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# CLPS K-5th Standard Operating Procedures

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# K-5th DAILY PROCEDURES

## Arrival: K-5th

Drop off at the North Auditorium Doors will begin at 8:15 am. Parents may park and walk their students in or join the drop off line.



When students enter the auditorium, support staff will direct them to grade level designated tables to be seated.

- Teachers arrive by 8:24 prayer time.
- Beginning at 8:25 am, classes will be dismissed by grade level via the front stairs.
  - K and 1<sup>st</sup> grade parents may accompany their children to their classrooms *on the first day of school only.*

## END OF SCHOOL/DISMISSAL PROCEDURE

Between 2:55 pm and 3:00 pm parents arrive and park. Auditorium doors open at 2:55 pm. Parents present student IDs to Door Monitor and enter through the North auditorium doors. Parents will wait in the receiving area to collect children. After receiving children, parents will promptly exit the auditorium. K-5 student IDs will be checked at exit.

## PARKING

All families should park in the lot directly across from the front doors. Always pull into parking spaces to unload students so that you do not block traffic. Please take care to use only one parking spot.

**Drivers should not pull under the covered driveway, stop in fire lanes or use the drive through** in front of the covered driveway at any time. These are pedestrian walkways.

Parents may NOT park in handicapped parking spaces during drop off unless they have legal handicapped parking tags.

The CLPS parking lot speed limit is 5 mph.



## BATHROOM USAGE

For the safety of all students, K-5 students using the bathroom will need to take a bathroom pass to a hall monitor and wait to be approved to use the bathroom. Only one boy or one girl will be allowed to use the bathroom at one time. Students should inform the hall monitor of urgent needs.

6th-12th students will use the bathroom during the passing period.

## LUNCH

Students may bring a sack lunch and a drink to be carried in their backpack until lunchtime (refrigeration is not available). Students will have the option to order meals (Chick Fil A, pizza, etc.) through FACTS. Ordering usually closes the Friday before the upcoming school week. [Please see our website for instructions.](#) Concessions are regularly available for purchase in the lunchroom. CLPS does not monitor the purchases of students from concessions or vending machines. By sending your child to school with money it is assumed that the parent has communicated appropriate purchases with their child.

To respect our teachers' need for a lunch break, lunchtime tutoring is not permitted.

Upon arrival to the lunchroom, students shall sit quietly until all of the students have arrived and a prayer of blessing has been offered. Teachers and Support Staff will instruct students on proper lunchroom etiquette.

Parents wishing to bring food items to celebrate student birthdays should gain approval by the classroom teacher and prepare to distribute these during lunch only. Parents must distribute and clean up after these celebrations.

Lunch visitors must be over the age of 18, and sign in. Any visitors under the age of 18 must be accompanied by a parent.

## VISITORS

During school hours, all visitors and guests (including parents, former students, family members and alumni) must register through the door monitor. Visitors must be dressed modestly. Individuals, including parents, who wish to visit classes must first obtain the approval of the administration and a visitor's sticker which must be worn at all times while on campus. Teachers should receive authorized visitors courteously but should not allow them to interrupt regular classroom procedures. The school's office policy on visitors reads as follows:

Only currently enrolled CLPS students and staff will be allowed on campus unless permission has been granted by the Administration.

By its very nature, Christian Life Preparatory School encourages a high level of parental participation in education. However, in order to enhance both student safety and operational efficiency, Christian Life Preparatory School has adopted the following guidelines governing the presence of visitors on the campus during regular school operating hours (8:30 AM-4:00 PM on school days). For the purposes of this policy, "visitors" are defined as all individuals other than staff or students (on their respective class days) present in any part of the buildings other than the front offices or on the grounds other than the normal student loading area.

1. All visitors should call the office before coming to the school to secure permission to be in one of the restricted areas, which are essentially all

areas of the campus, either inside or outside of the building, other than the front offices and the normal delivery and student loading areas, such as the front walk and the parking areas adjacent to it.

2. All visitors must check in with the office staff upon arriving at the campus. Visitors must identify themselves, explain their intended business, and indicate how long they expect to be on campus. A written record of this information will be kept.
3. All visitors must be willing to comply with all rules and regulations governing student and/or staff conduct, including the appropriate dress regulations (variances for legitimate and honorable reasons may be granted, but only if the individual(s) concerned secure permission in advance).
4. Any lunch time visitors must be accompanied by a school parent and must be dressed according to our free dress day policy.

