

# Parent / Student Handbook 2008-2009



**CHRIST THE LORD**  
LUTHERAN CHURCH & SCHOOL

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## Philosophy of Education

*Christ the Lord Lutheran School* accepts a Christ-centered philosophy of education. This Christ-centered philosophy means exactly what it says. Christ is the center and motivation for everything that we do here at *Christ the Lord Lutheran School*. Every class we teach, every activity we do, and every word we say focuses on the salvation we now have through Christ. We realize that each and every person is by nature an enemy of God, doomed to eternal punishment. By nature, there is nothing we can do to please God. We also realize that God does not leave us in this lost condition. God sent his Son, Jesus Christ, to pay the price for man's rebellion. It is through Christ that we can now say that we belong to God. With the help of the Holy Spirit, who alone creates and sustains faith in our hearts, we will dedicate our lives to serve God and our fellow man in every way we can.

## Mission of the School

*Christ the Lord Lutheran School* exists to assist parents in training their children to become mature Christians who know God's love through Jesus Christ and share that message with the people around them. Graduates of *Christ the Lord Lutheran School* will be well-equipped to be educated, responsible citizens.

## Christ the Lord Lutheran School

*Christ the Lord Lutheran School* is maintained by the members of *Christ the Lord Lutheran Church* in order to aid parents in bringing up their children in the "training and instructions of the Lord" (Ephesians 6:4). We are told in Proverbs 22:6, "Train a child in the way he should go, and when he is old he will not turn from it."

If this training and instruction is to be carried out effectively, it is important that Christ-centered attitudes be taught to the children first at home, then reinforced at school. It is also vitally important that the Christ-centered virtues be put into practice in all experiences of life.

In order to develop this "training and instruction," it is paramount that parents and teachers work together with the understanding of this common goal. In this way, with the Lord's blessing, the children will not only grow up to be excellent citizens, but most importantly they will know that they are heirs of eternal life in heaven through faith in their Savior, Jesus Christ.

*For it is by grace you have been saved, through faith – and this not from yourselves, it is the gift of God – not by works, so that no one can boast.* (Ephesians 2:8-9).

## Why a Christian Day School?

*These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.* (Deuteronomy 6:6-7)

- Training in godliness is to be a 24 hour a day matter.

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

- The Actions and the conduct of a Christian citizen in the community find their origin in the Word of God.

*My sheep listen to my voice; I know them, and they follow me. I give them eternal life, and they shall never perish; no one can snatch them out of my hand.* (John 10:27-28)

- What a wonderful promise to your children, who are daily learning to know Jesus, their Good Shepherd, even better in school. Through his Word they receive a strengthening of their faith in Jesus as their Savior. Jesus says to his people such as this, "I will give them eternal life."

## Covenant Agreement

Each family is required by the Board of Education to read and sign a covenant agreement with the school. This agreement will be read through with one of the board members or a called worker. It states the responsibilities that parents have with their involvement in the educational process of their children. A copy of this agreement is found in [Appendix E - Covenant Agreement](#).

## Curriculum

All the subjects taught at *Christ the Lord Lutheran School* are approached from a Scriptural viewpoint and used to share the love of Christ the Savior, develop an appreciation of God's creation within the children, and install a sense of responsibility for our fellow mankind. The subjects include Bible History, reading, language skills, math, literature, science, history, social studies, music, art, and physical education.

## Home and School Cooperation

In Deuteronomy 6:6-7, the Lord emphasizes that the upbringing of the children is the full-time responsibility of the parents. Together, the home and the school strive to carry out the important work of preparing the children to serve their Savior in this life and in the life to come. In order to carry out his mission effectively and efficiently, parents and teachers must learn to cooperate with each other.

If the parent desires to speak privately with one of the teachers or principal, we ask that the parent please set up an appointment outside of the hours of 7:30 AM – 3:30 PM.

When we as parents, students, teachers, and Board of Education work together we will find *Christ the Lord Lutheran School* to be a mighty fortress of Christian education and academic training that will result in our Lord being praised and glorified for all eternity.

## Church Attendance

A Christian desires to serve the Lord in all he does. One way to serve the Lord is to worship him in Church so that the name of the Lord can be praised and the Holy Spirit is able to strengthen his faith through the Word. Certainly parents will want to be Christian examples by worshiping regularly on Sundays and taking their children to worship with them.

