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**PARENT AND STUDENT HANDBOOK**  
**KINDERGARTEN – 8<sup>TH</sup> GRADE**

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**2020 – 2021**



CHRIST THE LORD LUTHERAN SCHOOL  
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# Christ the Lord Lutheran School Parent & Student Handbook

## I PURPOSE FOR CHRIST THE LORD LUTHERAN SCHOOL

### Mission Statement

Christ the Lord Lutheran School is a preschool through eighth grade school, which provides a Christ-centered, Bible based education where children of our congregation and community have the opportunity to grow spiritually, intellectually, emotionally, socially, and physically.

In fulfillment of the mission, Christ the Lord Lutheran School will continue by God's grace to:

- Develop the spiritual gifts of the children and prepare them for a life of Christian service to this congregation, the church at large, and the community.
- Seek to carry out Christ's great commission of sharing the gospel with students and families in the community who do not know Jesus.
- Provide a Christian environment where children can develop their God-given talents through a comprehensive and stimulating academic curriculum and co-curricular activities.
- Develop and nurture a child-home-school partnership to assist the parents in their responsibility to "bring them (their children) up in the training and instruction of the Lord." Ephesians 6:4.
- Establish a distinctive identity in our community as a Christian school of excellence.
- Foster a deeper commitment to Christian education among member families.
- Expand in educational program and in full utilization of our physical plant.
- Assimilate families into the church and school through worship, Bible education classes, volunteer opportunities, parenting classes, fellowship opportunities, and mentoring.
- Continue to transition eighth grade students into the teen Bible study, youth group, and other service activities after their confirmation.
- Continue to encourage LES students to actively participate in Sunday school and corporate worship.
- Continue to encourage the evangelism committee to inform evangelism prospects of the availability of Christian education.
- Inform members with school age children through personal and regular contact about Christ the Lord Lutheran School and invite them to enroll their children.
- Encourage eighth grade students to attend Wisconsin Lutheran High School or Luther Preparatory School and investigate ways to assist families in funding.
- Support faculty members in professional development, continuing education, and the classroom.

### Vision Statement

In addition, as we look forward to the next 5 years, we seek to:

- I. Be Effective in Community Outreach and Awareness
- II. Enhance Communication Through Electronic/Social Media
- III. Offer Formal Remedial/Special Education
- IV. Provide K8 Foreign Language Instruction
- V. Utilize Instructional Assessment to Improve Student Learning
- VI. Leverage the Pre-School for School and Congregational Recruitment
- VII. Promote Christian Education Maximizing the Facilities for Quality Education and Financial Stability

## An Education That Continues

*Who Am I? What is the Real Purpose of Life?*

"The fear of the Lord is the beginning of wisdom." (Ps. 111:10) The psalmist here tells us where the pursuit of knowledge starts. A good education consists of learning well the answers to these basic questions of life, "Who am I?" and "What is the real purpose of life?" Lutheran schools are committed to teaching these basics and are administered by dedicated, professional Christian teachers. An hour or two a week is too short a time to impress children sufficiently with knowledge and understanding of God's purpose for them. Because the world is what it is today, our children need to start and continue their education with God. Lutheran schools are ideally suited from the standpoint of time and talent to provide the needed religious ingredients for a complete educational program.

### Accreditation

In 2014 Christ the Lord Lutheran School received exemplary accreditation status through the Wisconsin Evangelical Lutheran Synod School Accreditation (WELSSA) process. WELSSA is sanctioned by the National Council for private School Accreditation. This 5 year accreditation a culmination of an extensive self-study validates to our parents, congregation, and community that Christ the Lord is fulfilling its commitment to provide a quality Christian education to the students it serves.

## II BOARD OF EDUCATION CHAIRMAN AND FACULTY

Board of Education	Telephone	Email
Mr. Mike Kellen/Chair	715-797-4600	<a href="mailto:michael.kellen@lpl.com">michael.kellen@lpl.com</a>

Faculty	Telephone	Email	Grades
Mrs. Kimmi Gerlach	414-418-1037	<a href="mailto:kgerlach@ChristTheLordBrookfield.org">kgerlach@ChristTheLordBrookfield.org</a>	Preschool
Mrs. Julia Hatzung	414-687-9451	<a href="mailto:jhatzung@ChristTheLordBrookfield.org">jhatzung@ChristTheLordBrookfield.org</a>	Kindergarten
Miss Faith Scheer	262-705-8721	<a href="mailto:fscheer@ChristTheLordBrookfield.org">fscheer@ChristTheLordBrookfield.org</a>	Gr 1, Girls' Athletics
Mrs. Christy Janke	715-505-7361	<a href="mailto:cjanke@ChristTheLordBrookfield.org">cjanke@ChristTheLordBrookfield.org</a>	Gr 2
Miss Elizabeth Mantz	262-483-8165	<a href="mailto:emantz@ChristTheLordBrookfield.org">emantz@ChristTheLordBrookfield.org</a>	Gr 3&4
Mr. John Kaesmeyer	262 825 2914	<a href="mailto:jkaesmeyer@ChristTheLordBrookfield.org">jkaesmeyer@ChristTheLordBrookfield.org</a>	Gr 5&6, Athletic Director, Boys' Athletics
Mr. Ben Schramm	507-469-8288	<a href="mailto:bschramm@ChristTheLordBrookfield.org">bschramm@ChristTheLordBrookfield.org</a>	Principal, Gr 7&8
Rev. David Kolander	262-782-3040	<a href="mailto:dkolander@ChristTheLordBrookfield.org">dkolander@ChristTheLordBrookfield.org</a>	President, Southeastern Wisconsin District WELS
Rev. Philip Casmer	262-389-2005	<a href="mailto:pcasmer@ChristTheLordBrookfield.org">pcasmer@ChristTheLordBrookfield.org</a>	Gr 7&8, Catechism
Rev. Jason Free	262-202-1414	<a href="mailto:jfree@ChristTheLordBrookfield.org">jfree@ChristTheLordBrookfield.org</a>	Gr 7&8, Catechism
Mrs. Lisa Uttech	920-629-0432	<a href="mailto:luttech@ChristTheLordBrookfield.org">luttech@ChristTheLordBrookfield.org</a>	Director of Parish Music, Gr 1-8 Music
Mrs. Jackie Gerlach	414-698-8160	<a href="mailto:jgerlach@ChristTheLordBrookfield.org">jgerlach@ChristTheLordBrookfield.org</a>	Gr 7&8, Support and Enrichment

Part-Time Faculty	Telephone	Email	Grades
Mrs. Kristi Frisque	414-543-4459	<a href="mailto:kfrisque@ChristTheLordBrookfield.org">kfrisque@ChristTheLordBrookfield.org</a>	K3&K4 Aide, Math (Algebra, Geometry), Art Gr 3-8
Mrs. Amanda Kellen	414-467-8859	<a href="mailto:akellen@ChristTheLordBrookfield.org">akellen@ChristTheLordBrookfield.org</a>	K Aide, Gr 3 Math

### Administration Office

Miss Nancy Scherz	262-212-2258	<a href="mailto:schooloffice@ChristTheLordBrookfield.org">schooloffice@ChristTheLordBrookfield.org</a>	Office Manager, Secretary, Child Care
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### Child Care Providers

Miss Mary Marquardt	262-417-8405		Child Care Provider (3:20-5:30 p.m.)
Mrs. Monica Maurer	920-248-1320		Child Care Provider (11:30 a.m.–3:20 p.m.)



