

CLPS K-6th Standard Operating Procedures

Fall 2022

CONTENTS

K-6 DAILY PROCEDURES	2
Arrival: K-6	2
END OF SCHOOL/DISMISSAL PROCEDURE	3
PARKING	3
BATHROOM USAGE	3
LUNCH	3
VISITORS	4
FACILITIES USE	5
STUDENT MEDICAL EMERGENCY PROCEDURES	5
MEDICATION POLICY	5
IMMUNIZATION POLICY	6
SCHOOL-HOME COMMUNICATION	7
E-MAIL COMMUNICATION POLICY & KNIGHTLY NEWS	7
INCLEMENT WEATHER	7
FIELD TRIP GUIDELINES	7
LOST AND FOUND	8
CELL PHONES AND TECHNOLOGY	8
STUDY HALL	9
EXTRA-CURRICULAR PARTICIPATION	9
CLPS Student Dress Code	11
Girls' Uniform	11
CLPS Girls Picture Dress Code	12
CLPS Student Dress Code	13
Boys' Uniform	13
CLPS Boys Picture Dress Code	14

K-6 DAILY PROCEDURES

Arrival: K-6

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.



There are usually photo opportunities for the first day of school provided by the upper school house system. You may want to plan in a few extra minutes for photos.

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 1st grade parents may accompany their children to their classrooms *on the first day of school only*, Monday, August 15 or Tuesday, August 16.

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-6 student IDs will be checked at exit.

PARKING

All families should park in the lot directly across from the front doors. Please pull into spots to unload students during peak drop off and pick up times so that you do not block traffic. Please take care to use only one parking spot.

Drivers should not pull under the covered driveway or use the drive through in front of the covered driveway during drop off or pick up as 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 10 mph.

BATHROOM USAGE

For the safety of all students, K-6 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.

7th-12th students will use the bathroom during the passing period.

Students may not use cell phones in bathrooms.

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 RenWeb. 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.

Lunch visitors must be over the age of 18, sign in at the front office. 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 school office. 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 University-Model School. CLPS uses RenWeb, assignment sheets, the Knightly News, 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 & KNIGHTLY NEWS

CLPS uses email, [RenWeb](#), the [Knightly News](#) and [clpsfamily.com](#) as the main methods of communication with families. Families should submit working email addresses to the front office to be input into RenWeb or change these online at RenWeb.com as they change. Parents must read all school emails sent by teachers and administrators and respond appropriately by deadlines.

It is the parent's responsibility to check RenWeb 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 Knightly News, our CLPS weekly newsletter, is the preferred method of communicating public announcements. Submissions should be emailed to Dan Hay at danhay@clps.info no later than Wednesday at noon of the week of publication. If an announcement is not submitted by that date it may not appear in the Knightly News.

INCLEMENT WEATHER

In case of poor weather conditions, school administration will diligently follow weather reports and **will email all families regarding school opening delays and closures**. As a general rule of thumb, CLPS will follow decisions made by the Fort Worth Independent School District.

LOST AND FOUND

Lost and found can be found in the auditorium or in the Creative Arts Room.

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.

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).

Students should conduct themselves with wisdom and care towards others on social media and other communications outside of school.

STUDY HALL

Students come prepared to work during study hall with all appropriate Assignment Sheets and materials. Parents should discuss goals for study halls with their student and provide accountability for students making good use of that time. School or personal laptops may not be used in Study Hall.

Study hall is a silent space. Students may not work in groups, borrow materials or assignments from peers.

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.

CLPS Student Dress Code

Girls' Uniform

Tops

(Tucked in for K-6)

Long Sleeve or Short Sleeve

- White Turtleneck
- White Button Down
- Hunter Green Polo
- Navy Blue Polo
- White Polo
- White Middy (may be untucked)

Bottoms

- "White Plaid" Jumper, Skirt or Skort (A-line design)
 - Must reach mid-knee
 - Modesty Shorts (under all skirts)-OR-
 - Navy, Black or White Leggings
- Navy Jumper, Skirt or Skort (A-line design)
 - Must reach mid-knee
 - Modesty Shorts (under all skirts)-OR-
 - Navy, Black or White Leggings
- Navy Pants or Capris (no skinny-style bottoms)
 - No denim

Shoes (closed-toe)

- 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 only

Color options:

- Hunter Green
- Navy
- Black
- White
- Gray

Must be worn over regular uniform collared shirt

Must be solid (no stripes, patterns, spots, plaids, etc)

No Logos (except CLPS logo)

Where can I purchase items?

