

Christ Alone Lutheran School **Parent Handbook**

2021-2022



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ChristAloneWELS.org

Parents' Prayer

Dear Heavenly Father, with all our hearts
we parents humbly come to You to make this earnest plea;
we ask Your blessing on each daughter and son.

Help us to set small footsteps on the way
that leads to You, and may they never stray.
And then, by word and deed help us to be a guide to them.

Help each one grow in body, mind, and soul
through Jesus Christ and reach this goal.

Alone we cannot do this greatest task
to raise a family, therefore, this we ask:
Give us a wise and understanding heart;
Your guidance, counsel, love, to us impart.
And where we fail, then in some other way
supply their every need, from day to day.

Forgive our past mistakes, and may we be
much better parents, strengthened Lord, by Thee.

Lord, lead us and ours by Your almighty hand
till kept by You, before Your throne we stand,
for this we pray; we and our family;
to be at last in heaven with Thee.

In Jesus' name we ask this. Amen.

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MISSION STATEMENT

“To know Christ and to make his love known in our homes, communities, nation and world.”

2020-2021 School Year

VISION STATEMENT

Christ Alone Lutheran School partners with families as they raise their children "in the training and instruction of the Lord" (Ephesians 6:4). With God's blessing, we will provide an environment where students can grow spiritually, intellectually, physically, socially, and emotionally. The Word of God will serve as the foundation of an academically strong curriculum. A dedicated and caring staff will guide students to live out God's will daily. The families of Christ Alone Lutheran School will grow together in faith, in love for one another, and in service to the community.

Objectives

1. Teach the truth of God's Word throughout the curriculum.
2. Ensure high academic standards which prepare students for future academic success.
3. Provide a faithful, dedicated, and qualified staff of WELS-certified teachers and encourage their continued growth through professional development.
4. Foster the proper use of technology by students and teachers to prepare our students to be 21st-century learners.
5. Provide extra-curricular activities that allow students to grow in their abilities and learn life lessons outside of the classroom.
6. Encourage our Lutheran Elementary School families to maintain an active worship life at home, church, and school.
7. Equip students to live and share their faith with those in the community, providing opportunities for our students to participate in community service functions.
8. Develop a strong parent network which provides opportunities for social interaction, planning, and support.
9. Encourage our students to seek a Christian education at the secondary level.
10. Inspire students to consider pursuing the public ministry while training them to see every vocation as an opportunity to serve God and neighbor.

INTRODUCTION

This handbook was prepared so that you could fully understand the program of Christian education offered by Christ Alone Lutheran School. Please take the time to read this handbook. After you have read it, keep it in a convenient place for quick and easy reference. No handbook is able to answer all questions that may arise. If you have any questions not covered, please feel free to call the Principal or any school board member as listed in your most recent congregational directory.

ORGANIZATION

Christ Alone Lutheran School is a ministry of Christ Alone Lutheran Church. The church supports and oversees its operation. This is carried out by the school board comprising a minimum of five (5) members. The school board has primary responsibility for organizing and directing the activities of Christ Alone's school-based ministries according to the following foundational principles:

- To proclaim Jesus Christ for the salvation of souls
- To equip our children for lives of Gospel-motivated service
- To partner with parents and the members of Christ Alone congregation
- To provide for quality called workers and the care of those who are called
- To ensure that all aspects of Christ Alone's school-based ministries are conducted to the glory of God

ENROLLMENT

ENTRANCE POLICY

Christ Alone 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, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Christ Alone Lutheran School is for children of parents interested in Christian education. It is expected that all parents give their full cooperation to the Pastors, Principal, and Teachers in the education of their children.

Applications for enrollment at Christ Alone Lutheran School are considered in the following order of priority when space is limited:

1. Children of Christ Alone Lutheran Church when one or both parents are active communicant members of the congregation
2. Children of sister congregations of the Wisconsin Evangelical Lutheran Synod
3. Children of parents who have no church membership
4. Children whose parents are members of other churches

All non-WELS members who enroll their children at Christ Alone Lutheran School are encouraged to

attend a Discovery class offered by Christ Alone Lutheran Church during the first year in which the child is enrolled. The purpose of this is to allow parents to see what religious instruction their children are receiving. Non-member students are encouraged to join their class in singing for church services at various times throughout the school year as noted on the Singing and Music Schedule.

Wisconsin Parental Choice Program students are not required to participate in religious activities or instruction. If a Choice student's parent or guardian submits to the student's teacher or the school's Principal a written request that the student be excused from any religious activity, the teacher and school must honor that request.

Transfer students will be required to present academic and health records from their former school. In all cases, Christ Alone Lutheran School's administration shall reserve the right to determine the appropriate grade placement for the child after going through a diagnostic testing process with the student's upcoming teacher.

KINDERGARTEN

Christ Alone (in following WI Department of Instruction guidelines) requires children to be 5 years of age on or by September 1. If the child's birth date falls within the month of September and a parent requests that his/her child be enrolled in kindergarten, such entrance would be contingent on the teacher's pre-kindergarten screening of the child and the approval of the Principal, unless the child participates in the Wisconsin Parental Choice Program. Then, the September 1 date is binding.

Children entering kindergarten must have all of their immunizations up-to-date. The information for new kindergarten students is available for the January Open House and by contacting the school.

TUITION AND SCHOOL FEES

(K-8TH GRADE)

All parents of children attending our school are asked to pay tuition. Children whose parents are members of Christ Alone Lutheran Church pay approximately 20% of the per student cost of education. The prayers and regular offerings of our school parents and the rest of our congregation's members help to support the school and subsidize the remaining 80% of the cost of education. A full tuition is charged for children of non-members enrolled at Christ Alone Lutheran School.

Our school uses the TADS online tuition management system. In TADS, parents will enroll their children in school and pay tuition and any additional fees. The options for paying tuition and fees include automatic bank withdrawal, credit/debit card, or check or money order directly to TADS. Parents also choose the payment plan schedule that works best for them. The choices include payments in one, two, four, or nine installments. An additional fee is charged for the four or nine installment plans.

An athletic fee of \$50 is charged for each student in grades 3-8 who participates in our school's sports program. This fee covers all sports and is for one year. Money collected will assist the participants by providing our student athletes with uniforms and needed athletic equipment.

White or chocolate milk may be purchased for children in kindergarten through grade 8 for the school year. White milk only may be purchased for preschool children. The milk fee is \$10.

There may be additional fees for special religious books (Not WPCP students), after school care, etc.

CALS may charge WPCP students, regardless of their income, fees to recover the cost of the following as set forth in statute:

- a) Personal use items, such as uniforms, gym clothes, and towels.
- b) Social and extracurricular activities if not necessary to the private school's curriculum.
- c) Musical instruments.
- d) Meals consumed by pupils of the private school.
- e) Transportation.
- f) Before-school and after-school child care.

Per Wisconsin law, a private school may not prohibit an eligible pupil from attending the private school, expel or otherwise discipline the pupil, or withhold or reduce the pupil's grades because the pupil or the pupil's parent or guardian cannot pay or has not paid fees as allowed.

Except for the previous exception, fees and tuition must be paid in full by the end of the school year. Failure to do so may result in the withholding of report cards, the withholding of academic reports, or not being able to attend Christ Alone Lutheran School until the balance is covered.

Our preschool families pay a registration fee and monthly tuition. Please refer to the preschool policies in this handbook for specifics.

TUITION ASSISTANCE

Our church operates "Caring for Christ's Children," which is our financial aid program. Families have the chance to fill out an application in spring; however, special circumstances can always be brought to the Principal at any time during the school year.

SPECIAL DONATIONS

Money for special donations or memorials may be given directly to the school. Use of matching gifts from fraternal organizations or places of employment are also welcome to maximize one's gift to our school.

THE SCHOOL DAY

ARRIVAL - DISMISSAL

- School begins at 7:50 AM Students may enter as early as 7:15 AM
- Preschool dismisses at 11:45 AM
- Grades K-8 dismiss at 3:05 PM

At 7:15 AM, students may begin entering the school through the Fellowship Hall doors (monitored entrance). Students will go directly to their classrooms. From 7:15 - 7:50 AM students will continue to enter the school through the Fellowship Hall entrance. Beginning at 8:00 AM, students must enter the school through the main entrance by the office doors, where they will be buzzed in.

At the end of the school day, all students are to exit the building using the Fellowship Hall doors. They will be dismissed as their parents/guardians arrive in the parking lot. A monitor will call the family name on walkie-talkies to the classroom teachers. Other than those participating in an extra-curricular activity or going to the After School Center (ASC), only students whose parents are supervising them are allowed to remain on campus. Siblings of students in sports or other extra-curricular activities are not permitted to remain at school during those after-school times.

All students not registered for the ASC or in after school sports must be picked up by 3:20 PM

The school cannot be held responsible for any occurrences of unauthorized activity or conduct after the teachers are no longer supervising the parking lot.

Because we have a closed campus, all students are to remain on school grounds during the school day. Those who need to leave must have a note from their parents/guardians stating the reason for leaving campus and the means by which they are leaving. This should be done at the latest before school begins that day.

BUS TRANSPORTATION

Bus transportation is available for some students who live within the Mequon-Thiensville School District (there are distance from school and attendance area requirements). Other school districts may be willing to contract with parents for transportation. On days when Christ Alone Lutheran School has school and the Mequon-Thiensville public schools do not, there will be special bus routes for our students who live within the Mequon-Thiensville district. Parents will be notified when these special routes will be used.

Teachers supervise students who are leaving Christ Alone Lutheran School to ride home on the bus. A teacher is present with students taking the bus until the last bus leaves school. Any student taking a different bus route than the one assigned to him/her or being dropped off at another student's home must have a written note with parental permission. Those students who make use of the busing service have wonderful opportunities to conduct themselves as God's children and let their light shine.

SCHOOL ATTENDANCE

Children are expected to attend classes on a regular basis. Parents are asked to notify the school office at (262) 242-3870 before 7:30 AM, in the event their child is going to be tardy or absent.

