

Christ Lutheran Student Parent Handbook

Dear Parents,

The faculty and staff of Christ Lutheran School extend a warm welcome to all children and their families. This handbook has been prepared to assist you in understanding our programs and policies. Please read it carefully because it is our contract with you. Upon registration of your child(ren) it is understood that you agree to abide by all policies and guidelines herein. Please save this handbook and refer to it whenever you have questions. It is our desire to maintain open communication with all parents. Contact your child's teacher when you have questions. You may also contact our principal. Our phone number is 884-3876.

PHILOSOPHY

In response to God's love for us and to His command to make disciples of all people, (Matthew 28:19-20), our philosophy at Christ Lutheran School is that each child in our care will mature as a Christian person with an active and saving relationship with Jesus Christ. We want each child to develop a responsible and sensitive understanding of God's creation, self, and other people. To this end, each student will be taught the Christian faith in an atmosphere that conveys his or her value as a loved and redeemed child of God and will be nurtured in his/her growth as a Christian person. Each student will be fully prepared academically in all subject areas for service to God within his or her home, vocation, community, and congregation. Our intent is to act as an extension of the home, ministering to the family and working together with them to instruct in God's Word, proclaim the Gospel, promote Christ-like values, and in all ways help children to develop into capable, mature, and responsible followers of Christ.

GOALS AND OBJECTIVES

Christ Lutheran School's goal is to provide an educational setting where children have the opportunity to grow in their relationship to God, their fellow man, and themselves. The following objectives are designed to meet this goal based on the belief that through the Word and the Holy Spirit children will:

- Develop a knowledge of the Triune God and a personal relationship with Jesus Christ as their personal Savior from sin.
- Develop a growing knowledge of the Scriptures as the Word of Life and a desire to gain the blessings of Baptism and the Lord's Supper.
- Develop a caring and sharing attitude of witness toward others, both in our community and throughout the world.
- Develop an understanding of their emotions by finding security and a true picture of themselves through a reliance on God as Father.
- Develop the attitude that all people are God's special creation and therefore develop a respect for the rights and welfare of others.
- Develop the social skills needed to live competently and cooperatively and resist the pervasive temptations of a sinful world.
- Develop logical, scientific, creative, thinking habits and sound reading, mathematical, scientific and communication skills.
- Develop an understanding of his/her physical body and accept responsibility for its health, safety, and recreation.

ACCREDITATION

Christ Lutheran School is accredited by National Lutheran School Accreditation and the New Mexico Public Education Department. All teachers have a minimum of a bachelor's degree and have, or are in the process of obtaining, a New Mexico state teacher's license.

ADMINISTRATION

Christ Lutheran School is owned and operated by Christ Lutheran Church and is governed by the Board of Christian Education, hereafter referred to as the "Board". Questions regarding policies may be directed to your child's teacher or the principal.

ADMISSION/ENROLLMENT POLICIES

Non-Discrimination Statement: 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 at the school. It does not discriminate based on race, color, gender, national or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic or other school-administered programs.

REGISTRATION

Registration is online, through our website www.clsabq.com. New families will need to complete the Online Application, schedule a shadow day, and schedule an evaluation with the teacher to ensure that the child is academically ready for the grade applying for. Once this criterion is met, you are eligible to complete the Online Enrollment Packet. Registration is not complete until the enrollment packet submitted with current immunization records, either uploaded or turned into the school office, and the registration fee has been paid.

Enrollment Procedure: All students must be enrolled every year. The registration fee must accompany a student's registration form for it to be processed. Current student re-enrollment for the next school year usually begins in December. Current students are guaranteed a spot for the next year if they are re-enrolled by the cut-off date. The balance of the registration fee must be paid by May 15 to continue to reserve their spot. After classes are filled, waiting lists will be developed. Waiting lists are not carried over from one school year to the next. Capacity in Kindergarten through third grade is 22 students per classroom. Above third grade classes may expand to 25 students at the discretion of the principal.

All transferring K-8 students and their parents will attend an interview with the principal. New students may also be assessed to determine their academic level to ensure proper grade placement. Placement of transfer students will be on a temporary basis until the principal can examine transcripts and other records from their previous school. The student must be educable using our regular instruction program, as determined by the principal and teachers. Christ Lutheran School is not equipped to accommodate those students who demonstrate severe academic or behavioral deficiencies. We will recommend specialized testing where academic delays may be caused by specific learning disabilities or behavioral difficulties and we will assist in referrals for alternate school placement where necessary.

All parents and students must agree to the policies of the school as written in this Parent-Student handbook. **Parents' payment of the registration fee confirms acceptance of the policies as written in this handbook.**

Immunization requirements: State law requires that a certificate of immunization (obtained from a doctor or health clinic) must be provided for the child prior to the beginning of each school year. ALL IMMUNIZATIONS must be current, or the student will not be allowed to attend school. Students entering Christ Lutheran School are required to have current immunizations: DPT/TD, Polio, Rubella, Measles, varicella (chickenpox), Hepatitis A and Hepatitis B.

Minimum Ages: Children must be two years old to be admitted to our preschool program. They must be five years old by September 1st, to be admitted to Kindergarten. Under-age children will not be admitted to Christ Lutheran School. A

birth certificate must be presented as part of the initial enrollment process.

Forms: In order to complete the enrollment process, all forms must be completed and returned to the school office prior to the first day of school. Forms are available from the school secretary. If you move or any information changes, you must notify the school office at once. It is extremely important that accurate information is always available to school staff so that parents/guardians can be reached in case of emergency. This ensures your child's safety.

FINANCIAL POLICIES

The tuition and fees charged by Christ Lutheran School are used to pay a portion of the expenses of educating our students. This includes but is not limited to staff salaries, utilities, supplies, and other expenses. The balance of the tuition and fees is paid by the congregation as a ministry to parents and their children. As a non-profit Christian organization, we do not have surplus funds to pay these ongoing expenses if tuition and fees are not paid on a timely basis. The Board of Christian Education has established these financial policies to ensure that we can carry out our mission of providing a Christian education for each of our students and that this mission is not hampered by delinquent payments. At the same time, Christ Lutheran wishes to work in a Christian manner with those parents or guardians experiencing actual financial difficulty and has established procedures to be followed if this situation should arise.

Tuition and fees are separate charges; payment of one is not applied to the other. Amounts are listed in the Enrollment Agreement and Tuition Contract which is provided to each parent/guardian and must be signed and returned to the school office before a student is accepted to Christ Lutheran School. **Registration deposits are fees that must be paid to reserve a spot in a classroom for each child. This deposit is non-refundable and non-transferable.** Fees apply to all students, new and returning. Re-enrollment of students with outstanding or unpaid tuition or fees from a previous year will not be allowed until the delinquent amounts have been paid in full.

Christ Lutheran Church determines all tuition and fee amounts. Published tuition and fee levels, payment schedules and other charges will be provided to each parent/guardian. Tuition is an annual charge for the school year and is not reduced by absences, vacations, or other variables.

Christ Lutheran recognizes that paying for the entire year at once may not be possible for many families and has established payment schedules that allow for ten monthly payments. It is the parent/guardian's responsibility to make timely payments; reminders are only sent to late accounts.

