



Christ
LITTLE ROCK
school

**2019-2020
Kindergarten – 8th Grade
Family Handbook**

Be Joy!

“May the God of hope fill you with all joy and peace as you trust in him, so that you may overflow with hope by the power of the Holy Spirit.”
Romans 15:13 NIV

315 South Hughes St.
Little Rock, AR 72205
501.663.5212
www.christlittlerock.com

The purpose of this handbook is to acquaint parents, guardians and students with the philosophy, purpose, policies, and procedures of Christ Little Rock School. In partnership with CLRS for the benefit of children, families are expected to read this handbook and follow the policies and procedures it contains.

Disclaimer

CLRS reserves the right to make changes to the handbook during the school year. Any changes will be communicated and go into effect immediately. The principal of Christ Little Rock School or the administrative designee makes rules to promote safe and orderly functioning of the school.

Table of Contents

History	4	PALS and School Volunteers	20
Mission and Core Values	4	Academics	20
Philosophy	4	Curriculum	20
General Information	5	Physical Education	21
Communication	5	GATE	21
Enrollment	5	Special Education	21
Tuition and Registration	6	Homework	22
Withdrawal	6	Report Cards	22
Problem Solving/Conflict Resolution	7	Parent/Teacher Conferences	23
Christian Discipline Policies	7	Promotion and Graduation	24
Personal Electronic Devices	12	Driver's License Form	24
Lockers and Personal Property	13	Transcript/Records Request	24
School Hours	13	School Announcements	24
Weather Emergencies	13	Academic Growth Testing	24
Visitors	13	Plagiarism	24
Returning after School Hours	13	RenWeb	24
Student Drop-Off and Pick-up	13	Extracurricular Activities	25
Wireless Telephone Use	15	Eligibility	25
Falcon Club (Extended Care)	15	Athletics	25
Health and Safety	16		
Accidents	16		
Immunization Records	16		
Medicines	16		
Returning to School after Illness	16		
Hot Lunch/Snack Time	16		
School Attendance	17		
Church Home	18		
Chapel Services	18		
Dress Code	18		

History

First Lutheran School dates back to 1870 when classes were started in a frame building at 8th and Rock Streets. Classes were held there until 1907 when a new brick structure was constructed. This served as First Lutheran School until 1965.

In the fall of 1965, the present building was dedicated at 315 South Hughes Street. First Lutheran Junior High School was added at the Hughes location in 1973. On May 1, 1980, two Lutheran congregations were formed from the membership of First Lutheran Church. The congregation located on Hughes Street took the name Christ Lutheran, and the school took that name as well. In 2019, Christ Lutheran School became Christ Little Rock School to be a cohesive ministry of Christ Little Rock Church.

Today, Christ Little Rock School offers a complete education for children from infants through eighth grade.

Mission & Core Values

Our core values:

- + Sharing Christ's love
- + Promoting academic excellence
- + Celebrating individual achievements

The mission of Christ Little Rock School is to partner with families to raise followers of Christ, teaching His grace and academic excellence.

Philosophy

At Christ Little Rock School we believe . . .

- + The true purpose of this life is founded and developed in God as Creator, Redeemer and Sanctifier.
- + God's unconditional love results in service to others.
- + Each child is loved and accepted as a child of God and is encouraged to identify and develop his or her God-given talents.
- + Creative expression and thought must be encouraged in order to foster greater participation and positive self-esteem.
- + Our team, consisting of church, home and school works together for the total development of the child.
- + Teachers and staff are committed to being exemplary models in their love of Christ, children and families.
- + An excellent academic education must be provided for children of varying abilities in order that each may reach his or her greatest potential.

General Information

Immediate supervision and administration of the school rests with the principal. The principal must act as the executive director who, with the assistance of the faculty, suggests changes and policies for the improvement and welfare of the school as well as fulfilling the policies of the congregation.

The principal reports to the Pastor and Board of Servant Leaders of Christ Little Rock Church. The Board of Servant Leaders (BSL) approves and adopts policies and ensures the school is carrying out its mission as a bridge ministry of the church into the Little Rock community.

Communication

The school office is the central avenue for communication between home and school. The classroom teacher is the primary person involved in the educational process and should be contacted first with any question or concern regarding classroom activities or procedures. Please keep in mind that teachers are actively teaching students throughout the day, so email replies may not happen during the school day, but a response will be made in a timely manner. Also, phone calls are encouraged over email as emails can lead to misunderstanding of content and tone. Phone calls allow for dialogue and intended tone to be conveyed.

The principal is involved after contact with the teacher. Parents may call the school office with any questions or concerns for the principal between the hours of 8:00 a.m. and 4:00 p.m.

Families receive information via a weekly newsletter called the Falcon News, which is emailed to all families with an email on file in RenWeb. This newsletter lists school activities, events and announcements. CLRS communicates brief reminders and important announcements (such as school closing in inclement weather) via text messages. Sign up for text messages is available through Mrs. Anderson in the school office. Please check the school website and calendars (www.christlittlerock.com) to stay current on CLRS news.

Enrollment

Non-discriminatory policy: Christ Little Rock School admits students of any race, color, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate in the administration of its educational policies, admission policies, financial assistance, athletic programs, or other school administered programs.

Enrollment procedure for all new students:

1. A parent conference and/or tour is held with the principal.
2. Parents/guardians submit the enrollment application.
3. The student's most recent report card and achievement test results are reviewed.
4. New students are required to visit the school during the day (called shadowing). Students in grades one through eight may be given a placement test during the visit.
5. Upon acceptance, parents/guardians complete required paperwork, sign up for Smart Tuition and birth certificate and immunization records are provided by the family.

