

Cross of Christ Lutheran School Parent Handbook 2026-2027



You are a **CHOSEN** people, a **ROYAL** priesthood, a **HOLY** nation,
God's **SPECIAL** possession, that you may declare the praises
of Him who **CALLED** you out of the darkness into
His wonderful **LIGHT**.

1 Peter 2:9

Encourage – Equip – Educate

Cross of Christ Lutheran School partners with families to provide a quality Christ-centered education to encourage, equip, and educate students for this life and eternity.

Dear Parent/Guardian,

It is with great pleasure that we welcome you and your child to Cross of Christ Lutheran School. We know you have choices when it comes to your child's education, and we are thankful that you have brought your child to CoC. We eagerly look forward to partnering with you in providing a quality Christ-centered education that encourages, equips, and educates students for this life and eternity.

The administration, teachers and staff of CoC value excellence in education, and we hold ourselves accountable for a thorough education of the whole child—mind, body, and soul. Every aspect of our school conveys dedication to excellence: professional, loving teachers, Christ-centered curriculum, high academic test scores, safe learning environment, low student-to-teacher ratios, family atmosphere, and a well-maintained facility and grounds.

This handbook is a useful resource to familiarize you with school policies and procedures. Good policies allow for a safe and orderly school day and provide pertinent information to parents regarding school practices. Cross of Christ Lutheran School makes every effort to comply with state law and accreditation standards to which the school is subject. We encourage you to carefully read and discuss this handbook with your child, and I welcome the opportunity to answer any questions you may have. May God bless you and your family!

In Christian Service,

Mr. Mitchell Giovannettone
Principal, Cross of Christ Lutheran School

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CROSS OF CHRIST LUTHERAN SCHOOL

PURPOSE OF CROSS OF CHRIST LUTHERAN SCHOOL

Cross of Christ Lutheran School is a Christian elementary school maintained and operated by Cross of Christ Evangelical Lutheran Church of Coon Rapids, Minnesota. The school is conducted to assist parents in meeting their God-given responsibility to bring up their children in the nurture and admonition of the Lord (Ephesians 6:4) so that they may:

- 1. Learn to know the way to eternal life in our redemption by Jesus Christ;**
- 2. Glorify God by being a credit to their parents and an asset to their church and community;**
- 3. Acquire a thorough knowledge of all the academic subjects in harmony with God's revealed Word and will.**

This rests on the fundamental truth that "the fear of (reverence for) the Lord is the beginning of knowledge," Proverbs 1:7. Cross of Christ Lutheran School, therefore, teaches the child to behold the guiding hand of God, the Creator, Redeemer, and Sanctifier, as shown in the creation of the world, in the course of events in history (His Story), in the plan of salvation for mankind, and in the total life of every individual. Religion, therefore, is not a separate or extra subject that is merely taught in addition to the secular subjects, but rather the Word of God permeates and motivates all teaching, learning, and activities at Cross of Christ Lutheran School.

PURPOSE OF THIS HANDBOOK

The main purpose of this Handbook is to provide parents with a handy reference or source of information on matters pertaining to the overall program of Cross of Christ Lutheran School. Through the use of this book, we hope that you are better able to understand the aims, policies, and practices of your school. You are urged to familiarize yourself with its contents and keep it available throughout the school year. By being well informed, the home, church, and school will better provide the maximum benefits of Christian education for the Lord's most valuable resource—children.

STATEMENT OF NON-DISCRIMINATION

Cross of Christ Lutheran School admits students of any race, color, sex, age, handicap, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, age, disability, national, and ethnic origin in administration of its educational policies, admission policies, athletics, or other school administered programs.

NON-PROFIT ORGANIZATION

Cross of Christ Lutheran School is a ministry of Cross of Christ Lutheran Church and is recognized by the Internal Revenue Service as a non-profit organization.

