

CHRIST COMMUNITY LUTHERAN SCHOOL

# PARENT- STUDENT HANDBOOK



# From the CCLS Leadership Team

Welcome to Christ Community Lutheran School! Whether you are just getting acquainted with our school or if your family has been at CCLS for years, we are confident that you will find a school with a focus on academic excellence in a Christ-centered community.

Located on five campuses, Christ Community Lutheran School provides Christian education for infants as young as six weeks through Grade 8. Over 700 students are enrolled at CCLS this school year between all four of our school campuses.

Christ Community Lutheran School was established in 1973. It is an association school of four St. Louis congregations of the Lutheran Church-Missouri Synod. Those congregations are Concordia Lutheran Church, Kirkwood; Glendale Lutheran Church, Glendale; Prince of Peace Lutheran Church, Crestwood; and The Lutheran Church of Webster Gardens, Webster Groves. The member congregations of the Christ Community Lutheran School Association total almost 6,000 communicant members. In 2022, CCLS opened a new learning environment at CCLS Academy at Bethlehem Lutheran.

Our faculty and staff are a group of dedicated educational leaders, faithful to the development of young people's minds and hearts. Our families come from varied backgrounds, with the commonality of commitment to Christian education. Great kids coming from great families matched with great teachers produces great results!

Praying for God's blessings on our partnership,

**Rev. Dr. Matthew Hoehner**, Executive Director

**Mr. Royce Hartmann**, Middle School Principal

**Mrs. Rachel Klug**, Elementary School Principal

**Mrs. Angela Shirley**, Director of Early Childhood Education

**Ms. Dajon Stewart**, Micro-school Learning Guide

# CCLS Campus Structure

## **Crestwood Campus**

*Early Childhood Education: Ages 2–5*

Prince of Peace Lutheran Church  
8646 New Sappington Road  
Crestwood, MO 63126  
314.842.2372

## **Glendale Campus**

*Early Childhood Education: Infants (6 weeks)–Age 5*

Glendale Lutheran Church  
1365 N. Sappington Rd.  
Glendale, MO 63122  
314.788.6200

## **Kirkwood Campus**

*Middle School: 5th–8th grade*

*Early Childhood Education: Infants (6 weeks)–Age 5*

Concordia Lutheran Church  
110 West Woodbine  
Kirkwood, MO 63122  
314.822.7774  
314.822.5472 fax

## **Webster Campus**

*Elementary School: Kindergarten–4th grade*

*Early Childhood Education: Ages 2–5*

*Kid Kare: Before/After School care for K–8th grade*

The Lutheran Church of Webster Gardens  
8749 Watson Road  
Webster Groves, MO 63119  
314.961.6595  
314.961.5166 fax

## **Bethlehem Campus**

*Micro-school: 3rd–5th grade*  
Bethlehem Lutheran Church  
2153 Salisbury St, St. Louis, MO 63107  
314.231.9615

## School Hours

Half-Day Kindergarten:	8:10 a.m. – 12:00 p.m.
Full-Day Kind.—Grade 4:	8:10 a.m. – 3:10 p.m.
Grades 5-8:	8:00 a.m. – 3:15 p.m.
Micro-school	8:00 a.m.- 3:15 p.m.

## Mission, Vision, Values

### **The Mission of CCLS**

CCLS will nurture each child through the Gospel to live the faith and share the Good News of Jesus Christ in an innovative environment of academic excellence.

### **The Vision for CCLS**

Christ Community Lutheran School transforms lives through Christ-centered education.

### **CCLS Core Values**

• Christ-Centered • People-Focused • Excellence-Driven • Future-Directed

# Philosophy

## **Introduction**

Christ Community Lutheran School is a ministry community, which includes clergy, school staff, parents and students. Efforts have been made to make this document representative of all who comprise this community. CCLS does not exist in isolation. We recognize our role and function in light of the larger congregational community, the local community and the Lutheran Church-Missouri Synod.

## **The Role of the Staff**

The Word of God is the basis for Lutheran Education. The challenge set before us is to establish an atmosphere for learning in which we communicate (1) who we are as individuals, as well as, (2) how we function as a faith community - both giving witness to Christ.

It is imperative that as parents partner with staff, efforts are made to keep the central focus on a Christ centered philosophy. Our Lord commanded that we love one another and make disciples of all people. We permeate this message with methods and materials, which take into consideration the world from which the student comes, as well as the world in which the student will function as a young adult.

We believe that effective education incorporates aspects of spiritual growth, intellectual awareness, social training, emotional outlets and physical stimulation. Quality learning experiences relate the Christian faith to life experiences of the children.

## **The Role of the Parents**

We believe the academic, moral, emotional, physical and spiritual growth of children to be a ministry that begins at home. Therefore, parents are the primary educators of their children. The coordinated efforts by parents and staff are needed to reinforce

the relationship between parent, school and child. Together we are partners effectively balancing the life of home and school.

Christ Community Lutheran School seeks to collaborate with parents for the benefit of the student. We strive to “come together in oneness in our faith and in our knowledge of the Son of God...so we run straight towards the goal in order to win the prize, which is God’s call through Christ Jesus to the life above.” Phil. 3:14

To this end, we openly invite parents to communicate needs, which in turn will assist the staff to develop qualities that exemplify Christian living.

### **The Role of the Students**

We recognize that we are all sinners, redeemed through the grace of God, who seek to learn through the doctrine of Law and Gospel. We believe that acquiring knowledge and developing skills towards self - discipline, maturity, and intellectual growth are the primary responsibilities of the student.

In a world of increasing technology and self-fulfillment, it is imperative to think logically, creatively and critically. We utilize creative methods of discovery and scientific approaches to experimentation to gain the basics of knowledge, improve communication skills, and to appreciate the contribution inherent in our culturally diverse community.

