



Worship.Learn.Share

*"Do not forget to do good and to share with others,
for with such sacrifices God is pleased."
Hebrews 13:16*

2009-2010

Family Handbook

CHRIST LUTHERAN SCHOOL

315 South Hughes Street
Little Rock, Arkansas 72205

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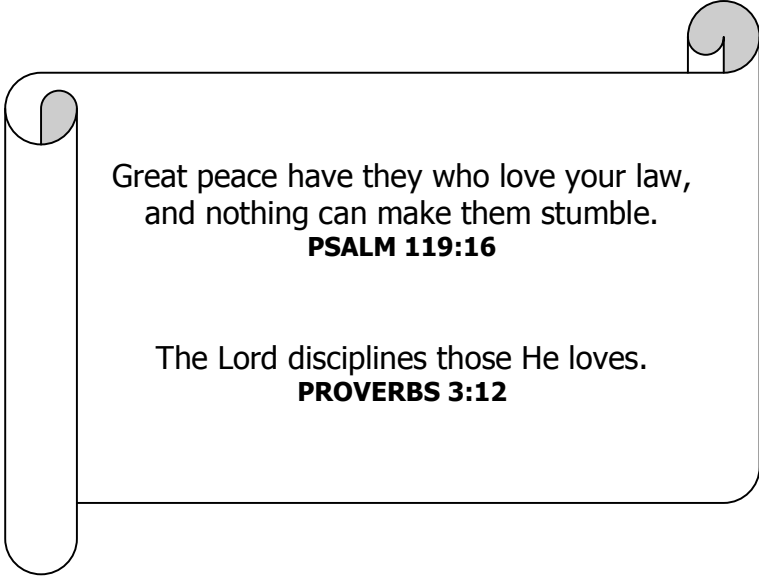
Web site: www.clutheran.org

Foreword

The information contained in this handbook is written expressly for parents/guardians of Christ Lutheran School children in order to acquaint them with the school's philosophy, purpose, policies, and procedures. Parents are expected to read this handbook and adhere to the policies and procedures it contains.

Disclaimer

This book is not a contract with the student, and is subject to change. The Principal of Christ Lutheran School or his or her administrative designee makes rules to promote safe and orderly functioning of the school.



Great peace have they who love your law,
and nothing can make them stumble.

PSALM 119:16

The Lord disciplines those He loves.

PROVERBS 3:12

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History

First Lutheran School dates back to 1870 when classes were started in a frame building at 8th and Rock Streets. Classes were held there until 1907 when a new brick structure was constructed. This served as First Lutheran School until 1965.

In the fall of 1965, the present building was dedicated at 315 South Hughes Street. First Lutheran Junior High School was added at the Hughes location in 1973. On May 1, 1980, two Lutheran congregations were formed from the membership of First Lutheran Church. The congregation located on Hughes Street took the name Christ Lutheran, and the school took that name as well.

Today, Christ Lutheran School offers a complete education for children from preschool through eighth grade.

Mission

The mission of Christ Lutheran School is to provide an excellent Christ-centered academic education.

Philosophy

At Christ Lutheran School we believe . . .

- The true purpose of this life is founded and developed in God as Creator, Redeemer and Sanctifier.
- God's unconditional love results in service to others.
- Each child is loved and accepted as a child of God and is encouraged to identify and develop his or her God-given talents.
- Creative expression and thought must be encouraged in order to foster greater participation and positive self-esteem.
- Our team, consisting of church, home and school works together for the total development of the child.
- Teachers and staff are committed to being exemplary models in their love of Christ, children and families.
- An excellent academic education must be provided for children of varying abilities in order that each may reach his or her greatest potential.

Administration

The administration of Christ Lutheran School rests with the voting membership of Christ Lutheran Church. This body exercises its will through the principal. Because of its role in the founding of the school and its continued interest in the school's success, First Lutheran Church has a representative on the Principal's Advisory Board.

The hiring of teachers, adoption of curriculum changes, development of school policies and procedures, setting of tuition requirements and school fees, and other major changes are carried out by the principal and congregational ratification.

Immediate supervision and administration of the school rests with the principal. The principal must act as the executive director who, with the assistance of the faculty, suggests changes and policies for the improvement and welfare of the school as well as fulfilling the policies and wishes congregation.

Communication

The school office is the central avenue for communication between home and school. The classroom teacher is the primary person involved in the educational process and should be contacted with any question or concern regarding classroom activities or procedures and should be contacted first.

The principal is involved only after contacts with the teacher are unsuccessful. Parents should call the school office with any questions or requests for an appointment with teachers. Please contact the school office for any needs between the hours of 8:00 a.m. and 4:00 p.m.

Parents/guardians receive information via a weekly flier, which is posted on the website and emailed to all who have subscribed to Christ Lutheran School e-News. This flier lists school activities and events, as well as the cafeteria menu for the upcoming week.