It is also normal for the classroom choirs to sing for worship services throughout the year. All of the children are expected to attend when their class is scheduled to sing. When the children sing for a service in church, **the girls are expected to wear a nice pair of pants or a skirt and blouse or a dress and the boys are expected to wear slacks (not jeans) and a dress shirt.**

## Chapel Services

A chapel service is conducted every Wednesday morning at 8:00 AM. A collection will be gathered at this chapel service. Children will be invited to share their blessings through this offering as they wish. The mission offerings collected are used to spread the message of the Gospel to others throughout the World through the Wisconsin Evangelical Lutheran Synod World Missions. Parents and guests are welcome to attend.

## Entrance Requirements

*For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life.* (John 3:16)

*Christ the Lord Lutheran School* admits children of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded and made available to all students at school. It does not

discriminate on the base of race, color, national, or ethnic origin in the administration of its educational policies or school-administered programs.

A child will be considered eligible for kindergarten if the child is 5 years old before September 1<sup>st</sup> of the same school year.

Parents of children who are enrolled at *Christ the Lord Lutheran School* and are not members of a Wisconsin Evangelical Lutheran Synod congregation are required to attend Bible Information Class, a course in Christian doctrine, to familiarize them with what the children are being taught at *Christ the Lord Lutheran School*.

Parents who enroll their children at *Christ the Lord Lutheran School* agree to all the conditions set forth in this handbook.

## School Admission

The Board of Education has adopted the following for the admission of students in this order of priority:

1. The children of the members of *Christ the Lord Lutheran Church*
2. The children of members of other congregations in our fellowship
3. Other children
  - No more than 33% of the total enrollment may be from non-members of *Christ the Lord Lutheran Church*.

Any family who wishes to enroll their child at *Christ the Lord Lutheran School* and is not currently a member of *Christ the Lord Lutheran Church* will be accepted into the school after a 9-week evaluation period. During the evaluation period the child is expected to attend the school on a regular basis. This evaluation will give the family time to make decisions about the school, as well as allow the teachers to make assessments as to how the school will be able to meet the individual needs of the child.

Prior to the evaluation period *Christ the Lord Lutheran School* requires a \$100 non-refundable deposit. This money will be put towards the Book / Technology fee for the student. The remainder of the registration fee will be collected at the end of the evaluation period. If the situation is such that the student will not be attending the school, the student may keep any of the consumable materials that were used.

The Board of Education, which is the governing body of the school, reserves the right to accept a child's application after counseling with the child's teacher.

## Tuition and Finances

The members of *Christ the Lord Lutheran Church* are charged lesser tuition fees than non-members. Parents are reminded that the additional funds to cover this expense come out of the congregation's general budget. We should, indeed, be grateful that our congregation considers the education of the youth the obligation of the entire congregation and provides this subsidy. The cost of the Christian education is approximately \$3600 per child per year. It is important that parents remember that as Christians, out of love for Christ, we bring regular and generous offerings to support the Church's ministry, of which the school is an integral part.

**Textbooks will be provided and remain the property of *Christ the Lord Lutheran School*.**

1. A \$350 book / technology fee will be charged to all students
  - An additional fee will be charged for 3<sup>rd</sup> – 8<sup>th</sup> grade students for a Christian Worship Hymnal.
  - An additional fee will be charged for 3<sup>rd</sup> – 8<sup>th</sup> grade students for a NIV Bible.

You can find a list of all these extra expenses in [Appendix B – Material Cost Guidelines](#).

**All fees will be paid by the time the child begins school.**

2. Tuition will be charged over a ten-month period, August through May.
3. If an account becomes delinquent, a notice will be given to the parents within 30 days. If no arrangements for payment have been made within 60 days after the account becomes delinquent, the student may be removed from enrollment.
4. All School fees must be up to date before any transfer requests to another school will be honored.

### Tuition 2008-2009

	CTL Members	Non- CTL Members
1 <sup>st</sup> Child	\$1000	\$3,500
2 <sup>nd</sup> Child	\$750	\$3,000
3 <sup>rd</sup> Child	\$500	\$3,000
4 <sup>th</sup> + Child	No Cost	+\$3,000

### Note:

**No member of Christ the Lord will be turned away from the school strictly for financial reasons. Instances will be reviewed on a case-by-case basis.**

### What is a Member?

To be considered for member tuition, a family should strive for all of the following:

1. Attended and completed the Bible Information Class as conducted by Pastor.
2. Have been formally welcomed into the congregation as communicant members.
3. Demonstrate their love of Jesus through their living and active faith. This means that the family will make frequent use of opportunities to grow in faith through the Means of Grace as they are offered on a regular basis at church. The Word of God is offered through weekly worship services, the Lord's Supper, Bible classes, and Sunday school.
4. Members will support the school further through their regular, faithful thank offerings.

