

2009-2010

CENTRAL LUTHERAN SCHOOL

Calendar & Parent/Student Handbook



Central Lutheran School

310 3rd Street West
PO Box 190
Newhall, IA 52315
319-223-5271
Fax: 319-223-5257

Email: Principal Jan Doellinger: jdoellinger@CentralLutheranSchool.org

CLS office: clsoffice@CentralLutheranSchool.org

CLS Web Site: www.CentralLutheranSchool.org

For delays/cancellations: Bobcat Voicelink: 830-2164 (local) 515-830-2164 on cell phone or out of area.

CLS BOARD MEMBERS

St. John's – Newhall

William Hiner	223-3046
Bret McKinney	223-7479
Drew Retz	446-7975
Scott Thompson	223-5437

St. Stephen's – Atkins

Alexis Jacobsen	551-7146
Justin Kithcart	446-7337
Brian Wells	446-7956

St. John's – Keystone

Brad Sievers	439-5481
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PTL OFFICERS

President	Rhonda Hollister	228-8756
Vice President	Brian Miller	454-9908
Secretary	Nicole Williamson	446-7051
Treasurer	Denise Moeller	223-5821

AREA PASTORS

Atkins	Pastor D. Woltemath	446-7675/ (H) 446-6222
Belle Plaine	Pastor D. Duncan	444-2849/ (H) 521-2596
Blairstown	Pastor D. Rempfer	454-6941/ (H) 454-6951
Garrison	Pastor M. Leckband	477-5141/ (H) 477-3785
Keystone	Pastor J. Eggert	442-3514/ (H) 442-3639
Luzerne	Pastor M. Musick	444-2378/ (H) 434-6407
Newhall	Pastor S. Rempfer	223-5593/ (H) 223-5594
Shellsburg	Pastor M. Leckband	436-2524/ (H) 477-3785
Van Horne	Pastor David Lingard	228-8325/ (H) 228-8324
Vinton	Pastor C. Frederick	472-5571/ (H) 472-2898

Supporting Churches: St. John/Newhall; St. Stephens/Atkins; St John/Keystone

CLS FACULTY & STAFF

		<u>Home #</u>
Principal	Jan Doellinger	632-1777
Grade 8 Homerm.	Denise Block	363-5204
Grade 7 Homerm.	Dave Runge	442-3459
Grade 6 Homerm.	Sue Voss	446-7402
Grade 5 Homerm.	Laura Hillman	608-495-0448
Grade 4	Jo Schumacher	393-9135
Grade 3	Kristin Meyer	265-3530
Grade 2	Deb Rempfer	223-5594
Grade 1	Pam Williamson	847-922-5022
Kindergarten	Jessica Cattau	550-7568
Preschool	Becky McKinney	223-7479
Music	Karen Woltemath	446-6222
Part-time Faculty	Susan Voss	446-7402
	Nancy Rinderknecht	446-7372
	Peg Rinderknecht	223-5326
Teacher Associates		
	Tami Koopman-Rathje	223-5242
	Jennel Schulte	846-2574
	Diana Buscher	446-7125
	Mary Sievers	444-2754
Admin. Asst.	Andrea Weber	223-7303
Librarians	Nancy Rinderknecht	446-7372
	Becky Rieck	454-6403
Head Cook	Becky Rieck	454-6403
Cook	Stella Wolter	228-8544

AFTER SCHOOL ACTIVITIES

Students of Central Lutheran School (CLS) participate with other Lutheran, parochial, and public school students in many school activities. CLS will also offer other activities that meet the needs and interests of the students depending upon the availability of staff, coaches, and facilities.

Children who participate in practices, games, or other after school activities are expected to stay with the supervisor until picked up by their parents or return home. Non-participant children who remain for the activity must be under parental supervision. Teachers are not responsible for supervising students after 3:50 p.m. After 3:50 p.m., each student on school property must be accompanied by his/her parent or coach. Parents are expected to pick up participants within 15 minutes after the activity concludes. Failure to follow this policy could result in temporary withdrawal of these after school activities. (Refer to Board of Directors Policy #B-20)

ATHLETIC POLICIES

Central Lutheran School gives all students the opportunity to participate in its athletic programs, which include(s) volleyball, soccer, basketball, cheerleading, baseball, softball, and track. The athletic program is under the direct supervision of the Athletic Director(s) and follows all the rules and regulations of the Iowa District East Lutheran Schools Athletic Conference. Lay coaches are sometimes used to supervise and coach our athletic teams. All coaches are directly responsible to the Athletic Director.

