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

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**2022 – 2023**



CHRIST THE LORD LUTHERAN SCHOOL  
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*Approved by CTL Board of Education on 7-25-22*

# 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.

### 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 2021 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:educationchair@christthelordbrookfield.org">educationchair@christthelordbrookfield.org</a> |

| Faculty               | Telephone    | Email  |
|-----------------------|--------------|--|
| Mrs. Colleen Bauer    | 414-881-2422 | <a href="mailto:cbauer@christthelordbrookfield.org">cbauer@christthelordbrookfield.org</a>         |
| Mrs. Julia Hatzung    | 414-687-9451 | <a href="mailto:jhatzung@christthelordbrookfield.org">jhatzung@christthelordbrookfield.org</a>     |
| Mrs. Karen Milazzo    | 414-651-2327 | <a href="mailto:kmilazzo@christthelordbrookfield.org">kmilazzo@christthelordbrookfield.org</a>     |
| Mrs. Christy Janke    | 715-505-7361 | <a href="mailto:cjanke@christthelordbrookfield.org">cjanke@christthelordbrookfield.org</a>         |
| Mrs. Elizabeth Jensen | 262-483-8165 | <a href="mailto:ejensen@christthelordbrookfield.org">ejensen@christthelordbrookfield.org</a>       |
| Mrs. Alicia Campbell  | 608-334-2211 | <a href="mailto:acampbell@christthelordbrookfield.org">acampbell@christthelordbrookfield.org</a>   |
| Mr. John Kaesmeyer    | 262 825 2914 | <a href="mailto:jkaesmeyer@christthelordbrookfield.org">jkaesmeyer@christthelordbrookfield.org</a> |

|                     |              |  |   |
|---------------------|--------------|--|---|
| Mrs. Jackie Gerlach | 414-698-8160 | <a href="mailto:jgerlach@christthelordbrookfield.org">jgerlach@christthelordbrookfield.org</a>   | Grades<br>Preschool,<br>Extended Care Coordinator<br>Kindergarten |
| Mr. Ben Schramm     | 507-469-8288 | <a href="mailto:bschramm@christthelordbrookfield.org">bschramm@christthelordbrookfield.org</a>   | Gr. 1   |
| Rev. David Kolander | 262-782-3040 | <a href="mailto:dkolander@christthelordbrookfield.org">dkolander@christthelordbrookfield.org</a> | Gr. 2   |
| Rev. Philip Casmer  | 262-389-2005 | <a href="mailto:pcasmer@christthelordbrookfield.org">pcasmer@christthelordbrookfield.org</a>     | Gr. 3   |
| Rev. Jason Free     | 262-202-1414 | <a href="mailto:jfree@christthelordbrookfield.org">jfree@christthelordbrookfield.org</a>         | Gr.4  |
| Mr. Paul Frisque    | 414-543-4459 | <a href="mailto:pfrisque@christthelordbrookfield.org">pfrisque@christthelordbrookfield.org</a>   | Gr 5&6, Athletic Director,<br>Boys' Athletics                     |

|                     |              |  |  |
|---------------------|--------------|--|--|
| Mrs. Jackie Gerlach | 414-698-8160 | <a href="mailto:jgerlach@christthelordbrookfield.org">jgerlach@christthelordbrookfield.org</a>   | Gr 7&8,<br>Support and Enrichment<br>Principal, Gr 7&8 |
| Mr. Ben Schramm     | 507-469-8288 | <a href="mailto:bschramm@christthelordbrookfield.org">bschramm@christthelordbrookfield.org</a>   | Pastor   |
| Rev. David Kolander | 262-782-3040 | <a href="mailto:dkolander@christthelordbrookfield.org">dkolander@christthelordbrookfield.org</a> | Pastor   |
| Rev. Philip Casmer  | 262-389-2005 | <a href="mailto:pcasmer@christthelordbrookfield.org">pcasmer@christthelordbrookfield.org</a>     | Pastor   |
| Rev. Jason Free     | 262-202-1414 | <a href="mailto:jfree@christthelordbrookfield.org">jfree@christthelordbrookfield.org</a>         | Pastor   |
| Mr. Paul Frisque    | 414-543-4459 | <a href="mailto:pfrisque@christthelordbrookfield.org">pfrisque@christthelordbrookfield.org</a>   | Director of Parish Music,<br>Gr 1-8 Music              |

