



# **Christ's Greenfield**

## **Lutheran Church and School**

### **Elementary School Parent Handbook**

Revised August 2016

**“The mission of Christ’s Greenfield Lutheran School is to bring people to Christ while providing the best possible spiritual, academic, and physical education in a Christian environment.”**

**Christ’s Greenfield Lutheran School is a ministry of  
Christ's Greenfield Lutheran Church (LCMS)**

**425 North Greenfield Road**

**Gilbert, Arizona 85234**

**Phone (480)892-8314**

**FAX (480)503-0437**

**[www.cglschool.org](http://www.cglschool.org)**

# Table of Contents

<b>Section 1. Introduction</b> .....	<b>5</b>
Lutheran Schools.....	5
CGLS Governance.....	5
Philosophy.....	5
Mission Statement.....	6
Purpose Statement.....	6
Objectives.....	8
A Pledge for Parents.....	9
<b>Section 2. Admissions, Tuition &amp; Fees</b> .....	<b>10</b>
Admission Policy.....	10
Entrance Requirements.....	10
Registration and Tuition Fees.....	10
Delinquent Tuition & Returned Check Policy.....	11
Tuition Assistance.....	12
Nondiscrimination Policy.....	13
<b>Section 3. Academics</b> .....	<b>13</b>
Academic Program.....	13
Curriculum.....	14
Grading Policy.....	14
Homework.....	15
Report Cards.....	15
Academic Awards.....	15
Parent/Teacher Conferences.....	16
<b>Section 4. Spiritual Matters</b> .....	<b>17</b>
Christian Learning Instruction.....	17
Chapel Services.....	17
Bible Memory Work.....	17
Church Attendance.....	18

Guidance .....	18
Bibles .....	18
<b>Section 5. Extracurricular Activities.....</b>	<b>19</b>
Extracurricular Policy .....	19
Choirs .....	19
Band.....	19
Athletics .....	20
<b>Section 6. Student Conduct and Discipline .....</b>	<b>20</b>
Discipline .....	20
Administrative Discipline Plan .....	20
Serious Behavior Problems.....	21
Bullying Policy .....	22
Cheating Policy.....	27
Technology Acceptable Use Policy.....	28
Online Behavior Agreement.....	29
Care of School Property.....	30
<b>Section 7. School Day Procedures .....</b>	<b>30</b>
School Attendance .....	30
Attendance Policy .....	31
Tardiness .....	31
Dropping Off or Picking Up Students .....	32
Leaving School.....	33
Standardized Dress Policy .....	34
Crisis Drills.....	36
Illness.....	36
Lunch Program .....	37
Lunch Behavior.....	38
Restricted Foods Policy .....	38
Telephone Use .....	38
Bicycles.....	38

Electronic Devices.....	38
Pets.....	38
<b>Section 8. Student Services.....</b>	<b>39</b>
Health.....	39
Medications.....	39
Extended Day Care.....	39
Lost and Found.....	41
<b>Section 9. Parent Involvement and Communication.....</b>	<b>41</b>
Guidelines for Parent Visits.....	41
Field Trips.....	41
Newsletter.....	42
Vacations.....	42
Home and School Relationship.....	43
Guidelines for Birthdays and Parties.....	43
Transportation.....	43
Volunteers.....	43
Parent Teacher League.....	44
<b>Section 10. Photo and Video Usage.....</b>	<b>44</b>
Photo and Video Usage.....	45
<b>Acknowledgement page for Parent signature.....</b>	<b>46</b>

## **SECTION 1. INTRODUCTION**

### **LUTHERAN SCHOOLS**

Christ's Greenfield Lutheran School (K-8), founded in 1995, is one of more than 1400 such schools operated by congregations of the Lutheran Church-Missouri Synod throughout the United States. The Lutheran school movement generally dates back to the decade between 1830 and 1840 when a number of congregations were organized in several Midwestern states and established Christian schools for their children. Some of these schools are older than the public schools in the same area. The Lutheran schools are not in competition with public schools. Rather, they seek to work closely with them in fulfilling the responsibilities of education in the community.

### **CHRIST'S GREENFIELD LUTHERAN SCHOOL GOVERNANCE**

Christ's Greenfield Lutheran School is owned and operated by Christ's Greenfield Lutheran Church. The Principal is responsible for managing the day-to-day operations of the School, reporting administratively to the Senior Pastor while functioning under the direction and authority of the Board of Directors. Policies are approved by the Board of Directors with final authority resting with the Voters' Assembly of Christ's Greenfield Lutheran Church.

### **PHILOSOPHY**

1. We believe... that God is the creator of all things (Genesis 1:1) and that He is the provider of all earthly and heavenly benefits (Psalm 107:8-9) and that He has entrusted us to be caretakers of His world and His benefits.
2. We believe... that every child has an immortal soul (Hebrews 9:15) and that children are naturally in need of a savior (Psalm 51:5) and that Jesus Christ is that Savior.
3. We believe... that growth of the spiritual relationship toward God is the ultimate aim of education and that the Spirit of God works in the hearts of people through Word and Sacraments to accomplish this growth.
4. We believe... that all children are gifts from God, unique, wonderful, and limitless in their capacities for growth and love.

5. We believe... that absolute truth can be found in only one source – the inerrant, inspired Word of God (2 Timothy 3:16), the Bible, in which God reveals Himself to us.
6. We believe... that a school should offer scholastic training of the highest quality in a Christian environment, where children may experience the best growth spiritually, academically, socially, aesthetically, and physically.
7. We believe... that the Bible makes it clear that the primary responsibility for the education of their children rests with the parents. Parents participate actively in academic, spiritual, and social education, as well as emotional support for their child.
8. We believe... that Christ's Greenfield Lutheran School should be an extension of church and home, providing a learning atmosphere in which Christian love, concern, and discipline prevail.
9. We believe... that Christ's Greenfield Lutheran School should impart to its children a strong faith and knowledge of Jesus Christ so that they can spread God's Word as missionaries of the Lord. Christ's Greenfield Lutheran School should reach out to the community and welcome children of other denominations as well as the unchurched.
10. We believe... that the school is a part of the neighborhood; the school should prepare children to be a positive Christian force in the community.

## **MISSION STATEMENT**

The mission of Christ's Greenfield Lutheran School is to bring people to Christ while providing the best possible spiritual, academic, and physical education in a Christian environment.

## **PURPOSE STATEMENT**

Christ's Greenfield Lutheran School exists as a ministry of Christ's Greenfield Lutheran Church and is committed to provide a Christ-centered quality education as the best preparation for life and service in a rapidly changing world.

As a Christ-centered school, our purpose is to:

- Assist parents in meeting their God-given responsibilities to "...bring them up in the training and instruction of the Lord." --Ephesians 6:4 (NIV or New International Version)
- Teach the Word of God, the means of grace, through which the Holy Spirit leads our children and young people into a personal, faith relationship with Jesus Christ.

- Teach Christian values which form the framework of Christian living. Such values, which are a loving response to our Lord Jesus Christ, relate directly to Christian faith: they cannot be taught in a spiritual vacuum.
- Provide a place in which Christian nurturing can occur on a daily basis, as adults, young people, and children relate to each other in the ordinary events of life.
- Provide a staff of teachers who will serve as Christian role models, who will share God's love with others, and who will look for Christian answers to the everyday challenges of life.
- Minister to both the child and the family.

As a quality school we will endeavor to:

- Provide a basic foundation for life-long learning.
- Challenge all students to achieve their own highest level of academic success.
- Provide age appropriate student-teacher ratios in all classrooms.
- Provide a safe and secure campus environment.
- Provide on-going communication between teachers and parents/guardians.
- Provide synodically trained teachers certified to teach all matters of faith and life.
- Instill in students a love of excellence through the setting and meeting of challenging goals.
- Provide and encourage continuing education for our teachers.
- Provide extracurricular activities in a variety of areas.

As a school that prepares students for life and service we strive to:

- Prepare young people to be living witnesses for Jesus Christ (Matthew 28:19).
- Reach out to those in need so that the students of our school develop a profound sense of Christian compassion.
- Provide a campus where understanding and compassion for others is encouraged and students recognize and respect the differences between themselves and others.
- Facilitate social growth of the students through activities and Christian fellowship.

## **OBJECTIVES**

- 1. It is our intent to teach children that they are unique and that God has a plan for each one of their lives (Jeremiah 29:11). Paramount in this plan for their lives is the fact that God has promised salvation and immortality to those in whom the Holy Spirit has worked faith in the atoning merits of Jesus Christ, God's Son, our Savior and Lord. Such teaching takes place in classroom instruction, chapel services, and in a variety of church, school, and community related activities and service programs.**
- 2. As an underpinning for instruction in all areas, we teach that God is the creator of the universe (Genesis 1:1) and that all earthly and heavenly benefits to us are the product of our Creator's generosity and love. Furthermore, we strive to instill in our children a love, appreciation, and respect for God's innumerable gifts. We provide opportunities for our children to express their thanks for God's gifts in creative ways and to give them opportunities to practice conservation of all that He has created.**
- 3. We strive to communicate to all children, through lessons, encouragement, and example, that they have unique God-given gifts and that these gifts are a part of God's plan for each of them. Furthermore, we stress the Biblical concept that these gifts are to be used for the up building of the Body of Christ, His church (1 Corinthians 12).**
- 4. We offer to children a meaningful and thorough interpretation of the Holy Scriptures through instruction, chapel services, and church services. We teach the development of life skills in accordance with our scriptural convictions.**
- 5. To the children and parents we stress that home, church, and school must work together to develop a Christian value system that is in accordance with Scriptural principles. We encourage children and parents to be part of the Christian worshipping community on a weekly basis, and that all members of the Body of Christ should support the work of the congregation, the Christian school, and worthwhile programs in the faith community.**
- 6. We seek to develop and to foster programs in which we encourage children and their parents to reach out to others in the community who are not part of any Christian fellowship, to invite and to welcome them in our church services and Sunday school classes, and to urge them to join us in taking part in church, school, and community-related activities.**
- 7. We strive to teach our children honor for God, respect for themselves and others, for the God-given institutions of our society, for their country, and for the world community. As part of the process, we strive to develop in our children a respect for practicing behavior that reflects a genuine love for God and for other human beings. Finally, we strive to teach the basic tenets of American citizenship, as it is practiced at school, at home, and in the community.**
- 8. We strive to help children in developing a sense of self-worth, practicing consideration and respect for others, making decisions, developing thinking skills, nurturing curiosity and creative expression, verbalizing thoughts and expressing them in writing, and organizing their time and their work.**

9. We encourage parents to be visible and active in the school community and their child's classroom. We provide opportunity and ask that parents participate in events and programs that would advance their child's education.

