

**PARENT/STUDENT HANDBOOK
2016/2017**

CHRIST LUTHERAN SCHOOL

GRADES K - 8

**7929 La Mesa Boulevard
La Mesa, CA 91942
619.462.5211, x103
lutheranschool.org**



Accredited by:

**National Lutheran School Accreditation (NLSA)
Western Association of Schools and Colleges (WASC)**

Parent-Student Handbook

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2016-2017 STAFF OF CHRIST LUTHERAN SCHOOL

Principal..... Ms. Xavria Schwarz
Kindergarten..... Ms. LeAnna Christopher
First Grade..... Mrs. Jeana Byndon
Second Grade..... Mrs. Cindy Recksiedler
Third Grade..... Mrs. Christine Small
Fourth Grade..... Mr. Joshua Payne
Fifth Grade..... Mrs. Casey Sitze
Sixth Grade..... Mr. Jacob Sitze
Seventh Grade..... Mrs. Tiffany Giles
Eighth Grade..... Mr. Ron Recksiedler
Resource Teacher..... Mrs. Christy Holden
Science/Computer Teacher..... Mr. Dennis Wetjen
Music Teacher..... Mrs. Kathy Barkett
Spanish Teacher..... Ms. Marianna Bedoya
Admissions Counselor..... Mrs. Linda Turner
Extended School Care Director..... Mrs. Karen Trapp
School Secretary..... Mrs. Sarah Buskirk
Librarian..... Mrs. Vivian Smyle
Senior Pastor..... Pastor Richard Burkey
Pastor of Outreach..... Pastor John Palka
Minister of Music..... Mr. Roger Howard
Youth Ministries..... Mrs. Cheri Selander
Mr. Brandon Heath

INTRODUCTION

Dear Parents and Students,

Christ Lutheran School exists as an extension of the ministry of Christ Lutheran Church Ministries to provide quality Christian education to children of our church and community.

Our goals are to help children grow in their love of the Lord, develop their God-given gifts to the fullest, and prepare for a life in society as Christian citizens. We do this in an atmosphere of love and understanding. To accomplish these goals we recognize the importance of working closely with parents, the primary educators.

This Parent-Student Handbook serves as our contract with you. The policies, guidelines, and information set herein constitute our commitment to the education of your children. As policies change or new ones are adopted, we will inform you in writing.

Upon registration of your children for school it is understood that you agree to all policies and guidelines in this handbook.

It is important that you read this Parent-Student Handbook thoroughly. If you have any questions, please contact me in the school office.

We see ourselves as partners in the education of your children. It is our desire that this partnership will grow and mature as we work together.

Developing Dynamic Disciples,

Ms. Xavria Schwarz, Principal
Christ Lutheran School

Mission

Developing dynamic disciples for Christ

Vision

Created by God, sent by the Holy Spirit, passionately transforming lives to be like Jesus

Core Values

- Intentional and daily Christian discipleship of students.
- Strong and rigorous academic focus.
- Supportive and connected school climate and culture.
- Development of personal responsibility and accountability in students.

PURPOSE

Christ Lutheran School is an integral part of the total ministry of Christ Lutheran Church Ministries in La Mesa, CA. The purpose of Christ Lutheran School is to disciple its students. Through this discipling process, the students will grow spiritually, emotionally, socially, physically and intellectually being equipped to be disciples who witness their Christian faith and make disciples of others. This is accomplished by the power of the Gospel and in partnership with parents.

PHILOSOPHY

Christ Lutheran School functions in obedience and response to:

God's promise that we are to "train up a child in the way he should go, and when he is old he will not part from it." (Proverbs 22:6)

God's command to parents is that they are to bring up their children "in the nurture and admonition of the Lord." (Ephesians 6:4)

God's commission to the church that we are to make disciples of all nations, including children, and teach them to "observe all things commanded by the Lord."
(Matthew 28:19-20)

We believe that God is our loving Father and we are His children. All are sinful and in need of a Savior. God sent His only Son, Jesus, to die for our sins. Those who believe in Jesus' death and resurrection are His disciples. Jesus' disciples follow his commands. Our goal is to lead students to be disciples *of* and disciplers *for* Jesus.

We believe that the family is the child's primary discipler. Our school is in partnership with parents, enabling students to enhance the development of the whole child. This partnership is to provide a solid base of communication for the purpose of furthering the student's relationship with God and enhancing positive Christian family interactions.

We believe children develop at their own individual pace. We believe a positive learning environment, which utilizes a variety of teaching styles to accommodate diverse learning modalities, is essential. Our aim is to have students realize and achieve their own God-given potential and recognize failure as a valuable part of the learning process.

As a diverse, professional team, our staff is committed to the total development of our students. We are dedicated servants who carry out the mission of the church through our witness and personal involvement. We desire to be encouragers, yet set high academic standards and behavioral boundaries.

We build our educational plan with academics taking the highest priority. In ministering to the whole child, we include co-curricular and student-support programs. We understand the importance of continually reviewing our programs to ensure success.

We also believe that students in our school need to achieve and grow in areas outside the academic domain. The ability to accumulate, evaluate and apply information in order to develop problem-solving skills is important. Using scriptural guidelines related to developing and maintaining relationships is also important. We want students to develop self-discipline and demonstrate forgiveness and respect for others.

We believe that an effective Christian school environment requires a positive teacher-student relationship. This must include a loving relationship built on Scriptural truths and mutual respect, as well as the forgiveness and trust that are essential to make teaching and learning effective and lasting. Teacher-student relationships are strengthened when expectations are clearly defined and enforced. We desire to work with students in this relationship unless their behavior interferes with other students' right to learn.

What can parents expect from Christ Lutheran School?

- Christ-centered environment
- Support
- Caring teachers and staff
- Preparation for higher education
- Homework
- Consistency and accountability
- Communication

What does Christ Lutheran School expect from parents?

- Attendance – make school a priority
- Partnership
- Adequate rest and nutrition for enrolled students
- Communication
- Trust – confidence in our teachers and staff

Schoolwide Learning Expectations (SLE)

By the power of the Gospel and in partnership with parents, Christ Lutheran School will produce students who:

1. Give a faithful witness to their faith in Jesus Christ.
2. Use effective problem solving skills to accomplish individual and group goals.
3. Communicate ideas and feelings through various media.
4. Design and create products using traditional and technical media.
5. Identify, analyze, transfer, integrate, and apply information.
6. Demonstrate positive citizenship and contribute time and talents in service to others.