We place a high value on our children's safety. Therefore, we will need to contact parents if we do not know a student's whereabouts as the school day begins. Thank you for making us aware, parents.

Parents are asked to consider the fact that bringing their children to school on time and picking them up promptly after school goes a long way in teaching them responsibility. Children who are not present at

7:50 AM are considered tardy. Children will be marked absent according to half days.

TARDINESS

Students should be seated in their classrooms when the school day begins at 7:50 AM Any students not in their classrooms by then will be marked tardy. This will become part of the student's attendance record. We are putting an emphasis on eliminating tardies.

Please see below:

5 tardies – expect a call from the teacher

10 tardies – expect a call from the Principal

15 tardies – expect a call from the School Board

Once again, if something unusual occurs, please call the office in the morning, so we can alert your child's teacher.

ABSENCE FROM SCHOOL –DUE TO ILLNESS

Once again, parents should notify the school office in the event their child will be absent due to illness. If a child has been absent because of a communicable disease (measles, chicken pox, German measles, mumps, whooping cough, scarlet fever, etc.), a release slip signed by your doctor or health department should accompany your child on his / her return to school.

ABSENCE FROM SCHOOL –DUE TO OTHER REASONS

We strongly recommend that students and their families do not take family vacations during days when classes are in session. Much instruction time and activities are missed in a week's time. Families are encouraged to plan their vacation(s) so students do not miss school.

If parents must plan a vacation during the school year, please consult with the teacher about these plans no less than two weeks prior to the student's absence. The reason for the absence should be given in writing. While teachers will do their best to accommodate, parents will need to share the responsibility of teaching content missed and students will need to make up any work in the following week upon their return.

If excessive unexcused absences do occur, the parents will be contacted. If the absences continue, the school board will be advised, and if the problem persists, then excessive unexcused absences must, by state law, be reported to the county juvenile authorities.

HOT LUNCH PROGRAM

Options for hot lunch will be provided and may change as the school year progresses.

LUNCHES BROUGHT FROM HOME

The responsibility for the care and freshness of food brought from home is each family's own responsibility. Warming of food is allowed, **but please send food that requires 1 minute or less to heat due to time constraints.** Food wrapped in foil of any kind cannot be microwaved. **Please put a name**

or initials on food items and plates used for warming to assist in getting the right food with the right student.

Finally, **please remember to send the appropriate plates and utensils with which to eat**, except for knives of any kind, which are not permitted. It is each family's responsibility to make sure their children have what they need to eat the food they bring. Thanks for your cooperation in this regard!

FOOD ALLERGIES

Christ Alone is a peanut-free school. Due to food allergies of varying degrees, we are making every effort to keep our school and classrooms as peanut-free as possible. Parents, please keep this in mind when packing snacks, cold lunches, and sending birthday treats.

THE SCHOOL CURRICULUM

In permitting God's Word to speak to our children in such a program of Christian education, we impress upon our children the Scriptural truth that all people are by nature dead in trespasses and sins, having no ability to save themselves. Against this humbling background of sin and the curse of sin, we lead the children to the joy-inspiring Scriptural truth of the Gospel. Jesus Christ has redeemed all from sin and its curse and won full salvation and eternal life for them as a free gift. These truths are not merely expounded in direct study of God's Word, but are constantly permitted to stand and function as God's truth throughout every phase of instruction and training.

SCOPE

In our Christian school, we strive to perfect useful skills, cultivate cultural interests, and develop social graces. Our school strives to do these things in the conviction that our children are precious gifts of God and must be properly prepared to take their place in the home, in the community, and in all other wholesome relationships.

CURRICULUM

Curriculum is all the experiences of the child for which the school accepts responsibility. Our curriculum shall provide for the spiritual, mental, physical, and social needs of every child. Our school meets the requirements of the State of Wisconsin and of the Wisconsin Evangelical Lutheran Synod.

In order to keep our course of instruction as current as possible and keep our teaching consistently Christ-centered, the faculty members take part in curriculum meetings and attend conferences, summer school, workshops, and in-service training programs. With the best interests of the children in mind and with a goal to provide the most efficient and effective instruction possible, the curriculum is always subject to evaluation, study, and discussion by the faculty.

Our curriculum consists of:

- religion (Bible history, hymnology, catechism, and memory work)
- the language arts (reading, composition, elements of oral communication, spelling, grammar, penmanship, and literature)
- social studies (history, geography, and social sciences)

- science (general science, earth science, life science, and health)
- mathematics
- technology
- physical education
- the arts (music, music appreciation, art appreciation, and techniques of art expression)

You can refer to our school website to see a listing of curriculum guides for each area of our curriculum.

ADDITIONAL EDUCATIONAL OPPORTUNITIES

COMPUTER LAB / TECHNOLOGY

Students at Christ Alone Lutheran School have the opportunity to integrate technology into their daily classroom lessons and activities. A written technology curriculum aides this development. The students are taught keyboarding skills throughout the grade levels. Students in grades K5-8 are each provided a Chromebook for school use. We make use of Google Apps for Education and may post assignments in Google Classroom. With the help of a knowledgeable tech committee, we strive to integrate more and more technology into our curriculum at every grade level and in every subject area.

ACCELERATED READER

Christ Alone Lutheran School has the *Accelerated Reader* program for use by our students. The purpose of this program is to promote reading. An extensive library of *Accelerated Reader* books is located at school. Each classroom has separate requirements that will be explained by the teachers during the home visits.

EXTENDED LEARNING

We utilize adult mentors to assist those who need additional help, as well as those looking for an extra challenge. Please contact our school office to become involved!

SPECIAL EDUCATION OPTIONS

Christ Alone Lutheran School respects the rights of parents with children having special educational needs. If requested, our school will assist parents in getting their child tested for special educational needs by the Mequon-Thiensville School District. If your child is found to have special educational needs, the Mequon-Thiensville School District will explain in detail the educational options and supportive services they can provide to your child. Christ Alone Lutheran School will do everything we can as a school to assist parents as well.

ACHIEVEMENT TESTING

Christ Alone Lutheran School makes use of NWEA MAP testing (Measures of Academic Progress) throughout the school year. This is a formative electronic test for grades K-8. Grades K-2 will focus generally on diagnostic, adaptive tests in reading and math. Grades 3-8 will test on reading, language usage, and math. Grades 2-8 will also have a science component. MAP is a product of NWEA (Northwest Evaluation Association).

ASSOCIATED LUTHERAN SCHOOLS

Christ Alone Lutheran School is committed to Christian education. Therefore, our congregation supports this God-pleasing work on the high school level through synodical support of Luther Preparatory School and by its membership in the Kettle Moraine Lutheran High School federation. Christ Alone Lutheran School strongly encourages our graduates to take advantage of the Christian education offered by Kettle Moraine Lutheran High School, Wisconsin Lutheran High School, or Luther Preparatory School during their high school years. Christ Alone congregation provides tuition assistance through the Lindloff Scholarship Fund.

CO-CURRICULAR OPPORTUNITIES

The students in our school participate in various academic competitions (spelling, forensics, math, science, music, and art) through the coordination of our area Lutheran high school - Kettle Moraine Lutheran (KML).

Forensics: Christ Alone students take part in the KML Federation Grade School Forensics competition. Forensics at the classroom level is required for students in grades 5-8.

Academic Bowl/Math Meet: Christ Alone students take part in Academic Bowl competitions with other KML Federation Grade Schools. Christ Alone students also participate in the Martin Luther College (MLC) Math Meet, which is a team and individual competition of WELS students all over the country. These competitions are open to students in grades 5-8.

Science and Art Fairs: Christ Alone students participate in the KML Federation Grade School Science and Art Fairs. The science and art fairs are in alternating years. There is a local Christ Alone fair and then the first-place winners are sent on to the KML fair. These activities are open to grades 5-8.

STUDENT MUSICAL OPPORTUNITIES

SINGING FOR SERVICES

All school children are scheduled to sing occasionally for church services. A singing schedule for the entire school year is given at the home visit. When the students are scheduled to sing, **every effort** should be made to be present. If your children will be absent, **a written excuse** should be given to the teacher.

Please remember that when children sing for church services the purpose is to enhance the worship service. Student behavior during church services should never be a distraction from the worship environment. Please be respectful in use of cameras and phones during worship times.

JUNIOR CHOIR

The Christ Alone Junior Choir is open to students in grades 5-8. Interested students should sign up on or before Orientation Night. The choir practices once a week.

We respectfully ask your cooperation in bringing your child to church regularly, as well as on such Sundays and special services when they are to sing. The choir members are expected to meet 15 minutes before the service begins. Parents are asked to give an excuse in writing to the director, if their child will not be able to make a service.

HANDBELLS – HANDCHIMES

Christ Alone Handbell Choir is open to students in grades 7-8. The Handchime Choir is open to students in grades 5-6. The choirs practice once a week. Interested students should sign up during the teacher home visits or on Orientation Night.

PIANO LESSONS

Students in grades 2-8 may take piano lessons during the school day on campus from Mrs. Tiefel. Students are excused from class for their weekly lessons. All lessons and music fees are the responsibility of the parents. Fees are payable directly to the piano teacher.

GRADE SCHOOL BAND

Students in grades 5-8 are encouraged to join the Colt Band (for first-year musicians) or the Maverick Band (for more experienced students.) The grade school band program is available through Kettle Moraine Lutheran High School.

BAND INSTRUMENT LESSONS

Students in grades 5-8 may enroll in the Kettle Moraine Lutheran High School Grade School Band lesson program. Individual lessons are given weekly at Christ Alone Lutheran School.

Students are excused from class for their weekly lessons. Fees for lessons are payable directly to KML.

STUDENT EXTRA-CURRICULAR OPPORTUNITIES

ACADEMIC ELIGIBILITY POLICY

Students have a responsibility to do the best they can in every activity, to give God all glory! While every student has differing gifts from their Lord, sufficient effort is possible by all students.

Please refer to the Academic Eligibility Policy and ask your teacher any questions you may have on it.

