



**CHRIST  
GREENFIELD**  
S C H O O L

# Family Handbook

Elementary and Middle School  
2023-2024

Revised June 2023

*The following policies and procedures are not intended to be all-inclusive. Christ Greenfield reserves the right to modify, revise, interpret, apply, suspend or discontinue the following policies and procedures, in whole or in part, at our sole and exclusive discretion.*

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## **Christ Greenfield School Directory**

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School Phone: (480) 892-8314

Church Phone: (480) 892-8521

FAX (480) 503-0437

[www.christgreenfield.school](http://www.christgreenfield.school)

[www.christgreenfield.church](http://www.christgreenfield.church)

### **PASTORS**

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### **SCHOOL PRINCIPAL**

Tanya Calendo

### **VICE PRINCIPAL**

Emily Hollendoner

### **PRESCHOOL DIRECTOR**

Tiffani Spicer

### **HIGH SCHOOL DIRECTOR**

Nathan Stevens

### **DIRECTORS OF CHRISTIAN EDUCATION and NEXT GEN DEVELOPMENT**

(Church Youth Groups and Sunday School)

DCE Maddy Haase, mhaase@cglchurch.org

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### **EXECUTIVE DIRECTOR OF FINANCE AND OPERATIONS**

Jack Kalleberg, jkalleberg@cglchurch.org

### **SCHOOL ADMINISTRATIVE SUPPORT STAFF**

Student Accounts: Brook Korb

Scholarship Director: Katie Espinoza

Admissions: Olga Garcia

Athletics: Mandy Neumeyer

Extended Care Director: Kaileigh Story

Director of Academic Services: Jennifer Mason

School Nurses: Wesley Levit and Miriam Vaughn

Social Emotional Specialists: Chelsea Davies, Dan Morton, and Tara Kobel

### **GRADE LEVEL TEAM LEADERSHIP**

K-1 Team Lead: Jennifer Luckhardt

2-3 Team: Lynn Casselman

4-5 Team Lead: Ashley Steele

Middle School Team Lead: Kym Frantz

\* Unless otherwise provided, all school personnel email addresses are  
(first initial)(last name)@cglschool.org



## SECTION 1. INTRODUCTION

### WELCOME

The purpose of the Family Handbook is to give students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our school. Students and parents/guardians should be aware that this document is reviewed annually since policy and procedure adoption is an ongoing process. The most recently adopted policy or procedure will always prevail. The handbook may be amended at any time and those changes will be communicated by the administration to the staff, students and parents/guardians.

### **CHRIST GREENFIELD CORE VALUES: *Why do we do what we do?***

1. **Jesus** reshapes all of life.
2. **Biblical** truth roots us.
3. **Lutheran** heritage of Christian education grounds us.
4. **Community** is our context.
5. **Leadership** development is our passion.
6. **Mission** is our mandate.

### **SCHOOL MISSION STATEMENT: *What are we doing?***

Christ Greenfield School partners with parents to inspire students to discover their purpose in Christ, develop their gifting through a high-quality, whole-child education, and deploy their distinct calling to love, lead, and serve others in community.

### **SCHOOL VISION: *Where are we going?***

Christ Greenfield School is a community where every student says with the confidence of Christ that he or she S.O.A.R.S.

I **SEE** myself as a Child of God rooted in God's Word with a biblical worldview discovering my God-given purpose.

I **OBTAIN** goals and develop my unique God-given gifting as I grow academically, emotionally, physically, and spiritually.

I **APPLY** critical thinking, problem-solving, and effective communication skills to lead and serve others.

I **RELATE** to others with humility, love, and care.

I **SHOW** courage, diligence, integrity, justice, respect, responsibility, and self-sacrifice as I lean into God's power to live out a virtuous life wherever God deploys me.

## **SCHOOL STRATEGIES**

### **Because Jesus Christ reshapes all of life and biblical truths root us,**

We are passionate Jesus followers.

We always point people to Jesus.

We proclaim our identity in Christ.

We celebrate God's work of transformation.

We prepare all students with a biblical worldview.

### **Because the Lutheran heritage of quality Christian education grounds us,**

We adhere to advanced accreditations.

We use student data to individualize rigorous instruction.

We prioritize low student to teacher ratios.

We employ highly qualified and professional faculty and staff.

We provide abundant options for individual growth and enrichment.

We focus on spiritual, academic, social, emotional, and physical development.

### **Because community is our context, leadership development is our passion and mission is our mandate,**

We intentionally create opportunities to connect and grow relationships.

We expect a culture of mutual respect for everyone.

We partner with organizations and ministries to provide safeguards and services to families.

We provide opportunities to grow, give, serve, and lead.

We are a unified mission-minded church and school.

## **SCHOOL GOVERNANCE**

Christ Greenfield School is a ministry which is owned and supported by Christ Greenfield Lutheran Church. The school is operated by an Administrative Team, which is empowered under the authority of the church's Senior Pastor and his designees, to develop and enforce school policies and programs.

All policies and programs of the school are subject to the church's governing and operating policies. The Administrative Team is advised by School Advisory Task Force members, which is composed of faculty, staff, and parent advisors selected by the Administrative Team.

## **ACCREDITATION**

The K-8 program is fully accredited by the prestigious Accrediting Commission for Schools, Western Association of Schools and Colleges (WASC) and with the National Lutheran Schools Association (NLSA).



## **HISTORY AND AFFILIATION**

Christ Greenfield School (Preschool-8th Grade), is one of many Lutheran schools operated by congregations of the Lutheran Church-Missouri Synod throughout the United States. The Lutheran school movement dates back to the decade between 1830 and 1840 when a number of congregations were organized in several Midwestern states and established Christian schools for their children.

In January of 1986, Christ Greenfield Lutheran Preschool opened its doors, and in 1995, the first Kindergarten class opened, with grades 1-6 added in subsequent years. The Middle School opened in 2003. The high school extension of our school ministry opens fall of 2023.

Christ Greenfield Lutheran Church and School is part of the Pacific Southwest District of the Lutheran Church-Missouri Synod.

## **CHURCH MISSION STATEMENT**

The Christ Greenfield family of ministries exists to multiply disciples who discover their purpose, develop their gifting, and deploy their calling to be the light of Christ in places of overt and covert darkness resulting in holistic Gospel renewal and revival.

## **STATEMENT OF BELIEF**

This congregation, Christ Greenfield Lutheran Church and School, is part of The Lutheran Church—Missouri Synod (LCMS or Synod). The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God (Father, Son, and Holy Spirit) faith built on “the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone” (Eph. 2:20). With the universal Christian Church, The Lutheran Church—Missouri Synod teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world’s redemption; and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity – Father, Son, and Holy Spirit – are coequal and coeternal, one God.

## **STATEMENT ON GENDER, MARRIAGE, AND LIFE**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27).

We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25).

We believe that all human life is sacred and created by God in his image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).

## Sexual Orientation and Gender Identity Policy

*School Ministries, Pacific Southwest District, Lutheran Church, Missouri Synod (LCMS), July 2023*

The following policy, regarding civil liberties and Biblical standards addressing sexuality, is designed to ensure that Christ Greenfield Lutheran Church and School operates in a manner consistent with the Word of God. Our policies are rooted in the Bible because we believe the Bible is the inspired written Word of God and are in line with the doctrine of the Lutheran Church–Missouri Synod.

Our understanding of human sexuality begins with our belief that each human being is created in the image of God as either male or female (Genesis 5:1-2), a biological sex and gender encoded genetically and manifested physiologically before birth. In addressing each other, we will only recognize pronouns of him and her based on the biological sex and gender of a person at birth.

We also believe that sin has brought brokenness and corruption to the created order. This, at times, has caused disorder and confusion regarding gender identity and/or sexual attraction. God calls us to “love one another” (John 13:34-35) despite the brokenness and pain of our sinful world. However, despite sin and its consequences, we seek to honor the created order of “male” or “female” as defined above from conception.

We also believe marriage is the union of one man and one woman (Genesis 2:24). All sexual activity is to take place within that God-given boundary of marriage. The family units thus formed on these principles provide the foundation for civil society.

We also believe in God's transformational grace and love (Romans 12:2), who, in love, sent His Son Jesus to give His life on a cross and rise from the dead. The power of Jesus' grace and resurrection can bring healing and help to those who struggle with these issues (Ephesians 3:20).

Biological sex is either male or female. Gender is encoded genetically and manifested physiologically before birth. Students whose biological sex at birth was male will be classified as boys, and students whose biological sex at birth was female will be classified as girls. For these reasons, the following shall be in place when accessing school facilities and programs.

1. Any student enrolled at Christ Greenfield Lutheran School shall, when utilizing a multiple-occupancy restroom, utilize the facility corresponding to that student's biological sex, as recorded on the student's original birth certificate, (ordained at birth).
  - a. Nothing herein shall prohibit the school from designing or designating restroom facilities for use by one person at a time. Such facilities may be designated for use by both sexes.
  - b. Nothing herein shall prohibit a person entering a restroom designated for use by a particular sex:
    - i. For custodial, maintenance, or inspection purposes.
    - ii. For rendering medical or emergency assistance.
    - iii. For accompanying a person needing assistance; or
    - iv. Where a facility has been temporarily designated for use by individuals of the opposite sex as defined herein.

2. Any student enrolled in Christ Greenfield Lutheran Church and School shall, when participating in an athletic program offered by the school, participate on the team that

corresponds with the student's biological sex, as recorded on the student's original birth certificate, except that a biologically female student may seek to qualify to participate on a male team if a female team is not available for that sport. Exceptions will also be made when, due to low enrollment, a co-ed team is needed to be formed for the school to participate in a sport during a particular season.

3. Students will not be addressed by a pronoun or a description that does not align to their biological sex at birth, including 'they' or 'them'.

4. When traveling on overnight field trips, students will stay in accommodations with students of the same biological sex at birth.

5. In circumstances when students are divided by gender for class activities, they will be classified by their biological sex at birth.

6. Established uniform policies for male and female students will be required by biological sex at birth.

Our school believes, teaches, and confesses the unchanging truth of Holy Scripture, subscribes to the Lutheran Confessions as a true exposition of the Word of God. We believe that all statements, policies, and procedures must be Christ-centered, Biblically based, and in concert with both the Great Commission (Go and make disciples of all nations. Matthew 28:16-20) and the Great Commandment (A new command I give to you, that you love one another... John 13:34) given to us by our Lord Jesus Christ.

We believe that all children benefit from a Christian education. Following Jesus' direction in Mark 10:14, "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these," we promise to provide this education to the best of our ability--God enabling and empowering us to do so. To that end, we promise that our pastors, teachers, and staff will teach, embody, and live in a manner consistent with the Christ-centered, biblically based beliefs of Christ Greenfield Lutheran Church and School.

## **STATEMENT ON BIBLICAL JUSTICE AND RESPONSIBILITY**

- Our church and school will not participate in societal anger. Anger does not produce the righteousness of God (James 1:19-20, Proverbs 15:18)
- Every human being is created in the image of God and therefore is deserving of respect and value (Genesis 1:26-27).
- Our identity should be in Christ before all things, including race, gender, sexuality, nationality, addiction etc. (Galatians 3:27-29, 2 Corinthians 5:17, Galatians 2:20, 1 Corinthians 12:27)
- Human beings are not our enemy. (Eph. 6)
- We must show love and compassion to those who are suffering. (Galatians 6:2, 1 John 3:17, 1 Peter 3:8, Luke 10:30-37)
- We will encourage mutually beneficial relationships with those "different" than us. (Leviticus 19:34, Hebrews 13:2, John 4:7-30)

- We must be champions for reconciliation (Matthew 5:9), which includes repentance (James 5:16), and also forgiveness towards those who will never ask for forgiveness. (Mark 11:25, Luke 23:34)
- We must equip people to succeed in life and in faith. (Ephesians 4:11-17, Proverbs 22:6, 2 Timothy 3:16-17)
- We must pursue biblical justice, but not allow our concept of justice to be misguided by culture. (Romans 12:2)

**PACIFIC SOUTHWEST DISTRICT OF THE LCMS SCHOOL MINISTRIES STATEMENT ON SEXUAL ORIENTATION AND GENDER IDENTITY (Christ Greenfield is a member school of the Pacific Southwest District.)**

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5. In circumstances when students are divided by gender for class activities, they will be classified by their biological sex at birth.

