

Christ Lutheran School



Parent/Student Handbook 2013-2014

CHRIST LUTHERAN SCHOOL LUTHERAN FAMILY VALUES POLICY

A school that is a mission. Christ Lutheran School is operated by Christ Lutheran Church, Christ Lutheran Church is a member congregation of The Lutheran Church-Missouri Synod (“LC-MS”).

Christ Lutheran School is a school *with* a mission, but it is more than that. The LC-MS Lutheran Church considers Christ Lutheran School to *be* a mission, one form of Christian mission to its members and to the community. LC-MS Christians believe that the purpose of education is not ultimately to prepare people for life in this world, but to “make people wise unto the salvation through faith in Jesus Christ.” (1 Timothy 3:15)

Christian beliefs, as understood and taught in the LC-MS, pervade everything that is done at Christ Lutheran School. Christian instruction is not only carried out formally, but it is integrated into the study of every subject. Students are immersed in a Christian atmosphere, surrounded by teachers, administrators, and school employees whose very presence is a testimonial to the Lutheran faith and way of life.

The LC-MS is a creedal church, with definite beliefs on many points of Christian faith. For instance, the LC-MS affirms the sanctity of human life, including the life of an unborn child; the importance of stable family life and of fidelity in marriage; and abstention from illegal drugs. The LC-MS opposes a homosexual lifestyle and cohabitation or sexual relations outside the marital relationship. These are only examples of the LC-MS’s positions on a number of contemporary questions of conduct and morals.

Christ Lutheran School expects that the families of its students will not act in a way that is contrary to or disrupts the teachings of the LC-MS in matters of religious faith and personal conduct. Family members who are not LC-MS members are of course not required to believe or confess the teachings or beliefs of the LC-MS. However, family members may not, in a way that may affect the school, promote beliefs that are contrary to those of the LC-MS or otherwise weaken the LC-MS Christian atmosphere at the school. Family members are expected to lead personal lives that do not violate the teachings of the LC-MS on matters of personal conduct, so that all family members may in their daily lives not undermine Christ Lutheran School’s mission as an LC-MS Christian institution. If a family member of a student or applicant for enrollment challenges LC-MS teachings at Christ Lutheran School or conducts his or her life in a way that is contrary to those teachings, the student or applicant may be expelled, suspended, or refused enrollment.

LC-MS doctrine and practice are derived from the Christian Scriptures, the Lutheran confessions, and the applicable resolutions of the LC-MS. For all purposes of this policy the decision of the Principal of what constitutes the beliefs and teachings of the LC-MS and what actions of conduct constitutes a violation of this policy shall be final and binding. Family members who are unfamiliar with LC-MS beliefs and teachings on any subject should inquire about them from the Principal. He can refer questions to appropriate publications or, if necessary, can arrange for the family member to be counseled by a pastor of an LC-MS church.

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I. OUR SCHOOL

A. IDENTITY AND MISSION

1. IDENTITY

Christ Lutheran School, established in 1956, is a parochial elementary and preschool maintained and supported by Christ Evangelical Lutheran Church, a congregation of the Lutheran Church – Missouri Synod. It provides instruction in Preschool, Kindergarten, and grades one through eight. The control and supervision of the school is exercised by the Voter’s Assembly of the congregation through its elected Board of Christian Education. The Principal of the school acts as the executive officer of the congregation and the Board of Christian Education in the direct supervision and administration of the school.

2. MISSION

The mission of Christ Lutheran School reflects the congregation’s mission to teach the good news of salvation through faith in Jesus Christ and make disciples of all nations. *Christ’s People Proclaiming Christ’s Love.*

3. ACCREDITATION

Christ Lutheran School is fully accredited, recognized as such by the State of Michigan Department of Education, The Michigan District of the Lutheran Church – Missouri Synod, National Lutheran School Accreditation – Lutheran Church Missouri Synod (NLSA), and the Michigan Association of Non-Public Schools (MANS).

4. PURPOSE

Our aims are two-fold: To prepare Children for an eternity in God’s heavenly Kingdom and for useful productive lives now in God’s Kingdom on earth.

To accomplish this, we plan to:

- Provide a thorough instruction in God’s Word so that our children, through the power of the Holy Spirit, may learn the Father’s will and know and trust Jesus as their Savior.
- Equip children with the necessary academic skills and knowledge for useful membership in society. Christ Lutheran School assists the home in carrying out God’s command: **“Train up a child in the way he should go; and when he is old. He will not depart from it.”**

B. OPERATION

1. ENTRANCE REQUIREMENTS / ADMISSION POLICY

Non-discrimination Policy

Christ Lutheran School admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, and athletic and other administrated programs.

Requirements

Christ Lutheran Church offers a 4 year old Preschool program. Children may enroll in Kindergarten if they are 5 years old. Please see the Handbook Supplement for current birth date requirements for these two programs.

Enrollment in the Preschool program is open first to members of Christ Lutheran Church. Members may enroll anytime starting in January. Beginning in February enrollment is open to the public. A Preschool Open House is held in early March.

Enrollment in the Day School program is also open first to members of Christ Lutheran Church and those non-member families who had children in Christ Lutheran the previous year. These families may enroll children from May 1-31. Beginning June 1, enrollment is open to any new non-member family. Enrollment applications for the Day School are evaluated by the Principal.

Physical exams are required by law for all children entering Kindergarten, 6th grade, or are new to a school district regardless of grade. Eye and ear tests are specifically mentioned. Certain immunizations are also required for entrance to Kindergarten and 6th grade.

When a child is enrolled in our school, it is with the definite understanding that the child will actively participate in the entire curriculum, including the religious programs offered by the school.

In cases where a new application for admission to the school involves a student with an extreme disciplinary problem in their background, the principal will, as is done with all new admissions, consult with the parents, the previous school and possibly the student prior to determining whether or not to enroll that student at Christ Lutheran.

If the student making application for admission has been expelled from another school, the principal may not enroll that student without first obtaining permission from the Board of Christian Education.

2. REGISTRATION FEES

One half of registration fees are due by June 1. The remainder is due the first day of school. Late fees may be assessed. For current fees, see the *Handbook Supplement*.

Fees cover all textbook and workbook rentals, yearbook, technology, and miscellaneous fees assessed by Berrien RESA.

Insurance is NOT included in this fee.

3. VISITING SCHOOL

All visits must be worked out well in advanced of the visit date with the Principal and the classroom teacher. There will be times, such as test time, when visiting may not be desirable. In general, visitation privileges are reserved for parents or guardians of a student. Other family members, children, and acquaintances are generally not extended this privilege.

