

# CHRIST LUTHERAN SCHOOL

## FAMILY HANDBOOK 2020-2021



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# **Christ Lutheran Elementary School Committee**

Chairman: Mr. Kevin Goplen  
Mrs. Mary Wessel  
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## **Advisory Members**

Mr. Mark Dobberstein - Principal  
Mr. Chris Olson - Athletic Director  
Rev. Jeff Mittelstadt  
Rev. Matt Hennig  
Rev. Mark Wessel

## **Mission Statement of Christ Lutheran Church and School**

**As a spiritual family united in faith in Christ, we exist to:**

*Know Jesus!*

*Live for Jesus!*

*Share Jesus!*

## **Purpose of This Handbook**

This handbook has been developed to aid the parents in understanding the policies and procedures of Christ Lutheran School. *This handbook is to be read annually by all school parents and all parents must sign the handbook agreement form prior to the start of the school year.* If there are questions concerning any of the school's policies, we ask that you bring them to the principal or Lutheran Elementary School Committee (LESC).

***Changes and updates are underlined so they can be easily identified.***

It is important to note that no handbook serves to contractually bind the school in any way. Handbooks are also subject to change without notice by the school's LESC.

## **Philosophy and Purpose of Christ Lutheran School**

God, in the book of Deuteronomy, tells us, "These commandments that I give you today are to be upon your hearts. Impress them on your children." (Deuteronomy 6:6-7)

Through inspiration, Solomon states, "Train a child in the way he should go, and when he is old, he will not turn from it." (Proverbs 22:6)

Christ tells his followers "Feed my lambs" in I John 21:15.

Paul, in Ephesians 6:4, states, "Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord."

Training children in the Word is primarily the duty of parents. To help parents, Christ Lutheran Congregation has established a Christian Elementary School. It does not exist in opposition to public schools, but it seeks to provide Christ-centered education that the public school is unable to supply.

## **Notice of Non-Discriminatory Policy**

Christ Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarships and loans, athletic, and other school-administered programs.

## **Organization**

Christ Lutheran School began in September of 1976 and presently serves Pre-K through 8th Grade. It is part of the ministry and mission and is maintained and supported by Christ Evangelical Lutheran Church, a member congregation of the Wisconsin Evangelical Lutheran Synod. Control and supervision of the school is exercised by the voting member-

ship through its Church Council and the appointed LESC.

## **General School Objectives**

The Christian education program of Christ Lutheran School strives to provide faithfully for the complete welfare of each child and to guide him/her in the maximum development of his/her spiritual, mental, and physical abilities. Parents and teachers must work together in their common goal of training God's children to walk in his ways. The objectives of the school are as follows:

1. To help each child grow in the knowledge of Jesus Christ as his/her Lord and Savior through the diligent teaching of God's Word.
2. To provide for the temporal and spiritual welfare of the child by means of complete Scriptural education, as well as teaching all secular subjects from the Christian viewpoint.
3. To teach children to use their time, talents, and treasures to glorify God by living lives of faithful service.
4. To provide children with a rich devotional life and Christian school community in which God's Word reigns supreme.
5. To strengthen the Christian home and congregation, teach Christian citizenship, and promote love for our country.
6. To equip children to carry out the God-given responsibility of making disciples of all nations.

## **Statement of Beliefs**

Thank you for enrolling your son/daughter at Christ Lutheran School! We are pleased and privileged to serve your family. We are passionate about our mission and thrilled to share the joy of Jesus with our students!

The mission of Christ Lutheran School is very spiritual in nature. In addition to offering our PreK-8 education, we want every one of our students to learn more about God's Word and Jesus Christ. At CLS, spiritual matters are more than a class or a daily devotion. Lessons from God's Word are an integral part of everything we teach and do.

To that end, we realize that you might not be familiar with who we are or the spiritual nature of what we will teach your son/daughter. Therefore, please read the basic outline of what we at CLS and the Wisconsin Evangelical Lutheran Synod believe and teach. It is important to us that you have a clear understanding of how we will spiritually serve your son/daughter with the truths of God's Word.

Please refer to the Appendix in the back of this handbook for the basic outline of what we believe.

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## **Absences**

If your child will be late or absent, please call the school at 651-777-1450 prior to the start of the school day. When you call, be sure to cancel hot lunch if it was ordered for that day. Excessive absences will be brought to the attention of the Lutheran Elementary School Committee (LESC).

## **Admissions Policy**

All school age children of Christ congregation are encouraged to attend their school. Children should be five years of age by September 1 to be considered eligible for kindergarten. Children who do not meet this age requirement may take the Early Entrance Test which is given through the public school district. Pupils enrolling must also present a record showing that the child has kept current medical records and has had the appropriate shots.

In cases of a transfer from another school, a transcript, as well as other pertinent records showing completion of the previous grade level, will be obtained upon permission from the parents.

We require new non-member parents to meet with one of the pastors to review the theological teachings and doctrinal position of our church and school.

The LESC, principal, and staff of Christ Lutheran school believe that class size directly influences quality of education. In order to ensure that the optimum education is offered and that teachers are able to spend sufficient time with each student, the following guidelines will be followed when enrolling students:

1. K-8 registration will begin on January 1 for the coming school year for all students. Priority will be given to member families, as this is the primary purpose of the school's existence.
2. Registration for members of sister WELS churches will be given special consideration whenever possible. Priority may also be given to families who already have children in Christ Lutheran School. All non-member enrollments are considered and reissued annually by the principal and LESC. A waiting list will be kept in the event that classrooms become full. Those on the waiting list will be informed as soon as possible when openings become available.
3. Final acceptance of all registrations will be given by early April. Final approval of all enrollments is determined by the LESC and the principal.
4. All families applying for the first time will fill out an application form and meet with the principal, who may also request the presence of the

classroom teacher. Parents will also be required to fill out a registration form.