ADMISSIONS POLICIES

To be considered for enrollment into Christ Lutheran School a student must meet all of the following criteria:

1. The student must be educable, using our regular instructional program, as determined by progress reports and assessment tests. Christ Lutheran School is not equipped to accommodate those students who demonstrate severe grade level deficiencies or behavioral problems. We will recommend specialized testing when academic deficiencies seem to be caused by specific learning disabilities.
2. The parents and students must agree to the policies of the school as described in the Parent-Student Handbook. The parents' payment of the registration fee denotes acceptance of the policies as described in the Parent-Student Handbook.
3. When entering kindergarten a child must be five years of age by September 1 the year he/she wishes to enroll and complete a kindergarten readiness assessment.

Non-Discrimination Statement

Christ Lutheran School admits students of any race, color, or 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, admission policies, tuition assistance program, athletic program, and other school administered programs.

Re-enrollment

All families already enrolled in the school will have first opportunity to re-register for the next school year. This includes siblings of current students. This re-registration must take place by the end of March to ensure a place for the next school year.

New students from families not now enrolled will be considered for enrollment directly following the completion of re-registration on the following basis.

ADMISSIONS PRIORITY:

1. Children whose sibling(s) are already enrolled in Christ Lutheran School's Kindergarten -8th grades.
2. Children whose parent(s) are active members of Christ Lutheran Church Ministries – La Mesa, CA.
3. Children who are enrolled in Christ Lutheran School's Preschool (for kindergarten enrollment priority).
4. All others by date of application.

All new students will be considered on academic and conduct probation for one semester. Below “C-” or below average conduct grades may result in a dismissal from school.

Admissions Procedures

Kindergarten

1. The child must be five years of age by September 1 of the year he/she desires to enroll.
2. The child must demonstrate sufficient developmental growth as measured on the developmental screening administered in the spring.
3. An *Application for Enrollment* form must be completed and signed by the parent or guardian. A non-refundable (\$75) deposit must accompany this form.
4. An interview with the principal will be held.
5. Upon acceptance of the child for enrollment:
 - a. The parents must show the school a valid birth certificate to verify birth date.
 - b. The parents must present proof of state required inoculations.
 - c. We also ask that the child receive a physical examination. Although the state requires a physical by first grade, we ask for one for kindergarten. We will provide the form, Report of Health Checkup for School Entry, to be completed by your physician. Information about state aid for these physicals for lower income families will be provided with the form.

Grades One to Eight:

1. An *Application for Enrollment* form must be completed and signed by the parent or guardian. A non-refundable (\$75) deposit must accompany this form.
2. Copies of recent assessment test results and report cards must be forwarded to the principal. The school may also administer a placement test.
3. An interview with the principal will be held.
4. New first grade students must have a physical examination before the completion of one month of school. State law requires this.
5. New students may be evaluated for grade placement if they have not previously attended Christ Lutheran School.

FEES

Christ Lutheran School is financially administered through the general budget of Christ Lutheran Church Ministries. The school generates income for the general fund of the church in several ways.

1. Registration Fees---These fees are charged per child.
2. Tuition Fees---Tuition fees are paid by parents for the education of their children in Christ Lutheran School. There is some reduction in the fees for siblings. Kindergarten children are charged at the Kindergarten rate regardless of the number of children enrolled per family. The fees are set yearly through tuition calculation and approved by the congregation of Christ Lutheran Church Ministries.
3. Christ Lutheran Church Ministries support---- Christ Lutheran Church Ministries through its offerings and church budget also supports the school ministry.
4. Other source income---Money generated through gifts or fundraising.

Tuition may be paid over 11 months with the first payment due July 20 or in one payment (with a 2% discount) by August 20. There will be a \$25.00 late fee or 5% of your monthly bill (whichever is greater) for all payments received after the last day of the month.

A \$25.00 or 5% late fee will be charged for delinquent second registration fees, for late payments of Resource Program fees and for late payments of Extended School Care fees.

Tuition is billed on a monthly basis. If the enrollment status of a student changes, (begins or ends) during the school year, the family's account will be calculated on a monthly basis by the business office.

In the event that a family needs to withdraw from Christ Lutheran School, an 8-week written notice must be provided to the principal. If the family is unable to provide an 8-week written notice the family will be responsible for 2 months of tuition. This is due in part to support Christ Lutheran School who has accommodated the student with staffing, curriculum, and classroom space.

Delinquent accounts cause a financial strain on the school and church. It is expected that families will act in good faith in addressing their financial responsibility. The school is responsible to collect all fees. Reminders will be sent, and delinquent accounts will be submitted to a collection agency. Accounts delinquent for sixty (60) days without action will cause enrollment to be terminated.

The account must be paid in full by June 15 in order to assure the child's re-enrollment for the next school year.

ATTENDANCE

Absences due to illness

School attendance is compulsory, as dictated by the California State Education Code. When a student is unexpectedly absent, please phone or email the school office to let us know why your child is not in attendance. Students not in attendance all hours that school is in session are marked as ½ day absent.

When students are home ill the school office will gather homework when requested. Please retrieve the student's homework from the school office by 4 p.m. Homework can be left with Mrs. Trapp in ESC for pick-up by 6 p.m. if needed.

For any student to take part in a school-sponsored activity, the child must be in attendance at school the day of the activity unless prior arrangements have been made with the principal. In the case of an absence, the student is to request the assignments, and complete them promptly for submission to the teacher. For each day the student has been ill, he/she has that many days to submit the work.

Pre-arranged Absences

When it is necessary for a student to be absent for reasons other than illness, **THE PARENT MUST SUBMIT A WRITTEN REQUEST TO THE PRINCIPAL ONE WEEK PRIOR TO THE EXPECTED ABSENCE.** An email is acceptable. Upon receiving the family's written request the principal will inform your children's teachers regarding the upcoming absence. The principal will also return a note to your family verifying the anticipated dates of absence. **If the school is not notified one-week in advance, the absence will be unexcused. The student must complete the work missed but will only receive partial credit (50% credit) for it in the case of an unexcused absence.** This is academically detrimental.