### **A PLEDGE FOR PARENTS**

With the grace and help of God, We pledge to...

1. Pray for our children and all involved in their education.
2. Provide a Christian atmosphere in the home, which is the most vital influence in our children's lives.
3. Attend worship services faithfully with our children and to involve the family in Bible study.
4. Encourage and admonish our children to respect their teachers and school rules cheerfully and promptly.
5. Cooperate with and to uphold the teachers in the exercise of Christian discipline and in the training of our children.
6. Go directly and immediately to the teacher in a Christian manner if questions or concerns arise (Matthew 18:15).
7. Take an active role in seeing that our children's assigned homework is completed, and providing an opportunity for completing the task.
8. Take an active role in parent/teacher conferences, meetings, and other educational programs that provide parenting helps.
9. Take into account our children's extracurricular involvement and encourage completion of these activities.
10. Fulfill our financial obligation (tuition and fees) to Christ's Greenfield Lutheran School.

## **SECTION 2.ADMISSIONS, TUITION & FEES**

### **ADMISSION POLICY**

During the school's annual registration period, admission to Christ's Greenfield Lutheran School will be based on the following:

1. Children or siblings of children currently enrolled in Christ's Greenfield Lutheran School
2. Children whose families are members of Christ's Greenfield Lutheran Church
3. Others, on a first-come, first-served basis.

Children who enroll in Kindergarten must be five (5) years of age on or before September 1<sup>st</sup> of that school year. If enrolled in Christ's Greenfield Lutheran Preschool, children must be five (5) by September 15<sup>th</sup> of that year (with teacher recommendation).

### **ENTRANCE REQUIREMENTS**

The first step in the process of enrollment is that the interested parent(s) meet with the Principal of the school. After the initial meeting with the Principal, the parent(s) may also meet with the teacher(s) who are directly involved with the new student. Parents should be prepared to submit the student's transcript of grades and scores from recent standardized test records. In cases in which the child has special needs, it is imperative that complete documentation concerning the special needs be made known to the administration and the teacher(s).

All Students entering Christ's Greenfield Lutheran School must have on record, in addition to the ordinary registration papers, an immunization record, and signed emergency forms. The State of Arizona requires that each public or non-public school have on record such an immunization record upon enrollment of any student. In addition, the immunization record **MUST** be kept current. Immunization Exemption forms are made available to parents who request them. Enrollment is complete **ONLY** when the school is in possession of such an immunization record.

### **REGISTRATION AND TUITION FEES**

- Registration fee: An annual non-refundable registration fee is assessed each student at the time of enrollment or re-enrollment.
- Tuition: The tuition schedule is based upon the actual cost per student in the school for each school year. Non-member tuition fees are set accordingly.
- A fee schedule will be annually provided prior to registration for the following school year.

- Parents should be aware of the fact that the Internal Revenue Service has ruled that persons having children enrolled in a parochial school which charges tuition may not use such tuition payments as a deduction for income tax purposes. Furthermore, parents may not ignore tuition and make contributions directly to the church in lieu of such tuition payments. That part of a person's contribution that is equal to the difference between the tuition paid and the tuition required will be classified as tuition by the IRS and will therefore not be allowed as a tax-deductible item.

## **DELINQUENT TUITION & RETURNED CHECK POLICY**

It is the desire of the school administration and faculty to offer the children that have been placed under our care an excellent educational experience. If parents do not meet their financial commitments to the school it makes our goal impossible to achieve.

CGLS has established firm tuition collection policies, to be equally applied to all parents. For the good of the school financially, and in fairness to all parents, all accounts need to be current. To provide support for the administrators and influence the parents, CGLS adopts the following policy:

**Policy:** All accounts are to be current. Accounts that are not current, within a specified time limit, require student withdrawal. Report cards, diplomas, and transcripts will be held until all fees are paid in full.

**Procedure: Past Due Accounts:**

1. All students account balances will be recorded by the school and/or the tuition management company.
2. Missed payments due to insufficient funds will incur fees from the tuition management company as stated in the financial contract signed at time of enrollment in the school.
3. Invoices for incidentals (lunches, extended care, etc.) that become past due will incur late fees automatically added by the tuition management company.
4. Accounts that are 30 days in arrears will receive a formal letter of concern from the school office. The letter will include a request to contact the administrator if unusual financial conditions are present.
5. Accounts that are 60 days in arrears will receive a telephone call from the administrator requesting payment. During this conversation, the parents are told that if the unpaid amount is not paid within 30 days, the child will not be allowed to continue at school. If administrative attempts to reach the parents by phone fail, a certified letter should be sent by the Principal or Business Manager including the necessary information.
6. Before the potential mandated withdrawal, the administrator shall attempt contact with the family to review the consequences of delayed payments and offer to extend the time limit for the

debt to be paid if there is a documented financial need. If there is legitimate financial need, other sources of payment should be researched in order to keep the student in the school.

7. If all attempts fail to collect the outstanding balance on the account then further legal action will be taken which could result in court costs and fees being added to the amount owed to Christ Greenfield Lutheran School.

#### Policy / Procedure: Returned Checks

1. A \$25.00 returned check fee will be assessed for every check returned to the school for non sufficient funds or for any other reason.
2. If any checks written to the school are fraudulent in any way (checks written on closed accounts or any other fraudulent means) depending on the situation a report of the incident will be filed with the Gilbert Police Department or the Maricopa County Check Enforcement Bureau.
3. Effective August 1, 2008 if a student's account has two returned checks on their account within one ten-month school year the school will only accept payment by cash, money order or cashier's check.

#### TUITION ASSISTANCE

CGLS strives to help all families where needs exist. Tuition assistance funds may be available to help families who demonstrate financial need. Scholarships can only be made available to those who have applied for enrollment and complete the financial assistance process.

There are four primary avenues for assistance.

1. Tax Credit Scholarships Parents have the primary responsibility for their child's tuition and fees, but parents in Arizona have a unique opportunity to receive assistance with their children's Christian school tuition. The Private School Tax Credit Program is a parent's best possibility to reduce tuition costs. Parents should become familiar with and utilize the Arizona Tax Credit opportunity each year. This program allows others to help with tuition costs for your child with a direct tax credit to the donor. CGLS works with many School Tuition Organizations (STOs) that provide tax credit scholarships. Parents should apply to as many of these as they can, assuming their child meets the criteria for their particular program. *To secure your scholarship you must apply, complete their process and be enrolled or in the enrollment process prior to their deadlines.* A complete list of STOs to consider is available in the school office.
2. Chuck and Marilyn Follett Memorial Scholarship - Chuck and Marilyn were members of Christ's Greenfield Lutheran Church. Their passion for Lutheran education and vision for the future were instrumental in establishing the school. Follett family members and friends, as well as Christ's Greenfield Lutheran church members, donate to this scholarship fund to support CGLS students. Contact the Principal for more information.

3. Loretta Jeanne Kessler Memorial Scholarship - Loretta is the late sister of Dr. Trey Cox. She sacrificed greatly so that her children could attend Lutheran schools and understood the incredible value a Christian education is to children in today's culture. To honor Loretta's life and her love for the Lord Jesus Christ, her family and friends financially support this scholarship fund for the benefit of CGLS students. Contact the Principal for more information.
4. K-8 Scholarship Fund – This dedicated fund receives donations from church members and others wishing to help families in need with their tuition. The use of these funds is at the discretion of the Principal. Contact the Principal for more information.

### **NOTICE OF NONDISCRIMINATORY POLICY-EQUAL EDUCATION OPPORTUNITY**

It is the policy of Christ's Greenfield Lutheran School to maintain a safe and supportive learning environment and to ensure that students are free from discrimination in any program or activity on the basis of race, ethnicity, national origin, gender or disability.

Under certain conditions, discrimination can include harassing conduct by students or by school employees if, among other things, the harassing conduct is based on the student's race, ethnicity, national origin, gender or disability and if the conduct creates a hostile learning environment under the law.

If a student believes he or she has been subjected to discrimination by the school, the student should report the discrimination to any teacher or school administrator. Any student who knowingly makes false accusations of discrimination may be subject to disciplinary action.

## **SECTION 3.ACADEMICS**

### **ACADEMIC PROGRAM**

Christ's Greenfield Lutheran School presents a rigorous academic program that is designed to challenge most children in achievement commensurate with their potential. We regret that currently we do not have the financial capacity, space, and personnel to offer special education programs. The children who come to us represent diversity, not only in the socio-economic structure of the surrounding population but also in the kinds of gifts and abilities the Lord has given them. Reading, language arts, math, science, social studies, history, music, art, health education, physical education, and computer education represent the various components of the academic program, which, together with a study of God's Word, makes our Christian school unique.

