



*I have no greater joy than to hear
that my children are walking in the truth! 1 John 3:4*

2023-2024 Handbook

**Christ Lutheran School
208 Langston Rd, Perry, Georgia**

Frequently Asked Questions

Why should I send my Child to a Christian School?

Each day we are laying a small piece of foundation for the lives of our children, and for succeeding generations that follow. God's Word tells us that the only solid and lasting foundation for wisdom and education, is that which is built upon Jesus Christ as Lord and Savior. We believe that the Christian world view provided to the students at our school is the greatest blessing we can give to them.

What ages does Christ Lutheran School serve?

Our School enrolls children who are in Kindergarten through 4th Grade. Our age cut-off date is August 1. Class size is 15 students.

What are your hours of operation?

Monday through Friday, 9 am to 3 pm

What is the cost?

There is a one-time non-refundable Registration fee of \$100. There is a discount of \$50 on the registration fee if paid previous to March 31.

The annual enrollment cost is \$5,900 per year. However, due to the Georgia Student Scholarship program, we are able to award generous scholarships for most students as needed and have been able to reduce that cost substantially. Please talk to us about how to complete the online scholarship request form for these scholarships.

The remaining enrollment cost may be paid in one of several ways: A) A one-time payment. If payment is received within first month of classes a \$200 discount is given. B) 10 monthly installments.

Families with two or more children registered in the program will pay just 80% of costs for the second child and 50% for a third child.

We realize that family financial resources may vary greatly. Before ruling out the possibility of attending due to financial reasons, we invite you to communicate with us, and seek out the use of our Scholarship funds which are set up for the purposes of making our school affordable. There is both a general scholarship fund, as well as an additional scholarship resource for members of Christ Lutheran, and members of sister LCMS congregations.

How do I register?

To register, complete our one-page registration form on the back and front, and return with the \$100 Registration Fee to reserve your place. This fee is non-refundable. There is a Health Form that must be returned to us at least two weeks before the start of classes.

When do classes begin and end?

The School year operates with the same school year and vacation days as the Houston County Schools. In 2023, that first day of school is August 2.

Parent/Child Open House

You are welcome to call and arrange an onsite visit and orientation at a time that is convenient. We also have occasional Open House Registrations. **Meet and Greet**, prior to the first day of school will take place on July 27, 2023 at 6 – 7:30 pm.

Accreditation

Christ Lutheran School has applied to the *Georgia Independent School Association* to begin the Accreditation process. It is our desire and intent to achieve accreditation. However this is a lengthy process requiring months and sometimes years. We are just in our first year of operation.

Contact Information

We are here to serve students, parents, and families. If we can serve yours, please contact us via phone or text at (478) 397-5914, or via E-mail at christlutheranschoolperry@gmail.com Our fax number is 801-992-6016.

Welcome!

Thank you for taking time to learn about Christ Lutheran School. The mission of Christ Lutheran School is to provide a high quality Christian School experience for children and families.

To this end, Christ Lutheran School is:

Christ-centered

Jesus said, "Let the little children come to Me." We strive for both our staff and our program to reflect the love and forgiveness of Jesus to students and parents alike. The faith of our school and church is founded upon the unchanging authority of God's inerrant Word, as summarized in Luther's Small Catechism and our Lutheran Confessions.

Family-oriented

Our desire is to *assist* parents in bringing up their children tenderly in the training, discipline and counsel of the Lord. *Ephesians 6:4* We encourage and appreciate the involvement of our parents.

Phonics-based

Phonics and early reading lay a solid foundation for life-long future education. We also begin introducing some elementary foreign language skills.

Safety-conscious

We meet, and in most instances exceed, all safety and academic standards for the State of Georgia. We regularly review our standards for improvement. We are beginning the process of becoming accredited.

Age Cut-off

Christ Lutheran School observes August 1 as the cut-off date for grade determination. Exceptions can be made on a case by case basis following an evaluation of the student.

Payment Schedule

A registration fee of \$100 is required to register your child for classes. This charge is a non-refundable fee that does not apply to tuition.

