

# 2020-2021



## Parent Handbook

**Mark L'Heureux**  
Principal

**Michelle Dale**  
**Lynda Doehling**  
Kindergarten Teachers

**Doni Douglass**  
**Susan Wilcox**  
First Grade Teachers

**Anne Klappenback**  
**Melisa Clark**  
Second Grade Teachers

**Laura Asplin**  
Third Grade Teacher

**Melissa Amen**  
**Faith Lakamp**  
Fourth Grade Teachers

**Jeremiah Majorins**  
Fifth Grade Teacher

**Mandy Rettig**  
Physical Education

**Michael Werner**  
Instrumental Music

**Paul von Kampen**  
Music

**Sara Fahleson**  
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# christ lincoln

## SCHOOLS

Welcome to the Christ Lincoln Schools Family,

We are delighted and blessed to have you as a part of our family at Christ Lincoln Schools and look forward to an exciting year ahead!

This handbook is just one of the ways we will begin to create and build our partnership with you. As the primary caregivers of your children, you have a big responsibility in caring and nurturing them. You provide for their daily needs – you are important! Yet, for at least seven hours of the day, you will entrust Christ Lincoln Schools to take on this responsibility – a responsibility we don't take lightly! We are committed to leading your children to love Jesus, love others, and love learning.

Open and ongoing communication is vital to the partnership we share with each other. I encourage you to read this Parent Handbook so you are familiar with our goals, policies and practices. You are always welcome to call, email or stop in to meet with me anytime you have questions or concerns.

Serving together,

Mark L'Heureux  
Principal

## **Arrival and Departure**

Class times are 8:30 am to 3:30 pm.

We ask that all students arrive by 8:25 am and are picked up by 3:35 pm. The school building will be open at 8:15am and **classrooms at 8:20 am** for students. **Please do not drop children off any earlier unless using the Before School Care program.** You can drop children in one of three locations: the west side door of the building along 43<sup>rd</sup> Street, the front door of the building along Sumner Street, or by the Central Entrance (Door #3) from our south parking lot. If you arrive after 8:30, you will need to use the Sumner Street entrance. **Do not park and leave your vehicle unattended (drop off or pickup) on 43<sup>rd</sup> street along the red curbing.**

**Students should be picked along the west side of the church and school. Maps are provided in the newsletter and school office.** If you have more than one child, all of your children will be at the location of your youngest child.

- a. Kindergarten and First graders will be picked up along the curve in front of the church building. Older siblings will meet their younger sibling there. Second through Fifth graders will be lined up by grade level along 43<sup>rd</sup> Street.
- b. Consider 43<sup>rd</sup> St a one way street going north. We will not send kids out across traffic to the west side of 43<sup>rd</sup>, you must come and pick them up.
- c. If you need to speak to a teacher, park your car in the parking lot and come over by the pick up area. Do not park in the traffic lane as we need to keep it flowing. The teacher will speak with you after the others are dismissed.
- d. If someone beside you, the parent, is picking up your child, we must be informed with a written note. (*In emergency* a phone call will be accepted.) The driver must identify themselves to the teacher and be prepared to show picture identification. Until we know other family members or regularly scheduled drivers, we will ask for picture identification to insure the safety of all the children.
- e. If you are carpooling, please let the teacher know the other members of your carpool and note those parents on your authorized pick up list in TADS.
- f. 43<sup>rd</sup> Street will be barricaded off during school hours as children are crossing the street to get to the playground. Please no parking on 43<sup>rd</sup> Street alongside the building. Please allow the fifth graders to move the barricade. We ask you not to move it.

Children will not be allowed to go with other friends or drivers unless we have instruction from you. Students staying for After School Care will be taken to the program and signed in by staff.

If students are not picked up by 3:40 pm they will be taken to After School Care and you will be billed accordingly at the drop in rate.

Traffic around school at arrival and dismissal time is considerable. Please do not block the traffic lanes. **Do not leave your car while it is running or unattended children are in the car.**

### **Pick Up During Class Period**

We ask parents to stop in the office if you are picking them up during normal school hours. Your child will then be called to the office for you.

### **Attendance Policies**

Classrooms will be open to students at 8:20 am. ***Students arriving after 8:30 will be considered tardy.*** At 8:30, the West Door will close. If your child is able to enter, by permission of the Principal, your child will receive a “red card” which will indicate that they must get a tardy slip from the school office before entering the classroom. Students arriving after 10:30 am will be considered one half day absent. Students gone for more than two hours of any school day will be considered one half day absent. In addition, four tardies are equal to an absence. Six tardies is the maximum allowed in any quarter. If a student has more than twenty absences they will be considered for grade level retention.

Christ Lincoln Schools will provide a minimum of 1032 instructional hours to accomplish our goals and objectives for students (per the Nebraska Department of Education). For that reason, we ask all students to be in school every day, the only exception being that of illness or family emergency. Parents should call the school office prior to starting time when a child will not be attending that day.

Children who have been absent with a contagious disease will not be allowed to return to school except upon complete recovery. In questionable cases a note from your family doctor may be required. Children must be fever free for twenty-four hours without medication before returning to school. (See Health & Safety).