In the event of a waiting list, the order of priority is as follows:

1. Current family with sibling(s) already attending or enrolled
2. Christ Little Rock church members
3. Little Rock community

In adherence to the admissions policy of the Arkansas Non-Public School Accrediting Association, students must reach the following ages **on or before September 15**:

<u>GRADE</u>	<u>AGE</u>
Kindergarten	5 years old
First Grade	6 years old

Tuition and Registration

Registration fees for new students are due upon admittance. Returning students must pay their registration fee by due dates communicated by the administration. Registration fees are non-refundable unless the student moves more than thirty miles from Little Rock.

In order to provide the highest-quality service within our financial practices, we have partnered with Smart Tuition to handle our tuition and fee processing. All payments will be made through Smart Tuition, which provides monthly statements and 24/7 access to your account. Automatic draft and other payment methods are available.

Financial policy: In an effort to continually offer affordable tuition rates while fulfilling our financial responsibilities, the Christ Little Rock Board of Servant Leaders has adopted the following financial policy:

Tuition and fees for the current school year must remain up to date and will be paid directly to Smart Tuition. If any payments are uncollected by the end of the school year, the student(s) will not be eligible for re-enrollment and their permanent records will be withheld until the account is paid in full.

Delinquent Account Policy: *At 30 days delinquent after the payment due date, a student will not be allowed to participate in CLRS extra-curricular activities until the balance is paid in full. During this time student records will not be released until the balance is paid in full.*

At 60 days delinquent after the payment due date, the past due balance will be turned over to a collections agency. During this time the student may not attend CLRS or participate in CLRS extra-curricular activities nor will student records be released until the balance is paid in full.

Adopted by the Board of Servant Leaders July 19, 2017

Withdrawal

When a student withdraws from Christ Little Rock School, all school property such as textbooks, library books, and athletic uniforms must be returned. The current month's tuition is non-refundable. Parents are encouraged to have an exit interview with the principal.

Problem Solving/Conflict Resolution

We understand parents have a strong interest in their child's education and school experience. We recognize parents as advocates for their children and appreciate your participation and support of our school. We view our ministry as a home-school partnership.

Sometimes, situations arise that require listening and understanding. When these circumstances occur, Scripture points a clear path for what we are to do. Matthew 18:15-18 instructs us to talk with the person or persons involved and seek resolution and forgiveness. We ask that the following procedures be followed:

1. Contact the person directly involved with the question or concern. It will, in most cases, bring clarity to your question or concern.
2. If the question or concern has been discussed with the immediate party and resolution has not taken place, contact the principal.
3. If, after the question or concern has been discussed with the principal and immediate party and resolution still has not occurred, contact the pastor.
4. Finally, if the above steps do not resolve the issue, it may be taken to the Board of Servant Leaders where they will review the situation.

We sincerely desire what is best for your child and seek that path which best facilitates a positive result for him or her. And remember to put a timeline into your thinking. What seems major today may only be a faint memory tomorrow. Take a step back and choose your behaviors according to God's plan. With His help, conflict brings the opportunity to make a difference for your child, CLRS, and God's kingdom on earth.

Christian Discipline Policies

The purpose of the disciplinary procedure at Christ Little Rock School is to maintain a wholesome learning environment and to instill Christian growth and character in students. It is essential that a partnership between home and school be achieved through a common understanding of the goals of the discipline policy.

Our mission is not only to address the academic needs of students but also their social, emotional and spiritual needs. This discipline plan is implemented with that in mind. In all cases of discipline, our goal is to bring about repentance of sin (recognition of one's mistake, understanding of how it hurt others, and desire to restore the relationship) and creating habits of forgiveness in the person who has been sinned against. We believe that we are all forgiven sinners by the sacrifice of Jesus Christ.

Students of Christ Little Rock School are expected to demonstrate:

- Respect for oneself, for others, and their property
- Responsibilities for one's own actions, decisions, and the acceptance of consequences for those decisions
- The modeling of Christ-like behavior that reflects Christian values (Imitate Jesus)

Teachers will develop classroom guidelines for respect, responsibility, self-discipline, and proper behavior. At all times, students are expected to cooperate with the expectations of the teacher or teacher designee and those set forth by the school. A goal of Christ Little Rock School is for each child to recognize the rights of others and show love and respect for his/her teacher, fellow students, and all staff members. Each teacher exercises supervisory responsibility over his/her classroom and the entire student body as the need arises.

Code of Conduct for Students

At all times during the school day, while on school property, or while participating in any activity associated with Christ Little Rock School, students are required to conduct themselves in an appropriate, orderly, and respectful Christian manner. Teachers and staff will work closely with students to teach appropriate social behaviors. We have three procedures for dealing with behavior: Inappropriate, Unacceptable and Major and Severe.

1). Inappropriate Behavior: Any inappropriate behaviors by a child will be dealt with in the following way:

- An immediate verbal response to the action shall be given.
- A gentle explanation to the child as to why the behavior was inappropriate shall be given.
- If unacceptable behavior persists, the child will be withdrawn from the group for a short “cooling off” period.

Examples of inappropriate behaviors resulting in consequences include but are not limited to: (If a teacher deems any of these behaviors rise above the inappropriate status, the unacceptable behavior policy will apply.)

Name calling

Disrespect of another student

Disturbing classroom learning

Misusing our Lord’s Name

Breaking classroom rules

Throwing food during lunch

Dress Code violations

2). Unacceptable Behavior: Any unacceptable behavior by a child will be dealt with in the following way:

- An immediate verbal response to the action shall be given.
- A gentle explanation to the child as to why the behavior was unacceptable shall be given.
- If unacceptable behavior persists, the child will be withdrawn from the group for a short “cooling off” period.

