



PARENT AND STUDENT HANDBOOK

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Chippewa Falls, WI 54729

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*“Train up a child in the way he should go and when he
is old he will not depart from it.”*

Proverbs 22:6

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Our Mission

In establishing Christ Lutheran School (CLS), our primary goal arises from our strong desire to enter into the Mission of Christ, so that teachers, children, and parents may know Jesus as Savior and Lord (Matthew 28: 18-20), His way and His presence in their lives. We perceive our school as an opportunity to nurture the faith of children so that they may continue growing in their walk with Christ (Proverbs 22:6, Matthew 19:13-14).

Our Ministry

Christ Lutheran School aims to enable and encourage each child to realize his/her full learning potential by offering:

- **Coordination of Biblical Teachings** with the calling and efforts of Christian parents to raise their children in the discipline and instruction of the Lord. (Ephesians 6:4)
- **High Academic Standards** in order to contribute positively to education and life in the United States and to influence society by providing leaders with strong moral character. (Colossians 3:17 and John 8:32)
- **Weekly Chapel Services** each week led by the presiding Pastor. Parents and other family members are invited to attend the service with their children.
- **Parent-Teacher Organization** activities including academic enrichment, family nights, special events, and an auction event to raise funds for curriculum.
- **Student-Teacher Ratios** targeted at 20 students per class.

God's Word is integrated into the entire curriculum used throughout the school.

Student Code of Conduct

The purpose of the Code of Conduct is to communicate to students and parents the standards that are expected of the students at Christ Lutheran School. Please review these standards with your child on a regular basis. The instructions are from God's Holy Word.

I will love God and those around me.

Read Mark 12:30-31, Deuteronomy 7:9, John 15:12-13.

I will honor my father and mother and those put in authority over me.

Read Exodus 20:12, 1 Peter 2:13-15.

I understand that Christ Lutheran School is an academic training program for students who have chosen to put forth their best effort in class work, homework, and all other tasks assigned by the teacher and volunteers.

Read Hebrews 6:11-12, 2 Corinthians 9:6-8, Luke 6:38, Colossians 3:23-24.

Heeding God's Word to be of one mind, having compassion for one another, loving each other as brothers and sisters in Christ, being tenderhearted, and being courteous; I understand and will refrain from gossip, slander, mockery, profanity, offensive slang, teasing, exclusion of others, lying, cheating, and stealing.

Read Colossians 3:8-10, Matthew 19:18, Romans 13:10. Read 1 Peter 3:8-9.

I understand that among the core values, we teach Biblical truth about marriage.

Read Matthew 19:4-6, Genesis 2:22-24.

I understand that my body is the temple of God. Therefore, I will hold to the highest standards of conduct; I will not use alcohol, tobacco, or illegal drugs and I will maintain high standards of self-control and self-discipline.

Read Proverbs 19:11, James 1:19-20, Philippians 4:6-7. Read 2 Corinthians 6:16.

I understand that I need moment to moment guidance and help from God. Through Jesus Christ, I can talk directly to God to give Him praise and ask Him for help and assistance. I will pray often.

Read Isaiah 40:29-31, Psalm 147:1, 1 John 3:22, Psalm 135:3.

Discipline

It is our desire CLS to instill Christ-like attitudes and actions in our students. We believe that each student is capable of this goal if they know what is expected of them and they allow the Holy Spirit to guide them. Discipline and self-control are essential parts of Christian life. As a result of this philosophy, we have developed expectations for the students. Behavior that causes harm to others, damages property, or disrupts the orderly operations of the classroom and/or school is prohibited such as bullying (electronically, physically, verbally, emotionally, etc.). If this sort of behavior occurs, a suitable consequence will be carried out, based on the discretion of the school staff member.

Admissions Policy

We will gladly receive students of any race or religious denomination. We are all one in Christ. Our intent is to offer Christian education from a Biblical perspective. To us, this means that the Bible is the inerrant Word of God. It is the authority, not only advisory.

Children of Christ Lutheran Church members and continuing students are considered first for admission to the school. We will then consider siblings of students already in attendance at CLS. Finally, the remainder of applicants will be considered on a first-come, first-serve basis after April 1 of each year. Small classroom sizes where children receive more individual attention are just one of the many advantages at the school. Classroom enrollment is targeted at 20 students per class.