**Parents are encouraged to make appointments with doctors and dentist, etc. for non-school days or hours.** Children may be excused from physical activity by their teacher upon receiving a note from their parent. The school will excuse students for emergency appointments at any time.

Following an absence, there will be make-up work. Generally this can be made up in the same number of days as the child was absent.

Planned absences are discouraged. However, if there is one, parents should send a written note with the dates to be missed. The teacher may give out assignments prior to the absence. It will be the responsibility of the parents and students to make sure that upon return, the child has completed the required make-up work. If make-up work is not submitted in a reasonable amount of time, it may result in a lower grade average.

## **Band/Instrumental Music**

Christ Lincoln Schools works with Lincoln Lutheran to provide an optional instrumental music program for fifth grade students. An instructor from Lincoln Lutheran will be here three times a week and will take students for a 40 minute group lesson. An additional cost is charged for the lessons (\$50 per quarter/\$200 a year) and students must provide their own instrument. A rental program is available and will be explained by the instructor at a parent night in August.

## **Bicycles**

Students in Third Grade and up may ride their bike to school with parent permission. It is recommended that students use a bike lock to secure their bicycle. A bike rack is located on the south side of the school/gym building. The school will not be responsible for damaged or stolen bikes. In the interest of school safety students will not be permitted to ride their bikes on school grounds during school hours.

## **Camp Luther for Fifth Graders**

An important part of the environmental education curriculum for Fifth grade is a two night/three day camp experience at Camp Luther in Schuyler, Nebraska. Parent chaperones and Christ Lincoln Schools staff will accompany the group. The cost is the responsibility of each student and their family. Scholarships are available to help cover the cost. If a student and his/her parent choose not to participate, the student will be required to submit assigned work in environmental studies.

## **Curriculum**

The Philosophy of Christ Lincoln Schools:

Christ Lincoln Schools believes that each child is a unique creation of God. Our mission is to provide for an elementary school program of academic excellence while fostering the development of a personal relationship with Jesus Christ. Christ Lincoln Schools, along with the support of family and church, is dedicated to the total education of the child; spiritual, moral, social, emotional, physical and academic. The Christian religion, in the Lutheran tradition, will be integrated into all that we teach.

**Elementary School Curriculum** includes study in these areas:

Faith Development' Bible study, prayer, daily classroom devotions, memory work, weekly chapel services, service projects

Christ Lincoln Schools recognizes that mere study doesn't guarantee spiritual growth. All ages learn to apply their faith in the real world with activities, field trips and service projects such as food drives for the hungry, visits to nursing homes or

other servant events. Chapel services will be held weekly on ***Thursday*** at ***8:45 am*** in the church. Parents are always welcome to join us for this service.

Language Arts: reading, writing, listening and speaking

Science

Math

Music

Physical Education

Health

Art

Social Studies

Library

Computer Skills

A specific curriculum outline is available for each of these areas in each grade level. If interested, please ask your child's teacher for a copy.

Christ Lincoln Schools is approved under Rule 14 of the Nebraska Department of Education.

## **Discipline**

Christ Lincoln School's discipline policy is motivated by the following principles:

1. The Christian life is a joyful response to what God has done for us through Jesus Christ. We gladly and willingly submit to rightful authorities because God has asked us.

"Everyone must submit himself to the governing authorities, for there is no authority except what God has established." Romans 13:1

2. The responsibility to "raise up a child in the way he should go" is extended to Christian parents. The parent has the directive to raise their child in the "nurture and admonition of the Lord."
3. A Christian society recognizes that its members make decisions and accept responsibility for the consequences of those decisions. Students will most effectively grow as citizens when they are taught skills for making decisions and accept age appropriate responsibility for their decisions and behavior.

The standards for student behavior adopted by our school reflect these principles. School standards also reflect the fact that each student is viewed as precious and unique, and that each student stands before the cross of Christ redeemed and forgiven, treated with respect and affirmation.

The approach to carry out our philosophy is one of student ownership. Teachers and students together, at the beginning of the year, will establish the rules which will govern their classroom. Rules include:

Be Respectful

Be Responsible

Be Safe

Serve Others

Under the guidance of the teacher, the students will also establish rewards and consequences if those rules are not followed. Rewards might include: some extra

outside time at the end of the week, prize box or token gift, extra time with the teacher or principal.

Consequences might include: removal of a special event, free choice time limited, discussion with the teacher, parent or principal.

At no time will physical punishment of any kind be allowed.

Neither will the exclusion of lunch be allowed.

If after several attempts at successful redirection and correction, the student is still behaving inappropriately a conference will be scheduled with parent, teacher, principal and if appropriate student. **The discussion will result in a written plan of action. All will be asked to sign the plan and at this time parents will be notified of our de-enrollment policy.**

A review of the plan will be accomplished in the timeframe established and if the necessary changes have not been met by student, the de-enrollment plan will be enforced.

**Conduct prohibited on school or church property** shall include, but not limited to, the following:

Possession, use or distribution of any controlled substance or any illicit drug.

Possession, use or distribution of alcohol.

Possession of any weapon.

Aggressive or harassing behavior toward another student or staff member.

Christ Lincoln Schools will practice zero bullying tolerance as the standard of behavior.