In addition to the verbal response to the student, the following steps will be followed:

- The first time a child’s unacceptable behavior occurs, the parents will be notified via email or a phone call.

- The second time a child's unacceptable behavior occurs, parents will be called to pick up the child from school and a conference with the parent, teacher and principal will be scheduled.
- The third time a child's unacceptable behavior occurs, parents will be called to pick up the child and the child will serve suspension (in or out of school as determined by the principal).
- Should any further unacceptable behavior occur, the child will be evaluated for appropriate disciplinary action to be taken, up to and including withdrawal from the Christ Little Rock School.

Examples of unacceptable behaviors resulting in parents notification and consequences include but are not limited to:

Inappropriate language and gestures

Inappropriate physical contact (including public displays of affection)

Disrespect of an adult

Causing injury to another as a result of deliberate actions

Bullying (See page 11)

Dishonesty or cheating on a test or assignment (including plagiarism)

Misbehavior for a substitute

Bringing inappropriate items to school

Failure to respect or obey school safety rules

Inappropriate behavior on a field trip

Failure to comply with reasonable directives from any teacher or staff member

Other actions unbefitting students of Christ Little Rock School

3). Major and Severe Behavior: Any major and severe behavior concerns may lead to immediate suspension (in or out of school) or expulsion. Students are subject to more stringent disciplinary measures for unlawful or inappropriate conduct. Certain behavior nearly always lead to immediate suspension (in or out of school) or expulsion without prior email or phone calls with parents. Such behaviors include, but are not limited to:

Possession of tobacco or other controlled substances

Possession of alcohol

Possession or use of matches or cigarette lighters

Fighting

Possession, transfer, sale or use of fireworks or other explosive or flammable substances

Possession or use of a laser pointer

Making obscene gestures

Repeated inappropriate language

Repeated misuse of our Lord's Name

Theft

Vandalism

Making a bomb threat

Possession of firearms or any weapon or their look-alike
Possession of drugs or drug paraphernalia or their look-alike (including Vape or Juuls)
Possession of any substance that alters the state of consciousness
Possession of any written, printed, audio/video, or Internet material that lends itself to unchristian conduct
Threatening the health and safety of another student, staff member, or anyone on the premises of Christ Little Rock School

In cases involving illegal actions, the police may be involved.

Tuition is non-refundable for school days spent in suspension and/or expulsion.

In addition to the steps above, the student may be issued consequences to help modify behavior. The issuing of consequences will take into consideration the nature of the infraction, the extent of the damage done, the discipline history of the student, and any other relevant circumstances. Corporal punishment will NOT be used. Consequences may involve the following:

- Verbal warning
- Parent contact
- Separation from classmates
- Time-out
- Missing recess time (or walking during recess)
- Separation from the classroom or team
- Loss of privileges
- Absence from assemblies or field trips
- Physical task to complete
- Mandatory behavior plan
- Parent conference
- Detention
- Suspension (In-school or Out of school)
- Expulsion
- Other consequences deemed appropriate

FINAL AUTHORITY IN MATTERS OF DISCIPLINE RESTS WITH THE PRINCIPAL.

Suspensions

A suspension is the temporary exclusion of a child from school. When a suspension is served, students will be given their assignments and full credit will be given for any work that is missed during the suspension. Any missed work is due the day the student returns to school from the suspension. Suspensions may be served in or out of school, as assigned by and at the discretion of the principal. If circumstances warrant, the principal has the authority to suspend a student immediately. Students who have been suspended may not participate in sports or any other after school/co-curricular activity until the suspension has been completed. In the event of a one-day suspension, students may not participate in that evening's sport event.

Expulsion

Expulsion is the permanent dismissal of a student from the school. Expulsion from school will be the decision of the principal in consultation with the pastor. An expelled student may not participate in or attend any school-related activity for the remainder of the school year.

1. A written report containing reasons and the background for the expulsion will be sent to the student's parents or legal guardians.
2. If the parents or guardians wish to appeal the decision, they must contact the principal in writing within ten (10) days of receiving notification of expulsion. The principal and pastor will arrange a hearing with a review committee.

Bullying Advisory

Christ Little Rock School takes seriously the responsibility to properly care for each child entrusted to us. We conscientiously seek to provide a safe and orderly school 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 when He said, *“Love the Lord your God with all your heart 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 our Lord's command is the commitment by the faculty and staff to model that same love Jesus has shown us and to take immediate action to stop bullying behaviors. Bullying is contrary to the behavior, values, and principles taught in Scripture. Such negative behavior is also disruptive to the learning process, not to mention the harm it causes to a child's sense of self-worth and well-being. Therefore, Christ Little Rock School will not tolerate bullying, and is committed to intervening when bullying occurs. Students may not engage in bullying behaviors while on the premises of Christ Little Rock School or while involved with any school-sponsored event or activity, regardless of location. Teachers and staff will actively and consistently teach and model positive behaviors, and will not tolerate aggressive or harassing behaviors. Students who bully others are subject to consequences, as outlined in our discipline policies.

Often subtle, the definition of bullying is when an individual or a group of people with more power, repeatedly and intentionally cause hurt or harm to another person or group of people who feel helpless to respond. Bullying can continue over time, is often hidden from adults, and will probably continue if no action is taken.

What bullying is not:

- single episodes of social rejection or dislike
- single episode acts of nastiness or spite
- random acts of aggression or intimidation
- mutual arguments, disagreements or fight.

These actions can cause great distress and will be handled according to our discipline policies. However, they do not fit the definition of bullying, and they're not examples of bullying unless someone is deliberately and repeatedly doing them.