5. New nonmember families to CLS will be required to attend an instructional class with one of the pastors. Regular church attendance and active participation in congregational functions whether at Christ Lutheran Church or at the family's home congregation, are expected of all families of CLS. A visibly inactive spiritual life on the part of a family may jeopardize future school enrollment.

### **Anti-Bullying Policy**

Students, either individually or as part of a group, shall not engage in bullying. Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional: Being unfriendly, excluding, tormenting through actions and gestures.
- Physical: Pushing, kicking, hitting, punching, or any use of violence.
- Racial: Racial taunts, graffiti, gestures.
- Sexual: Sexually abusive comments, physical contact, or digital communication.
- Verbal: Name-calling, sarcasm, spreading rumors, vicious teasing.
- Cyber: All areas of internet use, such as email and internet chat rooms, social networking sites (i.e. Facebook® or Twitter®) misuse, text messaging or calls, misuse of associated technology, i.e., cell phone cameras or video.

Procedures:

- Incidents of bullying should be reported to the staff.
- Staff will record details and share with the Principal.
- In serious cases, parents will be informed and may be asked to meet to discuss this matter concerning their child.
- If necessary, and appropriate, local police will be consulted.
- If the bullying behavior does not stop immediately, the result may be suspension or expulsion.

### **Athletics**

Participation in athletics is a privilege. Misuse of this privilege will result in ineligibility. To be eligible for athletics, a child must be in good academic standing. If a student receives a grade lower than a "C-" on a quarterly report card, the student is not considered to be in good academic standing and therefore is ineligible to participate in athletics. Ineligible students may become eligible at the end of the fifth week of the new quarter, or at the end of the quarter, if they are in good academic standing at that time.



Restriction from athletics may be used as a means of discipline.

Students are required to conduct themselves as Christians at all athletic events and practices. Parents will help their children to learn Christian sportsmanship by practicing it themselves. Parents are asked to provide transportation for their children to games and practices.

Due to the lack of supervisory personnel, younger siblings are not allowed to attend athletic practices. Parents may choose to send their children to the Cougar Corner Program.

Athletes are required to participate in all practices. Playing time for upper level teams is based on practice attendance, ability, and the discretion of the coach. "B" level teams will be considered learning teams with less competitive emphasis. Coaching is done by faculty members and parent volunteers under the supervision of the principal and athletic director.

Damage to, or loss of, uniforms or equipment will be paid for by the parents of the athlete.

To help defray the cost of our athletic programs, students who participate in athletics will be asked to pay a nominal fee at the beginning of each school year. The fee will cover participation in all school-sponsored sports for the entire year.

## **Bicycles**

Those students who use their bicycles for transportation should place them in the bike rack at the rear of the school and lock them. The bicycles must stay in the rack until dismissal time. Bicycles should be walked off the property. Other types of personal transportation such as skateboards and roller-blades must be left at home unless permission has been obtained from the principal.

## **Bus Regulations**

District 622 sets their own policies and rules for anyone riding the bus. Please refer to the bus rules provided by the school district on their website: [www.isd622.org/transportation](http://www.isd622.org/transportation).

Students are required to conduct themselves as Christians on the bus at all times. Misconduct by a student on the bus may result in a written report by the bus driver given to the principal. Written reports given to the principal will be handled with the following guidelines:

- 1st offense will be a warning and possible assigned seat.
- 2nd offense will be a one week suspension from bus privileges with an assigned seat upon return.

- 3rd offense will be a two week suspension from bus privileges, and the possibility of loss of privilege for the remainder of the school year. In all cases, parents will be notified.

Students should be reminded that riding the bus is a privilege, not a right!

Families may have only ONE pick-up and drop-off address on file with the bus company. Students will not be picked up and dropped off at different places on different days.

Students may ride ONLY the bus to which they are assigned. Riding a different bus to a friend's house is NOT allowed.

Please Note: If your child is to be picked up by a family member or friend, or will be going home in any other way than has been arranged for regular transportation, please notify the child's teacher of the change as soon as possible.

If you are not in district 622, check with your local school district. You may be eligible for transportation reimbursement. To receive such reimbursement, you usually must register at the beginning of the school year. If you do not contact your district early enough, you may be excluded from these services.

Bus routes are posted on the district 622 website at: [www.isd622.org/transportation](http://www.isd622.org/transportation). Click Bus Schedules and Routes on the sidebar, then, scroll down to Non-Public Schools.

Any questions about bus routes or other item concerning bus service should be directed to District 622 Transportation Dept. at 651-621-1980.

## **Chapel Service**

A Chapel service will be held every Friday. The staff and students will meet in the church sanctuary from 9:15-9:35 am. Each devotion will begin with the collection of offerings for our mission projects.

## **Church Attendance**

Attending church on a regular basis is a very important part of a child's spiritual growth and training. To assist the teacher and parents in noting a child's frequency of attendance, the child's church attendance will be taken every week. This attendance will be placed on the report cards. Because this is such an important matter, Christ Lutheran member attendance that is below 50% in a quarter will be brought to the attention of the pastors and elders. Students of Christ Lutheran School are not required, but are encouraged to attend Sunday School (KIX). Attendance is optional and based on the prayerful decision of the parents.

## **Class Size Guideline**

Beginning with the kindergarten class of the 1994-95 school year and in successive kindergarten classes, we have continued to pursue an enrollment of twenty-two students. A target of twenty-five students will be enrolled for each classroom as these classes progress through grades one through eight. Under special circumstances, class sizes may be expanded with the approval of the LESC, school staff, and principal.

## **Communication Between Home and School**

Christ Lutheran School has benefited from a high level of communication between parents and teachers throughout its history. Parents are encouraged to contact the teachers whenever a question or concern arises. A family envelope containing newsletters and other pertinent information is issued to each family once a week. Parents are asked to empty the envelope, read its contents, and send back the empty envelope on Monday or Tuesday at the latest, so it can be prepared for the next week. Parents are asked to refrain from sending personal business through the family envelopes.

