



512 County Road 10 SE
Watertown, MN 55388
952-955-1419
www.ccls.net

**Student and Parent
Information Handbook
2023-2024**

2023-2024 Theme...



CONNECTED

“I am the true vine, and my Father is the vinedresser. Every branch in me that does not bear fruit he takes away, and every branch that does bear fruit he prunes, that it may bear more fruit. Already you are clean because of the word that I have spoken to you. Abide in me, and I in you. As the branch cannot bear fruit by itself, unless it abides in the vine, neither can you, unless you abide in me. I am the vine; you are the branches. Whoever abides in me and I in him, he it is that bears much fruit, for apart from me you can do nothing.”

John 15:1-5

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St. Peter: Pastor Bill Kirmsse		Church: 952-955-1679
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Bob Johnson (Custodian)		
Board of Directors		
Amy Sauter (St. Paul's) Chairman		Home: 952.237.4030
Chuck Clemens (St. Paul's) Vice-Chairman		218.355.0570
John Mosher (St. Peter's) Treasurer		Home: 612-805-8096
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Stephen Carnicom (St. Paul's)		
Laura Burns (St. Paul's)		
Julie Van Beusekom (St. Paul's)		
John Jopp (St. Peter's)		
Leif Borg (Non-Member)		
Ex Officio: Jeff Boehlke (St. Paul's)		

School Philosophy

Mission Statement: Leading Children in their Christian Faith Walk!

What does this mean....

Christ Community Lutheran School's focus is to share the love of our Savior, Jesus Christ with children and families. We do that by participating in regular worship opportunities, direct instruction of God's Word and by living lives that positively exhibit the Christian Faith. We rejoice with knowledge and faith in our risen and ascended Savior and Lord Jesus Christ. We provide children with a challenging and invigorating academic program that prepares them for high school and the future.

Introduction:

Christ Community Lutheran School is operated as an association by the voting members of St. Peter Lutheran Church and St. Paul's Lutheran Church of Watertown, MN. The school operates under an elected Board of Directors which meets on a monthly basis. The day to day operations are supervised by the principal with oversight provided by the Board of Directors. All school policies are authorized by the Board and implemented by the principal, teachers, and support staff.

We Believe That...

- ... the Lutheran School is a servant of the church at large.
- ... all people are created by God and are therefore special in His eyes.
- ... all have sinned and fallen short of the Glory of God.
- ... Christ has redeemed us from sin, death, and the devil through His death and resurrection.
- ... through the work of the Holy Spirit, in word and Sacrament, God provides freely to each of us: Faith, Forgiveness and Eternal Life.
- ... we are sinners, yet saints.
- ... God calls us to live a life of service to Him.... in serving others around us, we serve God.

As Christian Educators Therefore, We...

- ... will work to develop in each child faith, trust, and love for Jesus Christ as his or her personal Savior and Lord.
- ... will work to enable each child to feel joy and security in a Christ centered learning environment.
- ... consider all students to be children of God and treat them equally.
- ... seek to develop children's spiritual, physical, academic, emotional, and social life.
- ... strive to challenge students to use their abilities to God's glory in service to others.
- ... will share God's love with our students.

Christ Community Lutheran School

Core Values

At Christ Community, we as a community of believers in our risen and ascended Lord Jesus have five Core Values that we believe our teachers, children and families hold as valuable and precious. We commit ourselves to making these Core Values part of our daily interactions with one another as we live our lives serving our Lord.

Compassion- acts of kindness, sharing, caring, empathy, service, and love

Integrity- following through on one's words with appropriate action

Respect- tolerance, courtesy, and acceptance for authority, people, ideas, and property

Responsibility- accountability for actions, stewardship of God's gifts, self-reliance, and good citizenship