## **CURRICULUM**

Most of the textbooks used in the core subject areas are the same as found in public schools or in other non-public schools. The texts, software, and other multi-media educational products and services made by various publishers are examined for possible classroom use. Other such opportunities are given to the faculty in various teachers' conferences and workshops offered by the Pacific Southwest District of the Lutheran Church-Missouri Synod. The administration of the school, along with the faculty, conducts an annual review of all current and emerging educational materials and resources. To meet the aims and purposes of our school the chief subject is the study of God's Word. A well-integrated course of Bible study, Bible history, and Biblical memory work is required of every student. All children participate in regular morning devotions and a weekly chapel service.

An excellent Lutheran school provides a rigorous academic curriculum that integrates the Christian faith and knowledge. As trained professionals, Lutheran school administrators and teachers continually seek the best instructional methods for educating students. Lutheran schools traditionally have developed their own standards or adapted state standards for use with their own curriculum. Some will continue to do this. Ultimately, Lutheran schools will determine independently which standards to follow. The process of that discovery must remain true to The Lutheran Church—Missouri Synod's (LCMS) Christ-centered mission: to provide a solid, Christian education developed with standards that drive instruction so that every child can be reached with an effective education – one that centers on the LCMS faith. The Common Core State Standards may be considered a tool that would allow LCMS schools to more fully prepare its students for service and witness to Christ and the world.

## **GRADING POLICY**

The administration and faculty of Christ's Greenfield Lutheran School seek to measure total student performance in class work, homework, testing performance, class participation, and work on special projects. Therefore, written evaluation/grades will be given so as to keep students and parents aware of performance. We are concerned that students perform to the best of their God-given abilities.

Grades 1-8 behavior scale:

O Outstanding

S Satisfactory

N Needs Improvement

Our Kindergarten uses the following standards scale:

4 Exceeds Expectations

3 Meets Standards

## **2 Approaching Standards**

### **1 Needs Attention**

The Primary grading scale for Grades 1-3 is:

<b>O+ 100% &amp; higher</b>	<b>O 92-99%</b>	<b>O- 88--91%</b>
<b>S+ 84-87%</b>	<b>S 76-83%</b>	<b>S- 72-74%</b>
<b>N+ 68-71%</b>	<b>N 60-67%</b>	<b>N- 0-59%</b>

The Standard grading scale for Grades 4-8 is:

<b>A+ 100% &amp; higher</b>	<b>A 93-99%</b>	<b>A- 90-92%</b>
<b>B+ 87-89%</b>	<b>B 83-86%</b>	<b>B- 80-82%</b>
<b>C+ 77-79%</b>	<b>C 73-76%</b>	<b>C- 70-72%</b>
<b>D+ 67-69%</b>	<b>D 63-66%</b>	<b>D- 60-62%</b>
	<b>F 59% &amp; below</b>	

## **HOMEWORK**

The program at Christ's Greenfield Lutheran School has always required that some study be done at home. This is not only necessary for accomplishing our immediate goals, but also a helpful habit for future education. The amount of homework depends upon the grade level, abilities, and study habits of the student. Parents can help by providing encouragement, uninterrupted time, and a quiet place for study. Providing too much help is to be avoided. Students are expected to complete assignments neatly and promptly and come to class with the required books and supplies. If assignments are consistently burdensome, the teacher will appreciate such information so the problem may be addressed.

## **REPORT CARDS**

Report cards are issued quarterly. In addition, mid-term reports are also sent home. The first parent teacher consultation will take place at the end of the first quarter, and the second at the end of the third quarter. Parents are encouraged to discuss their children's progress with the teachers at any time that is conducive to such discussion.

## **ACADEMIC AWARDS**

Academic Awards will be determined upon grades received in all subjects: Christian Learning, Reading, Language Arts, Spelling, Math, Social Studies, Science, and Enrichment Classes (P.E.

Art, Music, Current Events, Computers, and Spanish). The core subjects (Christian Learning, Reading, Language Arts, Spelling, Math, Social Studies, Science) are weighted heavier (5) than the enrichment classes (1 or 2) which are taught fewer times during the week. In grade 3-8, a grade point average will be used to calculate academic awards.

<u>Grades 3-8</u>	<u>G.P.A.</u>	
Principal's List	3.90-4.00	No grade lower than a "B" in all subjects – core and enrichment classes
Honor Roll	3.50-3.89	No grade lower than a "B" in all subjects – core and enrichment classes

Grade Point Average (G.P.A) is calculated by considering the weight given each subject and assigning points to each letter grade: A+/A=4, A- =3.67, B+=3.33, B=3, B- =2.67, C+=2.33 C=2, C- =1.67, D+=1.33 D=1, D- =0.67, B+=3.33 and F=0. The points for each subject are added together and divided by the total number of subjects to find the G.P.A.

## **PARENT TEACHER CONFERENCES**

Parent teacher conferences are scheduled two times per year. The first is scheduled at the conclusion of the first quarter. This conference is mandatory for all parents to meet with their child's teacher(s). The second conference, which is optional, is scheduled at the conclusion of the third quarter of school. Parents are encouraged to call the school whenever they desire to arrange a conference with the teachers to discuss their child's academic status. In some instances, teachers will request the conference and then arrangements will be made. A parent teacher conference offers the best form of communication regarding the performance of a student.

Frequently asked questions asked during parent teacher conferences:

1. How do I schedule a parent teacher conference?
  - a. Contact your child's teacher(s).
  - b. Consider teacher's conference periods as well as your schedule.
  - c. Make a list of mutually acceptable times.
  - d. Ask whether your child, a counselor, or the Principal should attend.
2. What should I do and say at the conference?
  - a. Take a list of your questions and concerns.
  - b. Listen to the teacher(s) and take simple notes.
  - c. See if you can pinpoint problem areas (e.g. attendance, testing, homework, behavior, attention span/participation, etc.).

- d. Offer the teacher feedback on problem areas you or your child can remedy.
  - e. Ask the teacher for additional suggestions for improvement.
  - f. Offer the teacher insight into your child's problems or needs.
  - g. Ask when your child can come in for extra help.
  - h. Ask if the student can do extra credit work to bring up his/her grade.
3. How should I end the conference?
- a. Make arrangements to check back in two weeks to see whether or not your child's grades have improved.
  - b. Check with the teacher every two weeks or until you are sure that your child is succeeding in the class.

## **SECTION 4. SPIRITUAL MATTERS**

### **CHRISTIAN LEARNING INSTRUCTION**

Christian Learning is not a course added to the secular course of studies. Rather, the course of studies is presented in the light of God's Word, and all subjects become meaningful to the child of God as ways of developing talents for greater service to a loving God, who redeems us from sin.

### **CHAPEL SERVICES**

Chapel services are scheduled once a week during the school year. Services are held in a variety of formats. Chapel services generally consist of an invocation, Bible readings, age appropriate message, prayers, and songs. An offering is collected at each chapel service. The administration and faculty determine the recipients of each quarter's chapel offering at the beginning of the school year. We encourage parents, family, and friends to participate in the weekly chapel services.

### **BIBLE MEMORY WORK**

Memory is a required part of the curriculum in all grades. Each week the students are assigned Scripture passages, sections from Luther's Small Catechism, or a hymn verse to memorize.

Scripture passages are from the New International Version of the Bible. A grade for memory is given. At the discretion of the teacher, memory tests may be written or oral.

## **CHURCH ATTENDANCE**

Holy Scripture makes it clear that the members of the body of Christ--Christians--are to be involved in the kinds of activities inherent in Christian worship services. Such activities include hearing God's Word, praising and thanking God in prayer and music, praying the petitions that express our needs, participation in the Lord's Supper, and participation in the process of strengthening other members of the Body of Christ. Here at Christ's Greenfield Lutheran School, as a response to the exhortations of Scripture, we teach children the importance of Christian worship as an integral part of the Christian life. Since the home and school are to be one with respect to these Christian values, it is our prayer that parents regard Christian worship in that same light.

## **GUIDANCE**

Parochial schools by their very nature offer daily guidance based upon what we regard as absolute truth. Guidance is given on the basis of God's Word, but this does not mean that psychological principles are ignored or forgotten. The Christian school recognizes the importance of integrating all guidance procedures to enable students to grow intellectually, emotionally, and spiritually. If the services of an educational psychologist are needed, the school will assist parents in securing such services. If the services of a clinical psychologist are needed, the school will recommend the services of persons who are both competent and sensitive to the Christian value system. The pastoral staff of Christ's Greenfield Lutheran Church is available if desired for consultation.

## **BIBLES**

All students in grades 3-8 must have a Bible for class. Beginning in the third grade, students are given a student study Bible for use in each succeeding year.

## **SECTION 5. EXTRACURRICULAR ACTIVITIES**

### **EXTRA CURRICULAR POLICY**

Extra curricular activities are an important part of the overall educational program in school. Christ's Greenfield Lutheran School also believes that the participation in an extra-curricular activity is a privilege. To insure a proper balance between the academic program and the extra-curricular program the following guidelines have been set up.

- **Academic Requirements** – A satisfactory grade (C or better) is to be maintained in each subject. Satisfactory grades are those that reflect a student's academic ability. Effort on the part of students of limited ability is to be taken into consideration in determining their eligibility. Staff evaluation will continuously occur to assure each participating student is doing satisfactory work.
- **Conduct Requirements** – Students are expected to abide by the guidelines of the school and the requirements that each teacher has for his or her class. A student who chronically or overtly violates standards of good conduct will jeopardize his or her eligibility.
- **Health Requirements** – Students who wish to participate in extra curricular sports must receive a physical examination by a qualified physician prior to the beginning of the season.
- **Attendance Requirements** – Students will not be allowed to participate in extra curricular activities on days in which they are absent from school due to illness or unexcused absence.