We believe God has created men and women as social beings. We are committed to work toward the development of the child as a steward of His gifts in the home, church and community. The emotional, social and intellectual aspects of a student’s life are critical elements to their areas of growth that need to be addressed at the time of enrollment in CCLS. When placing a student into an appropriate grade level, CCLS considers the developmental aspects as well as intellectual needs to ensure proper readiness.

# Family Commitment

The family is an important partner of the ministry at CCLS. As such, the following is a reminder to all members of the family:

- Parents are the primary instructors of their children, and parents are expected to volunteer in some way during the school year.
- Students are responsible for themselves in the classroom, to the teachers, and to their parents to fulfill the learning process. Students are expected to show respect to others at all times.
- A positive and constructive relationship between CCLS and each Family Member (parent, student or other person associated with your student) is essential to the school's educational purpose and responsibilities to its students. If any Family Member engages in behavior, communications, or interactions on or off campus, that is disruptive, intimidating, overly aggressive, or reflects a loss of confidence in or disagreement with CCLS's policies, methods of instruction or discipline, or otherwise interferes with the school's safety procedures, responsibilities, or accomplishment of its educational purpose or program, CCLS reserves the right to dismiss the Family or Family Member from the community. CCLS may also place restrictions on a Family Member's involvement or activity at CCLS. The school reserves the right to withdraw an offer of enrollment at any time. There will be no refund of tuition where such dismissal occurs.

# Statement of Faith

We Believe...

...in the Triune God, Father, Son and Holy Spirit.

*"Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit." Matthew 28:19*

...that God the Father has created the universe and everything in it.

*"In the beginning God created the heavens and the earth." Genesis 1:1*

...that Jesus Christ is both true God and true man; that He suffered and died for us on the cross; He rose from the dead, ascended into heaven, and will return at the last day to judge both the living and the dead.

*"We believe that Jesus died and rose again and so we believe that God will bring with Jesus those who have fallen asleep in him." 1 Thess. 4:14*

...that the Holy Spirit calls us to faith and leads us to a sanctified life here and on earth.

*"Repent and be baptized, every one of you, in the name of Jesus Christ for the forgiveness of your sins. And you will receive the gift of the Holy Spirit. The promise is for you and your children and for all who are far off -- for all whom the Lord our God will call." Acts 2:38-39*

...that the Bible is the divinely inspired Word of God in all its parts.

*"All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work." 2 Timothy 3:16-17*

...that our salvation is assured when we acknowledge Jesus Christ as our personal Lord and Savior by accepting His death on the cross as the atonement for our sins.

*"Then Peter, filled with the Holy Spirit, said to them: ... know this, you and all the people of Israel: It is by the name of Jesus Christ of Nazareth, whom you*



*crucified but whom God raised from the dead, that this man stands before you healed. He is 'the stone you builders rejected, which has become the capstone.' Salvation is found in no one else, for there is no other name under heaven given to men by which we must be saved." Acts 4:8-12*

...that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139)

...that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

...that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25)

...that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.)

...that any form of sexual immorality is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

...that in order to preserve the function and integrity of Christ Community Lutheran School, and to provide a biblical role model to the Christ Community Lutheran School members and the community, it is imperative that all persons employed by Christ Community Lutheran School in any capacity, or who serve as volunteers, agree to and abide by these statements on sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

...that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

...that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture.

...that Scripture is the final authority for matters of belief and conduct.

This statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Christ Community Lutheran School's faith, doctrine, practice, policy, and discipline, our Board of Directors is Christ Community Lutheran School's final interpretive authority on the Bible's meaning and application.

## Worship Opportunities

### **Concordia Lutheran Church**

*Pastor Stephen Bongard, Pastor David Meggers, and Pastor Brandon Larson*

505 S. Kirkwood Road, Kirkwood, MO 63122

(314) 822-7772 | [www.ckhome.org](http://www.ckhome.org)

WORSHIP TIMES: Saturday: 5:00pm.

Sunday: 8:00am., 9:30am., and 11:00am.

Sunday School/Bible Study: 9:30am. and 10:30am.

### **Glendale Lutheran Church**

*Pastor Scott Jonas*

1365 New Sappington Road, Glendale, MO 63122

(314) 966-3220 | [www.glendalelutheranchurch.org](http://www.glendalelutheranchurch.org)

WORSHIP TIMES: Saturday 5:00pm.

Sunday: 9:15am.

Sunday School/Bible Study: 10:45am.

## **Prince of Peace Lutheran Church**

*Pastor Hans Fiene*

8646 New Sappington Road, Crestwood, MO 63126

314.843.8448 | [www.poplchurch.org](http://www.poplchurch.org)

WORSHIP TIMES: Saturday: 5:00pm.

Sunday: 9:00am.

Sunday School/Bible Study: 10:15am.

## **Lutheran Church of Webster Gardens**

*Pastor David McGinley, Pastor Brian King and Pastor Will Murphy*

8749 Watson Road, Webster Groves, MO 63119

314.961.5275 | [www.webstergardens.org](http://www.webstergardens.org)

WORSHIP TIMES: Sunday: 8:00 a.m. and 10:45 a.m.

Sunday School/Bible Study: 9:30 a.m.

Monday: 7:00 p.m.

## **Bethlehem Lutheran Church**

*Pastor Gerard Bolling*

2153 Salisbury St, St. Louis, MO 63107

314.231.9615 | [Bethlehem Lutheran](http://Bethlehem Lutheran)

WORSHIP TIMES: Sunday: 10:30 a.m.

# Admissions Procedures

## **Returning Students**

Around December 1st, families of current students will receive an email regarding re-enrollment for the following school year. Parents should click on the link and follow the directions to re-enroll their student(s). All tuition and fees must be current to re-enroll. Current families have until January 15th for priority enrollment. After January 15th, open enrollment begins and current students are not guaranteed a spot.