The school board reserves the right to review member tuition for any family if the above expectations are not *consistently* met.

5. Christ the Lord Lutheran School offers tuition assistance for qualifying families. A copy of the application can be found in [Appendix F](#).

## Policies and Procedures

### School Hours

School is open from 8:00 AM to 3:00 PM for all students, including kindergarten. The doors will be open for the students beginning at 7:30 AM. The children are not to arrive before this time unless special arrangements are made ahead of time. As the children arrive for school they are expect to say their memory work and begin preparing for the school day inside their own classrooms. Children will not be allowed to play outside or to stay in other classrooms at this time.

### Contacting the School

There are times when parents may need to call the school during school days. At these times, please remember that school hours are time for the students to learn and interruptions make that difficult for some. When calling the school, please call between 6:30 AM – 7:30 AM and 3:15 PM –4:30 PM.

If there is an emergency, you may call at any time. You may have to call a few times in a row if neither the church secretary nor Pastor is not in the office. Contact information is found in [Appendix A – Contact Information](#).

You can also email Principal Ross at [principal@christthelordlutheranchurch.org](mailto:principal@christthelordlutheranchurch.org) if you need to get a message to someone at school.

## **Report Cards**

Report cards will be issued for all students four times per year. Parent –Teacher Conferences will be scheduled for all children after the first and fourth quarters. Both parents are encouraged to attend. It is at this time that the progress of the child will be discussed. Parents should feel free to make appointments at any time throughout the year with the teachers to discuss any issue.

There will also be midterm reports for the 1<sup>st</sup> –8<sup>th</sup> grade students sent home near the halfway point of the quarter.

## **Rules of Conduct**

At *Christ the Lord Lutheran School* the basis of everything that is taught is the Word of God. It should then be evident that all of the children reflect the faith that they have in their hearts in their general behavior and attitudes. The children will be taught always to be thankful that God has chosen them to be his own and to show their love for their Savior through proper Christian conduct.

## **Discipline**

Christ Jesus expects all of his children to live lives that are pleasing to him. In keeping with God's Word, we also expect the children in our school to conduct themselves at Christian young people at all times, whether they are in school, in church, or at a school-sponsored event.

The Bible is, of course, the guide use for discipline in our school. We can all look to Jesus as the perfect example of how we are to conduct ourselves. We hope and pray that the children will follow this example.

Any discipline that is carried out in the spirit of Christian love is meant to correct the problem, not to punish the child. Any disciplinary action that is carried out at *Christ the Lord Lutheran School* will be dealt with in this order:

1. Teacher
2. Principal
3. Board of Education

We sincerely hope and pray that no discipline will have to go beyond the teacher.

The administration and teachers are given full discretion in all the discipline applied to the students of the school. This includes personal rebukes, the loss of privileges, extra duties, suspensions, and expulsion from school.

Students are expected to show Christian love and kindness toward all children, helpers, teachers, and pastors as a means of thanking God for all the blessings he has given them. This will require that they strive to conduct themselves in such a manner that they will not interfere with the work and the play of others. If students are detained after school for an offense, transportation will be the responsibility of the parents.

**Any pushing, hitting, punching or similar actions** will not be tolerated at *Christ the Lord Lutheran School*. Any child who acts in any of these manners will be disciplined in the following manner:

First offense – The child will serve a detention that day and parents will be informed of the discipline.

Second offense – The parents will be notified immediately and expected to pick the child from school for the remainder of the day. The child will also be suspended for a number of days that the offense warrants.

Third offense – In addition to the discipline of the previous offense, possible removal from enrollment will be discussed.

The final action on dismissal or expulsion is at the discretion of the Board of Education.

Cursing and foul language will not be allowed at *Christ the Lord Lutheran School*. If any cursing or foul language comes from the children, written or spoken, the child will be immediately disciplined following the procedure described above. As Christians, our Lord wants us to be respectful of others and of his name. *Dear friends, since God loved us, we also ought to love one another.* (I John 4:11)

### **Drugs, Alcohol, Tobacco, and Firearms Policy**

Any student using or in the possession of any controlled substance or having possession of a firearm will be subjected to the possible expulsion by the Board of Education upon recommendation of the faculty. The Board of Education may also involve the local authorities if warranted.

### **Phone Privileges**

The children will only be allowed to use the phone with permission from one of the teachers. Any child on the phone without permission may have all phone privileges taken away. The children should not expect to use the phone to make after school plans with friends, as these arrangements should be made outside of school.