If a student wishes to participate in any of our athletic programs, a physical examination by a doctor and parental consent must be obtained before he is allowed to participate. Physical examinations are valid for one (1) year. Physical examination forms can be obtained from the school office. (Refer to Board of Directors Policy #B-12)

The Central Lutheran School athletic program promotes academics first, with sports as a privilege for students' participation. A student's participation in interscholastic sports can further develop the student spiritually, mentally, emotionally, physically, and socially. Students will be encouraged to do their best to the glory of God.

The Athletic Director works with coaches and is responsible for setting guidelines of participation for teams including, but not limited to: work completion and grades (C average), practice times and missed practices, and other sports related items.

Student Responsibilities:

1. CLS Academic Standard: The following criteria are designed to allow students to participate in athletic activities while ensuring they apply themselves to make the best use of their academic skills:
2. Academic criteria will be calculated at the end of each school week.
 - a) The school week begins Monday and runs through Sunday.
 - b) The grading period ends Friday. Teachers in grades 5-8 must have grade reports to the office on Monday morning. (Fourth grade when applicable)
 - c) Grades from the previous quarter are acceptable until three weeks into the new quarter.

3. All athletic participants must maintain a cumulative average or weekly average of at least 75% to maintain eligibility. If both the cumulative and weekly average fall below 75%, that student will not be eligible for seven days.
 - a) Cumulative avg. is the quarter composite avg. Weekly avg. is the average of grades during the week.
 - b) Eligibility periods begins Wednesday of the week the report reaches the office and runs through the following Tuesday.
4. Students who become ineligible due to poor grades may become eligible again when their cumulative or weekly average improves to 75% or higher in the subject/s.
5. An incomplete grade is considered a non-passing grade.
 - a) *When a student is declared ineligible three times, he/she is removed from the team. An exception may be made for a student who applies himself but cannot maintain a 75% average. This exception is made by the decision of the Athletic Director, principal, teacher(s) and parents. Students with diagnosed learning disabilities must fulfill the requirements of their individual education plan (IEP) in order to maintain eligibility to participate in athletics.*
6. Poor behavior may result in ineligibility for one week.
7. Poor sportsmanship at an athletic event will be reviewed by the Athletic Director and Principal and may result in ineligibility or expulsion from the team.
8. If a student is absent or misses more than one-half day of school, he will not participate in practice or an athletic event on that day.

ATTENDANCE

It is essential that students attend school regularly in order to provide continuity in the learning program and to enhance the probability of success in school.

- A. All absences must be excused by parent/guardians in writing, by phone, or by personal contact with the school office or the student's teacher.
- B. Absences for reasons other than illness or emergency are to be avoided. The parent/guardian is responsible for notifying the teacher at least three days prior to the absence. Parents are advised to speak with the teacher regarding this missed work and completion deadlines. (Ref. BOD Policy #B-8).
- C. Absences due to illness or emergencies are unavoidable. The student is responsible for obtaining missed assignments and completing them. Teachers will allow the student one day to make up the work for every day the student was absent. In the event of a long absence due to major illness, hospitalization, etc., teachers will take the length of the absence into consideration when determining a completion date.
- D. Students who arrive late to school must be accompanied by parent/guardian. The parent will sign in the student at the office and the student will be given a pass to hand to his teacher upon entering the classroom. The pass indicates to the teacher that the student was signed in by the parent. If a student must leave school before the end of the school day, the parent/guardian must go to school office and sign out the student

- E. In order for a student to receive credit in any grade/class, the student's total absences for the year may not exceed 18 days. A waiver may be granted under special circumstances. The parent must meet with the administrator to request such waiver. In some instances,, the student may be required to take additional classes during the summer.

TARDY POLICY

Central Lutheran School expects all students to be on time at the beginning of the school day. Consistent tardiness disrupts classroom procedures and creates a negative impact on the student's general welfare and development. CLS's tardy policy is designed to establish a uniform code for students' punctuality in attending a normal school day.

Tardiness is defined as:

1. Failing to be with one's class or in the classroom when school begins at 8:15 a.m.
2. Failing to be on time for a class period (5th-8th grade). Students should be seated in the classroom with all the necessary materials prior to the time the class begins.

Students who are not in the classroom and ready for school by 8:15 will be considered tardy. The teacher and/or administration will decide when the tardy is to be considered "unexcused." Excused tardies are not subject to consequences.

A concerted and conscientious effort should be made by parents and students to avoid any and all instances of tardiness. However, some circumstances are beyond the control of the student, parent and school.

Examples of valid excuses for tardiness, provided they occur *rarely*:

- Car-pooling with another parent who arrived late at the student's home.
- Unexpected, unavoidable problems (bus/car trouble, medical problems, etc.)
- Medical and dental appointments. Please bring an excuse from the doctor.

