



Creation School

Rigor Relevance Relationships

Kindergarten thru 8th Grade

**Family Handbook
2026/2027**

**Christ Lutheran Vail
Creation School Ministry**

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Christ Lutheran Vail Creation Elementary School Ministry

“Go and preach the Gospel to all creation.” Mark 16:15

Our Vision: to be a life-changing connection to Christ in our world

Our Mission Statement:

The mission of Creation School is to equip its students through rigor, relevance, and relationships, to engage their families, communities, and the world as loving followers of Jesus.

Our Purpose:

The Creation Elementary School ministry of Christ Lutheran Vail seeks to make loving disciples by providing a safe, high-quality, Christ-centered environment, where children will be nurtured in their faith in Jesus, grow in love and respect for others, and experience the joy of learning in developmentally appropriate ways.

Our Philosophy:

We believe that each child is truly loved as a child of God, and an heir to the kingdom through the saving grace of Jesus.

We believe that parents are the primary teachers in a child’s life and we strive to support the learning that begins at home.

We believe that each child learns through exploration, and makes sense of the world through:

- Intellectual discovery
- An emotional connection to adults and peers
- The physicality of his/her body
- His/her understanding of self and his/her place in the community
- The wonder and appreciation for the miracle of creation and its Creator.

Our Statement of Faith:

Creation Elementary School is a ministry of Christ Lutheran Vail Church. We teach Christian doctrine from a Lutheran perspective based upon the Word of God. We believe and teach that we are saved by God’s grace through faith in Jesus Christ our Lord and Savior. We believe that the Bible is the inspired Word of God, and the absolute authority for Christian living.

Statement of Technology and AI in the Classroom

Our school is committed to fostering a holistic, Christ-centered education that nurtures curiosity, creativity, and connection in Christ. We believe in the power of hands-on, real-world learning rooted in strong relationships and faith formation. While we recognize the growing presence and potential of Artificial Intelligence (AI) in the world around us, we approach its use with care,

discernment, and purpose. We believe that technology, including AI, should never replace meaningful human connection, the beauty of God's created world, or the irreplaceable role of teachers and mentors in a child's formation.

Our Approach to AI Integration

- AI may be used selectively to support individualized learning, administrative efficiency, or teacher-led innovation, when such tools align with our educational values.
- Any use of AI will be age-appropriate, human-guided, and transparent to families and staff.
- We do not delegate decision-making, discipline, or student assessment to automated systems.
- We are committed to data privacy, ethical use, and ongoing evaluation of any AI-related tools.

Technology will always serve as a tool, not a substitute, for the hands-on, relational, and faith-grounded learning that defines our community.

School Policies and Procedures

Admission Policy

We believe that every child is a unique creation and a child of God. We seek to create a community where every child can experience the joy of learning in developmentally appropriate ways to the best of his or her abilities.

Creation School does not discriminate based on race, religion, cultural heritage, political beliefs, or national origin.

Creation School does not exclude children with disabilities from our programs unless they pose a direct concern to the health or safety of others or require a fundamental alteration of the program. It is our desire to include all children but those with individualized needs will be evaluated individually to determine if we are able to accommodate the student. Additional fees may be incurred.

Enrollment and Admission

Admission requirements and guidelines are published and distributed with the registration forms each year. Creation School strives to adhere to all State of Arizona guidelines relating to age and/or other school enrollment requirements. Registration is for the entire (10 month) school year.

All registration forms are available on our website at www creationschool.org

Returning Students

A completed and signed Returning Student form must be submitted along with the required forms. The non-refundable registration fee must be provided.

New and/or Transferring Students (including all kindergarten students)

Registration forms must be fully completed and signed by the parent or guardian. The non-refundable registration fee must be provided.

Transfer students attending Creation Elementary do so with a trial period during the first quarter of enrollment. During this trial period, school readiness will be assessed through observation and documentation. Difficulty adjusting to the school environment will result in an intervention by the Dean of Students/Director, and possible disenrollment if we are unable to meet the student's needs.

To register your child, please complete the following registration forms, and return them with your registration fee during the financial aid advisory meeting.

- Creation School Registration Form
- Emergency, Information and Immunization Card
- Copy of Immunization Record *(even if there are no changes - we are unable to pull from last year's file)*.
- Media Release Form
- Race and Ethnicity Data Collection Form
- "Getting to know you!" Form
- Creation School Handbook Parent Acknowledgement Form
- Affidavit for Intent for Private School (submitted to Pima County)*
- Transcript/Report Card & Records Release (from previous school)

*An Affidavit of Intent stating that your child is attending a private school must be filed with the county school superintendent. Affidavits need only be filed once, within thirty days of the beginning of instruction. The affidavit may be obtained from the Pima County School Superintendent's Office or downloaded from our website (www.creationschool.org).