Reverence- a deep spiritual respect for God and all that is His

Christ Community Lutheran School

Core Beliefs

1. Thoughts, words, and actions **respect** and honor God, others, and ourselves. (Matthew 22:37 & 39)
2. Displaying self-control, accepting **responsibility**, and learning from natural consequences result in personal accountability. (Gal. 5:22-26 & 2 Thess. 3:13-15)
3. Individuals are expected and guided to solve their problems with **integrity** without creating problems for anyone else. (Col. 3:16)
4. The Gospel, love, and **reverence** for God, and prayer is the root of all interactions with students as we "train them up" in the way they should go. (Prov. 22:6 & Col 2:6-7)
5. A Christ-centered environment is safe, academically challenging, comfortable, and nurturing. (Heb. 12:1-2 & Col. 3:17)
6. Christian discipline is carried out in a positive and respectful manner, focusing on repentance and forgiveness. (Gal. 6:1-6, Heb. 12:11 & Prov. 3:11-12)
7. God has called us by Grace to be his children; therefore we live a life filled with **compassion**, kindness, caring, and love worthy of this calling as we strive to be people of **integrity**. (Col. 1:10-14)
(approved 7-8-04)

With God's help we will strive to:

- Devote ourselves in service to others
- Honor others above self
- Promote harmony and peace
- Accept others
- Instruct and encourage others
- Be patient, gentle, kind, compassionate, and forgiving
- Encourage and build up others
- Be cordial and generous
- Pray for each other
- Practice self-control
- Tell the truth
- Confess when we have offended
- Give thanks for all things
- Respect each other and human life
- Obey and show deference to all adults in the school
- Show care to one another with our words, signs, and gestures
- Protect other's property and further their interests
- Protect the reputation, honor, and character of everyone
- Live in the Light, daily practicing confession and absolution
- Devote ourselves to God and His Word
- Worship God daily
- Promote an environment of trust
- Admit and grow from our mistakes

(revised 8/07)

Policies and Procedures

Absences

If your child will not be in school because of illness or family emergency please contact the school office by 8:30 that morning. Students arriving after 8:15 must check in at the school office. Students departing prior to 2:40 must also check out at the school office.

For planned absences a note from the parent is required to excuse children early for doctor, dentist, or other appointments. *(Revised 8-10-08)*

AfterCare Program Policy

Students in Kindergarten-8th grade not picked up by their parents by 3:05 PM will be enrolled in the AfterCare Program. This does not include children who are actively engaged in an extra-curricular program. **Parents will be responsible for applicable fees.** *(Revised 7-28-05)*

Arrivals and Dismissals

School doors open to children at 8:00 AM. Students who arrive prior to 8:00 are required to stay by the office. Except by special arrangement, students should not arrive at school before 8:00 AM.

Classes are normally scheduled from 8:15 AM to 2:40 PM. Immediately upon arrival, students are expected to go to their classrooms and to their desks where teachers will supervise their activities.

Students are expected to leave the school premises promptly after school is dismissed at 2:40 PM unless the principal or a teacher has determined that they have a valid reason and permission to remain longer.

Once a child has arrived on the school grounds, he is expected to remain until dismissal time. Leaving the grounds during periods when class is in session is prohibited. **If it is necessary to pick up a child prior to the close of the school day, parents are required to send a note along with the child in the morning.**

The safety of each child is our foremost concern. We ask that when a child is dropped off or picked up, this is done at the main entrance on the parking lot side of the building. All bikers, walkers, and car-riders will be dismissed after the bus leaves.

Children remaining after school for extra-curricular activities must remain in the area where the event is taking place, and are subject to the same regulations that exist during the school day. *(Revised 8-10-08)*

Attendance Policy

Minnesota State Law 120A mandates compulsory school attendance for children between the ages of 7 and 16. What this means is that children are to be enrolled and to attend school. Home schooling is an option directed and guided by the public school. Our school Attendance Policy has three parts...

1. School attendance is mandatory, when children are sick or will be absent the school must be notified in writing or by contacting the school office by 8:30am.
2. Unexcused absences of more than three days will result in Carver County Social Services being notified. Unexcused absences reaching seven days will result in a Truancy Petition being sent to Central Intake at Carver County Social Services. At this point Carver County will review the matter.

