



Christ Lutheran School

11720 Nieman Road
Overland Park, KS 66210

(913)754-5888

www.christluthेरanschoolop.com

Christ Lutheran School Family Handbook 2019-20



Philippians 4:8 (NIV) Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things.

TABLE OF CONTENTS

WELCOME AND INTRODUCTION	1-5
Welcome to Christ Lutheran School	1
Introductory Statement	1
History and Future	1
Statement of Faith	2-3
Affiliation	4
Staff	4
School Administration	4
School Advisory Board	4
Chain of Communication	5
Accreditation, Certification and Professional Membership	5
Nondiscriminatory Policy	5
PHILOSOPHY OF CHRIST LUTHERAN SCHOOL	6-7
Our Mission, Passion and Purpose	6
Vision	6
Vision Expanded	6-7
School Rules	7
ACADEMICS	8-13
Master Record	8
Cumulative Record	8
Report Cards	8
Progress Reports	8
Promotion	8
Access to Student Records	8
Curriculum: Classical Education	9-13
CLS Curriculum	9-10
Computers and iPads	10
Religion	10
Physical Education	10
Choir	11
Homework	11
Grading	12
Testing	12
Field Trips	13

ADMISSIONS	13-16
Entrance Requirements	13
Admissions	13
Re-enrollment	14
Tuition and Fees	14-15
Registration Fee	14
Tuition Payment Options	14
Non-Tuition Items	14
Payment Policy	15
Tuition Assistance	15-16
DONATIONS	16
Monetary Gifts	16
Griffin Gala	16
SCHOOL OPERATIONS	17-28
School Day	17-19
Arrival	17
Dismissal	17
Parking Lot Safety and Crosswalks	17
Tardy Policy	18
Excused/Unexcused Absences	18-19
School Office Hours	19
Security and Check-in	19
Parent Involvement	19
Visitors	20
Lunch	20
Classroom	20
Siblings	20
Former and Non-CLS Students	20
Birthdays and Invitations	20
Extended Care	21
Students Leaving Campus	21
Divorce, Custody Arrangements	21
Medical Appointments	21
Discipline Policies	22-24
Code of Conduct for Students	22-23
Disciplinary Action	24
School Violence	25
Library	25
School Supplies	25

*Then Jesus came to them and said,
 “All authority in heaven and on earth has been given to me.
 Therefore go and make disciples of all nations, baptizing them
 in the name of the Father and of the Son and of the Holy Spirit,
 and teaching them to obey everything I have commanded you.
 And surely I am with you always, to the very end of the age.”
 Matthew 28: 18-20*

The CLS webpage, www.christlutherschoolop.com, provides general information, the yearly calendar, monthly calendar, monthly menus, and other information.

PARENT-TEACHER CONFERENCES

One official parent-teacher conference is scheduled for each student after the first nine-week grading period. The purpose of this conference is to evaluate your child’s performance up to that point in the school year. Teachers and parents discuss the child’s academic, social, behavioral, and spiritual progress. To schedule other conferences throughout the year, please **contact your child’s teacher, describe the concern, and make an appointment.** Feel free to contact the school office if you would like the principal to attend your conference.

OPEN DOOR – OPEN COMMUNICATION

CLS desires to be the best school possible and meet as many of the needs as possible of the families to which we minister. In order to be the best, we need open, honest, and constructive input into the total program. We will do our best to aid and assist you in any way!

Textbooks	25
Lockers and Desks	25
Telephone Usage	26
Dress Code	26-27
Physical Education Uniforms	27
Spirit Wear Days	27
Free Dress Days	28
Scout Uniforms	28
CLS Game Day Attire	28

HEALTH AND SAFETY 28-30

School Health Policy	28-29
Medication Policy	29
Health Requirements	29
Health Services	30
School Closing: Bad Weather or Other Emergency	30
Accidents and Injuries	30
Emergency Drills/Crisis Plan	30

SPIRITUAL EMPHASIS 31-32

Church and Sunday School Attendance	31
Special Worship Services and Programs	31
Chapel	32
Daily Devotions	32

STUDENT SERVICES 32-33

School Pictures	32
Lost and Found	32
Lunch	33

COMMUNICATION AND SUPPORT 33-34

Support for the Individual and Family	33
Parent-Teacher Organization	33
Communication to the Home	33
CLS Web Page	34
Parent-Teacher Conferences	34
Open Communication	34

HANDBOOK ABBREVIATION KEY

CLC - Christ Lutheran Church
CLS - Christ Lutheran School
CLT - Church Leadership Team
EMT - Executive Ministry Team

FAST - Financial Aid for Student Tuition
PTO - Parent Teacher Organization
SAB - School Advisory Board

LUNCH

Students may bring a lunch from home or purchase a hot lunch at school from a third party vendor. Prices are communicated at the beginning of the school year. A menu will be provided each month, and is posted on the school web site. The Friday Folder includes “Menu at a Glance” for a quick look at the coming week’s entrees.

Lunches brought from home should be nutritious and CLS discourages candy, gum, or sodas. Students who bring lunch from home may purchase milk at school. Microwaves are available for our 8th grade students.

COMMUNICATION AND SUPPORT

SUPPORT FOR THE INDIVIDUAL AND FAMILY

The CLS staff believes in ministering to the spiritual, social/emotional, and physical needs of our students and their families; strengthening families is extremely important to us. Information about individual and family counseling is available upon request.

PARENT-TEACHER ORGANIZATION

All CLS parents are automatically members of the PTO. The organization exists to carry out tasks to support the school, maintain open communication between parents and staff, and help parents stay involved with their children’s education. Please make every effort to be active in PTO activities. Your child and school will benefit.

COMMUNICATION TO THE HOME

Communication is vital to the working relationship between the school and the family. Teachers will communicate to the home in a manner reflecting their teaching styles, ages of their students, and personalities of the individual families. Matters of concern should be communicated promptly and positive information shared to promote good public relations and open rapport. The following will be used to communicate with the home: office mailings, emails, telephone calls, class letters, assignment sheets/books, Phone Tree, text alert, report cards, conferences, and the CLS website.

CLS WEB PAGE

CHAPEL

CLS worship services are held every Wednesday morning at 9:15AM and at other special times in accordance with the church/school year. Parents are always welcome, but we ask that they sit in the parent section in order to maintain order. Each grade leads chapel services at least once a school year. Weekly class offerings are given to missions and charitable organizations.

All money, possessions, and talents are gifts from God. CLS encourages students to tithe 10% of their gifts in thankful response and in accordance with God's Word.

DAILY DEVOTIONS

The faculty and staff meet daily for devotions at 8:00AM.

Each classroom typically begins and ends each day with devotions and prayer time. Teachers lead most devotions, but teachers will encourage upper grade students to be devotional leaders at assigned times throughout the school year. Teachers encourage children to pray for concerns and personal needs, and they welcome and encourage student prayer requests.