You may purchase uniform clothes many different places. The store below is our primary source:

Lands' End School

www.landsend.com/school

Update Version 2/10/20: 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.

Preferred School Number 900141805

Accessories

- Hair bows and headbands should be in school colors
- Students may wear modest jewelry.
- Students may ONLY wear approved items listed here and may not add accessories or other clothing items to the dress code.
- Hats, beanies or other head coverings are not allowed at any time
- Plaid ties are optional

Other Notes:

- K-6 girls may wear solid white shirt under uniform shirt
- 7-12 girls may wear any color undershirt
- 7-12 girls may wear any color, closed-toe shoe with heel under 1 inch
- No tattoos
- Clothes should not be torn or have holes
- Girls may not wear khaki
- Coats may be worn to school but cannot be worn in class, lunch or hallways.
- 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. Parents need to measure the front from waist to knee and the back from waist to the bend knee to know if the item is long enough.

Free Dress Day for Girls:

- Modesty is expected
- Clothing must reach mid-knee
- 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

CLPS Girls Picture Dress Code

Shirts



Navy, green, or white polos allowed – short sleeve or long sleeve. White, collared, buttoned shirts are allowed.

Jumpers, Skirts, Pants & Capris



“White plaid” pattern or navy **skirts and jumpers must reach mid-knee** when standing; modesty shorts or leggings are required under skirts.

Sweaters & CLPS Brand Hoodies



Students must wear a collared, uniform-approved shirt under sweaters or CLPS brand 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, purchased through the school. Outerwear (coats, jackets, etc.) **may not** be worn during class 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 are allowed. Black or brown boots allowed for weather. **Socks or tights must be white, navy or black.**

7th – 12th Grade Girls Shoe Dress Code

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

CLPS Student Dress Code

Boys' Uniform

Tops

(Tucked in for K-6)

Long Sleeve or Short Sleeve

- White Button Down
- Hunter Green Polo
- Navy Blue Polo
- White Polo

Bottoms

- Khaki Pants or Khaki Shorts
 - Must reach mid-kee
 - No cargo style (outside pockets)
- Navy Pants or Shorts
 - Must reach mid-knee
 - No cargo style (outside pockets)
 - No denim

Shoes (closed-toe)

- 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 only

Color options:

- Hunter Green
- Navy
- Black
- White
- Gray

Must be worn over regular uniform collared shirt

Must be solid (no stripes, patterns, spots, plaids, etc)

No Logos (except CLPS logo)

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 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 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
- 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:

Lands' End School

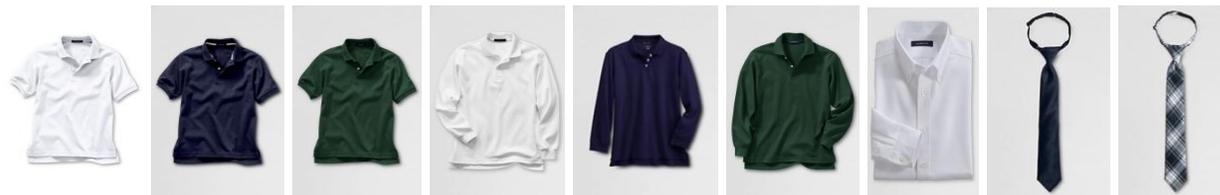
www.landsend.com/school

Preferred School Number 900141805

Update Version 2/10/20: 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 Boys Picture Dress Code

Shirts



Navy, green, or white polos as well as white, collared, buttoned shirts are allowed –short sleeve or long sleeve. Plaid ties are optional.

Pants & Shorts



No cargo style shorts allowed. Shorts must reach mid-knee.

Sweaters & CLPS Brand Hoodies



Students must wear a collared, uniform-approved shirt under sweaters or CLPS brand 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, purchased through the school. Outerwear (coats, jackets, etc.) **may not** be worn during class but may be stored in a backpack or hallway until the end of the day.

K-6 Boys Shoe Dress Code



Predominantly black or white tennis shoes or dark dress shoes are allowed. Black or brown boots allowed for weather.

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