



**PARENT AND STUDENT  
HANDBOOK**

**2018 / 2019**

**467 East Colome Street**

**Chippewa Falls, WI 54729**

**(715) 723-3697**

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

*Proverbs 22:6*

## Table of Contents

	Page
Mission Statement	1
Our Ministry	1
Code of Conduct	2
Discipline	3
Admissions Policy	3
Probationary Period	3
Encouraging Virtuous Behavior	4
Home and School Cooperation	4
Orientation	5
Arrivals and Departures	5
Attendance Policy	5
Tardiness and Absenteeism	6
School Closing and Early Dismissal Procedures	6
Dress Code	6
Recess	7
Playground and Classroom Conflicts	7
Parent-Teacher Conflict Resolution Policy	7
Morning Snack Break	8
School Lunch	8
Homework	8
Wednesday “Minimal” Homework Policy	8
Pass or Retain Policy	9
Withdrawals, Dismissals, Expulsions	9
Bus Transportation	9-10
Health Policies	10-11
Miscellaneous Information	11-13
General Communication	
Cleaning Assignments	
Volunteer Positions	
Electronics and Personal Items	
Birthday and Other Invitations	
Change of Address and Telephone Number	
Lost and Found	
Field Trips	
Tuition Policy	13-14
Elastic Clause	14

### Staff

Mrs. Pauline Posda Kindergarten  
 Mrs. Teal Polzin 1<sup>st</sup> grade  
 Ms. Kelly Hayes 2<sup>nd</sup> grade  
 Mrs. Kathy Ward 3<sup>rd</sup>, 4<sup>th</sup> grades  
 Mrs. Jodi Johnson 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> grades  
 Mrs. Stephanie Krizan Aid to 3<sup>rd</sup>-7<sup>th</sup> grades

### Christ Lutheran School Board Deacons

Matthew Krantz  
 James Ledebuhr  
 Julie Morse  
 Shirley Rosenow  
 Joelle Sedivy  
 Ellen Wing

## 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.**

## 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, CLS reserves the right to send the student home, based on the discretion of the teacher, a suitable consequence will be carried out.

## **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. New students will also be evaluated to assess skill levels and appropriate class placement. Interviews between the student, parents, and school board members or teacher may be conducted to enable us to meet with the families and determine whether CLS will be able to meet the student's educational needs.

Applications/enrollment packets are available by contacting the school. Re-enrollment forms for returning students will be sent out during January/February of each year.

## **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 remedial and individually structured programs for students who do not conform to basic expectations.

### **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.
- Arranging a suitable work area and regularly scheduled study times at home.
- 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. At orientation, parents will also sign up for their preferred cleaning location. The Parent Teacher Organization (PTO) will have a list of the various ways that parents can contribute their time and talents to the school. More information about volunteering can be found on page 12.

## Arrivals and Departures

School hours are from 7:50 a.m. to 2:20 p.m. Monday through Friday. Doors open at **7:35** a.m. Students need to be dropped off at door #1 (flagpole door) before 7:50 am. At 7:50 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 7:50 a.m. Students need to be picked up at 2:20 p.m. if not taking the bus.

Parents picking up students must wait for their children in their vehicle or lunchroom **ONLY**. 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 11:30 a.m. 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 as they normally do. 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 7:50 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 7:50 a.m. A student arriving after 7:50 a.m. but before 8:20 a.m. will be counted as tardy. A student arriving after 8:20 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. Parents will be required to fill out an early release form in the fall. There is also a form you can fill out to receive text alerts about school closings. 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. 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. Appropriate dress code is in the discretion of the school policy and school staff. Appropriate clothing will be provided for students to use for the day if necessary. 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.
- 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.



## 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.

## Playground and Classroom Conflicts

We expect students to work out conflicts relying on the Biblical principle found in Matthew 18:15. They are to go to their fellow student first, with an attitude of forgiveness and understanding, and work together to resolve the disagreement. If the situation does not improve, then the student should notify the teacher or playground volunteer of their attempt at resolution and the steps that have been taken thus far.

Please remind your child regularly that they are to follow instructions given by the recess volunteers and speak positively about the teachers, rules, and guidelines of the school. The parent volunteer is the playground supervisor and, therefore, has the right and responsibility to discipline students on the playground. These parents are generously giving of their time to assist our school and **disrespectful and inappropriate behavior will not be tolerated**. If the problem is severe enough or if it persists, a conference with the parents and student will be scheduled by the school board.

## Parent-Teacher Conflict Resolution Policy

*“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 you, take with you one or two more, that by the mouth of two or three witnesses every word may be established.”*

School policy on conflict resolution is based clearly on the scripture passages found in Matthew 18:15-16 above. If your child has an issue with grades, homework, behavior, etc., **discuss the issue with their teacher first**. He or she is in the best position to provide you with an explanation of the situation. Teachers welcome the opportunity to work with parents as a team to provide the best educational experience for the student. If an issue is not resolved satisfactorily, please contact a member of the school board to schedule a meeting.

As a school and a mission of the Lord, we would also recommend following the scripture passage found in Romans 14:19, *“Let us therefore make every effort to do what leads to peace and to mutual edification.”*

### **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 will 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 Chippewa Yellow Bus 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 school office or from the bus company. The deviation form must be turned in to your child's teacher on the morning prior to riding the alternate bus.

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 reverse side of 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

Any general communication items (where only one notice is needed per family) or notes from the school board will be sent home with the youngest child in each family. Please check folders or backpacks for the communication envelope to make sure you are receiving the information the teachers are sending out in a timely manner. All families will continue to receive a copy of the 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 \$5.00 replacement fee if it is not returned after three weeks of being checked out.

### Cleaning Assignments

Each family is expected to assist in cleaning the school classrooms, school library, bathrooms, and hallway. Cleaning calendars will be attached to the monthly newsletters. It is extremely important that these schedules are followed. We ask that you find a replacement if you are unable to clean on the day you are scheduled. If you do not clean on your designated date, you will be required to pay a \$15.00 fee. After your cleaning responsibility is complete, please initial next to your name on the cleaning chart located on the door in the janitor's closet by the Kindergarten room. If you do not wish to clean you must pay a fee at the beginning of the year to "opt out". The opt out cleaning fee is \$150 per family; families receiving financial assistance are not eligible to opt out of cleaning.

### Volunteer Positions

To ensure the involvement of parents and educators alike, the requirements for families attending and enrolled at CLS, will be 15 hours of service for each year in addition to the enrollment fees. Each family will check into the event they volunteer at and we will ensure it is documented and given credit to families as they complete this time.

The sign in sheet will be in the church narthex area by the CLS bulletin board. Please make sure you sign in and out every time you are doing your volunteering so that we can credit families accordingly.

A volunteer coordinator will be sought, and that individual will be tracking family involvement. We will require 7.5 hours the first half of the year, and 7.5 hours the second half of the year. These volunteer hours are not intended for the cleaning schedule for credit; rather, events in need such as fundraisers, recess duty, Art teacher, etc.

The PTO meeting schedule will be listed on the bulletin board for additional areas to assist in many of the extracurricular activities and events at the school.

### Electronics and Personal Items

Students should not bring toys, tablets, cell phones, 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 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 15<sup>th</sup> 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) or check. 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.