Christ Lutheran
PreK-8 Handbook
2026-2027

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Mission Statement

Christ Evangelical Lutheran Church conducts and maintains a parochial school as an aid to its Christian parents in carrying out their divinely imposed responsibility to "bring them up in the training and instruction of the Lord" (Ephesians 6:4). Moreover, the most effective way to respond to the will of our savior is to "Feed my Lambs." (John 21:15)

The Philosophy of Christ Lutheran School is to assist the home in nurturing children's faith in their Savior, Jesus Christ, through the Word of God. Teachers strive daily to encourage and lead the children in their Christian life of sanctification and teach them ways to share their faith with others.

Staff & Christian Education Committee

Staff

Mr. Ethan Doble- Grades 6-8/Principal	(402) 389-1379
Mrs. Emma Doble- PreK-K	(402) 389-1663
Miss Hannah Rassat- Grades 1-2	(612) 719-0072
Miss Elena Thoma- Grades 3-5	(715) 525-9100
Mrs. Kathy Boehm- Administrative Assistant	(715) 479-8284

Christian Education Committee

Chairman: Dan Moyle	(918) 630-1439
Pastor Odell	(715) 891-5065
Sara Stieve	(608) 234-2880
Justen Schemmel	(262) 888-2197
Michael Favorite	(715) 891-9970
Jon Britt	(715) 891-6770

Preschool Policies

Biting Policy

The biting stage is typically associated with the toddler stage, but can happen with preschool age children. When children bite it can be for a variety of reasons: frustration, inadequate language skills, stress, change in environment, an immediate sense of fear or being threatened, or even to feel a sense of power. When biting does occur at Christ Lutheran Preschool, the staff takes the situation very seriously and the following will happen.

For the biter:

1. The biter is removed from the situation.
2. The biter's behavior is addressed away from the situation at the child's level.
3. An incident report is written and the biter's parents are notified.

For the victim:

1. The victim is separated from the situation.
2. Comfort and first aid is given to the victim.
3. An incident report is written and the victim's parents are notified.

Incidents of biting may result in a suspension. (Tuition will not be reimbursed for days missed.) Any final decisions about a child's ability to continue in school rest with the Christian Education Committee.

Drop-off and Pick up Procedures

Children may be dropped off at 7:50 a.m. When picking up children we ask that parents wait for their child's dismissal outside or in the airlock. Please notify the teacher if someone other than a parent or designated adult is picking up the child. Your child will not be allowed to leave with someone other than a parent without consent. Please contact the school office when changes occur.

School Hours and Calendar

Christ Lutheran Preschool will follow the same calendar as Christ Lutheran School. Preschool sessions are on Monday through Friday from 8:10 a.m. through 11:45 a.m.

Toilet Training Policy

All students must be toilet-trained. While we understand bathroom accidents do happen, repeated accidents may result in the need for you to keep your child home until they are accident free. Students who wear pull-ups are not considered potty-trained; children must be in underwear and independently using the bathroom.

Absences/Tardiness

If a child is absent or late for school, parents/guardians are required to notify the school by 9:00 A.M. If no notification is received by 9:00 A.M., the school will initiate contact. Absences and tardiness are recorded on your child's report card. Absences/tardiness without notification will be considered unexcused.

Admission Guidelines

1. Kindergarten: A child must be five years of age on or before September 1 for admission.
2. Transfer Students: A child transferring from another school must provide complete academic and behavioral records. All admissions must be approved by the Christian Education Committee or principal. All students are enrolled on a probationary basis.
3. All students must fill out a registration form and show evidence of meeting Wisconsin immunization requirements.
4. All families will understand and support the teachings and doctrines of the Wisconsin Evangelical Lutheran Synod.

Admissions Policy

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

Christ Lutheran School follows the following procedures when enrolling new students:

Step 1: The principal receives and reviews the application.
Step 2: A meeting is held between the principal and the applying family. This will give an opportunity for the principal to meet the applying family, informally assess the potential student, familiarize the family with the school, and request transcript information.
Step 3: A meeting is held between the principal, the teacher, and the family. This will give the teacher the opportunity to meet the family, and both informally and formally assess the potential student. This will also give the principal the opportunity to review the handbook and the expectations of both the family and the potential student with the parents.
Step 4: A meeting is held between the principal and the teacher to review both the formal and informal assessments of the potential student. The final goal of this meeting will be to reach consensus on a recommendation for approval or denial of an application which will ultimately be taken to the Christian Education Committee for a decision.