### **CHOIRS**

The school program includes a number of choral groups. Members of the various choral groups are expected to be present for rehearsals, which take place during the school day, and for musical presentations during worship services on Sunday mornings. The choral groups provide training in part singing, and membership in such groups gives students opportunities to become familiar with church music. Most children love to sing, and membership in a choir gives them the opportunity to use this gift to glorify their Lord and to add beauty to the worship service.

### **BAND**

CGLS provides an exciting band program for students in the upper grades. High quality group and individualized instruction is offered for all of the instruments in woodwind, brass, and percussion. Students have the privilege of committing to regularly scheduled rehearsals both during and before the school day, and a few main performances throughout the school year. In

addition to learning the wonderful skills of successfully performing on a band instrument and reading music appropriate to grade levels, all students learn biblical principles of hard work, self-discipline, and the joy of praising God through gifts and talents in instrumental music. Younger students also participate in instrumental music with Orph instruments, and through playing recorders.

## **ATHLETICS**

Athletics play an important role in the overall program of Christ's Greenfield Lutheran School. The school recognizes the importance of an adequate balance between academics and athletics. The academic program of each child is a priority and must be at a "C" level or above in order to participate in the athletic program of the school. Christ's Greenfield Lutheran offers all students in grades 3-8 opportunities to participate in the athletic program. Athletics are important to the overall maturity and development of each child that participates. The goal of the athletic program is to instill in each participant Christian sportsmanship, cooperation and teamwork, and self-esteem.

Opportunity to participate in the athletic program is available to all students in grades 3-8. Coaches are encouraged to play each member of the team, however, the coach, based upon the attitude, skill, work ethic, and practice attendance of each individual team member will determine length of playing time.

The athletic program is an extension of the overall Christian education of the school, where the Word of God can be utilized to further strengthen the faith of the participants. Please review the athletic handbook for more information.

## **SECTION 6. STUDENT CONDUCT AND DISCIPLINE**

### **DISCIPLINE**

Discipline can be defined as training that develops self-control and character. It is an integral part of the educational process, which means that home and school should complement each other as they work together in promoting discipline. With God's Word as our guide, parents and teachers are to praise, encourage, instruct, admonish, correct, and discipline wrongdoing as we guide children in this process of developing Christian character. Too often discipline is thought of only in terms of punishment or wrongdoing. Obviously, this is part of discipline, but certainly not all. At the same time, however, we recognize that consequences for wrongdoing, tempered with love and forgiveness, is an integral part of the process. Therefore, it is incumbent upon all

of us involved in the process of Christian education to exercise wisdom in the total process of character development.

### **ADMINISTRATIVE DISCIPLINE PLAN**

Teachers have classroom discipline policies that are based upon a process of escalating consequences when classroom guidelines are not followed. Occasionally, it becomes necessary to involve the Principal in matters of discipline. When students are sent to the Principal's office the following steps will be taken to try to help the student become self-responsible, so that he or she can become a contributor to a positive teaching and learning environment. Depending on the severity of discipline warranted, the steps may be exceeded.

- Step 1: Counsel with the student.
- Step 2: Phone call to the parent(s) alerting them of the problem and the next step.
- Step 3: Meeting with the parent(s) to set up an action plan of corrective behavior.
- Step 4: In school suspension and another meeting with the parents to discuss the next series of steps
- Step 5: One day out of school suspension and a meeting with the parent(s) will take place before the student may return to school.
- Step 6: Three day out of school suspension.
- Step 7: Five day out of school suspension.
- Step 8: Ten day out of school suspension.
- Step 9: Possible expulsion.

### **SERIOUS BEHAVIOR PROBLEMS**

The Principal of the school has the authority to place a student on probation or to suspend a student from attendance at Christ's Greenfield Lutheran School. The period of suspension shall not exceed ten school days.

Expulsion of a student from the school will take place as a last resort, at the discretion of the Principal, with assistance from the Senior Pastor.

School rule infractions, which may result in suspension and/or expulsion, include, but are not limited to, the following:

1. Flagrant disrespect for a faculty or staff member

2. Possession of and/or use of tobacco, alcohol, or narcotics
3. Physical violence to self or others
4. Possession of a weapon
5. Continued use of inappropriate language
6. Stealing
7. Willful destruction of the church and school property and the property of others
8. Verbal harassment
9. Truancy
10. Continued refusal to accomplish tasks
11. Continued disruptive behavior in the classroom, in the church, on the playground
12. Inappropriate physical contact
13. Leaving school campus/classes without permission.

## **POLICY ON BULLYING**

### **A Statement of Faith**

At Christ's Greenfield we acknowledge that children have been entrusted to our care. With that care there is the responsibility of providing a safe environment so that physical, social, emotional, intellectual and spiritual growth can take place. The mandate to care for one another comes from our Lord Jesus. Jesus commands us to love God and to love one another.

*Jesus replied: "Love the Lord your God with all your heart and with all your soul and with all your mind.' This is the first and greatest commandment. And the second is like it: 'Love your neighbor as yourself.'" Matthew 22:37-39*

At the heart of following Jesus command is a commitment by the staff of Christ's Greenfield to model the love that Jesus has shown to us, to validate the pain caused by bullying behavior(s) and to take immediate action in stopping the bullying behavior(s).

We acknowledge that sin is a part of our human condition. One manifestation of sin is that of bullying behavior(s). Because of the grace shown to us in Christ Jesus, we embrace a conflict resolution model that emphasizes accepting responsibility for our actions and forgiving one another.

*1. If we confess our sins, he is faithful and just and will forgive us our sins and purify us from all unrighteousness. 1 John 1:9*

*2. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. Colossians 3:13*

### **Bullying - A Definition**

Bullying is aggressive behavior that is intentional and that involves an imbalance of power or strength. Typically, it is repeated over time. A child who is being bullied has a hard time defending oneself.

Bullying can take many forms: [Reference: [www.stopbullyingnow.hrsa.gov](http://www.stopbullyingnow.hrsa.gov)]

- Physical bullying (such as hitting or punching)
- Verbal bullying (such as teasing or name calling)
- Nonverbal bullying or emotional bullying (such as intimidation using gestures or social exclusion)
- Cyber bullying or bullying through note writing, social network postings, blogs, IM's etc... (Such as sending insulting messages by e-mail or sending insulting notes to others in the classroom)

### **A Statement of Action**

1. Christ's Greenfield will practice a zero bullying tolerance as the standard of behavior. Teachers will actively and consistently teach and model positive behavior(s), and have zero tolerance for aggressive or harassing behavior(s).
2. Students demonstrating bullying behaviors will be subject to the discipline process as explained in the student handbook.

### **Bullying Misconceptions**

Misconceptions regarding bullying behavior create problems in providing a safe environment and in restoring peace to the classroom. We are committed to naming bullying for what it is and to avoiding the excuses that are often given for bullying behavior(s). Excuses may include:

- Bullying is a normal part of growing up, a life stage that everyone needs to live through
- Bullying has no serious consequences
- Those who are bullied "ask for it" or are simply getting what they deserve
- Bullying only involves physical attacks
- Adult intervention causes the bullying to escalate
- Students can resolve bullying problems on their own
- Bullies have this type of personality (reality: they are often victims of bullying)
- Bullies have an overly strong self-concept (reality: they bully because of fear and insecurity)

### **Impact of Bullying**

The presence of bullying has a broad range of effects on the learning environment and on relationships. We acknowledge the effects of bullying and are committed to being aware of the results of bullying behavior(s).

- Stress of bullying interferes with a student's ability to engage in classroom activities and interferes with learning
- Stress of bullying can cause depression, loneliness, low self-esteem, health issues and concerns, and in extreme cases, thoughts of suicide
- Stress of bullying can cause fear of going to school, fear of being in locations such as the bathroom or at recess, fear of riding the school bus or in a car pool situation
- Those who bully can develop serious antisocial and violent behavior patterns, including frequent fights, involvement in vandalism, smoking and drinking, truancy, and use of weapons.
- Bullying affects those who are witnesses by creating a climate of fear and intimidation and ultimately affects the learning environment.

### **Identifying Factors**

#### **A. Bully**

1. Has a desire to hurt and/or control
2. Operates with an unjust use of control and power
3. Will repeat the hurtful action
4. Enjoys seeing the target suffer
5. Possesses a sense of the target's susceptibility
6. Likes to be in charge
7. Believes he/she should get what he/she wants
8. Misperceives how others treat him/her
9. Has a network of friends that he/she controls
10. Denies feelings of the victim

#### **B. Target**

##### **1. Passive Target**

- Quiet, sensitive, cautious, in interaction with peers
- Lacks skills of assertiveness
- Has diminished self confidence
- May withdraw, run away, breakdown, or cry when confronted by a bully

##### **2. Active Target**

- Anxious and insecure
- Pesky behavior
- Repeatedly annoys others
- Lacks appropriate social skills

#### **C. Witnesses**

1. Empowers the bully with silence

2. Feels empathy for the target, but afraid to act
3. Fears becoming a target if associated with the target
4. Is afraid of causing the situation to escalate
5. Seldom steps forward to defend or speak against the bully
6. May feel guilt
7. Lacks skills and knowledge in how to deal with the situation
8. Doesn't seek help to resolve the situation
9. Sees silence as the only way to avoid being a target

### **Potential Target**

1. New students
2. Those of different ethnic groups
3. Those with learning disabilities
4. Those who are athletically challenged
5. Those with social class issues
6. Those with health and hygiene issues
7. Shy students
8. Those who are easily manipulated
9. Those with physical appearance issues (real or perceived)
10. Those who lack assertiveness skills
11. Teacher's perceived favorite student