### III PARENT/SCHOOL

#### I Am a Child of God; I want to be what God wants me to be!

The child is a dynamic being who is self-directed or directed by others toward a wide range of goals. A child's interests and capabilities are tremendous. To make the most of his capabilities, he needs love and guidance. Most of all, he needs to know and believe that God loves him and that God's love is reflected in his life and relationships.

Any school can serve the child's needs to a point. It can and does emphasize the need for self-realization, human relationships, economic efficiency, and civic and social duties. But it cannot help the child see these worthwhile objectives in divine perspective or help the child in the vital area of Christian growth and development.

Christ the Lord Lutheran School can do things that other schools cannot. The whole curriculum is taught in harmony with Scripture. In biology, the child in the Lutheran school learns to appreciate God's intricate, creative handiwork; in astronomy, he learns to see God's awesome power over the vast universe; in history, he sees the powerful, guiding arm of a supreme and ruling God. The student learns to find comfort and purpose in the love of God.

#### Home and School Cooperation

*Your Word is everlasting truth; How pure is ev'ry page!  
That holy Book will guide our youth And well support our age.  
(Christian Worship 509, Stanza 5)*

The hymnist in this stanza points out how church, home and school, together and separately, use God's Word for the same purpose. Parents dare not give up this responsibility. Parents, teachers, and pastors devote themselves to the important work of preparing our children to meet their Lord.

#### Dress Code Update

Since many of today's styles are in questionable taste, especially for the Christian, we ask that parents exercise good judgment in choosing modest, neat clothing for their children. The children's appearance should reflect that they are children of God. A well-dressed student often performs at a higher level. A student's dress and appearance should not be attention-seeking or distracting. Clothing should be clean and in good repair. No dress code will please everyone, but our staff's past experiences confirm the need for a dress code. Teachers will always have the final say in inappropriate attire.

The following statements serve as our dress code.

1. Dress appropriately for the weather. Jackets are required in the winter months. Boots, snow pants, and other warm clothing are necessary for outdoor play in the snow. **Students may wear shorts at the start of the school through September.** Shorts can be worn **again May 1 until the end of the school year.** No shorts are allowed between October 1 and April 30. Girls may wear capris during the months of September and October, and April through June.
2. Shorts, dresses, and skirt lengths should be mid-thigh or longer in length at both the front and back hems so as to accommodate walking, sitting comfortably, bending, and kneeling. Athletic running shorts may be worn if they meet the length requirement. **Short shorts, cut-offs, spandex, or tight-fitting shorts will not be permitted.** Students in 3rd - 8th grades may wear leggings, jeggings, tights, or other form-fitting pants as long as the shirts, tunics, skirts, or dresses over them meet the length requirement listed in #2.
3. Pants: Students may not wear chains that are attached to pants. Pants or shorts with writing on the hind-end are not permitted. Low-rise pants are permitted only if the shirt covers all of the back, even when sitting. No tattered, frayed, or ripped pants are allowed.

4. Tops: **Any top that exposes a bare midriff or undergarments will not be permitted.** Tops should cover the waistband of the pants or skirt. In typical classroom and outside activities, the midriff must remain covered. Other styles not permitted are tight, low-cut (front and/or back), halter, or strapless tops. Girls may wear tank tops with **straps that are 2" or wider.** If the shirt (or dress) has narrower straps, such as spaghetti straps, then another shirt or sweater must be worn over it at all times. **Boys may wear sleeveless shirts only if the straps are wide and the shirt is not loose fitting under the arm-pits.** Otherwise, a boy must wear another shirt over or underneath it. No sleeveless shirts made from cut-off shirts are allowed.
5. Footwear: "Flip-flops" or beach sandals are not to be worn. Other shoes without backs or straps present a danger to the children and will not be permitted unless a change of footwear for recess is provided. Shoes that transform into roller skates will not be allowed at any time. Athletic shoes are the best for recess time indoors and out. Footwear must be worn at all times. No slippers are allowed.
6. Students should have moderate hair styles. Except for "Crazy Hair Day," hair must not be dyed to unnatural shades. (i.e. pink, purple) Extreme hair-cuts (ex: Mo-hawks) should be avoided.
7. **Loungewear (yoga pants, pajama pants, or scrubs), costume clothing, and headgear (worn in the classroom) are not permitted unless it is part of a CTL authorized dress-up day.**
8. No clothing is allowed that advertises any form of drugs, alcohol, tobacco, or music groups, except for Christian groups. Clothing that contains derogatory statements or with attitudes and action in conflict with our teachings will not be allowed.
9. Piercings are limited to earrings only. Tattoos, temporary or permanent, are generally not permitted in school. However, we recognize that sometimes a child may have a temporary tattoo from a kid-sponsored event that the family attended, or that may be part of a school-sponsored event, or a reward by a teacher. No tattoos will be allowed on the face or neck region. The staff has the discretion to have a student remove or cover a tattoo if it is distracting or inappropriate for school.

All the above-mentioned will be in place during the normal school day and school events.

If any inappropriate attire is worn to school, the parents will be contacted to bring in other clothing for the student to change into before returning to class. The school will provide the student clothing if the parent is unable to bring clothing in a timely manner. Further violations may require follow up meetings and/or consequences to resolve the dress code violations.

The school reserves the right to determine the appropriateness of a student's dress or appearance. If during the course of a school year a new clothing style or trend emerges that is determined by the school administration to be inappropriate and not in support of the mission and outcomes of the school, the administration will prohibit such inappropriate clothing from being worn during the school day or at school activities.

### **Family Worship**

"Teach them (God's Commandments) to your children, talking about them when you sit at home and when you get up." (Deut. 11:19 NIV) In accord with this command, the Christian family will want to worship together regularly. Both parents and children will learn to love and respect God's Word.

### **Parent-Teacher Nights**

During the school year we will have several parent-teacher nights. Topics of importance in various areas of Christian education will be presented. These meetings provide you with a valuable opportunity to learn more about your child and your school. Much effort is put into making these meetings worthwhile. Please attend! The evenings will close with a social time. This group also helps assist in various school activities throughout the year.

### **Enrollment/Orientation**

Enrollment/Orientation takes place before every school year. Enrollment can be completed online, reducing the time that it takes to gather information at orientation. Orientation is held in mid-August.

### **Payment of Fees**

The classroom fee (which covers textbooks, field trips, and sports) is paid at Orientation. The fee covers the whole year's activities. Unpaid balances will be billed monthly or quarterly. **All fees must be paid by the end of the school year.** The Board of Education will review and determine action on delinquent accounts.

### **School Tuition Policy**

All the members of the congregation assume the cost of maintaining Christ the Lord Lutheran School. Their weekly offering contributions support the school, the church, outreach mission, as well as other outside agencies of our congregation. Church members pay only the annual school fees based on actual cost of texts, materials, and activities. Non-members, who don't support the entire mission of the congregation, pay the tuition. Members should remember the impact of the school's operation on the overall mission of the congregation and make every effort to cover the cost of the Lutheran Elementary School, or other mission opportunities for the congregation may be deleted or under-funded. The school fees plus the following tuition is expected of each non-member's child in attendance. The Board of Education and parents must agree upon the payment of the tuition before the child is enrolled.

### **Non-Discriminatory Policy**

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

### **Acceptance Policy**

#### Children of Christ the Lord members:

The children of Christ the Lord Evangelical Lutheran Church members will be accepted subject to the approval of the Board of Education. The costs of these students will be borne by their parents and members of the congregation through their regular church contributions.