6. Established uniform policies for male and female students will be required by biological sex at birth.

Our school believes, teaches, and confesses the unchanging truth of Holy Scripture, subscribes to the Lutheran Confessions as a true exposition of the Word of God. We believe that all statements, policies, and procedures must be Christ-centered, Biblically based, and in concert with both the Great Commission (Go and make disciples of all nations. Matthew 28:16-20) and the Great Commandment (A new command I give to you, that you love one another... John 13:34) given to us by our Lord Jesus Christ.

We believe that all children benefit from a Christian education. Following Jesus' direction in Mark 10:14, "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these," we promise to provide this education to the best of our ability--God enabling and empowering us to do so. To that end, we promise that our pastors, teachers, and staff will teach, embody, and live in a manner consistent with the Christ-centered, biblically based beliefs of Christ Greenfield Lutheran Church and School.

## SECTION 2. ADMISSIONS

## **ADMISSIONS POLICY**

Christ Greenfield 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. Christ Greenfield School does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other school-administered programs.

Because we want children to be successful at Christ Greenfield School, the following applies to admissions:

- Some students with special needs are accepted at Christ Greenfield. Parents of students with special needs must interview with the principal and Director of Academic Services to determine if Christ Greenfield is a good fit based on the limited services available.
- All new students will be accepted on a probationary status. There will be an ongoing review by CGS teachers and administration regarding the student's academic performance, behavior, effort, and attendance.
- Should there be questions about school/parent or student fit, parents will be contacted for a conference.
- The administration reserves the right to rescind acceptance at any time.

## **NOTICE OF NONDISCRIMINATORY POLICY-EQUAL EDUCATION OPPORTUNITY**

It is the policy of Christ Greenfield School to maintain a safe and supportive learning environment and to ensure that students are free from discrimination in any program or activity on the basis of race, ethnicity, national origin, gender or disability.

Under certain conditions, discrimination can include harassing conduct by students or by school employees if, among other things, the harassing conduct is based on the student's race, ethnicity, national origin, gender or disability and if the conduct creates a hostile learning environment under the law.

If a student believes he or she has been subjected to discrimination by the school, the student should report the discrimination to any teacher or school administrator. Any student who knowingly makes false accusations of discrimination may be subject to disciplinary action.

## **FACTS MANAGEMENT**

Christ Greenfield utilizes FACTS for School Administration, Financial Management, Enrollment, and Communications. This platform is used for our Student Information System (grades, calendar, attendance).

Parents should keep their information current in FACTS at all times. By logging in to your parent account you can update addresses, phone numbers, emergency contacts, and authorized pick-up persons. Parents should be proactive in adding persons who may be required to pick up their child and add these persons to their authorized list so as to eliminate the need to call the school office regarding a pick-up.

Login: Go to <https://factsmgt.com/> and click on "Parent Log In". Type in the school code (CG-AZ), and the email address and password that you used for enrollment. Simply "Reset Password" if you don't remember. Once logged in you will see a Home screen with a menu on the left that you can navigate to the following topics.

- **School Home** - This section contains the school CALENDAR and DIRECTORY. This Calendar is kept updated with all relevant events. The Directory contains contact information for every family in the school, unless they have specifically requested to be removed.
- **Student Home** - This section includes HOMEWORK, GRADES, and ATTENDANCE for each child individually. The teacher can provide specific information about how often and for what purpose they post Homework and Grades.
  - \* *Teachers in the upper grades (primarily 4th-8th) post homework to FACTS frequently, so that students can access it easily on their personal Chromebooks. Teachers for Grades 1-3 rely on your child's Planner/Assignment Notebook.*
  - \* *Parents and students in Grades 4-8 are able to keep tabs on grades by checking FACTS throughout the quarter. Each teacher can provide specific details about his/her own grading habits and how frequently grades are updated electronically. If you ever have a question about your child's grade, it is best to go directly to the teacher for clarification.*

## SCHOOL APP

Christ Greenfield utilizes an app, "Christ Greenfield School", to make it easier for parents to access the FACTS Family Portal and other relevant details. The following features are included in the app: *Re-enrollment, Calendar, Gradebook, Schedule, Absence Form, PTO information, Homework, and Affiliation Links.* The app is free and requires that you log in to your FACTS account to access all features.

## SECTION 3. ACADEMICS

### ACADEMIC PROGRAM

Christ Greenfield Lutheran School presents a rigorous academic program that is designed to individually assess each child and provide him/her with the appropriate balance of instructional support and academic challenges to reach his/her full potential in Christ. The children who come to us represent diversity, not only in the socio-economic structure of the surrounding population but also in the kinds of gifts and abilities the Lord has given them.

English Language Arts, Math, Science, S.T.E.A.M. Integration (science, technology, engineering, art, and math), Social Studies, History, Music, Physical Education, and Languages represent the various components of the academic program, which, together with a study and integration of God's Word, makes our Christian school unique.

Christ Greenfield operates on a quarterly academic calendar, divided by Fall Break, Christmas Break, and Spring Break.

## **CURRICULUM**

The administration of the school, along with the faculty, conducts an annual review of all materials and resources to ensure that teachers are fully equipped to help students meet and exceed Arizona and national standards. As trained professionals, Lutheran school administrators and teachers continually seek the best instructional methods for educating students. The process of that discovery will remain true to our mission of providing an exceptional education developed with standards that drive instruction, so that every child can be reached with a solid education – one that prepares students with a biblical worldview. The National Common Core Standards may be considered a tool that would allow Christ Greenfield to more fully prepare its students for service and witness to Christ and the world.

## **ASSESSMENTS/TESTING**

Formal assessment is an essential part of an overall learning environment. MAP (Measurement of Academic Progress) testing is administered to students from 1st – 8th grade three times an academic year. Acadience testing is also administered to Kindergarten - 6th grade students, as needed or requested. Both tests are intended to provide parents and teachers an additional view on the academic progress of a student.

## **RESOURCE PROGRAM - Partnership with Lutheran Special Education Ministries (LSEM)**

The Director of Academic Services will work with teachers and administration to identify and provide academic support for students with educational needs. Students will work with him/her to improve study habits, academic performance, and provide accommodations and modifications to the curriculum when necessary. Individualized education plans will be written as needed and tests will be coordinated when necessary.

In addition, the EAGL (Everyone Achieves Growth in Learning) Team, composed of faculty, staff and administration and led by the The Director of Academic Services works with individual teachers in the development of appropriate accommodations and modifications for students who are struggling.

If a student displays recurring academic, behavioral, sensory, or speech difficulties, a general education intervention process and diagnostic evaluation can be requested by the parents from the special service department of Gilbert Public Schools. The Director of Academic Services will function as a student advocate when consultation or testing with public agencies is required. If you have any questions regarding academic services, please contact the director, Mrs. Jennifer Mason at [jmason@cgl.school.org](mailto:jmason@cgl.school.org).

## **HOMEWORK**

The amount of homework is dependent on the grade level, abilities, time management, and study habits of a student. Parents can help by providing encouragement, uninterrupted time, and a quiet place for study with minimal parent involvement. Students are expected to complete assignments neatly and on time, and arrive to class on time with the required books and supplies.



It is important that the parent immediately notify the teacher if any issues arise and need to be addressed.

Wednesday evenings have traditionally been reserved for activities revolving around church (confirmation, youth group, etc.). As a result, teachers will make every effort to not assign new content for homework that would be due the next day. Any/all work previously assigned and marked as due on Thursdays would still be due at that time.

Students receiving support from our Academic Services team still need to meet deadlines as extended by the classroom teacher per each student's individual plan. Reasonable accommodations for assignments beyond students' plans are at the teacher's discretion and should be taken into consideration when allocating homework time each night.

All students in grades 2-8 will be provided a planner and will be responsible for keeping track of homework and important events or deadlines. Teachers in grades 5-8 utilize FACTS to communicate homework assigned. Further instructions/details on each assignment may be found on the Google Classroom platform and will be noted on FACTS as such.

## **GRADING POLICY**

The administration and faculty of Christ Greenfield School seek to measure total student performance in classwork, homework, testing performance, class participation, and work on special projects. Therefore, written evaluation/grades will be given so as to keep students and parents aware of performance. Grades for 4th - 8th are posted in FACTS for parent and student access.

## **GRADING POLICY**

The administration and faculty of Christ Greenfield Lutheran School seek to measure total student performance in classwork, homework, testing performance, class participation, and work on special projects. Therefore, written evaluation/grades will be given so as to keep students and parents aware of performance. Grades for 4th - 8th are posted in FACTS for parent and student access.

Grades 1-8 behavior scale:

- 4 - Exceeds Expectations
- 3 - Meets Standards
- 2 - Approaching Standards
- 1 - Needs Attention

## **Academic assessment scale for Grades K-3:**

For all subjects except science, social studies, and specials.

3-PROFICIENT: (You got it!) Student has fully demonstrated content proficiency and skill application of the outcomes for the particular target at this point in the school year.

2-APPROACHING (Almost got it!) Student has demonstrated partial proficiency of the expected

content/skills in the assessment. Partial development indicates progress with gaps in understanding or perhaps certain misconceptions.

1- NEEDS SUPPORT (Not quite yet!) Student has demonstrated little or no evidence of content proficiency on identified outcomes. The student has large gaps in understanding and/or application and is able to show success only with significant adult assistance.

M-The standard(s) for the area indicated have been modified for this student. The "M" gets added onto the score for the student. For example: A student who has had modifications for a specific standard could get a 3M.

A blank score means not assessed.

Academic Performance Level for SCIENCE, SOCIAL STUDIES, and SPECIALS

Participates Appropriately	P
Needs to Participate More	N
Blank Score Means Not Assessed	

**Academic assessment scale for Grades 4th\*-8th:**

A+ 100% & higher	A 93-99%	A- 90-92%	
B+ 87-89%	B 83-86%	B- 80-82%	
C+ 77-79%	C 73-76%	C- 70-72%	
D+ 67-69%	D 63-66%	D- 60-62%	F 59% & below

*\*4th grade will be adopting a standards based grading practice to align with the traditional academic assessments scale. The inclusion of standards based grading will provide a clearer picture of students areas of successes and challenges.*

**REPORT CARDS**

Report cards are issued quarterly. Quarters one through three will be distributed to parents/guardians via email. The fourth quarter report card will be printed and sent home on the last day of school.

**PARENT TEACHER CONFERENCES**

Parent Teacher Conferences are officially scheduled three times during the school year:

- AFTER QUARTER 1: This conference is mandatory for all parents to meet with their child's teacher at the conclusion of the first quarter.
- AFTER QUARTER 2: This conference is optional and may be requested by the teacher or the parent. It is scheduled at the conclusion of the third quarter of school.

- AFTER QUARTER 3: This conference is optional and may be requested by the teacher or the parent.

Outside of these scheduled times, parents are encouraged to contact the teacher to discuss their child’s academic status. In some instances, teachers will request a conference. Positive and consistent communication between parents and teachers is imperative for student success.

## ACADEMIC AWARDS

Academic Awards will be determined using grades received in all subject areas. The core subjects (Christian Learning, English Language Arts, Math, Social Studies, Science) are weighted heavier than the enrichment classes which are taught fewer times during the week. In grades 4-8, a grade point average will be used to calculate academic awards.

AWARD	G.P.A.	REQUIREMENTS
Principal’s List	3.90-4.00	No grade lower than a “B” in all subjects, including core and enrichment “Specials” classes
Honor Roll	3.50-3.89	No grade lower than a “B” in all subjects, including core and enrichment “Specials” classes.

Grade Point Average (G.P.A) is calculated by considering the weight given each subject and assigning points to each letter grade:

LETTER GRADE:	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
POINT VALUE:	4	4	3.67	3.33	3	2.67	2.33	2	1.67	1.33	1	0.67	0

The points for each subject are added together and divided by the total number of subjects to find the G.P.A. High school level courses (Algebra and English Language Arts) are Honors courses and are weighted on a 5 point scale: A+/A=5, A-=4.67, B+=4.33, B=4, B-=3.67, C+=3.33 C=3, C-=2.67, D+=2.33 D=2, D-=1.67, and F=0.