4. EMERGENCY SCHOOL CLOSING

Should weather or some unforeseeable event dictate the closing of our school, notices will be given via the Instant Alert System , WNDU and local radio stations. Please do not call staff at home about school closings unless it is truly necessary. Phone lines need to be available for emergency arrangements. If, in the opinion of the parent, the weather situation warrants keeping children home, or picking them up early, children will be excused out of respect for this opinion.

5. TUITION

Christ Lutheran Church members bring their offerings to the Lord. We ask God to bless these gifts as they are used to spread the gospel through our school as well. Thus the school is supported by contributions and gifts. Members of Christ Lutheran Church pay a nominal tuition amount.

Non-members of Christ Lutheran Church are asked to pay for part of the education for their child. The tuition which non-members pay does not completely offset the cost of the education that their child receives. The remaining cost of the education is funded by Christ Lutheran Church in accord with its mission of *teaching the good news of salvation through faith in Jesus Christ and to make disciples of all nations*. The tuition schedule appears in the Handbook Supplement.

The Board of Christian Education is given the authority to administer the above program and reserves the right to review each member's and non-member's compliance with the tuition policy. Failure to meet ones obligation leaves the Board with no resources to continue your child's education. The Board also reserves the right to waive the foregoing schedule in the event that certain hardships prevent participation. Please contact the Principal if you would like to receive special consideration.

In the case of the Preschool, both members and non-members will pay the same tuition amount.

C. CURRUCLIM

In keeping with the purpose of Christ Lutheran School, the curriculum is based upon the Word of God. The Christian religion forms the center upon which all instruction is based.

Each classroom opens the day with a brief devotion followed by instruction in Christian doctrine and Biblical account. In the lower grades the religious instruction

consists chiefly of learning Bible stories together with their application to life, plus the memorization of brief memory gems and Bible selections. Systemic instruction in Christian doctrine as outlined in Luther's Small Catechism is added in the middle grades. The study is further broadened in the preparation for the rite of Confirmation.

Varied instructional methods, devices, techniques, class projects, and materials are used. This may include televised instruction, slides, computers, charts, lectures, demonstrations, and field trips to give pupils the best education opportunities available. It is our hope to give many opportunities to many pupils in many ways. We also take part in several academic, fine arts, and athletic competitions.

1. COURSES OF STUDY

All the branches of general education permeated by a thorough instruction in Christian Doctrine constitute the framework of the curriculum at Christ Lutheran School.

Religion:	Christian Doctrine, Bible History, Hymns, Bible Verses, Church History and Worship.
Language Arts:	Reading, Phonics, English, Spelling, Grammar, Literature, Speech, Diction, Handwriting, and Composition
Mathematics:	Number Readiness, Basic Number Concepts, Problem Solving, Equations, Basic Algebra, Basic Geometry, and 9 th Grade Algebra
Social Studies:	History, Geography, Current Events, Government, Citizenship, and Basic Economics
Science:	General Science, Ravine Studies, Basic Anatomy, Health Education and Safety
Fine Arts:	Music, Choral Singing, Drama, Art, Art Appreciation, Crafts, and Band (grades 4-8)
Phys. Ed.	Team Sports, Group Activities, Fundamental Skills, Physical Fitness and Hygiene
Computers:	Word Processing, Spreadsheet, Keyboarding, Literacy, Internet and Internet Safety

2. SPECIAL CLASSES

CLS is indeed blessed that many resources are available in the community, including special courses offered through the Intermediate School District and other agencies. Some of these are used periodically while others are used with more frequency. For a variety of reasons, not all offers can be accepted. Some reasons declining to use a program may include: Scheduling conflicts, Time requirements needed to cover core subjects adequately make it prohibitive, Redundancy (a similar course is already offered- for example, several community agencies offer drug awareness courses),

Need for a certain program is not great enough to justify taking part in it, etc. The Principal, in consultation with teachers, is responsible for determining the advisability of participating in such special classes.

3. TESTING PROGRAM

In addition to the tests on regular subject matter, other tests are given to the children in school. Near the end of the year, Achievement Tests are given to grades K-8. The school office has accurate records of the test results. Please bear in mind that test data needs to be interpreted: by itself it has little meaning. Achievement Test week is usually announced on the school calendar.

Intelligence Tests are given to grades 3, 5, and 8 in the spring.

Other tests - Various other tests may be given at the discretion of the faculty.

4. HOMEWORK

Good homework and study habits are essential to successful scholarship throughout the school career of each child. Teachers try to make all homework both grade and child appropriate. There will be times when the homework load is heavier or lighter than usual. If a parent feels that a problem is developing with the homework load, the parent should consult the teacher. Normally, an absence does not excuse a child from required assignments. Teachers may require such work to be completed.

5. FIELD TRIPS

Our community provides a wide variety of fine educational resources and activities. Time does not permit us to attend every available event, but it is not unusual for classes to take field trips during the year. Some special trips include an outdoor experience at a local camp for 6th graders, and a class trip for 7th & 8th graders that may be out of state. Teachers have worked together to coordinate such opportunities so as to not duplicate trips. Parents make trips possible: through PTL funds, Registration Fees, and most importantly by driving and chaperoning. Quite often parents are the ones who do much of the work for teachers in setting up the trip, arranging lunches, recruiting drivers, etc., and this is greatly appreciated. Prior to any field trip, the teacher fills out a form and turns it in to the Principal for approval. The form includes information on the nature of the trip, departure times, meals, cost, etc. A copy is kept by both the Principal and his secretary. The office attempts to note all trips on the monthly calendar as well as provide reminders in the Principal's Weekly Newsletter. Parental consent allowing a student to take part in a field trip was given on the registration form. Since field trips are announced in advance, a parent/guardian always has the option to keep a child out of that activity.

Drivers/Chaperones:

In general, non-family members are not allowed to drive on field trips. Drivers must be 21 years of age or older. A teenage sibling is not an acceptable substitute driver. Grandparents, an adult aunt/uncle, or other CLS parent are acceptable drivers and

have been helpful in the past. Keep in mind the school personnel need to know the adults who are driving for our students' safety.