Please ensure the following is included with your submission to Pima County:

- Certified copy of your student's birth certificate; it will be returned to you. (Required by A.R.S. §15-828)
- Signed/stamped by a Notary Public.

Registration Fee

Registration fees are non-refundable and for the entire (10 month) school year. Registration fees for the first child is \$200. Each additional sibling registration fee is \$150.

Tuition & Payment Options

Tuition for the 2025-2026 is **\$8,750 annually**. Families have the option to make monthly or quarterly payments.

- Monthly tuition payments are due by the **6th** of each month for 10 equal monthly payments (August-May).
- Quarterly tuition payments are due by the **beginning** of each quarter for 4 equal quarterly payments.

Payments can be made with Cash, Check, Zelle (payments@christlutheranvail.org), or scheduled auto-payments through Joyful Response (complete form found at www.creationschool.org/payment and return in person or via email).

PayPal and Square payments are accepted, but will incur an additional fee of 2.5%. Please email accounting@christlutheranvail.org for questions.

Please note: Tuition payments help secure the smooth operation of our school. Delinquent accounts may incur additional late fees. If there is an extenuating circumstance that prevents timely payments, please reach out to the Director for accommodations.

Arizona Empowerment Scholarship Account (ESA) Program

Arizona recently expanded the ESA program to include covering costs of private school for residents who have a K-12 student. In order to receive funding, you must apply online and follow the steps below to make your quarterly payments.

Apply for the “Universal” ESA scholarship at <https://www.azed.gov/esa/eligibility-requirements>

Please notify Josey at accounting@christlutheranvail.org once you apply, so that we can send you the invoice via email.

1st-8th graders: The Empowerment Scholarship Account Program (ESA) will pay a majority of the tuition in quarterly payments made through Classwallet. Choose ‘Pay Vendor,’ ‘Creation School Christ Lutheran Vail Church,’ and upload a PDF invoice of your quarterly tuition. The remaining amount due can be paid via Cash, Check, or Zelle (payments@christlutheranvail.org). Please be prompt with your payments.

Kindergarten parents have the option to apply for the ESA program, however it only covers around 50% of the Kindergarten annual tuition (paid quarterly). Tax Credit Scholarships (discussed below) may cover a larger percentage of the tuition costs for Kindergarteners compared to ESA, since you have the opportunity to submit applications for all of our partnered STOs.

*Per Arizona State Guidelines: Families **may not** utilize ESA and STOs for the same time period.*

Tax Credit Scholarships

Tuition at Creation School is amazingly affordable as a result of scholarships. The Arizona Private School Tax Credit offers a unique opportunity for AZ taxpayers to make contributions to various School Tuition Organization (STO) and recommend students at Creation School. Taxpayers receive a dollar-for-dollar AZ State Tax Credit and students receive tuition scholarships. STOs provided almost \$200,000 last school year to Creation Students, which has made tuition affordable for families at all income levels.

To find a list of our partnered STOs, please visit the Creation School website at www creationschool.org/tuition-financial-aid

New Elementary families should meet with the school’s financial advisor with any questions regarding financial aid options.

Tuition Discounts

- **Registration Discount:** First enrolled child \$200 / Each child there after, reduced to \$150 each
- **Preschool Sibling Discount:** Siblings who register at Creation Preschool are eligible to receive a reduced registration fee of \$150 and receive a 10% discount on their annual tuition. (Sibling discounts are not applicable to K-7 siblings)

Financial Support from Christ Lutheran Vail Church

Creation School is sponsored by Christ Lutheran Vail Church. However, Creation School is financially dependent solely upon the tuition and donations provided by our parents and partners in the educational ministry. All donations are welcome and go to enrich the experiences of the children.

We also strongly suggest that ALL friends and families consider allocating Arizona tax credit dollars to our partnered STOs to support Christian education at Creation School. You can find a list of our partnered STOs on our website: www creationschool.org/tuition-financial-aid

Disenrollment Procedure

Christ Lutheran Vail requests a two-week notice if you are removing your child from the program. Refunds will be evaluated on a case by case basis, but will not be given unless notice was provided.

Individualized Needs/Support Services

Please speak with the School Administrator/Dean of Students concerning your child's individualized needs. This would include any student who has an IEP/ISP, 504 Plan, Behavioral Plan. Additional fees may be incurred to ensure adequate support for your child.

Insurance

Christ Lutheran Vail Creation School carries the required amount of liability insurance for school coverage.