Typically, bullying occurs at unstructured times such as lunch or recess. Bullying behavior may include but is not limited to physical, verbal, non-verbal, exclusion, emotional, or written attacks. Sending insulting and demeaning messages by e-mail or text or using the Internet as a means of harassing or victimizing is considered cyber bullying and is also subject to disciplinary action. Bullying occurs when a person is exposed repeatedly and over time to negative action of the part of one or more persons.

We acknowledge that sin is part of our human condition. One manifestation of sin is bullying behaviors. Because of the grace given to us in Christ Jesus, we embrace conflict resolution that emphasizes teaching children to accept responsibility for their actions and forgiving one another. *"If we confess our sins, He is faithful and just and will forgive us our sins and purify us from all unrighteousness." I John 1:9 "Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you." Colossians 3:13*

Cafeteria expectations

Students will use appropriate manners while using the cafeteria. This includes properly throwing away trash, placing silverware in correct area, cleaning up the floor and table area and wiping tables. Students shall not throw food or trash, engage in physical contact or ignore others around them. Students are not to leave the cafeteria without permission until formally dismissed at the end of the lunch period.

Personal Electronic Devices

Christ Little Rock School promotes the use of technology to enhance learning and instruction. Personal electronic devices (such as cell phones, Nooks, Kindles, iPods, iPads, etc.) may be brought to school and will be used **with teacher permission only**. Students in grades 7th and 8th will turn their phones in at the beginning of the day (or when they arrive at school). The phones will be locked in a classroom cabinet and distributed to students at the end of the day. At no time are they to interrupt learning or disturb the academic environment. Any personal electronic device that is being used without teacher permission, disturbing the classroom or being used in an inappropriate way will be confiscated, labeled, and given to the principal for safe keeping. If confiscated, a personal electronic device will be held in the principal's office until claimed by the student's parent or guardian. After 2 violations the device may be retained by the principal for a longer period of time.

Christ Little Rock School is not responsible for a personal electronic device that is brought to school or a school event. Anyone bringing a personal electronic device to school or to a school event does so at his/her own risk. Cameras may be used only with the permission and at the direction of a teacher or staff member.

All personal electronic devices (including smart watches) must be kept in a backpack or locker **unless otherwise instructed by a teacher**. Students are NOT allowed to use these devices during their time in morning care, from 7:30-7:50 am (unless given permission), recess, lunch and aftercare. Remember, electronic devices are not to be seen or heard during the school day!

Lockers and Personal Property

Lockers and desks are property of Christ Little Rock School. School personnel may perform inspections of lockers, desks and personal property (person, backpack, purse, jacket, etc) for any reason and at any time without notice, without student consent and without a search warrant.

School Hours

The school day at Christ Little Rock School begins at 8:00 a.m. and ends at 3:00 p.m. Special early dismissal dates are noted on the school calendar. Please call the school office or email the teacher directly to schedule a teacher conference. In consideration of teacher preparation for the day, parents should not stop in before school starts to meet with a teacher unless an appointment has been scheduled.

Please help us reinforce the importance of the school day by avoiding appointments during school hours. **Students miss valuable school time when checked out early or arriving late.**

Weather Emergencies

If Christ Little Rock should close due to inclement weather, school families will be informed by local television stations either the night before or early in the morning on the day of the closing. Other forms of communication include an email via RenWeb, text message and Facebook post.

If a weather emergency occurs during the school day, parents will be contacted by email, television stations, Facebook and text message. Please wait to hear from the school instead of calling as this creates a high volume of phone calls and takes us away from handling the weather situation at hand.

The safe arrival and departure of students and staff will, of course, be a major factor in determining our status.

Visitors

All visitors to the school must report to the school office before visiting any class or teacher in the building. A visitor badge must be worn while on campus. If a parent/guardian needs to contact his or her child, he/she must come to the school office first. Parents are not allowed on the playground without approval.

Returning after School Hours

Students and/or parents may not return to the classroom after 3:00 p.m. for any forgotten work or materials. The purpose is proper supervision, disruption of tutoring, disruption of parent-teacher conferences, and the opportunity to teach proper responsibility to the student.

Student Drop-Off and Pick-Up (K-8)

All K-8 students are to enter through the cafeteria by way of the gym parking lot (South lot). Please drop off students so that the passenger side of the car is next to the curb (your car will be facing Hughes St.). If parents need to walk inside with a child, please park in front of the gym away from the flow of drop-off and walk along the sidewalk to the cafeteria doors. Do NOT park in the middle of the parking lot, as we do not want children crossing in front of oncoming vehicles.

At 8:00 am, the cafeteria doors are locked. **After 8:00 am, parents must use the North parking lot (school office side) and walk in with students who are tardy.** Because there is no adult supervision after 8:00 am outside, we ask that parents walk in with students for safety reasons. Students will receive a tardy slip to take to class. (See more information under School Attendance on page 15.)

Students who need to enter the building prior to 7:50 a.m. must observe the following procedures:

- All students entering the campus between 7:00 a.m. and 7:30 a.m. are to enter through the cafeteria door and stay in the cafeteria. **Students are billed \$3.00 per morning during this period.** Students are not permitted to wait outside the building unsupervised during this period.
- Students in grades K-8 who arrive between 7:30 a.m. and 7:50 a.m. are to report to the cafeteria..
- Between 7:50 a.m. and 8:00 a.m., all students are to report to their classroom.
- **Please drive slowly and carefully as the safety of all children is important!**

The school office will open at 7:45 a.m. to accommodate students and parents with questions or other needs.