While this is usually automatic, there are situations in which we may wish to examine the re-enrollment of the child. If a child does not seem to be benefiting from the instructional program at CCLS, the teacher may request that an assessment team complete a study of the child's progress. This team would examine academic progress, test scores, health records and discipline records, and would also consult with the parents of the child. If the decision is made that it is in the child's best interest to be enrolled elsewhere, this decision is sent to the Board of Directors.

## **New Students**

All new families will be put in contact with our Director of Enrollment for information regarding the school. Those interested in applying for CCLS will follow the online process. A link to the process is on the homepage of our website.

## **New Student Interview**

All new K-8 students and their parents will meet with the campus principal. The purpose is to begin the home/school partnership. This is not a test of qualification for the child; rather, an opportunity to assess how well Christ Community Lutheran School can match the child's needs with our program. The administrator will inform

the family about the education ministry at CCLS and what can be expected from the CCLS experience. Parents will have a chance to share the goals that they have for their child.

## **Testing**

New students may be required to have a school readiness developmental screening assessment or an entrance test before completing the enrollment process.

Once the interview process and testing have been completed, parents will be notified concerning the admission of their child into Christ Community Lutheran School. Parents are required to share all testing results from evaluations a student has received outside of CCLS. Failure to do so may result in immediate termination of the enrollment process.

## **New Student Probation**

All newly enrolled students are placed on academic probation and conduct probation during the first semester they attend CCLS. At the end of the first semester, the principal may extend the length of the probationary period or ask the student to leave CCLS.

## **Priorities for Admission**

While new applications are welcomed at any time, they will not be officially considered until the end of the re-enrollment period for our current families. On January 16, after the re-enrollment period is complete, new applicants for admission are considered on the basis of the following established enrollment priorities:

- siblings of students currently enrolled at CCLS who hold membership in one of our association churches
- students from families who hold membership in one of our association congregations but are not a current CCLS family
- siblings of students currently enrolled at CCLS who do not hold association church membership
- all other new community students

All of the applications within each category above will be considered based on the timestamp received once applied. If no space is available at the desired age/grade level, the application may be placed on a waiting list. All final decisions rest with the administration.

## Attendance Policies

Attendance at school is one of the most significant aspects of school success. Parents will notify the school office by 9:00am on the day of the child's absence. Students who miss the school day due to illness will not be allowed to participate in after school activities on the day of the absence. Students must be present for an academic half-day following the lunch hour to be eligible for extra-curricular activities – practice or play – on that day. An excuse issued by a medical professional will waive this requirement.

### **ABSENCES:**

- After 10:00am and before noon, the student is absent for the morning session or half day.
- If the student leaves for the day after 12:00pm, they are absent a half day.
- When a student is absent from school, a parent/guardian must contact the school to explain the cause of the absence.
- If a student is absent three (3) consecutive days without a valid excuse, the student is truant. We will have to report the absences to the District Supervisor of Attendance.
- If a student arrives at any time of the day, they are legally in attendance. They will, however, have half day absences counted against them.
- School-sponsored events such as field trips and the end of the year school picnic are considered regular school days and students are expected to attend.

## **Excessive Absences**

Christ Community Lutheran School retains the right to review student enrollment and grade placement based on absences at any time. If a student reaches 20 absences during any calendar year, his/her academic and attendance record will be reviewed by the administration of the school. The administration will make recommendations concerning grade placement and enrollment status for the following year.

## **Leaving School Before the End of the Day**

If it is necessary for a student to leave school early, the parent must come to the office to have the student released. Parents must sign the sign-out sheet in the office. If it is a planned early dismissal, please send a note with your student or call the office before 9:00 a.m. to notify the school.

## **Tardies**

It is of vital importance that students are in their classrooms ready to learn at the start of the school day and at the beginning of each class period. Promptness is an important life skill. Students arriving in their homeroom after 8:00am at the middle school and 8:10am at the elementary campus are late to the beginning of the day and must sign in at the office. A note explaining the tardy is beneficial. If your child has a planned late arrival to school, please call the office before 9:00am to let us know his/her time of arrival. CCLS encourages that such appointments be made outside the school day whenever possible. The only excusable tardies are for medical, dental, or approved educational services appointments. We also expect students to arrive at each class on time. The passing time between classes offers sufficient time for students to arrive on time to their next class. Teachers expect students to be in their seats at the time the bell rings for that class to begin. Individual teachers have outlined their expectations regarding tardiness in their classroom guidelines. Physical Education and elective teachers will explain their specific expectations based on special locations and dress.

CCLS also believes in letting the natural consequences of an action be a motivation for a change in behavior. The natural consequence of being late to school/class is missing any work that is handed out or graded during the time that the student was not there. Teachers at CCLS may choose to not give academic credit for work that a student missed because of their tardiness to class/school. Exceptions may be made for family emergencies, medical appointments, or approved educational service appointments with a note signed by the responsible person. Continued tardiness to school/class will be handled as continued defiance of school policy.

## Leaving Campus

If your child needs to leave the campus during the day for an appointment, please send a note or email to the child's teacher, noting the time the child is to leave, the purpose for which he/she is leaving, and the time the child is expected to return. Students are not allowed to leave the campus for lunch unless accompanied by their parent. Parents are to sign students out through the office and return them to the office.

## Release of Students

Students given to the care of Christ Community Lutheran School for a regular session school day and for all school-sponsored activities will be released to custodial parents or legal guardians and up to 4 additional designated individuals. These designated individuals will be noted by parents or guardians on the annual CCLS Student Information Form.

A custodial parent will only be denied access to their child when court documentation shared with the school administration specifies such. This documentation must be specific enough that the school can clearly determine which privileges have been revoked and should include beginning and ending dates.



A member of the CCLS administrative team will communicate with legal counsel if questions remain unanswered after viewing official documentation. In such cases a copy of the court order will be kept on file in the school office. The faculty will be informed, in confidence, of the court order, and in knowing will share the responsibility to see that every effort is made on behalf of the school to uphold the official ruling.