Accident/Emergency Policy

In the event of an accident or emergency, parents are to be notified within 30 minutes by phone or other expeditious means; which will be performed by the Director. In his/her absence the next person in the chain of command will resume this responsibility.

In the event of an accident or emergency, parents are also to be given written notification within 24 hours; which will be performed by the Director. In his/her absence the next person on the chain of command will resume this responsibility.

Media Release

We are proud of who your child is and what he or she can accomplish. We use digital media in our classroom observations, documentation, and publicity. Some of these photos may be used to promote the Elementary Education programs on the Christ Lutheran Vail website, Facebook, or other displays. The children in these pictures will have no identifying labels, nor will their pictures be sold to outside companies. Please fill out the media release form included in the registration packet to allow us to use these images.

Sunscreen Policy

Parents are strongly encouraged to put sunscreen on their child every day before coming to school. If a child needs sunscreen to be reapplied, a Creation School staff member may only apply sunscreen with a note from the child's parent; sunscreen must be provided by the child's family. Sun hats, long sleeve shirts, and sunglasses are also recommended.

Pesticide Use

Occasionally, pesticides will be used on campus. Parents will be given a 48-hour notice prior to use, which will be posted on the classroom door.

Child Abuse Reporting Policy

Mandated reporters are required by law, as defined by ARS 13-3620, to report all concerns of child abuse or neglect. All staff members of Creation School and Christ Lutheran Vail Church are mandated reporters.

Communication

Creation School recognizes the importance of communication with the home. We consider ourselves a partner with parents in the educational process of our students. Teachers will share information as needed throughout the school year. Parents need to communicate pertinent information directly with their child's classroom teacher. Parents may also choose to notify administration, as well. The school has established specific tools to help communicate necessary information with the home, they are:

- Email - each teacher and staff member has a school email. Typically their last name first initial @creationschool.org
- School Status Connect (formerly ClassTag) - connects teachers and families with one user-friendly app or web-based platform. Your family will be automatically enrolled/assigned to a class at the beginning of the new year.
- Parent-Teacher Conferences — Conferences are scheduled twice a year. Additional conferences may be held at the request of the parent or teacher anytime.
- Social Media -
 - Facebook - <https://www.facebook.com/creation.school.clv>
 - School Website - www.creationschool.org

We kindly remind all parents to engage in respectful and positive communication with fellow parents and staff. Harassment or any form of disruptive behavior within the parent community is strongly discouraged.

Academic Policies and Procedures

Curriculum

Creation School's curriculum encourages child-inspired and teacher-guided activities to promote deeper engagement.

Teachers incorporate Arizona Learning Standards to create the framework for project based education and emergent curriculum.

Religious materials introduce Christian principles such as respect for self and others, a sense of responsibility, empathy, cooperation, and love for Jesus as Lord and Savior.

In addition to the fundamental principles of education, Creation School offers weekly Art, Music, Worship arts & bi-weekly Physical Education.

Physical Education, both in school and after-school sports programs, exists to provide positive, well-organized activities that contribute to the development of the whole child. The program is meant to model and teach Christian principles and the ideals of good sportsmanship.

Goals and Objectives

- To develop in all participants those skills related to athletic achievement
- To develop qualities that reflect good sportsmanship
- To develop within all participants a sense of team spirit and responsibility while fostering an appreciation for individual accomplishments
- To provide experiences of healthy, fair competition

Creation School teachers continue their professional development in best practices and latest research in Education. Creation School Teachers cultivate relationships to educate the whole child.

Chapel

Students attend weekly Wednesday chapel services from 8:30-9:00 am. While these services are intended to be child centered, parents and friends of the school are encouraged to join the students and faculty/staff in these weekly worship experiences. Please check with your child's teacher to see when the class will be leading worship in the church. Chapel offerings are used to help support ministries throughout the church, the community, and the world.

Homework

Creation School does not assign nightly or weekly homework in the lower elementary grades (kindergarten through third grade). Overwhelmingly research has been unable to prove that homework in the lower elementary grades improves student performance. However, research has shown when families spend time together, students achieve much more. We are going to ask that you spend your evenings doing things that are proven to correlate with student success; read to your child, work together on a Creation generated family project, eat dinner as a family, play outside and get your child to bed early. It is our hope students will utilize "at-home" time to learn to be life long, responsible, self-directed learners. We hope our "no homework policy" will encourage creativity, curiosity, and family time.

Digital Media and Movies

Creation School will use movies or other digital media occasionally as part of its curriculum. Only movies with a "G" rating will be shown. If a movie rated "PG" or above is considered for educational use, parental permission will be requested in advance.