Parents of new students will need to provide academic achievement and behavioral records from prior schools attended. Your student will not be considered until our assessment of these documents has been completed. New students will also be evaluated to ascertain skill levels and appropriate grade placement. Assessments will be conducted through placement tests, as well as prior student academic records.

Testing may indicate that your student would benefit academically from being placed into a grade that is one year behind current academic grade. Testing a level two years behind may indicate that CLS may not be a good fit for your student academically. The school staff will conduct assessments and placement recommendations. The school board will have the final authority if needed.

Interviews between the student, parents, and school staff may be conducted to determine whether CLS will be able to meet the student's educational needs. Due to a high academic standard and resources available, students with unconventional or specialized learning requirements may not be well suited to attend CLS.

Probationary Period

Any enrollment accepted at CLS will also be subject to a probationary period for 10 weeks. The teacher and school board will call a conference to discuss any concerns about your child's academic ability or any behavioral issues if they are having difficulty. We believe it is reasonable to conclude that, before the end of the 10 weeks, we can come to some agreement on whether or not CLS is able to meet the educational needs of your child. Students with special needs may have to be referred to the public school system where extra help is offered. While we are excited about offering your child a

Christian education and will work with you and your student to the best of our ability and resources, we are not in a position to offer academic or behavioral special education services.

Encouraging Virtuous Behavior

In addition to the code of conduct, teachers will work diligently with the students to incorporate the following good habits into their daily lives:

1. Edifying one another.
2. Including everyone in activities because we are all important in the eyes of God.
3. Volunteering to help others often and without being asked.
4. Exercising humility in accomplishments, talents, and abilities, recognizing that all we have comes from God.
5. Encouraging students to do their best in all endeavors.
6. Taking correction willingly and respectfully.
7. Accepting decisions cheerfully.

Students are taught to act responsibly in all they do. This means cleaning up after themselves, both in the lunchroom and the classroom. Ephesians 4:32 encourages us to “be kind to one another, tenderhearted, forgiving one another, just as God in Christ also forgave you.” This means accepting each student and classmate at Christ Lutheran School as a unique and special creation of God, regardless of different ideas or choices. It means looking past outward appearances and looking at the heart, as God does. At CLS, we include rather than exclude one another.

Home and School Cooperation

The Lord, through His Word, has bound home and school together when He said, “These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up” (Deuteronomy 6:6-7).

As a parent, you can help your child by:

- Letting the Word of God be the guide in all daily living.
- Worshipping regularly with your child and by having daily family devotions and table prayers.
- Praying for your school and teachers.
- Encouraging your child to respect their teachers and fellow students.
- Refraining from being critical of school procedures in the presence of your child.
- Consulting with your child’s teacher on any matters you feel pertinent to your child’s training and education.
- Providing support and assistance if your child seems to have difficulty in completing assignments.
- Following rules set forth in this handbook and other school rules.
- Ensuring that your child is regular and prompt in attendance.
- Seeing that your child is physically and mentally ready for school by ensuring that they are well-rested, well clothed, and well-fed.
- Talking with your child about school experiences and listening attentively to what is said about your child’s school day.

- Working at home with skills taught in school.

Orientation

Prior to the start of classes, the school hosts an orientation night. We want to begin the school year with prayer and thanksgiving for the blessings God has given us through CLS. At least one parent from each family needs to attend. At the orientation, we will familiarize new families with our mission and go over any major policy or procedure changes that have occurred at the school. You will have a chance to meet your child's teacher and find out what the academic requirements of the class will be and the educational goals the teachers have set for their students.

Parents will be given an opportunity to sign up for volunteer positions needed at the school. Parents are required to sign up to help with school events throughout the year. The Parent Teacher Organization (PTO) will have a list of the various ways that parents can contribute their time and talents to the school.

