



# CENTRAL

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# LUTHERAN

*A Caring, Loving, Sharing Family of Christians dedicated to a Christ centered education, cultivating lifelong learning for joyful service to the church, community, and the world.*

2020–2021

## Parent & Student Handbook

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## **2020–2021 Chapel Theme**

“Sent to Serve” - Matthew 20:28: “Even as the Son of Man came not to be served but to serve, and to give his life as a ransom for many.”

## **Who We Are**

Central Lutheran School is a caring, loving, sharing family of Christians where your child feels safe and secure, while receiving special, individual attention.

## **Mission Statement**

Central Lutheran School is a **Caring, Loving, Sharing** family of Christians dedicated to a Christ centered education, cultivating lifelong learning for joyful service to the church, community, and the world.

## **Vision Statement**

Central Lutheran School will be the benchmark for Christian education in Northeast Indiana, equipping future leaders for service to the church, community, and the world.

## **Philosophy Statement**

Central Lutheran School operates under the guidance of the Holy Scriptures and the doctrinal confessions of The Lutheran Church—Missouri Synod. Our calling is to prepare our students for lifelong learning and joyful service to our Lord through family, school, church, community, and the world, by providing quality education in a Christian environment for the purpose of furthering God's Kingdom. Our staff works together to assist parents in providing students with a thorough understanding of God's Holy Word and the Lutheran Confessions, with opportunities to apply their faith in all aspects of life. We believe each child is a precious gift from God and His unique creation. Central strives to educate the individual students and help him achieve his educational potential.

## **Core Values**

**Faithfulness** to God's Word

**Service** to God and others

**Respect** and **Love** for self and others

**Strength** in academic excellence

## **School Purpose**

The purpose of Central Lutheran School is to prepare its students for efficient and productive service to our Lord through family, school, church, community and country, by providing quality education in a Christian environment. (Matthew 28:18–20)

## **School Objectives**

1. Assist parents in providing students with a thorough understanding of God's Word, the Bible, and with opportunities to apply their faith.
2. Provide a level of education that is superior to all other elementary schools in the community.

## **Philosophy of Education of Central Lutheran School**

### **The Basis of our Philosophy Statement**

The basis of our Philosophy Statement and the basic source of truth for the Christian is divine revelation as set down in the Bible. In the Bible, God has revealed Himself to all people and has demonstrated His creating, redeeming and sanctifying power. Truths found in the Scripture are absolute truths that never change.

### **The Broken Family**

God created a perfect world. But sin has separated all people from Him and from each other. We live in a broken world. God showed His love by restoring us to Himself and each other through the life, death, resurrection, and ascension of His Son and our Savior, Jesus Christ. In baptism, God adopts us into His family. By the power of His most Holy Spirit working through Word and Sacrament, we are empowered to mend our broken family and live as a caring, loving, sharing family of Christians.

### **The Family at Home**

The family at home is the primary Christian education. It is the God-oriented institution for faith building and for the passing of faith from one generation to the next.

### **The Family at School**

Central Lutheran School is a family of Christians. All who are involved at Central Lutheran School are members of this family. As a family of Christians, we show God's compassion in how we care for one another (Colossians 3:12), we demonstrate the love of Christ for one another (John 15:12), and we share our joy (2 Corinthians 1:7, 2:3b).

## The Teachers of the Family

The Teachers and the families of Central Lutheran School meet the spiritual, intellectual, emotional, physical, and social needs of the member of this family of Christians. We must also encourage each family to adopt this Philosophy Statement and use the Mission Statement at home as it is used at school. This will affirm the mission of Central Lutheran School in the life of this family of Christians.

### To this end, Central Lutheran School will:

1. **Assist** the parents as they strive to bring their children to faith at an early age and constantly give opportunity for their spiritual growth...
2. **Give** the children the best education and training possible with the means at our disposal...
3. **Assist** the church in providing for the wholesome physical and emotional development of our children out of love for God's great gifts...
4. **Give** added strength to our congregation and its life...
5. **Give** extended opportunity for training of our youth...
6. **Develop** a Christian way of living, not merely Christian knowledge...
7. **Provide** mission opportunities by training our youth to share the Gospel within the church, school, and community.

## Statement of Belief

Central Lutheran School is part of The Lutheran Church—Missouri Synod (LCMS or Synod). The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God, Father, Son, and Holy Spirit, a faith built on “the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone” (Eph. 2:20). With the universal Christian Church, The Lutheran Church—Missouri Synod teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world's redemption; and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity—Father, Son, and Holy Spirit—are coequal and coeternal, one God.

LCMS congregations and schools voluntarily choose to belong to the Synod, and, although diverse in many ways, all hold to a shared confession of Jesus Christ as taught in Holy Scripture. We believe without reservation that the Scriptures of the Old and the New Testament are the written Word of God and the only rule and norm of faith and of practice. In addition, the Synod accepts without reservation the writings contained in the Book of Concord: The Confessions of the Evangelical Lutheran Church.

Believing in the authority of Holy Scripture and that the Lutheran Confessions are a correct interpretation and presentation of biblical doctrine, our congregations agree to conform all their teaching and practice to the Scriptures and the Confessions. The Synod “is not an ecclesiastical government, exercising legislative or coercive powers” (LCMS Constitution, Article VII) concerning its member congregations and ministers. However, the voluntary association of member congregations, schools, and ministers includes their agreement to respect and honor and uphold (Bylaw 1.7.2, 1.8.1) decisions (resolutions) made by the Synod in its national conventions regarding the understanding of the teachings of Scripture and the Lutheran Confessions and practices that are consistent with such teaching.

The Synod in convention is the “principle legislative assembly of the LCMS (Bylaw 3.1.1) and its resolutions and statements are the position of the Synod in matters of doctrine and life. The Constitution and Bylaws of the LCMS provide specific guidance for the implementation and supervision of the teaching and practice of its members (congregations and rostered church workers).

Congregations and schools of the LCMS, while upholding teachings and practices that are consistent with Scripture and the Lutheran Confessions and while honoring Synod convention resolutions, are self-governed and establish policies based on local circumstance and expediency. An LCMS congregation or ministry operates according to its own constitution and bylaws—which are required by the Synod Bylaws to be reviewed by the District through which the congregation holds membership in the Synod—and therein establishes an orderly way of making decisions and determines which individuals or entities in the congregation (e.g., the pastor, church council, board of elders) will have authority to act on behalf of the congregation in specific circumstances. The Constitution and bylaws of this school govern our decision-making and policies. A copy is available upon request.

## **Statement of Belief on Marriage, Gender, and Sexuality**

We believe 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.

We believe 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). We believe 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). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18–20; 1 Cor. 6:9–10).

We believe that in order to preserve the function and integrity of Central Lutheran School as the local Body of Christ, and to provide a biblical role model to the school's members and the community, it is imperative that all persons employed by Central Lutheran School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt. 5:16; Phil. 2:14–16; 1 Thess. 5:22).

We believe 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).

We believe 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 nor the doctrines of Central Lutheran School.

## **Statement of Belief on the Sanctity of Human Life**

We believe 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 (Ps. 139).

## **Central Lutheran School Admissions Policy**

1. Candidates for admission to Central Lutheran School must be aware that Central is a ministry of the Lutheran Church—Missouri Synod; therefore, we only teach the doctrine and practices of the Lutheran Church—Missouri Synod. Please read our school's mission, vision, philosophy, and core values prior to submitting an application, as your agreement and commitment to Central's educational program is indicated at that time. Parents must also understand that the academic success of their child is a result of parental involvement in the life of their child's academic work (for example, homework) and extracurricular activities (for example, participation in sports and school activities).
2. Candidates for admission to Central Lutheran School must be in agreement with and committed to the mission of the school, its policies, and administrative decisions.
3. All enrolled students must participate in all generally required school and class activities unless there is a legitimate documented medical excuse.
4. Central Lutheran School, a non-profit, 501(c)(3) elementary school, admits students of any race, color, creed, religion, gender, national and ethnic origin, and does not

discriminate in administration of its educational policies, admissions policies, financial aid, or other school-administered programs.