### **Internet Use**

At times during the school day, students may be allowed to use the Internet for research or other school-related activities. All internet use will be strictly guided by the *Internet Acceptable Use Policy and Agreement* located in [Appendix D – Internet Acceptable Use Policy and Agreement](#).

### **Mobile Phones**

Students should not bring mobile phones, pagers, etc. to school. Phones for personal use outside the hours of 7:30 AM– 3:00 PM can be turned into the teachers for safe keeping during school with a note from the parents. Phones will remain off during school hours so that the classroom environment is not disturbed.

### **Items to Be Left at Home**

Children do not need to bring the following to school:

- Cell Phones
- Beepers
- Cameras
- Radios
- Video Games
- Toys

These items **will be taken away** unless a teacher gave the child prior approval before bringing the item to school.

### **Dress Code**

In a Christian school proper dress and good habits of hygiene reflect the principle that we acknowledge our bodies to be “temples of the Holy Spirit”. All children are required to maintain a neat and presentable appearance. Personal appearance that causes distraction will not be permitted. The following items are unacceptable at *Christ the Lord Lutheran School*:

- Cutoff shirts or slacks
- Shirts that advertise alcohol or cigarettes
- Shirts with distracting words or designs
- Faded, worn, or non-fitting jeans
- Military clothing
- Pierced ears for boys
- Thong sandals (sandals worn to school must have a strap over the heel and over the top of the foot)
- Excessive make-up or ornamentation

- Tank tops or halter tops for children older than second grade
- Short shorts or mini-skirts (all shorts must be modest, a good guiding principle is to have your child hold her hands loosely at her sides and see where the hem is in relation to her fingertips)
- Shorts with writing on the seat

Dress code violations will be determined by your child's teacher. Children who violate the dress code will be sent home to change clothes.

### **Lunch Rules**

During lunch the children will be in the church Fellowship Hall. For lunch the children should bring a well-balanced meal. There is no soda allowed at school unless otherwise notified. The children must also eat the food that they brought to school; there is no trading allowed. Cold lunches should be brought to school. Microwavable food may be brought to school, according to the rules set up by each classroom teacher. *Parents are reminded that the school will not provide dishes or silverware for your child to eat his or her lunch.* Parents are asked not to bring fast food for their children during the lunch hour. It is difficult to maintain a balanced and healthy diet when children are eating fast food on a regular basis. Also, the amount of time allowed for eating does not permit much time for children to eat if a parent is running behind schedule. Children need to stay on school grounds unless other arrangements are made with the teacher ahead of time.

A refrigerator is available to use if needed. Please mark the bag or lunch box with the child's name on the outside to avoid children grabbing the wrong lunch. The children are also allowed to eat a snack during morning recess as long as they clean up after themselves. Littering on the school playground may result in loss of snack privileges.

### **Health**

Each child entering kindergarten as well as each child entering 7<sup>th</sup> grade is required to have a physical examination. All students must have their immunization records on file before they will be allowed to begin school. The school is prepared to administer first aid when needed for minor injuries. Please inform the teacher of individual health situations in writing as needed.

Parents must let the teacher know in writing if medication is to be taken at school. All medication *including cough drops and vitamins* must be given directly to the teacher for distribution at the proper time. There is a form that must be filled out in order for the teacher to dispense this medication to the child. See [Appendix C - Medication Form](#).

### **Sick Child Guidelines**

*These guidelines are set up to protect the health of the children, teachers, and helpers at the school.*

- If a child is vomiting or has diarrhea, the child should remain home for 24 hours after the last episode.
- If a child has a temperature of 100°F or higher, the child should remain at home for 24 hours after the temperature has returned to normal. Children are contagious up to this time, even if they are feeling better.
- If the child shows signs of pink eye, conjunctivitis, eye infections (any discharge from the eyes), or green nasal discharge, the child should remain home until the symptoms are gone AND the doctor has cleared the child to return to school.
- Each child will be checked regularly for lice at school. If a child is found to have lice, that child will be immediately removed from school and picked up by the parents. The child will not return to school until the problem is fixed. A member of the staff will then check the child every day until the child is found to be free of nits.

## **Illness at School**

If a child becomes sick at school, the parents will be immediately contacted and informed. When the parents cannot be reached at the telephone numbers on file, the emergency contact number will be called. Transportation for sick children is the responsibility of the parents, and expected promptly.

*It is important that current phone numbers are on file with the school in case there is a need to contact the parents. Please notify the school if there are any changes in contact information.*

## **Absences**

In order to promote good communication between the home and school, parents please notify the school in the morning between 6:30 AM and 7:30 AM if your child will be absent for the day. If you are not able to call, you must send a note with your child the following day excusing the absence.

