



Developing Responsible  
Christian Citizens

**PARENT HANDBOOK**  
**Preschool**  
**Junior Kindergarten**  
**& Elementary**

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## **CROSS AND CROWN LUTHERAN SCHOOL – PRESCHOOL – ELEMENTARY**

### **GENERAL INFORMATION**

#### **Mission Statement**

At Cross & Crown Lutheran School we provide a nurturing environment where children can experience the grace of our Lord Jesus Christ through challenging scholastic programs, trusting relationships, prayer, worship, and God's Word. We are a ministry of Cross and Crown Lutheran Church, whose mission is to invite, grow and serve our community.

#### **Vision Statement**

At Cross and Crown, we strive to nurture our students to become living examples of God's love and grace. This educational experience will prepare them to challenge the world and change it for Christ our Lord.

#### **Philosophy**

Cross and Crown Lutheran School utilizes a curriculum strong in academics and integrated with the Gospel of Jesus Christ. Our goal is to bring the Word of God into the lives of our students. We focus on the spiritual, intellectual, physical, emotional, and social areas of growth, developing the skills and knowledge necessary to become capable, caring Christian citizens.

#### **Creed**

We believe in one God who has been and is made known to us in three persons -- Father, Son, and Holy Spirit.

We believe that God became a human in the person of Jesus, through birth from the Virgin Mary. We believe Jesus is the Christ, the Messiah, the Savior who God promised through the ages. We believe His death on the cross was a sacrifice for our sins, and that as He rose from the dead, so shall we who believe.

We believe the Holy Spirit is God present with us in our world, in our everyday life.

We believe the Bible is God's inspired word to us through which He makes His Will and Grace known.

#### **Administration**

Cross & Crown Lutheran School is operated as a non-profit community service organization under the Articles of Incorporation of Cross & Crown Lutheran Church. CCLS welcomes all children regardless of race, color, religion, national origin or ancestry.

The affairs of the School are governed by the Administrator and the School Board. The School Board consists of six non-salaried members derived from the membership of Cross & Crown Lutheran Church. The School Board establishes the policies and practices of the School.

The Administrator is responsible to the CCLS Board for the administration and interpretation of the established policies and is further charged with implementing the School curriculum and managing the day to day affairs of the School.

The Preschool Director assists the Administrator in the interpretation of the established policies, implementing the curriculum and managing the day-to-day affairs in the Preschool.

#### **Staff**

Staff members are all sensitive, mature Christians. Our classroom teachers are all credentialed graduates of schools of education. Our Preschool teachers all meet the California State education requirements for preschool teachers.

Most years we are fortunate to hire students from Sonoma State University as our support staff. Local high school students enrolled in the Regional Occupational Program (ROP) often volunteer in our preschool and elementary classrooms.

#### **Non-Discriminatory Policy**

Cross & Crown Lutheran School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. It does not

discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, tuition assistance, athletic and other school-administered programs.

### **Role of Parents**

CCLS endeavors to act in partnership with parents for the benefit of the students. We believe the spiritual, academic, and moral growth of children to be a ministry that begins at home. As a school community, we invite parents and staff to constantly reinforce the importance of the relationship between parent, child, and school. As role models for children, parents and teachers realize that their example of effective partnership is vitally significant.

### **Registration Priorities**

<b>1<sup>st</sup> day of registration</b>	<b>Priority 1</b>	Returning students, students who have siblings in CCLS, and children of CCLS/CCLC staff
<b>2<sup>nd</sup> day of registration</b>	<b>Priority 2</b>	Members of CCLC
<b>3<sup>rd</sup> day of registration</b>	<b>Priority 3</b>	Public Registration

In order to maintain a Priority 1 status, the student/sibling must remain enrolled for the same school year. Returning students must continue to be students for the full school year in order to maintain their space for the upcoming year. In the event that there are more equally qualified students in any priority than the space available, a lottery will determine who receives class placement. The School reserves the right to balance the boy: girl ratio in a class.

Those not getting an immediate class placement will be put on a waiting list.

### **Tuition and Fees**

#### **Registration and Tuition**

Registration and tuition fees are set each year by the CCLS Board to project operating costs. Operating costs are paid solely from tuition fees.

Registration fees are non-refundable.

#### **Material Fees**

For new families, materials fees must be paid at the time of registration. For returning families, materials fees must be paid by May 1<sup>st</sup>, to hold a child's place for the upcoming year. All materials fees are non-refundable after May 1<sup>st</sup>. There will be a late fee of \$25.00 per month charged for material fees paid after May 1<sup>st</sup>.

#### **Tuition Assistance**

Cross and Crown Lutheran School is not in a position to offer full-ride scholarships but we do offer tuition assistance, on a limited basis, to those who qualify. Funds for tuition assistance are provided by the generosity of special people from our Church and School family. The Edward and Barbara Crumbley Scholarship was established by family members in memory of the Crumbley's, and is designated for Church members only. The majority of our tuition assistance funds may be applied for by any School family.

Applications for Tuition Assistance are available in the school office and must be submitted by April 15 for the next school year. Families requesting tuition assistance must reapply each year.

The Financial Aid Committee, consisting of two School Board members and the School Administrator, will review the applications. Parents will be notified of the results by the end of May.

If funding permits, tuition assistance may be granted to parents who apply later in the year due to extreme and unexpected hardship.

The granting of tuition assistance is kept confidential, and we ask that those *receiving* such assistance maintain confidentiality, as well.

#### **Tuition Policies and Billing Information**

1. Families who pay tuition for the full year in advance will receive a 5% (five percent) discount when payment is made by July 30, for the upcoming academic year. NOTE: Gifts and donations are tax deductible; tuition is not.

2. Church members receive a 5% (five percent) discount on their full tuition.
3. Families with more than one child enrolled will receive a 5% (five percent) discount on the younger sibling's tuition. Sibling discounts cannot be combined with the church member discount.
4. Tuition is to be paid using Simply Giving automatic withdrawal.
5. Tuition is for the school year. For convenience tuition is divided into equal monthly payments due by the 1<sup>st</sup> of each month (August 1, 20XX). Payments are delinquent on the 10<sup>th</sup> of the month (August 10, 20XX). There is no tuition refund for illness, family vacation or suspension.
6. Parents whose payment is returned by their bank for insufficient funds will be assessed a \$25.00 return fee. This will appear on their account.
7. Students whose tuition is more than one month past due may be denied participation in school. Families suffering hardship are invited to submit in writing to the CCLS Board a request for special consideration. This written request must be received before their tuition becomes two months past due.
8. Families with past due accounts will be imposed a \$25 late fee per month. Payments not received by the 10th of the month are considered past due. These late fees will be cumulative based on the number of months past due. The School Board maintains the right to impose a mandatory tuition automatic deduction (auto-pay) for families with accounts over 60 days late. Additionally, at the discretion of the Board and based on circumstances, these families may be required to prepay or pay in advance the tuition for the trimester or for the whole year.
9. All tuition and fees must be paid in full by the last day of the school year for a child's registration to be valid for the upcoming year.
10. Seriously delinquent accounts at the discretion of the CCLS Board, will be subject to forwarding to collection agencies or pursued through other legal means.
11. Withdrawal of a child for any reason requires a one month advance notice in writing. Tuition is required during the notification period whether or not the child attends school. Students who withdraw prior to the first day of school will be charged for August.
12. Upon registration, enrollment is from the 1st day of attendance through the last day of the school year.
13. There will be a late fee of \$25.00 per month charged for material fees paid after May 1<sup>st</sup>.
14. CCLS does not provide end of the year daycare statements for tax purposes. Your invoices are your proof of daycare services. Our tax ID# is 94-1682208
15. Unless stated otherwise both parents are responsible for all tuition and fees incurred during the school year.