A pre-arranged absence note should include the following details of your student's absence:

Date, students who will be absent, dates the absence will take place, reason, and parent's signature

Your student's teacher will prepare as many assignments as possible. All assignments prepared for students are due upon their return to school. Assignments not completed are subject to the consequences pertaining to the late work policy in your child's classroom. Other assignments missed will be given a date of completion to be determined by your child's teacher.

The purpose of this policy is to...

- Model for students the importance of education
- Encourage regular and faithful school attendance
- Help ensure a student does not fall behind in his/her studies due to absences

Leaving School Premises

At no time during the daily session are students allowed to leave the school premises even during recess or lunch period except by previous arrangement. If arrangements have been made and the child is to be picked up, the parent or legal guardian must present himself/herself to the office (NOT the classroom) before the child is released. The child is then signed out and released. If someone other than the parent or guardian is picking up the child, he/she must present a signed note from the parent or guardian before the child will be released. The school assumes no liability in cases where students leave the premises in violation of the above policy.

After school students may not leave the school premises without a parent/guardian if they intend to return for a school sponsored activity, or to wait for transportation home. An exception will be made if the parent or guardian is on school premises and presents a note permitting the student to leave and return to the school premises after school.

Worship Attendance

The school encourages regular attendance in worship. Students report their worship attendance to their teacher on Monday mornings.

Tardiness

Students in grades K-8 are to be in their classrooms by 8:30 a.m. Students that are tardy must receive a tardy slip from the school office before entering the classroom. The back, third-level doors are closed and locked at the 8:30 a.m. bell. Students must enter the front doors and receive a tardy slip from the school office.

Dismissal for Medical and Dental Appointments

If a student is to have a scheduled appointment, parents are asked to notify the office and classroom teacher at least one day in advance of the appointment.

Excused absence is granted for medical and dental appointments when official verification is received from the doctor or dentist. Parents should request this upon the occasion of the visit to the doctor or dentist. Frequent absences of this type are detrimental to the student's class work and should be kept to a minimum.

Student Visitors

When a student wishes to bring a student visitor, a request must be made in writing to the principal prior to the visit. The request may or may not be approved.

School Day

Our regular school day is from 8:30 a.m. to 3:00 p.m. for students in grades 1-8. Students who arrive before 8:10 a.m. are to report to Extended School Care. Students arriving after 8:10 a.m. are to report to their classrooms.

Students are to leave the school grounds by 3:20 p.m. or directly after the completion of a scheduled extra-curricular activity. Supervision will not be provided after 3:20 p.m. Children still on the school grounds at 3:20 p.m., not involved in a supervised extra-curricular activity, will be placed in the Extended School Care program and charged at the regular rate starting from 3 p.m.

In order to attend an after school sporting event a student must be participating on the team or have direct adult supervision while attending the game. Siblings of students participating in after school sports must have direct adult supervision or they will be checked into Extended School Care.

12:30 p.m. release days are listed on the calendar. 12:30 p.m. release days will run from 8:30 a.m. to 12:30 p.m. There will be no lunch period on noon release days. Children are to be transported home by 12:50 p.m. All students remaining will be checked into Extended School Care and charged the regular rate starting from 12:30 p.m.

The Kindergarten day will be gradually extended throughout the year. The first and second quarters of school the Kindergarten hours will be from 8:30 a.m. to 12:20 p.m. with the classroom opening at 8:10 a.m. The third quarter the Kindergarten hours will be 8:30 a.m. to 1:15 p.m. The fourth quarter the Kindergarten hours will be 8:30 a.m. to 3:00 p.m.

Kindergarten students are also excused at 12:30 p.m. on early release days.

PARENT-SCHOOL RELATIONS

Forgotten Items

To minimize classroom interruptions, any forgotten article brought to school during class time must be deposited at the school office, not the classroom. The child may then come to the office at recess or lunch to collect what was left for him/her.

Lost and Found

We maintain a lost and found. All lost clothing articles are kept for one semester in the health room. Any clothing left at the end of each semester is donated to the gently used uniform sale. We encourage you to mark your child's clothing for easy identification.

Pets on Campus

Family pets must remain inside the vehicle when on campus or at school events. Special visits to the classroom for sharing, etc. must be arranged with the child's teacher.

Phone Use/ Student Cell Phones

Students are not allowed to have cell phones at any time on campus, on field trips, or at school functions scheduled during the school day. Cell phones may not be used by students before, during, or after school. If a parent deems it necessary for a student to have a cell phone for an after-school, off-campus event the parent must submit a request in writing to the child's teacher. The teacher and principal will determine if the request will be honored. The student will check the phone in and out with the school's secretary daily if the request is approved. If a student is caught with a cell phone at school the phone will be confiscated and may only be retrieved by the parent.

When parents need to be contacted the student or school secretary will phone from the school office.

Lunch

We have a hot lunch program through the Grossmont Union High School District. Hot lunches are not served on holidays, 12:30 release days and Thursdays. Children may order lunch each morning when they arrive in the classroom. The cost is \$3.25 each. Parents may buy ten (10) lunches at a time (\$32.50). Sixth graders serve pizza on Thursdays. There are no refunds for overpayments of hot lunches or pizza. Please make checks out separately for hot lunches and pizza because these are two separate budget items. Children who do not order lunch need to bring their lunch on that day. Children generally eat their lunches in a designated area. Microwaves for heating lunch foods are *not* available. Hot water is made available daily.

Milk

Milk may be ordered daily through the hot lunch program at \$0.40 each.

School Yearbook

A school yearbook is published annually. The yearbook may be ordered for a separate fee. It includes pictures of all students, faculty, and a wide variety of groups, teams, and candid pictures.

School Pictures

School pictures will be taken in the fall. You will receive information about purchasing the pictures, but you are under no obligation to purchase them.

Book Covers

Students are asked to cover all hardcover textbooks to protect them. Students may not use adhesive, sticky plastic book covers, these leave a very tacky surface. Paper or cloth covers, please.

