

CHRIST



LUTHERAN SCHOOL

SCHOOL HANDBOOK

2022-23

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www.christpsl.org

Introduction

The faculty and staff at Christ Lutheran School are looking forward to the school year ahead. We look forward to your cooperation and partnership in the training of your child. For the faculty and staff of our school to provide the appropriate educational atmosphere, we need the support of every parent and student in a spirit of cooperation and partnership. Under the guidance and blessing of our Lord much can and will be accomplished to His glory and for the benefit of all the children under our care.

The focus of CLS is to serve students by educating for today, tomorrow and eternity. This handbook serves as a guideline for all policies and procedures. It is expected that all teachers, students, and parents read this handbook, familiarize themselves with the contents, and adhere to the policies and procedures. Sometimes circumstances occur that are not covered specifically by this handbook. At those times, the administration reserves the right to exercise its prerogative in responding to these new situations and the right to modify this handbook throughout the school year.

CLS is operated by Christ Lutheran Church. As a ministry of the congregation, it falls under the authority of the voters and council of the church. The board for Christian education, whose chair is a member of the church council, is responsible for establishing school policy. The principal oversees the daily operation of the school. The pastor, as spiritual leader of the congregation, is responsible for ensuring that the functions of the school and church support the mission, philosophy and goals of the church and school. In absence of the principal, the pastor, or a teacher will be designated to maintain the school's administration.

CLS depends on volunteers from both the school and the church to support the staff and promote the mission of the school. Specialized training and background checks are required for regular classroom volunteers. Volunteers are assigned by the administration and faculty as needed. There is no assurance that a volunteer will work directly with their own child or their child's class.

PHILOSOPHY AND PURPOSE

Vision Statement

CLS provides academic excellence and Christ-centered spiritual growth in a safe, loving and supportive atmosphere which encourages students and staff to develop their God-given abilities.

Mission Statement

Our mission is to provide a Christ-centered education based on the inspired Word of God, which is the authority for faith and life. We believe that an education without Christ is an education without foundation. Christ Lutheran Church operates this school for the education of our congregation's children and for reaching the children and families of the Treasure Coast with the Gospel of Jesus Christ. Families without a church home are invited to attend and join Christ Lutheran Church and participate in the life of our congregation.

Philosophy of Education

CLS offers a comprehensive, integrated and balanced classical curriculum, with all subjects being taught from a Christian perspective. Our curriculum is designed to be challenging but also with flexibility to meet the needs of each student as it encourages exploration, critical thinking, problem solving, and sound study skills. The goal is to develop and maximize each student's unique talents and abilities so that they will be equipped to serve as valuable citizens in society.

God's word teaches us that parents are given the primary responsibility to raise and educate their children (Eph. 6:4, Prov. 22:6). At CLS our teachers and staff are honored to be trusted with the role of assisting parents in fulfilling their God-given role. By bringing Christian values into the academic program, we will not only educate the mind but also the heart. Faith, wisdom, confidence, perseverance, joy and strength of character are all inner qualities that will be developed in our students. We believe all children are endowed with unique talents and abilities by their Creator. It is our responsibility to assist and motivate the child to recognize and develop these God-given gifts.

Non-Discrimination Policy

CLS admits students of any race, color, sex, or national and ethnic origin. All the rights, privileges, programs and activities generally accorded are made available to students at the school. It does not discriminate based on race, color, sex, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, and any other school-administered programs.

Enrollment Policy for New Students

- A. Complete registration packet
- B. Provide copies of applicable documents requested regarding previous education and testing.
- C. Provide copy of student's Birth Certificate
- D. Provide current health forms obtained from your doctor:
 - 1) Student Health Examination, which includes examination, health history, and any lab results (HRS – DH Form 3040). This medical examination certificate is valid for two years from the date of issuance and is transferable if the child attends another school. An updated examination form is required for all kindergarten students.
 - 2) Immunization Record (HRS – DH Form 680). An updated immunization form is required for all kindergarten students.
- E. Pay the nonrefundable registration and instructional fees.

New Student Assessment

A placement test in reading and math is required for new students when they apply for enrollment. These test results, combined with previous achievement test scores, report cards, assessments from former teachers, and parent input are used to determine enrollment eligibility.

After all the required documents have been submitted to the school office, you will be notified of your child's acceptance or if further testing or documents are needed.

