, sore throat, earache, runny nose, red or discharging eyes, skin eruptions or rashes, signs of listlessness or weakness, flushed skin, chills or headache.

## MEDICATIONS

Medications must be marked with the student's name, direction for use, and be accompanied by a signed permission form from the office. If medications have to be refrigerated, the parent must clearly mark it as such.

**ALL medications must be turned in to the office.** Minor first aid will be administered through the office.

## SCOLIOSIS SCREENING

Every student in grades 5<sup>th</sup> through 8<sup>th</sup> shall be given the opportunity to be screened for scoliosis. This screening shall be performed by qualified persons.

Persons performing the screening shall not solicit, encourage or advise treatment of the student for

scoliosis or any other condition discovered in the course of the screening.

The parent/guardian of any student suspected of having scoliosis shall receive a notice which includes an explanation of scoliosis and describes the significance of treatment at an early age.

Adopted 10-21-04, revised 1/19/06

### STUDENT INJURIES

All parents must fill out the Consent for Treatment form upon enrolling their child in Christ Lutheran School.

In the case of minor injuries, children shall be checked and an injury report, including statements of any witnesses or persons on duty, shall be made. When a child has received a scrape or bump of a minor nature, the parent may be notified by telephone or when the child is picked up from school.

If more than minor first aid is required, and if there is time, the parents shall be notified immediately, requested to pick up the child, and to take the child to a hospital or doctor.

If there is not sufficient time to notify the parents when a child is injured in a manner that appears to be of a serious nature and cannot be moved, or if there is extensive bleeding, or other injury that needs the immediate attention of a trained person, the paramedics shall be called immediately. Parents shall be notified as soon as possible. Upon administration of emergency first aid by the paramedics, if it is determined that the child should be sent to the hospital for further treatment, and if the parents are not yet present, arrangements shall be made for transportation by ambulance to the nearest hospital.

### EARTHQUAKE DISMISSAL

The following dismissal steps will be taken in the event of an earthquake. A detailed earthquake plan is described in the Earthquake Disaster Plan Booklet (available in the school office).

1. In the event of earthquake students will take shelter.
2. Once the initial shock waves have subsided, individual classes will carefully and quickly proceed out of their classroom, (by the least inhibiting route) to the soccer field on the playground.
3. Teachers must take their enrollment lists with them when going to the soccer field. Classes will be arranged sequentially by grade, with the preschool students closest to the east end of the field.
4. After the students have been dismissed from the classrooms to the soccer field, the school staff will take their pre-assigned positions.
5. All gates to the property of Christ Lutheran School will be securely locked.
6. Students may only be picked up by authorized adults as indicated on the student's

emergency card. Parent or authorized person will pick up the child at the gate at the northeast corner of the school property (near the eighth grade room). School personnel will remain on campus until released by the administration.

## FEDERAL ASBESTOS MANAGEMENT COMPLIANCE

In compliance with the United States Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), Christ Lutheran School was inspected for asbestos containing building materials. The inspection findings and Asbestos Management Plans are on file in the school office.

## AIDS POLICY FOR PRESCHOOL AND ELEMENTARY

1. Every precaution will be taken to protect the confidentiality of records, files, and other information about the HIV status of the student.
2. Decisions regarding the type of educational and care setting for a student infected with the AIDS/ARC virus should include the behavior, neuralgic development, and physical condition of the student.
3. For the infected preschool child and some neurologically handicapped students who lack control of their bodily secretions or who display behavior, such as biting, and those students who have, oozing lesions which can not be covered, a more restricted environment is advisable until more is known about transmission in these settings.
4. Any decision regarding the type of educational service to be provided to a student based on the presence of the AIDS/ARC virus must be made in consultation with the student's physician, counselor, the student's parents or legal guardian, principal, and where appropriate, the pastor. Consultation with public health personnel is also advised.

## CHILD ABUSE REPORTING OBLIGATIONS

In accordance with California law, school staffs are 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. 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.

## PARENT/STUDENT VERBAL OR PHYSICAL ABUSE POLICY

Christ Lutheran School is committed to provide a safe learning environment for its students. Verbal or physical discipline/abuse directed toward any student by any parent is prohibited.

Any parent, guardian or person responsible for a student at Christ Lutheran School, having reason to believe that his/her child is experiencing conflict/difficulty with another student, must discuss the matter with the child's teacher or an administrator of the school. If the adult responsible for the child



initiates verbal or physical discipline/abuse toward any student, that person may subject their child to expulsion from the school.

### THREATS, INTIMIDATION AND HARASSMENT POLICY

Christ Lutheran School prohibits students from intentionally engaging in harassment, threats or intimidation, directed against the school, its employees, a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment. The teachers and principal will investigate all reports of intentional harassment, threats or intimidation, and determine appropriate discipline, which may include suspension or expulsion from school. The teacher or principal will also notify, within 3 school days, parents of the students directly involved (perpetrator/victim) of the incident and subsequent investigation.

Threats by a person who willfully threatens to commit a crime causing death, great bodily injury to another, or school property damage in excess of \$1,000, with specific intent that the statement is to be taken as a threat, will be immediate grounds for expulsion and notification to appropriate authorities (e.g. West Covina Police Department).

### HARASSMENT POLICY

Christ Lutheran School is committed to provide a learning environment that is free from harassment in any form. Harassment of any student by any other student, or employee, is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment, which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or sex. Harassment can occur any time during school or 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;

**PHYSICAL HARASSMENT:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movement, or any intimidating interference with normal work or movement.

**VISUAL HARASSMENT:** Derogatory, demeaning or inflammatory posters, cartoon, written words, drawings, and gestures;

**SEXUAL HARASSMENT:** Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress;
2. Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or offensive educational environment.

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

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

It is the responsibility of Christ Lutheran School to:

1. Implement this policy through regular meetings with all administrators, including the pastor, ensuring that they understand the policy and its importance
2. Make all faculty, staff students, and parents aware of this policy and the commitment of the school toward its strict enforcement
3. Remain watchful for conditions that create or may lead to a hostile or offensive school environment.
4. Establish practices designed to create a school environment free from discrimination, intimidating, or harassment.

It is the student's responsibility to:

1. Conduct himself or herself in a manner, which contributes to a positive school environment;
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing;

3. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome (this, however, is not required).
4. Report all incidents of discrimination or harassment to the principal.
5. If informed he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

### COMPLAINT FILING AND INVESTIGATION PROCEDURES

The following procedures must be followed for filing and investigating a harassment claim:

1. The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop (this, however, is not required). If the objectionable behavior does not cease immediately, the student must report the harassment to the principal, or to a teacher who will report it to the principal, or to the pastor if the principal is the subject of the allegation or to any member of the school board. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another, same sex administrator if he/she prefers to do so.
2. The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties.
3. Once the facts of the case have been gathered, the principal, in consultation with the pastor, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate dismissal.
4. If the complaint is against a non-employee or non-student, such as a parent, parishioner, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

### **SUSPENSION and EXPULSION**

#### GENERAL GUIDELINES

Suspension from school is not an ordinary punishment. It will be used when other corrective measures have failed or a serious offense committed. When a student is suspended, the parents will be notified of the suspension and the reason for this disciplinary measure. The following will be the non-exclusive criteria used at Christ Lutheran School for Suspension or Expulsion.

Continued willful disobedience, habitual profanity or vulgarity, open and persistent defiance of the authority of the school personnel, or assault and battery upon a student, upon school premises or while under the authority of school personnel, or any threat of force or violation directed toward school personnel, at any time or place shall constitute good cause for suspension or expulsion from school.

Smoking or having tobacco on school premises constitutes good cause for suspension of a pupil.

The school may suspend or expel pupils for misconduct when other means of correction fail to bring back proper conduct.