Constant Contact is an effective tool that Christ Lutheran school uses to communicate electronically with parents and families. Parents are asked to sign up for this email contact on the church/school website. If you have already signed up for Constant Contact, please make sure your email address is up to date and correct. Items that will be communicated include the weekly school newsletter, special events, any emergency information if necessary, etc. If you have any questions, please contact the school office.

All communication from parents/guardians to the teacher via voicemail, note, or email will be responded to within 24 hours of receiving the message. Because teachers don't have regular opportunities to check email during the day, please do not email items during school hours that need immediate attention or need to be addressed prior to the end of the school day. Please call the school office during the day to assure your message will be received.

We realize that at times problems or misunderstandings between home and school will arise. It is not good to leave these matters to themselves, even for a short period of time. If at any time you have a question, please follow the steps listed below. These steps are based on Christ's instruction given to us in Matthew chapter 18. It is the aim of these steps to resolve any problems in a God-pleasing manner.

1. First, determine the problem. Determine with whom there is a concern and find its cause. Consider such concerns prayerfully.

2. Go **directly** to the person with whom you have the question. Do not call uninvolved parties such as other school parents.
3. If you feel that no solution has been found, take your concern, along with the person involved, to the principal as a second party.
4. If the concern still exists, with the person involved, take the matter to the pastors.
5. Finally, if no solution has been found, consult the LESC.

We pray that you would follow these steps and work in a God-pleasing manner for the strengthening of His kingdom on earth.

## **Conduct and Discipline**

Christ Lutheran School exists to assist parents by providing a Christ centered education. An environment in which all students can learn and feel safe is essential to the success of our mission. If a student has extreme learning difficulties or behavioral problems, it will impact not only the student, but the rest of the classroom as well. Some difficulties are evidenced in the following ways:

### Spiritual

- ◆ Pattern of poor church attendance (50% or less)
- ◆ Disrespect for God's Word (displayed by a willful lack of effort on memory work and/or participation in class)

### Academic

- ◆ Pattern of late or missing work
- ◆ Pattern of a lack of effort on assignments
- ◆ Pattern of missing classes due to late arrival or absenteeism

### Behavior

- ◆ Disrespectful of other students and adults
- ◆ Behavior that is distracting or harmful despite requests to stop
- ◆ Disruptive behavior in the classroom
- ◆ Acts of willfully injury to another person
- ◆ Lack of controlling emotions and outbursts

A series of interventions will be implemented, including frequent communication with the parents. Parental involvement, support and cooperation are considered critical. Students who continue to have difficulty in any or all of the areas above will be referred for review by the members of the faculty. If it is deemed necessary, the matter will be presented to the members of the Education Committee. In extreme cases, a student may face detention or suspension at the discretion of the principal, in consultation with the classroom teacher. If it is deemed that expulsion is necessary, the Education Committee will consult with the pastors, principal, classroom teachers and parents before making the final decision.

All students are expected to obey and show respect to all those in authority. Hebrews 13:17 sets as a guide, "Obey your leaders and submit to their authority. They keep watch over you... Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you."

Students are also expected to be considerate, kind, and courteous toward each other at all times. Matthew 22:39 states, "Love your neighbor as yourself." I John 1:9-10 tell us, "Anyone who claims to be in the light, but hates his brother is still in the darkness. Whoever loves his brother lives in the light, and there is nothing in him to make him stumble."

Upon enrolling a child at Christ Lutheran School, a parent gives his child's teacher the authority to carry out the disciplining of the child while attending school or any of its functions. The parents may expect that our teachers will correct their children properly in the spirit of Christian love and concern by properly applying law and gospel. Any questions should be directed to the Principal.

### **Confidentiality of Student Records**

All information contained in the student files, and any verbal or electronic sensitive information, shall be kept confidential unless otherwise stated in writing by the parents or legal guardians. In the course of their duties, faculty and staff will learn sensitive information about students and their families. In accordance with CLS' Confidentiality of Student Records Policy, faculty and staff shall store student files securely in the School Office. Confidential health data shall be kept in separate files and stored securely in the Health Office. Teachers, pastors and staff shall be allowed access to student files and health data, provided they have a valid purpose. The health aide will have access to the separate health files only. Parents and/or legal guardians may have access to their student's file upon request. Sensitive information, regardless of format (i.e. written, electronic, verbal) shall be treated as confidential and not shared internally or externally except as necessary to accomplish CLS' purpose or as authorized in writing by the parents or legal guardians.

### **Cougar Corner**

Christ Lutheran School offers before and after school care for parents and students in grades K-8 for an additional fee. The morning session runs from 6:30-8:45 am and the afternoon session from after school until 5:30 pm. For more information and registration for this program, please contact the school office.

### **Dress Code**

In the exercise of their Christian liberty, parents are asked to ensure that

their children will observe a modest, God-pleasing attitude in matters of dress and hairstyles. Because it is impossible to create a rule for every possible clothing or hairstyle issue, the judgment of compliance or non-compliance is left to the discretion of the teachers and administration. Christ Lutheran School's dress code is to be followed at school and at any school-sponsored event whether it is held on or off site!

**Neat, Modest, and Comfortable** – Clothing must be neat and clean without holes or rips. Tight-fitting clothing is not acceptable, and proper undergarments must be worn and not exposed. Clothing or property which advertises alcoholic beverages, unwholesome music groups, obscene or suggestive language or pictures is not allowed. Low-cut tops, shirts, tank tops, etc. may not be worn. See-through shirts may not be worn and a student's midriff may not be exposed at anytime. Excessively tight, baggy, or sagging pants may not be worn. Leggings, yoga style pants, or any similar item **must** be worn with skirts, dresses or **long** shirts!