## SECTION 4. CHRISTIAN LIFE

### BIRDS of PRAY PARTNERS

Student homerooms will be paired up to encourage relationships to grow organically while students sit together at K-8 chapels, engage in quarterly activities or service projects, and just have fun together! 8th graders will be assigned to each group and have additional mentoring opportunities.

## CHAPEL SERVICES

Chapel services are scheduled once a week during the school year on Wednesdays at 8:30 a.m. When K-8 students are in attendance together, chapel takes place in the church sanctuary and they will sit with their Birds of Prayer Partners. Split chapels allow for more age-specific chapel experiences. K-5 meets in the sanctuary and Middle School (6-8) meets in the theater for split chapels and students will sit with their homeroom class and teacher.

We encourage and invite parents, family, and friends to join us for the weekly chapel services. Designated seating for parents and visitors are the last two pews as well as the side pews.

Services are held in a variety of formats. Chapel services consist of Bible readings, age appropriate messages, prayers, and songs. Messages are led by pastors, DCEs, vicars, administrators, and guest speakers. Each class is responsible for leading one chapel service during the school year. Middle school students plan and lead worship under the direction of an adult Worship Leader. An offering is collected at each chapel service and supports a ministry as follows:

Quarter 1: Lutheran Social Services of the Southwest (Refugees)

Quarter 2: World Vision [www.worldvision.org](http://www.worldvision.org)


Quarter 3: Mission India

Quarter 4: Pacific Southwest District Hearts for Jesus

## CHRISTIAN CHARACTER FORMATION PROJECT

Lutheran schools have a rich history of providing Bible-based Christian education to children and families. The Christian Character Formation Project (CCFP) is quickly becoming a partner for more and more Lutheran schools seeking a program and tools to intentionally focus on character growth. The CCFP is a Biblically based journey that equips and trains children and the adults around them to live Christ-centered, fulfilling lives for Greater Purpose. This process unfolds within the greater context of Scripture and the advancement of God's plan for us here and in eternity. The Lutheran Initiative, a four-year rotating curriculum for CCFP, provides the same weekly Bible story, memory verse, and highlighted virtue for students in grades K-8. In addition, *Growing Character Together: Parent Insights* is emailed to families each week.

In addition, the CCFP has a civic focus. The Civic Character Formation Project grows character in the larger context of preserving human freedom. Concepts come alive through the vivid stories of historical and contemporary Americans who acted to preserve and advance human freedom. These video lessons will be incorporated in Social Studies and History classes.

 <p>SEVEN VIRTUES OF CHARACTER<sup>®</sup> FORMATION PROJECT</p>	<p>COURAGE</p> <p>GOD'S POWER FOR YOU TO OVERCOME FEAR.</p>	<p>DILIGENCE</p> <p>GOD'S POWER FOR YOU TO FOCUS ON YOUR WORK.</p>	<p>INTEGRITY</p> <p>GOD'S POWER FOR YOU TO BE TRUE TO HIM AND YOURSELF.</p>
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JUSTICE	RESPECT	RESPONSIBILITY	SELF-SACRIFICE
GOD'S POWER FOR YOU TO DO THE RIGHT THING.	GOD'S POWER FOR YOU TO HONOR HIM AND OTHERS.	GOD'S POWER FOR YOU TO BE ACCOUNTABLE TO GOD AND OTHERS.	GOD'S POWER FOR YOU TO GIVE UP SOMETHING TO HELP OTHERS.

In the spirit of the virtues that Christ Greenfield encourages to be lived out on campus, the following behaviors are examples of what is expected of students, faculty and staff, and parents.

### STUDENTS

**COURAGE:** Be a positive student leader. Rely on the confidence of Christ to do hard things. Point others to Jesus.

**DILIGENCE:** Be regular and on time. Bring appropriate materials to class. Pay close attention to instruction. Participate with a positive attitude. Promptly follow instructions. Work productively and manage time wisely. Complete work. Work neatly. Display organizational skills.

**INTEGRITY:** Study God's Word. Do what is right according to God's Word. Be trustworthy. Be honest and take responsibility for decisions and actions. Be noble-minded and polite.

**JUSTICE:** Solve school problems and conflicts in a peaceful, confidential and responsible manner. Celebrate God's work of transformation.

**RESPECT:** Use appropriate language. Respect and submit to authority. Treat everyone associated with the school (self, students, staff, parents, volunteers, community, etc.) with dignity and respect. Respect school property.

**RESPONSIBILITY:** Know and comply with the rules and regulations of the school.

**SELF-SACRIFICE:** Exercise self-control. Exhibit servant-hearted and mission-minded leadership. Be humble. Be patient, loving and caring to others. Pray for parents, peers, teachers, and school staff.

### FACULTY AND STAFF

**COURAGE:** Be a passionate Jesus follower. Be a positive school leader. Approach awkward and/or tough situations with the confidence of Christ. Point others to Jesus.

**DILIGENCE:** Continually foster high expectations for professionalism and performance in yourself and encourage the same in fellow faculty and staff members. Provide positive and constructive communication with parents regarding their child's educational progress (i.e. grades shared in a timely manner, behavior concerns shared, etc.)

**INTEGRITY:** Attend worship services faithfully. Study God's Word. Be honest, take responsibility and follow through regarding decisions and actions. Be a role model for students by honoring God's laws and commandments. Abide by the CGLCS Employee Code of Conduct.

**JUSTICE:** Intentionally create opportunities to connect and grow relationships. Solve school problems and conflicts in a peaceful, confidential and responsible manner. Initiate and enforce school rules and regulations that preserve the learning environment and community and apply these regulations consistently. Celebrate God's work of transformation.

**RESPECT:** Treat everyone associated with the school (self, students, staff, parents, volunteers, community, etc.) with dignity and respect. Withhold judgment on any unusual or confusing information. Go directly and immediately to the individual involved in a Christian manner if questions or concerns arise (Matthew 18:15). Support the decisions by church and school leadership. Protect the reputation of the students, families, school, faculty, and staff and discourage any conversation, especially gossip, which is detrimental to our mission as a faith community.

**RESPONSIBILITY:** Provide opportunities for students to grow, give, serve, and lead. Partner with parents in matters of education, discipline and student behavior. Partner with organizations and ministries to support students and families. Meet or exceed specific job expectations as per individual job descriptions.

**SELF-SACRIFICE:** Pray for students and all persons involved in their education. Humbly help create a community through servant-hearted and mission-minded words and actions that impart Christ, quality and community among others.

## PARENTS

**COURAGE:** Be a positive parent. Show trust in school faculty and staff as your educational partners as you help your child to grow, give, serve, and lead.

**DILIGENCE:** Ensure that your child attends school regularly and arrives on time. Take an active role in seeing that your child's assigned homework is completed and provide an opportunity for completing the task. Continually foster high expectations for academic performance, spiritual formation (i.e. practicing family memory verses, spending time in God's Word, etc.), and moral behavior in your child. Take the responsibility to be well informed of school announcements, events, etc.

**INTEGRITY:** Expect your child to be honest and that he/she takes responsibility for his/her decisions and actions. Be honest and take responsibility for your decisions and actions. Partner with the school in your child's faith and character development. Dress in a modest manner when on campus.

**JUSTICE:** Solve school problems and conflicts in a peaceful, confidential and responsible manner. Cooperate with the administration and teachers in the exercise of Christian discipline and in the training of our children.

**RESPECT:** Treat everyone associated with the school (students, staff, parents, volunteers, community, etc.) with dignity and respect. Encourage and expect your child to obey school personnel and follow school rules at all times respectfully and promptly. Withhold judgment on any unusual or confusing information. Go directly and immediately to the parent, teacher or individual involved in a Christian manner within 48 hours if questions or concerns arise (Matthew

18:15). Protect the reputation of the students, families, school, faculty, and staff and discourage any conversation, especially gossip, which is detrimental to our mission as a community.

**RESPONSIBILITY:** Provide adequate sleep, proper nutrition, and necessary medical care for your child. Encourage completion of your child’s extracurricular involvements. Take an active role in parent/teacher conferences, meetings, events, and educational programs that provide parenting help.

**SELF-SACRIFICE:** Pray for your child and all persons involved in his/her education. Exhibit the same community behaviors that are expected of your child on campus.

## **HEARTS & HANDS PROJECT**

We believe that we have a calling to serve others. Through the ongoing development of the Hearts & Hands project, students in the grade school will learn each year about a particular community group or service organization that will be supported at each grade level. The project will conclude with a larger-scale, independent project middle school students work on before a final capstone presentation in 8th grade.

## **MEMORY WORK/LIFE VERSES**

We believe what is written in 2 Timothy 3:16 that “All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness.” Because of the great benefits of scripture, Christ Greenfield implements memorizing Scripture as a part of the Christian Learning grade. New for 2023-24 are LIFE VERSES. The goal is to rotate a smaller group of bible verses as “Life Verses” to study the same Scriptures year after year to imprint them upon the student’s heart. Additional sections from Luther’s Small Catechism may be assigned for study and/or memory work. At the discretion of the teacher, memory tests may be written or oral.

## **SECTION 5. ENRICHMENT OPPORTUNITIES**

Enrichment opportunities are an important part of the overall educational program. We provide abundant options for individual growth and enrichment including clubs, specials, electives, and athletics.

If a student is unable to attend school due to illness on any given day, they are prohibited from participating in before or after school activities on that day (including clubs, events, performances, and athletics). Club activities are subject to the same policies and practices as any other CG school activity.

## **CLUBS**

The following clubs are currently available for students:

Chess Club (Grades K-8): Meets weekly at 2:30 pm on Wednesdays. This club is led by

Magnus Chess Academy and there is a fee that is paid directly to the Academy.

F.I.R.S.T. Lego League (Grades 4-8): Meets weekly at 7:15 am on Wednesdays, with additional practices leading up to competition. ([www.firstlegoleague.org](http://www.firstlegoleague.org)) Annual competition takes place in December, with potential to compete at the state level in January. Students must apply and be accepted to this club. Fees apply.

Student Council: (Grades 4-8) Any students in grades 4-8 may be class representatives. Student Council meets monthly at 2:30 pm on Wednesdays and exists for the purpose of planning and implementing special events for the student body. Mrs. Calendo is responsible for overseeing the Student Council.

Ovation (Grades 4-8) An honors choir, OVATION, is a club that exists to promote further training and opportunity to develop choral and solo singing skills. OVATION includes an evening performance in the first semester and additional opportunities to sing as a choir throughout the year. 4-8 practice on Tuesday mornings at 7:30 am and 6-8 only practice at 2:30 pm on Wednesdays. Fees apply.

Art Club (Grades K-8) Art Club meets weekly at 2:30 pm on Wednesdays. A form for registration for each quarter is emailed to parents the week before the class begins. Space is limited. It is \$8 per week.

Drum Line Club (Grades 4-8) will meet on once a week at 7:30 am. One section will meet on Tuesday mornings and one section will meet on Wednesday mornings. It is lead by Mr. Jeremy Isley. There is a fee that is paid directly to Mr. Isley.

## **K-5 SPECIALS**

Kindergarten participates in Music (1/week) \*The afternoon Kindergarten Enrichment program adds the following Specials: Art (1/week), PE (1/week), and Library (1/week) and Spanish (1/week). (5)

Students in 1st grade participate in the following Specials classes: Art (1/week), PE (1/week), Choir (1/week), Spanish (1/week), and Library (1/week). (5)

Students in 2nd grade participate in the following Specials classes: Art (1/week), PE (2/week), Choir (1/week), Spanish (1/week), and Library (1/week). (6)

Students in 3rd grade participate in the following Specials classes: Art (1/week), PE (1/week), Music (Recorders)(1/week), Choir (1/week), Spanish (1/week), and Library (1/week). (6)

Students in 4th - 5th grades participate in the following Specials classes: Art (1/week), PE (2/week), Choir (1/week), Instrumental Arts, (1/week), Spanish (1/week), and Library (1/week). (7)

## **MIDDLE SCHOOL ELECTIVES**

Middle School students are able to choose electives that meet during the school day. Students choose and prioritize from a variety of elective course selections. Middle School teachers and



administration place students in classes with prioritization given to 8th grade. Detailed information is provided to middle school families at the beginning of the school year.