CHRIST ALONE CHESS CLUB

The Christ Alone Chess Club meets after school in the spring for six weeks. The chess club is offered to students in grades 3-6. Adult volunteers are welcome to help. A chess tournament is held at the last meeting.

Students in grades 7-8 also have their own middle school chess club in the spring.

SPORTS PROGRAM

Our school has the following interscholastic sports: basketball, cheerleading, softball, volleyball, soccer, cross country, and a track and field day. This program of interscholastic sports has been set up to help foster an attitude of Christian sportsmanship in the field of athletics for our students. Athletic guidelines are included in this handbook.

Since the main purpose of our school is to bring the students to their Savior and not to train athletes, the following requirements have to be met before being allowed to participate:

1. The student must be working to his / her God-given abilities in the classroom. (See the Academic Eligibility Policy.)
 2. The student must demonstrate the proper Christian attitude at school, in his / her daily life, at the practices, and in games.
 3. Any student that signs up for any athletic team is expected to be at all practices and scheduled games. The coach must be notified, if a student is unable to attend a practice or game due to a pre-arranged appointment, i.e. dentist, doctor, etc.
 4. If a student is not in school for the entire day of a game, he / she may not participate in that game or any other activity that is team-oriented.
 5. If a student does not abide by the above rules, the student's participation may come into question.
-

SCHOOL / PARENT COMMUNICATION

SCHOOL NEWSLETTER

You will receive a weekly newsletter (Comet Connection) concerning coming events and happenings at our school. Included will be announcements, important dates, athletic events, etc. This newsletter is emailed on Tuesday of each week. Announcements to be included should be in the office by the preceding Friday. If necessary, you may choose to have a hard copy sent home with your oldest child. We also post each week's newsletter online.

STUDENT PROGRESS REPORTS

Report cards showing student progress are given four times per year. Mid-quarter reports will also be sent home with the student at the midpoint of each quarter. Should the parent have any questions concerning a particular grade, please contact the teacher. Parents are also encouraged to follow their student's(s') progress on Powerschool, our school information system.

GRADING SYSTEM

The grading system used at Christ Alone Lutheran School is as follows:

A+	100	C-	79-78
A	99-96	D+	77-76
A-	95-94	D	75-72
B+	93-92	D-	71-70
B	91-88	F	Below 70 Failure
B-	87-86	I	Incomplete
C+	85-84		
C	83-80		

When a student returns to school after an absence, it is the student's and parent's responsibility to find out what work the student has to make up through Google Classroom. Any work that is not completed during the quarter will receive an "Incomplete" on the report card until the work has been completed satisfactorily.

PARENT RESPONSIBILITY

CHURCH-HOME-SCHOOL COOPERATION

Our school operates under the supervision of the school board and Principal, under the authority of the congregation and in accordance with established policies and procedures. Our faculty carries out the policies of the school during the day under the supervision of the Principal.

While the Word of God permeates all instruction during the school day, children normally spend the largest portion of the day in the home. Parents are God's representatives in the home, and the school is an agency of the home and church. Therefore, the most effective Christian training will occur when home, church, and school are saying the same thing to the child by word and example.

Please refer to the final page of the handbook for "Expectations of Christ Alone Lutheran School," which shows the foundation of what we expect from parents, students, and faculty at Christ Alone Lutheran School. Parents will be asked to sign a copy of these expectations before each school year begins, expressing their full agreement to the statements and support for our work together.

The teacher and parents should make every effort to cooperate in the best interest of guiding the child. Should a problem arise, we urge the concerned parents to confer first with the teacher involved following the procedures laid down in scripture by Jesus in *Matthew 18*.

If the problem cannot be resolved satisfactorily between the child, the parents, and the teacher, then the Principal should be consulted. If a satisfactory agreement has still not been reached, the parents should discuss the matter with all involved and a Pastor. If the situation still has not been resolved, then the matter should be brought to the school board.

Parents should try to plan such meetings outside the school day. In all matters of conflict, we will deal with each other as fellow children of God.

The staff of Christ Alone Lutheran School has been called by the congregation to assist you in training your child in a God-pleasing manner. You are following God's directive: "Train up a child in the way he should go; and when he is old, he will not turn from it." (*Proverbs 22:6*) The staff of Christ Alone Lutheran School will assist you in every possible manner in this important effort. However, remember that you are your child's most important teacher!

Here are some ways in which you can assist your teachers:

1. Let the Word of God be your guide in all phases of daily living.
2. Conduct regular family devotions, discussions of Christ Light religion lessons, and table prayers.
3. Strive to set a Christian example for your children, so that their lives may be patterned after yours.

4. Be diligent in your prayers for the school and staff.
5. Attend church regularly with your children.
6. Respect your school's teaching staff and encourage your children to do the same.
7. Encourage your children to show Christian kindness and courtesy in their relationships with their fellow students.
8. Encourage your children by showing genuine interest in their work and pride in their accomplishments. Try to attend events in which your children participate.
9. Discourage your children from bringing distracting things to school.
10. Provide your children with a nutritious breakfast every morning. Prepare and send a nutritious lunch each day. Educational research has proven that this does, in fact, improve their learning abilities.
11. Encourage your children to receive a sufficient amount of sleep for their age on school nights.
12. Encourage and assist your children in setting up good study habits and in completing their assignments.

CHURCH ATTENDANCE

In accordance with the principles of our Christian school, we encourage our students to attend church services regularly. We strive to instill in our children love "for preaching and His Word" and also encourage parents to demonstrate this love in their own family. As encouragement for this, our school does take church attendance and records it on the quarterly report cards.

ROOM PARENTS AND VOLUNTEERS

Room parents (usually two per classroom) assist the class with activities such as class parties, field trips, and tabulation of incidental classroom fees. Duties vary according to the needs of each classroom. Discuss volunteer opportunities with your child's teacher.

SCHOOL PICTURES

School pictures are taken each year by Lifetouch. Our fall pictures take place in August. A re-take day is usually in October. Please look for information on both opportunities through the school year.

FUNDING ACTIVITIES

There are several fundraising activities that are carried out each year at Christ Alone Lutheran School. Although optional, parent participation is eagerly encouraged, heartily appreciated, and can be highly rewarding.

STUDENT RESPONSIBILITIES

DRESS CODE POLICY

Students are expected to show, in their own personal appearance, who they are as God's children. To assist in that regard, our school has a dress code policy. See the Dress Code Policy. Please remember that when differences of opinion exist, the administration's decision is to be respected.

RECESS CLOTHING

If the temperature is **below 55 degrees, jackets must be worn.** Long sleeves may be worn at a temperature

of **55- 60 degrees**. Short sleeves may be worn at a temperature **over 60 degrees**. If a temperature warrants wearing a jacket and a jacket is not worn, the student will stay in for recess. If the temperature is above zero with the wind-chill, students will go outside for recess. ***All students must go outside for recess*** unless excused in writing by a parent guardian or kept in by a teacher.

CARE OF PROPERTY

Students are expected to take care of their school and the equipment which has been provided for their education. Thus, they are expected to pay for any damage to books, desks, Chromebooks, and other property which occurs beyond normal wear. Each teacher will make individual judgments in consultation with the Principal, when necessary.

To prolong the life of textbooks, book covers are required for all school-owned hard-cover books. In covering books, care must be taken so that the book cover is not taped to the book itself. Students are expected to assist the teachers and custodian in keeping the building and property in good order.

SCHOOL PHONES

We request that the school phones be used by the students **ONLY** when there is an emergency and only with permission of a teacher.- Incoming messages for students will be taken by the secretary and delivered promptly at an appropriate time.

Each child should make arrangements with parents prior to the school day concerning means of getting home, visiting at a friend's house for the afternoon or evening, or other matters involving after-school hours. Please refer to the After School Policy for additional information.

CELL PHONES / OTHER DEVICES

Students are not allowed to use cell phones, iPads, or other similar devices during the school day (from arrival to 3:05 PM) without a teacher's permission. Cell phones should be turned off and kept in backpacks outside the classroom during this time. Failure to follow this guideline will result in the confiscation of the device. ***Students should wait until they are outside the building after school to use their device.***

HOMEWORK

Homework is a vehicle which can enable the school to reinforce skills, capitalize on individual interests, strengthen teacher-child-parent relationships, and improve student application to learning.

Teachers assign homework in such a manner that the purpose of the assignment is evident, the directions are understood, and the length is appropriate to the age and ability of the student.

For parents, the following suggestions should be considered:

1. Help the student to develop a good attitude and regular habits about completing homework. Be supportive but permit the student to do his / her own work.
2. Discuss the teacher's homework expectations and check during parent-teacher conferences on the completion and the quality of assigned schoolwork.
3. Assume responsibility to assure that your child completes required assignments missed during any extended absence from school.
4. Inform the teacher if there are any extenuating circumstances which account for an incomplete

assignment.

5. Look at the homework being completed at home, periodically check the assignment notebook, and review the corrected papers as they come home.
 6. Be positive! Do not degrade or ridicule your child's intelligence when he / she cannot understand something.
 7. Our Christian attitudes should show themselves in everything we do – even homework! Please remind your child of that, even when completing a challenging assignment.
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STUDENTS & THE COMMUNITY

FIELD TRIP POLICY

Classrooms will go on various field trips throughout the course of the school year. Notes from the teacher will go home explaining details of each trip. Students and chaperones will be bussed for any required transportation during a field trip. Please refer to the Field Trip Policy for more details.

MISSIONS

Each year, Christ Alone Lutheran School students help select an opportunity to carry out our Christ's command, "Go and teach all nations..." and bring offerings to support WELS mission endeavors. CALS will have two mission projects, one for each semester. Offerings are to be brought to our weekly chapel services held in the church each Friday.

SCHOOL DISCIPLINE

GENERAL DISCIPLINE GUIDELINES

Discipline is derived from the word "disciple," meaning to teach. Therefore at Christ Alone Lutheran School we do not think of discipline as punishment but rather as teaching self-control and Christian attitudes. Teachers deal with each student in accordance with the teachings of Christ. Part of that directive is to meet directly with students and parents involved to take care of and resolve conflicts swiftly. The school board has given the authority to the Principal to take action as he sees fit (with students individually or with multiple students involved in a situation.) The decision of the teacher and administration needs to be respected in order to allow that process to take place.