Anyone failing to abide by these provisions may be denied access to any and all restricted areas or be required to leave the campus. Persons having no legitimate connection with the school or reason for being present on the school campus will be expected to leave immediately.

## FACILITIES USE

The facilities used by CLPS belong to Movement City Church and should be respected as such. All faculty members should promote the development of good stewardship among both staff and students by demonstrating, encouraging, and if necessary, enforcing a respect for the property of others. Any proposed use of the facilities beyond that required and established for normal operations must be approved by the administration, and may incur the payment of reasonable fees or charges.

Students may not bring food, drinks, gum or candy into classrooms. Food and drink should be confined to the auditorium or in designated areas during special celebrations approved by Administrations. Students will be asked to dispose of all food items coming into the school with the exception of packed lunches which should remain put away until lunch.

Students must be in class, study hall or off campus during school hours. Students are not allowed to spend off periods in hallways, unattended classrooms or any other area of campus.

# STUDENT MEDICAL EMERGENCY PROCEDURES

In the event of a medical emergency, the administrator, or the person acting in her absence, will be responsible for the necessary decisions regarding medical attention. The

entire school staff, as a part of their in-service training, will be made aware of the school's medical emergency procedures and the nearest hospital location.

## MEDICATION POLICY

Medication may be administered to students on campus only under the following conditions:

1. Parents must have submitted a signed Medical Release form and agreed to the following statement:
  - a. "I give my child permission to participate in the Christian Life Preparatory School (a) classes, electives or extracurricular activities, and (b) to ride as a passenger in any vehicle and with any driver authorized by the school's administration to provide student transportation for purposes directly related to that same activity.
  - b. I also give CLPS authorized representatives (staff sponsors or chaperones) permission to seek emergency medical assistance for my child as may be deemed necessary and appropriate. Finally, I recognize that the school and its representatives bear responsibility for my child's well-being only when he or she is under their direct authority and only to the extent that my child accepts and cooperates with their leadership and direction."
2. A determination by school officials is made that it would be appropriate to give pain relievers, or other listed medication, to a student who displays symptoms that warrant its usage, and only in strict accordance to labeling instructions.
3. The student has doctor-prescribed medicine in a labeled container showing the student's name, medication, and dosage. All such prescriptions are to remain in the school's medicine cabinet or refrigerator whichever is appropriate. Students are allowed to keep asthma inhalers with them during school hours.

## IMMUNIZATION POLICY

Immunizations are an important part of public health, and Texas law requires students in Texas schools to be immunized against certain vaccine-preventable diseases. Parents should arrange to have their students receive the required vaccines at the earliest possible time, to avoid the back-to-school immunization rush that occurs every year during the month of August.



Parents of students who will enter kindergarten and 7th grade should pay special attention to the additional vaccine requirements. Please be aware that students without the required immunizations or a valid exemption will not be allowed to attend school.

To determine the specific number of doses that will be required, please visit the Immunization Branch website at <https://www.dshs.texas.gov/immunize/school/default.shtm>

Please note: Students will not be allowed to attend classes until the Immunization and boosters are updated. Immunizations are due before the first day of school. Exemptions must come in the form of a signed Affidavit. Administration will check for Immunization and Booster compliance every 30 days.

## SCHOOL-HOME COMMUNICATION

Communication between school and home is critical in the collaborative school. CLPS uses FACTS, assignment sheets, the newsletter and weekly announcements, and Google Calendar to enhance the quality and clarity of school-home communications. All members of the school community are expected to make use of these means of communication within relevant school guidelines

## E-MAIL COMMUNICATION POLICY

CLPS uses email, FACTS, assignment sheets, the newsletter and weekly announcements, and [clpsfamily.com](http://clpsfamily.com) as the main methods of communication with families. Families should submit working email addresses to the front office to be input into FACTS, Parents must read all school emails sent by teachers and administrators and respond appropriately by deadlines.

It is the parent's responsibility to check FACTS daily to determine if work has been submitted and graded and to keep track of their student(s)' attendance. Teachers will read and respond to family emails within 24 hours but will not check or respond to emails from Friday at 5:00 pm until Monday at 8:30 am.