**Shorts and Skirts** – Shorts may only be worn during the months of September, October, April, May, and June. Shorts, skirts, and dresses must be of modest length. Modest length: The bottom of the hem of the item should meet or exceed the reach of the fingertips when your arms are placed at your side.

**Footwear** – Appropriate footwear should be worn at all times. Tennis/athletic shoes are recommended since they are required for gym use, physical education class, and participation in the interscholastic sports program. Students should choose shoes with non-marking soles and no excessively high heels.

**Dress Code Violations** – Should dress code violations occur, the teacher will immediately contact the student's parents to bring them appropriate clothing to wear, or assist in whatever means necessary. Students will be removed from class until their parents are able to rectify the situation. Students may not borrow clothing from others to correct the situation. Once the parents have corrected the situation and spoken to the teacher, the student will be allowed to return to class. Should repeated violations (3 or more in a school year) occur, the matter will be discussed between the administration and the Lutheran Elementary School Committee (LESC) to determine further action.

**Make-up, Hair-care, and Jewelry** – Excessive make-up or unusual hair color and styles are not allowed. Hair-care products, perfume, cologne, etc. are not to be brought to school. Jewelry that is excessive and distracting to learning may not be worn. Earrings that dangle or are large hoops are deemed unsafe and may not be worn. Inappropriate items will be confiscated by the teacher. Body piercing, other than ears, is not allowed.

## **Early Dismissal Policy**

The staff and Lutheran Elementary School Committee of Christ Lutheran understand that on occasion absence from school for reasons other than illness cannot be helped. We realize that it is often difficult to schedule doctor or dentist appointments outside of school hours. We also realize that special emergency situations can arise.

If you need to pick up your child on any day prior to dismissal, parents/guardians must enter the building and proceed to the school office. Parents/guardians are required to sign out their child on the form in the binder provided in the school office.

## **Emergency Closing**

Christ Lutheran will follow the decision of School District 622 in the event of school closing or late starts. The announcement of school closings for North St. Paul, Maplewood, and Oakdale School District 622 will indicate that Christ Lutheran is also closed for the day. Please listen to WCCO radio (830AM) for accurate school delays or closings.

## **Fees and Tuition**

An annual fee of \$4,300 per student for members of Christ Lutheran Church will be collected to help defray a portion of the cost of school operation. Nonmember tuition of \$5,200 will be charged for students who are not members of Christ Lutheran Church. Member students with unpaid fees or non-members with unpaid tuition at the end of the school year will not be re-enrolled for the next school year until accounts are paid in full. Student records will not be transferred to other schools in which a child is enrolled until all past due fees or tuition is paid in full.

Parents may choose to pay in full, pay quarterly, or pay monthly. All payments are to be made the first week of the month they are due. Electronic Funds Transfer is available and strongly encouraged. The goal of the LESC is to have all families make use of the EFT for tuition payments. Payment booklets are available.

Members of the congregation are advised that the cost of education for your child is a part of your weekly contributions, and should be considered prayerfully. The cost of education per student at Christ Lutheran is approximately \$6,700 for grades K-8.

## **Field Trips**

Parents will sign a field trip permission slip at the beginning of each year. Information for each field trip will be sent to parents in advance. There may be fees required for attendance of certain field trips.

Parents may be needed to serve as chaperones and drivers for such trips. Drivers are asked to secure each rider with a safety belt and take every precaution to ensure the safety of the children. Drivers are not to place any students in the front seat of their car if it is equipped with a passenger-side air bag. Due to the Booster Seat Law, field trip opportunities may be affected. The law states:

#### Booster Seat Law Effective July 1, 2009

Minnesota's child passenger safety law requires a child who is both under age 8 and shorter than 4 feet 9 inches to be fastened in a child safety seat or booster. Under this law, a child cannot use a seat belt alone until they are age 8 or 4 feet 9 inches tall — whichever comes first. It is recommended to keep a child in a booster based on their height, rather than their age. Boosters are seat lifts that help raise a child up so a seat belt fits properly.

Kids that are shorter than 4 feet 9 inches aren't ready to use a seat belt alone. Poor belt fit can contribute to death or serious injury — including ejection, internal decapitation and serious abdominal damage. A sign a belt does not fit properly is if it rubs against a child's neck, or the child tucks the belt behind their back.

### **Fine Arts**

All students in grades K-8 will have the opportunity to participate in the Fine Arts Program. Each year, Christ Lutheran School will participate in a Twin Cities Fine Arts Fair and our own Geography Bee. Also, every other year, CLS will hold its own Academic Festival which includes an Art Fair, Chess Tournament, Public Speaking, acting, a Science/Social Studies Fair, and Spelling Bee. Detailed information will be shared in the family envelope prior to each event. Preparation for most of the Fine Arts Program is done by the students outside of class time.

CLS students may also host Grandparent's Day/Parent's Night during the school year.

### **Grading**

The percentage/letter grading scale for all grades at Christ Lutheran School is calculated as follows:

98%-100%	A	80%-82%	C
94%-97%	A-	77%-79%	C-
92%-93%	B+	74%-76%	D+
89%-91%	B	72%-73%	D
86%-88%	B-	70%-71%	D-
83%-85%	C+	Below 70%	F



Jupiter Ed will be used for grades 1-8 to provide online grading access for students and parents. User ID and passwords will be provided to the families at Open House.

## **Health Services**

A Health Ed. Assistant will be in the building as scheduled by District 622. The District 622 School Nurse is not in the building on a regular basis, but arrangements can be made for a student or parent to speak with them about a personal health problem, health information, or consultation. PLEASE CONSULT YOUR PHYSICIAN FOR CARE OF INJURIES OCCURRING OUTSIDE OF SCHOOL.

**Health Ed. Assistant – 651-777-1450 ext. 104**

**Emergency Information:** Current emergency information is required for each student. A card is filled out by the parent for each child at the beginning of each school year. In case of emergency, our procedure will be to contact the parent at home or work. You should make arrangements for proper care in case your child should meet with an accident or become too ill to remain in school at a time you are away from home. The school should be notified if any changes occur (address, telephone number, physician, dentist, work telephone number, etc.) during the school year.