We consider two important aspects when determining eligibility for enrollment:

- (1) ensuring the continuing success of currently enrolled students; and,
- (2) the potential new enrollee's success in our school. There may be times when enrollment is not possible for either academic, behavioral, or social reasons.

Students Requiring Special Services

CLS can provide an outstanding quality Christian Education to most students who apply for enrollment. Because of size and resource limitations, we are unable to offer special education classes for some. Within our limitations, we will work with students who have special needs. All students must be able to function within the generally accepted norms of acceptable behavior in the classroom and playgrounds.

Termination of Enrollment

1. Failure to pay tuition after one month.
2. Illness and/or activities that endanger others.
3. If the administration determines a student is a detriment to the class, they will conference with the parents, and they may be asked to withdraw their child.
4. An uncooperative or disruptive spirit from parents.

FINANCIAL POLICIES

Payment of Fees

The tuition is reviewed annually and is comprised of an annual fee, divided into monthly payments for your convenience. If you opt for monthly payments, you will be billed using a ten-month plan. Monthly payments begin in August with the initial payment being due on or before the first day of school and subsequent payments due by the 5th of each month. In case of illness there will be no refund of tuition. Delinquent payments will necessitate a \$25 late charge. The fee for returned checks is \$35.

If your account becomes delinquent one month it may cause immediate suspension.

Quarterly Report Cards will only be given to those families whose account balances are current. At the end of the year, all school records will be held until the account balance is paid in full.

RESPONSIBILITIES

STUDENT RESPONSIBILITIES

[Jesus said], "Let the little children come to Me, and do not hinder them, for the kingdom of God belongs to such as these. I tell you the truth, anyone who will not receive the kingdom of God as a little child will never enter it." And He took the children in His arms, put His hands on them and blessed them (St Mark 10:14-16).

- 1) As a student at CLS it is our desire to provide you with a pleasant learning environment where you can express yourself appropriately and be treated with understanding. You also have the responsibility to treat others with kindness and respect.
- 2) As a student at CLS it is our desire to provide you with a safe learning environment. You have the responsibility to follow school and classroom rules.
- 3) As a student at CLS it is our desire to provide you with an effective learning environment, where you may hear and be heard. You have the responsibility to listen to others and wait your turn to be heard.
- 4) As a student at CLS it is our desire to provide you with a quiet study environment. You have the responsibility to be respectful of other people's quiet time, and to complete your assignments in the manner and time frame given by your teacher.
- 5) As a student at CLS it is our desire to provide you with the tools and materials to assist in your learning. You have the responsibility to respect the school's property and materials.
- 6) It is the student's responsibility to participate in school, to help maintain a safe and orderly learning environment at school, and to avoid doing things that would deprive other students of the same.

FACULTY RESPONSIBILITIES

Jesus called [His disciples] to Himself and said, "You know that the rulers of the Gentiles lord it over them, and those who are great exercise authority over them. Yet it shall not be so among you; but whoever desires to become great among you, let

him be your servant. And whoever desires to be first among you, let him be your slave—just as the Son of Man did not come to be served, but to serve, and to give His life a ransom for many.” (Matthew 20:25–28)

It is the teacher’s responsibility to educate students in a manner that insures not only their intellectual growth, but their spiritual and emotional growth as well. These responsibilities include:

- 1) Maintaining an atmosphere that insures a student’s educational, spiritual and emotional growth without fear of intimidation by others.
- 2) Provide academic instruction that is meaningful, appropriate and challenging to the students.
- 3) Encouraging positive behavior while enforcing school rules and discipline in the classroom.
- 4) Fostering respect for the staff of the school, for parents, volunteers, visitors and other students.
- 5) Dealing promptly and consistently with any inappropriate behavior by students.
- 6) Keeping all appropriate parties informed about the behavior and academic progress of students.
- 7) Being a Christ-like example that exemplifies the philosophy of Christ Lutheran Church and School.

PARENT/GUARDIAN RESPONSIBILITIES

Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord (Ephesians 6:4)

Since parents have by far the greatest influence on children, the school cannot achieve its goals without the support of a child’s parents. It is the parents’ responsibility to encourage their children to have a positive attitude toward learning and to guide their children in becoming responsible and caring people. Parents can do this by:

- 1) Taking an active role in the spiritual growth of your child through regular church attendance, and through home devotions
- 2) Fostering a Christ-like spirit of forgiveness in your child
- 3) Upholding the rules and policies of the school
- 4) Communicating with your child’s teacher about the education and behavior of your child

- 5) Sending your child to school on time and helping them be prepared for the day's work
- 6) Supporting the authority of school personnel by refusing to criticize them in your child's presence
- 7) Being willing to volunteer when needed

In summary, parental support is vital. Should a parent's behavior, in the administration's opinion, interfere with their child's learning, the parents may be required to withdraw their child.