STUDENT SERVICES

SCHOOL PICTURES

CLS contracts every fall with a local photographer to take individual student pictures for the school yearbook and for optional family purchases.

LOST AND FOUND

Lost and found articles are to be turned in to the classroom teacher or school office. Articles not claimed after a period of time will be donated to charity.

WELCOME AND INTRODUCTION

WELCOME TO CHRIST LUTHERAN SCHOOL

We are thankful for you, your children, and your willingness to place your children in a Christian, classical education. We have prayed for you before we even knew your name. We believe that God has sent you to be a part of our school and know that by His Grace we will do powerful and exciting things for your child, your family, this school, and His kingdom. May God bless our partnership as we work "Together in Christ, equipping the future generations of Christian leaders."

INTRODUCTORY STATEMENT

The Christ Lutheran School Family Handbook applies to all school children and families. It provides general guidelines and summary information about the policies, practices, and procedures that direct daily operations. Please talk to your child's teacher or the school principal if you have any questions, comments, or need additional information and/or clarification.

It would be impossible to anticipate every situation or provide information that answers every question. Therefore, Christ Lutheran School (CLS) reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision in this handbook at any time.

HISTORY AND FUTURE

From its inception in 1991, Christ Lutheran Church (CLC) prayerfully committed itself to the formidable goal of opening a quality grade school. That dream became a reality in August 2001 when CLC relocated to its present location and opened its first kindergarten and first grade classes. After thoroughly and carefully researching curriculum options, the new school embraced the classical education model.

CLS has not wavered from its commitment to classical education and believes it will be among the many classical education schools setting a trend of educational rebirth and superiority. Since 2001, CLS consistently added one grade per year, graduating its first eighth grade class in May 2009.

STATEMENT OF FAITH

In many ways, we at Christ Lutheran are the same as all faithful Christians. We confess Jesus Christ and the faith of the Apostles as recorded in God's Word, the Bible. We believe the Bible and all of its content is absolutely true and in its original manuscript is without error. We believe the Bible must be read and studied in order to understand its meaning, allowing Scripture to interpret itself through other related Scripture passages. From the Bible, we receive the mission of the Church, which is to "make disciples of all nations" (Matthew 28:18-20) that they may trust in Jesus Christ as their personal Savior.

We believe:

We believe that a **Triune God** is described in the Bible as the one, true God Who has revealed Himself as God the Father (the Creator of all), the Son (our Savior and Redeemer), and the Holy Spirit (our Sanctifier). *References: Deuteronomy 6:4; Matthew 28:19; John 5:23; 1 John 2:23; Genesis 1:1; 1 John 2:1-2; Romans 5:13.*

Humankind was created by God a perfect being with body and soul and to have eternal life. However, by its own free will, humanity chose to break communion with God and fell into sin, bringing death as a punishment to this world and separating itself from God. As a result, all people need to be reconciled to God through Jesus Christ by the forgiveness of their sins. *References: Genesis 1-3; Psalm 14:3; Romans 5:12; Isaiah 64:6; Psalm 143:2; 1 Corinthians 2:14.*

The Bible tells us that **Jesus Christ is the Son of God**, equal to God the Father. Jesus was conceived of a virgin servant girl named Mary and was made human. He redeemed the world by satisfying the demands of the Divine law for all people by keeping God's commandments in our place; He then bore the punishment of the entire world's sin by suffering, dying, and rising from the dead. *References: John 5:20, 23; 10:30; 14:9; Matthew 1:18-25; 1 Peter 2:22; Galatians 4:4, 5; 3:13; 1 Peter 2:24; 1 John 2:1, 2; Romans 4:25; John 14:19; Acts 1:11; 10:42.*

Salvation is a free "gift of God" (Romans 6:23) that cannot be earned by trusting in good things, but rather by trusting only in what Jesus Christ did for us in His life, death, and resurrection. The question, "What must I do to be saved?" is answered clearly, "Believe on the Lord Jesus Christ and you shall be saved." (Acts 16:31)

It should go without saying that **marriage matters**. God created and sanctioned marriage to bring together men and women, the complimentary halves of humanity; by joining them in "one-flesh" unions (Genesis 2:18-25). Marriage between one man and one woman for life uniquely reflects Christ's relationship with His Church (Ephesians 5:21-33). Marriage also serves as the foundational unit of a stable society (1 Corinthians 7:2). It provides the best

SPIRITUAL EMPHASIS

CHURCH AND SUNDAY SCHOOL ATTENDANCE

In keeping with the goals and philosophy of Christian education, CLS expects regular church and Sunday School attendance from our families. Parents (or guardians) are to provide classroom teachers with a weekly record of their children's church and Sunday School attendance, which will be written on report cards. CLC always welcomes families without a church home.

CLC worship services:

Saturday, 5:00PM

Sunday, 8:15AM

Sunday, 10:45AM

An Education Hour for all ages is on Sunday at 9:30AM.

Check the Friday Flier for special services

SPECIAL WORSHIP SERVICES AND PROGRAMS

Each school year, CLS offers and strongly encourages several worship services and/or programs for students and their families.

Worship Services/Programs

School Year Opening Chapel

Christmas Chapel, Carol Sing

Lutheran School's Week Sunday

Maundy Thursday Chapel

Musical/Fine Arts Festival

Kindergarten Graduation

Eighth Grade Graduation

School Year Closing Chapel

Approximate date

1st Day of School

Last day before Christmas break

First or second Sunday in March

Thursday preceding Easter Sunday

Fall/spring semester

Last week of school

Last week of school

Last day of school

In addition, the CLS choirs sing for two church services during the school year. This is a wonderful way for CLC to see the benefits of its support and a way for the school staff, students, and families to say, "Thank you!"

Note: CLS recommends that all students receive a complete annual physical and dental examination before school. Sports physical exams must be within the 12 months of the sport.

HEALTH SERVICES

CLS provides all health services required by law, and it annually provides vision and audiometric screenings. If a screening identifies a potential problem, then CLS will notify parents.

SCHOOL CLOSING: BAD WEATHER OR OTHER EMERGENCY

In general, CLS follows the Olathe District Schools in regard to school closings due to inclement weather or other emergency situations. CLS will report closings via the following methods: the church Facebook page, text alert, email, and phone blast message. You will not see our school listed on the TV as other schools utilize; this allows families to receive notice in real time.

Please note: If Olathe schools are closed, it is not automatic that CLS will be closed. For example, if Olathe were to close only for hazardous or unsafe conditions for the buses or children waiting at bus stops, then CLS would probably not close. It is best to wait for the specific media announcement of "Christ Lutheran School – Overland Park." If severe weather occurs while school is in session, parents could be asked to pick up their children early. Teachers will wait at school until their last students are picked up or until the principal dismisses them.

ACCIDENTS AND INJURIES

If a student requires medical attention other than basic first aid, then CLS will move to immediately notify a parent; please keep current contact information in the school office. If a student needs immediate medical attention and the school is unable to reach a parent, then the school will transport the student (by ambulance if necessary) to the hospital emergency room.

