



Information Handbook

Christ Lutheran Academy
The Lutheran Church - Missouri Synod
2026 22nd Ave., Kenosha, WI 53140
(262) 697-6044

Divine Services:

Sunday: 9:00 A.M. at both Messiah Lutheran Church and Lamb of God Lutheran Church

Wednesday: 9:00 A.M. at Messiah Lutheran Church and 6:45 P.M. at Lamb of God Lutheran Church

Matins/Morning Prayer

Monday, Thursday, Friday: 9:00 A.M. at Messiah Lutheran Church

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The Christ Lutheran Academy Mission Statement

Christ Lutheran Academy is owned and operated by the Kenosha Area Lutheran Education Association (KALEA), under the supervision of Messiah Lutheran Church, Kenosha, and Lamb of God Lutheran Church, Pleasant Prairie, Wisconsin. Christ Lutheran Academy was established in 2002 to assist and support Christian parents in their God-given vocation of raising their children.

Children are gifts of God. Christian parents desire that their children grow up knowing and believing in their Lord and Savior Jesus Christ and learning to live as faithful, responsible, God-fearing citizens in the world in which God has placed them. It is the goal of Christ Lutheran Academy to do all it can in the fields of elementary education and Lutheran catechesis to assist parents in their God-given calling. In addition to offering a high quality elementary education with a unique specialization in music and the humanities, we are committed to the Christian faith as taught in the Word of God and confessed in the historic Confessions of the Lutheran Church. Parents who believe as we do will find an important ally in Christ Lutheran Academy and the education that we offer.

The Commitment of Christ Lutheran Academy

The pastors, congregations, faculty, and staff of Christ Lutheran Academy are committed to forging a partnership with parents in elementary education and Lutheran catechesis. The education we offer is governed by the following:

1. A worldview which is God-centered, rather than man-centered.
2. Honoring and respecting those in authority as representatives of God, and understanding the place of Law in the secular and spiritual kingdoms.
3. The centrality of the Gospel of the forgiveness of sins for Christ's sake in the life of a Christian and the church.
4. A partnership and involvement with parents in every area of their children's education and spiritual growth.
5. Faithfully teaching the Word of God and passing on the language of our holy faith, so that the baptized learn how to receive God's gifts in the Divine Service, how to pray, how to confess, and how to live where God has called them to live with faith in Christ and love to the neighbor.
6. The centrality of the Divine Service and daily prayer according to the church's historic and confessional liturgy of Word and sacrament.
7. An education based in the core disciplines and humanities: reading, writing, mathematics, science, geography, history, literature, music, and art.
8. Academic standards that demand excellence and achievement.
9. The teaching of singing and music, in service to the church and for the prayer life of God's people.
10. The teaching of language (and foreign language) for learning the art of communication and rhetoric.

An Education for All Children

Christ Lutheran Academy offers a basic education in the core disciplines and humanities: reading, writing, mathematics, science, geography, history, literature, music, and art. We have high academic standards that seek to promote excellence and achievement from all our students, but we are not an elitist school only for the gifted and advanced learner. We believe that all children can learn, especially when challenged and motivated by specific knowledge, high expectations, exceptional teachers, and the discipline and support of parents. Our low teacher-to-student ratio makes Christ Lutheran Academy an ideal setting for children with varying degrees of ability.

Christ Lutheran Academy does not discriminate against any student on the basis of sex, race, or ethnic background. Enrollment is not limited to Lutherans, but matters of faith will be taught exclusively in

accord with the Scriptures and the Book of Concord. Because of limited class size and with regard for those partner churches who are investing their monies and time in this Academy, priority for enrollment will be given first to families who are members of Messiah Lutheran Church and Lamb of God Lutheran Church. Enrollment is then open to the general public on a first-come-first-served basis.