### **Emergency and Natural Disaster**

Parents are notified immediately of serious injury or sudden illness that occurs during school hours. For this reason, it is necessary that you notify the school office when there is a change of phone number or persons to be contacted when you cannot be reached. It is understood that enrollment at CCLS confers upon the School the obligation to select emergency care providers in the absence of our ability to reach the parents, and that no liability would attach to such a decision when the parents cannot be reached.

**In the event of a natural disaster, turn your radio to KSRO 1350AM for emergency information. We will follow the direction of the Cotati-Rohnert Park School District as to the opening or closing of the School.**

CCLS has developed a disaster preparedness plan to be used in the event of a major emergency. Our staff has been trained in first-aid, CPR, and emergency procedures. Our buildings are all up to code and inspected annually to maintain a safe environment. The welfare of your child is our primary concern. In all emergency situations, children will be kept at school under staff supervision until they are released to authorized persons, unless evacuation is ordered to a civil defense area.

### **Updated Contact Information**

Parents must inform the school at once of any changes to the information contained on the registration card or Identification and Emergency Information (LIC 700) form.

### **Child Abuse Reporting Obligations**

In accord with California law, school staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. CCLS staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

### **Immunizations/Medical Records**

Students entering our school for the first time must bring an immunization record of at least

<b>18 MONTHS - 5 YEARS</b>		<b>4 – 6 YEARS</b>		<b>7 – 17 YEARS</b>		<b>IMMUNIZATION</b>
three	(3)	four	(4)	four	(4)	Polio
four	(4)	five	(5)	three	(3)	DPT/DT/Td
one	(1)	two	(2)	one	(1)	MMR (Measles, Mumps, and Rubella)
three	(3)	three	(3)			Hepatitis B immunizations
one	(1)					HIB
one	(1)	two	(2)	two	(2)	Varicella (chicken pox)

The month, day and year of the immunization must be furnished to the school office. Most children need booster immunizations before entering kindergarten. First graders must have a complete health examination during the 18 months before entering first grade.

To simplify things, your child could have the examination when you visit the doctor for immunization boosters before kindergarten. The Physician's Report (a school form) needs to be filled out and signed by the doctor as a permanent record in your child's school file.

State regulations require that each student have a California Immunization Record in his/her school file. This is filled out by the staff using the immunization record that you bring when the child enters school. To attend Cross and Crown Lutheran School, your child's Immunization Record must show the date for each required shot. If you do not have an Immunization Record, or your child has not received all required shots, call your doctor to schedule an appointment.

If a licensed physician determines a vaccine should not be given to your child due to medical reasons, submit a written statement from the physician for a **medical exemption** for the missing shot(s), including the duration of the medical exemption. A personal beliefs exemption is no longer an option for entry into child care; however a valid personal beliefs exemption filed with a child-care facility before January 1, 2016 is valid until entry into the next grade span (transitional kindergarten through 6<sup>th</sup> grade) and may be transferred between child-care facilities in California. For complete details, visit [www.ShotsforSchool.org](http://www.ShotsforSchool.org).

Returning preschool students need a yearly physicians report and returning elementary students need only to have immunization records kept current. If the student has received any immunizations during the summer, or if there is any additional information that should be listed on the health report, please bring dates and/or information to the school office.

### **Illness**

A student can only benefit from their school day if they are physically well enough to participate in both indoor and outdoor activities. Please consider the well being of your child's classmates and our staff when deciding whether to send your child to school. A student with signs of illness will be sent home.

### **ILLNESS EXCLUSION GUIDELINES**

EXCLUDE CHILD FROM DAY CARE OR SCHOOL IF ANY OF THE FOLLOWING EXIST:

1. Elevated temperature: Oral above 99.6 degrees F.
2. Thick, foul-smelling, bloody, or purulent drainage from wounds, nose, eyes, or ears.
3. Coughs interfering with sleep, causing vomiting or spitting up of mucous.
4. Persistent pain, including earaches, stomach pain, pain on urination, or injured limbs.
5. Parasitic infections such as lice, pinworms, or scabies.

6. Vomiting or nausea within the last 24 hours.
7. Diarrhea within the last 24 hours.
8. Fever within the last 24 hours.
9. Sore throat.
10. Rashes that itch are blister-like, weeping, and/or accompanied by a stiff neck, enlarged glands, or any of the above.

(The above was taken from "Pediatric Nursing", "Nursing in a Parent Co-operative Child Care Center", Emily H. Meyer, RN, BSN, MN.)

#### **Medication - Authorization for Administering**

The California Education Code provides for any pupil who is required to take, during the regular school day, medication prescribed for her/him by a physician provided the school received:

1. A written statement from the physician detailing the method, amount, and time schedule the medication is to be taken.
2. A written statement from the parent or guardian of the pupil indicating the desire that the school assist the pupil in the matter set forth in the physician's statement.
3. Medication must be in an appropriately-labeled prescription container.

All medications for elementary students must be turned in at the office. Medications for preschool students must be turned in to the Preschool Director. We will only administer medication for severe allergies or conditions.

#### **Head Lice and Nits**

Cross & Crown Lutheran School has adopted a policy regarding head lice and nits based on the following State of California revision:

#### **California School Board Association – July 2006**

<http://www.csba.org/en/NewsAndMedia/OtherNewsletters/~media/2B5CBC2FBB9C497C86D45451B167D74E.ashx>

The American Academy of Pediatrics, the Centers for Disease Control and Prevention, the California Department of Health Services, and the California School Nurses Organization have updated their recommendations and issued position statements reflecting the management of head lice. Based on an analysis of scientific and medical evidence, it is the position of these groups that children with nits (not active, adult lice) are not contagious. Therefore, in order to minimize the disruption of the educational process, the groups now recommend that students with nits be allowed to remain in school and that students with active, adult lice be referred to their parents for treatment.

The following steps will take place in regards to head lice and nits at Cross & Crown Lutheran School.

- Parents will be called
- Students with live lice will be sent home.
- Students who have nits and have not been treated will be sent home.
- Students who have nits but have been treated may remain at school.
- When deemed necessary, CCLS will conduct head checks.

#### **AIDS Policy**

In accord with guidelines developed by the Centers for Disease Control (CDC) of the U.S. Public Health Services, CCLS has developed the following policies regarding students or staff who are found to be infected with Human Immune Deficiency Virus (HIV), Acquired Immune Deficiency (AIDS) or AIDS-Related Complex (ARC).

1. Any decision regarding the type of educational service to be provided to a student based on the presence of the AIDS/ARC virus must be made in consultation with the student's physician, the student's parents or legal guardian, Administrator, CCLS Board representative and public health personnel.



2. Every precaution will be taken to protect the confidentiality of records, files, and other information about the HIV status of the student or staff.
3. Decisions regarding the type of educational and care setting for a student infected with the AIDS/ARC virus should include the behavior, neurologic development, and physical condition of the student.
4. For most infected school-age students, the benefits of an unrestricted environment should be given priority in the decision-making process.
5. For the infected preschool child and some neurologically handicapped students who lack control of their bodily secretions or who display abnormal behavior, such as biting, and those students who have uncovered lesions, a more restricted environment is advisable until more is known about transmission in these settings.

### **Sexual Harassment**

The State of California Assembly Bill #2900 requires that all education institutions have a written policy on sexual harassment.

Cross & Crown Lutheran School (CCLS) recognizes that sexual harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform school work, and increased absenteeism or tardiness.

To promote an environment free of sexual harassment, the Administrator or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff in-service or student instruction and counseling. Teachers shall discuss this policy with their students in age-appropriate ways and shall assure them that they need not endure any form of sexual harassment.

The CCLS Board shall not tolerate the sexual harassment of any student by any other student or any school employee. Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary action.