Enrollment

Christ Lutheran School admits students of any race, color, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate in the administration of its educational policies, admission policies, scholarship programs, athletic programs, or other school administered programs.

Enrollment procedure for all new students:

1. Parents fill out the student application.
2. Students in grades one through eight may be given a placement test.
3. A parent conference is held with the principal. The student's most recent report card and achievement test results are reviewed.
4. A student recommendation form is requested from the former school.
5. Birth certificate and immunization records are provided.

If a class is filled, a waiting list is established. Should a vacancy occur, selection from the waiting list is made in the following order:

1. Students from the Lutheran congregations in the greater Little Rock area.
2. Students who have siblings already in attendance at Christ Lutheran School.
3. Students who have no church affiliation.
4. Students from other congregations.

Criteria for the selection in each of the above categories:

- Length of time the child has been on the waiting list.
- Ability of the school to meet the needs of the child with regard to the child's:
 1. Aptitude
 2. Grades from previous schools attended
 3. Emotional stability
 4. Parent's reasons for desiring enrollment
 5. Class ratio of boys/girls.

For admission, students must reach the following ages **on or before September 1st**:

GRADE	AGE
Preschool Three	3 years old
Preschool Four	4 years old
Kindergarten	5 years old
First Grade	6 years old

Registration

Registration fees for new students are due upon admittance. Existing students must pay their registration fee with the application for re-enrollment. Registration fees are non-refundable unless the student moves more than thirty miles from Little Rock.

Parents/guardians are expected to attend Registration Day held each August. On this day, families have the opportunity to:

- Visit classrooms.
- Complete or turn in necessary paperwork (i.e., birth certificate, emergency medical forms, immunization records, permission forms for walking home, physical exam certification for extracurricular athletics, etc.).
- Select electives such as band or choir.
- Purchase PE uniform (t-shirt and shorts) for junior high.
- Complete registration and fee payment for the new school year.

All prior year fees must be paid in full before enrollment for the current year becomes final.

Tuition

Families have three options for paying the yearly tuition as indicated below:

1. **Annual** - One payment, on or before August 1.
2. **Semester** - Two payments, on or before August 1 and December 1, respectively.
3. **Automatic Bank Draft** – Ten payments, July through April, drafted on the twentieth of each month.

Insufficient Funds – When this occurs, accounts must be resolved in the office.

Withdrawal

If a student withdraws from school, registration fees are non-refundable unless the student moves more than 30 miles from Little Rock. Tuition payments are non-refundable once the automatic bank draft has been processed on the 20th of the preceding month unless the student moves more than 30 miles from Little Rock.

All school property such as textbooks, library books, and uniforms must be returned. Transcripts will be released to another school only after payment of all fees (e.g. lunches, extended care, tardies) has been made. Parents are encouraged to have an exit interview with the principal to promote a smooth transition for the student.

The principal, at his or her discretion, reserves the right to remove a student or family from Christ Lutheran School.

Christian Discipline

The purpose of the disciplinary procedure at Christ Lutheran School is to maintain a wholesome learning environment, and to instill Christian growth and character in students. It is essential that a partnership between home and school be achieved through a common understanding of the goals of the discipline policy at Christ Lutheran.

Students of Christ Lutheran School are expected to conduct themselves in a God-pleasing, Christian manner, so that all may see them as followers of the Lord Jesus Christ. Students will demonstrate:

- Respect for oneself, for others, and their property.
- Responsibilities for one's own actions, decisions, and the acceptance of consequences for those decisions.
- The modeling of Christ-like behavior that reflects Christian values and teaching.

Teachers will develop classroom guidelines for respect, responsibility, self-discipline, and proper behavior. At all times, students are expected to cooperate with the expectations of the teacher and those set forth by the school. A goal of Christ Lutheran School is that each child recognizes the rights of others and shows love and respect for his/her teacher, fellow students, and all staff members, as Scripture teaches. Each teacher exercises supervisory responsibility over his/her classroom and the entire student body, as the need arises.

Code of Conduct for Students:

At all times during the school day, while on school property, or while participating in any activity associated with Christ Lutheran School, students are required to conduct themselves in an appropriate, orderly, and Christian manner. While teachers and staff will work closely with students to teach appropriate social behaviors, continued or flagrant misbehavior will lead to consequences which may include detention, time-out, suspension, or, possibly, expulsion.