Teachers will actively and consistently teach positive behavior(s), and have zero tolerance for aggressive or harassing behavior(s).

Students demonstrating bullying behavior will be subject to the discipline process including addressing the situation, loss of privileges, communication with principal and parents and if repeated behavior, suspension from school.

## **Enrollment**

Families who are new to Christ Lincoln Schools, we ask that you contact our Admissions Development Coordinator, Sara Fahleson, at [sfahleson@christlincoln.org](mailto:sfahleson@christlincoln.org) for more information and/or to set up a tour. For tuition information, please contact the school office or visit our Christ Lincoln Schools website.

Christ Lincoln Schools is a community school and does not discriminate on the basis of race, color, national or ethnic origin, sex, age or handicap in the administration of its educational policies, admissions policies, scholarship program and other school administered programs.

**We must** have your child's kindergarten physical, current immunizations, any special medical information and copy of their birth certificate on file at school or uploaded via

the TADS system. Please notify the school office if there are changes in phone numbers or addresses, etc.

Enrollment occurs on an annual basis at the beginning of February. At this time an annual enrollment fee is collected. Christ Lincoln Schools utilizes the TADS (Tuition Aid Data Services) program which is a school management system for the enrollment process. You can find the link for TADS on the Christ Lincoln Schools website homepage. All enrollment and tuition agreement payments will be paid through this process. There is a \$45 TADS annual fee per family. Financial Aid is available and will be considered on the basis of income, family size, church membership and special circumstances. There is an application fee of \$34 per family and must be completed by March 3.

**As a non-profit organization, it is critical for our fiscal stability that all accounts are kept current. Christ Lincoln Schools reserves the right to withhold report cards, transcripts and the privilege of attending classes for non-payment of tuition and other appropriate fees.**

### **De-enrollment**

A de-enrollment shall occur when:

1. Parent notifies Christ Lincoln Schools in writing at least one month in advance that child will be withdrawn. Tuition will be charged thru the last month the student is enrolled. If parent fails to give one month written notice, parent will be charged for one month of tuition. Registration fee is non-refundable.
2. The child's teacher(s) and the Principal agree that the placement in Christ Lincoln Schools is inappropriate when other services are needed that Christ Lincoln Schools cannot provide. This may be a direct result of behavioral needs. If so, the child and parent have gone through the discipline procedure without success. Parent shall be informed in writing of pending termination of enrollment when the discipline policy has been completed.
3. Christ Lincoln Schools teacher(s) and the Principal agree that special education or physical needs of the individual child cannot be served by Christ Lincoln Schools programs. Parents will be notified and involved in the evaluation process.
4. A student's behavior prohibits other children from learning or endangers the safety of another child or staff member.
5. Parents fail to pay tuition for any two consecutive month period. Written notification will be sent out at the end of the first month by the Principal notifying them of late payment and future consequences and at the end of the second month written notification of pending de-enrollment will be sent out by certified mail.



6. Parents fail to observe policies of Christ Lincoln Schools as given to them in the Parent Handbook.
7. Christ Lincoln Schools is closed by its governing body and the congregation body of Christ Lutheran Church. Christ Lincoln Schools will notify parents one month in advance and all fees paid beyond that period will be refunded.

### **Extended Care**

Christ Lincoln Schools provides Before and After Care for students. The center is also open on non-school days from 6:30 am to 6 pm. Staff of Christ Lincoln Schools will drop off and pick up your student to/from their classroom and will provide quality care for them.

The Child Care staff will walk the children to and from school and will make sure each child gets to their classroom. Please adhere to the following drop-off information:

Drop off between 6:30 and 7:00 am in the main building

Drop off between 7:00 and 7:45 am in the portable

Drop off after 7:45 am to the main building Fellowship Hall

Breakfast will be served in Fellowship Hall from 7:55 to 8:15 am.

From there they will be escorted to their classroom. An afternoon snack is provided during After School Care.

Before School: Students arriving before 8:15 will be sent to Christ Lincoln Schools Before Care.

After school: Students who cannot be picked up by 3:40 will be sent to Christ Lincoln Schools After Care.

Register your child for the days and times needed through the Child Care office.

### **Extracurricular Activities**

Social, athletic and music/arts endeavors bring balance into the lives of students. That is why Christ Lincoln Schools provides a wide array of activities for your child outside of the classroom. Activities may include:

*Boy Scouts* - Organizational meetings will be announced and information will be available at open house.

*Girl Scouts* - Organizational meetings will be announced and information will be available at open house.

*Joyful Sounds Choir* - Contingent upon staffing and resources. Parents will be provided information as it becomes available and will be given the opportunity to register their child.

*Sports Teams* - Lincoln Lutheran coordinates the “Champions” program making football, wrestling, volleyball and basketball teams available for students in grades 3-5 who are interested.