FACULTY OF CROSS OF CHRIST LUTHERAN SCHOOL

The dedication, professionalism, and training of any school's faculty are determining factors in assessing the degree of excellence of that educational institution. In order to facilitate the exceptional academic quality for which Cross of Christ Lutheran School was established, teachers at Cross of Christ hold a minimum degree of a Bachelor of Science in Education. In addition, all teachers are WELS certified and are encouraged to attain state certification. Professional development is a priority as teachers are encouraged to earn advanced degrees, take additional college courses, attend workshops and seminars, and grow through professional reading.

ACCREDITATION

Cross of Christ Lutheran Grade School is an accredited kindergarten through 8th grade program through the WELS School Accreditation (WELSSA), a nationally recognized partner of the National Council for Private School Accreditation (NCPSA). Being an accredited school means that Cross of Christ has undergone a rigorous evaluation process to meet specific academic and operational standards set by an official accrediting body. This recognition ensures that the school provides high-quality education, adheres to quality teaching practices, and continuously strives for improvement. Accreditation not only validates the credibility of Cross of Christ but also ensures that students receive a meaningful and recognized education, which can be essential for secondary education, pursuing college degrees, or entering the workforce. Additionally, accredited schools are held accountable for maintaining standards in areas such as faculty qualifications, student services, and overall integrity of programs.

BRIEF HISTORY OF CROSS OF CHRIST LUTHERAN SCHOOL

Cross of Christ Lutheran School was opened on September 6, 1977 with 32 children enrolled in Kindergarten through eighth grade. Two teachers and the pastor serving as principal made up the faculty.

Our school will begin its 49th year of operation in the fall of 2026. Our faculty consists of a principal, seven full-time teachers, and two pastors. The school also employs a number of hourly workers that serve the school as secretary, marketing director, and financial director.

MISSION, CORE VALUES, VISION, AND OBJECTIVES

MISSION STATEMENT

Encourage – Equip – Educate

Cross of Christ Lutheran School partners with families to provide a quality Christ-centered education to encourage, equip, and educate students for this life and eternity.

CORE VALUES

At Cross of Christ Lutheran School, the following core values drive our school decisions and culture:

BIBLICAL TRUTH

“These are written that you may believe that Jesus is the Christ, the Son of God, and that by believing you may have life in his name.” **John 20:31**

The Bible is God’s Word which tells us the wonderful Gospel message and what Jesus did for all people. We stay strong to the teachings of the Bible and do not compromise its teachings. We value worship to thank and praise our God.

ACADEMIC EXCELLENCE AND GROWTH

“Our attitude should be that of Jesus Christ.” **Philippians 2:5**

Our attitude of continuous improvement and the pursuit of excellence allows each student to look for ways to use his/her God-given talents for the benefit of others and God’s kingdom.

JOYful SERVICE (Jesus, Others, You)

“Each one should use whatever gift he has received to serve others, faithfully administering God’s grace in its various forms.” **1 Peter 4:10**

The Holy Spirit renews our lives through faith, and we strive to share this joy through **serving** Jesus and others.

RELATIONSHIPS

“Therefore encourage one another and build each other up.” **1 Thessalonians 5:11**

We strive to have a family atmosphere here at Cross of Christ that encourages each other in our faith and cares for one another.

LOVE

“We love because He first loved us.” **1 John 4:19**

Jesus set the perfect example while He was here on this earth on how to love. With God’s help, we show unconditional care, forgiveness, compassion, and joy to be lights in this world.

MISSION

The Mission of Cross of Christ Evangelical Lutheran School is to assist parents and guardians of Cross of Christ and surrounding community in fulfilling their God-given responsibility to raise their children in the training and instruction of the Lord and to introduce Jesus to those who do not yet know him. (Ephesians 6:4)

To this end, we will teach all subjects in the light of God's Word, to train the next generation of Lutheran leaders, and to equip them for a life of service to their Savior, homes, churches, vocations, and communities.