BEHAVIORS RESULTING IN CONSEQUENCES

Consequences will be given for the following:

- Name calling
- Gum Chewing
- Inappropriate physical contact
- Breaking classroom rules
- Dishonesty or cheating on a test or assignment
- Misbehavior during a special class (i.e. band, choir, assembly, lunch, etc.)
- Misbehavior for a substitute
- Bringing nuisances to school
- Failure to respect or obey school safety rules
- Throwing food during lunch
- Misbehavior in the hallway
- Dress Code Violations
- Other actions unbecoming students of Christ Lutheran School

TYPICAL EXPECTED CONSEQUENCES

- Verbal warning
- Phone calls or notes to parents
- Separation from the group
- Separation from the classroom, a squad, or team
- Denial of privileges
- Absence from assemblies or field days
- Detention
- Suspension
- Expulsion
- Other consequences deemed appropriate for learning new behavior

DETENTIONS

Certain behaviors will likely result in a detention. Such behaviors include, but are not limited to:

- Cheating on a test or assignment
- Verbal Abuse of another student, teacher, or staff member
- Causing injury to another as a result of deliberate actions
- Disrespect for property or possessions of others
- Inappropriate language, cursing, swearing, or gesturing
- Violation of the Second Commandment
- Any behavior disruptive to learning
- Failure to comply with reasonable directives from any teacher or staff member

MAJOR AND SEVERE BEHAVIOR CONCERNS

Students are subject to disciplinary measures for unlawful or inappropriate conduct. Certain behavior nearly always leads to a suspension, in or out of school. Such behaviors include, but are not limited to:

- Possession of tobacco or other controlled substances
- Possession of alcohol
- Possession of matches or cigarette lighters
- Fighting
- Possession of fireworks or other explosive or flammable substances
- Possession or use of a laser pointer

Making obscene gestures
Repeated inappropriate language
Repeated violation of the Second Commandment
Theft
Vandalism
Threatening the health and safety of another student, staff member, or anyone on the premises of Christ Lutheran School

In cases involving illegal actions, the police may be involved.
Tuition is non-refundable for school days spent in suspension and/or expulsion.

BEHAVIORS POSSIBLY LEADING TO EXPULSION

Severe behavior concerns which will result in consideration for expulsion include, but are not limited to:

Making a bomb threat
Possession, transfer, sale, or use of fireworks, and/or flammable substances
Possession or use of matches or cigarette lighter
Theft
Possession of firearms or any weapon or their look-alike
Possession of drugs or drug paraphernalia or their look-alike
Possession of any substance that alters the state of consciousness
Possession of alcohol
Possession of any written, printed, audio/video, or Internet material that lends itself to unchristian conduct

FINAL AUTHORITY IN MATTERS OF DISCIPLINE RESTS WITH THE PRINCIPAL.

Disciplinary Action:

DETENTIONS

A detention is defined as a 30-minute period after school dismissal during which the student will reflect on his/her conduct. The student will not be permitted to work on homework. Detentions must be completed before the student is allowed to participate in any school-sponsored activity. Siblings or others who share rides will not be allowed to remain on school premises during the detention period unless supervised by a parent or guardian, or After Care at the expense of the parent.

The teacher issuing the detention will contact the parent the day of the infraction. This personal contact will allow the teacher to explain the reason for the detention, and, together with the parent, work toward a resolution to the problem. The detention will be served at the first possible time that can be arranged with the parent.

More than four (4) detentions in one quarter will result in a meeting that includes the parent, student, teacher, and Principal to determine a course of action for learning new and appropriate behaviors. Repeated detentions may result in a suspension.

SUSPENSIONS

A suspension is the temporary exclusion of a child from school. When a suspension is served, students will be given their assignments and full credit will be given for any work that is missed during the suspension. Suspensions may be served in or out of school, as assigned by and at the

discretion of the Principal. If circumstances warrant, the Principal has the authority to suspend a student immediately. Students who have been suspended may not participate in sports or any other after school/co-curricular activity until the suspension has been completed.

EXPULSIONS

Expulsion is the permanent dismissal for the remainder of the school year. The decision to expel a student rests with the Principal and his or her advisory board after a hearing with parents and student. In all cases, Christian love and concern for each person will be exercised. An expelled student may not participate in or attend any school-related activity for the remainder of the school year.

Bullying Advisory:

Christ Lutheran School takes seriously the responsibility to properly care for each child entrusted to us. We conscientiously seek to provide a safe and orderly school environment so that physical, social, emotional, intellectual, and spiritual growth can take place. The mandate to care for one another comes from our Lord Jesus when He said, *"Love the Lord your God with all your heart and with all your mind. This is the first and greatest commandment. And the second is like it: Love your neighbor as yourself."* Matthew 22:37-39

At the heart of following our Lord's command is the commitment by the faculty and staff to model that same love Jesus has shown us, and to take immediate action to stop bullying behaviors.

We acknowledge that sin is part of our human condition. One manifestation of sin is bullying behavior (s). Because of the grace given to us in Christ Jesus, we embrace conflict resolution that emphasizes teaching children to accept responsibility for their actions and forgiving one another. *"If we confess our sins, He is faithful and just and will forgive us our sins and purify us from all unrighteousness."* I John 1:9 *"Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you."* Colossians 3:13

Often subtle, bullying is defined as an imbalance of power. Typically, it is repeated over the course of time and often occurs at unstructured times such as lunch or recess. Bullying behavior may include but is not limited to physical, verbal, non-verbal, exclusion, emotional, or written attacks. Sending insulting messages by e-mail or using the Internet as a means of harassing, discourteous, or impolite messaging is considered cyber bullying. Bullying occurs when a person is exposed repeatedly and over time to negative action of the part of one or more persons.

