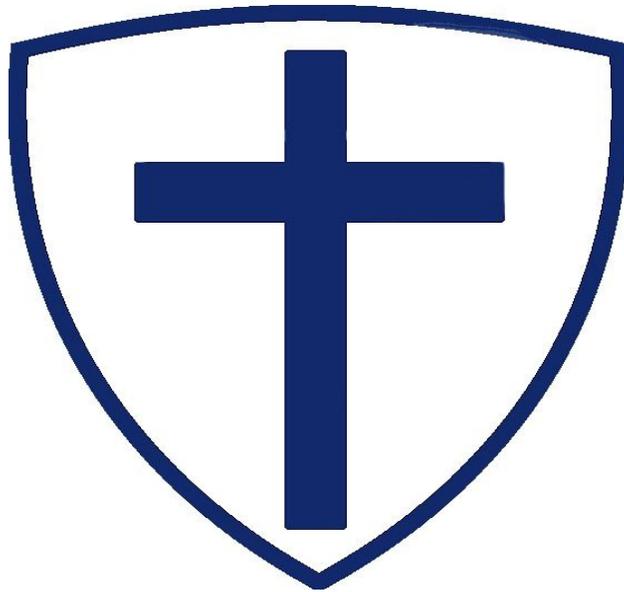


**Christ the King  
Lutheran School**

**PARENT / PUPIL  
HANDBOOK**



Updated: September 2020

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[CTK Safe Start Plan](#) - in response to COVID 19

Dear Parents and Students,

This handbook serves as a guide for the families that want a Christ-centered education for their children. We operate Christ the King Lutheran School because we believe that God has commanded us in His Word to train young people for Christ and to help them as they strive to serve Him. Our prayer is that as each student passes through our school that they feel the love that their Lord has for them, and that they grow to be productive members and leaders of our church and the community.

This handbook has been written for you, both parents and students, so that you will know how we operate and how we do things at Christ the King. We ask that you read it very carefully. If you have any questions, please call the school office or ask any member of the faculty. They are vitally interested in you and your child's progress, both in your schoolwork and in your walk with Christ.

At the start of the 2020-2021 school year, in light of COVID 19, we have made adjustments to our daily routines and procedures here at Christ the King. We would invite you to review our Safe Start Plan located on our website.

We pray that the teaching that is done here at Christ the King will be reinforced at home. We must work together as a team-parents, students and teachers. Please be assured that we are here to help in any way we can.

In Him,

*Mary Eifert*

Administrator of Christ the King Lutheran School

## **INTRODUCTION**

St. Paul Lutheran Church of Unionville and Immanuel Lutheran Church of Sebewaing, Michigan operate Christ the King Lutheran School jointly. The school is under direct supervision of the voters' assemblies of both congregations through the Board of Education (BOE), which is represented by members of both St. Paul and Immanuel. All matters related to the school operation are under the auspices of the BOE and are administered through the administrator. (Directors of special areas, such as music and

sports, may be appointed by the BOE and are responsible to the BOE through the administrator.)

## **MISSION STATEMENT**

Our mission as a spiritual family at Christ the King Lutheran School is to **Bring in, Build up, and Send out** disciples for Jesus Christ.

## **QUALITY OF EDUCATION STATEMENTS**

Children enrolled in Christ the King Lutheran School shall have an equal opportunity for a quality Christian education without discrimination. The education program shall foster knowledge of, and respect and appreciation for the historical, contemporary, and Christian contributions to a society of diverse cultural groups. It shall provide equal education opportunity to both sexes.

- **Sex Discrimination** - Christ the King offers equal opportunities in its co-curricular and extra-curricular activities and organizations to both boys and girls. While some activities may be reserved for either one sex or the other, equivalent opportunities are given to those of the opposite sex.

## **ADMISSIONS**

Children entering preschool must be three years of age or older on or before September 1. Those entering Kindergarten must be five years of age on or before September 1. All new students are required to present a birth certificate and immunization record upon enrollment. Those students transferring from another school are to present a report card and/or a transfer from the school they last attended **as well as fill out a Family History form and a Student History form.**

Christ the King Lutheran School is maintained by Immanuel Lutheran Church and St. Paul Lutheran Church for training the children of its members. It does, however, welcome children whose parents are interested in Christian education for their children. Enrollment will be prioritized according to the following guidelines:

1. Children of Immanuel and St. Paul's members
2. Children of other Lutheran Churches
3. All other children

## **CALENDARS - ACADEMIC YEAR**

Christ the King Lutheran School follows the public school calendar as closely as possible for major holidays such as Thanksgiving, Christmas break, spring break, and

Memorial Day. We will have additional days off, different from the public schools, for such activities as teacher in-service and conferences, parent/teacher conferences, etc.

## HOURS OF OPERATION

	Sebewaing Campus	Unionville Campus
Doors open	7:15 a.m.	7:30 a.m.
School begins	7:55 a.m.	7:55 a.m.
School day ends	2:55 p.m.	3:00 p.m.

Busing varies slightly from year to year. Information will be shared with families as busing decisions are made. Latchkey is available at the Unionville Campus for all Preschool-8th grade students.

## FINANCES

- **Registration** - All parents of children entering Christ the King Lutheran School will be asked to register their child(ren) before June 1. A letter containing specific information regarding registration and any necessary forms will be mailed out at least one-month prior. A deposit must accompany the registration form; this will assure a place for your child(ren) in the school. An early bird discount will be applied to families who make a \$100 deposit per child by July 30.
- **Tuition** - Tuition is assessed to all families. The payment of this fee can be paid yearly, quarterly, or monthly; whichever fits your financial situation. The payment schedule should be communicated to the school office.
- **Payment Policy**
  - **A Good Faith Statement for Financial Stewardship** must be on file with the school office by September 1 of the current school year.
  - **Student tuition** is due by the last day of the current school year. If tuition is not paid by the last day of school, the family packet including report cards, will not be distributed to the family until the family balance has been paid in full.
  - **Preschool tuition and Latchkey fee structure** can be found in registration materials.
- **Non-Payment Policy** - “As a spiritual family at Christ the King Lutheran School, it is our mission to **bring in, build up & send out** disciples for Jesus Christ”. CTKL is funded by the generous congregational support of Immanuel, Sebewaing and St. Paul, Unionville. These two congregations have been committed to providing a quality Christian day school through the joint venture of CTKL School since 1998. The CTKL is committed to providing a Christian

education to all students who desire it. However, operating a day school comes at considerable financial cost.

Operating expenses are shared between the joint venture congregations, sister congregations who support their members' children, non-member family tuition and the student/registration fees contributed by all of our CTKL families. The student/registration fees collected cover only a portion of the school operating expenses. School families are asked to bear this important portion of the cost to educate their child. Also, the student fees can be offset by the families fundraising activities at CTKL. On the other hand, CTKL does not want a family's financial situation to deter them from sending their child to CTKL School. A scholarship fund has been established to assist families in need with the costs of education.

In an effort to respect the congregations and families who support CTKL School, the following policy has been instituted.

