



Parent/Student Handbook

Revised 6/2018

Mission Statement

Central Lutheran School assists our families and congregations by preparing our children to be disciples in this life, and for the life to come.

Central Lutheran School

**310 3rd Street W
PO Box 190
Newhall, IA 52315**

Phone: 319-223-5271

Fax: 319-223-5257

Email: Principal Frank Parris: Principal@centrallutherschool.org

CLS office: clsoffice@centrallutherschool.org

CLS Web Site: www.centrallutherschool.org

For delays/cancellations: Bobcat Voicelink: 319-830-2164

CLS will follow Benton's decision regarding whether to hold afternoon preschool class on unexpected early dismissal days.

In the event of a 2-hour delay:

K-8: Early drop offs @ 9:30am in South Gym; classes begin @ 10:15am

Preschool follows a reduced schedule:

AM session meets 10:00am - 12:15pm; PM session meets 1:10pm-3:25pm

FAMILY-SCHOOL PARTNERSHIP

Guided and empowered by the Holy Spirit, we, the staff of Central Lutheran School, intend to provide Christ-centered training with God's Word integrated in all that we do for the child in soul, mind, and body.

We realize that ours is an awesome responsibility. God has called us with a holy calling and has entrusted into our hands the care and instruction of His precious lambs, your children.

With His help we pledge to do our best in assisting you to carry out His command to "bring up the child in the way that he should go."

We sincerely desire to work cooperatively with you in this endeavor.

Support us with your words of encouragement and especially with your prayers, so that there will be much joy in our partnership and His little ones will grow spiritually, academically, physically, and socially.

Forgive us when we seem to misjudge a situation or do not live up to your expectations.

We ask that you support us in conversations with your child(ren), or with your friends and neighbors, and that you put the best construction on every matter. We pray that God will empower us to do likewise.

PHILOSOPHY OF EDUCATION

- We believe that the Holy Scriptures are the Word of God.
- We believe that the primary responsibility of Christian education rests in the home. Central Lutheran School will work with and assist the parents and congregations in their task of Christian education.
- We believe that Christian education is a vital aspect of God's mission, commanded by Christ to the Church in His Great Commission, *"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, teaching them to obey all that I have commanded you."* Matthew 28:19-20a. Central Lutheran School is one of the means whereby this mission is accomplished.
- We believe that the Christian teacher is committed to providing Christian instruction based on the doctrines of the Lutheran Church – Missouri Synod. Teachers, who have been Synodically trained or have received instruction in the Lutheran doctrine, integrate Christian instruction in all subjects.
- We believe that Christian education is committed to providing a complete education for God's people by meeting their spiritual, social, physical, intellectual and emotional needs. This is achieved through quality programs, materials, technology and professional teachers
- We believe God has given unique talents and abilities to each person. We strive to help each child identify his or her individual gifts and to develop those gifts to meet the daily challenges of living a Christian life.

Central Lutheran School is a cooperative ministry of St. Stephen's Lutheran Church, Atkins, St. John Lutheran Church, Newhall, and St. John's Lutheran Church, Keystone. These congregations are members of Lutheran Church – Missouri Synod (LCMS). Central Lutheran School oversees the work of the school through representatives of each church congregation.

AFTER SCHOOL ACTIVITIES

Students of Central Lutheran School (CLS) participate with other Lutheran, parochial, and public school students in many school activities. CLS will also offer other activities that meet the needs and interests of the students, depending upon the availability of staff, coaches, and facilities.

Any student who has not been picked up by a parent 15 minutes after dismissal and who is not participating in an after school activity will be sent to Kids For Jesus (KFJ), our after school program. Parents will be charged for the time the child spends in KFJ. After 3:45 p.m., each student on school property must be accompanied by his/her parent or coach. Children who participate in practices, games, or other after school activities are expected to stay with the supervisor until picked up by parents or returned home. **Non-participant children who remain for the activity must be under parental supervision.** Parents are expected to pick up participants within 15 minutes after the activity concludes. Failure to follow this policy could result in temporary withdrawal of these after school activities. (*Refer to Board of Directors Policy #B-20*)

ASBESTOS

In accordance with federal regulations regarding asbestos in schools, a certified inspection of Central Lutheran School was conducted in September of 1990. All asbestos found in the building has been identified as to the type, amount, and location. This information and recommended response action is contained in the school's AHERA Management Plan which is available for review in the school office. A requirement of the federal regulations is to inform district employees and building occupants or their legal guardians once each year as to the inspection, the response action taken, re-inspections and surveillance activities that are planned or in progress. Certified re-inspections are required every three years, and Central were re-inspected in 2016. Six month surveillance is completed for the building, as required. Central Lutheran School works with companies that have been trained and certified by an Environmental Protection Agency accredited program. These companies have been equipped to perform emergency response action to remove asbestos material should it become damaged. Central's designated inspector has attended a 2 hour awareness training session outlining what action to take in the event of an asbestos accident. Abatement work has been performed this year in the South Gym. Further abatement will be done as necessary. All work is performed by state-certified workers and conforms to AHERA regulations. The school is aware of the health hazards of asbestos and is taking all measures to conform to federal regulations.

ATHLETIC POLICIES (also see ATHLETIC HANDBOOK)

Central Lutheran School gives all students the opportunity to participate in its athletic programs, which may include volleyball, soccer, flag football, cross- country track, basketball, cheerleading, baseball, softball, and track. The athletic program is under the direct supervision of the Athletic Director(s) and follows all the rules and regulations of the Iowa District East Lutheran Schools Athletic Conference. Lay coaches are used to supervise and coach our athletic teams. All coaches are directly responsible to the Athletic Director.

If a student wishes to participate in any of our athletic programs, a physical examination by a doctor and parental consent must be obtained before he is allowed to participate. Physical examinations are valid for one (1) year. Physical examination forms can be obtained from the school office. Each student and parent must also sign the Concussion Waiver annually. **(Refer to Board of Directors Policy #B-12)**

The Central Lutheran School athletic program promotes academics first, with sports as a privilege for students' participation. A student's participation in interscholastic sports can further develop him spiritually, mentally, emotionally, physically, and socially. Students are encouraged to do their best to the glory of God.