| <b>Part-Time Faculty</b>                | <b>Telephone</b> | <b>Email</b>   | <b>Grades</b>                               |
|---|------------------|--|---|
| Mrs. Kristi Frisque                     | 414-543-4459     | <a href="mailto:kfrisque@christthelordbrookfield.org">kfrisque@christthelordbrookfield.org</a>   | Preschool Aide, Math,<br>Art Gr 3-8         |
| Mrs. Amanda Kellen<br>Mrs. Lisa Darling | 414-467-8859     | <a href="mailto:akellen@christthelordbrookfield.org">akellen@christthelordbrookfield.org</a><br><a href="mailto:lisadarling60@protonmail.com">lisadarling60@protonmail.com</a> | K Aide, Gr 5 Math<br>Support and Enrichment |
| <b>Administration Office</b>            |                  |  |   |
| Mrs. Carrie Simon                       | 262-782-3040     | <a href="mailto:schooloffice@christthelordbrookfield.org">schooloffice@christthelordbrookfield.org</a>   | Office Manager,<br>School Secretary         |
| Mrs. Alex Plocher                       | 262-782-3040     | <a href="mailto:chuchoffice@christthelordbrookfield.org">chuchoffice@christthelordbrookfield.org</a>   | Church Secretary                            |

### III PARENT/SCHOOL

#### 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.

#### Back to School Orientation

Orientation takes place before every school year in mid-August. Parents should make every effort to attend orientation. Enrollment forms and other school information are sent through summer newsletters. Enrollment forms and sign-ups are to be completed online before orientation. School pictures will also be taken at orientation.

#### Tuition

Tuition (which covers textbooks, field trips, and sports) is paid or set up on payment plan at Orientation. This covers the whole year's activities. Unpaid balances will be billed monthly or quarterly. **All tuition 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 member tuition, covering the cost of texts, materials, and activities. Non-members, who don't support the entire mission of the congregation, pay non-member 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 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**

### Christ the Lord Lutheran Church members:

The children of Christ the Lord Evangelical Lutheran Church members will be accepted subject to the approval of the Board of Education.

### Non-members (of Christ the Lord Lutheran Church):

Additional students may be accepted in the following priority:

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

### Dress Code

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.
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, or other form-fitting pants as long as a longer shirt, tunic, skirt, or dress is worn over them.
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 (No exposed bralettes).** 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 armpits.** 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 are not advised. Consider bringing a change of footwear for recess. 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.

#### **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 information. 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 Tracking:** Teachers use online assignment sheets and assignment notebooks to help students and parents keep track of assignments. Your child's teacher will describe the process to be used in their classroom.
- **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.

##### **Testing and Report Cards**

CTL uses Measures of Academic Progress (MAP) testing to help evaluate instruction and student learning. Grades 1-8 conduct MAP testing 3 times per year. Kindergarten conducts MAP testing only in the spring. For more information on MAP testing or how to interpret the progress report, please speak with your child's teacher or the principal.

Report cards are issued quarterly. These reports are one indication of each child's accomplishments in 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 classmates or other members of the family.

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.

Parent teacher conferences 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 extended child care is provided. Cost for AM extended care is \$1. 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. Parents are asked to let their child walk independently into the building and to their classrooms.

Kindergarten is excused from school at 12:00 p.m., while the rest of the grades are excused at 3:20 p.m. Students will be dismissed to their parent's vehicles.

Those students not picked up by 3:35 p.m. will go to extended care. Parents or guardians should call the extended care number when they are ready to pick up their child. They can also ring the doorbell to communicate with the extended care worker. 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 generally 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**

The best learning takes place in the classroom. With that in mind, please make every effort for your child to be in school, avoiding any unnecessary absences. If possible, medical, and dental appointments should be scheduled outside of school time.

**When a student is to be absent from school, please communicate with the teacher and the school office before the start of school, (8:20 a.m.), on or before the day of the absence.**

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, necessary dental, and medical appointments, etc. Parents need to communicate with their child's teacher and the school office about any absences. Please keep the school calendar in mind when scheduling family vacations. It is often impractical for a teacher to know what content and/or assignments will be given more than a few days in advance, so many assignments will have to be completed upon the students return to school.

### **Tardy Policy**

While school officially begins at 8:20 a.m., students are encouraged to 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 before 8:20.

**A student will be considered tardy if he/she is not in the room 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 8:20, 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 4th tardy of each quarter, 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. Any additional tardies will require a meeting with the principal.

## **Faculty Summer Tutoring Policy**

In recent years, parents have inquired if financial compensation should be given to Christ the Lord teachers for summer tutoring. Christ the Lord faculty is aware that professional tutoring services can run up to \$60/hr. While this cost seems exorbitant, the faculty would appreciate *some* compensation if a student receives summer tutoring. As the financial resources of our students' families vary, a minimum of \$8/hr - \$12/hr is suggested. 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.