All drivers/chaperones will be provided with a list of trip guidelines established by the Principal which they are expected to read and follow. All drivers must be licensed and show proof of insurance. The teacher is always the one in charge of the field trip and sets the ground rules. All students be seat-belted, one to a seatbelt (no doubling up), and no students are allowed to ride in the front seat of a vehicle with an operational passenger-side airbag. Teachers establish the route and schedule to be followed. When a driver does things independently or without the teacher's permission, it causes many problems such as undue worry or scheduling problems when drivers don't arrive on time with the rest of the group. Bringing additional children along on trips is not always possible, at times is discouraged, and in some instances, the teacher may need to prohibit the practice.

6. PUPIL PROGRESS REPORTS

Reports on the progress and status of pupils are issued about every nine school weeks or at the end of each quarter. Times will be reserved during which the teachers and the parents meet at the school to discuss the status of the pupils. The Principal's Newsletter will announce the times. Parents in grades K-5 are given an opportunity in advance to state their time preferences. These will be granted as frequently as possible. Since much of the teaching in the Junior High is departmentalized, conference time is set up in blocks during which parents may come in and visit any or all teachers. A sign-in system is used with these teachers. If at any other time a parent should want to meet with the teachers, please feel free to call and make an appointment.

7. DAILY SCHEDULE

The school day starts at 8:30 AM and ends at 3:10 PM. The most ideal time for pupils to arrive is between 8:15 and 8:30 AM. It is understood that non-Lakeshore pupils must arrive by transportation that is less flexible. Therefore, those students may have to arrive earlier. As a general rule however, doors will NOT be open before 8:00 AM.

All children are asked to go immediately to their classrooms upon arrival at school. The children should use the extra minutes before school to further prepare for the day, sharpening pencils, etc.

All students should be picked up promptly following after school rehearsals and practices. Pupils who must wait for a ride are welcome to wait in the heated school entrance.

Students are not to linger at school unless they are engaged in a specific activity. Being around too early or too late affords an opportunity for some mischief. This is especially true when no teacher has requested the pupil to be here and thus no supervision is implied. **Supervision ends at 3:30 PM** except for activities

sponsored by a coach or a teacher in which he requests pupils to remain beyond that time.

Sometimes a younger sibling would like to remain while an older one has a practice. This gives us a supervision problem for which we are not equipped. Therefore, this practice is NOT permitted.

D. ACTIVITIES AND SERVICES

1. CHAPEL

Each week on Wednesday mornings all pupils assemble in the church for the Children's Worship Hour. The entire service is planned as a children's service with student ushers and student choirs. Worship is special and how one dresses reflects this. Therefore, pupils are expected to be dressed appropriately.

Weekly offerings envelopes are available & are collected during these services. Those who give offerings will receive a record of contributions. Receipts from these collections are used to support various mission projects. REMINDER: Please mark envelopes with name and grade for more accurate record keeping.

2. INSURANCE PROTECTION

Parents have an opportunity to secure insurance protection to cover possible accidents, which may occur during school hours. Parents are advised to examine the brochure and consider their need for such a plan. Specific information will come with the Handbook Supplement.

3. HOT LUNCH

Hot Lunches are available to all pupils in K-8. Milk is provided as part of the lunch. If pupils prefer to bring their own lunch, they may purchase a milk or juice. The school menu conforms to Government standards.

Hot lunch and drink tickets will be sold the first full day of the week (usually Mondays). Payments for an entire family may be made in a single check. Please make checks payable to CHRIST LUTHERAN and DO NOT include other payments with the lunch payments. Hot lunch money is a separate account sponsored by the PTL. Prices will be announced in the Handbook Supplement.

The Government has special arrangements for those with limited incomes. More information is available in the school office.

4. HEALTH SERVICES

The same public services offered to the public schools are offered to our school. The school nurse and/or the county health nurse arrange for such services as vision tests, hearing tests, scoliosis, etc.

See also the article on Health and Safety in Part II.

5. THE PENNON

The school yearbook is called “The Pennon”. The Pennon was a small flag carried on a lance by a knight (later the word was changed to pennant and assumed the shape now usually associated with a pennant). It bore the knight’s insignia or mark. The flag most often carried by Crusaders was the white cross on a red field. It contains a summary of the year’s activities, some serious items, and several entries in a lighter vein.

6. THE CRUSADERS

Our teams play under the banner, “Crusaders”.

The boys play in the Lutheran League for soccer and basketball. The girls play in the Lutheran League for Volleyball, Basketball, and Cheerleading. There is also a Track and Field Meet held each spring.

7. PICTURES

Pictures are taken twice a year of all the children at CLS. In the fall, pictures are taken in a more formal setting for a class composite and the standard yearbook-type picture. In the spring, pictures are taken in a less formal and more fun setting, often making use of props. There is an additional charge if parents wish to purchase pictures. A few days’ notice is given regarding picture dates via a special memo. Please remit payment at the time pictures are taken.

8. TELEPHONE

Parents are kindly asked to use good judgment in making calls to children during class time. It is a convenience to be used in case of an emergency.

Children must have permission from a teacher before they are to use the telephone, and that permission can only be given IN CASE OF EMERGENCY. Children should NOT use the phone for securing parental permission to go here or there or to stay overnight with a classmate. These arrangements MUST be planned at home between all involved parents. After school activity schedules are always given out in advance, so no special phoning is needed for this purpose.

CELL PHONES

We understand that some children walk to and from school or have after school activities; and parents would like the assurance that they will be able to reach their child when a need arises. However, during the school day cell phones MUST be off and remain in the child’s locker. If they need to use a phone during the day they MUST use the office phone. Absolutely NO pictures or videos will be permitted to be taken by a child. This is to ensure everyone’s safety and rights are being protected.

9. LOST AND FOUND

Please encourage your children to be responsible for their things. Ask them to check the LOST AND FOUND frequently. Items are put out frequently for parents to review. Unclaimed items will be donated to the church rummage at the end of the year.

10. SCHOOL BUSES

The Lakeshore Public School System is providing bus service for CLS Lakeshore pupils according to the Lakeshore busing policy. Routes and schedules may be checked directly with Lakeshore Transportation Services.

If for some reason a child must ride a bus different from his usual bus a signed note is required. A special pass signed by the Principal will be given to the student. Without a parental note, no change can be made. Requests should be presented in the morning.

11. MUSICALS AND DRAMAS

Periodically, each pupil has the opportunity to participate in a musical or dramatic performance. Various classes may be combined for these performances. Evening performances may be given for parents and friends.

12. SUPPLIES

All paper, crayons, pencils, and supplies for the children in Kindergarten through Fourth grades will be furnished as part of the registration fee. Thus all materials will be uniform, suitable, and available as needed. The children in Fifth through Eighth grades will provide their own supplies such as paper, pencils, and ESV Bibles, etc. It is expected that all pupils will at all times be properly equipped for schoolwork. Check with the teacher before sending calculators.