3. Excused and unexcused absences exceeding 20 for the school year will be referred to the Board of Directors concerning promotion to the next grade level. Our school believes that school attendance is important to a child's growth and development. (*approved 7-10-03*)

Band

Band instruction is offered to students in grades 5-8. Instruction is provided by Mayer Lutheran High School (MLHS). A fee set by MLHS will be charged and can be paid directly to CCLS. Students must provide their own instruments through rental or purchase. (*Revised 8/20*)

Bicycle Riding/Scooters

We permit children to ride bicycles to and from school if they follow the rules and regulations of bicycle safety set forth by the state. Bikes and scooters will not be permitted to be used during the school day. Students are responsible for their own bikes and scooters.

Bus Transportation

Bus transportation is provided by Watertown-Mayer School District 111 for students within the district in grades preschool through 8. CCLS follows the Watertown-Mayer school bus discipline policy, rules, and schedule. Bus safety instruction and testing is required of all students, which are provided during school at the beginning of the school year. (*Revised 7-28-05*)

Chapel Services

Chapel service is normally conducted each Wednesday afternoon at 2:10 pm throughout the year. Parents and friends are always invited to worship with us. Please join us! The pastors and teachers present topics pertinent to the child's religious growth and level of understanding. Offerings are collected each week. These offerings support mission efforts which are selected by the faculty and/or students each year.

Child Abuse

In compliance with State ordinances, all suspected cases of child abuse shall be reported to the Department of Human Resources. All school staff are considered mandated reporters and are obligated to report any signs, reports, or suspicions of abuse to state authorities. It is not the responsibility of the school to inform the parent or guardian of the report.

Church Attendance

In keeping with the belief that church and Sunday school attendance is an integral part of Christian growth, we encourage all children to be regular in attendance. Church attendance is recorded on a weekly basis in grades 3-8. (*Revised 7-8-04*)

Controlled Substances

Pupils' usage or possession of tobacco, alcohol, drugs, or any illegal materials while under the supervision of the school will result in an automatic minimum suspension of 5 school days (5 days in which classes are actually in session). The actual number of days of suspension will be determined by the current Board of Directors policy and the particular incident that occurs. Also, usage or possession of aforementioned substances while not under the supervision of the school will result in suspension from sports.

In these situations suspensions will result in denial of participation in extracurricular activities for the remainder of the school year. The Board also retains, at their discretion, the right to expel extremely serious offenders or repeat offenders.

Curriculum

Our curriculum includes the standard school subjects, and is enhanced by the addition of religious instruction. All classes are taught within the framework of God's Word. *(approved 7-10-03)*

- Religion – Worship, Bible Study, Bible history, church history, catechism, Confirmation instruction, memory work, faith development.
- Language Arts – Reading, phonics, literature, English (grammar & composition), spelling, handwriting, critical and creative writing.
- Mathematics – Algebra, mathematics (number theory, geometry, algebra).
- Social Studies – Geography, history, citizenship, current events, civics, government, economics.
- Science – General science, environmental, physical, biological, and earth science.
- Art – Appreciation, varied media
- Physical Education – Skill, physical fitness, health, safety.
- Music – Vocal, theory, appreciation, composition, instrumental.
- Technology – Keyboarding, Word Processing, Spreadsheet use, and PowerPoint presentations.
- Sex Education – Opportunities in Religion Class and other appropriate classes are used by teachers to share God's plan for families. Sexual abstinence before marriage and proper respect for our bodies is affirmed and taught. There is no formal Sex Education class taught at CCLS. Parents are encouraged to use the Concordia Publishing House Sex Education Series which is available from the school.
- Memory Work – The faculty and Board of Directors of Christ Community Lutheran School have approved the following:
 1. Memory work shall be assigned in grades K – 8.
 2. Bible passages may be assigned from a teacher resource, catechism or religion book.
 3. The Board of Directors has recommended use of the English Standard Version (ESV) in the school for Confirmation instruction. *(Revised 8-18-08)*

Discipline

At Christ Community Lutheran School we do not think of the term discipline as meaning punishment, but rather as the teaching of respect, self-control, Christian attitudes, safety, and orderliness.