### **Family Values**

Christ Lincoln Schools partners with families in the education of their child. The school’s mission is to provide an elementary school program of academic excellence and together with the support of family and church is dedicated to the total education of the child: spiritual, social, emotional, physical and academic. The Christian religion, in the Lutheran tradition, will be integrated into all that we teach. Please see our Family Values Policy as it expounds on the beliefs and stance we have as it pertains to the family structure. (See Appendix B for the Family Values Policy)

### **Field Trips**

Our classes take several field trips throughout the year as a means to enrich the curriculum. When transportation is needed, we will ask parents to drive and chaperone. If parents are driving, we will ask them to fill out a form with driver’s license, insurance information and a background check on Protect My Ministry. (Forms available on website) On occasion we may charter a bus from a charter bus company and in that case may ask for a minimal fee to help cover the cost of this service each time it is used. Parents will always be asked to accompany us. Students are required to sit in the back seats and wear seat belts at all times while being transported in cars. We do ask that you do not bring siblings along, as this makes it difficult for you to give your full attention to the students you are supervising.

Field trips may have a cost involved. In case of family hardship, please see the Principal or Administrative Assistant for financial assistance.

### **Health and Safety**

The health of a student directly influences their learning potential and that of other students around them. ***Please notify the school if your child will not be attending*** on a particular day by calling the school office at 483-7774 ext 128. This will help us to be aware of illnesses and events that may influence your child’s behavior. In the case of a communicable disease we will notify the other parents.

#### **Keep children at home if they have:**

- a fever of 100° or greater

Keep them home 24 hours after being **fever free without medication**

- a frequent or harsh cough
- vomiting-keep them home another 24 hours after the last episode
- diarrhea-keep them home another 24 hours after the last episode
- an undiagnosed rash
- reddened or irritated eyes, with a pus discharge
- profuse nasal discharge
- a reddened or irritated throat, especially with the presence of a fever
- persistent itching of the body or scalp (including head lice)

Children sent to school with the above symptoms will not be allowed to stay at school. While we understand that making arrangements for your child to stay at home can be difficult, it is in their best interest, and that of their classmates, to do so.

If a child is gone from school because of illness, they should not be at school sponsored events later that day.

If your child should suffer a minor injury or accident while at school, you will be notified of what occurred and how it was treated at the end of the school day. In the event of a serious incident, you will be notified immediately. If we are unable to reach a parent or an emergency contact listed on your form, your child will be taken to the hospital indicated on your enrollment form for treatment.

All full-time staff of Christ Lincoln Schools are trained in CPR, AED and First Aid every two years.

### **Homework Guidelines**

Students will routinely have homework. The amount of homework varies from grade to grade. Teachers on the average will base homework by the ten (10) minute rule – multiply the grade level by 10 minutes. Homework can become a tiresome and unwelcome task for parent and student if a parent does not understand its value and does not create some guidelines for dealing with homework time at home. The following outline was created as a way to highlight some of the things your child’s teacher believes can and should be understood as you work with the school to promote and support homework as an important part of the educational experience.

Our experience tells us that good communication between the teacher and the parent is a key to managing homework time.

### **The Purpose of Homework**

#### **Homework helps students:**

- review skills and practice lessons; examples include:
  - memory work
  - spelling words
  - math problems

- prepare for class
  - reading assignments
  - research topics
  - study for quizzes and tests
- develop good study habits
  - scheduling time daily for homework
  - learning how to stay organized
  - being responsible for work assigned
  - learning how to manage long term assignments
  - following directions
  - learning to work independently
  - reading for pleasure
- learn new concepts
  - discovery activities sometimes designed to be done with parents
- provide opportunities to demonstrate what they are learning
  - projects and reports

#### **Homework helps teachers:**

- assess a student's understanding
- assess a student's ability to work independently
- provide adequate practice of a skill

#### **Homework Expectations**

Early in the year you should meet with your child's teacher to determine:

- what kind of homework to expect
- how much homework to expect

#### **Factors that affect the Amount of Homework**

The following factors will affect how much homework each individual student will have:

- how well the student uses his/her time in class
- how quickly the student works
- how well the student manages longer term assignments
- how well study time is structured

#### **How Parents Can Help**

- Set up a study area where your child can do homework each day
  - Quiet
  - Comfortable
  - Well lit
  - Supplies available
- Schedule a daily homework time and see that your child sticks to it
  - With your the teacher's help determine an appropriate amount of time for homework

- Avoid allowing scheduled activities to alter the amount of homework time
- Be available for questions
- Eliminate distractions – TV, stereo, radio, telephone
- Motivate your child by:
  - Showing interest in papers brought home
  - Giving words of encouragement
  - Praising and rewarding good work

### **Things to Avoid**

- Don't do your child's homework, instead of giving your child the answer:
  - Point out resources
  - Help your child think by making comparisons or talking about related ideas
  - Check your child's work when they are done
- It is not necessary for you to try to teach, leave that to the teacher, instead:
  - Go through directions together
  - Work on the first problem with your child, then let him/her finish on their own
  - Inform the teacher if you find your child does not understand a particular concept.

### **Communicate with the Teacher ➤**

Let the teacher know when:

- Your child doesn't seem to understand a concept
- Homework seems to take longer than you expected
- A family emergency has interfered with your normal homework routine

### **Legal Custody**

Families with child custody restrictions in which the school may become involved are required to provide and maintain all pertinent legal documents with the administrative office. Sensitive information and documents are confidential and referenced with discretion on a case basis. It is solely the parents' responsibility to inform the school office/teacher about child custody issues.