Examples of unexcused tardiness:

- Oversleeping
- Alarm not going off
- A parent saying 'It was my fault'

Tardiness Control

Since tardiness usually illustrates a lack of personal discipline and shows a lack of respect for teachers, classmates and the teaching process, continued unexcused tardiness will be treated in the following manner:

- First instance of unexcused tardy: Teacher will contact the parent and the principal will be notified.
- Three unexcused tardies will constitute one absence. The administration will make written notification to the parents indicating that a conference must take place between the teacher, parent and principal.
- Beginning with the fifth unexcused tardy and all subsequent unexcused tardies, the student must serve a one-day, in-school suspension, with no academic credit allowed for that day (zeroes in all subjects).

Every student's attendance and tardies, both excused and unexcused, are entered into the attendance record via FastDirect. All absences and tardies will be recorded onto the student's report card.

CHAPEL SERVICES

Chapel services are conducted every Wednesday at 8:30 a.m. for students, faculty, staff, parents and guests of CLS. Area pastors, guest speakers, teachers, and students lead these services. Individual classes and choral groups regularly enhance these services with vocal performances. An offering is gathered each week to support a mission project that is chosen by the faculty. Chapel is a worship service where proper reverence should be shown. **Unless school is cancelled, Chapel will be held.**

On the first day and last day of school, a pastor from either St. John/NH or St. Stephen's/Atkins will conduct the opening/closing ceremonies.

CHURCH AND SUNDAY SCHOOL ATTENDANCE

God commands regular worship in the Third Commandment. Therefore, it is expected that students and parents will attend church and Sunday School regularly as part of their congregational and school life.

Church and Sunday School attendance will be taken in each classroom. This will reinforce the importance of a regular, meaningful worship life. The record of attendance will be on the student's report card and will be a part of their permanent file.

CONTAGIOUS DISEASE POLICY

A student at Central Lutheran School shall not be permitted to attend classes or other school activities if the student is known to be afflicted with or liable to transmit any contagious or infectious disease.

Children with acute infectious diseases should be kept at home until the doctor releases them to return to school. **UNDER NO CONDITIONS SHOULD A CHILD WHO HAS EXPERIENCED A FEVER IN THE LAST 24 HOURS BE SENT TO SCHOOL.** A note will be sent home when there are cases of pink eye, head lice, etc. at the school.

Students and families with a chronic infectious disease have a right to privacy and a need for confidentiality. Parents of all students and all staff members will be notified of an infected student, the conditions under which the student is attending school, and the school's plan for keeping the public informed about the situation. (Refer to Board of Directors Policies #B-13 & B-31)

CURRICULUM

Central Lutheran School meets or exceeds the State of Iowa requirements in regard to curriculum, including religion as well as all basic subjects. CLS offers extensions to the curriculum such as Outdoor Education, Curriculum Fairs, Fine Arts Festival, Spelling Bee, Geography Bee, Mathcounts, Field Trips, etc. We strive to teach in a Christ-centered way throughout all areas of the curriculum. (Refer to Board of Directors Policies #B-15 to B-19 & #B-22 to B-30)

DAMAGES

The practice of Central Lutheran School is that students must pay for damage to textbooks and/or workbooks that are misused or willfully damaged. When textbooks are checked out at the beginning of the year, the condition of the book is noted. The child must reimburse the school for any loss and/or damage, including library material. School and church property, including furniture and equipment, must not be defaced, marred, or damaged in any manner. Students will be charged if such damage is the result of misuse or willful destruction.

DISCIPLINE – GENERAL

Christ-like love is the concept under which we operate at Central Lutheran School. This love is demonstrated by the concern of the teachers for the individual student and the entire student body. While Christ hates sin, He still loves the sinner. Likewise at Central Lutheran, we love the children and need to impress upon them the consequences of misbehavior. Love is the compelling reason for discipline, not anger, hate, or revenge. The discipline should be for the good of the student and should reinforce positive actions that strengthen Christian relationships.

Cooperative efforts in discipline are vital between students, parents, and staff. Staff who are placed into the position of authority over a group of students need parental support to ensure a positive learning environment.

In the event of a concern regarding discipline, please refer the Home-School Relationship section.

The following are general rules that have been adopted by the teaching staff of Central Lutheran:

1. Students may play in all areas of the playground that are visible to the teacher.
2. Use all school equipment safely and properly.
3. Keep hands and feet to oneself; respect personal and school property.
4. Students will remain inside school boundaries unless given permission by a teacher to leave them.
5. When snow and slush are present, students may play in the grass if they are wearing boots.
6. No playing on ice patches.
7. No gum or candy allowed without approval by the homeroom teacher.
8. In hallways, students will walk and not disturb others.
9. Quietly use the restrooms.
10. Students will show proper respect and obey ALL staff members.