5. Central Lutheran School admits full-time students to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Admission is open to all children of the community, as space is available, according to the following:
  - a. First, children of our three association churches (Emanuel, Martini, and St. Paul), field workers, Seminary students, and non-member children enrolled the previous year and their siblings.
  - b. Second, non-member children not enrolled the previous year.
6. Admission to Central Lutheran School is dependent upon the school having the appropriate academic program and/or educational plan that fit the student. Determination of the appropriate educational program/plan is made through some or all of the following methods: cumulative record from previous school, review of report cards, the applicant's scores on State of Indiana tests, other standardized test results, a previous school referral form, and other possible factors. The school may or may not be equipped to service the educational needs of students with disabilities. Students with Individualized Education Plans require individualized review and approval for admission. School records must indicate that there is a reasonable expectation for a formula for success at Central Lutheran School, as determined by our School Administrator.
7. All parents of applicants, grade 1–8, must meet with the School Administrator before admission to determine placement.
8. Transfer students must have a C or better average at their previous school.
9. Students from alternative or non-accredited schools or who have been on probation and/or suspended from another school require individualized review and approval for admission.
10. The student must be in good standing with their previous school. Students expelled from another school will not be considered for admission in Central Lutheran School.
11. Students may be admitted to Central Lutheran School at any point during the academic year if approved.
12. Children who enter kindergarten must be 5 years old on or before August 1 of the year in which they enter. Children who turn 5 years old on or before August 31 of the year in which they enter may apply for a special waiver that includes an application, screening, and a meeting with an administrator.
13. Central Lutheran School reserves the right to evaluate all new students to determine their grade readiness.
14. Indiana law requires that a student's health and immunization records must be present at school before the student may attend classes.
15. In order to complete the enrollment process and to hold the child's place, a non-refundable \$100 application fee per child must be paid.

# Financial Policies

## Tuition Policy

1. The amount of tuition is to be established by the School.
2. Tuition assistance is available for our families. This includes association members, non-association members, and other Lutheran Church—Missouri Synod member families. This will be handled on an individual basis.
3. A deposit is required at the time of pre-registration. This fee is non-refundable if the child does not attend Central Lutheran School in the fall. This deposit holds a place for the child at Central Lutheran and is applied to THE ENROLLMENT FEE. The amount of this fee is determined by the school board.
4. Book fees are included in the Enrollment Fee.
5. All families, at registration (no later than the first day their child attends Central), are to either:
  - a. Pay their tuition amount in full, or
  - b. Establish an account for making monthly payments.
  - c. All families are required to pay the enrollment fee per student, even if the student is enrolled during the school year or they withdraw their student during the school year.

If any of these options is not followed, the child may not be allowed to attend Central Lutheran.

6. If a family pays tuition in full by June 1st for the upcoming school year, they are eligible for a 5% reduction in the tuition amount. The enrollment fee is not eligible for the 5% tuition discount. This discount is for elementary students only.
7. Students may not be enrolled in the next school year unless all charges from the preceding school year have been paid by June 30.
8. Additional fees for music, athletics, bus, field trips, or other activities may be assessed by the school office as needed.

## Refunds

1. Tuition will be refunded only if paid in full by the beginning of the school year, using the following scale:
  - a. When withdrawal is before the end of August: 90%
  - b. September: 80%
  - c. October: 70%
  - d. November: 60%
  - e. December: 50%

- f. January: 40%
  - g. February: 30%
  - h. March: 20%
  - i. April or May: No refund given
2. No refunds will be given on the Enrollment Fee.
  3. Athletic Fees will be refunded as follows: no refund after making the team and participating in the first contest, or after withdrawal or dismissal from the team. In sports where cuts are made, a 100% refund will be given, or no fee needs to be paid.
  4. Varsity band will not be refunded after September 30. Beginning band will not be refunded after February 15.
  5. Incidental Fees are not eligible for refund.

## **Registration Fee Policy**

There is a \$100 non-refundable fee per child. This fee is applied towards the tuition for the upcoming school year. This fee is to be sent in with the enrollment forms by the announced deadline to guarantee the child's placement in the classroom.

## **Tuition Payment**

Payment may be made in full on Registration Day or a plan of installment payments may be set up. Information about the installment payment program may be obtained in the office. CLS is participating in the FACTS program.

## **Tuition Assistance**

There is tuition assistance available for all our families. This includes association members and non-association members. This is handled on an individual basis. Applications for tuition assistance may be obtained from the office.

## **Financial Responsibility**

1. Parents must be current with all present year's fees, dues, and tuition payments before they are allowed to make the required deposit to reserve a slot for their child for the next school year.
2. Parents will not be allowed to enroll their children in CLS until all past debt to CLS has been repaid.
3. If a family falls more than 60 days behind in their payments to CLS, they will lose the privilege of using the installment plan for tuition payments for the next school year.
4. A \$25 service charge will be assessed for any check which is returned to CLS for any reason.
5. Student's grades/records will not be released at the end of the school year until all past debt to CLS has been repaid.

6. Anyone who has not paid all debt to CLS by June 1st will be required to meet with the CLS Financial Committee in early June to determine if they will be allowed to enroll their children for the following school year. The CLS Financial Committee will then make a recommendation to the full CLS Board at the regular meeting.

## **School Description**

Central Lutheran School (CLS) is a parochial elementary school that was founded in 1952 through an association formed by three Lutheran churches in the New Haven community—Emanuel, St. Paul, and Martini. CLS educates students in Preschool through Eighth Grade. The facilities create an environment which is conducive to learning and a faculty and staff of professionals that are dedicated to the Lord and the attainment of excellence in the classroom.

## **Student Conduct**

Christian behavior at Central begins with our faith in Christ, based on the Word of God and His Ten Commandments. Using these principles as our guide, students, teachers and parents will learn to live and grow together in a God-pleasing manner. Because of this, there are certain assumptions we make regarding Christian Education at Central Lutheran School. Some of these are:

- To the best of their ability, students will use their talents and gifts to the Glory of God and the welfare of their neighbor.
- All students will come to school each day prepared and ready to learn. Consideration for others will be reflected in student's actions.
- Actions that run counter to these principles of Christian behavior may result in appropriate disciplinary measures.

## **Code of Honor**

Central Lutheran students are expected to conduct all aspects of their studies in a trusting, Christian manner. An honor system presumes that students are able and willing to accept the responsibilities of maintaining an honorable conduct for the sake of the institution and themselves. Junior High students and parents will be asked to sign this Code of Honor each school year.

## **Bullying Policy**

Central Lutheran School strongly condemns and prohibits harassment or bullying of individuals by anyone, whether verbal or physical, whether sexual or otherwise.

Central Lutheran School is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to an atmosphere that promotes equality and is free from discriminatory practices. Conduct such as harassment and bullying is contrary to the behavior, values, and principles taught by our Savior, and is disruptive of the educational process. Students may not engage in any act of harassment or bullying while at school or at any school function.

We are committed to an environment of respect and dignity, free from harassment and bullying, because God views our bodies, souls, and all that makes us up as sacred to Him. He calls us “temples of the Holy Spirit and people who belong to God (I Cor. 6:19–20). We have been purchased with the blood of Jesus and set aside to honor the Lord in word and deed. Most particularly, as people who now love the Lord and desire by His Spirit to honor His will, there is not to be even “a hint of sexual immorality, or any kind of impurity,” among God's people (Eph. 5:3). This is to include obscenity, foolish talk, or coarse joking, which are out of place. Further, because we are God's possession and His holy ones, (1 Peter 2:9–10) we are rather to live as children of the light (Eph. 5:9) who show the fruit of goodness, righteousness, and truth. Therefore, Central Lutheran School strongly condemns and prohibits harassment or bullying of individuals by anyone, whether verbal or physical, whether sexual or otherwise. Anyone who violates this policy will be subject to disciplinary action, up to and including suspension or expulsion. (See Discipline Policy.) As may be required by law, law enforcement officials shall be notified of harassment or bullying incidents.

Students who believe they are being harassed or bullied are to firmly and promptly notify the offender that his or her behavior is unwelcome. Consider Matt. 18:15–20 as you inform the offender.

Should the harassment or bullying continue the student is to inform his/her teacher immediately. All reports will be investigated. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the bullying student. This includes intervention(s), restoration of positive climate, and support for victims and others impacted by the violation.

## **Confidentiality**

Every effort shall be made to protect the privacy of parties involved in any complaint. Files pertaining to complaints are confidential and will only be discussed when necessary for the investigation into and/or the resolution of the matter.

## **Definition of Harassment**

For purposes of this policy, harassment is defined as including, but is not limited to:

1. Verbal harassment: demeaning comments, slurs, jokes, or cruel teasing.
2. Written harassment: inappropriate, cruel, or obscene letters, notes, invitations, e-mails, etc.
3. Physical harassment: assault, inappropriate touching, impeding or blocking movement.
4. Visual harassment: intimidation, leering, gestures, displaying inappropriate or obscene objects, pictures, cartoons, posters, or the like.
5. Retaliation, or threat of retaliation, following a negative response to harassment, or following a harassment complaint.