The CCLS Board encourages students and staff to immediately report any incidence of sexual harassment to the Administrator or designee. The designee shall promptly investigate each complaint of sexual harassment in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person.

Pursuant to law, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature constitute sexual harassment when: (Education Code 212.5)

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the School.

Other types of conduct which are prohibited in the School and which may constitute sexual harassment include:

1. Unwelcome sexual flirtations or propositions.
2. Verbal abuse of a sexual nature.
3. Graphic verbal comments about an individual's body.
4. Sexually degrading words used to describe an individual.
5. Display of sexually suggestive objects or pictures in the educational environment.
6. Any act of retaliation against an individual who reports a violation of the School's sexual harassment policies.

### **Field Trips**

Classroom field trips are an important part of our program at CCLS. They provide parents an opportunity to be directly involved in their child's education.

- **Leave the siblings at home:** Field trips are designed to reinforce what the students have been studying in class.
- **Be a model:** Chaperones should model good behavior by listening to and following the rules indicated by the field trip, field trip destination and the teacher. Drivers are expected to adhere to all CA state driving laws regarding seat belts, cell phones, navigational equipment etc.
- **Keep the schedule:** Field trips are carefully orchestrated, with set times for arrival, departure, lunch, and events. It's important that all the chaperones follow the schedule precisely. Focus on the **children**. It is important you stay focused on keeping your group of students together and on task. Remember that the field trip is a learning opportunity for the class, not a family outing.
- **Additional Stops:** Drivers may not make additional stops for ice cream, lunch, etc., and due to dietary restrictions & food allergies, no additional food is to be supplied by drivers.
- **Car Seats:** Parents are required to provide their child's car seat/booster for compliance with the State Law which states: Any child under the age of eight must be secured in a federally approved child passenger restraint system and ride in the back seat of a vehicle.
- **All drivers for CCLS field trips must** have their CDL, current Registration, and Proof of Insurance on file in our office. Drivers who do not, will be allowed to drive their child only. CCLS/CCLC will not be responsible for accidents that may occur during this time. If you are planning to drive, CCLS must have a copy of your CDL, Registration, and Proof of Insurance at least 5 days prior to the trip date.
- **Permission:** The teachers will send home a permission slip prior to the field trip. This includes all the important information. No child may attend a field trip without returning the permission slip signed by a parent or guardian.
- **Car assignments** will be determined by the classroom teacher.

### **Service Projects**

Service projects are an important part of our religion curriculum. We at CCLS believe that young children need to be given the opportunity to know that their efforts can have a positive effect on the lives of others. We hope to empower them to feel that they can make a difference in the world. Our projects benefit apolitical, nonprofit or Christian organizations. All students are expected to participate.

### **Parents and Teachers Together (PATT)**

The CCLS PATT is incorporated through Cross & Crown Lutheran Church and operates under by-laws approved by the School Board of Cross and Crown Lutheran Church and School.

CCLS Parents and Teachers Together (PATT) is a parent teacher organization formed to benefit all students of Cross & Crown Lutheran School. The CCLS PATT meetings are announced well in advance. Officers are elected at a general meeting. There are no membership dues. Parents of children in the School and teachers are encouraged to take an active part in the PATT by attending meetings and offering their time and services.

The CCLS PATT has fund-raisers during the year including hot lunch days for students and staff. With money earned from these projects, the CCLS PATT has been very generous with their financial support to the School.

### **Hot Lunch Program**

The Hot Lunch program is run by parent volunteers and benefits CCLS programs. Order forms are sent out with a due date for return. Participation is voluntary. Preschool students enrolled in the Extended Day programs may order hot lunch.

### **Pets**

Pets are **not to be brought on campus at any time** unless they are the subject of a prearranged share.

### **Lost & Found**

**Please mark all personal items.** The lost and found for elementary is located outside the classrooms in a bin labeled "Lost and Found". Small articles may be claimed from the school office. Preschool lost and found is located outside of the preschool rooms. Several times throughout the year leftover articles will be given to charity. We cannot be responsible for lost personal property.

### **Party Invitations and Gifts**

Party invitations and gifts are not to be exchanged in classrooms, on school grounds, or at school-sponsored activities, unless each student from that child's class is invited to the event.

## **PRESCHOOL**

### **Curriculum - Preschool**

Preschool is the beginning of the child's school experience, and we try to make the transition from home to school a positive one through careful planning by experienced teachers. A child's happy experiences in preschool build a positive attitude that can be the foundation for life-long learning. We strive to provide a program that nurtures their spiritual, intellectual, physical, emotional, and social development.

We work toward the goals of:

- Helping the children understand basic concepts of the Christian faith and applying these concepts to their daily lives
- Experiencing success through guided discovery
- Developing the habits and attitudes which will make the child comfortable and free to learn; especially to learn the give and take of getting along with others
- Growing in understanding of self and attaining a positive self-image
- Developing a background of experiences which will serve as a basis for future learning

Our preschool classes offer an integrated theme-based curriculum with learning centers in art, science, cognitive, and motor skills or creative play.

We believe that every child goes through developmental stages of growth and that it is the responsibility of our staff to foster that development and to consider each child's individual needs.

### **License - Preschool**

Cross & Crown Preschool is licensed by the State of California Department of Social Services. Our policies and procedures are in compliance with Child Care Center Regulations as set forth in the Community Care Licensing Division Manual of Policies and Procedures. Our Facility Number is #490100475.

### **Programs – Preschool**

Cross & Crown Lutheran School Preschool offers developmentally appropriate, academic programs for children beginning at 2 years of age.

Our preschool programs meet from 8:00 a.m. to 11:30 a.m., with an option of extended care from 8:00 a.m. to 2:30 p.m., or 8:00 a.m. to 6:00 p.m.

### **Admission Policy - Preschool**

Our Preschool operates on a year round basis. Please see Programs – Preschool above for program schedule and age requirements.

All registration forms must be filled out and returned **before** a child can attend preschool. This includes all forms required by the State of California, as well as forms and information required by CCLS. State law requires the school to have documentation of immunizations for Diphtheria-Tetanus-Pertussis (DTP/DT), Polio (OPV/IPV), Measles, Mumps, Rubella (MMR), Hepatitis B, TB skin test, Hib Meningitis, and Varicella (Chicken Pox).

### **Facility Operation – Preschool**

Children are admitted to the classroom at the designated starting time for each class and must have an authorized adult pick them up at the end of class. Children must be signed-in upon arrival and signed-out upon departing the school. The authorized adult must sign their full name and the time in/out. This is a California State law. Children not picked-up within 10 minutes past the ending of the class will be charged a late fee of \$10.00 for each additional 10 minutes or part thereof.

### **Parental Agreement - Preschool**

The Cross & Crown Lutheran School Preschool Program Admission Agreement must be read, signed and returned to the Preschool Director.

### **Parent – Teacher Communication - Preschool**

Parents are welcome to visit and observe the classroom; however, the visit cannot be used as a parent/teacher conference time since the teacher has responsibilities to other children as well. A parent may make arrangements for a conference with the teacher outside of class time. Parent/Teacher conferences for the four- and five-year-old programs are scheduled in May.

### **Discipline - Preschool**

The preschool staff uses positive techniques of guidance which includes redirection, anticipation of and elimination of potential problems, positive reinforcement, and encouragement rather than competition, comparison, or criticism. Consistent, clear rules are explained to the children. The practice of "time outs" is used only when redirection is not successful.

The staff does not invoke corporal punishment. We believe in positive redirection. Cross & Crown makes every effort to work closely with parents to maintain a mutually supportive relationship. We will communicate with you regarding your child's developmental progress. All students are accepted on a trial basis. The school reserves the right to dismiss children who, in the eyes of our staff, are not making a positive adjustment to our school environment. A child who exhibits patterns of behavior that endanger others may be dismissed.