EMERGENCY DRILLS / CRISIS PLAN

CLS regularly conducts fire and disaster drills and follows local regulations regarding emergency drills.

CLS has a comprehensive, professionally-prepared Emergency Preparedness and Crisis Management Plan that the staff periodically reviews to ensure the safety of the students and workers. Parents are welcome to a copy of this plan at any time.

chance that children will grow up in the same home with both their mom and dad. **Gender, likewise, matters.** God wonderfully and immutably creates each person as male or female, and these distinct, complementary genders together reflect the image and nature of God (*Genesis 1:26-27*). Christ Lutheran Church and School affirm the Biblically based definition of gender and affirm these roles in policy and principal in campus practice.

Faith is a penitent sinner's personal trust in Jesus Christ as the real and only Savior, with that person fully depending on His merits for forgiveness of sins and salvation. Faith is not a personal achievement or an act of human merit, but a work of the Holy Spirit that enables a person who endures in this faith to the end to be eternally saved. *References: John 1:12, 16; Acts 10:43; Galatians 2:16; 1 Corinthians 12:3; 1 Peter 1:5; Acts 16:31; Matthew 24:13; John 3:36, Revelation 2:10.*

Baptism, which is a Divinely instituted washing of regeneration, is intended for young and old, without exception. It may be administered by sprinkling, pouring, or immersion; all who receive this sacrament in faith are given the grace of God through the Holy Spirit, forgiveness of sins, and the promise of eternal life. *References: Matthew 28:19; Titus 3:5; Mark 10:14; Acts 16:15; Hebrews 10:22; Acts 22:16; 2:38; Mark 16:16.*

We believe that the Body and Blood of Jesus Christ is truly present in and with the bread and wine in the **Lord's Supper** or **Holy Communion**. The penitent, believing Christian receives this sacrament for the strengthening of faith through God's forgiveness in Christ, which empowers His people to live fully for Him. *References: Matthew 26:26-28; 1 Corinthians 10:16; 11:26-29; Matthew 7:6.*

The name **Lutheran** refers to our appreciation for and commitment to the biblical gospel that was articulated and reclaimed under the leadership of Martin Luther in the Reformation, beginning October 31, 1517. Members of the Lutheran Church have established many **creeds** as a profession of our faith. A creed is simply a statement of belief; every professing Christian has a creed whether by admission or not. A true creed is not an addition to the Bible, but only a necessary statement of the truth against those who misuse the Bible for the support of their false teachings and to resist the additions of errors to the teachings of the church. *References: Peter 3:15; Matthew 10:32.*

Religious education of the young is the task of the home and of the church, not of the state. It is proper for the church to organize Christian schools and devise other agencies to assist parents in bringing up their children in the nurture and admonition of the Lord. Christian parents owe it to themselves, their children, their church, and their country to participate in activities for the Christian education and training of children and young people. *References: Mark 10:14; John 21:15; Ephesians 6:4.*

AFFILIATION

CLS is a vital part of the ministry of CLC, which is one of more than 6,000 congregations that make up the 2.7 million members of the Lutheran Church-Missouri Synod. Our church body operates the largest system of Protestant parochial schools in the United States: 1,400 early childhood centers; 900 elementary schools; and 90 high schools serve a total of almost 250,000 students. In addition, we have over 8,000 students in 10 universities and two seminaries.

STAFF

The faculty and staff of CLS are a group of qualified, dedicated, caring individuals who are both committed to education and dedicated to ministering to the holistic needs of children and their families. Many members of our staff possess Master's degrees in education or other disciplines.

SCHOOL ADMINISTRATION

CLC practices policy-based governance, which means that a board of directors, called the Church Leadership Team (CLT), oversees all functions of the ministry. The senior pastor is the executive leader in collaboration with an advisory council, which is called the Executive Ministry Team (EMT). The school principal is a member of the EMT, and is empowered by the congregation, CLT, and EMT to execute ministry in the school. The principal, in cooperation with the faculty and EMT, is responsible for executing and overseeing school policies and guidelines.

SCHOOL ADVISORY BOARD (SAB)

A School Advisory Board (SAB) can be selected by the EMT and principal with approval of the CLT. The SAB would have three primary responsibilities: marketing, development, and advisory support for the school principal. It would be a hands-on, working team that meets quarterly and carries out tasks related to the functions listed above. It would not have a governing or policy-making function.

A SAB would be made up of six individuals: four from CLC with no children or grandchildren enrolled in the school, one school parent who is a member of CLC, and one school parent who is not a member of CLC.

with complete confidentiality. Recommendations regarding enrollment will be made by a team consisting of the parents, student's doctor, or school nurse consultant, principal, and public health official(s).

Returning to school: The parent (or guardian) of any student absent from school because of a contagious or infectious disease may be asked to present appropriate medical clearance from the student's doctor before returning the student to school.

MEDICATION POLICY

Medication (prescription and OTC) will only be dispensed from the school office. Under no circumstances may a student take medication without notifying the school office or following the following procedures.

Over-the-counter medication to be used as needed must be in the original container, labeled with the student's name and dosage, and be accompanied by written permission.

Prescription medication must be in the original container, include the name and number of the pharmacy, student's name, dosage, name of drug, and be accompanied by written permission including times for administration.

HEALTH REQUIREMENTS

Parents must provide student immunization and health records.

New Entrants	Grade
Copy of birth certificate	K - 1
TB skin test (one time only)	K - 8
Current Immunization Record	K - 8
Health Information Record*	K - 8
Medication Authorization Form*	K - 8
Sports Physical (if applicable)*	4 - 8
Returning Students	Grade
Updated Immunization Record	K - 8
Updated Health Information Record*	K - 8
Medication Authorization Form*	K - 8
Sports Physical (if applicable)*	4 - 8

*These forms are available at the CLS website.

SPIRIT WEAR DAYS

Generally, students are allowed to wear spirit-wear clothing on the third Friday of each month. On these announced days, students may wear plain jean bottoms (same length as uniform bottoms) or uniform bottoms and a CLS spirit-wear top. Please use good judgment and make modest selections on these days.

FREE DRESS DAYS

Free Dress Days are those days where students are allowed to wear their choice of clothing – within reason. Again, families are asked to use prudent judgment in the selection of items.

Please Note: On both Spirit Wear and Free Dress Days, students who are inappropriately dressed will be asked to change. This may mean a parent will have to bring an item from home while the student waits in the school office.

SCOUT UNIFORMS

Scout uniforms may be worn on meeting days. Students must be in the full uniform or wear the Scout top with school uniform pants or shorts.

CLS GAME DAY ATTIRE

Dress clothes may be worn by students on days they are participating in a CLS athletic event.

HEALTH AND SAFETY

SCHOOL HEALTH POLICY

Students with contagious or infectious disease may not attend school. In order to insure the health and safety of the entire CLS community, please carefully follow the following guidelines.