VISION STATEMENTS

- Cross of Christ Lutheran School will be a private Christian school of highest excellence in the Coon Rapids area.
- Students of Cross of Christ Lutheran School will know they are a child of God and will know of His great love for them.
- Students of Cross of Christ will joyfully serve God and others using their God-given gifts and talents in service to Him, because of God's great love for them.
- Students of Cross of Christ Lutheran School will demonstrate continued growth in all academic areas but more importantly in their spiritual lives.
- Cross of Christ Lutheran School will support and encourage Christian parenting.

SCHOOL OBJECTIVES

- **Nurture Lifelong Children of God**
 - Serve the spiritual growth of students to stay close to their Savior (Proverbs 22:6).
 - Show the wonder of God in all areas of study (2 Timothy 3:16).
 - Model to students a Christian example of living (Ephesians 5:1-2).
 - Help students recognize the blessings of God-given talents, encouraging them to develop and use their gifts to glorify God (Romans 12:6).
 - Equip, empower, and encourage students to serve and share their faith with others (Acts 4:20).
- **Educational Excellence**
 - Actively partner with families, educators, and students to reach for academic success.
 - Maintain a respectful, safe, and invigorating Christian environment that promotes intellectual, emotional, physical, and spiritual growth.
 - Maintain high academic standards in a well-rounded curriculum.
 - Provide excellent facility, tools, and appropriate teacher/student ratios to support teaching and learning.
 - Recruit and retain passionate, caring, and competent educators.
- **Promote Strong Foundations**
 - Foster good study habits, critical thinking, and problem-solving skills.
 - Support the social, emotional, and leadership development of our students and staff to help them manage their emotions, resolve conflicts, and make responsible God-pleasing decisions.
- **Focus on Outreach**
 - Serve as an outreach arm of the congregation
 - Identify unchurched student prospects

- Seek to serve beyond the classrooms in an effort to share Jesus with the entire family

FACULTY & STAFF LIST

FACULTY

Pastor Ben Pederson Lead Pastor	benpederson@crossofchrist.us
Pastor Gary Bode Associate Pastor	garybode@crossofchrist.us
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Miss Nicci Roper Preschool Director and Teacher	nicciroper@crossofchrist.us
Mrs. Leah Samuelson Upper Grades & Preschool Teacher	leahsamuelson@crossofchrist.us
Mrs. Naomi Boerner Upper Grades	naomiboerner@crossofchrist.us
Mrs. Lisa Hahn 3 rd –4 th Grade Teacher	lisahahn@crossofchrist.us
Mrs. Marissa Giovannettone 2nd Grade Teacher, Athletic Director	marissag@crossofchrist.us
Mrs. Kayla Becker 1 st Grade Teacher	kaylabecker@crossofchrist.us
Mrs. Emily Pederson Kindergarten Teacher	emilypederson@crossofchirst.us
Mrs. Shelley Wolff-Hendershot Piano/Band Teacher	shelleywh71@gmail.com

OFFICE STAFF AND BOARD OF EDUCATION

Mrs. Jeanette Marnholtz Administrative Assistant	jeanettemarnholtz@crossofchrist.us
Mrs. Lisha Rand Church Administrative Assistant	lisharand@crossofchrist.us
Mrs. Teresa Bechtold Director of Marketing	marketing@crossofchrist.us

Mr. Roger Schulz
Board of Education Chairman

lesdirector@crossofchrist.us

Mr. Jason Hahn

Mr. Dave Gartner

Mr. Patrick Murphy

Mr. Adam Cunningham

Mr. Seth Zoellner

Mr. Chad Veregge

THE SCHOOL AND THE CHURCH

CHURCH ATTENDANCE

"We should fear and love God that we do not despise preaching or His Word but hold it sacred and gladly hear and learn it." Regular, frequent attendance at church is an important part of your child's spiritual training and is also a part of our school's total program.

CHURCH SINGING

Parents should check the monthly calendar to determine when their children are scheduled to sing at Cross of Christ Lutheran Church. On some special occasions, the whole school, or several grades, will sing as a group. The Singing Schedule is given to parents at School Orientation Night.