### **Strategies:**

#### **A. Strategies for Teachers and Staff**

- a. Each teacher or staff member needs to examine his/her own behavior – relationships of staff to staff, staff to students, and staff to parents need to be addressed
- b. Consistently confront inappropriate comments, jokes, and gestures
- c. Teachers and staff receive ongoing training in anti-bullying and assertiveness skills
- d. Model good behavior by using good communication, anger management and conflict resolution skills
- e. Help students learn how to express themselves in positive ways.
- f. Make expectations clear
- g. Recognize the importance of supervision in reducing bullying behavior(s)
- h. Listen, validate, and intervene when bullying occurs
- i. Fill out a report form for teachers when bullying occurs

- j. Consistently enforce consequences for bullying behavior(s)
- k. Give as much attention to the target and witness as to the bully when addressing bullying behavior(s)
- l. Help the student take ownership for his/her behavior(s) by helping him/her accept responsibility, by fostering growth in self-discipline, by encouraging a Christian model of repentance and forgiveness
- m. Teach assertiveness skills to all children – if targets are taught to be assertive, they are trained not to be victims

## **B. Strategies for Students**

- a. Bully will learn strategies to:
  - i. Accept responsibility for his/her behavior
  - ii. Change his/her thinking
  - iii. Develop personal insight or self awareness
  - iv. Understand why he/she bullies others
  - v. Know what to expect as consequences of bullying behavior
  - vi. Manage anger
  - vii. Identify with feelings of the target
  - viii. Explore positive ways to feel powerful
  - ix. Gain strength and confidence (self worth)
- b. Targets will learn strategies to:
  - i. Stick up for himself/herself (assertiveness skills)
  - ii. Respond immediately to bullying
  - iii. Report bullying incidents immediately
  - iv. Differentiate between “reporting” and “tattling” (first is to help another/second is to get another in trouble)
  - v. Identify friend(s) for support
  - vi. Gain strength and confidence (self worth)
  - vii. Learn and strengthen bullying resistance skills
  - viii. Build social skills
  - ix. Plan ahead to avoid potential problems
- c. Witness will learn strategies to:
  - i. Recognize bullying behavior
  - ii. Differentiate between “reporting” and “tattling”
  - iii. Read the emotional cues of a target
  - iv. Know when and be empowered to intervene
  - v. Help to physically remove target from situation

- vi. If bullying is physical, get attention of others immediately

### **C. Strategies for Parents**

- a. Each parent needs to examine his/her own behavior. Relationships of parents to staff and parents to parents need to be addressed
- b. Consistently confront inappropriate comments, jokes, and gestures
- c. Receive ongoing training and information regarding anti-bullying and assertiveness skills.
- d. Model good behavior by using good communication, anger management and conflict resolution skills
- e. Help own children learn how to express themselves in positive ways.
- f. Make expectations clear
- g. When children are present, recognize the importance of supervision in reducing bullying behavior(s)
- h. Respond immediately to incidences of bullying by first visiting with the appropriate staff person. Follow up with supervisor(s), if necessary
- i. Help children take ownership for his/her behavior
- j. Empower children to report bullying
- k. Differentiate between “reporting” and “gossiping” – reporting is necessary to conflict resolution. Gossiping prevents conflict resolution.

### **CHEATING POLICY**

Definition of Cheating – Examples are cheat sheets, answers on hand, copying from another student's work, giving away the answers, passing notes or answers during quizzes or tests, copying homework or class assignments and plagiarism (to take ideas, writing, answers, etc. from another and pass them off as one's own.)

Teacher Responsibility – When the evidence of cheating is obtained by the teacher, the following disciplinary actions will take place:

#### **1st Offense**

- a. Zero on assignment, teacher confers with student.
- b. Teacher notifies parent of the incident.

#### **2<sup>nd</sup> Offense**

- a. Zero on assignment, teacher confers with student.
- b. Teacher contact parent explaining specifics of incident after it is established that cheating has occurred.
- c. The student will not be eligible for Principal List/Honor Roll recognition for that quarter.

**3<sup>rd</sup> Offense**

- a. Zero on assignment.
- b. Student sent to Principal.
- c. The student will not be eligible for Principal List /Honor Roll recognition for that quarter.
- d. Principal contacts parent for parent conference.

**TECHNOLOGY ACCEPTABLE USE POLICY**

The use of technology resources at Christ’s Greenfield Lutheran School is a privilege and must be treated as such by all students. Technology resources include but are not limited to: computers, printers, video equipment, information storage devices, copy machines, software, and the Internet. These resources are to be used for educational purposes in accordance with the Christian mission statement of Christ’s Greenfield Lutheran School.

It is important that students using technology at Christ’s Greenfield Lutheran School understand and abide by the following guidelines.

1. Modifying or destroying other students’ work on the Christ’s Greenfield Lutheran School network is strictly forbidden. Students must not attempt to gain access to passwords used by other students or staff. Any attempts at unauthorized access to technology resources will result in disciplinary actions.
2. Students must not intentionally obtain or display obscene or objectionable materials from the Internet or other electronic resources.
3. Technology resources at Christ’s Greenfield Lutheran School are for educational purposes only. Commercial use is not allowed. Any personal use of technology resources requires the approval of a staff member.
4. Students may not bring food or drink (including water) into areas where they are using technology.

5. Damaging or vandalizing any piece of hardware or software will not be tolerated. This includes marking on equipment, changing or erasing software, physically damaging equipment or making it difficult or unpleasant for others to use.

6. Students may not make alterations to any of the Christ's Greenfield Lutheran School computers.

7. Student may not copy Christ's Greenfield Lutheran School software or use technology at Christ's Greenfield Lutheran School to distribute copies of copyrighted software. Copyright laws pertaining to print media, electronic media and resources obtained from the Internet must be adhered to.

Every effort has been made to minimize the possibility of students encountering objectionable materials while using the Internet. Parents and students should realize that it is impossible to restrict all access to all controversial materials. If a student accesses information that the students or parents feel uncomfortable with, they should report it immediately to a staff member.

The use of the Internet is a privilege, not a right, and inappropriate use can result in a cancellation of those privileges. The school administration will deem what is inappropriate use and their decision is final. Also, the administration may close an account at any time as required. The administration, faculty, or staff of Christ's Greenfield Lutheran may request the administration to deny, revoke, or suspend specific user accounts.

Any student that does not abide by the above guidelines will lose the privilege of using technology at Christ's Greenfield Lutheran School and will be subject to disciplinary action. Remember that you are legally responsible for your child's action.

## **ONLINE BEHAVIOR AGREEMENT**

Students must sign and agree to abide by the following:

### **Online Behavior Agreement**

Let your online behavior be an example for others, and reflect the values and beliefs we share as followers of Jesus.

*"Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable - if anything is excellent or praiseworthy - think about such things. Whatever you have learned or received or heard from me, or seen in me - put it into practice. And the God of peace will be with you. **Philippians 4:8-9***

Respect the rights and property of others.

- If you use someone else's writing, video, images, or sounds, be sure to get permission and/or give them credit.
- Don't log on to someone else's account, even if they give you permission. Watch out for the safety of others.
- If you discover someone else's password, let them know and encourage them to change it.

- Never pretend to be someone else while online.
- When communicating online using instant message, email, discussion boards, chat, or text message, remember to always be respectful. Use your words to build others up. Do not be mean, or hurtful.

Protect yourself. Not everyone online shares our values and beliefs. There are people out there looking to take advantage of you or maybe even harm you, so protect yourself while online.

- Protect your passwords. Do not share them with others.
- When you are posting something that could be viewed publicly, never give out any personal information that could let someone you don't know be able to find you.
- If inappropriate material should appear on your computer screen, tell an adult immediately.
- If someone sends you inappropriate material, tell an adult immediately.
- Do not communicate with a stranger. If you are contacted by an unfamiliar user, tell an adult immediately.

By signing here, I am acknowledging that I have read, understand, and agree to follow these rules for online behavior both at school and away from school. If I choose to break any of these rules I understand that I may receive disciplinary action as outlined in the school handbook.

---

Student Signature

## **CARE OF SCHOOL PROPERTY**

School property is expensive. With care, damage can be kept at a minimum. Where damage to desks, books, windows, etc. is the result of willful negligence or disobedience, parents will be expected to pay for repairs or replacement and students will be subject to discipline.

## **SECTION 7.SCHOOL DAY PROCEDURES**

### **SCHOOL ATTENDANCE**

School is in session for all students in grades one through eight and full day Kindergarten from 8:20 A.M. until 3:20 P.M. Half-day Kindergarten session is from 8:20 A.M. to 11:50 A.M.. If your child is to receive maximum benefit from his/her school years, it is imperative that school

attendance be regular and punctual. If your child will be absent from school due to illness or any other reason, the parent needs notify either the teacher or the school office by 8:00 AM.

## **ATTENDANCE POLICY**

Regular attendance and punctual arrival at school are two habits that dramatically impact student achievement. Parents are urged to schedule medical appointments, vacations, and other activities at times outside the school day. This will reinforce the importance of school and will prevent the student from getting behind in class work. If an extended planned absence is unavoidable or includes a special event, the parent/guardian should contact the student's teacher to discuss the details no later than two weeks prior to the first day of the absence. If an extended absence is unexpected, please talk to the teacher and Principal. If an extended absence is due to medical issues, or a student is receiving ongoing special services such as speech and language, occupational, or physical therapy, please contact the teacher and the Principal.

While we strongly value student's presence in the classroom, we appreciate your adherence to the school's illness policy.