As much as possible, it is urged that appointments with Doctors and Dentists be made for non-school hours. If it is necessary for a child to be absent from school for reasons other than sickness, the teacher is to be notified in advance. Parents should notify the child's teacher after school between 3:15 PM and 4:00 PM for the child's assignments.

Though it is possible for children to make up work that they miss on days that they are sick, a great part of instruction at *Christ the Lord Lutheran School* comes from the interaction of students with their teachers. **Students who are absent more than 20% of the days in a quarter or 30 times total during the year will not advance to the next grade in the fall.**

## **Tardiness**

It is important for all children to be on time in the morning so that school may proceed smoothly without disruptions for the children. Students must be at school by 7:55 AM or they will be considered tardy. School begins promptly at 8:00. Consistent tardiness will be dealt with in the following manner:

- Five tardies in a single quarter—detention after school and a meeting set up with the school staff
- Students will serve detention for each tardy after the fifth.
- If a student is tardy for school ten times in a single quarter, he or she will be suspended from school for one day and parents will be counseled.

## **Care of School Equipment**

All school textbooks, workbooks, library books should be used with care. The result of any damages to the books may result in a fine.

- Only write in books as instructed by the teacher
- Books not in use should be inside the desks
- Desks and the surrounding area should be kept clean at all times

## **Book Fines**

Fines will be assessed for damaged or lost books. Charges will be as follows:

- Lost or damaged beyond repair – Full Price
- Torn or damaged pages - \$0.25 per page

## **Recess**

Students are expected to be outdoors at recess, weather permitting. It may be necessary, on occasion, for students to remain indoors for health or discipline reasons. **A parent's or doctor's written request is needed for a child to remain indoors at recess.**

## **Transportation**

Parents are expected to transport children to and from school. Arrangements should be made to have all the children picked up from school no later than 3:15 PM. Any child not picked up by 3:15 PM will be entered

into the after school care program. It is then the responsibility of the parent, or authorized adult, to come in and sign out the children and make payments to the program.

The following guidelines should be followed concerning the drop-off and pick up of the children:

- Look out for everyone's safety
- Enter the pick-up lane, the East end of the school, and the children will come to the car.
- It is confusing and dangerous for empty cars to be sitting in the pick-up lane. If you want to leave your vehicle, please park in a designated parking spot.

### **After School Care**

Parents who work may wish to take advantage of after school care. The handbook for after school care can be found in [Appendix G – After School Care](#).

### **Accelerated Reader**

Accelerated Reader (ACC) is a reading program that we participate in as an entire school. All children are expected to be part of this program. For more information about this program, contact your child's teacher.

### **Hand Chimes/Recorder**

Students in 6<sup>th</sup> through 8<sup>th</sup> grades will be able to participate in a hand chime choir. Students in 4<sup>th</sup> and 5<sup>th</sup> grades will practice recorder. Practices will be held during school. Participation in Chimes will be optional for 6<sup>th</sup> through 8<sup>th</sup> graders, but recorder will be required for 4<sup>th</sup> and 5<sup>th</sup> graders.

### **Piano**

Piano lessons can be arranged during school hours. Please contact Mrs. Walsh or Principal Ross if you would like more information about these lessons.

### **Sports**

The children who are eligible for sports must maintain a C or better grade average. There must also be no subject with an averaged grade lower than C-. Academics are more important than sports, and if a child has problems with grades, then additional time should be spent in studies. All sports suspensions are subject to removal if student shows improvement beyond a C average.

### **Other Activities**

Throughout the school year *Christ the Lord Lutheran School* offers differing activities. These activities may include musicals, plays, forensics, science fairs, athletics, and other activities. Some of these activities may be restricted to certain grades while others may be open to all. Some of these activities may also be mandatory for students. We expect that parents will show interest in these activities and encourage their children to be involved and to do their best with their God-given talents.

### **Field Trips**

Occasionally we make field trips to reinforce lessons that have been learned in the classroom. These trips are only made possible by having parents do the driving. We hope that there will always be enough volunteers for these field trips, otherwise they can't happen.

You will be notified in advance for field trips in writing. Field trips will require a signature of approval from the parents and must be returned in order for the child to participate. No extra money will be collected for field trips unless otherwise noted.