The Benefits of a Multi-Grade Classroom

While most people today are used to one grade per classroom, Christ Lutheran Academy is a multi-grade classroom for grades 1-8 that utilizes additional instructors as needs arise. There are many advantages to a multi-grade classroom spiritually, academically, and socially:

- In a multi-grade classroom children are always able to review what they have covered before and work ahead if they are able.
- It lends itself very easily to individual instruction.
- Children are able to find mentors and friends in older grades who will help them in many ways. Older students learn patience and helping skills.
- It better reflects the style of learning in the world, where it is very rare to be in an environment where all of the people are of the same age and educational background.

The Commitment of Parents

Christ Lutheran Academy exists for the purpose of assisting and supporting Christian parents in their God-given responsibilities of raising and rearing their children. Commitment to our Lutheran approach to education is imperative for all parents who would send their children to Christ Lutheran Academy. A screening of parents takes place before their children are enrolled in the academy. When parents enroll a child in the academy, they are pledging their support of our confession of faith and promising to be involved and active with us in every facet of their child's education.

Curriculum of Christ Lutheran Academy

Christ Lutheran Academy seeks to follow a classical education model for its curriculum and approach to teaching and learning. What this means is that we believe there are three stages to learning, commonly called the *Trivium*: *Grammar*, which focuses on learning facts; *Logic*, which focuses on understanding; and *Rhetoric*, which focuses on integration and synthesis. This approach to teaching and learning goes all the way back to the ancient Greeks, and has served Western Civilization for millennia in teaching and integrating knowledge into a cohesive unit.

The Well-Trained Mind, by Jessie Wise and Susan Wise Bauer, is a guide to classical education. It outlines the *Trivium*, which organizes learning around the maturing capacity of the child's mind. It gives specific suggestions for every curriculum area.

Studying quality literature is another hallmark of a classical education. Christ Lutheran Academy will draw on quality historical narratives, historical fiction, "living books," and worthy literature, briefly annotated, from a number of well-known and respected sources such as *Books Children Love*, *Great Books of Western Civilization*, *The Reading Teachers List of 1000 Books*, *Greenleaf Press*, *Landmark Books Series*, *Newbery* and *Newbery Honor Award books*, and *Veritas Press*.

The Teaching of Reading

Christ Lutheran Academy believes that the ability to read is the most important skill to be taught to elementary children to ensure their academic growth and success in school. Our academy pledges itself to the teaching of phonics as the foundation for learning to read. Children are taught the basic building blocks of the English language, including proper spelling, punctuation, grammar, and sentence structure. Literacy is fostered in our students by grounding them in the skills necessary to read and write the English language.

Music and the Arts

Christ Lutheran Academy teaches music and the arts on a daily basis. Particular emphasis is given to the art of singing, so that the young Christian learns to participate in the devotional richness of the Church's liturgy and hymnody. In addition, there are many opportunities to explore the vast secular musical and artistic treasures from outside the church.

Catechesis

Christ Lutheran Academy has faithful Lutheran catechesis as its central task. The entire catechetical program for all grades falls under the jurisdiction and oversight of the pastors of the congregations. Catechesis takes place in the academy's worship and prayer life, music program, and daily integration of the faith into academic subjects. For this reason, the faculty receives ongoing instruction in Lutheran doctrine. "Religion" as an academic subject is replaced with daily Matins, Morning Prayer, or the Divine Service in the church, and catechetical instruction by the pastors, reinforced by the teachers.

Listening to Bible stories, discussing what is heard, praying the Catechism and liturgy, and singing the hymns of the church is part of the daily life of the academy. Children learn the entire Catechism by heart by the end of the third grade. Children learn a three-year cycle of important Bible passages and hymn verses by heart. By the request and consent of their parents, confirmation is granted to those member children who have been instructed in the Catechism and examined by their pastor. Children grow in the Christian faith and life through the integration of that faith into all the academic subjects of the academy. They learn to evaluate the real world and our society and culture on the basis of the Word of God and the Christian confession. Children learn the faith by doing those things that will be a part of their Christian life as long as they live.