We will try to anticipate problems and redirect students' activities. We will narrow choices as necessary. Positive words will be used to encourage positive behavior.

If a student is exhibiting an inappropriate behavior, we will tell the student that they need to stop, explain why the behavior is unacceptable and offer reasonable alternatives. Logical and natural consequences will be used to help in modifying the troubling behavior.

ITEMS NOT TO BE BROUGHT TO SCHOOL

A partial list of items not to be brought to school may include but is not be limited to: gum, toys in general,

any kind of gun or weapon (real or toy), all knives (including pocket knives), fireworks, matches, lighters, smoking materials, alcohol, illegal drugs, drug paraphernalia, gambling devices, laser pointers, large sums of money, noise makers, pornographic literature or pictures, other inappropriate magazines or music, and any other items that could cause a disturbance. The Thiensville Police Department will be notified if the situation warrants it.

DETENTION POLICY

Students that exhibit behavior contrary to appropriate Christian conduct may be subject to a detention. In consultation with the Principal, detentions may be given out by a teacher for:

1. The misuse of God's name
2. Disrespect shown to called workers or others in authority
3. Late work
4. Destruction of school property
5. Physical or verbal misbehavior that puts others at risk of harm or abuse

The purpose of the detention is to make the student realize the seriousness of the offense and to seek forgiveness.

When a detention is given to a student, the teacher involved will fill out a detention form. This form explains the reason the detention is being given and when the detention is to be served. The form is signed by the teacher involved and the Principal. The form is also signed by the student and parent. A copy of the detention form is placed in the student's file for the remainder of that school year.

Additionally, the teacher involved will make every effort to contact the parents that day to explain what took place to cause the detention to be given.

Detentions will be served from 3:15 PM to 3:45 PM on any Monday-Thursday that closely follows the date when the detention was given. Teachers will take parent's schedules into consideration when scheduling detentions, but will offer no guarantees.

Detentions are served in the classroom of the assigning teacher and students may not participate in co-curricular activities until the detention has been served. Parents are responsible to transport the student home after the detention is served.

SUSPENSIONS

If a student receives four (4) detentions during the course of one school year, the student will serve an in-school suspension for one day. If a student receives six (6) detentions in a school year, the situation will be presented to the school board for review of enrollment status.

Teachers shall have the authority to exercise appropriate disciplinary measures to the degree dictated by the severity of the circumstances. Students may be suspended from school who:

1. Show themselves incorrigible, in spite of earnest admonition and reasonable discipline
2. Are detrimental to the other students and who, by misconduct, give evidence that the Word of God has not penetrated their hearts.

Are habitually truant

3. Willfully or carelessly damage or destroy school or personal property
4. Are found using tobacco in any form or similar smoking material
5. Are found using or possessing any illegal chemical substance (drugs or alcohol) or paraphernalia
6. Are found possessing a weapon (real or toy)
7. Are found engaging in bullying, hitting, punching or fighting
8. Are found engaging in any inappropriate sexual behavior or touching

Suspension of a student will be initiated by the Principal.

If a child is suspended on such offenses more than twice, the first step of expulsion is in order. (If the problem is of a serious nature, one or all of the expulsion steps may be applied immediately.)

EXPULSION

The following is our expulsion procedure:

1. First step: A discussion of the problem by the school board is followed by a written communication from the chairman of the school board to the family of the student in question formally indicating the problem. The letter will also point out the following procedure if the problem is not corrected.
2. Second step: A meeting of the Parents, the School Board, Pastor, Teacher, and Principal will take place to attempt to solve the problem. The child may be asked to attend part of the meeting.
3. Third step: The actual expulsion takes place. This step is to be enacted if the desired effect does not take place after Step 2 has been followed.
4. There will be continued follow-up by the Pastor and Principal after Step 3 has been taken, so that the child is not totally divorced from his / her church life as well as school influence.

The school board will make the final decision on all dismissals. Appeals may be made to the Coordinating Council for consideration.

STUDENT SAFETY

HEALTH SERVICES

Yearly screening for hearing and vision and speech therapy are currently offered through Christ Alone and community organizations. The Ozaukee Health Department is available at all times to offer assistance for any school health issues, questions, or emergencies.

MEDICINE AT SCHOOL

The state legislature provides for the administration of drugs to students who need medication during school. Private school employees or volunteers authorized in writing by the private school's administrator or Principal, and licensed school bus operators authorized by the proper school authority, may administer specific non-prescription and prescription drugs to students ([Wis. Stat. § 118.29](#)). All medications are to be kept in the office with labeling for each child. Also, please fill out the asthma form for students with inhalers at school. This form is available from the school office.

When a student feels ill, the teacher will send them to the office. The school secretary will evaluate the situation and call the parents when warranted. Final stay/home decisions are made by the Principal. Parents will be apprised of the situation and of any action required as a result of the symptoms.

IMMUNIZATION

Parents, please be aware that the Wisconsin Student Immunization Law requires for students in grades K-8 to receive various doses of vaccine for diphtheria, tetanus, pertussis / whooping cough, polio, Hepatitis B, measles, mumps, rubella and chickenpox.

The month, day and year of each immunization must be entered on the Student Immunization Record and submitted to the school.

SEXUAL / PHYSICAL ABUSE POLICY

Christ Alone Lutheran School will not tolerate any bullying, punching, hitting, or fighting between individuals. Christ Alone will also not tolerate any inappropriate touching, sexual exposing of one's self to another, or sexual activity by any individual in the school or on school grounds. These types of activities will be reported to the Principal, the Pastors, the School Board and/or the Thiensville Police Department for investigation. Teachers noticing any student coming from home with unexplained marks, bruises, sores, wounds, injuries, physical neglect, emotional distress or neglect, etc. will follow mandatory reporting procedures required by law. Please refer to our Bullying/Harassment Policy.

FIRE DRILLS / SAFETY & HEALTH INSPECTIONS

Fire drills are generally conducted monthly in all types of weather. These drills may be monitored / critiqued by the Thiensville Fire Department. The Thiensville Fire Department may also conduct unannounced safety and health inspections of the school. Our school also conducts annual tornado and lockdown drills in accordance with law enforcement recommendations.

EMERGENCY SCHOOL CLOSING

School will be canceled if the Mequon-Thiensville public schools are closed for weather conditions. Christ Alone Lutheran School may also be closed when the Mequon-Thiensville schools remain open. If classes at Christ Alone will not be held, the announcement of "Christ Alone Lutheran School – Thiensville is closed" will be made on radio station WTMJ (620 AM), television station Fox 6, and television station TMJ 4 also through electronic communication. Decisions to close will be made as early as possible and most often will be announced before 6:30 AM

EMERGENCY PROCEDURES

You may refer to Christ Alone Lutheran School's procedures listed in this handbook.

RESPECT PARENT RIGHTS

Christ Alone Lutheran School and its staff and administration respect and honor the legal rights of all parents and students in the educational process according to the Family Educational Rights and Privacy Act as found in this handbook.

AFTER SCHOOL CENTER

Christ Alone Lutheran School operates an After School Center (ASC) for the benefit of our school families. Each day school is in session, our ASC operates from 11:30 AM until 6:00 PM, offering structured care for the students once school has dismissed for the day.

To sign up for the program, please contact our school office for a registration form and make a \$100 deposit to open your account. Following a deposit, the program operates on a pay-per-half-hour basis. As families use the program, money is deducted from their account until it needs replenishing. Our ASC staff then notifies parents and plans move forward from that point.

Any student in grades 3K-8 can use the ASC program. Contact our school office for details on how to get started. The cost is \$2.50 per half hour / \$5.00 per hour of care offered per student.

EXTENDED LEARNING CENTER

This program has as its mission to reach out to Christ Alone Lutheran School students and assist them in their development in a particular area of strength and / or weakness outside of the normal classroom instruction and class time.

This program will be carried out in three main ways:

1. Christ Alone staff and administration will work closely with MTSD staff to make sure that services provided by the district in this area are offered.
2. Christ Alone teachers will provide time during the normal class day and mutually agreed upon time after school to work one-on-one with students.
3. Christ Alone will use "Adult Mentors" at a regularly scheduled time each week to address specific areas of strength or weakness in a specific course.

Some specific guidelines or descriptions regarding this program are as follows:

1. The Principal will be the administrator of the Extended Learning Center (ELC).
2. Classroom teachers or parents may request participation in our ELC.
3. Any parent has the right to refuse participation by their child in our ELC by filling out the appropriate paperwork.
4. Any student or mentor found to be jeopardizing the integrity of the ELC will be dismissed from the ELC.

POLICIES FOR CHRIST ALONE LUTHERAN SCHOOL

On the following pages you will find policies that help govern the smooth operation of our school and preschool. You may contact our Principal or any of the school board members with questions or comments on these policies.

It is impossible for any organization to have a policy that covers all situations that may arise. For situations that do arise where no distinct policy governs unilaterally, the Principal in consultation with the Pastors, Faculty, and School Board will make decisions based on the good and welfare of the school community to God's glory.

School Handbook – Revised Summer 2019

3K AND 4K POLICIES AND PROCEDURES

OUR PURPOSE

It is the goal of Christ Alone Lutheran Church and School that these programs give our Lord's little lambs their first school experience and begin the total development of a well-rounded, well-adjusted Christian personality. It is also our goal that the greater Mequon-Thiensville community becomes introduced to our church and school through this community program.

3K OPERATIONS

1. Students in 3K must be 3 years old by September 1st of that year.
2. Students in 3K pay a \$50 annual registration fee and a monthly tuition fee as determined by the Board of Education. (registration fee is non-refundable)
4K students that are in the Wisconsin Parental Choice Program will not be charged registration, tuition, or field trip fees. (Please speak with the Principal regarding application for enrollment in the Wisconsin Parental Choice Program beginning Feb.1.)”
3. A student's spot is reserved in our 3K or 4K program, when the registration fee is received (spots do fill up quickly).
4. The 3K program school day is from 7:50 AM to 11:30 AM each day of operation.
 - a. Parents may choose 3, 4, or 5 days/week schedules.
 - b. Classes occur only on days the School is open.

