

Parent Handbook

*“Therefore, as you received Christ Jesus the Lord, so walk in him,
Rooted and built up in him and established in the faith,
Just as you were taught, abounding in thanksgiving.” Colossians 2:6-7*



CHRIST LUTHERAN SCHOOL

Established 1958

Educating the whole child:

Academic Excellence • Christ-centered Environment
Character Development • Artistic Discovery • Athletic Achievement

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Introduction

As an educational arm of Christ Lutheran Church, Christ Lutheran School (CLS) responds to God's command in the Scripture to bring up children in the training and instruction of the Lord so they can model the Christian lifestyle and strive for academic excellence. This handbook is designed to serve as our contract with students and parents as we carry out our mission and ministry to provide a rigorous and balanced education in a Christian setting. It is essential that it is read carefully and thoroughly. Should you have any questions, please contact the school office at (949) 548-6866.

From the moment children become part of our community, we enfold them in a safe haven for learning—a supportive, caring, and nurturing environment. Our teachers are personally involved with each student, encouraging the growth of unique individuals whose skills, talents, compassion, and faith allow them to reach their potential.

Within our academically enriched environment, the demonstration of good character is of paramount importance. To carry out our mission, we recruit and retain an excellent faculty, administration, and staff. We prepare our children exceptionally well for high school, college, and their lives beyond through our commitment to educate the whole child spiritually, emotionally, socially, academically, and physically in a Christ-centered environment.

We strengthen our students as responsible, caring individuals through our continued commitment to the shared ethical values we all want to see in our children: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. These values are woven into everyday campus life at CLS.

We recognize that as a school we need the support of our families and that a school functions best when parents partner with the school for the well-being of the child. Excellence in Christian education requires commitment and cooperation, a partnership of oneness in spirit between home and school. Parents have the prime responsibility of heeding the Lord's words in Proverbs 22:6: "Train up a child in the way he should go, and when he is old he will not turn from it." The home then becomes the most influential classroom and parents are the most influential teachers. Commitment on the part of the school staff involves total giving for the ministry. Each of us at Christ Lutheran has the unique opportunity to make a difference in the name and for the sake of our Lord in the lives of your children. This is an awesome responsibility, but at the same time a joyous challenge as Christian values are taught and modeled in all subjects and activities within the school.

Our purpose is to work in partnership with you in the total educational process of your child(ren). We have an exciting charge—to create a stronger, better place where our children and those of future generations can experience the blessings of the Lord and grow to become outstanding, capable and compassionate individuals.

Peace and joy in our Lord,

Richard Nordmeyer
Principal

Purpose of Christ Lutheran School

MISSION STATEMENT OF CHRIST LUTHERAN CHURCH AND SCHOOL

To reach out and bring people into a living relationship with Jesus Christ through dynamic worship of God, vigorous study of His Word, loving care for one another, active sharing of His Word throughout the neighborhood and the world.

VISION STATEMENT OF CHRIST LUTHERAN CHURCH AND SCHOOL

Connecting People to Jesus.

PURPOSE STATEMENT OF CHRIST LUTHERAN SCHOOL

Christ Lutheran School, in ministry and partnership with our school families and Christ Lutheran Church, exists to bring the children up “in the training and instruction of the Lord” (Ephesians 6:4 NIV). Christ Lutheran School provides the means and opportunities for the Lutheran education of our students.

Christ Lutheran School is a part of Christ Lutheran Church and School: Partnering with parents to educate the whole child spiritually, emotionally, socially, academically, and physically in a Christ-centered environment.

Our Philosophy

PURSUIT OF ACADEMIC EXCELLENCE

At CLS inspired teachers and students are committed to a quality standard of learning and achievement in all aspects of school life. We place a strong emphasis on scholastic excellence in an atmosphere that encourages personal and social growth.

TRADITION AND CHANGE

We embrace and value our school's history and heritage. We are committed to teaching and modeling Christian values in all subjects and activities within the school. We recognize the importance of adaptation and innovation as a means of preparing our students for the future.

INTEGRITY OF CHARACTER

Within our community we strive to cultivate each student's sense of responsibility, compassion, honesty, and self-discipline. Our goal is to produce confident and ethical young people equipped for the challenges of life. We encourage children to develop a sense of self-worth, as well as a sensitivity to the feelings and needs of others. Our children learn to recognize how their actions affect the nature and functioning of the school community and the larger community in which they live.

RIGOR AND BALANCE

Challenging expectations serve to bring out potential. Each student is encouraged to find the balance among academic, artistic, athletic, and extra-curricular activities. While we stress academic fundamentals at CLS, our students also receive outstanding instruction in computer skills, foreign language study, vocal and instrumental music, fine arts, performing arts, and physical education

We value the development and appreciation of individual talents and teamwork over competition. Our athletic program offers students an opportunity to learn lessons in sportsmanship, teamwork, goal setting, competition, overcoming adversity, and winning and losing while maintaining behavior consistent with integrity of character.

Participation in a wide variety of student-selected activities is a vital part of a student's education experience. In keeping with the school's commitment to educate the whole child, our programs in fine art, performing arts, and vocal and instrumental music enhance each child's ability to develop curiosity, express creativity, build character, and appreciate the value of opportunity.

Schoolwide Learning Expectations

Christ Lutheran School will challenge and prepare students to be—

CHRISTIANS WHO:

- Practice spiritual disciplines that enhance a personal relationship with Jesus Christ empowered by the Holy Spirit
- Recognize the biblical concept of sin and grace according to Lutheran teaching
- Show evidence of living in God's forgiveness
- Practice Christian morals and ethics

ACADEMIC ACHIEVERS WHO:

- Communicate effectively using speaking, listening, reading, and writing skills
- Learn and comprehend grade-level curricula
- Identify and solve problems
- Demonstrate higher-level thinking skills
- Develop creative expression
- Adapt to emerging technology
- Do their personal best

SELF-DIRECTED STUDENTS WHO:

- Accept responsibility for their words, actions, and learning
- Demonstrate self-discipline
- Formulate, implement, and evaluate reasonable goals

COMMUNITY CONTRIBUTORS WHO:

- Work cooperatively
- Demonstrate good sportsmanship
- Provide service to the extended community

SOUND INDIVIDUALS WHO:

- Develop skills that promote a healthy lifestyle
- Acknowledge their self-worth as children of God

Schoolwide Objectives

In keeping with the philosophy of Christ Lutheran School, it is appropriate to identify specific objectives for teachers, parents, and students as they all work in partnership.

STUDENT OBJECTIVES

- Show respect for self and respect for the rights of peers, parents, teachers, and staff members as children of God
- Develop good work and study habits diligently pursuing the courses of study within the framework of policies, regulations, and guidelines that exist
- Assist teachers and administration in maintaining a safe, exciting learning environment knowing the teachers care and are willing to help
- Use God-given gifts to their fullest, working to the peak of individual ability
- Learn to work and play with others in a caring way
- Worship God and pray to Him regularly, alone and with friends and family, for guidance, understanding, and love
- Acknowledge that Jesus Christ is the center and real part of all their class work, extra-curricular activities, and of life
- Recognize that Jesus cares for each of us as individuals and use words and actions to witness for Jesus Christ to those around us
- Pray daily

PARENT OBJECTIVES

PARENTS AT CHRIST LUTHERAN SCHOOL ARE ASKED TO:

- Show respect to all students, parents, teachers, and staff members as children of God
- Support the mission of the school and the efforts of its staff to provide a safe, stimulating learning environment
- Communicate with faculty and administration any situation in or outside of school that might affect their child's classroom performance
- Reinforce at home the work of the school
- Pray daily and encourage their child(ren) to pray
- Worship regularly with their child(ren) as part of the Christian community
- Encourage and enable their child(ren) to use their God-given gifts to the fullest

TEACHER OBJECTIVES

TEACHERS AT CHRIST LUTHERAN SCHOOL WILL STRIVE TO:

- Show respect to students, parents, and fellow staff members as children of God
- Be an example of Christian love, patience, kindness, goodness, deiigence, joy, forgiveness, and gentleness

- : Demonstrate self-discipline
- : Formulate, implement and evaluate reasonable goals
- Conduct a well-planned and effective Christ-centered classroom program
- Set high, but realistic academic standards
- Establish classroom procedures that create a positive and stimulating learning environment and apply these procedures with Christian love, fairness, and understanding
- Promote Christian character and citizenship
- In cooperation with the administration and other faculty members, refer children and/or parents to specialized help or counseling when appropriate
- Maintain close contact with parents to inform them of the academic, social, and spiritual progress of the student and cooperatively work toward solutions
- Pray daily
- Present a visible profile as a part of the body of Christ at Christ Lutheran Church and School
- Grow as educators through continuing education
- Demonstrate consideration and appreciation for individual differences