13. FUNDRAISERS

Several fundraisers are held throughout the year. All projects must be approved by the Board of Stewardship and generally sponsored through the PTL. All profits are used to purchase additional items for the school. All participation by students is done on a voluntary basis.

14. PARENT-TEACHER LEAGUE

The Parent Teacher League meets regularly during the year. These meetings are held for the purpose of fostering a closer relationship between the teachers and parents of the school in an educational atmosphere. Thus it is hoped there will be a better understanding and more sympathetic interest between parent, teacher, and child. All parents who have children in our school are automatically members of the PTL.

II. CLS STUDENTS

A. THE CHRISTIAN HOME

The greatest share in the responsibility of training your child still remains in your Christian home. While the Church has instituted a program of Christian Education for its children, it does not intend to remove any of the responsibility or the privileges of the parents.

In the best interest of the child, the home and the school desire to work closely and cooperate with each other. This loving concern will further cause parents to show an interest in the school and its training by giving particular attention to the following:

1. Regular church attendance
2. Frequent attendance at the Lord's Supper
3. Regular participation in family Devotions
4. Support of the work of the church according to God-given abilities and resources.
5. Active participation in the work of the church and school.

B. CHRISTIAN CONDUCT

God states the rule of Christian citizenship this way, "***So in everything, do to others what you would have them do to you...***" ***Matt. 7:12***

As a Child of God, I will

Act in a way which will please my Heavenly Father-
Obey all those whom He has placed over me-
Be kind to the rest of God's children-
Use all the skills with which God has blessed me.

As a Responsible and Considerate Christian Citizen, I will

Help keep my church and school clean-
Dress myself in a way that will be a credit to my parents and school.
Walk quietly through the halls-
Keep my books so they "look like new"-
Return all playground equipment after recess or lunch hour-
Return anything I find to the school office.
Save all loud talking for the playground-
Eat my lunch in an orderly manner.
Help my teacher and others wherever possible-

Teachers are to be regarded as authorities while a child is in their care. This implies that pupils are to obey and respect all of our teachers the same as they would their parents.

Every pupil of Christ Lutheran School is required to exercise Christian behavior at all times, whether it is on the way to or from school, on or off school property.

C. STUDENT CODE OF CONDUCT AND DISCIPLINE POLICY

The purposes of this code of conduct are to provide regulations governing the behavior of students, to prevent actions or activities from interfering with the school program

and/or those actions prohibited by law, and to provide for students' rights, safety and responsibilities.

It is the responsibility of all students and their parents to become familiar with the Student Code of Conduct. To be enrolled as a student of Christ Lutheran School carries with it the responsibility for students and parents to abide by and support this code of conduct.

Students in our school are expected to show respects, use good manners, and set a good example for others.

1. STUDENT RESPONSIBILITIES AT CHRIST LUTHERAN SCHOOL

PARTICIPATION: Students have the responsibility of participating fully in the serious business of learning. Students must report to school and all scheduled classes regularly and on time, remain in classes until excused, pay attention to instruction, complete assignments to the best of their ability and request help when it is needed.

BEHAVIOR: Students have the responsibility of avoiding any behavior that is detrimental to their own or other students' achievement of educational goals. Students must cooperate in maintaining reasonable orderliness in the school and in the classroom, take reasonable care of books and other instructional materials, and encourage a climate where learning is cherished.

RESPECT FOR TEACHERS: Students have the responsibility of showing respect for the knowledge and authority of their teachers. Students must obey reasonable directions, use only acceptable courteous language, avoid actions that show contempt and appeal decisions only through appropriate channels.

RESPECTS FOR OTHER STUDENTS: Students have the responsibility of treating others like brothers and sisters in Christ, putting others first and recognizing the rights and dignity of fellow students. For example, students must refrain from name-calling, fighting, harassment, belittling or engaging in deliberate attempts to embarrass or harm another student, and must show concern for and encourage achievement in others.

RESOLVING CONCERNS: Students, along with their parents, have a responsibility to work out concerns that may arise during education. If a concern develops, there are proper steps to follow, with each increasing step only necessary if there is no resolve to the situation. The first step is to discuss the concern with the teacher involved. Then the student should discuss it with the parent. If there is still a concern, the following steps should be taken, in order: teacher and parent meet, take it to the principal, then finally, if necessary, take it to the Board of Education.

While all students are expected to fulfill these responsibilities, some may occasionally need guidance and correction. Some students will need more help than others in learning to behave in the responsible, mature manner befitting a Christian.

2. TWO TYPES OF INAPPROPRIATE BEHAVIOR

1. General Prohibited Behavior

INSUBORDINATION – Refusal to respond to or to carry out reasonable and lawful directions of authorized school personnel.

VERBAL ABUSE – Name-calling, racial slurs, sexist or derogatory statements addressed publicly to others or done in a way so that it accomplishes the same purpose as a public statement (i.e. starting rumors, writing abusive notes, circulating derogatory or hurtful materials, etc.).

SMOKING (or Chewing Tobacco) IN SCHOOL OR ON SCHOOL PROPERTY - using or carrying tobacco

CHEWING GUM – Chewing gum on school premises

TRUANCY OR EXCESSIVE TARDINESS – Unexcused absences from class or lateness in arriving to class.

RUNNING IN HALLWAY/CLASSROOMS – Running within the confines of the school/church building.

EXCESSIVE TALKING OR LOUDNESS – Verbal disruptions in the classroom or to the class setting.

DISRUPTIVE OR OTHER MISCONDUCT – other misconduct, not listed above that disrupts or interferes with the educational process.

DISRESPECT FOR PROPERTY – Using furnishings in ways for which they were not intended (i.e. putting feet on desks, sitting in a teacher’s chair or in any way disturbing a teacher’s desk or personal belongings, standing on chairs or tables, etc.).

HARASSMENT (SEXUAL OR OTHERWISE) – It is the policy of Christ Lutheran School to strictly prohibit any conduct which constitutes harassment (or sexual harassment). Harassment is the repeated bothering or annoying (tormenting) of an individual or group by another individual or group. Harassment is deemed to be Sexual Harassment when the repeated annoying behavior or verbal comments are found to be sexually demeaning or hurtful to the individual or group for whom they are intended. If the harassment is deemed to be Sexual Harassment, the Principal or Board of Education may also wish to reference the Board’s General Policy on Sexual Harassment found in the Christ Lutheran School Handbook. This policy is on page 17 section 8 and gives more detail regarding illegality and legal ramifications of Sexual Harassment.