## **Definition of Bullying**

For purposes of this policy, bullying is defined as including, but is not limited to:

1. Repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another.
2. Actions such as verbal taunts, name-calling, and put-downs, including ethnically based or gender based verbal put-downs.
3. Extortion of money or possessions.
4. Exclusion from peer groups within school.

More concisely, "Bullying happens when a person is exposed repeatedly and over time to negative action on the part of one or more persons.

A single incident of sufficient severity may constitute harassment or bullying. In determining whether a specific act or pattern of behavior violates this policy, the circumstances surrounding the conduct shall be considered together with the above definitions.

## **School Hours**

Official school hours are 7:45–2:30. Students arriving before 7:35 a.m. will report to the cafeteria. Students arriving after 7:45 are to report to the office to receive a pass to class. Students may not leave the grounds during the school day, unless accompanied by a parent.

All students must leave the building by 3:00 p.m. unless staying after for an activity. A student who walks to any local business after school and returns must have a parent-signed and dated note on file in the office. This note must be turned in to the office by 9:00 a.m. that day.

## **Visitor Access**

All visitors must check in to the main office during normal school hours (7:00 am to 3:00 pm.). Adult visitors (age 18 and over) must go through the SafeVisitor process. CLS reserves the right to limit access to any part of the building to any visitor, with or without cause, based upon the discretion of the administration and/or the information obtained through SafeVisitor. During school performances or other special circumstances, visitors may be allowed to enter at other doors. These instances will be communicated prior to the event.

Unaccompanied minor visitors (under age 18) must receive advance permission from the principal or a teacher to be at the school during the regular school day. Minor visitors must have a designated purpose and time period for being at the school. Minor visitors must abide by the school's policies, rules, and procedures. This includes but is not limited to school policies related to cell phone usage, language and behavior expectations and general dress code guidelines. While minor visitors are not expected to be in full dress code, they are expected to dress in such a way as to not disrupt a given class period or school day. Minor visitors who fail to abide by these guidelines will not be permitted to remain on the school property and a parent, guardian or other responsible adult will be contacted.

Visitors are not allowed to loiter in hallways or restrooms. Teachers reserve the right to ask visitors to leave if the presence of the visitor is deemed to cause a disturbance or distraction.

## **Closings and Delays**

School delays and closings will be announced on the CLS website, social media, local radio, and television stations. Central Lutheran will follow East Allen County Schools (EACS) decisions. You can call CLS at 493-2502 Option #5 or check our website for current information.

School will be dismissed 2 hours early (at 2:00pm) every Wednesday to keep with EACS schedule. This will not be observed on Wednesdays that have started with a delay.

## **Central Lutheran School E-Learning Policy**

Purpose: Central Lutheran School (CLS) has implemented e-learning in accordance and consistent with the Indiana Department of Education (IDOE). The purpose of this policy is to establish criteria and expectations for e-learning days at CLS.

## Number of e-Learning Days

1. The principal in conjunction with the school board will determine how many days can be used to effectively deliver instruction via e-learning in a given school year.
2. The principal and school board may elect to use planned e-learning days during the course of the school year.

## Notification of e-Learning Assignments and Availability of Teachers

1. Parents, teachers, and staff will be notified of e-Learning days in multiple ways:
  - a. Text alert (parents must sign up for alerts via FACTS/RenWeb)
  - b. Email alert
  - c. Television and/or radio announcement
  - d. Social media
2. In the event of a planned e-learning day, parents will be notified by the school newsletter and through the school calendar
3. Teachers will deliver e-learning assignments no later than 9:00 am.
4. Delivery of e-learning assignments may come in various ways:
  - a. For planned e-learning days, teachers may send home the e-learning ahead of time, no more than 2 days in advance.
  - b. For unplanned e-learning days, teachers may email the e-learning or post it on the class page, through a 3rd party such as Firefly, Google Classroom, Weebly, Shutterfly, or other services.

## Due Dates for Work and Attendance

1. Work that was assigned as e-learning is due the third day that school is in session following the e-learning day. For example, if Monday was an e-learning day, but the rest of the week was a normal schedule, then the e-learning is due on Thursday (Thursday being the third school day after the e-learning).
2. In the event of consecutive e-learning days, students will be given an extra day for each consecutive e-learning day to turn in assignments. For example, if Monday and Tuesday are e-learning days, then Monday's assignments are due on Friday (Friday being the third school day after the e-learning) and Tuesday's assignments are due on Monday (Monday being the third school day after the e-learning).
3. The "three day rule" need not be consecutive. For example, if Monday is an e-learning day, but Tuesday and Wednesday are normal, followed by another e-learning day on Thursday, then:
  - a. Monday's e-learning work is now due on Friday (Tuesday, Wednesday, and Friday being the three school days after e-learning).
  - b. Thursday's e-learning work is due on Tuesday (Friday, Monday, and Tuesday being the three school days after e-learning).

4. Students who do not complete the assignments by the end of the due date will be marked as "absent" for that particular e-learning day of school.

## Sources of School Information

The school newsletter and the school's website ([www.cluth.org](http://www.cluth.org)) are excellent sources of information concerning Central Lutheran School. The school newsletter will be e-mailed to you. A copy can also be found on the website. Additional hard copies are available at the three churches or in the school office. If you would prefer, a newsletter can be sent home to you. The website is continuously updated to provide parents, students, and others with valuable and helpful information.

## Emergency Procedure

In case of illness or emergency at school, every effort will be made to contact the custodial guardian. When this fails, the designated contact on the child's emergency card will be contacted to speak on behalf of the student with the same authority as the parent. When no designated contact can be reached, or a serious medical emergency exists requiring medical treatment beyond what can be provided at school to maintain safety and/or life, the student will be transported by EMS to the emergency room of the nearest hospital.

## Suicide Prevention Policy

A Suicide Prevention Policy is on file in the office. If you wish to discuss the policy, please contact the school principal.

## Attendance Policy

Daily attendance of all students enrolled at Central Lutheran School is required in accordance with Indiana law. Absences will be recorded as: (a) Unexcused; (b) Excused; (c) Sick; or (d) Suspension. On some occasions, absences may be counted as present.

## Definitions

1. **Excused absences:** In order for an absence to be considered "excused," notice must be provided to the school office in accordance with this policy. Examples of excused absences include the following: medical appointments; funeral; up to five days for family vacation provided the student travels with his or her parents; court-ordered appointments; or illness.

2. **Unexcused Absences:** Examples of unexcused absences include but are not limited to: truancy; employment or seeking employment; hair/nail appointments; oversleeping; missing the bus or loss of bus privileges; babysitting; staying home for non-emergency situations; being “up late the previous night;” staying at home to complete homework; automobile breakdown or repair; “skip day;” exhaustion from a vacation; leaving the building for an appointment without obtaining permission; accompanying friends to doctor appointments; or improper immunizations.
3. **Absences counted as present:** Serving as a page in the Indiana General Assembly; serving at the polls on Election Day with prior approval of the principal; placement in a short term inpatient treatment program that provides an instructional program; other instances with approval from the principal.
4. **Truancy** is defined as an absence from school without school authorization or parental consent. Any three unexcused absences will be considered a truant event.
5. **Tardy** is defined as not being in the school when the school bell rings at 7:45 a.m. unless excused as described below.
6. **Perfect Attendance** is defined as having no absences (excused or unexcused) and no more than five instances of being tardy.

If a student is absent for greater than three (3) hours of a school day, the absence shall be counted as a full-day absence. If a student is absent for less than three (3) hours of a school day, the absence shall be counted as a half-day absence.

**Notification of Absences, Illness, and Scheduling Appointments** Efforts should be made to schedule all appointments outside of regular school hours. For school, a student should leave no earlier than necessary to arrive for the appointment and return to school immediately thereafter if there is sufficient time remaining in the school day. The student shall provide documentation for the absence to be excused.

If your child will be absent, notify the school office before 9:00 a.m. each day your child will be absent via phone call (493-2502) or email and include the child's name and grade, the name of the parent/guardian making the contact, and the reason for the absence. In the event of an illness requiring a doctor visit, please ask your child's medical care provider to sign a note for the school which indicates the estimated time of recovery. Students should be fever free without the aid of medication and/or have not vomited without the aid of medication for a full 24 hours prior to returning to school.

A note from your child's medical provider must be provided once your child has accumulated ten days of absences (excused or unexcused) or the absence will be reported as "unexcused." Suspension shall not count toward the ten days.

## **Make-Up Work**

Prepare an email or a written note for your child's homeroom teacher(s) to be given to the teacher(s) the day your child returns to school. Request any make-up work and/or arrange a time to make up any missed tests during the absence. Students will have the time equal to the number of days absent plus one to make up any work and tests.