## Pledges and Classroom Devotions

At the beginning of the day during homeroom, the Pledge to the Christian Flag and the Pledge of Allegiance are recited. Each classroom also will have devotions during this homeroom time. At the close of the day, a brief devotion and/or prayer is said just prior to dismissal.

## Chapel

Chapel is an integral part of faith life education at CCLS. Chapel services are held every Wednesday, with the elementary campus worshipping at 8:30 a.m. at Webster and the middle school campus at 8:05 a.m. at Concordia, while the Micro-school holds chapel Wednesday at 8:05 a.m.

## Daily Planner

Beginning in second grade, students will write their assignments for the day in their planner (assignment book). Teachers may check planners during the afternoon homeroom period. This planner will be used daily in all classes. Parents may wish to check this planner. It will give information about work in progress, and is a great way to communicate with the teacher.

## Lunch / Cafeteria

A cold lunch is available for students each day. Students who bring their own lunch may purchase milk. Students may purchase individual lunches, milks, and extra servings of the entree. Soda is not allowed in the lunchroom during lunch, neither from the soda machine nor from home. Children with food allergies must have filled out a report with the school office where it will be kept on file.

The lunchroom is supervised each day by at least one staff member. Students are expected to be respectful to cafeteria staff. Students are responsible for keeping their lunch table neat and orderly. They will be required to clean up the area where they eat. Students will be dismissed from their table when it is clean. No food or drink is permitted outside the cafeteria. Food brought in for homeroom celebrations must remain in the homerooms.

## Picture Days

Picture days are scheduled each year in the fall. Check the school calendar and The Charger newsletter for the exact dates.

## Field Trips

Students in good standing will be eligible for participation in field trips. A notice containing pertinent information about the trip will be sent home to parents prior to the trip. Non-participation will be treated as an absence from school. Every attempt will be made to see that field trips are a safe and worthwhile educational experience for all involved. A field trip permission notice will be signed by parents.

# Inclement Weather

Tune in to KMOX-1120AM or watch TV Channel 2 (KTVI-FOX), 4 (KMOV) or 5 (KSDK) to see/hear about school closings due to inclement weather. An announcement stating that Christ Community Lutheran School is closed means ALL campuses are closed and all programs are canceled; Crestwood, Glendale, Kirkwood, Prince of Peace, Bethlehem. The homepage of the website at [www.ccls-stlouis.org](http://www.ccls-stlouis.org) will be updated with an announcement, and the parents may also receive an email, text, and/or phone call from the school.

In the event that we would need to dismiss early for the safety of our students and our employees, the following statements may apply:

1. Ideally we could announce an early dismissal time the evening before.
2. If an emergency announcement is needed in the morning, the Executive Director will send an email announcement of the early closing time at least two hours in advance. It may or may not be possible to run the announcement on the TV stations.
3. Parents will need to pick up their students at that early dismissal time, or arrange to have someone else do so on their behalf, so that CCLS staff members may also be released early.
4. Alternatively, the school day may end at the usual time but all after-school activities, including Kid Kare, may be canceled.
5. When early dismissals or after-school cancellations are announced, the campus administrators will be in charge of making decisions at their sites regarding pick-up procedures, staffing priorities, etc.
6. Finally, a school sometimes needs to dismiss students because conditions within the building(s) become hazardous due to loss of electrical power, heat, water, or for other reasons. Should that occur at CCLS, a two-hour advance notice may be waived and parents may be asked to pick up students as soon as possible.

**CCLS respects and supports parents' decisions regarding attendance on any inclement weather day.** CCLS will remain open whenever possible to accommodate those families that can safely commute to school and work. Continuing our daily educational program is a top priority whenever reasonable, but the safety of students and staff is even more important.

## Student Dress

Christ Community Lutheran School has adopted a policy of dressing for success. We believe school is a place where students prepare for success in, and the challenges of, the real world. Dress is part of the balance of success and challenge.

When a student has a dress expectation problem, they will be guided to solve the problem in a loving way before attending/returning to the classroom.

The following lists approved dress code items and additional notes and guidance for dress:

### **Shirt, Sweatshirts and Fleece**

- Purchased from CCLS vendor
- Variety of solid colors
- Stitched with CCLS logo

### **Slacks, Capris, Shorts, Skorts, Skirts, Scooters and Jumpers**

- Solid color khaki, navy, black, or CCLS vendor plaid
- Tailored or elastic-back casual dress or dress slacks-twill or corduroy
- Worn at the natural waistline
- Skirts/scooters/skorts/jumpers/shorts worn at an appropriate length
- Athletic or spandex shorts must be worn under skirts and jumpers
- Grades 5-8: Items with belt loops require solid color belts that are elastic, leather, or leather-like

## **Shoes**

- Shoes with a closed toe and covered/strapped heel
- Non-marking soles
- No wheels

## **Hair and Accessories**

- All hair must be kept clean and well-groomed
- Girls' hair accessories are modest and not distracting
- Earrings may be worn by girls only and must not extend below the ear lobe

## **Additional Notes**

- Solid-color sweaters may be worn.
- CCLS provides a full line of uniform apparel for interested families. Only the vendor issued shirt is required.
- Every Friday is CCLS spirit wear day, unless noted otherwise. CCLS spirit t-shirts may be worn. (See below for further information).
- General rules for skirts, scooters, skorts, jumpers, and shorts length is that they are mid-thigh & not more than 4" above the knee.
- No hats or sunglasses during the school day or by participants at extra-curricular activities.
- Jackets do not require a CCLS logo, but they may not be worn inside the classroom.
- All fleece and sweatshirts worn on campus must have a CCLS logo in order to be worn inside the classroom.
- A light application of make-up may be worn by girls in grades 5-8.

Every Friday is CCLS Spirit Wear Day, and students may wear CCLS t-shirts and other CCLS-logoed wear. In addition, there may be assigned random days during the year that are non-uniform days, called "Casual for a Cause" days. On these days, students may opt to come to school dressed in non-uniform – but appropriate! – clothes along with a donation (of items or dollars) to a specified cause. This variable cause can

range from a chapel mission project to a special student assembly to another yet to be determined suitable cause.