Christ the King Lutheran School families may not to return to CTKL School if **all** of the following conditions exist:

- There is an existing balance from the previous school year remaining on registration night for the upcoming school year. Existing balance may include:
  - Hot lunch fees
  - Student/Registration fees
  - Library fines
  - Tuition
  - Preschool Tuition
  - Latchkey Fees

**and**

- A payment plan has not been arranged with the principal.

**and**

- More than 3 monthly or 7 weekly payments in a calendar year have been missed from a payment arrangement agreed to in writing by both school principal and family.

## **CURRICULUM**

The curriculum of Christ the King Lutheran School is designed to assist the student in becoming a mature Christian individual ready to meet the demands of the twenty-first century. Formal curricular subjects taught are: religion/memory, reading/literature, English, spelling, handwriting, mathematics, science, and social studies. Keyboarding, Spanish, music, art, physical ed/health, and current events

may also be offered. Other subject areas are added when deemed necessary for the educational instruction of the child.

Various curriculum guides published by the Lutheran Church Missouri Synod and the State of Michigan help to evaluate and form the curriculum of Christ the King Lutheran School. Every effort is used to formulate a complete, thorough, and up-to-date curriculum for the student.

- **Confirmation** - To help prepare the children of the 7th & 8th grade for communicant membership in the church, the pastors of both churches will cooperatively conduct a class in the fundamental doctrines of the Christian religion and the Lutheran Church Missouri Synod. Luther's Catechism is used as the basis for the instruction.
- **Physical Education** is a vital part of our school curriculum. All students are expected to participate unless excused by a note from a physician or the parents. During the school year each room has scheduled gym periods. **Gym shoes are required** for participation on the gym floor. Teachers will notify students when these shall be brought to school. Please note that shoes are to be properly identified with the child's name.
- **Computer Education** - While the Unionville campus has a computer lab, the Sebawaing campus students have the use of classroom chromebooks to assist with their academic learning. The computer curriculum is constantly under review to meet the changes in technology.
- **Sex Education** - Christian attitudes toward sex are encouraged as the subject of human sexuality is addressed in such areas of the curriculum as religion, science, and health. Christian sources are used to guide classroom discussions. Parents are welcome to examine the sex education materials.

In light of God's Word which says in Proverbs 22:6, "Train a child in the way he should go, and when he is old he will not depart from it." As a Lutheran school, we not only feel a responsibility but an obligation to teach our students all that we can that is appropriate to their physical and emotional maturity. In this way, they will be able to make responsible, informed, Christian decisions as they go through life.

We acknowledge that the parents have the prime responsibility for the sex education of their children. We as a Lutheran school want to work with the parents because we believe that together Christian values in sex education can be more effectively strengthened.

We will use as our primary resource, but not limited to, to the sex education series published under the auspices of the Board of Parish Services of the

Lutheran Church-Missouri Synod through its family life department. We will use this series because it comes from a distinctively Christian point of view, in the context of our relationship to the God who created us and redeemed us in Jesus Christ. This series presents sex as another good gift from God which is to be used responsibly.

It is important for teachers to inform parents beforehand when this will be taught in their classroom. Parents are encouraged to preview the material being used.

**ACCREDITATION** - Christ the King Lutheran School is accredited by the National Lutheran Schools Association (NLSA). A self study and review is completed every five years to retain accredited status.

## **ACADEMIC**

Managing the academic program of the school is a primary responsibility of the school administrator. The array of policies illustrated in this section provides direction as we seek to provide the best possible Christian education for your children.

### **Academic Recognition**

- **Purpose:**
  - To recognize outstanding academic achievement on the part of those students in grades 3-8.
  - To encourage other students to apply themselves as best they can in hope of recognition.
  - To instill within students the fact that studying/learning is what we are all about.
  
- **Class weight**
  - Art and PE grades will be combined (50% each) to equal the weight of a core class
  - Core Classes (Religion, Reading/Literature, Spelling, English, Science, Social Studies, Math, Spanish, Life Skills, and Computers - as offered) will receive full weight.
  
- **Honor Roll Levels** - Students may not qualify for the Honor Roll if they receive a D- or lower in any subject, or if they receive a 5 on their report card in any sub-skill, conduct, or participation criterion.
  - Honor Roll (GPA of 3.17 to 3.66)
  - Principal's List (GPA of 3.67 or higher)
  
- **Grading scale** used for the Honor Roll:

	A = 4.00	A- = 3.67
B+ = 3.33	B = 3.00	B- = 2.67
C+ = 2.33	C = 2.00	C- = 1.67
D+ = 1.33	D = 1.00	D- = 0.67

- **Report card grading scale used:**

A = 100-93	A- = 92-90	B+ = 89-87
B = 86-83	B- = 82-80	C+ = 79-77
C = 76-73	C- = 72-70	D+ = 69-67
D = 66-63	D- = 62-60	F = 59-0

- **Effort Key:**

1 - Superior	2 - Good	3 - Satisfactory
4 - Needs Improvement		5 - Unsatisfactory

**Homework** - At Christ the King Lutheran School, we assign homework for several reasons. Homework provides an opportunity to extend learning time and to make connections between what is being learned at school and life outside of school. It's a chance for students to practice responsibility and time management skills.

To make homework a positive experience, Christ the King Lutheran School has adopted the following homework guidelines:

- The purpose and usefulness of each homework assignment should be clear to the student and parent.
- Homework may provide independent practice of skills learned at school, a chance to gather information or prepare for an upcoming lesson, or an opportunity to apply or extend something that has been learned in school.
- Most homework in grades 3-8 should be something the students can accomplish alone with little or no parent assistance.

What parents need to do:

- Establish a regular time and place for doing homework. Be sure materials are available. Limit distractions so the student can concentrate.
- Ask about each homework assignment. Be sure the student can explain what the task is, when it is due, and what is needed to get it done.
- Take an interest in the homework but do not over supervise.
- Take a look at the assignment when it is finished. Make sure the work is up to your own standards.

What students need to do:

- Know what your homework is and when it is due.
- Know what you need to take home and do not leave school without it.

- Be sure you understand the assignment before you leave school.
- When you finish your homework, put it in a safe place where you are sure to remember to bring it back to school.

What teachers need to do:

- Assign homework based on the ability and needs of the student.
- Give assignments during class, making sure materials and objectives have been fully explained and understood.
- Grade, give appropriate feedback, and return all student work in a timely manner.

Guidelines for amount of homework:

- Grades 1-2: 20-30 minutes
- Grades 3-4: 30-45 minutes
- Grades 5-6: 60-75 minutes
- Grades 7-8: 75-90 minutes

These guidelines are intended to give parents a general idea of what is considered to be an appropriate amount of time spent on homework. There will be times when a student will have less or more homework. If a student frequently has little or no homework, or frequently has considerably more homework than the guidelines suggest, it is important that the parents talk with the teacher. To be effective, homework assignments should not place an undue burden on the students and families. The teacher and parents must work together to establish a workload for each student that is sufficiently challenging but not so great that the student becomes discouraged.

## Testing

Northwest Evaluation Association (NWEA) assessments are administered each fall, winter, and spring to all children in kindergarten through eighth grade. MAP® assessments are used to measure your student's progress or growth in school. This is a growth chart. It shows how much he or she has grown from one year to the next. MAP® assessments do the same sort of thing, except they measure your child's growth in mathematics, reading, language usage, and science skills. The scale used to measure your child's progress is called the RIT scale (Rasch unIT).