Students are forbidden to use or possess intoxicating liquor while on the school ground, or elsewhere when under the authority or direct supervision of school personnel, or when such conduct is otherwise related to school activity or school attendance.

Any student who willfully cuts, defaces, or otherwise injures in any way property, real or personal, belonging to a school is liable for all damages so caused.

### SPECIFIC GUIDELINES

A student may be placed on suspension for serious misconduct, on campus or off campus during school related activities, or for continued misconduct after having been placed on probation. Official suspension may assume various forms depending on the circumstances. The student may attend class but lose the right to participate in any school activity on or off campus. The student may be suspended from a particular class and required to report to a specific plan on campus during that time. The student may be sent home for the entire period of suspension provided that he/she is assigned academic work to make up for loss of class time.

Specific procedures include:

1. The student shall be given oral or written notice of the charges against him, and a fair opportunity to present his side of the story.
2. The gravity of suspension requires that notice be given to the parents by telephone, or other appropriate methods within a reasonable time, followed by a written notice signed by the principal.
3. A conference with the parents, student, and appropriate school staff will be arranged.
4. The parents and student must sign a written form of suspension. On this form, the exact length of the suspension period shall be specified and the reason for the suspension clearly noted.
5. The principal is required to maintain dated documentation of the facts, and the parent conference.
6. In "emergency" situations constituting a clear and present danger to the lives, safety, or health of students or school personnel, suspension may be imposed without prior notice or a prior conference. In this case, notice to parents will follow within 24 hours.
7. A suspension must be approved by the principal or in the absence of the principal, by an acting principal.
8. Because the grounds for suspension ordinarily differ only in degree from the grounds for

expulsion, the possibility of expulsion for serious continued or repeated misconduct will be clearly stated to student and parents.

9. The length of any suspension is left to the discretion of the principal in accord with the nature of the conduct and all circumstances.
10. To the extent that such opportunity can be reasonably provided, a suspended student has the right to make up all assignments and tests missed during the period of suspension, and upon satisfactory completion, to be given full credit.

#### EXPULSION - SPECIFIC GUIDELINES

1. In extreme situations, expulsion may be immediate and without notice or a right to a hearing.
2. The final decision to expel a student rests with the principal.
3. Full credit shall be given for all work accomplished by the student prior to the time of expulsion.

#### GENERAL STUDENT RULES

In addition to those individual rules and consequences posted in every classroom, the following are to be recognized:

1. Gum chewing and/or sunflower seeds are not acceptable in the classroom or on the school grounds at any time.
2. Students may not leave the ground at any time during the school day without written permission and clearance from the office.
3. Students should be in their assigned play areas during recess and lunchtime.
4. Students are not allowed in the classroom at any time unless the teacher is present. (California Education Code)
5. All students will be responsible for the protection and preservation of school property and for the good of others.
6. Fighting or "play-fighting" is prohibited and subject to a demerit, suspension and/or expulsion.
7. Actions occurring off campus but related to school shall be dealt with as if they occurred at school.

## CHEATING/FORGING

An important part of learning is knowing that one must complete his/her own assignments and tests and that cheating is not an acceptable way of improving one's grades.

Any child in grades 1 through 4 who is caught cheating on an assignment or test will receive a 0 and may receive a demerit.

Any child in grades 5 through 8 who is caught cheating on an assignment or test will receive a 0 and a demerit.

Any child caught forging his parent's signature will receive a demerit.

## DEMERIT

Major Infractions:      Demerit upon first and every major offense.

Minor Infractions:

3 Behavioral Slips

3 Misconduct Slips as warnings - Demerit slip will be given for the 4th infraction, be it the same infraction or a combination of infractions.

3 Demerit Slips

Two (2) Demerit slips will be cause for suspension from school.

Three (3) Demerit slips will be cause for expulsion from school.

Behavior slips, Misconduct slips, and Demerit slips will be given on the day that the infraction occurs or on the day that the infraction becomes known to the staff.

Parents will be requested to sign each Behavior slip, each Misconduct slip and each Demerit slip.

The principal will be involved in reviewing each Demerit. If there is no cooperation from the parents after the first Demerit, this will be grounds for suspension from school.

The administration has full authority to counsel and discipline, as it deems necessary. The continuation of any student in Christ Lutheran School is contingent upon adherence to this policy.

The breaking of the following four (4) rules is considered a major infraction:

1. The language of Christ Lutheran students shall always reflect the Christian ideals for which our school was established. It shall not demean the character of any person or consist of any vulgarities. As a Christian school, we uphold the name of God.
2. Students shall always show a respectful and cooperative attitude toward each other and all adults by not displaying in insolent attitude or using abusive language.

3. Students shall not put themselves, or others, in physical danger at any time. Students shall not threaten or use violence at any time.
4. Students shall not continually abuse the following minor infractions rules:
  - a. Any animals, toys, sports or electronic equipment brought to school must be approved by teachers and parents written consent PRIOR to bringing to school. The school will not accept liability for any of the above items brought from home. Any animal brought to school must be in a proper cage.
  - b. To keep our playground neat and clean, neither chewing gum nor sunflower seeds are allowed on school grounds or at school functions.
  - c. Students are to leave campus during school hours ONLY with permission from parent or guardian and the school office must acknowledge that permission.
  - d. Students must have written permission or "Hall Pass" in order to go to another class or to the office.
  - e. Students shall play only in areas where they are under direct teacher supervision.
  - f. Students may use the telephone ONLY in emergencies. Personal matters MUST be arranged at home.
  - g. Assignments must be completed and students must dress appropriately for Physical Education.

#### PROBATION/BEHAVIORAL

1. A student may be placed on probation after receiving 3 Misconduct slips and/or one or more Demerits for major infractions.
2. A student may be placed on probation immediately if the student endangers the well being and safety of any other person.
3. A student may be placed on probation immediately if the student defaces or destroys school property.
4. A student may be placed on probation for the ensuing school year if the student's behavior record of the current school year contains 3 Misconduct's and/or any Demerits.

The principal and staff shall review students placed on behavior probation with the parent no less than quarterly to determine if the student shall remain at Christ Lutheran School.

Students placed on probation may be expelled from Christ Lutheran School at any time.

## GOOD CONDUCT AWARD - QUARTERLY

To be awarded the Good Conduct Award during the quarterly Honor Roll assembly students must meet the following criteria:

1. Students must have 3 or less behavior checks during the quarter.
2. Students must not receive any school-wide referral forms during the quarter.
  - a. Conduct referral
  - b. Behavior
  - c. Misconduct
  - d. Demerit



## DRESS AND GROOMING REGULATIONS

### APPROVED VENDOR: RED DOT

The Christian message is a call to a lifestyle that is different from the norm of society. The purpose of the CLS dress code is neatness, cleanliness, modesty, good taste, and safety. With this in mind, it is imperative that students wear appropriate size clothing, as NO baggy, oversized or sagging clothing will be tolerated.

Listed below are the regulations to be observed by all students at all times while at school or any school function unless specific regulations differing from those listed below are given by the Administration. THE ADMINISTRATION RESERVES THE RIGHT TO REQUEST ANY STUDENT TO CHANGE ATTIRE, TO CONFISCATE ANY OBJECTIONAL ITEMS WHEN THEY DEEM IT NECESSARY, AND TO REGULATE AGAINST CERTAIN FASHIONS.

NOTE: Hats and sunglasses are not to be worn at any time. All clothes should be in good condition and kept in good repair. THERE ARE NO "FREE DRESS DAYS".

**APPROVED VENDOR: Effective September 5, 2006, RED DOT will be the ONLY approved Vendor. All uniforms must be purchased throughout the year at Red Dot's El Monte location or at the Uniform Sales held at CLS. All uniform clothing must be purchased through Red Dot, except for those items listed in the "Outer Wear" section.**

### UNIFORMS

BOY SCOUTS, CUB SCOUTS, GIRL SCOUTS, BROWNIES, ETC MAY WEAR THEIR UNIFORMS ON THEIR MEETING DAYS.