ADMINISTRATION OBJECTIVES

ADMINISTRATORS AT CHRIST LUTHERAN SCHOOL WILL STRIVE TO:

- Show respect to students, parents, and fellow staff members as children of God
- Be an example of Christian love, patience, kindness, goodness, diligence, joy, forgiveness, and gentleness
- Oversee an effective Christ-centered school program
- Set high, but realistic academic standards
- Establish school policies that create a positive and stimulating learning environment; apply these policies with Christian love, fairness, and understanding
- Promote Christian character and citizenship
- In cooperation with faculty members, refer children and/or parents to specialized help or counseling when appropriate
- Pray daily
- Present a visible profile as a part of the body of Christ at Christ Lutheran Church and School
- Grow as administrators and educators through continuing education
- Demonstrate consideration and appreciation for individual differences

SCHOOL BOARD OBJECTIVES

The School Board of Christ Lutheran School is responsible for establishing and maintaining policies involving the school, Preschool, and School Age Care programs. The School Board is appointed by the Board of Directors of Christ Lutheran Church. All serve two-year terms. The School Board will emphasize strategic leadership rather than administrative detail, the future rather than the past or present, and proactivity rather than the reactivity. In this spirit, the Board will do the following:

- Hold the school's Statement of Purpose as the central organizing focus and thus the basis for all Board functions and decisions
- Determine that the school's purpose statement is in harmony with the congregation's mission and purpose
- Seek endorsement of the school's purpose statement by the congregation and communicate that statement to members of the school and congregation's constituency
- Develop school policies in accord with congregational policies and procedures and according to legal requirements that will not only guide the daily management of the school, but also ensure the viability of Christian education in the future
- Keep an outward focus that is concerned with the needs of the school's constituents, its stakeholders, and its market environment
- Be responsible, according to the provisions of the congregation, for the funding and financial management of the school
- Be responsible, according congregational policy and procedure, for proving for the calling, contracting, supervising, and supporting of the principal, faculty, and staff to ensure excellence in education, Lutheran distinctiveness, and achieving the school's stated purpose

General Information

The Lutheran school system is an integral part of the American educational program. The elementary schools of the Lutheran Church—Missouri Synod date back to the decade between 1830 and 1840. These schools, throughout the United States and abroad, have offered an excellent Christian and academic education for over 170 years. Lutheran schools are not in competition with public schools, but rather seek to work closely with them in fulfilling the responsibilities of education in the community and at the same time minister to the spiritual needs of students by providing a Christ-centered education.

Christ Lutheran School is an important part of the church's total ministry of *Connecting People to Jesus*. The school is under the jurisdiction of the school board appointed by Christ Lutheran Church board of directors.

The members of the school board are active members of Christ Lutheran Church and support the church's vision and mission. A major objective of the school board is to plan for the future and make decisions that will enable the staff to carry out its responsibilities as Christian educators.

BRIEF HISTORY OF CHRIST LUTHERAN SCHOOL

On September 5, 1958, Christ Lutheran Church realized a vision it had been nurturing—to open a Christian day school. Christ Lutheran School began holding classes with twenty-six students in grades one to three. As the school grew, so did its educational facilities. The school currently has an enrollment of over 230 students in kindergarten through grade eight.

Our preschool, established in 1980, currently occupies three classrooms and nurtures over seventy students and their families. Our School Age Care facility currently has an enrollment of over fifty students. Care is available before and after school. Time for study, art, and science activities is provided after school. An outstanding Summer Camp program is offered as well.

ACCREDITATION

Christ Lutheran School has been granted full accreditation:

- Western Association of Schools and Colleges (WASC)
- National Lutheran School Accreditation (NLSA)
- Pacific Southwest District Lutheran Church—Missouri Synod

SCHOOL COLORS, TEAM AND YEARLY THEME

- School colors: blue and gold

- School team: Knights

- School theme for 2011-2012

“Therefore, as you received Christ Jesus the Lord, so walk in him, rooted and built up in him and established in the faith, just as you were taught, abounding in thanksgiving.” Colossians 2:6-7

CHRISTIAN FLAG SALUTE

I pledge allegiance to the cross of our Lord, Jesus Christ, and to the faith for which it stands—one Savior, eternal, with mercy and grace for all. So help me God.

SCHOOL HOURS

6:30-8:05AM	School Age Care (SAC)
8:05	Dismissal from SAC
8:05	Students enter classrooms
8:15	School classes begin
2:50	SAC pick-up from class
2:55	Dismissal for grades 3-8
3:15	Automatic placement in SAC

Please note that students arriving before 8:05AM and/or remaining fifteen (15) minutes after school dismissal will automatically be checked into School Age Care (SAC). Non-SAC students must be picked up by 3:15PM in order to avoid a Sac charge.

Students involved in after-school sports or other school-related activities will be checked into SAC if parents or guardians are not present to pick them up after the activity.

SCHOOL AGE CARE (SAC)

Christ Lutheran school offers School Age Care (SAC) for children who need a safe environment before and after school. SAC is open from 6:30 to 8:05 AM and from 2:50 to 6:00 PM, Monday through Friday. SAC fees are separate from other school tuition and fees.. All children arriving before 8:00 AM must report to SAC.

BEFORE-SCHOOL PROGRAM

School Age Care opens at 6:30AM for students who arrive at school before 8:05AM. The morning program is more relaxed than the afternoon program. Some students bring their breakfast and eat. Some work on homework assignments. Toys and games are available. A few mornings a week the gym is open for activities.

AFTER-SCHOOL PROGRAM

School Age Care is open from 2:50PM until 6:00PM for students who need care in the afternoon. All students not picked up by 3:15PM are signed into the after-school program. After the students are checked in and have a chance to put away their belongings, they are given a snack and allowed free playtime. At 4:00PM stations are opened for students to choose from including study hall, arts and crafts, computer and board games, or an organized game on the field or in the gym.

EARLY DISMISSAL DAYS

SAC opens at 11:45AM on early dismissal days. If students are enrolled in the SAC program on a monthly basis, there is no additional fee for early dismissal days. However, if parents use occasional care or emergency care, they are billed accordingly for the time students are signed into the program. Students bring lunches and are offered the same types of activities as the regular afternoon program.

ENRICHMENT PROGRAMS

SAC works to offer enrichment programs each year. These programs are not limited to students enrolled in SAC, but are open to all students attending Christ Lutheran School. Examples include a Mad Science program and a Chess program. These programs are fee-based and offered only when enrollment can support the class.

HOLIDAY CAMP

SAC offers holiday break camps for days when school is closed. There are additional fees for these days. During holiday camps arts and crafts, sports, games, and short field trips like bowling, movies, and skating are offered.

SUMMER CAMP

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

SITE MAP

PARKING LOT GUIDELINES

GATES OPEN 6:30AM — 9:00AM (CLOSE)

GATES OPEN 2:55PM — 3:30PM (CLOSE)

- Once the gate is closed, it **may not** be opened for cars to drive on the parking lot to pick up or drop off children
- Parking lot speed limit is 15mph.
- Please use caution when driving into and out of the parking lot.
- ***Parking is prohibited in the following areas:***
 - where cones are placed
 - the red zone areas and the handicapped parking spaces without a handicapped placard
 - the center parking spaces during afternoon pick up (if you need to park, please park against the brick wall or in the parking lot adjacent to our church only)
 - parallel to the playground or against the Congress Street fence
- Once in the parking lot, traffic flows ONE WAY IN A COUNTER CLOCKWISE MOTION ONLY.
- We ask that you drive in a continuous flow of traffic. You may stop and pull over to drop off and pick up your child(ren) at the lunch table sidewalk only.
- Once you have picked up your child(ren), continue in the flow of traffic to the Victoria Street exit. All cars must exit on Victoria Street. You should only enter the parking lot from Congress Street.
- The gym sidewalk is a waiting area for Students in grades K-2 to be picked up; the center parking area serves as the line of traffic for parents picking up students in grades 3-8. Waiting in other areas is prohibited. (Please see diagram for flow of traffic.)

 - Please be considerate of our neighbors along Congress, Raleigh, and Wallace Streets when driving to and from school. Speed limits are 25mph on these streets.

Admissions Policy

NON-DISCRIMINATION STATEMENT

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

ENROLLMENT

To be enrolled in kindergarten, students must have reached the age of five (5) years on or before September 1. Birth or baptismal certificates are required as proof of age before enrollment takes place.

Pupils who enter Christ Lutheran from another school must present a report and standardized achievement scores if available. All kindergarten and first-grade students new to Christ Lutheran School will be tested by a qualified testing service before final enrollment takes place. All second through eighth grade students new to the school will be screened and given a standardized ability test by the teacher before final enrollment.