Students, staff, and parents should refer to Christ Community's Core Values and Core Beliefs as printed on pages 2 and 3.

The teachers will not tolerate behavior that interferes with learning activities. The children are taught that within God's design it is necessary to love one another, serve one another, and respect one another's rights and privileges.

In enforcing discipline, the teacher is guided by God's Word. In all cases of discipline, Matthew 18:15-17 shall prevail. See the Matthew 18 Policy on page 10. The complete discipline policy is available for review in the school office.

All children are under the authority and care of all members of the school staff. *(Revised 8/07)*

Dress Code

A high standard of dress is appropriate for a Christian School and is first the responsibility of individual parents. Teachers may also bring to a student's attention instances of inappropriate dress. Students may be required to change clothing. While this is a school-wide policy, parents need to be more attentive as children approach the upper grades.

The following clothing items are not allowed at Christ Community Lutheran School or school sponsored events:

- **clothing with offensive logos or language, or alcohol or tobacco advertising**
- **tank tops**
- **short skirts or short shorts**
- **bare midriffs**
- **exposed undergarments**
- **no inappropriate footwear** (i.e. heelies, flip flops, etc.)

Please keep in mind that students may be asked to change clothing. We strive to honor Christ with a modest, conservative, neat, and well-groomed personal appearance. (Revised 7-6-06)

Early Dismissals and School Cancellations

Emergency school cancellations or closing are announced over the radio on WCCO 830 AM and KSTP Television network and are valid only for the day announced. Christ Community Lutheran School must follow the cancellation decisions of the Watertown-Mayer School District. No special announcements are made for class resumption after such cancellations. You can also find early dismissals and school cancellations on FastDirect.

Due to inclement weather it sometimes becomes necessary to dismiss early. The time of emergency dismissal is unpredictable. When found advisable, announcements relative to early dismissals may be announced over the radio. If your child cannot be brought home at an unscheduled hour, you should arrange a place where he can be left in case of an emergency dismissal, and inform your child and the school office about such an arrangement. Parents who make arrangements for someone else to pick up a child should also inform the school office. **Children will not be released to unauthorized persons.**

Enrollment Policy

Enrollment in our school is dependent on several factors. The factors are ...

1. Classroom space
2. The acceptance of school policies and rules by children, parents/guardian
3. The behavior/academic/achievement record of the child in question
4. Priority will be given to children in the following order...
 - a. Member families (St. Paul's and St. Peter Lutheran Churches)
 - b. Non-member families

All students enrolled in Christ Community Lutheran School will be placed on a probationary status. Student progress and behavior are to be reviewed by the principal and participating teachers. The length of the probationary status is to be determined by the principal. The initial probationary status may be no longer than two trimesters. At the end of the probationary period enrollment may be terminated for problems related to academic work, behavior, or attendance. If questions arise they are to be handled by the Board of Directors.

While the Board of Directors of Christ Community Lutheran School seeks to serve the needs of *all* students, there are students and families whose needs our school may not be able to fulfill. Therefore, Christ Community Lutheran School reserves the right to not enroll a student whose needs we feel we are unable to meet.

Extra Milk/Juice Program

Extra milk or juice will be available to all children in grades K-4 during the mid-morning. Payments must be made in advance and only on a half-year or yearly basis.

Extra-Curricular Activities

At this time, extra-curricular activities may include drama and various sports opportunities. A student participating in an extra-curricular activity must attend ½ day of school on the day of the event. Exceptions will be made for non-illness related absences such as dentist appointment, funeral, emergencies, etc. A student's schoolwork and/or grades may render them ineligible for an extra-curricular activity. *(Revised 8-18-08)*

Facility Use

If you are interested in using the school facilities outside of the normal school schedule please call the office at 952-955-1419 and ask for our "Facility Use Agreement". *(Approved 7-10-03)*

Family Vacation Policy

We encourage families to follow the school calendar when planning family vacations. It is in the best interest of the children that they are in attendance at school as much as possible. Please note that class participation is part of the grade. (Reference: see also Attendance Policy)

If vacations occur during the school year, the teacher(s) needs to be notified in writing at least one week prior to the trip. Lesson plans will only be given to students for the remainder of the week of which the student leaves. Advance plans for children with extended leaves may not correlate to the classroom plans; therefore advance plans will not be given. *(Revised 7-28-05)*

Financial Aid

Tuition assistance is available to families through the Student Aid Endowment Fund. Families in financial need are encouraged to seek assistance. Families needing tuition assistance are asked to fill out a Financial Aid Application Form. The Principal will review all applicants for financial aid.