4K OPERATIONS

1. Students in 4K must be 4 years old by September 1st of that year.
2. Students in 4K pay a \$50 annual registration fee and a monthly tuition fee as determined by the Board of Education (registration fee is non-refundable).
3. A student's spot is reserved in our 3K or 4K program when the registration fee is received (spots do fill up quickly).
4. The School's 4K program day is from 7:50 AM to 11:30 AM each day of operation.
 - a. Parents may choose 3, 4, or 5 days/week schedules.
 - b. Classes occur only on days the School is open.

CURRICULUM

The curriculum of our program is organized into small 15-20 minute classes. There is a balance between structured and unstructured activities. A copy of the curriculum is available from the teacher upon request.

TUITION

Tuition is due the first day of each month. There is no refund for dismissal, withdrawal, or absence. Non-payment of tuition may result in dismissal from the program.

POTTY TRAINING

Potty training is required for enrollment in Christ Alone's preschool.

FIELD TRIPS

Educational field trips will be a part of the Social Studies curriculum. A list of the year's field trips will be handed out at the parent home visit in August. Any fees for field trips will be included in tuition.

OWNED AND OPERATED

The School 3K and 4K program is owned and operated by Christ Alone Lutheran Church which is a member of the Wisconsin Evangelical Lutheran Synod (WELS).

PRESCHOOL ASSISTANTS

It is the policy of Christ Alone that a Preschool Assistant will be hired when the 3K enrollment is larger than 9 students per day. An assistant will be hired when the 4K enrollment is larger than 10 students per day. If both grades are being taught by the same teacher, an assistant will be hired when the enrollment is larger than 9 students per day. Subsequent aides will be hired to maintain staff to student ratios of 1:9 for K3 and 1:10 for K4 and K5.

SCHOOL-WIDE PROCEDURES – GENERAL

Our school exists to train God’s people in the ways of the Lord. This training also includes the way in which we conduct ourselves in the hallway, at lunch, and at recess. Please refer to the following guidelines as we live to let our light shine in our school.

HALLWAYS

- Students will walk on the right side of the hallway.
- Students will be considerate of other classes while walking in the hallway.
- Students will use the classroom for eating snacks and talking with their friends at break.
- Students will keep volume of talking in the hallway to a minimum.
- Students will not use any electronic devices in the hallways at any time, including during snack time or while waiting for school, practices, or a ride home from school.

LUNCH

- Students will ask permission to leave the lunchroom.
- Students will sit down during lunch to eat.
- Students will eat in a timely fashion, refraining from being too loud.

RECESS

- Students will stay on the parking lot and playground.
- Students will line up promptly (and with proper personal space) when the bell rings.
- Students will walk in from recess quietly, not disrupting other classes in session.

Revised Summer 2018

DRESS CODE

As followers of Christ, Christian love and respect should be reflected in all we say and do. For this reason, Christ Alone faculty and students are expected to dress in a God-pleasing manner. As temples of the Holy Spirit, God’s children will exercise modesty, decency, and good taste when it comes to clothing and grooming habits. It is our intent to develop good habits in our children with regards to their appearance through the exercise of Christian liberty.

GUIDELINES

1. No torn, hole-filled, or dirty clothing is to be worn to school.
2. Shorts may be worn during the first and fourth quarters of the school year.
 - a. Shorts or skirts must reach to the middle portion of the thigh while walking, sitting, and standing *without adjusting*).
 - b. ***Yoga pants, yoga shorts, spandex attire, or other form-fitting clothing should not be worn as outerwear. Bottoms must be covered with non-tight clothing to at least the mid thigh.***
 - c. Extremely baggy clothing will not be allowed.
3. No tank tops (exception: grades PK-1) or spaghetti straps are to be worn without a shirt with sleeves worn over or under them. No skin-tight shirts are to be worn to school, and no bra straps should be showing.
4. No flannel pajama pants or breakaway wind pants with snaps down the side are to be worn.

5. No visible body piercing (exception: ears) will be allowed at school.
6. No visible body tattooing will be allowed at school.
7. Hats, caps, sunglasses, or other headgear may not be worn in the school building .
8. Extremes in hair style or hair color will not be allowed as it draws attention to the student or can become disruptive to the class or school environment.
9. Clothing with inappropriate slogans, messages, or images will not be permitted.
10. Shirts should be long enough to be tucked in and cover the midriff in the front and back while sitting, standing, or leaning.
11. Safe footwear (examples: tennis shoes, athletic shoes, closed toe shoes) is expected for recess and PE periods.
12. Flip-flops are not allowed during the school day.

Note: *This applies as soon as students enter the school until their departure or when a student is representing the school in an activity. For the sake of order, when there are differences of opinion on clothing, the judgment of Christ Alone faculty and administration will be respected.*

Revised Summer 2018

BULLYING-HARASSMENT POLICY

The State of Wisconsin requires all schools to provide a safe, secure, and respectful learning environment for all students and teachers in school buildings and at school-sponsored events. The State of Wisconsin does not tolerate bullying and harassment behavior in schools or at school events. This policy addresses the bullying or harassment issue for Christ Alone Lutheran School.

Definition of Bullying or Harassment

Bullying or harassment is a behavior that does not reflect a Christ-like attitude, or a Christ-like love for other individuals. Bullying or harassment is repeated intentional, unprovoked hurtful action intended to cause hurt and harm. Bullying or harassment is a form of victimization. It is repeated over time and is ***different from normal socialization issues that children experience in any social setting.***

(Parents are asked to share concerns with the school administrator whether certain actions rise to the level of bullying and / or harassment actions or if the concern demonstrates a typical socialization interaction difficulty between individual students.)

EXAMPLES OF BULLYING OR HARASSMENT

- Repeated physical or verbal assaults which cause harm
- Continued and repeated non-verbal emotional threats or intimidation
- Repeated and consistent social exclusion and isolation in a hurtful manner
- Repeatedly sending embarrassing, slanderous, threatening, or intimidating electronic messages via the phone, computer, internet, or other electronic communications
- Constant teasing, put-downs, name-calling, false rumors and accusations, and hazing
- Continually insulting someone's race, gender, appearance, or socioeconomic status
- Repeated types of extortion – getting others to do any hurtful behaviors as listed

BULLYING OR HARASSMENT COMPLAINT PROCEDURES

Christ Alone Lutheran School takes any bullying or harassment behavior by students very seriously. When an incident of bullying behavior is reported, the school administrator will notify the parents of the students involved as soon as possible after the complaint is received. A plan to resolve the bullying or harassment behavior will be worked out with the parents and students. The goal of the plan will be to guide the students' behaviors to be Christ-like toward other people. (The following words of our Savior Jesus, "**...As I have loved you, so you must love one another.**" (*John 13:34*))

BULLYING OR HARASSMENT PREVENTION

Christ Alone Lutheran School will conduct activities to inform and assist parents, students, and teachers about the issues concerning bullying or harassment. Those activities will include but are not limited to:

- Classroom instruction by each teacher concerning bullying or harassment
- Review of the Bullying-Harassment Policy in regular parent meetings
- Publish the Bullying-Harassment Policy in the school handbook
- Instruct students as part of the religion class concerning Jesus' command of "loving one another"
- Teachers will be observant to any overt bullying or harassment in the classroom, hallways, or outside at recess
- Teachers will report any complaints about bullying or harassment to the school administrator
- Teachers will strive to be excellent role models concerning the love of Christ to all of their students
- The school administrator will consult with the Pastor(s) about bullying incidents allowing him (them) to become involved in sharing spiritual guidance to the student and / or family, if warranted

BULLYING OR HARASSMENT DISCIPLINARY ACTION

Disciplinary action will be taken by the school administrator and / or the school board, in cases of bullying or harassment. The disciplinary actions may include, but are not limited to the loss of student privileges, in-school suspensions, out-of-school suspensions, and / or possible expulsion. The school board will have the final authority on any expulsions.

School Board Approved 09-10-12

NEW STUDENT POLICY

Every year new students enroll in Christ Alone Lutheran School in grades K-8. When such students apply for enrollment, the following procedures are to be followed:

- The Principal will meet with the prospective new family and student, giving a school tour and introduction to our school's ministry.
- The classroom teacher will meet with the new family and student (preferably on the aforementioned school visit, if schedules permit).
- The classroom teacher (all teachers, if more than 1 student in grades 1-8) will schedule a student screening (reading / math focus) to get a feel for the student's ability and to assist in the proper grade placement for that child coming into our school.

Once a new student has been accepted at Christ Alone Lutheran School, the following procedures will be followed as the new school year begins:

- A home visit will be conducted by each classroom teacher.
- Adjustments in the amount of memory work are to be given until it is determined that the new student is able to handle the work done by returning students.
- Teachers will communicate frequently with parents of the new student to monitor early progress.
- Teachers are to review the student's personal file from their previous school, including any Individual Education Plan as available. These reviews should be completed as soon as a student is accepted to make sure any required accommodations are made.
- Teachers are to keep the Principal aware of the new student's progress.

Revised Summer 2018

ACADEMIC ELIGIBILITY POLICY

If a student receives two Ds or one F on a quarter report card, that student will be placed on academic probation.

Academic Probation means that the student may continue to participate in extracurricular activities during the three-week period following the issuance of the report card. At the end of the three-week period of the new quarter, a written report on the student's progress will be submitted to the Principal. The same report will also be made after the six-week period of the new quarter. If the student passes both checkpoints, they are in good standing once again. If, at either of these checkpoints, the student has two Ds or one F on a weekly progress report, the student will then be placed on Academic Suspension.

Academic Suspension can only occur after first being on Academic Probation. During this time the student may not participate in any extracurricular activities, including practices. Once on suspension, the student will not have any grace period to bring their grades up. The student has failed to live up to their academic responsibilities in the new quarter, and therefore forfeits their eligibility for the remainder of that quarter.