*Afternoon pick-up for preschool students and their K-8 siblings is in the North parking lot. Siblings of preschool 3 and 4 students will go to the preschool classrooms first. Then, when the family's vehicle is here, they will be walked to the parking lot.

Students should not be dropped off or picked up on Hughes Street or any other street surrounding the school. Only students who walk home will be permitted to leave the school grounds without an adult at the end of the school day. Students who walk must have a signed parental permission form on file in the school office.

In order for the pick-up of all other students to progress safely and quickly, please use the following procedure:

Drivers are to line up their cars and park in a counterclockwise direction around the parking lot. (Veer to your left as you enter and park behind the car in the shortest line.) Students will be dismissed to locate the car, and once students are on the parking lot, the drive will be blocked and cars will begin to wait along Hughes Street. Once students are safely in their cars, a signal will be given and the drivers will exit the parking lot in an orderly procedure. **Do NOT move your car until the exit process begins. *Cars will exit in two lanes, left lane turning left and right lane going straight or right.* After the lot is emptied, the lot will be opened for the waiting drivers and the process will repeat, until all children have been picked up. **Drivers should not block driveways or any side streets on Hughes. No one should walk up and remove his or her child from the lot to avoid entering the parking lots.** This behavior jeopardizes the safety of the child and puts the other drivers at risk. **Picking up children from Hughes St. is not permitted.** If plans have been made for a student to ride with someone other than the usual carpool or driver, the office should be notified prior to 2:00 p.m.

If a student must be picked up for an appointment prior to 3:00 p.m., the parent should park under the covered drive in the north parking lot. This location is better for exiting from the school office and avoiding the traffic congestion of the south parking lot. When a student is picked up early from school, parents are required to come in to the school office and sign out their child. Students will be called from class once the parent is in the office. Any time missed prior to 3:00 p.m. will count as a tardy (partial absence) unless accompanied by a doctor's note or if it is a family emergency. **Under no circumstances is a student to leave campus without permission from the administration. A student leaving school unexcused will be suspended.**

Students are to be picked up promptly at the end of the school day. Immediately following parking lot dismissal, students who are still waiting to be picked up will be placed in the after school program and will incur the established fee for after school care.

Students may not go to a "parent-designated" waiting place on the school or church campus. Children are required to go directly to the parking lot, after care or direct supervision of their parent.

Wireless Telephone Use (Arkansas Law 27-51-1609)

Using your cell phone is against state law while in a school zone with children present! This includes our drop-off and pick-up times. Please set an example for the children and follow the law.

Restrictions in school zones – a) Except as provided under subsection (b) of this section, ***a driver of a motor vehicle shall not use a handheld wireless telephone while operating a motor vehicle when passing a school building or school zone during school hours when children are present and outside the building;*** b) A driver of a motor vehicle who is passing a school building or school zone during school hours when children are present and outside the building may use a handheld wireless telephone while operating a motor vehicle for an emergency purpose. (Effective October 1, 2011)

Falcon Club (Extended Care)

Christ Little Rock School will provide supervised before and after school care of students enrolled in the school. There is an extra charge for use of this program. Sign up forms are available in the school office.

Before school care is provided from 7:00 - 7:30 am. Students are billed \$3.00 per morning during this period. After school care is provided from 3:00 - 6:00 pm at \$7.00 per hour. Any part of an hour will constitute the entire hour charge. Families may choose flat rate monthly billing for 3:00 – 6:00 pm care at \$120 per month. A late charge of \$1.00 for every minute will be imposed on students picked up after 6:00 pm.

Parents may bring their children to aftercare if they have a scheduled parent-teacher appointment after 3:00 pm. A fee will not be charged but advance notice is requested. Students must be supervised by Falcon Club staff unless under other approved supervision such as a coach or teacher.

Health and Safety

Accidents

In the event that a student requires medical attention other than normal first aid, the parent will be notified immediately. For this reason, emergency medical forms in the office should be kept up to date at all times. In the event that the school is unable to reach a parent or emergency contact and immediate medical attention is necessary, the school will transport the child (by ambulance, if necessary) to the hospital emergency room.

Immunization Records/Birth Certificate

All students must have on file in the school office satisfactory evidence of having received all immunizations and a copy of the birth certificate. This information must be received prior to the beginning of school, or the student will not be permitted to attend school.

Medicines

All medicines must be dispensed from the school office. If it is necessary for a student to take medicine (prescription or specific over-the-counter) at specified times during the school day, a Parental Request for Medication Form must be completed. In such cases, the medicine should be brought to the school office by the parent in its original container, (prescriptions in a prescription bottle) plainly marked with the child's name and clear dosage instructions. Do not give medicine to the students to keep in their backpack – please give medicines directly to the school office.

Returning to School after Illness

For the safety and well-being of our school community, standards for the return of students who have been ill are listed below:

Vomiting: Students may not return to school until the vomiting has completely ceased for 24 hours.

Fever (100 degrees or higher): Students may not return to school until clear of fever for 24 hours.

Lice: Students must be nit free for 24 hours

Hot Lunch Program/Snack Time

A hot lunch program is available to all students. The monthly menu contains the meal selections offered for the month and can be found on the website.

Parents will order lunches for two weeks at a time via RenWeb.

Students are not allowed to bring anything to school in a glass container. Parents need to share food allergy information with the classroom teacher and office. Special arrangements will be made to keep students safe. Caffeine and drinks high in sugar are not allowed at lunch or snack time.

A daily snack time is provided for students. Students are encouraged to bring healthy foods, such as fruit, vegetables or food high in protein.

School Attendance

Regular, punctual school attendance is important for academic success. Parents are expected to have their children in attendance whenever school is in session. If a student misses more than 15 days of school, a meeting will be held with the family and principal.