#### Children of Christ the Lord non-members:

Additional students may be accepted in the following priority:

1. The children of members of other WELS congregations
2. The children of mission prospects
3. The children of non-WELS Christians

The children will be accepted only if in the judgment of the Board of Education the child will not create an overloaded classroom situation. The student's status will be reviewed annually. The tuition and fees for the school year will be reevaluated annually by the Board of Education.

### **Parent Bible Information Course**

It is important for you to know what your child will be taught religiously. Your child will be taught the doctrines of Holy Scripture as confessed and practiced by the Wisconsin Evangelical Lutheran Synod (WELS). Opportunities to attend an informational class will be offered to parents for the purpose of informing them of our church's teachings.

### **Legal Rights Policy**

The legal rights of parents, teachers, and students, as defined by local, state, and federal laws and ordinances are protected.

## **Privacy of Student Records Policy**

Christ the Lord Lutheran School protects the privacy of student education records by following the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA): (20 U.S.C. § 1232g; 34 CFR Part 99)

Explanation of parent and student rights as specified by FERPA is below:

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record.

However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Contents of the student education record includes the following:

- Report cards or progress reports
- Assessments
- Immunization records
- Standardized test scores
- Attendance records
- Other pertinent student information

## **Parents Prayer**

Almighty and merciful God, our gracious Father in heaven, with all our hearts we thank you for the precious children which you have entrusted to our care. We thank you also for our Christian school, where parents and teachers work together to prepare these children for life on earth and life in heaven. Let your Holy Spirit dwell among us, that your will may be done. Grant us the earnest desire to work together with the teachers, principal, and pastor to make our school an even better means of strengthening our children in faith and life. Lord God, we fully realize that the task of raising children is more than we can handle. Without your blessing, we will certainly fail. Therefore, grant us that blessing now and all through the coming weeks and years, that we and our children may praise your holy name together in heaven. In Jesus' name we ask it. Amen.

## IV CHILD/SCHOOL

### Communication

The teachers will communicate with the parents in the following ways:

- **Emails:** The newsletter will be sent out as an Email to all families. Additional information that is urgent or could not be included in the school newsletter will also be sent out electronically. Teachers will also use Emails for classroom news. If you are not receiving informational Emails, please provide an up-to-date Email address to the school office.
- **Home Folder:** The student's work (tests, daily work, notebooks) will be sent home weekly to keep at home. Please review the work, sign the enclosed comment form, add additional remarks on the comment form, and **return** the folder to school.
- **Assignment Book:** On a daily basis the student assignment book for 3<sup>rd</sup> through 8<sup>th</sup> graders will be sent home for parental inspection and signature, along with any homework. Parents should confirm that the child's homework is complete before signing the assignment book.
- **Parent Contact:** The teacher or the student will call the parent if a child will be staying after school for a discipline reason. The teacher may call from time to time to share pupil progress and achievements. Please feel free to call the teacher with your concerns. We welcome your communication.

### Guidance Program and Report Cards

It is the endeavor of each teacher to understand and help each child as an individual. *Terra Nova* achievement testing is administered in the fall to the 3<sup>rd</sup>-8<sup>th</sup> grade students, and diagnostic tests are administered as needed to help us achieve this goal. While such testing is not a perfect measurement, it does assist the teacher in giving direction and help to each child.

Report cards are issued quarterly (note the dates on the yearly planner). These reports are an indication of each child's accomplishments in his schoolwork. It should be remembered that the report is an individual report, and it would be an injustice to your child to compare grades and work with that of his classmates or other members of the family.

The Lord does not expect all children to be "A" students because he has given them all different abilities. From those to whom he has given much, he expects much. From those to whom he has given average or below average ability, he expects less. From all, he expects work to be the best according to the individual's talents.

Please examine the report card carefully, sign the envelope, and return the envelope to school promptly. You may keep the report card because we have a copy on file at school. If there are any questions concerning your child's progress in school, feel free to discuss them with your child's teacher. Remember, it is better to encourage a child than to threaten him about his grades.

A parent-teacher consultation will be held in the fall. This day is set aside on the school calendar so that parents and teachers may have an opportunity to discuss pupil progress in school. These twenty-minute consultations will be scheduled at a mutually convenient time.

### Daily Schedule

The school doors open at (7:15 a.m.) Students who arrive before (8:00 a.m.) are to report to the fellowship hall where morning child care is provided. There is no cost for morning child care. At (8:00 a.m.) students will be excused to go to their classrooms. While school officially begins at (8:20 a.m.), students should arrive at school by (8:10 a.m.) to prepare for the day. Some classroom activities – memory work, paper corrections, individual help, student conferences, and daily preparation begin earlier. Lunch and noon recess begin at (12:00 p.m.); the schedule may vary according to each class's schedule and the weather. **"If children bring food from home, parents and their children are responsible for proper care of that food."**

Kindergarten is excused from school at (12:00 p.m.), while the rest of the grades are excused at (3:20 p.m.) All students are expected to leave on their bus unless the school has been informed otherwise. Students waiting for their parents will be dismissed from the gym entrance (east parking area). Parents picking up students are responsible for their child(ren) after dismissal.

Those students not picked up by (3:30 p.m.) will go to child care. Parents or guardians need to go to the child care room to pick up their child. Parents/guardians signature is required in the sign out book upon leaving the premises. If it is necessary to keep a child after school, the parent will be notified by the teacher. Pupils may not leave the school grounds during the day or take alternate ways of transportation home without written permission from the parents.

## School Closings

If it is necessary to cancel school because of inclement weather, Christ the Lord will follow the Elmbrook District schools' closing, check <http://closings.todaytmj4.com>, **NOT** the WELS or Milwaukee area public schools. The announcement will be on WTMJ, 620 AM on your radio dial and WTMJTV, Channel 4. Parents who drive their children to school may delay their trip or pick children up early if roads are hazardous.

## Attendance

If student learning and growth are to take place during the formative years at Christ the Lord, parents and students must recognize their responsibility to state law, to themselves, to other students, to the Christ the Lord program, and above all, to their Lord and Savior, to see that school attendance is regular and punctual. **If possible, medical and dental appointments should be scheduled outside of school time.**

When a student is to be absent from school, please call school **before** the start of school, (8:20 a.m.), on the day of the absence. If office personnel do not answer, please leave a message on the voice mail system of your child's teacher directly.

A student is expected to complete schoolwork from his absence within a reasonable time frame. For the student, this may entail extra work at home with parental involvement as well as time at recess or after school with a teacher.

Teachers may send schoolwork home for an absent student. This will be available at the end of the day for pick up.

Excused absences are for illness of the student, death in the family, and necessary dental and medical appointments. Unexcused absences are for time missed due to recreational activities, family vacations, and truancy. Absences will become part of the child's permanent school record.

## Tardy Policy

While school officially begins at (8:20 a.m.), students should arrive at school by (8:10 a.m.) to prepare for the day. Some classroom activities – memory work, paper corrections, individual help, student conferences, and daily preparation begin earlier.

A student will be considered tardy if he is not in the classroom when the bell rings at (8:20 a.m.). A tardy student should quietly enter the room so as not to disrupt the activities already in progress. A tardy child may need to use recess time to catch up on morning routine activities.

Chronic tardiness puts the student, the teacher, and the rest of the class at a disadvantage. The student cannot be properly prepared for instruction to begin at (8:30 a.m.), and the arrival of the tardy student is a distraction for both the teacher and the rest of the class.

While an occasional tardy may occur due to unexpected circumstances, chronic tardiness will be handled in the following manner:

- All teachers in Kindergarten through 8<sup>th</sup> grade will record tardies.
- On the 5<sup>th</sup> tardy, the principal will send a note home reminding the parents how many tardies have accumulated. Parents should sign the note and return it to the principal. Another reminder will be sent home for each set of five tardies that occurs.