Arrivals and Departures

School hours are from 7:45 a.m. to 2:25 p.m. Monday through Friday. Doors open at **7:30** a.m. Students need to be dropped off at door #1 (flagpole door) before 7:45 am. At 7:45 a.m., this door will be locked for safety purposes. Students arriving late should then use the main church door. Parents need to accompany younger students who are late to class. Students report directly to their classrooms to begin their day promptly at 7:45 a.m. Students need to be picked up at 2:30 p.m. if not taking the bus.

Parents picking up students must wait for their children in their vehicle. Do not come to the classroom or gym to pick up your child. They will be dismissed to you. All students should then exit the building using door #1 by the flagpole. This is a safety precaution as buses are driving out of the parking lot.

Please contact the school before 12:00 noon if you have a change in plans and want to communicate other transportation arrangements to your child's teacher. If communication isn't received, your child will be sent home based on the transportation form on file. Students are not allowed to remain after school without adult supervision. Phone calls are limited to special situations and require staff permission.

Attendance Policy

Regular attendance is important to a child's success in school and establishes good work habits and self-discipline. Please make every attempt to plan family activities and appointments around the school hours and calendar.

Please notify your child's teacher at least one week prior if you know in advance that your child will be absent from school for an appointment or family reason. Schoolwork should be picked up prior to the absence and completed by the first day of the student's return.

If your child will be absent, please call the school office before 7:45 a.m. on the day of the absence. When you call, please leave a message on the answering machine stating your child's name,

grade, and reason for absence if you are not able to talk directly to a staff member. Without this verification, the school has no knowledge of the safety or whereabouts of your child.

If you would like to pick up assignments later in the day, please indicate your intent at that time. If your child must leave early, we request that you inform your child's teacher and indicate what time you will be picking them up. Please plan to meet your child at his/her classroom.

Tardiness and Absenteeism

Students should be in their seat and ready to start the school day promptly at 7:45 a.m. A student arriving after 7:45 a.m. but before 8:15 a.m. will be counted as tardy. A student arriving after 8:15 a.m. will be counted as a half day absence.

You can set a good example for your child by stressing the importance of being on time. Tardy students miss Bible reading and prayer; a foundation of faith is one main reason we send our children to a Christian school. When a student is late, it can be disruptive to the teacher and the entire class. If your child's tardiness or absences are affecting his/her work, parents may be contacted by the school board.

School Closings and Early Dismissal Procedures

When the Chippewa Falls School District cancels school or closes school early because of bad weather, CLS will follow the same schedule. Make sure your child knows the plans your family uses in the event of an early dismissal. If there is an emergency closing of school, we will notify parents through all school email and text message. Parents need to be checking email regularly for information.

Dress Code

Responsibility for appropriate dress rests with the family. Please be conservative if you are in doubt. The students' clothing should show modesty, neatness, good taste, and considerations for weather conditions. Dress code is in the discretion of the school staff. Appropriate clothing will be provided for students to use for the day if necessary. Students may be asked to be picked up from school if proper clothing cannot be provided. The following dress code guidelines are absolutes at CLS:

- Hats, sunglasses, and bandanas are to be worn outside only and must be removed when the student enters the building.
- Alcohol and tobacco advertisement clothing not allowed.
- Spaghetti strap tank tops are not allowed.
- Clothing that is see-through, sheer, backless, or low-cut is not allowed.
- Bare midriff or off-the-shoulder tops are not allowed.
- Lettering or printing on clothing is allowed provided it is within the bounds of decency and good taste.
- All garments must cover underclothing. Leggings should be worn with a shirt that extends to the mid-thigh.

- Blue jeans are allowed if they are clean and in good condition. Extremely low-cut, long, or wide-legged jeans are not considered acceptable.
- No short shorts. Shorts need to be as long as the student's fingertips when arms are by his/her side.
- Pajama and pajama pants are not allowed. The exception to this is approved pajama days for school and classroom and pajama certificates given by school staff members.

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Recess

Mid-morning recess for elementary students will be held on the outdoor playground, weather permitting. Teachers and parent volunteers have the discretion to decide whether the students will remain inside and have recess in the gymnasium. Students are not allowed to be in the gym or on the playground without supervision. During the winter months, students will have recess in the gymnasium when the temperature or wind chill factor is below zero. For all other times during the winter, please make sure that your child has the proper warm outerwear needed to play comfortably on the playground. If your child is well enough to attend school, they are expected to participate in recess activities.