2. Illegal Behavior

VERBAL ASSAULT – An attempt **or threat** to inflict corporal harm upon another, under such circumstances as denote at the time an intention to do it, and present ability to carry such intention into effect. No actual body contact is necessary.

PHYSICAL BATTERY – The unlawful intentional touching or application of force to another person, done in a rude, insolent, threatening or angry manner.

POSSESSION OF WEAPONS OR OTHER DANGEROUS OBJECTS – Carrying, using or storing weapons or other dangerous objects in a school building or on school grounds.

Weapons are identified in two (2) categories:

- 1) Articles commonly used or designed to inflict bodily harm and/or intimidate other persons.
- 2) Articles designed for other purposes that could be easily used to inflict bodily harm and/or intimidate.

SALE, USE, POSSESSION, OR DISTRIBUTION OF ILLEGAL DRUGS, MATERIALS OR SUBSTANCES, OR ALCOHOLIC BEVERAGES – Selling, distributing, using, possessing illegal drugs, materials, substances (or phony drugs), or alcoholic beverages on school property or at school functions, including bringing such items into the school for another person or having such items on one's person or placing them in a locker or hiding place.

BUGLARY, THEFT, ROBBERY, LARCENY – Stealing money or property.

ARSON – The willful and malicious burning, or attempting to burn, any part of any building.

EXTORTION, BLACKMAIL – Obtaining money or property from an unwilling person by force or threat, be it physical or emotional.

VANDALISM OR MALICIOUS DESTRUCTION OF PROPERTY – Destruction of or defacing property belonging to, rented by or loan to the school or property of persons employed by the school.

FALSE ALARMS – Activating the fire alarm system when no fire exists.

OTHER FELONIOUS CONDUCT – Any and all conduct that constitutes an offense under the laws of the State of Michigan.

3. DISCIPLINARY ACTIONS

The following are disciplinary actions to which students who violate the code will be subject.

A. DETENTION – Students who use foul language, fight, are insubordinate, willfully defy authority, repeatedly are disruptive, or repeatedly exhibit behavior under the heading General Prohibited Behavior may be issued a detention. Detention shall

normally not be served the day it is issued (unless at parent request). Usually a detention will be served the day after it is issued and shall consist of staying after school, under a staff person's supervision, for the period of one hour after school dismisses for the day. During that time, the student may not do anything. No school work, no magazines, no listening to music, etc. The teacher or principal may make the use of the time together to provide counsel and discuss with the student their behavior, the reason for the detention and ways to avoid the situation in the future.

B. SUSPENSION – Temporary exclusion from school for up to ten days – issued by the principal. Before an excluded student may return to school, the student will be required to attend a conference with his parent or legal guardian and the principal and teacher to discuss his behavioral problem and the ways to correct same. Such conferences must take place within three days. In addition, the Principal or Board of Education may require the family to seek counseling by a qualified professional before the child is re-admitted to school or as a condition of re-admittance. The counselor's findings must also be available to the Principal.

Suspension may be a necessary consequence for:

1. Repeated violation of general school rules.
2. Discourteous or defiant behavior toward staff members.
3. Possession of a weapon.
4. Possession of illegal substances.
5. Stealing.
6. Profane language.
7. Provoking or participating in a fight.
8. Truancy or chronic tardiness.
9. Leaving school or class without permission.
10. Smoking on or adjacent to school property.

C. EXPULSION – Expulsion means that the student is excluded from the school permanently. Expulsion may be accomplished only by action of the Board of Christian Education.

*Students who are suspended from school **will not** be given any opportunity to make up tests or assignments missed during that time of disciplinary action. All grades will be recorded as zeros. Suspension constitutes a temporary denial of the right to attend school or participate in the extra-curricular offerings of the school. As such, students under suspension may not participate in or attend any events such as team sports, band lessons, concerts, etc. while under suspension.*

4. DISCIPLINARY PROCEDURE FOR GENERAL PROHIBITED BEHAVIOR

Teachers will usually deal directly with prohibited behavior problems. They may seek the assistance of the principal and/or parents in their attempts to curb or discourage this type of behavior.

Procedure

Teachers or other staff personnel who witness a student or students engaged in inappropriate behavior shall:

1. Confront the student and take an appropriate corrective action.
2. Allow the student to give his version of the event.
3. If the student admits guilt or after reasonable inquiry is determined to be guilty, the student shall be required to accept the corrective action prescribed by the teacher.
 - Note 1: In many instances the teacher may call the parent to more fully explain the event.
 - Note 2: Parents, upon receipt of notes from a child's teacher or a verbal contact, may wish to communicate with the Principal or teacher for further clarification.

When a student is persistently disruptive or persists in doing things which require corrective disciplinary action, a conference with the parent, student, teacher, and principal may be required. At these conferences, it will be determined by the principal whether the student will be excluded from school for up to 10 days. A written report of this proceeding and its outcome shall be signed by the parties present and placed in the student's permanent file. This meeting shall take place within three school days after the principal had requested such a meeting.

In all instances the student shall be given the opportunity to declare innocence or guilt and may call upon other students or adults for help in establishing innocence.

In instances where behavioral problems persist, the cooperative help of teacher, student, principal, and parent shall be attempted through meetings of the above mentioned. The purpose of these meetings will be to determine the most effective course of action needed to solve the problem.

5. DISCIPLINARY PROCEDURE FOR ILLEGAL BEHAVIOR

Illegal Behavior:

Illegal behavior constitutes a most serious offense. For any potential illegal behavior, the Principal will address the allegations expeditiously and follow the discipline actions as described in Section 3. If the Principal is not available, the accused individual will be monitored by school staff.

Most Serious Offenses

1. Exclusion may be used as a disciplinary action in most serious cases on the first or second offense.
2. Exclusion may be either "in-school" or "at-home" suspensions. The "in-school" variety of suspension will usually be reserved for the persistently disruptive student but who is one who generally has not exhibited an *illegal* behavior.

Students who persistently disrupt the classroom are likely candidates for an “in-school” suspension as this type of suspension keeps the child in school and doing his work while taking away his audience (the classroom).

3. Expulsion is also an alternative disciplinary action in most serious offenses or the repetition of serious offenses.
4. If a threat has been made against the entire student body, or that would affect the entire body, all parents will be notified.