For pre-arranged absences, student work will be available the day before the pre-arranged absence. If a student gathers homework prior to a pre-arranged absence, the homework is due the day the student returns to school. During and after an absence, make-up work is provided by the end of that school day.

Administrative discretion will determine whether work submitted after the designated deadline will receive whole, partial, or zero credit.

## **Tardies**

One of the primary purposes of an education is developing good habits. Being prompt is an important habit to develop as it not only has an impact on early education, but future occupations have high expectations of employee promptness. In the school setting arriving to school on time or early allows a student to be prepared for the day, without the stress of being hurried. On the contrary, being late increases the stress on the student. They have a greater tendency to forget things and also tend to have less confidence in themselves as a result.

A school tardy defined as not being in the school when the school bell rings at 7:45 A.M. The only exceptions are appointments excused by note or prior notice, emergencies, and weather that is sufficiently inclement. Students who arrive for school after the 7:45 A.M. bell should stop in the school office before going to the classroom and get a late pass. On the fifth tardy in a school year, the parents will receive a warning email. Beginning with the tenth tardy and every fifth tardy thereafter will result in an unexcused absence.

## **Excessive Absenteeism and Truancy**

When a student reaches a total of ten (10) days of absence for any reason other than school suspensions, all subsequent absences must be documented by: (1) verification by an Indiana licensed medical professional who has examined the student and excused he/she for the period of absence; or (2) pre-approval or verification by the school principal for extreme emergencies.

The consequences for offenses of truancy per school year are the following (1) a parent conference will take place to ensure CLS policies are explained and to ensure regular attendance by the student; and (2) a referral will be submitted to the Status Offender Court Alternative Program (SOCAP) if the student is not legally withdrawn.

## **Student Rules**

Our attitude and conduct in school will reflect our love for God. When in the hallway, please remember to keep talking subdued and minimal. It is everyone's responsibility to keep the school clean and respect each other's property.

To this end, gum chewing is not allowed in our school.

Any damage to school property or personal property of staff or faculty due to willful destruction or carelessness will not be taken lightly. Those responsible for damage will be billed for the amount of loss. No electronic toys, CD players, palm pilots, iPods, MP3 players, or trading cards may be brought to school without prior teacher permission.

Students will inform the teacher immediately of an injury.

Students are not to treat their injuries themselves without teacher consent.

A bike rack is available in the front of the school for students who bike to school.

There is a phone available for student use during school hours.

Check in the office for Lost and Found items.

## **Zero Tolerance Policy**

The possession of firearms, tobacco, alcohol, illegal drugs, knives or weapons is forbidden. Students found in violation of this policy shall face appropriate disciplinary action, up to and including expulsion.

## **Phone System**

Each teacher has a phone in their room that is equipped with voicemail. Teachers will listen to their voicemail before or after school. If there is an important message for your child during the school day, please contact the office, and that message will be delivered to your child.

## **Field Trip**

An appropriate fee is charged for transportation and other expenses for each trip. This is handled by the classroom teachers. No siblings under the age of 21 years will be permitted to attend the field trip without prior teacher consent.

## **Field Trip Attendance Policy**

At Central Lutheran School we strive for giving our children a well-rounded education. Often a classroom teacher will include a field trip for the class. The purpose of the field trip is to provide additional educational/enrichment for our children. It is our policy to expect each student to participate in these educational events. A student that chooses to not participate will be marked absent and will not be allowed to remain at school for the duration of the field trip. Make-up work may be required from a student not attending.

## **Cell Phone Policy**

Cell phones are not to be turned on or used during the school day. Students are permitted to use them at 3:00pm or once they are off school property. The bus is considered school property; no cell phone usage until the student is off the bus.

1st Offense: Student is to give the phone to a teacher, bus driver or other staff member. A parent may pick up the phone the following day.

2nd Offense: Student loses the phone for three days. Parent may pick up the phone on the fourth day.

3rd Offense: Discipline determined by the principal.

## **Tobacco Free Policy**

CLS is dedicated to providing a healthy, comfortable and productive learning environment for students, staff and visitors by creating a “tobacco-free” school environment. CLS is committed to reducing involuntary exposure to tobacco smoke among students, staff and visitors. CLS believes that it is the right of the non-smoker to breathe clean air. CLS believes that the use of tobacco products in a school building denies students, staff and visitors access to clean air, introduces a substantial health hazard to those persons, and interferes with learning and teaching. CLS further joins with such organizations as the American Cancer Society, American Lung Association, and American Heart Association in promoting a tobacco-free America. All persons, including students, staff and visitors shall not be permitted to use tobacco products of any kind or any form while inside CLS-owned buildings or while in CLS-owned, contracted, or other authorized vehicles. Further, the use of tobacco products of any kind or any form, including e-cigarettes, on CLS-owned property outside CLS-owned buildings is prohibited.

## Gifts for Students

Balloons and other gifts that are brought to school will be kept in the office until the end of the day for student pick-up.

## Recess Activities

Recess periods are of utmost importance for children in developing coordination, learning to play, getting along with other children, and diverting their attention from classroom work to a period of free play. Therefore, all children are expected to participate in outside recess unless:

The teacher has requested the child to remain inside. The student has a written statement from the doctor stating the student should not participate in outside recess because of a chronic illness. (If your child is highly susceptible to upper respiratory ailments, you would want to obtain this statement early in the year so your child's teacher will have it on file.) Then, whenever you feel it is advisable for your child to remain inside, send a note to the teacher and your request will be granted. The student has been absent because of illness and you feel it is absolutely necessary to remain inside. In this case, the student may remain inside for only two (2) days, providing you request it. If you feel it should be for a longer period of time, then a statement from your doctor must be obtained stating the length of time the child is to remain inside. When cold weather comes, be sure your child is dressed for it. Warm mittens, a cap, overshoes/boots, and a coat are a must when playing outside in the snow and cold. During recess, students must remain with the teacher in charge. Only roll-up sleds will be permitted for use during school recess.

## Electronic Book Readers

The information below is for the permission, use, responsibility, and consequences of the use of EBRs at Central Lutheran. An EBR is defined as any electronic book reader. This does not include iPads, cell phones, iPods or any device other than those specifically designed for reading. This policy is for students in grades 5–8:

**Permission:** A student can use the EBR only if Central has signed permission from the parent(s) and the classroom/subject teacher has given the student permission. The need for permission extends to before and after school time.

**Use:** The only use for the EBR is to read a book(s) or content for school work. One example of this would be Accelerated Reader books. Anything other than authorized material that is opened/ accessed will be a violation of this policy. Also, any access to a wireless network will

be in violation of this policy. Use is only for the owner of the device. They cannot pass the EBR on to another student.

**Responsibility:** The sole responsibility for the EBR is on the student who owns it or who brought it to school. Lost, misplaced, broken, vandalized, or any other EBR mishap is the responsibility of the student named on the authorization.

**Consequences:** Failure to follow the permission and use guidelines for EBR's will result in immediate confiscation of the device. It will be returned to the parent(s) at the earliest possible time. At this meeting, the teacher/principal and parent will decide if the device will be allowed back into the building.

## Honor Roll

Central Lutheran School announces an honor roll each quarter for students in grades 6–8. Grades in the following categories of the report card apply: Math, Reading, Science, Social Studies, and English. A student must have more “A”s than “B”s for honor roll, while the opposite applies for honorable mention. In addition, there may be no “C”s in the above categories, but they may appear in another subject. No “D”s, “F”s or minuses may be present in any subject.

## Grading Scale Key

A+	100	C	75	Excellent (+)
A	95	C-	73	Average (✓)
A-	93	D+	71	Unsatisfactory (-)
B+	91	D	65	
B	85	D-	63	
B-	83	F	62 and below	
C+	81			

## Memory Work Policy

All students are required to learn the memory work of our Central Lutheran School curriculum regardless of their church affiliation or religious beliefs.

## Homework Policy

An important aspect of any elementary educational program is to have students develop good and sound study habits and to develop a sense of responsibility. One method of achieving these ends is through the assigning of homework. Children attending Central Lutheran School

should expect to receive homework assignments commensurate to the grade they are in and to their individual abilities. Parents are encouraged to assist their children in the work as they progress through a grade. However, this does not mean that parents are to do their child's work for them. The average amount of homework per night should not exceed:

- Thirty minutes for grades one and two
- One hour for grades three through five
- Two hours for grades six through eight

This is a guideline for the average student. It must be realized that some students do not use their time wisely in class and may need to exceed these guideline amounts. If a problem arises in any given area of schoolwork, parents are urged to consult with their child's teacher. If an amicable agreement is not reached, it is important for the parent to share their concerns with the principal. The best learning environment for the child occurs when the home and school are working together. Good communication is vital to a quality Christian education program.