PANTS / SHORTS / SKORTS / SKIRTS – These items must be purchased through Red Dot.

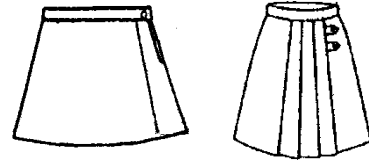
Approved colors: Khaki and navy blue and RED DOT Plaid.

Materials: Cotton twill blend, no denim, no corduroy, no stretch jersey or polyester.

1. Pants must be at least ankle length.
2. Shorts may not extend below the bottom of the knee and are not to be rolled up at waistband or hem.
3. Cargo pants and cargo shorts are not allowed.
4. Skirts, Skorts and Shorts must be no shorter than mid-thigh.
5. No underwear/boxers may be visible.
6. Pants must have a zip fly, front closure with side seam pockets. No patch pockets on the back. No hip huggers or bell-bottoms allowed.
7. Skirts and Skorts must be approved style (see examples). Available from Red Dot.
8. Girls may also wear "Stretch Dickies" pants available only through Red Dot.



Girls "Stretch Dickies" Pants



Skort

**JUMPERS (Kdg. through 2<sup>nd</sup> grade only) – These items must be purchased through Red Dot.**

Approved colors: Navy blue, khaki, **and RED DOT Green Plaid.**

1. Jumpers may not be shorter than two inches above the knee.
2. Worn only with approved shirts.
3. "Grow-In" and "Drop Waist style jumpers (See example).

Drop Waist Jumper  
"Red Dot Green  
Plaid"



Grow-In Jumper

**SHIRTS**

Effective September 5, 2006, all polo shirts must be purchased through our approved uniform vendor "Red Dot" and will have the Tom Sawyer brand label along with the Christ Lutheran School logo.

Approved colors: Navy blue, hunter green, maroon, white and light blue.

1. Shirts cannot be excessively long or over sized.
2. Polo shirts may be either long or short sleeve.
3. Long sleeve turtleneck or crew neck shirt **white or black** may be worn under short sleeve polo shirt (Effective: 9/4/07).
4. Any CLS/CLC T-shirt, in good condition, such as Outdoor Ed., D.A.R.E., or summer school, may only be worn on Fridays (May be worn only by those students who participated in the event).
5. No rolled up sleeves on any short sleeve shirt.

**OUTERWEAR**

All uniform clothing must be purchased through Red Dot, except for sweaters, zip-up sweatshirts, jackets and coats. No logos are allowed except for the CLS logo, which is only available through Red Dot.

## SWEATERS

Approved colors: Solid navy blue or white

1. Cardigan style, button front only
2. Sweater vest allowed

## JACKETS AND COATS

1. Jackets must be of solid color or colors, no prints, stripes, or designs.
2. No denim, leather, flannel, or Pendleton jackets.
3. No professional, college, or other team jackets
4. An outerwear jacket must have a complete front opening. Over the head types are unacceptable, with the exception of any Outdoor Education jacket which can only be worn on Fridays.

## SWEATSHIRTS

Approved colors: Solid navy blue.

Approved Style: Zip up or pullover

1. Sweatshirts must be free of logos, brand names, and emblems (only Christ Lutheran logos are allowed).
2. Outdoor Ed sweatshirts and green CLS sweatshirts are acceptable on Fridays only. May be worn only by those students who participated in the event.
3. Must be in good condition.
4. Must be worn with a uniform polo shirt underneath on Monday through Thursday. CLS/CLC T-shirts may be worn underneath on Fridays only (see #4 under SHIRTS).

## SWEATPANTS (TK through 4<sup>th</sup> grade)

Approved colors: Solid Navy blue with CLS logo.

All sweatpants must have the CLS logo imprinted on the leg. This item is only available through Red Dot.

1. TK through 4<sup>th</sup> grade may wear solid navy blue sweatpants everyday with solid navy blue sweatshirts.
2. Sweatpants must be at least ankle length.
3. Sweatpants must be in good condition and fit properly.

## P.E. UNIFORM

These items are only available through Red Dot. See Physical Education Section of Student Handbook for a complete detail of all P.E. uniform policies.

Approved t-shirt colors: Steel Gray with CLS logo.

Approved shorts color: **Forest green jersey knit with CLS logo.**

1. TK through 4th grade may wear P.E. clothes to school on P.E. days, which includes navy sweatpants and navy sweatshirts. P.E. clothes must be in good condition (sweats must be worn over P.E. clothes).
2. 5<sup>th</sup> through 8<sup>th</sup> grade will change into P.E. clothes during their P.E. class. **P.E. clothes may not be worn to school.** Navy sweatpants and sweatshirts may be worn over P.E. clothes at P.E. teachers' discretion.
3. Only the 5th through 8th grade may wear the "extra long" P.E. shorts.

## MISCELLANEOUS

The following items are required, but need not be purchased from the approved vendor:

### BELTS (optional)

Approved colors: Tan (khaki), navy blue, brown.

1. Belts are optional.
2. Belts must be of appropriate length. Belts must be in pant loops.
3. Belts may be webbed, braided, or leather of standard width.

### SOCKS

**BOYS** - Approved colors: **White or black no logos**

Unacceptable socks: Peds, anklets below the ankle or above the knee socks.

**GIRLS** - Approved colors: **White or black no logos**

1. Cotton anklets, knee socks (below the knee) or slouch socks.
2. **Navy blue, white or black** tights and leggings are acceptable (no patterned, lace, or mesh tights)
3. Beige toned nylons are acceptable.
4. Socks must be worn with all shoes.

Unacceptable socks: Peds, anklets below the ankle or above the knee socks.

## SHOES

1. Dress shoes (no higher than ankle, no open toes or backs).
2. Athletic or Tennis shoes.
3. Shoes must fit, be worn appropriately, and laces must be snugly tied.
4. Shoes must fit snugly so that they do not fall off while running.

Unacceptable shoes: Thongs, clogs, ballet slippers, backless shoes, and any platform shoes.

## GROOMING

### HEADGEAR

1. NO hats, bandanas or scarves allowed.

### HAIR/COSMETICS/EARRINGS

#### GIRLS

1. Hair shall be neat, clean, and moderate and of one natural color. Natural looking highlights are acceptable.
2. Hair may not hang in the face and impair vision.
3. Cosmetics - 7th & 8th only - light applications only.
4. Jewelry - no more than two earrings in any ear; earrings may be no longer than two inches from the point of insertion. No dog collars or spiked jewelry.

Unacceptable: Exaggerated hairstyles, tails, unnatural colors, shaved areas, excessive use of gels or sprays, or unacceptable jewelry may **NOT** be worn during school hours or at school functions.

#### BOYS

1. Hair shall be neat, clean, and moderate, and of one natural color. Natural looking highlights are acceptable.
2. Hair may not hang in the face and impair vision.
3. No facial hair.

Unacceptable: Exaggerated hair styles, tails, unnatural colors, excessive use of gels or sprays, earrings and dog collars or spiked jewelry may **NOT** be worn during school hours or at school functions.

## **DRESS CODE VIOLATIONS**

Failure to follow the dress code will result in the following consequences:

- |                      |   |
|----------------------|---|
| <b>1st Offense</b> – | Verbal warning.   |
| <b>2nd Offense</b> – | Written notice sent home.   |
| <b>3rd Offense</b> – | A conduct Referral will be sent home and parents may be required to bring a change of clothing. |

\* 3 conduct referrals in one-quarter equals one demerit.

Continuous violations may result in suspension or expulsion.

PHYSICAL EDUCATION/ATHLETIC DRESS CODE (SEE PAGES 26 AND 27)

## **GENERAL INFORMATION**

### MUSIC - INSTRUMENTAL

We are privileged to have an excellent instrumental music program, which offers string, woodwind, brass, and piano with an opportunity for group experience as well as semi-private lessons.