For those people who want to pay tuition on a monthly basis, a full month of tuition is due each month from August through May. A 30-day written notice is required to

withdraw your child from the school. Parents/guardians are responsible for tuition 30 days after written notice is given to the school.

If paying in advance, the full amount is due no later than the first day of the school year. If paying monthly, tuition is due on either the 5th or 20th of each month depending on which payment plan you have selected.

If payment is not made within twenty days of your scheduled payment date a late fee of \$15 will be assessed. Families that fall 60 days behind may be required to attend the next regularly scheduled Board meeting to explain the circumstances that have caused them to become delinquent. At that meeting a plan for payment of all late tuition, fees, and late fees will be made. Failure to follow that plan, or failure to attend that meeting, may result in disenrollment of the child(ren) of that family from Christ Lutheran School until payment is made.

Any check that is returned by the bank for insufficient funds will incur a service charge of \$25. The full year's tuition and fees must be paid by the end of the school year. Report cards, transcripts, and other school records will not be released until payment is received in full. Re-enrollment for the next school year will be blocked until payment in full is received.

Neither the principal nor other staff is allowed to waive or delay payments of tuition or fees, including late fees. A parent/guardian wishing consideration of this sort must make a request in writing to Christ Lutheran.

Parents/guardians in the U.S. Military, Reserves, or National Guard that incur or expect to incur difficulty with timely payment of tuition or fees due to transfer, activation, etc. will be given special consideration. A written request explaining the details of the situation and a payment plan should be submitted as soon as possible.

Parents/guardians who have limited financial resources or who encounter financial hardship are encouraged to apply for a scholarship. Scholarship applications are considered in June and again in January. Forms are available in the school office. No full tuition scholarships are awarded.

Parents/guardians agree to pay all charges incurred for damage due (but not limited) to vandalism or misuse of equipment, books, facilities, and school property in which your student is involved. In addition, should any account become delinquent, the amount owed will be increased by the amount of the collection charge payable by "CLS". The amount owed will be subject to agency/attorney fees which may be required for collection.

Parents/guardians understand that from time to time there may be additional fees assessed in connection with the school's educational program as determined by Christ Lutheran or extra-curricular activities and field trips, and parents/guardian

agree to pay these fees.

SCHOOL DAYS

School closings and delays due to weather or for other reasons will be announced via text message and email unless you opt-out. Notice of changes to our regular school day schedule due to weather will usually be made by 7:00 am. Delays and closings will be based on general road conditions within Albuquerque. Parents will also need to use their best judgment regarding road conditions in their particular area. Please check your text messages, and email before calling the school. If school is delayed two hours extended care will also be delayed two hours (start at 9:00 rather than 7:00). School will start at 10:00 am and end at 3:00 pm. Half-day preschool classes will meet on days when there is a two-hour delay. The half-day preschool will start at 10:00 am and end at 12:00 pm. There will be no extended care if school is cancelled due to weather or for any other unscheduled reason.

If school is delayed, hot lunch orders for that day must still be called in by 7:45 am. You will be responsible for calling to order your child's lunch for that day.

ARRIVAL AND PICKUP

Preschool: 8:00 am – 12:00 pm

Pre-Kindergarten and Full Day Preschool: 8:00 am – 3:00 pm

Mid and Elementary School: 8:00 am – 3:00 pm

Arriving on time for the start of school is important to the child's education, the continuity of classroom operations, and the child's feeling of self-esteem.

Parents/guardians should make every effort to have their child arrive at school on time.

Written notice from the parent will be needed if someone else is picking up your child at the end of the day.

Parking lot etiquette:

- Speed limit is 5 mph.
- Keep your eyes open for those using the crosswalks.
- Be mindful of stereo volume which can be a distraction to your awareness.
- Practice using the crosswalks at ALL times.
- Do not park over the marked crosswalk areas.
- Please remember that it is New Mexico State Law for all children to be in an appropriate car seat/booster seat for their age or to be wearing a seat belt.
- It is recommended by the Centers for Disease Control and the National Highway Traffic Safety Administration that children under the age of 13 ride in the back seat.

We appreciate your dedication to safety!

Morning Drop-Off:

Children must exit the vehicle on the passenger side. The drop-off lane is for children who are able to exit the vehicle on their own, with their belongings.

If your child needs help getting in and out of the vehicle, or their belongings are stored in the trunk/hatchback, please park and assist them to the school entrance using the crosswalks.

Afternoon Pick-Up:

All parents must park and wait for their children to be dismissed by the teacher. Teachers must be able to verify that the person picking up the child is the parent/guardian or on the approved pick up list. Parents/guardians should set a good example by using the crosswalks at all times.

NOTE: Because we are a secure campus it is imperative that teachers are able to focus on greeting students and take attendance in the morning; likewise, teachers are responsible for verifying who is picking up in the afternoon. If you have an urgent message for your child's/children's teacher, please text, email, or call them with the information or to set a time to meet to discuss.

Parents of preschool children must sign their child in and out of the classroom each day. We ask that upon arriving at the school, you walk your young child to his/her classroom.

Students should not be brought to school before 7:50 am and must be picked up at 3:00 pm. If a child arrives before 7:50 am or is left after 3:10 pm, with no other arrangements made, the child will be checked into extended care. A late pick-up charge of \$20 per 5 minutes will be assessed for all children left in extended care after 6:00 pm. *See extended care policies and procedures.

No children will be allowed to play in the playground area before or after school. That area is reserved for use of the extended care program.

If present before or after school, children must remain with parents. Parents who need to talk to someone or conduct business should check their children into extended care or keep their children with them.

The principal, teachers, and other staff are required to enforce this policy. When any staff member sees an unsupervised child(ren) they will be told to go with their parents. If parents are not available, the child(ren) will be checked into extended care. Parents who are on site may be asked to supervise their children more closely

if necessary. Check with your child's teacher for specific procedures for that class.

ATTENDANCE

Regular attendance is essential if a student is to take full advantage of the educational opportunities the school provides. Regular attendance develops reliability, dependability and responsibility in the student and contributes to his or her academic and spiritual growth.

At no time during the daily session are students allowed to leave the school grounds, except by previous arrangement for unavoidable circumstances, and must be accompanied by a parent or a designated person. If at all possible, parents should schedule appointments outside of school hours. Only medical, dental, or therapy appointments may be necessary to schedule during the school day, and a note will need to be brought into the school office for your student's file.

Tardies: Arriving on time for the start of school is important to the child's education and the continuity of classroom operations. Students who are continuously tardy are a disruption to the classroom, which affects all student learning. Parents should make every effort to have their child arrive at school on time. Any child who is not in the classroom at 8:00 am is considered tardy. **ALL** tardy students must check in with the school office upon arrival. It is the responsibility of the tardy student to notify the school office by 8:00 am if they will need a hot lunch.

* Three tardies are equal to one absence. Students are allowed 5 tardies per quarter. Parents will be charged a \$5 fee for each tardy after five. Tardies are either excused or unexcused. Excused is defined as resulting in the student having a doctor, dental, counseling, therapy, court appointment, in case of extreme weather, or car accident. Unexcused is everything else. The school principal has the final say in any special circumstances.