## **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. Do not post or comment about school issues on social media.
- 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.

## **Christ the Lord Lutheran School Technology Acceptable Use Policy**

Christ the Lord Lutheran School provides computing and network resources for students to promote educational excellence by facilitating resource sharing, innovation, communication, and collaboration. Members of the Christ the Lord Lutheran School community are encouraged to use the school's technology for educational or school related activities and for the exchange of useful information.

Appropriate or acceptable uses of these resources include:

- The use of Christ the Lord-owned software, hardware, and our network for scholastic endeavor.
- Accessing the Internet to retrieve information from libraries, databases, and websites to enrich, expand, and support curriculum.
- Email capabilities to facilitate communication and distance-learning projects.

All users are expected to conduct their online activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources may result in a suspension or loss of these privileges, as well as possible disciplinary, legal, and/or monetary consequences.

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette, that are used in a manner disruptive to the work or educational environment, or that hamper the integrity or security of any network connected to the Internet.

Some unacceptable practices include:

- The use of any instant messaging programs while at Christ the Lord Lutheran School, unless directed by the teacher.



- Transmission of any material in violation of any U.S. or Wisconsin law, including but not limited to: copyrighted material; threatening, harassing, pornographic, or obscene material; or material protected by trade secret. The transmission of copyrighted materials without the written permission of the author or creator through Christ the Lord email or other network resources in violation of U.S. copyright law is prohibited.
- Email or other network resources may not be used in a manner that is disruptive to the work or educational environment.
- The use of the network or email for personal financial or commercial gain, product advertisement, or the sending of unsolicited junk mail or chain letters is prohibited.
- The forgery, reading, deleting, copying, or modifying of electronic mail messages of other users is prohibited.
- The creation, propagation, and/or use of computer viruses are prohibited.
- Unauthorized downloads, copying, or installation of software programs, applications, or website content is prohibited.
- Sending or posting damaging or cruel text or images (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass)
- Unauthorized use of social media including Facebook, Twitter, or Google Hangouts
- Intentional destruction, deletion, or disablement of any Christ the Lord software or hardware is prohibited.
- Vandalism is prohibited. This includes, but is not limited to any attempt to harm or destroy the data of another user, or the network/Internet. Attempts to breach security codes or passwords will also be considered a form of vandalism.

Access to Christ the Lord Lutheran School email and similar electronic communication systems is a privilege, and certain responsibilities accompany that privilege. Christ the Lord Lutheran School users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. All users are required to maintain and safeguard password protected areas to both personal and confidential Christ the Lord files and folders.

- Unauthorized attempts to access another person's email or similar electronic communications or to use another's name, email, or computer address or workstation to send email are prohibited and may subject the individual to disciplinary action. Anonymous or forged messages will be treated as violations of this policy.
- All users must understand that Christ the Lord Lutheran School cannot guarantee the privacy or confidentiality of electronic documents, and any messages that are confidential as a matter of law should not be communicated over email.
- Christ the Lord Lutheran School reserves the right to access email to retrieve information and records, to engage in routine computer maintenance, to carry out internal investigations, to check Internet access history, or to disclose messages, data, or files to law enforcement authorities.

This agreement applies to stand-alone computers, as well as any computer or device connected to the Christ the Lord Lutheran School network or Internet. It also applies when the computer or device is used at home. Any attempt to violate the provisions of this agreement will result in revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action, and/or appropriate legal action may be taken. The decision of Christ the Lord Lutheran School regarding inappropriate use of the technology or telecommunication resources is final. Monetary remuneration may be sought for damage necessitating repair or replacement of equipment.

#### Acceptable Use Policy – Student Summary

*Note: Students need to know and follow the entire AUP. This section is an overview and a summary; all students must follow the entirety of the AUP.*

Use of Christ the Lord computers, software, the network, email, Internet, and any component of information technology install or in use at Christ the Lord Lutheran School must be:

LARK: Legal, Appropriate, Responsible, and Kind

- Legal: illegally copied or downloaded software, music, or games may not be used on any computer at Christ the Lord, including laptops issued to Christ the Lord students.
- Appropriate: all communicated content is kind and respectful, only appropriate words and images are used and viewed—if inappropriate materials are viewed or received, it is the responsibility of the recipient to see that an adult is informed.
- Responsible: meaning that diligent care is taken with all hardware, systems settings (including shared screensavers or system files), and software, so as to prevent damage, changing, or misuse, whether intentional or not.
- Kind: computer use does not in any way tread on the rights or feelings of others in the Christ the Lord community.