Cumulative Files

A cumulative file is kept on each student in the school. This record is passed on from school to school as the student progresses through the grades.

The Family Educational Rights and Privacy Act gives parents of students under 18 years of age the right to see, correct, and control access to student records.

Items in the cumulative file include:

1. Applications for enrollment.
2. Health history.
3. Copies of report cards.
4. Assessment and Ability test results.
5. Information from doctors, psychologists, and/or tutors that the parents have copies of and/or give permission to be included in the file.
6. Copies of disciplinary notices.

Copying of the information in the cumulative file will be done upon the request of the parents, or when students leave Christ Lutheran School through graduation, moving, or when making a change of schools.

Child Abuse Reporting Obligations

In accordance with California law, the school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities, which would be the procedure followed in most other legal matters. The clear intent of the law is to mandate a report of reasonable suspicion of abuse. School staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

Party Invitations

When children are hosting parties and invitations are distributed at school, the invitations must go to all classmates, or all boys or all girls in the class, and are to be distributed at a time agreed upon by the teacher. If only select students will be invited invitations may not be distributed at school.

Car Pools

Christ Lutheran School does not provide any bus service to and from school. However, we encourage parents to form car pools whenever possible.

Parking, Pick-Up, and Drop-Off Safety

The parking lot will be opened at 7 a.m. and 2:45 p.m. On 12:30 p.m. release days the gates will open at 12:15 p.m. We ask that you follow these guidelines when picking up or dropping off your children:

- 1. NO PARKING on 2nd or 3rd level during drop-off and pick-up times** (An exception will be made for parents with babies, toddlers, and preschool age. Use only spaces opposite the school - against the bank).
- 2. DO NOT ENTER the driveway north of the school during drop-off and pick-up times. ONLY ENTER the church driveway** (south of the church).
- 3. Do not arrive for pick-up until 3 p.m.** Gates will not be open until 2:45 p.m. for parking (p.e. takes place on the 1st level driveway). Drive-thru traffic will begin at 3 p.m. If you arrive early you will need to park on the street or at Vons and wait for school to dismiss.
- 4. If you'd like to park and walk your child(ren) to or from school you must park on 1st level**, walk through the church courtyard, and enter through the school's front door (La Mesa Blvd).
- 5. Drop-off and pick-up will take place on 3rd level for all students.**
- 6. During drive-thru drop-off and pick-up there will be a loading and unloading zone directly in front of the 3rd level door.** School staff will help escort your child(ren) in/out of the vehicle.
- 7. When exiting make a RIGHT TURN ONLY** onto La Mesa Blvd.
- 8. For middle of the day drop-off and/or pick-up you may park on 3rd level or on the street** in front of the school building (La Mesa Blvd.) and proceed to the front office.

Please coordinate a pick-up plan with your family. Will you meet them and walk them to first level? Where will you meet? Will you drive-thru and pick them up? Will they go to Extended School Care? Please have a plan!!! Please arrive after 3 p.m. Please be patient.

School-Home Communications

We consider ourselves partners with you in ministering to your children. Therefore we feel a need to stay in close communications with you about your children and about the happenings in school in general. We will be using the following regular vehicles to communicate with you. In addition we will also attempt to maintain communication on an informal basis.

Home Visits: Teachers will visit the home of each student before the first day of school.

Lunch Box News: Each Thursday afternoon the *Lunch Box News*, Christ Lutheran School's weekly communication will be emailed to all parent emails that we have on file. If you would like us to add or edit an email address, please contact the school office. sbuskirk@lutherschool.org

Special Delivery Envelope: A large envelope marked *Special Delivery* will be sent home each Friday with the youngest child of your family. The envelope will include statements, flyers, and other information. This envelope is to be returned to the classroom each Monday with any notes and payments from you.

Email: Regular emails will be used to update and remind families of school/class events.

Facebook: Families are invited to "LIKE" us on Facebook. Go to our website www.lutherschool.org, click on the Facebook link to follow school videos, activities, and updates.

Twitter: Families are invited to follow us on Twitter for information regarding emergencies, news, and notes. Go to our website www.lutherschool.org and click on the Twitter link.

Parent/Teacher Conferences: These mandatory conferences are scheduled for the end of the first and third quarters.

Periodic Teacher Reports: The teachers will report to you in a variety of ways in addition to the two conferences. Notes, emails, telephone calls, or conferences may be used.

Gradelink: For parents with students in 4th – 8th grade this web based grade program allows you to track your students' academic progress and makes communication with teachers very simple. A log in and password is distributed to 4th – 8th grade families at the beginning of the year. www.gradelink.com If you forget or misplace your log-in details call or email the school office.

School website: www.lutherschool.org

We earnestly desire to maintain clear and regular communication with you.

Parent Volunteer Opportunities

The purpose of parent volunteer opportunities is to promote events, which enable the school family to interact, support, and encourage one another in a Christian environment. The goals are:

1. Create an atmosphere in which the school family will feel comfortable and secure.
2. Provide opportunities for social interaction between school families.
3. Encourage parent volunteer opportunities.
4. Provide additional funding vehicles for Christ Lutheran School.

Worship Opportunities

In addition to regular worship opportunities in your child's classroom, we have a weekly chapel service on Wednesday morning at 8:45 a.m. Parents are invited to attend this service along with the students. Christ Lutheran Church worship schedule includes: Saturday evenings at 5:00 p.m. in Lucas Hall and Sunday mornings at 8 a.m. in the church sanctuary (traditional format) and 10:30 in the gym (contemporary format).

School Calendar

A school calendar is published yearly. The calendar indicates all school holidays and planned 12:30 p.m. release days. We encourage you to keep this calendar for reference throughout the year. Parents will be notified of changes.

Field Trip Drivers

In order for classes to take field trips parent drivers are needed. In order to drive students on any off-campus trip the school must have a copy of the driver's license, current car insurance information, and a completed and signed questionnaire on file in the school office. This information will be kept throughout the school year. Information needs to be renewed annually. If any changes should occur in the driver's insurance or license the school office must be notified.