**Illness or Injury:** Please keep your child home from school if ill. A child with any kind of rash, lesions, or any suspected communicable disease should be kept out of school until diagnosed by a physician. A child should be fever-free for **24 hours** before returning to school. If vomiting and diarrhea are present the 24 hour policy is also used. If your child needs to be excused from gym or recess or has special limitations due to illness or injury for more than three days, a doctor's note will be required.

**Head Lice Policy:** A child cannot be in school with untreated head lice. A child will be excluded for 24 hours after treatment and may return to school if no live lice and no nits are seen. Exclusion will be made if nits are found. Check your child's head on a regular basis and notify the school if you find head lice on any member of your family.

**Physicals and Immunizations:** Physical examinations are recommended for all children entering Kindergarten and Grade 7. Physical examinations are required beginning in 7<sup>th</sup> grade if students are planning on participating in intra-mural or extra-curricular sports programs. Athletic examinations are good for three years. Forms for this purpose will be given to parents prior to the child entering these grades.

If you have a child entering 7th grade next year, please note that there have been some changes to Minnesota state law, which requires that every student in grades 7-12 be required to show proof of the following immunizations (**please note new requirements in recent years below**):

- ◆ A booster shot for tetanus, diphtheria, and pertussis (Tdap) sometime after their 11th birthday (unless they've received one since their 7th birthday). **Also, if your child only received a Td booster, a Tdap dose will be needed .**
- ◆ A second dose of measles, mumps, and rubella vaccine (MMR)
- ◆ A three-dose series of hepatitis B vaccine (HBV)
- ◆ Varicella (chicken pox) immunization (2 doses) or documentation of having the disease from your doctor
- ◆ **Meningococcal**

State law requires all children entering school to be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella.

Students who cannot be vaccinated due to medical reasons or whose parents are conscientiously opposed to immunizations may receive a legal exemption form from the Health Office. The school must retain documentation of immunizations. **YOUR CHILD WILL NOT BE ALLOWED TO ENTER SCHOOL UNTIL THE IMMUNIZATION REQUIREMENTS HAVE BEEN MET.**

**Screening Programs:** Vision, hearing, and scoliosis screening is done by referral of the student, parent, or teacher. Students with known concerns will be routinely monitored.

**Medication Policy:** (See MN Statute 126.201 Administration of Medication by school personnel)

1. Medication may be administered by a licensed school nurse, who may delegate the duty to the Health Education Assistant, a principal, or teacher trained by a licensed school nurse.
2. Whenever possible, we recommend that medication be given to students at home, or before and/or after school.

The following information is District #622 policy for administration of medication:

- Written authorization from both parent/guardian and physician or authorized prescriber must be received before medication can be administered (including over-the-counter medications & antibiotics).
- Non-prescription (over-the-counter) medication must be supplied in the original labeled and sealed container. Prescription medication must be provided in the original prescription bottle with the pharmacy label.
- New medication authorization from parent and doctor is required if you have any change in the dose or time of medication or if you have a change in medication.

**PLEASE NOTE: THIS ALSO APPLIES TO ANY STUDENT CARRYING AN INHALER**

**School Treats:** State Health Department regulations are that all treats are to be commercially baked and candy is to be individually wrapped.

**Communicable Disease Policy:** In the event of an outbreak of a communicable disease, parents will be notified by phone, special note, or newsletter announcement. Parents are asked to keep children at home and consult a doctor if their child shows symptoms of pink-eye, chicken pox, flu, and the like.

When a student of CLS is a carrier of a life-threatening communicable disease, parents of that student may be required to give permission to the principal to notify the parents of another student who has experienced an exposure. Students are encouraged to regularly wash hands as well as practice other good personal hygiene.

Christ Lutheran School complies with federal and state legislation regarding blood pathogens, asbestos, hazardous chemical exposure, sexual harassment, and the like.

## **Homework**

Homework is not a means to itself, but rather the unfinished portion of school work is used to reinforce the lessons. You can expect that your child will bring home some degree of school work. Some very loose guidelines for homework time are as follows: grades one and two about fifteen to thirty minutes per night, grades three through five about thirty minutes to one hour, grades six through eight about one hour to ninety minutes. Please call your child's teacher if your child regularly spends an extraordinary amount of time on his/her homework.

## **Honor Roll**

Christ Lutheran School supports an "A" and "B" honor roll program for all students in grades 5-8. Honor roll students are determined at the end of each quarter. All subjects will be considered in the honor roll program. To qualify, "A" honor roll students must maintain an "A" or "A-" average in all subjects. To qualify for the "B" honor roll, students must maintain a "B" or "B+" average in all subjects. Honor students will be posted at the end of each quarter. Any students receiving "A" honors in all four quarters of the school year will qualify for the Principal's Honor Roll. Special certificates will be awarded to students qualifying for these honors.

## **Internet**

Christ Lutheran School is equipped with internet and E-mail access. Any use of the internet must be under the supervision of the principal or teachers. Students may not transmit or receive any unauthorized personal or

school information. For personal safety, students will not be allowed to set up times and places to meet with people, and only under direct supervision will the students be allowed to use “chat.” Any misuse of the internet of any kind will result in loss of privilege for the remainder of the school year. Parents and students are required to sign the acceptable use policy/agreement and return it to school prior to their child receiving access to the internet or using chromebooks.

### **Mandatory Reporting of Suspected Abuse**

The teachers and principal of CLS are required by law to report incidents of suspected sexual, emotional, physical, or other abuse and neglect to the proper authorities. Under this law, parents are not to be notified of the report.

### **Memory Work**

Memory work is a vital part of the child's training in the truths of Scripture. Memory work schedules for grades K - 8 will be sent home on a regular basis. Parents are urged to help their children in this work, and to listen to them recite the assignments before the memory work is due.