THE SCHOOL DAY

Arrival at School

Our school day begins at 8:30 AM and runs until 3:30 PM. The doors open for students at 8:20 AM. Please keep younger or older siblings by your side when bringing your child to the school entrance. There is no playing on the school grounds before school starts. Upon arriving at school, students are to go to their own classroom in a quick and orderly manner.

Extended Care Program

CLS provides early morning childcare from 7:15 AM to 8:15 AM and after school care from 3:45PM to 6 PM at the cost of \$4/hour.

Morning Care

Children who arrive before 8:15 AM are to be signed into extended care. Children are not to be dropped off to go to the classroom or to morning care on their own. At 8:15 AM the morning care children are taken to their classrooms. CLS is not responsible for the safety or supervision of children who are simply dropped off in the morning without supervision.

After School Care

Any student not picked up by 3:40 PM will be taken to after school care and billed accordingly.

Extended Care Billing

Parents will be billed at the end of each month. Payments are accepted at the school office. If you pay with check, please indicate your child's/family name, and "Extended Care" on the check.

A late fee of \$15.00 will be applied to any Morning Care billing that is not paid within two weeks, and the Extended Care program may not be used until payment has been received.

Parking Lot Safety

At the beginning and end of the school day there are cars going in and out of the parking lot. Please help us keep your child safe by monitoring them carefully in and around the parking lot.

Attendance

Florida law, F.S. 232.29(6)(a), states that a child's attendance in school is the responsibility of the parent or guardian. Research has shown that a student's academic success is related to school attendance, and we urge your cooperation to ensure your child attends school on a regular and timely basis.

Attendance awards are given at chapel on the last week of school. Perfect attendance is awarded to students who were in attendance every day. Outstanding attendance is awarded to students in attendance every school day with no more than ten tardies.

Absences: Children are expected to be in school when it is in session. If a child is going to be absent, parents are asked to notify the school office by phone (772) 879-1353 or email the office at secretary@christportstlucie.org before 8:45 a.m.

Students must be in school for four hours to be marked present; otherwise, the child will be marked absent. We strongly encourage family vacations be planned when school is not in session. If that is not possible, please notify the school regarding the dates of your trip. Our teachers may not always be able to give homework in advance of a trip. It is the child's responsibility to make up all assignments and tests missed. Late assignments may not receive full credit. A written note or email to the

secretary@christportstlucie.org explaining the absence should accompany the student when he/she returns from that absence. If a student is absent more than 20 days during the school year, his/her promotion to the next grade level may be at risk. Scholarships will be forfeited as well as any other financial assistance.

Tardiness Note Change in Policy

Three (3) tardies within the quarter, will result in your child receiving after school detention.

Three (3) detentions for tardies within the quarter will result in your child receiving a one-day suspension from school.

Unexcused early pick up by a parent equals 1 tardy.

The school day begins promptly at 8:30 AM. Children arriving after that time must receive a late pass from the school secretary before reporting to class.

Early Dismissal: If it is necessary to pick up your child early you must stop by the school to sign your child out. Parents are not permitted to pick up children at their classroom. If you know you will be picking up your child early, please send a note with your child in the morning.

Medical Appointments

Parents are asked to avoid making appointments during school hours. If the appointment is unavoidable, we ask that a note be provided the day before to help teachers plan their classroom activities. The school will allow students to leave only with those persons who have written authorization to remove the student from school and have signed the appropriate form in the office.

Dismissal

School ends at 3:30 pm. Your child will be released to the parent or designated adult waiting for them. Children are not to go to the playground after dismissal, and siblings are not to play on the playground while waiting for children to be dismissed. When parents have a conference with a teacher or the principal, arrangements for child care should be made in advance.

Pickup Arrangements for Children and Leaving During School

If anyone other than the parent or designated adult is to pick up your child, you must notify the school in writing or by a telephone call. Children will not be released to anyone not listed on their application form unless the school is properly notified. The person picking up the child must show proper photo identification.