It is hoped that any unacceptable behavior can be handled between the teacher and the student by meeting to suggest corrective behavior. If the student fails to correct his or her behavior, the teacher will apply classroom discipline measures and parents will be notified. If the student still fails to correct his or her behavior, a detention will be assigned and the student will meet with the principal. At this conference correct behavior shall

again be outlined. A third detention within a quarter will result in a one-half day in-school suspension. A fourth detention within the quarter will result in a one day out of school suspension.

Some instances of misbehavior are so extreme that they warrant immediate school discipline. In such cases, the parents will be notified immediately and asked to come to school as soon as possible. They will then have a conference with the staff member and principal who will outline the reason for suspension, and also the period of time when the suspension involves. Suspension will amount to a period of time from one day to one week, depending on the severity of the child's behavior. The student will be given a complete list of assignments for the period of time they are suspended and will not be allowed back into the classroom without completed assignments. A parent conference will be mandatory before the child will be allowed back into the classroom. Expulsion can only occur with the approval of the Central Lutheran School Board of Directors.

Some examples of unacceptable behavior include:

1. Unexcused absences, repeated tardiness, and truancy
2. Blatant disrespect
3. Fighting
4. Profanity or obscenities
5. Carrying weapons, guns, knives, etc.
6. Physically or verbally attacking a staff member
7. Immoral conduct
8. Possession, sale, use, or attempted use of tobacco, liquor, drugs, etc.
9. Sexual harassment

It is the sincere hope and prayer of the Board of Directors and Central Lutheran Staff that this policy will never have to be exercised, but it is felt that this policy must exist so that everyone understands their responsibility and the consequences of their extreme behavior. (Refer to Board of Directors Policy B-11)

DRESS CODE

1. Students should dress in a manner appropriate to our Christian environment.
2. Shoes and shirts must be worn at all times at school.
3. The child should be neatly dressed and clean, clothes and shoes in good condition, and hair well-groomed.
4. Shorts and pants must be properly fitted.
5. Students in grades 6-8 will be expected to have appropriate clothing for gym classes at school.
6. The teacher or principal has the final say as to what is acceptable.
7. If inappropriate clothing is worn, a phone call will be made to the parents to provide appropriate clothing. (Refer to Board of Directors Policy #B-4)

The students at CLS will dress in a neat and proper manner at all times. This not only reflects the Christian environment, but also student safety. The following are examples of inappropriate dress:

- backless sandals
- spaghetti straps
- shirts that show the midriff section (students need to be able to stand, sit, and bend over without showing skin)

ENTRANCE REQUIREMENTS

All children who have reached their 3rd birthday by September 15 and are toilet trained shall be eligible for the three-year-old preschool. Those who have reached their 4th birthday by September 15 shall be eligible for the four-year-old preschool. Children who have reached their 5th birthday by September 15 shall be eligible for Kindergarten. Birth certificates must be certified by the school office upon enrollment.

All students are required to meet the immunization, physical examination, and health requirements of the Iowa Code. Students whose educational needs cannot be served by our school will be referred to schools that are able to meet the students' needs. (Refer to Board of Directors Policy #B-1)

ENVIRONMENT

Central Lutheran School is a tobacco, alcohol, and drug free environment.

FAMILY RIGHTS AND PRIVACY ACT

Under the Family Rights and Privacy Act of 1974, students and parents are guaranteed certain rights concerning the school records of students. Parents may have access to their child's school records upon request. This access must be given within 45 days of the initial request. Parents are also entitled to a hearing to challenge the content of their child's school records. Students may only access their school records when they have reached majority age unless they have the written consent of their parents. (Refer to Board of Directors Policy #B-7)

FEES

The annual cost per student at Central Lutheran School is more than \$3,000. While the responsibility of covering this cost rests on all members of the school and supporting congregations, the primary obligation rests upon those who take advantage of what the school has to offer. The congregations that provide direct support to Central Lutheran School through their church budgets are St. Stephens/Atkins, St. John/Newhall and St. John's/Keystone.

Central Lutheran School's Board of Directors has established registration, tuition, and other fees that are necessary to maintain a high level of Christian education. These fees are reviewed and adjusted annually.

Tuition fees and policies are covered in the Fees/Policies brochure. It is the responsibility of the parents to contact the principal or Board of Directors if special financial arrangements need to be made. Central Lutheran School does not want to deny anyone admission due to financial need. Special consideration may be merited through an appeal to the Board of Directors through the principal.

Tuition is due the first of each month. Accounts that are past due after 5 business days will be assessed a \$10 late fee each month. If fee payment is overdue, a reminder will be sent to the parents to notify if payments become delinquent. If prompt payment cannot be made, the family is requested to submit an alternate plan for delayed payments. The Board of Directors will be notified for possible action of delinquent accounts where two notices have been sent and no alternate arrangements have been made.