Fever: *Without exception*, a student must be kept home for 24 hours after a fever has returned to normal without fever-reducing medication.

Upper respiratory bacterial infection: Student must be on antibiotics for 24 hours before returning to school.

Other illnesses: CLS follows state health policies for chicken pox, diphtheria, hepatitis, impetigo, measles, mononucleosis, mumps, pink eye, pediculosis, ringworm, strep infections, tuberculosis, influenza, pneumonia, whooping cough, and other infectious diseases.

HIV/Aids: Any case of HIV, AIDS, or ARC (AIDS-related complex) will be considered individually

CHAIN OF COMMUNICATION

CLS exists to fulfill the mission of the church. Final authority and chain of communication for all policies, property, and operations is as depicted:

Student & Family → Staff Member → Principal → Senior Pastor → EMT

Please make every effort to follow this chain of communication for positive, acceptable solutions. It only causes fracture, division, and disunity to talk with other individuals.

ACCREDITATION, CERTIFICATION, AND PROFESSIONAL MEMBERSHIP

In April of 2015, CLS had our first ever National Lutheran School Accreditation (NLSA) site visit. The visit was conducted by objective observers, designed to evaluate schools based on their unique purpose as Lutheran schools. It helps schools evaluate not only the quality of the academics and programs, but also most importantly the spiritual dimension of the school. In July of 2015 we received confirmation that we had in fact achieved the highest level of accreditation, five years. In the next five years, CLS will continue to evaluate our practices and curriculum to further strengthen our ministry.

NONDISCRIMINATORY POLICY

Christ Lutheran School admits students of any race, color, national, and ethnic origin to all of its rights, privileges, programs, and activities. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies or programs.

PHILOSOPHY OF CHRIST LUTHERAN SCHOOL

*The fear of the Lord is the beginning of wisdom;
all who follow his precepts have good understanding.
To him belongs eternal praise.
Psalm 111:10*

OUR MISSION, PASSION, AND PURPOSE

Together in Christ, equipping the future generations of Christian leaders.

VISION

Christ Lutheran School exists to provide a superior academic program for families who are committed to thoroughly preparing their children for the challenges of an ever-changing world. It accomplishes this through three strategically implemented processes:

- Provide a comprehensive, national standards-based foundation that is rooted in classical education curricula and is appropriately integrated with technology;
- Assist all students in discovering their unique gift-sets;
- Permeate each student's experience with a meaningful and applicable connection to Jesus Christ for power, perseverance, peace, and purpose.

Through thorough preparation, a Christ Lutheran graduate can expect a smooth, successful, and spiritually fulfilling transition to high school, college, and beyond.

VISION EXPANDED

The mission, purpose, and passion of Christ Lutheran School is to equip the future generations of Christian leaders – this mission is the highest priority for CLS students. Our staff is passionate about this mission because we recognize the unquenched need for value-based Christian leadership. We accomplish our mission through unparalleled academic excellence; caring, individual attention; and reverent, intentional focus on God.

Classical education provides a superior academic foundation for children in an ever-changing world. Christ Lutheran School unrelentingly sets an excellent educational standard. Graduates will be prepared how to study, how to learn, and how to think. A graduate will be equipped with Latin, logic, apologetics, comprehensive writing skills, the ability to read and analyze literature, algebra, and more. A Christ Lutheran graduate will be prepared for a smooth, successful, and spiritually fulfilling transition to high school, college, and beyond. CLS graduates will be proficient readers, eloquent writers and speakers, as well as deep, logical thinkers.

Belts:

- Belts are to be worn with all items containing belt loops;
- Belts are to be brown, navy or black;
- Belts are to have no embellishments.

Shoes:

- Shoes should ALWAYS cover heels and toes per student health requirements;
- School shoes should be mostly brown, black, or navy;
- Athletic shoes should be mostly brown, black, navy, white, or grey (no bright colors);
- No boots or hightops.
- In the event you are uncertain about shoe compliance—save your receipt and bring them in for compliance with a staff evaluation.

Tights and Socks:

- Tights should be SOLID navy or white;
- Tights should be solid hosiery from hips through the toes;
- Socks should be a **solid** color (navy, black, brown, or white) that matches the uniform;
- No leggings.

Sweatshirts: In 2019 a school-issued hoodless sweatshirt option was made available for students who have graduated the lower elementary (starting at third grade and above). These are available to be worn during the school day as acceptable attire. All hooded spirit-wear type items may only be worn on designated spirit days.

Please contact a teacher if you are unsure about a uniform item or its usage. Wearing an item to school is not the same as asking in advance.

PHYSICAL EDUCATION UNIFORMS

All students in grades fourth through eighth are required to purchase a PE uniform. They are available year round through the school office or P.E. teacher.

All students are required to bring athletic shoes on PE days.

PE uniforms may not be worn on spirit wear days, field trips, or at any other official school function.

TELEPHONE USAGE

Students may only use the school phone with permission from a teacher. Teachers will limit their students' use of the phone. To teach responsibility, students may not be allowed to use the phone for items forgotten at home. Cell phones are prohibited during school hours; they are to be kept in lockers, turned off or in silent mode. Unauthorized use of a device is subject to confiscation.

DRESS CODE

Research supports that dress and appearance is a contributing factor in how individuals approach important tasks, including school. School uniforms and a dress code promote school identity and a sense of community, promote pride and responsibility in personal appearance, avoid distraction, improve school safety, and reduce competition among students based on physical appearance.

The CLS uniform policy emphasizes modesty, neatness, cleanliness, safety, and Christian values. The following are general, governing guidelines:

- All students are required to have at least one navy polo with a school logo and khaki bottoms for choir performances and field trips.
- School uniforms are required daily unless special permission is granted.
- Clothing needs to be clean, in good condition, and appropriately sized.
- All shirts, blouses, and turtlenecks must be tucked in. Long sleeves may not be rolled up past the elbows. Shirts with short sleeves may not be worn over long sleeved turtlenecks or long sleeve undershirts. A uniform shirt must be worn under all sweaters and vests.
- 6th, 7th, and 8th grade girls may wear simple, neat, and modest make-up. Fingernails should be fingertip length.
- Girls' hair should be in simple styles, clean and well-groomed, have naturally occurring colors, and be out of the eyes.
- Boys' hair may not exceed the length of the collar and be out of the eyes.
- Body piercings (except girls' earrings) and extremes in personal grooming are not allowed. Examples of disallowed hair include mohawks and similar hair styles. Variances are ongoing, but are subject to school administration. Ask in advance prior to areas of potential conflict.

A list of acceptable uniform items can be found on our school website or in the school office. Uniforms are to be purchased from:

1. Lands' End for School – (800) 469-2222. School purchase #9000-6641-6. All maize colored items must be purchased from Lands' End to be sure the yellows all match. Logos can be put on all shirts, jumpers or sweaters.