Foremost in the process of catechesis is the involvement of parents in the catechization of their children. This requires the ongoing catechesis of parents through the Divine Service, adult instruction, Bible classes, and special topic presentations, so that the Word of the Gospel becomes the foundation for their faith and life. This catechesis assists parents in living their Christian vocation, understanding the Divine Service and the church's liturgy, teaching their children to listen to the Word of God, praying the Catechism in the home, and practicing confession and absolution within the family.

All parents and/or guardians are required to attend Adult Catechesis Class in the fall. Each year the class is offered, two of the six chief parts of the catechism are covered. This takes six to eight sessions. This will allow new and returning parents a chance to hear and learn the Word of God together each year.

Enrollment

Registration forms, available in both church offices, must be completed and submitted to the academy office with a \$100 registration fee by July 15, 2011. This fee is applied to tuition and is non-refundable. Late registrations will be handled on a case-by-case basis.

When member or non-member parents enroll children in the academy for the first time, the pastor and headmaster conduct an entrance interview. This interview will be conducted as soon as possible after application for enrollment is received.

Tuition and Fees

Academy tuition is based on church membership. Tuition for the 2010-2011 school year is:

Kindergarten

- \$1,102 Member of Christ Lutheran Academy congregations
- \$1,491 Member of sister LCMS congregation
- \$1,882 Nonmember of Academy congregations

Grades 1-8

- \$2,031 Member of Christ Lutheran Academy congregations
- \$2,756 Member of sister LCMS congregation
- \$3,082 Nonmember of Academy congregations

A \$125 non-refundable book fee is assessed for each student in grades 1-8 and \$60 for kindergarten. This fee is applied to all perishable books and supplies, which the student will use and/or keep. Hard cover books and other permanent resources are the property of Christ Lutheran Academy.

All students are assessed a non-refundable \$25 annual activity and physical education fee. The \$100 non-refundable registration fee applies toward tuition.

Multiple Child Discounts

Parents who have more than one child enrolled in the academy during the same school year pay full tuition fee for the oldest child only. The tuition for the second child is 75%, for the third child, 50%, and for the fourth and subsequent child(ren), no tuition.

Tuition Payments

Tuition payment plans are set up at the time of registration. Tuition may be paid annually, semiannually, quarterly, or monthly. Monthly

payments are due on the fifteenth day of each month beginning with the month of August preceding the academic year for which the payments apply. Tuition payment may also be made through Thrivent's "Simply Giving" electronic funds transfer program.

The academy reserves the right to call for the full payment of unpaid tuition balances in the event that tuition payments are late, or parents have demonstrated a history of tardiness in their tuition payments. Failure to pay tuition according to the agreed upon plan will result in the discharge of these students from the academy.

Parents who voluntarily withdraw their child from Christ Lutheran Academy are responsible for the balance of the tuition for the current quarter. Prorated refunds will be issued for students excused by Christ Lutheran Academy.

Christ Lutheran Academy uniforms, catechesis materials, and student consumable supplies are additional to tuition and books. Teachers provide a list of student personal supplies at the beginning of each academic year that are to be purchased by parents.

Tuition Assistance

Tuition assistance is available for members through association congregations. It is the policy of both association churches that no member family will be denied access to the academy because of financial need. Financial need is determined confidentially solely on the basis of the income of the member family, except in cases of medical hardship or other extenuating circumstances, which are determined on a case-by-case basis.

Student Responsibilities

Each Academy student is responsible for his or her own actions. Students are expected to conduct themselves in ways which do not threaten or demean others. The behavioral expectations established by the academy are designed to prepare students for the responsibilities and situations they will face later in life; and to prevent interruptions to learning caused by unpreparedness or behavioral disruptions.

Behavior

The Academy encourages all students to conduct themselves in attitude, demeanor, and work as befits their God-given vocations.