1. Each time a student is absent, the parent/guardian is to call or email the school office or the teacher by 8:00 AM to notify the school of the reason for the absence.
2. As teachers take roll, they will note the reason (if known) for any student absence. By 9:20 AM, if the student is not in attendance and the parent or guardian has not notified the office, the receptionist will contact the parent/guardian to determine the reason.
3. If a student is absent for unknown reasons for two consecutive days, the student's teacher will contact the family to offer prayer, support, and school work arrangements.
4. Once five absences have taken place within the same quarter, the teacher will contact/meet the parents and notify the Principal.
5. Once the student has 10 absences, the Principal will contact/meet with the parents. Students who are not in school 90% (18 absences) of the school days may be retained. Documentation and successful completion of the grade level is required before a student will be considered for promotion.

## **TARDINESS**

1. Any student arriving at school after 8:20 AM must obtain a pass from the receptionist or school office.

2. If the student is to be in a classroom not located in the main school building, a responsible adult must escort the student to the classroom.
3. Five tardies will equal one absence. Teachers will notify parents if 5 tardies are accrued to offer prayer and support.
4. If 10 or more tardies are accrued, the teacher will refer the matter to the Principal for further action.

**NOTE:** There is no parking at the curb in front of the school and “running in” to sign in a child. This is a fire lane and must not be blocked.

### **Tardy vs. Absent**

A grade K-8 student arriving after school starts and before 9:20 AM will be considered tardy but not an AM absence. Students who are tardy because of a school event, will not be marked tardy.

### **Tardy vs. Early Departure:**

If the student departs school after 2:20 PM, the student will be considered an early departure, but not a PM absence. Students who must leave early for a school event, will not be marked for an early departure.

### **Assignments:**

Assignments missed due to absences are to be completed as soon as possible. Any assignments or tests missed during absences are to be completed within one day for each one day of absence. Students are encouraged to complete missing work as soon as they can. Assignments missed due to either tardies or early departures will be given no extra time for completion.

## **DROPPING OFF OR PICKING UP STUDENTS**

1. The doors to the school will open by 8:10 AM. Students should not be dropped off and left unattended prior to that time. Instead they should be taken to extended care for supervision.
2. When dropping off students, please do so in a way that the children will not have to walk in front of other cars.
3. Form a one-way line of traffic. Please do not double park or form a second lane of traffic.
4. Drive as far forward as you can before you stop. This will enable more cars to unload students one at a time.
5. Children should get out of the passenger side of the car immediately and walk to class.
6. Do not park and leave your vehicle along the curb, especially in designated Fire Lanes.

7. Do not leave car running unattended, this is very dangerous and puts other lives in jeopardy.
8. At dismissal time, parents or other authorized adults should pick up their child(ren) directly from their classrooms.
9. Students not picked up by 3:30 PM will be taken to Extended Care by their teachers and charges will be made accordingly.

## **LEAVING SCHOOL**

Students who must leave the school premises during any time of the school day other than normal dismissal times must be “signed out” by the parent or other adult taking the student. This “signing out” procedure shall take place in person at the school reception desk in the school lobby. As part of the procedure the student will be called from the classroom to the school lobby, where the parent/guardian may pick up the child. Parents should not proceed to the classroom on their own to pick up their children.

## **STANDARDIZED DRESS POLICY**

What is Standardized Dress?

By definition, Standardized Dress is a selection of clothing from which students may choose. Though not as stringent as a uniform policy, standardized dress adheres to certain guidelines concerning style and color options while still allowing for some individual expression.

Christ’s Greenfield Lutheran School observes a standardized dress policy because it:

- ❖ Creates a sense of community and school pride among students.
- ❖ Lessens distractions and improves student focus on learning.
- ❖ Creates a more work-like environment and shows signs of respect.
- ❖ Reduces peer pressure and unwarranted judgments.
- ❖ Breaks down socio-economic barriers and brings all students closer to impartiality.
- ❖ Helps people notice the individual rather than their clothes.

## Standardized Dress Policy

CLOTHING	ACCEPTABLE WEAR	GUIDELINES
<p><b>General</b></p> <p><a href="http://landsend.com">landsend.com</a></p> <p><i>Preferred School Number:</i> 900161621</p>	<p>Everything available through Land's End on the "Christ's Greenfield Lutheran School" page is acceptable wear.</p> <p>Unless stated otherwise (i.e. shirts, dresses, plaids) items can be purchased from any vendor. See school page at <a href="http://landsend.com">landsend.com</a> for examples of acceptable wear.</p>	<ul style="list-style-type: none"> <li>• All clothing must be clean, neat and in good repair.</li> <li>• No holes, rips, or frayed edges are permitted. No material that is transparent or distressed in any way to create discoloration, thin spots, or holes is permitted.</li> <li>• All clothing must be appropriately sized and no more than one size larger than the student's measurements; nor may the garment be too tight.</li> <li>• No undergarments are to be visible at any time.</li> <li>• Students may not wear or have on them any kind of design, logo or message that may be deemed inappropriate or offensive.</li> <li>• Final discretion and decisions about whether a student's dress is deemed appropriate and in compliance with school standards is given to administration.</li> </ul>
<p><b>Shirts</b></p>	<p><b><i>Must be purchased from Land's End</i></b> <u>Solid colored with CGLS logo</u></p> <ul style="list-style-type: none"> <li>• polo shirts</li> <li>• oxford shirts</li> <li>• blouses</li> </ul>	<ul style="list-style-type: none"> <li>• Shirts may be loose fitting but not oversized.</li> <li>• Shirts are not required to be tucked in but must extend below the waistband when arms are stretched overhead.</li> <li>• No more than the top two buttons may be left unbuttoned.</li> <li>• The fit or style of the shirts may not be altered. For example, knots, bows, sequins or rubber bands may not be added.</li> </ul>
<p><b>Pants and Shorts</b></p>	<p><u>Solid colored</u></p> <ul style="list-style-type: none"> <li>• pants</li> <li>• shorts</li> <li>• capris</li> </ul> <p>Visit our school's page at <a href="http://landsend.com">landsend.com</a> for examples.</p>	<ul style="list-style-type: none"> <li>• Students may only wear cotton or cotton-blend pants, shorts, or capris in the following approved solid colors: black, navy, khaki, gray, or white. No nylon or knit fabric (i.e. jeggings, jean leggings, yoga pants).</li> <li>• *Middle School students (Grades 6-8) may wear navy blue denim jean pants on any school day.</li> <li>• Pants are to be worn at the waist and be modest in cut, style, and fit.</li> <li>• All shorts are to be "Bermuda" length, and the hem may be no more than 4 inches above the knee as measured from the ground up when kneeling.</li> </ul>
<p><b>Skirts and Skorts</b></p>	<p><b><i>Plaid patterns must be purchased from Lands End.</i></b> <u>Solid colored</u></p> <ul style="list-style-type: none"> <li>• skirts/skorts</li> </ul> <p>Visit our school's page at <a href="http://landsend.com">landsend.com</a> for examples.</p>	<ul style="list-style-type: none"> <li>• Students may wear cotton or cotton-blend skirts and skorts in the following approved solid colors: black, navy, khaki, gray, or white. No denim, nylon, or knit fabric.</li> <li>• The hem may be no more than 4 inches above the knee as measured from the ground up when kneeling.</li> <li>• A pair of shorts, leggings or tights should be worn under skirts for recess play.(K-2)</li> </ul>
<p><b>Jumpers and Dresses</b></p>	<p><b><i>Dresses must be purchased from Land's End and logoed.</i></b> <u>Solid colored</u></p> <ul style="list-style-type: none"> <li>• school uniform style</li> </ul>	<ul style="list-style-type: none"> <li>• Students may wear cotton or cotton-blend jumpers in the following approved solid colors: black, navy, khaki, gray, or white. No colored denim, nylon or knit fabric.</li> <li>• An approved standardized dress shirt must be worn under jumpers.</li> <li>• All jumpers and dresses are to be no more</li> </ul>