The newsletter and weekly announcements are the preferred method of communicating public announcements. Submissions should be emailed to the front office no later than Wednesday at noon of the week of publication.

## INCLEMENT WEATHER

Determinations about school closings due to inclement weather will be communicated by the Administration via email by 6:00 am the day of the weather event.

## LOST AND FOUND

Lost and found can be found in the auditorium or in the science lab.

All unclaimed items will remain in the lost and found for up to one month. Throughout the year unclaimed items will be donated to a local mission or clothes closet with or without notice to families.

## CELL PHONES AND TECHNOLOGY

CLPS strives to be a face-to-face community, engaging in relationship building without the constraints of excessive technology. In order to facilitate a safe and joyful environment on our campus, the following guidelines will be enforced.

Personal computers, smart watches, electronic devices, and gaming systems shall not be brought to school.

Cell phones are allowed on campus but must remain OFF and should be stowed in backpacks or purses. Students should not use phones on campus or have them in their pockets. Phones will be confiscated if seen on campus at any time (including during extra curricular activities, practices, tutoring sessions, labs) and taken to the front office for parents to pick up (regardless of whether or not the student drove themselves to school).

Students who need to contact parents may come to the office to use their mobile phones to CALL parents with permission from office staff. Texting, browsing social media or other smartphone capabilities may not be accessed while using phones in the office.

Students are not allowed to share screens (phones, ipods, tablets or other devices) and may not share music during school or any school sponsored events (including transportation to and from school events, including but not limited to sporting events, competitions and field trips).

## EXTRA-CURRICULAR PARTICIPATION

To participate in CSAF or TAPPS clubs or competitions, students must maintain a grade above 70% for each class during each semester. Eligibility may be withdrawn for students exhibiting poor conduct.

## School Uniform

The purpose of the CLPS uniform is to present a positive image, minimize distraction, and provide an environment conducive to learning. CLPS adopted the official uniform in 2002.

All students are expected to maintain good grooming habits and appropriate dress. Items should be in good condition and should not be torn or have holes, even if that is the fashion of the day. Clothing should be neat, modest, and appropriate. Clothing should be appropriately sized – not too small and not too large.

### **A helpful note on sizing:**

Parents should measure their students to see if the item fits. On the Land's End website they can click on "size chart" and then choose "item dimensions" to find garment length. Parents need to measure the front of their child from waist to knee and the back from waist to knee to know if the item is long enough. Uniforms may be purchased from any vendor. Land's End often replaces articles as items are discontinued and replaces them without informing us. Please compare items that are available to the uniform requirements for the school. The school will make every effort to keep the Land's End site up to date.

The skirts labeled "at the knee" are 21" long and the below the knee are 24.5" long and can be tailored to the right length. The "below the knee" skirt is recommended for taller girls or with certain body types that can cause a discrepancy between the front length and back length. Boys should pay special attention to inseam lengths to ensure shorts reach mid-knee.

Parents and students have the primary responsibility to understand and adhere to the uniform rules and "Out of Uniform" dress code. Teachers submit a form to report incidents of students being out of uniform. A form letter is sent from the Dean of Students to inform students and parents of the issue. Families should remedy the uniform issue before the next school day. In all circumstances CLPS Administration retains the final authority to determine, in its discretion, whether a student is in compliance with the uniform.

If uniform or "out of uniform" dress code issues persist (see chart below), then a meeting will be called between the student and the Dean of Students (for male students) or a female Administrator (for female students). In these meetings with students Administrators will give a detailed review of all elements of the dress code and provide a paper copy to the student. After explaining the dress code expectations, they will answer any questions the student may have and discuss any efforts that may already be in the works to remedy the issue (for example, if another clothing item has been ordered but has not arrived) or if there are other issues the Administration needs to know. The goal of the meeting is to educate the student about the uniform, encourage the student and to remedy the uniform issue at the same time.

After the meeting between Admin and the student educating them about the details of the uniform, the responsibility for daily adherence remains with the student and parents. Additional reminders and warnings will not be issued. If any other notifications are submitted by

faculty then another meeting will be held with the students, his/her parents and the Dean of Students. Students may face disciplinary action including suspension with or without an academic penalty. As with any behavioral issue, continual issues may incur further disciplinary action including expulsion.