STEWARDSHIP

All Christians, parents and teachers alike, are interested in developing a God-pleasing stewardship attitude in each child. Recognizing the fact that all we have is a gift from God, the children are expected to take care of the school building and all the equipment which has been provided through their fellow Christians for their education. In every way possible, the children are expected to assist the teachers and custodians in keeping property and buildings in a condition that gives glory to God.

CHAPEL SERVICES AND MISSION OFFERINGS

In addition to the daily devotions conducted by the individual teachers in their classrooms, the pastor and male teachers conduct an all school chapel service Wednesday morning at 8:15 AM in the church.

A free-will mission offering is received during the service. Our mission program and offering impress upon our children that they are all individual missionaries who carry on the Lord's work at home and in faraway places of the earth. We hope that you encourage interest in the missions the school supports. Donations are designated for specific mission projects each year.

FAMILY DEVOTIONS

God created families, and the love of God keeps families healthy through studying and reading His Word and an active prayer life. We encourage parents to conduct daily family devotions. A good time for family devotions is after the evening meal when the family is usually gathered together. A good book to use for this purpose would naturally be the Bible. Read a portion of Scripture, allow for discussion, and then end with a prayer.

Devotional books are available at Northwestern Publishing House (NPH). If you are looking for some examples of books to use, please ask one of the pastors or your child's teachers. Staying close to Jesus is a vital part of our everyday life. The Holy Spirit works through Word and Sacrament to strengthen our faith and to show us the love he has for all of us.

THE SCHOOL AND THE HOME

ORIENTATION OF NEW PARENTS AND STUDENTS

The Principal, faculty, and staff of Cross of Christ Lutheran School are encouraged to participate with warmth and welcome in the following plan for assimilating new parents and students at the school.

- The Principal or ECM Director gives a full campus tour to each new school family. During the tour, parents are given the opportunity to ask questions about procedures and the everyday happenings at Cross of Christ.
- Beginning in August, classroom orientations are scheduled. These are opportunities for parents and students to come to Cross of Christ and sit down and talk with their child's new teacher. Parents/guardians can also set up a one-on-one visit with the teacher. This gives parents and the child additional one-on-one time with the teacher to ask questions and share information that will be helpful during the school year.
- When teachers have a new student in their classroom, they identify one or two mentor students that can welcome the new student by introducing them to the other students, playing with them at recess, sitting with them at lunch and helping them learn the procedures of the classroom.
- Cross of Christ uses a chapel buddy system where younger students are paired with older students to walk them to chapel and sit with them.
 - The older students help teach the younger students how to sit and follow along during chapel.
 - The older students bond with younger students and make friends with them over the course of the year.
 - The chapel buddy changes each new school year so there are more opportunities to socialize between the upper and lower grades.
 - This program gives our younger students good role models to look up to and gives our older students opportunities to practice leadership and feel a sense of responsibility.
 - This relationship goes well beyond escorting children to chapel; the bond between the buddies often lasts even after the older students graduate. Parents have observed previous chapel buddies seeing each other in public or at church and witnessing how thrilled they are to see each other.
- The principal will assign a mentor family for all new families. The mentor family will contact new families to welcome them and share volunteer opportunities. They also serve as a contact for questions and invite new parents to church and to CPTO meetings.
- In addition to annual parent surveys, miscellaneous polls are occasionally distributed to seek the opinions of our new and existing families on a particular topic.

HOME AND SCHOOL COOPERATION

All subjects in our school will be taught from the perspective of, and in accordance with, the Word of God as revealed in the Holy Scriptures. If parents or guardians do not agree with the beliefs and values that will be taught in our school, enrolling the child will likely cause them confusion. The internal conflict could drive a wedge between parent or guardian and child, causing them to negatively judge the adult, or forcing the child to choose between our teaching and what they learn at home. We understand that, sadly, there are disagreements regarding what the Bible teaches. By enrolling your child, you agree that you will not disrupt the harmony of the classroom or undermine the educator's ability to teach in the classroom. If there are any questions regarding teaching of the Bible, please speak with the teacher, principal or pastor.