All fees must be paid by the end of the school year and prior to enrollment for the following year. (Refer to Board of Directors Policies #B-1, #B-6, and #D-4)

FIRE, TORNADO, AND DISASTER EVACUATION

Central Lutheran School conducts regular fire, tornado and disaster drills, which meet or exceed the state guidelines for student safety. All students and teachers are instructed to move to a place of safety according to a plan that is available in the school office and is posted in each classroom. We also have a plan developed by the Duane Arnold Energy Commission and the Benton County Civil Defense and Disaster Services Office in case of an accident at the Duane Arnold Nuclear Power Plant. This plan is also available in the school office. CLS has a Crisis Management Plan for such events. (Refer to Board of Directors Policy #B-2)

FUNDRAISING

Various fundraisers are held each year to provide extra books for our school library, materials and equipment for the classrooms, and extra funds for student activities throughout the school year. Parents and students are given the choice of participating or not participating in these fundraisers.

HOME & SCHOOL RELATIONSHIP

In order for your child to progress satisfactorily, all parties need to work cooperatively. In order to achieve closer cooperation between parents and teachers, home visits are made available each year prior to school beginning. Parents are also encouraged to visit the school so that they may see their child in an everyday school situation. Please notify the teacher **AT LEAST ONE DAY IN ADVANCE OF YOUR VISIT.**

In visiting, the following suggestions might be helpful:

1. If you are not well acquainted with the teacher, introduce yourself.
2. Consult teacher for the best time to visit.

3. Quietly observe your child in the group.
4. If you have concerns about your child, the teacher will arrange a conference at your convenience.

The school needs to be informed in writing of all court decisions involving any child in attendance.

Confidentiality is important to the home-school relationship. Your rights to confidentiality will be respected. The rights of others to confidentiality should also be respected.

Parent-Teacher conferences are held at the end of the first and third grading periods so that parents can learn more about the progress of their child. If concerns arise at other times, please feel free to contact the teacher to discuss these concerns.

CONFLICT RESOLUTION

Because we are vitally interested in your child's temporal and eternal welfare, any feelings of injustice or any grievance against an individual teacher/s are to be discussed privately, during after school hours, between parents and the teacher/s involved and/or the teacher and the principal. In order that parents know the appropriate procedures in the event a conflict arises, the following are Biblical steps of Matthew 18:15-17:

1. The parents/guardians shall seek clarification with the teacher first. A phone contact or a personal appointment should be conducted outside regular school hours. This is a must, both from the Christian viewpoint and as a courtesy to those directly involved (Matthew 18:15)
2. If the parents/guardians are not satisfied, they may ask for a joint conference with the principal and the teacher to seek a solution to the problem. (Matthew 18:16)
3. If the parents are still not satisfied, they may request to meet with the Executive Board of Directors (President, Vice President, Secretary, and Treasurer), teacher, and principal to discuss the situation. (Matthew 18:17)

HOT LUNCH PROGRAM

Central Lutheran School participates in the Federal and State Hot Lunch Program and complies with all health and sanitation regulations. The lunches, which are served, are classified 1-A and require that milk be served as the beverage. If a child presents a signed parent's statement, he/she may be excused from drinking milk.

A fee is charged for all hot lunches for all students in grades K-8 unless a family qualifies for free or reduced lunch prices under Federal income guidelines. Please see the principal or school office to obtain a copy of these guidelines and application form. Parents may apply for free and reduced lunches at any time during the school year.

Lunch and milk payments may be paid in the school office on a daily basis. Adult guests need to purchase a lunch in advance. A milk break is offered during the day for grades Kindergarten and First. Extra milk is available at lunchtime. If money is owed for a lunch or for seconds, no seconds will be offered to that student. When a student's lunch account is more than \$30.00 negative, the student will be served a peanut butter and jelly sandwich and milk until the lunch account is brought out of a negative balance.

Seconds “orders” are taken in the morning when lunch count is taken. If a student has ordered seconds, food will be prepared for him. If a student orders seconds for lunch but does not go to the counter and get it, the student will still be charged for seconds. When a student orders seconds and does not get them on more than three occasions, the student will no longer be allowed to order seconds. He may, however, take advantage of leftovers that the kitchen offers whenever they are available. This is an effort to keep from raising the lunch prices for everyone.

Prices: Student daily lunch price: \$1.85 (includes one milk)
Student daily reduced price: \$.40
Carton of milk: \$.30
Seconds: \$.50
Daily Adult: \$2.75

ITEMS BROUGHT TO SCHOOL

Whenever a student brings a treat, gift, card, invitations or any other item to be handed out in school, the student must bring enough for each member of the class. Otherwise the item should be handed out after school time and off school property. This is to encourage all children to be friends and not to form cliques with only certain class members. Items not passed out to all class members will be confiscated until school is dismissed. Invitations handed out at school should be given to all classmates of that same gender or all classmates.