The Athletic Director works with coaches and is responsible for setting guidelines of participation for teams including, but not limited to: work completion and grades, practice times and missed practices, and other sports related items.

Student Responsibilities:

1. CLS Academic Standard: The following criteria are designed to allow students to participate in athletic activities while ensuring they apply themselves to make the best use of their academic skills:
2. Academic criteria will be calculated at the end of each school week.
 - a) The school week begins Monday and runs through Sunday.
 - b) The grading period ends Friday. Teachers in grades 5-8 must have grade reports to the office on Monday morning. (3rd & 4th grade, when applicable)
 - c) Grades from the previous trimester are acceptable until three weeks into the new trimester.
3. All athletic participants must maintain a cumulative average of at least 75% to maintain eligibility. If the cumulative average falls below 75%, that student will not be eligible for seven days.
4. "Cumulative average" is the trimester composite average per subject area.
 - a) Eligibility period begins Wednesday of the week the report reaches the office and runs through the following Tuesday.
5. Students who become ineligible due to poor grades may become eligible again when their cumulative or weekly average improves to 75% or higher in the subject/s.
6. An incomplete grade is considered a non-passing grade.
7. *When a student is declared ineligible three times, he is removed from the team. An exception may be made for a student who applies himself but cannot maintain a 75% average. This exception is made by the decision of the Athletic Director, principal, teacher(s) and parents.*
8. Poor behavior may result in ineligibility for one week.

9. Poor sportsmanship at an athletic event will be reviewed by the Athletic Director and Principal and may result in ineligibility or expulsion from the team.
10. If a student is absent the entire day or arrives later than 12:00 pm, he will not participate in practice or an athletic event on that day. If an absence occurs on a Friday before a Saturday game or tournament, the student may participate in the Saturday activity, provided he is well enough to participate. Students cannot attend school or school-related activity until 24 hours fever-free or more than 24 hours since last episode of vomiting.

ATTENDANCE

It is essential that students attend school regularly in order to provide continuity in the learning program and to enhance the probability of success in school. When students are not in school, they miss classroom discussion, instruction and the opportunity for question/answer. Classroom instruction cannot be replaced by homework alone. Unfortunately, absences due to illness are unavoidable. For your student's health and the health of other students and staff, please keep sick children at home.

Central Lutheran School treats all absences the same, meaning the school will not distinguish between an excused absence and an unexcused absence. Every absence will be logged and will count toward the 18 absences allowed each student in a school year. For this reason, we strongly urge parents to avoid unnecessary absences.

Written notification will be sent to parents when a student accumulates 10 absences. The letter is a reminder to parent and student that the number of absences has reached a level of concern.

In order for a student to receive credit in any grade/class, the student's total absences for the year may not exceed 18 days. Administration reserves the discretion to involve the County Attorney to begin truancy procedures. A waiver may be granted to students who miss school as a result of special circumstances such as a lengthy illness and/or hospitalization. The parent must meet with the administrator to request such waiver. In some instances, a student may be required to take additional classes during the summer.

Students who miss school to attend regularly scheduled/recurring doctor appointments, therapy appointments or orthodontic appointments will be required to bring a doctor's excuse to the school office, which will be placed in the student's cumulative file. Although the time away from school will still count as an absence, the doctor's excuse will help administration determine circumstances that may qualify for a waiver.

Absences are recorded on report cards each trimester and accumulate during the course of the school year. Absences do not reset at trimester. The Fast Direct student management system recognizes full day absences and half-day absences. A **full day absence** is recorded when a student

does not come to school at all. If a student becomes ill on the bus or shortly after arriving at school, a full day absence will be recorded. A **half-day absence** is defined as missing two hours (120 minutes +) or more of the school day.

Fast Direct defines an absence of less than two hours (119 minutes or less) as a “**tardy.**” Using this definition, a tardy (gone from school for less than two hours) may occur at the beginning of the day, during the middle of the day or at the end of the day. “Tardy” minutes accrue during each trimester and will convert to a half-day absence when those minutes total 120 or more. Tardies will reset at each trimester. Half-days do not reset.

Chronic Late Arrivals at the Beginning of the School Day

Central Lutheran School expects all students to be on time at the beginning of the school day; however, we recognize that unexpected circumstances may arise *from time to time* that result in your child reporting to the classroom later than 8:15. Unsafe driving conditions created by inclement weather and traffic accidents are beyond your control. Please give yourself plenty of time to arrive safely. Rather than shoot for an arrival time of 8:15, please make it a goal to have your child in the school building by 8:00. This will allow your student adequate time to put away locker items, use the restroom and drinking fountain, socialize and be in the classroom by 8:15.

Please contact the office as soon as possible when you know your child will be late. Similar to our absence policy, the school will not distinguish an excused late arrival from an unexcused late arrival, but the school *will* address the frequency of late arrivals.

Frequent or chronic late arrivals are problematic for your child and the child’s classroom. Students are expected to be seated in the classroom by 8:15. Many time-consuming but necessary housekeeping activities happen in the first 15-20 minutes of the school day: attendance and lunch counts are taken, homework is turned in, memory homework is recited, assignment notebooks are checked, etc. When a student arrives a “few” minutes late, the teacher has to stop what he is doing and take care of the housekeeping tasks for the late student. When more than one student per classroom reports late, the process takes longer and vital instruction time gets delayed, sometimes significantly.

It is difficult for the school to establish whether frequent late arrivals are the result of circumstances beyond the student’s control. It would be counterproductive to apply punitive measures to a student when the student has no control over the factors that cause him to be late. The corrective action below is designed to inform parent/guardian of a pattern of late arrivals before consequences are imposed on the child.

The following procedures will be implemented to discourage repeated late arrivals:

1. When a student is late four (4) instances in a trimester, parents will be notified by postcard.
2. When a student is late six (6) instances in a trimester, parents will be notified by letter to schedule a conference with principal and teacher.
3. On the eighth (8th) instance of a late arrival in a trimester, student will serve a one (1) day suspension. Principal will determine if the suspension will be served in school or at home. Student will complete all assignments for the day but will only receive half credit.