The preschool staff strives to help children to be comfortable, relaxed, happy and involved in all of their activities.

At Cross and Crown Lutheran School, we strive to create a sense of community. We encourage our children to be responsible and respectful to our staff, children and our environment. When students continue to demonstrate on going patterns of unacceptable behavior, they are placed on the Discipline Plan.

As a staff, we have tried the following methods of working on your child's behavior.

#### **Redirection**

This strategy should be used most frequently when working with young children. If a child is not following the rules or being uncooperative, quickly get the child's attention and introduce another activity. For example, "Kate, please help me water the flowers now. You've been riding the bike for a long time and it's now Logan's turn."

#### **Logical consequences**

These are structured consequences that follow specific behaviors. The child should be able to see how the behavior and the consequence are directly related. For example, Andrew is standing on his chair at lunch. His teacher should remind him that if he stands on his chair, he could fall and get hurt; this will make him sad.

#### **Participate in the solution**

If a child damages something, he/she needs to help in fixing it or in cleaning up. If a child causes someone distress, he/she should help in relieving that. For example, "It made Brandon very sad when you told him he wasn't your friend anymore. Please come apologize and help me make him feel better."

#### **Natural consequences**

Allowing children to experience the consequences of their behavior are also called learning the hard way. For example, Laura does not put her books back in her school bag after she finishes reading. One day she loses a book, and therefore must find a way to replace it. *Only use natural consequences when they will not endanger the child's health or safety.*

#### **"Take a break"**

In some instances, a child may need to be removed from a particular situation in which he/she has become overwhelmed or violent. The child should be directed to "take a break" or sit in the "calm down area" or be removed from the classroom. This strategy gives the child a chance to calm down, regain control, and reflect quietly on her or his behavior away from others. Once the child has calmed down, staff should talk with the child about the actions that led up to and resulted in needing a break or being sent to the calm area.

For example, "Hannah, we have talked often about how hitting is not acceptable. But because you hit John, please leave the blocks center and go to the calm down area. I will talk to you when you are ready."

**Remove from Classroom**

If a child's behavior becomes threatening to themselves, other children, staff or teachers, the child will be removed from the classroom and parents will be called to pick up their children from the school. When children continue to demonstrate on going patterns of unacceptable behavior, they will be placed on the Discipline Plan Steps:

Your child, \_\_\_\_\_, has been placed on Step One of the discipline plan for the following behavior:

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**Step 1.** Parent will be called and meet with Director about behavior.

- \_\_\_\_\_ 1. Child will be removed from the classroom.
- \_\_\_\_\_ 2. Staff will report behavior and what strategies have been attempted to the Director.
- \_\_\_\_\_ 3. The Director will observe the child and meet with the Teacher to develop a behavior management plan.
- \_\_\_\_\_ 4. The behavior management plan will be discussed with the parent and then put into practice.
- \_\_\_\_\_ 5. The Director/Teacher and Parents will evaluate the behavior plan. Director/Teacher will talk at drop off time and pick up time about behavior.
- \_\_\_\_\_ 6. Director/Teacher will meet with parents at the end of two weeks.

**Step 2**

- \_\_\_\_\_ 1. Parent will be called to pick up child.
- \_\_\_\_\_ 2. The Director/Teacher and Parents will evaluate the behavior plan. Director/Teacher will talk at drop off time and pick up time about behavior.
- \_\_\_\_\_ 3. Child will continue to be sent home based on child's daily behavior

**Step 3**

- \_\_\_\_\_ 1. Parents will be called to pick up child, and child will not be allowed to return to school until parents meet with Director and Administrator.
- \_\_\_\_\_ 2. Parents will agree to have Early Learning Institute evaluation.

**Step 4**

- \_\_\_\_\_ 1. In situations where behavior patterns remain unchanged, Director/Teacher, Parents, School Administrator, and School Board will meet.

We agree to work together to supporting positive behavior at school/home for the growth of

\_\_\_\_\_. We have discussed and agree on the following plan.

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Parent(s) \_\_\_\_\_

Teacher \_\_\_\_\_

Director \_\_\_\_\_

Adminstrator \_\_\_\_\_

Dated \_\_\_\_\_

**Biting Policy - Preschool**

Our program provides an environment that encourages and promotes cooperative interaction, respect for others, and non-aggressive problem solving between children. Biting is a natural developmental state that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. The safety of the children is our primary concern. The school's biting policy addresses the action the staff will take if a biting incident occurs. For full detail of our biting policy, inquire with the school office or the Preschool Director.

**Newsletter/Calendar - Preschool**

The school year begins in August/September and closes in mid-June. A school year calendar which lists all the vacations and holidays is published in the fall of each year and is sent home to each family. Notice of observed holidays, recesses, classroom activities, themes, special days and events will be printed in a monthly calendar/newsletter and given to parents. Additional notes will be sent home as needed.

**Snacks/ Lunches - Preschool**

Snack time is included as part of our program. Parents will be responsible for providing a nutritious snack and drink for their child each day. Please bring their snack in a bag or lunch box labeled with his/her name and place it on the snack cart in their classroom.

The Extended Day and Full Day Care children eat lunch together either inside the main preschool room or at the picnic tables located outside in the playground. Toddlers staying for lunch eat together either inside their classroom or at the picnic table located outside in the playground.

Throughout the academic school year (September – May) our P.A.T.T. (Parents and Teachers Together) offers a hot lunch program. Order forms go out monthly for those wishing to participate.

We encourage parents to provide healthy and nutritious food choices for their children. The children are encouraged to eat the food their parents provide; however in a stimulating environment such as school, many children do not eat their normal quantities of food. Any uneaten food will be sent home in your child's lunch box. We do not allow children to share their lunches with other children. In addition, candy, soda and glass bottles are not allowed at school. We cannot reheat food for the children, so please pack any hot food in insulated containers. Please include any required eating utensils.

Snack time is included as part of our Extended Day and Full Day Care programs. Parents will be responsible for providing a nutritious afternoon snack and drink for their child. Please include the snack in their lunch box. Please remember that if you order hot lunch for your child, you will still need to send an afternoon snack for that day.

### **Birthdays and Special Days - Preschool**

Each child will have a "Special Day" during the school year. If a child's birthday falls during the school year, the special day will be scheduled near his/her birthday. For children who have a birthday during vacation time, their special day will be scheduled throughout the year. On this day, you may wish to provide a special snack to share with the class, a family photograph and/or a favorite book or toy to share.

### **Share Items - Preschool**

We have share time as part of our language arts program. We encourage the children to bring items from home to talk about. These items can be something that are a part of the day's theme. (Check monthly newsletter and calendar.) We prefer the items fit into the child's cubby, but we encourage the children to bring something they want to talk about. (We have had new brothers and sisters, kittens, puppies, and even an older brother home on leave from the service!). We do ask the children to leave at home guns, swords and any other toys that encourage aggression.

### **Clothing - Preschool**

Because our program involves a wide variety of experiences each day, we ask that children come to school dressed in comfortable play clothes. Children can enjoy themselves much more if they do not have to worry about spoiling their good clothes. (We push up sleeves and do provide aprons.)

We also ask that the children wear sturdy shoes that completely cover the feet and have non-slip soles. Plastic sandals, cowboy boots, rain boots, and dress shoes are not allowed and can be dangerous on the climbing equipment.

Please label any article of clothing your child might remove during the course of the day. Unclaimed items will be donated to charity throughout the year.

### **Early Morning Care Program Policies - Preschool**

Cross & Crown offers extended hours for families needing additional care.