The RIT scale is an equal-interval scale much like feet and inches on a yardstick. It is used to chart your child's academic growth from year to year.

It is most important during these testing days that students have adequate rest, a good breakfast, and come to school in a positive frame of mind to do their best.

## Special Services

Problems with learning can develop at any grade level. Sometimes the school and home have difficulty in finding the proper approach to help a child. A psychological testing program is available to our students through the public school system and from other sources. Our students are also eligible for speech therapy, Title I, Occupational/Physical Therapy, and Hearing/Vision screening. Our Academic Specialist is available to any student needing special assistance in reading or other academic areas.

### **Retention/Promotion**

Students advance to the next grade level at the end of the school year after satisfactorily completing the course of study required in their present grade. Pupils who do not demonstrate competence in their grade level in the estimation of the teacher are to be retained in the grade. The action is taken only after consultation with the principal and the parents. We expect students to maintain a C- (72%) or better average for the school year in all subjects. Retention will be considered for students not meeting these minimum requirements. All retentions will be at the teacher's discretion. The parents will be contacted for a conference at the end of the first semester if the student's grades are low so that, with the cooperation of home and school, the child may be able to improve them.

### **Graduation Requirements**

Students must successfully complete each grade level, grade one through eight, and complete all the required courses of study prior to graduation as determined by the state Department of Education and the Board of Education of Christ the King Lutheran School.

It shall be the responsibility of the principal to ensure that students complete grades one through eight with the minimum requirements for eighth grade graduation.

Special education students may meet individual graduation requirements as stated in their individual education plan. The principal shall have complete discretion to determine extraordinary circumstances.

### **Acceleration to Higher Grade before Next Scheduled Promotion**

- **Procedure:**
  - Request should be originated by parents.
  - School team, consisting of the current teacher, teacher in grade level above, and administrator evaluate the request.
  - A battery of standardized, achievement, and Student Ability tests will be used to help determine if acceleration to the next grade is in the best interest of the student.
  - If the team and test recommendations do not indicate that a grade acceleration will profit the child, the process ends with the child remaining at the present grade level.

- If recommendation is positive and the school team feels the change holds probabilities for an improved environment for the child, a trial period will be initiated.
- At the conclusion of the trial period, the school team and parents will meet and make a final decision.
- **Appeal process:**
  - If the school team determines remaining at present grade levels is in the best interest of the child, parents may appeal to the Board of Education.
  - After consultation with the BOE if parents still desire grade acceleration and the school team does not agree, parents will be asked to sign a form indicating that the acceleration of a grade level is at their insistence and in opposition to the school's professional recommendation. Acceleration will then take place with the board's approval.
  - Whenever possible, acceleration will take place at the beginning of a school year.

## **ATTENDANCE**

Regular attendance is essential if a student is to make use of the educational opportunities the school offers. Regular attendance develops dependability and responsibility in the student and contributes to his or her academic achievement. Chronic absenteeism seriously hampers academic achievement.

Christ the King Lutheran School is obligated to plan carefully and administer adequately an attendance system which functions in harmony with the philosophy of the school. This system must be positive in its approach, and must be set up and administered with the view of helping the student, aiding the home and improving the school.

A good attendance system must stress the importance of punctual and regular attendance, but it must also concern itself with the factors underlying non-attendance. It must also build up good home/school relationships.

These procedures have been established in the hope that they will result in regularity of school attendance on the part of each student, more effective teaching and student happiness and satisfaction.

- **Absences**
  - Notify the school office by 7:55 A.M.
  - If the parent has not called the school office by 9:00 A.M. a school representative will call the home.
  - If the child is absent due to a communicable disease, the school is to be notified immediately.

- A written excuse is to be given to the child's teacher on the first day of attendance after the absence. This note will state the reason for the absence and is to be signed and dated by the parent/guardian.
- **Planned Absences** - Although it is not encouraged, the practice of taking children out of school for family reasons is sometimes necessary.
  - Notify the teacher in sufficient time so that necessary assignments may be prepared in the absence of the child.
  - Make doctor, dentist, etc. appointments during non-school hours whenever possible.
  - Children who miss more than an hour and a half of classroom time in the morning or afternoon will be marked absent for that half day.
  - Vacation trips during the school year are strongly discouraged. Such absences adversely affect the quality of a student's education.
    - If a trip must be taken, classroom teachers must be notified.
    - Immediately upon a student's return it is his or her responsibility to request all makeup work.
    - After consultation with the teacher, a student is given a reasonable period of time to make up missed assignments, tests and quizzes.
- **Chronic Absenteeism**
  - If a child is absent 10 times during the year of a school year the teacher will notify the administrator and the parents.
  - If the absenteeism reaches 15 the parent will meet with the teacher and administrator.
  - Should a child be absent 10% of the school year or more consideration will be given to retention.
- **Tardy**
  - Students will be marked tardy if they are not in their respective classes by the prescribed classroom schedule at the beginning of the day.
  - Late bus service, icy roads, and other such reasons are not counted as tardies.
  - Five tardies per quarter will result in negative consequences for a student which may include but not limited to missing recess.

## TRANSPORTATION

### Bicycle Riders

- During favorable weather conditions students may ride bicycles to school.
- Students who ride bicycles to school are not to be arriving before 7:15 am.
- Bicycles must be parked in the designated areas and left there until school is dismissed.
- Bicycle riding is not permitted on the playground.

- Christ the King Lutheran School is not responsible for any damage to or loss of a bicycle parked at the school.
- At dismissal time, students riding bikes are expected to leave the property directly.

**Bus Riders** - Christ the King Lutheran School is provided free bus transportation by the USA Public School District to children living outside the village limits of Unionville and Sebawaing. Children are asked to obey the above rules and regulations set down by the district school system.

- Students are to take, or change to, any seat assigned to them by the bus driver.
- Students are to go to their seats promptly upon boarding the bus.
- Shoving or scuffling is not allowed.
- Students shall not leave their seats to speak to the driver, unless given specific permission.
- The aisle of the bus must be kept clear of books, backpacks, lunches, feet, etc.
- Eating or drinking is not permitted on the school bus except as designated by teachers/coaches on special trips.
- Windows or emergency doors are not to be opened or closed unless specifically instructed to do so by the driver.
- Head, shoulders, arms, and legs are to be kept inside the bus at all times.
- Paper, debris, or other objects are not to be thrown about or dropped on the floor of the bus.
- Nothing is to be thrown from the bus.
- Students are not to shout, whistle, or make offensive remarks and/or gestures to pedestrians or motorists.
- Students are not to put feet or knees on seats or sit on books, lunch boxes, etc., piled on the seat.
- Students are to report promptly to the bus driver any damage to the seat, or any part of the bus near where they are seated, so they won't be unduly charged with responsibility for such damage.
- Students are to face forward when leaving the bus and have one hand free with which to grasp the rail.
- After leaving the bus, all students who must cross the road shall cross in front of the bus while it is stopped, crossing as quickly and as safely as possible.
- USA Public Schools and its bus driver have complete authority to enforce the above rules and regulations or any additional rules as needed.
- Bus rules are for the students' protection and the preservation of expensive equipment. Your cooperation will be sincerely appreciated.