## Faculty Summer Tutoring Policy

In recent years, parents have inquired if financial compensation should be given to Christ the Lord teachers for summer tutoring. Some have asked for guidelines.

Christ the Lord faculty is aware that professional tutoring services can run up to \$60/hour. This cost seems exorbitant, but we, as a faculty, would appreciate *some* compensation if a student receives summer tutoring. We are also aware that the financial resources of our students' families vary.

In response to requests from parents for guidelines, we are suggesting a minimum of \$8, \$12/hr. It is up to the individual family if they would like to and can afford to compensate more than this minimum. Likewise, if a parent and teacher determine that a child needs tutoring by a CTL teacher and circumstances prevent a family from being able to compensate the teacher, tutoring wouldn't be withheld from the student. Some parents have compensated teachers through a bartering system by providing the teacher with some additional help in his/her classroom, home, or around the school.

## **Student Conduct - School**

*"...Love one another. As I have loved you, so you must love one another." John 13:34*

The children should strive to show Christian love and kindness toward all pupils in the school and toward everyone with whom they come in contact in their school life. This requires them to strive to conduct themselves in a manner that will not interfere with the work and play of others.

The people that see our children in action often judge Christianity by what they witness in the classroom, halls, playground, and on the bus. It is our prayer that we always have a positive influence.

Children should always be thankful that God has chosen them to be his own and should strive to show their love for their Savior through proper Christian conduct. *"This is love for God: to obey his commands." I John 5:3*

## **Student Conduct – Students Responsibilities**

The teachers of Christ the Lord seek to help the students develop a sense of personal responsibility. In order to do so, specific skills are identified that will help your child grow in his responsibility. The teachers will assist the child in developing the appropriate skills and habits through an age appropriate plan, which will include appropriate work habits like completing assignments of good quality on a timely basis. Appropriate behavior, such as working quietly or in a group setting, may be included. Consequences may be connected to these outcomes. Parents are asked to help in this by reinforcing this instruction and monitoring the development of these skills.

Children should keep their cubby and desk neat and orderly. Please label all items of clothing, shoes, boots, and school equipment so it is easy to identify the owner. Unlabeled and unclaimed items in the Lost and Found will be donated to charity at the end of each school quarter.

If the situation warrants, fines will be levied for late library books or recopied schoolwork.

Items not related to school activities must remain in backpacks if being transported between locations. No trading or purchasing of items between students is allowed at school.

Gum is not permitted at school from the time students arrive on the school property until they leave. This includes after school practices.

No items that are deemed dangerous or those that may harm another student are permitted at school or on the bus. If these items are brought to school, they will be taken from the student, and the student will meet with the teacher and the principal and appropriate consequences will be given.

While at times students will have disagreements, behavior such as making threats, harassment, or physical attacks are unacceptable. Such behavior will lead to consequences and may be grounds for suspension.

## **Student Conduct – Christ the Lord Activities**

*"Whatever you do, do it all for the glory of God." I Corinthians 10:31*

Christians witness their beliefs by their actions in daily life. We want our students' conduct to be a positive witness for Christ; therefore, the faculty has formulated these guidelines of conduct for Christ the Lord activities (worship services, sports activities, skit nights, potlucks, etc.).

- Children are the responsibility of their parents at these functions. If you bring other students to these activities, they are also your responsibility.
- Running around in the hallways, fellowship hall, or in the stairways is inappropriate behavior. When children are not showing self-control of their physical movement, others can be put at risk for injuries, especially elderly people. Shouting or loud talking is inappropriate. Children should use indoor voices while in the building.
- The classrooms and their contents are off-limits during such functions unless the children are accompanied by parents or have the teacher's permission.
- If children are allowed to go outside, the parents are responsible for the safety and actions of their children. Playground equipment must not be taken outdoors without express permission from a staff member.

- At sporting events there will be hall monitors who will monitor the use of the washrooms, fellowship hall, and hallways during quarter breaks, half time, between games, etc. No running, loitering, or horsing around will be permitted in halls or washrooms. All spectators are expected to remain in the building. Spectators should be seated on the bleachers, not beneath them.
- Sporting equipment is to be used only by the players during their game. (Lost equipment is the responsibility of the player.)
- Children, including players and spectators, are expected to show respect toward visiting teams, other spectators, and adults serving in a supervisory role. Unchristian and unsportsmanlike conduct will not be tolerated and can result in eviction from the event and/or future events.

We have a real opportunity at these activities to shine as Christians.

### Grievances

We ask all to strive to follow the following guidelines:

- A. If a parent has a concern, lovingly seek out the person involved. Do not discuss that concern with other parents, children, teachers, or people in the congregation in keeping with the 8th commandment.
- B. When dealing with a teacher concern, remember the application of the 8th commandment. In a desire to work in love, we recommend the following steps:
  1. Discuss concern: teacher-parent
  2. 2nd: teacher-parent-principal
  3. 3rd: teacher-parent-principal-pastor
  4. 4th: teacher-parent principal-pastor-board member
- C. Refrain from bringing up concerns at church services, Bible classes, or church fellowships. These are times to focus on nurturing faith.
- D. Forgive as God has forgiven us.
- E. All items above apply equally to parents and called workers.

### Computer Use

To enable students to meet the challenges of our rapidly changing society, Christ the Lord Lutheran School offers students access to the Christ the Lord Computer network, including both our local network and the Internet. The network is provided as a privilege to students, not as a right, to facilitate their learning, assist them in conducting research, and allow them to communicate with others. Network access is given to students who agree to act in a responsible, Christian manner.

### Computer Network

Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following: use appropriate language; do not send abusive or offensive public or private messages, including pictures; do not harass, insult, or attack others; **do not reveal personal addresses, phone numbers, or credit card numbers**; illegal activities are strictly forbidden; do not trespass in or tamper with other student, teacher, or network operating system files; do not use the network in any way that disrupts the use of the network by others; do not send viruses or other files that result in the loss of the recipient's files or systems software. In addition, students should respect all federal copyright laws and software licensing agreements. Students may run only network software that has been licensed to Christ the Lord. Students may not load, run, or copy any other software. The use of the Christ the Lord Computer network may be revoked at any time for inappropriate use.

A limited number of printouts for assigned work are to be set by the teacher. Additional printouts are sold @ \$0.10 per side/sheet. Using our resources wisely will prevent unnecessary waste of toner, paper, and equipment wear and tear.

The use of personal Email accounts should be limited to use at home. Teachers will monitor any Email activities that involve school assignments.

Login names and passwords are used to protect the user's files and determine what software applications that user has rights to access. Students should only use the login name assigned to them and the password they are given. If access is denied to a student, there is a reason for it. Therefore, students should not give their passwords to anyone else and are responsible for anything sent on the network using their login name.

School computer equipment is intended for educational purposes. Any other use needs to be approved by the network administrator. Students should not vandalize the equipment. Dismantling a computer in any way, removing key caps, mouse parts, connections, etc. may be reason for the removal of your network privileges; additional disciplinary actions for stealing or destroying property are specified in the student handbook. Students and their parents will also be responsible for any damage, replacement of parts, or technician time (could be \$100 per hour) necessary to correct what has been altered or destroyed.

### **Computer Internet**

Students can utilize the Internet to access unique educational resources and have opportunities for collaborative work. Prior to accessing the Internet, students may be required to receive training in its proper educational uses. Students not abiding by the provisions of this policy may have their Internet access privileges removed for part or all of the school year.