1. This is a drop-in program that operates 7:00 a.m. to 8:00 a.m. Monday through Friday on days school is in session. If your child is dropped off prior to 7:50 a.m., the fee is \$10.00 per day for early care.
2. The program does not operate during school holidays or vacations.
3. Children are eligible to attend only on days they attend preschool.
4. The fee for Early Morning Care is \$10.00 per day.
5. Charges are billed monthly at the end of the month.
6. Families more than one month behind in payments may be denied use of the program. We do not provide end of the year statements for tax purposes. Your cancelled checks and your invoices are your proof of services. Our tax ID # is 94-168-2208.

### **Extended Day or Full Day Care Program Policies - Preschool**

1. Program operates Monday through Friday on days school is in session. The program does not operate during school holidays, vacations or staff development days.

Preschool Program sessions are:

Extended Day 8:00 a.m. – 2:30 p.m.

Full Day 8:00 a.m. – 6:00 p.m.

2. Children enrolled in the basic morning program are eligible to attend Extended Day or Full Day Care on their regularly schedule days.
3. Enrollment in Extended Day or Full Day Care is for the school year. Yearly fees are paid as part of tuition.
4. There is no refund of fees, such as for illness or family vacation. You may not switch days to make up for a missed day.
5. Changes in enrollment require a two week written notification.
6. Changes to add and/or delete permanently scheduled days in Extended Day or Full Day Care will result in a \$15.00 charge. This fee covers the reissue of the payment plan.
7. Students may also attend Extended Day or Full Day Care on a drop-in basis if space is available. To secure a drop-in space, parents must contact the school office.
8. Drop-ins for additional care will be billed a flat rate as follows:

Early Morning Care	Drop-in on day of registered session	7:00 a.m. – 8:00 a.m.	\$10.00 per hour
Extended Care	Drop-in when available on day of registered session	11:30 a.m. – 6:00 p.m.	\$10.00 per hour
9. Children not picked up within 10 minutes past the ending of the Extended Day program or Full Day program will be charged a late fee of \$10/hour, with a minimum of one hour.
10. Children not picked up by 6:00 p.m. will be charged a late fee of \$10.00 for each additional 10 minutes. The late fee applies to both permanent and drop-in students.
11. Charges for drop-ins and late fees are billed monthly at the end of the month.
12. Families more than one month behind in payments may be denied use of the program. We do not provide end of the year statements for tax purposes. Your cancelled checks and your invoices are your proof of services. Our tax ID # is 94-1682208.

### **Rest Time – Extended Day & Full Day Care - Preschool**

All children will participate in a rest time after lunch. During this scheduled time, the children will rest on their mats (provided by CCLS) and listen to a story, classical music, or quietly look at a book. If the need should arise to pick up your child during rest time, please inform the school office so we can make arrangements for your child to be with a teacher outside of the resting room.

Please provide a fitted crib sheet for your child with their name written on it in **LARGE BOLD** letters. As an option, you may also choose to bring a small lightweight blanket and/or a small travel size pillow with a pillowcase made for this size of pillow. CCLS will provide a bag for storage for these items. These nap items will be kept at school and sent home weekly to be laundered.

### **Cubbies**

Each child enrolled in the program has a cubby in their classroom. Cubbies need to be checked each day for student work as well as notices and correspondence from the school.



## ELEMENTARY

### **Curriculum - Elementary**

Cross & Crown Lutheran School is a member of the California Association of Private Organizations, the Evangelical Lutheran Education Association, and the Council of American Private Education. We follow the educational framework developed by the State of California.

**Religion:** We believe that our School is a community of grace; we are all encircled by the unconditional love and grace of God in Jesus Christ. Our students are taught God's law, but the final word is the Gospel. Prayer, Bible study, chapel attendance, and participation in service projects are all integral parts of our program.

**Language Arts:** We offer an integrated program that fosters students' creative, critical, and independent use of written and oral language. Components of this program include literature, phonics, grammar, spelling, handwriting, creative writing, etc.

**Mathematics:** We follow the standards of the National Council of Teachers of Mathematics. Our program is activity-based with a focus on operations, functions, reasoning, patterns, measurement, logic, statistics, and basic drills.

**Science:** We offer a balanced, activity-based science program where the acquisition of content and skills comes through active participation. Life, earth, and physical sciences are covered.

**Social Sciences:** We offer an integrated program which incorporates history, geography, political science, anthropology, sociology, and humanities. It is our belief that an understanding of the vital connections among the past, present, and future are necessary in developing responsible citizens of tomorrow.

**Physical Education:** Our Physical Education program incorporates movement, coordination, cooperative activities, team games, and good sportsmanship.

**Music:** We offer an integrated approach incorporating Kodaly, Orff, and Kindermusik. We include vocal development, movement, rhythm, pitch discrimination, ear training, symbol recognition, note reading, Orff instruments, and performance.

**Art:** We offer weekly Art lessons through Scribbles and Giggles, an established local Art School.

**Spanish:** Spanish classes provide a foundation in daily vocabulary, simple conversation, and reading and writing basic Spanish phrases.

### **Admission Policies – Elementary - New Students**

In February, students new to Cross & Crown Lutheran School are invited to apply for admission into the elementary school. Students accepted for admission are enrolled by their priority. Those accepted for admission are placed on a waiting list if the class they are registering for is full. Kindergarten students must be 5 years of age by November 1<sup>st</sup> of the academic year.

All new students will be placed on academic and conduct probation for their first trimester. We wish to make it clear that CCLS is not geared to accommodate students who demonstrate severe grade level deficiencies or behavioral problems. Students whose parents fail to disclose educational or behavioral issues may be dismissed from the school.

### **Class Placement/Grade Retention – Elementary**

Here at Cross and Crown Lutheran School, a great deal of time and energy is spent determining class placement. A student's placement in any given class is best determined by the child's social, cognitive, emotional and physical development.

We do not believe in tracking children. There is no high class or low class. All classes, whether straight grade level or combinations, are blended groups. This type of grouping allows students to interact both socially and intellectually with peers of all ability levels.

It is our belief that the best teaching environment is one in which the classroom is a blend of personalities, academic abilities, and leadership styles. This blend allows the teacher to utilize a variety of strengths within the classroom to

stimulate peer interest and cooperative learning situation. In blended classrooms all students rise to higher expectations and the strengths of each individual can be utilized to strengthen the classroom as a whole.

Decisions of grade retention are made by school staff including, but not limited to the classroom teacher, school administrator, with input from the child's parent(s).

Parents will be notified by the end of the second trimester on the progress report if their child is not performing at grade level and is a potential candidate for retention. At this point a comprehensive educational evaluation may be required. Careful consideration is given to the social, emotional and cognitive needs of the child.

### **Grading Periods/Progress Reports– Elementary**

The School is on the trimester system. Grading periods will run September through November, December through February, and March through June. Report cards are sent out at the end of each trimester.

CCLS encourages ongoing communication among staff and parent. Parent/teacher conferences will be held in November towards the end of the first trimester. Conferences can be held at other times by parental or teacher request. A conference is more meaningful if the teacher has an opportunity to prepare.

### **School Hours – Elementary**

7:00 a.m.	Before school supervised program opens
7:50 a.m.	Students may enter classrooms
8:00 a.m.	School begins
2:30 p.m.	School ends
2:45 p.m.	Students not picked up go to after-school supervision
6:00 p.m.	After school supervision closes

### **Morning Arrival**

For safety and insurance reasons, we ask that no student arrive at School before 7:00 a.m. Unsupervised students arriving to school prior to 7:50 a.m. are to go to daycare. The only exceptions are students who have made prior arrangements with a teacher. These students and only these students may use the CCLC double doors to enter the property. Cross & Crown Lutheran School and Church will accept no liability for students on the grounds who have not reported to the supervised program. Gates are unlocked at 7:45 a.m. by staff. The playground is off limits in the mornings. PARENTAL ATTENTION TO THIS MATTER OF SUPERVISION IS MANDATORY.