Step 5: The Christian Education Committee will either approve or deny the application. Teachers are invited to attend the Christian Education Committee's meeting to share any thoughts they may have on the applying student. If a student is approved, the student will begin at the start of the next quarter.

The Christian Education Committee reserves the right to decline enrollment if a student or family does not follow Handbook guidelines. This may include, but is not limited to discipline problems, nonpayment of fees or tuition, maximum enrollment in classrooms, disagreements with Scriptural teachings, or disagreement with the school's mission statement. Continued admission of any student may be reviewed on a regular basis. The Christian Education Committee also reserves the right to waive or reduce tuition/fees and to set student capacity.

Asbestos Notification

The government requires that we inform our parents that the Asbestos Management Plan for Christ Lutheran School is available and can be found in the school office. Please contact the principal if you would like to view this plan.

Attendance Policy

All students are required by law to be in attendance at school each day that school is officially in session. The only absences which can legitimately be excused are for personal or family illness or injury, observance of certain religious holidays, death in the immediate family, court appearance, or medical or dental appointments which cannot be arranged outside of school hours. There are also extraordinary situations where the principal may deem it appropriate to grant an "excused" absence. A note or call from a parent or guardian is required before an absence will be recorded as "excused." In cases of habitual absences, written excuses will be required. In accordance with state laws, such absences shall not exceed 10 days in a school year. After ten excused absences, a letter will be sent to the parents/guardians urging them to get their child/children to school as required by law.

Automobile Insurance

All drivers who volunteer to provide transportation for field trips or extra-curricular activities are required to have automobile insurance to cover riders in case of injury. All field trip drivers will be asked to provide a copy to the school of their valid driver's license and proof of insurance each school year. This documentation must be provided to the school before they drive for any school event.

Bully Prevention/Harassment Policy

Christ Lutheran School supports an educational environment that is free of harassment, bullying or intimidation of any form. Harassment, bullying or intimidation can arise from a broad range of physical or verbal behavior which can include, but is not limited to, the following: aggressive or hostile behavior that is intentional that involves an imbalance of power between the bully and the bullied, and is typically repeated over time; physical or verbal assaults; non-verbal or emotional threats or intimidation; social exclusion and isolation; extortion; the use of a computer or telecommunication to send embarrassing, slanderous, threatening, or intimidating messages; teasing, putdowns, name-calling, cruel rumors; false accusations; and hazing; victimization that is not necessarily a result of or part of an ongoing conflict; physical or mental abuse; racial insults, ethnic slurs, religious slurs; unwelcome sexual advances or touching, sexual comments or jokes, sexually explicit derogatory statements, or discriminating remarks which are offensive or objectionable to the recipient, or cause the recipient discomfort, humiliation, or interfere with the recipient's academic performance. Any person who believes that he/she has been the subject of prohibited harassment/bullying shall report the matter to the school principal or classroom teacher. All complaints shall be investigated in a timely manner. Third party witnesses are strongly encouraged to report observed incidents of harassment/bullying.

STOP, THINK, REPORT

Any student who believes they are being bullied should follow the “Stop, Think, Report” method.

Stop- Students holds out their hand and/or asks the person to stop what they are doing. This identifies the act that is occurring as unwanted.

Think- A student who is being bullied should think about what just happened and/or how they can remove themselves from the situation, if necessary.

Report- If you identified the action as bullying, a student must report the incident as soon as possible. A report should be made no later than one day after the incident occurs. This promotes a timely, God-pleasing resolution to each situation.

Disciplinary Action

If it is determined that the students participated in bullying behavior the Christian Education Committee, the principal, or a teacher may take disciplinary action, that may include but is not limited to: detentions, the loss of school privileges, suspension, expulsion and/or referral to law enforcement officials for possible legal action if appropriate.

Consequences for a student who commits an act of bullying and harassment shall vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student’s history of problem behaviors and performance. These consequences will be consistent with the Christian Education Committee’s approved code of student conduct. Remedial measures may include, but are not limited to, the examples listed below.