Christ Lutheran School Conflict Resolution Procedure

The Matthew 18 Principle for Solving School Problems

Background

Dr. Paul A Kienel, former president of the Association of Christian Schools International writes:

The "me generation" philosophy of "I'll do it my way" sometimes spills over into the Christian community. For example, when differences develop between individuals, some Christians take matters into their "own hands" and bypass the biblical procedure of solving problems.

A Christian school is made up of people: parents, administrators, teachers, and students. Like any other collection of earthly mortals, the people associated with a Christian school have the potential for misunderstanding, disagreement and even wrongdoing. Nevertheless, it is God's will that we live and work together in harmony. Jesus said, "A new commandment I give to you, that you love one another; as I have loved you, that you also love one another. By this all will know that you are my disciples, if you have love one for another." (John 13:34-35)

Because of our human nature, we may at times irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18:15-17, Jesus gives His formula for solving person-to-person problems. It is called "the Matthew 18 principle" for solving school problems. The following are the words of Jesus: "Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that 'by the mouth of two or three witnesses,

every word may be established.’ And if he refuses to hear them, tell it to the church. But if he refuses even to hear the church, let him be to you like a heathen and a tax collector.”

Procedure:

There are several clear principles that Jesus taught in solving people-to-people problems:

1. Direct communication.

By addressing the matter with the other person personally, you ensure confidentiality. When matters are handled privately, misunderstanding can be addressed, and there is great potential for the other person to respond positively.¹ This avoids triangulation or the introduction of a third party to manipulate or control the person that is being approached.

2. Commit to listening to the person presenting the issue.

We need to be open to hearing issues when they are presented. Listening—mentioned by Jesus three times in these verses—is the crucial element. The focus of resolving the issue rests upon getting the parties to listen to each other, even while preserving the option to disagree. Often, attentive listening leads to the discovery of a mutually acceptable resolution.²

3. Keep the circle small.

“If your brother sins against you, go and tell him his fault between you and him alone”. The first step, and most often the only step needed in solving a person-to-person problem, is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the two-person level.³

4. Be honest and straightforward.

St. Paul wrote, “...*speaking the truth in love, we will in all things grow up into Him who is the head, that is, Christ.*” (Ephesians 4:15). Jesus said in the upper room on Maunday Thursday that the world would know His disciples by their love for each other. The love each Christian has in their heart comes first because Christ Jesus loves them first. That love is to “season” our words and actions. It is because of love that we want to speak truthfully and honestly with each other.

5. Be Forgiving.

“If he hears you, you have gained your brother.” This implies that once the matter is resolved, we should whole-heartedly forgive and restore the person whose fault has offended us. Galatians 6:1 reads, “If a man is overtaken in any trespass, you who are spiritual restore such a one in a spirit of gentleness; considering yourself lest you also be tempted.” As mentioned earlier, most school problems are resolved at the two-person level. Forgiveness and restoration is the normal happy conclusion. But what is the Matthew 18 principle if the individual will not “hear” you or openly disagrees with your version of the problem? Let’s say you are a parent of a student in a Christian school. You are unhappy with a teacher because you believe your child is being treated unfairly in the

classroom. The two of you have met and talked together, and you are not satisfied with the outcome of your discussion. What is the next step in the Matthew 18 principle?

6. If there remains an impasse, ask another person who can objectively listen to the matter.

The parent and teacher should agree to share the matter with the school principal. At this stage, the counsel of Jesus would be "...take with you one or two more, that by the mouth of two or three witnesses every word may be established." Both parent and teacher should rehearse their versions of the issue or issues with the school's Administration. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter and willing to submit to reproof and correction if needed.⁴

According to Dr. Paul A. Kienel, "Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution. It is estimated that 80% of school problems are solved at the two-person level. Another 18% of school problems are solved at the three and four-person level, which includes the school's Administration. This leaves 2% to be resolved at the level of the CLS Board. The Board represents the church or church community." Let's say a problem now exists and is not solvable by the normal channels of communication and established school policy. What is the next step in the Matthew 18 principle?