Reporting an absence or late arrival:

- 1) Parents/Guardians must call, email or make personal contact with the school office or student's teacher by 8:15. Phones are answered at 7:30 am. Please leave a message on voicemail if the phone is not answered. If the child will be late but will be at school in time for lunch, please let us know if you would like a hot lunch ordered for your student. Hot lunch counts are due by 9:30am each day.
- 2) If the school has not received notification of an absent student, school officials will make every attempt to reach parents by phone and/or email. If the parent cannot be reached, administration will contact the persons listed as the student's emergency contacts until the child's whereabouts and safety are confirmed.
- 3) When reporting an absence, please indicate if you plan to pick up your student's homework. When possible, the homework will be sent with a sibling. Teachers will make every attempt to have homework ready by end of day.
- 4) If homework is not picked up or sent home, the student is responsible for obtaining missed assignments. Teachers allow the student one day to make up work for every day the student was absent. Teachers will take into consideration the length of the absence when determining homework completion dates for students who have an extended absence due to major illness, hospitalization, etc. Late homework has a 10% deductions per day.
- 5) When parents know ahead of time that a student will miss school (vacation, family trip, etc.), parents are responsible for notifying the teacher at least three (3) days prior to the known absence. Parents and teacher shall make arrangements for a timetable for completion of schoolwork that will be missed. **(Ref. BOD Policy #B-8).**
- 6) Students who arrive late to school must be accompanied into the building by parent/guardian. The parent will sign in the student at the office. If a student must leave school before the end of the school day, the parent/guardian must visit the school office to sign out the student.

CHAPEL SERVICES

Chapel services are conducted every Wednesday morning at 8:30 in the North Gym for students, faculty, staff, parents and guests. Area pastors, DCEs, guest speakers, teachers, and students lead chapel. Individuals and choral groups regularly enhance these services with vocal and instrumental performances. Students are encouraged to lend their God-given talents to chapel services. An offering is gathered each week to support mission projects that are chosen by the faculty. Chapel is a devotional service where proper reverence should be shown. **Unless school is canceled, Chapel will be held.**

Special chapel services are held the first day of school and the last day of school. Students and families gather at St. Stephen's Lutheran Church in Atkins for opening ceremonies on the first day of school. Students are then bused back to Central or driven by parents. On the last day of school, students walk to St. John Lutheran Church in Newhall for the closing ceremony. If the weather is inclement, the closing ceremony will take place in the North Gym.

CHURCH AND SUNDAY SCHOOL ATTENDANCE

God commands regular worship in the Third Commandment. Therefore, it is **expected** that students and parents attend church and Sunday School regularly as part of their congregational and school life.

Church and Sunday School attendance will be taken in each classroom. This will reinforce the importance of a regular, meaningful worship life. The record of attendance will be on the student's report card and will be a part of their permanent file.

CONTAGIOUS DISEASE/ILLNESS/ACCIDENTS

A student at Central Lutheran School shall not be permitted to attend classes or other school activities if the student is known to be afflicted with or liable to transmit any contagious or infectious disease.

Children with acute infectious diseases should be kept at home until the doctor releases them to return to school. **UNDER NO CONDITION SHOULD A CHILD WHO HAS EXPERIENCED A FEVER IN THE LAST 24 HOURS BE SENT TO SCHOOL.** If head lice is reported or found, a note will be sent home with students in the affected classroom. Students with pink eye may return 24 hours after beginning antibiotic eye drops.

Students with chronic infectious disease (and their families) have a right to privacy and a need for confidentiality. Parents of all students and all staff members will be notified in general terms when a student's condition may affect the general population. The notification will define the

conditions under which the student is attending school and the school's plan for keeping the public informed about the situation. **(Refer to Board of Directors Policies #B-13 & B-31)**

If a child becomes ill at school and needs to be sent home, the parent or guardian will be notified by telephone. Children with temperatures of more than 100 degrees will be sent home. Child may return after 24 hours fever free. A child who has vomited should be kept home until the child has gone 24 hours without vomiting. In cases of an accident, the parent or guardian will be notified first. When immediate acute treatment is required, a school staff member will call 911. Because of OSHA regulations, teachers may not give first aid other than basic care. Other accidents may have a report filed which will provide the following details: time and place of the accident, the cause of the accident and the supervisor at the time of the accident. **(Refer to Board of Directors Policy #B-2)**

CURRICULUM

Central Lutheran School meets or exceeds National Lutheran School Accreditation (NLSA) requirements in regard to curriculum, including religion, as well as all basic subjects. CLS may offer extensions to the curriculum such as Outdoor Education, Exploratories, Fine Arts Festival, Spelling Bee, Geography Bee, Mathcounts, field trips, etc. We strive to teach in a Christ-centered way in all areas of the curriculum. **(Refer to Board of Directors Policies #B-15 to B-19 & #B-22 to B-30)**

DAMAGES

The practice of Central Lutheran School is that students must pay for damage to textbooks and/or workbooks that are misused or willfully damaged. When textbooks are checked out at the beginning of the year, the condition of the book is noted. The parent/guardian must reimburse the school for any loss and/or damage, including library material. School and church property, including furniture and equipment, must not be defaced, marred, or damaged in any manner. The student's parent/guardian will be held financially responsible if the damage is the result of misuse or willful destruction.

DISCIPLINE – GENERAL

Christ-like love is the concept under which we operate at Central Lutheran School. This love is demonstrated by the concern of the teachers for the individual student and the entire student body. While Christ hates sin, He loves the sinner. Likewise at Central Lutheran, we love the children and need to impress upon them the consequences of misbehavior. *Love is the compelling reason for discipline, not anger, hate, or revenge.* The discipline should be for the good of the student and should reinforce positive actions that strengthen Christian relationships.

Cooperative efforts in discipline are vital between students, parents, and staff. Staff who are placed in the position of authority over a group of students need parental support to ensure a positive learning environment. In the event of a concern regarding discipline, please refer to the Home-School Relationship section.