Student Computer Use

Students have access to classroom technology to support academic learning:

- Lower Elementary students may use Chromebooks for supplemental practice, project creation, or instructional activities.
- Upper Elementary and Middle School students will use tools such as Google Docs, Slides, and Sheets to complete assignments and build digital literacy.

All technology use is supervised by teachers and must support class objectives. Students are expected to handle all school devices with care and respect. This includes: Carrying devices properly, using clean hands, keeping food and drinks away, and following all teacher instructions for use.

Damage, intentional misuse, or negligence may result in disciplinary action and/or a financial responsibility for repair or replacement.

Guiding Principles for AI in a Christ-Centered Classroom

Our school is committed to fostering a holistic, Christ-centered education that nurtures curiosity, creativity, and connection in Christ. We believe in the power of hands-on, real-world learning rooted in strong relationships and faith formation. While we recognize the potential of AI to support individualized learning, we remain steadfast in our commitment to maintaining a balanced approach that prioritizes human connection and a deep engagement with the natural world. Any integration of technology will be intentional, serving as a tool to enhance—not replace—the authentic learning experiences that define our community.

Daily Operations

School Hours

Campus Hours - 7:50 a.m. - 3:00 p.m. Monday - Friday

The buildings are open for student arrival and supervision by 7:50 a.m.

School Hours 8:15 a.m. – 2:45 p.m. Monday - Friday

*Kindergarten Hours 8:15 a.m. - 2:30 p.m.

*Half-days - Students are dismissed at 12 p.m. and must be picked up by 12:05 p.m.

Courtyard Morning Prayer

Students and staff gather daily at 8:15 a.m. in the courtyard for morning prayer. This time is dedicated to beginning the day centered in faith and community.

Late Arrival/Tardy

Arriving on time for the start of school is important to the child's education and the continuity of classroom operations. Parents should make every effort to have their child(ren) arrive at school on time. Any child who is not in the classroom at 8:15 a.m. is considered tardy.

Even a little late is considered too late, because classroom instruction commences at 8:15 a.m. All students arriving once the school gate is closed and after the scheduled start time for their classroom are required to sign in at the front office. When students are tardy, it not only affects them; everyone else around them is disrupted. Excessive tardies will result in meeting with the school administration.

If excessive tardiness continues, (6 tardies per quarter), parents will be contacted to help remedy the situation. The school also reserves the right to make a determination regarding continued enrollment if excessive tardiness becomes habitual, negatively impacting the student or classroom environment. Students that arrive late must be signed in by the person bringing them to school, stating the reason for tardiness. School personnel can then determine if the tardy is excused or unexcused.

Late Pick Up

Class is dismissed at 2:45pm. Students who are not picked up within a timely fashion, will be escorted to Aftercare. Fees will be charged for students who are picked up 15 minutes after dismissal, starting at \$25 per student, as registration fee for Aftercare. Each additional half-hour is \$5.

Attendance

Under Arizona law, all children between six and sixteen years of age must be provided with instruction at minimum in the subjects of reading, grammar, mathematics, social studies, and science (A.R.S. § 15-802(A)). As a general rule, every child who is between six and sixteen years of age must attend and be physically present in school whenever school is in session (A.R.S. § 15-803(A)).

Regular attendance is essential for a student's academic success and spiritual, social, and emotional development. Absences—both excused and unexcused—can disrupt learning, hinder progress, and may place a student's enrollment at risk.

Attendance is monitored regularly. Parents or guardians may be contacted and asked to meet with school administration to discuss attendance patterns. In cases of excessive absence or truancy, the school reserves the right to evaluate the student's continued enrollment and/or place the student on academic or attendance probation. Attendance or academic probation may lead to the student being retained in their current grade level or affect their enrollment status. As defined by Arizona Law, (A.R.S. § 15-803(A)), "absences may be considered excessive when the number of absent days exceeds 10% of the number of required attendance days . . . this includes excused and unexcused absences. A student is required to attend school for 180 days; students may have a total of 18 total absences in a school year (combined excused and unexcused). A student who is absent 10 consecutive unexcused days will be considered truant under AZ law.

We are interested in educating all our students and are willing to work with parents/guardians in correcting a child's truancy problem. If we are able to help with any issues that contribute to unexcused absences or tardies, we welcome the opportunity to work with parents/guardians.

Sick Policy

Please notify the school of any illness or injury. Parents must notify the office immediately when the child has a communicable disease with information on the type of illness and the number of days you expect your child to be absent. Children will not be admitted if they have an infectious illness of any kind or if they are running a fever.
(a fever is considered/defined as 100.3)

You will be notified if your child is exposed to a contagious illness (*refer to list below)

If a child becomes ill during the day, we will contact the parents at once. Please inform us of the arrangements for picking up your child. Children who become ill during the day will be isolated from the other children, when possible. If a child has diarrhea, vomits or has a temperature of 100.3 degrees, you will be called to pick up your child.

