

PARENT HANDBOOK



FIDE ET SAPIENTIA - Faith and Wisdom

Christ Lutheran School

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About Christ Lutheran School (CLS)

Christ Lutheran Church and School is located at 1835 North 15th Street in Coos Bay. The school facility includes classrooms, library, and office. The building complies with city, state, and federal standards. Outdoor facilities include a fenced play yard with age-appropriate play equipment. A paved lot is also used for outdoor activities.

Governance

The administration of Christ Lutheran School is the responsibility of the Voter's Assembly of Christ Lutheran Church. The Voter's Assembly has delegated immediate control and supervision of the school to the Board of Christian Education. This Board determines policy for Christ Lutheran School. Christ Lutheran School is part of the total ministry of Christ Lutheran Church.



School Colors

The school colors for CLS are blue and gold.

School Mascot

The school mascot for CLS is a lion and his name is "Victor".

Mission Statement

Every child and his/her family will have the opportunity to know Jesus Christ as their personal Savior. We will provide a safe and happy Christian environment with educational and developmental experiences for school age children in our congregation, the unchurched in our community and children from other Christian congregations.

The most important issue from a Christian perspective is the spiritual welfare of the child. Many churches, moved by Christian concern, have started schools.

Scripture lays great emphasis on the responsibility of parents to educate their children. (Deuteronomy 6:2, Ephesians 6:4) It is our goal to assist the family in this endeavor.

A Christian school offers the opportunities for Christian education, witness, and evangelism.

Ideally, a Christian setting should help the child develop good habits in all areas of life.

Within the positive environment of a Christian school, children are best able to grow, mature, and develop a solid faith in Jesus Christ, a faith that will sustain them throughout life.\

Christ Lutheran School Philosophy

The faculty and staff of Christ Lutheran School, in partnership with parents, will foster the intellectual, social, physical, and spiritual growth and development of each individual child. The key to a Christian education is the integration of the Gospel of Jesus Christ into all aspects of learning.

Christ Lutheran School will provide a safe and supportive environment which focuses on the faith development and academic success of every student.

Students will be encouraged as lifelong learners and will be encouraged to develop a personal relationship with their Savior and Lord, Jesus Christ. At Christ Lutheran School the center of our focus is Jesus Christ. We view every child as a unique treasure, a child of God. The love of Jesus, our Savior, will be shared with each child on a daily basis.

Christ Lutheran School Philosophy cont.

Thank you for entrusting your child(ren) to us. We will treat them as what they are—beloved people for whom the Lord died and lives.

Our school is a part of Christ Lutheran Church and is open to all regardless of race, color or creed.

Christ Lutheran School is affiliated with the Lutheran Church—Missouri Synod.\

Admissions and Enrollment

Christ Lutheran School welcomes any student of any race, color, gender, and national/ethnic origin to all rights, privileges and programs and activities generally accorded or made available to students at the school.

Admission to the school will be granted if the following criteria are met:

1. A student entering preschool must be three (3) years old and toilet trained.
2. A student entering pre-kindergarten must be four (4) years old before September 1, and eligible for kindergarten the following year.
3. A student entering kindergarten must be five (5) years old on or before September 1. *Exceptions may be approved by the teacher.*
4. All forms are completed and received by the office before the first day of attendance (Enrollment form, Financial Contract, Immunization form, Emergency Transport form, Record Transfer form, if applicable).
5. All fees are paid in full before the first day of attendance (Registration fee)
6. Immunizations must be current and remain current and a copy of each student's record must accompany their enrollment forms. (See Immunization Policy)
7. A copy of each child's birth certificate must accompany their enrollment forms.

Enrollment forms must be in duplicate, read, and signed by parent or guardian responsible for payment of all registration fees, tuition, and payment fees. Duplicate copy of form will be given to the parent(s) or guardian(s) who signs the documents upon request. Original forms will be filed at the school in a secure location.\

Re-enrollment

Students are accepted for enrollment for one school year. Re-enrollment procedures must be completed each year to maintain placement for the following year.

Re-enrollment materials are distributed to school families beginning in March and to the community beginning in April. Registration fees submitted with the re-enrollment form(s) secure a position for the following year.\

School Schedule

The times for the beginning and ending of school for the various grades are as follows:

- Preschool—8:30a.m.-11:30a.m.
- Kindergarten—8:30a.m.-11:30a.m.
- Grades 1-8—8:30a.m.-3:00p.m.
- Toddler—7:30a.m.-6:00p.m.
- Childcare—7:30a.m.-6:00p.m.

On regular school days students may begin entering the building at 8:15 a.m. and must be picked up within 15 minutes of the end of their school day.

School events and planned closures will be noted on the school calendar as well as monthly class and school calendars.\

Tuition Policy

Christ Lutheran uses the company Smart Tuition to handle our tuition payments. If you choose to make monthly payments the payment schedule is paid in ten (10) equal payments (September through June). Smart Tuition offers two choices for payment:

1. Monthly statements: Tuition is due the tenth (10th) of each month.
2. Automatic deduction: Tuition is due on the date chosen and will follow the same late fee policy.

If tuition is not paid ten (10) days after the designated date, a thirty dollar (\$30) late fee will be charged to the account.

If tuition is not received by the end of thirty (30) days, a letter from the Board of Education will be mailed to the parent/guardian reminding them of the tuition policy. At this time parents/guardians will need to contact the Board of Education through the school office, 541-267-3851. A repayment schedule can be arranged.

If tuition remains in arrears by the conclusion of forty-five (45) days, a second letter will be sent by the Board of Education requiring immediate attention. At this time parents/guardians need to contact the school for payment arrangements. If no acceptable payment arrangement can be made, the student will be excluded from attending Christ Lutheran School.

All past due tuition from a previous year must be paid in full before a child will be allowed to enroll for the current year.

With a login ID and password, you may access your personal account on the secure website of SMART tuition. You can make payments, view balances due and paid and find answers to commonly asked questions.\

Tuition Assistance

Financial assistance is available for grades kindergarten through eighth families unable to afford the full tuition.

Forms to apply for tuition assistance are available in the school office. Completed forms and necessary documents are submitted to the Board of Education for review and consideration no later than June 1, so recipients can be notified no later than July 1. It is necessary to reapply each school year.