## **Missing Assignments Referral Form (MARF)**

Grades 6–8 have a system in place to inform parents of missing assignments. A missing assignment is an assignment that has less than 70% of the work done. This system is referred to as the MARF, and there are several steps involved.

1. The first missing assignment is documented by the teacher in the Renweb online gradebook. An automatic email notification is sent to the parents.
2. The second missing assignment in the same subject is documented by the teacher in the Renweb online gradebook. Another automatic email notification is sent to the Parents.
3. If there is a third missing assignment in the same class, the student is issued a Missing Assignment Referral Form (MARF). This is sent home to be signed by the parents or guardians and a study detention is to be served by the student. This study detention is a morning meeting with a junior high teacher to look over the assignment planner, set goals, or receive homework or study skills help.
4. Any other missing assignments in that class result in another MARF.
5. Each quarter the MARF drops, and the student starts with a clean slate.

1st MARF	Study Hall detention
2nd MARF	Meeting with parents and detention
3rd MARF	Contract and detention meeting with principal
4th MARF	2 Day in School suspension with homework or study skills pages
5th MARF	Meeting with the student, parents, teacher, and principal to decide future at Central

## **Book Damage**

Students will be assessed a fee for any damage to books.

## **Locker Search**

Under Indiana School Law (I.C. 20-33-8-32), a student who uses a locker that is Central Lutheran School property is presumed to have no expectations of privacy in that locker or the locker's contents. The principal and a witness may search a student's locker, or its contents, at any time there is a reasonable suspicion to believe that such a search will lead to discovery of evidence of a violation of CLS behavioral expectations, or of a state or federal law. (Also, anything which represents a danger or physical harm or illness to students, Central personnel, or others; or unsanitary conditions.)

## **Repeating a Grade**

In grades K–4, the teacher will monitor student progress and will make a decision on whether a student will be retained. The decision is based on the student's progress during the school year and the perceived ability to succeed at the next grade level. A good guide for this decision is to consider the student's progress towards the mastery of grade level expectations, as outlined in the Indiana academic standards. Also, test results, report cards, and observations of other teachers and support staff will be taken into consideration. The teacher's decision about retention will be the result of consultation with the principal, parents, teachers, and support staff.

A student in grades 5–8 who receives a final grade of “F” on a report card in two or more core subject areas for two or more quarters of the same school year may be recommended for retention after a meeting with principal, teacher, pastor, and parents.

## **Eligibility for Extracurricular Programs**

Central Lutheran School students must have the following to be eligible to participate in practices or games:

1. have a physical on file in the school office for the current school year
2. have permission form signed by parent and athlete
3. attend at least four (4) class periods during the day of the practice or game

To be a participant in extracurricular activities, a student must remain eligible. That responsibility belongs to the student. The following standards must be met in order to participate in extracurricular activities at Central Lutheran School:

1. have all passing grades (no F's)
2. have no more than two (2) D's

If any of these guidelines are not followed the following procedure will apply:

1. Eligibility determining grades are checked at mid-quarters and at the end of the quarter (classes that meet once per week will be checked at quarter only.)
2. The student will not be able to participate in any activity (including practices) beginning on the school day after the report comes out until the next midterm or quarter report card unless the student fulfills the following. Every 5th day of ineligibility, the student's grades will be reviewed by the athletic director. If the student has no more than two (2) D's and all passing grades (no F's) then the student will be reinstated.
3. Communication will come from the teacher to the advisor and/or athletic director who will then communicate to the coach. Mid-quarter reports or report cards will be the communication to student.

A student that requires special education services must meet the educational standards as written in their Individualized Education Plan (IEP) or 504 Plan. Individualized standards for eligibility will also be part of the IEP or 504 Plan. Discussion about the plan and eligibility should include the homeroom teacher, special education teacher and principal. This same group will determine if a student is satisfying their plan. Students without an IEP or 504 Plan will strictly follow Central's eligibility policy.

A student that receives an "F" grade on a report card will be ineligible to participate in any extracurricular activities, beginning that last day of the quarter the "F" grade was given. At the next quarter mid-term, if the student is receiving a passing grade, the student will then be eligible to participate in extracurricular activities.

A student is prohibited from being retained in a grade level for the sole purpose of improving the student's ability to participate in extracurricular athletic programs.

## **Grievance Policy**

Step 1. If a family has a question, concern or grievance against a faculty member, etc., the family must meet with the faculty member to try to resolve the difference. If the grievance is not resolved, proceed to Step 2.

Step 2. The family then puts the grievance in writing and submits it to the faculty member, asking for a written response within 7 days. If the response is not sufficient to solve the grievance, proceed to Step 3.

Step 3. The family/teacher can request a meeting with the principal. The request is made in writing with copies of all documentation included for the principal's review. The principal contacts the other party for their documentation, etc. The principal will read the submitted material and set a mutual meeting date with both parties within 14 days of initial request.

Step 4. The principal listens to both sides, reviews the material, then renders a written judgment to both parties within 10 calendar days.

Step 5. If either party is still dissatisfied, a written proposal can be submitted to the CLS Board Chair, who, upon review of the documentation, may convene a meeting consisting of both parties, the School Board Chair, two other board members and a pastor.

Step 6. If either party is still dissatisfied, the party may submit a request to address the full CLS Board. The action taken by the CLS Board is final.

## **End of the Year Teacher Requests**

At the end of the school year, teachers work hard to place students in the next grade, trying to adapt their gifts, talents, and learning styles towards the instructor's teaching style. Therefore, there will be no teacher requests accepted unless the student has a major learning challenge and the parents meet with the principal, the student's current teacher, and the teacher they are requesting. The parents must state reasons why their child has a major learning challenge and why that specific teacher will best meet their child's needs.

## **Gym Shoes and Uniforms**

A gym uniform for grades 6–8 is required. Parents must purchase this from the school. Gym shoes separate from regular shoes worn to school are required in grades K–8.

## **Internet**

Central Lutheran School offers students access to the school network and the internet. A permission form must be signed by parent and student and filed in the office before students can access the internet.

## **Elective Policy**

Grades 6–8 have the privilege of choosing an elective which is currently taught the last period of the day. An elective may include, but is not limited to Spanish, Choir, Band, and Art. Once a student commits to a class, he/she has the first week of school to decide if he/she wants to continue in that class. If the student decides not to continue, a written request from a parent/guardian must be submitted before the end of the first week of school. After the first week of school, the student is required to continue in that elective class until the end of the semester. If at that time the student desires to change his/her class, a written request by a parent/guardian must be submitted to the teacher prior to the end of the first semester.

At the beginning of a new school year, grades 6–8 will automatically be placed in the classes he/she had been enrolled in the year before the end of the first week of school.

## **Sports Programs**

Boys in grades 5–8 may participate in Soccer in the fall, Basketball in the winter, and Track in the spring. Wrestling is open to boys in grades 4–8 in late winter. Girls in grades 5–8 may participate in Volleyball in the fall, Basketball in the winter, and Soccer and Track in the spring. The Cheerleading program consists of tryouts in the spring and selection of five 7th graders for the junior varsity squad and five 8th grade students for the varsity squad.

## **Band**

All 4th graders play recorders, ending with a concert in October. They are then given the opportunity to participate in the Beginning Band. Participation in Varsity Band is available to students in grades 5–8. Jazz Band is available to a select group of students in grades 6–8.

## **Choir**

Students in grades 3–5 participate in their church's choir. Tuition students in grades 3–5 will be assigned to one of our church choirs. All students in grades 6–8 have the opportunity to continue participating in choir.

## **Junior Congregation**

Junior Congregation is made up of 6–10 8th grade students that want to serve others. Primarily, they assist the school in its worship life. Their responsibilities include ushering at the chapel services, displaying the chapel banner, deciding where offerings are sent, heading up canned goods drives, and helping with adopted Christmas families.

## **Student Council**

The Student Council is made up of two students from each junior high grade. They are elected by their classmates. Their duties include being a voice for the students, planning fun days at school, organizing community service projects, and planning junior high dances.

## **Student Services**

### **Resource Room**

The students in this program are those whom the classroom teacher, in cooperation with the principal, parents, and resource teacher, recommend for resource room. Parental approval must be obtained before placement in the program.