Children should be kept at home if any of these conditions exist:

- If your child has a fever or has had one in the previous 24 hours
- If your child has a cold that is less than 2 days old
- If your child has a heavy nasal discharge
- If your child has a congested cough
- If your child has symptoms of a possible communicable disease to include, sniffles, reddened eyes, sore throat, headache, abdominal pain, discharge from eyes, fever, rash, diarrhea, vomiting, pinworms or head lice in the past 24 hours.

Return of Your Child to School

Your child may return to school if:

- no fever or vomiting or diarrhea for 24 hours **without medication/no symptoms**
(ex Tylenol / Motrin)
- the cold is over, but there is a minor nasal drip.
- you've obtained a doctor's written release.

Medication Procedures

Any prescribed medication taken by students during the school day requires a completed **medication authorization form** signed by the parent. All prescribed medication must be in the original prescription bottle with the pharmaceutical label on it stating the appropriate dosage and stop dosage date.

Absolutely no phone authorization of pain medication can be made. All medication will be kept in the Early Care and Education file in a locked container and will be dispensed only by office personnel or Director. **All known allergies must be reported to the School Administrator & child's teacher.**

*Over the counter (OTC) medications: (Including cough drops) If your child must take an "over the counter" (OTC) medication while at school, it must be in the ORIGINAL container with original package directions. A medication consent form must be filled out and signed by the parent/guardian, a phone call home may be made prior to giving any medications in addition to consent form, to ensure safety and accuracy. Only age appropriate dosage as stated on the label will be dispensed. A separate form must be completed for each child and each medication (ie: can not place siblings on one form). OTC medications may not be given for more than 5 consecutive days without a medical provider order and a separate prescribed medication consent is completed.

Illness and Injury Procedures

If your child becomes ill or injured, the following steps will be taken:

- Parents or legal guardians will be notified through written notice, phone call or in person
- Your child will be isolated from the group
- 911 may be called

Young children often experience falls or bumps during the course of a day, especially in the outdoor classroom. Usually, they do not result in serious injury and are handled with simple comfort, a drink of water, or a sympathetic band-aid or ice pack (i.e. not necessary but yet comforting). When children sustain a cut, bruise, or other injury, staff members will provide treatment according to procedures specified in our pediatric first aid training. Teachers will report the injury to parents, guardians or caregivers, recommend treatment by a medical professional, if appropriate, and complete an injury report within one day. Copies are kept in the accident/injury logbook. A notification will be placed in the

child's backpack for the child to take home. Parents or guardians will be notified immediately in case of a more serious accident and prompt action will be taken including contacting EMS personnel if a situation warrants. If necessary, we will accompany the child to the hospital preferred by the family in the ambulance. In these cases, injury reports are supplemented by the EMS reports.

Dress Code and Appearance

The comfort of one's body is critical in the advancement of learning. Children should wear clothing that supports a wide range of active and sometimes messy activities. Student attire should not present health or safety hazards and should not disrupt the educational process. We rely upon your good judgment and discretion as in what your child should wear to school. However, faculty and administration reserve the right to make the final decision as to the suitability of any attire and to decide when attire violates the school code.

Students out of dress code will change into appropriate clothing or may be sent home.

- **Clothing Expectations:**

Students should come to school dressed and prepared for a day of learning, movement, and play. Clothing should be modest, clean, and in good condition.

- Spaghetti straps, strapless tops, and muscle tees are not permitted. Sleeveless tops must have straps that are at least two fingers wide and provide appropriate coverage.
- Shorts, skirts, and dresses should be of an appropriate length for active movement.
- We recommend that girls wear shorts under skirts or dresses for added comfort and modesty during outdoor play or seated activities.
- Jeans and pants may not have intentional distressing, holes, rips, fraying, or exposed patches.
- Clothing displaying inappropriate language, graphics, or messages is not appropriate for school.
- Students are asked to use makeup, cologne, and perfume sparingly to maintain a natural and distraction-free learning environment and to be considerate of others who may have sensitivities or allergies.
- Pajama Attire/Sleepwear should not be worn to school by students or staff unless it is a designated Pajama Day. Please ensure that all clothing, even on themed days, remains modest and appropriate for school activities.

Students are expected to dress and undress independently when changing clothes (e.g., for P.E., water play, or accidents). Staff will provide support as needed, but students should be able to manage their own clothing with minimal assistance.

As stewards of the bodies God has given us, we ask students to dress in a way that reflects respect for themselves, others, and the Lord. Dress should also be appropriate for the weather and season, allowing students to participate safely and comfortably in all aspects of the school day.