Such conduct is contrary to the behavior, values, and principles taught in Scripture. Such negative behavior is also disruptive to the learning process, not to mention all harm it causes to a child's sense of self-worth and well-being. Therefore, Christ Lutheran School will not tolerate bullying, and is committed to intervening when bullying occurs. Students may not engage in bullying behaviors while on the premises of Christ Lutheran School or while involved with any school-sponsored event or activity, regardless of location. Teachers and staff will actively and consistently teach and model positive behavior (s), and will not tolerate aggressive or harassing behavior (s). Students who bully others are subject to consequences, as outlined in our discipline policies.

Personal Electronic Devices:

All personal electronic devices must be turned off and remain out of sight while on the premises or involved in a school activity during the school day from 7:00 a.m. until after dismissal at the end of the school day. At no time are they to interrupt learning or disturb the academic environment. Any personal electronic device that is seen, used, or that is working during these prescribed times

will be confiscated, labeled, and given to the Principal for safe keeping. If confiscated, a personal electronic device will be held in the principal's office until claimed by the student's parent or guardian. After two (2) violations the device may be retained by the principal for a longer period of time. Christ Lutheran School is not responsible for a personal electronic device that is brought to school or a school event. Anyone bringing a personal electronic device to school or to a school event does so at his/her own risk. Cameras may be used only with the permission and at the direction of a teacher or staff member.

School Hours

The school day at Christ Lutheran School begins at 8:00 a.m. and ends at 3:00 p.m. On days when school is in session for a half day, dismissal will occur at 12:00 noon. Teachers are generally available after parking lot dismissal to confer with parents. Please call the school office in advance to schedule a teacher conference. **Parents should not stop in before school starts to meet with a teacher.**

School Closings

If Christ Lutheran should close due to inclement weather, school families will be informed by local radio and television stations either the night before or early in the morning on the day of the closing. Texting alerts are available for those who have previously signed up for that service. When Lutheran High School is closed due to inclement weather, Christ Lutheran School will also be closed.

Visitors

All visitors to the school must report to the school office before visiting any class or teacher in the building. A visitor badge must be worn while on campus. **If a parent/guardian needs to contact his or her child, he/she must come to the school office first.** Parents are not allowed on the playground without approval. Visitor badges should be *turned in* after the visit.

Returning after School Hours

Students and/or parents may not return to the classroom after 3:00 p.m. for any missed work or materials. The purpose is proper supervision, disruption of tutoring, disruption of parent-teacher conferences, and the opportunity to teach proper responsibility to the student.

Student Delivery and Pick-Up

Students who need to enter the building prior to 7:50 a.m. must observe the following procedures:

- All students entering the campus between 7:00 a.m. and 7:30 a.m. are to enter through the cafeteria door. Students are billed \$3.00 per morning during this period. Students are not permitted to wait outside the building unsupervised during this period.
- Students who arrive between 7:30 a.m. and 7:50 a.m. are to report to the cafeteria (grades K-3) or the gym (grades 4-8). **Students may be dropped off at the main north entrance or the cafeteria entrance. Do not leave a car unattended in the covered drive during 7:15 a.m. to 8:15 a.m. The safety of all children is important.**

Students may enter the building quietly and in an orderly manner at 7:50 a.m. and proceed directly to their classrooms. The school office will open at 7:45 a.m. to accommodate students and parents with financial and other business.

Students should not be dropped off on Hughes Street or any other street surrounding the school.

Only students who walk home will be permitted to leave the school grounds at the end of the school day. Students who walk must have a signed parental permission form on file in the school office. In order for the pick-up of all other students to progress safely and quickly, please use the following procedure. Students will be dismissed from the following locations:

- Grades PS – 3 and older siblings North Parking lot
- Grades 4 – 8 East end of gym lot

In both parking lots, drivers are to line up their cars in a clockwise direction around the appropriate parking lot. Students will enter the cars from the center of the North Parking Lot or the side of the Gym Parking Lot. Once students are safely in their cars, a signal will be given and the drivers will exit the parking lot in an orderly procedure. If the parking lots are filled, drivers should wait on the east side of Hughes Street. **Parents should not leave their cars parked in this area.** After the lots are emptied, the lot will be opened for the waiting drivers and the process will repeat, until all children have been picked up. **Drivers should not block driveways or any side streets on Hughes. No one should walk up and remove his or her child from the lot to avoid entering the parking lots. This behavior jeopardizes the safety of the child and puts the other drivers at risk. Picking up children from Hughes St. is not permitted.** If plans have been made for a student to ride with someone other than the usual carpool or driver, the office should be notified prior to 2:00 p.m.

If a student must be picked up for a dental or doctor appointment between 2:30 – 2:45 p.m., the parent should park under the covered drive in the north parking lot. Students should not be picked up for appointments between 2:45 – 3:00 p.m. due to traffic congestion.