Absences: The student attendance policy allows a maximum of five (5) days absent per quarter. Three tardies are equal to one absence. A student who arrives after 9:30 a.m. or leaves before 12:30 p.m. will receive credit for a half-day's attendance. Teachers should be notified of appointments (doctor, dentist, court summons, speech therapy, etc.) A letter will notify the parent/guardian when a student has missed five (5) days of school in a quarter.

Students will receive excused absences if they bring in a note for any of the following: doctor, dental, counseling, therapy, court appointment, in case of extreme weather, or car accident. Unexcused is everything else. The school principal has the final say in any special circumstances.

Absences longer than one (1) day (other than those caused by illness) must be discussed in advance by the principal. You are strongly encouraged to plan vacations during the summer or scheduled school breaks, not when school is in session.

Procedure for Reporting Absence: It is essential that we closely monitor all children under our care; therefore, a parent/guardian is expected to call or send a message by email or by phone to the school by 9:00 am if their child will be absent. The school will attempt to contact the home if the parent/guardian has not reported the absence.

Make up Work: Requests for make-up work should be made as soon as possible to allow teachers sufficient time to gather all the work. Make up work is to be completed at home within the number of days equal to the child's absence. Occasionally it may be necessary for a student to stay after school to make up work. In-class work is not always possible to make up and may result in a zero. Make up work is at the discretion of the teacher for non-medical absences.

Excessive Absences: If the teacher and principal deem that a parent/guardian is allowing excessive or unreasonable absences, the principal will require written proof, i.e., doctor's/dentist's note, court summons, etc. in order for the absences to be explained. After five (5) absences in one quarter a letter will be sent to notify parents. For the purposes of this policy 3 tardies count as one absence. After ten (10) accumulated absences during the school year, a parent/guardian conference will be scheduled with the principal. The principal, classroom teacher, and school board will review the academic progress of any student with a total of twenty (20) accumulated absences during the school year to determine eligibility for promotion to the next grade. Extreme, excessive absences may result in either not being allowed to register for the next school year, or a report to ECECD on child neglect.

GRIEVANCE RESOLUTION POLICY

In seeking a God-pleasing solution to conflicts at Christ Lutheran School, we try to follow the practice given to us in Matthew 18:15-17. "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 your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church".

Therefore, if a parent has a complaint or concern it should first be directed to the teacher in the form of a conference. If no solution is reached, the problem should be directed to the principal, along with the teacher in the form of a conference. If the problem cannot be settled, it should be directed to the pastor and the Board, whose decision will be final.

Library Policy

Checking Out Books	Each student is allowed to check out 2 books each week. Teachers may allow additional books for student research projects.
Due Dates	Books are due one (1) week from date of issue. Loans may be extended by bringing in the book and having it re-checked out for an additional week.
Returning Books	Library books may be brought back on library day or earlier.
Late Books	There are no late fines for overdue books. However, students will not be able to check out books until their books are returned. Books overdue for more than one month will be considered lost.
Lost Books	Students who lose books will not be able to check out any more books until the lost books are paid for. Replacement costs for lost books are a minimum of \$10 for softcover books and \$20 for hardcover books. At the end of the year, report cards will be held until the book is returned or paid for.
Damaged Books	Students who return books with un-repairable damage (missing pages or covers, water damage, etc.) will be charged for the books. See above costs.
Reference Material	Reference material (encyclopedias, almanacs, atlases, dictionaries, yearbooks, etc.) are for use in the library only and may not be checked out.
Special Issue Books	Certain books in the library require parental approval for check-out due to subject matter or age-appropriate material. Permission slips will be sent home for approval prior to the book being issued.
Parent Resources	The library has a special section with resource material for parents to check out. Materials include books on parenting, adolescent issues, child safety and family issues.

GRADING POLICY

First through Eighth Grade

Grades will be given in the following subject areas:

*Religion	*Memory work	*Spelling	Physical Education (PE)
*Reading/Literature	*Mathematics	*English	*Social Studies
*Science	Computer	Art	Music
Spanish	Vocabulary		

Fifth grade through eighth grade:

Honor roll – 90% average – no grade lower than a B-.

High Honor roll – 95% average – no grade lower than an A-.

Subjects marked with * are averaged towards honor roll. Students may not have a grade lower than C- in **ANY** subjects to qualify for either honor roll.

Beginning with the third quarter of first grade and extending through the eighth grade, the above subject areas will receive a letter grade according to the following scale:

98 – 100% A+	93 – 97% A	90 – 92% A-
88 – 89% B+	83 – 87% B	80 – 82% B-
78 – 79% C+	73 – 77% C	70 – 72% C-
68 – 69% D+	63 – 67% D	60 – 62% D-
Below 60% F		

Marks of outstanding (O), satisfactory (S), needs improvement (N), and shows improvement (+) may be given in the following areas:

-Practices self-control	-Works independently	-Assumes responsibility
-Shows self-confidence	-Follows directions	-Works cooperatively
-Prepares work neatly	-Listens in Class	-Participates in discussion
-Completes assignments on time		-Utilizes class time
-Shows love and concern for others		-Respects the rights of others

A student must pass class with a 60% or above. When necessary, students may demonstrate an understanding of the basic concepts, however, this is at the discretion of the teacher and the principal. Students may also be required to attend summer school. The decision to retain a student in the current grade or to pass the student on to the next grade depends on many factors. Not only do we look at the student's grades, but we also look at performance on achievement tests and other types of testing, the student's maturity level and age, the attendance record, the student's study and work habits and the support system the student has at home. Each of these factors is important in determining whether the student is ready to move on to the next grade. The final determination on the student's readiness to

advance is made by the principal after consultation with the teacher and parents.

MIDDLE SCHOOL SUPPLEMENT

6th – 8th Disciplinary System:

When dealing with students who disrupt the classroom, campus, or consistently break rules, the following steps (as necessary) will be followed.

1. The teacher responds to the situation/behavior with the student(s).
2. Certain group behaviors will be restricted in all classrooms (example: bottle flipping) at the teachers' requests.
3. After continuous repeated behavior, the teacher will contact parents/guardians and make them aware of the situation and consequences.
4. The teacher meets with the parents/guardians and student to discuss the situation.
5. The teacher refers the student to the principal for a private conference.
6. The principal will conduct a conference with the parents/guardians, student, and teacher.

Any accelerated action or behavior will be dealt with by the principal immediately followed by the Board of Christian Education if necessary. For information regarding suspension and expulsion, refer to that specific section heading located in the handbook.

6th – 8th Late Work Policy: Students who have 3 or more missing assignments from any one of their classes will be required to do the following:

- Spend their lunch/recess time in a classroom to work on their missing work.
- Have the attending lunch/recess teacher sign the missing assignment report before they may be allowed to go outside the following day.

6th – 8th Grading Policy: Students are expected to turn in assignments on time, completed to the best of their ability.