7. Communication to the School Board Deacons

The school principal should explain the problem to the chairman of the CLS Board. The chairman will decide how the matter should be presented to the Board. Depending on the complexity of the problem, it may be appropriate for the Board chairman to request that all persons involved be present at a CLS Board meeting. The goals of such a high-level meeting are the following:

- A) a clear understanding of the problem
- B) solving the problem
- C) reproof and correction if necessary
- D) forgiveness and whole-hearted restoration of those who have made amends

Dr. Kienel continues,

"In summary, the Matthew 18 principle requires that parents talk to teachers about student problems before they talk to Administration. If unresolved at the two-person level, the matter is prayerfully and in an orderly fashion moved upward in the school's organizational structure. This is the Lord's way of solving people-to-people problems.

A Christian school is a ministry in Christ's name. Everything that is done in the context of the school must be done Christ's way. The world's methods of solving school problems are inappropriate. The idea of suing the school or persons in the school is a secular idea that has no place in the Lord's work. The Bible is clear on this. *"Dare any of you, having a matter against another, go to law before the unrighteous, and not before the saints?"* (1 Corinthians 6:1) Satan would like to destroy the normal flow of harmony and good fellowship in Christian

school education. That is not possible if all of us follow the Matthew 18 principle of solving school problems.

With the primary motivation of this policy being reconciliation and peace in the ministry of Christ Lutheran School, the Deacons of the CLS School Board may require parents and/or staff to attend a meeting to review these procedures if there appears an obvious attempt to circumnavigate the spirit of the procedures set forth.

Bibliography and Resources

1 Got Questions website “How Should Christians Handle Disputes (Matthew 18:15-17)?”

2 Theology at Work website, “Conflict Resolution (Matthew 18:15-17)”

3, 4 Dr. Paul A Kienel, former president, Association of Christian Schools International

Christ Lutheran School Parent Code of Conduct

****Parent and Caregiver Responsibilities****

As a parent or caregiver, you are expected to:

- Collaborate with teachers for the benefit of your child(ren).
- Support your child(ren) in their education by showing interest and encouragement in School activities.
- Comply with all safety and security procedures in place at the School.
- Schedule appointments to discuss your child(ren)’s learning or concerns at a time that’s convenient for both parties.
- Treat all members of the School community with respect.
- Communicate calmly and respectfully with staff and others
- When attending any School event, assembly, or meeting, listen respectfully, in the same manner as required by students and staff.
- When attending a School event in a voluntary capacity, accept the authority of the teacher(s), complying with all reasonable directions.
- Respect teachers’ preparation time before and after School, including weekends.
- Expect a response to written communication within 72 hours during the School year.
- Directly contact the School to resolve issues rather than using social media to voice grievances about the School, Church, or its staff/volunteers.
- Be mindful of your words and actions regarding the School staff to respect the reputation of the School staff.
- Inform the School in writing of any changes to parenting situations/plans for appropriate support.
- Respect the School’s decisions and policies, including restorative practices.

If necessary, due to an arising conflict, parents or caregivers are expected to:

- Follow the ***Matthew 18 Conflict Resolution*** protocol when conflict arises, including its instructions for communication of grievances.
- Address your child's behavior, mainly to prevent conflict or unsafe situations.
- Help clarify your child(ren)'s perspective and work with the School towards resolution.
- Recognize that events can be viewed from multiple perspectives.
- Understand that interpretations of facts may vary.

****Staff Rights****

School staff and volunteers have the right to:

- Be treated with respect and courtesy.
- Request that inappropriate communication cease.
- End discussions if inappropriate behavior continues.
- Have another staff member present during meetings.
- File complaints against parents or caregivers, if necessary.
- Participate in restorative conferences to mend relationships.

****Breaches of the Code of Conduct****

Consequences for breaching this Code may include:

- Limiting communication with staff to a designated representative.
- Banning entry to School grounds or events.
- Terminating student enrollment or restricting parent engagement for prolonged and/or severe breaches.
- Involving external authorities when appropriate.
- Taking any necessary action based on the breach's severity.

We are a caring Christian community committed to fostering individual excellence and providing a safe environment for all.