### **After School Dismissal**

For student safety, gates to the side parking lot will be closed at 8:30 a.m. and reopened at 2:20 p.m. by a staff member only. Cones are moved by staff to accommodate preschool arrival and pick up times, recess and P.E. schedules. Parents arriving when the cones are up are to park in a parking space. Parents are never to move or drive through the cones! No cars are to be left on the "playground" areas after 8:30 a.m. including cars belonging to parent volunteers, parents attending parent/teacher meetings, or field trip chaperones. Parents are not to park along the fire lanes, in handicapped spaces, reserved spaces, block fire gates or block emergency entrances including the coned off playground at any time. All cars are to be moved out of this area by 2:45 p.m. for daycare use of the playground.

Parents not wishing to be charged a fee must simply ensure that their child does not arrive at school before 7:50 a.m. This same policy holds true after school. Students not picked up within 15 minutes of the end of their school day will go to after-school supervision.

The CCLS office is open from 8:00 a.m. to 3:00 p.m., Monday, Tuesday, Thursday, and Friday mid-August through June. Office hours during July are limited, the mail is picked up and phone messages returned.

### **Before and After School Supervised Program – Elementary**

#### **After School Daycare Sign In**

All students not picked up by 2:45 p.m. are sent to daycare and are signed in as of 2:30 p.m. There is a 1 hour minimum charge of \$10.00 for students sent to daycare. Students dismissed from after school activities without parental supervision are to sign in to daycare. If you need to contact daycare after school hours, call the office and once voicemail picks up, dial \*830.

## **Before and After School Supervised Program Policies**

1. This is a service offered to our families needing regular before and after school care and for urgent situations. **It is not intended to be used for play dates.**
2. Only children who are enrolled at Cross & Crown Lutheran School may use this program.
3. Program hours are 7:00 to 8:00 a.m. and 2:30 to 6:00 p.m. Monday through Friday on school days. The supervised program is closed during school vacations, holidays, and staff in-service days.
4. Children who attend the program will be billed \$10.00 an hour. **There is a minimum one hour fee per day.**
5. All students arriving to school prior to 7:50 a.m. will be sent to before school supervision as a "drop-in."
6. All students not picked up 15 minutes after the end of their school day will be sent to after school supervision.
7. Any sign-out time after the quarter hour will be billed to the next quarter hour.
8. Students attending daycare must provide their own snack.
9. There is a late charge of \$10.00 for every 10 minutes past 6:00 p.m. The fee will appear on the next billing.
10. Charges are billed monthly at the end of the month.
11. Families that are more than one month behind in payments may be denied the use of the program.
12. We do not provide end of the year daycare statements for tax purposes. Your cancelled checks and your invoices are your proof of daycare services. **Our tax ID # is 94-168-2208.**

### **Absences, Tardies, and Appointments – Elementary**

Parents and students need to realize the importance of consistent attendance at school, especially with regard to punctuality each day. Students who are absent or tardy are held responsible for any work they may have missed.

Homework can be picked up from teacher at 2:30 p.m.

Excessive absences or tardies may result in detention, non-promotion, a reduction in grade based on the fact that the student was not present at school during the course of a lesson or part of a lesson, or discontinuation of enrollment.

Any student who is absent from school without valid excuse or who is tardy in excess of thirty minutes total for any week may be considered as truant and thus reported to the County Attendance Officer by the Administrator.

It is the parents' responsibility to see to it that the student arrives before 8:00 a.m. Persistent tardiness will, at the discretion of the Administrator, result in dismissal from school. A child is considered tardy if they are not present in the classroom at 8:00 a.m. All tardy students and their parents must report to the office to be signed in and get a tardy slip before they will be admitted to class.

If a child is absent from school, you must notify the office before 8:30 a.m. The School accepts no liability for a student's absence. If a child has been diagnosed as having a contagious disease (e.g., Chicken Pox, Strep), kindly notify the office so that precautions can be taken and notifications sent home. If your child is not well prior to the beginning of the school day, you are requested to keep the child home.

Upon returning to school after an absence, a written excuse stating the reason for the child's absence must be presented to the teacher (State of California Education Code).

At no time during the daily session are pupils allowed to leave the school grounds, even during recess or lunch period, except by previous arrangement. If arrangements have been made and the child is to be picked up, the parent or legal guardian must present himself/herself to the school office (**not the classroom**) to sign their child out before the child is released. The child is then signed out and released. If someone other than the parent or guardian is picking up the child, CCLS needs parental authorization. Every effort should be made to schedule appointments outside of school hours.

A child who re-enters school the same day must sign in at the office. The school assumes no liability in cases where students leave the premises in violation of the above policy.

In the case of a pre-planned absence of beyond two days, students must get a Planned Absence Notice from the office and return it one week before departure. We strongly discourage vacations while school is in session. Students miss valuable instructional time and have difficulty integrating back into the curriculum. The child is responsible for making up all missed assignments.

### **Parking Instructions/Map of School - Elementary**

For the safety of your child it is important that all drivers observe the following policies:

1. Enter only at the North driveway of the main parking lot on Snyder Lane.
2. Exit only through the South exit on Snyder Lane OR through the side exit on Southwest Blvd. when the gates are open.
3. The side parking lot spaces are for drop off and pick up ONLY. If you need to get out of your car for any reason, park in the main lot.
4. The Southwest Blvd. driveway is an exit only. **DO NOT ENTER THROUGH THIS DRIVEWAY.**
5. If you are car pooling on a field trip or working in a classroom, park in the area closest to Snyder Lane. **DO NOT LEAVE YOUR CAR IN THE AREAS THAT BECOME THE PLAYGROUND.**
6. **Elementary** - After school, students are to remain in the fenced area of the playground until their ride arrives. Students not picked up by 2:45 will be sent to daycare.
7. For student safety, gates to the side parking lot will be closed at 8:30 a.m. and reopened at 2:20 p.m. **by a staff member only.**

See sample document **Campus Map and Parking Instructions page 25**

### **Pick Up Areas**

Students are dismissed from their classrooms at 2:30 p.m. Elementary students are to remain within the fenced area of the playground until their ride arrives. Students are not allowed to wait in any other area of the property.

See **Morning Arrival** and **After School Dismissal** on the previous 2 pages for additional information.

### **Student Records**

The Administrator shall take care to preserve both the integrity and the privacy of the required school records. These records will be retained permanently at the school site.

Each student's permanent cumulative record will include:

- directory information
- academic work completed
- grade or level placement
- enrollment data
- standardized test results
- permanent health record
- social and developmental behavior

### **Access to Student Records**

- Parents of currently-enrolled or former pupils have the right to access records related to their children.
- School-certified personnel shall have access to student records for legitimate educational interests only.
- Designated clerical staff shall have access to student records for purposes of making entries or maintaining records, under supervision of the Administrator.
- The School will not, without written authorization from parents, release student records. This authorization shall be in writing, signed and dated by the person giving consent. It must specify the records to be released, the reasons for release, and the names of the parties to whom the records will be released.
- The School must comply with a court order to release information concerning a student with or without parental authorization.

## **Behavior Expectations and Policies**

At CCLS, we strive to create a sense of community. We encourage students to be responsible and respectful to our staff, their peers, and our physical environment. CCLS students are held accountable for their actions.

### **General Rules - Elementary Student**

In addition to individual classroom rules, CCLS students are expected . . .

1. To be respectful and cooperative to all adults, and to follow directions.
2. To be respectful of their peers. Name-calling, put downs and physical aggression are not acceptable.
3. To avoid using vulgar language profanity or inappropriate slang.
4. To remain on the school property, and to be in their assigned areas during recess and lunch time.
5. To eat only in designated lunch areas or at the picnic tables.
6. To be responsible for the protection and preservation of school property and to use chairs, tables, etc., in the manner for which they were intended, and to refrain from tampering with safety equipment.
7. To leave their iPods, video games, virtual pets, cell phones, toys, any electronic devices, etc., at home.
8. To solve conflict without threats or the use of physical aggression.
9. Not to possess any weapons, including chains or pocket knives.
10. To follow the dress code.
11. To refrain from riding bikes, skateboards, or skates on campus.
12. To refrain from chewing gum.