Christ the Lord families should be aware that some material accessible via the Internet might contain information that is illegal, defamatory, inaccurate, and blatantly sinful. Christ the Lord is making Internet access available to further educational goals and objectives; we believe that the benefits of accessing information resources and opportunities for collaboration exceed the disadvantages. Teachers and administrators will guide students toward tracking down appropriate material.

Students are expected to avoid certain types of websites. These include, but are not limited to, the following: listening to music, playing games, and joining in any type of chat rooms.

Email, Internet, and/or network privileges may be suspended/revised for poor performance in classes.

Staff members regularly review the Internet history that provides a list of recently visited websites on the computers. If a student is found to be visiting inappropriate sites, disciplinary actions may be taken.

### **School Property**

Students are responsible to return sports equipment to its proper place. The student is responsible for the replacement value of any damaged school property (texts, playground balls, sport equipment, library books, classroom furnishings, etc). The computers are to be used with educational software only. A supervising teacher must approve computer time before or after school.

### **Health Policy**

**The State of Wisconsin requires children to have an up-to-date record of immunizations.** Non-compliance with this requirement can result in dismissal. The Waukesha County Health Department serves our school. It is wise for parents to consider a physical examination for their child annually. **Those students in the school's interscholastic sports program (3<sup>rd</sup>-8<sup>th</sup> grades) are required to have a physical examination every second year. A physician signed form must be on file in the office before the child will be permitted to participate in a sport.**

Children with a **written** parental excuse will be allowed to stay in a classroom during recess time.

When necessary, prescribed and over-the-counter medications may be administered by the staff with consent of the parent. Medications must be in their original container with your child's name, name of drug, dosage, and physician's name written on it. **We will not administer medication unless parents have completed the appropriate information on the student profile form.**

You will be contacted if your child becomes ill at school. You will be required to pick him/her up within one (1) hour of notification. Your child may return to school when he/she is free of symptoms for 24 hours. If you are not reachable, we will call one of the contacts listed under your household information. Some reasons for pickup could be, but are not limited to **fever of 100 degrees, diarrhea, and flulike symptoms.**

There may be times when your child is exposed to a communicable disease while at childcare. An Email notice would be sent to families to verify. You must also notify the school if your child has been diagnosed as having a communicable disease. Communicable diseases include, but are not limited to: chicken pox, strep throat, scarlet fever, German measles, infectious hepatitis, measles, mumps, poliomyelitis, whooping cough, diphtheria, meningitis, impetigo, and ring worm.

### **Student Injury Procedure**

In the event of a student injury, teachers will follow the procedures in the school's Blood Borne Pathogen Policy for injuries involving any bodily fluids. First aid supplies may be found in the school office. Injuries requiring teacher administered first aid are to be recorded on the Student Injury Report Form and reported to the principal. One copy of the Student Injury Report Form is to be placed in the student's file and another copy is to be sent home to the parents or guardians. If there are any concerns about the need for further evaluation of a student's injury, contact will be promptly made with the child's parents or guardians. In the event of a clear need for immediate medical attention, the teacher will contact 911 and have the school secretary contact the parents or guardians as well as informing the principal. Should a student injury requiring immediate medical attention occur when outside, the teacher will remain with the child and notify the office via walkie-talkie or send students to inform the principal or nearest school staff member.

### **Telephone**

Incoming calls will be answered by a secretary, receptionist, staff member, or voice mail system. If it is necessary for you to speak to a teacher, leave a message, and your call will be returned as soon as possible. Only in cases of emergency will pupils be called from their classroom to answer the phone. As a rule, children may use the telephone to make necessary calls during recess periods or after school with the teacher's permission. Calls to stay for various school activities or for non-school activities with classmates are discouraged. Please make every effort to make personal arrangements before coming to school.

### **Cell Phones**

Students are allowed to bring cell phones to school, but they must be kept in their backpacks and ring tones must be set to silence when they arrive in the morning until the close of the school day at (3:20 p.m.) Students will be allowed to use their cell phones if they have been given permission by a teacher.

### **School Transportation**

To arrange for busing, contact the principal. Misbehavior on the bus may result in the loss of bus riding privileges. This is one area where students can let their Christian conduct be a witness of their faith.

### **Transportation of Students**

During the school year students may be transported by car to various locations (sport practices, games, field trips, home, and other off campus areas). The following guidelines will be used:

- The parents will be notified of the activity via the school note, written memo, or phone.
- The vehicles used shall be in safe operating condition.
- The licensed driver should be between the ages of 21 – 65.
- Wisconsin state guidelines for seat belt use, **booster seat use**, and air bag protection shall be followed (every passenger must wear a seat belt.)

Any exceptions to the above guidelines should be reported to the principal, or to the Board of Education.

We ask that drivers transport the children directly to and from activities without making any side trips for snacks, gas, or personal errands. Making stops may cause unnecessary delays as a parent or teacher may be waiting at the destination for the student(s). We also ask drivers to refrain from using their cell phone while driving unless it is an emergency.

Because providing auto transportation cannot be equally shared by all parents, a fee may be assessed to non-family riders.

## **Singing**

The children of the various classrooms will frequently participate in the Sunday worship services as members of a choir. Parents are asked to make every effort to have their children present. If attendance is impossible, please notify the teacher early in writing so seating and different voice arrangements can be made. Generally, students are asked to arrive 15 minutes before the start of the service to practice.

## **Extra-Curricular Activities**

The children in 1<sup>st</sup> – 8<sup>th</sup> grades take part in an interscholastic track and field day in May and an intramural kickball league in the fall. 4<sup>th</sup> – 8<sup>th</sup> grades have an opportunity to take part in interscholastic softball, cross country, track, volleyball (girls), basketball, wrestling (boys), and soccer (boys). At times, 3<sup>rd</sup> graders may be invited to be a part of the teams.

Band lessons are available through the Wisconsin Lutheran High School Band Program for the 5<sup>th</sup> – 8<sup>th</sup> grades. A school appointed piano teacher offers piano lessons for the 2<sup>nd</sup> – 8<sup>th</sup> grades. Information about piano lessons is available at Orientation or contact our piano instructor, Mrs. Kolander directly.

Annually, the older students can participate in a Forensics Festival, Math Track Meet, and an Art, Science or Social Studies Fair at Wisconsin Lutheran High School.

There are spelling bees for students in 1<sup>st</sup> – 8<sup>th</sup> grade.

**For more details, refer to the Sports Information and Extra-Curricular Activities in this booklet.**

## **Birthday Treats**

Having a birthday is a very special day for a child, and sharing a birthday treat with others has been a longtime tradition at Christ the Lord.

The following guidelines will help in planning a child's celebration and minimize any disruption to classroom time:

1. We encourage the use of the **Birthday Book Program**. (See below for details.)
2. Treats must be limited to the child's classroom and the child's partner.
3. Treats must be easy, ready to serve, and of snack size portions.
4. Another option besides sweets would be a nutritional snack such as fruit and prepackaged dry snacks
5. Birthday celebration lunches or party bags for the whole classroom are not allowed.
6. Your child's teacher will inform you if any of the students have a food allergy so that certain ingredients can be avoided.

## **Birthday Book Program**

To expand our book selection in the classrooms and library, we encourage a child to consider donating a new book for his birthday. This lasting gift can be shared with fellow classmates and with future classes in the years to come. The child's name will be noted on a nameplate inside the front cover. Contact the librarian for a suggested book list.