- **Accessories and Headwear:**

To minimize distractions, students should avoid costume-like accessories such as headbands with ears, animal tails, or other novelty items. Hats and hoods may be worn indoors but must be

removed during Chapel and the Pledge of Allegiance. Faces and ears must remain visible to staff at all times for safety and communication. Wearable technology such as smart watches or earbuds are not allowed during the school day.

- **Physical Education Requirements:**

Elementary students participate in Physical Education several times each week. Appropriate dress for PE includes sport shoes, socks, and comfortable, movement-friendly clothing. Improper footwear may result in the student sitting out for safety reasons. Repeated inability to participate may affect their overall grade. **Tennis shoes are required on your child's PE days.**

- **Shoes:**

Closed-toe shoes are safest for outdoor play due to exposure to wood chips, gravel, sand, and water. Shoes should be play-appropriate and may get muddy or wet. Slippers may not be worn to school except on spirit days.

- **4th Grade & older:** As students grow and experience the natural changes that come with adolescence, it becomes increasingly important to develop consistent personal hygiene habits. We encourage families to help their students practice daily hygiene routines, including wearing deodorant.

***Note:** The Arizona Department of Health Services has advised that during fire drills, children must wear shoes to prevent injury. Please ensure your child's indoor footwear is easy to put on quickly.*

Middle School Dress Code (Grades 6–8) (effective 2026/2027)

As students enter middle school, they are expected to dress in a manner that reflects maturity, respect, and the Christian values of our school.

In addition to the general school dress code, the following guidelines apply to students in Grades 6–8:

- Christian Faith-Based Shirts are highly encouraged. Shirts displaying a Christian message are permitted. This includes shirts with Bible verses or Scripture references, Christian affirmations or text-based faith messages, church, school, or ministry shirts are allowed. To keep the focus on the message rather than the artwork, these shirts should not feature large decorative graphics, illustrated scenes, cartoon-style artwork, characters, or other prominent images. The Christian message or symbol should be the primary design element.
- Graphic, Character, Screenprinted and Illustrated T-Shirts as defined by shirts whose primary design is artwork or imagery are *not permitted*. This includes character shirts, cartoons, illustrated scenes, decorative artwork, anime, memes, pop culture references, sports or entertainment graphics, large brand logos, and other shirts where the main feature is a *printed image*.
- Clothing may not display images, slogans, advertisements, or messages that are distracting, inappropriate, or inconsistent with the Christian values of Creation School.
- Jewelry and make up should be kept to a minimum.
- Extreme fashions, hairstyles, accessories, novelty items, or attire that draw undue attention to the individual or disrupt the learning environment are not acceptable.

Occasionally, exceptions to the dress code may be permitted during designated school events or spirit weeks (such as Pajama Day, Sports Day, or other themed dress-up days). Specific guidelines will be communicated in advance for these special occasions.

Students who are not in compliance with the dress code will receive a gentle reminder and, if necessary, may be asked to change into appropriate attire. If there is any uncertainty about whether an outfit meets dress code expectations, students are encouraged to bring a spare change of clothes in their backpack. In cases of repeated or ongoing infractions, students may receive verbal reminders, be provided with appropriate clothing to change into, parents may be contacted, and, if necessary, students may be sent home.

The administration reserves the right to make final determinations regarding dress code compliance.

Cell Phones/Smart Watches

Student cell phones, smartwatches, wearable technology, and other personal electronic devices are not permitted on campus during school hours or in After-Care. Any student who brings a cell phone or other electronic device to school must keep it turned off and in their backpack during school hours. Students who intentionally use their cell phone and/or devices during school hours will have their device confiscated and parents will be notified. The school will not accept responsibility for lost or damaged cell phones or electronic devices.

Having a phone or smart watch in class often becomes a distraction to classroom learning as students send and receive texts or play games on their watches or phone during class time. These behaviors disrupt the learning environment for students and teachers. We suggest these be left at home.

If your child needs to reach you during the school day, we ask that they **please go through their teacher or the school office**. Our staff will ensure that important messages are communicated promptly and appropriately. Parents can call the school office or use School Status to send direct messages to their teachers, with any important message for the student, and those messages will be communicated to the student at an appropriate moment during the school day.

Backpacks

Children will need to bring a backpack each day to hold their extra labeled clothes, and transport classroom projects and teacher notes back home. Please monitor the contents of your child's backpack to avoid any unnecessary surprises (like soiled clothes left too long, or critical information about the program). Children tend to use backpacks as a toy transport. Toys should be left at home, to avoid being lost or broken, with the exception of "Show & Share" designated per class on Fridays. Show & Share items must fit in your child's backpack. Creation School advises students to bring items that are deemed appropriate for school and follow general behavior guidelines (i.e. no weapons, nothing of high-value, or breakable).