Conduct

To have a successful school year it is expected that students will:

1. Honor and obey all authorities.
2. Show respect to other students and their belongings.
3. Respect and care for all property and materials.
4. Complete assignments on time and turn in assignments to the teacher at the designated time.
5. Complete assignments neatly and per directions.
6. Seek further explanation of directions from the teacher if assignment directions are not clear.
7. Use the assignment sheets according to grade level expectations.
8. Bring required materials or supplies to the classroom on time.
9. Follow the school-uniform policy.
10. Keep personal areas neat.

Assignments

Assignments are given for extra and repeated practice in new concepts, skills, or facts. Each student will maintain daily assignment sheets.

Homework

The necessity for schoolwork at home will vary by grade and student. Students who were given adequate time to complete an assignment in class and did not use the time wisely will consequently have work to complete at home. The following amount of times per day should

be regarded as an average maximum time, not as a required minimum time.

K-2nd	30 minutes
3rd-4th	45 minutes
5th-6th	60 minutes
7th-8th	90 minutes

When children are ill or absent from school contact the teacher for missed assignments. The teacher will set the due date. Normally a student will need to complete his missed work within the same number of days missed.

Grading Scale

The following grading scales are used. Grades may be recorded per the letter scale of A–F or on a number scale from 1–3. Which scale used is determined by the teacher based on amount of course time and assignments completed. An “N” indicates that grading for that course or grade level is not appropriate.

Letter grades:	Number grades:
A 100 – 92%	1 Excellent
B 91 - 84%	2 Satisfactory
C 83 - 76%	3 Developing (grades K-3)
D 75 - 67%	Needs improvement
N Not applicable	(grades 4-8)

Consequences

Behavior consequences may include any one of the following, depending upon the type and seriousness of the infraction.

a. Assignment Alerts

An *Assignment Alert* is sent home to parents when assignments are not completed on time, neatly, per directions, or have excessive errors. These assignments may be required to be redone at the teacher’s discretion and have grade reductions.

Punctuality is an important life-skill. For this reason, there are consequences for not turning in assignments on time. Assignments not turned in

at the designated time will result in a one-grade reduction per day. For grades K-6, on Day Two and subsequent days of a missing assignment, a *Responsibility Citation* is given until the assignment is completed. For grades 7-8, a *Responsibility Citation* is given on Day One and subsequent days of a missing assignment until the assignment is completed. Students may also be required to use recess time to complete the missing assignment.

If there are extenuating circumstances as to why an assignment was not completed or not done per directions, the parent/guardian needs to write a note giving the full explanation and including the amount of time the student did work on the assignment.

b. Responsibility Citations

Responsibility Citations are issued to students when expectations are not met in the areas of personal responsibility, uniform dress code, and good work habits. Almost all students receive *Responsibility Citations* from time to time as they learn to be more responsible and self disciplined. Consequences may be issued with the citation. These consequences may include; loss of recess-time or privileges; a special work assignment; or an after-school detention as determined by the teacher or headmaster.

Three or more *Responsibility Citations* for the same type behavior in a two-month period may result in a *Major Responsibility Citation* depending upon circumstances. Students are relieved of all *Responsibility Citations* after two months.

c. Major Responsibility Citations

A *Major Responsibility Citation* is given when expectations are not met in the area of good citizenship and conduct toward teachers and peers. *Major Responsibility Citations* are issued for:

1. Being disrespectful to a pastor, teacher, headmaster, peer, or visitor (fourth and fifth commandments)
2. Fighting (fifth commandment)
3. Vandalism (seventh commandment)
4. Lying (eighth commandment)

5. Cheating (seventh and eighth commandments)

6. Other disruptive, harmful, or inappropriate behavior.

A *Major Responsibility Citation* results in an appropriate consequence determined by the headmaster or teacher. In addition to the written citation, the teacher or headmaster will verbally contact the parent/guardian.