On “Casual for a Cause” days, it is our intention to hold our students to a Biblical, high standard for their dress. CCLS encourages parents to ensure that their children dress in a God-pleasing manner for school. CCLS maintains the position that parents have the responsibility for determining the school dress of their own children as long as it:

- jeopardizes neither their own child’s health and safety, nor that of others,
- does not disrupt the teaching/learning process or create school disorder,
- is not immodest in any respect
- does not call attention to themselves.

The teachers and administrators have the responsibility for seeing that each student stays within the limitations of dress and appearance set by these four boundaries of health, safety, order, and modesty. Teachers will communicate any concerns regarding student dress to the principal. The principal may choose to ask the student to change his/her inappropriate clothing or to contact the parent. If there is any question as to whether a parent should allow their child to wear a particular item of clothing to school, we recommend that the item in question not be worn.

## Discipline Policy

At Christ Community Lutheran School, we do not think of discipline as a form of punishment; rather, as the teaching of self-control, attitude, spirit, and responsibility. It is how we attempt to “train up a child in the way they should go,” as stated in Proverbs 22:6. Therefore, our staff interacts with our students in accordance with the teachings of Christ. Our teachers encourage actions that are necessary for growth, redirect negative actions where it is necessary, and ultimately, stop unacceptable behaviors that interfere with the learning process. Students will be led to understand that for a happy, God-pleasing life, it is necessary to love our Lord first, love one another as brothers and sisters in Christ, serve and respect one another’s rights and

privileges, and use and develop the talents that they have been given. Promoting good behavior in students has four distinct stages:

1. **Redirection:** The teacher – with the guidance of God’s Word – accomplishes the enforcement of discipline. Our teachers will take measures in the classroom to ensure that the atmosphere remains positive and educational. Ordinarily a word of counsel from the teacher to the child is sufficient to correct the problem.
2. **Parental Contact:** If the teacher cannot obtain acceptable conduct and cooperation from a student, the teacher will report such behavior to the parent of the student. The most important outgrowth of the discipline plan is the understanding that both the parent and the teacher have a mutual interest – the success of the child. An ongoing communication link between the parent and the teacher can help guide the student through a successful school year.
3. **Referral:** If the problem continues and remains unresolved, the student is referred to the principal. The principal will work toward an understanding and resolution, and the student will be returned to class as soon as possible. The principal may gather information and will work with the teachers, parents of the student, and other staff members as needed to create strategies to ensure the student’s success. The result at this stage may result in logical consequences including, but not limited to, some form of further conference, apology, rectification of damages, behavior contract, suspension, or an alternative thereof.
4. **Consultation:** If the problem continues, or if a serious problem arises requiring immediate suspension from the school, a consultation with the student, parent(s), and school administrator(s) is required. The student’s return to school will be determined based on the consultation process. The conditions of the probationary return will be outlined upon return. If the problem continues, the principal may recommend the child to be expelled from school and immediately notify the Executive Director who will then inform the President of the CCLS Board of Directors of the action.

In a case of flagrant misbehavior, the school administrator may begin the process at any level, including recommendation for expulsion. The Board will automatically review this action. Parents shall have the right to appeal such an action to the Board and may ask for an immediate hearing to be held within three school days. The purpose of this plan is to build relationships with students and resolve problems in the early stages. The progressive stages are necessary only when there is no resolution.

## Cheating / Plagiarism

Cheating is defined as using, submitting, or attempting to obtain data or answers by deceit or by means other than those authorized by the teacher. Cheating does not exemplify Christian character development. The student who allows the cheating to take place is as guilty as the student who cheats. Because work done from cheating is not a true reflection of a student's ability, cheating will result in the total loss of credit on the test or assignment for the students involved. The teacher will notify parents if their child is involved in cheating. Additional disciplinary action may follow by the teacher or building principal.

## Telephone Use and Messages to Students

The office phone will be available for student use in case of emergencies and unplanned events, and not for simple forgetfulness. Forgotten lunches, PE uniforms, band instruments, etc., are not considered emergencies. Phone messages from parents will be communicated to the classrooms so they are received in a timely fashion.



# Finances

Tuition is paid by automatic withdrawal. Families are eligible for enrollment for each new semester by remaining current with tuition and fees. Delinquent accounts may be referred to collections.

# Curriculum

<b>CCLS Academy Grade 3-5</b>		
<b>Religion</b>	Open Sky Education	Character Formation Project
<b>Literacy/Reading</b>	Daily Five	IXL
<b>Writing</b>	Khan Academy	Khan Academy
<b>Science</b>	Mystery Science	Project Based Learning
<b>Math</b>	Khan Academy	Khan Academy
<b>Social Studies</b>	Open Sky Education	Civic Character Formation
<b>Character Formation</b>	Open Sky Education	Character Formation Project

# Homework

Homework is an integral part of the educational process. Homework helps students develop responsibility, independence, and time management skills. Homework is assigned when work required for concept mastery cannot be completed in the available time.

Regular attendance and conscientious homework completion are two essential ingredients for success. Students should expect to have homework on most school days. The amount of homework will depend upon the courses the student is taking,

the specific units being covered, an individual student's ability and work habits. The middle school has developed a campus-wide plan to try to prevent the overlap of tests and large assignments. Faculty members will also follow homework expectations as related to length of assignments and writings. CCLS' student information system is an online opportunity to view homework assignments and grades, but the responsibility for homework and assignments rests with the student. Unless specified otherwise, all homework is due at the beginning of the class period for which it was assigned.

### **Absent Work**

A student will have one day per day of absence to make up any work missed, unless the parent(s) make other arrangements with the teacher. Absences of greater length than one day will likely result in a special plan set up for the student.