### **Central's Library and Library Fees**

Central's library contains more than 10,000 books available for checkout by the students. Books may be checked out for two weeks. Fines for overdue books in Gr. 6–8 are 20¢ per day. If the book is returned the first day overdue, there is no fine. If not, the fine will begin that day. Students in grades K–1 may check out 1 book at a time. Students in grades 2 and 5–8 may check out 2 books at a time. Students in grades 3–4 may check out 3 books at a time.

Students also participate in the Accelerated Reader (AR) reading program. Each student takes a test to determine a reading range. The student then reads books in that range and takes computer tests on the books. Each test passed earns the student points. The teacher and student set a goal for a total number of points to earn each quarter. In grades 4–8, AR is a part of the reading grade. At the end of each quarter, the students that excel are treated to "Lunch with the Principal".

### **Study Table (Grades 6–8)**

Study Table is strongly recommended if your son or daughter receives a D or F on either the report card or midterm. If that grade is in a major subject, a letter goes home informing you of the low grade and asking that your child participate in Study Table. If after 4 times of attending Study Table, the grade raises higher than a D, your child no longer has to attend Study Table. Study Table meets twice a week. It is a quiet study hall where teachers are available to answer questions and help with homework. In some cases, small groups of students work together to study for a test or help each other with homework. It will always be monitored by at least one of the junior high teachers. Assignment books will be checked, and students will keep a list of homework completed or pages read during their time at Study Table.

## Central Lutheran School Standardized Dress Code

Central Lutheran School believes that a student standardized dress code reflects the mission of being a Caring, Loving, Sharing family of Christians dedicated to a Christ centered education, cultivating lifelong learning for joyful service to the church, community, and the world.

The standardized dress code will reflect our mission by:

- Promoting a sense of unity and belonging within a student body that reflects the unity we have in Jesus Christ;
- Defining and providing guidance for modest and non-distracting student appearance within the school;
- Reducing clothing-related conflict and stress within the homes of our students, at school and among peers;
- Promoting a positive image to our congregations, to the community and to potential students and their parents;
- Emphasizing that school is a place of work and people dress differently for work than they do for other aspects of life;
- Allowing students and parents to work together to make good decisions regarding student dress;
- Promoting a school climate and atmosphere conducive to the educational process;
- Enhancing discipline, concentration, and school spirit;
- Reducing peer pressure; and
- Increasing student safety.

### Dress Guidelines

- Dress bottoms must be solid-colored khaki, navy, or black.
- Bottoms must be classic, uniform-style without patch or cargo-type pockets. Bottoms made of denim, fleece, velour, stretch, or athletic/warm-up type materials are not allowed. Tight pants may not be worn. Shorts of a classic, uniform-style, may be worn April 1 through November 1 and must fall at or below the fingertips when arm is hanging naturally at the side.
- Girls' skirts, skorts, and jumpers are permitted and must fall at or below the fingertips when the arm is hanging naturally at the side. Solid colored tight or leggings may be worn under skirts, skorts, or jumpers.
- Belts are not required, but bottoms must be around the waist. Tops must also be sufficiently long to ensure that skin is not exposed. No undergarments may be visible.
- Solid-colored, polo shirts (5-button maximum), solid-colored oxford/dress shirt, or white Peter Pan collared shirts (long or short-sleeved) are permitted. Only solid colored undershirts may be worn underneath the shirt. No logos, stripes, shadow striping, or

designs are allowed on shirts with the exception of CLS Spirit Wear<sup>1</sup> polos or CLS sweatshirts/fleeces.

- One green polo shirt with a CLS logo, purchased through a CLS-approved vendor will be required for special events, field trips, concerts and athletic events or as designated.
- Students may wear a CLS athletic team warm-up shirt on game days.
- Solid-colored cardigans or sweater vests with no logos, stripes, or designs are allowed as long as they are worn with a solid-colored polo. The solid-colored polo must be worn underneath the sweater.
- Central Chargers or school logo sweatshirts may be worn over a solid-colored polo shirt.
- No holes, rips, or tears are allowed in any garment.
- Shoes:
  - Grades K–1: Only tennis shoes (without wheels or lights)
  - Grades 2–8: Tennis shoes (without wheels or lights) or dress shoes. Sandals with backs may be worn from April 1 through November 1.

## **Other Dress Code Restrictions**

- Hair must be clean, neat, and natural-colored.
- No hats or head coverings may be worn in the building.
- Tattoos, piercings (other than the earlobes for girls), and extremes of cosmetics are prohibited.

## **Dress Down Days**

- Dress down days may be permitted at the discretion of the Principal as fundraising opportunities to support school programs and other charitable organizations.
- Students may wear jeans, with no holes, rips or tears. Tight pants may not be worn.
- Shirts must have sleeves and be waist length or longer with no slogans or inappropriate images.
- Overall appearance must be in accordance with the normal dress code.

## **Charger Spirit Days**

Charger Spirit Days will normally take place on the third Friday of the month. On designated Charger Spirit Days students may wear t-shirts from any CLS-sponsored activity, CLS association church-sponsored activities (such as VBS), or Concordia Lutheran High School. Normal standardized dress bottoms must be worn on Charger Spirit Days.

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<sup>1</sup> CLS Spirit Wear is available through a CLS-approved vendor and includes polos, crew neck sweatshirts, and zip-front fleeces. Students are permitted to wear these items throughout the school year as part of the Standardized Dress Code.

## **Dress Code Enforcement**

- School administration and classroom teachers have the right to make any judgments necessary to assure compliance with the stated dress code.
- School administration reserves the right to reject any article or accessory worn to school by the students if the article is deemed inappropriate or does not conform to the dress code standard. When students wear clothing that does not comply with the established dress code, school administration reserves the right to remove the student from class. A parent may be called to bring appropriate clothing to school before they will be allowed back in the classroom.
  - First and Second Offense - Student will receive a dress code violation form that must be signed by a parent and returned.
  - Third Offense or More - Student will receive a Behavioral Report Form (BRF) that must be signed by a parent and returned. The BRF will result in a detention.

## **Discipline Guidelines and Procedures**

### **Behavior Report Form (BRF)**

Initially, it is the objective of our faculty to prevent the occurrence of behavior and academic problems through:

1. A positive classroom atmosphere.
2. A well-organized, stimulating course of studies.
3. Meaningful assignments with achievable success.
4. A constructive, supporting, and positive relationship with each student.

A loving concern for students as children of God means using firm, corrective measures when necessary. The following procedure has been established to provide a clear, step-by-step process for dealing with student misbehavior.

1. Each teacher will discuss his/her expectations in the classroom and a plan for dealing with problems which arise in the classroom. This will be discussed with the students at the beginning of the school year.
2. When inappropriate behavior occurs, the student will be counseled by the teacher. Should counseling prove unsuccessful or as a part of the counseling, a BRF may be issued.
3. Students who are guilty of gross disobedience or misconduct may be suspended and issued a BRF immediately by the principal.

## Sequence of Steps in Our BRF Program

- First Quarter**
- 1st BRF issued Form sent home, signed and returned. Before school detention served. Homeroom teacher calls home to notify parents of the first BRF being issued.
  - 2nd BRF issued Form sent home, signed and returned. Before school detention served. Principal calls home to notify parents of the second BRF issued and next steps in BRF program.
  - 3rd BRF issued Form sent home, signed and returned. Before school detention served. **No extracurricular activities for remainder of quarter.** Pastor and School Board Chairman notified.
  - 4th BRF issued Two day out-of-school suspension. Student cannot re-enter until a meeting has been held with child, parent, pastor, school board representative and principal.<sup>2</sup>
  - 5th BRF issued Expulsion may occur by action of the School Board if other efforts to correct misconduct or disobedience have been exhausted.

**Second, Third & Fourth Quarters** Record of student will go back to 2 BRFs. This allows the student to again participate in extracurricular activities and not continue with the threat of a suspension.

### Detentions:

1. Served on Wednesday mornings from 7:00 to 7:35.
2. Responsibility of the student to show the parent the BRF, have the parent sign it and return it to the school office by 8:00 the next day.
3. BRFs not returned the next day to the school office by 8:00 will result in another detention being issued. Under extenuating circumstances, a parent may request a postponement for the detention and re-schedule for the following Wednesday. This request by the parent is needed **before** the detention date given on the issued BRF.
4. Detentions not served will result in another detention.

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<sup>2</sup> Student has two school days to complete all assignments. Student receives one grade lower for all tests, daily assignments, and quizzes. Zeros will be given for all work not completed by the two-day period.

## **Health Screening Information for Parents**

During the school year, the following health screenings will be carried out as part of the health services to your school child and fulfillment of the health screening laws of the state of Indiana. Some children will receive referral letters from the school nurse as the result of these screenings. Parents/children must RETURN ALL HEALTH-RELATED FORMS and REFERRAL LETTERS so that the student's health record can be complete.