## **MUSIC CLASS & MUSIC PRODUCTIONS**

The school music program includes grade level classes. Students are expected to participate in rehearsal (which occurs as part of Music class during the school day) and for musical presentations during worship services on select Sunday mornings and on campus during the school year.

Middle school students may select MUSICAL as an elective and will commit to additional rehearsals for a spring production that has evening and weekend performances.

### **INSTRUMENTAL ARTS (BAND)**

CG provides a band program for students in grades 5 through 8. Instruction is offered for instruments in woodwind, brass, percussion. Students commit to regularly scheduled rehearsals before the school day, practice at home, and performances throughout the school year. All students learn biblical principles of hard work, self-discipline, and the joy of praising God through gifts and talents in instrumental music.

Third grade students may also participate in instrumental music using recorders. Fourth grade students learn to play ukuleles.

Middle School band is offered BEFORE SCHOOL twice a week.

## **ATHLETICS**

Athletics play an important role in the overall program of Christ Greenfield School. The school recognizes the importance of an adequate balance between academics and athletics.

Christ Greenfield School offers all students in grades 3-8 opportunities to participate in the athletic program. Athletics are important to the overall maturity and development of each child that participates. The goal of the athletic program is to instill in each participant Christian sportsmanship, cooperation and teamwork, and self-esteem.

Coaches are encouraged to play each member of the team, however, the coach, based upon the attitude, skills, work ethic, and practice attendance of each individual team member, will determine the length of playing time.

The athletic program is an extension of the overall Christian education of the school, where the Word of God can be utilized to further strengthen the faith of the participants. *Please refer to the Athletic Handbook for more information.* A fair and biblical process (Matthew 18) will be observed and respected at Christ Greenfield.

## **SECTION 6. STUDENT DISCIPLINE POLICY AND PROCEDURES**

Discipline can be defined as training that develops self-control and character. It is an integral part of the educational process, which means that home and school should complement each other as they work together in promoting discipline. With God's Word as our guide, parents and teachers are to praise, encourage, instruct, admonish, correct, and discipline wrongdoing as we guide children in this process of developing Christian character. Too often discipline is thought of only in terms of punishment or wrongdoing. Obviously, this is part of discipline, but certainly not all. At the same time, however, we recognize that consequences for wrongdoing, tempered with love and forgiveness, is an integral part of the process. Therefore, it is incumbent upon all of us involved in the process of Christian education to exercise wisdom in the total process of character development.

### **CORE BELIEFS OF DISCIPLINE (Foundation of Love & Logic)**

Christ Greenfield's faculty and staff dedicates itself to following a set of core beliefs that provide a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences. Since these core beliefs provide the guiding light for our professional decisions, the staff encourages parents to bring concerns and questions to us in the event that we operate in a way that is inconsistent with these core beliefs.

1. Every attempt will be made to treat each student as a unique individual creation with unique personal, social, and educational needs.
2. Every attempt will be made to maintain the dignity and self-respect of students and school staff.
3. Students will be guided and expected to solve the problems that they create without causing problems for anyone else.
4. Students will be given opportunities to make decisions and live with the results, whether the consequences are good or bad.
5. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world.
6. Misbehavior will be handled with natural or logical consequences instead of punishment, whenever possible.
7. If consequences appear to be unfair, students and/or parents can bring concerns directly to the school staff member who gave the consequences.

### **STANDARDS OF STUDENT SAFETY AND SECURITY**

Discipline is the training that corrects, molds, or perfects the mental faculties or moral character of the individual. However, we commonly use the word "consequence" with our students. Discipline is established and maintained at Christ Greenfield with the intent to train each student in the way they should go (Proverbs 22:6) because of love for the student. The goal of discipline is to change behavior and develop character, not define a student. Though discipline is sometimes a difficult, painful process, faculty and staff members reflect God's love by not allowing students to engage in behaviors, activities, or attitudes that are harmful, inappropriate, or may result in danger.

Every attempt will be made to provide for the safety and security of children and school staff. Some examples of safety and security rule violations that may result in an extended suspension

and/or expulsion, include, but are not limited to: possession or use of illegal drugs, possession or use of alcohol, acts or threats of violence, possession of weapons, possession or use of dangerous articles, willful destruction of the church and school property or the property of others, acts or threats of bullying, or acts or threats of harassment.

These policies may also include behaviors outside of school and online, even if not committed through a school device. If a student outside of the school day acts in a way, deemed by the administration, inconsistent with the intended atmosphere at Christ Greenfield, the family of the student may be asked to conference with administration and could result in disciplinary actions with the potential that the family is asked to terminate their student's enrollment in our school, as well as legal consequences. If the student desires to re-enroll at Christ Greenfield the following year, the administration will determine enrollment status on a case-by-case basis.

## **CHRIST GREENFIELD SCHOOL RULES**

1. Treat yourself and others with respect.
2. Your actions, dress, possessions, etc. may not cause a problem for anyone else.
  - a. Problem actions include, but are not limited to: *Flagrant disrespect for a faculty or staff member; Continued use of inappropriate language; Stealing; Continued refusal to accomplish tasks; Continued disruptive behavior in the classroom, in the church, on the playground; Inappropriate physical contact; Leaving school campus/classes without permission; Inappropriate social media usage during or outside of the school day; Harassment, including bullying, cyber-bullying, sexual harassment, religious harassment, racial harassment, and general harassment.*
  - b. Problems related to dress include, but are not limited to: *Wearing Friday spirit wear on a school day other than Friday; Wearing a hoodie inside the classroom.*
  - c. Problems related to possessions include, but are not limited to: *Using your cell phone during the school day; Taking an item from the lost and found that does not belong to you; Ripping pages out of a school library book or textbook.*
3. If your actions, dress or possessions cause a problem for anyone else, you will be asked to solve that problem. Solving the problem may also include appropriate interventions and/or consequences. These will depend upon the situation and the person or persons involved. Staff members will use their best judgment based upon the information they have at the time.
4. If you cannot solve the problem or choose not to, a staff member will impose upon you appropriate interventions and/or consequences. They will depend upon the situation and the person or persons involved. Staff members will use their best judgment based upon the information they have at the time.
5. If students and/or parents feel that the consequences are unfair, they should bring concerns directly to the staff person who gave the consequences.

The above list of undesired behaviors is not comprehensive. Christ Greenfield administration reserves the right to refer any person, student, or visitor for further investigation of behavior that may result in school disciplinary or legal consequences.

## **DEFINITIONS OF RUDE, MEAN, AND BULLYING**

Bullying/harassment is a serious matter, and for optimal support, it is important to help students, parents, and school staff use language that helps identify the types of harm that the student(s) has experienced. Not all incidents that result in harm to a student should be classified as bullying/harassment, yet all students who have been hurt deserve support. To help this process, hurtful behavior may fit on a continuum with the label "rude" at one end, "mean" near the middle, and "bullying" at the other end.

Rude behavior is defined as inadvertently saying or doing something that hurts someone else. Mean behavior is defined as saying or doing something that hurts someone else that appears intentional and has occurred a few times. Bullying/Harassment is defined below. The purpose of this continuum is to provide language to help students who have been hurt better define what has happened.

Bullying is unwanted action that is targeted, repeated, and creates an imbalance of power. The action may be verbal, physical, written, spoken, visual, or other non-verbal means. Some examples include, but are not limited to, name calling, slurs, negative stereotypes, pushing, shoving, punching, posturing, excluding, isolating, staring, leering, giving inappropriate gifts, inappropriate written notes, inappropriate pictures (drawn, cartoon, published), demanding money, demanding services, taunting, publicly humiliating, manipulating friends and relationships, ranking, threatening gestures (verbal, non-verbal, and written), and intimidating acts.

Cyber-bullying is bullying behavior by an electronic act. An electronic act is a communication of a message via an electronic device. Examples include, but are not limited to text messages, web postings, social network sites, changing/hijacking passwords or accounts, cell phone communication. Actions may include, but are not limited to social networking exclusion; creating web pages or groups that taunt, isolate, humiliate, reject, or isolate individuals or groups; sending harmful, threatening, or intimidating messages; repeated contact when the recipient has asked the messages to stop; or inviting others to join in inappropriate treatment of another.

Sexual harassment is any unwelcome action that is sexual in nature or is based upon a person's gender, sexual preference, or perceived sexual preference.

Religious harassment is any unwelcome action that is based on an individual's religious beliefs.

Racial harassment is any unwelcome action that is based on a person's race, ethnicity, ethnic origin, or national heritage. Examples of this type of harassment include, but are not limited to racial slurs, stereotypes, use of demeaning language, references to historic events (such as the Holocaust, slavery, ethnic genocide, etc.), or images negatively portraying an ethnic group.

General harassment is any inappropriate action not specified. It may include any repeated, unwelcome behavior that is not respectful, kind, or polite.

Any act of retribution or reprisal as a result of information being reported to school officials will be considered an elevated act of harassment.

## **CLASSROOM EXPECTATIONS**

Every attempt is made by each teacher to teach routines and desired behaviors to help students be successful at school. At the beginning of each school year, teachers share their specific expectations with students and parents. Overall, the following applies to each classroom.

1. Treat your teacher, your classmates, and yourself with respect.
2. Your actions may not cause a problem for someone else.
3. If you cause a problem, you will be asked to solve it.
4. If you can't solve the problem, or choose not to, the teacher will do something. What he/she does will depend upon the situation and the person involved.
5. If your teacher does something that appears to be unfair, see him/her privately to say, "I'm not sure that's fair," and discuss it with him/her.

## **RECESS**

Recess serves as a necessary break from the rigors of concentrated, academic challenges in the classroom. It also offers cognitive, social, emotional, and physical benefits to the student. The unstructured nature of recess does present unique opportunities for students to practice problem solving, decision-making, and friendship skills.

To make every attempt to help students navigate through these opportunities and to provide a safe and secure environment, adults who provide recess supervision will have a cell phone and a walkie talkie with them when on duty, work in pairs and divide into two different playground zones when more than one classroom is on the playground, be trained in First Aid and EpiPen usage, and use strategies to help students solve problems, if they should arise.

Since students may not be sure what actions and possessions are a problem at recess, please refer to your child's homeroom teacher for a list of grade specific recess expectations.

## **OVERALL DISCIPLINE PROCEDURES**

INTERVENTIONS to give students the chance to solve a problem or to calm down include "walk and talks", short-term recovery, action plans, recess detentions, etc. Students who need additional support to solve a problem may include: a behavioral plan to help the student; school staff and parents working together to set goals; selecting additional interventions; and monitoring progress,

We don't want children to miss school, but in some serious cases a SUSPENSION may be issued. Serious cases include, but are limited to the following: defiance of authority of school staff, disregard for school rules, verbal abuse of adults or students, disruptive or disorderly behavior, violent or threatening behavior, bullying or harassment, fighting, destruction of theft of school property or personal property, etc. Depending on the severity of the behavior, a child may receive a half-day suspension, whole day suspension, or be suspended for several days. In addition to a suspension, because self-responsibility and character development is the goal of discipline, school

administration may require additional interventions including, but not limited to, work towards reconciliation, restitution, counseling, community service, etc.

If a student is suspended, parents will be notified immediately and presented with the reasons and evidence for suspension. The family will be provided with an informal opportunity to respond. The parent/legal guardian will receive a formal written notice of suspension when the student is suspended. Students who are suspended will be marked absent and assignments will be marked down 30 percent of what is earned. (For example, if a student earned 100% on the assignment, 70% is recorded in the gradebook). The maximum number of days for suspension in an academic year is 5 in a row for a total of 10. A record of all suspensions is kept in the school administration files.