Due to the one-on-one training that the student receives in meeting with the Administrator to learn the details of the dress code, reminders and notifications should not be necessary in a new semester. Therefore, the uniform record remains throughout enrollment in Middle School and Upper School at CLPS. The violations are not expunged with a new semester. If there has been significant time elapsed since the last uniform meeting, there may be additional training before disciplinary action is taken, but this is at the discretion of the Administration.

If you see someone wearing something, do not assume it is in the dress code. Students must wear CLPS uniform while attending any school activity and must follow “Out of Uniform” guidelines at all school-sponsored events unless otherwise notified.

Special school-sponsored events may have exceptions or extensions of the dress code that will be determined by the official CLPS employee in charge of the event. These may include more formal award ceremonies, society inductions or school performances. The CLPS Administration will again determine what is considered to be in compliance with the school dress code.

<b>6th-12th Uniform Correction</b>	
Any staff member can notify admin about dress code issues using an official form. <i>The uniform record remains throughout enrollment in 6th-12th grades at CLPS. The violations are not expunged with a new semester.</i>	
<b>Event</b>	<b>Action</b>
1 and 2nd dress code violation	<b>Dean of Students</b> will email parents and student.
3rd dress code violation <i>can be a combination of different issues</i>	Student meeting with Dean of Students or Female Admin. Discussion in detail to educate the student about the details of the dress code. Student and Administrator will come to an agreement for next steps including further disciplinary steps. This may include a time frame to fix the issue or to report back. Because time has been taken to fully discuss the expectations, the responsibility moves fully into the parent and students' hands to check their own clothing before coming to school.
4th dress code violation	Student and Parent meeting with Dean of Students, suspension without Academic Penalty
6th dress code violation	Student and Parent meeting with Dean of Students, suspension with Academic Penalty
7th dress code violation	Student and Parent Meeting with the Head of School and Dean of Students with a possible expulsion for neglecting to comply.

# CLPS Student Dress Code– Girl’s Uniform

## Top Options:

White Button Down  
 Hunter Green Polo  
 Navy Blue Polo  
 White Polo  
 White Middy (may be untucked)  
 Long Sleeve or Short Sleeve allowed for all  
 (Tucked in for K-6)

## Bottom Options:

Navy Dress Slacks or Capris (Slacks should be business casual-style For example: no skinny-style, cargo, jogger, denim, etc.)

“White Plaid” Jumper, Skirt or Skort (A-line design only)  
 Must reach mid-knee (no upper leg visible)  
 Modesty Shorts (under all skirts)-OR-  
 Navy, Black or White Leggings

Navy Jumper, Skirt or Skort (A-line design only)  
 Must reach mid-knee (no upper leg visible)  
 Modesty Shorts (under all skirts)-OR-  
 Navy, Black or White Leggings

*Parents need to measure the front from waist to knee and the back from waist to the bend of the knee to know if the item is long enough in the front and back.*

## Shoes (closed-toe and closed-heel)

Predominantly Black or White Tennis Shoes (K-6)  
 Black or Brown Mary Janes (Max heel 1 inch)  
 Black or Brown Boots (Max heel 1 inch)  
 White, navy or black socks or tights only.

## Outerwear

Knit Sweaters  
 Knit Cardigans  
 CLPS or CLPS Sport Brand Hoodies or sweatshirts  
 Solid Color options:  
     Hunter Green      Navy  
     Black                White    Gray

Outerwear must be worn over regular uniform collared shirt  
 Outerwear must be solid (no stripes, patterns, spots, plaids, etc)  
 No Logos (except CLPS logo)

## Accessories

Hair bows and headbands should be in school colors  
 Students may wear modest jewelry.  
 Hats, beanies or other head coverings are not allowed  
 Plaid ties are optional

## Notes:

1. Students may ONLY wear approved items listed here and may not add accessories or other clothing items or styles to the dress code.
2. K-6 girls may wear solid white shirt under uniform shirt
3. 7-12 girls may wear any color undershirt
4. 7-12 girls may wear any color, closed-toe and closed-heel shoe with heel under 1 inch
5. No tattoos
6. Clothes should not be torn or have holes
7. Girls may not wear khaki
8. Coats may be worn to school but cannot be worn in class, lunch or hallways.
9. Parents should measure students and check all uniform item dimensions at retailers before purchasing to make sure items fit properly and meet the length requirements. A variety of skirts are offered to help parents find a fit for their child.