Grievances

In the event a parent has a question or concern about their child, it is the parent's responsibility to raise this with the child's teacher. If the matter is not settled satisfactorily, then the principal becomes involved. Pastor Burkey may also become involved. If the matter can still not be resolved, the parent may request time before the School Counsel. This process is an application of Jesus' guidelines for resolving issues as found in Matthew, Chapter 18.

Retention Policy

When the teacher determines that a child's achievement does not meet with his/her ability and/or the child's development is a hindrance to his/her academic achievement, the teacher may, after meeting with the parents and upon approval of the Principal, retain the child. This is only done with much conversation and when it is in the best interest of the student.

DISCIPLINE AND GUIDELINES

Principles

At Christ Lutheran School we teach and follow Christian principles in dealing with student behavior and discipline in general. Discipline recognizes that students need a consistent plan to assist them in developing and practicing positive behavior. Our ultimate goal is that students develop self-discipline. Christian discipline, as practiced at Christ Lutheran School recognizes that:

1. Students need to clearly know the school's guidelines and rules.
2. Students need to know the consequences of breaking guidelines and rules.
3. Each classroom will use a discipline plan that includes:
 - a. Clear identification of the class and school rules.
 - b. Clear identification of rewards and punishments that will be used in conjunction with these rules.
4. Discipline addresses the behavior and choices students make. Corrective action is a consequence for inappropriate behavior or choices. Rewards are results of appropriate behavior or choices.
5. In the midst of inappropriate behavior or choices, the student is still loved, but the act still has consequences. The students live under God's love and forgiveness (Gospel), but must also accept the consequences (Law).
6. The discipline plan is another way the school is in partnership with parents for the benefit of the student. We encourage parents to set a good example.

Expected Behaviors:

1. Respect for God
2. Respect for self
3. Respect for authority
4. Respect for others
5. Respect for the environment

At each grade level the teacher will teach the meaning of respect, and apply behaviors and choices that are age appropriate. There are certain inappropriate behaviors that are more serious, and therefore can lead to suspension.

School Rules

In addition to the following general school rules, and those set down in the Suspension section that follows, more specific rules for classroom, playground, lunchroom, and gym use will be explained to each student the first day of school.

1. Students may NOT leave the school grounds at any time during the school day without written permission and clearance from the school office.
2. Students are to be in their assigned play areas during recess and lunch period.

3. Students are not allowed in the classroom at any time unless the teacher is present.
4. Fighting or “play-fighting” is prohibited and subject to suspension irrespective of whom may have initiated the confrontation.
5. Gum chewing and sunflower seeds are not acceptable on the school grounds.
6. No student may leave campus and return unless in the presence of the parent, guardian, or driver of the carpool.

Student Uniform

Dress for Physical Education Classes

All students in grades 5-8 will be involved in a departmentalized physical education program. All students in these grades must wear a gym uniform for the P.E. class. The shorts and shirt must be purchased from *Nunes Apparel*.

Student Uniform

All shirts and outerwear (including CLS sweatshirt) must have Christ Lutheran School’s logo and be purchased from *Nunes Apparel*, all bottoms must also be purchased from *Nunes Apparel*. Plaid skirts (5-8) and plaid jumpers (k-4) for girls. A black skirt option for K-4th grade girls. A black skirt option is allowed for 7th & 8th grade girls. Skirts and jumpers must be from *Nunes Apparel*.

Shirts: Do not have to be worn tucked in, but may be required to be tucked in if they are sloppy in appearance.

Shoes: Must be flat, fully enclosed and **must be FULLY black, gray, red, or white (or a combination of these) in color. Uniform colors only!!** No boots or sandals.

Shoe laces: Must be black, gray, white, and/or red.

Socks: Must be black, white, red, or gray in color (a combination of these colors are acceptable). Black, white, red, or gray tights are acceptable for girls. Black, white, red, or gray leggings may be worn by girls in Kindergarten – 4th grades only.

Belts: Must be black if worn. Belts will only be required if shorts/pants are sloppy in appearance.

Hair accessories for girls: Must be simple and black, white, gray, and/or red.

Hats: Are not allowed in the school building.

T-shirts: May be worn under shirts. Must be tucked in. Must be gray, white, or black in color.

Hair: Must be neat, clean, and trimmed. Excessive or distracting hair styles are not acceptable (no non-natural hair colors). Long hair for boys is not acceptable.

Jewelry: Must be simple (girls may wear stud or small hoop earrings only) and not distracting. An earring for boys is not acceptable.

Tattoos: May not be worn to school (permanent or temporary).

Free-Dress Student Dress Standards

NEAT: All shirts must be hemmed and may be left out only if they do not extend past the students hips or give the appearance of being sloppy. “Gym” or “PE” clothing is not appropriate for the classroom. No ripped clothing.

CONSERVATIVE: Not distracting. Hair should be neat, clean and trimmed. Excessive or distracting styles are not appropriate. Earrings for boys are inappropriate. No offensive designs on clothing.

MODEST: Clothing should not draw undue attention to the wearer’s body. Decency and good taste are expected. Tank tops and shirts exposing the mid-drift are not to be worn. Swimwear is not appropriate. Shorts and skirts must be hemmed and be no shorter than 2 inches above the knee.

HEALTHY: Clothes and shoes should provide protection from the elements to avoid illness and discomfort. Fully enclosed and flat shoes only.

Technology – Student Responsibilities

Respect the rights and property of others.

- If you use someone else’s writing, video, images, or sounds be sure to get permission and/or give him/her credit.
- Don’t log on to someone else’s account, even if he/she gives you permission. Watch out for the safety of others.
- If you discover someone else’s password, let him/her know and encourage him/her to change it.
- Never pretend to be someone else while online.
- When communicating online using email, discussion boards, chat, or text, remember to always be respectful. Use your words to build others up. Do not be mean, or hurtful.

While at Christ Lutheran School the following are not permitted:

- Trespassing in or manipulating another’s work or files.
- Using private network accounts (email, chat, social networking) on any school computer or device.
- Using disrespectful or abusive language verbally or electronically.
- Vandalizing computer, iPad, Chromebook, or video hardware or software.
- Taking without authorization any hardware or software.
- Using CLS technology to enter or try to enter unauthorized systems, i.e. circumvent established security procedures.
- Installing or downloading software of any kind on school computers or devices without permission.
- Copying or distributing licensed or copyrighted software for home use or to share with others.