August's tuition is due on or before August 10. Unless prior arrangements are made with the School Director, **monthly tuition is due on or before the fifth of each succeeding month beginning with September and continuing through May 5th.** Weekly tuition is due by Wednesday of each week. Students may not attend classes when parents are delinquent in making payment by the 5th of the month (with the exception of August's payment which is due by the 10th). Checks should be made payable to: CLS (*Christ Lutheran School*).

Children are expected to remain in the program for the entire year, except in unusual cases. If a child must withdraw from the program, a 30-day written withdrawal notice is requested. This allows us to notify parents on our waiting list. We reserve the right to remove a student from our enrollment list and give that seat to a child on the waiting list, if a child is irregular in attendance, or has prolonged absence of three weeks or more.

Non-Discrimination Statement

Christ Lutheran School admits children of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to children in the program. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship program, and other school-administered programs.

Tuition Policy in Case of Absence

Full tuition is still expected when a child is absent due to normal childhood illnesses or a prolonged absence for any reason. If other situations arise, please speak with us so we might work out a satisfactory solution for all concerned, if at all possible.

Late Pick-Up

If a parent does not arrive to pick up his/her child, the staff will:

1. Try to contact the parent at work, home, or location listed in the sign-in book.
2. Call the emergency number on the child's registration form and have that person pick up the child.
3. A child will not be left unattended.

If a parent is detained, and unable to arrive promptly to pick up a child within 10 minutes of class dismissal, and this action becomes a habit a \$25 late fee will be charged to the parent for these services, or \$15 per half-hour for child care.

Personal Items and Toys

Parents are asked to label their child's personal belongings. If your child is asked to bring objects from home for show-and-tell, the child will be instructed to keep them in their backpack when not using them. This practice aids in the development for poise, self-confidence, and language skills.

We ask that you leave your child's personal toys at home. We have many new and exciting toys, plus educational experiences for the children and there is no need for personal toys.

Pets

On occasion we will permit visits by student pets. The teacher's permission is necessary prior to such visits, so that precautions and allergies may be taken into consideration.

Insurance Coverage

In the event of an accident at the center resulting in injuries that require medical attention, the insurance carried by Christ Lutheran School will provide secondary coverage up to \$5,000, with the parent's personal insurance as primary coverage. The insurer for Christ Lutheran Church and School is Church Mutual Insurance.

Arrival at Christ Lutheran School

It is important that children arrive as near to the starting time as possible. Doors will be open 15 minutes prior to start time.

Dismissal

Parents are expected to pick up their child within 15 minutes of the end of school. No child will be released to a person not authorized by a parent to pick up their child. Identification may be required. The registration form designates the only people to pick up a child. We must have written or verbal authorization from the parent for any changes, especially in the event that someone other than parents, grandparents or ride-sharing parents are to pick up the child. Identification may be required. The staff reserves the right not to let a child leave the premises if they feel that the child would be placed in an unsafe situation. If the situation should arise, an alternate method of transportation will be suggested.

Dress Code

Dress is your choice of khaki, navy, or black uniform pants or shorts, along with your color choice of short or long sleeved polo. Shoes are closed-toe. All clothing items will be without slogans or writing.

Progress Reports and Report Cards

Report cards will be provided no less than four times per year. Progress reports will be sent mid marking period in grades 1-2 for any students in danger of not meeting expectations. We will begin the school year with an assessment of each student's skills, and continue to evaluate throughout the year for progress.

Grading System

The following grading system will be used depending on the grade and subject matter:

E - Exceeds Expectations M - Meets Expectations N - Needs Improvement. For grades 3 and above we use letter grades similar to A 90-100 B 80-89 C 70-79 D 60-69 F 59 or below

Remediation

It is recommended that students struggling to maintain academic standards go through a remediation process. This can consist of monitored extra work, extra homework assignments, and personal attention (providing there are appropriate number of faculty/staff to achieve this). It is the desire that all students do well at Christ Lutheran School, Perry, but that there is also in place a working system to aid them in achieving this goal beyond regular classroom instruction.