### **Hallway Rules**

Walk in the hallway at all times.

Keep voices down in the hallway.

Bounce balls outside of the fence area only.

Sit when eating at tables or benches.

Pick up your trash.

Use the 5 minute warning for drinks or bathroom time.

Two children allowed in the bathroom at a time.

Stand quietly in line, hands to yourself.

### **CCLC Hallway**

The use of the CCLC hallway is to be limited to preschool students and their parents, CCLS students going to music or chapel. On rainy days CCLS students may use the hallway to go to indoor PE or the library. Please do not use the hallway when dropping off or picking up elementary students or visiting the school during the day. Voices are to be kept low in the hallway at all times as not to disturb the church offices.

### **Playground and Play Structure Rules**

The following rules have been established for all students of CCLS to follow at all times when on campus. Students who repeatedly break these rules will at the discretion of a yard duty; be restricted from use for a period of time, spend time on the wall during recess, receive a behavior notice or be sent to the office. As playground games evolve new rules may be implemented for the safety of students.

### **Play Structure Use**

Use play equipment appropriately and safely.

The preschool playground and play structure is rated for children six years and under.

The elementary play structure is rated for children over the age of six.

Use only when supervised by an adult.

The play structure is off limits before the start of the school day.

Parent supervision is required at 2:30 dismissal.

Go down the slide only.

One person at a time on the slide, feet first, sitting on your bottom

No jumping from one area to another (platform to monkey bars).

No climbing on the outside of structure or slide.

No standing on bars.

No climbing to top of structure.  
No pushing.  
Wear appropriate shoes.  
The equipment is slippery when wet – use caution.  
The equipment is off limits when raining.  
Balls should be played with on the grass or blacktop not around the equipment.  
Running and chase games around the equipment is not allowed.

### **Playground Rules**

The basketball hoops are not for hanging on.  
Bark and sand stay on the ground.  
Games stop when the final bell rings.  
Sticks are to be picked when choosing teams.  
Games are to be played fairly.  
Poor sportsmanship is not allowed.  
Students who engage in rough play or physical contact will be removed from the game.  
Students may not use inappropriate language at any time.

### **Playground rules at 2:30 dismissal**

Students are dismissed from their classrooms at 2:30 p.m. Elementary students are to remain within the fenced area of the playground until their ride arrives. All students not picked up by 2:45 p.m. will be sent to daycare. Students must have parental supervision to play on the play structure and must follow the CCLS playground rules. Students are not to play on the grass or be in the parking lot area. The elementary playground is not for children under 5 years of age.

### **Discipline - Elementary**

At Cross & Crown Lutheran School, we strive to create a sense of community. We encourage our students to be responsible and respectful to our staff, students, and our physical environment.

When students continue to demonstrate on going patterns of unacceptable behavior they are placed on the Discipline Plan.

Step One: The student, teacher, support staff and administrator will meet. The teacher will contact the parent. A Behavior Notice will be signed and returned to the teacher.

Step Two: If unacceptable patterns of behavior continue, parents will be contacted to meet with school staff. Students on Step Two may be unable to participate in class field trips.

Step Three: If unacceptable patterns of behavior continue or in serious offenses the parents will be contacted and the student will be suspended for the remainder of the day and the next school day. The parents, teacher and administrator will meet to discuss the issue. Student may be unable to participate in class field trips.

Step Four: If behavior patterns continues student will be suspended for 3 full days. Student may not return to school until parents have met with the school administrator and staff. Student may be denied participation in all school activities.

Step Five: In situations where behavior patterns remain unchanged or extremely serious offenses, student will be suspended pending an expulsion hearing before the school board.

- Thirty days of infraction-free behavior, as judged by the Administrator, will result in a reduction of the disciplinary level by one step.

### **Actions that could cause immediate suspension and immediate placement on Step Three:**

1. Extreme physical or verbal attack, including gestures towards staff or another student
2. Racial, ethnic, or sexual slurs against another student or teacher
3. Possession of tobacco, matches, or lighters
4. Sexual harassment
5. Stealing
6. Cheating or plagiarism
7. Bullying or threats
8. Student leaving school premises without permission during school hours
9. Defacing or destruction of school property
10. Direct and deliberate disrespect or defiance of school staff

11. Any serious offense obviously inappropriate for Cross & Crown
12. Extreme inappropriate physical contact of an amorous nature

Reasons for immediate suspension and placement on Step Five:

1. Possession of guns, knives, ammunition, fireworks, alcohol, or narcotics at school
2. Deliberately causing physical injury
3. Robbery or extortion
4. Any extremely serious offense obviously inappropriate for Cross & Crown

It is our vision that your child will develop the faith, courage, confidence and skills to thrive in our confusing and complex world, and that most discipline problems be resolved within the classroom.

**Grievance Policy**

If a student and his/her parent feel aggrieved on account of any policy of the Board, the Administrator, teacher or staff member, they are to use the following procedure.

1. If the grievance is with a teacher, contact the teacher immediately and discuss the problem. The teacher is expected to reach mutual understanding with the parent.
2. If parents bring matters directly to the Administrator, the Administrator will encourage the parents to speak directly to the teacher.
3. The Administrator will make the teacher aware of parent issues if it is warranted.
4. If the parents and teachers cannot reach mutual understanding, parents or teachers may request a joint meeting with the Administrator.
5. If a joint meeting does not bring mutual understanding, the parent or teacher may contact the Board in writing.
6. Their letter will be reviewed at the next scheduled Board meeting.
7. If letters are of an urgent nature, the Board chair and Administrator may choose to include them on the agenda immediately or call a special meeting.
8. After letters are received and reviewed, the Board may:
  - a. Refer the situation back to the Administrator
  - b. Call for a special meeting with the involved parties
  - c. Make a decision on the matter at hand
9. Following all meeting, the Board will communicate all decisions in writing to the involved parties of interest.

In administrating this policy:

1. All grievances will be processed as rapidly as possible.
2. All parties concerned will treat the grievance as confidential.
3. This procedure is the sole and only course available to any aggrieved person.

Definitions:

Grievance: Any event or situation that affects the conditions or circumstances of a parent and/or student allegedly caused by misinterpretation or unfair application of established policies or regulations.

Parent and/or student: This term may include a group of parents and/or students similarly affected by a grievance.

Party in Interest: The person making the claim and any person who might be required to take action, or against whom action might be taken, in order to resolve the problem.

**Dress Code - Elementary**

We believe that a neat, modest and well-groomed appearance is conducive to the environment we try to create. The cooperation of the students and parents are necessary in maintaining the standards of the school's dress code. The following is the uniform selection from Target for Jr. Kindergarten through 6<sup>th</sup> grade. We ask that uniform purchases be made from Target stores to keep our appearance looking uniform.

## Elementary Girls:

**Polo Shirts:** *Cat & Jack or French Toast brands*; White, Light Blue, Navy Blue, or CCLS short or long sleeve jersey knit polo. Unacceptable are blouses, collarless shirts, shirts with logos, graphics, stripes, or multicolored details. Shirts may be worn tucked or untucked. Shirts must be of appropriate size, properly buttoned and must be long enough to avoid midriff or undergarments from showing.

**Undergarments:** Only solid white undershirts may be worn underneath polo shirts and may not stick out below the bottom of the uniform shirt. Long sleeve undershirts are not permitted.