God has uniquely designed every child for His purpose. Therefore, in addition to the challenging academic program, CLS will purposefully guide students in art, music, athletics, diverse competition, and activities through which they may discover and pursue their natural strengths and individual gift-sets.

Classical education recognizes that God is the center of everything, and so the culmination of academic pursuit and self-discovery is a spiritual “worldview” that challenges students to recognize their uniqueness as a gift from God and to use their abilities to serve God and others.

Christ Lutheran School nurtures, develops, and equips children and youth to become men and women of character. They will have the skills and fortitude to lead with uncompromising conviction, integrity, and strength to make invaluable contributions to our community, country, world, and to God's Kingdom.

SCHOOL RULES

CLS has three school-wide guiding principles that direct discipline and behavior. In a general sense, misconduct is an infraction of one of these rules.

- **Respect** – Respect yourself, others, and property. Respect for others is self-respect.
- **Responsibility** – Take responsibility for your actions, decisions, and consequences.
- **Reflection** – Reflect Christ-like behavior and Christian values.

ACADEMICS

MASTER RECORD

Cumulative Record

A cumulative record is kept for each student that includes achievement tests; the last report card of each grade; and any other pertinent information, including name, address, phone number, attendance record, classes attended, and grade level completed. These records are confidential and made available to parents upon request.

Report Cards

Report cards are issued quarterly, sent home on the Friday following the close of every nine-week grading period. Fourth quarter report cards are mailed with the student's achievement test results.

Progress Reports

Teachers may send out interim progress reports with information about the student's performance at the mid-point or other times deemed helpful in the grading period. Progress reports are not required but are recommended, especially for those students whose performance is declining.

Promotion

Promotion to the next grade level is based on student progress in all developmental areas, but it is largely related to academic performance. The following are the standards for promotion:

- A cumulative percentage of 70 or above in each core subject, based on the average for all four quarters.
- A cumulative percentage of 78 or above in all subjects, based on the average for all four quarters.
- Approval of the students performance is subject to audit by administration.

Students who do not meet the requirements may be given the opportunity to make up the deficits to be granted promotion through summer school and/or other means set forth by the school administration.

Access to Student Records

Parents are welcome to inspect and review their children's school records, to receive meaningful explanations and interpretations, and to receive copies of the records. They may request changes if they believe the data is inaccurate, misleading, or a violation of the privacy of the child.

reason that it believes appropriate.

All disciplinary action is treated as confidential and will be disclosed only to public authorities requesting information in the course and scope of their legal duties. This disclosure will come after the school is served with pertinent legal requests.

SCHOOL VIOLENCE

Acts of violence, threatened acts of violence, or veiled threats by any student, parent, CLS or CLC worker, or spouse or family member of a worker made against any student, parent, CLS or CLC worker, spouse or family member of a worker, or anyone physically present on CLC property will result in the immediate evaluation of services to the student and/or family and may be reported to the police. Violence and intimidation are not tolerated on campus.

LIBRARY

Each K-5th grade class is provided a scheduled time to visit the school library each week; books are due on that assigned day. In the event a book is not returned, the student will be charged the replacement value. If the price cannot be determined, then a \$20.00 fee will be assessed. **If missing book fees are not paid, CLS will not release the student's report card.** The library is reserved for the use of CLS students only. Students must check out and return books during their library time. In addition, some classes may visit the public library during the school year.

SCHOOL SUPPLIES

Parents (or guardians) are to provide their children's school supplies. CLS will provide classroom school supply lists before the end of each school year. School supplies not listed should be kept at home unless specifically requested by a teacher. There is also an option to purchase a pre-packaged set of classroom school supplies.

TEXTBOOKS

The purchase and replacement of textbooks is ongoing and expensive. CLS requests that students cover any non-consumable, hard-cover textbooks with appropriate book covers and do their best to keep their books in good condition. Families are responsible for the full replacement cost of any textbooks lost or damaged during their time of use.

LOCKERS AND DESKS

A locker, cubby, and/or desk are provided for each student, whose responsibility it is to keep them neat and orderly. Lockers, cubbies, and desks are the property of the school and legally are subject to inspection at any time; school officials may make routine monthly (or so) inspections. Backpacks are not allowed in the classrooms; all items must fit in the locker. **Do not bring valuables to school.**

Disciplinary Action

Administrative disciplinary action is utilized when a student violates one or more of the categories of the Code of Conduct, or in the event a student's conduct or misbehavior is such that classroom disciplinary policies are no longer effective. A student will be sent to the principal, who explains the process, informs the parent/guardian of the visit, and administers the appropriate consequence. A disciplinary referral form is sent home and a copy is kept on file. Prior to a suspension, a detention after school may be assigned to prevent situations that without intervention would by repetition lead to regularly displayed negative habits and possible suspension. Student detentions are designed around student reform, not pointless punishments. Detentions may be referred within a student's classroom or directly to the administration. Detentions are not to exceed an hour in time, and are not designed to prevent a student's participation in games, but may interfere with sports practice schedules.

Disciplinary actions are reflective of student conduct over their academic career at CLS. The emphasis of formal disciplinary action is on growth, not the accumulation of wrongs. Students who have received a disciplinary action at one level are referred upward in severity depending on the timing and severity of the event as well as the discretion of the school authority.

Level One: The student is sent to the office for a principal conference.

Level Two: The student is issued a one-day in-school suspension.

Level Three: The student is issued a one (or) two-day out-of-school suspension depending upon context by administration.

Level Four: The student is issued a three-day out-of-school suspension.

Level Five: The student is suspended indefinitely, pending a parent conference with the principal.

A student who is suspended or expelled may not participate or attend any school-related activities or programs during the period of suspension. Additionally, the student is required to make arrangements with his/her teacher regarding all missed work.

An expulsion may be issued to a student for misconduct or the accumulation of five or more discipline notices.

Prior to any expulsion, the principal may notify the student and his/her family in writing, citing the reason(s) for the disciplinary action. If requested by the family, an information hearing with the principal may be held within 10 days of such notification. The administration of CLS, in its sole discretion, reserves the right to remove a student or family from CLS at any time for any

CURRICULUM: CLASSICAL EDUCATION

The classical curriculum at CLS is based on a classical education philosophy and exhaustive integration of the best key contemporary components available in education.

Classical education has four elements:

1. **Content and curricula:** This is a core body of knowledge using resources such as Spalding Handwriting Techniques, Shurley Grammar, Saxon Math, and Latin immersion.
2. **Methodology:** A trivium model (grammar, logic, and rhetoric stages) focus on specific, developmentally appropriate, proven, teaching techniques at distinct levels.
3. **World View:** Christian classicism views history as "His story." This means that God has a Divine influence on all aspects of history because all things relate to one story of human existence and the Creator's desire to capture the hearts of His creation.
4. **Style:** Dress code and decorum, and personal conduct.