Major Responsibility Citations become a permanent part of a student's record.

d. Suspension

Suspension from school is reserved for the most serious offense or the most constant misbehavior. The headmaster institutes a suspension after consultation with the appropriate teacher and parent/guardian.

e. Expulsion

Expulsion from the academy occurs if a student cannot or will not abide by the foregoing standards of conduct and behavior or parents do not honor their commitment to the academy. The KALEA Board will expel the student when it has been determined that all other corrective avenues have been exhausted.

Parental Follow-Up

To ensure that learning is not interrupted by unpreparedness or behavioral disruptions, the academy enforces a policy of *Assignment Alerts*, *Responsibility Citations*, suspensions, and expulsions. The goal of the conduct and discipline policy is to work with parents to reinforce and support standards of responsibility, courtesy, respect, and behavior that are an important aspect of children's education, and to prevent the loss of valuable instructional time. The maintenance of an orderly and harmonious classroom is essential to learning.

Assignment Alerts and *Responsibility Citations* are a communication tool to notify parents of potential problem areas for their student. The forms are to be signed by the parent or guardian and returned to the person who initiated the form. Parent/guardian is encouraged to use the opportunity to teach, administer consequences,

and support their child's teacher. In the case of *Assignment Alerts*, parent/guardian is encouraged to work with their student to complete, correct, or redo the assignment.

Reporting Unacceptable Behavior

If a child reports to parent or guardian any incident of unacceptable behavior that occurs during school hours, the parent or guardian needs to promptly inform the child's teacher.

Grievance Policy

Normally, the decisions and actions of the headmaster and/or teacher regarding classroom management are final and should be received in a gracious way by students and parent/guardian even if the results of those decisions and actions are not what were anticipated. Similarly, all decisions and actions of the headmaster regarding academic policy and operational procedure are final. In the case of parent/guardian dissatisfaction with the classroom management issue with a teacher, the parent or guardian may contact the headmaster after having first spoken respectfully and privately with the teacher.

If parent/guardian consult with the headmaster or KALEA Board members prior to their speaking with the teacher or headmaster respectively, the parent/guardian will be advised to first meet with the teacher or headmaster directly.

If, after meeting with the teacher and headmaster, the parent/guardian is still dissatisfied, the matter may be submitted in writing to the chairman of KALEA. The matter will be addressed at the next officially scheduled KALEA Board meeting. All decisions of the academy board in the matter of grievances are final.

Student Appearance

Christ Lutheran Academy's appearance standards set a tone at school for learning in which students are expected to do their best, study faithfully, and work hard. It provides a consistently attractive and neat appearance for all students, avoids peer pressure in matters of dress, minimizes study distractions, and provides a uniform dress for all off-campus public appearances.

Parents are asked to monitor their children closely. The headmaster and faculty reserve the right to exercise discretion in the appearance code so that safety is maintained at school and the dress of students falls within the overall spirit of this policy. Questions about dress should be directed to the headmaster. Chronic or notable offenders will be asked to call home to have parents bring appropriate dress before being permitted in class.

Uniforms

French Toast brand uniform, supplemented by a few Land's End items, is the only acceptable clothing attire. The uniform specifics follow this section. Students are to be neat and clean. Neatness includes such things as having polo shirts tucked in, belts worn correctly, and shoes worn properly.

There are two components to the uniform: dress-up attire and standard attire.

Dress-up Attire

Girls: For performances: Jumper over the Peter Pan blouse; navy tights; tie.

Divine Service Days: Jumper over the Peter Pan blouse; navy tights or navy knee socks; tie. In September and May, navy or white crew socks may be worn.

Boys: Pleated or flat front double-knee pants (no shorts), oxford shirt, and tie.

Students must wear their dress-up attire uniform on days when there is Divine Service. Students will also wear their dress-up attire for all group public outings unless told otherwise. On public-outing days, the teachers will select the long- or short-sleeved attire for uniformity of look, and communicate this decision to parent/guardian ahead of time.

Standard Uniform

Girls: Polo shirt and either skirt, skort, or pants. In September and May, skorts may be worn with navy or white crew socks, navy or white knee socks, or navy tights. In October through April, skorts may only be worn with navy tights.