### **Late Work**

A student is expected to turn in all work that is due as part of the course requirements. Individual elementary school teachers will have specific rules regarding this, and the middle school standard policy is 20% off one day late, and 50% off thereafter.

### **Planned Absences**

In the case of a long-term planned absence, parents must notify the office and should contact their child's teachers well in advance of their departure. Teachers are not required to have all assignments ready to be given in advance, but some may be able to be given. Some assignments, tests, etc., will have to be made up upon the student's return. It is the student's responsibility to obtain assignments and schedule any make-up test(s). If for any reason a child must leave school prior to the last day of school, an "incomplete" will be given in any affected subject area, and all work necessary to clear the "incomplete" from the transcript must be completed in order for grades to be entered for the fourth quarter and the year.

# Grading and Report Cards

CCLS issues report cards each quarter. These reports are available on the school management system and may be accessed via the parent account. Following is the academic grading scale:

Performance Level Grade (1/2/3/4) -chart below

<b>Key for Performance Levels</b> (The goal is for all students to reach Level 3, Proficient, by the end of the year.)		
4	Exemplary	Student demonstrates an advanced understanding of concepts, skills and processes taught in this reporting period. Exceeds the required performance.
3	<b>Proficient</b>	<b>Student consistently demonstrates an understanding of concepts, skills and processes taught in this reporting period.</b>
2	Developing	Student is not yet consistent in demonstrating an understanding of concepts, skills, and processes taught in this reporting period.
1	Emerging	Student does not demonstrate an understanding of concepts, skills and processes taught in this reporting period. Student is performing significantly below grade level expectations.
NA	Not assessed	Not assessed this reporting period.

I Incomplete – indicates work missing due to recent absences.

Our teachers give students conduct grades on a regular basis. To better understand these grades, please review the following scale for conduct grading:

## **E-Excellent**

- Positive role model and leader
- Participates in a meaningful way
- Behavior is exemplary
- Demonstrates an active love for Christ
- Respect for self and others
- Honesty and integrity
- Responsibility and work ethic

## **S-Satisfactory**

- Respectful and cooperative
- Prepared and “on task” in class
- Meeting behavioral expectations

### **N-Needs Improvement**

- Lacks cooperative attitude
- Displays poor preparation and/or work habits
- Socializes too much, distracts others

### **U-Unsatisfactory**

- Disrespectful, uncooperative
- Not engaged in the learning process
- Disrupts class order, prevents others from learning

## Assessments (Achievement Tests)

CCLS third through eighth grade students take the Northwest Evaluation Assessment (NWEA). The students will take this Assessment three times a year: in the early fall, winter, and late spring. Parents and students will see the results once they have been evaluated by the teacher. The teacher and student will work together to determine their successes and what areas they can focus on for growth.

## Parent-Teacher Conferences

At the end of the first and third grading period, all parents are invited to attend a parent-teacher conference. Additional conferences during the year are encouraged, and may be requested by either the parents or the teacher.

## Communication

It is the intent of CCLS to have honest and open communication between home and school. When questions or issues arise, we ask that the following procedures, based on Matthew 18, be followed:

**Step 1:** Contact the person directly involved with the question or concern. In most cases this will bring clarification to the question or issue.

**Step 2:** If after the question or concern has been discussed with the immediate party and resolution does not take place, contact the Learning Guide.

**Step 3:** If after the question or concern has been discussed with the Learning Guide and immediate party and resolution does not take place, a written description of the situation may be shared with the executive director.

**Step 4:** If the above steps do not resolve the issue, it may be taken to the Board of Directors. The Board of Directors will review the situation under the policies of Board Governance.

The student's planner is a valuable tool for open communication regarding assignments and class work. Students will receive a planner beginning in second grade. Parents may wish to get in the habit of checking it as they communicate with their child about class work.

Parent/teacher conferences are held after the first quarter of the school year. If parents have an immediate concern, they are encouraged to call or to email teachers during the school day and leave a message about their child.

Parents are also able to visit the school's student information system for up-to-date grades, lunch account information, assignments, and classroom information. Parents will be instructed as to the proper sign-in procedure so that they can have access to their child's information. Access to the information system is available on the school website. Students in kindergarten through fourth grade will receive a paper copy of their quarterly report card.

## Student Records

The student record procedure of Christ Community Lutheran School is as follows:

- Parents or guardians of students are allowed to review their child's files upon request.
- Records will not be furnished to individuals outside the school instructional staff without written authorization from the parents, guardians, or student himself/herself if he/she has reached the age of 18.
- Parents/ guardians, or students over 18, upon examination of student records, may file a request with the Executive Director that objectionable information be removed from his/her student records.

## Retention and Promotion

Christ Community Lutheran School believes in educating the whole child. Thus, retention and promotion are based on the child's age, ability to work at a given grade level, attendance and behavior. A child will be placed each year at that grade level which is most appropriate to the level of his or her academic skill and ability to succeed socially. All reasonable interventions shall be considered before a decision is made to retain a student. The Retention and Promotion policy is in effect for all Christ Community Lutheran School children (early childhood through 8th grade). If a child is retained, a specific plan will be created and implemented for that individual child to ensure the child has a successful experience.

If a student receives two quarter 1's in any subject area, he/she will be required to show proof of some type of remedial work in the subject area before being promoted to the next grade level. Remedial work could include tutoring, summer school, learning centers, etc. Remedial work must be approved by the CCLS administration before it is begun. It is the responsibility of the parent and/or student to initiate a remedial plan.

Promotion of a student to the next grade level requires:

- At least 90% daily attendance.
- At least 90% of daily assignments completed to the student's ability level.
- At least 95% of projects and tests completed to the student's ability level.

- Graduation requires at least a “D” average for all courses from grades 4-8.

## Before/After School Accommodations

### **CCLS Academy at Bethlehem Campus**

Students may not arrive onto the school campus until 7:45am because there is no formal supervision until that time. When students arrive at school in the morning, they shall report directly to their classrooms.