### **Classroom Helpers**

Classroom helpers are volunteers who are willing to be part of the educational experience that the children receive. Helpers may be called on to do any number of things for the teachers during the school year. This help will be greatly appreciated and allow the children to have more interaction with the teacher and each

other. It will also make an interesting change for the children and help make the school a fun place to be. If you are interested in becoming a helper, please contact one of the teachers.

### **Friends of Christian Education**

This is an organization of teachers, parents, and friends of the school, which meets four times a year. All friends of the school are invited and encouraged to attend. The purposes of such a group as this include:

- To grow in faith through the study of God's Word
- To assist the Board of Education in the fostering of Christian education in our school and in promoting and aiding the work of Christ at *Christ the Lord Lutheran School*.
- To encourage closer relationships between parents, teachers, students, and friends of the school
- To enjoy the Christian fellowship of other families

Because our school belongs to the parents and members of our congregation, it is vital that you show interest in the business that is conducted at these meetings. FOCE gives valuable guidance and feedback to the board. Without this feedback we will not reach our full potential in educating our children.

### **The Eagle's Cry**

This is the newsletter of *Christ the Lord Lutheran School*. It will be sent home with the children every week during the school year. "The Eagle's Cry" will alert you to the events taking place at school, make announcements for special items, and give you other important information about school. Please read it so that you are informed about what is happening at the school.

## Appendix A – Contact Information

Christ the Lord Lutheran Church and School  
 2045 N Hercules Blvd.  
 Clearwater, Florida 33763

Telephone 727.441.8239  
 FAX 727.441.8239

	Name	Work Phone	Home Phone	Email
Principal	Jonathan Ross	727.441.8239		<a href="mailto:principal@christthelordlutheranchurch.org">principal@christthelordlutheranchurch.org</a>
Teacher	Jeannie Berger	727.441.8239	727.669.7059	<a href="mailto:jeannieberger@hotmail.com">jeannieberger@hotmail.com</a>
Teacher	Beth Walsh	727.441.8239	727.738.5129	<a href="mailto:bethanyannwalsh@earthlink.net">bethanyannwalsh@earthlink.net</a>
Pastor	Jeff Mahnke	727.441.8239	727.298.1121	<a href="mailto:pastor@christthelordlutheranchurch.org">pastor@christthelordlutheranchurch.org</a>
Secretary	Carol Buird	727.441.8239	727.734.3072	<a href="mailto:secretary@christthelordlutheranchurch.org">secretary@christthelordlutheranchurch.org</a>
Board of Education	Dave Walsh	727.433.3974	727.738.5129	<a href="mailto:dfwalsh@earthlink.net">dfwalsh@earthlink.net</a>
	Tim Chlopek	727.530.1661	727.441.8140	<a href="mailto:tchlopek@yahoo.com">tchlopek@yahoo.com</a>
	Dwayne Spedden	727.385.3231	727.254.4413	<a href="mailto:dkdlr@hotmail.com">dkdlr@hotmail.com</a>

## Appendix B – Material Cost Guidelines

Christian Worship Hymnal .....	\$21
NIV Bible.....	\$17
Luther’s Small Catechism (Grades 7-8) .....	\$17.50
Recorder & Book .....	\$9

# Appendix C - Medication Form

## Permission to Administer Medication in School

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Classroom Teacher \_\_\_\_\_

Parent's Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

### Instructions for administering medication at school:

Name of Medication	Dosage	Time to be Administered	Begin (date)	End (date)

Please list the purpose of any medication above as well as any possible side effects.

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Physician's Name \_\_\_\_\_ Phone \_\_\_\_\_

Date Contacted \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorizing administration of medications listed above.  
Bring this form and medication to your child's teacher. Medications will be kept by the teacher. Medications will be dispensed only by the teacher.

# Appendix D – Internet Acceptable Use Policy and Agreement

“...take captive every thought and make it obedient to Christ.” 2 Corinthians 10:5b

## Purpose

To ensure the use of the Internet as an effective tool to expand research and to allow students to obtain current information.

## Policy

Due to the nature of the Internet, it provides certain dangers. It provides opportunities for sinful and/or illegal activities (such as access to pornographic material and to gambling). Because Internet content is not regulated very strictly, the quality and validity of the material varies greatly. Our students will need to learn how to distinguish between worthwhile sites and those that are less useful or harmful. It is also important that our students understand that while they use the Internet, they must “...take captive every thought and make it obedient to Christ.” The students will need to exercise common sense and good Christian judgment.

Christ the Lord Lutheran School will be using an Internet content filter. However, there is no way to completely block every possible undesirable site on the Internet. Therefore, the students will only be allowed to use the Internet under the supervision of a teacher or a staff member. Also, students will be required to have written consent from their parents to use the Internet at school.