Tuition assistance is limited to funds available.\

Communication with Parents

Contact Information: Please provide current and accurate contact information including address, all telephone numbers that can be used as contacts, and names of all individuals that can pick up or drop off your child. If any of this information changes during the school year, please report these changes to the school office. In this way school records and emergency contacts can be kept up to date.

Progress Reports: Student progress is formally reported to parents of kindergarten and elementary school children by means of a written report card and online. This report card is sent home at the end of each quarter. An individual conference is scheduled between parents and teachers at the end of the first and third quarters. Additional conferences may be scheduled at the request of the parent or teacher.

Communication with Parents cont.

Cumulative Records: A school file for each student at Christ Lutheran School is maintained in the school office. It includes report card summaries for each year the student is enrolled, report cards from previous schools, test scores, and health information. The files are available for review by parents or guardians.

Withdrawing from School: If it is necessary to withdraw your child(ren) from Christ Lutheran Church and School for whatever reason, before the completion of the school year, we ask that you give at least a two week notice of withdrawal and submit it in writing to the office.

A fee of \$50.00 will be assessed to withdrawals not in compliance with the advance notice agreement.

Appeal Process: At any time, a parent may submit a written appeal to the Board of Education, regarding discipline or other concerns, allowing 48 hours for a response. Concerns may also be brought to a regularly scheduled Board of Education meeting.\

Emergency School Closure

There may be times during the school year when the operation of our school would put our students' safety in jeopardy. This is nearly always due to inclement weather and the difficulty of getting students to and from school.

Christ Lutheran School follows the Coos Bay School District when winter brings icy weather. When public school is canceled for weather conditions, our school will also be closed for the day. On days when a two-hour delay is necessary, the school doors will open at 10:00 am. and classes will begin at 10:30. On these days preschool, and kindergarten classes will be cancelled. As the safety of our children is our paramount concern, we will not offer the afternoon session of School if weather conditions persist. Please call 541-267-3851 regarding the status of the afternoon session if you have any doubts.

News regarding school closures is carried on the following radio and TV stations starting early in the morning, giving school closures, late starts, and the status of any afternoon sessions:

KCBY News 4 KVAL News 13 (Eugene) KEZI News 9 (Eugene)
KSHR 97.3 FM KYTT 98.7 FM KHSN 1230 AM
(other stations not listed may also announce our closing)

*Christ Lutheran School will also try to update the school answering machine indicating school delays or closures when safely possible.

When a parent feels driving is unsafe, the parent has the option of not sending their child(ren) to school or of picking them up before the school day is over. However, the child will be counted absent for whatever part of the school day that is missed.\

Identifiable Information

Christ Lutheran School collects identifiable information directly related to each student's education records and will not release this information without consent. One exception which permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the school has contracted to perform a certain duty (such as an attorney or therapist); or a parent of a student serving on an official committee (such as the school board).

Christ Lutheran School also collects personally identifiable information, such as student name, parent name, e-mail address, home and/or cell phone number, and home address for publication in our school directory.

Identifiable Information cont.

There will be times when students will have the opportunity to be photographed and published in various media outlets that include newspapers, classroom DVD's, the school webpage, etc.

Parents who do not want complete directory information published and/or their student photographed must indicate and sign this request on their enrollment application in the identifiable information section of the application. This request will be placed in the student's record and will remain there as long as the student is enrolled in Christ Lutheran School. If the parent does not indicate the exclusion of this information, the school will assume that there is no objection to releasing such information.

Christ Lutheran School's website will not disclose any of your personal information unless required by law or in the good faith that such action is necessary to (a) conform to edicts of the law; (b) protect and defend the rights and property of Christ Lutheran Church and School; and (c) act under circumstances to protect the personal safety of users of Christ Lutheran Church and School, or the public.\

Programs We Offer

Christ Lutheran School, as a ministry to our community, is always seeking to meet the needs of our school students and students from other schools as well. As a day school, our "regular" hours of operation are as follows:

Preschool and Kindergarten: 8:30 a.m. until 11:30 a.m. Students may begin arriving as early as 8:15 a.m. and must be picked up no later than 11:45a.m.

1st Grade through 8th Grade: 8:30 a.m. until 3:00 p.m. Students may begin arriving as early as 8:15 a.m. and must be picked up no later than 3:15 p.m.

Child Care:

For families requiring childcare which falls outside of the "regular" school hours (as defined above), Christ Lutheran is happy to offer safe and affordable childcare for these families.

Childcare before the "regular" school day:

If a family needs to be able to drop off their enrolled student before the start of the "regular" school day, they may do so beginning at 7:30 a.m. This service is available for an additional fee.

Childcare after the "regular" school day:

Enrolled Students:

Enrolled Students are defined as any student registered for Christ Lutheran's Day School. Families of enrolled students may also take part in our after School childcare. After School childcare is defined as any time after the end of the regular school day. For Preschool and Kindergarten, this is after 11:30, for 1st grade through 8th grade, this is after 3:00 p.m. This program is offered to all our students for an additional fee.

Non-enrolled Students:

Non-enrolled students are defined as students who are not enrolled in Christ Lutheran's Day School. Any non-enrolled student who wishes to be in Christ Lutheran's childcare must first be registered by a parent or legal guardian. Registrations are done through the office. This program is offered to non-enrolled students for an additional fee.

Fee Schedule:

To simplify our fee schedule, Christ Lutheran offers two, simple plans: Reserved Care and Drop-In Childcare.

Reserved Care: Reserved Care is for families who know the specific days and times they want to have their children in childcare. These times are decided when registering the child for childcare. The cost for this is \$3.00 per hour and is paid for at the time of registration and by the first of each subsequent month.

Childcare cont.

Drop-In Childcare: Drop-in childcare is any time a child is in our care, without prior arrangements being made. This option is more flexible, as it does not require the parents to know exactly which days they need to have their children in our care. The cost for this is \$4.00 per hour and must be paid by the first of each subsequent month.

Summer Learning Program:

A PACE THAT IS PERSONALIZED AND RELAXED:

In our summer program, unlike regular classes, our more relaxed approach and pace enables the teachers to work on specific areas of learning, identified by both the parents and the students. This type of learning environment allows more one-on-one time and attention for your student(s), and the benefits of expanding our learning to include activities outside the classroom walls.

WEEKLY FIELD TRIPS TO PROMOTE LEARNING AND FUN!