The following general rules that have been adopted by the teaching staff of Central Lutheran:

- Students may play in all areas of the playground that are visible to the teacher.
- Use all school equipment safely and properly.
- Keep hands and feet to oneself; respect personal and school property.
- Students will remain inside school boundaries unless given permission by a teacher to leave them.
- When snow and slush are present, students may play in the grass if they are wearing boots; no playing on ice patches.
- No gum or candy allowed without approval by the homeroom teacher.
- In hallways, students will walk and not disturb others.
- Quietly use the restrooms.
- Students will show proper respect and obey all staff members.

We hope that any unacceptable behavior can be handled during a one-on-one meeting between the teacher and the student during which time corrective behavior will be discussed. If the student fails to correct his behavior, the teacher will apply classroom discipline measures and parents will be notified. If the student still fails to correct the behavior, a detention will be assigned and the student will meet with the principal. At this conference correct behavior shall again be outlined. A third detention within a trimester will result in a one-half day in-school suspension. A fourth detention within the same trimester will result in a one (1) day out-of-school suspension.

Some instances of misbehavior are so extreme that they warrant immediate school discipline, such as suspension. In such cases, the parents will be requested to come to school as soon as possible. A conference will take place with the staff member and principal who will outline the reason for suspension and also the period of time the suspension involves. Suspension may be from one (1) day to one (1) week, depending on the severity of the child's behavior. The student will be given a complete list of assignments for the period of time he is suspended and will not be allowed back into the classroom without the completed assignments. A parent conference will be mandatory before the child will be allowed back into the classroom. Expulsion can only occur with the approval of the Central Lutheran School Board of Directors.

Some examples of unacceptable behavior that warrant suspension include:

- Blatant disrespect
- Fighting
- Profanity or obscenities
- Carrying weapons, guns, knives, etc.
- Physically or verbally attacking a staff member
- Immoral conduct
- Possession, sale, use, or attempted use of tobacco, liquor, drugs, etc.
- Sexual harassment

It is the sincere hope and prayer of the Board of Directors and Central Lutheran staff that this policy will never have to be utilized, but this policy must exist so that everyone understands the responsibility and the consequences of extreme behavior. **(Refer to Board of Directors Policy B-11)**

DRESS CODE

Central Lutheran School students do not wear uniforms. Students should, however, dress in a casual manner appropriate to our Christian environment. Shoes and shirts must be worn at all times; shorts and pants must be properly fitted and an appropriate length. Clothing should be clean and in good condition. Hair should be well-groomed and out of the eyes. Avoid t-shirts that may have questionable/suggestive writing. Students in grades 6-8 will be expected to have appropriate clothing for physical education classes at school. The teacher or principal has the final say as to what is acceptable. If inappropriate clothing is worn, a phone call will be made to the parents to provide appropriate clothing. **(Refer to Board of Directors Policy #B-4)**

Some examples of inappropriate dress:

1. backless sandals, flip-flops (these are a safety issue)
2. spaghetti straps
3. shirts that show the midriff (students need to be able to stand, sit, and bend over without showing excessive skin)

ENTRANCE REQUIREMENTS

Students who have reached their 3rd and 4th birthdays by September 15 shall be eligible to attend respective preschool classes. Children who have reached their 5th birthday by September 15 shall be eligible for Kindergarten. Birth certificates (or other document that verifies age of child) must be certified by the school office upon enrollment. Every family must meet with the Principal prior to enrollment.

All students are required to meet the immunization, physical examination (includes dental and vision screening for kindergarten and vision screening for third graders) and health requirements of the Iowa Code. Students transferring into Central from another school will be asked to take an entrance exam with their classroom teacher. Students whose educational needs cannot be served by our school will be referred to schools that are able to meet the students' needs. **(Refer to Board of Directors Policy #B-1)**

ENVIRONMENT

Central Lutheran School campus and grounds are a tobacco, alcohol, and drug free environment. Please, for the health of our students and staff, no smoking or chewing tobacco on school grounds, including the parking lot and playground areas.

FAMILY RIGHTS AND PRIVACY ACT

Under the Family Rights and Privacy Act of 1974, students and parents are guaranteed certain rights concerning the school records of students. Parents may have access to their child's school records upon request. This access must be given within 45 days of the initial request. Parents are also entitled to a hearing to challenge the content of their child's school records. Students may only access their school records when they have reached majority age unless they have the written consent of their parents. **(Refer to Board of Directors Policy #B-7)**

FEES

The cost to educate a child at Central Lutheran School is approximately \$6,000. While the responsibility of covering this cost rests on all members of the school and supporting congregations, the congregations that provide direct support to Central Lutheran School through their church budgets are St. Stephen's Lutheran Church (Atkins), St. John Lutheran Church (Newhall), and St. John's Lutheran Church (Keystone). However, the primary obligation rests upon those who take advantage of what the school has to offer. Central Lutheran School's Board of Directors has established enrollment, tuition, and other fees that are necessary to maintain a high level of Christian education. These fees are reviewed and adjusted annually.

Financial scholarships are available through Iowa Lutheran School Tuition Organization and through Central Lutheran School. Most scholarships are needs-based. Families are encouraged to apply for assistance. It is the responsibility of the parents to contact the principal or Board of Directors if special financial arrangements need to be made. Central Lutheran School does not wish to deny anyone admission due to financial need. If a family does not qualify for any of the scholarship programs, special consideration may be merited through an appeal to the Board of Directors through the principal.