Parking after 2:45 p.m. under the covered drive is prohibited in order to provide a safe dismissal of children.

Students are to be picked up promptly at the end of the school day. At 3:15 p.m., students who are still waiting to be picked up will be placed in the after school program, and will incur the established fee for after school care.

Students may not go to a “parent-designated” waiting place on the school or church campus. Children are required to go directly to the parking lot, after care or direct supervision of their parent.

When a student is picked up early from school, parents are required to come in to the school office and sign their child out. Students will not be called from class until the parent is in the office.

Before and After School Care

Christ Lutheran School will provide supervised before and after school care of students enrolled in the school. There is an extra charge for use of in this program. Registration forms are available in the school office.

Before school care is provided from 7:00 a.m. until 7:30 a.m. After school care is provided from the dismissal of school until 6:00 p.m. A late charge of \$1.00 for every minute will be imposed on students picked up after 6 p.m.

Parents may bring their children to aftercare if they have a scheduled parent–teacher appointment after 3:00 p.m. A fee will not be charged but advance notice is requested.

Health and Safety

Accidents:

In the event that a student requires medical attention other than normal first aid, the parent will be notified immediately. For this reason, emergency medical forms in the office should be kept up to date at all times. In the event that the school is unable to reach either parent and immediate medical attention is necessary, the school will transport the child (by ambulance, if necessary) to the hospital emergency room.

Immunization Records:

All students must have on file in the school office satisfactory evidence of having received all immunizations. This information must be received prior to the beginning of school, or the student will not be permitted to attend school.

Medicines:

All medicines must be dispensed from the school office. If it is necessary for a student to take medicine at specified times during the school day, a Parental Request for Medication Form must be completed. In such cases, the medicine should be brought to the school office by the parent in its original container, (prescriptions in a prescription bottle) plainly marked with the child's name. If a spoon is necessary, it must be brought from home.

Returning to School after Illness:

For the safety and well-being of our school community standards for the return of students who have been ill are listed below:

Vomiting: Students may not return to school until the vomiting has completely ceased for 24 hours.

Fever (100 degrees or higher): Students may not return to school until they are clear of fever for 24 hours.

Hot Lunch Program

A hot lunch program is available to all students. The monthly menu contains the meal selections offered for the month. Drinks are not provided with the hot lunch; it must be purchased separately (except Preschool). Drink Cards are purchased in the office by the semester for grades K-6.

Students purchase their drink and/or lunches with cards. Lunch cards are available in 10 and 20 meal-card increments and are purchased in the school office.

A lunch count is taken every morning in grades K-6. Each time a student orders lunch, it is recorded on the card. When the card is completed, a notice is sent home with the child, indicating the need for a new card.

An a la carte menu is offered to junior high students. Students may order items from this menu or order the hot lunch for that day. Junior high lunches or a la carte items are purchased with cash (no lunch tickets in junior high).

Students are allowed to order one extra entrée, which must be done in the morning when lunch count is taken.

Students are not allowed to bring anything to school in a glass container.

School Attendance

Regular, punctual school attendance is an important concern. Parents are expected to have their children in attendance whenever school is in session. Students missing more than fifteen days of school will be scheduled for a principal meeting.

Attendance at all class and school presentations (i.e. Christmas Service, Intermediate and Primary Programs, etc.) is expected for all students involved. Other outside activities must not take precedence over school programs.

Absences:

Parents must call the office by 9:15 a.m. when their children are absent.

A note explaining the absence will be required upon the child's return to school. Absences are excused only when a student is ill, has a medical or dental appointment, a family emergency such as death, serious illness, extenuating circumstances, or when a student is on official school business. All other absences are considered unexcused. This includes absences due to family vacations, extended weekends, and suspensions.

Whether excused or unexcused, all absences are recorded on the permanent record. The difference is in time allowed to make up work.

Students with an **excused absence** are permitted to make up work missed within **two days** for every day of absence. (Example: A student who is ill two days has four days in which to make up his work.) Work missed due to **unexcused absences** must be completed and turned in within **one day** for every day missed. Teachers are to be notified one week prior to any planned absence.

Tardiness:

A student is expected to be in his or her classroom at 8:00 a.m. When the bell rings signaling the beginning of the school day, teachers close their classroom doors. Students arriving after the bell are required to register at the school office to receive a pass before entering the classroom.

All tardies are recorded in the office. **Only tardies for dental or doctor appointments with written verification are excused.** After the third unexcused tardy in a quarter, the student is billed a \$2.00 fine for each successive unexcused tardy during the quarter. Only unexcused tardies are recorded on the report card. All fines must be paid in order to receive a student's report card. Children with fifteen tardies during the school year are reported to the principal. Leaving early is also recorded as a tardy.

Tardy	Arrival after 8:00 a.m. and before 9:30 a.m. or leaving after 1:30 p.m.
1/2 day absence	Arrival after 9:30 a.m. or leaving before 1:30 p.m.