Each year we plan weekly field trips to places that provide a wonderful learning experience and highlight things that make our area so special! Trips have included: South Slough Reserve, Sunset Bay, Mingus Park and Pool, a working farm, Marine Life Center in Charleston, and others each week!

Milk is provided, snacks and lunches will not be provided this summer. Transportation provided with the fee of \$5 per child each week.

What about During School Closures?

During the school year, Christ Lutheran closes the school for "regular" school hours in order to:

1. Recognize various Religious and Federal Holidays
2. Hold teacher in-services / trainings.
3. Promote safety during bad weather or other unforeseen events where school attendance may be difficult or hazardous.

For closures occurring various religious and Federal Holidays, Christ Lutheran may offer childcare for families needing childcare during these times. For these, Christ Lutheran will make **Reserved Care** available for the fee

listed above. Drop-in care is only available if space permits and must be confirmed each day with the School. For closures occurring for items 2 and 3, there will be no childcare available.\

School Library

The Christ Lutheran School Library is equipped with books of all kinds, reference works, maps, and magazines. Each year the library is expanding through donations from parents and friends and with our annual book fair. Volunteers staff the library for all classes and may not be aware of all of the content of our books. Please bring any concerns and the book to the librarian so it may be reviewed.

Once a week your child will have the opportunity to visit the library and check out an age-appropriate book to take home. Returning books on time and in good condition is greatly appreciated.

Students are expected to return their book on or before their scheduled library day. No new checkouts will be allowed unless late books are returned. Books not returned to school after four weeks will need to be paid for or replaced by parents.\

Standards for Student Behavior

Standards are the overriding expectations that govern the school. They focus on acceptable behavior and good work habits, as well as set the tone for the school and the classroom environment. These are Christ Lutheran School's four standards:

1. Respect God: We want to honor God in our thoughts, words, and actions in response to the love He has shown to us. We want to show reverence for Him and His name. We want His Word to be the guide and rule for our daily lives.
2. Respect People: We want to follow the directions of those in authority. We wish to demonstrate our love for others in our thoughts, words, and actions.
3. Respect Learning: We want to ensure that the teaching-learning process is not disrupted and that students are not prevented from learning.
4. Respect Property: We are protective of school and church property and care for and respect that which belongs to other people.

These standards are fundamental to all classroom expectations. All classes will uphold these standards in addition to creating their own classroom standards.

Discipline

The root of the word "discipline" is from the word disciple which means to teach or lead. The discipline program at Christ Lutheran School has three objectives:

1. to stop inappropriate behavior
2. to teach appropriate behavior
3. to assign responsibility

The ultimate goal of our program is to teach children how to be self-disciplined. When teachers discipline students, they are showing that they care too much for the students to allow them to behave inappropriately and wish to take the time and effort to help them learn appropriate behaviors.

*Train up a child
in the way they should go,
and when he is old*

he will not turn from it.

Proverbs 22:6

The following are considered disciplinary offenses in any classroom and will be addressed by the teacher first in order to give the student a chance to correct the behavior and for the teacher or other adults to extend forgiveness and love following the example of Jesus Christ:

1. Disrespect toward teachers or others in authority
 - a. To encourage respect for adults/authority, students must address teachers and staff by the proper title and last name, i.e., Mr. Watson, Mrs. Jones.
2. Insolence (a continued bad attitude)
3. Disrespectful behavior in Chapel

Because of our sinful nature, there will probably be times when disciplinary action is necessary. The following levels of disciplinary action may be used when dealing with an offense:

1. Verbal: The teacher or staff member may use verbal instruction to identify to the student the inappropriate behavior and what is required of them or what action is wrong.
2. Loss of privilege: A student may lose a portion of recesses due to inappropriate behavior.

Discipline cont.

3. Removal from environment: A student may be removed from the environment to stop inappropriate behavior.
4. Parent conference: If misbehavior continues, a parent conference may be called.
5. Suspension: Suspension is used when a student demonstrates continued rebellious attitudes and actions. A student may be suspended to consider the continued relationship with the school. The student will be allowed back in school pending meeting between parents, teacher, and administrative principal.
6. Withdrawal/Expulsion: The administrative principal will meet with the School Board to make a final decision for expulsion or continuation with conditions. The school board reserves the right to remove any student who continues to reject the efforts made on his/her behalf.

Teachers will individually formulate and present a discipline plan for their classrooms at the beginning of the school year. The plan will include both positive and negative consequences and will be presented to both parents and students.

Minor infractions are those that interfere with or distract from the daily school and classroom routines and environments. Minor infractions may warrant verbal reprimand or loss of privilege and are usually dealt with by a teacher or other staff member.

Severe Discipline Policy

Certain behaviors are considered severe. Severe behaviors are those which endanger the students or others.

The following behaviors are considered severe:

1. Profanity, obscene stories, or gestures
2. Destruction of school property
3. Possession of tobacco, drugs, or alcohol
4. Possession of any weapons, including play guns and knives
5. Assault or threats of harm to self or others
6. Physical harm to self or others
7. Harassment or Bullying others

Severe behavior will have the following consequences:

First offense: The student will be immediately dismissed from class and may be dismissed from school depending on the severity of the offense. A conference will take place between the administrative principal, teacher, parent, and student before the student may return to class or school.

Second offense: The student will be immediately dismissed from school. A conference will take place between the administrative principal, teacher, and parent before the student may return to school. The School Board will be notified. The student will have a three to five day suspension.

Third offense: The student will be immediately dismissed from school. A conference will take place between the Chairman of the Board of Education, administrative principal, teacher, parent, and student. The student will have a five day suspension. While suspended the student may not participate nor attend any after-school activities sponsored by the school. All school work missed while suspended must be made up upon return. A second conference between the administrative principal, teacher, parent, student, and School Board will take place before the student returns to school.

Fourth offense: The School Board will decide as to whether or not the student will be expelled.

The Christ Lutheran Board of Education and Administrative Principal reserves the right to handle all situations as they deem necessary.\

Student Dress Code

Christ Lutheran School expressly does not have a school uniform intended to make all students look the same. We have a dress code that aims to promote a sense of belonging and pride in our school, respect for our educational environment, and to reduce any sense of inequality of personal dress.