The Procedure for Expulsion

After an offense has been reported to the Principal and it is determined that the nature of the offense is of such severity that expulsion of the student is a possibility, the following procedures will apply:

1. Upon notification of parents the student will be excluded from school until such time as a hearing is held and final determination of guilt or innocence is made. During this time, the student is considered to be under “at-home” suspension.
2. The hearing shall be held within three days after the exclusion of the student.
3. The hearing committee shall consist of members present of the Board of Christian Education. The meeting shall be convened by the Board Director.

Hearing Procedure

1. The student shall be present along with parents or guardian and may be accompanied by an advisor.
2. The staff person(s) making charges must be present at the hearing.
3. The Principal must be present at the hearing.
4. Both sides may present their case before the hearing before the hearing committee calling witnesses to support their position as they deem necessary.
5. After arguments for both sides have been completed, the hearing committee will make a decision.
 - a) That the student is guilty and expulsion is required.
 - b) That the student is guilty, but only suspension is required.
 - c) That the student is innocent.
6. The determination of the hearing committee shall be considered final and a synopsis of the hearing shall be placed in the student’s record.

6. NOTIFIATION OF LAW ENFORCEMENT AUTHORITIES

The following cases of misconduct may make it necessary to involve law enforcement authorities.

1. Possession, substantiated use, sale, or supplying of dangerous drugs.
2. Larceny other than petty theft.

3. Possession or use of a dangerous or deadly weapon.
4. Possession of, or use of, explosives or incendiary devices that have potential to do great bodily harm.
5. Bomb Threats.
6. Setting off a false alarm.
7. Verbal Assault.
8. Physical Battery.
9. Arson.
10. Extortion.
11. Maliciously defacing school property.
12. Trespass.
13. Gang fighting.
14. Threats against any person of child associated with the school, or any school or church property.
15. Other criminal violations including disorderly person violations.

7. DAMAGE TO SCHOOL PROPERTY

Students who damage or deface property of the school shall be compelled to pay fully for all damages.

8. CHRIST LUTHERAN SCHOOL SEXUAL HARASSMENT POLICY

It is the policy of Christ Lutheran School to strictly prohibit any conduct which constitutes sexual harassment by an employee (worker) or non-employee and will take action against any person guilty of such conduct. This policy is based on Title VII of the 1964 Civil Rights Act and related court decisions.

Sexual harassment in any form toward an employee (worker) or non-employee by another employee or a non-employee (e.g. student, parent, vendor, visitor) will not be tolerated. Employees (workers) or non-employees who believe that they have been or are being sexually harassed will inform the harasser that the behavior must stop immediately and, if continued, will be reported to school authorities. Any employee (worker) or non-employee who believes that he or she has been subjected to repeated or abusive sexual harassment shall report conduct to the school administrator (or pastor) who will thoroughly investigate the incident and will present the investigated incident to the Board of Christian Education. The Board will decide the appropriate action the situation warrants. This could include termination of employment, contract, or enrollment. It is the responsibility of each employee (worker) and non-employee to respect the rights of other employees and of non-employees.

9. ADDENDUM TO CLS SEVERE DISCIPLINE POLICY (April 1995)

Enrollment forms for students new to Christ Lutheran School shall include a question regarding whether or not the student seeking enrollment has ever been or is currently under expulsion from another school.

The enrollment form shall further require parents to allow full disclosure as to the circumstances regarding the student's expulsion.

Parents will be required to sign the enrollment form attesting to the accuracy and truthfulness of their statements.

Christ Lutheran School accepts in concept the State of Michigan's Mandatory Expulsion Policy in regards to weapons. If a student is caught carrying a weapon to school, to a school function, or on school property at any time, or if it can be determined through compelling evidence and witnesses that this has occurred, that student shall be immediately suspended from school and not allowed to return pending a hearing by the Board of Christian Education. This hearing shall be convened within 10 days from the beginning suspension. At its hearing, the Board will determine if the evidence merits permanent expulsion of the student from Christ Lutheran School, reinstatement of the student, or some other form of discipline.

Students who have been expelled from other schools and are seeking enrollment at Christ Lutheran School will be required to submit to an enrollment process prior to the Board determination of whether or not that application is accepted. If a student is currently under expulsion from another school, they will not be eligible for enrollment at Christ Lutheran School as long as the terms of the previous expulsion remain in effect.

The process for students seeking enrollment at Christ Lutheran School but who have previously been expelled from another school is:

1. Parents will make personal contact with the school Principal and meet with the Principal personally.
2. Parents will supply and allow full disclosure of information regarding the circumstances of the expulsion.
3. The student may be required to submit to a full psychological evaluation and counseling with a service of the school's determination and at the parent's expense, with the results being supplied to the full Board of Christian Education. This will always be the case when the expulsion has been for violent behavior, use of weapons, or drugs.
4. The student will be required to meet both privately with the Principal and with the parents present.
5. If the Principal determines from his background check and personal interviews with parents and student that this student and the parents are indeed committed to behaving in a manner consistent with a school's reasonable expectations of its students, that the student does not appear to pose a risk to themselves and others,

and that the student can benefit in a spiritual manner from enrollment at Christ Lutheran School, the Principal may make a recommendation to the Board of Christian Education that a Review Panel be formed to study this student's case and make recommendation to the Board of Christian Education. If the Principal does not find the above to be the case, the enrollment may immediately be denied.

6. A Review Panel, after the Board's authorization, shall be made up of:
 - **1 Member of the Faculty**, preferably the teacher of the classroom into which the student would be enrolled.
 - **2 Members of the Board of Christian Education.**
 - **1 Parent** (from the classroom into which student would be enrolled).
 - **1 Pastor**(The Principal and Board Director will consult together to appoint the Panel members.)
7. After review of all the information, background checks, etc. and interviews with the parents and the student, the Review Panel will make a recommendation to the Principal regarding the enrollment of the student as well as other recommendations concerning circumstances accompanying such a potential enrollment.
8. The Principal will bring the Review Panel's recommendations as well as his own independent recommendations to the Board along with all background information, records, and psychological evaluations for the Board of Christian Education's deliberations.
9. The Board of Christian Education will weigh all the information and recommendations and make the final decision regarding the disposition of each case.
10. Students who have been expelled and gone through the above process and are accepted by the Board for enrollment at Christ Lutheran School are automatically on probation for a period of one full school year (or a longer time if the Board so determines).
11. Under the terms of the probationary period, parents and students waive all rights to due process. Any misbehavior, however minor, may be grounds for immediate dismissal of the student. Any major misbehavior (insubordination, disrespect towards adults, theft, assault, fighting, excessive absences, truancy, etc.) will result in immediate and permanent dismissal from Christ Lutheran School. Students and parents will be required to sign a statement of agreement that they understand the circumstances of the arrangement and do indeed waive their rights to due process.
12. The Board may also choose to attach any other provisions they wish when accepting this type of enrollment and are bound only by their own decisions in each case.