In addition, classical education focuses on the core basics of education: reading, writing, and arithmetic (historically called the three "R's"). Classical education parents may expect their children to become proficient readers, eloquent writers, and deep, logical thinkers. History, science, and other subject matter are also important, but the emphasis is firmly placed on the essentials of learning and education – reading, writing, and thinking.

CLS Curriculum

- I. Three core, essential, areas of emphasis:
 - a. Reading
 - i. Two grammar courses (Spalding and Shurley)
 - ii. Latin – kindergarten through eighth grade
 - iii. Classical literature
 - b. Writing - Spalding and Classical Composition
 - c. Arithmetic
 - i. 7th & 8th goal: pre-algebra and algebra
 - ii. Formal Logic classes: 6th through 8th grade
 - iii. Logic puzzles, mind benders, red herrings in K – 5th grade

- II. CLS Curricula
 - a. Art, art appreciation
 - b. Choir, music, music appreciation
 - c. English grammar (two courses)
 - d. Handwriting
 - e. History, geography
 - f. Latin
 - g. Logic
 - h. Mathematics and algebra
 - i. Physical Education
 - j. Reading and literature
 - k. Religion, apologetics, memory
 - l. Science
 - m. Vocabulary
 - n. Writing

CLS curriculum focuses on preparing leaders, thinkers, and communicators, which is consistent with our mission: “Together in Christ, equipping the future generations of Christian leaders.” We accomplish this by preparing the minds of students to think, respond, and communicate from an educated, balanced, well-rounded, and Christ-centered worldview.

Technology Use

Students (and their parents) must sign a copy of the CLS Technology Use Policy before using CLS technology. Unauthorized student use of any technology will be immediately addressed, which may include suspension from usage and other disciplinary action.

Religion

CLS provides students with daily opportunities to grow in their spiritual walks with Jesus. While the faculty will respect all faiths, all students are nonetheless required to participate in religion class and will be instructed in the Lutheran Christian doctrine.

For the benefit of parents who are not of the Lutheran faith, adult classes called “Connections” are available on Sunday mornings at Christ Lutheran Church to teach them about the Christian training their child is receiving. For more information, stop in the school or church office. If any questions arise about your child’s faith development, please visit your child’s teacher or the principal.

Physical Education

Students unable to participate in physical education classes are required to provide a written note from a parent (or guardian). Students who miss five or more days or are habitually unable to participate must bring a doctor’s note. Should your child have conditions that may affect safety, performance, and/or participation in PE, please notify the PE teacher.

2. Students may not:
 - a. Use school facilities or equipment without authorization.
 - b. Misuse school technology equipment.
 - c. Enter another’s desk, cubicle, locker, or use another’s property without permission.
 - d. Steal, damage, deface, or write on public or private property. In addition to disciplinary action, restitution will be required.
3. Students may not be truant from or tardy to classes, assemblies, or any required school activities, and they may not leave school grounds without permission.
4. Students will demonstrate good sportsmanship at co-curricular events. Students may not act in a manner that could provoke others or cause a disruption of an event.
5. Students may not throw items in the lunchroom or engage in any behavior that is loud, boisterous, and/or disruptive.
6. Students may not engage in inappropriate public displays of affection or sexual misconduct.
7. Students may not lie, cheat, forge, plagiarize, or commit similar acts of dishonesty. Note: cheating can be either giving or taking information.
8. Students must comply with specific directions of all school personnel without challenge or insubordination.
9. Students may not possess or use communication equipment of any kind during school hours. Exception: students may bring cell phones to school, but they must stay in student lockers, off or on silent mode. Suspected students may be required to empty their pockets. If a device is found on a student, then it will be confiscated. Conduct detrimental to school culture is regularly subject to school authority.
10. Students may not:
 - a. Possess, use, transmit, conceal, or be under the influence of controlled substances (tobacco, alcohol, illegal drugs), including drug paraphernalia.
 - b. Possess, handle, transfer, or conceal any object that could cause injury to others. Some examples: weapons, fireworks, explosives, matches, etc.
 - c. Set a fire, set off a false fire alarm, or report a false bomb threat.

DISCIPLINE POLICIES

Students of CLS are expected to conduct themselves in a God-pleasing, Christian manner, working towards the Apostle Paul's recommendation in Philippians 2:5: "Your attitude should be the same as that of Christ Jesus..."

In general, the students' behavior will exemplify:

- Respect** for self, others, and property;
- Responsibility** for actions, decisions, and consequences;
- Reflection** of Christ-like behavior and Christian values.

The purpose of school discipline is to maintain a wholesome, effective, efficient learning environment and instill Christian values and character. The goal is not punishment, but guidance. It is essential that this guidance be done as a partnership between home and school through a common understanding of the Code of Conduct (see next section below) and potential consequences. Therefore, most discipline is administered by the classroom teacher in partnership with parents.

Each classroom sets age-appropriate standards of decorum, rewards, and consequences. It is essential for students that parents partner with and support their teachers in classroom discipline. The principal will address disciplinary issues that are out of the scope of the classroom teacher or repeat infractions.

Code of Conduct for Students

In school, on school grounds, and at all school-related activities, students may be subject to disciplinary action, including in-school suspension, out-of-school suspension, or expulsion for the following:

1. Students may not:
 - a. Use violence, force, coercion, threat, verbal or non-verbal disturbance to disrupt or interfere with any part of the school program.
 - b. Strike or attempt to strike a person physically, or by threat place another person under psychological fear.
 - c. Engage in any act that intimidates, threatens, degrades, disgraces, or disrespects anyone by written, verbal, or gestured means.
 - d. Harass, vandalize, physically abuse, or be disruptive in any way toward school personnel, visitors, volunteers, or fellow students.
 - e. Be involved in activity that may be detrimental to a person's safety, or behave in a way that could injure themselves or others.

Choir

Choir is available at CLS and accentuates the classical education curricula. Performances are an essential part of music training, so students are expected to participate when the choir performs such as during church services and other outside events.

Students sing once per semester for CLC to praise God and thank the congregation for its generous support. They are required to wear khaki bottoms and a navy blue logo shirt for performances.

HOMEWORK

Homework is an important and valuable educational tool. It may or may not be assigned daily, and teachers will exercise discretion when assigning homework on Wednesday nights and weekends.

Teachers assign homework according to meet educational needs, and timeline guidelines are exceedingly difficult to predict. To those ends, (1) homework should have a purpose: review, practice, enrichment, and/or develop creativity; (2) homework should account for individual differences; (3) homework should have clear expectations; and (4) homework should be a reasonable length, according to general guidelines. It is our hope that homework takes the following length of time based upon age:

- Kindergarten: 0-30 minutes per night*
- Grades 1 – 2: 30-60 minutes per night*
- Grades 3 – 5: 60-90 minutes per night*
- Grades 6 – 8: 90-120 minutes per night*

*These guidelines are general and do not account for individual differences in time on task in the classroom, efficiency in completing work in the home, ability to grasp new concepts, and other factors that could contribute to the time a student works each night. In addition, these are average times spent on homework, meaning one night may be zero minutes and the next double the time specified. Homework should not be used as a punishment, but it may be assigned as a natural consequence. Please contact your child's teacher for assistance and/or possible modifications if you have questions or concerns.