Parent/Teacher Conferences

We hold two parent-teacher conferences for each child during the year. Additional conferences are arranged at the request of the parents or the teacher as needed.

Infectious or Communicable Diseases

The director will notify all parents of any communicable diseases that occur among the children along with specific guidelines for the safe return of the child to school. Parents are asked to notify the director within 24 hours of any communicable disease incurred by your child.

Federal Tax ID Number

Our School Federal Tax Identification Number is 86-2985241. This number is sometimes requested for tax purposes.

Immunizations

Christ Lutheran School complies with the Georgia State Immunization Law regarding immunizations. Written verification of Immunization including the month, day and year for DPT, polio, measles, rubella, hemophilus influenza B (Hib) and mumps must be provided to us from your doctor or health care source. Your child may not attend School until immunization records or the Georgia Affidavit of Exemption form is provided. This information is all part of our health care form which must be completed and returned to us prior to the first day of school.

Sick Children

For the safety and well-being of all children, the child who has any of the following symptoms must remain at home:

- * Fever of 100 degrees or more
- * Reddish or pink eye, with or without drainage
- * Croup cough-respiratory distress
- * Consistent nasal drainage
- * Diarrhea - 3 or more abnormally loose stools in succession
- * Vomiting
- * Any undiagnosed rash - chicken pox, impetigo, measles, ringworm, scabies, hand-foot & mouth disease, etc.
 - * Signs of abdominal pain, headache or unusual tiredness
 - * Unusual paleness or irritability
 - * Head lice

Children must be symptom free or on medication 24 hours before returning to the class. When children arrive at class, each child is greeted by the teacher or helper who does a quick assessment to determine that the child is healthy. Parents are encouraged to establish a plan for back-up care should their child be ill or become ill while at our program.

If a child becomes ill during the session, a parent or authorized pick-up person will be notified and informed to make arrangements to have the child picked up. Until the parent or authorized person arrives, the child will be made comfortable, will be separated from the other children, but within sight and hearing of an adult. If neither parent can be reached, we will notify the person designated on the registration form. If we are unable to reach anyone to pick up the child or if there are delays, we will continue to assess the child's condition frequently. If we feel the child's condition warrants medical attention, we will contact the child's source of health care or, if necessary, call 911.

Medications (*Non-Emergency*) and Storage

Medications may be given to your child at School in non-emergency situations, only with your approval and a written authorization from your child's physician or dentist. At such times, medication can be given only as prescribed. A legible label on prescription medications shall be on the original container. These directions must be followed carefully. If there is an expiration date on the label, the medication will not be given beyond this date. We prefer to not administer non-prescription medication. In the rare occasion you believe this is necessary, the medication would need to be provided in the original container and written directions and permission will need to be provided by the parent. Parents must write medicinal instructions on the Medical Permission Sheet before a teacher can administer ANY medication. Children with asthma or insect allergies must have written permission on file for teachers to administer any regular, oral, topical, or inhaled medication.

If your child should swallow or eat anything that is poisonous while at our program, the Poison Control Center will be notified immediately. The staff would then follow all directions that the Poison Control would give.

Medication is stored in the following ways:

1. Non-refrigerated medications, along with measuring spoons or other administration devices, are placed in labeled zip-lock bags and stored in a locked container.
2. Refrigerated medications, along with measuring spoons or other administration devices, are placed in labeled zip-lock bags and placed in a locked container in the refrigerator.

First Aid/CPR

All full-time staff will be trained in first-aid every three years and CPR every two years. If your child receives a minor cut or abrasion at our program his/her teacher will wash the area with soap and water and apply a Band-Aid. Any further treatment of the wound must be done at home. If your child's teacher feels that the wound requires medical attention, parents will be notified.

Parent Input and Involvement

Your input and needs are important to us as we try to provide the best possible service. If at any time you wish to visit the classroom to see your child, please feel that you are welcome. If you have talents, job skills or a craft that you think might be interesting to our School students, please let us know.