In accordance with the philosophy statement, Christ Lutheran School strives to develop the whole child. Severe grade-level discrepancies, learning disabilities, or social, emotional, or behavioral problems may prevent Christ Lutheran from teaching the whole child. In such cases, those desiring admission may be requested to pursue further evaluation with the help of professionals outside of the school to determine if Christ Lutheran can provide an appropriate learning environment for the student.

All new enrollments are subject to an academic and conduct probationary period of one trimester. All enrollments apply to one school term only and must be renewed each year.

Students who are accepted must apply themselves in accordance with the ability that God has given them, conform to all regulations and rules of the school, and respect Lutheran teachings.

The following priority system is used in accepting students each year:

- Children of members of Christ Lutheran Church, Costa Mesa.
- Children enrolled from the previous year and their siblings.
- Children who are in fellowship with Christ Lutheran by baptism but whose parents are not members.
- Children of sister Missouri Synod Lutheran churches.
- Children whose parents hold membership in other Lutheran synods.
- Children of parents who hold membership in other denominations.
- Unbaptized and unchurched children of families who are seeking spiritual direction for their lives.

ADMISSION NOTIFICATION FOR NEW STUDENTS

Acceptance of admission notification will be as follows:

ACCEPT

The student is qualified to attend CLS and shows promise of not only benefiting from, but also contributing to the school community. This group of students is offered enrollment positions which must be accepted or declined on the approval of the school administration. A \$390 registration fee is due upon accepting admission for all students new to CLS. The registration fee is nonrefundable.

WAITPOOL

The student meets qualifications necessary to attend CLS, but no space is currently available. The Waitpool is comprised of qualified candidates available to fill an opening in a specific grade. Waitpool candidates are ranked by the priority system found in the Admissions Policy. The Waitpool does not carry over from one application year to another.

NON-ACCEPT

Non-accept indicates that at this particular time CLS is not the appropriate educational match for the student.

TUITION AND FEES

TUITION POLICY

Tuition rates are published each spring at the time of application for the following year. Tuition payments may be made in full, in two semi-annual payments, or monthly through FACTS Tuition Management Services. Tuition payments are automatically withdrawn monthly through FACTS tuition management. A grace period of ten days is allowed, after which time a \$25.00 per month late fee will be assessed on all late payments.

RETURNED CHECK FEE

A fee of \$25.00 will be charged for all returned checks.

DELINQUENT TUITION

Parents delinquent in school tuition and SAC fees will be required to come to the school to discuss payment policy with the Parish Administrator and sign an automatic tuition withdrawal form.

ENROLLMENT DEPOSIT FOR NEW STUDENTS

A \$390 enrollment deposit is due upon accepting admission for all students new to CLS. If enrollment is accepted it is applied as their registration fee.

OTHER FEES

Optional and incidental fee schedules are published in the Application for Admission packet. From time to time throughout the year, other fees may be incurred for things such as field trips, class parties or other special events. The school makes every effort to keep these additional fees to a minimum.

THE HOME-SCHOOL PARTNERSHIP

An essential element in educating the whole child is the strong partnership between the school and the home. The school and home must work closely together for the benefit of the child. The academic, spiritual, emotional, physical, and social growth of children begins at home. ***Parents are the primary educators and role models for their children.*** Christ Lutheran's staff is committed to work with families to help nurture the development of the whole child. It is the purpose of the school to serve as an "extension of" the home in the vital work of Christian training.

We wish to partner with children and parents who are willing to walk with us in ***oneness*** of spirit and purpose. This oneness is based on cooperation, support for one another, and a common value system. In the event that this oneness cannot be maintained due to non-cooperation, nonsupport, or differing value systems, then it may be necessary to dissolve the partnership.

THE CHURCH-SCHOOL PARTNERSHIP

Christ Lutheran School is a vital component of the total ministry of Christ Lutheran Church. The church plays an essential role in supporting both school children and their parents. The vision of Christ Lutheran Church is *Connecting People to Jesus*.

Christ Lutheran Church funds a portion of the school budget. Some other ways the church helps this partnership is through Bible classes for all ages, youth ministries, ChristCare ministries, counseling, music, and men's, women's, and family ministries.

All families should become familiar with the teachings and doctrines of the Lutheran church. New nonmember families are encouraged to attend our membership class if they wish called "Experience Christ." course to become more familiar with the Christian truths their children will be taught in this school. This course shows how God works through His Word and His Church to bring people into a living relationship with Jesus Christ. Learning about the plan and purpose God has for the lives of His people is an exciting adventure. "Experience Christ" is the first step for those who are interested in membership in Christ Lutheran Church.

CHURCH ATTENDANCE

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

WORSHIP OPPORTUNITIES

Sunday, 8:00AM — Traditional Worship Service

Sunday, 9:45AM — Contemporary Praise Service

Wednesdays, 8:30 a.m.— School chapel services

BAPTISM

In Matthew 28:19 our Lord tells us “*go make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit.*” At Christ Lutheran we honor our Lord’s command to “make disciples.” If your child has not been baptized, we would invite you to consider having him/her baptized at Christ Lutheran. If you would like to inquire further about the blessings of Baptism, please contact your child’s teacher, the school principal, or the pastoral staff.

CONFIRMATION

In the Lutheran church, Confirmation is the rite by which baptized persons, after having received a course of instruction, make a public confession of their faith. At Confirmation they also publicly renew their baptismal vows. Confirmation classes take place when students are in seventh and eighth grade. If your child is not currently in a Confirmation class, we invite you to consider having him/her attend at Christ Lutheran. If you would like to inquire further about Confirmation, please contact your child’s teacher, the school principal of the pastoral staff.

Academic Information

CURRICULUM

Christ Lutheran School creates a challenging curriculum through implementation of objectives that are based on state curriculum standards and supplemented by Pacific Southwest District standards. In order to maximize the potential in each student and to develop the *whole* child, Christ Lutheran School has defined twenty “Schoolwide Learning Expectations” (SLERs; see page 11). Curriculum development follows a six-year cycle of adoption. Each year two subjects are reviewed. The year of review follows the California text adoption year, so that the most current standards and materials are available.

AREAS OF INSTRUCTION BY GRADE

	K	1	2	3	4	5	6	7	8
Christian Faith	•	•	•	•	•	•	•	•	•
Algebra									•
Art/Art Masters	•	•	•	•	•	•	•	•	•
California History							•		
Computer Education	•	•	•	•	•	•	•	•	•
Current Events	•	•	•	•	•	•	•	•	•
Exploratory Classes							•	•	•
Geography				•	•	•	•	•	•
Handwriting	•	•	•	•	•	•	•	•	•
Instrumental Music					*E	*E	*E	*E	*E
Language/English	•	•	•	•	•	•	•	•	•
Mathematics	•	•	•	•	•	•	•	•	•
Memory Work	•	•	•	•	•	•	•	•	•
Music/Choir	•	•	•	•	•	•	*E	*E	*E
Physical Education	•	•	•	•	•	•	•	•	•
Reading/Literature	•	•	•	•	•	•	•	•	•
Science and Health	•	•	•	•	•	•	•	•	•
Social Studies	•	•	•	•	•	•	•	•	•
Speech				•	•	•	•	•	•
Spelling		•	•	•	•	•	•	•	•
U.S. Constitution						•			•
U.S. History						•			•
Values Education	•	•	•	•	•	•	•	•	•
Writing	•	•	•	•	•	•	•	•	•

E = elective

* = additional fee for band

SCHOOL CHAPEL SERVICES

All students participate in regular morning devotions in their classrooms. The entire school meets weekly for Wednesday chapel services. Chapel offerings are designated for special selected missions. Students receive numbered offering envelopes in which to bring their offerings to chapel. Each class also has the privilege of presenting a chapel service during the year.

GRADING POLICY

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

CHRIST LUTHERAN GRADING SYSTEM

KINDERGARTEN EVALUATION USES:

E = Excellent

S = Satisfactory

L = Limited

GRADES 1-2

+ = Excellent

☑ = Satisfactory

- = Unsatisfactory

GRADES 3—8:

A 95 — 100

A- 90 — 94

B+ 87 — 89

B 83 — 86

B- 80 — 82

C+ 77 — 79

C 73 — 76

C- 70 — 72

D+ 67 — 69

D 63 — 66

D- 60 — 62

F 59 and below

HOMEWORK POLICY

Research consistently shows that parents are a key factor in students' achievement at school. It follows, therefore, that parents must play *an important role* in the *homework process*. The amount of homework depends upon the grade level and upon the ability and study habits of the student. Parent cooperation is requested when work is to be done at home. Homework is assigned as appropriate for grade level. Student time spent varies from child to child.

Long-range assignments or projects should be carefully planned to avoid a last-minute rush to complete the assignment or project. If a student is unable to complete a given assignment within the allotted time, a signature by parent or guardian should be signed on the paper with an appropriate explanation. The teacher has the right to accept or reject the reason in evaluating the assignment.