		<p>than 4 inches above the knee as measured from the ground up when kneeling.</p> <ul style="list-style-type: none"> <li>• A pair of shorts, leggings or tights should be worn under dresses or jumpers for recess play (K-2)</li> </ul>
<b>Layered Clothing</b>	<p><u>Solid colored</u></p> <ul style="list-style-type: none"> <li>• short/long-sleeved t-shirts</li> <li>• camisoles</li> <li>• knee socks</li> <li>• leggings and tights</li> </ul>	<ul style="list-style-type: none"> <li>• Knee socks, leggings or tights may be worn under dresses, jumpers, skirts and skorts and must be solid in color and either neutral or the same color as primary attire.</li> <li>• Undershirts, camisoles and long-sleeved shirts may be worn under approved collared shirts but must be solid in color and either neutral or the same color as primary attire.</li> </ul>
<b>“Friday” Spirit Wear</b>	<p><u>All Students may wear:</u></p> <ul style="list-style-type: none"> <li>• any CGLS logoed shirt or t-shirt</li> <li>• denim pants, shorts, capris, skirts and skorts that are in keeping with this policy (color, fit, length...).</li> <li>• Any other approved dress.</li> </ul>	<ul style="list-style-type: none"> <li>• “CGLS” logoed, theme, or spirit t-shirts may be worn on Friday only.</li> <li>• These t-shirts include yearly school theme shirts, CGLS issued club and sports shirts and other previous or future CGLS printed t-shirts.</li> <li>• Students may wear denim on Friday only.</li> <li>• All denim must adhere to the above clothing standards for fit and length.</li> <li>• Denim must be solid colored, modest in cut, style, and fit with minimal to no embellishments that add color or sparkle.</li> </ul>
<b>Outer Wear</b>	<p><u>Solid colored (if worn in classroom)</u></p> <ul style="list-style-type: none"> <li>• sweatshirts (zippered)</li> <li>• sweaters and vests (buttoned or zippered)</li> <li>• “CGLS” logoed wear visible</li> </ul>	<ul style="list-style-type: none"> <li>• Sweatshirts (zippered only), sweaters or vests (buttoned or zippered) must be solid colored or CGLS logoed and worn over a standardized shirt.</li> <li>• Heavier coats and jackets may be worn outdoors only.</li> <li>• Heavier coats and jackets do not have to be a solid color or particular type.</li> <li>• Hats, caps and sunglasses may only be worn outdoors.</li> </ul>
<b>Footwear</b>	<p><u>Shoes</u></p> <ul style="list-style-type: none"> <li>• secure to foot</li> <li>• fully closed heel and toes</li> </ul> <p><u>Socks</u></p> <ul style="list-style-type: none"> <li>• neutral or same color as primary attire</li> </ul>	<ul style="list-style-type: none"> <li>• For safety, all shoes must be secure to the foot and have a closed heel and toes completely covered.</li> <li>• Shoestrings, if any, are to be appropriately tied.</li> <li>• Socks or a type of stocking are to be worn with all shoes.</li> <li>• Socks cre length or longer must be neutral or the same color as primary attire.</li> <li>• Any footwear that threatens physical safety is inappropriate.</li> </ul>
<b>Accessories and Jewelry</b>		<ul style="list-style-type: none"> <li>• Jewelry and other accessories should be modest and age-appropriate and may be worn as long as they do not distract from the learning environment or cause potential safety concerns.</li> </ul>
<b>Makeup</b>		<ul style="list-style-type: none"> <li>• Makeup may not be excessive or distracting.</li> <li>• Drawing and writing on the body are not permitted.</li> </ul>
<b>Grooming</b>		<ul style="list-style-type: none"> <li>• Hair must be neat and clean. Student’s faces must be fully visible at all times.</li> <li>• Boys must be well groomed and clean cut. Hair must be trimmed above the collar with eyes and earlobes visible</li> <li>• Unnatural hair colors (i.e. blue, pink, red, etc.) and extreme hair styles deemed a distraction are not allowed.</li> </ul>

If a student is inappropriately dressed or groomed, a private consultation by teacher or Principal will be held to inform the student of the expectations. A discipline notice will be sent to the parents to be signed and returned by the next school day. Any concerns regarding this policy or its enforcement should be directed to the Principal.

Non-compliance with the student uniform policy will not be permitted.

*1st violation – note sent home to be signed by parent.*

*2nd violation – note sent home to be signed by parent, and student loses the privilege of the next Friday spirit dress.*

3rd violation and beyond – Parents will be contacted, and student will be held in the office until approved attire is brought to school.

## **CRISIS DRILLS**

Safety is very important to us. Our exterior doors except for the main entrance are kept locked at all times. The receptionist in the lobby during school hours monitors the main entrance and welcome guests to our campus. Locked security doors to preschool classrooms and elementary classrooms are opened at drop off and dismissal times. Additional security doors can be found before all of the K-8 classroom wings. Every classroom remains locked throughout the day. In the event of a threat or hazard OUTSIDE the school or church buildings, the campus will go into LOCK OUT mode. In the event of a threat or hazard INSIDE the school or church buildings, the campus will go into LOCK DOWN mode. Parents will be notified via email in the event the campus is in LOCK OUT or LOCK DOWN mode. Crisis drills occur once a quarter for the entire campus.

## **ILLNESS**

All students who are sick **MUST** be kept at home. We define sick as having a fever over 99 degrees or not feeling well enough to participate in all school related activities. Students who are feeling too ill to do the work expected in their classes or who have a potentially communicable disease are expected to stay at home. When a student is well enough to participate in a normal school day, he/she may return to school. Temperatures should be normal (98.6) for a twenty-four hour period without the help of medication before a child returns to school. When a child attends school, he or she should be well enough to participate in all normal school day activities. If a child cannot, for medical reasons, join in any of these activities, a doctor or other qualified medical professional should notify the teacher. Students can work with their teachers upon their return to school to make up work that is missed. Parents should make arrangements with the teacher to get homework in the event of an illness with their child.

## **LUNCH PROGRAM**

Christ's Greenfield utilizes a catering service to provide a daily lunch to students in kindergarten through grade eight. Parents of students may elect to purchase only an occasional lunch or to participate every day. Parents order and pay for lunch through the catering company's website. Students may also bring sack lunches, but refrigerators and microwaves are not available for student use. All daily hot lunches are served with milk, and students bringing lunch from home may purchase milk in the lunch room. Please inquire in the school office about the cost of the lunch program. Monthly lunch menus are posted on the school website.

## **LUNCH BEHAVIOR**

The lunch period begins with a prayer. Students are to practice proper meal etiquette in the lunchroom. Courtesy and cleanliness are emphasized. Each student is responsible for cleaning off his or her area before being dismissed from the table. Students are to remain in the lunch area until the lunch supervisor dismisses them.

If a parent chooses to bring in a lunch for their child, please do not bring in food for other individual students. A reminder, carbonated beverages are strongly discouraged (Wellness Policy).

Celebrating events, such as birthdays, is warmly accepted. Parents are asked to communicate with their child's teacher when a special treat may be shared with the whole class. Please refrain from providing food for a class's lunch (i.e.) "pizza party" to replace a class's meal.

## **RESTRICTED FOOD POLICY**

Several years ago, Christ's Greenfield Lutheran School researched, discussed, sought parental input, prayed about, and crafted a policy that we believe is the least restrictive to our general student population and yet provides protection for our students with allergies.

The School policy regarding restricted foods states:

The CGLS campus will restrict foods that may cause life threatening reactions to any enrolled student during regular school hours in compliance with the Guidelines for Managing Students with Food Allergies.

A set of research-based guidelines (known as the School Guidelines for Managing Students with Food Allergies) have been developed by a consortium of five professional organizations and adapted by the School to fit CGLS' needs. The responsibility for implementing these procedures rests on the shoulders of three sets of people: the family of the allergic child, Christ's Greenfield Lutheran School personnel, and the allergic child. This is not to say, however, that students without allergies will not be affected. One procedure that has been put in place is to allow students to bring peanut butter and peanuts for lunch but they will be asked to enjoy their lunch at the "Restricted Foods Area Table" in the lunchroom. Other children may choose to sit with

their friends in this area and eat their lunch if they are non-allergenic. For a copy of the full guidelines contact the school office.

### **TELEPHONE USE**

During normal school hours, messages will be taken for students and teachers, but no one will be called to the phone during class time unless it is absolutely necessary. Students are not allowed to use the phone unless it is an emergency.

### **BICYCLES**

Parents should instruct their children regarding the rules of the road before giving them the privilege to ride to and from school. All bicycles are to be parked in the designated area. Bicycles are not to be used during the day. Students are urged to use a casehardened steel lock and chain in order to discourage theft.

### **ELECTRONIC DEVICES**

All electronic devices (i.e. iPods, Gameboys, personal digital assistant/PDA, CD/DVD players, etc.) are discouraged and are brought to school at the student's own risk. All electronic devices must not be used and turned off on campus.

Students are not to have a cell phone in use while on campus. If there is a need, a student may use a cell phone if they have permission of a staff member and use it only in their presence.

Any violation will result in the immediate confiscation of the device until the student's parent picks it up from the school office. If further violations occur additional discipline may result.

### **PETS**

No pets are allowed to be unleashed or unrestrained in the area outside the school doors where the students arrive or dismissed. No Pets of any kind are allowed inside the school or church. The staff will make exceptions for classroom animals (that live in the classroom), service animals, animals that are part of an assembly or program, and for animals that are brought into the building with permission from the Principal or classroom teacher for a student's show-and-tell/share time.

## **SECTION 8. STUDENT SERVICES**

### **HEALTH**

Good attendance depends upon good health. We recommend that students be given regular physical check-ups as recommended by their physician.

### **MEDICATIONS**

Under certain circumstances when it is necessary for a student to take medicine during school hours, the office staff may administer the medication if the following requirements are met:

1. Prescription medication should be brought to school in its original pharmacy container. Ask the pharmacist to give you a "school bottle" if the medication needs to be given during school hours.
2. Over-the-counter medications should also be brought in their original package and labeled with the child's name. The medication must come to the office in the original non-prescription (over-the-counter) bottle.
3. The Medication must be transported to and from school by a parent, guardian or an adult designated by the parent or guardian.
4. There must be written permission from the parent to administer the medicine to the child. Forms are available from the school office.

### **EXTENDED DAY CARE**

The purpose of Extended Care is to provide child care for parents who find it difficult to drop off their child(ren) when school begins at 8:20 AM, or to pick up their child(ren) when school dismisses at 3:20 PM. All students who attend Christ's Greenfield Lutheran School may use the Extended Care program.

- Extended Care operates from 7:00 AM until 8:10 AM and from 3:30 PM until 5:30 PM.
- Students who use Extended Care will be billed at an hourly rate, with a minimum 30 min. charge. There is no registration fee.
- Parents will provide the names of individuals who have permission to pick up children from Extended Care. No child will be released into the care of a person who is not on this list.
- Parents must "sign in" children when leaving them in Extended Care in the morning. Parents will also need to "sign-out" children when picking them up at the end of the day. No one under eighteen (18) years old may pick up your child.
- No child will be admitted to Extended Care prior to 7:00 AM.
- Students who are not picked up from their classroom teacher by 3:30PM will be

brought to Extended Care and signed in by the teacher. Middle school students will be brought to the Youth room at 3:30PM and signed in. Once a child is signed in to Extended Care at either location, a minimum 30 min. charge is incurred.