We want to maintain open communication at all times with our students/parents. We encourage you to give us feedback on our program and planned activities. At all times we hope you will feel free to speak with any of us about a concern or complaint. Please speak to the teacher directly in order to settle a situation or grievance. If you cannot find a resolution at this point, please speak to the

director and/or pastor. We wish to serve you in the best way possible. Please refer to the Grievance Procedures in this handbook.

Sharing Information and Photos

Our School protects the personal information of our School students and families. Your personal information will never be sold. Nor will it be made available online without first seeking your written permission. However, in enrolling your child, you are agreeing to the sharing of information and the use of photos in the following limited manners:

1. Your first name and phone number may be shared with another School family interested in contacting you for ride-share, transportation purposes, or a School activity.
2. Your child's photo, family photos which you voluntarily provide, or photos of school related activities may be displayed within the School (e.g. display of child's family tree).

Parents are able to provide more specific guidance to us regarding the sharing of photos on the registration form.

Weather Related School Closings or Delays

In the event of severe weather our School follows the Houston County Public School closings or delays. In cases of inclement weather, we encourage parents to put safety of their child above the importance of being on time for the start and finish of school. On such days, we will give extra understanding should you arrive late for the start or finish of school. Your safety is our greatest consideration.

Emergency Procedures

Medical

If a serious accident occurs, the child may be taken to Houston Med-Stop, the closest doctor's office to Christ. If necessary, 911 will be called and the Paramedic unit requested. Every effort will be made to contact parent(s) or guardians.

Weather

In the event of a weather emergency such as a tornado or severe storm warning, the staff will move the children to a safe place as quickly as possible: The children will be quickly gathered. The staff and children will then proceed to the restroom (a room without any windows). Lights and windows will be shut by the Volunteer or Teacher as the class leaves the room. Attendance will again be taken after the children are in the restroom. All children remain in their places until the *All Clear* is given by the teacher, according to the weather instructions given by radio.

Fire

In the event of a fire at the church, the staff will move the children to a safe place as quickly as possible: The staff will determine the use of the exit. The children will be quickly gathered. The teacher or volunteer will turn off lights as the children leave the room and proceed to the east side of the church. Attendance will be taken. The staff and children will remain until the teacher in charge gives the All Clear sign. The children will be familiar with this procedure, as unannounced fire drills will be conducted.

Terroristic Threats

The doors to the back half of our building which contain the school, are locked. In the case of a report by local authorities of a terroristic threat in our area, a check will be made of all entryway doors by the teacher's assistant, to make certain that all remain locked as is policy during the school day. The classroom door leading to the hall will be locked and secured from the inside. For a low level threat, students will continue classwork in the locked classroom. For any threat of a more severe nature, students will be moved out of the line of sight of any door or window, the doors will be blockaded as much as possible with desks, chairs or other movable equipment, lights will be turned out, and all occupants will be asked to observe silence until the threat has passed. The door will only

be opened after a school authority has texted or called by phone “All Clear” to the teacher present with the students. In the case of a bomb threat, the students and teacher will exit the building and local authorities will be called to search the facilities and give an “All Clear” to resuming class.

Child Abuse

Staff members at Christ Lutheran School are mandated by state law to report suspected child abuse. This means that if they know or have reason to believe that a child is being physically or sexually abused, they are required to contact the Child Protection Services of Houston County to report verbally and in written form the child’s name, the name and address of the alleged perpetrator (if known), the extent of injuries, and their own name.

Governance

Christ Lutheran School is governed by the Christ Lutheran Board of Education, which is under the Church Council, which in turn is responsive to the Voters assembly of Christ Lutheran.

Dangerous Instrument Policy

A student will not possess, handle, transport, or use on school property, or at school-related activities, any weapon, dangerous object, or illegal or harmful drug or substance. Violation may be punishable by suspension, expulsion, or may be cause for referral to the criminal justice system if extreme hazard and danger resulted from the student action.

Research and Public Relations Permission

School children will not be involved in research or public relations activities unless written permission is obtained from a parent or guardian.

Substitute Teachers

If a teacher should need to miss a day of class, a qualified teacher will be called to teach that day. We will try to have our substitute teachers be people that the children are already familiar with so the change will not cause serious disruption.