Preschool - Eighth Grade Dress Code

Basic Dress Code

All Students shall wear any "polo type" Solid Color shirt, and shoes suitable for active play (no sandals, crocs or any other open toe shoe is allowed). Solid Color "docker type" pants or shorts. Christ Lutheran School shirts, sweatshirts, and hoodies (School Spirit items) are encouraged, especially on field trip days.

Female Students

Along with the clothing above, female students may also wear the following:

- Solid Color jumper, or dress, with or without the Christ Lutheran School logo, with a collar
- Solid Color pants, skirts, or skorts (knee-length)
- Solid Color leggings or tights must be worn with skirts and NEVER by themselves.

In any area not specifically addressed, the Christ Lutheran School dress code applies, including guidelines of modest, non-offensive apparel, and proper appearance which is safe for school. This applies for every school day.

More About Shoes: Any closed-toe shoe is acceptable. Examples are: Tennis shoes, canvas (Keds-type) shoes, leather (dressier shoes).

Shoes to Avoid: Open toe shoes such as sandals, flip flops, and other shoes that will not protect the toes and will hamper recess and gym-related activities. NO BLINKING, LIGHTED, OR WHEELED SHOES. These distract from learning.

Exceptions

If an outing requires unique clothing (rubber boots, jeans, etc...)

Field Trip Days

Students are encouraged to wear tops with Christ Lutheran School logos when their class participates in a field trip outside the school.

Clarifications

- Clothing must be clean and, if torn, well-mended.
- All clothing must be appropriately sized, not more than one size larger or smaller than the student actually measures.
- Skirts, skorts, shorts, jumpers, over-alls, and dresses cannot be shorter than three inches above the top of the knee.
- Tights and socks of any color should be worn at all times, and leggings can be worn only underneath skirts, skorts, dresses, and jumpers.
- Open toe shoes such as sandals, flip flops, and other shoes that will not protect the toes and will hamper

recess and gym-related activities.

- NO BLINKING, LIGHTED, OR WHEELED SHOES. These distract from learning.
- Light, solid colored nail polish is allowed. Bright, vibrant, or dark nail polish and nail art is not allowed.
- Light make-up is a privilege reserved for students in grades 6, 7, and 8.
- Mesh, fishnet, sheer, see-through, shiny, sequined, or noisy fabrics are not allowed.
- Unnatural hair dye or bleach is not allowed.

Toddler Dress Code

The purpose for our dress code is to establish and maintain an attitude that is conducive to learning and pleasing to God.

Toddler students the following guidelines will apply:

Modest attire is the general rule.

- Clothing should be neat, clean, and not torn or tattered.
- Shorts are appropriate for warmer weather (modest, not too short or tight, or too baggy)
- Clothing with pictures or slogans must not contradict Christian values.
- All clothing should sufficiently cover the body (no visible undergarments or midriffs)
- Shoes (with socks) or sandals must be worn when outside at all times.
- For safety reasons, shoes must be fastened to the feet. (no flip-flops or slip-ons)

The Administrative Principal with advice from Christ Lutheran staff will determine appropriate and modest attire. All school sponsored activities are subject to the dress code.

Acceptable Use of Internet on School Computers

Acceptable use of the electronic information services requires that the use of these resources be in accordance with the following guidelines and support the educational goals of Christ Lutheran Church and School.

The user must:

1. Use the computer system for educational purposes only.
2. Agree not to submit, publish, display, or retrieve/download any inappropriate material, including material that is defamatory, abusive, obscene, profane, contrary to Christian beliefs, or illegal.
3. Not attempt to harm, modify without system administrator approval, gain unauthorized access to school systems or data, destroy software, or interfere with system security.
4. Not attempt to harm, modify, gain unauthorized access to any other's files, data.
5. Notify a system administrator if a password is lost or stolen, or if there is reason to believe that someone has obtained unauthorized access to the system.
6. Not use the network in a way that would disrupt the use of the network by others.
7. Understand that e-mail on networks should not be considered absolutely secure or private.
8. Not reveal home addresses or personal phone numbers over the computer system.
9. Not use the computer system to make any unauthorized purchases or to conduct a non-approved business.
10. Abide by all copyright regulations, thereby refraining from illegally copying copyrighted software.

The use of computing resources in Christ Lutheran School is a privilege, not a right. Any action by a user specifically delineated in the document or determined by a system administrator to constitute an inappropriate use of a computer system or network system is subject to disciplinary action. Students will be monitored while using the internet.\

Electronic Devices:

Electronic devices are not allowed during school/childcare sessions.

All devices (Phone, Kindle, etc...) will be turned in at the beginning of class in a designated area with the teacher. They will be returned at end of the day. If an item is confiscated by the teacher because of misuse, it will be held until the end of the day. Christ Lutheran Church and School is not responsible for any items that are stolen, damaged, or lost.

Students should not bring toys, games or other distracting items to school unless permission is received from a teacher.\

Attendance Policy

Prompt, regular attendance creates a learning environment where maximum benefits are experienced. Absences and tardiness can disrupt learning for all students.

It is the responsibility of the parent/guardian to create the habit of being punctual and regular in attendance.

Doors will be open for students at 8:15 a.m. to allow for all teachers to attend morning faculty devotions. Please do not drop your child off prior to that time as there will not be any adult supervision provided. Christ Lutheran School will not be responsible for any child left unattended prior to 8:15 a.m.

School begins promptly at 8:30 a.m. Any student not in his/her classroom at that time will be counted tardy.

All students are expected to attend classes unless they are too ill. The teacher should be notified in advance IN WRITING by the parent/guardian for absences other than illness.

If your child is sick please call the office (541-267-3851) as we do miss children who are absent and would like to remember them in our prayers with their class. For the welfare of your child, we do call home for students who are absent and no notification is given.

If your child has run a fever or vomited in the last 24 hours, please keep him/her home. If a fever or other illness develops at school, we will call a parent/guardian to pick up the child.

If a student must leave school during the day, a note from the parent/guardian must be given to the teacher at the start of the school day.

Irregular attendance, as defined in ORS 339.065, (excused or unexcused) may result in a conference with the parent/guardian and the administrative principal and/or Board of Education.

Students are expected to make up all work missed when absent within a reasonable amount of time as determined by the teacher.\

Curriculum Goals

TOODLER/PRESCHOOL

Growing: Physical development will be fostered through games using large and small-muscle activities.