Tuition is due the first of each month. **Tuition accounts that are past due after 5 business days will be assessed a \$10 late fee each month.** Reminder emails are sent to families whose accounts have outstanding balances. If prompt payment cannot be made, the family is requested to submit an alternate plan for delayed payments. The Board of Directors will be notified for possible action of delinquent accounts where two notices have been sent and no alternate arrangements have been made. A bank service charge will be passed along to the family in the event that a check is returned for insufficient funds. Repeated instances of returned checks may result in a cash only policy. All fees must be paid by the end of the school year and prior to enrollment for the following year. **(Refer to Board of Directors Policies #B-1, #B-6, and #D-4)**

FIRE, TORNADO, ALiCE, AND DISASTER EVACUATION

Central Lutheran School conducts regular fire, tornado, ALiCE, and disaster drills, which meet or exceed the NLSA guidelines for student safety. All students and teachers are instructed to move to a place of safety according to a plan that is available in the school office and is posted in each classroom. Our off-campus reunification point is the Newhall Fire Department. We also have a plan developed by the Duane Arnold Energy Commission and the Benton County Civil Defense and Disaster Services Office in case of an accident at the Duane Arnold Nuclear Power Plant. This plan is also available in the school office. CLS has a Crisis Management Plan for such events. **(Refer to Board of Directors Policy #B-2)**

FUNDRAISING

The Parent Teacher League (PTL) is the fundraising arm of Central Lutheran School. Twenty (20) percent of all PTL fundraiser profits are funneled back to the General budget. PTL retains the remainder of the profits. Proceeds of fundraisers may be used for technology upgrades, facilities improvements, big ticket items for the classrooms, field trips, assemblies, etc. In addition, the CLS Marketing committee, the Athletic Committee and the 7th & 8th grade classes also hold fundraisers to finance various special projects. Parents and students are given the choice of participating in these fundraisers. Parents are expected to work or contribute to at least one fundraising activity.

GRADING AND ASSIGNMENTS

Tests are a means whereby a teacher can measure what the student has learned from the instructor's teaching. Tests measure what needs to be reviewed or what needs to be reinforced. Teachers often write their own tests which are tailored to match their specific instruction. They may also use tests developed by the textbook companies that accompany their texts. Tests may be given on a daily basis or whenever the teacher sees fit.

Our general grading scale for tests and assignments is:

A+ 99-100	B+ 90-91	C+ 82-84	D+ 72-74	F 0-64
A 95-98	B 87-89	C 78-81	D 68-71	
A- 92-94	B- 90-91	C- 75-77	D- 65-67	

Some subjects and classroom attributes may be graded by:

1 – Outstanding; 2 – Satisfactory; 3 – Needs Improvement.

Report cards will be issued soon after the end of each trimester.

HOME & SCHOOL RELATIONSHIP

In order for your child to progress satisfactorily, all parties need to work cooperatively. In order to achieve closer cooperation between parents and teachers, home visits are made available each year prior to school beginning. Parents are also encouraged to visit the school so that they may see their child in an everyday school situation. Please notify the teacher **AT LEAST ONE DAY IN ADVANCE OF YOUR VISIT.**

When visiting, the following suggestions might be helpful:

1. If you are not well acquainted with the teacher, introduce yourself.
2. Consult teacher for the best time to visit.
3. Quietly observe your child in the group.
4. If you have concerns about your child, the teacher will arrange a conference at your convenience.

Communication is key to building a strong relationship between the school and the family. **Please keep the school informed of custodial situations. Please provide the school with a copy of any court decisions (includes restraining orders) involving any child in attendance.**

The school will follow the court order on record. The school does not wish to “take sides,” nor do we wish to get put in the middle of a family/civil dispute. Custody situations are emotionally-charged. Our first priority will always be the safety of the students and staff. If a situation occurs on school grounds or at a school-sanctioned practice/event, law enforcement will be summoned.

Confidentiality is important to the home-school relationship. Your rights to confidentiality will be respected. The rights of others to confidentiality should also be respected.

Parent-Teacher conferences are held at the end of the first and second trimesters. Parents sign up online for conference times. If concerns arise at other times, please feel free to contact the teacher to discuss these concerns.

Conflict Resolution

Because we are vitally interested in your child's temporal and eternal welfare, any feelings of injustice or any grievance against an individual teacher/s are to be discussed privately, during after school hours, between parents and the teacher/s involved and/or the teacher and the principal. In order that parents know the appropriate procedures in the event a conflict arises, the following are Biblical steps of Matthew 18:15-17:

1. The parents/guardians shall seek clarification with the teacher first. A phone contact or a personal appointment should be conducted outside regular school hours. This is a must, both from the Christian viewpoint and as a courtesy to those directly involved (Matthew 18:15)
2. If the parents/guardians are not satisfied, they may ask for a joint conference with the principal and the teacher to seek a solution to the problem. (Matthew 18:16)
3. If the parents are still not satisfied, they may request to meet with the Executive Board of Directors (President, Vice President, Secretary, and Treasurer), teacher, and principal to discuss the situation. (Matthew 18:17)

HOMEWORK

Students at CLS routinely have homework. The amount varies from grade level to grade level. Teachers will generally base the amount of homework on the 10-minute rule (Grade level x 10 minutes = amount of time one can generally expect to work on homework.) For example, a second grader can expect roughly 20 minutes of homework; a third grader, 30 minutes of homework, etc. Experience tells us that good communication between teacher and parent is key to managing homework time. Both are responsible to communicate with one another if there is a problem. Homework can become a tiresome and unwelcome task for parent and student if the parent does not understand its value and does not create some guidelines for dealing with homework in the home setting. The following outline was created to highlight some of the things CLS teachers believe can and should be understood to promote and support homework as an important part of the educational experience.

Purpose of Homework

- Homework helps students:
 - review skills and practice lessons through
 - memory work, spelling words, math problems
 - prepare for class by
 - reading assignments, researching topics, studying for quizzes and tests

- develop good study habits by
 - scheduling time daily for homework, learning organizational skills, being responsible for work that is assigned, following directions, learning to work independently, reading for pleasure
- learn new concepts by completing
 - discovery activities that sometimes may be completed parental help
- demonstrate what they are learning by creating projects and reports
- Homework helps teachers:
 - assess a student's understanding
 - assess a student's ability to work independently
 - provide adequate practice of a skill
- Factors that may affect the amount of homework include
 - how well the student uses his time in class
 - how quickly the student works
 - how well student manages longer-term assignments
 - how well homework time is structured in the home
- Some suggestions for parents:
 - Set up study area where child can do homework each day
 - quiet, comfortable, well lit, supplies available, eliminate distractions
 - Schedule a daily homework time and be consistent about sticking to it
 - try not to let scheduled activities interrupt your homework schedule
 - be available for questions/guidance
 - Motivate your child by
 - showing interest in papers brought home
 - give words of encouragement; praise and reward good work
 - Avoid doing your child's homework by
 - pointing out resources
 - help your child think by making comparisons or talk about related ideas
 - check your child's completed work
 - review the directions together
 - work the first problem together and then let child finish the rest on his own

- Communicate with the teacher:
 - when your child doesn't understand a concept
 - when homework takes longer than expected
 - when a family emergency has interfered with the normal homework routine
 - when an absence is planned so teachers can prepare homework (3 days advance notice)

HOT LUNCH PROGRAM

Central Lutheran School participates in the Federal and State Hot Lunch Program and complies with all health and sanitation regulations. The lunches are classified 1-A and require that milk be served as the beverage. If a child presents a signed doctor's statement, he may be excused from purchasing/drinking milk.