Boys: Polo shirt and pants. Shorts may be worn in September and May only.

Outside Wear

Parents should dress their children appropriately for the weather, keeping in mind that the children will go outside each day for recess or PE. Students must wear athletic shoes with shoelaces in warmer weather and boots in colder weather to participate in outdoor activities. If there is snow on the ground the children will be required to wear water-proof gloves.

Outdoor head coverings and gloves/mittens are to be worn for warmth during cold weather. Students are not to wear decorative hats or head coverings, including baseball-style.

Jewelry, Make-up, Hairstyles

Jewelry such as a watch, necklace with a cross, or one small ring on each hand is acceptable. Bracelets, unless for medical reasons; decorative pins; or toy-type watches are not acceptable. Girls may wear one small post-type earring in each ear. Boys may not wear earrings.

Cosmetics of any kind are not permitted except clear fingernail polish. Limited usage of *Chapstick*-like lip treatments is permitted but no lip-gloss. Tattoos or ink drawings on the skin, permanent or temporary, are not permitted. Such markings must be removed before a student is allowed to go to class.

Girls' hair is to be clean and neatly brushed. Snap-type barrettes and ponytail holders in matching academy colors, metallic, tortoise-shell (brown), or clear are permitted. Boys' hair is to be neat, clean, and trimmed (no tails). Males are to be free of facial hair. Hair is to be a natural color. No sculptured designs are permitted.

Miscellaneous

Attendance

Regular attendance is important to a child's success in school and establishes good work habits and self-discipline. All absences are to be verified by a call or note to the academy from a parent or guardian before 8:00 a.m. on the morning of the absence. If you must take your child out of school early or bring them late because of doctor or dentist appointments, please inform the teacher in writing the day before. Students who are dismissed from school early must have a parent or guardian pick them up at their classroom.

Illness and School Absences

If a student becomes ill during school, he or she should notify the teacher, who will help make appropriate arrangements for the student's care and/or parent pick-up. Students who are ill and absent from school cannot participate in after school events or extra-curricular activities for that day.

Family Death or Terminal Illness

If there is a death, terminal illness, or a similar traumatic situation in your family that may affect the student's attendance, spiritual and emotional well-being, or level of concentration, please notify the student's teacher.

Extended Family Vacations

Parents planning to take their children on a trip that will take them out of school must notify the school in writing at least two weeks before the trip. Lengthy trips that cause the student to miss class time are discouraged. It becomes the parent and student's responsibility to make arrangements with teachers for any missed assignments and to complete any assigned work upon return. The student is responsible for all work missed. At the teacher's discretion, advance work may or may not be prepared before the vacation absence.

Field Trips and Special Events

Field trips and special events are privileges for students who have completed the work necessary to participate. Students who are ill,

absent from school, or unprepared for the field trip or special event will not be allowed to participate.

Whenever students are traveling away from the academy, they are subject to the same rules, regulations, and appropriate politeness and civility observed on the academy campus. As in the classroom, the headmaster or teacher will judge what is acceptable or unacceptable behavior. Any student who receives a Major Responsibility Citation while on a field trip is excluded from the next field trip. Drivers are asked not to distribute snacks to the students in their cars.

Holiday/Event Celebrations

As a general rule, "class parties" during the school day will be kept to a minimum to avoid the loss of valuable instructional time. At the same time, however, the academy recognizes the importance of social interaction and the sense of community that can be developed through such celebrations. Students may provide a treat for all students at lunchtime to celebrate their birthday. Due to fellow-student food allergies and dietary needs, if a treat is going to be brought, a note concerning what the treat will be must be sent to school one week prior. What the treat will be will be published in the weekly School Notes so parents can send an alternate treat. Treats may **not** contain any nuts.

Daily chapel will always observe the many festivals and saints' days throughout the church year. The baptismal anniversary of each child is observed at the day's opening chapel.