**Car Transport of Students to School Activities** - Students will mainly be transported by parents. Teachers and coaches are required to make certain that the following steps are adhered to when planning an activity away from the school and bus transportation is not provided.

All persons transporting children must meet the following criteria:

- Provide the office with a copy of a valid driver's license.
- Have no DUI'S in the last 36 months and no more than one moving violation in the last six months.
- Show proof of adequate insurance, including minimum liability coverage as required by the State Motor Vehicle Code for all passengers.
- Be at least 21 years of age.
- Agree to require all passengers to use a seat belt.
- Agree to comply with all traffic laws.

## REPORTING TO PARENTS

- **Unscheduled Parent-Teacher Talks** - A conference may be called by the parent or teacher at any time. Teachers are always ready to meet parents to discuss student welfare. Obviously, these talks and phone calls to teachers should be made after school hours. Parents should always be consulted when
  - Special help is needed.
  - The child is failing.
  - There is a behavior problem.
  - There is a health problem.
  - It is necessary to send the child home.
  - The child is injured and a doctor's aid is required.
- **Scheduled Parent Conferences** - Parent conferences may take place any time. The school ensures at least minimal contact between the teacher and parents at the end of the first grading period by setting aside an afternoon for parent conferences. The purpose is to exchange information that would be beneficial to the child while the school year is young.
- **Progress Reports** are prepared for the students at the end of each of the four marking periods. These reports record the progress taking place in the pupil's academic life and indicate personal attitudes or habits needing attention. Each child's progress report should be compared only with his/her own God-given abilities. After the first marking period, a scheduled parent-teacher conference is held. Parents are encouraged to discuss their child's progress at any time. All fees (hot lunch, book, library, phone, etc.) must be paid by the final marking period before the final progress report is issued.
- **Mid-term report** is sent home half way through each marking period with each child. This report will keep parents apprised of the child's progress as they progress through the marking period.
- **Jupiter Grades** - Parents and students have access to Jupiter Grades where the students' grades are posted by the teachers.
- **Newsletters, emails, or social media** may be used by classroom teachers or the administration to share information of importance.

## EXPECTATIONS

- **Teachers will:**

- Pray for students and their families.
- Work as team members seeking to provide the best Christian and academic education possible.
- Not lose sight of the individual child's needs even though we must work with groups of children.
- Provide a good learning atmosphere in our classrooms.
- Not take ourselves more seriously than we ought.
- Laugh with you, not at you.
- Be objective in our treatment of our students and not make inflexible decisions in the heat of anger or frustration.
- Follow Christian principles based on balance of law and gospel.
- Show enthusiasm and interest in students and be learners with our students.
- Help our students learn to be responsible for their own behavior, work and choices.
- Challenge our students to reach their highest potential.
- Strive to remain calm and collected and to be fair.
- Respect the student and his or her family and not put them down.
- Show patience and courtesy.
- Keep you informed of things that are happening.
- Put in extra time when necessary to meet the demands placed upon us.
- Keep up with education research and be willing to update our methods.
- Listen with an open mind to your concerns, problems or criticisms.
- Practice what we preach in worship, Bible study, and giving habits, seeking to demonstrate that Jesus Christ is the Lord of our lives.
- Make mistakes and will need your understanding and forgiveness.

- **Parents will:**

- Remember that the greatest share of responsibility in the training of a child remains in the home. While the church institutes a program of Christian training for their children, it does not intend to remove any of the responsibility of the parents.
- Regularly provide the opportunity to attend school, church, and Sunday School.
- Cooperate with the religious training given to my child through prayer, Bible study, and Christian living.
- Attend church regularly with my children.
- Cooperate with and support the school administration and teachers in word and deed.

Education for the child goes on largely in the home. The home determines the language patterns, the social understandings, and the attitudes the child acquires. The home also determines the behavioral patterns and the physical health of the child.

The school builds on the basis of an education that has been going on since birth. The school serves to extend and enrich the experiences of the child and to provide the environment in which they learn the give and take of group living.

## **STUDENT RECORDS**

- **Emergency Numbers** - Parents should supply the school with correct home, cell, and work phone numbers and an emergency number and name of the person to be contacted if the parents cannot be reached. Teachers should also be informed if the children are left in someone else's care so the school can contact these caregivers in case of an emergency.
- **Access to student records** - A student's parents may access the student's educational records. Other than the parents, only authorized certified personnel, the student, authorized government officials and other appropriate authorities in a health or safety emergency may access the student's educational records without the approval, or the notification of the student's parents. Records of a student who has reached the age of majority or who is attending a post-secondary educational institution may be accessed by the student's parents or others only with the student's permission.

Parents may view their child's school records during the regular hours of the administrative office. These hours are 8 a.m. to 3 p.m. Monday through Friday, except for holidays and vacation days . Persons wishing to review the school's public records must contact the principal and make arrangements for viewing. The principal will make arrangements for anyone to view the records as soon as practical, depending on the nature of the request.

Records defined by law as confidential shall only be viewed or copied upon receipt of written permission from the person whose confidential records are being requested. The administrator must approve all requests for access to student records.

## **HEALTH PROCEDURES**

- **Medical History** - A complete medical history of your child should be in their file in the school office. This should be updated periodically. The school should be notified if any new shots or boosters are given.
- **Medication** - CTK is unable to provide medication for any reason unless provided to us by a parent. All medications must be labeled and brought to the school office for distribution to your child.
- **Accident/Illness** - All accidents in the school building or on the playground will be reported to the administrator via an accident report form. First Aid will be administered using widely accepted methods of first aid and parents will be notified in the event of more serious injury. If parents are unavailable or cannot be reached, the administrator will decide on necessary arrangements to assure the child's best welfare. When a student becomes ill in school to the point of their remaining in class is of minimal benefit, the parents will be requested to take the student home.
- **Blood-borne Pathogens Policy** - It is the policy of Christ the King Lutheran School Board to educate students and staff to live responsible, compassionate lives, enabling them to understand the circumstances which might lead to infection with blood-borne pathogens, while emphasizing in such instruction each person's need for understanding and the development of a healthy lifestyle.

Within this policy the Board recognizes that some students and staff may be affected by blood-borne pathogens (including Human Immuno-Deficiency Virus/ Acquired Immune

Deficiency Syndrome, Hepatitis B and C and other similar communicable diseases) and recognizes that the major responsibility for counseling and support rests with community agencies, and subsequently will cooperate with those agencies in promoting rehabilitative programs and professional counseling.

- **Lice Procedure** - The Center for Disease Control does not recommend a "No-nits" policy, which requires a child be free of nits before they can return to school. They focus is on the exclusion of active infestations only. Active infestations can be defined as the presence of live lice or nits found within one quarter inch of the scalp. Nits found beyond one quarter inch have more than likely hatched, or are no longer viable. Immediate treatment at home is advised. The child will be readmitted to school if no live lice (or nits within one quarter inch of the scalp are found.)
- **First Aid and Health Services** - The school provides limited first aid, although each member of the faculty is CPR and First Aid certified. The school office is

equipped with limited first aid supplies. In case of an emergency the parents and possibly the family doctor or local physician will be contacted.