## **Health Records**

Every student is to have an Allen County Health Record. This record stays with the child (in the school office), until graduation in 8th grade. The health record is private and only the school nurse, secretary, and principal have access to it.

## **Hearing Screening**

Hearing screening is done on children in grades K–1–4–7 as mandated by the state. The school nurse or trained volunteers will do the screening. Re-checks on failures will be done 3–4 weeks later and referral letters sent to those who do not pass the required thresholds. The school nurse will notify the teachers of those having difficulty in passing the screening

## **Vision Screening**

Vision is screened in grades K–1–3–5–8. The school nurse and/or trained volunteers conduct the screening. Those students who do not pass are re-checked several days–2 weeks later. Referral letters are sent to those who do not pass the recheck.

## **Height and Weight**

Heights and weights are done yearly on all students by volunteers or school nurse.

## **Immunizations**

Kindergarten students and students entering Central must have these immunizations by the first day of school to remain in school.

5 DPT (plus 1 DPT after age 10)  
4 Polio  
2 MMR  
3 Hep B

2 Varicella or Proof of Chicken Pox  
1 MCV4 (for grades 6–8)

## Diseases

For your interest and assistance in maintaining good health in the school, the following information is given. Some communicable diseases require exclusion from school. It should be noted that the periods of exclusion given in the table are minimum periods.

DISEASE	MINIMUM TIME OF EXCLUSION FROM SCHOOL
Sores	1 day after treatment
Influenza (flu)	Until after the symptoms have disappeared
Conjunctivitis (pink eye)	Exclude until no discharge from eyes
Chicken Pox	24 hours after all lesions become dry
Mono	Until doctor's written release
Head Lice	Until hair has been treated and nits removed

## Chickenpox

Kindergarten and first grade parents must provide documentation of a student's case of Chickenpox or verify receipt of the Varicella vaccine.

## Head Lice

Central Lutheran School has a "nit free" policy; the student must have all visible nits and lice removed before he/she may return to school. CLS will generally not inform parents/guardians of a classroom or grade level that a case of head lice has been found as it infringes on the privacy of the student involved (FERPA).

1. Upon finding a suspected case, the child's parent/guardian will be contacted by the school.
2. Parent/Guardian is required to pick up the child from school; the nurse should show the suspected lice or nits to the parent/guardian.
3. Upon request by the parent/guardian, the nurse may check other family members for head lice. Classmates (defined as a group of students who spend most or all of the school day together in the same classroom), and other close contacts may be checked for head lice at the discretion of the school nurse.
4. Infested children must be treated at home, using a lice shampoo **according to package directions or as prescribed by a physician.**
5. The parent/guardian must accompany the child to school the next school day. The parent/guardian must remain at school until the nurse has rechecked the child and found him/her free of nits and lice. The child must have all visible nits and lice removed before he/she may remain in school.

Dear Parents:

The Indiana State law requires that schools observe certain regulations in administering medication to pupils. Written permission of parents and/or physician is required for all medication. In order to administer medicine to your child, the following procedures must be followed:

1. **Over-the-counter medication** requires written permission from the parent or guardian, stating the **amount of medication**, the **hours of administration**, and the **period of time** medication is to be continued.
2. Prescription medications **must** be in the original container. The label will meet the requirement for physician's signature; however, the parent must either complete and sign the Student Medication Permit or send in a permission note with the student's name, medical condition, medication time and amount to be given, and accept legal responsibility for safe arrival of the medication to the school.
3. Send only the amount of medication needed for one day at a time for the student. (An exception to this would be a student on medication daily for a chronic disease. That student may bring a week's supply in a bottle with the prescription label.) Name of medication must be on the bottle.

Care Plans for students with Asthma, Seizures, Diabetes, and Bee Sting Allergies are available in the office. Inhaler Self-Administration permission forms are also available in the office. These must be filled out and on file in the office.

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## Student Medication Permit

Date \_\_\_\_\_

Grade \_\_\_\_\_

Central Lutheran School

Student's Name: \_\_\_\_\_

Condition/Ailment: \_\_\_\_\_

Medication: \_\_\_\_\_

Time and Amount to be given: \_\_\_\_\_

Legal Guardian's Signature: \_\_\_\_\_

## Lunch Program

Lunches are paid for in advance using a card system with 20 lunches per card. Cards are purchased in the school office and kept by the kitchen staff. You will be informed when your child is down to 5 lunches or milks on a card and again at 0, so that you can buy your next card. A child is given a peanut butter sandwich after the lunch card reaches zero. Prices are as follows:

Milk Only Card	\$10.00	Lunch Card	\$47.00
Adult Lunch	\$ 3.00		

Please send in payment when the reminder is sent home. Checks should be made payable to Central Lutheran School. Juice may be purchased from a machine for 75¢ after school. Free or Reduced Hot Lunches are available for eligible families. Contact the office for info and forms about this federal program. Information is kept confidential.

Federal Eligibility Income Chart for School Year 2019–20			
Household Size	Yearly	Monthly	Weekly
1	23,107	1,926	445
2	31,284	2,607	602
3	39,461	3,289	759
4	47,638	3,970	917
5	55,815	4,652	1,074
6	63,992	5,333	1,231
7	72,169	6,015	1,388
8	80,346	6,696	1,546
Each additional	+8,177	+682	+158

## Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632 9992. Submit your completed form or letter to USDA by:

- 1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- 2) fax: (202) 690-7442; or
- 3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## Understanding the Lunch Line: A Parent's Guide

Each day, your child is offered a lunch containing the following:

Meat or Meat Alternate,  
Grain,  
Fruit, Vegetable and of course, Milk!

While the most nutritious lunch contains *all* of these options, we understand that sometimes our students do not like some of the items we serve. To make our student customers happy, we like to give them the option to decline items they do not want to eat.

Out of the 5 food groups your student is offered, he must choose *at least* 3 food groups for his meal. One of the food groups *must* be a fruit or vegetable. Some of the menu choices may count as two food groups such as pizza, nachos, cheeseburger, or chef salad!

Here's an example menu:

Cheeseburger on a Bun  
1/2 cup Carrots  
1/2 cup French Fries  
1/2 cup Peaches  
8oz of Milk

**So, your child *could* choose:**

Cheeseburger on a Bun and Fries

Carrots, Peaches, and Milk

Cheeseburger on Bun, Peaches and Milk

**Of course, they can take other combinations or all 5 food groups!**

**The choice is up to them!**

If your child comes home and says she didn't get enough to eat at lunch, ask if she is taking all of her fruit and vegetable choices!

This institution is an equal opportunity provider.

## **Beyond the Bell – Before & After School Care**

We offer a structured before & after school program for the children of CLS in preschool through 8th grade. This program was designed to serve the families of CLS in multiple ways:

- Provide children with a safe, structured environment.
- Allow children to focus on academics with time to complete homework, read, and receive assistance.
- Fill a childcare need expressed by the families of CLS.
- Generate cost savings to parents by offering flexible hours & reasonable rates.
- Encourage positive social interaction that will help strengthen interpersonal skills through game play, creativity, & expression.

**Morning Care Hours: 6:30am – 7:15am After School Hours: End of School day – 5:30pm**

Fees are charged by 15-minute intervals. Late pick up charges begin at 5:31pm.

We will be open for delays. If CLS closes, parents must pick up their student by the time the delay ended.

**Arrival & Departure Morning Procedure:** Students are to be dropped off at the entrance to the cafeteria, and will need to be signed in if on school property, and not under parental supervision prior to 7:15am. Preschool students will be walked down to the preschool at 7:35am.

**After Procedures:** Students will proceed directly to the cafeteria. Any child not picked up by 3pm will be sent to Beyond the Bell until the parent arrives. Each child will need to be signed out, and only parents/family members listed on pick up sheet will be allowed to sign out each child.

**Snacks:** When sending a snack, it is strongly recommended that parents send a healthy snack. After school, there will be snacks provided for the students. If you would like to provide your child with a certain snack, you are welcome to do so.

**Beyond the Bell** rules are essential to providing a safe environment for our students. All school rules must be followed at BtB. Please leave personal belongings at home or in your backpack (cell phones will not be permitted during before/after school care).

**Illness/Emergency Procedure:** Children who become ill, possibly contagious, or who develop a fever while in BtB will be sent home. A staff member will notify the parent of a child's illness. If a parent cannot be reached, the child's emergency contact will be notified to pick up the child. It is expected that the child will be picked up as soon as possible. Until the parent arrives, the child will be excluded from activities with other children and will rest quietly under

the supervision of a staff member. If a serious medical emergency exists requiring medical treatment beyond what can be provided at school to maintain safety and or/life, the student will be transported by EMS to the emergency room of the nearest hospital, and the child's emergency contact will be notified.