A fee is charged for all hot lunches for all students in grades K-8 unless a family qualifies for free or reduced lunch prices under Federal income guidelines. Please see the principal or school office to obtain a copy of these guidelines and application form. Parents may apply for free and reduced lunches at any time during the school year.

2018-19 Hot Lunch Fees

Student Lunch (includes milk)	Seconds	Extra Milk	Adult Lunch	Reduced Lunch w/milk
\$2.75 daily	\$0.75	\$0.30	\$3.75	\$0.40

Lunch and milk payments may be paid in the school office. Students are allowed to have guests eat with them in the lunchroom. If the guest wishes to eat hot lunch, the order must be placed by 9:30am that day. A milk break is offered during the day for preschool, kindergarten, and first grades. Fourth grade through eighth grade students may also purchase an extra milk at lunchtime. Students whose lunch account is significantly negative will not be allowed to order seconds. When a student's lunch account is more than \$30.00 negative, the student will be served a peanut butter and jelly sandwich and milk until the lunch account is brought out of a negative balance.

Seconds "orders" are taken in the morning when lunch count is taken for 3rd through 8th grade students. If a student has ordered seconds, food will be prepared for him. If a student orders seconds, he is charged \$0.75, even if the student does not go to the counter to claim his extra food. Students who order second helpings and fail to get them more than three (3) times will no longer be allowed to order seconds. He may, however, take advantage of leftovers that the kitchen offers whenever they are available. This is an effort to avoid raising the lunch prices for everyone.

Drink Machine Privileges:

The drink machine is shut off from 7am - 3:30pm every day.

K-6: May purchase if a parent is present or at a practice or other school event.

7-8th: May purchase after school only; if taking on bus, do not open container in school; follow bus rules regarding food and drink.

Drink machine privileges may be revoked at any time for failing to follow rules.

ITEMS BROUGHT TO SCHOOL

When a student brings a treat, gift, or cards, or any other item to be handed out in school, the student must bring enough for each member of the class. Otherwise the item should be handed out after school time and away from school property. This is to encourage all children to be friends and not to form cliques with select students. Items not passed out to all class members will be held until school is dismissed. Invitations handed out at school should be given to all classmates of that same gender or to all classmates. We suggest mailing invitations when not inviting everyone in the class to avoid hurt feelings.

Please do not bring unnecessary items such as, but not limited to, trading cards, souvenirs, electronic games, etc. Unnecessary items that cause undue disruption may be taken away.

FOOD & TREATS POLICY:

Due to health and safety risks, only **prepackaged** treats/food may be brought to the classroom for distribution.

We will discontinue the practice of classroom potlucks and homemade treats, as we cannot control the possibility of cross contamination. Meat and cheese are acceptable treats, but our staff will need to slice for distribution. Staff will also wash fruit that is sent to school. Before sending a treat, please check with your child's teacher to see if a student in your child's classroom has a food allergy.

MEDICATION POLICY

An authorization form signed by the parent or legal guardian must be on file for each prescription medication to be given during school hours. Please obtain a Medication Authorization Form from the school office. Students are prohibited from keeping **any** medications in their lockers or backpacks, unless the medication is used for acute episodes for which time is of the essence (ex: asthma inhalers).

All prescription medication should be given to the office in the original container with the original label attached. Label must contain: 1) Name of pupil, 2) Name of medication, 3) Strength and dosage prescribed, 4) Name of physician, 5) Name and address of pharmacy, and 6) Date of prescription.

Medications are kept in a locked cabinet in the office. The school office will maintain a written record of the administration of OTCs that are given, including: 1) Name of student; 2) Name of medication; 3) Dosage, date and time of administration. A written notification is sent home with the child informing parents when a child has been given an OTC medicine.

EPI PENS: Parents must supply. School staff will administer when warranted. Ambulance will be called anytime an epipen is administered. Parents are responsible for replacing expired epi pens. The school will not be responsible for administering an expired epipen to child if the expired epi pen is the only option available for that child.

MUSIC PROGRAM

The purpose of the Central Lutheran music program is to glorify God, grow in appreciation of God's gifts, and give a Christian witness through music. Students in grades Kindergarten through eighth will receive instruction that incorporates skills, knowledge, and positive attitudes toward music. Our program includes singing, playing, reading, writing, listening, and using music as an avocation or vocation.

There are three choirs at CLS: Hosanna Choir (Kindergarten and First Grades); Singing Saints (Grades 2-4); and Jubilation Choir: (Grades 5-8). Jubilation Ignited is the CLS show choir for 5-8 grades. Participation in show choir is optional. We recognize some students are uncomfortable when it comes to dancing. Students may opt out of performing with the show choir at competitions and other performances, but all students are required to join the show choir at the last performance (Spring Concert in May). Students who have opted out of show choir will be required to join the choir during the ballads (no dancing required). Each choir represents the school by singing at the churches, during chapel services, and at other venues. All students will participate in their grade-appropriate choir. The 3- and 4-year-olds will sing at Christmas & Spring Concerts.