Learning: Our curriculum is designed to stimulate the natural curiosity within every young child. Using hands-on activities, each child will be encouraged to explore and better understand his/her world.

Sharing: Each child's self-esteem will be nurtured so that he/she can confidently explore and use the talents, abilities, and skills given by God and to expand them. Children will be given various opportunities to communicate verbally, through written and artistic medium, and through musical expression.

Playing: The social development of the young child is very important. Our preschool will offer many opportunities for each child to work and play cooperatively with others.

Religion: The study of God's Word is basic to all areas of instruction. *One In Christ* from Concordia Publishing House will be the basis for our religious instruction. The Bible story theme will be integrated into other subject areas throughout the day.

KINDERGARTEN AND ELEMENTARY SCHOOL

Religion: The study of God’s Word is basic to all areas of instruction. *One In Christ* from Concordia Publishing House will be the basis for our religious instruction. The Bible story theme will be integrated into other subject areas throughout the day.

Language Arts: God has provided spoken and written language as a means of communication. A phonics-based curriculum to teach children the basics of the English language is used in grades K-2. Alphabet recognition and sounds will be taught in a directed way. Handwriting, spelling, and reading using phonics and other decoding skills will be emphasized. 1st grade and up building reading fluency and comprehension will also be addressed. Students learn to confidently read in every literature genre. Grammar instruction and learning writing skills, including handwriting, are also part of the language arts program.

Mathematics and Science: God has created an orderly, intricate, and beautiful world for man to live in and enjoy. Through a study of Math and Science, the children will be guided to appreciate God’s created wonders. The Math curriculum addresses computation, geometry, algebra, and problem solving. Measurement, money, and telling time will also be taught. The Science program will be experiential and thematic in nature. We will explore God’s creation using our five senses. Physical, life, chemical, and earth science, as well as astronomy, will be covered.

Social Studies: God created man to live in relationship with others. The Social Studies program will concentrate on the relationships in a child’s ever-broadening circle of experience. Families, the school community, our town, our state, our country, and other countries will be explored. United States and World history will also be taught.

Creativity: God has made every child unique. Each child will be encouraged to express creativity through various art mediums and music.

Christ Lutheran School will provide plenty of opportunities for the children to interact with each other. Learning to share, care about others, and resolve differences in a Christ-centered environment will be a priority.

Kindergarten & 1st Grade grading Policy:

These two grades will have Parent Teacher Conferences according to that year’s calendar. They grade according to a knowledge-based review.

2nd – 8th Grading Policy:

Grades are assigned according to the following scale:

100-90	A
80-89	B
70-79	C
60-69	D
0-59	F

Grades are given for subject area work beginning in third grade. Skills within a particular subject area are marked using ratings indicating effort or mastery in a particular skill. Conferences are scheduled according to the School Calendar.\

Honor Roll (Academic)

Students in grades 4-8 are eligible for the academic honor roll each quarter of the school year. Grade point averages (GPAs) are calculated using all subjects in which a grade is given to the student.

Following are the levels which can be achieved in our academic honor roll system:

Principal's Roll 4.0* (learning with highest distinction)

Honor Roll 3.6-3.99* (learning with high distinction)

Awards are presented at the end of each quarter for those students achieving Principal’s/Honor Roll Status.\

Homework

Homework is assigned to extend and reinforce what is learned in the class and to help develop study skills, a sense of self-discipline, personal responsibility, and independent thinking. The amount of homework assigned varies according to grade level, teacher expectation, day of the week, and how students use time available during the day.

The following may serve as a guideline:

Kindergarten	Up to 1 hour per week
1 st and 2 nd grades	10-15 minutes per night
3 rd grade	30 minutes per night
4 th grade	30-45 minutes per night
5 th grade and above	60-90 minutes per night\

School Lunches & Snacks

Christ Lutheran School is peanut free. Christ Lutheran School does not provide lunches for students. Parents are asked to pack nutritious lunches daily for their child. **(Due to allergy needs, peanuts in any form are prohibited)**

On Fridays we offer Hot Lunches. We purchase the lunches from North Bend Junior High School. The cost is \$3 per lunch or a ticket (10 lunches) can be purchased for \$30.

Snacks: Parents of students in preschool, pre-kindergarten, and kindergarten are asked to provide nutritious snacks for their child’s class on a rotating basis. Snacks must meet the state standards for food safety and nutrition as stated *below. All shared snacks must be store bought and cannot be prepared at home. A schedule and information on healthy snacks will be provided by each classroom teacher.

Parents of students in grades 1 through 8 are asked to provide a healthy snack for their child in addition to their lunch. Students are given a “snack time” each morning.

*All Lunches and snacks need to be well balanced and healthy according to USDA guidelines as listed below.

Snacks – at least two of the following food groups: fluid milk; breads and grains; meat, fish, poultry or meat alternatives (e.g., dried beans, yogurt or cheese); fruit and vegetables. No liquids other than milk and 100% fruit juice shall be served to the children in care. A snack shall not consist of only two beverages.

Lunches – at least one serving from each of the following groups: fluid milk; breads and grains; meat, fish, poultry, or meat alternatives (e.g., dried beans, yogurt, or cheese). Each meal shall include two servings of fruit and vegetables. No liquids other than milk and 100% fruit juice shall be counted as part of the daily nutrition.\

Parties - Christ Lutheran School will use a Christian approach and emphasis to all holidays and celebrations.

Holidays: Special classroom activities may be planned for Thanksgiving, Christmas, Valentine’s Day, and Easter. CLS does not celebrate or promote the celebration of Halloween, rather we celebrate The Reformation, where kids are invited to dress up in clothing from the European middle ages- Renaissance. Teachers may request parent participation in the celebration events.

Birthdays: Parents may wish to provide store bought treats for the class on their child’s birthday or half-birthday. These celebrations will take place for AM kids during the class’ snack

Parties cont.

time and during the last 15 minutes of the school day for the 1st - 8th grades. Please consult your child’s teacher in advance if you are planning to bring birthday treats.

If your child is going to have a private party, please give consideration to the feelings of the other children. **If your child cannot invite all the children in the class, the invitations should be mailed.** Private party invitations may be distributed at school only if all students in the classroom are being invited. An exception may be made when a party is for boys or girls only. In this case, all the boys or girls in the class must be included.\

Student Health and Safety

Immunizations: Your child’s health is a matter of major importance to all of us. Upon enrollment, you must file a health form signed by a parent or legal guardian. Your child must have the standard immunizations required by

the state of Oregon. Any legitimate variation must be in writing with parental and doctor signature giving specific reasons for non-compliance.