Attendance at all class and school presentations (i.e. concerts, Christmas Program, etc.) is expected for all students involved. Other outside activities should not take precedence over school programs.

Absences

For the safety and concern of our students, parents must call the office by 9:00 a.m. when their children are absent.

A note explaining the absence will be required upon the child's return to school. Absences are excused only when a student is ill, has a medical or dental appointment, a family emergency such as death, serious illness, extenuating circumstances, or when a student is on official school business. All other absences are considered unexcused. This includes absences due to family vacations.

Whether excused or unexcused, all absences are recorded on the permanent record. The difference is in time allowed to make up work.

Students with an **excused absence** are permitted to make up work missed within **two days** for every day of absence. (Example: A student who is ill two days has four days in which to make up his work.)

Vacations/Extended Absences: Because we value your child's learning, extended family vacations while school is in session are strongly discouraged. It is recommended to complete all work due to a vacation BEFORE leaving on vacation. Please give one week written notice (prior to when you leave) to teachers that work is needed. If work is not done before an extended absence, students are still held accountable for the missed work as well as current work. Teachers will work with students on a schedule for turning in work.

All other unexcused absences: Work missed due to other **unexcused absences** must be completed and turned in within **one day** for every day missed.

Tardiness

A student is expected to be seated in his or her classroom at 8:00 am. Students arriving after 8:00 am are required to walk in WITH a PARENT and sign in at the school office to receive a pass before entering the classroom. Students need time to unpack their backpack and settle into the classroom before the bell rings at 8:00 am. ***For your child's benefit, please get them to school on time.***

All tardies are recorded in the office. **Only tardies for dental or doctor appointments with written verification are excused.** After the third unexcused tardy in a quarter, the student is billed a \$2.00 fine for each successive unexcused tardy during the quarter. Children with fifteen tardies during the school year are reported to the principal. Leaving early is also recorded as a tardy.

Tardy	Arrival after 8:00 a.m. and before 9:30 a.m. or leaving after 1:30 p.m.
½ day absence	Arrival after 9:30 a.m. or leaving before 1:30 p.m.

Church Home

We believe in the power of worship as we seek to grow in a relationship with Jesus. If your family does not have a church home, please feel free to worship here at Christ Little Rock. Classic worship is at 8:00 a.m., modern worship at 10:30 a.m. and Sunday School for children and adults is between services at 9:20 a.m. Our 10:30 am service has The Adventure, a time when children participate in hands-on, age-appropriate learning on the same topic as the adults are learning in pastor's message.

Chapel Services

Christ Little Rock School has the privilege and blessing to worship together every Wednesday at 8:15 a.m. as an entire school family. Classes take turns in giving the message for these services. Teachers, pastors and others also share in giving the message to our students. Parents are always welcome to worship with our school family! We have coffee and goodies before and after chapel so you can get to know others.

During chapel, students are given the opportunity to contribute donations to various missions and service groups throughout the world. The teaching staff chooses the recipients of these chapel offerings and will announce so parents and students are aware. In the past, offerings have been given to local, national, and international missions.

Dress Code for K-8

The Dress Code of Christ Little Rock School emphasizes modesty, neatness, and cleanliness.

For both boys and girls:

- Only natural colored hair is allowed – **no hair dyes of unnatural hair colors.**
- Hairstyle should be kept minimal and not be a distraction.
- Hair needs to be kept out of the eyes (**short around face for boys;** girls may wear hair clips).
- Facial piercings and tattoos are not permitted.
- Students must dress in conformance with one's biological sex.
- Clothes and shoes must be free of rips or tears.

Boys:

- Hair should not exceed collar length and be kept short around the face.
- Boys shall be clean-shaven; facial hair and make-up is not permitted.

Girls:

- Make-up should be kept minimal and not be a distraction.

Jesus declared in John 14:19, “Because I live, you will live also.” Because we rejoice in our promise of eternal life, emblems such as skulls or any other depiction of doom, death, or Goth-like traits are prohibited.

All final decisions are at the sole discretion of the administration of Christ Little Rock School.

Shirts:

- Christ Little Rock School logo polo shirts – **MUST BE TUCKED IN** (purchased through The Toggery in-store or online www.toggerykids.com)
- *Wednesdays:* students may wear the CURRENT year CLRS theme shirt (available for purchase in school office) – may be worn untucked
- *Fridays:* students may wear a CLRS Spirit shirt (available for purchase in school office) or other CLRS/Christ Little Rock event shirt – may be worn untucked
- **WHITE (only) turtleneck or crewneck shirts** (long or short sleeved) may be worn under polo or other shirts
- 8th grade class shirts may be worn by 8th graders on Thursdays - may be worn untucked

Sweaters and Sweatshirts:

- Worn over a dress-code approved polo shirt or spirit shirt
- Christ Little Rock hoodies or sweatshirts may be worn – OR the following:
 - Black, navy, gray or white solid color sweatshirts with no hoods, zippers or logos
 - Black, navy, gray or white solid color sweaters button up or pull over with no hoods, zippers or logos

Jackets and Coats:

- CLRS jackets (zipper or hoodies) may be worn in the classroom **with no rips or tears**
- All other jackets and coats may be worn to school but left in locker or on coat hook in classroom

Pants, shorts, skirts, skorts, split skirts, pleated skirts, jumpers:

- Navy or khaki twill dress-style clothing items worn at waist level
- **No denim, knit, spandex, corduroy, slits, cargo style, etc**
- Christ Little Rock School logo polo shirts or **white Peter Pan collar shirts** must be worn under jumpers
- No more than 4" above the top of the knee
- Dress belts must be worn when clothing items have belt loops (*please do not remove belt loops*)

Socks and Shoes:

- Socks must be worn with all footwear and be visible
- **All socks, leggings and tights must be solid navy, gray or white (no stripes or other patterns)**
- **Athletic shoes only** – closed toe and heel with sturdy sole protection (no foot gloves, Toms, boots, flats, Sperrys, etc.) This is for your child's protection!