Letter Grading System:

100 – 98	A+	79 – 77	C+
97 – 93	A	76 – 73	C
92 – 90	A-	72 – 70	C-
89 – 87	B+	69 – 67	D+

86 – 83	B	66 – 63	D
82 – 80	B-	62 – 60	D-

Honor Roll Requirements:

- Honor Roll: the student must receive a 90% average on the core subjects and may not have any grade lower than a B- on his/her report card.
- High Honor Roll: the student must receive a 95% average on the core subjects and may not have any grade lower than an A- on his/her report card.
- ❖ *Subjects averaged towards honor roll: religion, science, literature, math, social studies, English.*

Late Work:

- Take a 10% penalty off the first day an assignment is late, 50% off the second day an assignment is late, and 0% for the third day.
- Late assignments will not be accepted after the third day from the due date (the only exception is absences).
- In the grade book, the assignment will be entered as a zero until it is turned in.

Absences:

- Students are allowed one day per sick day to complete missing assignments upon returning to school.
- After the allotted days are passed, the grade will be considered late and will be entered in the grade book as such. (*Refer to late work under 6th – 8th Grading policy*) Assignment.

Assignment Corrections:

- Students have the opportunity to make corrections and learn from mistakes when their individual assignment grades are 72% or lower. **This excludes test, quiz, and project grades.*
- Corrected assignment will receive half credit back on the correct answers given.
 - Incorrect redo answers will not receive half credit back.
- Assignment corrections need to be turned within two calendar weeks (no exceptions).

No Name Policy:

- Missing names on assignments will be addressed by individual teachers.

Valedictorian and Salutatorian criteria for 8th grade graduation:

- Average grades of core classes for 7th and 8th grade years
- Valedictorian will have the highest GPA at or above 95% with no “C” grades
- Salutatorian will have the second highest GPA and be at or above 90% with no “C” grades

Graduation Policy:

- Students will not participate in graduation if they failed a class their 8th grade year and have not demonstrated that they have completed the work or mastered the concepts sufficiently.

RECOMMENDATIONS

All requests for recommendations for children to other schools or programs need to be discussed in person with the teacher who is being asked to provide the recommendation. This will allow better communication between both the parents and the teachers and give both an opportunity to discuss concerns.

VISITOR POLICY

The school's exterior doors will remain locked during the school day. Parents are encouraged to visit the classroom but must make prior arrangements with the teacher. Visitors must stop in at the school office, sign in, and be escorted to any classroom/bathroom.

EMERGENCIES

Parents will be notified as soon as possible in case of illness or accident. Because there is no school nurse on duty, the child must be picked up promptly. Children who are ill should not be in school.

An emergency form is required for each student. Your child's teacher will keep this form for quick reference. It is important that you keep these records up to date, especially telephone numbers where you may be reached during the school day, emergency contacts and a list of who is allowed to pick up your child(ren).

Fire and lockdown drills will be on a regular basis, with specific guidelines for such drills clearly explained to all students. Emergency exit maps and other relevant information are posted throughout the school. If a lockdown were needed, the school would be locked, and no one would be allowed to enter until we receive an "All Clear" from the police department. You will be able to call the school; a call will be returned to you as soon as possible. Our first priority will be the children. Once they are safe, we will start returning phone calls. If you have enabled texting via your RenWeb account, we will text information to you as soon as we can.

HEALTH AND SAFETY

Your child's health and safety are important to all of us. All staff are trained and informed of safety rules, special hazards, and commonly occurring accidents. They have received detailed instructions on evacuation procedures and reporting an accident. Teachers have received training in First Aid and CPR but are not qualified medical personnel.

Accident Reports: A written accident report will be completed by the staff person on duty for each accident, except minor scratches, bumps, and abrasions. The report shall be completed as soon as possible following the accident and not later than the same day. Original report is filed at school and a copy will be given to the parents.

MEDICATION: The administration of medication during school hours by designated school personnel will be permitted only when a Request for Administration of Medication Form has been completed. Forms are available from your child's teacher or the school office. **NO MEDICATION**, including any kind of aspirin, cough drops, or other over the counter medication will be dispensed without the signed form on file. **An adult must give all medication to the teacher or school office, students are not allowed to keep medication with them unless directed specifically by a doctor (i.e. inhaler or EPI pen, even then, medication must be kept under the watch of the teacher or authorized school staff).** The prescription number, medication identification, dosage, and dosage frequency should be listed on the original container.

COMMUNICABLE DISEASES: Communicable diseases must be reported to the school office immediately. Before a child may return to school following a communicable disease a medical release form must be submitted. The following are considered communicable diseases: Chicken Pox, German Measles, Red Measles, Mumps, Streptococcal Infection (Strep throat, Scarlet fever), Whooping Cough, Influenza, Hand, Foot & Mouth Disease, Pinworms and Pinkeye. In addition, all parents/guardians must notify the school immediately if your child has head lice. Children should not be at school if they have a fever over 101 and should not return to school until 24 hours after their fever has broken.