Please do not bring unnecessary items such as, but not limited to, trading cards, souvenirs, electronic games, etc. Unnecessary items will be confiscated.

MEDICATION POLICY

An authorization form signed by the parent or legal guardian, and a doctor, must be on file for each prescription medication to be given during school hours. Non-prescription drugs may be given for short-term therapy. Please obtain a Medication Form from the school office.

All prescription medication must be kept in the original container with the original label attached. It must contain the following: 1) Name of pupil, 2) Name of medication, 3) Strength and dosage prescribed, 4) Name of physician, 5) Name and address of pharmacy, and 6) Date of prescription. It will be kept in a locked cabinet in the office.

The school office will maintain a written record of the administration of OTCs that are given, including: 1) Name of student; 2) Name and strength of medication; 3) Dosage and time of administration; 4) Date; 5) Pertinent observations (seizure, elevated temperature, etc.).

If a child is sick and needs to be sent home, the parent or guardian will be notified by telephone. In cases of an accident, the parent or guardian will be notified first. When immediate treatment is required, a school staff member will call 911. Because of OSHA regulations, teachers may not give first aid other than basic care. Other accidents may have a report filed which will provide the following details: time and place of the accident, the cause of the accident and the supervisor at the time of the accident. (Refer to Board of Directors Policy #B-2)

MUSIC PROGRAM

The purpose of Central Lutheran's music program is to glorify God, grow in appreciation of God's gifts, and give a Christian witness through music. Students in grades Kindergarten through eighth will receive instruction that incorporates skills, knowledge, and positive attitudes toward music. Our program includes singing, playing, reading, writing, listening, and using music as an avocation or vocation.

There are two choirs at Central Lutheran. The Rainbow Choir is made up of students in Kindergarten through Grade 4. The Jubilation Choir is comprised of students in Grade 5 through Grade 8. Each choir represents the school by singing in the churches, for chapel services, and at other performances. All students will participate in their grade-appropriate choir. The 3- and 4-year-olds will sing at Christmas & Spring Concerts.

Students will begin to play the recorder in 3rd grade and will continue in 4th grade for the first half of the 4th grade year. At such time, 4th graders will have the opportunity to join the 5th grade band for the second half of the 4th grade year. The 4th graders wanting to join the 5th grade band must take private instrument lessons for a minimum of the first half of the 4th grade school year.

Central Lutheran School also offers a band program. Children from Grade 4 through Grade 8 will have the opportunity to participate in the band program. Please contact the band director for questions about this program. Beginning percussion students are encouraged to enroll in piano lessons

It is highly recommended that your student participate in all musical activities.

NEWSLETTER

A weekly newsletter (The Thursday Note) is printed each week for grades PS-8 and will contain all pertinent information for the coming week. It is distributed each Thursday. A monthly newsletter (Cougar Paw Prints) is distributed the Thursday before the first of the month. This newsletter will contain the principal's note, scheduled activities, lunch menus, and much more. In an effort to reduce costs, all newsletters will be emailed to parents who provide an email address to the office. If a family does not have email capability, then a paper copy will be sent home with the youngest child in the family. Our weekly and monthly notes can be found on our website at www.CentralLutheranSchool.org.

NON-DISCRIMINATORY POLICY

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

P.T.L. (PARENT-TEACHER LEAGUE)

Parents of all students are automatically members of this organization and are encouraged to attend the meetings. The PTL meets once in September, once in January, and once in April. These meetings are held so that parents and teachers have an opportunity to discuss topics that are relevant to parenting and education. The PTL is involved in projects that provide funding for a variety of items for the school. Eighth graders will provide free childcare on school grounds during the meetings.

SCHOOL CLOSINGS/DELAYS

CLS will usually follow the closing policies of Benton Community Schools because of our busing arrangement with them. Please listen and/or watch WMT-AM-600, KCRG-TV9, KGAN-TV2 or call the BOBCAT VOICELINK at 830-2164 or 1-515-830-2164 (for out of area) for closing or delayed starting information. We will also disseminate all unexpected early outs and cancelled classes via the FastDirect email. Please become familiar with FastDirect and know your screen name and password.

We can experience two-hour delays due to weather conditions. In the event of a 2-hour delay, the preschool will follow a reduced schedule of 10:15 to 12:15 and 1:15 to 3:15. In the event of any delay on a day that chapel is scheduled, we will hold chapel services as soon as school begins for that day. Chapel will only be canceled if the entire day of school is canceled.

SCHOOL HOURS

Kindergarten through 8th grade normal school hours begin at 8:15 a.m. and ends at 3:30 p.m.