## Out of Uniform Day for Girls:

Modesty is expected  
 Clothing must reach mid-knee (no upper leg visible)  
 No tight-fitting skinny jeans (please use discernment)  
 Leggings may not be worn as pants  
 Closed toed shoes only  
 No shoes with heel over 1 inch  
 No hats or beanies  
 No sleeveless shirts  
 No transparent clothing  
 No clothing with inappropriate emblem, insignia, wording or picture  
 No clothing that is torn or has holes

## Where can I purchase items?

You may purchase uniform clothes in many different places. The store below is our primary source. Be sure to check item dimensions and that the items are in uniform guidelines before purchasing.

**Lands’ End School**  
**[www.landsend.com/school](http://www.landsend.com/school)**  
**Preferred School Number 900141805**

Update Version 5/5/23: The purpose of the CLPS dress code is to present a positive image, minimize distraction, and provide an environment conducive to learning. All students are expected to maintain good grooming habits and appropriate dress. Students in violation of the dress code will have a discipline report written. Multiple infractions will require a meeting between parent, student and administration to discuss and modify the behavior. If you see someone wearing something, do not assume it is in the dress code. Students must wear CLPS uniform while attending any school activity and must follow “Out of Uniform” guidelines at all school-sponsored events unless otherwise notified.

## CLPS Girls Uniform

### Shirts



Navy, green, or white polos allowed – short sleeve or long sleeve. Collared, buttoned shirts are allowed in WHITE only.

### Jumpers, Skirts, Pants & Capris



“White plaid” pattern or navy A-line **skirts and jumpers must reach mid-knee** when standing; modesty shorts or leggings are required under skirts. Pants must be in the style of business-casual slacks. No cargo, jogger, skinny-style or other styles may be worn.

### Sweaters & CLPS Brand Hoodies



Students must wear a collared, uniform-approved shirt under sweaters, sweatshirts or hoodies.

Students may wear knit sweaters, cardigans or sweater vests. They must be solid navy, green, white, black, or gray; no patterns or logos other than a CLPS logo are allowed. Hoodies and Sweatshirts may only be CLPS or CLPS Sports Brand or solid with no logos. Outerwear (coats, jackets, etc.) may not be worn in the building but may be stored in a backpack or hallway until the end of the day.

### K-6th Grade Girls Shoe Dress Code



Dark dress shoes with a maximum heel height of 1 inch or predominantly black or white tennis shoes or boots are allowed. Must be closed-toe and closed-heel. **Socks or tights must be white, navy or black.**

### 7th – 12<sup>th</sup> Grade Girls Shoe Dress Code

Any closed-toe and closed-heel shoe with a maximum heel height of 1 inch is allowed. **Socks or tights must be white, navy or black.**



# CLPS Student Dress Code– Boy’s Uniform

## Tops

White Button Down  
 Hunter Green Polo  
 Navy Blue Polo  
 White Polo  
 Long Sleeve or Short Sleeve for all options  
 (Tucked in for K-6)

## Bottoms

Khaki Slacks or Khaki Shorts  
 Must reach mid-knee (no upper leg visible)  
 Slacks should be business casual-style For example: no  
 skinny-style, cargo, jogger, denim, etc.)  
 Navy Pants or Navy Shorts  
 Must reach mid-knee (no upper leg visible)  
 Slacks should be business casual-style For example: no  
 skinny-style, cargo, jogger, etc.)

## Shoes (closed-toe and closed heel)

Predominantly Black or White Tennis Shoes (K-6)  
 Black or Brown Dress Shoes  
 Black or Brown Boots  
 White, Navy or Black Socks

## Outerwear

Knit Sweaters  
 Knit Cardigans  
 CLPS or CLPS Sport brand hoodies Or

### Solid Color options:

Hunter Green      Navy  
 Black              White              Gray

Outerwear must be worn over regular uniform collared shirt  
 Outerwear must be solid (no stripes, patterns, spots, plaids, etc.)  
 No Logos (except CLPS logos)

## Accessories

Hats, beanies or other head coverings are not allowed at any  
 time  
 Plaid ties are optional  
 Dark belts are optional

## Notes:

Students may ONLY wear approved items listed here and may not add accessories or other clothing items or styles to the dress code.