### CHAPEL

A thirty-minute chapel service is conducted each week for all elementary students. The Worship Team will lead the students in learning songs and singing the Lutheran Liturgy. A brief message will be given by the Pastors that helps the students know more about God's will for their lives.

### SCHOOL DANCE - 7<sup>th</sup> AND 8<sup>th</sup> GRADE ONLY

There will be up to four dances per school year. The students will be allowed to vote for the dates on which the dances will be held. The P.T.F. and the Dance Committee will supervise the planning, decoration, refreshments, and clean up which will be done by the students. (There will be a music committee consisting of the students who may submit songs of their choice to the dance committee. The dance committee will screen the songs to ensure proper quality and content.)

The dances will be held on Friday evenings from 7 to 10pm. Attire would be "dressy" but not formal, following the school's dress code guidelines. Only 7<sup>th</sup> and 8<sup>th</sup> grade Christ Lutheran Students may attend. Chaperones will include parents, P.T.F., Staff, and Administration. A minimum of 10 chaperones, at least two male, will be necessary. Students must be signed in and out by their parent unless the parent previously states another authorized adult. The students will remain in the designated dance area. A reasonable charge per student will be required to pay expenses. Chaperones shall monitor "trend" dancing. Chaperones shall monitor bathrooms and hallways. School discipline policies will be observed.

### SCHOOL PHOTOGRAPHS/YEARBOOKS

Each fall photographers come to the school to take pictures of the students. Each child may purchase a packet of pictures. The P.T.F. arranges the best available package for parents. Also, each student will receive a Yearbook in June (cost included in registration fee).

### P.T.F.

The Parent-Teacher Fellowship is similar to the P.T.A. of the public school. All parents are members

of the organization and will find it rewarding to participate in activities involving other families of the school.

### ROOM MOTHERS - CLASS PARTIES

The P.T.F. Room Mothers are responsible for four class parties a year: Reformation, Christmas, St. Valentine's Day, and Easter. Each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually. When possible, class parties or celebrations for TK through eighth grade shall be held after the lunch period. Staff should limit celebrations that involve food during the school day to no more than one party per class per month. (Adopted 7/6/06)

### SCHOOL-SPONSORED EVENTS (such as, but not limited to, athletic events, dances or performances)

The principal or designee shall encourage school organizations to use healthy food items or no-food items whenever possible. (Adopted 7/6/06)

### SUMMER ENRICHMENT

A summer program is offered each summer and is designed to give many learning experiences such theme related academic subjects, enrichment classes, computers, and field trips. The schedule is flexible enough to fit in with the varying needs of the children.

## **FUNDRAISING POLICIES**

All fundraising activities and events for all groups must be approved and scheduled through the Principal.

On-going individual or group snack food/gift/candy bar sales may not be held on campus.

Any sales to be held between church services must be cleared by Principal and the Pastor.

**The school will not entertain unsolicited fundraising. (Adopted 5/20/04)**

### FUNDRAISING ACTIVITIES

To support children's health and school nutrition-education efforts, school fundraising activities will use only foods that meet the nutritional standards for foods and beverages. CLS will encourage fundraising activities that promote physical activity. (Approved 7/6/06)

### PTF FUNDRAISING

PTF will be allowed two major fundraisers plus one preschool fundraiser involving participation by school families and one monthly fundraiser. In addition, PTF will be allowed to sponsor the

annual Fellowship events such as Book Fair and Christmas Boutique.

Funds from all events must be submitted to the bookkeeper. (Adopted 5/20/04)

### WASHINGTON D.C. FUNDRAISING POLICY

#### 7<sup>th</sup> GRADE

The 7<sup>th</sup> grade class will be allowed one major fundraiser between April and June aimed at school family participation along with participation in the Christmas Boutique.

Fundraisers focused at community support (i.e., car washes, sales at community events, parking lot/yard sales) are unlimited. Flyers promoting such events are to be supplied by the fundraising committee.

#### 8<sup>th</sup> GRADE

The 8<sup>th</sup> grade class will be allowed one major fundraiser between September and April aimed at school family participation. In addition, the 8<sup>th</sup> graders will earn 100% of the profit from their scrip sales and purchases above the \$4000 commitment amount or after the \$200 scrip fee has been paid. 8<sup>th</sup> grade may also participate in the Christmas Boutique.

Fundraisers focused at community support (i.e., car washes, sales at community events, parking lot/yard sales) are unlimited. Flyers promoting such events are to be supplied by the fundraising committee.

In addition, one social fundraising event (i.e., special lunch or dinner sales, etc.) will be permitted each quarter. Flyers are to be provided by the fundraising committee.

**All funds must be submitted to the bookkeeper by April 30. (Adopted 5/20/04)**



## **INTERNET ACCEPTABLE USE POLICY**

This document defines the rights of **CHRIST LUTHERAN SCHOOL (CLS)** and its students regarding electronic communications, Internet access, and transactions carried out on CLS computers.

### THE NEED FOR A POLICY:

While Internet access can be a great educational asset, it can also potentially distract students, affect discipline and study, impinge on the rights of students and others, cause physical and emotional harm, and endanger the integrity of the school's computers and network. And while CLS manages and monitors Internet usage of its students, user compliance with the conditions listed in this document is necessary to help keep the electronic elements of the school free from negative consequences.

### GENERAL PRINCIPLES:

- ◇ CLS provided computer, Internet and e-mail privileges are considered school resources and are intended to be used for school-related purposes only. These resources are not private, and students and other users should have no expectation of privacy in these systems and communications. CLS reserves the right to access e-mail messages and computer files to ensure compliance with this rule, without notice.
- ◇ It is not permissible to encrypt or password protect any of the computer systems at CLS without prior written approval of the principal.
- ◇ Students are not permitted to access the electronic communications or files of other students or of CLS employees or third parties unless directed to do so by the principal.
- ◇ Access to the Internet, Web sites, e-mail accounts and other types of computer access are to be used for CLS approved activity only.
- ◇ The distribution of any information through the Internet, computer-based services, e-mail, and messaging systems is subject to the scrutiny of CLS and CLS reserves the right to determine the suitability of this information.
- ◇ Questions about access to electronic communications or issues relating to security should be addressed to the principal.
- ◇ Unauthorized access into computer files of CLS or any third party (*i.e.* hacking) is in many cases illegal and is in all cases prohibited.

### CONDITIONS OF USE:

#### **Users shall not:**

- ◇ Visit Internet sites that contain obscene, pornographic, indecent, sexual, hateful, discriminatory, defamatory or other objectionable materials; send or receive any material that is obscene, pornographic, indecent, sexual, hateful, discriminatory or defamatory or which is intended to annoy, harass or intimidate another person.
- ◇ Download any software or electronic files without permission of the principal and

without implementing virus protection measures that have been approved by the school.

- ◇ Install or attempt to install any software on a CLS computer without the permission of the principal.
- ◇ Upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of CLS, or to CLS itself.
- ◇ Solicit e-mails that are unrelated to legitimate educational activities.
- ◇ Use the Internet or e-mail for any illegal immoral purpose or for any purpose contrary to the mission of CLS.
- ◇ Make or post indecent, obscene, pornographic, sexual, hateful, discriminatory or defamatory remarks, proposals or materials.
- ◇ Intentionally interfere with the normal operation of the network, including the propagation of computer viruses and sustained high volume network traffic that substantially hinders others in their use of the network.
- ◇ Examine, change, or use another person's files, output, or user name for which the user does not have explicit authorization.
- ◇ Perform any other inappropriate uses identified by CLS.
- ◇ Waste time on non-educational or non-scholastic matters.
- ◇ Engage in communications with strangers in chat-rooms, emails or instant-messaging conversations not approved by the principal.
- ◇ Post or communicate personal information about the user to strangers without the authorization of the principal.
- ◇ Gain unauthorized access to CLS or other third parties' computer files (*i.e.* engage in hacking) under any circumstances.