EXPULSION is an option reserved for students who exhibit extreme negative/problematic behavior, have an ongoing failure to abide by school rules and respect authority, or participate in illegal behavior. The parent/legal guardian will be notified of the intent to expel the student, and a meeting shall be held after at least five working days notice, and must include the student, the Principal or Vice Principal, the Senior Pastor (or his designee) and the parent/legal guardian. If a student is expelled, it becomes a part of the student's official record and transcript.

## **OVERALL DISCIPLINE PROCEDURES**

All students will be treated as unique individuals. Student behavior problems will therefore be handled as unique situations. In the event that the actions of the staff appear to be unfair, you need only visit with the staff member involved and work towards resolution. If you are not able to come to a resolution, you are to meet together (staff member, student, and parent/guardian) with the staff person's direct supervisor. This is our written guarantee that you have the right to a fair process.

## **SECTION 7. SCHOOL DAY PROCEDURES AND CAMPUS LIFE**

### **TRADITIONAL SCHOOL HOURS**

- Full Day Kindergarten through 8th Grade: 8:20 a.m. to 3:20 p.m.
- Half-Day Kindergarten: 8:20 a.m. to 11:50 a.m.
- K-8 Half-Day: 8:20 a.m. to 11:40 a.m. \*Lunch is not served
- K-8 Early Release: 2:20 pm on Wednesdays

### **TRANSPORTATION**

Christ Greenfield does not provide student transportation. Parents make their own arrangements for student transportation to and from school.

If you would like your student to walk or ride their bike, scooter, or skateboard to and from school, please contact the principal to make arrangements. These items are to be parked in the

designated area within the school gates. None of these items are to be used during the school day.

## **ATTENDANCE POLICY**

Since learning is cumulative, it is essential that each child attends school regularly. Attendance records are maintained and recorded on report cards. Frequent absences and tardies not only deprive the child of learning opportunities, but may lead to a reduction in grades and influence eligibility to participate in extracurricular activities.

1. Students are to be present no sooner than 8:00 a.m. or after 3:30 p.m. on regular school days unless involved in a supervised activity. Students that need to be dropped off prior to 8:00 a.m. need to be signed in to Extended Care by a parent/guardian. Students that need to be picked up after 3:30 p.m. will be signed in to Extended Care by a teacher. See information regarding Extended Care.
2. If a student arrives or departs between the hours of 8:30 a.m. and 3:20 p.m., a parent/guardian must sign the student in or out. Photo ID may be required for entrance into the school building if the receptionist is not able to identify the visitor as a member of the CG school community.
3. Students arriving at school later than 9:20 a.m. or leaving school sooner than 2:20 p.m. will be counted as absent for one half day.
4. Students are to be in attendance each day of scheduled classes unless they are absent due to illness, medical needs or family emergency. Parents and students are responsible for making appropriate arrangements with teachers to obtain assignments for days missed.
5. The student will be responsible for completing all school assignments for the period of their absence. Students will have one day for every day missed to turn in required work, up to five days. Students must be prepared to take a previously scheduled test on the day of their return.
6. While we strongly value each student's presence in the classroom, we appreciate your adherence to the school's illness policy.

## **REPORTING ABSENCE**

For the safety of all students a parent is required to contact the school office by 9:00 a.m. each morning their child is absent and notify the school of the reason. An email to the child's teacher is also encouraged. Classwork that is missed due to an absence needs to be coordinated with the teacher.

**CALL 480-892-8314 or EMAIL [attendance@cglsschool.org](mailto:attendance@cglsschool.org)**

**When reporting an absence, parents must provide the reason for the absence. A doctor's note may be required in the event of an illness that lasts multiple days.**

### **EXCESSIVE ABSENCES \***

If a student is absent 5 times in the same quarter, parents and school administration will receive an automatically generated email notification from FACTS. School administration may follow up

with the parents depending on the circumstances. If a student is absent a total of 15 days in the same school year, school administration and the Director of Academic Services will follow up with parents. Students who are not in school 90% (18 absences) of the school days may be retained. Documentation and successful completion of the grade level is required before a student will be considered for promotion.

## **PLANNED ABSENCES**

### **Parents are discouraged from planning absences that would involve a child missing school.**

Parents are urged to schedule their child's medical appointments, other activities, and vacations at times outside the school day. If an extended absence is due to medical issues or a family emergency, please contact the teacher and principal. If a student is receiving ongoing special services such as speech and language, occupational, or physical therapy and needs to leave campus on a regular basis, please coordinate with the classroom teacher.

In an unavoidable situation, parents must notify the principal and the child's classroom teacher of a planned absence. Such notification should be given within a week of the absence, if and when possible. Parents are responsible for supervising the child in making up studies that are missed during the planned absence. Teachers may give students homework prior to the absence. Any homework that is given in advance for a planned absence is due the day that the student returns to school.

## **TARDY POLICY**

At Christ Greenfield, we believe it is very important for students to come to class prepared and on time. When students are tardy, it is a disruption to their learning and the learning of his/her classmates. We expect that being tardy is stressful for a family and we will make every attempt to warmly welcome the student to school and partner with the family to solve the problem.

1. Students are expected to report to their homeroom classroom between 8:10 a.m. and 8:20 a.m.
  - a. Keep in mind that for families with more than one student, each student has a different distance to travel to get to his/her class on time.
2. A two minute warning will be announced on campus at 8:18 a.m.
3. At 8:20 a.m. a bell signifies the start of the school day.
4. Any student arriving to his/her homeroom after the 8:20 a.m. bell will be marked tardy.
5. If a child arrives after 9:20 a.m. he/she will be marked with an 'AM Absence' (half day absence).
6. Parents and school administration will receive an automatically generated email notification from FACTS once a student has received 5 tardies or any multiples of 5 tardies thereafter in the same quarter.
7. If a family demonstrates that they are unable to solve the problem of not arriving to school on time, or choose not to, school personnel will do something. What s/he does will depend upon the situation and the person involved.



## **ARRIVAL AND DEPARTURE**

### Traditional Arrival Procedures (8:00-8:20 a.m.)

#### Park and Walk In:

- Enter and park in the south parking lot, then enter the school at the main entrance. There should be no dropping off students in the south parking lot.

#### Car Line Drop-off:

- Enter the south parking lot and drive straight through the parking lot to the back (southeast corner) of the campus. Gates are unlocked at 8:00 a.m. If you arrive prior to this time, please form a line and stay in the vehicle with your child(ren).
- Drive into the gated playground area where the drop-off zone is located. Form a one-way line of traffic. Please do not double park, form a second lane of traffic, or go around others in front of you unless directed by school personnel.
- Drive forward to the stop sign before you stop. After dropping off your child(ren), wait for the cars in front of you to move forward, continue driving, and exit through the second open gate to exit the north parking lot.
- Please keep speeds down to 15 mph or less throughout.
- Gates are locked at 8:20 a.m.

### Departure Procedures (3:20-3:30 p.m.)

#### Park and Walk In:

- Enter and park in the south parking lot, then enter the school at the main entrance. Pick up child/ren directly from the classroom. Name and relationship of authorized adults must be provided through FACTS. Parents are able to update this information on FACTS if they would like to add an adult to their authorized list.

#### Car Line Pick-Up:

- Enter the south parking lot and drive straight through the parking lot to the back (southeast corner) of the campus. Gates are unlocked at 3:20 p.m. If you arrive prior to this time, please form a line and stay in the vehicle with your child(ren).
- Drive into the gated playground area where the drop-off zone is located. Form a one-way line of traffic. Please do not double park, form a second lane of traffic, or go around others in front of you unless directed by school personnel.
- Drive forward to the cone that is open. After picking up your child(ren), wait until the cars in front of you move forward, continue driving, and exit through the second open gate to exit the north parking lot.

- Please keep speeds down to 15 mph or less throughout.
- Gates are locked at 3:30 pm.

Students not picked up by 3:30 p.m. will be taken to Extended Care. *See information regarding Extended Care.*

*\*Adult is defined for these purposes as 16 years old and older since s/he is able to drive and therefore pick up a student.*

*\*\*Exceptions include: The adult is physically unable to make it to the classroom. The student is walking home or riding a bike/scooter home. If a middle school student has a younger sibling, the middle school student can report to the youngest class to wait for the adult to pick them up there. To request an exception, please email Mrs. Calendo at [tcalendo@cgl.school.org](mailto:tcalendo@cgl.school.org) and copy the homeroom teacher(s) in the email. Please allow 24 hours for a response.*

## **SCHOOL RELATED ABSENCES**

Absences, tardies, and early departures due to a school related activity will not count as absences or tardies. However, the student is still responsible for making up any classwork as directed by the teacher.

## **EXTENDED CARE for Kindergarten - 8th Grade**

All students who attend Christ Greenfield Lutheran School may use the Extended Care program. Students who use Extended Care will be billed at an hourly rate to the nearest quarter of an hour, with a minimum 30 minute charge. The cost is \$8.00/hour per child. There is no registration fee.

### Before School Extended Care

- Open 7:00 a.m. until 8:10 a.m. No child will be admitted to Extended Care prior to 7:00 a.m.
- Parents must accompany their child to the Extended Care space (North Side of the Life Center).
- Each parent/guardian is assigned an ID number through FACTS. That number is used to sign children in and out of Extended Care. An Extended Care staff member can provide you with this number for the first few visits, but for regular Extended Care visits, it's important that parents/guardians have the number memorized.

### After School Extended Care

- Open 3:30 p.m. until 5:30 p.m.
- Students will be signed in at the Extended Care room (North Side of the Life Center at 3:30 pm)
- Once a child is signed into Extended Care at any location, a minimum 30 minute charge is incurred.

- Parents will provide the names of individuals who have permission to pick up children from Extended Care. This is done in FACTS, so that a list is generated for the Extended Care staff. No child will be released into the care of a person who is not on this list.
- Parents will also need to "sign-out" children when picking them up at the end of the day. No one under sixteen(16) years old may pick up your child. Anyone who signs out a student will need to show a photo identification until staff is able to immediately recognize the adult as someone on the student's pick-up list.
- EXTENDED CARE CLOSES AT 5:30 p.m. Students who are not picked up from Extended Care by closing will be billed \$2.00 per minute for time spent after 5:30 p.m. This fee will be given to the EC worker to compensate for his or her time. *Please be considerate of the schedule of our Extended Care workers and their families and make arrangements to avoid being late. If a family is late 3 or more times, additional fees will be applied and/or the family may be subject to a temporary or permanent suspension from After Care.*
- Nut-free Snacks are provided.
- Students are encouraged to use time the first hour in Extended Care to complete homework. Supervisors may give some assistance for homework (reading directions, spelling words, or memory work), but they are unable to provide instructional or tutorial assistance.

### Extended Care Behavioral Expectations

Extended care is a privilege. Behavioral expectations during Extended Care are consistent with the expectations of students during school hours. With these expectations in mind, a student may be suspended from extended care. The duration of the suspensions may vary depending on the severity or type of misbehavior.

### **TELEPHONE USE**

During normal school hours, messages will be taken for students and teachers, but no one will be called to the phone during class time unless it is absolutely necessary. Students are not allowed to use the phone without permission.

### **CELL PHONES AND PERSONAL TECHNOLOGY**

The use of cell phones, smart watches, and personal electronic devices are prohibited during the school day as they create an unnecessary distraction for learning and social development.

The following guidelines apply to all personal electronic devices, including all mobile phones, smart watches, tablets, bluetooth headphones, mp3 players, gaming equipment, etc.

- Students, along with their parents, assume all risk in taking a personal electronic device to school. The school is not liable for misuse, including but not limited to, damage, breakage, theft, or loss that may occur as a result of taking the device to school.
- All electronic devices must remain turned off (not just 'silent') and kept in the student's backpack or locker for the duration of the school day.
- Phones, smart watches, and other personal electronics should not be used on campus during the school day, including Extended Care.

- Any electronic device that is used during the school day without permission of a staff member is a problem.
- If a student needs to contact parents during the school day, he/she may request to use a school phone.
- Parents should not rely on a cell phone or smart watch to contact their child during school hours. If a message needs to be delivered to a student, it must go through the school office (480-892-8314).
- Use of any electronic device during a school-sponsored event that takes place outside of the school day is subject to the rules of the coordinator, supervisor, or coach of that event.