Lunch

Hot Lunch is available most Fridays, for a fee, from local restaurants. A drink is included with each lunch served. Lunches must be ordered in advance. Order forms are distributed weekly and are due by Thursday. Order forms and payments must be received by the Thursday deadline to guarantee a student lunch for the following day. Hot lunches are always optional.

Monday through Thursday students should bring a lunch from home. A healthy lunch will help students during their school day.

Students should eat the lunch they brought or ordered. This means that they should not trade food with others. For safety reasons glass containers are not allowed on campus. In the event a student forgets his or her lunch, parents can bring a lunch to the school *before* their student's lunch break.

Telephone Use

Students may not use phones without permission from a teacher.

Book Care

All students should take proper care of their textbooks. Families will be charged the replacement value of any school owned book that is lost or damaged.

ACADEMIC POLICIES

Grading Scale

Beginning with 1st Grade core subjects

- 91 – 100 A (Excellent)
- 81 – 90 B (Good)
- 71 – 80 C (Average)
- 61 – 70 D (Passing)

- Below 61 F (Failing)

Incomplete = Inc

Students should maintain a C average in the primary subject areas to continue their education at CLS. Individual cases will be reviewed by the administration.

NWEA MAP Testing

A standard achievement test is given to students in grades 3-12 three times during the school year. The scores of these standardized tests will be shared with parents and recorded in the student's cumulative file.

Make-Up Work

Parents are asked to wait until after students are dismissed to get assignments from the teacher. It is the child's responsibility to make-up all assignments and tests missed. Late assignments may not receive full credit.

Student Files

We maintain a student file for every child enrolled at CLS. The file contains information about academics, attendance, academic awards, discipline records, enrollment information, etc. The file also contains information required by the DCFS. Access to a student's records is limited to school staff and Florida Dept. of Child and Family Services (DCF).

Official transcripts are not released to parents. At the age of 18, a student will have access to their records in lieu of parents. Parents may have access after the child reaches the age of 18 with the adult child's written consent. Where financial obligations are not current, student enrollment will be jeopardized, and records will remain sealed at CLS until all financial obligations are met.

Conferences

At CLS we have the unique ability to speak to parents in person on a day-to-day basis at drop off and pick up times. These *mini conferences* build relationships between teachers, parents and students that help students achieve their best in and out of the classroom. More formal Parent-Teacher conferences are scheduled periodically throughout the year as needed. Please make every effort to connect with your

child's teacher through these opportunities. Working together, we can help students achieve great things!

Promotion/Retention

If a student is having difficulty achieving acceptable progress in their course work, school staff will contact parents for a conference. Parents and school staff will work together to help the student succeed.

CLS reserves the right to retain students who have not adequately achieved academic, developmental, or social skills needed to advance to the next grade level. Retention will be at the school's discretion.

Grievances

At CLS, education is based on cooperation between students, parents, staff and administration. On occasion there will be complaints or concerns about issues, styles, or occurrences between individuals. When this happens, CLS asks that the following procedure be followed:

- 1) Speak with the teacher involved.
- 2) If the issue is not resolved, speak to the principal.
- 3) If necessary, speak to the principal a second time.
- 4) If still dissatisfied, bring it to the attention of the board for Christian education. Once received, the BfCE together with the principal (when appropriate), will review the concern and take the necessary steps to resolve the issue.
- 5) At every stage of the process, we will follow the guidelines set by Matthew 5 and Matthew 18.

Uniforms

Christ Lutheran School uniforms can be purchased at www.frenchtoast.com using the school code qs5uyig. Other acceptable purchasing options can be obtained through our school secretary at secretary@christportstlucie.org.

All shirts must be polos and either red, white, or navy blue. All pants, shorts, skirts, and jumpers must be khaki or navy blue. All socks must be a solid color: Black, brown, navy, or white.

If you are not buying French Toast brand uniforms you must purchase uniforms from

the attached list. Our uniform selection was designed this year to be budget friendly and to accommodate all families.

Belts: A solid black or brown belt should be worn for 4th grade and above when uniform clothing has belt loops. When the uniform is worn properly, the belts will always be plainly visible.

Hair: Hair should be modest, a natural color, and groomed neatly. Hairstyles or makeup that distract from the learning environment are not allowed.

Tattoo: No visible actual or simulated tattoos are permitted.