Families may also speak to the Administrator if unique circumstances arise. See Gilbert Paschka Adopt-A-Student Program. *(Revised 7-8-04)*

Gilbert Paschka Adopt-A-Student Program

Gilbert Paschka, a lifelong member of St. Paul's Lutheran Church, had a passion for Lutheran education. He was excited to hear about new families enjoying the blessings of a Lutheran school. In Gilbert's memory, the Board of Directors is establishing an Adopt-A-Student Program.

The Gilbert Paschka Adopt-A-Student Program encourages church members to step forward in faith and sponsor or co-sponsor a student whose family demonstrates financial need above and beyond the capacity of Student Aid. The program has multiple benefits; it allows children to enroll at CCLS who otherwise may not be able to afford the tuition and it allows church members to demonstrate good stewardship of the financial blessings God has given them by sharing their gifts and multiplying our ministry. *(approved 7-8-04)*

Harassment

At CCLS we strive to treat others with respect and dignity. Harassment, bullying, or intimidation of any kind whether physical, or verbal is not acceptable. Behavior of this type will result in a conference with the principal and may result in a detention, suspension, or expulsion. *(Approved 7-10-03)*

May include the following types of behavior:

- **making people feel frightened**
- **putting people down**
- **name calling**
- **deliberately leaving someone out**
- **Teasing**
- **physical violence**

Homework

Children may have two types of homework. Occasionally, a child may have an assignment which is given by the teacher specifically to be done at home. Ordinarily, homework is the result of not completing a given assignment during the allotted class time. Parents are responsible for providing time, supervision, and the proper setting that would enable the child to complete the homework. Grades and promotion are affected by the extent to which homework or class assignments are satisfactorily completed. Students use homework planners in grades 3rd – 8th. Parents are encouraged to monitor planners on a daily basis. *(Revised 7-28-05)*

Hot Lunch Program

The school participates in a non-profit hot lunch program sponsored through the Federal and State Governments. Lunches are made available to all the children and staff. A balanced meal is prepared with the child's health and welfare in mind. Children are asked to at least try each item on their tray as good stewards of God's blessings, but they will not be forced to eat.

Free and reduced price meals are provided to those who qualify. The program is under the control of the principal and administered through the school office. Any comments concerning the program shall be addressed to the principal.

There will be two lunch periods. One lunch period will serve grades K – 4 and one will serve grades 5 - 8. Recess for each grade will accommodate their lunch periods. *(approved 6-6-02)*

Pupils should acquaint themselves with the rules of lunchroom conduct. This includes orderliness and quietness before, during, and after being served, along with table manners, politeness, and respect for the cooks and visitors visiting our facilities. Teachers are required to supervise the hot lunch room.

Payment of the lunch program should be done by check (your receipt) made out to **CCLS Hot Lunch**.

The cost of the hot lunch program will be reviewed yearly; free/reduced meals will go to those who qualify. The cost will be reprinted the first week of school along with other publications

Hot Lunch Sales

Lunches can be purchased in the school office whenever school is in session. If you are sending a check to school with your child please put it in an envelope marked "school office". Hot lunch and milk account information is available on FastDirect.

The hot lunch program is supported solely by the sale of lunches. *(Revised 8-18-08)*

Library

The library is open to all students for the purpose of using and borrowing books. Each classroom will have a library period when a child can check out and return library books. The children will learn standard library procedures through the classroom teacher.