### **Library**

Christ Lincoln Schools' library is open for all students to check out books and resources for their reading pleasure. It is a privilege to check out materials and if a student does not return books in a timely manner, that privilege will be discontinued until the materials are returned. If books come back with excessive wear or are lost, the student and their family will be responsible for the cost of the replacement book.

## **Lunch**

Christ Lincoln Schools allows 25 minutes for lunch and 25 minutes for recess. Students may purchase their lunch (\$3) or bring their own bag lunch. *If students don't have a cold lunch when they come, we will assume they are having hot lunch.* You can monitor your child's lunch account thru the Tads Educate system. Each parent is provided with a user name and password at the beginning of the school year. Families are able to make online payments using credit card via Tads Educate or cash/check is accepted in the school office. (See Appendix A for the Lunch Charge Policy)

Parents are welcome to join us for lunch. Parents can bring a cold lunch from home or if you are having hot lunch, you can purchase a single lunch ticket in the school office for \$3.75. **We must know by 9:00 am if you are planning to have lunch with your child.** After that time, we cannot guarantee that we will have enough food for a parent lunch. As a participant of the National School Lunch Program, parents are no longer able to bring fast food into the school lunch area (Fellowship Hall) during lunch time. If you are desiring to bring in fast food for lunch for you and your child, you may eat it with them at one of the high top tables located in the Church Commons area.

Menus are available on the website, as well as in our email communication. Milk will be provided with hot lunch. If your child is bringing cold lunch, milk may be purchased at 45¢ each. *We will not be able to microwave cold lunch items. **We ask you not to include pop or candy in cold lunches.***

Christ Lincoln Schools is a nut safe environment because of children with severe nut allergies. Our food service will not be serving anything containing nuts, ***but we cannot guarantee*** that food products we purchase may not be prepared in areas that also use nuts.

A teacher will be with the children during the lunch period. Lunches will be plated thru a serving line.

Christ Lincoln Schools participates in the USDA's National School Lunch Program. If families qualify, based on income levels, they may receive free or reduced lunches. Forms for signing up for the Federal Lunch Program are made available to all parents.

### **USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individual who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877- 8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

### **Marks of Discipleship**

Members of Christ Lincoln who are receiving church member tuition rate are required to complete and sign the Document Agreement that will be emailed prior to your child's first day of school. We encourage you to come grow with us, to demonstrate the following Marks of Discipleship:

1. Personal faith demonstrated in daily *scripture* reading; Psalm 119:105
2. Personal faith demonstrated in daily *prayer*; 1 Thessalonians 5:16-19
3. Faithful in *worship*; Psalm 122:1 and Hebrews 10:23-25
4. Active Christian *giving* through
  - a. serving in a ministry at Christ; 1 Corinthians 12:4-13
  - b. giving in offerings that are cheerful and sacrificial; Malachi 3:10 and 2 Corinthians 8:12
  - c. involvement in at least one mission project outside of Christ at least once a year; Matthew 25:31-46
5. Commitment to ministry growth through *relationships* and friendships; Mark 6:7
6. Intentional spiritual *growth*; growth plan including regular Bible study with fellow believers; Ephesians 4:11-16

## **Medications**

If medications need to be given to children while at school, *a release form must be signed by the parent prior to the medication being given.* The medications forms are available from the school office or on Christ Lincoln Schools website. If it is prescription medication, the child's name and dosage must be on the label. Medications include even such things as aspirin and cough drops. Medication must be given to the Administrative Assistant to store in a locked cupboard for the safety of all children. All medication must be in original container.

## **Parents and School**

We believe you, the parent, are the most important person in your child's life. We want to work with you for the best possible school experience for your child.

To help develop communications between home and school, our weekly newsletter and various other information will be sent via email on a weekly basis.

Please note that teachers will not answer their phones or check their e-mails during class time, as their focus is on the children. If you need to contact them, please call or e-mail before 8:30 or after 3:30 or call/email the school office to get an emergency message to the teacher. Each classroom has a page on our website ([www.christschools.org](http://www.christschools.org)) You can find them by going to the Elementary section and then grade level.

Parent teacher conferences are scheduled in September and February. However, teachers are always willing to meet with you if you have questions or concerns about your child's progress. Please call and schedule a meeting time with your child's teacher.

## **Parent Council**

Christ Lincoln Schools has an active parent organization we refer to as the Parent Council. They plan several fun family events throughout the year as well as parent educational opportunities. All parents who have children in any of the Christ Lincoln Schools programs are members and encouraged to participate. The parent council board meets quarterly and all are welcome to attend.

## **Phone Use**

A phone is available for students to use in limited cases such as a forgotten lunch and emergencies. Students will not be allowed phone privileges for forgotten homework, books or projects. Cell phone use by students will not be allowed during the school day. Students will need to keep their phones turned off and in their backpacks. Christ Lincoln Schools will not be responsible for lost or stolen phones.