The school provides limited health services. Vision and hearing tests are administered yearly to the appropriate grades and the services of the Huron County Health Nurse are available upon request. Christ the King Lutheran School complies with all requirements for physical examinations and immunizations required by the State of Michigan for entrance and continued enrollment in school.

- **Communicable Disease** - Christ the King Lutheran School will work cooperatively with the appropriate county health department to enforce and adhere to the Michigan Public Health Code for prevention, control, and containment of communicable diseases in schools.

The administrator has the authority to exclude a student or staff member from the school when reliable evidence or information from a qualified source confirms him/her of having a communicable disease or infection that is known to be spread by any form of casual contact and is considered a health threat to the school population. Such a student or staff member shall be excluded unless his/her physician approves school attendance or the condition is no longer considered contagious. All reportable communicable diseases will be referred to the Tuscola County Health Department.

When reliable evidence or information from a qualified source confirms that a student or staff member is known to have a communicable disease or infection that is known to be spread by casual contact, i.e. AIDS, Hepatitis B, and other like diseases, the decision as to whether the affected person will remain in the school setting will be addressed on a case by case basis, by a review panel to ensure due process.

**Immunizations** - Students are expected to be in compliance with the required immunization schedule. The administrator is required under Part 92, Act 368, of Public Acts of 1978 to exclude children from school attendance who are out of compliance with the immunization required by this Act. School personnel will cooperate with the public health personnel in completing and coordinating all immunization data, waivers and exclusions, including the necessary immunization Assessment Program forms (C-100's), to provide for preventable communicable disease control.

## **DRESS CODES**

Our body is a temple of the Holy Spirit. It therefore follows that as we present that body, it ought to be done in a decent and respectable fashion. Our school has been

established for special purposes, and endeavors to maintain the highest all-around standards.

This same philosophy of high standards carries through in the appearance of the students. Our school is not given to fads in any area. We do not follow the contention that "we wear it just because everyone else is wearing it." Ours is a special school with special standards.

Parents are primarily charged with the responsibility of appropriate grooming. Appropriate clothing should be worn according to current weather conditions and should plan for anticipated weather changes.

**Not appropriate:**

- Unchristian like appearance
- Health hazard
- Disruption of the educational process
- Shorts
  - Spandex material
  - Ripped, unhemmed shorts
  - "Short" shorts - all shorts must be mid-thigh of the knee when standing
- Shirts
  - Tank and/or crop tops
  - T-shirts with vulgar sayings or advertising alcoholic beverages or bars
  - T-shirts that promote a better than thou attitude
  - Bare midriff/halter tops
  - Sleeveless shirts are acceptable unless there is excess skin or undergarments showing, so long as they are hemmed
- Skirts - Short skirts - see guidelines for shorts
- Slacks/jeans
  - Torn, ripped, or cut jeans with the skin showing
  - Leggings are not permitted unless shirt covering is finger tip length.
- Shoes
  - Shoes leaving black marks on the floors are strongly discouraged.
  - Flip-flops or sandals for gym classes. (Tennis shoes are required.)
  - All footwear must have at least a strap around the back of the foot.  
No homemade straps are allowed. The strap must be part of the manufactured sandal or shoe.

The administrator will have the final authority to determine if such conditions exist. The administrator will speak to the child privately to further the child's sense of responsibility. If the problem persists, the parents will be contacted.

**DISCIPLINARY POLICIES**

**Philosophy** - Discipline in our school is Christian discipline. Therefore, it is not administered in a spirit of vengeance, or with a thought of retribution; but rather with the thought in mind that the child be guided toward the achievement of behavior controls which make them the kind of citizen who will grow in favor with God and man. Christian discipline always has the good of the child uppermost in mind. We believe that whatever a teacher does, even in the matter of discipline, is to be done in the spirit of love for the Lord Jesus and love for the child.

**Basic Guidelines for Attending Christ the King Lutheran School** - In every community there is a need for guidelines. God's Word gives us the Ten Commandments as guidelines--guidelines for living lives characterized by love for God and love for our fellow man. We would not presume to improve on the Ten Commandments. However, in a general way, we have attempted to state our expectations for students in conjunction with the Law of God.

- **You shall have no other Gods.**

A student should respect God at all times in their personal daily living, showing thanksgiving for blessings bestowed upon them as God's redeemed.

- **You shall not take the name of the Lord your God in vain.**

A student should respect God and their fellow students by using language becoming of a Christian. Language which insults God's creation, profanity, or other "street language" will not be tolerated.

- **Remember the Sabbath day to keep it holy.**

Behavior in chapel or in any other worship setting, which dishonors God or makes it difficult for others to worship God will not be tolerated.

- **Honor your father and mother.**

A student should respect God by honoring and obeying their teachers or adults who are placed over them as representatives of God. All school assignments given by teachers are to be completed by students on time! Back talk, disrespectful side remarks, excessive and rude talking which disrupts others, and disruptive conduct to teachers will not be tolerated. All nuisance items including gum that which tend to create a disturbance are not to be brought to school. Such items will be collected by the teacher.

- **You shall not kill.**

A student should respect God by controlling their anger and humbly take their place among their peers by showing love and forgiveness to all of their classmates. Fighting, possessing weapons, bullying, picking fights, etc. will not be tolerated. The possession or use of alcoholic beverages, cigarettes, controlled substances, or fireworks in any form is not only illegal but harmful. Such possession or use will warrant immediate suspension from school.

- **You shall not commit adultery.**

Gestures, jokes, pictures, and statements which are sexually insulting to God's creation will not be tolerated.

- **You shall not steal.**

A student should respect God and their fellow man by respecting the rights and property of others. Stealing property from others, "borrowing" without asking permission, or destroying property will not be tolerated. The care of personal property and school property is required at all times. Cheating on school work in any way is also against school rules and a sin against God's law.

- **You shall not bear false witness against your neighbor.**

Lying and all forms of malicious tale bearing designed to hurt others will not be tolerated. Children of God will want to build up the good names of others rather than tear them down.

- **You shall not covet your neighbor's house. You shall not covet your neighbor's wife or his manservant, or his maidservant, or his cattle or anything that is your neighbors.**

Students are not to take or seek to get those things, which are not rightfully theirs.

**Suspensions and Expulsions** - Any serious offense in school behavior will warrant immediate action. Parents will be notified, and if the behavior continues, suspension, and finally, expulsion may result.

**Recommended progression of disciplinary measures to be used by teachers.**

- Teacher handles the discipline.
- Teacher handles the discipline and contacts the parents.
- Teacher sends the child to the Administrator. Administrator will contact the parents.
- Administrator handles the discipline.
- Suspension by the Administrator from classes or suspension from school.
- Recommendation to the School Board by the Administrator that the child be expelled from school for the duration of the school year.