Changes in Policies and Procedures

Existing policies, practices, and fees are subject to change. We try to avoid making policy changes to our program during the course of the school year, but when such changes are necessary they will be communicated to parents in a timely fashion.

Guidance and Discipline

Discipline is guidance which helps correct, strengthen, improve and help the child to learn to control his/her actions. All discipline will be administered in a kind, gentle, and loving Christian manner. We expect the children to grow and learn the Christian principles and guidelines that Jesus set forth for us in the Bible and by His example. Actions prompted by a combination of thoughts and feelings make up behavior.

To discipline and guide behavior:

1. We prepare the environment so there are enough choices of activities for all the children to do and enough materials for the children to use.
2. Teachers model expected behavior.
3. Teachers set limits to:
 - a. Give children proper direction,
 - b. Help children learn and understand the difference between appropriate and in-appropriate behavior.

- c. Help children develop self-control. Limits are explained to the children, and adapted to meet the needs of the individual and the situation.
4. Children are allowed to express their feelings, but not in a destructive way, nor in a way that would be harmful to others, to themselves, or to things.
5. Children may express their feelings:
 - a. Through conversation with a teacher, helping them to know that the teacher understands/is accepting of these feelings and is ready to provide help and alternatives to improve these feelings.
 - b. By being channeled to a media or space that will accommodate the physical release of their feelings.
6. In some instances, it is necessary for a child to be removed from the group temporarily, to gain control of his/her actions. No child will be separated from the group until after he/she:
 - a. Has been told what the acceptable behavior is at that time.
 - b. Has been offered opportunity and encouragement to change the behavior.
 - c. And has been helped to understand why his/her behavior is not acceptable at that time.

A child who requires separation from the group must remain within an unenclosed part of the room where a child can be continuously seen and heard by a staff person. Return to the group must be as soon as the behavior that precipitated the separation stops.

If your child is separated from the group, it will be documented in a special logbook. If your child is separated from the group three times or more in one day, you will be notified and the record of the parent notification will be indicated in the daily logbook.

If a child is separated five times or more in one week or eight times or more in two weeks, a special meeting will be set up with the parents, the child's teacher, and the director to determine how the behavior should be handled.

7. Teachers will be firm, but remain calm, positive and respectful of the child. They will be certain to explain to the child that it is the current action that is not acceptable, and not the child as a person.
8. Teachers may hold a child who is about to cause bodily harm to prevent harm to others, but will not employ any physical punishment.
9. Children are not shamed, humiliated or labeled.
10. Teachers will consult with parents if serious inappropriate behavior occurs frequently.

There will be no withholding food, light, warmth, clothing, medical care or use of mechanical restraints, (such as tying) as a punishment for unacceptable behavior. Corporal punishment will not be practiced.

Self-confidence will be built in children by praising good work, and giving words of encouragement. They will be given a warm atmosphere and consistently handled. Children will be encouraged to develop a positive attitude toward others and group participation will be encouraged.

Grievance Procedure and Guidelines

Complaints and disagreements with Christ Lutheran School policies or staff will be handled in the following prescribed manner and time frame:

Step 1: Parents are greatly encouraged to voice complaints and concerns immediately to teacher, volunteer, or staff member involved, if any. Our staff is committed to resolving conflicts on this level if at all possible.

Step 2: Complaint should be taken to the Principal/Pastor. The Principal is given a period of two weeks to give answer to, or attempt to resolve complaint.

Step 3: If a complaint remains unresolved, it should be submitted in writing to Christ Lutheran Church Board of Education, which will have a period of 2 weeks to respond to a complaint in writing.

The Mission of Christ Lutheran School

The mission of Christ Lutheran School is to encourage children to be:

1. Children who recognize they are children of God.

Children see themselves as a very special creation, unique and loved by God. Children see Jesus as their very best friend and their Savior who loved them enough to die for their sins. They are learning to live in a relationship of love and forgiveness.

Examples are: Bible stories, table prayers, Chapel, songs

2. Children who have a positive self-concept.

Children must see themselves as being valued by God. God has given each of them talents and abilities. At the same time they must feel free to risk failure while learning, and understand that mistakes are a part of learning and growing.