### **Phone Extension Numbers: 402-483-7774**

Kindergarten/Dale	205	Kindergarten/Doehling	226
First/Wilcox	207	First/Douglass	218
Second/Klappenback	224	Second/Clark	217
Third/Asplin	208	Fourth/Amen	229
Fourth/Lakamp	212	Fifth/Majorins	230
Child Care Office	110		
School Age Room	212	Principal	113
School Office	128		

### **School Cancellations**

Christ Lincoln Schools will close in the case of bad weather. Please register to receive text alerts by visiting: <http://mobile-text-alerts.com/christschools> and check all the groups you would like to receive notifications from. **IT WILL BE PARENTS RESPONSIBILITY TO SIGN UP FOR TEXT MESSAGE ALERTS EACH YEAR.** If you listen to the radio or television for school closing announcements we will be listed as the “Lutheran Schools of Lincoln”. The school web page will also indicate closings.

In the event of early dismissal due to inclement weather, parents will be notified and asked to come and pick up their student. Again text alerts will be sent to those registered or phone messages will be sent. *The importance of daytime phone numbers where we can reach parents is critical.* Please notify us if they change.

In the event of tornado warnings, students will go to the church basement with their teacher. We recommend that parents do not come for them until the warnings have passed.

### **School Safety**

In the interest of the safety of all our students, Christ Lincoln Schools will do monthly fire drills, seasonal tornado drills and quarterly safety drills so the students know what to do in the event of an emergency. During drills we follow the procedures as mapped out in the Emergency Response Manual. If Christ Lincoln Schools needs to go into a lockdown mode, we will not be able to let parents into the school. We will advise parents when they can pick up their students and the reason for the lockdown.

### **School Staff**

The staff members of Christ Lincoln Schools are licensed by the Nebraska Department of Education and are well educated specialist in their field. Understanding that education is

a lifelong process, our teachers participate in their own continuing education program, attending courses and workshops which improve their teaching.

In the event one of our staff members is ill or needs to be away from the classroom we will use substitute teachers that have been trained and when possible are licensed by the Nebraska Department of Education. Teachers will have plans prepared for the substitute teacher so the curriculum is not interrupted.

### **Security**

Christ Lincoln Schools has locked doors as well as external and internal security cameras for the safety of children and staff. Those families who have siblings in our Child Care or who utilize the Before & After Program will be given fobs to enter the area. If you lose your fob, a \$15 replacement fee will be charged on your TADS account. Please do not open the doors for people you do not know, rather please ask them to check in at the school office using the Sumner Street doors.

### **Spirit Days**

To enhance the spirit of Christ Lincoln Schools and for the students to have some special, fun days we will have monthly spirit days, generally on the last Friday of the month. Check the school calendar for the dates. On these days, students can wear Christ Lincoln Schools spirit wear. Limited spirit wear is sold in the school office, but may be purchased in fall and/or spring from the on-line store when it is open. Jeans may be worn on these days. If students choose not to wear spirit wear items, uniforms will be required.

### **Student Referral Program**

The student referral program encourages your participation in recommending Christ Lincoln Schools to other families in the community. When you refer a family who enrolls/attends Christ Lincoln Schools for at least one semester, a \$250 credit will be applied to your tuition balance for the school year. Additional referrals of families who enroll could result in a tuition credit up to \$300 maximum per school year, for your family.

### **Support**

**Help Christ Lincoln Schools by saving these products which we can redeem for cash for school materials:**

Boxtops for Education

UPC codes from Best Choice products

Use **SCRIP** gift cards regularly for your shopping and earn dollars toward your tuition and scholarship dollars for our school and for Lincoln Lutheran. We have partnered with Lincoln Lutheran to continue to offer our SCRIP program in a similar fashion. SCRIP will be available to order online via Lincoln Lutheran and may be picked up in the Christ

Lincoln Schools office during the week. You will receive a SCRIP rebate check in July for purchases you made July 1 thru June 30<sup>th</sup>.

**Thrivent Choice** is a program of Thrivent Financial for Lutherans. If you are a member you can designate Christ Lincoln Schools to receive “Choice” dollars. Visit [Thrivent.com/choice](http://Thrivent.com/choice) to review more information.

Perhaps your employer has a **Matching Fund** program for education as well. Check it out with them. We are happy to help with forms.

**Give to Lincoln Day** is held each May. Sponsored by Lincoln Community Foundation. Donations to Christ Lincoln Schools on this day benefit our Endowment & Scholarship Funds.

**Dine Outs** are held periodically throughout the year at various participating restaurants.

### **Technology**

All students (grades K-5) will have access to iPad/Chromebook computers/technology and ability to do internet searches. To protect the rights of parents to know what their students are viewing and learning, parents are asked to review the school Computer Network/Internet User Agreement guidelines with their child and complete the Document Agreement prior to your child’s first day of school which will be sent via email.

### **Testing**

Christ Lincoln Schools students participate in the Measures of Academic Progress (MAP) during the first and fourth quarter of the school year. Parents will be notified ahead when test week is happening and we will share results with parents after they are scored.

### **Uniform Dress Policy**

Christ Lincoln Schools has established a uniform dress policy for all students Kindergarten through Fifth Grade. Students will need to follow this policy on all school days unless otherwise notified of a non-uniform day. New students just transferring into the school will have a one-week transition period before uniforms are required.