Biblical principles are integrated into every subject taught at our school. Our staff is committed not only to academic excellence, but also teaching students how to apply the truths of God's Word to every aspect of life. We pray that what we teach complements the beliefs and ideals each child is taught at home. We look forward to partnering with parents and guardians to educate each child in God's truth.

Parents and students can expect that Cross of Christ Lutheran School faculty and staff will:

- Be prepared for the classes taught.
- Have a servant attitude in their approach to ministry.
- Carefully assess each child's individual abilities.
- Encourage each student to work to his/her potential.
- Have a willingness to assist students.
- Be available for students and parents.
- Speak well of Cross of Christ Lutheran School students and their families.
- Express the joy of carrying out the Gospel ministry at Cross of Christ Lutheran School.
- Pray for the students and families of Cross of Christ Lutheran School.

The Cross of Christ Lutheran School faculty and staff expect that students will:

- Have a willingness to participate, cooperate, and learn.
- Take responsibility for class assignments and projects.
- Complete all assignments on time using his/her God-given talents to the fullest.
- Conduct themselves in a manner that demonstrates Christian love.
- Go to the classroom teacher when there is a question or problem regarding class work.
- Challenge themselves to succeed at the highest level.
- Understand and reflect the joys and blessings of the Gospel ministry carried out at Cross of Christ Lutheran School.
- Pray for your parents and the Cross of Christ faculty and staff.

The Cross of Christ Lutheran School faculty and staff expect that parents will:

- Have your child at school on time each day.
- Attend worship services regularly with your child.
- Encourage your child to use his/her God-given talents to the best of his/her ability.
- Regularly discuss school with your child.
- Encourage your child to seek help from his/her teacher when questions or concerns arise.
- Discuss your child's progress with his/her teacher.
- Share with your child and others the blessings of Christian education.
- Speak well of your child's teacher and the Cross of Christ Lutheran School faculty and staff.
- Pray for your child and the faculty and staff at Cross of Christ Lutheran School.

When home, church, and school cooperate and work together under God's guidance, great things can happen!

PARENT GRIEVANCE PROCEDURE

Please keep in mind the following guidelines when considering use of the grievance procedure:

1. We are all working together as children of God striving to achieve the best outcomes in the Christian training of His children.
2. It is our Christian obligation to build each other up in the light of the Word while trying to carry out each of our God-given responsibilities.
3. As Christian parents, remember to give respect to those whom God has placed in authority over your children (Hebrews 13). Our teachers have been entrusted with the care of your children for they watch over their souls.
4. Let us remember to deal with each other in love as the forgiven sinners that we are. We remember the Eighth Commandment which obligates us to defend and speak well of everyone we work with remembering to take all words and actions in the kindest possible way.
5. Always use the initial steps listed below to help define and/or clarify an issue before expressing discontent publicly at meetings, school functions, etc. or in other private settings.

Recommended procedure to be followed concerning complaints:

1. Any question or complaint regarding classroom instruction or procedure should be channeled first to the teacher involved. Normally, the principal would not become involved until the complainant meets with the teacher.
2. Following this step, the principal (or principal and teacher) will be happy to meet with the complainant, if requested.
3. Any questions or complaints regarding school administration should be channeled to the principal. The pastors or Board of Education normally would not become involved until the complainant meets with the principal.
4. If no satisfactory agreement can be worked out following the three steps above, pastors or the Board of Education will be happy to meet with the complainant and/or the teacher.

Recommended procedure to be followed regarding administrative discipline such as suspension and expulsion:

1. Submit a written letter (hard copy or email) of grievance to the principal and Board of Education within five days of administrative decision.
2. The Board of Education may then conduct separate hearings with all parties involved as deemed necessary.
3. The decision will be communicated to the principal and parent no more than two days after the hearings.
4. All decisions made by the Board of Education are final.