Users who violate any of the guidelines set in the policy may be subject to disciplinary action including revocation of access privileges, suspension or expulsion. CLS also retains the right to report any illegal violations to the appropriate authorities.

Adopted 8-26-04

### POSSESSION OF CELLULAR PHONES AND OTHER ELECTRONIC DEVICES

The use of electronic signaling devices, including but not limited to pagers, beepers, and cellular/digital telephones is prohibited during the school day and day care unless it is determined to be essential for the pupil's health by a licensed physician or surgeon.

Devices such as cellular telephones must be turned off while on campus during the school day and day care. To insure that the cellular phone is not used by the student while on campus, it must be stored in the student's backpack. The telephone may not be removed from the student's backpack during the school day or daycare. The device must remain in the child's backpack until the student is outside of the south gate on the school campus.

Any violation can result in confiscation of the device and loss of privilege of device possession. A conference will be scheduled with the parent(s)/guardian. (Adopted 1/16/03)

## **STUDENT RECORDS: CONFIDENTIALITY**

The Board of Education supports the need for and usefulness of educational records being kept for each student, which will reflect the interrelationships of the physical, emotional and social aspects of a student's development in the educational process.

Information about a student demands judicious use and shall always be used so as to contribute to his/her welfare or contribute to the efficient and effective functioning of the school. Safeguards shall be established by the school administration to protect the student and his/her family from invasion of privacy in the collection, maintenance and dissemination of information, and to provide accessibility to recorded information by those legally entitled thereto. The school administrators, Principal, Vice Principal and Director of Early Childhood Education (Preschool records only) are designated as the custodian of pupil records for Christ Lutheran School.

Adopted 8-26-04

## **PROPERTY CARE**

A number of people have spent a good deal of time and money to make our school a more beautiful place to learn. To show respect and appreciation to them and to individual student's property, the following have been incorporated:

1. We should keep our rooms, playgrounds, and restrooms neat, clean, and sanitary at all times.
2. Parents shall assume financial responsibility for damaged or lost textbooks, library books, broken windows, or any school property broken, damaged, or defaced by their child.
3. Children will not use the bathroom other than at designated times without permission. Bathrooms are not for playing. Sinks should not be used for washing things from the playground. Lower bathrooms are for use by grades K-4 only. Upper bathrooms are for grades 5-8.

## **FORGOTTEN BOOKS, HOMEWORK, ETC. /TELEPHONE USE**

To minimize classroom interruptions, any forgotten article brought to school during class time must be deposited at the office, not the classroom. The children may then come to the office at recess or lunch to collect anything left for them. No parent may visit a classroom during school hours unless provision has been made for this through the principal. Good-byes are to be said at the door prior to the 8:30am bell. Parents are not to enter the room at 8:30am. Conferences should be arranged with the teacher at a time convenient to both the teacher and the parent.

Any student who needs to use the telephone during the school day must have permission from the teacher.

## PERSONAL PROPERTY

Students will be responsible for the safe keeping of all personal items, such as but not limited to, eye glasses, dental appliances, jewelry, books, and clothing. Any animals, toys, sports or electronic equipment brought to school must be approved by the teacher and have a parent's written consent PRIOR to bringing to school. Animals brought to school must be in a proper cage. The school will not accept liability for any of the above items brought from home.

## PLAYGROUND RULES

Playground rules are designed to allow children to have fun without getting hurt and to keep the equipment from being abused.

1. Children are to go to the bathroom, wash hands, and get drinks during recess break. Children are to line up and be ready to return to class at the bell.
2. Children are to be in the classroom ONLY when a teacher is present.
3. The small yard is for the TK and Kindergarten, first, and second grades only. No one else may use it unless with a teacher.
4. The blacktop is to be used only when there is a teacher on duty.
5. Dig only in sandlot. Do not throw sand.
6. Swings, slides, and bars are for use of grades K-4 only. Grades 5-8 will play in designated areas with designated equipment.
7. Swings - only one person sitting in a swing. No one else should be in the swing area.
8. Slides - always sit so that you will land on your feet. Only one person on a slide at a time.
9. Horizontal bars - go hand-over-hand. Each person must go the same direction. Only one person at a time moving across the bars with hands only. Do not sit on the bars.
10. Jungle gym - hands have to be on the jungle gym at all times. Slide down the pole feet first. Use caution. Do not sit on the bars.
11. Students who are being disciplined during recess may not talk or get a snack.
12. Balls are not to be thrown at students. i.e. "pegging".

13. Basketball Courts/Bleachers:

(Consequences of breaking the following rules will be a behavior note.)

- A. Only students in grades 1st-4th will be allowed to use the 8-foot baskets. 5th-8th graders should not be in the area of the 8-foot baskets unless accompanied by the PE teacher.
- B. There will be no hanging or pulling on any of the support poles, backboards, rims, or nets regardless of the height of the baskets.
- C. Basketballs are the only balls to be used for shooting baskets.
- D. Bleachers are to be used under the supervision of a teacher or for sporting events only.

14. Ball Court

- A. Only approved jelly balls can be used.
- B. 1 ball per court
- C. 1<sup>st</sup> – 3<sup>rd</sup> Grade: Maximum 2 students per court
- D. 4<sup>th</sup> – 8<sup>th</sup> Grade: Maximum 4 students per court
- E. When serving the ball, it must bounce on the cement floor before hitting the wall.
- F. The ball must hit the cement floor before receiver touches the ball. When receiver returns the ball, the ball must bounce on the cement floor before hitting the wall.
- G. The ball must be hit with either an open or closed fist. The student cannot catch the ball, and then hit it.
- H. No pegging at any time.





# Information Specific to CHRIST LUTHERAN PRESCHOOL



*Preparing Young Minds for a Bright Future*





## **CHRIST LUTHERAN PRESCHOOL**

### **INTRODUCTION, OBJECTIVES AND CURRICULUM**

A child's first school experience should be one, which develops a sense of joy, wonder, and curiosity in the world around them. The preschool represents the child's first separation from home, first experience with a peer group and a substitute parent figure. Therefore, the young child has a lot of social learning to do. In the cocoon of the preschool, children can grow from their self-centered world of "I" to the interaction "we". The preschool years are the vital years, influencing a young child's future as well as intellectual, social, emotional, physical, and spiritual development.

The objectives of Christ Lutheran Preschool are to satisfy the needs of its children in the following areas:

1. The need to trust:
  - A. The Lord's will in all life situations
  - B. Parents who love them
  - C. Teachers who support the parents in their efforts
  
2. The need to explore:
  - A. The senses
  - B. Vocabulary
  - C. Capabilities
  
3. The need to live with others:
  - A. Sharing
  - B. Taking turns
  - C. Coping with life

In acknowledging these needs, the school will provide the child with a setting of consistency and stability. The child will hopefully develop an interest and joy in learning, and a feeling of security, success, and responsibility.

The philosophy behind our curriculum is that young children learn best by doing. Learning isn't just repeating what someone else says; it requires active thinking and experimenting to find out how things work and to learn first-hand about the world they live in.

The most important goal of our early childhood curriculum is to help children become enthusiastic, lifelong learners. This means providing an environment for children to be active and creative explorers who are not afraid to try out ideas and to think their own thoughts. We allow them to learn at their own pace and in the ways that are best for them. We encourage good habits and attitudes, particularly a positive sense of themselves, which will make a difference throughout their lives.

Our curriculum identifies goals in all areas of development:

- \*Social: To help children feel comfortable in school, trust their new environment, make friends and feel they are a part of a community.
- \*Emotional: To help children experience pride and self-confidence, develop independence and self-control, and a positive attitude toward life.
- \*Cognitive: To help children become confident learners by allowing them try out their own ideas and experience success, and acquiring learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations and feelings.
- \*Physical: To help children increase their large and small muscle skills and gain confidence in what their bodies can do.