Request for Administration of Medications

*All medications must be in the original container

Name of Child _____ DOB _____

Check type of medication: Prescription _____ Non-Prescription _____

Name of medication: _____

Dosage to be administered: _____

Medication expiration date: _____

Time medication is to be administered: 1. _____ 2. _____ 3. _____

Time of last dose given: _____

Dates medication is to be administered: Begin: _____ End: _____

Is child taking any other medication at this time: Yes_____No _____

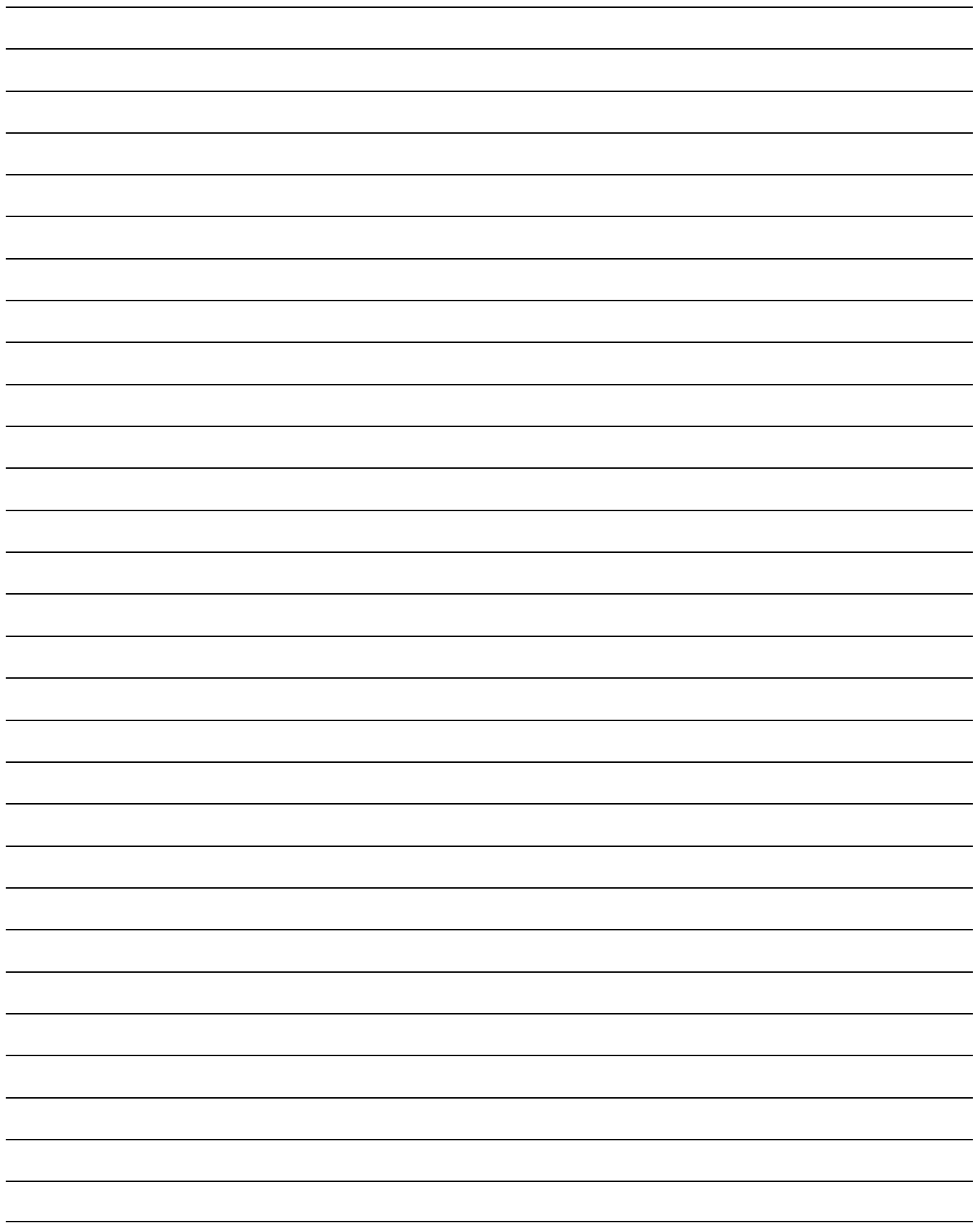
If yes, name of other medications: _____

I request the staff of Christ Lutheran to administer the above medication according to the prescribed information:

Parent/Guardian Signature_____Date: _____

Medication Log

[illegible][illegible]



EMERGENCY PREPAREDNESS PLAN

In the event of an emergency requiring evacuation of all students from the Christ Lutheran Church and School grounds the following procedures would be followed:

- Each teacher will obtain an accurate count of students in his/her care.
- Teachers will bring emergency cards for all children in their class and any available cell phones.
- Teachers will have children exit the buildings in an orderly fashion to the school parking lot.
- In the parking lot, teachers will conduct a second count of the children.
- The children will then be escorted to the Sandia High School cafeteria.
- The teachers will then begin to contact parents and other emergency contacts on children's emergency cards.
- Teachers will stay with children until they have been released to a parent or other appropriate adult.

Sick Child Procedure: If a child becomes ill or injured during school or extended care parents/guardians will be contacted to pick up the child. If parents cannot be reached other designated emergency contacts on the child's emergency card will be called. In emergencies, when parents and other contacts cannot be reached, the principal or director will decide what medical attention, if any, is appropriate.

Child Abuse Reports: In accordance with New Mexico law, the school staff is **obligated** under penalty of fine and jail term to report the **reasonable suspicion** of physical abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. The clear intent of the law is to mandate a report of **reasonable suspicion** of abuse. School staff will make such reports in the best interests of the affected child, and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for investigation and review.

DAMAGES

Good stewardship requires that we take care of the gifts and materials that God has given us. Children and their parents will be held responsible for all damage to and loss of books, materials, and church or school property. The principal will inform parents of the situation and what restitution and/or other consequence will apply.

CUMULATIVE FILES

In accordance with the Amended Family Education Rights and Privacy Act of 1974, Christ Lutheran School hereby gives public notice that the following will be true for all parents and students:

Christ Lutheran School maintains the following records directly related to students:

- Academic records.
- Personal information records.
- Disciplinary records.
- Attendance records.
- Health records.
- Progress records.
- Standardized testing

Access to records is limited to the following during regular school hours in the school office:

- Parents of students.
- Students.
- Officials of the public school district who have a legitimate education interest.
- State and local officials to whom information is required to be reported.
- Certain testing organizations.
- Accrediting organizations.
- Appropriate people in connection with an emergency.
- Pursuant to subpoena or court orders.
- Any person with the written consent of the parent/guardian of students.
- A school in which a student seeks or intends to enroll.

Christ Lutheran School policy requires that education records be kept to an essential and relevant minimum. Records are reviewed at the end of each school year and non-essential or irrelevant material is purged.

Christ Lutheran School policy limits the right of access to education records to the persons and under the circumstances indicated in section B above. CLS requires that copies be made available to people entitled to copies at the cost of 25 cents per page. CLS provides explanation and interpretation of records with reasonable advance notice. Some records, such as standardized test scores and other material of a technical nature, may only be reviewed with a person qualified to interpret or explain such material and records. CLS provides the right to challenge the contents of records. If records contain information on more than one student, the right to inspect relates only to that portion of the records concerning the particular student in question.

Student directory information may be released without prior consent unless the parent informs the school office within a reasonable period of time that any or all of the following information should not be released without prior consent. Directory information includes:

- Student's name and class attending.
- Student's address.
- Parent or student email address.
- Telephone listing.
- Parent's name.

COMMUNICATION

Christ Lutheran School considers itself a partner with parents in ministering to child(ren). Therefore, we feel a need to stay in close communication with you about your child(ren) and about what is happening in school in general. We will use the following to communicate with you:

Home Visits/Open House: During the summer teachers will plan a visit with each student or invite him/her, and the parents, to meet at the school.

Orientation: Prior to the first day of school, we will have an orientation for all families enrolled in Christ Lutheran School. It is very important that all families participate in this orientation.

Parent Newsletter: This will be emailed weekly to keep parents informed of classroom and school activities. Special Notices will be sent home with your child. **It is vital that you read all text messages, newsletters, notes, and other communications informing parents of very important information regarding Christ Lutheran school and your child.**

School and classroom information: Sent via email by the teachers or paper in the daily folders for each classroom according to teacher preference.

Parent-Teacher Conferences: Conferences will be held after the first quarter for kindergarten and above grades. In addition, you may contact your child's teacher or your child's teacher may contact you to schedule a special conference.

Report Cards: Report cards will be issued four times a year at the end of each quarter.

Communication: Christ Lutheran Church and School has retained the services of FACTS/RenWeb to develop and maintain a website for our school. The address for that site is: www.factsmgt.com This site contains important information about the school, your child's classroom, assignments, your child's grades, and financial information regarding your payment of tuition, fees, lunches, and extended care. This site is also a means of communication for teachers, the school office, and students. Parents have access and are able to check their children's grades (1st-8th). Login and password information will be made available when you register your child. Families that do not have internet access should meet with their child's teacher to decide which method of communication will be used regarding grades, newsletters, and other important information.

Classroom Visitation: Parents are welcome to visit classrooms. You must plan ahead with the teacher before a visit is made.