CHRISTIAN PARENT-TEACHER ORGANIZATION (CPTO)

All parents of Cross of Christ Lutheran School children are members of the CPTO. Any other members of the Congregation are always welcome. The CPTO meets in September, January, and April during the school year (see the Yearly Calendar for meeting dates and times). Topics of varying interest are discussed at the meetings. The CPTO is also responsible for organizing activities and helping the school in various other ways.

ATHLETIC ASSOCIATION

All parents of Cross of Christ Lutheran School children are members of the Athletic Association. The purpose of the Athletic Association is to plan and promote fellowship through sports at all levels of the congregation. They will meet three times a year, with dates on the school calendar. The success of the Cross of Christ athletics is directly related to the participation of parents in the Athletic Association. All parents are encouraged to attend the meetings and find out what is happening with Cross of Christ athletics.

ENROLLMENT AND ADMISSIONS

ENROLLMENT

Children enrolling in kindergarten must be five (5) years old on or before September 1 of that year. They must be six (6) years old by September 1 to enter first grade.

The following standards will be used when evaluating prospective students:

- A. Spiritual Considerations
 - Spiritual commitment of parents and students.
 - Willingness of parents and students to be supportive of the school's WELS philosophy of education.
 - Willingness of parents and students to support the administration and faculty in carrying out the goals and programs of the school.
- B. Behavioral Considerations
 - History of acceptable citizenship in previous school experience.
 - Agreement by student to abide by the behavior standards established by the school.
- C. Academic Considerations
 - Documented records of acceptable grades in previous school experience.
 - Acceptable scores on achievement tests
- D. Personal Considerations
 - Student's special interests, talents, and skills.
 - School makes no distinction in its admission policy on the basis of race, color, sex, age, disability, national, and ethnic origin.

If a child has a birthday after September first and parents feel their child should attend kindergarten, they must notify the principal and board of education and provide a rationale. The principal, in conjunction with the Cross of Christ board of education, will come to a decision based on classroom teacher recommendation and screening data.

ADMISSIONS PROCEDURES

Our school is a ministry closely associated with the mission of the Wisconsin Evangelical Lutheran Synod (WELS). Families choosing to enroll their children in Cross of Christ Lutheran School agree to not actively endorse, promote, advocate, or support practices or activities that are not consistent with the doctrine and teaching of the WELS. Upon enrolling a child in this school, parents, guardians, and students must agree to abide by the *Code of Conduct* as outlined in this handbook and have your child(ren) instructed in the doctrines of the Bible as taught by Cross of Christ Lutheran School.

Cross of Christ Evangelical Lutheran School enrolls and does not discriminate based on race, color, sex, age, disability, national, and ethnic origin in administration of its education policies, admissions policies, and athletic and other school-administered programs.

Our admissions procedures are as follows:

- A family makes an initial inquiry into our school and receives an information packet, detailing Cross of Christ's beliefs and practices. A school tour is scheduled with the family.
- If parents or guardians agree with the policies outlined in this handbook, they may proceed with the application into our school. (The application can be done online at our website.)
- Once the application is completed and submitted to the office, the application will proceed to the Cross of Christ Board of Education for acceptance or denial. The school will send an email or call to let the family know whether the application was declined or accepted.

- Admission will be denied if the parents, guardians, and/or students do not agree to abide by the beliefs outlined in this school handbook and therefore will not comply with the policies and procedures included.
- Admission will also be denied if the student has shown a history of behavior that does not comply with the Cross of Christ *Code of Conduct*.

To ease the transition into a new school for students, parents, and teachers, Cross of Christ may require up to a two-week waiting period between receiving the application and admitting a new student to attend school. This waiting period allows time for parents or guardians and child to meet with the principal and receive approval from the Board of Education. It also allows time for the teachers to prepare for a new student in the classroom and school. Applications arriving later than two weeks prior to the beginning of school may not be approved in time for attendance on the first day.

CODE OF CONDUCT

Because at Cross of Christ we take God's Word as revealed in the Holy Scriptures to heart, we abide by all points in the following *Code of Conduct*.