Dollar Day Guidelines: The last Friday of every month that school is in session is called a Dollar Day. Students who participate pay \$1.00 for the privilege of wearing appropriate clothing that is neat, clean, and modest with the following guidelines: 1. Athletic shoes as worn with regular dress code, 2. Dresses, shorts, skirts, and skorts need to follow standards of length for the school Dress Code, 3. No spaghetti straps or tank tops, 4. The writing, emblems, logos, and depictions on a shirt must align with our Christian learning environment, 5. Leggings may only be worn under clothing

no more than 4" above the knee. (**Cannot wear leggings as pants.**) If a student is not wearing appropriate Dollar Day clothing, parents will be notified to bring proper clothing. Participation in Dollar Day is a privilege. Funds collected on Dollar Days will be used to support various groups and organizations both within and outside of CLRS.

PALS and School Volunteers

All parents and guardians are automatically members of PALS, the *Patrons' Association of the Lutheran School*. Families are strongly encouraged to attend the PALS meetings, support the projects adopted by the membership, and, if willing, serve in various leadership capacities in the organization. PALS is an important organization that supports the school through fundraising efforts, teacher appreciation, and student activities, such as classroom parties.

Christ Little Rock School is constantly in need of volunteers to aid and assist the faculty and staff in providing outstanding educational experiences. There are many and varied volunteer opportunities! Everyone is invited to volunteer – we appreciate your time and thank you in advance for helping CLRS be the best for our families and community!

Academics

Curriculum

Our goal is to instill in students a love of learning accompanied by the inner reward of mastering new materials and meeting new challenges. Grades are simply one measure of a student's progress and performance. We recognize that placing too much emphasis on grades may discourage a student from consistently putting forth his or her best effort, and we strive to balance the use of grades and other measures of academic progress.

Students at Christ Little Rock School receive a quality education from trained and certified Christian teachers. The following subject areas are taught at CLRS:

Elementary Religion, Math, Reading, Grammar, Spelling, Writing, Handwriting, Social Studies, Arkansas History, Science/Health, Art, Music, Physical Education, Technology

Middle School Religion, Math, Pre-Algebra, Algebra, Science, Grammar, Writing, Literature, American History, World History, World Geography, Art, Health/Physical Education, Technology, Music, Spanish

The religion curriculum taught at Christ Little Rock School is based on Scripture. We believe Scripture to be the inspired, inerrant Word of God and all our teachings are based on the Bible as our source. Students are expected to fulfill all religion course requirements regardless of their church

affiliation. If parents have questions at any time about the religion curriculum (or any other subject area), please feel free to contact the principal.

In addition to the subjects listed above, students are offered a variety of extracurricular activities.

The school owns all textbooks. In the event that a text is lost or damaged by a student, he or she will be required to pay for repair or replacement of the text.

Physical Education

Attendance and participation in physical education programs are required of every student attending Christ Little Rock School. Students with health problems severe enough to exclude them from physical education classes must have a doctor's written excuse on file in the school office.

Parents who desire to excuse their children from P.E. for one or two days are required to send a written note to the physical education instructor. The note should be dated and indicate the period of time during which the student should not participate. Any child who does not have a note, and does not participate, will be graded accordingly.

6th-8th grade students are required to wear P.E. uniforms purchased through the school. The P.E. uniform consists of a pair of Christ Little Rock shorts and a Christ Little Rock School t-shirt.

Gifted and Talented Education – G.A.T.E. Program

At Christ Little Rock School, we believe that every student has the right to optimal development. Each person is unique; therefore we are committed to an educational program that recognizes the special value and needs of the individual student. Providing programs and materials for gifted students who perform at or show the potential for performing at a high level of accomplishment is an integral part of this commitment. In grades 4th-8th, students in the gifted and talented program will develop critical thinking skills in order to solve problems logically, develop research skills, and demonstrate the ability to use creative problem solving strategies. Student's selection will be based on classroom grades, standardized testing scores and teacher recommendation.

Special Education – Reach Out Program

At Christ Little Rock School, we believe all children are created by our loving God, and that all students can learn. Our Reach Out program is currently assisting students with diagnosed learning disabilities in grades fourth through eighth. Grade levels served varies from year to year, depending on the needs of the student population. Small group and individualized instruction are provided.

Students are taught daily in the Reach Out classroom on their instructional level in the areas of Reading, Spelling, and Math. Other subjects are added to the schedule when the need is present. Learning Strategies is an additional Reach Out class in which students learn study skills, organizational skills, and homework completion strategies. Modified test-taking opportunities are also provided in Learning Strategies. Reach Out students are mainstreamed with their classroom for most of the school day. Loving teachers work together to provide the best individualized educational opportunities.

A formal battery of educational testing by a qualified professional is required prior to the placement conference. During the placement conference consisting of our principal, the Reach Out teacher, parents, and classroom teachers, formal educational testing is reviewed and discussed. If services are necessary, an Individual Education Plan (IEP) is written and signed by the attendees, to guarantee appropriate placement and assistance. There is a separate tuition for Reach Out services, and those arrangements are made through the office.