These guidelines apply to all students in Kindergarten - 8th grade.

Since phones are expected to be turned off, fitness trackers (i.e. Fitbit) may be worn. As long as the paired phone is OFF, the fitness tracker may be worn.

## **TECHNOLOGY ACCEPTABLE USE POLICY**

### **Christ Greenfield Acceptable Use Policy**

1st-8th Grade

#### **Educational Purpose**

Christ Greenfield is working to provide students and staff with the latest technology tools in education. The goal is to prepare our students for higher education or the world of work in the 21<sup>st</sup> century. Our students need the skills to be competitive and we will do our best to provide them with those skills. We want each of our students to be able to operate from a level playing field, and with each of our students having a chromebook and wireless internet access, the students are technologically equal. The increased use of technology within our school will also foster leadership, communication, achievement, collaboration, problem solving skills, responsibility and ethical decision making skills. This opportunity is a privilege and must be treated as such by all users.

#### **Chromebook Policy**

Students and their families will be held liable for repair and replacement costs in the event that the Chromebook and charger are not returned in working order to Christ Greenfield. CGS is able to provide services to replace Chromebook screens at the cost of \$45 or Chromebook chargers at the cost of \$50 which will be charged to the student's FACTS account. If the Chromebook is a total loss, a replacement Chromebook will be charged to the student's FACTS account (up to \$220). The Chromebook will be returned to the teacher at the end of the school year. If the Chromebook is taken home, each student will supply an approved protective sleeve or case to carry the Chromebook.

Parents are responsible for monitoring screen time and use of the Chromebook during these time periods. Data backups are all done via the web. Chromebooks will retain identical content filtering rules away from the school as the student has while at school. Content Blocker is our content filter and GoGuardian follows the Chromebooks off campus as well as on campus.

Students are subject to school discipline for inappropriate technology use off campus. Students will comply with the school's technology acceptable use policy.

Each Chromebook is covered by a manufacturer warranty, which covers manufacturer's defects in materials and workmanship for a period of 1 year from the date of purchase of the machine. Any physical (carelessness) damage, repairs, or replacements beyond the manufacturer's warranty is the responsibility of the student/parent and full replacement cost is charged.

### **Computer Network & Internet Use Policy**

In order for a student to gain access to the school domain and the internet, the individual student must have parental/legal guardian permission. All parents must sign an Acceptable Use Agreement. Failure to do so will result in the internet/network being denied.

Students shall have no expectations of privacy when using school email or computer systems. E-mail messages shall be used only for approved educational purposes and appropriate communication. Students must use appropriate language and grammar in all messages. Students are expected to use the system following guidelines approved by teachers or the administration. Students will only be allowed to email within the CG domain.

All e-mail, computer application, the information in the domain, or computer system is subject to monitoring by the staff and/or the administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

Please remember that use of the internet/network is a privilege, not a right. Students violating policies pertaining to the standards of conduct regarding internet use will be subject to the following:

1. Restriction or loss of network/internet access for an undisclosed period of time deemed appropriate by the administration: and/or
2. Disciplinary or legal action including, but not limited to, suspension or expulsion from school and/or criminal prosecution under appropriate local, state and federal laws; and/or
3. Restitution for the cost of damages to hardware/software.

Inappropriate use of the internet/network will include, but not be limited to the following:

1. Use of any method to bypass the school's content filtering policies.
2. Accessing, uploading, downloading or distributing pornographic, obscene, or sexually explicit material of any kind.
3. Accessing, uploading, downloading or distributing music or electronic files of any kind.
4. Transmitting obscene, abusive, sexually explicit or threatening language.
5. Accessing another individual's materials, information, or files without previously being given permission.
6. Using or attempting to discover another's password.
7. Violating copyright or using the intellectual property of another individual or organization without their permission.
8. Vandalizing, defined as any unauthorized access and/or malicious attempt to damage computer

hardware/software or networks. Also, including the destruction or attempt to destroy the data of another user by creating, uploading, or intentionally introducing viruses into the network/internet.

9. Intentionally wasting limited resources and storage space.
10. Harassing, insulting, or attacking others. "Bullying" means intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reports of such acts.
11. Using, disclosing, or disseminating personal information online, such as full name, home address, phone number etc., except with the pre-approval of certified staff or the administration.
12. Using e-mail lists from the district, network or server to gain personal information about other individuals.
13. Gaining unauthorized access to resources or entities.
14. Invading the privacy of others.
15. Improperly and/or intentionally altering the set-up of computers. This includes, but is not limited to; desktops, wallpapers, screensavers, shareware or any installed apps. If a student wishes to change the background or browser theme of their Chromebook, it is not to be done during school hours and must be appropriate as deemed by school staff.
16. Using apps that have not been pre-approved or assigned by staff or administration.
17. Seeking to gain or gaining unauthorized access to the domain, apps, internet or computer devices.
18. Failure to follow school policy, building policies and guidelines, or any other policies established by the building administration, or certified staff designed to prevent computer, internet or network usage.
19. Any issue the administration deems as inappropriate use.

## COMMUNICATION TO PARENTS

The school office publishes *The News from the Nest*, a weekly email that includes school-wide information for the upcoming week and links to calendars, schedules, handbooks, etc. There is a preschool and a K-8 edition of the weekly newsletter from the school office.

**NEW for 2023-24:** Teachers communicate projects, topics of study, and classroom events through a weekly newsletter that can be found in *The News from the Nest*. This allows parents to conveniently access multiple classroom newsletters and read school-wide information in a single email.

**NEW for 2023-24:** The weekly athletic updates from the Athletic Director will be included in *The News from the Nest*.

CGS UPD8 text alerts are utilized for reminders and alerts.

School staff will make phone calls and send emails as needed for communication with individuals. Please make sure that the school has current phone numbers and email addresses. If a parent feels that they are not receiving expected communication from a staff member, they should talk with the staff member personally or check with the school office.

Communication Reminder: We ask that parents communicate with staff members through email . Staff emails are *first initial* followed by *last name @cgl.school.org*

## COMMUNICATION WITH EACH OTHER (HOW DO I LIVE OUT MATTHEW 18?)

- If you have a concern regarding an adult on campus, go directly to that person first.
- Start with prayer to prepare your heart and mind for a spirit of unity and reconciliation.
- Reflect. What feelings underlie my attributes and judgments? How does what happened threaten my identity?
- Find a private time and place to chat with the person directly involved with your concern.
- Find out what happened. What is my story? What is the other person's story? What were my intentions? What was my impact on the other person? What is the other person's intentions? What was the impact on me? What did I contribute to the problem? What did the other person contribute to the problem?
- Verbalize empathy. Treat the other person as the expert on him/herself, which will give you insight into his/her personality and needs.
- Express your own limits and boundaries in a way that doesn't imply blame.
- Focus on what you are going to do and not do, what works for you and what doesn't, rather than focusing too much on evaluating the other person.
- Even if you don't agree on something, seek to find common ground rooted in love, grace, and forgiveness.

## **GRIEVANCE POLICY**

The school recognizes that from time to time parental concerns will need to be addressed. We encourage you to follow the procedure:

- Discuss concern with the appropriate party (i.e. your child's teacher).
- If the problem concerns a financial matter, school policy, or the matter is not addressed to your satisfaction, please see the Principal, Vice Principal, or Preschool Director.
- If the issue is still not resolved, email the Senior Pastor's designee.
  - Relational or discipline grievances may be brought to Dr. Trey Cox at [tcox@cglchurch.org](mailto:tcox@cglchurch.org).
  - Financial grievances may be brought to Executive Director, Jack Kalleberg at [jkalleberg@cglchurch.org](mailto:jkalleberg@cglchurch.org).)

## **GUIDELINES FOR PARENT VISITS**

Parents have an open invitation and are encouraged to attend chapel services, assemblies, and athletic contests. Visits to the classroom for observation purposes should be arranged in advance via the principal or teacher. Visitors are required to sign in at the Reception Desk to obtain a "Visitor" badge.

## **GUIDELINES FOR BIRTHDAY CELEBRATIONS**

Celebrating events, such as birthdays, is warmly accepted. Parents are asked to communicate with the child's teacher when a special treat may be shared with the whole class. Please refrain from providing food for a class' lunch (i.e.) "pizza party" to replace a meal.

Unless invitations are given to each student in the class, birthday and party invitations may not be distributed at school or on the school grounds. Students should not bring party gifts to school. Students may not hold birthday parties at school, but birthday snacks or treats are optional and permitted at the teacher's discretion if they comply with the restricted food guidelines.

## **CLASS PARTIES**

Teachers and grade-level teams hold sole responsibility for planning and recruiting and/or assigning parent volunteers to help with class parties. Please refer to information provided by individual teachers.

## **PARENT TEACHER ORGANIZATION (PTO)**

The Christ Greenfield School Parent Teacher Organization is dedicated to the task of establishing a closer relationship between home and school. Closed Board Meetings and Open General Meetings are planned for each school year. In addition, the committee also plans to sponsor various family fun nights and fundraising projects. There are elected officers who serve as a program committee whose task it is to plan effective programs. All parents of enrolled students, Preschool through 8th grade, are members of the PTO. It is encouraged that all families support the school by giving a minimum of 2 hours of volunteer time that will be recorded by the PTO board.

To volunteer to lead PTO as a Board member or as a Committee Chair member, please contact the School Principal.

## **BACKGROUND CHECKS FOR PARENT VOLUNTEERS**

All parent volunteers must have a background check before they can be a class volunteer, lunch or recess helper, field trip chaperone, etc. There is a cost of \$8 and parents will be billed on FACTS. This is for the protection of our students. The school office will keep a record of approved volunteers. A background check is good for two years.

## **VOLUNTEERS**

Parents wishing to volunteer their services should communicate with the classroom teachers, the Principal, or the PTO Committee. All volunteers should sign in at the front desk and obtain a "Visitor" badge. Volunteers include, but are not limited to: field trip drivers and chaperones, classroom volunteers (filing, reshelving, prep work, etc), lunch supervisor, class party coordinators, library and art helpers, special event helpers).

Actions that are expected by volunteers include, but are not limited to:

- interacting in a positive and supportive manner with students, staff, and other volunteers
- referring student discipline to the faculty and staff and respecting the confidentiality and privacy of the student(s) involved



## FIELD TRIPS

Students are highly encouraged to participate in class field trips as they are an integral part of the academic experience. It is expected that a class would participate in a field trip on average of one time each quarter. Parents will be notified (in written form) of the date and specifics through special permission forms and through newsletters. Parents are generally needed to help chaperone and provide transportation to and from field trips. Only students with signed permission slips will be allowed to attend. Please follow the teacher's due date for timely return of the permission slips or your student may not be able to participate. If there are fees associated with the field trip, they will be billed through FACTS as an incidental expense.

Students are expected to not cause problems and to solve them if they do. Behavior expectations for field trips are high; students are expected to listen and follow directions, be polite, stay with their chaperone, walk not run, use voices appropriate for the facility, and reflect the love of Jesus at all times.

Parent assistance on field trips is greatly appreciated, but may be limited on some field trips. Parent chaperones allow teachers the opportunity to monitor events and supervise as necessary.

Volunteers are expected to not cause a problem. Actions that do not cause a problem include, but are not limited to:

- Honoring the teacher-assigned student groups for travel and activities.
- Not bringing siblings or others (unless otherwise noted on permission slip)
- Taking responsibility for a small group of students assigned to you by the teacher.
- Giving the students in your charge the opportunity to solve the problem, if they are causing a problem.
- Notifying the classroom teacher if a child in your group is causing a problem and is not able to solve it.
- Not treating students in your care different from those in other groups. This would include buying souvenirs, treats, or stopping at restaurants or stores, as this would violate the permission to go "to and from" the stated field trip.
- Refraining from using cell phones (except in an emergency), smoking, drinking alcoholic beverages, and recreational drugs while on field trips.