Church Attendance

The Christian emphasis at Christ Lutheran School supports regular church and Sunday school attendance. Parents are expected to fulfill their parental responsibility to accompany their children to worship. Weekly church attendance is taken in the classrooms.

Dress Code

The Dress Code of Christ Lutheran School emphasizes modesty, neatness, and cleanliness. Grooming should reflect good taste at all times. Hairstyle and make-up should be kept simple. Hair should be clean, well groomed, and out of the eyes. Boys' hair should not exceed collar length. Boys shall be clean-shaven; facial hair is not permitted.

Jesus declared in John 14:19, "Because I live, you will live also." We have a bright future because Christ lived, died, and rose again for our justification. Because we rejoice in our Christian hope of heaven, emblems such as skulls or any other depiction of doom, death, or Goth-like traits are prohibited at Christ Lutheran School.

All final decisions are at the sole discretion of the administration of Christian Lutheran School.

Shirts:

- Plain, no logo, no spandex, knit polo in solid color, long or short-sleeved (no capped sleeves).
- Collar and shirt must match in color and material.
- Christ Lutheran School logo-shirts
- All shirts must be tucked in.
- White turtleneck or crewneck shirts may be worn under polo.

Sweaters and Sweatshirts:

- Plain with no hoods, zippers, or logos. Button up or pull over in navy or gray
- Worn over a dress-code approved polo shirt
- Christ Lutheran logo-wear

Jackets and Coats:

- Playground: Below 49° coat required; 49-59° jacket, sweatshirt or sweater required; 60° or above no special clothing is required.
- Jackets and coats worn to school may not be worn in the building or classroom. During class, jackets and coats will be kept in coat closet or locker.

Pants:

- Navy, twill dress pants worn at waist level.
- No outside pockets, outside stitching, denim, spandex, corduroy, slits, rivets, cargo pants, etc.
- Dress belts must be worn when pants have belt loops.

Shorts:

- Navy or khaki (only khaki item allowed in K – 6), twill dress shorts worn at waist level.
- No outside pockets, outside stitching, denim, spandex, corduroy, rivets, cargo pants, etc.
- No more than 4" above the top of the knee
- Dress belts must be worn when shorts have belt loops.
- May be worn all year

Skorts:

- Navy, twill dress skorts worn at waist level.
- No outside pockets, outside stitching, denim, spandex, corduroy, rivets, cargo pants, etc.
- No more than 4" above the top of the knee
- Dress belts must be worn when skorts have belt loops.

Skirts, split skirts, pleated skirts, jumpers:

- Navy, twill dress-style clothing items worn at waist level.
- No outside pockets, outside stitching, denim, spandex, corduroy, rivets, cargo pants, etc.
- No more than 4" above the top of the knee
- Dress belts must be worn when clothing items have belt loops.

Socks:

- Any color, worn with all footwear, and must be visible
- Leggings in solid navy, gray, white or black

Shoes:

- Closed toe and heel (no sandals)

Seventh and Eighth Grade Exceptions:

7th and 8th graders have the same dress code listed above with the following exceptions:

- Striped shirts
- Junior High sweatshirts
- Khaki pants, shorts, skorts, pleated skirts, split skirts, skirts

Tag Day Guidelines

Four tag days are scheduled during the year as fundraisers for various school organizations. Students who wish to participate may pay \$1.00 for the privilege of wearing appropriate casual-wear that is neat, clean, and modest with the following guidelines: 1. Standard Dress Code footwear (socks and shoes). 2. Shorts, skirts, and skorts need to follow standards of length for the school Dress Code. All decisions are at the sole discretion of the administration of Christ Lutheran School.

Free-Shirt Day

Tee-shirt days have been planned into the school calendar. These are days when students are invited to wear a non-uniform shirt or top. The writing, emblems, logos, and depictions on the shirt must be congruent with the Christian learning environment of Christ Lutheran School. The style or the shirt or top must emphasize modesty, neatness, and cleanliness. Students who are non-compliant with these requirements will be asked to change the shirt and the inappropriate one held in the school office until the end of the day. We enjoy giving this privilege to our students and hope this is an enjoyable experience for them. However, if improper behavior occurs as a result of a tee-shirt day, this benefit may be cancelled the following month. All decisions regarding what is proper rests with the Principal, and his or her decision is final.

Chapel Services

Christ Lutheran School was founded in 1870 to provide a Christian education for its students. Regular chapel services are held for the K-8 students every Wednesday morning at 8:10 a.m. Preschool chapels are held at 8:30 a.m. Thursday mornings. Classes take turns in providing a special emphasis (music, readings, drama, etc.) for these services. Parents are always welcome to worship with our school family.

During chapel, students are given the opportunity to contribute donations to various missions and service institutions throughout the world. The teaching staff chooses the recipients of these chapel offerings. In the past, offerings have been given to local, national, and international missions.