Communicable Diseases: Christ Lutheran School must be notified immediately if a child is diagnosed with a communicable disease.

Illness: Parents must keep their children at home if they have any one, or combination of symptoms of illness:

- Fever over 100 degrees F
- Diarrhea (more than one abnormally loose, runny, watery or bloody stools);
- Vomiting
- Nausea
- Severe cough
- Unusual yellow color to skin or eyes
- Skin or eye lesions or rashes that are severe, weeping, or pus-filled.
- Stiff neck and headache with one or more of the symptoms listed above.
- Difficult breathing or abnormal wheezing
- Complaints of severe pain

A child must be free of diarrhea and vomiting for at least 24 hours before they can return to the center. They must be cleared by a healthcare provider if they were diagnosed with a communicable disease such as Norovirus.

Illness at School: If a student becomes ill or is sent to school ill, he/she will be sent to the school office and the parent(s) notified and asked to pick up their child as soon as possible.

Medications: The school recognizes that medications are justified in chronic health conditions and short-term health care; however, medications will not be administered without the written instructions and dated consent of a parent/guardian or physician. All medications need to be in their original container, labeled with the child's name, dosage, and directions for administering. Any medication brought to school must be turned in to the office and dispensed under the direction of the assigned individual(s). Students are NOT allowed to be in possession of any medication (prescription or over the counter). Medications are checked for the expiration date and will not be used if expired. All medications are secured in a tightly covered container with a child proof latch in the office, so they are not accessible to children.

Medication requiring refrigeration will be kept in the refrigerator in a separate tightly covered container with a child-proof lock or latch, clearly marked medication.

Medications cont.

Prescription medications require a separate permission for each medication. They must be in the original container and labeled with the child's name, name of drug, dosage and directions for administering, date, and physician's name. Any new medication requires a new, signed authorization form. A copy of the signed authorization form shall be kept in the student's file and in the emergency contact folder.

Non-prescription medications may be given to the child with signed parental permission. These over-the-counter medications should be indicated on the enrollment form in the medication portion of the form. If you do not wish for your child to receive any medication at the school, it must be noted on the form.

The assigned individual(s) that dispense medications will document in the medication log; the student's name, date, time, medication, dose and sign. They will also write a copy of each instance including this information to send with the child for their parents or caregivers' knowledge.

Student Injuries: In case of accidental injury, we will make an immediate attempt to contact a parent/guardian, then alternate emergency contacts listed on the emergency contact form. If we cannot reach you, or the emergency contact(s) we will call the child's physician. If necessary, we will also call an ambulance or the paramedics. Until the arrival of a parent/guardian, the physician, ambulance or paramedics, the principal, and/or teacher will be in charge and make all decisions about the care of the child.

You will be expected to assume responsibility for any resultant expense not covered by our insurance. It is for your child's benefit that you keep the school up to date on phone numbers, emergency numbers and other pertinent information.

Parents must sign the Emergency Transportation Permission on the emergency contact form before the first day of school in case the need for emergency transportation becomes necessary.

Emergency Drills: Because student safety is an important concern at Christ Lutheran School, and we are required by law to conduct monthly fire drills and bimonthly alternate drills we have adopted the following policies:

Evacuation: In the event of a necessary evacuation, we will meet at the Coos Bay School District Office building located at 1255 Hemlock Ave., Coos Bay, Oregon, (541) 267-3104. Each teacher carries an emergency contact binder and will use it to contact parents and/or guardians to pick up their child at the designated location.

Authorization to Pick Up a Child: If your child is being picked up by someone outside your family or the established carpool, a note signed by the parent or guardian is required before we can release your child. When carpool arrangements change, please notify your child's teacher.

Locked Doors: At 8:30 a.m. each school day, all doors will be locked and will remain locked until dismissal time. Teachers carry keys when the classes are outside the building. All visitors must enter through the main doors during the school day and check in at the office.

Visitors: Parents, relatives, past students, and friends of Christ Lutheran School are welcome to visit the school. If the intention is to observe a class or classes in session, prior arrangements should be made so that the teacher can have a chair available and alert the class that they will have a visitor. Visitors are asked to avoid interrupting class any more than necessary during their visit. These visits are not the time for a consultation with the teacher as they are busy with their daily responsibilities.

All volunteers and visitors are required to sign in and out at the office upon entering and exiting the school building. This ensures the safety of our students and enables us to know who is in the building.\

Parent Teacher League (PTL)

Parent-Teacher League: The Christ Lutheran Parent-Teacher League (PTL) is comprised of all school parents and teachers and meets regularly during the school year for education, fellowship, and support activities.

The PTL also assists the school by organizing the annual fund-raising activities. Some of the activities that the Christ Lutheran PTL helps fund through fundraisers include: annual swimming lessons for grades K-8, classroom field trips, teacher wish list supplies, and many more.

PTL is open to any parent to attend, and we encourage you to become involved in our school. Check the monthly school calendar for meeting times.\

Volunteer Policy

Volunteer Policy: There are many opportunities to volunteer at Christ Lutheran Church and School. We have come to realize that it is vitally important for all school families to volunteer hours toward activities for the school to balance the workload for our school community. Therefore, all school families are requested to volunteer at least 10 hours throughout the current school year. We understand the great demand of your time and would like to accommodate your schedule as much as possible. The volunteer hours can be divided up into whatever time slots would work for your family, one hour per month, or a couple here or there; listed on the following page are some examples:

- ✎ school days
 - \ reading with students
 - \ reading listeners
 - \ classroom project helpers
 - \ lunch helper

- \ recess duty helper
- \ field trip drivers
- 👤 weekend or evening events
- \ parades (working on float or participating in float)
- \ PTL Family Nights
- 👤 take-home projects
- \ cutting out
- \ assembling
- \ wood-crafting

Volunteering is great way to get involved and get to know the people within our school community and best of all, it benefits the quality of education your child(ren) receives.\

Field Trips

Field trips are an extension of the school curriculum. Parents will be notified in advance of any field trip and will be required to complete and sign a field trip permission slip before their child will be allowed to attend any class trip. Children and parents are under the direct supervision of the classroom teacher.