**Suspension Procedure**

- Suspension is defined as the denial of the right to attend school for a specific period of time up to ten days.
- A Child may be suspended from school including extracurricular activities under any one of the following circumstances:

- Use of possession of tobacco, alcohol, controlled substances, or illegal material while under the supervision of the school. (Automatic minimum of three school days.)
- Serious or repeated violation of school policies.
- If a child is to be suspended, the following procedures are to be followed:
  - The Administrator will determine that the Board of Education policies are followed and that the suspension is appropriate.
  - The child is confronted with the charges and given an opportunity to reply.
  - The teacher and administrator will discuss the matter if the administrator deems such discussion necessary or helpful.
  - The Administrator will determine the appropriateness of the suspension and its duration.
  - Both child and parent will be advised by the Administrator of the details so that the reasons, duration, and procedures for returning to classes are clearly understood.
  - The child must report to the Administrator on the day that they are allowed to return, before resuming regular classroom activities.
  - The Administrator will keep a record of the case separate from the child's permanent record.
  - At any time that a child's parents do not concur with the final decision to suspend, they must request a special hearing of the School Board at which both the child's teacher and the Administrator are to be present. The Board will review all facts and either support, alter, or reverse the decision. The matter is then closed.

### **Immediate suspension**

The following acts are among those for which immediate suspension from school is the recommended consequence at the Administrator's discretion.

- **Insubordination** - blatant failure to respond or carry out reasonable directives made by a staff member.
- **Obscene Behavior** - The act of blatant obscene behavior in language (verbal or written), in gestures, in pictures or caricatures in or on the property, etc.
- **Vandalism** - The act of obvious willful destruction of school property of property belonging to another.

- **Arson** - The willful or malicious burning or attempt at burning any building or parts of any building, structure, or property of the school or church.
- **Controlled Substances** - Possession, use, conclusive evidence of use, transfer of alcoholic beverages or controlled substances of any kind other than those prescribed for medicinal purpose.
- **Smoking** - The act of smoking, possession of tobacco or transfer of tobacco in any form.

### **Expulsion Procedures**

Expulsion is defined as the permanent denial of the right to attend school, or the denial of the right to attend school for the duration of a particular school year(s).

A child may be expelled from school under one of the following:

- Repeated serious violations of school policy.
- Evidence that continued attendance in classes would be detrimental to the offended, other children, or the school property.
- Bringing a weapon of any kind or anything that could be used as a weapon to school.

The following steps are to be followed when incidents appear to warrant expulsion.

- The child is to be confronted with the circumstances and given an opportunity to reply.
- The Administrator shall make a recommendation for expulsion to the Chairman of the School Board or his representative together with a written justification and the necessary supporting pupil data justifying his recommendation.
- The Chairman or his representative will review the case and may initiate a discussion with the parents.
- The Chairman or his representative shall call a Board meeting. The Administrator is to be present at the meeting. The Administrator and/or the Board Chairman may determine that a particular teacher must also attend that meeting. The child and his parents will be made clearly aware of the meeting date and time and of their right to attend. The child and/or their parents may decline the invitation to attend.
- The information presented to the Board shall include a record of preliminary procedures, the recommendation for expulsion, and the justification for the recommendation. The Administrator, teacher(s), parents, and the child are to provide details for the Board's review.
- The Board will determine whether or not expulsion should occur. The Board will further determine whether the student is to be considered for re-enrollment at the beginning of the following school year or at a later time. If the decision to consider re-enrollment is made, such re-enrollment is only to occur

- on a probationary basis
  - following meetings with parents, student, and Administrator,
  - subject to the Administrator's determination that the student is repentant, and
  - with approval of the Board of Education.
- The child is to be suspended from all classes and activities from the time that expulsion proceedings begin until a final decision on the matter is reached.
  - The Administrator and the Board shall keep a record of the case separate from the student's record.
  - A student, parent, or guardian has the right to appeal the Board decision to the Board of Elders.

**And finally....**

Having stated all of the above, it will be said that:

Christ the King Lutheran School is a school that exists not because of man's law, but because of forgiveness and salvation won for mankind through the life, death, and resurrection, of our Savior, Jesus. This is not meant to imply that the Law of God is ignored in our school. On the contrary, we desire to confront each student and each teacher on each school day with the knowledge of their sins and their need for repentance, but very especially of the Good News of forgiveness in Christ Jesus. Hence, there are rules at our school, and they will be enforced, but it is our prayer that the climate at Christ the King Lutheran School will not be one of cold legalism, but a loving and forgiving climate that engulfs our school community in God's peace!

**CONFLICT RESOLUTION**

In conflict situations, persons involved should take steps to resolve the problem by following our Lord's direction as found in Matthew 18:15-17:

- Speak to the person with whom you have a conflict.
- If there is no resolution, take another individual and go back to the individual concerned.
- If there is no resolution, take the matter up with the Administrator.
- If there is still no resolution, take the matter up with the appropriate board.

The goal of these steps is always to restore relationships and, in so doing, promote sharing of the gospel of Jesus Christ.

**CHILD ABUSE**

The school administrator and teachers are expressly charged with a legal obligation to report suspected cases of child abuse or child neglect to the Michigan Department of Social Services under the provisions of the Michigan Child Protection Law.

## **HARASSMENT**

It is the policy of Christ the King Lutheran School to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of the School Board, faculty, staff, volunteer, or student to harass a faculty, staff, volunteer, or student of Christ the King Lutheran School through conduct or communications of a sexual nature. A detailed policy is available for viewing in the school office and is available upon request.

## **HOT LUNCH**

- Hot lunches will be provided within the framework of the Federal government program.
- Students will pay for lunches and milk, amount designated by Christ the King. All lunch fees are reviewed annually and subject to change due to special circumstances.
- We encourage families who qualify to take advantage of the government's free and reduced lunch programs. It is to the advantage of CTK's lunch program financially when qualified families make use of this program.
- Milk may be purchased by those who choose not to eat the lunch provided by the school.
- Faculty members will be provided free lunches under the condition that they eat with the children in the lunchroom and are in a lunchtime supervisory capacity.
- **Payment and Money Collection Policies**
  - Lunches may be purchased on a yearly, quarterly, monthly, weekly, or daily basis.
  - Lunch money may be brought to the school office each morning before school starts. Money should be placed in a clearly marked envelope so that it may be credited to the proper account.
  - When a child's account approaches a zero balance the parents will be notified. Parents are asked to keep student accounts with a positive balance.

- Students who have negative balance past five lunches will not be allowed to charge any more lunches until their account returns to a positive balance.
- A balance in a student account at the end of the year will be credited to the next year. For an eighth grade student the money will be refunded back to the parent or credited to a younger sibling still in the school.
- Extra milk may be purchased on a daily basis.