- Sending or displaying offensive pictures, jokes, comments, etc.
- Eating or drinking near equipment.
- Harassing, insulting, or attacking others via web-sites.

Protect yourself. Not everyone online shares our values and beliefs. There are people out there looking to take advantage of you or maybe even harm you, so protect yourself while online.

- Protect your passwords. Do not share them with others.
- When you are posting something that could be viewed publicly, never give out any personal information that could let someone you don't know be able to find you.
- If inappropriate material should appear on your computer screen, tell an adult immediately.
- If someone sends you inappropriate material, tell an adult immediately.
- Do not communicate with a stranger. If you are contacted by an unfamiliar user, tell an adult immediately.

Technology – Parent Responsibilities

We strongly urge parents to maintain regular dialog with their child about his/her technology use and online activities. It is recommended that you set up your own home technology use policy for your child. Here are some suggestions you may want to consider:

- Agree on a set amount of online time on school nights and on weekends/holidays. Set a time every night when technology is to be turned off. If your child has a laptop, iPad, smart phone, etc. it is a good idea to have a designated “charging place” that is outside of the child’s room.
- Monitor the sites your child visits. Just like you want to know where your child is going and what he/she is doing if he/she leaves your house, you should also know what they are doing and where he/she is using technology. No Internet filter is 100% perfect.
- Just as you monitor telephone use, you also want to monitor who students communicate with while online. Discuss the “Guidelines for Online Behavior” listed above with your child and talk about what kind of information should never be given out while online.

Suspension and Expulsion

Suspension from school is not an ordinary punishment. It will be used when other corrective measures have failed, or a serious offense is committed. A suspension may be from part of a day to up to three days. A suspension may be in house (out of classroom, but on campus), or away from campus. When a student is suspended, the parents will be notified of the suspension and the reason for the disciplinary measure. The following criteria may be cause for suspension and expulsion.

1. Causing or attempting to cause damage to school or private property, stealing, or attempting to steal school or private property.
2. Continued willful disobedience, habitual profanity or vulgarity. Open and persistent defiance of the authority of the school personnel. Assault and battery upon a student upon school premises or while under the authority of school

- personnel. Any threat of force or violence directed toward school personnel at any time or place.
3. Possession, use, or sale of illegal drugs or substances, tobacco, or liquor on the school premises or elsewhere is forbidden. Possession or use of intoxicating liquor while on the school grounds or elsewhere when under the supervision of school authorities. Being under the influence of alcohol or restricted substance is not allowed.
 4. Possessing, selling or otherwise furnishing any firearm, knife, explosive, or other dangerous object is forbidden.
 5. The school may suspend or expel pupils for misconduct when other means of correction fail to bring back proper conduct.
 6. Dangerous act.
 7. Harassment (physical, emotional, or sexual).
 8. Cheating.
 9. Misuse of technology.

The use and degree of suspension will be administered at the discretion of the principal.

Suspension and Expulsion Procedure

Teachers will address inappropriate and offensive behavior. If such behaviors continue, then the principal upon the recommendation of the teacher may apply the first step of suspension. All suspensions will have a letter or phone call of notice, plus required conference with parents, student, teacher, and principal.

There will be no credit for work missed, but it must be done. A half or full day out of school suspension is considered an absence. The steps of suspension will ordinarily be:

1. A half-day or full day in-school suspension followed by a conference with the student, parents, teacher and principal.
2. A full-day off-campus suspension followed by a conference with the student, parents, teacher and principal. At this time, a probation period for the remainder of the school year will be invoked.
3. Expulsion, with a conference offered to the parent.

ACADEMICS AND PROGRAMS

CURRICULUM

The curriculum of Christ Lutheran School is designed to give a well-rounded, quality Christian education to each child. We continue to evaluate and update curriculum, as well as textbooks and materials.

Our basic curriculum includes:

Christian Instruction

All students receive Christian instruction as a course four days a week. On Wednesdays all students will participate in a chapel service. In the instruction we seek to impart to each child the saving Good News of Jesus Christ. Experiences are then provided for the students to live out the Christian lifestyle as a saved child of God.

Memory of Scripture, prayers, commandments, and creeds will also be part of the instruction. The New International Version (NIV) is used in grades 1-8. Students in grades 4-8 are to provide their own copy.

Reading/Language Arts

Students in all grades receive a language-rich experience in reading, writing, speaking and listening. Quality reading materials and literature is used at all levels. Writing skills, including grammar and spelling are emphasized.

Math

Mathematical concepts are sequentially followed through the grades. Basic computation facts are taught, drilled, and practiced. Reasoning and problem solving skills are developed. Enjoyment and practical application of math are fostered.

Social Studies

Social Studies concepts and emphasis vary from grade to grade. The curriculum covers the major social disciplines with emphasis on teaching the dignity of each person and on the interdependence of nations and peoples. History and geography are major themes throughout the curriculum.

Science

Science concepts are developed at all grade levels through study, observation, and experimentation. The scientific method is fostered through hands-on study.

Physical Education

All students have regular physical education classes in which physical fitness, large motor skill development, game playing and good sportsmanship is stressed.

Music

Classroom music is taught as a progressive instruction program throughout grades 1-4. Handbell choirs and praise band participation is available for students enrolled in grades 5-8. Voice choir is available for students in 3-8.

Art

Instruction encourages creative expression through the use of a variety of media. Specific art instruction and art appreciation are also part of the curriculum.

Computer Education

Each classroom will spend time in our extensive computer classroom (with stations for every student) developing computer and technology skills and well as learning to research and produce products using technology. Computer use contracts for students and parents are required to ensure responsible computer usage. A one-to-one Chromebook program is in place for grades 7th & 8th.

Spanish

Spanish is taught in grades 5-8 by a part-time instructor.

Other Areas

Health, current events, sex education and others are included in the curriculum at various grade levels.

GRADING POLICY

In-so-far as possible, the faculty seeks to measure total student performance, including class work, homework, evaluative testing performance, class participation, and, when appropriate, work on special projects.