- Cross of Christ parents, guardians, and students are expected to be willing learners of God's Word. They are expected to respect the theology and doctrines taught at Cross of Christ and to respect those who teach and lead, even if they do not believe exactly what Cross of Christ teaches. They are expected not to discredit or invalidate the theology taught at Cross of Christ or live in blatant disregard for the moral principles of the school. Furthermore, Cross of Christ prohibits advocating against any of our religious beliefs, as listed in our *Religious Beliefs/Statement of Faith*, and/or included in the doctrinal beliefs of the WELS.
- Cross of Christ parents, guardians, and students submit to and respect the authority of the teachers, principal, pastors, and all other staff members while the child is in school or at school functions.
- Cross of Christ students are expected to give their best effort, with a cooperative spirit, in classes and in extra-curricular activities. Academic integrity is expected, meaning students will not cheat on homework, tests, and exams.
- No Cross of Christ student is permitted to possess or use tobacco, alcoholic beverages, or illegal drugs on church and school property. Also, weapons in any form on church and school property, at school functions, or on the school bus are prohibited.
- Cross of Christ students are expected to show the utmost respect for school and church property. Anyone found defacing or destroying church or school property will be required to make full restitution for all damage done.
- Cross of Christ prohibits behavior that threatens harmony among Christians and promotes a life of integrity and honesty in relationships. Therefore, Cross of Christ parents, guardians, and students are expected to protect the well-being of others by refusing to engage in bullying, violence, gossip, and slander.
- Cross of Christ students will strive to let their light shine to all, letting the Gospel shine forth in everything they do, giving glory to our God. (1 Corinthians 10:31).

TUITION PAYMENT GUIDELINES

Families of Cross of Christ Lutheran School pay a specified tuition amount to attend school. Payment of tuition can be made through three different methods.

1. Tuition can be paid in full. If this option is chosen, full payment must be made prior to September 30th.
2. Tuition balances can be broken up into quarterly payments. These payments are applied in the months of August, November, February, and April.
3. Tuition balances can be split into 10 monthly payments. (August-May)
 - Payments are withdrawn from the account on a specified date each month. Families may choose from the 5th, 15th, or 20th of the month.

Any requests for changes to the payment withdrawal schedule must be made to the school office five business days prior to the original withdrawal date. This may be done once throughout the year at no cost. An additional cost of \$40 will be assessed for all subsequent changes.

If there are financial hardships, please talk to the principal about assistance that may be available.

Any time an account has insufficient funds when a withdrawal is attempted, or the account has been closed, a fee will be assessed and the following procedures will be followed:

1. After the first attempt to withdraw tuition, the family will receive a written notice of the missed payment.
2. A second attempt will be made 15 days later. If the tuition payment still cannot be withdrawn, a mandatory meeting with the Board of Education chairman and at least one member of the Board of Education will be scheduled.
3. A third attempt will be made 15 days later. If the tuition payment(s) still cannot be withdrawn, the student will be suspended from all extra-curricular activities.
4. A fourth and final attempt will be made 15 days later. If the tuition payment(s) still cannot be withdrawn after the fourth consecutive attempt, the student(s) will be suspended from school.

Any outstanding tuition payments from the previous year will need to be paid in full prior to re-enrollment. Older children from the same family within the school will be considered first when calculating the family's tuition bill. Your FACTS account will show any delinquent balance remaining from the previous school year, the new school year's tuition, required books and special fees, and the balance to date.

FINANCIAL SCHOLARSHIPS

The cost to educate a child at Cross of Christ Lutheran School is \$11,200 for the 2025-26 school year. Thankfully, due to generous financial scholarships and discounts, no child enrolled at Cross of Christ pays this price.

The financial scholarships available for students enrolled in grades Kindergarten - Eighth Grade of Cross of Christ Lutheran School include the following:

Church Subsidy

Our school is supported through ongoing donations made by Cross of Christ Lutheran Church members. All students who are accepted into our program receive this.

Church Membership Discount

Active members of Cross of Christ Evangelical Lutheran Church receive an additional discounted tuition rate. If you are actively involved in another congregation, you may consider inviting your church to partner in supporting your family's Christian education with a contribution of this amount.