Lunch Time

Our food, along with everything we have, is a gift from God. The Academy's lunch policy reflects our gratitude for all that we've been given. It is intended to foster good eating habits among our children so that they become faithful stewards of God's gifts. Parents are required to send a lunch with their children. Students are not allowed access to a microwave. Items that need to be kept warm should be sent in a thermos. Politeness and civility are expected at

lunchtime. Lunchtime is also reserved for conversation and social interaction. Students ask a blessing and return thanks together with their teacher before and after lunch. Students are expected to remain at school for lunch and to pick up after themselves.

Daily Lunch:

- Parents, please help your child pack a nutritious lunch. Please pack only one dessert or candy-type item.
- Noontime lunch beverages may include milk, juice, or ice water in containers your child can open by her/himself. No soda allowed. Please avoid drinks that are high in sugars such as fructose.
- Students will not throw food away at school. Food not eaten will be returned home to assist parents in packing the appropriate amount.
- Food items will not be traded.
- Parents and students are encouraged to ask teachers for individual consideration if there are special dietary needs.

Medication

Students may not have medication in their possession. All medication shall be administered by authorized school employees.

- All medications must be given to the student's primary teacher or Headmaster.
- Any drug that may lawfully be sold over the counter without a prescription may be administered to a student in compliance with the written instructions of the student's parent or guardian.
- Any prescription drug may be administered in compliance with the written directions of a physician if the student's parent or guardian consents in writing. All such medication must be in the original prescription container/bottle.
- No school employee may be required to administer medications. In certain situations parents/guardians may be required to come to school to administer certain medication regimens.

Parent-Teacher Communications

Contacting Teachers

Teachers may be contacted by phone at home or school. Teachers will return phone calls at the end of the school day or in the evening. Notes may be written for teachers and attached to the daily assignment sheet in their students' "take home" folder or placed in the teacher's mailbox. Parent/guardian may also schedule appointments to meet personally with teachers.

Student "Take Home Folder"

Each student will have a "take home folder" for transporting information from his or her teachers and completed schoolwork. Please read and review the enclosed materials, and place any correspondence you wish to send to school in the folder. The daily assignment sheet is to be kept in the folder.

School Notes

An information sheet called *School Notes* is delivered electronically every Friday. *School Notes* includes the any changes to next week's learn-by-heart and Bible readings—as listed in the Congregation at Prayer booklet, as well as, announcements and an updated school calendar.

Parent-Teacher Conferences

Parent-teacher conferences may be scheduled whenever necessary. Student attendance at the parent-teacher conference is up to the discretion of the parent.

Recess

Students need and want a time during the day to engage in self-directed activity. As in the classroom, the supervising teacher is the authority during recess. When playing games, students are encouraged to include anyone interested in participating. Games that are abusive or demean an individual are forbidden. All students are to remain in the designated recess area.

School Hours

School hours are 8:15 a.m. to 3:00 p.m.

The building will be open to students at 8:00 a.m. unless special arrangements have been made with the headmaster for an earlier arrival. Students are to be seated and ready for school to begin at 8:15 a.m. Late arrivals make an orderly opening day difficult. Three tardies will receive a responsibility citation.

Severe Weather Days

School cancellation due to severe weather will be announced by 7:00 a.m. on the local radio station, 620AM WTMJ. In general, if Kenosha Unified Schools close due to inclement weather, Christ Lutheran Academy will also be closed.

Student Pick-up

Kindergarteners should be picked up at 11:45 a.m. at the front door of the school.

All grade 1-8 students will remain in the classroom until a parent, guardian, or appropriately designated adult picks them up at the classroom door.

Prompt pick-ups are expected. When an adult picks up the student at the door, it is understood that they are leaving the premises immediately. Students may not play outside. All students must be in the company of an adult as they exit the building and enter their vehicles.