Thank you for your cooperation with this Code of Conduct. Please note that it is subject to change, and future versions will supersede any prior editions.

Specials Classes

To encourage responsibility for their own actions, students participating in specials classes (examples: Art, Music, Coding, etc.) will be expected to receive passing grades in all academic subjects.

School staff will make the parents aware of any academic concerns they have. The students will be given an opportunity to correct the situation and raise the grades. If a student is failing an academic

class, the school reserves the option to remove the student from the special class and have the student be placed in a study hall. In addition to grade assessment, the student's behavior and attitude toward staff and other students will also be considered when allowing them to continue to participate in special classes at CLS. Please reference the Code of Conduct for behavioral guidelines.

Our goal is not to deny students opportunities, but rather to make sure they have their priorities in order. Habits and attitudes formed during their school years will follow them throughout life.

Morning Snack Break

Please send a nutritious snack for the morning nutrition break. Please keep in mind that your child is allowed about 10-15 minutes to eat this snack.

School Lunch

Each student is responsible to bring a lunch from home on days hot lunch is not provided. We ask that lunches be brought in containers that will keep them sufficiently hot or cold. Students are not allowed to use the refrigerator or microwave, to have carbonated beverages from home, or to trade meal items with each other. To eliminate spills and clean-up for volunteers, we ask that students dispose of any potentially messy, opened items they do not finish (drink boxes, pudding containers, etc). Most items they do not finish can still be taken home to assist parents in monitoring what their child has eaten during the day.

A hot lunch program may be offered for a fee on specified dates during the school year. Details and dates will be announced in the orientation packet. The hot lunch menu is subject to change at any given time.

Homework

Homework is assigned to promote the mastering of learned skills. It reinforces concepts taught and provides additional practice. Parental help may be necessary, as support and encouragement of responsibility to complete assignments is beneficial to children.

We resist putting a specific limit to the amount of homework time that will be required. Children work at different speeds, so what may be completed in a particular time frame may vary for each child. If your child is having difficulty completing their homework assignments, please provide them with a proper working environment at home, free from distractions. Especially in the upper grades, partner with your child to make sure they are prioritizing tasks and not letting work that was assigned two weeks prior be left to the last minute.

It is up to individual teacher discretion how they wish to address late homework. They may elect to deduct points or refuse to accept assignments turned in after their due date. The teacher will be happy to address any concerns you may have and work with you and your student to achieve academic success in this area.

Wednesday “Minimal” Homework Policy

A limited amount of homework will be assigned on Wednesday nights due to church activities. The school’s explanation of this policy is as follows:

CLS does not wish to have homework interfere with church and youth group activities. Some classes, subjects, or concepts require daily work to build on previous lessons. In the lower grades, mastery of math, reading, Bible verses, and spelling are more easily accomplished with small amounts of consistent daily practice. Also, if students have been given time in class to work on an assignment and have chosen not to, that work may also be sent home to complete.

Pass or Retain Policy

At the end of the school year, one of the following will occur for the student:

1. PASS – The student has achieved passing grades in the course of study.
2. PASS ON CONDITION – The student will go on to the next grade on a trial basis.
3. RETAINED – The student has not received passing grades.

In the case of possible retention in a grade, a consultation with the parent is required. The case is reviewed by the child’s teacher, the parent, and a school board representative. The school board will take final action in the matter. Their decision is based on providing the child with the best opportunity for maximum growth the next year.

Withdrawals, Dismissals, Expulsions

Students may be withdrawn, suspended, or expelled from CLS. The final decision rests with the school board and will only be made after a great deal of prayer, thought, and discussion.

Bus Transportation

The Chippewa Falls School District provides bus transportation to and from CLS for all students residing in the district. If your child rides the bus, it is your responsibility to contact the bus company **each year** for arrangements (bus numbers and transfer locations). Bus numbers change on a yearly basis, so please be sure to call and update the numbers.

The phone number for **GO Riteway** bus company is (715) 726-2454. Please direct all scheduling questions to them. School personnel does not have any bus information. Plan to have this information for the school when you attend orientation.