GRADING

In an effort to encourage students to do the very best work possible, CLS uses an elevated grading scale:

Description:	Grade:	Percentage:
Excellent	A	93 – 100
Above Average	B	86 – 92
Average	C	78 – 85
Below Average	D	70 – 77
Failing	F	0 – 69

Music, art, physical education, memory, penmanship, keyboarding and other classes are graded as indicated:

Grade:	Description:
E	Outstanding performance on objectives
S+	Meets objectives consistently
S	Meets objectives a majority of the time
S-	Meets objectives inconsistently
N	Needs improvement
U	Unable to meet objectives

TESTING

CLS administers one standardized test annually. As with any standardized measure, we consider them only one indicator of a student's progress or performance, and no one test should be used as a single determination of a student's ability, aptitude, or potential.

Any CLS student who needs diagnostic testing is eligible to be tested at no charge by his/her local public school special services department. If a student qualifies for special services, the services may be administered on the CLS campus or a student may be eligible to be transported by the public school in which the student resides at no charge to the campus to which he/she is zoned by residence.

If a student misses days of school during ITBS testing due to any reason other than death in the family or illness, makeup testing may occur outside of school hours at the discretion of the classroom teacher and school principal.

EXTENDED CARE

The hours of the fee-based After School Care Program are 3:30PM-5:30PM. For more information, please contact the school office. If payment for the After Care program is overdue, student records will not be released. After care is not to exceed 3 hours under any circumstance on a daily basis, and additional fees exist beyond the schedule time to respect the staff attending extended student care.

STUDENTS LEAVING CAMPUS

Students leaving campus must be in the company of a parent or other authorized adult (unless the parent has pre-authorized the child to walk or ride a bicycle home). Please provide written authorization with date, time, and individual responsible for the child.

DIVORCE, CUSTODY ARRANGEMENTS

CLS will closely follow formal custody regulations due to divorce. Please provide copies of any divorce agreements, restraining orders, or other pertinent legal documents (including addendums or modifications) for students' files. The principal will provide relevant information to teachers on a need-to-know basis. CLS is not responsible for the division of school fees, but it will establish separate ledgers upon request.

MEDICAL APPOINTMENTS

Whenever possible, please schedule medical appointments after school or on non-school days. Excessive absences are detrimental to student academic progress.

Lunch

Parents may eat lunch with their children in school. On special request they may take them out of school for lunch, provided they have alerted the classroom teacher / administration prior to the start of the school day. Moving students from the school day should not be a regular practice.

Due to limited seating in the lunchroom, families may eat lunch with their children in the church lobby.

Classroom

Parents may visit and observe in classrooms provided they have permission from the teacher a day before the visit.

Siblings

Due to liability and the necessity to focus attention on our students, please refrain from bringing siblings when visiting the classroom, going on field trips, or volunteering, except with specific permission.

Former and Non-CLS Students

Former CLS students are part of our CLS family. However, as with any other visitor, all former (and non-CLS students) must receive permission from the instructor(s), and a parent must complete a release form.

All children not attending classes must be in visual contact of a parent (or guardian) when on campus during or after school hours.

BIRTHDAYS AND INVITATIONS

Parents may provide a snack in celebration of their child's birthday; please coordinate with your child's homeroom teacher. When appropriate, arrange for any students with special needs due to allergies or other medical conditions. Birthday celebrations need to be kept simple. **Please no parties, lunches, or special events. Teachers will distribute birthday snacks during an appropriate time in the school day.**

Invitations to birthdays and other events may not be given out at school unless they include the entire class. An exception is if all boys or all girls are invited to a gender-specific event.

FIELD TRIPS

Field trips enrich and supplement classroom learning. Each student must return a signed permission slip before each trip. Parents may need to drive and chaperone for field trips. Each driver may be asked to provide the school office with a photocopy of a valid driver's license and current vehicle insurance.

ADMISSIONS

ENTRANCE REQUIREMENTS

Entrance requirements for all students applying for kindergarten:

1. His/her fifth birthday falls on or before August 1st.
2. A valid birth certificate.
3. Immunization records.
4. A parent and child "Enrollment Interview" with the school principal.
5. An evaluation report from the child's current preschool teacher to audit readiness by CLS administration.
6. Attend kindergarten orientation in the spring.

Students applying for first grade must be six on or before August 1st.

ADMISSIONS

Requirements for all students transferring from another school:

1. Complete a parent and child "Enrollment Interview" with the school principal.
2. Complete an application form.
3. Provide a recommendation from a former instructor.
4. Provide current report card, standardized test score, and health/immunization records.
5. Complete standardized admissions tests (mathematics and reading comprehension).
6. As needed: an assessment of the child by a CLS teacher or school principal.

All new students are placed on a nine-week, conditional enrollment period before full acceptance into the program.

RE-ENROLLMENT

Prioritization in registration, enrollment, and re-enrollment:

- January** Returning students and siblings
First week of February Christ Lutheran Early Education Center and Christ Lutheran Church families
Second week of February All others – first come, first served at the discretion of school administration.

TUITION AND FEES

CLS believes that tuition represents a value and investment, not a cost, in the life of your child. The investment is in faithful preparation, academic excellence, and character development. This is confirmed by graduates from Lutheran schools over hundreds of years who reflect on their educational experiences with sincere gratitude. This value begins at the preschool level and continues through high school and college at our prestigious Concordia University System.

Tuition increases may occur approximately 3%-5% annually in order to keep pace with current educational methods and practice, rising costs, and staff compensation. Fee schedules are available online or in the school office.

Registration Fee

The registration fee is due immediately upon enrolling/re-enrolling a student and is a declaration of intent to attend CLS. The fee is non-refundable and should only be submitted after serious and prayerful consideration. NOTE: no student's place is secured until the registration fee is paid in full.

Tuition Payment Options

Annual: One payment, due on or before August 1.

Auto Bank Draft: 10 payments, August 15 through May 15.

Non-Tuition Items

- PE uniforms (4th-8th)
- Field day T-shirt
- Graduation fee (K & 8th)
- Special class trips
- Lunch and milk
- Yearbook
- Athletic fee (per sport)
- Orchestra or band fee

receive one day to make up work for each day missing; (4) any work not handed in on the specified date may be counted as a zero but should be handed in for the student's educational benefit.

Excessive absence that is detrimental to a student's academic progress may result in the assignment of other requirements before promotion, the student being retained, or removal from the school.

School Office Hours

The office is open to assist parents with financial and other administrative issues related to the daily operation of the school. During the school year (August – May), school hours are 7:45 AM - 3:45PM, Monday through Friday. The school principal and teachers are willing and may be available to meet beyond the specific hours listed for the school office. Drop-ins can be challenging to meet so it is best to call ahead to arrange a meeting. Summer School office hours are Monday through Thursday, 9:00 AM - 3:00 PM.