PALS and School Volunteers

All parents and guardians are members of PALS, the *Patrons' Association of the Lutheran School*. Families are expected to attend the PALS meetings, support the projects adopted by the membership, and, if necessary, serve in various leadership capacities in the organization.

Christ Lutheran School is constantly in need of volunteers to aid and assist the faculty and staff in providing outstanding educational experiences. Volunteers serve in the school office, library, computer room, art room, music room, and classrooms. Parents, grandparents, aunts, uncles, and friends are all invited to volunteer.

Academics

Curriculum

Students at Christ Lutheran School receive a quality education taught by trained, certified, Christian teachers. The following subject areas are taught at CLS:

- **Preschool** Religion, Reading & Math Readiness, Science, Music, Art, Computer.
- **Elementary** Religion/Memory Work, Math, Reading, English, Spelling, Social Studies, Arkansas History, Science/Health, Art, Music, Handwriting, Physical Education, Computer, Spanish.
- **Junior High** Religion, Math, Pre-Algebra, Algebra, Science, English, Literature, Art, Physical Education, History, Geography, Computer, Music, Spanish.

The religion curriculum taught at Christ Lutheran School is based on Scripture. We believe Scripture to be the inspired, inerrant word of God and all our teachings are based on the Bible as our source and norm. Students are expected to fulfill all religion course requirements regardless of their church affiliation.

In addition to the subjects listed above, students are offered a variety of extracurricular activities.

The school owns all textbooks. In the event that a text is lost or damaged by a student, he or she will be required to pay for repair or replacement of the text.

Preschool

The goals for learning in the preschool are addressed in the following six areas:

- To provide a warm and supportive atmosphere, this assures children that they are secure and accepted. This enables them to grow in self-confidence and independence and to choose and think things through for themselves.
- To develop large and small muscle skills through various activities.
- To provide a climate in which children can grow in their ability to live happily with others. This includes sharing, learning respect for others, obeying rules and limitations, as well as understanding their own feelings.

- To teach children about God’s natural world and everyday familiar things, and to acquaint them with people, places, and books.
- To teach children language arts concepts, number concepts, and to stimulate their curiosity.
- To share the story of Jesus the Savior with each child, thereby bringing each one to a greater understanding of and love for God, who has given mankind all things. To accomplish this objective, prayers and hymns are taught, Bible verses are learned, and stories about Jesus are told.

Specialized Programs

In addition to the regular curriculum Christ Lutheran School offers three specialized programs, Reach Out, C.L.U.E. and Band. After being referred for Reach Out or CLUE, eligibility is determined at the conclusion of a detailed screening process. Students interested in the Band program should contact the Band Director. A fee is charged to each participant in these programs.

Reach Out:

This program is designed to assist a specific population of children with learning disabilities in grades K-8. Reach Out provides a modified learning environment for children with a diagnosed learning disability. Individual educational programs are designed to meet the needs of eligible students.

C.L.U.E.:

Christ Lutheran Unique Education, or C.L.U.E., is a program tailored for gifted and talented students. This program provides additional challenging activities such as special interest projects, creative problem solving, and group interaction. A referral committee reviews student application and determines eligibility based on test scores, scholastic work, and teacher/ parent recommendations.

Band:

Students in grades 4 – 8 may enroll in the CLS band program. A Beginning, Intermediate, and Advanced Band are offered. The band program provides musical instruction on the various instruments of the concert band. Many parents provide their own instruments; however, a limited number of school owned instruments are available for use. Students are expected to be in attendance at all practices and when the bands perform in programs or church services outside of the school day.

Homework

As students progress through the grades, additional homework requiring time and effort outside of school hours is issued. Teachers should be contacted through the school office if a child is spending an excessive amount of time on homework.

Suggested Homework Schedule:

- Grades 1-2 Maximum time 30 minutes
- Grades 3-4 Maximum time 60 minutes
- Grades 5-6 Maximum time 90 minutes
- Grades 7-8 Maximum time 120 minutes

Progress Reports and Report Cards

In each grade, quarterly report cards are issued to parents/guardians indicating how well their children are progressing in both their academic and social growth at Christ Lutheran School.

In grades three through eight, interim progress reports are sent home mid-way through each quarter to inform parents/guardians of student progress. In grades one and two, interim reports are sent home at the discretion of the teacher. Both reports should be carefully examined, signed, and returned to school.

Progress reports are withheld from students with outstanding financial accounts.

Christ Lutheran School grading scale:

A+	100	C	76 - 83
A	95 - 99	C-	75
A-	94	D+	74
B+	93	D	66 - 73
B	86 - 92	D-	65
B-	85	F	64 and below
C+	84		

Reach Out modified grading scale:

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	59 and below

Parent/Teacher Conferences

Parent/teacher conferences are held at the end of the first quarter for all parents, with selected consultations always welcome at any time during the year. A second parent/teacher conference may be scheduled into the school calendar. If a parent should desire to speak with a child's teacher, he or she should call the school office to make an appointment with the teacher.