The school reserves the right to classify any style of dress or grooming as inappropriate. Administration has the final say regarding dress code policy.

SPECIFIC BEHAVIOR POLICIES

Alcohol and Drugs

Students are not allowed to possess alcohol, cigarettes, drugs or any illegal substances on campus. Students found under the influence of drugs or alcohol while on school property or while attending school functions will immediately be referred to the school administration, and the parents will be contacted. The student will face possible suspension and expulsion.

Weapon Possession

Any student responsible for bringing or using a weapon on school or church property or at any school or related church event may be subject to immediate suspension and/or expulsion. In the case of a firearm, the police department will be notified immediately.

Right to Search Policy

For the safety of the students and the school, the Administration reserves the right to search any book bag, desk, purse, cell phone, or other possession of a student suspected of an infraction of school policy. Personal journals, notes, internet websites, etc. are not protected by privacy. Law enforcement may assist in a search where the possession or use of drugs or weapons is suspected.

Bullying/Harassment

Our definition of bullying is any inappropriate behavior used intentionally as power or control over an individual, such as: exclusion, dominance, control, intimidation, and/or threats. CLS will not tolerate harassing or intimidating conduct, whether verbal, physical, visual, or through avenues of technology that interferes with a student's educational performance. Sexual harassment is defined as any unwelcome contact including verbal, nonverbal and physical. It can include making sexual comments, jokes or gestures.

Consequences of such behavior will be determined by the teacher and/or principal. All corrective measures are used with the long-range goal of helping students make a wholesome adjustment to present and future environments and impressing on them that they are responsible for their actions and resulting consequences.

Social Networking

If any member of the school community posts and/or forwards a comment or photo that negatively affects the school climate, the administration will intervene.

Technology Code of Ethics

CLS provides students the opportunity of a more advanced education using technology. To take advantage of this ever-changing and expanding tool, the students must adhere to established ethics and procedures. The use of technology resources is a privilege, not a right. Students also agree to use the internet in a responsible manner while honoring all relevant laws and restrictions. Violations will result in potential disciplinary actions and, depending on the nature of the infraction, complete revocation of privileges.

Cell Phones

The school is not responsible for the loss, damage, theft, or misuse of any cell phone. The following restrictions apply to possession of cell phones before, during, and after school:

- Students are not allowed to use their phones on campus without permission from a teacher.

- If the cell phone is seen, it will be confiscated and turned into the school office, where a parent or guardian will be required to pick it up.
- Because students will not have access to their phones, all messages should come through the school office.

The consequence of misuse may include, but not necessarily be limited to, the loss of all cell phone on-campus privileges.

Personal Property

Students should not bring toys, or items of value, including large amounts of money to school. Because of the unique and constantly changing nature of trends, the school reserves the right to classify any item as inappropriate. Students, in general, are expected to refrain from any distractions from learning.

Students are not to use the property of others without expressed permission. This is also true of items found on the teacher's desk. Items found are to be presumed lost and should be turned in to the office.

Prohibited Items

Students should not bring electronic equipment to school without permission from school staff. If brought to school, these items will be confiscated and kept in the school office until a parent or guardian comes in for them. Under certain circumstances, with clear teacher approval, electronic items may be brought to school. The school is not responsible for the loss, theft, misuse, or damage done to any item brought from home.

School Property

School property includes desks, textbooks, technology, furniture, and any part of the building and grounds with which we all come in contact. Students are to be careful with items belonging to the school community. A student defacing school property will be punished according to the seriousness of the damage. Anyone who loses, or damages school property will be expected to pay for it.

Solicitation or Sale of Goods or Services

Students may not sell or advertise any goods or activity on school property or at any school-sponsored activity without the expressed and written approval of the principal.

Student Complicity

A student present during the commission of an act by another student, which constitutes a violation of policy, may also be held responsible if his/her subsequent behavior constitutes permission or condoning of the violation. Students witnessing any act which constitutes a violation of school policy should report such incidents to the proper authorities. Confidentiality of the student reporting the violation will be maintained, as it is not the intent of the school to burden innocent witnesses. This applies to all classrooms and school sponsored events.

Disciplinary Policy

In keeping with CLS's mission to develop Christian character and instill self-discipline, faculty and staff members strive to clearly communicate all school rules and classroom guidelines regarding student conduct. These rules and guidelines are outlined in this handbook. Conformity to these rules is always expected, whether in the classroom, on the play areas, and while participating in any school related activity.