### **Girls**

The following are all acceptable options for elementary girls:

- Khaki Walking shorts or
- Khaki or Campbell Plaid Skorts
- Khaki Pants or capri (straight legs without cargo pockets or embellishments)  
No leggings/jeggings unless worn under jumpers or skirts.
- Campbell Plaid Jumper (Number 011130) or Khaki Jumper

(Length on all shorts, skorts, & jumpers must be no shorter than fingertips when arms held to the sides)

- Girls that wear jumpers or skirts without the built-in shorts are required to wear a separate pair of shorts underneath (approved colors listed with leggings/tights/socks).
- Khaki jeggings are only allowed under jumpers or skirts. (Same with denim leggings/jeggings on Spirit Day)

Shirts must have a collar; such as peter pan style, polo or button down oxford style or turtleneck style. Shirts need to be tucked into pants, shorts and skorts.

Any of these options are acceptable:

- Green shirt with school logo, short or long sleeves
- Navy shirt with school logo, short or long sleeves
- White shirt, short or long sleeves
- Girls may wear shorts under skirts for warmth during recess and modesty during physical education classes.
- Leggings/tights/socks must be solid white, navy blue, black, grey or hunter green. (NO PATTERNS)
- Girls are not permitted to wear make-up.

## **Boys**

The following are all acceptable options for elementary boys:

- Khaki Walking shorts
- Khaki Pants

(Length on all shorts must be no shorter than fingertips when arms are held to the sides.)  
Shorts and pants should be straight leg without pockets on the outside. Also remember that Dennis Uniform will replace their pants that have torn knees with another pair in the same size.

Shirts must have a collar; such as button down oxford style, polo shirt or a turtleneck style. Shirts need to be tucked into pants and shorts.

Any of these options are acceptable:

- Green shirt with school logo, short or long sleeve
- Navy shirt with school logo, short or long sleeves
- White shirt, short or long sleeves

## **Dress Code Requirements for All**

- All students will be required to have at least one navy or green Christ Lincoln Schools logo shirt.
- Socks must be worn. (Must be solid white, navy blue, black, grey, hunter green. (NO PATTERNS)
- Shoes must be closed toed and closed heel. Please no crocs or clogs. Tennis shoes will be required for physical education classes.

- Belts are optional. If belts are worn, they should be black, brown, khaki or blue.
- Hats may not be worn in the school building.
- No pierced body parts other than earrings.
- No earrings for boys.
- No unnaturally colored hair (such as purple or green).
- Hairstyle must not cover the eyes.
- Jewelry should be worn modestly and in good taste.
- Undershirts, whether short or long, must be solid white, navy blue, black, grey or hunter green.
- Pants that are torn must be mended.

If a child needs to wear a jacket during the class day because of the temperature, it must be a plain or school logoed white, navy or forest green sweater, vest, fleece jacket, pullover or sweatshirt. Many children choose to leave such an item at school for those days when needed.

If a child is not in uniform, parents will be called to bring the appropriate dress.

Outside clothing needs to be appropriate to the weather. Outside winter boots will be required for recess during the winter months. We ask that there is a change of footwear for outside and inside during these months. Dress boots do not qualify for winter boots. Please label all clothing with your child's name, as many are identical.

### **Non-Uniform Day**

Free/Theme Dress Days occur periodically. We depend on parents to monitor what the children wear on non-uniform days. Clothing must be appropriate to school activities and must be neatly hemmed. The following are not allowed: sleeveless shirts for boys, "spaghetti straps," tank tops with straps narrower than one inch, strapless or off the shoulder tops, clothing with holes, tears, rips, or frays; shirts with questionable sayings; leggings, jeggings, exercise pants, yoga pants, tight-fitting pants, etc. unless worn with a shirt or top that covers to mid-thigh; tight fitting shorts or tops; or any other apparel deemed inappropriate by the Administration. At no time should undergarments or the midriff area be exposed. Length of shorts, skirts, dresses, etc. must follow the uniform guidelines. These guidelines also apply to school programs and concerts.

### **Valuables and Personal Property**

We ask that all personal items be left at home - this included fidgets and other toys. Cell phones may be brought to school, but must be turned off and remain in the student's backpack during the school day. Other electronic devices, such as iPods, handheld video games, electronic readers etc are not allowed at school. If students have these items at school, a school staff will take the item and a parent will need to pick up the item from the school office. Christ Lincoln Schools is not responsible for property that is lost, stolen or damaged on school property.

## **Volunteers**

Christ Lincoln Schools would like to use your talents to make our program better for the benefit of all our students. Volunteers will be needed to chaperone on field trips, read with small groups, help with parties and special events, musical accompaniment, library help, special interest to be shared, etc. Sign-up sheets will be posted outside the classrooms and communicated in weekly newsletter if necessary. Please feel free to email your child's teacher if you can help, and they can sign you up. Research shows that children whose parents volunteer in their school do better in school. Children know their parents value their school and them as well.

Sometimes we have volunteers who are grandparents, friends from the community or church and we do ask these volunteers to complete a background check with Protect My Ministry (every three years) before participating in our programs.

Christ Lincoln Schools will also do several fundraisers throughout the year to help purchase new equipment for our classrooms and to help keep tuition costs as low as possible. **We ask all families to volunteer time for at least one event during the year.** Besides helping the school, it is a great way to get to know other families.