Examples are: Positive guidance and discipline, talking with children eye-to-eye

3. Children who are physically healthy and coordinated.

Children who are not healthy do not have the energy to learn. Health requires that children be well nourished, have adequate rest, and opportunity for vigorous activity to develop in body mastery.

Examples are: Providing a sanitary environment. Physical activities.

4. Children who begin to relate to other children, adults and to deal with their own emotions.

Children must be able to play and work with other children and adults, begin to channel their emotions into outlets that are acceptable, and adjust to a group situation. Children who like and trust other adults are beginning to feel part of a community or group.

5. Children who expand their understanding of the world.

God has created an interesting world, filled with a community of diverse people who perform a variety of skills and services. God also shows that He is a God of order in how He has created the human body, as well as through the wonder and variety of animal and plant life. Examples are: Unit and theme teaching, science

6. Children who can use language to communicate with others.

Children learn through talking and asking questions. They relate to people through exchanging ideas. Children must be able to speak so that others know what they mean. They also learn how to communicate with God through prayer.

Examples are: Sharing, calendar, snack time, conversation, prayer, playtime and art.

7. Children who express themselves in the arts.

Through expression and appreciation of aesthetic events and activities, children gain an understanding of ideas. Children express them in their own way. They may use movement, art media, talking, dramatics, building materials, music, and many others. These children are comfortable with the possibilities of creative materials.

Examples are: The Arts, music, drama activities.

8. Children who are curious and want to learn.

Ability to be a critical thinker and a problem-solver is learned. Children are naturally curious. They learn by observing, asking questions, looking at pictures, solving problems, and trying different ways to do things.

Examples are: Scientific study, large and small group study

9. Children who are independent.

Children must have the opportunity to make some judgments and decisions in becoming self-disciplined, self-guided, and self-directed. Children are beginning to be able to solve some of their own problems.

Mrs. Sara C, Hupp Teacher

Sara Hupp grew up in Huntingburg, Indiana. She graduated Suma cum Laude from Indiana State University with a Bachelor of Science degree in Elementary Education in 2010. She served as a Paraprofessional at Pettis County Early Childhood Cooperative in Sedalia, Missouri in 2011. She taught 3rd Grade at Parkview Elementary School in Sedalia, Missouri from 2011-2012. She was a sub and then Teacher at Lakenheath Elementary School in Lakenheath, England from 2012-2014. She and husband, Levi, are blessed with two children, Shane and Meredith. They live in Perry. Levi is in the US Air Force and works at Robins Air Force Base.

John C. Lehenbauer Pastor / Principal

Pastor Lehenbauer grew up in Northwest Ohio. He received a Bachelor of Education degree from Concordia University, Nebraska in 1980. He taught High School chemistry and math at Capitol Lutheran High School West in Arlington, Virginia from 1980-82. He attended Concordia Theological Seminary, Fort Wayne, Indiana from 1982-1986, graduating with a Masters of Divinity degree. He served as pastor of Our Redeemer Lutheran Church & Preschool in Cloquet, Minnesota from 1986-1996 and Divine Savior Lutheran Church & Preschool in Shepherdsville, Kentucky from 1996-2009. He has served as Pastor of Christ Lutheran Church and School in Perry since 2009. John and wife, Renee, are blessed with eight grown children and thirteen grandchildren. Renee Lehenbauer is a homemaker, a former Lutheran Teacher, and homeschool Mom.

Christian Education and Christ Lutheran

Christ Lutheran Church is a member of the Lutheran Church - Missouri Synod, a national church body of some 1.8 million members, 6,200 congregations and 1,800 Lutheran Schools and Preschools. The Lutheran Church - Missouri Synod (LCMS) operates the 2nd largest Christian parochial school system in the United States. Early in its history, the LCMS had more Lutheran schools than churches, as the priority of many pioneers was to build a Christian school for their children first, followed by the building of a church. Christ Lutheran congregation was organized in 2006. The congregation completed its current facility in 2012.

Christ Lutheran Church

208 Langston Rd • Perry, GA 31069