In addition to the above curriculum, Christian religion as confessed by the Evangelical Lutheran Church of America is taught as a mandatory subject. As the children progress through the preschool classes, they are exposed to a child-centered curriculum that is carefully graded to their level of understanding and designed to teach a way of life, one patterned after the Master.

The staff does curriculum planning. Books and materials are selected to meet teaching objectives. Every effort is made to continually upgrade our educational program.

#### PRESCHOOL ENROLLMENT POLICY

1. Preschool children may be enrolled after the following criteria have been met:
  - A. Age of 2 years by 1st day of attendance.
  - B. Interview with Christ Lutheran School Administrator.
  - C. Completion of state and school required forms.
2. In cases where more student applications have been received than class capacity allows, acceptance will be based on the following considerations:

1st consideration:	Church members with returning students
2nd consideration:	Non-Church members with returning students
3rd consideration:	Church members with siblings enrolled
4th consideration:	Non-Church members with siblings enrolled
5th consideration:	Church members with new students
6th consideration:	Non-Church members with new students

## REGISTRATION FEE

The total registration fee shall be paid at the time of registration. **THIS FEE IS NON-REFUNDABLE.** Should the staff deem it necessary that your child withdraw and re-enroll at a later time in the same school year, a fee will not be charged for re-registration.

If you voluntarily withdraw your child from preschool, a registration fee will be charged upon re-enrollment (subject to availability of space).

Returning students will be eligible for re-enrollment beginning March 1st providing their tuition and commitments are current. This means that the delinquent family would lose their preferred position on the preschool roster and newly registered family would replace them. All delinquent accounts will, at the discretion of the School Board, be forwarded to a collection agency. Parents/Guardians will be responsible for the cost of collecting past due tuition such as attorney's fees or collection agency fees.

## TUITION

Tuition will be paid on a month-to-month basis and is charged on a school year basis (190 days). It is not related to the number of days or weeks per month. Each payment is due on the first of every month. Children will not be allowed to attend school past the 10th of each month if tuition has not been paid. Tuition paid after the 10th is considered delinquent and will be subject to a **\$35** late fee. Any check returned due to insufficient funds will result in a **\$35** service fee. Any payment received after the 10th of the month is considered late. A late charge of **\$35.00** will be charged on all delinquent accounts. You may also pay by the semester or annually.

Returning students will be eligible for re-enrollment beginning March 1st providing their tuition and commitments are current. The non-refundable annual registration fee of \$100 will hold a student's place for either the fiscal year beginning July 1st or the school year beginning September 1st. New students registering April 1st through September 1st will pay a non-refundable annual registration fee of \$100, which will hold a student's place for either the fiscal year beginning July 1st, or the school year beginning September 1st.

All other families will pay the registration fee and first tuition payment at the start of their enrollment.

## WITHDRAWAL/ENROLLMENT CANCELLATION POLICY

**The person who is financially responsible for all monthly fees will be liable for the entire month's tuition unless written notice of withdrawal is made two weeks in advance and is given to either the Preschool Director of the School Bookkeeper.**

## ATTENDANCE

2 days = Tuesday, Thursday

3 days = Monday, Wednesday, Friday

5 days = Monday, Tuesday, Wednesday, Thursday and Friday

(Daily schedules may be adjusted on a case-by-case basis, and space availability)

Half days with lunch - pick up by 12:30pm. Full days - Anytime past 12:30 is a full day. Schedules may only be half days or full days, not a combination of both.

**THERE ARE NO MAKE-UP DAYS FOR HOLIDAYS, ILLNESS OR APPOINTMENTS.**

## CHANGE OF SCHEDULE

You may change your child's schedule one time during the school year free of charge after the initial registration. A scheduling fee of **\$15.00** for each change thereafter will be applied. Changes will be effective on the 1st of the month only.

## PRESCHOOL ADDITIONAL HOURS OR DAYS

Additional childcare hours for half-day schedules may be scheduled on a space available basis. These hours are in addition to your child's scheduled hours and will be billed separately. For full time schedules, additional days may be scheduled on the same basis of space availability. If extra childcare hours or days are needed, please make arrangements in advance with the director.

## LATE CHARGE

There will be an extra charge for late pick-ups after 6:00pm in the evening. Late pick-ups are subject to a **\$25.00** charge, per child, every 15 minutes beginning at 6:00pm. Children not picked up by 12:30pm will be charged for the afternoon. This is not a benefit and frequent reoccurrences may cause for dismissal from the program.

## TUITION CREDIT FOR ILLNESS OF STUDENTS (SEE PAGE 12)

## PRE-K ENROLLMENT

For children who are enrolling in Pre-K and who will observe their 5th birthday by September 15<sup>th</sup>.

The school encourages you to enroll your child in the pre-kindergarten program for a minimum of **five half days**. If you elect to enroll your child for less than five days your child may not receive the full benefit of reinforcement of new concepts, which are introduced at the beginning of the week and may not be fully prepared for TK or Kindergarten.

Approved and Adopted: 2-15-07

Revised: 5-21-09

## CHRIST LUTHERAN PRESCHOOL APPLICATION FOR KINDERGARTEN POLICY

All parents enrolling children in the preschool are required to sign the Christ Lutheran Preschool Application For Kindergarten Policy form enclosed in the registration packet.

The following standards shall apply to all children applying for the kindergarten educational program from Christ Lutheran Preschool. Due to facility space limitations in our elementary school, no preschool child is guaranteed a place in Kindergarten.

1. A child shall have observed his 5<sup>th</sup> birthday by September 15 of the current year. **However, the School Board may make exceptions to this policy in appropriate circumstances in its sole discretion. (Adopted 4-18-13)**
2. A child shall be tested through approved evaluation (developmental, maturity, and academic) by a trained staff member and evaluated for physical and emotional kindergarten readiness by the preschool classroom teacher. This evaluation must reflect scores in the average to above average range. The family's tuition accounts must be current. An account is not current if it is past the established 10-day grace period.
3. The files of all preschool students who have been tested for Christ Lutheran Kindergarten will be submitted to the Admissions Committee for review and selection. The committee will examine each student's file contents, including teacher comments, payment history, as well as test scores and evaluator's comments.
4. When more students qualify than space allows, the following criteria shall apply:
  - 1<sup>st</sup> consideration: \*\*Returning Church Members with sibling(s) enrolled (\*sibling is defined as a member of the same household who is currently enrolled prior to the test application deadline).
  - 2<sup>nd</sup> consideration: Returning Non-Church Member with \*sibling(s) enrolled. (Returning student must have completed two consecutive months prior to test application deadline).
  - 3<sup>rd</sup> consideration: \*\*Returning Church Member
  - 4<sup>th</sup> consideration: Returning Non-Church Member (In the event there are more "eligible returning non-church members" than spaces allow, consideration in tuition responsibility, length of enrollment and parental cooperation will be factor in determining selection).

\*\*Church member consideration is given after six months of active church membership. An active member is defined as:

1. Attended worship services at least 50% of the Sundays during the past calendar year, and faithfully partaking of Holy Communion.

2. Attempting to contribute an amount equal to the difference between regular and discounted tuition rates to Christ Lutheran Church (may be designated for school use).

It is of the utmost importance that parents constantly seek to remind themselves that their support of the school, especially in regards to prompt payment of tuition and a willingness to volunteer in school projects, does operate as a pre-requisite to re-registration and a condition for continued presence in school. The school reserves the right to deny re-admission or continued enrollment to any family delinquent in tuition. In addition, failure to support the philosophy, objectives, and policies of the school may also result in a bar to re-admission or continued enrollment.