This policy will take effect in the 2nd quarter of each school year. Special circumstances can always pop up. These situations will be left to the discretion of the Principal. Appeals may be made to the school board.

Revised August 2008

LATE WORK POLICY AND PROCEDURES

A student with late work will have one of the two following things happen:

1. If the late work is completed and turned into the teacher by the end of that same day (it is still counted as late work), the student will not be penalized by losing an extracurricular activity.
2. The first late work (per quarter) not completed and turned in to the teacher by the end of that same day results in missing the next practice. The second and any subsequent occurrence of late work not turned in by that same day will result in missing the next scheduled game or extracurricular activity. The parents and coach will be informed of this consequence.

When a student receives a detention, that student may not participate in his / her next game or extra-curricular activity. Other detention / late work details follow:

- Assignments not finished on time (late work) will be counted toward a detention.
- Three (3) late assignments per five (5) school days will be subject to a detention.
- Ten (10) late assignments in any same quarter will result in a detention.
- Four (4) detentions will result in a one day on-campus suspension.
- Six (6) detentions (of any kind) will require the situation to be brought before the school board for enrollment review.

Detentions are determined by the teacher in consultation with the Principal.

Revised August 2008

VISITOR POLICY DURING SCHOOL HOURS (7:50 AM – 3:05 PM)

Here at Christ Alone Lutheran School, we always encourage visitors in our classrooms and hope to see you here on a regular basis, but we must also maintain a safe and instructionally based learning environment for our students. With this in mind, all visitors must follow the guidance below:

All school visitors will be expected to:

- Sign in and out at the school office.
- Obtain and wear, in a visible area, a fully filled-out visitor's pass.
- Declare the location that they are visiting and report directly to that area only and then back to the school office.
- Prearrange all classroom visits with the teacher prior to the visit.
- Stay off cell phones and refrain from interrupting instruction during the visit.
- Drop off in the lobby all items for students; these items will be delivered to the classroom.
- Remain in the school office while the student who is checked in late is sent to class or the student who is checking out early is called to the office.

This policy is in place between 7:50 AM and 3:05 PM each day. In the morning, if you are planning on staying past 7:50 AM, you must have a prearranged appointment and will be required to sign in. This policy has been developed in order to help maintain a safe and instructional focused environment at school each day. Any visitor who does not meet these expectations may be asked to leave school grounds.

AFTER SCHOOL POLICY

Christ Alone Lutheran School strives to maintain a healthy and safe atmosphere for all who are on our campus. The following guidelines will govern our After School Policy here at Christ Alone Lutheran School:

- All drivers must park their vehicles in the parking spaces away from the sidewalk when picking up students after school.
- All students in preschool must be picked up by 11:45 AM or be sent to our After School Center (ASC).

- All students in grades K-8 must be picked up by 3:20 PM
- All students must know how they are getting home before the end of the school day. Parents must notify the school of any changes.
- Students wishing to remain on campus after school to play on the playground must have their parent/guardian outside, in sight of them .
- To aid in carrying out this policy, parents will fill out a form stating the “usual” pick-up patterns of each student. (If circumstances change, please notify the office.)
- With parental permission, students in Grades 5-8 may be allowed to walk to the Mequon Library after 3:20 PM. Students will be dismissed by the parking lot supervisor and walked to the crosswalk on Division Street. Siblings of 5th-8th Graders may also go to the library with written permission of the parents.

The goal of this policy is the well-being of all involved. When differences of opinion occur, the decisions of the administration and staff will be respected.

Revised Summer 2018

CHAPERONE POLICY

- Chaperones are to be parents, guardians, or adult relatives of students.
- Chaperones are to maintain contact with the students during the field trip activity.
- Chaperones are to refrain from drinking alcoholic beverages, smoking, and using inappropriate language during the field trip activity.

Revised July 2021

SCHOOL MILK POLICY

ORDERING MILK

- Parents sign up their child(ren) for milk for the entire school year through TADS.
- The cost is set for the year and payment is then also made through TADS.
- Parents may sign up any time during the school year if they missed the initial signup, and the cost is prorated.

DISTRIBUTING MILK

- The milk company is provided with a school calendar.
- The milk company delivers the milk to the school kitchen, and it is placed in an industrial cooler which is OSHA approved.
- Students take milk out of the cooler at lunch time under teacher supervision.

DOCUMENTATION TO THE STATE

- A monthly statement summarizing the number of days milk was served, total number of cartons served, and the unit price is sent to the State of Wisconsin.
- The milk company provides a monthly invoice for the number of milks delivered.
- The State of Wisconsin pays a milk subsidy to Christ Alone Lutheran School once a month in check form.
- All milk monies collected are deposited in the school account.

- Dispersal from this account pays only for milk purchased.

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, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals 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, 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.

This institution is an equal opportunity provider.

Note: In July of 2011, the USDA mandated that schools participating in the National School Hot Lunch Program AND the Special Milk Program provide students with at least 1 form of less fat milk for lunches. Since the 2011-2012 school year, our school has been providing at least 1 less fat option of milk to comply with the USDA.

Revised Jan. 2021

FIELD TRIP POLICY

- A school representative (classroom Teacher, Pastor, or School Secretary) will accompany students on all field trips.
- Students are only to go on field trips with their own grade or classroom.
- All funds to cover the cost of the field trip activity are included in tuition for the year.

Revised June 2021

STUDENT TECHNOLOGY USE POLICY

This document is intended to summarize the rules and stipulations that students must follow as part of our Lutheran Elementary School's use of technology. Christ Alone Lutheran School administration reserves the right to impose and carry out any judgments based on this policy and issues that pertain to this policy but are not spelled out specifically. When differences of opinion occur, the administration of Christ Alone Lutheran School is to be respected in its decision.

1. Students are only allowed to use the internet when a teacher is in the classroom or lab acting in a supervisory role. In accordance with the CIPA (Children's Internet Protection Act), we as a school will do all we can to protect our students from obscenity, pornography, or other materials that would be harmful to minors. We classify these harmful materials as being pictures, text, videos, and anything else considered objectionable.
2. Christ Alone Lutheran School operates our network using a filtering agent on internet materials that come through our server. These tools are not foolproof, so it is important for students, parents, and teachers alike to know what materials are appropriate and what materials are not appropriate both at school and at home.
3. Students are only allowed to download or upload material at school that is related to assigned projects or activities. Those downloading / uploading files for things other than school related activities or projects will lose their privileges on the computers at school for a time, according to our Acceptable Use Policy.
4. The use of email, chat rooms, social networks, or instant messaging is strictly forbidden at school. The only exception is if a teacher leads a class project on one of these topics. Failure to follow these guidelines will result in lost privileges, according to our Acceptable Use Policy.
5. Students are instructed to carefully use all school hardware and software. Abuse of this may result in the revoking of computer privileges, cost to repair or replace broken components, and in some extreme cases, possibly expulsion from school.
6. Student photos and work may be considered at times for appearance on our website. Only first names will be used, to help protect the security of all students. If you wish for your child not to be included on the website, please ask the Principal for the Non-Consent Form and return the completed form to him.

STUDENT RELEASE-TRANSFER-EXPULSION POLICY

- Parents are required to conduct an exit interview with the Principal or one of the Pastors.
- Student records will be withheld until the exit interview is completed, all family financial obligations are met, and all student textbooks and teaching materials are returned to the school.
- The athletic fee is not refundable.
- The milk fee is refundable on a prorated basis based on the payment plan utilized by the parent.
- Tuition will be refunded on a daily prorated basis. This will be calculated from the student's last day of attendance.
- The school board will make the final determination as to the amount of money refunded on a case-by-case basis.

EMERGENCY PROCEDURES

STUDENT HEALTH INJURY

The teacher on the scene determines what needs to be done. If the injury happens outside, the teacher on the scene will send a student to get the secretary and / or the Principal.

FAMILY EMERGENCY

The students concerned will be removed from their rooms and the Pastor and Principal will meet with them in a private place. The classroom teacher should be informed that same day. The next day, the student body will be informed, only if the family gives consent.

INTRUDER IN SCHOOL

If a dangerous situation arises at or around school, the Principal is to be notified immediately. Appropriate actions are to take place according to regular lockdown procedures.

BOMB THREAT OR HAZARDOUS MATERIAL THREAT ON CAMPUS

The Principal will announce code blue via the intercom, which will begin a school evacuation. Students will be led by staff to the Weyenberg Library. The Principal will notify both Thiensville Police and Mequon Police of the threat via cell phone. All teachers are to account for their students upon crossing Division Street. The Principal will be the only authorized reporting agency to the media, to keep the facts consistent.

TORNADO

The Principal will announce when tornadoes are a threat. Students will go to their area in a calm fashion (grades 7-8 to the computer lab, grades 5-6 to the lecture room, grades 3-4 to the computer lab, PK / ASC to the fellowship hall boys' bathroom, grade K to the girls' bathroom near the gym, grade 2 to the boys' bathroom near the gym, grade 1 to the girls' locker room, and students in the gym to the boys' locker room) and wait for an all clear.

FIRE

When the alarm sounds, teachers are to lead their students out of the building in a calm fashion. Grades 5-6 leave via the east doors (ramp) and line up under the carport at church. Grades 7-8 line up on the north side of the church. Grades 1, 3-4, and PK leave via the north doors (fellowship hall) and line up by the playground area. Kindergarten and grade 2 leave via the south doors (Division Street) and line up across Division Street. Once out of the building, teachers are to account for their students, to make sure all have left safely.

Revised Summer 2020

CHILD CUSTODY POLICY**RIGHTS OF CUSTODIAL AND NON-CUSTODIAL PARENTS**

Christ Alone Lutheran School will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

Christ Alone Lutheran School will not restrict access of custodial and non-custodial parents to their students' records, unless the school has been provided a copy of a court order that limits those rights. If the school is provided such a court order, school officials will follow the directives set forth in the order.