PARENT INVOLVEMENT

We encourage parent participation in a variety of ways including, but not limited to, parent volunteers for classroom activities, field trips, special snack providers, etc. Parents are encouraged to volunteer their time and talents to help all the children learn and grow. We also offer family gatherings during the school year. Parents are invited and encouraged to attend meetings of the Parent-Teacher-League. The PTL will meet to hear guest speakers and conduct business.

CURRICULUM AND PROGRAMS

The curriculum of Christ Lutheran School is designed to give a well-rounded, quality Christian education to each child. Since the school years are important in the formulation of mental attitudes, moral philosophies, and social and emotional development, Christian concepts of everyday living are stressed. The following areas will be addressed: Religion, Language Arts, Spanish, Mathematics, Social Studies, Science and Health, Technology, Physical Education, and the Arts.

ACHIEVEMENT TESTS

The Iowa Tests of Basic Skills standardized tests are given to students in grades 3rd – 8th to identify strengths and weaknesses of the school program and the individual student. The results help the school modify programs where necessary and give children guidance and assistance as indicated. The tests are administered every spring. Results will be shared with parents/guardians.

CHAPEL

All classes open the school day with devotion. We meet once a week in the church for Chapel. Chapel is usually held on Wednesday morning at 8:15 am. The children learn from experience how to conduct themselves in the House of God. The chapel leader endeavors to emphasize some practical lesson in Christianity which the children can apply to their daily lives. The children's offering is directed to missions, charitable institutions, and other church-related organizations. Parents, grandparents, and others are encouraged to attend.

FIELD TRIPS

Each class may take field trips to various places of educational value and interest. These trips are part of the school curriculum, and all children are expected to participate. There may be a charge for some trips. Parents will be notified in advance of the date and place of the trip and must provide a signed permission slip for their child to go on the trip.

Parents who drive for field trips must present current proof of insurance and a valid Driver's License. In addition, any parent who signed up to chaperone must

complete a Ministry Safe child safety and sexual abuse awareness training program.

Teachers need help on field trips with maintaining safety, as well as good and proper Christian conduct. We therefore urge adults supervising students on field trips to use their authority to help provide such conduct and safety. Agreement to chaperone means that the parent agrees to follow all policies and procedures set forth by Christ Lutheran School, as well as verbal and written directions given by the teacher. The teacher will have all the emergency forms as well as a list of all cell phone numbers for the chaperones.

Current state law must be followed for car/booster seats. (Child must be 7 and weigh 60 pounds to use a regular seat belt.) Field trips are a special time for you and your child, please make other arrangements for siblings. In addition, we will have visitors from various occupations visit our classrooms. Parents are encouraged to share their special gifts with the class.

FOOD/SNACKS

All students should bring a nutritious lunch. Soda/Pop and energy drinks are not allowed as part of a lunch or snack. Coffee is a teacher's privilege. Snacks will only be allowed at certain times during the school day and are at the discretion of each teacher. Please make sure your child has a good breakfast; this should be consumed before the school bell at 8:00 am. Hot lunch is available through Rhubarb and Elliott. You will need to register an account with them and order lunches online at www.rhubarbandelliott.com. A calendar will be provided each month to let you know the hot lunch menu. Changes made to that calendar are out of our control. We will try to keep students and parents informed of any changes that are made by the hot lunch provider.

FUND RAISERS

Christ Lutheran School participates in some activities to raise additional income to fund quality programs while keeping costs as low as possible for parents. Please look for more information about these activities during the year. All fund-raising participation is voluntary. No promotions or fund-raising activities are allowed without the approval of the principal.

DISCIPLINE GUIDELINES

"Train up a child in the way he should go, and when he is old, he will not turn from it." (Proverbs 22:6) Children are a gift from God; therefore, it is our privilege and responsibility as Christian parents and teachers to train them in the ways of their Heavenly Father. Meeting this responsibility requires an adequate and consistent measure of Christian love and discipline. The purpose of this policy is to support one

another to benefit the children placed in our care.

Enrollment in Christ Lutheran School implies student and parent agreement with the principles and procedures outlined herein.

Children need a consistent plan to assist them in developing and practicing appropriate behavior. The goal is that each child develops self-discipline and responsibility guided by the Holy Spirit and God's Word.

Students are expected to act like Christian young men and women all the time, whether in school or out of school. Unacceptable behavior outside of school may still result in school consequences, i.e., texting other students' inappropriate content, bullying, or inappropriate social media content.

Christian discipline, as practiced at Christ Lutheran, recognizes that:

- Students need to know the school's guidelines and rules clearly.
- Students need to know the consequences of not following those guidelines and rules.
- Each classroom will use a discipline plan that includes:
 - Clear identification of the class and school guidelines and rules.
 - Clear identification of rewards and consequences that will be used in conjunction with these rules.
- Discipline addresses the behavior and choices students make.
- When inappropriate behavior or choices are made, the student is still loved, but the act has consequences. The students live under God's love and forgiveness (Gospel) but must also accept consequences when they misbehave (Law).
- The discipline plan is another way the school is in partnership with parents for the benefit of the student. We encourage parents to set a good example, and to talk about discipline issues with their child.

Disciplinary System: When dealing with students who disrupt the classroom or campus, or consistently break rules, the following steps (as necessary) will be followed.

- The teacher conducts a private conference with the child.
- The teacher makes the parent(s) aware of the misbehavior and consequences that have been imposed.
- The teacher refers the student to the principal/director for a private conference.
- The teacher meets with the parents to discuss the situation.
- The principal/ director will conduct a conference with the parents and teacher.
- The student may be suspended by the principal/director.

Suspension: The principal or director will suspend any student when, in his or her

opinion, the best interests of the school and/or student would be served by such action. Suspension will be used when other corrective measures have failed, or a serious offense is committed. A suspension may be on-campus or off-campus and may be from one to five days. In all cases, the parents or guardian will be notified of the conditions of the suspension. A conference between students, parents, teacher, and principal or director will be held before the student is allowed to return to class. The following actions may result in suspension and/or expulsion. These actions are unacceptable on-campus or at any off-campus event sponsored by the school.

- A. Willful disobedience of school authorities.
- B. Open and persistent defiance either in language or action, toward school authorities.
- C. The use of profanity or vulgarities.
- D. Possession, use, or being under the influence of narcotics, alcoholic beverages, or tobacco products.
- E. Willfully defacing property, real or personal, belonging to the school or anyone else.
- F. Carrying or using weapons or instruments designed to cause bodily harm.
- G. Stealing.
- H. Gambling
- I. Forging or using forged notes.
- J. Repeated truancy.
- K. Fighting.
- L. Harassment or bullying of any kind.
- M. Immorality.
- N. Leaving campus without proper clearance.
- O. Threatening oneself or others with physical harm.
- P. Any type of physical attack or aggression.
- Q. Plagiarism
- R. Persistent lying.
- S. Persistent cheating on homework, quizzes, and tests.

Expulsion: Expulsion is last resort when other discipline measures have failed, or the seriousness of the offense warrants expulsion. All guidelines used in the suspension procedures is also used in expulsions. The final decision to expel a student is determined by the principal/director working with the Board and pastor. Full credit shall be given for all work accomplished by the student prior to the time of expulsion.