## **Asbestos at Christ the Lord Lutheran School**

In the fall of 1997, Michael George, our designated representative, and Michael Miller, our local education agency superintendent, met with Thomas J. Noelke, Vice President of Asbestos Consulting Group, Inc. to review our AHERA Building Inspection and Management Plan. The building inspection verified the presence of asbestos in the 9x9 flooring tile found in the two west classrooms. The plan states that these tiles must be well maintained and not damaged to prevent any asbestos problems. The remainder of the building is free from asbestos. The complete plan is on file in the church/school office and can be viewed at any time. The state reviewed this file 5/91 and found Christ the Lord to be in compliance with all laws regarding asbestos.

### Children's Prayer

*I pray you, dear Lord Jesus, My heart to keep and train  
That I your holy temple From youth to age remain.  
Oh, turn my thoughts forever From worldly wisdom's lore;  
If I but learn to know you, I shall not want for more. Amen.  
("I Pray You, Dear Lord Jesus". Christian Worship 510)*

## V EXPECTATIONS

***Parents and students can expect that Christ the Lord Lutheran School faculty and staff will:***

1. Be prepared for the classes taught.
2. Have a servant attitude in their approach to ministry.
3. Carefully assess each child's individual abilities.
4. Encourage each student to work to his or her potential.
5. Have a willingness to assist students.
6. Be available for students and parents.
7. Speak well of Christ the Lord Lutheran School students and their families.
8. Express the joy of carrying out the Gospel ministry at Christ the Lord Lutheran School.
9. Pray for the students and families of Christ the Lord Lutheran School.

***The Christ the Lord Lutheran School faculty and staff expect that students will:***

1. Have a willingness to participate, cooperate, and learn.
2. Take responsibility for class assignments and projects.
3. Complete all assignments on time using one's God-given talents to their fullest.
4. Conduct themselves in a manner that demonstrates Christian love.
5. Seek the classroom teacher when there is a question or problem regarding class work.
6. Strive to succeed at the highest possible level.
7. Understand and reflect the joys and blessings of the Gospel ministry carried out at Christ the Lord Lutheran School.
8. Pray for your parents and the Christ the Lord staff.

***The Christ the Lord Lutheran School faculty and staff expect that parents will:***

1. Have your child at school on time each day.
2. Attend worship services regularly with your child.
3. Encourage your child to use his/her God-given talents to the best of his/her ability.
4. Regularly discuss school with your child.
5. Encourage your child to seek help from his/her teacher when questions or concerns arise.
6. Discuss your child's progress with his/her teachers.
7. Share with your child and others the blessings of Christian education.
8. Speak well of your child's teacher, the Christ the Lord Lutheran School staff, and other students and families.
9. Pray for your child and staff at Christ the Lord Lutheran School.

## VI QUESTIONS AND CONCERNS/GRADES

- What can I do to help my child so he is ready for school?
- Does he have the skills and knowledge he needs for his next grade?
- Is he mature and ready?
- How will he change during the upcoming school year?
- How can I be the best partner with my child and school?

On the following pages, see what the teachers at Christ the Lord offer from their observations and experiences over the years. Use these suggestions to work closely with your child and school to make a strong partnership that betters your child's educational experience.

### **These statements apply to all students, no matter what grade:**

Children mature at different rates. Your child's mental age and physical age may not match. Your child's maturity may also not match a sibling's or a classmate's. *Remember, God made each child unique!*

Children need to be taught responsibility. When they are very young, the responsibilities will be simple, but as your child grows, the responsibilities will become more complex. Help by making your child responsible for his own books, lunch, and clothes. The longer you take responsibility for these items, the longer it will take for him to be independent.

Children need a routine. They function much better when they are on a regular schedule. Regular mealtimes and regular bedtimes are best. Have a set time and place for homework. Try not to vary this much; too many exceptions will break down the routine!

Children need good food to function at their best. Too much sugar and too many empty calorie foods are not beneficial to anyone. Poor eating habits hurt your child's ability to concentrate and do the best job possible.

Children also need their sleep. A tired student cannot concentrate and do their best.

Children need consistent discipline. (Remember, discipline really means to train, not necessarily to punish.) Children are quick to take advantage of any slight variation, and soon the child is in charge, not the parents.

Teach your child to be kind to others. Work hard on training him to think about others first. Also, teach him to respect the property and privacy of others.

Be aware of how TV affects your child. Many children act out aggressive behavior they see on TV. They need to be taught that lashing out at others when something is not pleasing to them is not acceptable or a Christian way to behave.

Train your child to realize and appreciate how important attendance is at school. Help him to understand at this point in his life school is his job and it is important to be there and to work hard. If you see your child is unable to function due to illness, please keep him or her at home. If he could possibly pass his illness on to others, he is better off at home.

Last, but not least, is the spiritual life of your family. Worship attitudes are caught, not taught. Be sure weekly church attendance is part of your routine. You have weekly opportunities for church. Our services are at (8:00 a.m.) and (10:30 a.m.) each Sunday and each Monday evening at (6:30 p.m.). Our Sunday school classes are in session at (9:15 a.m.) Christian parents can also increase their children's appreciation for God's Word by having daily devotions.

Teach your child proper church (and hallway) behavior. Please try to minimize distractions (such as frequently leaving church to use the bathroom or get drinks) during worship. Behavior should be a witness to our Christian faith.

## **Kindergarten**

Help your child learn to use pencils, scissors, and crayons. There are many simple activities that help develop small muscle coordination. Sometimes children this age aren't interested in cutting or coloring, but they might enjoy punching designs with a paper punch or using a can opener to remove the bottoms of cans for recycling.

If your child is five and still drawing people as a head with feet sticking out of it, take the time to talk about how God made our bodies. Show your child how to add a neck, a body, etc.

Make your child aware of the larger world around him. Point out developing tree buds, the flock of geese overhead, and the interesting plants growing in the lake or yard. While doing these things, work on colors (Look at the robin's orange breast.) and on counting (How many ducks are swimming on the water?). Find books in the library on particular subjects of interest.

Kindergartners should be able to count to 10, but it shouldn't be just rote counting. Do they have a concept of oneness, twoness, etc.? Try to help them understand these numbers.

Help your child to be a good communicator and a good listener. To accomplish this, they must have language skills. Most children of kindergarten age have a vocabulary of 3,000 to 5,000 words. Take time to explain the meaning of words and to teach new words to them. Small children love big words.

One of the most important things you can do for your child is to take time to read to him each day. Make reading a regular part of your daily routine. Begin reading to your baby even before a year of age and don't stop until he asks you to. As you read to your child, you can teach letters, demonstrate left to right reading progression, and show the connection between symbols and speech.

Keep an ear open to your child's speech patterns. You get used to the way your own child speaks, so ask people outside your family whether or not they can understand him.

Try to establish "handedness." Observe whether your child reaches for things with his left or right hand.

Teach your child how to catch a ball, run, etc. Watch how your child goes down steps. Large muscle skills are different in all children, but they can be helped with practice if they are weak. These skills will help the child in his ability to join in successfully with games at school. *Remember, your child is a unique person created by God. Each child is special.*

## **Primary Grades**

Keep in close communication with your 1<sup>st</sup> or 2<sup>nd</sup> grader. Look through the home folders carefully. Is the work neat? Is it finished? Show positive interest in the work. Be careful in your criticism of the work; but, if you are not satisfied with the quality, let him know he can do better! Do it in a positive way, and it will be helpful.

Be sure to have your child read each assigned story to you daily. Have him read each two to three times. Usually a 1<sup>st</sup> or 2<sup>nd</sup> grader enjoys reading, so be sure to remind him that you want to hear the stories. Also, model good reading, by reading aloud to him.