Christ Alone Lutheran School will provide the custodial parent with routine information about his or her child, including notification of conferences. The school will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The school is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

Christ Alone Lutheran School will release children to the custodial parent or the designated appointee unless otherwise noted by the custodial parent.

Revised February 2013

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT NOTIFICATION

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the Principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write to the Principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to privacy of personally identifiable information in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

5. Christ Alone Lutheran School annually notifies parents of the above FERPA rights via a registration day handout, inclusion in the Parent Handbook, or as an attachment to a school newsletter.

January 21, 2013

MEDICATION ADMINISTRATION POLICY

Christ Alone Lutheran School has established the following procedures for the safety of our students when administering medications. Please read through these procedures and follow them in a spirit of cooperation. When differences of opinion exist, the decision of administration and staff of Christ Alone Lutheran School will be respected.

FORMS

- All prescription drugs must have the written permission of a medical professional and the parent-guardian before administering to the student. They also must be supplied in a pharmacy-labeled container indicating the correct dosage and instructions.
- All non-prescription drugs must have the written permission of the parent-guardian and administration instructions before administering to the student.
- The school secretary will track and monitor all medications that are administered by filling out the CALS Medication Log which is housed in the school office.

STORAGE OF MEDICATION

- All medication (with the exception of self-administered medication) will be stored in the school office under the supervision of the school secretary.
- All medication will be secured in a locked cabinet when unsupervised.
- All medication requiring refrigeration will be secured in the school office to maintain quality.

SELF-ADMINISTERED NON-PRESCRIPTION DRUGS

- Cough drops may be self-administered with parent/guardian written permission and dosage instructions.
- Students with asthma may self-administer inhalers with parent/guardian written permission, written permission of the student's physician, and written instructions on dosage and timing for the inhalers. (See Inhaler Authorization form.)
- A student can self-administer an epinephrine auto-injector ("epi pen") to alleviate an emergency situation. Written approval must be on file from both a medical professional and the parent-guardian for this to occur. In many instances the epinephrine injector will be stored with the teacher and / or in the school office with the other medications. In either case, school officials are to call "911" after an incident due to the high rate of secondary reactions.

Adopted: March 2013

NEW FAMILY SPONSOR PROGRAM

GOALS OF THE NEW SCHOOL FAMILY SPONSORS

1. To help new school families become acquainted with the school and its activities (as needed or requested by new families)
2. To give new school families an opportunity to meet and come to know school families and members of Christ Alone
3. To provide new families with someone who can answer questions they may have about our school
4. To strengthen relationships in the shared Gospel ministry of Christ Alone Lutheran Church and School

QUALIFICATIONS

1. Positive attitude toward Christ Alone Lutheran School
2. School parents familiar with our congregation and school
3. WELS members active in worship and ministry
4. Willingness to serve others

PRIMARY FUNCTIONS

1. Encourage and assist the orientation of new school families into our school
2. Follow up with new families (in September-October) after the New Family Welcome has occurred

DUTIES OF SPONSORS

1. Initial visit with the assigned family unit.
 - a. Pick up new family information from the Principal.
 - b. Introduce yourself to the new family at orientation.
 - c. Become acquainted and establish a rapport with the assigned family.
2. Follow up with a phone call to the family sometime during the first four weeks of school to check in, see how things are going, and ask if they have any questions.
3. Make an intentional contact at least once a quarter to see if they have questions and to see how things are going.
4. Make informal contacts throughout the year such as the following:
 - a. Sit with them at school activities and functions, introducing them to others.
 - b. Explore how the church might be a positive part of their life.
 - c. Address their concerns and needs regarding our school.
 - d. Invite them to various activities of our church and school.

FUNDRAISING POLICY AND PROCEDURES

From time to time, the School Board organizes fundraising events. Parental involvement is vital for success. If parents have suggestions for a fundraiser or would like to organize one, they should speak with a member of the School Board

CHRIST ALONE LUTHERAN SCHOOL

ATHLETIC POLICY HANDBOOK

Updated: August 2020

GOALS OF OUR ATHLETIC PROGRAM

PHILOSOPHY:

The purpose of our athletic program is the same as that which our Lord himself gave to us: ...bring (your children) up in the training and instruction of the Lord (Ephesians 6:4). With that as our main goal, we can then also work at meeting the needs of the students participating in our athletic program. Working together, we can train and instruct our students as they grow to follow 1 Corinthians 10:31, “So whether you eat or drink or whatever you do, do it all for the glory of God (NIV). The leaders of our school athletic programs are committed to this philosophy.

SPIRITUALLY

- to recognize their God-given talents and abilities
- to use their talents and abilities so that what they do is done to the glory of God
- to display their faith life by what they say and do both on and off the playing surface

PHYSICALLY

- to develop and improve the physical skills and abilities given to them by the Lord

INTELLECTUALLY

- to learn and demonstrate their knowledge of the sports in which they participate; and of the rules and regulations which are a part of those sports

EMOTIONALLY

- to learn and grow in their ability to handle the many feelings that come with athletic participation such as the joy of winning, the disappointment of losing, the fear of failing, and the thrill of succeeding.

SOCIALLY

- to take part in the many athletic programs and events which we have to offer

Christ Alone Lutheran Grade School is a member of the Kettle Moraine Lutheran Grade School Athletic League (KMLGSAL). The league has established some general rules and guidelines which govern league members. You will find in this handbook our individual school policies for Christ Alone as well as the league rules of compliance.

SUPPORTED SPORTS

The number and schedule of practices, games, and tournaments in each sport during its season will be determined by a joint decision of the Athletic Director, Coaches, and Principal. When the number of

players permits, we will field an A-team of students in grades 7 and 8, a B-team of students in grades 5 and 6, and a C-team of students in grades 3 and 4. The number of students on a team will be determined by a joint decision of the Athletic Director and the Coach in consultation with the Principal. The following sports are offered in our CALS Athletic Program:

1. Basketball (boys and girls)
2. Cheerleading (girls)
3. Softball (co-ed)
4. Soccer (co-ed)
5. Track and Field (boys and girls)
6. Volleyball (boys and girls)
7. Cross Country (boys and girls)

TEAM MEMBERSHIP

1. There will be no tryouts or cuts for team membership.
2. All athletes must remain academically eligible to participate on a team.
3. Team members can participate in a non-school activity in the same sport during that sport's season. However, Christ Alone team practices and games should be given priority whenever a scheduling conflict arises.
4. Students must attend a full day of school to participate in that day's athletic event.
5. Coaches and players can have up to 5 days for contact (excludes tournaments).
6. A reason for players being moved up or down on respective teams (an immediate situation) would be due to sickness, vacations, other absences, or low student participation that would otherwise leave a team without proper numbers. The Athletic Director will make necessary decisions in this type of circumstance in consultation with the Principal.
7. Students may play for two teams (ex. B-team and A-team) when participation numbers are low. Playing for two teams must be first approved by the Athletic Director. This will allow coaches, players, and families alike to know what to expect during that particular sport season.
8. Unique situations may arise and will be dealt with by the Athletic Director in consultation with the Principal and Board of Education.
9. The decision to participate in interscholastic sports brings with it certain obligations. The student-athlete should attend all practices and games. Communication with coaches is important. Being a member of a team should include loyalty and consideration for that team.

COACHES QUALIFICATIONS

1. A head coach must be an active WELS member of either Christ Alone or a sister WELS congregation in the area. (minimum age - 18 years old)
2. An assistant coach can be either an active WELS member or a non-WELS member of our school family. A non-WELS member may NOT be a full time head coach.

3. Each coach will be required to annually sign a Called to Serve form stating that he or she has not been charged with a felony or sexual misconduct and will be kept on file by the Principal in his office.
4. Each coach must follow our school's policy of having a background check completed prior to coaching activities.

DEALING WITH PROBLEMS AND CONFLICT

1. As in all areas of life where people interact with one another there may be times when misunderstandings and problems occur. You are encouraged to follow the principles found in Matthew 18 by first going directly to the individual.
2. The next steps would be to speak to the Athletic Director, then to the Principal, and finally to the Board of Education.
3. Our loving God expects us to put the best construction on things, commands us not to gossip, and has given us direction in His word on how to resolve problems with fellow Christians.
4. May these principles guide us all as we interact with one another!

SNOW DAYS / SCHOOL CANCELLATIONS

1. When school is cancelled for the day, all sporting events (including practices and games) are also cancelled for that day.
2. Unusual circumstances will be left to the discretion of the Athletic Director, in consultation with the Principal.

SCHOOL POLICIES REGARDING ATHLETICS

1. The Academic Eligibility Policy in the school handbook applies to all student-athletes. The Athletic Director, in consultation with the Principal, will notify parents when eligibility concerns arise and carry out the policy as stated.
2. The Late Work Policy in the school handbook applies to all student-athletes. The Athletic director, in consultation with the Principal, will notify parents when late work concerns arise and carry out the policy as stated.

ORGANIZATION AND RESPONSIBILITIES OF OUR ATHLETIC PROGRAM

PARENTS

The primary responsibility of raising, training, and educating children lies with the parents. Parents of students participating in our athletic program have both a wonderful opportunity and responsibility:

- to set an example for their child or children by what they say and do at home and before, during, and after games and activities.
- to pray for and with their child or children, and for all the people involved in our athletic program.
- to encourage their child or children to develop and make use of the physical abilities and talents which our Lord has given them.
- to help their child or children practice and develop those skills, whether it be at home, through our athletic program, or through other programs.
- to help their child or children learn and understand the rules and regulations of the sports in which they're involved.
- to show their support of their child or children by attending their games and activities when possible.
- to support our athletic program through personal involvement and assistance, serving as coaches, assistant coaches, committee members, ushers, canteen workers, score keepers, etc.
- to read the Christ Alone Athletic Guidelines which are sent home at the beginning of the school year.
- to inform our Athletic Director of any medical or health conditions which may relate to their child's participation.
- to inform their child or children's coach(es) in advance of their absence from any practices or games.
- to abide by the decisions regarding their child or children's participation as made by our Board for Parish Education, our Principal, our Athletic Director, and our coaches.
- to transport their children to and from practices, games, and tournaments in a timely fashion.
- to notify the coach if your child has any physical conditions that may affect their ability to participate in a practice or a game.
- to respect host team facilities and encourage their children to do the same.
- to supervise their children (including non-playing siblings) at all games.
- to pay all athletic fees

BOARD OF EDUCATION

As the fellow Christians elected to operate and oversee the educational activities of our congregation, it is the responsibility of the members of our Board of Education:

- to organize and review our athletic program.
- to form policies and make decisions regarding our athletic program.
- to direct and assist the parents, Principal, Athletic Director, Coaches, and participating students in carrying out their responsibilities.