- Morning 3- and 4-year-old Preschool hours are 8:00–11:15 a.m.
- Afternoon 3- and 4-year-old Preschool hours are 12:15-3:30 p.m.
- Students (preschool – 8th grade) arriving before 8:00 need to be dropped off at the gym doors. Students should not arrive at school before 7:30 a.m., as we are unable to provide supervision before this time.
- Afternoon pre-school students should not arrive more than 5 minutes before class begins.

Students not involved in after-school activities should be out of the building by 3:50 p.m.

SECURITY

Confident in the assurance that Christ is with us in every life situation, Central Lutheran School can respond to crisis with clear minds and caring hearts in ministering to the “whole” child and “whole” adult.

A crisis can be defined as a crucial situation or difficulty, a turning point, or a decisive moment. Crises are a part of personal and institutional reality with potential for danger as well as growth. Through its Crisis Management Plan and Crisis Management Team, Central Lutheran School is prepared to intervene should a crisis occur. A crisis may include any event which affects the school and may include, but is not limited to: natural disaster, threats to individual or group, death of a student or school personnel, fire, power failure, violent crime, or accident. A copy of the Crisis Management Plan is available in the school office for anyone to view.

TELEPHONE USE

Students may only use the telephone after receiving permission from their teacher, the secretary, or principal. Long distance phone calls will be made from the office.

Parents are asked to use good judgment if they *must* make a call to their child. If possible, please leave a message with the secretary or principal, which can be given to your child at his/her next recess or at another break. Unless it is an emergency, the office staff will deliver a message to the child.

Cell phones must be kept in the student's locker/book bag and turned off.

GRADING AND ASSIGNMENTS

Tests are a means whereby a teacher can measure what the student has learned from the instructor's teaching. Tests measure what needs to be reviewed or what needs to be reinforced. Teachers often give their own tests which have been developed to match their specific instruction. They may also use tests developed by the textbook companies that accompany their texts. Tests may be given on a daily basis or whenever the teacher sees fit.

Our general grading scale for tests and assignments is:

(A+) 99-100	(A) 95-98	(A-) 92-94	(B+) 90-91
(B) 87-89	(B-) 85-86	(C+) 82-84	(C) 78-81
(C-) 75-77	(D+) 72-74	(D) 68-71	(D-) 65-67
(F) 0-64			

Subjects such as art, music, P.E., etc. may be graded by:

1 (+) – Outstanding; 2 (✓) – Satisfactory; 3 (-) – Needs Improvement.

Report cards will be issued soon after the end of each quarter.

TESTING PROGRAMS

In addition to regular subject matter testing, standardized tests and/or assessments are given to the students of our school. Each child will take a standardized achievement test once each school year. Students in grades 2-8 are given the Iowa Test of Basic Skills. Students in grades 3-8 take the Northwest Evaluation Association's Measure of Academic Progress (NWEA-MAP) in the fall and spring. A reading assessment will be given in grades K-1 in the fall and spring of the school year. Standardized tests assist in measuring our teaching in terms of criteria that has been developed over a period of time with a large number of students. Individual and class results are used for guidance of the individual child and for general school use.

Other types of testing done at Central Lutheran School may include:

1. Hearing and vision screenings
2. Grant Wood Area Educational Agency testing of students who are referred by their teacher

TRANSPORTATION

CLS enjoys a good working relationship with the Benton Community School District. By law, Benton Comm. buses do not have to provide any busing for our students. The Benton administration has agreed to bus students to CLS in the mornings and afternoons if those students live in the district boundaries. However, some families may be unable to use the buses even though they live in the district. This is decided on a case-by-case basis and must be worked out between the individual family and the transportation director at Benton Community School. Other students must either meet the bus on its established route or be transported directly to and from school.

Some families from the towns of Blainstown, Keystone, and Luzerne have joined together to purchase a bus to get the children in these areas to and from school. This bus is property of Lutheran Transportation, Inc. (LTI), not the school. LTI charges parents a fee for their children to ride the bus. Please contact the school to find out if LTI is running and how you can take advantage of this program.

Parents must find private transportation to games or tournaments. The school cannot be responsible for arranging rides to games. If your child is to ride with someone other than yourself, you must present a note to the school office with this request.

VOLUNTEERS

Central Lutheran School uses volunteers in many of its educational and extracurricular programs. You will have a chance on registration day and throughout the school year to sign up for one or more of these volunteer programs. Please help us expand our students' lives and learning opportunities by being involved and giving of your time and talents. Again, this is one more opportunity for cooperation between the home and the school.

XYZ (LAST BUT NOT LEAST)

If you have questions at any time or if you are in doubt about policies concerning Central Lutheran School, it would be wise to contact the school office before you take any action. Your child's teacher and the principal are very willing to discuss any questions or concerns.

SCHOOL EVENTS

School Registration- Usually held one to two weeks before school year begins. During this time, parents and families may come into the school to register their children and pay for school items and lunches. At this time children also may drop off their supplies and book bags and visit their classrooms.