Since the teacher in the classroom is the primary person involved in the educational process, any questions or concerns regarding classroom activities or procedures should first be directed to the teacher. The principal will be involved only after several such contacts have proven unsuccessful.

Promotion and Graduation

Certified Christian teachers teach the curriculum. Promotion to the next grade level is based on student growth in spiritual, academic, social, emotional, and physical developmental areas.

- Promotion is based on a passing grade average of 65% in at least 3 of the following classes: Religion, Math, English, Social Studies, and Science.
- Graduation is based on a promotion.
- Failure to be promoted can be made up by attending approved summer classes. Records of the summer coursework must be submitted to the principal.

Achievement Tests / School Ability Tests

Standardized achievement tests are given to all students in Kindergarten through eighth grade at Christ Lutheran School each spring to determine the strengths of the students and to assess the suitability of the instructional program.

Plagiarism

At Christ Lutheran School, we emphasize quality of work product as well as an honest, ethical approach to decision-making and use of information. Students are required to work independently using their own thoughts and drawing conclusions from their reading. On occasion, when writing a paper and a source is quoted, students are required to properly cite the reference, including information drawn from the Internet. To do otherwise is unacceptable and dishonest. Teachers will make students aware of the proper format for citing a reference. Should a student engage in plagiarism, appropriate consequences will be administered, actions decided upon by the teacher and principal after conferencing with the student.

Physical Education

Attendance and participation in physical education programs are required of every student attending Christ Lutheran School. Students with health problems severe enough to exclude them from physical education classes must have a doctor's written excuse on file in the school office.

Parents who desire to excuse their children from P.E. for one or two days are required to send a written note to the physical education instructor. The note should be dated and indicate the period of time during which the student should not participate. Any child who does not have a note, and does not participate, will be graded accordingly.

Junior high students are required to wear P.E. uniforms approved by the school. The P.E. uniform consists of a pair of Christ Lutheran shorts, a Christ Lutheran School T-shirt (purchased from the school) and a separate pair of gym shoes. Gym shoes used for P.E. must be kept at school in the student's locker.

Extracurricular Activities

Eligibility

Since the primary goal of all students at Christ Lutheran School is to achieve excellence in academics, participation in extracurricular activities such as athletics, choir, yearbook staff, band and special clubs is permitted when satisfactory work is accomplished in school subject areas. (School subject areas are defined as any subject, required or elective, in which a grade is given).

- Satisfactory conduct is required for participation.
- At interim and quarterly grading periods, the grades of all students participating in extracurricular activities are reviewed. Any student who does not maintain an overall C average, has earned an F in any subject, or has two minuses or below a C in conduct is academically ineligible until the next review period.
- If a student is absent from school they are not allowed to participate in evening events.

Parents are informed when children become ineligible. Any exceptions to the guidelines are at the discretion of the advisor or coach of the activity and the principal.

Choir

Vocal choirs are available for students in grades K – 8. Students who choose to participate are expected to be in attendance when the choirs perform at programs or church services outside of the school day.

Athletics

Students in grades five through eight may participate in interscholastic sports, which include:

<u>SPORT</u>	<u>GRADE</u>	<u>SEASON</u>
Boy's Football	5-8	Fall
Girl's Cheerleading/Dance	7-8	Fall
Boy's and Girl's Cross Country	6-8	Fall
Girl's Cheerleading	5-6	Fall
Girl's Volleyball	5-8	Fall
Boy's and Girl's Basketball	5-8	Winter
Boy's and Girl's Soccer	7-8	Spring
Boy's and Girl's Golf	5-8	Spring
Boy's and Girl's Tennis	5-8	Spring
Boy's and Girl's Track	6-8	Spring

Christ Lutheran School competes in interscholastic sports activities in order to provide students:

- Fun and relaxation from the more formal education.
- Training and growth in skills perpetuated through the curriculum.
- Training in social growth.
- The opportunity to create pride in one's school with a positive attitude.
- A constructive outlet for good competition.
- The ability to perform in front of large groups.

In addition to academic and conduct standards, athletic eligibility requires that each individual:

- Demonstrates serious effort toward class requirements in all studies.
- Demonstrates emotional control and good sportsmanship.
- Has a physical examination form on file in the athletic director's office.

Teams must work together to achieve unity for the sake of all members. Students who participate in extracurricular athletics are required to regularly attend all practices. Any absence will require a written excuse. A regularity of absences will diminish a student's opportunity to participate in subsequent games. All student athletes must read the athletic handbook on the Christ Lutheran website.

Safety Patrol

Sixth graders assist students exiting their cars in the morning at the church entrance. The classroom teachers are responsible for selecting the safety patrol.

Field Day

Field day is a fun-filled school day of games and races. The events are intended to encourage cooperation and fun. There are no winners or losers. Each child receives a participation award. Junior high students will conduct their own field day, which includes track and field events.