Central Lutheran School offers a band program for students in 5th-8th grades (5&6 Beginner Band; 7&8 Band). All students will be taught to play the recorder in 4th grade. The school recommends that any student who wishes to play an instrument should begin private instrumental lessons sometime during his fourth grade year. Students who excel in their private instruction may be asked to join the beginner band during the latter part of his fourth grade year. Students who wish to play percussion are strongly encouraged to enroll in piano lessons. Beginning in 5th grade, students

who do not wish to play a musical instrument will attend Music Seminar classes while other students are attending band. CLS strongly urges all students to participate in at least one musical activity.

NEWSLETTER

A weekly newsletter (The Correspondent) is distributed Thursday of each week. The Correspondent contains pertinent information regarding school activities for the coming week. It also features stories about our students and staff. Items to be included in The Correspondent should be given to office by noon Wednesday. In an effort to reduce costs, The Correspondent will be emailed to parents who provide an email address to the office. Families may request hard copies of newsletter. Our weekly notes may be found on our website at www.CentralLutheranSchool.org under the PARENTS tab. Teachers also send home classroom newsletters. Newsletters are the most efficient way to communicate with large groups of people about information that affects large groups of people. Parents are responsible for reading the information contained in newsletters.

NON-DISCRIMINATORY POLICY

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

P.T.L. (PARENT-TEACHER LEAGUE)

Parents of all students and teachers are automatically members of this organization and are encouraged to attend the meetings. No dues are collected. The PTL meets four times a year (September, November, January, and May). Offices are held by parents who run for the following positions: President (one-year term), Vice President (two-year term: one as VP and second year as President); Secretary (two-year term) and Treasurer (two-year term). The PTL's primary function is to raise funds for the school to purchase equipment, pay for field trips, pay for technology upgrades, etc. 7th and 8th grade students will provide free childcare during the meetings. PTL will compensate the 7th and 8th grade classes for babysitting services.

SCHOOL HOURS

Normal Hours	
AM Preschool	8:00am - 11:15am
PM Preschool	12:10pm - 3:25pm
K-8	8:15am - 3:25pm

Students who arrive between 7:30 am and 8:00 am should enter school through the red doors (South Gym). Students are supervised by an adult from 7:30-8:00 am. Students are dismissed to their classrooms following morning announcements and prayer. Main entry doors are unlocked at 8:00 am. Afternoon preschool students should not arrive earlier than 5 minutes before class begins.

All students should be picked up by 3:45pm each day unless participating in after school program or practices. Students who have not been picked up by 3:45 pm will be sent to Kids For Jesus Extended Care program. Parents are responsible for charges incurred during the time students are at KFJ.

Late Starts/Early dismissals due to inclement weather:

CLS will follow the weather related closing decisions of Benton Community Schools because of our busing arrangement with them. Parents will be notified of late starts and early dismissals via Fast Direct broadcast system which sends texts and emails to all CLS families. Families must enable the text feature on Fast Direct.

Parents may also call the Benton BOBCAT VOICELINK at 319-830-2164 for closing announcements. Announcements also appear on local television stations.

Parents can also sign up to receive text message reminders. **Text: @a3cfcg to 81010 to sign up.** *(Data and message rates may apply).*

2-Hour Delay Schedule	Early drop offs begin @ 9:30 am
AM Preschool	10:00 am -12:15 pm
PM Preschool	1:10 pm - 3:25 pm
K-8	10:15 am - 3:30 pm

Unexpected early dismissal times tend to vary with the timing of weather events. Early dismissals may occur at any time of the day. We will relay early dismissals as quickly as we can via the Fast Direct system.

The KFJ program operates immediately after school dismisses, even when we have unexpected early dismissals.

SECURITY

All exterior doors of the school remain locked during school hours. The front doors are monitored by a video and audio surveillance system. All visitors during the school day must ring the bell to be allowed entry. After school the doors remain locked for the safety of children and staff who attend the after school program.

Confident in the assurance that Christ is with us in every life situation, Central Lutheran School can respond to crisis with clear minds and caring hearts in ministering to the “whole” child and “whole” adult. A crisis can be defined as a crucial situation or difficulty, a turning point, or a decisive moment. Crises are a part of personal and institutional reality with potential for danger as well as growth. Through its Crisis Management Plan and Crisis Management Team, Central Lutheran School is prepared to intervene should a crisis occur. A crisis may include any event which affects the school and may include, but is not limited to: natural disaster, threats to individual or group, death of a student or school personnel, fire, power failure, violent crime, or accident. A copy of the Crisis Management Plan is available in the school office for anyone to view.

TELEPHONE USE

Students may use the telephone with permission from their teacher, the secretary, or principal.

Parents are asked to use good judgment if they must make a phone call to their child during the school day. If possible, please leave a message with the secretary or principal, which can be given to your child at his next recess or at another break. Unless it is an emergency, the office staff will deliver a message to the child.

-->Cell phones and electronic devices must be kept in the student’s locker/book bag and turned off during school day.

TESTING/SCREENING PROGRAMS

In addition to regular subject matter testing, standardized tests and/or assessments are given to the students of our school. Each child will take a standardized achievement test once each school year. Students in grades 3 through 8 are given the Iowa Assessments (formerly Iowa Test of Basic Skills). Students in grades K-5 take a FAST reading assessment in fall, winter, and spring. Students in grades 2 through 5 will also take a FAST math assessment. Students in grades 6 through 8 will take the NWEA Measure of Academic Progress assessment in fall and spring. Standardized

tests assist in measuring our teaching in terms of criteria that has been developed over a period of time with a large number of students. Individual and class results are used for guidance of the individual child and for general school use.

Other types of testing/screening done at Central Lutheran School may include:

1. Grant Wood Area Education Agency (GWAEA) testing of students who are referred by their teacher
2. GWAEA Hearing screening -- GWAEA screens all students in kindergarten and grades 1, 2, and 5. Students in Preschool with IEP's will also be screened. Students in grades 3, 4, 6, 7, and 8 who are new to the school, that don't have a documented hearing test, and some students with a history of known hearing loss will also be tested. Follow up testing may occur periodically if previous hearing test results were not within normal limits. Parents/guardians not wishing their child's hearing tested should notify the school office in writing at the beginning of the year. Parents/guardians with concerns about their child's hearing should contact the school office.
3. Lion's Club Vision Screening (preschool and kindergarten round up)

TRANSPORTATION

CLS enjoys a good working relationship with the Benton Community School District. By law, Benton Community buses are not required to provide any busing for our students. The Benton administration has agreed to bus students to CLS in the mornings and afternoons if those students live in the district boundaries on a regular bus route. However, some families may be unable to use the buses even though they live in the district. This is decided on a case-by-case basis and must be worked out between the individual family and the transportation director at Benton Community School. Other students must either meet the bus on an established route or be privately transported directly to and from school.