**Pants/Shorts:** Navy Blue or Khaki cotton blend uniform code pants. Pleated creased leg zipper fly, or flat-front creased leg with zipper fly are both acceptable as well as Capri pants. All pants and shorts must fit securely around the waist. Baggy or “sagging” clothing is not acceptable. (Shorts must have sufficient length so that the hem exceeds a student’s hand length from the top of the knee cap.)

**Scooters (Skorts):** *Cat & Jack or French Toast brands*; Navy Blue, Khaki or Blue Gold Plaid pleated scooter. Tight or short scooters are not acceptable. (Scooters must have sufficient length so that the hem exceeds a student’s hand length from the top of the knee cap.)

**Dresses/Jumpers:** *Cat & Jack or French Toast brands*; Navy Blue or Khaki tennis dress. *French Toast brand* Navy Blue or Khaki pleated hem jumpers. White or Light Blue polo shirts must be worn underneath jumpers. Jumpers must fit securely and not be excessively baggy. Polo shirts are not to be worn underneath dresses.

## Elementary Boys:

**Polo Shirts:** *Cat & Jack or French Toast brands*; White, Light Blue, Navy Blue, or CCLS short or long sleeve jersey knit polo. Unacceptable are button down shirts, collarless shirts, shirts with logos, graphics, stripes, or multicolored details. Shirts may be worn tucked or untucked. Shirts must be of appropriate size, properly buttoned and must be long enough to avoid midriff or undergarments from showing.

**Undergarments:** Only solid white undershirts may be worn underneath polo shirts and may not stick out below the bottom of the uniform shirt. Long sleeve undershirts are not permitted.

**Pants/Shorts:** Navy Blue or Khaki cotton blend uniform pants. All pants and shorts must fit securely around the waist. Baggy or “sagging” clothing is not acceptable. (Shorts must have sufficient length so that the hem exceeds a student’s hand length from the top of the knee cap.)

## General Uniform Policy

**Socks/Tights:** Solid Navy, White or Black socks or tights. No leggings of any kind are allowed.

**Footwear:** Black shoes must buckle, tie, zip, or Velcro close. Sandals, high heels, open-toed, platform, cowboy boots and flip flop shoes are not acceptable.

**Jackets, Coats, Sweaters and Sweatshirts:** Must be solid Navy Blue, (Any brand or style, however, **no writing** except Cross & Crown on CCLS sweatshirts.)

**Earrings:** Earrings are to be post only and no larger than a dime.

**Personal Hygiene:** Strange haircuts, obvious make-up, and extreme or unnaturally dyed or bleached out hair is not acceptable. Proper personal hygienic practices such as bathing routines, hair care, cleanliness of teeth and fingernails are the responsibility of each student.

**Free Dress Day:** Clothing needs to be clean, neat and properly fitting (not skintight or excessively baggy). All shirts are to have a modest neckline and to be of sufficient length to cover appropriately. Shirts need to be free of offensive slogans and pictures. Shorts/skirts/dresses need to be of appropriate length so that the hem exceeds the length of the student’s fingertips. Tank tops, and cut-offs are not acceptable. No bare midriffs or underwear that shows. Footwear and sock standards remain the same. Hats, caps, beanies and visors may not be worn in the classrooms.



All school uniforms are to fit the student securely and not be too tight or excessively baggy, be cleaned on a regular basis, and cannot deviate from the style and color choices. The hem of all shorts, scooters, dresses and jumpers, must be below the student's finger tips but not past the top of the knee. Undergarments should not be visible at any time. Uniforms are to be neat in appearance and free of holes, rips, tears or frays.

Failure to follow the Dress Code will result in the student being sent to the office to call home. The student will then be required to wait in the office until appropriate clothing arrives and the situation is corrected. Failure to follow the Dress Code a third time will result in the student being sent home for the day. The School administration reserves the right to make the final decision regarding student compliance to the Dress Code.

### **Library Policies – Elementary**

CCLS relies on parent volunteers to maintain our library. Because of the cost and time involved to order, process, shelve, and maintain all of the books, CCLS has established the policies and agreement as written below:

Classes visit the library on a weekly basis.

Students are allowed to check out one book at a time to be returned the following week. Books can be renewed if students have not completed them.

Books checked out for use with a report are to be returned when the report is due to the teacher. This is the only time that more than one book can be checked out at a time. One book for a report, one book for pleasure.

A book becomes overdue one week from the date of check out (two weeks for chapter books when requested). A reminder will be given to the student on this date.

An overdue notice will be sent when books are overdue for two weeks or more.

A letter will be sent home after the third overdue notice is given out asking for reimbursement of the book cost. Students will not be allowed to check out another book until this taken care of.

Each student is responsible for the book that he/she checks out. Students will be asked to pay for any book damaged or lost while checked out under his/her name. Students will not be allowed to check out another book until this taken care of.

### **Music Program – Elementary**

Performance is an important element of our music program. All students are expected to participate in the annual Christmas program, CCLS School Sunday and the spring program. Other opportunities to perform may arise throughout the year. Students and parents will be given ample notification of these events.

### **Forgotten Lunches, Books, Homework, etc. – Elementary**

In an effort to protect instructional time and to minimize classroom interruptions, all forgotten items, i.e., lunches, homework, notebooks, clothing, etc., are to be left at the school office, NOT the classroom. Your child will be notified to pick them up.

### **Telephone Use – Elementary**

Student use of the school phone is for urgent needs only. Arrangements for social engagements and forgotten lunches are not considered urgent needs. (The school will make minimal provisions for students who forget their lunch.) Any student who needs to use the telephone during the school day must have permission from their teacher or the office. Students are not to have or use cell phones while at school.

Phone calls to the school during class sessions will be screened by the school office. Only emergency calls will be accepted by the teaching staff. For other matters calls will be forwarded to staff voice mail.

### **Textbook Policy – Elementary**

All student textbooks must be covered. Students are responsible for maintaining their textbooks in good condition. If books are damaged, lost, or stolen, they must be paid for in full before report cards are released.

### **Birthday Celebrations – Elementary**

Birthday celebrations are kept low key. Students may share cupcakes or other food items at snack time or at the end of the day depending on the class schedule. Other celebratory items such as balloons or flowers are to be brought to the office for delivery at 2:25 p.m.

### **Newsletters and Calendar - Elementary**

Cross & Crown Lutheran School teachers put out monthly newsletters. These messages are sent home with each student. CCLS follows a traditional school year calendar which is posted at the end of the school year and is available on the website.

### **Visitor Policy**

In order to reduce disruption and to increase the staff's awareness of who is on campus for security, emergency, and general knowledge the following procedures have been established for visitors.

- Parents or guardians are to make prior arrangements with the teacher if they wish to spend time in a classroom. Upon arrival, they are to check in at the office and obtain a visitor badge. They should also sign out when they leave.
- NON-family visitors (such as workmen and vendors) will also be required to sign in at the School office and obtain a badge to wear until they sign out.
- Field trip drivers are to wait outside the classroom until the teacher invites them to enter.

## PARKING INSTRUCTIONS/MAP OF SCHOOL

For the safety of all the children, it is important that drivers observe the following policies:

### DRIVE SLOWLY AND SAFELY AT ALL TIMES.

1. Abide by all DMV regulations and posted rules of Cross & Crown Lutheran Church.
2. NO PARKING in fire lanes, handicapped spaces (ok w/placard) or reserved spaces.
3. Enter only through the north driveway on Snyder Lane.
4. Exit only at the south Snyder Lane driveway OR at Southwest Blvd. when gates are open.
5. Be aware that the parking lot becomes a playground and provides class space for P.E. between 9:00 a.m. and 2:20 p.m.
6. No cars are to be left on the playground area at any time during school hours. Please remember this when carpooling on field trips and volunteering.
7. Playground cones are moved and gates are opened by school staff when recess or P.E. has ended for the day. Additional parking access will be made for preschool parents as the daily school schedule permits.