The administration and faculty of Christ Lutheran School wish to remind every family that this school is not geared to accommodate those students who demonstrate significant grade level deficiencies or behavioral problems. We do all in our power to recommend and/or schedule specialized testing where academic deficiencies may be caused by specific learning disabilities, and will assist in referrals for alternate school placement where necessary.

### ARRIVAL AND DISMISSAL

Preschool starts at 8:30am. Children arriving after 8:30am will be considered tardy. This is disruptive to planned programs. Lunch count is taken at 8:35am. If the child arrives after the final count is tallied, the child will be served a lunch from the CLS cafeteria and charged per the existing lunch policy (see page 63).

Preschool parents may park in the Preschool Parking Lot and walk their children in through the Preschool Entry Gate. (Please use caution when crossing traffic coming around the curve.) A child must be brought into the classroom and signed in by the parent or authorized substitute.

No child will be released to anyone without prior authorization from the parents. An "authorized person" must be 18 years or older. The child must be signed out before he/she will be released.

### SIGN-IN/OUT PROCEDURES

Licensing regulations require parents to sign their full name and exact time, in ink, on the weekly attendance sheets before leaving the classroom at drop-off and pick-up time. If anyone other than yourself will be picking up your child, you must list this person(s) on your child's emergency form, inform your child's teacher and remind the individual to bring a photo ID to show staff to verify their name on the card. **ALL PARENTS MUST RECORD DAILY THEIR ACTUAL TIME OF ARRIVAL AND DEPARTURE.**

### CHANGE OF CLOTHES

Please send a change of clothing labeled with your child's name. These clothes will remain at the preschool so as to be available when needed.

## NAPPERS

Every child that stays for naptime needs to have a crib sheet or beach towel for their mat and a crib size blanket. **All personal items must be labeled with your child's name.** Items will be sent home on their last day of the week to be washed and returned for the next weeks use.

## SNACK

The school provides milk, juice, crackers, fruit, or vegetables each day for a snack.

## **CHRIST LUTHERAN PRESCHOOL LUNCH POLICY**

Christ Lutheran School offers a hot lunch program that is an option for parents who wish to purchase lunch for their child from the cafeteria. This is a separate cost to the parent and lunches are ordered by the parent on the daily sign-in sheet in their classroom. When a parent selects "hot lunch" or PBJ, the cafeteria will generate a "lunch card" for your child and notify the bookkeeper. The school bookkeeper will then bill the parent for the lunch card on their next tuition statement. When the twenty lunches are used, a new card will be issued and you will be billed for the new card. If your child does not finish the lunch card before the end of the year, it will roll-over to the next year.

Lunch cards for 20 lunches are available through the school office. Milk cards for 20 milks are purchased separately for those bringing lunches. No cash payments will be taken on a daily basis.

## LUNCH POLICY

In an effort to provide fewer classroom and school office interruptions, fast-food lunches will not be allowed at CLS. Students will have two choices; they may bring a cold lunch or buy a hot lunch.

If a student forgets their lunch, that student will be expected to order a hot lunch. The only exception to ordering a hot lunch as an alternative to a lunch forgotten by the child is if the child is allergic to the foods being served by the cafeteria. If a child is allergic to certain foods, there must be a doctor's note on file stating to which foods the student is allergic. If a doctor's note is on file the parent may bring the forgotten cold lunch to the office.

***If you are running late and your child will need a hot lunch, please call your child's classroom before 9:00am to ensure a lunch is ordered.***

## LUNCHES SENT FROM HOME

If your child is enrolled in the half-day or full-day program, you will need to send a nutritious lunch for your child. To minimize classroom disruption please be sure to send your child's lunch to school with them in the morning. If you would like to purchase milk from the cafeteria a milk card is available for \$7.00. This card provides 20-8 oz. cartons of milk. **You may order this card on the lunch order form, by the end of the prior month.**

### **Please Follow these Guideline in Preparing your Child's Lunch:**

- Send 2-3 items of varying food groups. At least one item should be a fruit or vegetable.
- If you are sending a drink it must be milk, soy-milk, 100% juice or water.
- Food with a high content of sugar should be served in a small portion. If you send a dessert type item we will ask your child to eat that food only after he/she has eaten a good portion of the more healthy foods you have provided. **NO CANDY or SODAS** will be allowed.
- Please send foods that are ready to serve and do not need additional preparation. We are not able to warm food in a microwave.
- We do not have the facilities to refrigerate lunches. If the food you send needs to be chilled, we recommend an insulated cooler lunch box and an ice pack.

\* We will send home any leftovers of the child's lunch, so you may see how much food your child has eaten that day.

### **FOOD ALLERGIES**

The State of California requires that each child who has allergies to specific foods including milk and requires special attention by the kitchen staff must have a "Medical Statement To Request Special Meals and/or Accommodations" Form (CNP-925) on file. This form can be obtained from the school office and must be signed by your child's doctor and returned to the school office.

Students allergic to milk or incompatibility to dairy product may have juice with their meal, only with a "Medical Statement To Request Special Meals and/or Accommodations" Form (CNP-925) on file. **\*NO JUICE WILL BE SERVED TO A STUDENT WITHOUT THIS FORM.**

Christ Lutheran School participates in the Federal Hot Lunch Program. In child nutrition programs, no child may be discriminated against because of race, sex, color, national origin, age, or handicap. If anyone believes that there has been discrimination against a child, write to the Secretary of Agriculture, Washington, D.C. 20250.

--Above program is subject to laws concerning State subsidized food.

### **HEALTH**

If your child appears ill, has a cold, runny nose, or other outward signs of illness, keep him at home. **IF THE STAFF FEELS THAT THE CHILD IS TOO ILL, WE CAN'T LET HIM ATTEND. IF YOUR CHILD IS SENT HOME WITH A FEVER, DIARRHEA OR BECAUSE OF VOMITING, THEY MUST BE FREE OF FEVER, DIARRHEA AND VOMITING FOR 24 HOURS BEFORE RETURNING TO SCHOOL.**



If your child or a member of your household contracts a contagious disease please notify us immediately. A doctor's release is required upon the child's return to school. Written notification will be sent home during known exposures to contagious disease.

## MEDICATIONS

### **Incidental Medical Services Plan of Operation**

Christ Lutheran Preschool staff prefer not to administer any medications while a child is in our care. We do, however, realize that sometimes it is necessary to do so for the health and welfare of the child. Medications will be administered under the following conditions.

1. Christ Lutheran Preschool reserves the right to provide the following Incidental Medical Services (IMS):

- ✚ Administration of an inhaler.
- ✚ Administration of an Epi-pen.
- ✚ Administration of a prescribed medication.
- ✚ Administration of over-the-counter medication (i.e. allergy medication) with a doctor's prescription.
- ✚ Administration of prescribed ointments.

2. The following records will be obtained and maintained:

- ✚ Signed Parental Authorization giving the staff of Christ Lutheran Preschool the permission to perform Incidental Medical Services.
- ✚ Written instructions from the child's physician explaining the reason for the possible IMS, signs and symptoms to look for in the child, and dosage.
- ✚ Medication form filled out by parent/guardian.

3. Storage requirements for equipment and supplies are as follows:

- ✚ Medication must be in its original container with the prescription label affixed or in the case of over the counter medications they must be stored in the original box and labeled with the child's name. All medications on campus must be current. It is the parent's responsibility to make sure the school is supplied with medication that has not expired. *Please note:* Medication that is expired will not be administered. Your child will have to wait for emergency responders to bring appropriate medication.
- ✚ All medications and inhalers will be stored in the locked school medical cabinet. Epi-pens will be stored in the child's classroom in an allergy box stored in a locked cabinet.
- ✚ Refrigerated medications will be stored in the school office's refrigerator.
- ✚ The school office is locked when unattended.