Students are to be picked up by 3:20pm (or 20 minutes following the completion of a special or shortened schedule day). Student safety and welfare is always our principal concern, therefore, students MUST be supervised if they remain in the building after 3:20 pm. Students who are left in the building after 3:20 pm may be assessed a \$1.00/minute fee for supervision.

Students may not leave and return to the CCLS campus during the school day or after school unless under direct teacher, parent or school sponsor supervision. Additionally, students carpooling with athletes may not 'watch' practice and assume supervision by the athletic coach. Your cooperation in this matter is greatly appreciated.

Students may not leave the campus when staying for co-curricular activities, unless under the direct supervision of their parent(s) or a school sponsor. This is of special concern regarding interscholastic athletic contests. Parents are responsible for their child(ren) when staying for athletic contests. Special permission forms are available in the school office for those students wishing to stay after school to watch games and who are willing to help with pre-game activities.

# Co-Curricular Activities

Students are encouraged to participate in co-curricular activities offered by CCLS. These activities are an enriching and important part of the total school experience and contribute to the broad scope of learning experiences and fun.

## **Interscholastic Athletics**

CCLS Academy sponsors teams that compete in the St. Louis Lutheran School Athletic League, CYC, and other leagues, at times. Sports include cross country, basketball, and track.

## **Eligibility Policy for Participation in Co-Curricular Activities**

To be eligible (in “good standing”) to participate in co-curricular activities and events, the following requirements must be met:

The student must display good citizenship at all times, and must display good effort both in the classroom and on the athletic field. A student’s misbehavior may warrant a suspension from participation in activities at the final discretion of the administration. The student must meet academic eligibility qualifications. A student earning a cumulative quarterly grade in any subject lower than a 2 may be suspended from participation in athletics. The administrator will review the academic progress of all students who are involved in athletics on a weekly basis. Students earning a grade lower than a 2 due to missing/incomplete assignments or a lack of effort, as concluded by teacher and administrator, may be declared ineligible for one week. Students will be allowed to participate in practices, but they cannot wear a uniform or play in the games during the week. The administration may exercise the right to reinstate eligibility at any given time. Students may regain eligibility within the week should they correct their academic status with the penalty of counting the week as one full week. Students who are ineligible for a combination of three (3) weeks during a season shall be declared ineligible for the remainder of



the respective season. The appropriate participation forms and fees must be turned in during the sign-up period prior to the start of each season.

A student who is absent from school (unless it is an approved educational service absence) is ineligible to participate in after-school sports for that day. To be eligible, the student must at least be in attendance prior to lunch.

## Music Education

### **Choir**

Students in grades 3-5 will have music instruction throughout the school year, and there are a number of musical opportunities for students to elect. All students will have the opportunity to showcase their skills at various performances throughout the school year.

## Foreign Language Program

Christ Community offers a Spanish curriculum from kindergarten through 8th grade. Exposure to a foreign language may occur in preschool classrooms as well.

## Student Leadership

There are opportunities for upper grade students to develop their leadership skills by being a part of SALT (Student Ambassador Leadership Team). This group plays a critical role in developing and coordinating various special events throughout the school year.

# Automobiles

Individual automobiles may be used to transport students to and from school-related activities at the owner's risk. During those instances when you drive your own vehicle for a school-related activity, please note the following:

- CCLS expects that no more passengers will be carried in the vehicle than the number of available working seatbelts.
- All passengers should have their own seatbelt and use it while the vehicle is being operated.
- The driver of the vehicle must have auto insurance for their vehicle.
- CCLS insurance does not insure the non-school owned or hired vehicles. (In other words, should an accident occur, the driver's insurance would be used to cover any loss.)
- CCLS does have insurance to protect the school against lawsuits brought against it should an accident occur and the school is found negligent.

# Electronic Devices and Cell Phones

Middle school students may use cell phones before and after the school day only if they have asked for, and have been granted permission to do so, by a teacher.

Otherwise, all cell phones must be kept in the backpack before and after school.

During the school day, all cell phones will be stored with the homeroom teacher in a secure location. Also, such devices may not be used by CCLS students involved in on-campus activities. Off-campus use of electronic devices by CCLS participants during a CCLS-sponsored activity is at the discretion of the CCLS adult in charge of the activity.

# Valuables

CCLS requests that students not bring excessively valuable items to school. This includes large sums of money, jewelry, expensive pieces of clothing, and electronic devices. Distracting items are subject to confiscation. Purses and other valuable items should not be left unattended at any time. All items should be clearly marked with the owner's name. CCLS is not responsible for lost or stolen valuables.

# Building and Property Care

Responsible students treat property with care and respect. Students will be held responsible for any intentional or accidental damage to school property. Textbooks become the student's responsibility when issued. While normal wear is expected, students will be charged replacement costs when unnecessary damage occurs. Students are required to cover their books with a suitable book cover to reduce wear.

# Child Abuse / Neglect Reporting Obligations

In accord with CCLS policy and Missouri State Law 210,105 (or other current legislation), school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities (which would be the procedure followed in most other legal matters). The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interests of the affected child; staff do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

# Drug Testing

Christ Community Lutheran School does not require drug testing of students during the enrollment process, nor is random testing conducted after enrollment is complete. However, Christ Community Lutheran School retains the responsibility to assure that students are drug-free. To that end, if substantiated evidence is provided to the leader of CCLS, a student may be required to undergo sufficient drug testing by a qualified medical officer. Once required, the student may be placed on a temporary suspension until conclusive results are made available. If testing is not completed within the time frame provided, the student's continued enrollment will be reviewed by the leader of the school and Board of Directors or their appointees.

# Harassment Policy

CCLS is committed to providing a compassionate, receptive and non-threatening atmosphere where each student can learn and be successful. Bullying is unacceptable in our school community. If bullying occurs, students should be assured of the fact that all incidents will be addressed quickly, thoroughly and effectively. We also expect that anyone – whether student, educator, family member or other school party – who witnesses or has other knowledge of an incident of bullying will report the incident to a staff member immediately, with the promise of confidentiality, if desired.