Examples of Consequences:

- Admonishment
- Guide child in finding positive alternative behaviors
- Temporary removal from the classroom
- Loss of privileges
- Classroom detention
- In-school administrative suspension
- Legal action
- Expulsion or termination

Strategies for Individual Behavioral Change:

- Student counseling
- Parent conferences
- Referral to family/pastoral counseling
  The Fifth and Eighth Commandment, with its purpose as a curb, mirror, and guide.
- Teaching alternate behavior
- Restitution and restoration
- Supportive discipline to increase accountability for the bullying offense
- Behavioral assessment or evaluation
- Behavioral management plan, with benchmarks that are closely monitored

Strategies for Environmental Change (Classroom, School Building):

- Modifications of schedules
- Adjustments in hallway traffic
- Modifications in student routes or pattern traveling to and from school
- Increase in supervision (e.g. hallway, cafeteria)
- Increase communication with and involvement of law enforcement

Discipline

Teachers make every effort to treat all children fairly in accordance with God's Word. In the absence of respect or obedience, reasonable measures will be taken to correct the situation. Parents who feel that there has been a misunderstanding are requested to come to the teacher first (Matthew 18:15). In case a settlement is not brought about, the principal, pastors, and Christian Education Committee may be appealed to. Constructive suggestions will always be welcomed.

Dress Code

The Christian Education Committee and staff encourage parents to exercise good judgment on what their children wear on a daily basis. In addition, the guidelines established by Christ Lutheran School are expected to be followed.

These guidelines shall be followed at school and at school-related activities irrespective of location. The faculty reserves, for itself, the final decision on what is considered appropriate dress. It is our intention to teach and encourage young people that the true motivation for dressing appropriately is out of love and respect for their Lord and Savior Jesus Christ.

Electronic Devices

We strongly discourage students bringing electronic devices to school. The school cannot be liable for lost, stolen, or damaged devices. If a student brings any of these devices to school, it must be turned off and placed in the student's locker. If a student wishes to use their cell phone before, during, or after school they must first receive permission from a teacher.

Emergency Closing

If it is necessary to close school due to incidents such as inclement weather, notice will be given on Rhinelander television station channel 12 WJFW and Wausau television stations WAOW and WSAW. Families will also receive a text message, and information will be posted on Facebook. In general, when Northland Pines School District closes due to inclement weather, we will do so as well.

Encouragement to Attend Worship

God strengthens our faith through the hearing of His Word. He wants us to praise Him and pray to Him as a body of believers. Therefore, public worship is an important part of our Christian life. Fellowship with fellow believers before and after worship services is also an opportune time to give and receive encouragement. God says to us "I love the house where you live, O Lord, the place where your glory dwells." Psalm 26:8

Field Trips

Most field trips taken are to be funded by parents on an individual basis. Parent drivers will sometimes be used for these trips. All students in vehicles must be wearing a seat belt. Younger children will be required to abide by all state regulations regarding booster/safety seats.

If someone other than a parent or legal guardian will be providing transportation for one or more students to and from a school outing or sporting event, a written statement signed by the student's parent or legal guardian must be provided to the teacher in advance of the event.

Illnesses & Medical Needs

It is the responsibility of the parents to inform the school of any illnesses, medical conditions, or medications needed by their child. In order for students to receive medication during the

school day, a “Student Medication/Procedure Form” must be completed, current for that school year, and on file in the school office. These forms will be available at registration. The staff cannot administer any medication unless these forms are completed.

If you child is required/permitted to take a prescription during school, parents must provide these medications in the original bottle. The following information must appear on the label: 1) Child’s full name, 2) name of drug and dosage, 3) Time to be given, 4) Physician’s name. All medications must be given to the school office. Students are not permitted to keep medications on their person or in their backpack, locker, or lunchbox.

If a child becomes ill at school, staff will phone the home and/or work numbers on the emergency contact sheet.

Immunizations

Students are required by Wisconsin state law to keep current with their immunizations or have a waiver on file. A list of required immunizations will be distributed to all students who are behind schedule and to new students when registering.

Insurance coverage

Christ Lutheran Church carries limited insurance should a student ever be injured on school property. This is secondary insurance that pays certain benefits after all primary insurance(s). Parents are responsible for the unpaid portion of any claims. If a child is injured at school the classroom teacher will complete an “Accident Report” for documentation and insurance purposes.

Lost or Unclaimed Articles

Unclaimed articles are placed in a “lost and found” box.