#### 4. IMS Training Requirements:

- ✚ All staff on campus will maintain current CPR and First Aid certification. Training will be conducted by a licensed professional certified by EMSA (Emergency Medical Services Authority).
- ✚ All staff will be trained in proper administration of Epi-pens and inhalers, by a parent or licensed MD or RN at least once per year.
- ✚ Staff will be trained in emergency use of IMS equipment/supplies.

#### 5. IMS Safety Precautions:

- ✚ Staff administering any IMS will wear gloves at all times.
- ✚ Staff performing routine IMS will be required to maintain the highest level of sanitary environment possible by sanitizing surfaces, washing hands, etc.
- ✚ If any epi-pen is administered the paramedics will be called to evaluate the situation and the child may be transported to the hospital.

#### 6. Transporting IMS equipment and supplies in the event of an emergency:

- ✚ Office personnel are responsible for evacuating the facility with all IMS equipment and supplies.
- ✚ IMS equipment and supplies stored in classrooms will be evacuated from the building by the teacher or aide assigned to that classroom.
- ✚ Christ Lutheran Preschool is not responsible for locating IMS equipment and supplies in the event of structural damage to the facility or any other emergency that threatens the safety of staff to be on campus.
- ✚ The program director will designate a staff member to be the party responsible for search and rescue of IMS equipment and meds. As long as the environment is safe, he or she will search and rescue all IMS equipment and supplies to the best of his or her ability.
- ✚ Christ Lutheran Preschool reserves the right to prioritize actions in order to keep our children safe in the event of a natural disaster.

#### 7. Communicating IMS has been performed to a parent/guardian:

- ✚ Parents/Guardians will be notified by phone when an IMS is performed using an epi-pen, inhaler, or allergy medication in an emergency situation.
- ✚ Parents can retrieve IMS information from a staff member. They will retrieve it from the medication log in the classroom or school office.
- ✚ Parents of children receiving routine IMS (Ex: Prescription medication to be taken regularly), can request to be notified by text or they may check the medication log with the help of a staff member as desired.

#### 8. Changes to Plans of Operation for IMS:

- ✚ Parents/Guardians will be notified by email of any changes to the plan of operations for IMS.

- ✚ Parents/Guardians will be notified in writing within 24 hours of any changes of the plan of operations for IMS.
- ✚ Parents/Guardians will have a 30-day grace period to adopt any changes made to the plan of operations for IMS.

#### 9. Reporting requirements to the Department of Social Services for IMS:

- ✚ All serious incidents in which an IMS is performed will be reported to Community Care Licensing (CCL) within 24 hours of the incident.
- ✚ Serious incidents are reported to CCL via telephone to the designated analyst, followed by an email and finally through written correspondence.
- ✚ All unusual incidents will be documented and recorded using Licensing Form 624 by the licensee.

If you have any further questions regarding “Incidental Medical Services” please feel free to call the school office at (626) 967-7531 ext.229.

#### COMMUNITY CARE LICENSING DIVISION

The Department of Social Services Community Care Licensing Division shall have the authority to interview children or staff, and to inspect and audit child or facility records without prior consent.

Any duly authorized officer, employee, or agent of the department may, upon presentation of proper identification, enter and inspect any place providing personal care, supervision, and services at any time, with or without advance notice, to secure compliance with, or to prevent a violation of this act.

#### ROOM MOTHERS - CLASS PARTIES

The Parent-Teacher Fellowship (PTF) Room Mothers are responsible for four class parties a year: Reformation, Christmas, St. Valentine's Day, and Easter. Each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually. Class parties or celebrations shall be held before lunch.

Adopted 7/6/06

#### PRESCHOOL BIRTHDAY CELEBRATIONS POLICY

Birthdays are special times for preschool children. The preschool staff enjoys sharing this special day with your child, along with the students in their classroom. In keeping with the Health and Wellness Policy, we would like to suggest a healthy alternative for your child's birthday.

Parents have the option to provide a “party or treat bag” for the students in your child's class. This is the favorite choice of preschool students. Some party bag selections may include stickers, fruit snacks, raisins, small toys, bubbles, pencils, etc. On your child's birthday, they will have the special job of putting the treat bag into each student's cubbie. The treat bags will be sent home with the students.

Parents are encouraged to let their children help in preparing the treat bags as a fun parent/child activity. Please note: The preschool is not allowed to serve ice cream, cookies, cupcakes or other snack foods except during the four specified party days mentioned under Room Mother – Class Parties above.

### CORTEZ PARK

Because of the close proximity of Christ Lutheran Preschool to Cortez Park, we occasionally use the park for impromptu field trips. For example, collection of leaves for art projects or just for a change of pace. Staff ratios remain in force. There will always be at least a 1:4 ratio.

### FIELD TRIPS/TRANSPORTING STUDENTS IN PRIVATE VEHICLES

In addition to field-trip-chaperones, there are occasions in which a volunteer is chaperoning as a driver, transporting children. For every trip in which chaperones are transporting CLS children (other than their children alone) in their vehicle, the following rules apply:

1. A current copy of the driver's operating license must be on file at CLS.
2. A current copy of the involved vehicle's proof of insurance must be on file at CLS.
3. Driver must have in his/her possession the emergency medical consent forms for each (including their own) child riding in their vehicle. (The teacher will provide these to the driver prior to departure.)
4. Drivers should be between the ages of 25 and 65. All drivers over the age of 65 require written certification from their doctor stating that they are physically and visually able to drive passenger vehicles.
5. In accordance with California law each passenger must wear proper seatbelts. Further, no student shall ride in the front seat in front of an "active" air bag.
6. Preschoolers fewer than 5 years of age and weighing less than 60 pounds must be in proper child-restraint car seats for safety in accordance with California law.
7. Drivers must follow the route both to and from the target event without any side trips or "treat" break. Every reasonable effort is to be made to meet the time schedules that are presented by the teacher in charge.
8. In the event of an emergency, such as a disabled vehicle, the teacher has the authority to use his/her discretion in transporting the children in the safest manner possible under the circumstances.

## **PRESCHOOL SPECIAL DAY CARE POLICY FOR CHRISTMAS AND EASTER VACATIONS**

It is the intention of Christ Lutheran School to offer special day care during the Christmas and Easter vacations if there is sufficient enrollment by CLS families to cover the cost of the program. However, Christ Lutheran School reserves the right to cancel special day care for either Christmas or Easter Vacation, if by two weeks prior to the Christmas or Easter Vacation, there are not 20 prepaid students enrollment is not at a number that the administration deems necessary to adequately cover the cost of the program signed up to attend by the 1st of the month in which Christmas or Easter Vacation would occur. Christ Lutheran School will notify enrolled families the next working day of the cancelled special day care.

This ~~special day care policy would~~ applies only to Christmas and Easter Vacation special day-care ~~for Christ Lutheran Elementary and Preschool.~~

Adopted: 7-12-07

### **SPECIAL DAY CARE REGISTRATION**

A letter will be sent home to remind families of upcoming Special Day Care dates. Families must pre-register for Special Day Care by submitting, by the deadline date, the pre-registration form at the bottom of the notification letter.

If a child is brought to school during Christmas or Easter vacation and has not been registered for Special Day Care the parents shall be charged as follows: Special Day Care fee per day; and \$5.00 penalty fee for the first offense, \$10.00 penalty fee for the second offense. After the second offense, the preschool director reserves the right to disqualify a child from the Special Day Care Program. Stiff penalty charges as outlined shall be imposed to cover the costs of scheduling, planning, and leadership responsibilities that must be rearranged in order to accommodate non-registered children.

### **LATE PICK UP CHARGE FEES**

There will be an extra charge for late pick-ups after 6:00pm. A fee will be charged for late pick-ups for every 15 minutes, beginning at 6:00pm. Any child left after the hour of 6:15pm more than twice in one semester will not be allowed to remain in the Preschool Special Day Care Program.

Adopted 1-19-06