Grades Kindergarten – 2nd use the following grading system:

- 5 = Advanced
- 4 = Performs above expectations
- 3 = Satisfactory
- 2 = Needs additional support/practice
- 1 = Unsatisfactory progress

Grades 3rd – 8th use the following grading system:

| <u>Grade Keys</u> | | <u>Effort Keys</u> | |
|-------------------|---------------|--------------------|-------------------|
| A (93-100%) | Superior | E | Excellent |
| B (83-92%) | Above Average | S | Satisfactory |
| C (73-82%) | Average | N | Needs Improvement |
| D (63-72%) | Below Average | U | Unsatisfactory |
| F (below 63%) | Failure | | |

In addition to subject grades, each report card also gives the teacher opportunity to assess growth in work skills and social and emotional development.

REPORT CARDS

Report cards are issued four times a year. The first three grading quarters the report cards will be distributed the Monday after the end of the quarter. The fourth quarter report cards will be distributed the last day of school.

For parents in 4th – 8th grade a log-in and password will be provided to Gradelink (our on-line grading system). Parents may log-in and/or set up alerts to have regular communication about their student's progress. Contact the school office if you misplace or forget your log-in and password information.

PROMOTION

All students are expected to achieve at least grade level proficiency in order to merit promotion to the next grade, with teacher evaluation and standardized test score review to help form the basis of the decision.

HONOR ROLL

Students in grades 5-8 can achieve honor roll status each report card period. These students will be honored with a special certificate in chapel.

Students who have a grade point average of 3.2--3.49 are on honor roll. Students who have a grade point average of 3.5--4.0 are on high honor roll.

HOMEWORK

Homework appropriate to the grade level will be assigned, with increasing length of assignments at the higher levels. Through homework, students can learn valuable and effective independent study skills as well as reinforce the learning that took place in the classroom. Some of the work

your children bring home may be unfinished schoolwork. However, specific homework may be given. The following guidelines may be helpful in assisting your child in his/her homework.

1. Students should set aside a certain period of time each afternoon or evening to do their homework assignments.
2. Students should work in a room, which is quiet and free from noisy distractions.

Parents should offer encouragement and guidance, if needed, to their children in this area of their learning. Homework may involve research and reading as well as written work.

LIBRARY

Christ Lutheran School has a quality school library. Every student at CLS has library privileges upon enrollment. Kindergarten through sixth grade has regularly scheduled weekly library visits to check out and return books. Seventh and eighth grade students may use the library anytime it is staffed.

RESOURCE PROGRAM

The resource program addresses the needs of children who benefit from individual or small group instruction in certain academic areas.

The resource teacher relies on past school records, a classroom teacher's referral and testing in identifying children who need special help. Specific needs are determined by testing. The resource teacher, working with the classroom teacher, the parents, and the principal, will design a program to address the needs of that particular child.

Services include Project Read, math tutoring, and general tutoring for upper grades. Sessions are held during the school day at a time most convenient for the student to be out of the class.

The cost for the program is \$75.00 per month, payable in the school office. Tuition assistance can be applied for. Students must be referred by their teacher, but enrollment is a parental decision.

EXTENDED SCHOOL CARE

The Extended School Care (ESC) program is an integral part of the mission and ministry of Christ Lutheran School. As such, it serves a vital purpose, providing a safe, secure environment for children who arrive before and/or remain after the regular school day. ESC provides quality care that promotes each child's basic needs through nurturing staff members and planned environment. The setting is semi-structured and informal, designed to help children grow in Christ and in their relationship with each other and their families. ESC is open to all children of Christ Lutheran School from kindergarten through the eighth grade. The program offers before school care beginning at 7:00 a.m. and after school care until 6:00 p.m. as well as kindergarten care beginning at 12:20 p.m. the first two quarters of school; at 1:15 p.m. for the third quarter.

On 12:30 release days, students enrolled in ESC will meet together at 12:30 in the ESC room.

Procedures

Please fill out the registration form and return it to the school office before the first time use of the ESC program. ESC will serve students who attend regularly and occasionally. Children still on the school grounds at 3:20 p.m., not involved in a supervised extra-curricular activity, will be placed in the Extended School Care program and charged at the regular rate starting from 3 p.m. (12:30 p.m. on early release days).

All children need to be signed in, when arriving and out when leaving, by a parent or other designated adult. This means we need an adult signature and the time so you can be given proper credit.

The fees are based on an hourly rate, to the closest quarter hour. Fees must be paid one month in advance to qualify for the prepaid rate. The prepaid rate is \$3.75 per student per hour. The billed rate is \$4.25 per hour. For time used after the Extended School Care posted hours (6 p.m.), there will be an immediate \$20.00 charge and a rate of \$1.00 for every minute past 6 p.m. Habitually late pick-up will result in suspension from the Extended School Care program. All late ESC payments will be assessed a \$25.00 late fee or 5%, whichever is greater.

Homework

Children will be provided a designated “homework” area apart from other activities. It is, however, the child’s responsibility to acknowledge the existence of homework and to do it. ESC teachers may be available to answer occasional questions but must remain with the group activities at all times. If a child needs continual one-on-one assistance with homework it will be set aside for doing later at home. Please help your child keep paper and pencils in his/her backpack to use for homework.

Snack

The ESC program allows for an after school snack and we depend greatly on the generous contributions of our families to fill this need. Things we like are fruits, vegetables and dip, crackers, cheese, popcorn, frozen pops, sugar free and non-carbonated drinks (to be mixed), fruit juices, and peanut butter.

CO-CURRICULAR ACTIVITIES AND PROGRAMS

ANNUAL EVENTS

Christ Lutheran School has a variety of annual events in which students participate. Some of these events are directly connected with the curriculum, while others are optional.

Book Fair: This is an opportunity for students and others to purchase books appropriate to the reading interest of our students. The school library is the beneficiary of the funds raised by this event. Week of September 19.

Back to School Night: This is a fun and informal introduction to the school year. The fun begins with a video in the gymnasium and concludes with visits to the classrooms and ice cream in the playground area. September 19.

Sock Hop: This is a family event that provides a DJ for dancing and listening pleasure. Funds raised are used as third source revenue for the school. October 21.