In compliance with Oregon law ORS 811.210 - 811.225, the following regulations must be adhered to on any field trip:

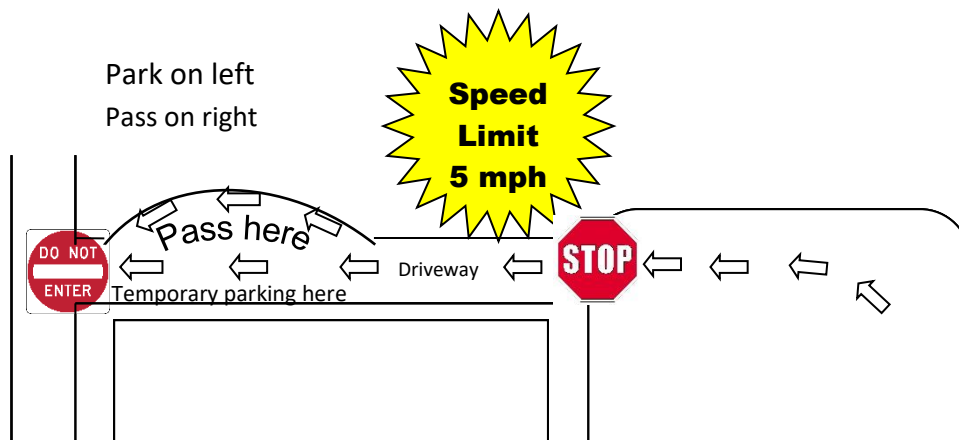
Field trips cont.

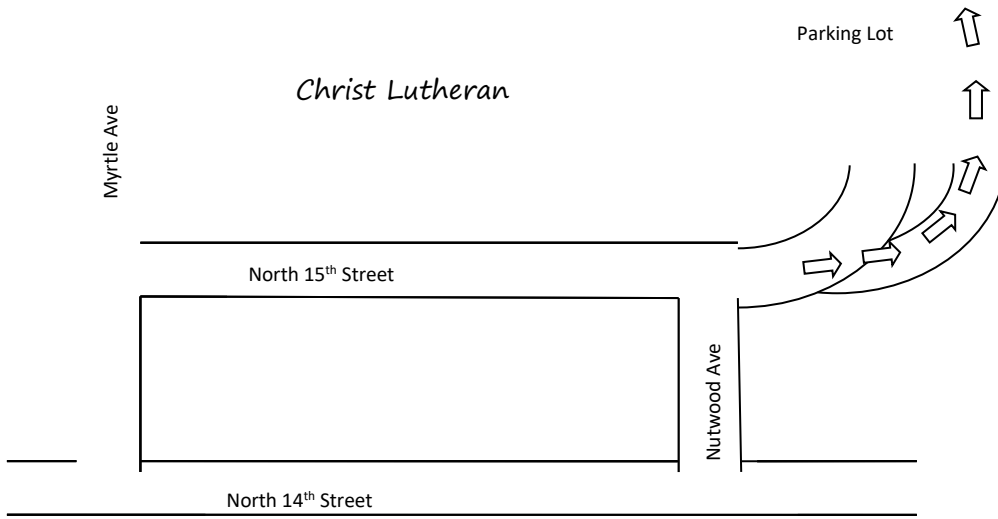
1. "Children weighing less than forty (40) pounds must be restrained in approved child safety seats."
2. "Children over forty (40) pounds must use boosters until they reach 4'9" unless they have reached age eight (8)."
3. In addition to the Oregon safety laws, our school has also adopted the following safety measures:
4. No child under 12 years old will be allowed to ride in the front seat.
5. All passengers must wear seat belts.
6. Drivers must not use any electronic device while transporting children.
7. Smoking is prohibited while transporting children. Any parents wishing to drive for a field trip must provide a copy of their driver's license and proof of insurance as well as complete a volunteer application and Open Record Form *before the field trip* or they will not be allowed to transport children.\

Traffic Pattern

Both before and after school, enter the driveway through the parking lot. You are welcome to accompany your child into the building. If you wish to do so, please park in the parking lot at the north end of the building. If you are using the driveway for drop offs, please note that the flow of traffic is maintained on the right side of the driveway. Cars may park on the left side of the driveway for short amounts of time, but must not park on the right side to allow cars to continue through the driveway. **Please see the map below.*

At the end of the day a teacher will assist your child getting into your vehicle. We will never allow a child to wait unattended, so we ask your cooperation in arriving on time. Students not picked up by 3:15 p.m. will be signed in for After Care and pay the required fees.\





NOTES



Christ Lutheran Toddler Handbook Supplement

Dear Families,

Welcome to Christ Lutheran's Toddler program. We look forward to getting to know you and your child as we work together to make your experience here a positive one. The toddler years are very exciting with a lot of developmental changes and issues that are specific to this age.

This supplement to your Parent Handbook is specific to the toddlers in our school. The Parent Handbook answers your questions about general policies like enrollment, billing, drop-off and pick-up procedures, illness and injury, immunizations, medication, snacks, lunches, and parties. Please take the time to read through this information. If you have any questions, please feel free to ask at any time.

Staff

Pastor Hoffman.....Administrator

.....Director

.....Head Teacher

.....Teacher's Aide

Curriculum Goals

Research indicates that the first three years are critical in terms of laying the groundwork for the years to follow. Our goal is to create a bond of consistency and continuity for the children in our care. Our effort to establish a trusting relationship with the world around them is enhanced by creating significant relationships with a few caring adults. A safe, nurturing environment with a carefully planned program fosters the physical, cognitive, social and emotional development of each child and family served.

Play

Toddlers learn through play. Large blocks of time are allowed for self-directed play so children can explore their environment. Many activities are available from which the child may choose, including sensory experiences, art, music, reading, small and large motor development, water play and lots of toys. Children are encouraged to explore each activity at whatever level feels comfortable. Teacher/caregivers allow children to discover their own capabilities through encouragement and letting children succeed by doing what they can without help. Messy play is a must with toddlers. Please dress your child in comfortable clothes that can get dirty.