If a child is consistently having excessive homework, it is imperative that **the parent notify the classroom teacher immediately** to ascertain the problem and to design or implement an appropriate intervention or modified homework plan.

HONOR ROLL AND OTHER AWARDS

Students in grades 6 through 8 are eligible for the Honor Roll. A 3.5 grade average must be maintained in the following subjects: Religion/Memory, Math, Reading, English, Spelling, Social Studies, and Science. Students must also have a 3.5 average in Exploratory/Elective Classes with no C or lower letter grade in any of the Exploratory/Elective Classes or Physical Education. Honor Roll students are recognized at the end of each trimester in chapel, at the end-of-the-year Awards Night/Day, and at eighth-grade graduation. Other awards given include:

- Perfect School Attendance
- Perfect Sunday School Attendance
- Perfect Worship Attendance
- Student of the Month (grades 3 through 8)
- Reading awards
- Achievement awards
- Presidential physical fitness awards
- Various sports awards
- Eighth-grade graduation awards

PARENT CONFERENCES

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

PROGRESS REPORTS

Parents of students in grades 3 through 8 will be given a password giving them access to their child's grades on a weekly basis. Parents will receive a written report at each mid-trimester and the end of each trimester. Dates for progress reports will be posted in *Connections*, the weekly CLS newsletter. Progress reports will be sent home in grades K through 2 at each midterm. Parents or guardians must sign the midterm report (K through 2) and return it to their child's homeroom teacher.

REPORT CARDS

Report cards are issued in grades K through 8 on a trimester basis. A formal parent/teacher conference will accompany the distribution of report cards the first and second reporting periods. Report cards will be mailed to the parents at the end of the third trimester.

STUDENTS OF THE MONTH

Students of the Month will be recognized in grades 3 through 8. Students will be selected on the basis of the guidelines that have been set by the faculty. These students will be recognized and presented with a certificate during chapel. Teachers in grades K through 2 have the option of giving their own type of recognition to students. The guidelines for this year by which Students of the Month are chosen will be shared at Back-to-School night.

SCHOOL ATTENDANCE AND EXCUSES

Regular school attendance is important for the total educational process to take place. Should an absence occur, a written excuse stating the reason for the child's absence **must be presented to the teacher** (State of California Code).

Parents are responsible to see that their child arrives on time at school. If a child is absent from school, the office must be notified **before 8:30AM**. Students who are absent are held responsible for any work they may have missed. The school is not liable for a student's absence. If the child has been diagnosed as having a contagious disease, i.e., pink eye, strep, etc., **the school office must be notified** in order for precautions to be taken and notifications are sent home alerting other families. If children are not feeling well and/or have a temperature prior to the beginning of the school day, they should be kept home.

Students will not be excused for private dancing, music, skating lessons, interviews, etc. during the school day. Medical and dental appointments should be made outside of school hours whenever possible.

We discourage children being taken out of school for vacations. Should an unavoidable situation arise when a child has to be taken out of school, teachers should be given at least a two-week notice before the vacation begins. Teachers will try to accommodate, but will not be held responsible for work which children miss during such absences from school.

A student must be in attendance the last half of the school day in order to participate in any after-school activities unless prior arrangements have been made with the principal and homeroom teacher. All suspensions served at home are considered to be absences; in-school suspensions are not considered absences. All work missed during such suspensions must be completed and turned in by the student.

ABSENCES ARE DEFINED AS FOLLOWS:

- If a student arrives after 10:00AM, it is considered a half-day absence in the morning
- If a student leaves before 10:00AM, it is considered a full-day absence
- If a student leaves before 1:30PM, it is considered a half-day absence in the afternoon

TARDINESS

The vast majority of students are in class at 8:15AM when school begins. However, when only a few students come to school late, teachers are unable to begin class in a timely manner due to consistent interruptions by these few students. A student must bring a note in case of tardiness. An excused tardy will be granted for the following reasons only: **medical, dental (must be accompanied by a doctor/dentist office note)**, bereavement, illness or approved educational service appointments. Students will be expected to make up any work missed during an excused or unexcused tardy. Students arriving late without a written excuse will be given an unexcused tardy slip. Each grading period provides a new beginning.

PRIMARY DEPARTMENTS

Tardies 1—4	Grace period
Tardy 5	Note and phone call home
Continued tardiness	Situations involving excessive tardiness will be referred to the principal Six unexcused tardies per trimester make the student ineligible for the Perfect School Attendance Award

INTERMEDIATE AND MIDDLE SCHOOL - See demerit program sent home.

Tardies 1—4	Grace period
Tardy 5	A demerit is issued for every five tardies
Continued tardiness	Situations involving excessive tardiness will be referred to the principal Six unexcused tardies per quarter make the student ineligible for the Perfect School Attendance Award

TESTING

The Iowa Test of Basic Skills is administered to each student in grades kindergarten through eight to determine scholastic progress, as well as strengths and/or areas of weakness. IOWA Ability Index Tests are administered in grades 1, 3, 5, and 7. These tests are given in October of each school year. Parents are invited to review the test results by setting up an appointment with the principal.

Occasionally, the home-school partnership needs to be expanded to include other professionals. Further individualized or diagnostic testing may be required during the school term if an academic or psychological difficulty is experienced. Recommendations for further testing may be made by the teacher and principal to the parent/s or guardian. Such testing provides a road map for students, teachers, and parents in charting a course of positive action to further the objective of educating the whole child.

EXPRESSWAYS TO LEARNING

READING AND MATH PROGRAM

Christ Lutheran School offers a before- and after-school reading and math assistance program called Expressways to Learning. This is a computer-based, multi-sensory reading, comprehension, spelling and math solution for students who need help or enrichment in these areas. The class meets before or after school four days a week. The cost is \$100 per month. For further information please call Mrs. Cherie Sobek at (949) 548-6866.

Extra-Curricular Activities

AFTER-SCHOOL ATHLETIC PROGRAM AND ELIBIGILITY

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

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

All students are encouraged to participate. A strong commitment is expected once a student joins a team.

Team members need to be at all practices and games. Notes are required for all absences. Missing a practice or a game or forgetting a uniform will result in one of the following playing time penalties: one-quarter of a game for basketball and football; one-half of a game in volleyball. Having three absences in one sport will result in being taken off the team. All doctor and dental appointments should be scheduled around the games and practice days or later in the day. Absences from school will not be counted.

In order to take part in the sports program students must maintain academic eligibility. Academic eligibility is defined as a C average or better in the academic subjects with no Fs in any subject and no Cs or lower in the exploratory classes. Academic eligibility will be determined by report cards at the end of the first and second trimesters and progress reports at approximately mid-trimester. For the 2011-2012 school year the dates are as follows:

October 07, 2011	Progress Report
November 18, 2011	Report Card
January 20, 2012	Progress Report
March 09, 2012	Report Card
April 27, 2012	Progress Report

If a student is ineligible on any of these dates, he/she will not be able to participate either in practices or in games until the next progress report marking period which will be in two weeks. At this time if the academic eligibility requirements have been met, the student will return to full participation. In addition, all athletic fees must be paid before a student will be issued a uniform or allowed to play in a game. This Eligibility Policy is in effect for all after school ports, including cheerleading.

The sports program is flexible with other outside teams on which students might be playing. We only ask that both teams bend a little. Schedules should be worked out with both coaches. If there are other conflicts or problems, players should speak directly to the CLS coach.

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

SUMMARY OF SPORTS PROGRAM

- Fall Sports: (September to the beginning of November)
5th-8th grade Girls' Basketball
5th-8th grade Boys' Flag Football
- Winter Sports: (December to February)
5th-8th Boys' Basketball
5th-8th Girls' Volleyball
- Short season sports (March)
7th-8th Boys' Volleyball
7th-8th Girls' Flag football
- Spring Sports: (March to May)
5th-8th Boys' and Girls' Track
7th-8th Boys' Volleyball (March and April)
- Uniforms: Uniforms are issued by the school, with the exception of cheerleading. Cheerleaders purchase their uniforms and get to keep them at the conclusion of the season.
- Fees: A universal \$35 fee will be assessed for all sports. This fee is used to aid in the cost of coaches and referee fees.
- Practices and Games:
7th-8th grade teams: practice Monday and Wednesday
7th-8th girls' games: Tuesday and Thursday
7th-8th boys' games: Tuesday and Friday
5th-6th teams: practice on Tuesday and Thursday
5th-6th games: Wednesday
- Team parents are recruited for each sport to assist the coach. Drivers are needed for all away games.

SPORTSMANSHIP POLICY

As representatives of our Lord, we want our words and actions to bring glory to Him on and off the playing field. As a guideline, the following policy will be used as part of our sports program.