Memory work is taught and drilled in class, but be sure to check it at home. Please spend time on this as part of the weekly homework. You can help a lot with math by reviewing facts using flash cards. If your child really knows the facts, much time will be saved, and aggravation will be avoided in the future. Your child will enjoy the feeling of success, which will definitely carry over into his other math work.

## **Elementary Grades**

Socially, your 3<sup>rd</sup> or 4<sup>th</sup> grader is still very trusting of parents and teachers. He accepts most things at face value. Fourth graders will begin to question authority. Stay firm in your rules, and do not allow much leeway. God put you in charge.

These children usually want only one best friend. Encourage playing with everyone as much as possible. Listen to what your child is saying. Is it kind? *Discourage your child from gossiping about others.* Help your child recognize how he can and should "buildup" another student.

Keep watching your child's manners. Is he polite to you and others? Does he interrupt adults? Help him understand he is not the only person in the world; it is not necessary to drop everything for him.

When you help your child with schoolwork, be sure to guide him through a correct thinking process to solve whatever he's working on. Your goal is to help your child learn, not just to get the right answer. It's also better not to hover too much; this does not teach

independence. Let him work and then you look at it. It's very important to let your child know lots of times that his work is important to you and to him.

### **Intermediate Grades**

The 5<sup>th</sup> and 6<sup>th</sup> graders are changing and growing fast. Keep an eye on the changes that are physical and emotional. Don't be surprised at periods of moodiness—whether it's a quiet mood or a noisy mood. If necessary, remind them of body cleanliness—more showers, use of deodorant, etc.

Continue to talk with your child. Let your child know that schoolwork is important. Make sure to give positive reinforcements on achievements. Your child wants to be accepted in all areas of life. Success is important to him. Keep an active interest in homework time, but after the first two or three weeks of school, he should become a little more independent of you.

5th and 6th graders seem to be a time when kids feel like they really belong or are being left out. Remind your child to be kind to all of his classmates. Hurt feelings go along with growing up, but much can be avoided with parent help.

### **Upper Grades**

Children in the 7<sup>th</sup> and 8<sup>th</sup> grade are maturing rapidly. These students may feel very self-conscious. Try to be understanding of this.

Encourage Christian behavior in dressing. Lots of clothing trends will come and go, and you and your child will want to pick and choose from these so that he or she does not wear things that do not reflect Christian character. You may have to tell your child why a certain style is inappropriate, and just say no.

Now may be the time when you want to begin to set the groundwork for dating rules and boy/girl relationships. Remember that their "true love" is really important. Don't be afraid to talk about God's expectations of their new sexual awareness. Open doors of discussion, take time to listen, and answer all questions openly and honestly. If communication with your child was established earlier in life, this will not be difficult. If not, get started now! God has given you the responsibility as parents to set rules and guidelines and enforce them for your child's good.

Continue to show interest in your child's work. Remember, school is your child's job and is the basis for future work. Help your student with homework if you sense the need or see frustration. It is important for students of this age to continue to participate in a wide variety of activities to help them find what activities fit their talents. Kids change and mature after grade school and have limitless undiscovered potential at this time.

Finally, 7<sup>th</sup> and 8<sup>th</sup> graders are still a part of your family; play together, pray together, worship together!

Keep in touch with school and your teachers! If you have questions or things to discuss with the teacher, please call or stop in! It is better to discuss problems or things you aren't sure about first with the teacher.

*God's blessings on this and every school year!*

## **VII SPORTS INFORMATION**

### **Purpose**

The purpose of our sports program at Christ the Lord is to promote Christian fellowship within our school and with other schools, to nurture Christian sportsmanship, and finally to expose the children to a number of varied sports—learning the skills necessary to compete with other young people. It is hoped that the benefits they reap from our sports program will prove favorable to their future as Christian young people growing up in a very competitive world. The athletic programs will be run in accordance with the overall purpose and goals of our school.

### **Eligibility**

Our athletic programs are designed for all children in 4<sup>th</sup> – 8<sup>th</sup> grades. At times 3<sup>rd</sup> graders may be invited to be a part of the team. Sports physicals are necessary for the children to be involved in sports. Completed physical forms (every second year) should be handed in to the school office.

We do not cut any players; everyone who goes out for the sport automatically is a member of the team. It is our intention to include everyone in every athletic contest. Fourth graders just beginning in the program are therefore guaranteed some playing time, but it will not be equal to the playing time of upper graders who have different ability levels.

### **Commitment**

Participation in this program is a privilege and should be considered an honor. Only those who are willing to sacrifice their time and are receptive to the discipline of our system will get the privilege to represent our school. An honest use of God-given talents must be shown by the students in order to participate, or they will be disciplined accordingly. Players who skip practices will see less playing time. If a player wants to drop out once he has committed to participate in a sport, he must communicate his desire to quit to his parents, coach, and the athletic director.

### **Responsibilities**

As stated previously, participation in our athletic program is a privilege. As such, the children must meet their classroom responsibilities \*\* before participating in any of our extracurricular activities. Students who do not fulfill their classroom responsibilities will be disciplined accordingly, at the discretion of the child's teachers and coaches. In addition, students must have good school attendance records. Students must be in school at least half of the day of a scheduled game and able to participate in recess and physical education activities. (Health always comes first!) If there is any doubt whether a child is well enough to go to school or a game, parents are encouraged to keep him at home.

\*\* Classroom responsibilities mean that homework/class work is done to the best ability of the individual student. (Late work must be made up before the student can practice or play in a game. Late work because of illness is not included in the policy.) The student must also display appropriate behavior in the school environment as laid out in our school discipline plan.

### **Stewardship**

In keeping with our desire to develop a God-pleasing stewardship attitude in each child, the children are expected to take care of the facilities and all equipment, which has been provided for the Christ the Lord Sports program. The children are asked to help teachers and coaches gather equipment before and after practices and games. The students will be asked to pay for any damage to property, which is beyond normal wear. In every possible way the children are expected to assist the teachers and coaches in keeping property in such order as gives glory to God.

### **Attitudes**

We believe a "winner" is one who is humble in victory and gracious in defeat. As representatives of our Lord and Savior, and of our school, Christian behavior is expected at all times. It is the most important element of our program. Disrespect toward coaches, officials, other players, or fans will not be tolerated.

## **Sports Offered**

Three seasons of sports are offered at Christ the Lord. In the fall (September through mid-October) the boys compete in outdoor soccer while the girls compete in volleyball. We also have a coed cross country team. In winter (November through February) Christ the Lord offers basketball for both boys and girls on A, B, and C-team levels. Late in winter and in early spring, the boys can participate in wrestling with another school. Spring (April through early June) brings slow pitch softball to Christ the Lord. There is a girls' team and a boys' team. Occasionally, a coed team made up of the upper graders is fielded to compete against other schools with lower enrollments. In late May all students in grades 1<sup>st</sup> – 8<sup>th</sup> participate in a track and field day at Wisconsin Lutheran College. Mt. Calvary Lutheran School in Waukesha joins us for this special activity.

## **League Information**

The sports and team opportunities offered by Christ the Lord are governed by the rules and constitution of the Midwest Conference of the Lutheran Athletic League (MCLAL). This league is composed of the following schools: Christ the Lord, Brookfield, St. John's, Mukwonago, St. Paul's, East Troy, Pilgrim, Menomonee Falls, Holy Trinity, Okauchee, Zion, Hartland, Christ, Big Bend, and Good Shepherd, West Allis.