8th Grade Pizza Sales- A fundraiser to help pay for the 8th grade class trip that takes place in April or May. The 8th graders sell, but the whole school is involved and encouraged to help. From the dollars that are raised, a certain percentage goes to a class tite and class gift given to the school in memory of the class.

Opening Ceremony- Opening Services will take place at St. Stephen's Church in Atkins the first day of the school. Service begins at 8:30 a.m. Parents, grandparents, and friends are welcome.

Open House- Open House occurs mid September and coincides with the Book Fair. Parents receive updates on child activities and visit with teachers. Stay for the first PTL meeting of the school year (free babysitting provided!)

PTL Book Fair- A weeklong event to raise money and books for the school. About mid-week students will come home with personal wish lists. Classroom wish lists will also be posted. Parents are encouraged to buy either a book off the room list or a gift certificate for each student's classroom.

Cougar Classic- Soccer tournament for 5-8th graders in September. It is a fundraiser for the school. Included are: T-shirt sales, concessions, and a whole day of soccer with multiple schools involved.

CLS Brunch- The CLS Brunch occurs on the 4th Sunday of October as a fundraiser and is chaired by 4th grade class parents. Public is welcome. Pancakes, sausage, eggs, fruit, rolls, juice and coffee are served. Hours are generally 9:00 a.m. to 1:00 p.m.

Fall Festival/Spring Fling- This is a fundraiser headed by PTL and 6th grade parents. Every classroom donates towards theme baskets and a silent auction. Come for food and lots of fun. Parent volunteer sign up sheets will be sent home.

Outdoor Ed- 5th & 6th graders travel to either Spring Brook (SW of Jefferson, Iowa) or enjoy another outdoor activity in alternate years. The classes stay two nights. Included in the trip are outdoor educational activities taught by the DNR-and parents/teachers chaperones. Some experiences may include sleeping in bunk houses, building campfires, owl watching, creating plaster molds for wildlife, hiking, learning outdoor survival skills, live animal trapping and identifying bugs.

Science Fair- This event occurs every other year. Individual projects are presented to judges who evaluate and give ribbons. Ribbons are awarded in the evening at the Science Fair and projects are displayed throughout the school. Winners advance to Williamsburg for the Iowa District East Science Fair. During off years, the school will host International Night (2009-10), Math Night (2011-12) and Wax Museum (2013-14).

CLS Christmas Concert- The CLS Christmas concert takes place in Van Horne at the Benton Community High School auditorium. All grades show their talents and love for Christ with vocal and instrumental performances.

Geography Bee-This event involves 4-8th graders statewide. It occurs in January with an oral bee involving geography. One school representative will compete to become the state champion.

Spelling Bee- The school spelling bee occurs in early February. It begins with a written test and moves to oral competition. This event involves 3-8th graders. The top two and an alternate in each class move on to the Iowa District East Spelling Bee.

National Lutheran Schools Week- NLSW occurs the first full week in March. It is filled with various classroom activities and service projects. Daily dressing themes are implemented along with a fun school wide field trip. It helps celebrate the gift of Lutheran schools and shows appreciation for the teachers and staff.

Fine Arts Festival- Fine Arts Festival generally takes place in March. This is an opportunity for all students to participate in singing, playing musical instrument, dance, poetry reading, drama, arts and crafts, and creative writings. Central's festival is a practice for the district Fine Arts in Readlyn (usually in April). Students are judged and critiqued. Pointers are given to help students improve before the Readlyn festival

Spring Musical- K-4 or 5th-8th (alternating years) Usually occurs late April. Costumes are usually involved, but are simple clothing ideas. It is held in Central's gym.

Festival of Bands- This takes place at Benton High in the gymnasium. Central band students (5-8) perform their own selections and stay to listen to other bands.

8th Grade Class Trip- This trip usually takes place either in April or May. Students vote on trip location and use their fundraising money for trip expenses. Trip usually lasts 4 days. Parents provide transportation/chaperoning.

National Day of Prayer- Service is held the first Thursday in May in lieu of Wednesday's chapel service. Color Guard attends chapel. Each class participates as planned.

Awards Banquet– Occurs in May after sports season ends. Students involved in sports, band, and choir are honored. This event involves a potluck.

4-year-old Graduation– This event is in celebration of our PS 4's moving onto Kindergarten. A ceremony and reception take place.

8th grade Graduation– Seventh grade parents chair this event (decorate, refreshments, etc.) Each 8th grader gives a speech. Fifth through eighth grade band performs and diplomas are handed out during the ceremony.

Closing Service- Closing services take place on the last day of school. All, parents, grandparents and friends are welcome as we give thanks and praise to our Lord for the previous school year.