The coach, along with the athletic director, is responsible to see that the following occurs:

Athletes, coaches, parents, and fans should:

- Promote good sportsmanship among everyone present
- Refrain from using abusive language
- Treat all officials with respect and refrain from criticizing them during and after games

All athletes, coaches, parents, and fans are reminded that their action reflect the reputation and good name of Christ Lutheran Church and School.

Any player, coach, parent, or fan disregarding these guidelines shall be asked to leave the gym or playing field. If this request is disregarded, the game shall not continue until the person or persons leave. Not leaving may result in the forfeiture of the game. It is the responsibility of the coaches to see that these rules are enforced. Any consistent violation of these regulations will result in not being allowed to attend games until such time decided upon by the athletic director or principal.

RESPONSIBILITIES OF COACHES

- Set a Christ-like example in words and actions
- Send home a letter, schedule, and copy of the school athletic policy
- Be on time for all practices
- Assign all uniforms and record the uniform numbers
- Make certain there are enough drivers for all games
- After practices and games make certain all students have been picked up or checked into SAC
- Be responsible for all student permission forms during games and practices
- Communicate any injuries and other problems that occur at practices or at games to the athletic director
- Collect all uniforms and let the athletic director know of any damaged or missing uniforms
- Return student permission forms to the athletic director at the end of the season

MUSIC

BAND AND BELLS

Band is offered to all students in grades 4 through 8 who wish to participate. This optional program is offered during the school day and requires an extra fee. Bells are offered in grades 6 through 8.

CHOIRS

Periodically, classes and choirs are scheduled to sing for Sunday morning worship services, Wednesday evening, Advent and Lenten Services, as well as special concerts. Students are expected to sing with their class or choir for these events. Written excuses are requested for those who are unable to be present.

STUDENT COUNCIL

The Student Council is organized to promote student government among students under the guidance and direction of a faculty advisor. Elected officers from the 7th and 8th grades include a president, vice-president, secretary, treasurer, spiritual advisor, athletic commissioner, and publicity director. Representatives are elected from each class in grades 3 through 8, and a representative for the primary grades compose the remainder of Student Council.

The purpose of the Student Council is to promote spirit days, assemblies, and activities that reflect the Christian philosophy of the school, along with instilling pride in school.

YOUTH MINISTRY

FIFTH AND SIXTH GRADE

Fifth and sixth graders may be a part of Club 56. The group meets once a month and experiences fun activities such as pool parties, water games, going to the beach, videogame tournaments, and just having fun! For a more specific schedule you can refer to Christ Lutheran Ministries' web site (www.christcm.com) under the youth section.

SEVENTH AND EIGHTH GRADE

There is also a junior high ministry for students in seventh and eighth grade. The program consists of creative experiential learning events, fun social events, and awesome servant events. For a more specific schedule you can refer to Christ Lutheran Church and School web site (www.christcm.com) under the youth section.

School Policies

MANDATED POLICIES

AIDS AND HIV POLICY

It is the practice of Christ Lutheran School to comply with the requirements of the OSHA Standards on Blood borne Pathogens 29 CFR 1910.1030. Universal precautions are observed when administering first aid and whenever there is a likelihood of contact with potentially infectious material.

We do not discriminate against students with AIDS/HIV in accordance with case law which holds that students cannot be excluded from school or involuntarily be given a special placement solely on the basis of either having AIDS or being HIV infected. The student's physician may determine that school attendance is not appropriate because of the patient's physical status or vulnerability to other infections.

Neither parents nor physicians are required by current law to inform school authorities of a student's AID/HIV infection or the results of tests for HIV antibodies. Ideally, the parent will voluntarily inform school personnel of a student's AIDS/HIV infection so joint decisions can be made in the best interests of the student, children, teachers, and staff. However, any disclosure by the student or parent must be kept confidential unless the parent give express written permission for disclosure (Health and Safety Code, Chapter 1.11 and 1.12, Sections 199.21, 199.30, 199.31, and 199.37)

CHILD ABUSE REPORTING

In accordance with California law, staff members are mandated to report reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. Unlike the procedure followed in most other legal matters, in this 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 the mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interests of the affected child and do not, have any legal alternative except to make the report to the proper authorities for their investigation and review (once reasonable suspicion is established).

CIVIL DEFENSE AND EMERGENCY PROCEDURES

In case of a community-wide disaster such as an earthquake whereby streets become impassable or walking conditions are extremely hazardous, children will remain at school under the supervision of the staff until called for by the parent or authorities.

Regular fire and earthquake plans are in place and monthly drills are held during the school hours so that students and staff are aware of what to do and where to go in case of an emergency.

FEDERAL ASBESTOS MANAGEMENT COMPLIANCE

Asbestos regulations for schools found in the Asbestos Hazard Emergency Response Act and as promulgated by the Environmental Protection Agency are followed at Christ Lutheran School. Following an initial inspection, nonfriable asbestos is assumed to be present in certain portions of the school plant. An in-place management program is in force at Christ Lutheran. The management program will control fiber releases to ensure that the day-to-day management of the building is carried out in such a fashion as to prevent injury to students, staff, and others. Parents desiring more information are encouraged to contact the principal.

HARASSMENT POLICY

Christ Lutheran School is committed to provide a learning environment that is free from harassment in any form. **Harassment of any student or staff will not be tolerated.** The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. 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. It includes, but is not limited to, any of the following : verbal harassment, physical harassment, visual harassment, and sexual harassment.

Christ Lutheran Church and School has policies and guidelines for administrating this *Harassment Policy*. Each child in the school will be clearly instructed on the policy and how the guidelines affect him/her. A copy of the complete policy and guidelines is available in the school office.

HEALTH REQUIREMENTS

In addition to immunizations against polio and measles, the State of California requires immunizations against diphtheria, pertussis, tetanus (DPT) for all children when they enter school.

Children entering kindergarten are required to have a completed "Immunization History" form on file. Students entering first grade must have a complete health screening as required by law. This health screening requirement may be filed when entering kindergarten since the screening is valid for eighteen months.

GENERAL POLICIES

AFTER-SCHOOL OR EVENING ACTIVITIES

Any child who attends an after-school or evening activity sponsored by the school must be accompanied and supervised by an adult.

BICYCLES/SKATES/SKATEBOARDS, AND RAZORS/SCOOTERS

For safety reasons, it is suggested that children below the fourth grade level not ride bicycles to school. Students riding bicycles are to be aware of the laws affecting them.

Bicycles are to be walked on the school and church property. Bicycles are to be parked in the bike racks and locked during school hours.

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

CLASS ROSTERS

Christ Lutheran School reserves the right to determine into which classroom students will be placed. The principal and school staff take the process of determining class rosters very seriously, much time and prayer goes into dividing the classes. Parental requests are always part of our consideration. Special requests may be submitted in writing to the principal by the last day of the school year. Requests based on valid educational reasons will be taken into consideration when planning for classroom rosters.

Classroom rosters are determined on the basis of balancing the classroom and the total education process. Above and beyond that we strive to create class groupings that take into consideration, boy-girl ratios and individual academic, as well as social and emotional development, in an effort to create the best possible learning environment for all students. In all instances, the final classroom determination will be made by the principal and school staff.

BIRTHDAY AND PARTY INVITATIONS

All invitations to parties are to be mailed to students. **No invitations are to be distributed at school.** No birthday or individual parties are to be held on the school premises. Class lists for addresses may be obtained from the school office.

CLASSROOM VISITATION AND OBSERVATION

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

THE FOLLOWING HELPFUL HINTS WILL AID YOU IN OBSERVING:

- Arrange your visit with the teacher/principal in advance. It is sometimes possible to plan the work so that the teacher can show you the situation in which you want to see your child.
- Choose a day other than just before a school holiday or school program.

- Visitors must go to the school office to sign in when they arrive on campus to comply with closed campus regulations.
- Open the door and walk in. Knocking disturbs the children more than your presence.
- Small children should be left at home when visiting.
- Teaching and the students in the class are the teacher's priority. If you wish a personal conference, please arrange one before or after school hours.
- Try to come for several short visits rather than one long one. A thirty-minute visit is generally best. When you leave, a smile and a nod is all that is needed.

WHEN YOU ARE COMING TO OBSERVE, LOOK FOR THESE INDICATORS OF YOUR CHILD'S SUCCESS IN SCHOOL:

- Ability to listen
- Independent work habits
- Successful interaction with others in group activities
- Interest and enthusiasm for the assigned tasks
- Attitude toward suggestions or comments made by the teacher

Visitors and friends of student are only allowed to visit classrooms under certain conditions and approval from the principal.

COMMUNICATION

CALENDAR OF EVENTS

A yearly calendar of events is published at the beginning of each school year and is distributed with registration materials. A detailed calendar is printed each week in *Connections*, the CLS newsletter.

NEWSLETTER

A weekly school newsletter, *Connections*, is available each Tuesday to keep parents and students informed of school events.