### **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). A supervising teacher must approve chrome book time before or after school.

### **Health Policy**

The State of Wisconsin requires children to have an up-to-date record of immunizations. The Waukesha County Health Department serves our school. It is wise for parents to consider a physical examination for their child annually.

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. 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 phone/text 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/Smart devices**

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 only if they have been given permission by a teacher. Cell phones are not permitted in restrooms at any time.

### **School Transportation**

To arrange for busing, contact the school office.

### **Transportation of Students**

During the school year students may be transported to various locations (sport practices, field trips, and other off campus areas). We will strive to use a bus whenever it is practical and feasible. If we need to use personal vehicles, the following guidelines will be used:

- The parents will be notified of the activity via newsletter, email, 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.

### **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.

### **Lunch**

Students can bring a lunch from home and use microwaves to heat their lunches if needed. Hot lunch is offered Monday-Friday. Students sign up for hot lunch on a daily basis. Families have a hot lunch account, and will be invoiced once the account fall below a set amount. Students must have money in their account to take hot lunch. Emergency lunches will be provided for students who forget a lunch or whose account balance is at zero. Hot lunch menus are posted one month at a time and provide a balanced meal with fruit and vegetables offered daily. More information is available on the school website.

### **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. Treats must be limited to the child's classroom and the child's partner.
2. Treats must be easy, ready to serve, and of snack size portions.
3. No refrigerator or freezer space is available for birthday treats.
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. Treats should follow our allergy policy. Please contact the teacher to see if any of the students have a different food allergy so that certain other ingredients can be avoided.

## **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.

## **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 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 3<sup>rd</sup> – 8<sup>th</sup> grades. 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. If a student does not hand in a form, no uniform will be handed out to the student athletes. 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.

### **Commitment**

Participation in this program is a privilege and should be considered an honor. Playing on a team requires dedication and team work. We ask all players to use their God-given talents to the best of their ability. Coaches and parents will help teach players that their actions can affect the whole team.

### **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 to be able to play. 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. 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 necessary for the various sports are supplied by Christ the Lord. 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. Uniforms need to be handed in 1 week after the season is complete.

### **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 online calendar. 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. 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.

## **VII 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.

### **Quiz Bowl**

7-8<sup>th</sup> graders are invited to participate in a quiz bowl in the spring, hosted by area WELS grade schools. Teams of 4-5 compete with one other team at a time using a format similar to Family Feud.

### **Chess**

5-8<sup>th</sup> graders are invited to participate in Chess club. This club often meets 1-2 times a week for a few weeks in early spring. Chess rules are taught and CTL students play against each other and use online tools to practice.

### **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.

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.

### **Field Trips**

A variety of field trips are scheduled at each grade level. Field trips are designed to have an educational benefit for the students. Teachers will inform parents of field trips through emails, notes, school calendar, or the school newsletter.

**Music Lessons**

All music lessons are optional for students. Fees are determined by the instructor and the Board of Education. Most lessons are held during the school day on our campus. This is a great opportunity for parents and students to have lessons during the day, and we encourage parents to wrestle with the benefits and challenges of this set up. Many of the benefits include using God-given gifts, preparing future church musicians, and discipline among others. Please note that students will have extra work because of missed class time, and it is academically difficult for teachers and students if the student has 3 lessons per week (i.e. - piano, band, and strings).

**Band lessons – Grades 5-8**

Offered 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.

**Piano Lessons – Grades 2-8**

Lessons are scheduled by the classroom teachers and piano instructor, Mrs. Lu Kolander. There are many factors that can influence scheduling (individual child, classroom schedule, etc.). Parents and students are asked to be understanding and flexible as this is a popular program and there are limited times available. Some students may miss parts of recess or other “favorite” classes for their lesson.

**String Lessons – Grades 4-8**

Lessons are scheduled by the classroom teachers and instructors, Mr. Bill Lambrect and Abigail Peterson. There are many factors that can influence scheduling (individual child, classroom schedule, etc.). Parents and students are asked to be understanding and flexible as these are popular programs and there are limited times available. Some students may miss parts of recess or other “favorite” classes for their lesson.

**Partner Activities**

All students receive a student 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**

A variety of different intramural activities are often offered to the students throughout the year. Intramural activities take place during afternoon recesses. The older students learn to help the little ones and they in turn get to know the big kids. The school can offer intramurals, which may include volleyball, basketball, and floor hockey. Depending on the interest of the students, we have had tournaments in ping pong, shuffleboard, chess, and other games.