The following guidelines have been developed to define acceptable use of the Internet.

### Appropriate Use of the Internet

- All research should reflect Christian principles and be in pursuit of educational goals.
- Students must limit their time on the Internet so that others may have access.
- Students must respect copyright and other intellectual property rights. Any plagiarism will result in a failing grade as well as re-completing the assignment.
- E-mail may be sent only under the direct supervision of an instructor. **Realize that e-mail is not private.**

### Inappropriate use of the Internet

- Intentionally damaging or destroying data.
- Using a name and password other than your own.
- Sending or receiving obscene or sinful material.
- Engaging in illegal, rude, or unchristian activities.
- The use of chat rooms, instant messaging, and internet-based games will be strictly prohibited.

### Consequences for Unacceptable Use of the Internet

- The privilege of using the Internet will be suspended or permanently revoked.
- School discipline will be administered as deemed necessary.

# Parent/Student Internet Usage Agreement

I understand the Acceptable Use Policy of Christ the Lord Lutheran School. I also recognize that there are both benefits and dangers in the use of the Internet. I understand that Christ the Lord Lutheran School cannot guarantee the accuracy and the quality of the information obtained through the Internet. I further understand that **MY CHILD WILL BE HELD RESPONSIBLE FOR ANY ACTIONS IN VIOLATION OF THE ACCEPTABLE USE POLICY FOR THE INTERNET.**

Based on the guidelines stated above, please check the appropriate box and fill out the necessary information for your child attending Christ the Lord Lutheran School.

I hereby GIVE permission for my child to be granted Internet access at Christ the Lord Lutheran School.

I hereby DENY permission for my child to be granted Internet access at Christ the Lord Lutheran School.

Please PRINT the student's name and grade below:

Name \_\_\_\_\_ Grade \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

I have read and understand the Christ the Lord Lutheran School Acceptable Use Policy for the Internet, and I agree to follow all guidelines.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

# Appendix E - Covenant Agreement

A Statement of Commitment and Understanding for members of  
Christ the Lord Evangelical Lutheran School

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We, as members of Christ the Lord Lutheran School, recognize the need to be committed to the support of our school. We recognize that this commitment and support of our school takes place in many forms.

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*As Christian parents we will pray for God's help to...*

- 1. Place God's Word foremost in our personal lives and before our children.** "But as for me and my house, we will serve the Lord." Joshua 24:15b
- 2. Regularly attend worship services with our children.** "I rejoiced with those who said to me, 'Let us go to the house of the Lord.'" Psalm 122:1
- 3. On a weekly basis financially support the work of the church and school.** "Anyone who receives instruction in the Word must share all good things with his instructor." Galatians 6:6
- 4. Provide for the spiritual and secular education of our children with the assistance of the faculty and school.** "Train a child in the way he should go, and when he is old, he will not turn from it." Proverbs 27:6
- 5. Continue to keep the school, faculty, and students in our prayers.** "And pray in the Spirit on all occasions with all kinds of prayers and requests. With this in mind, be alert and always keep on praying for all the saints." Ephesians 6:18
- 6. Meet privately with a faculty member when we have problems with them.** "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won him over." Matthew 18:15
- 7. Demand regular attendance from my child as well as being punctual with arrival and dismissal.** "But everything should be done in a fitting and orderly way." First Corinthians 14:40
- 8. Contact the teacher and follow through with any discipline that has been given at school.** "Obey your leaders and submit to their authority. They keep watch over you as men who must give and account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you." Hebrews 13:17

- *We understand that all educational, tuition, and school related fees owed to other schools must be paid in full before registration at Christ the Lord Lutheran School*
- *We understand that all fees owed to Christ the Lord Lutheran School must be paid in full before our child's academic records will be released.*
- *We have read and agree to the policies of the CTL Student Handbook*
- *Our signature acknowledges a commitment to and understanding of the expectations outlined in this covenant regarding the enrollment of our child(ren) at Christ the Lord Lutheran School.*

***Parent/Guardian Signature***

***Date***

***Witness***

## Appendix F – Tuition Assistance

### Purpose

- The Tuition Assistance Program at Christ the Lord Lutheran School exists to provide financial aid to members of Christ the Lord Lutheran Church who may have difficulty paying the full amount of tuition required to attend Christ the Lord Lutheran School.
- The Tuition Assistance Program exists also to provide financial aid to members of Christ the Lord Lutheran Church who wish to send their children to a WELS Lutheran high school.