GENERAL COMMUNICATION

Good communication between parents and teachers is encouraged at all times. Any matter involving a student's work or behavior must be taken up with the classroom teacher first. If not resolved, the matter may be followed up with the department head or principal.

COMPUTER LAB POLICIES

Christ Lutheran School is pleased to offer students access to a computer network for computer education and use of the Internet. Our goal in providing this service to students is to promote educational excellence by facilitating communications for resource sharing and research. To gain access to the Internet, all students must

submit parental permission as verified by the signatures on the Student/Parent Consent Agreement form. This agreement must be renewed on an annual basis.

Students at Christ Lutheran School are responsible for appropriate behavior on the school's computer network and equipment. It is expected that users will comply with school standards as set forth in the outline below. The use of the computer network is a privilege, not a right, and as such may be revoked if abused.

ON-LINE SAFETY

Students are never to reveal their personal home address, home phone number, or other sensitive information on the Internet nor that of any other individual.

ILLEGAL ACTIVITIES

The student will not attempt to gain unauthorized access to CLS's computer system or any other computer system or to go beyond their authorized access boundaries.

SECURITY ISSUES

The student should never download or install any commercial software, shareware or freeware onto the network's drives or disks unless explicitly directed to do so by the system administrator. The student may not copy other people's work or intrude into other people's files without their permission.

INAPPROPRIATE LANGUAGE OR MATERIAL

The student will not use, view, or transmit obscene, profane, lewd, vulgar, rude, inflammatory, threatening, violent, or other material which is considered inappropriate for a Christ-centered learning environment.

CONSEQUENCES OF VIOLATIONS

CLS reserves the right to take any steps deemed necessary and appropriate to correct or eliminate such behavior if a student violates any of these provisions.

COURTESY, MANNERS, AND RESPECT

RESPECT FOR ADULTS

The students' main contact with adults at school is with the classroom teacher. However, students also have contact with teachers, aides, pastors, secretaries, custodians, and volunteers at school. All of these people are placed here by God to help us operate our school. Appropriate titles to be used include: Mr.____, Mrs.____, Ms.____, Miss____, Pastor _____. They deserve the respect of every student.

LUNCHTIME MANNERS

Students are expected to use polite manners and appropriate behavior while eating. Running and shouting are not permitted in the picnic area at any time. The area behind and around the lunch tables (north of the gym), is to be kept free of any food and trash. Food is not to be thrown. Tables are to be clean before students are dismissed. All paper and uneaten food placed in the disposal containers near the lunch tables.

CAR MANNERS

All drivers are expected to obey all traffic laws and drive within posted speed limits. All students are to wear

belts. Students are expected to be courteous and safe while riding in private cars or school vehicles. All personal listening devices may be used only at the discretion and permission of both the teacher and the driver. Eating, singing, and car games also fall within the driver's authority. If student behavior becomes distracting to the driver, the driver should pull over, stop the car, and address the situation immediately. Students are not allowed to hang arms, heads, or other body parts or objects out the windows. Students are expected to help clean up vehicles after riding in them.

PLAYGROUND

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

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

ENVIRONMENT

Property is a gift from God provided for us to use as good stewards. As stewards we are accountable to Him. This means that every student must care for not only his own property, but also that of other students, the school, and the church. This is especially true for the privilege of using media equipment, computers, and other expensive learning tools.

Students are also expected to take pride in their school facilities and to be respectful of their environment by refraining from littering and by picking up and disposing of litter they come across on campus. Students are expected to be respectful of their classroom environment, keeping the buildings and property in excellent condition, and to adhere to the rules and requests for cleanup made by teachers.

DAMAGES

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

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

DISCIPLINE

Students in Christ Lutheran School are subject to the discipline and rules of the school. Enrollment in Christ Lutheran School implies student and parental agreement with the discipline policies and procedures that are outlined here.

Our goal is that each child develops self-discipline, respect for self and others, and responsibility as guided by the Holy Spirit and God's Word. This is effectively achieved with a strong home-school partnership based on

Christian values. Parents and teachers can contribute to school growth by serving as positive role models, establishing clear expectations, maintaining the dignity of the individual, and recognizing success and achievement.

Minor discipline problems are handled by the child's teacher. More serious problems are referred to the principal. If misbehavior continues, the child will meet with the principal, teacher and parents. Repeated misbehavior can result in loss of privileges, a specific behavior plan, or suspension from school.

Often parents want to know "what happened" to the other child. While we cannot give our information about other children for confidentiality reasons, please know that we are following the guidelines. As always, there may be extenuating circumstances to incidents. We will treat each child in a fair manner; therefore, we reserve the right to use discretion in assigning levels of consequences depending on the severity and frequency of the occurrence.

When a parent has a concern regarding a classroom or playground issue, please contact the teacher directly. If you are not satisfied with the results, you may contact the principal. The department head is available if you cannot reach the principal.

Student misbehavior falls into six categories. Each type of behavior requires a different response:

1. Low-level peer problems not on our list of rules (low-level, mutual friendship conflicts not involving name-calling, systematic exclusion, rumors, threats, or hitting). These are responded to with a suggestion of a few ways to resolve the problem.
2. Quiet, non-disruptive refusal to do schoolwork in class. After two incidents parents will be notified. After three incidents a conference will be held involving the teacher, parent, principal and/or special educator to develop a plan and/or screen for learning difficulties.
3. Risky or other "inappropriate" but not aggressive actions (i.e., rough play or swearing not directed at another child). The behaviors will be dealt with by the teacher or other supervisor using staff-created consequences such as removal from the activity or time-out.
4. Classroom behavior: Disrespect to teacher or disrupting others' learning. Each department has developed age-appropriate policies to deal with classroom behaviors. These policies are shared at Back-to-School Night.
5. Bullying: Name-calling, systematic exclusion, rumors, threats, hitting, etc. A Behavior Report Form will be filled out for each incident. All incidents will be dealt with using the school Bully Prevention Guidelines.
6. Severe Behavior (i.e., putting self or others' safety at risk, continued disruption of teaching, refusal to leave the room, continued or severe aggression, threat of severe aggression). Students exhibiting severe behavior will be sent immediately to the office with a Behavior Report Form. Appropriate consequences will be selected and recorded.

Christ Lutheran School has developed a clearly defined Discipline Philosophy that is sent home the first week of school for parents to read, sign, and return to the teacher. This includes specific school rules and consequences, classroom rules and consequences, and also a demerit system for student in grades three through eight that provide specific consequences for the bullying behaviors listed on the next page, but also other severe behaviors. If you have not received this Discipline Document from your teacher please request it from the school office.

BULLYING PREVENTION GUIDELINES

It is important to recognize that each incident will be dealt with individually and all circumstances will be different. These are guidelines. The following infractions will receive the appropriate demerits indicated in a separate document parents must sign and return each year, entitled Discipline Plan.

Level of Infraction

Level 1

Behaviors

- Taunting
- Name-calling and profanity
- Gossiping
- Spreading rumors
- Purposely humiliating or embarrassing another student

*****all occurring three or fewer times***

Possible Consequences

- No office visit!
- Homeroom teacher contacted
- Parent must be contacted
- Verbal reprimand
- Counsel with supervisor

Level 2

- All Level 1 fractions that have occurred more than three times
- Pushing
- Shoving
- Purposeful exclusion
- Slander
- Verbal cruelty

- Office visit may be necessary
- Homeroom teacher contacted
- Parent must be contacted
- Behavior Contract
- Time-out
- Detention

Level 3

- Any Level 2 infractions that occurred more than once
- Sexual harassment (verbal and taunting in nature)
- Racial or religious slurs or insults
- Verbal threats
- Battery, physical fighting
- Extortion (stealing, taking lunch money)

- Office visit mandatory!
- Homeroom teacher contacted
- Parent must be contacted
- Behavior contract
- In-school suspension (ISS)
- Out-of-school suspension (OSS)
- Payment of restitution for damages

Level 4

- Intentional destruction of property
- Any Level 3 infractions that have occurred more than once
- Sexual harassment (verbal with intent to emotionally harm and any type of physical)
- Assault, battery

- Office visit mandatory!
- Homeroom teacher contacted
- Parent must be contacted
- Out-of-school suspension (OSS)
- Law enforcement contacted

DISMISSAL OF STUDENTS

Students are to be picked up from the rear parking lot next to the gymnasium unless they walk or ride a bicycle home.

LEAVING SCHOOL GROUNDS/CLOSED CAMPUS

Christ Lutheran School is a closed campus. At no time during the daily session are pupils allowed to leave the school grounds except by previous arrangements. **If arrangements have been made and the student is to be picked up, the parent or legal guardian must go to the office (not the classroom) and sign the child(ren) out before he/she is released. *The school assumes no liability in cases where student leave the premises in violation of policy.***

SCHOOL AGE CARE SIGN-IN

Supervision is available before and after school and on other non-school days as designated for a fee. Details are available in the school office or in the School Age Care (SAC) office. Any child remaining at school fifteen (15) minutes after dismissal will automatically become subject to the supervision and regulations of SAC unless participating in an organized school activity. **Parents must come to the School Age Care facility to sign their child out after school.**

Children who arrive on campus between 6:30 and 8:05AM are to be **signed into SAC by the parent or guardian** in SAC. Students are dismissed to their classrooms at 8:05AM.