### **Miscellaneous Information**

**Money:** Please avoid sending money to school with your child, unless it is for a specific purpose and enclosed in an envelope clearly marked with the child's name.

**Toys:** Please do not allow your child to bring toys to school, unless permitted by the teacher. Toys will be taken away if problems arise. Hand-held video games and cartridges do not belong at school under any circumstances.

**Personal Listening Devices:** I-pods, MP3 Players, etc. are not necessary to have at school. If any kind of personal listening devices need to be brought to school, they are not allowed to be used at school. They must be turned off and out of sight at all times.

**Cell Phones:** Cell Phones are not necessary to have at school. If cell phones need to be brought to school, they are not allowed to be used at school (including before and after school hours). Cell phones at school must be in the off position and kept out of sight at all times. Misuse of cell phones will be cause for confiscation.

**Gum:** To keep our church and school neat and damage-free, gum chewing will not be allowed on the school grounds before, during, or after school.

**Invitations:** Students are not to bring any party invitations to school for distribution. Parents should use the student lists received at the beginning of the year to mail invitations for birthday parties, etc.

**Fidget Spinners:** Fidget Spinners are **not allowed** at school!

## **Open House**

In order to create good communication between parents and school, there will be an Open House for parents to attend scheduled in August. At this Open House all teachers will be available to visit with parents and give any pertinent information needed for their classroom. Parents may expect to receive a school calendar, handbook, supply list, classroom schedule, etc. Forms will also need to be completed and signed by the parents at the Open House.

## **Parent Participation Program**

We have been fortunate to have members of the congregation volunteer their time and talents in many ways to assist our school. Parents have the opportunity to sign-up at open house. Please contact the school if questions arise.

## **Parent/Teacher Conferences**

Parent/Teacher conferences will take place after the first quarter report cards are sent home. Other marking periods may be followed by consultations if it is desired by either the teacher or parents.

## **Parent Teacher Network (PTN)**

The purpose of this group is to facilitate networking and collaboration between parents, teachers and school supporters to promote the welfare off the students of CLS in their homes, church and community. This organization includes, but is not limited to:

- Building a sense of community among parents, teachers, & students of Christ Lutheran School
- Supporting the educational programs and extracurricular activities
- Encouraging/Funding the increased exposure of students to technology
- Organizing fundraising efforts to support some additional programs, equipment and services not covered in the school budget
- Coordinating parent and student volunteer efforts to staff school and community events and assist with school programs
- Building a virtual communication infrastructure and community to facilitate collaboration 24/7

## **Perfect Attendance Recognition**

Students with perfect attendance for the entire school year will receive

special recognition and a special certification for their accomplishment.

## **Pick-up and Drop-off Procedures**

For safety reasons:

- The back parking lot may NOT at any time unless you are in need of handicapped parking or are a worker at Christ Lutheran.
- The upper front drive may NOT be used during the hours of 8:45-9:10 am or 3-4 pm, even during inclement weather. These times are reserved for buses only! Parents of students in Cougar Corner may use the upper level drive at any time.

After school parking lot procedure:

- Parents are asked to enter the parking lot from 17<sup>th</sup> Avenue.
- Parents with smaller vehicles may park on the East side (school side), diagonally, in the middle level. Parents with larger vehicles (or smaller vehicles) should proceed on the West side of the middle parking lot and remain facing North (19<sup>th</sup> Ave.), parallel with the curb.
- Please remain in your vehicles and the teachers will deliver your children to you! Additional parking is also available on the East side of the lower level parking lot.
- Parents must use EXTREME CAUTION and drive SLOWLY at all times in the parking lot.
- Parents are asked to please have your child get into your vehicle immediately and not play on the hillside or in the parking lot.

## **Planned Absences**

We ask that parents carefully consider the scheduling of family vacations, long weekends, and other activities not related to school during the school year so that it does not require your child to miss school. Such time off causes additional planning, collecting assignments, correcting make-up work, and re-teaching missed lessons. Of greater concern, however, is the welfare of the child who may fall behind, miss classroom activities and discussions, or not be able to complete all the necessary assignments.

When such absences cannot be avoided, please notify the teacher in advance. Teachers will not give out assignments ahead of time. Students will have one week to complete make-up work missed in these situations. Any make-up work not completed will result in a failing grade for those assignments.

## **Promotion/Retention Policy**

The promotion of each student from grade to grade is based upon the student's satisfactory achievement of required class work. A child will not

be retained without previous consultation with the parents. Promotion is based on achievement standards the school has established and the God-given abilities of the student. A series of interventions will be implemented, including enlisting the help of the parents. As in all areas, parental involvement and support is critical. The school reserves the right to retain students who develop a pattern of willfully neglecting to do their homework. If necessary, the Education Committee makes the final decision on retention after considering the faculty recommendation and consulting with the parents.

### **Property Damage**

In practicing responsible stewardship with our possessions and those of others, children are expected to pay for any damages to books, desks, or other property for which they are responsible.

### **Public Notification Law**

As of January 1, 1997, a Public Notification Law has gone into effect. This law requires notification of residents, including schools, when a convicted sex offender is being released and residing in that area. The amount of information provided depends on the level of conviction of the offender. If Christ Lutheran School receives such notification, the school will notify parents of students with all pertinent information received.

### **Report Cards**

Report cards will be sent at the end of each quarter. Parents are asked to study the reports carefully, sign the envelope, and return only the envelope to school as soon as possible. Please consult with the teacher if you have any questions concerning the report. Online grading for grades 1-8 gives parents the opportunity to access up-to-date progress of their children. Teachers will update JupiterEd (online grading program) at least once a week.

### **School Hours**

The school day will run from 9:10 am to 3:40 pm. Children are not to come to school before 8:45 am, unless the parent has spoken earlier to the principal and classroom teacher. As previously stated, your child's teacher must be informed of any changes in transportation arrangements as soon as possible.