School Rules: In addition to the following general school rules, and those set down in the suspension section above, more specific rules for the classroom, playground, lunch area, Parish hall, and during fire and lockdown drills is distributed and explained to each child the first day of school.

- Students may not leave the school grounds at any time during the school day

without prior permission and must be accompanied by the proper adult.

- Students are to be in their assigned eating and play areas during recess and lunch period.
- Students are not allowed to be in the classroom at any time without the permission of the teacher or assistant.
- iPads, cd players, and other personal electronic devices for listening to music are not permitted except at the discretion of the teacher. Sharing of music and personal video devices is not permitted.
- Cell phones must be turned in each morning in their homeroom classroom and are to be used only at the teacher's discretion or they will be confiscated.
- Smartwatches are not allowed to be worn at school or they will be confiscated.
- Students are not allowed to run, play, or make noise except in designated play areas.
- Chewing gum is not allowed while on campus or at a school event except at the discretion of the teacher.
- No toys are to be brought to school (except for show and tell days).
- Students are not permitted to sell anything during school hours, aside from CLS sponsored sales.
- Students will respect the teacher or other people in charge.
- Public Display of Affection...Kissing, hand holding, and other overt displays of affection are unacceptable behavior while on campus or at school-sponsored events.

LOCKERS

Students in sixth through eighth grades will have lockers for keeping books, school supplies, and other items. Students may only use magnets to attach items to the inside of their lockers. Nothing should be placed on the outside. Only school supplied locks will be used on the lockers. In order to ensure that items remain safe, students should keep their lockers locked when they are not in use.

DRESS CODE

School Uniforms: White/Blue/Black/Grey Polo shirts with Black/Khaki/Blue pants, shorts, skirts, skorts, dresses are acceptable. Black/Blue leggings may only be worn under a skirt.

Friday: jeans and any school shirt is allowed.

Uniforms may be purchased anywhere; however, the following sites are recommended:

1. Jostens -Mascot Shop [The Mascot Shop Spirit Wear | Jostens](#)
2. Target
3. Old Navy

4. Walmart/Sams Club
5. Costco

The students of Christ Lutheran should give witness of their Christian faith and training in matters of dress and conduct. We expect our students, under the guidance of their parents, to exercise good judgment in the clothing they wear and in their personal grooming.

Cleanliness, neatness, modesty, and common sense go a long way toward fulfilling dress expectations. The following guidelines are suggested as a means to facilitate meeting our dress requirements:

1. Hair should be neat, clean, and well groomed. Students will avoid spectacular or offensive hair styles.
2. Make-up is discouraged below seventh grade. In seventh and eighth grades, girls may use makeup as long as it is not excessive or distracting, as determined by CLS Administration.
3. Drawing or writing on oneself or others of not permitted.
4. Jewelry must be in good taste and may not promote negative, unchristian attitudes or be a distraction to the wearer or to other students.
5. Body piercings (including nose piercings) or tattoos (permanent or not) are not allowed with the exception of pierced ears for girls.
6. Bare feet, flip flops, clogs, Crocs, sandals, "Heelys", and open toed shoes are not permitted for safety reasons.
 - a. **Appropriate shoes must be worn for PE class.
7. The baggy "hip-hop" look (oversized pants, shorts, shirts) or anything imitating gang attire is not allowed. Clothing should fit the student wearing it. If students need to pull up or hold on to their pants or shorts in order to walk or run, the clothing is not acceptable.
8. Cross-dressing is not permitted. Boys will dress like boys; girls will dress like girls, and no one will dress like an animal.
9. Students are not permitted faddish appearances in their hair. Faddish examples are lines, tails, color, highlighting, manbuns, mohawks, faux hawks, etc.
10. Inappropriate clothing includes:
 - a. cropped tops, bare midriffs, tube tops
 - b. miniskirts (unless worn over other clothing),
 - c. muscle shirts, plain, white undershirts, spaghetti straps

- d. clothing with holes, excessively worn, torn, patched, or faded clothing of any kind (either as deliberate design or obvious tears).
 - e. shirts or tops that cover less than half the shoulder.
 - f. any clothing that has edges that are not hemmed, that is too tight, that has a low neckline and clothing with stains are not acceptable.
 - g. when students sit down or bend over their skin and/or underwear should not be exposed.
 - h. skirts, dresses, and shorts are too short when a student's fingers reach past the bottom when the hands are held at their sides.
11. Any clothing, masks, jewelry, backpacks, binders, book covers, etc., with logos, slogans, pictures promoting skulls, images that promote violence, drugs, alcohol, tobacco, sexual imagery, rebellion against authority, gangs or anything that is contrary to CLS values and standards may not be worn/brought to school.
12. Hats (hoodies, hoods, baseball caps, beanies, etc.,) are not to be worn inside buildings. They must be worn appropriately and only outside for protection from the sun inclement weather.
13. Shorts may be worn only if they are neat, clean, and of appropriate length and fit. Certain styles are unacceptable such as cutoffs, tight fitting shorts or short shorts. Student's fingers should be at or above the hem when their hands are held at their sides.
14. The principal/director will decide the appropriateness of any dress code issue not addressed by the above.

Parents will be contacted and asked to bring a change of clothing if the above standards are not met. If anything is questionable, don't wear it. Students may be required to wear school-supplied clothing over, or in place of, other clothing. These guidelines cannot be so specific that interpretation is unnecessary. We welcome parents' opinions, but the principal/director will exercise final judgment in the application of the guidelines. It is our desire that parents will work with the school in helping our children set good examples in their dress and behavior.

PLAYGROUND RULES

The following is a list of playground rules. Please be sure to go over these rules with your child(ren).

- The wood chips, sand, and rocks should stay in their areas and should not be thrown.
- There is no digging allowed in the dirt or grass or under the sidewalk.
- Don't play a game that involves grabbing, pushing, or hitting, wrestling, or lying on other people or pretending to do this. In other words, keep your hands and body to yourself.
- Stay where teachers can see you; if you can't see them, they can't see you.
- Get permission from a teacher before going inside for any reason.
- When you are finished with a toy, put it away before you get out another toy. At the end of recess, bring in the toys that you brought out or not.
- Do not use equipment that doesn't belong to you without permission.
- Kindergarten-eighth grade must stay off of the preschool equipment and out of the preschool area.
- Tricycles are for preschool - Kindergarten and first graders at the teacher's discretion.
- When having lunch or eating snack outside, you must be sitting down and take care of all trash when finished.
- Do not play with any biting or stinging bugs such as ants, bees, etc.
- If you kick a ball over the fence twice, you will lose the ball.
- No swinging, sitting, or climbing over the handrail. No going under the handrail or jumping off of any walls.
- Playing tag is only allowed in the grass area of the playground.

Trees and Foliage

- No hanging on the tree branches or climbing.
- Do not touch the berries or any other plants or flowers.

Basketball Hoops

- No hanging or pulling on the net or the hoop.
- Trikes stay off of the basketball court.

Swings

- No jumping off the swing. Slow down and then step off.
- Swing only on your bottom and straight, no twisting.
- Do not walk between or under the swings while others are swinging.
- Only one person on a swing at a time.