D. DRESS CODE

School Day Dress Code

The following is required daily:

- Proper undergarments which are also properly covered
- Shoes or Sandals

- Shirts and tops that cover the entire torso
- Clothing which is neat and clean and not in violation of specific dress code Prohibition

The following items are specifically prohibited:

- Hats or headgear of any type worn indoors
- Logos or other messages that are related to alcohol, tobacco, drugs, or that send an inappropriate or unchristian message. Skirts, dresses, shorts or other clothing which are immodest or inappropriately short in length.
- Tank tops or tops with spaghetti straps worn alone
- Torn or rip clothing, including cut-off shorts
- Body piercing, including earrings for males, and excessive ear jewelry for females
- Inappropriate or distracting hair and cosmetics colors and styles. Examples include color/styles which reflect associations with gangs, the occult, Satanism, death themes etc.
- Any item of clothing, jewelry, hair or cosmetic style, or accessory, which the Principal deems to be distracting or unsuitable for school.
- Flip-flops, Crocs, or any loose style footwear is not allowed on the playground

Chapel Days

*“I rejoice with those who said to me, ‘Let us go unto the house of the Lord.’”
Psalm 122:1*

While there are no special requirements for Chapel days, parents are asked to remember that the children are entering God’s house, and their dress should reflect such an honor.

Special Functions

There are certain times and functions other than a normal school day when a *higher standard* of dress may apply. Examples include Special Person’s Day, Band Concerts, Children’s Christmas Worship, Graduation, Lutheran Schools Week Worship, Fine Arts Festival, etc. and parents are asked to have children dress up for these special occasions. Even if somewhat formal attire is worn, however, keep in mind that Christian standards of modesty and good taste still apply. Items such as backless dresses or short skirts are strongly discouraged. Dress reminders are usually printed in the Principal’s Newsletter or other communications prior to the event.

Consequences for not following the Dress Code

A box of “Spirit Wear” and other clothing is kept as school for emergency needs and may also be used for students dressed inappropriately. Students who must use these clothes should bring them back to school laundered after a few days. These are kept here as a convenience since not all parents can make a special trip to deliver a change of clothing. That said, there still may be some situations which require parents to be contacted to bring a change of clothing and prompt cooperation is expected.

Stronger disciplinary measures may also be taken by the Principal for students who knowingly or repeatedly violate the school dress code.

E. SCHOOL ATTENDANCE

In accordance with the state law, all pupils are held to *regular and punctual school attendance*. Each day, the office checks on every absence. So, if your child is absent, please send a message or phone in explaining the absence. In this way, both you and the school can be assured your child is safe and where they are supposed to be. If a child has not arrived by 9:30am a call from the school office will be made. As noted elsewhere in the handbook, if a student is tardy and the parents have not called during the first hour of the day, we cannot guarantee the availability of a Hot Lunch that day.

If a student must leave school during school hours, parents should contact the teacher or school office ahead of time. Parents are urged to schedule appointments and vacations outside of school hours.

We know absences will occur. Often parents ask for student assignments in advance for an absence such as a trip. This gesture is certainly one in the right direction. However, ‘doing’ the assignments in no way compensates for the instruction and class discussion the student misses. Test may include material and understandings from the class presentation as well as from the text book. All absences due to a trip should be discussed with the Principal and teacher in advance.

Teachers are not expected to ‘make-up’ with the child all that has been missed during a family trip. Further, while some advance work will be provided by the teacher, it is not possible (and sometimes not advisable) to project all work. Some work may need to be done upon a student’s return.

Trips can give a ‘non-book education’ which a child cannot find in a classroom. This, too, is valuable. However, this type of learning often comes at the expense of ‘formal’ school education. It is the latter upon which the teacher makes an evaluation.

At times, some students may experience extended illnesses or even hospitalization. Often times, those situations require additional assistance, and some hospitals even supply tutors who work in partnership with teachers and parents.

Whether an absence is brief or prolonged, for illness or trip, it is not up to the teacher to take the first step in getting the student caught up. Parents and students share that responsibility. For extended absences, parents are asked to make arrangements to meet with the teacher, provide reasons for the absence, and be responsible for seeing that assignments and materials are carried back and forth between teacher and student.

How many days out of school are too many?

That is difficult to answer by simply saying a number of days. For one child, missing a few days may present a great difficulty to their learning. On the other hand, if a child is performing extremely well, does that mean they should be allowed “unlimited” time out of school? : Certainly not. A good rule of thumb followed by many schools is a maximum of 20 days per school year. This amounts to about 5 days per quarter.

For some children however, this may be far too many. The Principal requires teachers to inform him when a student's absences exceed 5 days in any given quarter of 10 days in a semester. The Principal then discusses with the teacher the nature of the absences, how the student is doing in school, parental involvement, and make-up work. If it is determined that absences are unreasonable, or that schoolwork is suffering, the Principal may call a conference with the parents and teacher.

A large number of absences which adversely affect school work may result in the need for a child to repeat a grade or for parents to seek assistance of a tutor or some outside service to supplement the child's education. Retention of a child is never done for punitive reasons, but always reflects the child's lack of readiness for proceeding to the next grade level. A large number of absences, even for legitimate reasons, can affect a child's readiness. A student who is doing well in school but has an excessive number of absences which are deemed unreasonable, is a different situation and one which may necessitate the Principal contacting our Intermediate School Districts Attendance Officer for assistance or the County Prosecutor's office.

What about Tardiness?

If tardiness becomes a regular occurrence, it is not good for the individual student or their classmates. Teachers do mark students tardy if they are late arriving for any reason other than busses running late. The official starting time for the school day is dependent on the public school bus schedule and may vary from year to year. The official starting time is published in each year's School Handbook Supplement which is distributed at the beginning of each school year. If a child's tardiness becomes excessive, the teacher will speak with the parents and, if needed, involve the Principal. Tardiness, while it may not seem serious, needs to be addressed when it is regular and persistent, as it falls under the state's law regarding *regular and punctual attendance*.