## LIBRARY

- **Philosophy** - The library provides opportunities for children to pursue individual reading and projects as a part of classroom activities. We strive to provide books which enrich quality of thought and expression and which contribute to the development of informed and responsible Christians.
- **Material selection** is the responsibility of the Librarian and the Accelerated Reader Coordinator who are directly responsible to school administrators and the Board of Education. Materials selected for the library will be chosen with thoughtful attention as to their appropriateness for a Christian day school. However, it is not the function or intent of the library to unrealistically insulate students from all controversial subject matter. Rather, as opportunities arise, our goal is to teach students to deal with such subject matter as Christians. Therefore, the principal and faculty may not agree with or endorse every idea contained in books available in the library; every book may not agree with church doctrine. The library is to provide a wide range of resource materials on all levels of difficulty with a diversity of appeal and different points of view.
- **Concerns about materials:** - Any parent or student wishing to express concern about the appropriateness of a work in the library may express this concern to the school administrator. Concerns will be reviewed by professional staff, administration and the School Board. Concerned persons are invited to address these boards of review and express their position. We will make every effort to seek mutually agreeable resolution to any concerns.
- **Gifts of New Materials** and other media materials are encouraged. In accepting a gift the library reserves the privilege of deciding whether it will be added to the circulating collection. Appraisal of gift for tax purposes is the responsibility of the donor. The library staff will provide the donor with a receipt for the items donated.

### Library Procedures

- The school library will be available to students during predetermined times as scheduled and under the direction of the librarian or the staff.

- Sebewaing campus students have a limit of three books which may be checked out at one time, for a period of two weeks.
- Unionville campus students are limited to one book. Students may renew a book or books for a period of another two weeks.
- Books must be returned on time so that other students may use them. A fine of 5 cents per day will be assessed on overdue books. Students with overdue books will not be allowed to check out new materials.
- A teacher or other adult must supervise student using the library at all times.
- Appropriate behavior is expected at all times in the library. One verbal warning will be given, repeated problems will mean the student will be asked to leave. The student's teacher will be informed of any problems.
- An overdue book will be declared lost one week after its due date. Replacement value of lost books will be billed to the borrower. Once paid, replacement books will only be purchased by the school librarian. (This allows us the chance to pay the difference in order to have a hard cover copy rather than another paperback, or to replace with a newer book of a different title.)
- Library books and materials issued to a child or teacher becomes the responsibility of that person. Fines will be assessed for late returns, loss or excessive wear or damage, not to exceed the replacement value of the item.

## **SAFETY/SECURITY POLICIES**

### **Emergency Cancellations or Dismissals**

In the event of inclement weather, tornado alerts, etc., the Unionville Sebewaing Area School Office will notify the school and/or administrator of the decision. We will follow the same school closing as USA. For announcements related to school closing or a two hour delay listen to WLEW in Bad Axe as well as Channel 5, 12, and 25 on TV, Facebook, and Jupiter Grades. In the case of a three-hour delay, the half-day preschool will not meet that day.

Early school dismissals will most often be handled according to the bus scheduling supplied by the public school. In the case of an early dismissal all bus riders are expected to ride the bus home unless parents have made other arrangements and notified the school office. If parents who normally pick up their children cannot be reached or if no arrangements have been made for students' transportation, these children will be kept at school until such arrangements can be made.

### **Inclement Weather-Outdoor Play Policy**

Extreme Cold Weather Recesses - When the temperature or wind chill factor is below zero degrees Fahrenheit, no one is allowed outside. This is also true when it is snowing or raining heavily.

When the temperature and wind chill factor are above zero during the noon recess, all students must go outdoors except those kept in by teachers and those with written excuses from home. When outside, children will not be permitted to play in any snow unless they have waterproof boots; these will be removed upon reentry into the building.

**Student Safety (bus times have been adjusted during the 20-21 school year)**

Students riding the bus will exit the southwest exit at the Sebewaing campus. The bus will leave at the 3:00 pm bell. If your child does not ride the bus on a daily basis, he/she must a note stating to where that child is allowed to be driven. At the Unionville campus buses will pick up at the east exit. Do not park in the bus lanes on the north side of the school.

Students waiting to be picked up by parents or other designed persons will be picked up in the parking area by the southeast exit at the Sebewaing campus between 3:00 and 3:15 P.M. and at the west exit for the Unionville campus. While the buses are loading, no vehicles should be using the driveway between the church and school at Unionville and the west driveway at Sebewaing. Students will not be allowed to leave with anyone other than designated persons. If someone that the school staff is not familiar with should be needed to pick up your child, please contact the school office prior to the end of school.

- There will be supervision at all times when children are on the playground, formal or informal.
- Students are not allowed in the kitchen, workrooms, or office without permission.
- Students may not leave the school campus on their own for any reason during the school day.
- Students are not to use playground equipment for anything other than the use for which it was intended.

Fire, tornado drills, evacuation, and lock down drills are conducted several times during the year. The first drill each year is announced. This gives the teacher an opportunity to instruct each class on the proper methods of evacuation and protection for their welfare. All other drills are unannounced.

**School Buzzer System**

There are security systems in place at both campuses. The doors at both campuses are locked throughout the day. Each classroom at both Campuses are

equipped with a telephone to be used in case of emergency and to ease communication with the Education Office.

### **Asbestos**

Both campuses at Unionville and Sebawaing are in compliance with all rules and regulations regarding the removal of asbestos from the school. A copy of the AHERA Inspection Report and Management Plan are in the school office and is made available for inspection to all interested parties.

## **STUDENT ACTIVITIES**

- **Class Parties** - Throughout the year class parties are held to celebrate national holidays, especially Christmas, and Valentines' Day. Halloween is not an accepted classroom celebration. Christian festivals may be celebrated. A Reformation Party may be planned. Each class plans its own activities with the aid of volunteer room parent if the teacher desires. At times individual classes hold parties for other reasons. Approval for "special event" parties should be discussed with the administration before arrangements are made.

Birthdays may be celebrated with special treats for the class. Parents are asked to speak with their child's teacher as to convenient times and snacks for such events.

Unless a blanket invitation is being extended to a class, private party invitations should be distributed away from school.

Students may celebrate their birthdays by bringing a class treat (except gum).

- **Field Trips** and educational excursions may be taken throughout the school year to enhance your child's educational experience. These will be planned with the teacher's guidance and will be scheduled as to not interfere with other previously scheduled parish activity. Prior to any activity permission slips will be sent home with the student. These slips are to be signed by the parent/guardian and promptly returned to the teacher. **Any child not having a signed permission slip will NOT be allowed to accompany their class on the outing.** Buses sometimes may be used, but parents will be asked to help with the transportation. Cost of the field trip, as well as any admission fees are passed on to the students. Field trips are considered school days, attendance will be taken.
- **Music, Drama Activities, Music Festival** - Students are given the opportunity for some music enrichment activities. These programs help children to grow and discover their God-given musical talents. These activities also foster a sense of using music as a way to praise and honor God. Opportunities include:

- musical instruments for 3rd-8th graders.
  - Choirs - by grades or grade level groups and rehearses during the school day at scheduled times. The children's choir sings for congregational worship services, and at other appropriate times.
  - Music Festival - an annual event involving the Bay, Midland, and Thumb Area Lutheran Schools. Students can participate as individuals and/or part of a group in choral and instrumental areas.
  - Annual operetta or plays presented during the school year. In alternating years, grades PS to 1 and grades 2 to 4, and 5 to 8 will perform. The staff works jointly on this endeavor.
- **Interscholastic Sports** - Christ the King Lutheran School competes with other area schools in basketball, volleyball, soccer, and track. Girls and boys in grades five through eight may compete providing they have a physical examination and maintain a "C" average in academic achievement or show satisfactory work for their respective teachers. A separate Athletic Policy Manual governs the Interscholastic Sports Program at Christ the King Lutheran School.
  - **Field Day** is a special activity that is held each May for students in grades K-8. The exact events along with times will be communicated to the parents in the spring of the year.
  - **National Lutheran Schools' Week** - One week in the school year is designated as Lutheran Schools Week. During this week our school, as well as other Lutheran schools throughout our country, celebrate our Christian ministry to child, family, church, community, and the world. During this week our school conducts special events to truly make it a celebration.
  - **Academic Fairs** - will be held in a variety of curricular areas as directed by teachers.