Spiral Slide

- The slide goes down only, no climbing up it.
- One person on the ladder and one person may slide at a time, facing forward and sitting down.
- Once you are at the top of the slide go down right away so that others may have a turn.
- Do not go off the side of the ladder.
- Do not swing on the bar at the top.
- No feet on the top of the bar.
- Do not throw anything down the slide.

Play Gym - THE CHALLENGER

- No jumping or swinging from one area to another.
- No standing on the tall single pull-up bar.
- No sitting on the top of the monkey bars.
- Do not grab someone that is on the bars; you might make them slip or fall.
- One person at a time on the monkey bars.
- The red bars are up only.
- No blocking the tube or climbing on the top of it.
- No jumping from the top of the landing.

These general rules are to be followed with mixed age groups; however, teachers may use their discretion when appropriate. 5th – 8th grade teachers have discretion in an upper grade only setting.

TECHNOLOGY USAGE

Technology refers to any electronic device including, but not limited to, computers, iPads, projectors, cameras, telephones, audio, and video devices. The use of technology is an integral part of education. Using technology at Christ Lutheran School is both a privilege and a responsibility. Misusing technology, whether devices belonging to the school or devices belonging to the student and/or family, may result in consequences such as, but not limited to, the loss of the privilege of using technology at Christ Lutheran School.

Students in second through eighth grades must have on file a signed copy of the Technology Usage Policy prior to the use of any technology at Christ Lutheran School.

Apple iPads will be a large part of the technology used to enhance education at Christ Lutheran School. In grade six and up, students will have an iPad assigned to them for use both at school and at home. Rules for the use of those iPads will be contained in a separate Acceptable Usage Policy that must be signed prior to the student being assigned an iPad. Students in grades Kindergarten through fourth will be using iPads in a classroom setting only. Their use will be covered by the Technology Usage Policy mentioned earlier. Fifth grade students will, on occasion, be allowed to take iPads home to complete work they have started in class.

Use of Language and Images: Sending harassing or derogatory messages, using files and e-mail to spread rumors, posting anonymous messages or personal communications without the original author's consent is prohibited. Any use of the computer which demeans another person will not be tolerated. No text, image, movie, or sound that contains obscene material or language that offends or degrades others will be allowed.

Use of Hardware and Software: No student shall cause any damage to school equipment including hardware and software. This prohibition includes, but is not limited to, the following acts:

- Interfering with the work of another student or teacher.
- Deleting, renaming, moving, copying, or changing any file or its properties, other than his/her own personal files.
- Degrading or disrupting the normal function of hardware or software.
- Removing or exchanging any hardware or software component from any system.
- Tampering with installed software and files.
- Attempting to change passwords.
- Tampering with any hardware.
- Installing personal software on school technology equipment.
- Installing, copying, or knowingly infecting a computer system with a virus.

Students may not use technology in such a way that it is disruptive or harmful to the teacher, students, classroom environment or Christ Lutheran School.

Privacy Notice: The privacy of other people is to be respected. Any invasion of privacy of another person is a violation of the school technology usage policy. Personal information of any kind about themselves or another person may not be transmitted. This includes home telephone numbers and addresses as well as information regarding the location of any student.

Copyright Notice: It is illegal to violate copyright laws. Presenting work as your own that is not your own is clearly prohibited. Copying of program files is prohibited except with the approval of a teacher.

Student Use: Students are to use technology only as instructed by their teacher. Students may not attempt to gain unauthorized access to resources, programs, or on-line sites. Students are expected to maintain individual computer settings. Software, music files, games or backgrounds may only be downloaded with the permission of the teacher. Students may not use any Internet feature without the supervision of the classroom teacher, teacher's aide, or authorized parent volunteer.

Consequences for violations of the Technology Usage Policy: If a student violates any of these provisions, their technology privileges will be suspended, and future access could be denied. If the offense is intentional, other disciplinary measures will be taken and could include suspension or expulsion.

EXTRA-CURRICULAR POLICY

In order for students to participate in extra-curricular activities such as sports, clubs, and the like, they and their parents must read and sign the extracurricular activities covenant. The covenant states that students must have a 70% or above average in all classes to be considered eligible to participate in such activities. In addition, they must maintain a 70% or above in all classes throughout the season/school year, they must attend all practices/meetings unless excused, and they must display proper behavior during the school day, and during meets, practices, and competitions. Failure to comply with the requirements of the covenant results in ineligibility for extracurricular activities for a minimum of one week. A full copy of the covenant can be obtained at the school.

EXTENDED CARE (Childcare before and after school)

Christ Lutheran School views children as a precious resource, given by God. We acknowledge our responsibility, along with parents, for the care and nurturing of children. Therefore, we carry out our mission by maintaining a program of extended school care to provide a safe, secure, and caring setting with Christian nurturing. This program is designed for parents who work, or who occasionally may need care for their children before or after school. The State of New Mexico licenses this program.

HOURS OF OPERATION

Morning extended care is available from 7:00 am to 7:50 am and after school from 3:00 pm - 6:00 pm, Monday through Friday on all school days. If school is closed due to a snow day, extended care will also be closed. If the school schedule is delayed due to bad weather, the extended care schedule will also be delayed. All classes begin at 8:00 am. Any children brought before 7:50 am must be checked into extended care. Enrolled children may use the program any afternoon if there is room. It may be necessary to sign up in advance for the days that you will need care. Please check with the Extended Care Director.

FEES

The charges for extended care are \$6.00 per hour. At the beginning of each month, you will be billed for the hours of extended care used during the previous month. We ask you to remit your payment by the fifteenth of each month. Checks should be payable to Christ Lutheran School. A late fee of \$15.00 will be assessed for payments made after the 20th. Parents who wish to pay extended care on a weekly basis must discuss with the Extended Care Director to get approval. If you choose this option, your child will bring home an extended care bill on Monday for the previous week. You will be expected to remit your payment by the following Friday.

Late Pick-up Policy:

A late fee is charged for any child left at school after 6:00 pm.

- When parents are 10 minutes late, the following calls will be made:
 - Child's home
 - Parent's work
 - Others authorized to pick up the child.
 - Emergency numbers
- When parents are 30 minutes late, and if:
 - No one authorized to pick up the child can be reached by phone, and
 - Parents have not called to inform us that they are on the way to pick up the child.

It will be necessary to call the police department and release the child to their custody.

The following charges will be incurred; this fee will be added to your monthly bill.

1 - 5 minutes late \$5.00	16-20 minutes late \$25.00
6-10 minutes late \$10.00	21-25 minutes late \$35.00

11-15 minutes late \$15.00

26-30 minutes late \$45.00

**After 30 minutes, if we have to call the police there will be a flat fee of \$50.00.

Parents who have an outstanding extended care fee will not be allowed to use the program if no arrangements are made thirty (30) days after the payment due date.

Sign-In/Out:

Children must be signed in and out each day, by a parent or other designated adult. You must sign in and out using the ProCare system, or full name and time of pickup on a hard copy of the sign in sheets. Failure to sign your child out will result in your being charged the full amount for Extended Care. All children staying in extended care will be clocked in and out in addition to being signed in and out.