FIELD TRIPS

Field trips are scheduled by teachers at various times during the year. A student's participation on a field trip is dependent upon written parental consent. A "Field Trip Permission Form" is sent home prior to each trip to obtain signed permission from the parent or guardian. Siblings are not able to accompany class trips.

GIFTS TO THE SCHOOL

As a matter of policy, all gifts to the school will become school property by Day School Board action. Gifts will be acknowledged unless the donor requests otherwise.

GRIEVANCE POLICY

The education process at Christ Lutheran School is a cooperative endeavor between students, parents, staff and administration. On occasion, grievances, complaints, or concerns about topics, styles, or happenings will arise between individuals. A grievance is defined as any event or situation that affects the conditions or circumstances of a parent and/or student allegedly caused by misinterpretation or unfair application of established policies or regulations.

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

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

IN ADMINISTERING THIS POLICY:

- No reprisals of any kind will be taken by any party to this procedure against any party in interest.
- The procedure above is the sole and only course available to any aggrieved person.
- All parties concerned will treat the grievance as confidential information.

GUM

Gum chewing is not permitted on the school campus.

GYM

Guidelines for gym use should be followed as posted in the classrooms and gym. The entrance to, and the gym area itself, are not to be used as loitering areas.

HEAD LICE

Christ Lutheran School has a "No Nit" policy for head lice. The affected child will not be allowed in school until treated and all nits are removed completely. Although annoying, head lice infestations should not cause alarm—just immediate action. In most cases, all that is required is shampooing with an effective anti-lice shampoo.

HEALTH AND SICKNESS POLICIES

Please help to reduce or prevent the spread of infectious disease by keeping sick children at home until they are well. Watch for sign of illness such as tiredness, irritability, coughing, stomachache, and fever. When these signs or others occur, use the following information when caring for your children. Keeping your child home while they are ill will protect them from further health risks. If your child is returning from an illness that requires medication to be given at school, or having an infectious illness, please check the *Medication* policy included in this handbook.

- Fever is a warning sign that something is not right. If your child has a temperature over 98.6 degrees (or if the forehead feels hot), keep the child at home. If symptoms persist, consult with your doctor. Your child must be free of fever for twenty-four (24) hours before returning to school.
- Green/yellow discharge is a sign of infection. When this occurs, colds and respiratory infections are most easily spread to others. Please keep your child home until the drainage clears and the child feels better. This may take three (3) to seven (7) days.
- Ear infections or strep throat may require antibiotics prescribed by your doctor. Please keep your child home forty-eight (48) to seventy-two (72) hours. This allows time for rest and any medication to take effect. A few extra days at home may aid in the student's recovery and prevent a relapse.
- Vomiting or diarrhea that occurs during the night or in the morning before school requires recuperation before attending school. Please keep your child at home until free of symptoms for twenty-four (24) hours. If symptoms persist, consult your doctor.
- If your child has not had chickenpox and is exposed, he or she should be watched for early symptoms of the disease for thirteen (13) to seventeen (17) days from exposure. Symptoms include slight fever, crops of red raised eruptions that change to vesicles and then form scabs. Your child should be kept out of school and away from other children if these symptoms develop. Your child may return to school five (5) to seven (7) days following the onset. Scabs need not be all gone, but they must be very dry.
- Symptoms of pink eye (conjunctivitis) are itching, redness and swelling of the eye lid, sensitivity to light, watering and discharge from the eye(s). Check with your doctor for proper medication. Your child cannot come back to school until after being on medication for more than twenty-four (24) hours and eyes are no longer draining.
- If your child has a skin rash, he or she may not attend school. You will need a release from the doctor stating the child is able to return to school. If the child has a contagious rash, please notify the school as soon as possible.

LOST AND FOUND

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

LUNCHESES

Hot lunches are available daily on an optional basis for all students in kindergarten through grade eight through Choicelunch.. Lunches must be ordered and paid for on their website www.choicelunch.com at least 36 hours prior to the day you want your child to have lunch. Milk is also available and must be purchased in advance on an annual basis.

Parents bringing lunches to school are requested to drop them off at the office. The office staff will contact the classroom teacher to arrange for the lunch to be picked up.

MEDICATION

Under the California Educational Code, medication (prescribed or over-the-counter) can be given at school only with written parental authorization. A written statement from the parent or guardian must indicate a desire that the school administer the medication.

No medication shall be given or taken without signed permission by the parent or guardian. Medications are to be in the original labeled container with exact directions for administration as prescribed by the physician. **All medications must be taken to the office** and are not to be kept in lockers, desks, cubbies, backpacks, or lunch containers. The school will try its best to give medication at the appropriate times as prescribed.

OFFICE

The school office should not be used as a visiting place by students. If students are to use the office, permission must be obtained from the classroom teacher. Students must have an office pass before going to the office.

PARENT INVOLVEMENT PROGRAM (PIP)

In the interest involving parents in their children's school and in order to keep tuition costs at an affordable level, Christ Lutheran School has the Parent Involvement Program (PIP).

The guidelines are as follows:

- Each family with children in grades K through 8 is required to contribute twenty (20) hours per year (*per family, not per child*).
- Each family with preschool children **only** is required to contribute ten (10) hours per year (*per family, not per child*).
- A family with **both** preschool and grade K through 8 children is required to contribute twenty (20) hours per year.
- Hours unfulfilled by the end of the year will be billed at **\$25** per unfulfilled hour based on 1/2 hour increments. The cutoff date for hours to be credited toward the current school year is **April 30** to allow time for any deficit in required hours to be billed and paid before the release of final report cards. Hours unfulfilled **after April 30** will be credited toward the following school year.
- Volunteer hours are to be recorded on the two-part PIP Hour forms and submitted to the PIP coordinator **monthly**. Collection envelopes in each classroom and should be submitted to the **oldest child's classroom**. Extra forms are available in the school office.

Hours can be earned by volunteering time in various ways. *A sample list of the many ways in which families can fulfill these hours can be found in the Registration Packet and or the PIP Volunteer form. To receive an additional copy of these materials, please contact the school office at (949) 548-6866.*

PARENT-TEACHER LEAGUE (PTL)

The purpose of the PTL is to support the home and school partnership and to develop a sense of community and Christian fellowship for the mutual support and enjoyment of CLS.

To achieve this purpose, the league will develop a program which includes fellowship events, fundraising activities, support for teachers and families, and parenting topics.

The faculty, as well as parents of all students attending Christ Lutheran School are considered to be members of the CLS PTL.

PERSONAL ITEMS

All items such as sweaters, jackets, and lunch boxes are to be labeled with the student's name. Money should be brought to school only when necessary.

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

PETS

No pets are allowed on campus. Pets may be brought to school only with the permission of the teacher.

RESTROOMS

Restrooms are not to be used as loitering places. All students are responsible for keeping the restrooms neat and clean. The restrooms are to be used as follows:

- Grades K, 1, 2: First floor restrooms
- Grades 3, 4, 5: Second floor restrooms
- Grades 6, 7, 8: Gym / second floor restrooms
- **Adults only:** Restrooms across from the computer lab

SERVICE PROJECTS OR SCHOOL-SPONSORED ACTIVITIES

Students are encouraged to participate in service projects and school-related activities since these are an extension of the school curriculum. If students are unable to participate, a written excuse is requested.

TELEPHONE AND CELL PHONE USAGE

Use of the office phone is restricted to such calls as are deemed necessary by the principal or a teacher. Students may be called to the phone only in the case of emergency. The teaching staff is not available to receive phone calls during the school hours. The office will forward messages to staff or students at the end of the day.

Cell phones must be turned off and placed in backpacks when on school property. They are to be used only with a teacher's permission after sports to arrange transportation. When cell phones are used otherwise, they will be confiscated by any school staff member and turned into the office. Confiscated cell phones must be personally reclaimed by parents.

WEB SITE (WWW.CHRISTCM.COM)

Christ Lutheran School has a web site where parents and students can find additional information about the activities and events of the school and Christ Lutheran Church and School. Calendars, schedules, and times of events for church, school, and youth programs can be found on the web site along with newsletters, forms, email links, and classroom web pages.

YEARBOOK

School memories are captured each year courtesy of the yearbook staff. Each student who has ordered and paid for a yearbook (forms are included with Registration materials) will receive a school yearbook at the end of the school year.