K-6 boys may wear solid white shirt under uniform shirt

7-12 boys may wear any color undershirt

7-12 boys may wear any color, closed-toe and closed-heel shoe

No tattoos

Clothes should not be torn or have holes

Coats may be worn to school but cannot be worn in class, lunch or hallways.

Parents should measure students and check all uniform item details at retailers before purchasing to make sure items fit properly and meet the length requirements. A variety of options are offered to help parents find a fit for their child.

## Out of Uniform Day and School Event Guidelines for Boys:

Modesty is expected

Clothing must reach mid-knee (no upper leg visible)

Closed toed and closed heel shoes only

No shoes with heel over 1 inch

No hats or beanies

No sleeveless shirts

No transparent clothing

No clothing with inappropriate emblem, insignia, wording or picture

No clothing that is torn or has holes

## Where can I purchase items?

You may purchase uniform clothes in many different places. The store below is our primary source. Be sure to check item dimensions and that the items are in uniform guidelines before purchasing:

**Lands’ End School**

**[www.landsend.com/school](http://www.landsend.com/school)**

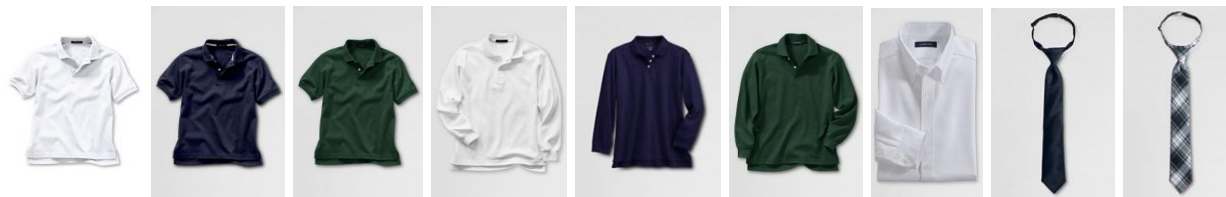
**Preferred School Number 900141805**

Update Version 11/28/22: The purpose of the CLPS dress code is to present a positive image, minimize distraction, and provide an environment conducive to learning. All students are expected to maintain good grooming habits and appropriate dress. Students in violation of the dress code will have a discipline report written. Multiple infractions will require a meeting between parent, student and administration to discuss and modify the behavior. If you see someone wearing something, do not assume it is in the dress code. Students can be addressed about dress code at any time of the day. Students must wear CLPS uniform while attending any school activity and must follow “Out of Uniform” guidelines at all school-sponsored events unless otherwise notified.



## CLPS Boy's Uniform

### Shirts



Navy, Hunter green, or white polos allowed – short sleeve or long sleeve. Collared, buttoned shirts are allowed in WHITE only. Navy or plaid ties are optional.

### Pants & Shorts



Pants must be in the style of business-casual slacks. No cargo, jogger, skinny-style or other styles may be worn. Shorts must reach mid-knee (no upper-leg visible)..

### Sweaters & CLPS Brand Hoodies



Students must wear a collared, uniform-approved shirt under sweaters, sweatshirts or hoodies.

Students may wear knit sweaters, cardigans or sweater vests. They must be solid navy, green, white, black, or gray; no patterns or logos other than a CLPS logo are allowed. Hoodies and Sweatshirts may only be CLPS or CLPS Sports Brand or solid with no logos. Outerwear (coats, jackets, etc.) may not be worn in the building but may be stored in a backpack or hallway until the end of the day.

### K-6 Boys Shoe Dress Code



Dark dress shoes with a maximum heel height of 1 inch or predominantly black or white tennis shoes or boots are allowed. Must be closed-toe and closed-heel. **Socks must be white, navy or black.**

**7th – 12th Grade Boys Shoe Dress Code** - Any closed-toed and closed-heel shoe is allowed. **Socks should be black, white, or navy.**