Matthew 18 Policy for Airing Concerns

The following policy is based on our Lord's instructions (from the Gospel of Matthew, chapter 18) in regards to dealing with conflicts and disagreements. Our Savior has given us this process to follow regardless of the situation, or the age of those involved. Grievances should be prayerfully and carefully considered before the following steps are taken. The following line of communication should be used:

1. The person is to first talk over the problem with the other individual.
2. If no satisfaction is reached, the problem may be taken to the principal.
3. If satisfaction has still not been reached, talk with the Board of Directors.

Medication Policy

If it is necessary for your child to take medication during the school day, an “**Authorization for Administration of Medication at School**” form needs to be filled out and signed by a parent. This includes all over-the-counter and prescription medications. Prescription medications also require a physician's signature.

Any medication kept at school needs to be in its original, labeled container. We cannot administer medication brought to school in an envelope, baggie, etc. The school does not provide any medication (this includes Tylenol, Advil, Tums, cough drops, sun screen, etc.). Medications cannot be carried by students in pockets, bags, desks, lockers, etc. Students may carry inhalers and epi-pens after the proper forms have been completed and an assessment is done by the school nurse.
(Revised 8-18-08)

Music (Vocal and Handbell)

Christ Community Lutheran School has several choirs (vocal and handbell) ranging from Kindergarten through eighth grade. The purpose of this program is threefold: to enhance worship service of both churches and school, to give the student an opportunity to praise the Lord through musical excellence, and to enrich the child's musical life through choral discipline and training.

Each child is expected to participate at scheduled choir events. In addition they are expected to participate at the school Christmas worship service, during National Lutheran Schools Week at St. Paul's and St. Peter, and at graduation at the end of the school year. (Approved 7-10-03)

Non-Discriminatory Policy

Christ Community Lutheran School admits students of any race, color, national and ethnic origin and grants all the rights, privileges, programs, and activities generally accorded or made available to all students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and other school-administered programs.

Parent Communication

Please write notes to your child's teacher concerning changes in your family's pick-up plans. This is particularly important with young children who may be confused about after school plans.

Please read the weekly newsletter to keep updated on school functions and plans. (Revised 7-28-05)

Physical Education

Physical exercise complements mental activity, and physical education is an important part of the curriculum. All students are required to participate in gym class unless they have a legitimate reason for not participating.

To be excused from gym class, a pupil must present a written request to the teacher. A note from a parent is sufficient for a short-term release. For a long term release, a doctor's note is needed.

- **Gym shoes are required for P. E.**

Playground Rules

1. Stay away from the street and the pond.
2. Conduct yourself in a way that will not be harmful to others.
3. Properly use the playground and P. E. equipment.
4. Return all equipment to its proper place.
5. No throwing snowballs, sticks, rocks, etc...
6. Shoes are required.

Student play, like all activities at CCLS, is intended to bring glory to God. Therefore, CCLS encourages students to exemplify Compassion, Integrity, Respect, Responsibility, and Reverence on the playground as well as inside school (*Revised 7-28-05*)

Progress Reports and Parent Consultation

Report cards will be issued at the end of each trimester. The parents are requested to study the grades and consult with the teacher if they need more clarification.

During the first trimester the parents are encouraged to come to school at an appointed time to discuss the child's progress.

You can also find all reports on FastDirect: <http://fastdir.com/cclswatertown>.

Parents are encouraged to communicate with teachers concerning a child's progress at any time. (*Revised 8-18-08*)

Promotion Policy

Promotion to the next grade is determined by the teacher(s) and school administration, considering all factors of the child's school life and using *Light's Retention Scale*. No promotion is based exclusively on such items as grade average, behavior, etc. Although the former may be factors, the total future academic, social, and emotional well-being of the child determines the advisability of promotion or retention. Parents will be advised well in advance of the close of the school year if retention should be considered. The teacher will also request a personal meeting with the parents to present all factors involved in the final decision. Parents may appeal a teacher's decision to the Board of Directors. (*revised 7-8-04*)

Re-enrollment Policy

Students currently enrolled in Christ Community Lutheran School will be re-enrolled using the following plan. Priority will be given to students using this plan.