It is also the parents’ responsibility to fill out a bus deviation form if their child will be riding a different bus. The form can be obtained from the bus company only. The deviation form must be turned in to the bus company at least 24 hours before the deviation.

The school bus zone is located in front of the school building. For safety reasons, please never walk between buses. If you are driving your child to school, please use door #1 by the flagpole for drop-off and pick-up. Do **NOT** use the circular driveway in front of the church. This lane needs to be kept open for school bus traffic.

Please remember that it is a privilege, not a right to use the school bus system. The bus driver needs to be obeyed and respected. Please regularly review the Code of Conduct with your child on behavior expectations. Students are expected to have a Christ-like behavior on the bus and at transfer locations.

For everyone's safety please discuss these bus safety rules with your child:

- Remain seated at all times when the bus is in motion.
- Do not throw objects in the bus.
- Do not put body parts outside the window.
- Never talk loudly or distract the bus driver.
- Never touch the emergency door, exit controls, or bus safety equipment.
- Keep your hands to yourself and don't bother other students riding the bus.
- When crossing the road or street at your stop, cross in front of the bus after making certain the way is clear of traffic and after receiving the signal from the bus driver.

Health Policies

Administration of Medication

Parents are encouraged to give medication before and/or after school hours whenever possible.

Medications that need to be given during the day must be accompanied by a medication release form. Please request a copy from your child's teacher. All medication sent to school to be administered must be in the original container.

CLS staff may administer over-the-counter medications provided by the parent or guardian only with a written request and specific directions. The school is not allowed to dispense cough drops, aspirin, Tylenol, etc. without your written consent.

Immunizations

State law requires all public and private school students to present written evidence of immunization against certain diseases within 30 days of the beginning of school. These requirements can be waived only if a properly signed health, religious or personal conviction waiver is filed with the school.

The waiver is located on the Student Immunization Record form. All students must have this completed form in their permanent school record file regardless of whether the requirements have been met or waived. School personnel will review the records each year and notify you if additional information is needed.

Sickness

Any child running a fever, vomiting, or having an unexplained rash, bad cough, sore throat, sore that will not heal, or communicable disease should be kept home from school until he or she is

well for at least 24 hours without medication. All communicable diseases **must be reported to your child's teacher**. These include strep throat, chicken pox, impetigo, pink eye, ring worm, whooping cough, head lice, flu, etc. Parents will be notified if their child has been exposed to any communicable diseases in their classroom. This enables you to watch for symptoms and seek medical help more quickly for your child.

Please do not send your child to school if they have a communicable disease or if they have thrown up within 24 hours.

Injuries and Accidents

If your child is injured at school, the staff will take the necessary steps to obtain needed medical attention. If they believe the life of the child is threatened, 911 will be called immediately. We will then attempt to reach the parent or guardian. If unavailable, we will attempt to contact the emergency contact person listed on the form you returned.

If it is impossible to contact you and emergency treatment is required, your child will be taken to St. Joseph's Hospital. If the class is on a field trip and the need for emergency medical attention arises, the student will be taken to the nearest medical facility.

No Smoking

In consideration of others, smoking is not allowed in the church and school building or on church property.

Miscellaneous Information

General Communication

As we strive to go paperless, most communication to families will be done through email. Please check your email regularly. All families will continue to receive an email copy of the monthly newsletter. The monthly newsletter will include information for parents, cleaning schedules, meeting dates, and upcoming events.

Library Books

All lost or damaged Library books will be charged a \$10.00 replacement fee if it is not returned after three weeks of being checked out.

Electronics and Personal Items

Students should not bring toys, tablets, cell phones, smart watches or other personal items to school that cause them or their classmates to become inattentive. CLS will not be responsible for loss or damage to personal property. Please do not allow your student to carry large sums of cash with

them to school. If they are bringing money for any reason, please label its intended purpose. If a cell phone, smart watch or other device is brought to school, it needs to be in the student's backpack and turned off. There is absolutely no use of electronics during school hours on school grounds. Please note that cell phones are NOT a form of communication for parents and students to use during school hours. Please call the school office to get messages to your child. If these rules are not followed, the teacher may confiscate the device for a short period of time.