Eagle Math: This is a fun and academic math competition hosted by Christ Lutheran School for 6th – 8th grade students from Lutheran schools throughout the San Diego region. This critical and cooperative thinking competition takes place in Christ Lutheran School's gym. December 2.

Christmas Programs: 3rd, 4th, & 5th grade students present a special, evening Christmas message and music in our church sanctuary. December 7.

1st & 2nd grade students present a special Christmas message in our morning student chapel. December 14.

A brief, evening worship service is prepared and presented by Preschool & Kindergarten in our church sanctuary. December 15

Spelling Bee: The spelling bee is hosted by Lutheran High School of San Diego. Two participants from each 3rd – 8th grade classroom are selected to participate. January 27.

Grandparents Day: This is a special morning for grandparents to visit school. The activities include a special program, a visit to the classrooms, and sharing the chapel experience with grandchildren. Students are released early to enjoy lunch with their grandparents. February 17.

Cross-Country Meet: Hosted by Lutheran High School of San Diego students in grades 4th – 8th compete against Lutheran schools throughout the San Diego region. March 9.

- Gifts of Grace Gala:** This is a fun, social evening for adults only is held off-site. The evening includes: silent and live auction items, fellowship, dinner, and entertainment. The purpose of the event is to raise additional funding support for Christ Lutheran School. March 11.
- Spring Musical:** This entertaining and gospel filled event will be performed by the kindergarten – 8th grade students. Singing, dancing, and acting all performed by students. Student participation is expected. 1 p.m. performance on March 30 and 6 p.m. performance on March 31.
- Exit Exhibit:** Graduating eighth grade students highlight their academic growth. Exhibit materials are categorized by Schoolwide Learning Expectations and grade level. May 31.
- Rummage Sale:** This annual, giant rummage sale is a fundraiser for Christ Lutheran School. Many parent volunteers are needed! Donate, volunteer, and shop! Set-up dates June 5-8. Sale open to church and school families June 8. Sale open to the public June 9-10.
- School Picnic:** This is a family event held off campus that fosters fun and fellowship. Many parents make arrangements to attend. June 12.
- Awards Assembly:** Participation and special awards are given to students for participation in numerous extra and co-curricular activities. This event takes place in the church sanctuary. June 13.
- Closing Chapel:** Kindergarten graduation, Honor Roll, Perfect Attendance, The Arthur Bean Service Award, Closing Worship, and the End-of-the-Year Video celebrate the end of the school year. This event takes place in the gym. June 14.
- Eighth Grade Graduation:** This very special ceremony and blessing of our graduates is a highlight of the school year. This event takes place in the church sanctuary. June 14.

MUSIC

Handbells

Students in grades 5th – 8th have the opportunity to participate in handbell choirs.

Voice Choirs

Students in 3rd – 8th have the opportunity to participate in voice choir.

Praise Band

Students in 5th – 8th have the opportunity to participate in praise band.

ATHLETICS

A \$50 per sport fee will be charged for participation extra-curricular school athletics.

In addition to our regular Physical Education program, we offer an extra curricular athletic program after school. The purpose of the after-school sports program is to teach and exemplify the basic human and Christian values of sportsmanship, cooperation and teamwork. Its goal is to help foster friendships, provide leadership opportunities, and help the students develop a positive attitude toward sports and athletic competition. Students in grades 5-8 have the opportunity to be involved in the following sports.

Girls - Volleyball and Basketball

Boys - Volleyball and Basketball

A uniform fee is charged (in addition to the per sport fee) to those students participating in volleyball and/or basketball for the first time.

When there are more students than space on the team, tryouts or other options may be employed. When not enough students are interested in participating, teams may not be formed.

OTHERS

Outside Organizations

No selling of products on school grounds. If students have signed up with baseball, soccer, scouts, etc., there is no solicitation of products on school grounds.

Scouting

Sometimes scouting troops meet after school using our facilities. Although our school does not directly sponsor the groups, they are composed mostly of children from our school family.

Yearbook Committee

Students in grades 7th and 8th have the opportunity to work, with parent volunteers putting the school yearbook together. This work is done outside of classroom hours usually after and/or before school.

CO-CURRICULAR ELIGIBILITY

Students involved in any co-curricular program are to maintain at least a 2.0 grade point average (GPA), with no "F" grades. Any teacher or administrator may declare behavioral ineligibility when the participant's action is extreme or continuously undesirable. Co-curricular opportunities are a privilege.

HEALTH INFORMATION

EMERGENCY INFORMATION

Emergency information is required for each student. This information is gathered and maintained via Gradelink. Should your emergency information with regards to contact information change at any time, please contact the school office.

EMERGENCIES

In case of emergency, such as sudden illness or serious injury, every attempt will be made to immediately notify parents. It is understood that enrollment at Christ Lutheran School confers upon the school the obligation to select emergency care providers in the absence of our ability to reach the parents, and that no liability would attach to such a decision in the event parents cannot be reached.

FIRST AID

Our school office is equipped with first aid supplies for minor emergencies. If a child is seriously injured we will arrange for his/her immediate care and transportation to an emergency room via paramedics. You will be contacted immediately.

ILLNESS DURING SCHOOL

We are not equipped to accommodate sick children for any length of time. Therefore, if a child is too sick to return to class, the parent or representative of the family (as noted in the emergency information) will be called to take the child home.

MEDICATION

The purpose of allowing medication to be given to pupils by authorized school personnel is to help provide for their general welfare by following the instructions of their physician. Administration of medication during school hours by school personnel will be permitted only when the medication is in the prescribed container with instructions and is accompanied with a signed and dated note from the parent.

CONTAGIOUS DISEASES

If your child should contract a contagious disease, please contact the school office. Parents of a class will be notified by email when a child in the class contracts particular contagious diseases.

IMMUNIZATIONS AND PHYSICALS

The school must be provided updated immunization records for each child. Each child is to have a physical before he/she enters kindergarten. Failure to provide the immunization records or have the physical will necessitate exclusion from school.

NATURAL DISASTERS

In the event of a natural disaster we will follow the direction of the La Mesa-Spring Valley School district as to the opening or closing of the school.

The school has a written disaster plan, with a detailed earthquake plan. Emergency food, water, and supplies are stored in case of a disaster.