1. Currently enrolled members (St. Paul's and St. Peter Lutheran Churches)
2. Currently enrolled non-members

While the Board of Directors of Christ Community Lutheran School seeks to serve the needs of *all* students, there are students and families whose needs our school may not be able to fulfill. Therefore, Christ Community Lutheran School reserves the right to not re-enroll a student whose needs we feel we are unable to meet.

Registration Fee

Every student enrolled will be assessed an annual registration fee. This registration fee will be collected at the time of registration. In doing this, a seat will be reserved for the registered child. This fee is non-refundable.

Respect for School Property

We at Christ Community Lutheran School believe the things of God to be sacred. As disciples of Christ, we expect our students to show proper respect for them as well. This respect extends to equipment and facilities of the school. These materials and facilities are given to us by God to use and were paid for through the gifts and offerings of God's people. The Bible clearly teaches us to be good stewards of these things. Students are expected to treat the school, books and its equipment with care and concern. Damaged items will be billed to families at the end of the school year. *(Revised 7-28-05)*

Safety Drills

Information for exit procedures is placed near the door of each classroom and in all rooms of the building. This information shares the regular exit route for fire evacuation and the route to the emergency storm shelter (7th & 8th grade room/Teacher workroom). Teachers explain the procedures for fire and storm drills. All school drills are conducted regularly.

The faculty will annually review these and other emergency policies.

Sports

CCLS offers a sports program for children in grades 5-8. Those activities may include basketball, football, volleyball, and track. There will be a fee for each sport your child chooses to participate in. Fees must be paid before the first practice. If you would like to receive a copy of our "Athletic Policy" please call the office at 952-955-1419, otherwise parents will receive a copy at the scheduled sports meetings. Physicals are required for participation in school sports. *(Revised 8-18-08)*

Student Aid

Please see Financial Aid

Tardiness

A child is considered tardy when he arrives at class after 8:15. Students must check into the school office when they arrive after 8:15. Student bus riders are not considered tardy when their bus is late. Absence in excess of one hour is considered 1/2 day absent. Excessive tardiness is 5 per quarter. Excessive tardiness may result in detention or loss of recess time. *(Revised 8/07)*

Title One

Each year, Title One service time available to CCLS depends on the present year's specific funding allotment from the MN state legislature. Although our allotment has typically been small, CCLS does offer Title One services with a math and/or reading focus for qualifying students in grades k-4. Students typically receive two 20-30 minute sessions weekly. *(Revised 8-18-08)*

Tuition

CCLS offers three options for families to make tuition payments. All tuition will be tracked on FastDirect (regardless of chosen Payment Plan) along with other school fees. *All tuition is due by July 30th at the end of each school year.*

§ **Option A:** Parents complete a CCLS ACH Bank Transfer Form and submit it to their bank, providing a copy to the school office (due September 4th). This method allows for monthly or quarterly automatic tuition transfer payments to CCLS from the bank account of your choice. There is no fee for Option A.

§ **Option B:** Parents complete the tuition Commitment Form and make regular payments to CCLS through the school office. There is a \$45.00 fee for Option B.

§ **Option C:** Parents pay the agreed-upon full year's tuition by September 4th. There is no fee for Option C.

For tuition assistance please see Financial Aid and Gilbert Paschka Adopt-A-Student Program.
(Revised 7-8-04)

Weapons

No student shall be allowed to bring any knife, fireworks, gun of any sort, or anything which may be injurious to another student or staff person to school for any reason. Furthermore, no student shall use any instrument, legal or illegal, to threaten, intimidate, or harass any student or staff. Any threat or intimidation accompanied by the use of a weapon or device will result in an automatic two day suspension. Parents should note that paint ball guns, toys, pretend weapons, or other like items also fall under the category of weapons and should not be brought to school. In addition state laws must be followed. Possession of a weapon may also lead to immediate expulsion in an extreme case of intimidation or threat. (Revised 7-28-05)

Wellness Policy

The purpose of the CCLS Wellness Policy is to assure that our school and learning environment promote students' health, well-being, and ability to learn by promoting and supporting healthy activity and lifestyle choices. A copy of the full Wellness Policy is available in the school office.
(Approved 7-6-06)