## **Wellness**

Christ Lincoln Schools is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of the students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence student's beliefs and habits and promote health and wellness, good nutrition and regular physical activity. **Parents can help by sending healthy snacks and encouraging good choices when packing cold lunches.**

If you are scheduling a birthday party we ask you not hand out invitations in class unless all the children in the class are invited. Likewise, unless you are taking the whole class for a party event, we ask you not to pick up children for the party from school. Children's feelings are easily hurt.

Teachers will not use candy or other foods of minimal nutritional value as rewards for good behavior and will also talk about healthy food choices. Recess will not be removed as punishment, but students may be asked to walk for a limited amount of time before they join their friends in free choice play at recess.

A copy of this complete policy is available in the school office for your review.

**Parent Acknowledgement**

Through the enrollment process, I have agreed to the contents in this handbook. I understand that this Parent Handbook does not contractually bind Christ Lincoln Schools and is subject to change without notice by Christ Lincoln Schools' administration or governing body.

>electronic signature on file<

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix A**

### **Christ Lincoln Schools Elementary Lunch Charge Policy**

School lunch accounts can be funded through the following methods:

- Cash or check
- Electronic credit/debit card payments through Paypal via school website

If you are unable to pay for school lunch due to your economic situation, please contact the Principal. Assistance may be available and eligible recipients could receive the regular school lunch at a free or reduced cost through the USDA Free and Reduced Lunch Program. Families may apply for this program at any time during the school year.

If students don't have a cold lunch when they come, it will be assumed they are having hot lunch and the student account will be charged accordingly. If a student has a negative lunch account balance and reaches a negative balance greater than \$50, they will not be allowed to purchase any more lunches and will need to provide their own cold lunch until balance is current.

Parents will be notified of their account balances through TADS.

Adults – No charges are allowed.

At the end of each school year, a student's balance (both positive and negative) will follow them to the next school year. Refunds of a positive balance for student's leaving the school or graduating may be issued by making a request to the school's administrative assistant. Funds may also be transferred to a sibling.

Upon leaving the school, if a student has a negative balance in the account, the parent or guardian will be responsible to pay the balance within 30 days. An unpaid balance in the student's school lunch account may be given over to collections or taken to Small Claims Court after 30 days.

Created: July 2017



## **Appendix B**

### **Christ Lincoln Schools Family Values Policy**

Christ Lincoln Schools is operated by Christ Lutheran Church. Christ Lutheran Church is a Member congregation of the Lutheran Church Missouri Synod (LCMS).

Christ Lincoln Schools is a school *with* a mission, but it is more than that. Christ Lutheran Church considers Christ Lincoln Schools to *be* a mission, one form of Christian mission to its members and to the community. We believe that the purpose of education is not ultimately to prepare people for life in this world, but to “make people wise unto salvation through faith in Jesus Christ.” (1 Tim. 3:15).

Christian beliefs, as understood and taught in the LCMS, pervade everything that is done at Christ Lincoln Schools. Christian instruction is not only carried out formally, but it is integrated into the study of every subject. Students are immersed in a Christian atmosphere, surrounded by teachers, administrators, and school employees whose very presence is a testimonial to the Lutheran faith and way of life.

We are a creedal church with definite beliefs on many points of Christian faith. We affirm the historic creeds of the Church, and in various moral areas where the Church’s historic teaching is being debated, we are firmly rooted in the Scripture as God’s Word for us today. For instance, we affirm the sanctity of human life, including the life of an unborn child. We believe that God designed marriage as the lifelong union of one man and one woman and has designed sexuality to be used solely within that union. The beliefs of our congregation and of Christ Lincoln Schools will be clearly taught, as it is our belief that they are in accordance with God’s design for our lives.

We also believe that we are all sinners, that is, that we all fall short of God’s standards in one way or another. We are dependent on God’s mercy and grace; we are dependent on His love – God so loved the world that He gave His one and only Son, that whoever believes in Him should not perish but have eternal life (John 3: 16). We gather together as Christ Lincoln Schools in an effort to encourage one another in our walk with Jesus, to urge one another to respond in love toward God by conforming to the wonderful plan that He has for each of our lives. As such, we expect that the families of our students will seek to live in ways that are in accordance with our teachings on matters of faith and conduct. While not all of our families or students may believe the teachings of our congregation or school, while none of us are perfect, nevertheless, family members may not promote beliefs that are contrary to ours or otherwise weaken the Christian atmosphere at the school. If a family member of a student or applicant for enrollment publicly challenges our teachings or conducts his or her life in a way that is contrary to those teachings, and if this becomes disruptive to the learning environment, the student or applicant may be expelled, suspended or refused enrollment.

LCMS doctrine and practices are derived from the Christian Scriptures, the Lutheran confessions, and the applicable resolutions of the LCMS. For the purposes of this policy, the decision of the Principal of what constitutes the beliefs and teachings of the LCMS and what actions or conduct

constitutes a violation of this policy shall be final and binding. Family members who are unfamiliar with our church's beliefs and teachings on any subject should inquire about them from the Principal or Pastors of Christ Lutheran Church.

Created: February 2018