Parents must find private transportation to games or tournaments. The school is not responsible for arranging rides to games. If your child is to ride with someone other than yourself, you must present a note to the school office with this request.

Families who transport their children 2 or more miles to school are eligible to apply for Nonpublic Transportation Reimbursement. See office for details.

VOLUNTEERS

Central Lutheran School uses volunteers in many of its educational and extracurricular programs. Please help us expand our students' lives and learning opportunities by being involved and giving of your time and talents. Again, this is one more opportunity for cooperation between the home and the school.

Parents who volunteer to drive for various field trips must give the school office a copy of a valid driver's license and proof of insurance card.

XYZ (LAST BUT NOT LEAST)

If you have questions at any time or if you are in doubt about policies concerning Central Lutheran School, it would be wise to contact the school office before you take any action. Your child's teacher and the principal are very willing to discuss any questions or concerns. Administration may use its discretion in applying or deviating from some policies.

SCHOOL EVENTS

Forms & Fees Days- Usually held one to two weeks before school year begins. During this time, parents and families may come to the school to register their children and pay for school items and lunches. At this time children also may drop off their supplies and book bags and visit their classrooms.

Opening Ceremony- Opening Services will take place at St. Stephen's Church in Atkins the first day of the school. Service begins at 8:30 a.m. Students should be in church hall by 8:15. Parents, grandparents, and friends are welcome.

Open House- Open House occurs mid September. Treats provided and served by PTL. Parents may visit classrooms and visit with teachers. Stay for the first PTL meeting of the school year (free babysitting provided!)

Book Fair- A book sale to raise money and purchase books for the school media center. Students visit book fair to create personal wish lists to give to parents. Classroom wish lists will also be posted. Parents are encouraged to buy either a book off the room list or a gift certificate for each student's classroom.

PTL Brunch- The PTL Brunch occurs on the 3rd Sunday of October. The brunch is a PTL fundraiser and is chaired by 4th grade class parents. Public is welcome. Pancakes, sausage, eggs, fruit, rolls, juice and coffee are served. Hours are 9:00 a.m. to 1:00 p.m. Free will donation. Handmade quilt raffled off.

Spring Fling- This is a PTL fundraiser hosted by 1st & 6th grade parents and is held every other year. The Spring Fling will be held in spring every other year. Every classroom donates items for theme baskets and a silent auction. Come for food, games and lots of fun.

Outdoor Ed- 5th & 6th graders travel to a local camp site/facility for a two-night stay. Included in the trip are outdoor educational activities taught by the DNR and camp personnel. Parents and teachers chaperone. Some experiences may include sleeping in bunk houses, building campfires, bird watching, creating plaster molds for wildlife, hiking, learning outdoor survival skills, live animal trapping and identifying bugs.

Science Fair- This event occurs every other year. Individual projects are presented to judges who evaluate and give ribbons. Parents and public may view science fair projects during the evening. Top place finishers advance to Williamsburg for the Iowa District East Science Fair.

CLS Christmas and Spring Concert- All grades show their talents and love for Christ with vocal and instrumental performances. Performance in school gymnasium. Check calendar for date and time.

Geography Bee–This event involves 4-8th graders statewide but begins with local Geography Bees at schools. CLS holds its competition in January. Local winner takes written test to determine eligibility to advance to state Geography Bee. Check calendar for date and time of local Geography Bee.

Spelling Bee– The school spelling bee occurs in early February. It begins with a written test and moves to oral competition. This event involves 3rd-8th graders. The top two spellers and an alternate in each class move on to the Iowa District East Spelling Bee held at Cedar Rapids Trinity.

National Lutheran Schools Week– NLSW is observed at CLS. It is filled with various classroom activities and service projects. Daily dress up themes are implemented along with a fun, school-wide field trip. We celebrate the gift of Lutheran schools and show appreciation for the teachers and staff.

CLS Fine Arts Night– Fine Arts Night generally takes place in March. This is an opportunity for all students to participate in singing, playing musical instrument, dance, poetry reading, drama, arts and crafts, and creative writings. Central’s festival is a practice run for the IDE Fine Arts in Readlyn. Students are judged and critiqued.

Fill the Gym: Fundraiser hosted by Benton Community High School Choral Department. All show choirs in district are invited to perform under one roof to cap off the competition season. Central’s Jubilation Ignited is invited to perform.

Festival of Bands– Fundraiser hosted by Benton Community High School Band Department. Takes place at Benton High gymnasium. Central bands are invited to perform.

PTL Plant Sale Truck delivers live plants to school. Customers come to the school to buy plants. This fundraiser requires a lot of volunteer help from our parents. The school raises thousands of dollars from this fundraiser. Contact PTL for more information.

St. Louis Class Trip– This trip takes place either in April or May every other year. Students use their fundraising money for trip expenses. Trip usually lasts 4 days. Parents provide chaperoning.

Sports Awards Banquet– Occurs in May after sports season ends. Students involved in sports throughout the year are recognized. Hosted and planned by Athletic Committee.

4-year-old Graduation– This event is a celebration of our 4 year old preschool students moving onto Kindergarten. An informal ceremony and reception take place.

8th grade Graduation– Seventh grade parents chair and host the commencement service, which is held on an evening of the last week of school. The service is led by the Principal and pastors. Each 8th grader has the opportunity to give a speech and will receive a diploma. Cake and punch reception follows ceremony.

Closing Service - Closing services take place on the last day of school at St. John Lutheran Church in Newhall, weather permitting. All, parents, grandparents and friends are welcome as we give thanks and praise to our Lord for the previous school year.