Birthday and Other Invitations

Parents and students are asked, as a matter of sensitivity to the feelings of others, to refrain from distributing invitations to parties or social events at school unless all class members are included (or all girls/boys).

Change of Address or Telephone Number

If your address or telephone number changes, be sure to notify the school immediately. This is extremely important if we need to call you in an emergency situation. The new information can be given to your child's teacher.

Lost and Found

Please label your child's belongings whenever possible. Clothes (especially winter outerwear) are easily mixed up. A lost and found box is located at the east end of the building for those items separated from their owners.

Field Trips

CLS supports enrichment through curriculum field trips. Students are representing our school when they are on these field trips and are expected to be on their best behavior at all times, since a field trip is considered a privilege. We are proud of our students and wish the public to be also. Unacceptable behavior will cause a student to lose field trip privileges.

Information and permission slips will be sent home prior to the date of each trip. Our school follows the State Booster Seat Law, meaning booster seats and seat belts will be required. A parent who volunteers to transport students will also need to provide vehicle insurance coverage information to the school.

Tuition Policy

The CLS Board establishes tuition and tuition policy for CLS. Tuition is based on services rendered during those days specified on the annual school calendar. Tuition rates are published on the school tuition schedule each year.

It is the desire of CLS to keep the tuition costs at an affordable amount for all families, and because we are a mission of Christ Lutheran Church it is very important that each student's tuition is paid on time as agreed upon by the Financial Accountability Statement.

Tuition Payment Plans

Three methods of payment are offered:

1. An annual payment due on or before September 15th.
2. Semi-annual payments due on September 15th and January 15th.
3. Nine monthly payments due on the 15th of each month beginning September 15th and ending May 15th.

*Other payment plan options are possible.

Monthly payments are due on the 15th of the month and considered past due on the 30th of the month. Accounts not paid in full by the 30th of the month will incur a late charge of \$10.00 per month. If the 15th falls on a weekend or holiday, the next business day will be the last day to pay accounts in full to avoid incurring a late charge.

Payment Options

Payments can be made with cash (in person), check or electronically on the school website: christlutherschool.org/for-parents click on "MAKE PAYMENT". There is a small fee for paying electronically. Please note that checks are payable to CLS and are not tax-deductible as a charitable contribution (tithe). Please consult your tax professional if you have any questions.

Returned Checks

There will be a fee of \$25.00 for all checks returned NSF.

Registration Fee

At the time of enrollment and re-enrollment, there is a non-refundable registration fee of \$100.00. After August 1st the enrollment fee goes to up to \$400.00 with \$300.00 of the \$400.00 being credited to your child's tuition at the end of the school year in May if the child is still attending CLS. The registration fee enables the school to better plan and provide for teacher and classroom needs and temporarily reserves a space for the student the following school year. Enrollment status can be compromised if these payments are not made **on time**.

Miscellaneous Fees

Separate fees are charged for field trips, hot lunches, and other miscellaneous school activities. These fees may be paid by personal check or cash.

Financial Agreement and Late Payments

A family must pay tuition according to the arrangements made in their Financial Accountability Statement and to include all required payments on or before the end of the school year. In the event tuition payments are past due the following steps will be taken:

- A service fee will be charged to your account of \$10.00 per month, which will be applied to the tuition amount due.
- A school board/financial representative will contact you via a phone call to discuss and make tuition payment arrangements.
- A final notice, tuition statement and student suspension letter will be issued after all options have been exhausted and tuition payments have not been made. Students may be kept back from attending field trips and other activities if tuition is not paid up to date.

It is very important to keep communication open with the school board if your financial situation changes.

Student Withdrawals

Parents planning to withdraw their child from Christ Lutheran School should do so in writing 30 days prior to the 15th of the month of withdrawal. The full month's tuition will still be due. An early withdrawal fee of \$250 per student or the tuition balance, whichever is less, will be assessed due to the school's loss of revenue.

Elastic Clause

The school staff and administration reserve the right to establish fair and reasonable rules and regulations for unseen situations, circumstances and student behaviors that require action but are not covered in the handbook. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations and consequences for similar incidents. Matters omitted from the list should not be interpreted as limitations on the scope of the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of students and staff of Christ Lutheran School.