## FOOD AND DRINK POLICY

RESTRICTED FOOD: Christ Greenfield restricts foods that may cause life threatening reactions to any enrolled student during regular school hours. The responsibility for managing food allergies rests on the shoulders of three sets of people: *the family of the allergic child, Christ Greenfield School personnel, and the allergic child.* Students who bring food with nuts or nut products for lunch will be asked to enjoy their lunch at a designated area in the lunchroom.

Snacks that contain nuts are strictly prohibited in classrooms and at recess. With the exception of the designated lunchroom space, foods that contain nuts are prohibited in all gated areas where children participate in recess.

SNACKS: Students may bring a nut-free snack to enjoy during recess time. Students are expected to eat snacks in a designated area and dispose of all trash before playing.

WATER: Students are encouraged to bring a water bottle to school each day, full of fresh water. No other beverages are allowed (milk, energy drinks, soda, electrolyte drinks, etc). Drinking fountains throughout the school provide cold, filtered water for refills. All water bottles are to be labeled and sealed to avoid leaks. Students are highly encouraged to take water bottles to recess and PE. Additionally, a drinking fountain is available for use outside.

## **LUNCH PROGRAM**

The Life Center and Courtyard is utilized for K-8 Lunch. Students are able to choose each day whether to eat lunch inside or outside.

## **LUNCH TIMES**

GRADE LEVELS	RECESS / BREAK	LUNCH
Kindergarten - 1st Grade	11:45-12:05	12:10-12:35
2nd-3rd Grades	12:05-12:25	11:35 - 12:00
4th-5th Grades	10:35-10:55	11:00-11:25
6th-8th Grades	LUNCH/RECESS 12:41-1:19	

## **LUNCHROOM BEHAVIOR**

In an effort to provide a safe and healthy environment that allows students the opportunity to socialize with classmates, the following expectations are set:

- Walk while in the lunchroom.
- Enter quietly.
- Sit at the nut free tables unless you brought nut products in your lunch.
- If you have nut products in your lunch, you **MUST** sit at the designated table.
- Once you choose a seat and sit down, you must remain seated.
- Need something? Raise your hand and an adult will come to you.
- You must have adult permission to leave your seat for any reason.
- Students are to treat every person with respect, including other students, adult supervisors and student helpers.
- Use manners (intentional belching, yelling, unkind words, and messiness are not allowed).
- Keep your lunch items tidy and within your own personal space.
- Eat only food from your lunch (in other words, do not take or touch another student's lunch and do not share any of your lunch items with another student).

- Use conversation-level voices (Enjoy chatting with the students around you at your table).
- Include all students in conversation and welcome students to sit at your table, up to the maximum amount of students that the table accommodates (usually 5 students per bench, with 10 students per table, unless otherwise specified by teacher or lunch supervisor).
- All trash on the table and on the floor below you must be picked up when finished.
- When a signal is given, the lunch supervisor leads the prayer and dismisses you.
- When dismissed, clean up your table area and floor area and proceed to line up to leave.
- While in line, hold your lunch box by your side and wait patiently and quietly for your line to depart.

## **LUNCH GUESTS**

Parents and family members are welcome to join their child for lunch and may bring lunch for them and for the child. The following procedures apply:

- Parents should let the teacher know in advance if the child will have a lunch guest and whether or not the child will be relying on the guest to provide food.
- Lunch guests must arrive at least 5 minutes before the student's lunch time and sign in at the school reception desk and receive a Visitor sticker. The student will meet the guest(s) in the school lobby.
- Guests may not bring food for any student other than the child they are visiting.
- Students and their guest(s) are expected to abide by the expectations set forth by Lunch Supervisors and teachers, including all expectations listed above under "Lunch Behavior".

## **LUNCH DROP-OFF ZONE**

We understand that there may be occasions when a student's lunch needs to be dropped off after the child has already arrived at school. In an effort to minimize classroom disruptions, a lunch drop-off zone is available in the school lobby. The lunch must be clearly labeled with the student's first name and grade and dropped off at least **30 minutes prior** to the student's lunch period. Students will have an opportunity to retrieve the lunch prior to their scheduled lunch time. It is helpful if parents alert teachers that lunch will be dropped off to avoid confusion and worry.

## **MISSING LUNCH**

If a student realizes that he/she does not have lunch, a staff member or the student will make an effort to contact a parent. Parents may bring a lunch to the drop off zone in the school lobby at least 5 minutes prior to the student's lunch period, a student may purchase items from the Snack Menu, charges will be made through FACTS for the cost of the replacement lunch as an incidental expense, or a parent may indicate that a student will need to wait until the parent picks up after school. If the staff member or student is unable to reach the parent, the student will be allowed to purchase items from the Snack Menu and his/her FACTS account will be charged accordingly.

## **PETS**

No pets are allowed to be unleashed or unrestrained in the area outside the school doors where students arrive or dismiss. No pets of any kind are allowed inside the school or church, including

comfort pets. Exceptions will be made for classroom pets, service animals, and animals that are part of an assembly or program.

## **YEARBOOKS and SCHOOL PORTRAITS**

Christ Greenfield Lutheran School utilizes the services of a professional school portrait agency for Fall Portraits, Athletic Photos, Spring Portraits, and Event Portraits, as well as a professional yearbook publisher.

All preschool, elementary, and middle school students are photographed and included in the yearbook unless a parent has submitted a request in writing to have their child excluded from the portraits and/or yearbook.

Portrait dates for 2023-2024:

- Student Portraits: September 18-19
- Student Portrait Retakes: October 23
- Cap & Gown Portraits (PreK and 8th Grade): March 6 (tentatively)

## **CAMPUS SAFETY**

Safety is a top priority, which is why our exterior and interior doors are locked throughout the school day when feasible. The receptionist in the lobby monitors the main entrance, answers the intercom, and welcomes guests to our campus. The following emergencies are considered for the safety of our students:

- LOCK-OUT: In the event of a threat or hazard OUTSIDE the school or church buildings, the campus will go into Lock-out mode.
- LOCK-DOWN: In the event of a threat or hazard INSIDE the school or church buildings, the campus will go into Lock-down mode.
- EVACUATION: In the event of a fire, the school building will be evacuated to designated meeting areas outside the school.

Parents will be notified via email and/or text alert in the event that the campus is in Lock-Out, Lock-Down, or Evacuation. Please do not attempt to contact the school or pick up your student until it has been communicated that it is safe to do so.

H.E.R.O. situational practice drills for Lock-Out and Lock-Down occur for the K-8 and HS campus. The four H.E.R.O. situational skills are reviewed in Q1 and then one is practiced once a quarter thereafter. Fire Evacuation drills occur once a month for the entire campus. If your child is likely to be unusually sensitive to drills, please alert your child's teacher.

## **SURVEILLANCE CAMERAS**

Video cameras may be installed and used on Christ Greenfield's property primarily for the purposes of establishing and maintaining a safe and orderly environment, for identifying disciplinary issues, for minimizing theft and vandalism, and for enforcing school rules. Video cameras may be used in any place on the campus where public, student, and staff have no

reasonable expectation of privacy, such as, but not limited to, entrances, hallways, classrooms, and office spaces. Footage from school cameras may be reviewed by school & church leaders and other authorities to better understand the circumstances of a concern or situation. Footage is not available for public viewing.

## **STANDARDIZED DRESS POLICY**

Standardized Dress is a selection of clothing from which students may choose. Though not as stringent as a uniform policy, standardized dress adheres to certain guidelines concerning style and color options while still allowing for some individual expression.

Christ Greenfield School observes a standardized dress policy because it:

- Creates a sense of community and school pride among students.
- Lessens distractions and improves student focus on learning.
- Creates a more work-like environment and shows signs of respect.
- Reduces peer pressure and unwarranted judgments.
- Breaks down socioeconomic barriers and brings all students closer to impartiality.
- Helps people notice the individual rather than their clothes.

The standardized dress policies were updated for the 2023-2024 school year. You may find the policies on [THIS DOCUMENT](#).

Non-compliance with the student uniform policy is a problem that will be addressed as follows:

*1st violation:* A school staff member works with the student to give him/her the opportunity to solve the problem. If needed, parents are contacted.

*2nd violation:* A school staff member works with the student to give him/her the opportunity to solve the problem. If needed, parents are contacted.

*Subsequent Violations:* The student and parent(s) will connect with the principal or vice principal to work together to solve the problem.

## **SECTION 8. STUDENT HEALTH POLICIES AND SERVICES**

### **IT'S UP TO YOU: Keep Your Child's Emergency Contacts Updated**

**In order to ensure that we can quickly communicate with parents and guardians regarding their child for non-emergency and emergency situations, it is extremely important that emergency contact information is kept up to date in FACTS. If you move, change phone numbers, or if any contact information changes, please update**

**your child's information in FACTS right away. If you need help, please contact the school office.**

**It is also imperative that parents or guardians alert the school to any significant changes in a child's health.**

Christ Greenfield aims to provide a healthy and safe environment for all students. We do this by establishing policies and procedures that serve the best interest of the entire student body.

All student health information is kept confidential. Details will only be shared as deemed necessary by the school health specialist and/or administration with staff members that are responsible for the care and responsibility of the child.

### **SCHOOL HEALTH PERSONNEL**

**SCHOOL NURSE:** The school nurse must have a minimum of current RN Arizona license and be CPR certified.

**SCHOOL OFFICE STAFF:** Any staff member who works in the main office and reception area. These staff members are CPR and First Aid certified and have been trained on protocol for emergencies and health concerns (fever, vomiting, etc). They also have been trained and are empowered to administer medication as outlined in the Medication Administration Policy.

Responsibilities of the school health specialist and/or school office staff includes: training staff on proper protocol for medical concerns, including injury and illness; maintaining records for immunizations and medication administration in accordance with Arizona law; coordinating health screenings; notifying Maricopa County Health Department of cases of reportable communicable diseases; providing care for students who need additional attention beyond what the classroom teacher is able to provide.

**TEACHERS, ASSISTANTS, AND SUPPORT STAFF:** All staff members that are responsible for the care and responsibility of students are required to be CPR and First Aid certified. CGS provides an opportunity for new and existing staff to obtain CPR and First Aid training in August of every school year.

### **HEARING SCREENINGS**

*Hearing Screenings* are done annually at Christ Greenfield School for students in Preschool, Pre-K, Kindergarten, 1st grade, 3rd grade, 5th grade and 7th grade. The Department of Health Services indicates that unless the parent or legal guardian objects and submits a statement of such objection, a public or private school shall administer a hearing screening, in accordance with R9-13-103. The school health specialists will email an announcement of upcoming hearing screenings and request any objections at that time.

## **EMERGENCIES**

In the case of an extreme emergency, a first aid qualified staff member will administer first aid to the child while another staff member calls 911. Parents will be notified immediately. If the child needs to be taken to a medical facility, a staff member will accompany the child if the parent or guardian is not present.

## **AUTOMATED EMERGENCY DEFIBRILLATOR (AED) ON CAMPUS**

Christ Greenfield has two AED units on campus. All staff are required to be trained on the use of the AED as part of their CPR certification every 2 years.

## **CHILD ABUSE AND NEGLECT**

All school staff will be provided training for prevention and recognition of child abuse and neglect. Any suspected or alleged child abuse or neglect will be reported and documentation sent to Child Protection Service within three days of the occurrence as required by Arizona State Law.

## **ILLNESS POLICY**

Students who become or appear ill during the school day will be removed from the classroom and will be cared for by the school nurse or the office staff until parents are able to come to campus to pick up their child. Students who are feeling too ill to do the work expected in their classes or who have a potentially communicable disease are expected to be cared for at home. Refer to the following guidelines:

### **Please note the following policies and procedures BEFORE COMING TO CAMPUS:**

- Students, parents, and staff are strongly encouraged to check for symptoms of illness before coming to campus. This includes fever, chills, cough, shortness of breath or difficulty breathing, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting, or diarrhea.
- Students, parents, and staff are required to remain off campus when they have symptoms of illness. They may return to campus if ONE of the following applies:
  - the symptoms are from a confirmed chronic or treatable condition and is being addressed through medical care
  - after 24 hours of no symptoms without the aid of medication to improve symptom(s).
  - after testing negative for COVID-19 AND after symptoms have improved
- Students, parents, and staff are required to remain off campus if they have tested positive for COVID-19. Positive results of students and staff need to be reported to school just like any other communicable disease. A plan for return to campus is communicated at that time.
- Students, parents, and staff without any symptoms of illness are able to be on campus even if someone in their household has tested positive for COVID-19.