Field Trips

Field trips may take place at various times throughout the school year and are offered as an opportunity for extended learning. Parents are responsible for transportation, any fees associated with the trip, and

may be asked to chaperone. All transportation plans must be submitted to and approved by the designated field trip coordinator. Parents may not arrange independent transportation or supervision directly with one another without school approval. Only individuals listed on the finalized transportation plan may transport or supervise students. Last-minute changes may not be accommodated and are discouraged due to safety, supervision, and liability requirements.

Transportation

There is no transportation provided by Creation School either to or from the campus, or on field trips. All transportation needs are the responsibility of the parent.

Nutritional Foods and Lunch Guidelines

Creation School has a snack/lunch time available for the children. Parents are requested to supply a nutritious, non-refrigerated snack and lunch for their child every day. The Arizona Department of Health Services recommends at least 2 components in each snack and 3-4 components for lunch, such as a combination of protein, whole grains, fruits, or vegetables.

In an effort to promote environmental responsibility and reduce waste, we encourage families to pack nutritious, ready-to-eat or easy-to-reheat meals for students. Please avoid sending items that require extended heating (such as instant ramen cups or macaroni and cheese cups), as anything requiring more than **30 seconds to reheat** should not be brought to school.

To help minimize the need for disposable supplies, students should bring meals in reusable containers and include any necessary utensils from home.

It is also important to provide a water bottle for your child to use during the day. It should be labeled with your child's name and taken home every day for washing.

Parent Participation

Parents/Guardians are encouraged to interact with children in any and all school programs and activities. Parents/Guardians are invited to participate in programs, field trips, special projects, class parties, chapel, etc. We encourage each family to participate as much as possible. Parents are always welcome in our classrooms. We ask that volunteers make arrangements to leave younger siblings and other children at home when volunteering in the classroom.

Parents are free to visit at any time, but we do ask that conversations about individual children or concerns happen outside of class time or in the school drop off/pick up lane. If you have any concerns or are uncertain about anything relating to CLV's Creation School Ministry, please contact the school administrator so that a meeting may be scheduled as soon as possible.

Please also refer to Visiting & Volunteering on campus (below).

Behavior and Discipline

Behavioral Guidelines

We believe that children can learn to behave appropriately when their needs are met, they have the opportunity to discuss problems, and view positive role models.

Classroom guidelines for behavior are set by the teacher and students during several class meetings and as needed throughout the year. Guidelines typically set up the parameters around **respect for others, respect for the environment, and respect for oneself**. Guidelines are put in place to maintain a sense of community and keep everyone safe.

If a child engages in an inappropriate activity, we will explain to him or her why those actions are unacceptable to others and work toward a resolution.

Children who continue to exhibit poor choices and/or hurt him/herself or another child will be guided to behave in a manner consistent with our policy of loving one another and being good community members. Guidance methods may include redirection, engaging in supervised or self-initiated peer conflict resolution, a class meeting for input into the problem, or a time away to rest and reset the behavior.

A child who resists guidance to the proper, loving behaviors, will prompt the director and/or Dean of Students to schedule a conference with the parents, teachers, and behavior specialist, so that a behavior plan can be put into place. School Administration reserves the right to protect the safety of all children, and when appropriate, may suggest an educational opportunity elsewhere.

If the child's behavior continues to be disruptive or aggressive (with intent to harm or hurt others) after consultation has been made with the parent/guardian, it may result in either an in-school suspension, out of school suspension, or dismissal from Creation School.

Behaviors displayed by the staff or parent which involves humiliation, striking a child or any other physical display of anger in the classroom will not be tolerated.

Additionally, inappropriate behaviors(i.e. words &/or actions) by any staff will be addressed & necessary consequences will be similarly enacted.

Weapons

No student shall carry or possess a dangerous weapon, firearms, fireworks, or destructive device on school premises without authorization by a school administrator. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the school.

Any employee who observes any person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to the school administrator. A school administrator who observes or receives a report of a student possessing a weapon on school premises shall immediately take appropriate safety and disciplinary actions.

School Policy Determination, Implementation and Resolution

Parent inquiries about our policies should be directed to the director and secondarily to the senior pastor. If the inquiry cannot be answered/resolved at one of those levels, the parent may take the issue to the CLV Board of Ministry Directors.