Homework

As students progress through the grades, additional homework and test preparation requiring time and effort outside of school hours should be expected. In an effort to foster independence and responsibility in students, Christ Little Rock School provides assignment planners to students in grades 4-8. Students are encouraged to daily record upcoming projects, tests, and assignments to stay organized. Any parent concerns regarding homework should be first directed to the classroom teacher. Parents of students in grades 4-8 can see weekly assignments posted on RenWeb to help keep track of homework assignments and upcoming tests.

Christ Little Rock School students act within the honor system in regards to their work. The honor code for students states: *"I agree to take responsibility for doing my school work honestly, alone or cooperatively, with help approved by my teacher. I will only submit work that is 100% of my own thinking and creativity."*

Report Cards

In each grade, quarterly report cards are issued to parents/guardians indicating how well their children are progressing in both their academic and social growth at Christ Little Rock School. If requested by the teachers, these report cards are to be signed by a parent/guardian and returned to school.

In grades 4-8, grades are posted regularly via RenWeb and parents are encouraged to regularly check-in on students' progress.

Honor Roll for grades 4-8 is based on GPA where A = 4, B = 3, C = 2, D = 1, F = 0:

High Honor Roll = 3.75-4.0 (and all M in subject areas)

Honor Roll = 3.5-3.74 (and all M in subject areas)

Christ Little Rock School grading scale:

A 90-100

B 80-89

C 70-79

D 60-69

F below 60

I Incomplete (excessive missing work or absence at time of quarter grade calculation; work may be submitted to adjust grade)

Conduct scale:

Meets Expectations (M)

- Positive role model and leader
- Participates in a meaningful way
- Behavior meets our high expectations
- Respects others and self
- Demonstrates honesty and integrity

Exceeds Expectations (E)

- Positive role model and leader
- Participates in a meaningful way
- Behavior is exemplary
- Respects others and self
- Demonstrates honesty and integrity

Meets Expectations (M)

- Respectful and cooperative
- Prepared and “on task” in class
- Meets behavioral expectations

Needs Improvement (N)

- Lacks cooperative attitude
- Displays poor decision-making choices
- Distracts others

Unsatisfactory (U)

- Disrespectful
- Uncooperative
- Not engaged in the learning process
- Distracts the learning of others

Parent/Teacher Conferences

Parent/teacher conferences are held following the first quarter for all parents, with consultations always welcome at any time during the year. If a parent should desire to speak with a child's teacher, he or she is welcome to make an appointment with the teacher.

Since the teacher in the classroom is the primary person involved in the educational process, any questions or concerns regarding classroom activities or procedures should first be directed to the teacher. The principal will be involved only after contact has proven unsuccessful. Please allow teachers 24 hours to respond to email or phone calls. From 7:30 to 3:30p, teachers are actively teaching and may not be able to check/respond to emails and calls.

Promotion and Graduation

Promotion to the next grade level is based on student growth in academic, social, emotional, and physical developmental areas.

- Promotion is based on an annual passing grade average of 60% in each of the following classes: Math, Language Arts, Social Studies, and Science.
- Graduation is based on promotion.
- Failure to be promoted can be made up by attending approved summer classes. Records of the summer coursework must be submitted to the principal.

Driver's License Form

We kindly ask students desiring completion of a Driver's License Form to give 24 hours notice. Forms are available in the school office.

Transcript or Records Request

Two (2) to three (3) business days are required to process a transfer of records request or copy of records request. In order for records to be released, all financial obligations must be met.

School Announcements

Anyone wishing to send home printed information with students must first receive approval from the principal.

Growth Testing

Students will participate in MAP (Measures of Academic Progress) Testing three times throughout the school year. Individual student growth will be monitored and shared with families for the purpose of increasing individual student learning. Dates will be communicated in advance so absences can be avoided and students can be alert and ready to test.

Plagiarism

At Christ Little Rock School, we emphasize quality of work product as well as an honest, ethical approach to decision-making and use of information. Students are required to work independently using their own thoughts and drawing conclusions from their reading. On occasion, when writing a paper and a source is quoted, students are required to properly cite the reference, including information drawn from the Internet. To do otherwise is unacceptable and dishonest. Teachers will make students aware of the proper format for citing a reference. Should a student engage in plagiarism, appropriate consequences will be administered, agreed upon by the teacher and principal after conferencing with the student.

RenWeb

Teachers in grades 4-8 use www.renweb.com to communicate grades and assignments/projects. The school directory and other information can be found through RenWeb for all grade levels. Sign up information is available through the school office. Please contact the school office with any questions on using or accessing RenWeb.

Extracurricular Activities

Eligibility

Since the primary goal for all students at Christ Little Rock School is to achieve excellence in academics, participation in extracurricular activities such as athletics, choir, chapel band and special clubs is permitted when satisfactory work is accomplished in school subject areas.

- Conduct that meets our expectations (M) is required for participation.
- At quarterly grading periods, the grades of all students participating in extracurricular activities are reviewed. Any student who does not maintain an overall C average or has earned an F in any subject is ineligible until halfway through the quarter if grades have improved to eligibility status.
- If a student is absent from school he/she will not be allowed to participate in evening events.

Parents are informed when children become ineligible. Any exceptions to the guidelines are at the discretion of the athletic director, principal and activity director.

Athletics

Christ Little Rock School participates in sports with the Parochial League. Students in good academic and conduct standing may participate in interscholastic sports provided there is an adequate number of participants to create the team.

<u>SPORT</u>	<u>GRADE</u>	<u>SEASON</u>
Cross Country (Boys & Girls)	4-8	Fall
Volleyball (Girls)	5-8	Fall
Basketball (Boys & Girls)	5-8	Winter
Cheerleading (Girls)	4-8	Winter
Golf (Boys & Girls)	5-8	Spring
Track (Boys & Girls)	5-8	Spring

Please see the Athletic Handbook for more information.