The staff assumes the role of parent when the children are left under their care each day. All discipline is carried out in the spirit of Christian love by school staff who genuinely care about each child. Discipline comes from the word "disciple" – to teach. Discipline is our way of teaching children to protect themselves and others. Discipline, then, is not simply punishment, but loving correction. No form of physical, corporal, or emotionally abusive disciplinary measures are used at any time.

Discipline is administered for the following unacceptable behaviors and may lead to suspension, confiscation of material, and/or other disciplinary action:

- Being disrespectful, rude, or disobedient to school personnel

- Repeated violation of expected behaviors
- Using inappropriate, vulgar, or obscene language, or lying
- Stealing or possessing items not belonging to you
- Violation of dress code
- Failing to complete assigned schoolwork
- Cheating on tests or assignments
- Harassment of fellow students
- Vandalizing/defacing school property (parents will be financially liable)
- Leaving class/school without permission
- Skipping class or being out of class without permission
- Attitude and examples which are detrimental to the welfare of other students
- Gambling
- Bringing toys to class.
- Possession of illicit substances.

Disciplinary Procedures

If a student fails to observe the CLS Student Conduct and Discipline Policy, a discipline process is initiated as follows:

- 1) The infraction is brought to the student's attention.
- 2) More serious infractions will be documented by the teacher.
- 3) By means of personal counseling, the teacher and student work together to achieve resolution. This may result temporarily in extra duties or the loss of privileges for the student.
- 4) Parents may receive communication from the teacher indicating concern for the student's behavior and inviting parental involvement.
- 5) Ongoing infractions may result in conferences with the principal.

- 6) If the student's behavior hasn't improved, a teacher or administrator will request a parent conference to talk about the behavior and discuss solutions.
- 7) A student can be placed on probation for repeated violations. The student will remain on probation status until the next marking period.
- 8) A student may be suspended for continued violations of school rules. The types and quantity of violations are taken into consideration. A suspension may be 1–5 days and may be served at home or in the school as directed by the principal.
- 9) If a student persists in his/her lack of cooperation, rebellious behavior, or unacceptable attitude, the parents will be asked to withdraw the child.

Parents with questions or concerns about disciplinary actions should address them to the principal. The principal will then decide on the proper course of action; whether that is through scheduling a meeting with the teacher, counseling, or other course of action.

As disciplinary situations arise, we will approach our concerns with prayer and Christian love, always seeking to arrive at peaceful and proper solutions that are in the best interests of the child.

Before and After-School Detention

Parents will be notified of the detention one day in advance, so arrangements can be made for the child's transportation.

Suspension

Depending on the severity of the infraction, or the escalation or continuation of infractions, the administration may suspend or expel a student. A parent conference will be scheduled to explain the disciplinary action. It should likewise be noted that situations involving inappropriate language, disrespectful behavior, or acts of defiance would warrant sending the child home during the school day. In the case of a suspension, the parent, teachers, and administrator will establish a plan for reinstating the student.

Expulsion

School administration reserves the right to expel any pupil for persistent and unacceptable behavior, continued lack of progress, or lack of home support. Persistent or repeated misbehavior would warrant expulsion of the child from CLS or our Extended Care program. School administration also reserves the right to expel any pupil if a parent uses disrespectful language towards a teacher or staff person or demonstrates a lack of faith and trust in the mission of CLS.

In the event of an expulsion, financial obligations are to be met in accordance with our Financial Policies.

If parents wish to discuss an expulsion, they must notify the Board for Christian education chairperson in writing within ten (10) days of the expulsion. The Board will schedule a meeting soon after.

GENERAL SCHOOL POLICIES

Accidents and Emergency Care

In case of an accident, students should notify a teacher immediately. Accidents and emergency situations will be handled according to the following procedures:

- Minor accidents or injuries such as bumps, bruises, or cuts that seem not to require stitches or further medical care will be treated by staff who will offer comfort, wash wounds with soap and water, and apply ice and/or band aids if necessary. These incidents will often be reported to parents at dismissal time.
- Parents, guardians, or persons listed on the emergency card will be called for accidents that may require further medical attention. The person called will be told to pick up the student for further assessment by a physician.
- In emergency situations such as broken bones, unconsciousness, extreme fever, large or deep cuts, and head injuries followed by vomiting and/or dizziness, 911 will be called; the parent, guardian, or emergency care person will be informed immediately.