Students arriving before 8:45 am or remaining after school past 3:45 pm will be sent to Cougar Corner; parents may be billed accordingly.

## **School Library**

The Christ Lutheran School Library exists to provide a wide variety of resources that support the curriculum and promote reading as an enjoyable, lifelong activity. Books may be borrowed for two weeks and renewed for an additional two weeks, if they are not requested by another student. A fine of \$.05 per day will be charged for overdue materials. Students who lose or damage books are required to pay for replacement copies.

## **School Lunch**

There is an optional hot lunch program available to the students of the school. It is run in cooperation with the public school system and parent assistants. Information on hot lunch will be made available at the Open House.

We are not able to provide refunds for canceled lunches. All money from refunds is used to purchase items needed to run the hot lunch program.

Children bringing food from home are responsible for the proper care of that food. Refrigeration and microwaves are not available for student use. Freezer packs are recommended to keep items cold, and hot items should be kept in thermal containers.

## **School Photographs**

School pictures will be taken each year, generally in the fall. A professional school photography company takes the pictures, which you may purchase if you desire.

Families will have the opportunity to purchase school photo yearbooks, which arrive near the end of the school year.

## **School Telephones**

Students may not use the telephone without the permission of a staff member. Students may not make personal plans on the phone during school time. If the parent must call a student or teacher at school, please call 651-777-1450. For your convenience, the list of school staff and phone extension numbers are listed at the end of this brochure. If you are not able to speak directly to a staff member, please leave a voice mail message and you will be contacted as soon as possible.

## **Security**

CLS is equipped with a security system. All doors will be locked all day, except from 8:45-9:30 am. Cougar Corner and Pre-K parents will be given a temporary access code for the times and days needed. All other access will be through the intercom system located at either the front church or



school doors. The staff has been advised to approach any unfamiliar visitors and ask how they may be helped. Students who see unfamiliar people or suspicious activity should inform one of the teachers immediately.

## **Study Subjects**

Each school day includes devotions and formal studies in God's Word. The academic curriculum also places strong emphasis on reading. A variety of series are used to teach mathematics, social studies, science, language arts, music, and physical education. All of these courses are taught in the light of God's Word. A listing of the series used in your child's classroom is given at open house. The kindergarten day is the same length as grades one through eight and is in session Monday - Friday.

## **Testing**

In the fall and spring of the school year, students in grades three through eight will be given achievement and aptitude tests. The school uses the results to determine curriculum strengths and weaknesses.

If a child has undue difficulty completing routine classroom assignments, the teacher may refer the child for special services testing. Testing for learning disabilities is done either at Christ Lutheran School or District 622. Speech, Occupational Therapy, etc. testing is available through District 622 at no cost. If a child is determined to need special education, a plan is worked out with the parents, the classroom teacher, and the special services personnel. Speech therapy, remedial classes, and Title I assistance in reading and math are available through this program.

## **Visitors**

For safety and security reasons, all visitors to Christ Lutheran School must check-in at the school office. Visitors will sign-in their name, purpose for visiting, and receive a name tag. Passes should be worn and visible.

## **Weapons**

Christ Lutheran School does not allow the possession of firearms or other weapons on our premises or while participating in school activities. Students who possess weapons or firearms in violation of this policy are subject to disciplinary action, including detention or dismissal. All students must immediately notify the Principal of any violation of this policy.

## **CHRIST LUTHERAN STAFF**

**School 651-777-1450**

**Church 651-777-5771**

Principal and Grades 7/8 - Mark Dobberstein ext. #117  
mrd@christlutheran.us

School Admin Assistant - Char Fogle ext. #120  
charfogle@christlutheran.us

Cougar Corner - Dee Nordin ext. #106

Pre-K - Lynette Olson ext. #107 lynetteolson@christlutheran.us

Kindergarten - Barb Polzin ext. #119  
barbpolzin@christlutheran.us

Gr. 1 - Sandy Dobberstein ext. #126  
sandydobberstein@christlutheran.us

Gr. 2 - Emilee Friebe ext. #125 emileefriebe@christlutheran.us

Gr. 3/4 - Karen Schacht ext. #124 karenschacht@christlutheran.us

Gr. 5 - Chris Olson ext. #108 chrisolson@christlutheran.us

Gr. 6 - Becky Hagglund ext. #109 beckyhagglund@christlutheran.us

Part-time teacher - Ann Ponath ext. #122  
annponath@christlutheran.us

Part-time teacher - Marcia Schuyler marciaschuyler@christlutheran.us

Band - Julie Balk ext. #121 juliebalk2323@gmail.com

Pastor Jeff Mittelstadt ext. #115 pastormittelstadt@christlutheran.us

Pastor Matt Hennig 651-797-2281 pastorhennig@christlutheran.us

Pastor Mark Wessel ext. #114 pastorwessel@christlutheran.us

Church Office - Tracy McKee ext. #111 church@christlutheran.us

## Appendix Statement of Beliefs

We believe...

The Bible is the true word of God. It clearly teaches all we need to know in order to obtain our eternal life. The Holy Spirit uses the Word of God to give and strengthen Christian faith; therefore, we want to hear, learn, and believe its message.

(2 Peter 1:21, I Corinthians 2:13, 2 Timothy 3:16, John 10:35, Luke 11:28, John 5:39, Rom. 10:17)

There is only one true God. In the Bible, God reveals himself as three persons—Father, Son, and Holy Spirit. This is why he is called “Triune.” These three persons in one God are all God. They are equal in power, glory, and in every quality. To deny or ignore one person is to deny all of them. It is God who created, redeemed, and sanctified us.

(Deuteronomy 6:4, Matthew 28:19, John 5:23, Genesis 1:1, I John 2:2, Romans 15:13)

At the beginning of time, God created heaven and earth and all creatures. He did this in six days—he spoke his almighty word to create all things. He made everything out of nothing. Man and woman are God’s special creation.