Lunch and Snacks

Students need to bring their own lunches to school. A refrigerator and microwave oven is available as needed. Parents/guardians should check with their child’s teacher regarding guidelines for snacks. Healthy lunches and snacks are encouraged.

Milk Program

Children who wish to have milk with their lunch are able to do so. Chocolate or white milk is made available to all students. Milk is to be paid for on a yearly basis. Yearly milk fees can be found on the school educational fee chart.

Parent Responsibility

In applying for admissions for their children, parents should consider the following:

1. Agree with the school's Mission Statement.
2. Resolve to do all in their power by word and example to help the school achieve its spiritual goals. This includes:
    A. A sincere and continuing effort to maintain a Christian atmosphere in the home (family devotions, daily prayers, Godly discipline).
    B. Faithful attendance at divine services. Regularity in church attendance is an indispensable part of the Christian training of God's children.
3. Pay fees and tuition promptly.
    A. All parents will submit the registration fee at registration and make regularly scheduled payments as needed. All unpaid tuition/fee balances need to be resolved prior to the start of each new school year.

Photography Policy

The school uses photographs of students to display positive activities and events that are happening at our school. These photos will generally be group, class, activity, and sports photos. The school does not identify students in photos placed on the school's website without parental permission. Parents who have concerns with the use of their child's photograph should contact the building principal.

Physical Education

All pupils participate in a planned physical education program. A signed note from a parent is needed to excuse a pupil from this program. Gym shoes must be work for gym activities.

Report Cards

Report cards are sent home following the end of each quarter of the school year. At the teacher's discretion, a mid-term report may be sent home as well. Parent teacher conferences are scheduled after the first quarter and third quarter of the school year. Other conferences may be scheduled as needed. Please feel free to discuss your child's progress with his/her teacher at any time.

School Hours

School begins at 8:10 A.M. and ends at 3:15 P.M. Operation times can change to accommodate public school bus schedules.

Please be punctual both in bringing your children to school and in picking them up. We ask that children not arrive before 7:50 A.M. Students are expected to leave school grounds at dismissal time, proceeding directly to buses or vehicles. Students who need to leave school during normal school hours must have permission from their parents/guardians. A written note is preferred; however, a phone call or text message will be accepted if necessary. The school office/staff will not allow students to leave without proper notification.

School Library

It is a privilege for students to check out books from the school library. All borrowed materials are to be returned promptly. If there are any unreturned materials at the end of the school year, a fee may be applied at registration to cover the cost of the unreturned material.

School Parental Notification Procedure for Staff Sexual Misconduct

Conduct That Must Be Reported

If the governing body of Christ Lutheran School, which includes the principal or an individual who has been designated by Christ Lutheran School as a Title IX coordinator, as defined in federal law, receives a report that alleges any of the following, Christ Lutheran School will notify the parent or guardian of each student alleged to be a victim, target, or recipient of the alleged conduct if the individual who received the report determines there is reasonable cause to suspect that the alleged conduct occurred. Alleged conduct includes:

1. Sexual misconduct by a school staff member, which includes any person who provides services to Christ Lutheran School, including an employee and a person who provides services under a contract.
2. That an individual who has been convicted of a serious child sex offense, as defined here, has engaged in an occupation or participated in a volunteer position that requires the individual to work or interact primarily and directly with children in a manner that would be a felony under Wis. Stat. 948.13.
3. That a sex offender has intentionally captured a representation of a minor student without the written consent of the minor student's parent or guardian.

Manner and Timing of Notification

The required notice above shall be provided to the parent or guardian in-person or by phone, including voicemail, and shall be provided by no later than one of the following, whichever is applicable:

1. If the report is received on a school day before the end of regularly scheduled instruction, 5 p.m. on that day.

If the report is received on a school day after the end of regularly scheduled instruction or on a day that is not a school day, by noon of the next calendar day.

Singing for Church Worship

Approximately once per month, students of CLS participate in a worship service at Christ Lutheran Church. They typically sing a song to open the service and are then dismissed to their parents/guardians. Each year students also participate in the Children's Christmas Service on or near Christmas Eve. Rehearsals for singing take place during the school day and we ask that all students participate in these scheduled worship services.