### Application

- In order to apply, families must first meet the eligibility requirements as established by the Board of Education.
  - Requirements are based on the Federal guidelines for free and reduced lunch programs –  
*All figures refer to gross annual income less annual offerings*

2008-2009 Guidelines	
Household Size	Maximum Income
2	\$25,900
3	\$32,560
4	\$39,220
5	\$45,880
Each Add'l Add	\$6,660

- Applications are available on the school's website or by request from the principal.
- All applications for financial aid must be received *on or before August 3, 2008*.
- The Board will review each application individually and will reach a decision by *August 9<sup>th</sup>*.
- Applications received after the deadline will be reviewed in the order they are received at the monthly Board of Education meeting
- Documents that must be provided by the family:
  - Tax return from the previous year
  - W2s from the previous year
- Application for financial aid gives the Board of Education consent to access records for:
  - Offering statements from the past two years
  - Church attendance records from the past two years
- The following characteristics will all be exhibited by members of Christ the Lord Lutheran Church who seek financial aid:
  - Show their living and active faith through faithful use of the means of grace as they are offered at Christ the Lord Lutheran Church
  - Show their living and active faith through regular, generous offerings of time, talents, and treasures at Christ the Lord Lutheran Church
  - Not currently receiving discipline from the Board of Elders
- The following characteristics will all be exhibited by families actively seeking membership at Christ the Lord Lutheran Church:
  - Attending Bible Information Class and scheduled to complete the course within 8 months of beginning the course
  - Show their living and active faith through faithful use of the means of grace as they are offered at Christ the Lord Lutheran Church
  - Show their living and active faith through regular, generous offerings of time, talents, and treasures at Christ the Lord Lutheran Church
  - Not currently receiving discipline from the Board of Elders

- Applicants for financial assistance will be considered in the following order:
  - Members of Christ the Lord Lutheran Church who meet the required application deadline
  - Families actively seeking membership at Christ the Lord Lutheran Church who meet the required application deadline
  - Applications submitted by families after the deadline will be reviewed as received

## Dispersal

- Financial aid granted as tuition assistance will be reflected as a discounted rate of tuition for that family

Number of Children	Tuition Owed	Discount Received	Reduced Tuition
1	\$1000	\$250	\$750
2	\$1750	\$500	\$1250
3+	\$2250	\$500	\$1750

- Money dispersed for financial aid for book fees at Christ the Lord Lutheran School will appear as a one-time credit on a family's tuition statement

Number of Children	Book Fee Owed	Aid Received	Reduced Book Fee
1	\$350	\$100	\$250
2	\$700	\$200	\$500
3+	+\$350each child	+\$100 each child	+\$250 each child

- Money dispersed for financial aid to a WELS Lutheran high school will be sent directly to the institution on the student's behalf according to the rules of payment established by that institution
- There will be a \$500 cap per child per year on financial aid to a WELS Lutheran High School

## Appendix G – After School Care

Any students who are still at school after 3:15 PM will be enrolled in after school care. By enrolling your child in *Christ the Lord Lutheran School's* after school care program, you also agree to the rules and regulations contained in this handbook.

### Hours

After school care begins at 3:15 PM and ends at 6:00 PM on regular school days. There will be no after school care on days where school is not in session until 3:00.

### Pick Up

You may pick up your child at any time during the program. To avoid extra charges, please make sure your child is picked up by 6:00. If other arrangements are made to pick up your child, please call notify the school office in writing or call and leave a message.

### Rates

The following rates apply for the 2007-2008 school year.

Pick up time (rounded up)	Cost/child
3:30	\$1.50
3:45	\$2.25
4:00	\$3.00
4:15	\$3.75
4:30	\$4.50
4:45	\$5.25
5:00	\$6.00
5:15	\$6.75
5:30	\$7.50
5:45	\$8.25
6:00	\$9.00

In addition, parents who do not pick up their children by 6:00 will be charged \$0.25/minute after 6:00. Parents who are consistently late may be suspended from the program.

### Billing

Statements will be issued every month and are due in the school office by the date on the statement. A late fee of \$5 will be assessed to every payment made after the due date. *Consistent failure to make timely payments on care given after school could result in suspension or termination of the program.* Checks should be made payable to Christ the Lord Lutheran School. At the end of each calendar year, parents will be issued a statement of all payments for tax purposes.

### Conduct

The same rules and regulations apply in after school care as apply during regular school hours. Students are to treat after school care providers with the respect that all staff members of the school deserve. Discipline problems will be dealt with first by the caregiver and the parents, then the principal. Severe or consistent discipline problems may result in suspension or expulsion from after school care.