\* If a student is unable to attend school due to illness on any given day, they are prohibited from participating in before or after school activities on that day (including clubs, events, performances, and athletics).

Symptom / Illness	Guidelines for attendance
COVID-19 <ul style="list-style-type: none"> <li>● Cough</li> <li>● Shortness of breath/difficulty breathing</li> <li>● Muscle or body aches</li> <li>● Headache</li> <li>● New loss of taste or smell</li> <li>● Sore throat</li> <li>● Congestion or runny nose</li> <li>● Nausea or vomiting</li> <li>● Diarrhea</li> </ul>	Students, parents, and staff are required to remain off campus if they have tested positive for COVID-19. Positive results of students and staff need to be reported to school just like any other communicable disease. After at least 48 hours of no symptoms without the aid of medication to improve symptoms.
FEVER Temperature of 100 degrees Fahrenheit or higher	The student must be fever free <u>without the aid of fever-reducing medication</u> (Tylenol, Motrin, etc) for 24 hours prior to returning to school. Please do not send your child to school if you have given fever reducing medication.
SORE THROAT If Strep Throat is suspected or confirmed by test	If a student has a positive strep test they may return to school after 24 hours of starting antibiotic treatment, or as advised by the child's medical provider, whichever is longer. Please provide a doctor's note.
PINK EYE Thick mucus or pus draining from the eye, possible yellow discharge, eye pain, redness or itching.	A student may return to school after 24 hours of starting antibiotic treatment, or as advised by the child's medical provider, whichever is longer. Please provide a doctor's note.
VOMITING and/or DIARRHEA	A student may return to school 24 hours after these symptoms have subsided, <u>without the aid of medication</u> . (Imodium, Pepto-Bismol, Kaopectate, etc)
RASH	A student may attend school if a rash has been identified as being non-contagious. It is helpful for staff to know the reason for a recurring or continuous rash to prevent student from being sent home. Please provide a doctor's note that



	states the rash has been determined non-contagious once seen by medical provider.
LICE / SCABIES	A student may not return to school until they have been treated and are free lice and of nits (lice eggs). School staff require a visual inspection of the student's hair (as well as any siblings) before the child is allowed to return to school. Please provide proof of treatment. (ie: box top, receipt etc.)
Hospitalization, ER visit, or Surgery	Please provide a doctor's note to include the date of clearance to return to school and include any needed restrictions or important information for the school to be aware of. Please ensure your child's teacher AND the school nurse are aware of any accommodations needed.

\*Please alert the school nurses if your child sustains a concussion outside of school. This is for your child's safety. Please provide a doctor's note to the school nurse AND teacher if any accommodations/restrictions are needed as soon as possible.

### **WHAT TO REPORT and WHEN:**

We respect the privacy of our families and understand that some details of an illness or health concern can be uncomfortable to share. However, in an effort to protect the safety and health of our community, it is necessary for parents to report the following conditions as soon as possible to a school staff office member or the school nurse, regardless of when the condition is observed or diagnosed (including weekends and Fall/Winter/Spring Breaks). Student privacy will be respected.

COVID-19	HEPATITIS	VARICELLA (Chicken Pox)
PINK EYE / CONJUNCTIVITIS	DIARRHEA and/or VOMITING	RUBELLA (German Measles)
LICE	MEASLES	MENINGOCOCCAL DISEASE
MUMPS	PERTUSSIS (Whooping Cough)	
SCABIES	STREP THROAT/SCARLET FEVER	

When a child returns to school following an illness or injury, he or she should be well enough to participate in all normal school day activities. If a child cannot, for medical reasons, join in any of these activities, a note from a medical professional is required and should be turned in to the

school office. A copy of the note will be given to the homeroom teacher, PE teacher, and any other school personnel who need to know. Students can work with their teachers upon their return to school to make up work that is missed. Parents should make arrangements with the teacher to get homework in the event of an absence due to illness or injury.

## **STRATEGIES TO PREVENT SPREAD OF ILLNESS**

**Please note the following policies and procedures WHEN ON CAMPUS:**

- Frequent handwashing with soap and water utilizing touchless faucets and soap dispensers will be encouraged throughout the school day.
- Students are encouraged to have their own water bottle that can be refilled at water fountains throughout campus.
- High touch areas will be disinfected throughout the school day.
- Commercial-grade air purifiers will be utilized in classrooms.
- Overnight cleaning may include enhanced cleaning, as needed.

## **MEDICATION ADMINISTRATION POLICY**

**\*To ensure student safety, the parent/guardian must transport medications to and from school.**

**ALL MEDICATIONS must be picked up by the parent/guardian at the end of the school year or the medication will be properly disposed of in accordance with federal regulations.**

If your child requires medication, (OTC or prescribed) *for **more than five consecutive school days**, Part B of the medication consent form **must be completed by your medical provider** before the school can administer the medication.*

When it is necessary for a student to take medication during school hours, the following requirements must be met:

**1. Parent/guardian Consent** authorizing school personnel to administer medication to the student must be signed. (See below for more specifics based on the medications needed)

All forms are available to pick up from the school nurses. All health related paperwork must be renewed prior to every school year.

**2. Self Carry Medications** Only emergency medications such as Inhaler and/or Epinephrine auto injectors will be allowed for self carry by a student with the appropriate Authorization to Self Carry Consent form signed by the parent/guardian. **NO other medications (including cough drops) are allowed to be self administered or carried by a student.** The parent/guardian is responsible for ensuring their child knows the signs and symptoms requiring the self carry medication. The child has been trained and has the ability to administer the medication on their own. The child knows they are responsible for bringing their medication to school and keeping it in a known location at all times. The parent/guardian along with the child are solely responsible to ensure the efficiency of the medication and that it remains up to date (not expired) and is promptly replaced when needed.

2. **Prescription medication** must be in the ORIGINAL container with a non-expired prescription label. Each container should have the phone number of the pharmacy, the student's name, the physician's name, the medication's name, the dosage, the time to be given and route (oral, inhaled, etc.). The prescription label must match the Physician Consent/Part B of the prescription medication consent form. **All controlled substances will have a tracking log that staff and parents/guardians will sign off on anytime medication is dropped off or picked up.**

\*\* It is recommended that when you get a prescription filled that you request a separate "school bottle" from the pharmacy. This is especially important with liquid medications that have to be refrigerated.

3. **Over the counter (OTC) medications:** (Including cough drops) If your child must take an "over the counter" (OTC) medication while at school, it must be in the ORIGINAL container with original package directions. A medication consent form must be filled out and signed by the parent/guardian, a phone call home may be made prior to giving any medications in addition to consent form, to ensure safety and accuracy. Only age appropriate dosage as stated on the label will be dispensed. A separate form must be completed for each child and each medication (ie: can not place siblings on one form). OTC medications may not be given for more than 5 consecutive days without a medical provider order and a separate prescribed medication consent is completed.

- ★ At the discretion of the nurse or assigned office staff, acetaminophen (Tylenol) or ibuprofen may be given to students who have written permission on file from a parent or guardian. One dose may be given with verbal permission of parent or guardian.
- ★ The school does NOT administer "stock medications" such as pain relievers, antibiotic creams, or anti-itch creams. If it is suspected that a student needs medication or cream, a staff member will contact the parents.
- ★ The health office does have a supply of acetaminophen and ibuprofen that we can give to your student (with permission) if it appears they will benefit from its use and it will help to keep them in school. However, the frequent use of acetaminophen or ibuprofen has been shown to cause liver problems in both children and adults. Therefore, we will use acetaminophen or ibuprofen on a discretionary and prudent basis.

4. **Storage:** Medication to be administered at school is to be kept locked in the Health Office, except for secondary students who have written permission to carry an asthma inhaler and/or Epipen or other emergency medication with them.

5. **Inhalers:** All inhalers, self - carry or not, must have a pharmacy-placed label on them or have the inhaler inside the box that has the pharmacy label placed on the outside of the box. Inhalers not properly labeled are not allowed.

6. **Epinephrine Auto Injectors:** All students with Epipens, self-carry or not, must have an Allergy and Anaphylaxis care plan filled out and signed by their medical provider and parent/guardian. This must be renewed prior to the start of every school year. The student's (who are not self carry) Epinephrine auto injectors will be stored in the classroom with a copy of their paperwork.

7. **Medications given 3 times per day are discouraged** at school. Please make arrangements to give these medications before and after school.
8. **Narcotic** pain medication **will not** be given at school for the safety of the student.
9. **Natural & Herbal supplements:** will be treated the same as prescription medications and the appropriate paperwork must be completed and signed by your child's physician.
10. **Medications** brought to school and **not meeting the necessary requirements, will not be dispensed.** The medication will be locked in the Health Office until a parent/guardian verifies the medication, signs the proper forms or takes it home.
11. **Field Trips:** Health Services staff do not routinely accompany students on field trips and a designated staff member may be responsible for carrying and administering medication. It is the parent/guardian's responsibility to communicate with your child's teacher appropriately. The parent/guardian is responsible to ensure medication is planned and accounted for, for any overnight field trips and a designated staff member will carry the medication if the parent is not in attendance.

## **HEALTH CARE PLANS**

It benefits all parties when the school is informed about any chronic health condition of a student including, but not limited to: allergies, asthma, seizure disorders, ADHD, cancer, diabetes, birth defects, mental illness, physical disabilities, a history of long-term medical care, or a condition that requires long-term administration medication. A Health Care Plan that is created in partnership with a student's parents and the school health specialist. It may require input from the student's teacher, administration, and a student's physician (for example, an Asthma Action Plan).

If a student is newly diagnosed during the school year, parents should report the change in student health and then cooperate with the school nurse to create a Health Care Plan.

## **HAND HYGIENE**

- All children, staff, and volunteers will engage in hand hygiene at the following times:
  - Arrival to the facility and after breaks
  - Before and after preparing food or drinks
  - Before and after eating or handling food, or feeding children
  - Before and after administering medication or medical ointment
  - After using the toilet or helping a child with a bathroom accident
  - After coming in contact with bodily fluid
  - After playing outdoors or in sand
  - After handling garbage
- Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
- Supervise children when they use hand sanitizer to prevent ingestion.
- Assist children with handwashing, including preschoolers who may not be able to wash hands alone.

- After assisting children with handwashing, staff will also wash their hands.
- Place posters describing handwashing steps near sinks.

## SECTION 9. PHOTO AND VIDEO USAGE

Christ Greenfield utilizes various tools to communicate with school families, teachers, prospective students/families, and the larger community. To enhance this experience Christ Greenfield School may photograph and/or video students either at school or when they are involved in organized activities away from campus.

Christ Greenfield has the perpetual, royalty-free right to use said images on the school's website, social media sites and/or networks, campus promotions (i.e. video boards, bulletin boards, posters, etc.), in school printed publications and marketing materials, as well as external printed publications.

Additionally, from time to time, the media may visit our school and may take photographs, film footage or carry out audio interviews. Students will often appear in these images, which may appear in local or national newspapers, or on televised news programs. Photos for the media and other publicity purposes may also be taken at events where our school is participating.

Christ Greenfield understands the depth to which these images can reach and respects the privacy of its students and families. **Therefore, no personal information will be associated with any photograph or video without prior written consent from the Parent/Guardian, with the exception of the annual Yearbook publication.** See information regarding *Yearbook and School Portraits*.

Parents/Legal Guardians understand that these various publications and websites have a large audience and their child's/children's photo or video will be available to the general public. Parents/Guardians further understand that Christ Greenfield Lutheran School assumes no liability or responsibility whatsoever concerning any consequences of such use.

Should Parents/Legal Guardians not wish photographs and/or videos of their student(s) to be used in the above mentioned materials/manner, they should indicate this at the time of online enrollment through FACTS. To verify or update preferences, please contact the school office.