## MISCELLANEOUS

### Telephone Use

- Teachers will not be called to the phone during class time unless it is an emergency. Messages will be placed in teachers' mailboxes or sent to the classroom.
- Parents are asked to use discretion in contacting their children at school by telephone and to limit calls to important matters. Messages will be taken and given to the student at their breaks unless it is an emergency.

- Students are not allowed to use the phone unless it is an EMERGENCY. Students forgetting uniforms, equipment, books, etc. or making arrangements to go to another's house after school are NOT considered emergencies. Students need to learn to be organized and to make arrangements prior to their arrival at school.

### **Cell Phone Use during School**

- It is recommended that cell phones remain at home, as it is school policy to allow students to use the office phone in case of emergency.
- We understand the need for a student to have access to a cell phone in the event they are in extra-curricular activities, as well as other circumstances.
- Cell phones will be turned off upon entering the school.
- Cell phones will be turned into the office or classroom teacher at the beginning of the school day.
- Students may pick up their phones at the end of the school day and begin using their phones once they have exited the school building.
- In the event that a student is found using a cell phone during the school day, without the permission of the teacher the phone will be held in the office until a parent comes to pick up the phone.

### **Electronic Devices**

Electronics, such as but not limited to: mp3 players, Ipods, video game systems and the like should not be brought to school. In the event that they are allowed to use these items on the bus, they should be powered off and remain off while at school. These items should be left in the student's backpack and cannot become a distraction at school. If these items do become a distraction, the item will be held by the classroom teacher, or in the school office until a parent comes to pick up the device. The school is not responsible for any of these items in the event of loss, theft, or damage. If these items are brought to school, they are the responsibility of the student.

### **Property Damage**

Parents will be required to reimburse the school for lost textbooks or those willfully or carelessly damaged. Parents will also be required to reimburse the school for school equipment, furniture, or fixtures, which are deliberately or carelessly defaced, marred, or damaged.

### **Textbooks/Supplies**

Textbooks, including consumable books, are provided for the students. Replacement and upgrading are provided through the registration fee. A Bible and a copy of Luther's Small Catechism are to be purchased when such are required by their teacher.

It is the responsibility of the student to acquire and maintain such school supplies as may be required by the classroom teacher. A list of required supplies is provided to the parents in the summer before each school year begins.

### **Lost and Found**

All lost and found items found on the playground, in the hallways, or left in rooms will be placed in a box located in each school building. A student may claim their lost property from these boxes. Items of obvious value may be claimed in the school offices by identifying the lost property. Anything not claimed after the school term ends will be disposed of in an appropriate manner. Any money found should be turned into the school offices. If it goes unclaimed for two weeks, the finder may keep the money. Every effort will be made to locate the owner of found property.

### **Visitors (will be limited in the 20-21 school year.)**

The faculty of Christ the King Lutheran School wishes to extend an invitation to parents to visit the school. It is advisable, however, that they notify the teacher in advance of their intended visit. They will also be asked to sign the visitors' log in the school office before entering the school.

### **Fundraisers**

In an effort to reduce direct costs to our school families, fundraisers do take place throughout the year.

## **VOLUNTEERS**

When appropriate and allowable, we ask for the help of volunteers because:

- we can give more attention to individual students. A larger number of adults working together to conduct our school program means that individual students can receive a larger measure of individual attention.
- as volunteer workers fulfill various school functions, teachers are freed to perform diagnostic functions, to plan more thoroughly, and to provide a more effective learning environment for children.
- volunteerism provides a means by which parents and others can participate in the education of our boys and girls. Our school program is strengthened by such a partnership, and children benefit as well.
- volunteerism provides opportunities for individuals to use their God-given talents to help others. Those who benefit from volunteer help will come to understand the blessings God showers upon them through the loving, generous efforts of others.
- the service provided by volunteers complements our educational program while keeping costs at a more reasonable level. We simply could not afford to maintain our present level of school programming without volunteer help.

- relationships are strengthened as school staff and volunteers work together. Our hope and prayer is that our volunteers and our staff members will learn to know and understand one another better.
- we hope that through their service to children and to the school their support for our ministry will grow. Our hope and prayer is that our volunteers will gain a greater understanding of and a greater appreciation for the objectives of our school.

### **Confidentiality:**

**Volunteer school helpers often have opportunity to observe interaction among students, among teachers, or between teachers and students. They are sometimes party to privileged information, which needs to remain confidential. Contacts with the home concerning either behavior problems or academic needs should come only from professional staff, not from the volunteer. It is also a breach of ethics to discuss confidential school situations with other parents.**

### **Background Screening**

The school requires that all persons providing a volunteer service at the school or for any function connected to the school, complete a ICHAT background check. The background check is a name check only, through the State of Michigan ICHAT system, and is based on individual identifiers. An applicant must complete a "Volunteer Background Check" form and return it to the Sebewaing campus prior to any volunteer services.

### **STUDENT WORSHIP**

- Student Worship Life - An important part of the Christian education that we offer to a child is the opportunity to participate in a rich worship life. A child is to become aware that his or her entire life should itself be an act of worship.
- Worship at Church - Parents sending their children to Christ the King Lutheran School are thereby indicating a concern for the spiritual development of their children. Such development will take place only as the school and home cooperate in providing opportunities for spiritual growth. It is expected that parents and students will faithfully worship their Lord by regularly attending church and Sunday School at their respective churches. Parents and students who are not members of Immanuel and St. Paul are expected to attend the church of which they are members.
- School Christmas Service - Whenever possible Preschool through first grade will be responsible for a service at St. Paul, and second through eighth grade will be responsible for a service at Immanuel. Dates each year will be worked out between the faculty and the Board of Elders from both churches.
- Chapel - The 2-8 grade student body at Sebewaing and Preschool - 1st at Unionville will meet weekly for a formal worship service. These services will be conducted by the pastors, area guest pastors, and male staff members. A

quarterly mission emphasis using the chapel offerings helps make the child aware that God's work is not limited to our area. Parents, grandparents and other church members are always invited to worship with us.

- Opening Devotions - School days at Christ the King Lutheran School always start with a devotion. Students are often given the opportunity to either lead or be a major part of these opening devotions. Generally, opening devotions are the responsibility of the homeroom teacher.
- Meal Prayers - Students have an opportunity to ask God's blessing on their meal and also thank Him for it in prayers before and after meals.
- Closing Devotions - The end of the school day is another opportunity for worship. A brief prayer thanking God for the blessings of the day or special petitions are always in order.