(Genesis 1:1, Genesis 1:31, Exodus 20:11, Psalm 33: 6 & 9, Psalm 124:8, Mark 10:6, Hebrews 11:3)

The first man and woman, Adam and Eve, lost the image of God when they gave in to the temptation of Satan and disobeyed God’s command. This brought on them the judgment of God. Since that time all people are conceived and born in sin, desire to do what is evil, and are dead spiritually. Therefore, we are unable to reconcile ourselves to God by our own efforts and deeds.

(Genesis 2:17, Psalm 51:5, Ephesians 2:1, John 3:6, Psalm 5:4, Romans 5:12, I John 3:4, Romans 8: 7 & 8)

The message of the gospel is the good news that a loving God sent Jesus Christ to take away the sins of all people. The gospel freely offers to all sinners the righteousness that is found in Jesus. God offers and gives eternal life and salvation to all those who believe in the gospel promises.

(John 1:17, Romans 1:16, John 3:16, Colossians 2:13, Luke 2: 10 & 11, Ezekiel 33:11)

Jesus Christ is the Savior of everyone. He is the eternal Son of God, equal to the Father and the Holy Spirit. He is also the son of the Virgin Mary. He became man to redeem all people. Taking our place, he lived a perfect life keeping the law of God for us. He also died as our innocent

substitute on the cross to pay a price sufficient for everyone's sin. After rising from the dead, Jesus ascended into heaven. On the Last Day he will judge all the people who are still living and those whom he will raise from the dead.

(I John 5:20, Matthew 1:23, Ephesians 1:7, Galatians 3:13, Hebrews 4:15, Romans 1:4, Acts 10:42)

God judged all sinners righteous in his sight when Jesus Christ died on the cross for us. God declared everyone free from the guilt and punishment owed for our sins. The sinner receives this free gift of forgiveness, not by doing good deeds, but only by faith. A person is justified when he or she believes in Christ and his redemptive work. It is a gift of God.

(Ephesians 2:8 & 9, 2 Corinthians 5:19, Romans 3:22-24, Romans 3:28, Romans 4:5, Mark 16:16)

Baptism is a holy act instituted by God. Using water and God's Word, it offers and gives the forgiveness of sins, spiritual life, and eternal salvation. It is meant for young and old, including children. Infants are also sinful and therefore need the spiritual rebirth brought through baptism.

(Matthew 28:19, John 3:5 & 6, Titus 3:5, Mark 10:14, Acts 22:16, Mark 16:16)

Holy Communion is a holy act instituted by Christ. Together with bread and wine we receive Jesus' true body and blood. In this special meal, Jesus gives the forgiveness of sins, strengthens our faith, and gives eternal salvation to all who believe.

(Matthew 26: 26-28, I Corinthians 10:16, I Corinthians 11:27 & 28, I Corinthians 10:17)

The Christian, empowered and guided by the Holy Spirit, will conform his/her life to the Word and will of God out of love and thanks to God for salvation and all blessings, and to witness his/her faith to others. (I Thessalonians. 4:7, Gal. 5:16, I Corinthians. 10:31, I Peter 2: 9-10)

Human life is the gift of a gracious God. Our life is a time of grace during which we have opportunity to learn the way of salvation through faith in Jesus Christ. Only God has the right to take the life he has given. Life begins at conception and ends when the soul leaves the body.

(Acts 17:25,26; Isaiah 55:6; 2 Corinthians 6:1,2; Psalm 31:15; Exodus 20:13; Psalm 139:13-16; Jeremiah 1:5)

Marriage is the union of one man and one woman. It is a partnership in which the man is the loving head. Marriage is established by God. It is a holy relationship not to be broken. A married person sins if he or she divorces without a biblical reason. Before God, no divorce is valid except in cases of fornication or desertion. The tendency to consider marriage as

unimportant results in great harm to the family, the church, and the nation. (Genesis 2:18; Ephesians 5:24,25; Hebrews 13:4; Matthew 19:9; 1 Corinthians 7:15; Psalm 51:10)

Every person must be afforded compassion, love, kindness, respect, and dignity. (Colossians 3:12-14.) Hateful and harassing behavior or attitudes directed toward any individual are to be renounced and are not in accord with Scripture or the doctrines of the Wisconsin Evangelical Lutheran Synod and Christ Lutheran School.

God created human sexuality and gender at creation when he tells us that “male and female he created them” (Genesis 1:27). These two distinct, complementary genders together are God’s design for the crown of his creation as they relate to one another in matters dealing with human sexuality, marriage and gender. (Genesis 1:26-27) Rejection of one’s biological sex is a rejection of God’s creative action and design for the individual. (Psalm 139:13-14; Jeremiah 1:5)

God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18; 7:2-5) We believe that any form of intimate sexual activity outside of God’s prescribed marriage bond is sinful and offensive to God. (1 Corinthians 6:9-10; Hebrews 13:4)

God forgives all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-20; 1 John 1:9)

If you would like more information regarding what we believe, please refer to the website of the Wisconsin Evangelical Lutheran Synod at [www.wels.net](http://www.wels.net).

By enrolling your son/daughter in our school, you understand that the aforementioned will be taught and you are giving us permission to spiritually serve your son/daughter in this way. It is also understood that your son/daughter is expected to worship with our CLS family as we come together weekly for chapel. How blessed we are to openly and boldly give thanks and praise to God as we worship him.

It is also understood that your son/daughter will abide by the Christian and moral standards as prescribed to us in God’s Word and outlined in our most recent student handbook.

Again, we are so appreciative to be able to serve your family. We thank you for partnering with us as we carry out our mission to you—we are here to provide an exceptional education, preserve a Christ-focused school culture, promote spiritual growth and Christian service, and prepare life-long disciples of Jesus Christ. May God bless our partnership!