Telephone Calls

It is suggested that phone calls to the school be made before or after school hours. Emergencies, of course, are an exception. Children should also have arrangements made with parents prior to school so that needless phone calls from school to home are not being made.

Textbooks

All textbooks are issued on a "borrowing" basis, with the exception of the religious texts. All textbooks should be well cared for by the students.

Tuition & Fees

Tuition and fees are assessed at the time of admission. A registration fee is due at the time of registration and remaining payments can be set up on FACTS. Tuition and fees will be prorated as needed for students who do not attend a full year. All unpaid tuition/fee balances need to be resolved prior to the start of each new school year. Exceptions to this policy must be approved by the Christian Education Committee. Contact the school principal for more information.

Video Surveillance

The purpose of this video surveillance policy is to ensure a safe and secure environment for all students, staff, and visitors of Christ Lutheran School. Video surveillance serves as a tool to deter and investigate incidents involving safety and security concerns, vandalism, theft, and violations of school policy or law. Video surveillance cameras may be installed in public areas of the school building and grounds, including main entrances and exits, hallways, common areas,

and playground areas. Cameras will not be installed in locations where there is a reasonable expectation of privacy, such as restrooms.

Video recordings that are directly related to an identifiable student and maintained by the school, including recordings used for disciplinary, investigative, safety, health, or other official school purposes, may constitute "education records" under Family Educational Rights and Privacy Act (FERPA).

- Access to such recordings will be limited to authorized school officials with a legitimate educational interest.
- Parents may request to review video footage that qualifies as an education record of their child. The principal will review the requested footage to determine whether it directly relates to your child and qualifies as an education record under FERPA. If it does, we will provide an opportunity to inspect and review the relevant portion in a manner that protects the privacy rights of other students. FERPA generally does not require the school to provide a copy of the video.
- The school will maintain a record of all individuals who access or review surveillance footage considered an education record.

The Wisconsin Department of Public Instruction (DPI) supports the use of video surveillance for school safety provided that it aligns with FERPA, protects student privacy, and is used solely for legitimate educational and safety purposes. Any sharing of surveillance recordings with law enforcement or external agencies will follow DPI and FERPA guidelines for disclosure without prior consent, limited to situations involving safety threats or legal requirements. Video surveillance recordings may be used for:

- Investigating safety or security incidents
- Reviewing student behavior in connection with disciplinary actions
- Supporting law enforcement investigations
- Verifying events involving damage, theft, or unauthorized access

Recordings will not be used for staff performance evaluations, routine monitoring of classroom instruction, or any purpose unrelated to safety and security.

Storage and Retention

- Recordings are stored in a secure, access-controlled system.
- Routine footage will ordinarily be retained for up to 30 days, unless needed for an investigation, disciplinary matter, legal proceeding, or other official school purpose.
- Any footage determined to be part of a student's education record will be retained and managed according to the school's record retention and FERPA procedures.

Access and Confidentiality

- Only the principal or designated school officials authorized by the principal may access stored footage.
- All access to surveillance recordings will be logged.
- Footage will not be released publicly or shared with media without explicit legal authorization.

Notification

- Visible signs are posted at each school's main entrance.

Volunteers

Christ Lutheran School is blessed by the number of people who volunteer their time and talents to assist the staff, field trips, and so forth. Sign-up for these activities are usually done at the August school registration, but if your work schedule changes and you could assist, please contact the school office so we could include you in our list of volunteers.

Wellness Policy

Christ Lutheran School is committed to the continual improvement of learning and the development of lifelong wellness practices. It will accomplish this with health and nutrition awareness and also through its physical education curriculum.

The following goals are essential components of these positive wellness practices:

1. Provide students with a positive eating environment with adequate time to eat.
2. Provide students with physical activity and movement throughout the school day.

The following guidelines apply to all foods and beverages offered to students during the school day:

- No soda or energy drinks will be allowed at lunch or breaks during the course of the regular school day.
- Students are provided with ample water breaks throughout the day and are allowed to bring resealable water bottle.
- An opportunity for students to eat a snack before or after lunch during the school day will be provided.
- Families are encouraged to send healthy snacks for break time or birthday treats.
- Students are discouraged from sharing their foods or beverages with one another.
- The Fifth Commandment encourages us to protect our body and life.

The school administrator will be responsible for overseeing the School Wellness Policy and will report periodically to the Christian Education Committee.