- Any Middle school students remaining at 4:25PM will be brought to the Extended Care room, where they will remain until picked up.
- Students who are not picked up from Extended Care by closing (5:30PM) will be billed \$1.00 per minute for time spent after 5:30PM. This fee will be given to the Extended Care worker to compensate for his or her time.
- Snacks are provided for children in Extended Care after school.

While a certain amount of homework help (hearing memory or spelling words) may be given during Extended Care, tutorial assistance should be given under the supervision of the teachers.

### **Extended Care Behavioral Expectations**

Extended care is a privilege. Behavioral expectations during Extended Care (Before and After Care) are consistent with the expectations of students during school hours. The specific expectations for Extended Care will be grouped under the theme of **RESPECT, SAFETY, and FUN**. Talk to your child about these expectations, sign the bottom of this document, and return to the Extended Care Director.

- **RESPECT**
  - We treat others as Jesus would.
  - We respect the Extended Care Staff.
  - We respect our peers.
  - We respect the privacy of others.
  - We T.H.I.N.K. before we speak. Is it **T**True? Is it **H**elpful? Is it **I**nspiring? Is it **N**ecessary? Is it **K**ind?
- **SAFETY**
  - We use the materials and equipment safely.
  - We use our bodies safely. We keep our hands and feet to ourselves.
  - We clean up after ourselves and help others as needed.
- **FUN**
  - We play fair.
  - We share.
  - We are patient and wait our turn.
  - We play in a safe and respectful manner.

A student may be suspended from extended care. The duration of the suspensions may vary depending on the severity or type of misbehavior.

## **LOST AND FOUND**

Each year there is an accumulation of lost-and-found items, particularly clothing, which represents an expenditure of many dollars on the part of parents. Labeling items of clothing can prevent much of this loss. Money should be brought to school only when necessary and should never be kept in the student's desk. Losses should be reported to the teacher immediately. Unclaimed articles are donated to a local charity at the end of each quarter. We urge parents to investigate the loss of clothing and other items with a visit to our lost and found department or by giving their children instructions to do so.

## **SECTION 9.PARENT INVOLVEMENT AND COMMUNICATION**

### **GUIDELINES FOR PARENT VISITS**

Parents have an open invitation and are encouraged to visit chapel services, assemblies, and athletic contests. Parent's visitations to the classrooms and all school activities are welcomed. As a courtesy, visits to the classroom for observation purposes should be arranged in advance via the Principal or teacher.

Conferences with teachers are encouraged, but parents are asked to call the school in advance to arrange a mutually convenient time.

Parents are always to come to the reception desk before visiting the classroom to sign in and pick up a visitor badge.

### **FIELD TRIPS**

Field trips are an integral part of the education process at Christ's Greenfield Lutheran School. All students are expected to participate. Parents will be notified (in written form) of the date and specifics through special notices sent home with the children and newsletters. Parents are generally needed to help chaperone and provide the transportation to and from field trips. All field trips require a signed permission slip by the parent or guardian. Only students with signed permission slips will be allowed to attend. If there are fees associated with the field trip, they will be billed through FACTS as an incidental expense.

Parent assistance on field trips is greatly appreciated. This allows teachers the opportunity to monitor events and supervise as necessary. The following guidelines are to be followed by parent chaperones:

- Siblings and/or others should not attend field trips.
- Chaperones will be given responsibility for a small group of students. However, the classroom teacher is the ultimate authority and should be notified if a child in your group is not complying with the rules or following directions.
- Students should be aware their behavior on field trips reflects upon their school, their teachers, and their parents. Behavior should bring positive responses from those with whom we come in contact.
- Behavior expectations for field trips are high; students are expected to listen and follow directions, be polite, stay with their chaperone, walk not run, use voices appropriate for the facility, and reflect the love of Jesus at all times.
- Chaperones should not hesitate to gently but firmly correct the students in their charge if they are not complying with expectations
- Chaperones should not treat students in their care different from those in other groups. This would include buying souvenirs, treats, or stopping at fast food restaurants.
- Students have permission to go to and from the stated field trip. Please do not make any other stops.
- Chaperones should refrain from using cell phones (except in an emergency), smoking, drinking alcoholic beverages, and recreational drugs while on field trips.

## **NEWSLETTER**

A weekly newsletter known as the Eagle Mail will be sent home by email to inform students and parents of up-coming events and other pertinent school information. Additional communications may come from the teachers on a weekly basis, usually by email.

## **VACATIONS**

While we recognize that there are many educational opportunities that occur outside the classroom, the disruption for the students caused by voluntary trips and vacations while school is in session often causes pressure and frustration for students in attempting to make up work that is missed while doing the current work. It is recommended that, whenever possible, trips be scheduled during regular school vacation times. In addition, prior to holidays, teachers often complete projects and tests in order to begin a new unit of study after the break. For this reason, time lost before or after a holiday break means that students miss tests or the introduction of new concepts. Please consider carefully the impact an extended holiday break may have on your child.

If a family chooses to remove the student from the classroom setting, the following applies:

1. The school office and the teacher are to be notified of the absence a minimum of one week before the absence is to be taken.

2. It is up to the teacher's discretion to provide class work in advance of the vacation period as lesson plans are often made at the conclusion of the week. Homework given prior will only be an estimate of what may be missed during the period of absence and may not be inclusive of all the material covered during the absence.
3. When the student returns from vacation or extended weekends, all teacher pre-assigned work, including tests, papers, and projects are expected to be completed and turned in. For any work not pre-assigned, the student will be given one day for every day absent or a maximum of five days to complete unfinished work.

## **HOME AND SCHOOL RELATIONSHIP**

All children of parents who desire a Christian education for their children are welcome in our school. Our desire is to work with children and parents in oneness of spirit and of purpose. For the good of the child it is vital that parents uphold the instructions of the school. Whenever the values of home and school are in conflict, the child suffers.

The home is and always will be the chief agency for the Christian training of the child. A Christian school does not relieve the parents of their God-given obligation. Rather, the purpose of our school is to serve as an important aid to and an extension of the home in the vital work of Christian training. If the home and school are both Christ-centered, your child will receive the best education available. Remember, home and school are in this together.

## **GUIDELINES FOR BIRTHDAYS AND PARTIES**

Unless invitations are given to each student in the class, birthday and party invitations may not be distributed at school or on the school grounds. Students should refrain from bringing party gifts to school. Students may not hold birthday parties at school, but birthday snacks or treats are optional and permitted at the teacher's discretion.

## **TRANSPORTATION**

Parents make their own arrangements for student transportation to and from school.

## **VOLUNTEERS**

We are very fortunate at Christ's Greenfield Lutheran School in having many parent volunteers. They assist in the classrooms, library, office, and other areas of the school program. Parents wishing to volunteer their services should communicate with the classroom teachers, the Principal, or the PTL Committee.

All classroom volunteers should sign in at the front desk and obtain a visitor badge.

## **PARENT TEACHER LEAGUE/PTL**

The Christ's Greenfield Lutheran School - Parent Teacher League is an organization dedicated to the task of establishing a closer relationship between home and school. Several meetings are planned for each school year. In addition, the committee also plans to sponsor various family fun nights and fund-raising projects. There are elected officers who serve as a program committee whose task it is to plan effective programs. The PTL is also responsible for the activities of the room parents who aid the teachers in planning field trips, recreational activities, and other events. All parents of enrolled students, Preschool through eighth grade, are members of the PTL.

## **SECTION 10. PHOTO AND VIDEO USAGE**

Christ's Greenfield Lutheran School utilizes various tools to communicate with school families, teachers, prospective students/families, and the larger community. To enhance this experience Christ's Greenfield Lutheran School may photograph and/or video students either at school or when they are involved in organized activities away from campus.

Christ's Greenfield has the perpetual, royalty-free right to use said images on the school's websites ([www.cglschool.org](http://www.cglschool.org) and [www.cglpreschool.org](http://www.cglpreschool.org)), social media sites and/or networks, campus promotions (i.e. video boards, bulletin boards, posters, etc.), in school printed publications and marketing materials, as well as external printed publications (ie. Go Gilbert, local newspapers).

Additionally, from time to time the media may visit our school and may take photographs, film footage or carry out audio interviews. Students will often appear in these images, which may appear in local or national newspapers, or on televised news programs. Photos for the media and other publicity purposes may also be taken at events where our school is participating.

Christ's Greenfield understands the depth to which these images can reach and respects the privacy of its students and families. Therefore, no personal information will be associated with any photograph or video without prior written consent from the Parent/Guardian.

Parents/Legal Guardians understand that these various publications and websites have a large audience and their child's/children's photo or video will be available to the general public. Parents/Guardians further understand that Christ's Greenfield Lutheran School assumes no liability or responsibility whatsoever concerning any consequences of such use.

Should Parents/Legal Guardians not wish photographs and/or videos of their student(s) to be used in the above mentioned materials/manner, they should submit a written request that includes the following information:

I (Parent/Legal Guardians Name) hereby request Christ's Greenfield Lutheran School **NOT** use photographs and/or video footage of (Students Name and Grade) in the following materials: \_\_\_\_\_.

Fill in the blank with one or more of the following:

- School website(s)
- Social media sites and/or networks
- School campus promotion
- School printed publications and/or materials
- External printed publications
- Media coverage – television, audio and/or print

Please be aware that opt-out requests are valid for the current school year and must be renewed at the start of the next school year.

**I have read the Parent Handbook of Christ's Greenfield Lutheran School (August 2015) and agree to abide by the policies it contains.**

**Parents Name – (Printed)** \_\_\_\_\_

**Parent's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_