Daily Schedules

The daily schedule for the Toddlers is a guide and provides a framework for planning and organizing the daily routine and play activities for them. The Toddlers are changed/taken to the toilet before transitions in the day and as needed. Adjustments to the schedule are made as your child gets older and his/her needs change. You may also notice that as your child gets older, s/he may alter her/his own schedule to fit in with

the group. Some common changes you may notice in your child's behavior after enrollment in any group care situation include altered sleep/wake patterns (staying awake for longer hours or napping more frequently for short periods of time) or changes in appetite.

The following daily schedule is an outline of a typical day with the toddlers. Keep in mind again that the schedule will include children's individual needs based on their age. This is a sample that includes the different types of components to the daily schedule.

Daily Schedules cont.

Typical Daily Schedule Sample

7:30 - 8:40 Classroom Activities

8:45 - 9:15 Breakfast

9:30 - 11:00 Classroom Activities & Outdoor Time

11:15 – 12:00 Group time

12:15-12:45 Lunch

12:45 - 2:30 Nap time

2:45 - 3:45 Group time

3:45 – 4:00 Snack

4:00 - 6:00 Classroom Activities

Mealtimes

Mealtime is an important part of our curriculum. Meals are learning experiences for children, a time for social interaction, fostering self-help skills and good nutritional habits. Conversation is encouraged at mealtime and all children are encouraged to come to the table. Children will be encouraged to eat their meals using sippy cups or regular cups and using utensils. It is our goal to work cooperatively with the families and their child's routine; however, bottles are not the common practice in our classroom.

Naptime

Toddlers rest following lunch. Children will need their own blanket for rest and can bring a soft toy to cuddle. Teacher/caregivers hold children, rock, rub backs, play soft music and help children relax at naptime. Parents will provide a pack-n-play for younger toddlers. When a child reaches 15 months, rest mat sleeping will be encouraged.

Diapering

Parents will provide all diapers and wipes for their child(ren). Your child will be changed at regular intervals throughout the day and as needed.

Parent Involvement and Communication

We have an open-door policy in our classroom. Custodial parents/guardians are encouraged and welcome to visit and spend time with their child. For some children, a second goodbye is more than they can handle. If your leaving is stressful to your child, it may be best not to come visit unless you are planning to take your child with you when you leave. Parents/guardians may call the office at any time to check up on children.

Parents/guardians receive a daily report concerning diaper changes, eating, and napping. The bulletin board outside the classroom will give you a quick overview of what kinds of activities the children were involved in for the day.

Biting

Children biting other children are unavoidable occurrences of group childcare, especially with toddlers. It is a common happening in any childcare program. When it happens, and sometimes continues, it can be scary, very frustrating, and very stressful for children, parents, and staff.

Every child in the Toddler classroom is a potential biter or will potentially be bit. It is important to understand that because a child bites, it does not mean that the child is “mean” or “bad” or that the parents of the child who bites are “bad” parents or they are not doing their job as parents to make this stop happening. Biting is purely a sign of the developmental age of the child. It is a developmental phenomenon – it often happens at predictable times for predictable reasons tied to children’s ages and stages.

Why do they bite?

Every child is different. Some bite more than others; or some may not bite at all. The group care setting is where the biting derives its significance. If a child has not really been around other children very much, he probably would not bite because neither the cause for biting or opportunities have presented themselves. There is always the possibility that any child, including your own, can be either a biter or be bitten. Group care presents challenges and opportunities that are unique from home. The children are surrounded by many others for hours at a time. Even though there are plenty of toys and materials available for all the children, two or three children may want that one particular toy. The children are learning how to live in a community setting. Sometimes that is not easy. Biting is not something to blame on the child, parents, or caregivers. Confidentiality is also practiced with biting. We cannot and tell a parent who bit their child. There are many possible reasons as to why an infant or toddler

may bite:

- \ Teething.
- \ Impulsiveness and lack of control. Babies sometimes bite just because there is something there to bite. It is not intentional to hurt, but rather exploring their world.
- \ Making an impact. Sometimes children will bite to see what reactions happen.
- \ Excitement and overstimulation. Simply being very excited, even happily so, can be a reason a child may bite. Very young children don’t have the same control over their emotions and behaviors as some preschoolers do.
- \ Frustration. Frustrations can be over a variety of reasons – wanting a toy someone else has, not having the skills needed to do something, or wanting a caregiver’s attention. Infants and toddlers are simply lacking the language and social skills necessary to express all their needs, desires, and problems. Biting will often be the quickest and easiest way of communicating.

What do the teachers do in response to children who bite?

It is our job to provide a safe setting in which no child needs to hurt another to achieve his or her ends and in which the normal range of behavior is managed (and biting is normal in group care). Again, the name of the child who bites will not be released because it serves no useful purpose and can make a difficult situation even more difficult. Punishment does not work to change a child who bites: neither delayed punishment at home, which a child will not understand, nor punishment at the center, which will not be used and would make the situation worse.

There are several things the teachers do to assess the biting situation and what can be done to prevent it from happening again. Teachers can try to minimize the behavior by:

- \ Letting the biting child know in words and manner that biting is unacceptable.
- \ Avoiding any immediate response that reinforces the biting, including dramatic negative attention. The teachers will tell the child that “Biting hurts” and the focus of caring attention is on the bitten child. The biter is talked to on a level that s/he can understand. The teacher will help the child who is biting work on resolving conflict or frustration in a more appropriate manner, including using language if the child is able.

- \ Examining the context in which the biting occurred and looking for patterns. Was it crowded? Too many toys? Was the biting child getting hungry/tired/frustrated?
- \ Not casually attributing willfulness or maliciousness to the child. Infants explore anything that interests them with their mouths, and that includes others' bodies and limbs!
- \ When biting changes from a relatively unusual occurrence (a couple times a week) to a frequent and expected occurrence, it will be addressed with added precautions.
- \ The teachers will keep track of every occurrence, including attempted bites, and note location, time, participants, and circumstances.
- \ "Shadow" children who indicate a tendency to bite. This technique involves having a teacher with a child who bites. This teacher would be able to then anticipate biting situations and to teach non-biting responses to situations and reinforce appropriate behavior in potential biting situations.
- \ The teachers may consider changes to the room environment that may minimize congestion, commotion, competition for toys and materials, or child frustration.

Supplies

- \ 12-15 months Pack-n-Play
- \ A change of clothes
- \ Blanket or soft toy for rest
- \ Crib sheet
- \ Diapers
- \ Wipes
- \ Diaper Rash ointment
- \ Sweater, jacket, or hooded sweatshirt