Aftercare is available for all student athletes to help families bridge the time between after school and team practice time. The student will be allowed to go change for practice 15 minutes before practice begins and coaches will need to stop by aftercare to pick up students so that aftercare can release supervision of student to the coach. Standard BtB rates will apply while the student is under BtB supervision.

## **Contact Information**

Beyond the Bell (260) 493-2502 ext. 345

## **Facility Rental**

The gym and cafeteria of Central Lutheran may be rented by members and outside groups. Please contact the school office for information regarding scheduling, policies and rates.

## **Central Lutheran Chargers School Song**

(sung to the tune of Notre Dame's Fight Song)

Cheer, Cheer For Our Green and White,  
Show Them That Central Really Can Fight.  
Cheer Our Royal Team On High and  
Shake Down the Thunder From the Sky.  
Whether We Win or Whether We Lose,  
Central Chargers Won't Have the Blues  
Cheer Our Royal Team On High  
As We March To Victory.

## **Parent Organizations & Volunteer Opportunities**

In a parochial school, many programs and activities are provided by volunteer help and are not included in the general budget of the school. At Central, many parents are involved in coaching, room mothers, serving on committees, School Board members, and other volunteer activities. While opportunities to volunteer can be discussed with your child's teacher and with the office, each family may also volunteer to help with the Parent-Teacher League and the Grandfather's Club.

## **Parent-Teacher League (PTL)**

The PTL promotes Christian education through hosting events and activities that inspire, educate, and offer fun and fellowship to our Central Lutheran families. The PTL welcomes **everyone** and is a great way to get involved and meet other families from school that you may not otherwise meet. The funds raised through events and activities are used to purchase “wish list” items for the teachers and school that are not included in the budget, allow special appreciation days for teachers and staff, offer speakers and training on various topics for parents and school assemblies for students, as well as continued fun family events. When you get involved with the PTL, you are helping to build community between teachers, students, and families at CLS. You are strengthening the relationships between home and school as well as providing an example of stewardship to your children by volunteering your time and talents.

## **Grandfather's Club**

Central has been blessed with a Grandfather's Club. This group of awesome volunteers does a little bit of everything at our school. They fix, weld, build, plumb, install, and offer sage wisdom in keeping our school in good repair. They gather when there is work to do. Membership is open to anyone. (We allow time off in winter months to go south and enjoy the sun.) One need not be a Grandparent with a grandchild at Central to be involved. If this is something you would like to help with, or learn more about, please call Warren Perkins at 749-4414, or John Weber at 493-2502.

## **Fund-Raising Opportunities**

### **Box Tops for Education**

This program is changing to fit today's families. The new Box Tops mobile app allows you to scan your store receipt, find participating products, and instantly add Box Tops to Central's earning online. Although paper Box Tops are being phased out, you can still send in unexpired paper Box Tops to school to be submitted. They are worth 10¢ each and add up to help support CLS.

### **Kroger Community Rewards**

The Kroger Community rewards is an easy way to help Central earn free money while you shop at Kroger. Go to [Krogercommunityrewards.com](http://Krogercommunityrewards.com) to register. Our NPO number is 10258.

## **Target Stores**

If your VISA or Master Card is from Target, you may designate Central to earn a percentage of all charges on your account. Visit a Target store to make this designation. There is a free program.

## **Office Depot Free Supplies Program**

Office Depot will give Central a credit worth 5% of all qualifying school supply purchases by individuals and businesses. Visit Office Depot and tell the cashier to credit Central. Parents, if your business shops here, ask them to mention Central Lutheran

## **Recycling for Kids Cartridge Program**

Ink jet and Laser toner cartridges (from copiers, printers, and fax machines) are being collected in the marked boxes in the hall across from the office.

## Welcome to the CLS Scrip Program

### **Scrip: Substitute Currency Reaps In Profit**

The high Yielding fundraiser that costs you nothing!

### **CLS Scrip Hours:**

Friday Morning: 7:15–8:15am

Sunday Morning: at all three churches

**ANYTIME** Lock Box Drop-off located outside of Scrip office filled in 24 hours

### **Scrip Coordinator:** Pam Cobb 403-6371

Church Representatives:

Emanuel: Debbie Swygart 385-4197

Martini: Martha Eichman 749-0704

St. Paul: Deb Abbott 632-5645

### **Summer Scrip Hours:**

Thursday Evenings at CLS: 6:30 to 7:30PM

Every Sunday Morning at all three churches

## What is Scrip?

Scrip is Fundraising While You Shop®.

Scrip turns everyday shopping into cash for your Central Lutheran School when families use retail gift cards to pay for everyday purchases (like gas and groceries) instead of the usual credit/debit card or other money. **The discount becomes profit** for Central Lutheran School and you. **50% of the profit goes to the school and 50% goes to you.**

## How Scrip Works

Good news: It's really simple!

The Basics of a Scrip Program:

- You buy retail gift cards through the CLS Scrip program in person or at [shopwithscrip.com](http://shopwithscrip.com) at face value.
- You can choose from nearly 400 national retail stores where you already shop.
- Central Lutheran School buys the gift cards at 1–13% less than face value (varies by retailer).
- The difference between face value and what Central Lutheran School pays = your organization's earnings.
- Your family earnings have begun!

Here's an Example:

Mrs. Smith needs some gardening supplies, so she buys a \$100 The Home Depot® gift card for \$100 through her son's school scrip fundraiser. Cha-ching! She just earned \$4 for the school because The Home Depot gift cards are available from Great Lakes Scrip Center at 4% less than face value. When Mrs. Smith checks out at The Home Depot, she pays with her The Home Depot gift card instead of using a credit or debit card! She will do the same thing when she needs cleaning supplies at Target® and earn \$2.50 just by using a \$100 Target Gift Card to pay for her purchases.

## **Why Scrip is Better**

Most fundraising programs sell "stuff." Supporters buy the "stuff" to "help you out." (i.e. "How little can I spend?"). With scrip, there's no need to sell "stuff."

## **Top Five Family Benefits**

1. No selling random, unwanted, overpriced "stuff" to family and friends.
2. Earnings add up fast! It's easy for a single family to generate \$400 to \$500 or more per year.
3. Everyday family purchases become everyday earnings for you and CLS.
4. Families are motivated and engaged with the program.
5. The earnings a member generates can go towards many different groups.

## **Top Five Family Benefits**

1. Plan ahead to buy groceries, gas and other household expenses with gift cards from scrip.
2. Shop in-store or online with participating retailers.
3. Use gift cards to pay at checkout, just like you would use a credit/debit card, but without the fraud risk.
4. Scrip program earnings are much greater than credit card rewards.
5. No unnecessary spending, you spend your planned household budget at stores you already frequent.

## **How to purchase Scrip?**

You can purchase cards in person at all three churches every Sunday Morning or you can purchase Scrip at Central Friday Mornings from 7:15 to 8:15am. You can also submit a paper order ANYTIME in the lock box located outside the scrip office at Central in the entryway.

SHOPWITHSCRIP.com is also available **ANYTIME** and is very convenient to use. We recommend that you set up your enrollment online ASAP and be ready for any unexpected purchases.

**How Is the Profit Used by You?**

Records are kept through the year for each family collected from May 1st to April 30th the following year. Once a year at registration Scrip Credits that you have earned from purchasing scrip are used towards tuition. If you do not have a student at Central and/or choose to redirect your scrip credit here are some additional options:

- Credit to another Family
- CLS Tuition Assistance
- CLS Building Fund
- Concordia Lutheran High School Tuition
- Emanuel, Martini, and St. Paul
- CLS Band Dept
- CLS Athletic Dept
- CLS PTL
- A CLS Teacher account
- Cash Rebate

Anyone including Grandparents, Friends, co-workers and extended Family members may purchase gift cards and provide your name to receive the credit. The amount of Scrip credit received increased greatly when other people use the program.

	<b>Average Rebate</b>	<b>Spending Per Month</b>	<b>Earnings Per Year</b>
Grocery	4%	\$800	\$384
Gas	3%	\$400	\$144
Dining Out	10%	\$200	\$240
Clothing & Accessories	8%	\$150	\$144
Home Improvement	4%	\$100	\$48
Online Shopping	10%	\$100	\$120
<b>TOTAL</b>		<b>\$1,750</b>	<b>\$1,080</b>

**Contact the school office or any of the Church Scrip Volunteers to get started saving TODAY!**