## **Uniforms/Equipment**

Uniforms and equipment are necessary for the various sports, which are supplied by Christ the Lord, funded by the athletic fee. Socks, kneepads, shin guards, eyewear restraints, and the like are to be supplied by the individual participant. A fee will be charged for lost uniforms and abused equipment. Christ the Lord t-shirts for sale will be available during Orientation and during specific dates during the school year.

## **Practices and Games**

Practices and games are scheduled at the beginning of each season by the League Athletic Directors. These schedules are then published and sent home to the Christ the Lord families. In addition, these practices and games are included on the monthly calendar sent home along with the school newsletter in the students' home folders. Keep these schedules close at hand to stay well informed of school activities so they fit into your personal schedules.

Practice and game sites are scheduled as close to Christ the Lord as possible. As practice and games sites change with the seasons and sports, an informational note at the beginning of each season will be sent home to advise you of the current location. Maps to various game sites are published as they are needed and sent with the school newsletter. Maps to the games can be accessed from our school website at <http://www.ChristTheLordBrookfield.org>.

Keep the maps handy along with the schedules. If your child is not able to attend a scheduled practice or game, it is expected that the parent will call or write a note to the coach with this information. Please make every effort to communicate this information so that coaches can make the necessary adjustments to their agendas for practice or for their game strategies. Practices are crucial for the learning and drilling of basic skills, plays, and teamwork. A practice is a work session. Those not willing to work and learn should not attend. If a child does not have a uniform, he or she will not be allowed to participate in a game.

Due to the limited number of teams in our league, the soccer team and volleyball team may play at two different schools on the same day. Please refer to the schedule, which will come out at the beginning of the school year.

## **Sports Driving**

We expect the families who are unable to transport their own child to arrange a ride for them. They could ask another family who is driving or ask one of the coaches to bring them to or from an event. Be sure the children wear seatbelts, and please make the coach aware of any problems or concerns. The sports this would affect are soccer, volleyball, cross country, basketball, softball, and the 1<sup>st</sup> – 8<sup>th</sup> grade track meet. We do appreciate all of the parents who are able to drive to the practices and games and help us to continue to offer these sports programs. If you have any questions, please contact John Kaesmeyer.

## **Parents Role**

Parents, as well as students, profit from our sports program. It helps in building Christian character, is another source of Christian discipline, and it brings families together for Christian fellowship and enjoyment. Parents can help by volunteering to coach or by helping in areas such as concessions, timekeeping, scoring, umpiring, officiating, line judging, driving, etc. Cooperate with coaches and leaders. Be good spectators and fans, slow to criticize and eager to help. Know the rules of the sports in our programs. Compliment good plays; don't dwell on poor plays or bad calls. Encourage our programs in every possible way. Help the programs and your children to grow and expand.

## **VIII EXTRA-CURRICULAR ACTIVITIES**

In order that our students at Christ the Lord may use their God-given talents in all aspects of life, extra curricular activities are offered.

### **Forensics (Public Speaking)**

Each year contests are offered for the 6<sup>th</sup> – 8<sup>th</sup> graders. An area-wide competition is held for the 7<sup>th</sup> and 8<sup>th</sup> graders at Wisconsin Lutheran High School in November. The 6<sup>th</sup> graders have a regional contest in March.

Categories are:

- Serious and Humorous Declamation
- Playacting
- Visual Aids Speech
- Selective Storytelling
- Interpretive Prose
- Interpretive Poetry
- Storytelling

Each contestant performs his presentation three times for different judges. The total of the three scores is taken for the final award.

### **Entertainment Program**

The school children in Kindergarten – 8<sup>th</sup> grade participate in an evening entertainment program. A night of classroom skits, a musical, or a song theme program is planned for each year.

### **National Geography Bee**

Every year 5<sup>th</sup> – 8<sup>th</sup> grades participate in the National Geography Bee, sponsored by National Geographic Society. Preliminary rounds eliminate all but two finalists. These two then compete to see which student will write a written test. Anyone qualifying after the written test will move on to state level competition.

### **Spelling Bee**

In October, 5<sup>th</sup> – 8<sup>th</sup> grades take a qualifying written spelling test. The top spellers of each grade are invited to the Wisconsin Lutheran High School Spelling Bee. Trophies are awarded to the top three spellers in each grade division.

The School District of Elmbrook invites our top speller in 5<sup>th</sup> – 8<sup>th</sup> grades to attend the District Spelling Bee. This usually takes place on a school day in February.

In February or March, 1<sup>st</sup> – 4<sup>th</sup> grades take a qualifying written test and the top spellers are invited to an area Lutheran school for the contest.

### **Math Meets**

Wisconsin Lutheran High School sponsors a Math Track Meet after school in March. There are two divisions in this meet. The lower division teams consist of (3) 5<sup>th</sup> graders and (3) 6<sup>th</sup> graders. The upper division team is made up of (3) 7<sup>th</sup> graders and (3) 8<sup>th</sup> graders. The participants take three individual tests and one team written test. Trophies are given for the top team and individual scores.

5<sup>th</sup> – 8<sup>th</sup> grades also take part in a math meet sponsored by Martin Luther College Math Club. During the year we receive 4 tests in the mail. These 25-minute tests are taken during class time and then mailed back to the college. A running tally of scores is kept by the college and mailed to all the Lutheran schools participating. Christ the Lord competes with schools of similar size.

### **Read to Succeed**

Kindergarten – 6<sup>th</sup> grades are invited each year to participate in an individual reading program. Parents are asked to keep track on a record sheet how many minutes each student reads. (Reading material should not be assigned schoolwork.) Students reading 6 hours during this time will receive a free ticket to Six Flags Great America. Certificates are sent directly to the parents electronically.

### **Field Trips**

Kindergarten – 8<sup>th</sup> grades attend Milwaukee Symphony concerts. Kindergarten – 8<sup>th</sup> grades enjoy live theater performances each year. The number of plays attended depends upon suitability and availability of performances.

Each classroom goes on a major field trip. These trips vary from the police station, Old World Wisconsin, Madison, Oshkosh, to Chicago. 5<sup>th</sup> – 8<sup>th</sup> grades combine in order to make use of bus transportation. By the time the students graduate, they will have visited a wide variety of places.

### **Music Lessons**

Our school offers a wide variety of music lessons. Students in 5<sup>th</sup> – 8<sup>th</sup> grades are eligible for band lessons through Wisconsin Lutheran High School. An instructor comes to Christ the Lord one day a week to teach students how to play brass, woodwind, or percussion instruments. Lessons last for 20 minutes. Students receive information on the band program at the beginning of the school year.

A school arranged piano instructor comes to our school four days a week to teach 30 minute piano lessons. Students in 2<sup>nd</sup> – 8<sup>th</sup> grades are eligible to take lessons.

Both band and piano lessons are offered during the school day. Classroom teachers schedule lessons without interrupting critical class time.

### **Partner Activities**

All students receive a partner for each school year. The “partners” have monthly activities that range from read-aloud to board game time. At Christmas time partners exchange gifts with each other. These activities seem to foster a sense of community within Christ the Lord.

### **Intramurals**

An intramural kickball tournament is an annual activity in the fall of our school year. A team is made up of 1<sup>st</sup> – 8<sup>th</sup> grades with the 8<sup>th</sup> graders serving as captains and umpires. The older students learn to help the little ones and they in turn get to know the big kids.

The school also offers intramural volleyball, basketball, and floor hockey. Depending on the interest of the students, we have had tournaments in ping pong, shuffleboard, chess, and other games.