PRINCIPAL

As the divinely Called administrator of our school, it is the responsibility of the Principal:

- to oversee the daily operations of our school, including our athletic program.
- to carry out the policies and decisions of our Board of Education.

- to monitor the activities of our athletic program, its personnel, and participants.
- to encourage our Athletic Director, coaches, participating students and their parents and assist them in carrying out their responsibilities when requested.

ATHLETIC DIRECTOR

As the divinely Called administrator of our athletic program, it is the responsibility of our Athletic Director:

- to organize and direct the day-to-day activities of our athletic program.
- to represent our church and school at meetings and activities of the various leagues and schools with which we are involved, such as our WELS League meetings and the grade school athletic events sponsored by Kettle Moraine Lutheran High School.
- to serve as a liaison among our Board of Education, Faculty, coaches, parents, students, and other committees and organizations of our church and school. In this function, he or she will coordinate the activities of these groups as they relate to our athletic program and inform them of athletic events, activities, and other pertinent information. This can be done through reports, special notices, the school newsletter, church and school calendars, bulletins, etc.
- to work with our Board of Education and Principal in developing policies related to the athletic program.
- to notify our Board for Education of changes in our coaching staff and submit the names of potential coaches to the Board for approval.
- to notify our Principal regarding students who are ineligible to participate in our athletic program.
- to assist our Faculty in the development and use of our curricular physical education program.
- to request the teachers of students participating in our athletic program for information needed for a regular review of the eligibility of those students. This generally will be done at the end of each quarter, but may also be done when deemed necessary.
- to inform our coaches about items such as Board and school policy, league rules, meeting dates, special events, etc. which relate to their work as coaches.
- to work with our coaches in scheduling practices, scrimmages, games, and tournaments.
- to inform individual coaches about any medical or health conditions of participating students which may relate to the child's athletic participation.
- to inform individual coaches regarding the academic ineligibility or disciplinary suspension of students on his or her team, the general reason for the suspension, and the length of time the suspension will be in effect.
- to send parents of students who may participate in our athletic program a copy of our Athletic Guidelines.
- to inform each individual student and his or her parents regarding their academic ineligibility or disciplinary suspension from our athletic program, the specific reason(s) for the suspension and the length of time the suspension will be in effect.
- to prepare an annual athletic budget. Input on items for the budget should be sought from our faculty and coaches. The budget will then be presented to our Principal for possible inclusion in our annual school budget.
- to purchase equipment and uniforms deemed necessary for our athletic program.
- to monitor the use and upkeep of our gymnasium, locker rooms, athletic supply room, and athletic, physical education, and playground equipment, and to inform our custodian, Principal, or Board of Education of needed maintenance or repairs.
- to schedule, hire, and provide payment to referees and officials as needed.

- to assist with the distribution of uniforms and see that they are returned in clean, usable condition. If a uniform is damaged or lost, the student responsible for the damage or loss of the uniform will be required to pay for the repair or replacement of the uniform.
- to supervise and/or arrange for the supervision of athletic events held or hosted by our school.
- to arrange special transportation, such as a team bus, when needed.
- to prepare and submit a monthly calendar of school and church related activities. This generally should be done by the fifteenth of the preceding month.

COACHES

Whether divinely Called by our congregation or asked by our Board of Education to serve as a coach, our coaches are asked to give of their time and energy by sharing their knowledge and experience with our students, instructing them individually and as a team in an effort to achieve the goals of our athletic program. In addition, it is the responsibility of each coach:

- to supervise the participating students during and immediately after their practices, scrimmages, and games.
- to see that equipment used by the coach and students is properly stored. Following the last practice or scrimmage of the day, lights are to be turned off and outside doors are to be locked.
- to check that students are not left unattended for long periods of time after practices or scrimmages. If students are still waiting for a ride when a coach has to leave, the students should wait out in front of school or just inside the doors of the school's front entrance.
- to work with our Athletic Director in scheduling practices, scrimmages, games, and tournaments.
- to inform our Athletic Director of any changes in their schedule so he may inform students and/or parents accordingly.
- to inform our Athletic Director of any equipment and uniform needs.
- to report to our Athletic Director any equipment that is damaged or missing.
- to inform our Athletic Director of any concerns or problems relating to parents, students, fans, and officials.
- to abide by the decisions regarding our athletic program as made by our Board of Education, our Principal, and our Athletic Director.

PARTICIPATING STUDENTS

As participants on the teams representing our Lord, our church, and our school, it is the responsibility of each student:

- to learn and show respect for our Lord, for their parents, teachers, coaches, officials, teammates, and opponents, and for themselves.
- to let their Christian faith and attitudes show through what they say and do at home, at school, before, during, and after practices, games, and other activities.

NEW UNIFORM SCHEDULE

Cheerleading	2019-2020	2030-2031
Cross Country/Track & Field	2020-2021	2031-2032
Soccer/Boys' Vball/Softball	2026-2027	2036-2037
Girls' Volleyball	2027-2028	2037-2038
Boys' Basketball (& Shooter)	2028-2029	2038-2039
Girls' Basketball (& Shooter)	2029-2030	2039-2040

AUTHORITY

1. CALS Board of Education
2. CALS Principal
3. CALS Athletic Director
4. CALS Coaches

KML GRADE SCHOOL ATHLETIC LEAGUE

CODE OF CONDUCT AT ATHLETIC EVENTS

In keeping with the Christian mission of our schools, we need your assistance in training our athletes and spectators attending our events. To accomplish this, we ask each school to present this code of conduct to the members of its school, and hold them to these expectations.

RESPECT FOR BUILDING & PROPERTY

- Children and parents show respect for the material blessings God has given us.
- Keep students from destructive acts to church & school property
- Place litter in proper receptacles
- Keep food in the designated areas
- Remain in the gym or concession stand area. Don't wander around the school &/or church.

SPORTSMANSHIP

- Show respect for officials AT ALL TIMES. Don't complain about calls made or not made.
- As Christians, we represent our Savior and reflect him in everything we do.
- Learn to win graciously, learn to lose knowing you have done your best.

PARENTS

- Parents are expected to attend events with their children (Don't drop them off and leave them unsupervised.)
- Parents are expected to supervise their children AT ALL TIMES
- Follow the school's established policies posted
- Set the example of Christian sportsmanship
- Respect the designated authority figure

CHILDREN

- Students attending the event are there to sit in the bleachers and watch the game
- Follow the school's established policies posted
- Respect the designated authority figure at each school
- Practice Christian Sportsmanship

COACHES

- Supervise the locker rooms and check them before and after you enter
- Teams are not allowed in the changing area until the coach is there to supervise
- Change during the 4th quarter
- Wait to get basketballs until you are out on the court to warm up
- Set the example of Christian sportsmanship.

WISCONSIN CONCUSSION LAW

ACT 172 STATUTE 118.293

On April 2nd of 2012 the state passed Act 172 which is a law governing the safety of student-athletes as it relates to concussions. The law requires that all youth athletic organizations educate coaches, athletes, and parents on the risks of concussions and head injuries and prohibit participation in a youth activity until the athlete **and** parent/ guardian has returned a signed agreement sheet indicating they have reviewed the concussion and head injury materials. **The law also requires immediate removal of an individual from a youth athletic activity if symptoms indicate a possible concussion has been sustained.** A student who has been removed from a youth athletic activity because of a determined or suspected concussion or head injury may not participate again until he or she is evaluated by a health care provider and receives written clearance from the health care provider to return to the activity. A copy of this written clearance should be given to the athletic director and the coach.

What This Means For You...

- At the beginning of **EACH** athletic season all athletes and parents must read the ***Concussion ABC's for Parents / Athletes*** and then sign **the *Parent / Athlete Concussion Agreement*** form.
- No student will be allowed to participate in that respective season's activity without the appropriate forms and signatures being sent in.
- Forms will be available starting in August at school or on Orientation Night.

Revised 8-18-15

Expectations of Christ Alone Lutheran School

Parents and students can expect that Christ Alone faculty and staff will:

- Be prepared for the classes taught.
- Have a servant attitude in their approach to ministry.
- Carefully assess each child's individual abilities.
- Encourage each student to work to his or her potential.
- Have a willingness to assist students.
- Be available for students and parents.
- Speak well of CALS students and their families.
- Express the joy of carrying out the Gospel ministry at Christ Alone.
- Pray for the students and families of CALS.

Christ Alone faculty and staff expect that students will:

- Have a willingness to participate, cooperate, and learn.
- Take responsibility for class assignments and projects.
- Complete all assignments on time.
- Conduct themselves in a manner that demonstrates Christian love.
- Go to the classroom teacher when there is a question regarding class work.
- Challenge themselves to succeed at the highest possible level.
- Understand and reflect the joys and blessings of the Gospel ministry at CALS.
- Pray for their parents and the faculty and staff at Christ Alone.

Christ Alone faculty and staff expect that parents will:

- Have their child(ren) at school on time each day.
- Attend worship services regularly with their child(ren).
- Encourage their child(ren) to use their talents to the best of their ability.
- Regularly discuss school with their child(ren).
- Encourage their child(ren) to seek help from their teacher(s) with questions.
- Discuss their child(ren)'s progress with their teacher(s).
- Share with their child(ren) and others the blessings of Christian education.
- Speak well of their child(ren)'s teacher(s) and other faculty and staff at Christ Alone.
- Pray for their child(ren) and the faculty and staff at Christ Alone.