Security and Check-in

CLS asks that all visitors, including parents, check in with the school office each time that they enter the building during school hours (except at the usual drop-off or pick-up times). If the office staff is not available, please check in with the church office.

For security reasons, parents must sign their children in and out at the office during school hours.

PARENT INVOLVEMENT

Research shows a positive and direct link between parental involvement and academic performance; CLS welcomes and encourages parent volunteers for specified classroom activities and school projects. Please contact your child's teacher, the school principal, or the parent teacher organization (PTO) for opportunities and ideas on ways to become involved.

VISITORS

Tardy Policy

1. For the safety of our students, parents must escort late students to the school office and sign a tardy slip.
2. Students must present a tardy slip from the office, signed by a parent, to the teacher before entering the classroom.

Excused/Unexcused Absences

Parents (or guardians) are responsible for their student's daily school attendance. Regular school attendance is required by law and is necessary for the student's achievement and progress.

When a student is absent from school, there are two parental requests:

1. A phone call to the office on the day of absence – (913) 754-5888; and
2. A teacher's note on the day of return.

Students arriving at the following times will be marked as indicated:

8:30AM - 9:30AM	Tardy
9:30AM - 12:30PM	One half-day absence
12:30PM - 3:30PM	One full day absence
2:30PM- 3:30PM	Early Exit

Students leaving at the following times will be marked as indicated unless the student returns to school:

9:30AM - 12:00PM	One full day absence
12:00PM - 3:15PM	One half-day absence

CLS requires teachers to record all tardies and absences whether they are "excused" or "unexcused." All absences, excused or unexcused, still appear on the report card.

Any absences due to illness, death, medical appointments, court appearances, or unavoidable circumstances are excused and students are required to make up all work for these days. Three outside school visitation days per school year are excused; visitations thereafter are unexcused absences. Students have one day to make up work per day of excused absence. Parents may pick up assignments at the end of the school day for students who are absent.

For unexcused absences: (1) teachers are not expected to provide work in advance; (2) students will receive a list of missing work and due dates on the day of return; (3) students will

PAYMENT POLICY

CLS exists to educate and spiritually benefit our students and their families, which is a serious financial undertaking. The CLC congregation generously covers the cost of the facility and utilities, but it is essential that families make tuition payments in a timely manner in order to maintain high quality of instruction and school activities.

1. If tuition remains unpaid by the 15th of the month, then the school office will send home an invoice. Parents are responsible to immediately arrange payments or to schedule a meeting with the principal to resolve the delinquency and agree upon a payment plan or acceptable course of action.
2. If tuition remains unpaid for 30 days, the principal will send home a letter with the current invoice requesting a meeting with the parents to determine together a plan of action.
3. If parents fail to meet with the principal, or if there has not been any progress made toward payment (as provided above), then the student's enrollment will likely be terminated until tuition is brought current.
4. Termination of enrollment will be made by certified letter.
5. Any family with a balance due at the end of the school year must meet with the principal to make payment arrangements or else the student's re-enrollment status may be terminated.
6. No child will be allowed to start a new school year if any tuition, fee (including registration fee), or other balance is unpaid. Payment agreements must be agreed upon in writing if exceptions are granted by CLS administration.
7. Termination of a student's enrollment does not relieve the parent of their financial obligation to Christ Lutheran School. Student records will not be released if there is a balance due.
8. CLS will assess a \$250 processing fee for any student that withdraws after July 1st of the current school year. The fee will be withheld from any tuition that has been paid.
9. If tuition has been paid in advance and the student exits CLS, then tuition will be refunded for the remaining full months of non-attendance.

TUITION ASSISTANCE

Tuition assistance is available to families that have had or expect a significant change in their finances, or who have extenuating circumstances. CLS utilizes the online services of Financial Aid for Student Tuition (FAST) for application processing. All financial data submitted is kept confidential.

1. Navigate to the school website at christlutheranschoolop.com and go to the “Admissions” page; click on the FAST button, or simply go to www.ismfast.com to start the process. The application process is self-guided and has a 24/7 helpline. At the completion of your application, the fee for the service can be paid by credit card.
2. FAST evaluates the financial data and sends a recommendation to CLS regarding the amount that should reasonably be contributed toward tuition.
3. The Financial Aid Committee at CLS makes a recommendation to our principal based on next year’s budget. The principal contacts the applicant.

DONATIONS MONETARY GIFTS

The CLS tuition does not cover the complete cost to educate our students. The cost is supplemented by two invaluable resources; the loss of any one would drastically increase expenses:

A “Development” line item in the annual budget of donor gifts; and
Cost-free use of the facility and maintenance, demonstrating the value placed on the school by CLC.

CLS needs and accepts financial gifts throughout the year. They are first applied as designated by the donor, then to the “Development” line item, and finally applied to the needs of the program. The CLS development philosophy is “funding the mission through a culture of giving from the heart.” There is also a donation button under the “Giving” tab on our school website.

GRIFFIN GALA

The Griffin Gala is an annual event, generally held the last week in February or first week in March. This is an evening of celebration and is a one-time development opportunity. It is a vital resource for our school, and all families are strongly encouraged to prayerfully consider a financial gift at that time.

SCHOOL OPERATIONS

SCHOOL DAY

- 8:00AM** Doors open; report directly to the auditorium.
- 8:15AM** First bell, classrooms open; students report to the classroom.
- 8:30AM** Tardy bell; report to school office (Tardy Policy, p.13-14).
- 3:30PM** Dismissal bell; students report to pick-up line.

Arrival

Students need to enter the building through the school entrance. They enter through the church (east) entrance only in the event of bad weather.

Students are not admitted into the building prior to 8:00AM unless under the supervision of an instructor. Students are not allowed back in the classroom after dismissal without a teacher’s permission.

Dismissal

The school day ends at 3:30PM. Students need to be picked up in the parking lot in front of the school by 3:45PM. For the safety of our students, parents are to remain in their cars and closely follow the pick-up protocol. Students not picked up by 3:45PM will be admitted to extended care and fees will apply. Important: if someone other than the parent or guardian is picking up your child, please provide written permission and call the student’s teacher. Teachers and staff may ask for proof of identification before releasing the student. A student may not be released to another adult without advance notification.

If a student is leaving school early, then parents need to sign their children out in the school office, get an “Early Exit Slip,” and present it to the teachers before leaving for the day.

We encourage parents to keep their phones “docked” while in car line either for arrival or dismissal.

Parking Lot Safety and Crosswalks

For the safety and protection of all of our students and families, please supervise your children at all times, and please always use the crosswalk. Do not leave children unattended under any circumstances, allow them to walk through parked cars, roam, or play freely. Our goal is everyone’s safety. Please limit your use of the crosswalk on a regular basis to reduce the potential impact of overall foot traffic.