Other Programs

Visiting and Volunteering

Volunteering is a vital part of our community and enriches the educational experience for our students. Parents are encouraged to join our Parent Teacher League (PTL), participate in in-classroom activities, be a part of our Partners in Education (PIE) group, host after school clubs, or volunteer around campus.

All club leaders must complete a background check and child safety training as mandated by Christ Lutheran Vail.

All visitors must check in at the front office, wear a visitor badge while on campus. Visitors must be accompanied by a staff member at all times unless background checks are on file.

In addition, church-related service opportunities that benefit Creation School children are available.

Should you have any questions, please feel free to email your student's teacher or email creationschool@christlutheranvail.org

Coati Club - After School Program

Coati Club is a fee-based program providing safe fun school age activities for students of Creation School. Students are able to enhance their day with quality activities and enrichment opportunities within a structured recreational environment. Arts and crafts activities, outdoor time, and games are available every day.

Coati Club is open to Kindergarten through 8th grade students registered in Creation School. Registration information may be obtained at the School Office or by emailing creationschool@christlutheranvail.org or call 520-468-7075. Space is limited.

Coati Club is open in the afternoon from class dismissal until 5:45 pm. Coati Club is available on Early Release days from 12:00 pm - 5:45 pm for your convenience. The After School Program operates on all school days and observes all designated school holidays and breaks.

For more information and further guidelines on Coati Club, please refer to the Coati Club Handbook.

National Lutheran Schools Week

Creation School is a part of the Lutheran Church-Missouri Synod school system. The schools within this organization annually celebrate their ministries together during the last week in January. Students and families are strongly encouraged to be a part of this celebration by participating in Christ Lutheran Vail Church's worship held during that week. Other events may be scheduled during this week of celebration.

Student Pictures and Yearbook

Student and class pictures are taken in the fall (blue background) and in the spring (rotating themed background). Information concerning pictures is sent home with the students. Families are under no obligation to purchase picture packets. There are no make up days or photo retakes.

Playground

Playground facilities are provided for students to use during the school day. Safety rules, common sense, and school rules regulate the playground areas. Classroom teachers supervise playground use during the day.

No students are to be left unsupervised before the morning staff reports to the playground areas. Fenced in play areas are CLOSED from 2:45 pm – 5:45 pm to allow for security during our after school Coati Club activities.

Handbook Update Policy

The administration reserves the right to modify, amend, change, all or part of the handbook in any fashion whatsoever, at any time at its sole and absolute discretion. Addendum items will be shared with parents & students, as they occur.

Partnership Expectations

As partners in your child's learning, you can expect from Christ Lutheran Vail's Elementary Education Ministry: a high-quality, loving, and educational experience for your child. You can expect from us patience and respect when dealing with conflict, along with grace and forgiveness afforded to every relationship. You are welcome to join us on site at any time to be a part of the educational journey.

As partners, here's what we expect of you:

We expect that you will provide a loving and safe home for your child.

We expect that you will provide nutritious food and appropriate clothing to keep your child healthy, to the best of your ability.

In case of illness, we expect you will keep your child away from other children, to avoid spreading the sickness.

We expect you to be informed, which means: responsibly read the notices posted for parents, as well as seek out information if you have questions. The notices posted may include upcoming events, application of pesticide on the premises, or exposure to contagious sickness.

We expect you to clean out your child's backpack and lunchbox.

We expect you to take an extended role in your child's learning, which may include reading to your child in your home, participating in church or community events, and attending parent meetings and training.

Together, we expect to find joy in our calling, love in our interactions, and peace in our circumstances.

Together, we expect a bright future for our children, days filled with laughter, and a community built by our partnership.

Together, we expect to strengthen God's families through the healing gospel of Jesus Christ.

Creation School Handbook

PARENTS & STUDENT(s) ACKNOWLEDGEMENT

This is to acknowledge that we have received a copy of the School's Family Handbook.

We understand that this handbook provides the guidelines for the school regarding their policies and procedures.

We also understand that it is our responsibility to read, understand, become familiar with, and comply with the standards and policies that have been established.

We further understand that Creation School reserves the right to modify, supplement, or revise any policy from time to time, with or without notice, as it deems necessary or appropriate.

We commit to consistently fostering harmony and positive relationships among the school staff, teachers, school administration, students, and parents of Creation School. We pledge not to engage in any actions that intentionally create discord within the school community.

We promise to approach interactions with teachers and administrators with kindness and understanding.

By signing below/we fully acknowledge that I/we have completely read the handbook provided to us.

Student Name (Please Print) _____ Grade _____

Student Name (Please Print) _____ Grade _____

Student Name (Please Print) _____ Grade _____

Parent/Guardian's Signature

Date

Parent/Guardian's Signature

Date

Student's Signature *(upper grades required)

Date