The classroom teacher will alert the Principal when 5 tardies occur in one quarter, and a letter will be sent to the parents. A second letter will be sent when the classroom teacher alerts the Principal that another 5 tardies has occurred. If tardies continue to be an issue, a meeting with the Principal will be required. Parents are asked to call ahead to the school office in cases of tardiness in order to provide Hot Lunch and other information. Students who are tardy and whose parents have not called ahead cannot be guaranteed a Hot Lunch.

What about the Perfect Attendance Award?

Perfect attendance means just that – *perfect*. It is something very special. Being tardy once eliminates a student from eligibility for this recognition.

Students absent more than ½ of the morning session or more than ½ of the afternoon, are counted as ½ day absent. These ½ day absences are added up. Students who are not in the classroom because of school related reasons (special education or speech classes, high school orientation days, Spelling Bees, and the like) are NOT counted absent. However, a child attending functions not sanctioned by Christ Lutheran

School will be counted absent. If there are questions regarding a particular function, check with the Principal.

Sometimes a student may need to leave school early, for obvious reasons, CLS will not release a student to a stranger. If a child is to be dismissed early and picked up by someone other than their parents or someone designated on the release form at the start of the year, please send a note of explanation or call the office. When a student is being picked up by someone familiar to the staff (grandparents, another school parent, or others the staff sees frequently and knows) a note regarding that individual is not necessary, but one informing the office of the student's need to leave is still appreciated.

F. CHURCH AND SUNDAY SCHOOL ATTENDANCE

In keeping with the program of religious training in the school, all pupils are expected to attend divine services with their parents. The example of the parents in this regard will support the teachings learned in school. The Board of Christian Education recommends Sunday School attendance as a fine supplement to school training. Therefore, teachers will record the students' attendance at a Christian Church and/or Sunday School each week. Our regular divine worship services are held at 8:00 A.M. and 10:45 A.M. each Sunday, and at 7:30 P.M. on Thursdays. Sunday School and Adult Bible Classes are offered at 9:30 A.M. each Sunday

G. HEALTH

Pupils entering Kindergarten and 6th grade are to have physical examinations. In addition Kindergarten students are to have a vision and hearing screening. Exam forms are provided by the Public Health Department and may be obtained in the school office. Michigan Law requires students entering school to have completed the following immunizations: DPT, Polio, MMR and Hepatitis B. If a parent decides to refrain from immunizing their child for any reason, a waiver must be signed. These waivers are available in the school office. Documentation of a physical exam and immunization needs to be provided to the school office by the first day of classes in order for the pupil to remain in school.

Sports physicals are required for children in 4th – 8th grades who will be playing in any school sponsored sport. Forms are available in the school office.

Notification of Illness

If a student is ill, the parent should inform the school as to the nature of the problem. Michigan Law requires the reporting of various illnesses.

Medications in School

For students needing to take medication during school hours, a medication release form may be obtained in the office. This form is to be completed by the parent. Medication is to be sent to school in the original container. The school secretary, Principal, or teacher will be responsible for giving the medication. No student is allowed to keep any

medication in his possession. All medications are to be kept in the office or in the possession of the teacher.

Serious Allergies or Medical Problems

In the event that specialized care is required (insulin injections, breathing treatments, etc.) the parent is responsible to discuss the child's needs with the Principal. The Principal and parent will work to identify a staff member willing to provide care. The parent will instruct the staff member in the specific treatment and will provide written directions in the office. In certain circumstances, a parent may have to accompany their child on Field Trips if that child has special needs.

Is he sick? Should I send him to school?

One of the problems most often confronting parents of school age children occurs when a child complains of not feeling well on a school day. A decision must be made as to whether the child stays home or goes to school. What do you do? How to make the right decision? You don't want to keep him home if he really isn't sick, but you also don't want to send a sick child to school. The information here is not intended as medical advice, but is merely designed to provide guidelines to be followed until your doctor can be contacted for his opinion. This should be done without delay.

Fever

A fever is a warning that not all is right with the body. The best way to check for fever is with a thermometer, which every home should have. No child should be sent to school with a fever over 100°F. Do not allow the child to return to school until he has been free of fever for 24 hours without medication.

Cold, Sore Throat, Cough

The common cold presents the most frequent problem for parents. A child with a "heavy" cold and a hacking cough belongs at home in bed, even though he has no fever. If your child complains of sore throat and has no other symptoms, he may go to school. If white spots can be seen in the back of the throat or if fever is present, keep him home and call your doctor.

Rash

A rash may be the first sign of one of childhood's many illnesses, such as measles or chicken pox. A rash or "spots" may cover the entire body or may appear in only one area. Do not send a child with a rash to school until your doctor has said that it is safe to do so.

Diarrhea

Consult your doctor if your child has a stomach ache which is persistent of severe enough to limit his activity. If vomiting occurs, keep your child home until he can keep his food down. A child with diarrhea should be kept at home. Call your doctor if prompt improvement does not occur.

H. SAFETY

Children are instructed in procedures for three types of drills. These include Fire, Tornado, and Lockdown drills.

I. RESPONSIBILITIES

1. Nuisance and Damages

Nuisance items should NOT be brought to school. What counts as a nuisance item will be at the teacher's discretion. An item that is fine at home may cause a distraction at school with the whole class trying to see it.

2. Principal's Newsletter – Notices

Each week of school, a newsletter will be issued. Please hold your children responsible to bring the letters home promptly. In the interest of good management, we omit the newsletter some weeks. We will announce this in advance.

Occasionally it is necessary for teachers to send home special notices (bulletins) and forms to the parents. We expect the children to regard this, too, as a serious responsibility and hope that all parents will be prompt in returning such forms when required.

J. VOLUNTEERS

So much of a school's success depends on people. Often people are needed to volunteer their help for clerical, tutorial, and secretarial service. If you are able to give help, please notify the school office or teacher to determine if there is currently a need for your talent.

“Education is the preparation for complete living” *Herbert Spencer*

“They that teach others shall shine as the brightness of the firmament.” *Daniel 12:3*

“Obey Me and live! Guard My Words as your most precious possession.” *Proverbs 7:2*

“These Words shall be in your heart and you should teach them diligently to your children” *Deuteronomy 6:6*

OUR PRAYER

May the Lord open His hand in blessing on our school. We ask that He will guide the teachers and parents. We ask that He will be with the pupils and cause them to grow in wisdom and love. Guard and encourage us all. Cause us to use our talents in whatever capacity we may hold. Keep us humble. We are thankful for our past blessings. Praise be to our Lord in heaven. Amen.