Harassment/bullying occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or gender. Harassment can occur anytime during school-related activities. It includes, but is not limited to, any or all of the following:

- **Verbal Harassment:** Derogatory comments and jokes; threatening words spoken to another person including relational aggression (a behavior that is

intended to harm someone by damaging or manipulating his or her relationships with others).

- **Physical Harassment:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement.
- **Visual Harassment:** Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, or gestures.
- **Sexual Harassment:** CCLS prohibits sexual harassment involving students, employees or non-employees. The policy specifically prohibits sexual harassment and indicates the procedures for reporting and for disciplinary action. This policy applies to students, teachers, and non-employees on campus.
- **Peer Sexual Harassment:** Sexual harassment is unwanted and unwelcome sexual behavior that interferes with the student's right to receive an education or to participate in school activities. It may result from words or conduct that offend, stigmatize or demean a student on the basis of sex.
- **Cyber Bullying/Harassment:** Cyber bullying is online social cruelty or electronic bullying by sending cruel or threatening messages through the use of emails, instant messaging, web pages, web blogs, chat rooms, and other information communication technologies.

The target of the harassment and the perpetrator do not have to agree about what's happening; harassment is subjective. One does not have to get others, whether one's peers or school officials, to agree with him/her.

This policy prohibits student-to-student harassment whenever it is related to school activity or attendance, and occurs at any time, including but not limited to any of the following: while on school grounds, while going to or coming from school, during the lunch period, or during or while going to or coming from a school sponsored activity.

## Illegal Substances & Items

The use of tobacco, liquor, illegal substances, weapons, and dangerous items is prohibited in school buildings and on surrounding church properties. Christ Community Lutheran School administrative personnel have the right to search students, lockers, and personal effects.

## Non-Discrimination Policy

Christ Community Lutheran School does not discriminate in any manner contrary to law or justice on the basis of race, color, gender, sexual orientation, age, religion, disability, veteran's status or national origin in its educational programs or activities, including employment and admissions. At the same time, Christ Community Lutheran School cherishes its right and duty to seek and retain a student body and personnel who will make a positive contribution to its religious character, goals, and mission in order to enhance the Lutheran, Christian tradition.

## Safety

Christ Community Lutheran School maintains a Crisis Management Plan and Building Security Plan for each campus. These procedures keep our students, faculty and staff safe and assure our school parents that everything possible is being done to assure the safety of their students.

## School Medical Professionals

CCLS has two school medical professionals to care for students on all five campuses during the school year. Any pertinent information regarding medication, chronic illness or health records should be made available to them. School personnel are not

permitted to dispense medication to students without a doctor's permission. A copy of such permission will be kept on file in the office. If the student is ill and needs to be sent home, the student's parents will be telephoned. The student must have someone pick him/her up within thirty minutes after the parents have been called. Every student must have a current signed emergency health care form on file in the office.

## Medication Policy

We are happy to assist you in the administration of medication for your child in accordance with your **doctor's instructions**. Since this is a service which the school is not legally obligated to perform, we ask that you fill out a form that lists dosage, time of dosage, and dates for which the medication shall be given. Please have your doctor complete the back of the form and sign. We cannot assist you without this form on file. **All medications must be in their original containers**. Under no conditions will we give aspirin or other pain medications to students without a written consent form from the parents. **Students are not allowed to have any medication in their pockets, purses, backpacks, lunch bags, etc. All medication (including cough drops and lotions) must be kept in the office.**

## Health Information

New students entering CCLS are required by Missouri State Law to have an updated immunization record on file in order for the student to start school. All students entering kindergarten, 4th grade, and 7th grade are required to have an updated school physical on file. All new students are required to have a school physical as well. The physical forms are available from the school office or from the child's health care provider. All students should have their required immunizations administered according to the current ACIP Schedule. ([www.cdc.gov/vaccines](http://www.cdc.gov/vaccines))

*Please note that children not receiving vaccinations are required by law to annually provide either a medical exemption or a religious exemption signed by the Missouri Department of Health.*

**Please help to reduce or prevent the spread of infectious disease by keeping sick children at home until they are well.** CCLS has adopted a document compiled from the Center for Disease Control (CDC) as our standard policy and procedure. [“When To Keep Sick Children Home From School”](#) is available at this link.

If your child is returning from an illness that requires medication to be given at school, please check the “Medication Policy” included in this handbook. Note that we are unable to administer analgesics to early childhood students for pain related to ear infections, sore throats, etc., without a note signed by a physician. Some of the most common issues are outlined below:

- A **FEVER** is a warning sign that something is not right. A child with a temperature of 100.0 degrees F or higher should not be sent to school. Parents can expect contact from the school if a child’s temperature is measured at or above this standard.
- **VOMITING** or **DIARRHEA** requires that your child is not at school. If symptoms persist, consult with your doctor.
- **CHICKEN POX** is occurring even with vaccination. If your child has been exposed to chickenpox, be sure to watch them for early symptoms of the disease for 13-17 days from exposure. Symptoms include slight fever, crops of red raised eruptions that change to vesicles and then form scabs. Your child should be kept out of school and away from other children. He/she may return to school 5 to 7 days following the last onset of eruptions. Scabs need not be all gone, but they must be very dry.

**PLEASE NOTE THAT CHILDREN MUST BE FREE OF VOMITING, OR DIARRHEA FOR 24 HOURS AND FEVER FREE FOR 72 HOURS WITHOUT MEDICATION BEFORE RETURNING TO SCHOOL.** Not only does this prevent the spread of infectious diseases, but it protects children from further health risks.



- [CCLS also follows the CDC's recommendations regarding HEAD LICE.](#)  
Specifically, CCLS students suspected to have head lice will be sent home.  
Students may return to school upon notification to the school that treatment has occurred