If late pick-up is necessary, parents must notify the school office by 2:30 p.m. Families who consistently pick up students later than 15 minutes after school dismissal, without notifying the school office, will be charged \$5.00 per child per every 15-minute increment or portion thereof. Students who are awaiting late pick-up are to remain in their classroom and work on homework. Parents with special needs must contact the headmaster to make other arrangements.

Students of faculty and staff must remain in the classroom until they are picked up. If the faculty or staff member is working in the building for an extended period of time, his/her student may go to the location of the supervising

adult but the student must have direct supervision at all times.

Parents are requested to designate on the registration form those who are authorized to pick up their children. Any change in pick-up procedure must be reported to the headmaster before the end of the school day via a written note or a phone call. If someone not on the designated list is to pick up the student, provide that person's name and relationship to the student.

Telephones

Students may use school phones for matters of an urgent nature after obtaining permission from their teacher or headmaster. Personal cell phones are not allowed on school property during school hours.

Tobacco, Alcohol, and Other Drug Use and Possession

Academy students are expressly prohibited from smoking, possessing tobacco and smoking products, and/or possessing alcohol, inhalants, controlled substances and any other illegal drugs, in any form, on Academy and church grounds (both campuses), at school-, church-, or Board-sponsored events and in any vehicle in use as school transportation. Students are further prohibited from possessing tobacco products, lighters, and matches, as well as, drug paraphernalia. Also prohibited by this policy are the delivery, distribution, sale, and/or intent to sell any of the prohibited substances, including prescription drugs. The Headmaster and faculty may search through student possessions during a school day or during a school-sponsored or required event.

The Headmaster and/or faculty shall confiscate tobacco products, lighters, matches, alcohol, drugs, and drug paraphernalia, and the parent/guardian notified immediately. Because possession of tobacco products and alcohol, and the use of tobacco, alcohol, inhalants, controlled substances, and illegal drugs by minors are illegal in Wisconsin, the police will also be notified. Further Academy discipline and/or other interventions, deemed appropriate by the

Headmaster on a case-by-case basis, will be administered.

Fire Drills

Fire drills are held each month in accordance with state safety guidelines.

Tornado Drills

Tornado drills are held each year in preparation for the tornado season.

Walkers and Bikers

Parents must give written permission for their children to walk or ride a bicycle to and from school. Students may not remain on the school grounds after 3:15 p.m.

Christ Lutheran Academy Faculty, Staff, and Administration

Academy Office

697-6044

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Pr. Sean Smallwood

Pastor Lamb of God Lutheran Church 697-1701

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Lamb of God Lutheran Church

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www.lambofgodlutheran.org

Messiah Lutheran Church

551-8182

2026 22nd Avenue

Kenosha, WI 53140

www.messiahkenosha.org

The Christ Lutheran Academy 2011-2012 Calendar

Sunday, August 28	Opening Service
Thursday, September 1	8:15 a.m. Classes begin
Monday, September 5	NO SCHOOL-Labor Day
Friday, September 30	End of Mid-quarter
Friday, October 14	NO SCHOOL—Fall break
Friday, November 4	End of First Quarter
Thursday, November 24— Friday, November 25	NO SCHOOL—Thanksgiving Break
Friday, December 9	End of Mid-quarter
Wednesday, December 21— Friday, December 30	NO SCHOOL—Christmas Vacation
Monday, January 2, 2012	School resumes
Monday, January 23	NO SCHOOL—End of Second Quarter
Friday, February 3	NO SCHOOL— Staff records day
Friday, February 24	NO SCHOOL—End of Mid-quarter
Friday, March 9	NO SCHOOL – Staff records day
Friday, March 23	NO SCHOOL - End of Third quarter
Friday, April 8	School ends after Good Friday Noon Service
Monday, April 9 Friday, April 13	NO SCHOOL—Easter Break
Friday, April 27	End of Mid-quarter
Friday, May 4	NO SCHOOL— Staff records day
Thursday, May 24	7:00 p.m. Closing Service with commencement
Friday, May 25	8:15 a.m. Last Day of School—End of Fourth Quarter noon. Dismissal