Families are responsible for their children being covered against accident and injury. The school reserves the right to refuse readmitting a student after a serious illness even if a release is given by the child's doctor. Consideration for the school community is pre-eminent. All parents must completely fill out the registration form and all forms related to health, accident, and emergency care.

Emergency Drills

It is important for the safety of the children at CLS to participate in emergency drills. While we make every reasonable effort to prevent crisis situations, we want everyone on campus to be prepared should an emergency occur.

Classroom Celebrations

Classes occasionally have parties to celebrate special holidays. For birthday celebrations parents are asked to contact the teacher to coordinate scheduling and treat preferences. Please include paper goods and plastic ware that are needed when food is sent to school. Classroom teachers have the final say in any arrangements.

Invitations to birthday celebrations outside of school hours may be given out at school only if the entire class is invited. If selected classmates are invited, invitations need to be mailed or telephoned.

Teacher Availability

If parents have questions concerning their child's progress or behavior, they are encouraged to contact the teacher via email and arrange a mutually convenient time to meet. The teachers will make every effort to respond no later than the following day.

Classroom Visitation

Parents are encouraged to contact the teacher to arrange visits to make sure it is a good day for observing classes. Upon arrival at school, parents must sign in.

Field Trips

While on field trips, students should dress according to teacher instruction. Students are reminded that they are ambassadors for CLS and demonstrate appropriate

behavior. Students who violate the privilege of attending field trips may not be permitted to attend future trips.

Field trip permission forms are to be signed and returned before a student is permitted to attend a field trip. Verbal permission will not be accepted.

Illness

Students who become ill while at school may be sent to the office and isolated until the parent or authorized person arrives to pick them up, which must be within one hour from notification. The authorized parent or guardian must sign the student out from the school.

Symptoms considered serious enough to send a student home are as follows:

- Diarrhea (Students with diarrhea should remain home 24 hours after the symptoms are gone.)
- Vomiting (Students with vomiting should remain home 24 hours after the symptoms are gone.)
- Fever (Students with fever should remain at home for at least 24 hours after their temperature returns to normal.)
- Rash (unless parent brings a note from a doctor that specifies that the rash is not contagious.)
- Pink eye
- Head lice
- Extreme congestion and/or signs of a bad cold
- Extreme tiredness
- Repeated requests from the student to come to the office for care.

Medication

If your child needs to take medications while at school, including field trips we follow the Florida Statute 1006.062 and the Port St. Lucie School Board policy for medication administration. Please obtain all needed forms at the school office for your child to receive medications as required.

Non-Custodial Parents

In the event there is a signed court order prohibiting a non-custodial parent from having access to a student or his or her records, parents must submit a copy of this court order to the office, where it will be kept on file. Without this documentation it is impossible for the school to carry out the wishes of the court.

Political and/or Religious Solicitations

CLS teaches its students the rights, duties, and responsibilities of good citizenship. We encourage our staff, students, and parents to participate fully in political activities apart from our school; however, while on school grounds or as part of a school-sponsored activity, we do not permit any staff member, student, or parent to promote any political party.

In addition, we do not allow the promotion of a philosophy that contradicts the teaching of our church.

School Closing Emergency or Inclement Weather Campus Closings at CLS:

- When the St. Lucie County schools are already scheduled to be open and they close due to inclement weather or other circumstances, we will follow that announcement—the campus is closed.
- If the county, state, or federal government declares a “state of emergency,” we will close our scheduled campus activities.
- If the county schools were already scheduled to be closed, and we were scheduled to be open, and a “state of emergency” is called, the principal will communicate and decide in the best interest of the school. Such an announcement will be communicated to the parents
- Emergency school closing delay: If a critical event occurs at or near CLS that compels us to consider closing school, the principal, or his designee, will have the sole discretion to make a decision regarding closing, taking into account the best interest of the school. From time to time this will be communicated to the church and school via a newsletter or other postings as a reminder of the emergency closing policies.

Security

CLS is not responsible for personal items of any kind, and especially purses, cell phones, and laptops, left in vehicles while on campus. At no time should children be left in vehicles without supervision.

Anyone, including volunteers, visiting classrooms must sign in and out. Parents should not go directly to classrooms without checking in.