Uniform Policy and NonUniform Dress Policy

UNIFORM POLICY

Uniform Policy Statement: The primary purpose of Christ Lutheran Uniform Policy is to ensure that the students of Christ Lutheran School are neat, clean, and well groomed for success at school. Uniform dress helps eliminate the distraction of competition and emphasis on dress or financial status. Christ Lutheran students are expected to be in uniform at all times, except on designated non-uniform days. It is the responsibility of the parents to see that their children are dressed in accordance with this code. Disregard for the uniform policy will result in disciplinary action. ***All uniform apparel must be purchased from Norman's Uniforms with the exception of heavy coats.***

Students in Grades Kindergarten through Grade Eight are required to wear clothing from the approved uniform vendor. No logos other than school logos are to be on outerwear clothing. Uniform, Christ Lutheran athletic, and school theme apparel sweatshirts are acceptable forms of outerwear. ***No oversized or baggy uniforms allowed. Please note when purchasing shirts that uniform shirts need not be tucked into clothing.***

GIRLS UNIFORM OPTIONS:

- Navy and Gold Plaid Jumper (K-5)
- Navy and Gold Plaid Skirt (K-8)
- Navy/Khaki Skirt/Skort (K-8)
- Navy/Khaki Twill Walking Shorts/Pants (K-8)
- Navy/Khaki Flat Front Lower Rise Pants (K-8)
- White Peter Pan Blouse (K-5)
- White Sailor Blouse (K-5)
- White Fitted 3/4 Sleeve Blouse (K-8)
- White Short/Long Sleeve Oxford Shirt (K-8)
- White Knit Short Sleeve Button Down Shirt (K-8)
- Navy/Red/White/Gray/Yellow/Light Blue Long Sleeve Polo Shirt with School Logo (K-8)
- Navy/Red/White/Gray/Yellow/Light Blue Short Sleeve Polo Shirt with School Logo (K-8)
- Navy/Gray Crewneck Sweatshirt with School Logo (K-8)
- Navy Embroidered Hooded Sweatshirt with School Logo (K-8)
- Navy/Gray Sweatshirt Jacket with School Logo (K-8)
- Navy Polar Fleece with School Logo (K-8)
- Navy "V" Neck Cardigan Sweater with School Logo (K-8)
- Navy "V" Neck Pullover Sweater with School Logo (K-8)
- Navy "V" Neck Vest with School Logo (K-8)
- Navy Hooded Nylon Jacket with School Logo (K-8)

BOYS UNIFORM OPTIONS:

- Navy/Khaki Twill Shorts/Pants (K-8)
- Navy Wide Wale Cord Shorts/Pants (K-8)
- White Short/Long Sleeve Oxford Shirt (K-8)
- Navy/Red/White/Gray/Yellow/Light Blue Long Sleeve Polo Shirt with School Logo (K-8)
- Navy/Red/White/Gray/Yellow/Light Blue Short Sleeve Polo Shirt with School Logo (K-8)
- Navy/Gray Crewneck Sweatshirt with School Logo (K-8)
- Navy Embroidered Hooded Sweatshirt with School Logo (K-8)
- Navy/Gray Sweatshirt Jacket with School Logo (K-8)
- Navy Polar Fleece with School Logo (K-8)
- Navy “V” Neck Cardigan Sweater with School Logo (K-8)
- Navy “V” Neck Pullover Sweater with School Logo
- Navy “V” Neck Vest with School Logo
- Navy Hooded Nylon Jacket with School Logo

ACCESSORIES

- All socks, tights, leggings and hair accessories must be in solid uniform colors
- Shoes must be in black or uniform colors. Athletic shoes are the preferred footwear; other appropriate school shoes include loafers, docksiders, oxfords, saddle shoes, etc. Sandals with back straps may be worn. K-5 must wear socks. Students may not wear platforms, backless shoes, cleats, flip flops, boots or high heeled shoes. Shoes should fasten at the back so they do not fall off during daily activities. Rubber soles are highly recommended. Shoes should be neat and clean and laces should be tied. Discreet logos on shoes are acceptable.
- Belts are optional. If worn, they must coordinate with uniform colors. Belts may not have a logo of any kind.
- T-shirts may be worn under shirts, but must be uniform in color.
- Hats and sun glasses are allowed outside only.
- Coats and jackets: May be purchased from Norman’s Uniforms or anywhere else and must be solid Navy (no denim) or solid gray (no logos).
- Sweatshirts (three choices) may be worn:
 1. Uniform sweatshirts in solid navy or solid gray purchased at Normans or anywhere else
 2. Generic sweatshirts in navy or gray (no logo, no writing, solid color) and may be purchased anywhere else.
 3. School activity sweatshirts:
El Camino Pines, Catalina, or any other Christ Lutheran sponsored events (camp colors okay).

HAIR, MAKEUP, AND JEWELRY

BOYS AND GIRLS:

- Hair should be neat and clean and of your own natural color- no extreme cuts or shaven images
- No tattoos, (including sticker tattoos) or body art allowed
- No exaggerated jewelry
- No exaggerated ear piercing or other body piercing

BOYS:

- Hair must not touch collar and must be above the eyebrows
- No earrings may be worn

GIRLS:

- No makeup for grades K-6, moderate makeup for grades 7 and 8 (teacher discretion)
- Skirt/Dress length acceptable: Measure 5-6 inches from floor when kneeling

STUDENT COUNCIL SPIRIT DAYS AND NON-UNIFORM DRESS DAYS

- Spirit Days: Several days will be designated throughout the school year as a Student Council Spirit (theme) Day. Students not participating in the Spirit Day must be in uniform.
- Free Dress Days: Periodically throughout the year special days will designated as a free dress day. Free dress must be within the dress code standards below.

SCOUT UNIFORM APPAREL

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

GRADES K-8 NONUNIFORM DRESS CODE

Students of Christ Lutheran School are expected to be neat, orderly, and modest in the way they dress. The appropriateness of student appearance is essential to create and maintain a school environment conducive to learning. The suitability of student appearance will be at the discretion of the teacher.

BOYS AND GIRLS:

General Guidelines:

- No exaggerated ear rings
- Any article of clothing or accessory with logos, words, or a style that promotes alcohol, tobacco, drugs, games, violence, bigotry, or sexual connotations is prohibited
- No skin tight items
- No baggy or oversized clothing
- No tank tops, spaghetti straps, bare midriffs when arms raised, or bare backs
- Socks must be worn with all shoes
- No flip flops or backless shoes
- Hats are to be worn outdoors only and cannot be worn backwards or sideways
- No tattoos, (including sticker tattoos) body piercing or body art allowed
- No exaggerated jewelry
- Hair should be neat and clean, of your own natural color, no extreme cuts or shaven images, and should not touch the collar (boys).

T-Shirt Guidelines:

- Solids or prints ok
- No white undershirts may be worn as outerwear
- Illegal t-shirts are not allowed under other clothing
- All t-shirts should be tucked in—if it is too short to be tucked in it should not be worn.

Shorts:

- Boys: fingertip to knee length (no athletic shorts)
- Girls: shorts are to be no shorter than mid-thigh in length (no athletic shorts)

Pants & Jeans:

- Should be in good repair, not torn or ragged
- No sweatpants
- Leggings are okay

Parent/Guardian and Student Signature Page

As a condition of your child's enrollment at Christ Lutheran School, the parent and child are committed to adhere to the rules, regulations, policies, and procedures of the Parent Handbook ("Handbook"). Although as a practical matter it is impossible to provide clear, concise, and complete guidance on each and every issue that may arise during your child's attendance at school, this Handbook has been created so that the goals and the Christian culture of the school are communicated to each parent/guardian. By making the decision to enroll your child in school, you have made a commitment to your child's education, and you have made a financial commitment. It is in the spirit of these commitments that you, the parent/guardian, will familiarize yourself with the contents of this Handbook. Please also familiarize your child with the principles set forth in the Handbook that pertain to your child. By your signatures below, you and your child are making the commitment to read the Handbook and discuss it with one another. In the event that any portion of this Handbook is found by a court of competent jurisdiction to be in violation of the law, the remainder of the Handbook shall remain in full force and effect modified only to the extent necessary to comply with the court's ruling and/or the law. Christ Lutheran School reserves the right to modify, amend, change, addend, append any or all of this Handbook in any fashion whatsoever at any time in its sole and absolute discretion.

I hereby acknowledge the receipt of the Parent Handbook and agree to the commitment set forth above and in the Parent Handbook for the school year 2011-12.

Print Student's Name

Print Student's Name

Student's Signature

Date

Student's Signature

Date

Print Student's Name

Print Student's Name

Student's Signature

Date

Student's Signature

Date

Print Father/Guardian Name

Phone

Relationship to Child (ren)

Father/Guardian Signature

Date

Print Mother/Guardian Name

Phone

Relationship to Child (ren)

Mother/Guardian Signature

Date