Multiple Child Discount

Cross of Christ offers discounts for multiple children from the same family attending our school. ***This applies only to children in grades Kindergarten through Eighth Grade.*** The first two children are charged a full tuition rate, followed by the subsequent discounts of:

3rd Child = 30% Disc.

4th Child/Any additional children = 60% Disc.

FACTS Financial Assistance

Cross of Christ is committed to a Christ-centered education that is accessible to families of all income levels. We have donors who specifically give to families who request need-based financial scholarships.

The process to apply for the FACTS Financial Scholarship is as follows:

- Interested families may apply to FACTS Grant and Aid Assessment online at www.online.factsmgt.com/aid. There is an application fee, paid by the applicant.
- Financial information must be submitted to FACTS, including copies of most recent federal tax forms including all supporting tax schedules, copies of W-2 forms for both applicant and

co-applicant, copies of supporting documentation for Social Security income, welfare, child support, food stamps, workers' compensation, and temporary assistance for needy families (TANF).

- A Tuition Advisory Board will meet to consider the FACTS recommended amounts for families' financial scholarships.
- Families are notified of their recommended aid amount soon after the meeting.
- Tuition assistance to individual families is reviewed on an annual basis.

CLASSROOM CAPACITY GUIDELINES

The following classroom capacity guidelines have been established in order to provide a quality Christ-centered education that maintains appropriate student-to-teacher ratios in a safe learning environment:

Preschool (20 students per classroom)

- A classroom of 10 or less shall have one full-time called teacher.
- A classroom of 10-20 shall have one full-time called teacher and one assistant teacher.

Kindergarten (25 students)

- A kindergarten class of 15 or less shall have one full-time called teacher.
- A kindergarten class of 16-25 shall have one full-time called teacher and one full-time paid assistant teacher.
- A waiting list shall begin when the 26th student applies. If by June 15th the waiting list has reached 30, consideration shall be made to have two called teachers and one full-time assistant.

1st-2nd Grade (25 students)

- A class of 18 or less shall have one full-time called teacher.
- A class of 19-25 shall have one full-time called teacher and one full-time assistant teacher.
- A waiting list shall begin when the 26th student applies. If by June 15 the waiting list has reached 30, consideration shall be made to have two called teachers and one full-time assistant.

3rd-4th Grade (25 students)

- A class of 25 or less shall have one full-time called teacher.
- A class of 26-29 shall have one full-time called teacher and one full-time assistant teacher.
- A waiting list shall begin when the 26th student applies. If by June 15 the waiting list has reached 30, consideration shall be made to have two called teachers and one full-time assistant.

5th-6th Grade (25 students)

- A class of 25 or less shall have one full-time called teacher.
- A class of 26-29 shall have one full-time called teacher and one full-time assistant teacher.
- A waiting list shall begin when the 26th student applies. If by June 15 the waiting list has reached 30, consideration shall be made to have two called teachers and one full-time assistant.

7th-8th Grade (30 students)

- A class of 30 or less shall have one full-time called teacher.
- A waiting list shall begin when the 31st student applies. If by June 15 the waiting list has reached 31, consideration shall be made to have two called teachers and one full-time assistant.

TRANSFER OF CREDITS POLICY

Cross of Christ Lutheran School is a member of the Wisconsin Evangelical Lutheran Schools System and is listed in the Minnesota Non-Public School Directory published by the Minnesota Department of Education. Credits earned at Cross of Christ are transferable to other elementary and middle schools, both public and non-public, and to high schools upon completion of 8th grade. Cross of Christ Lutheran School will accept the transfer of credits earned from any Wisconsin Evangelical Lutheran School or accredited institution. Such accepted credits will determine grade placement.

Students who have been homeschooled must submit the following items with the student application:

1. A copy of Home-Based Private Education Program form.
2. A copy of the school calendar that verifies that each school term of Home-Based Private Education Instruction consisted of a minimum of 875 hours.
3. Copies of the sequential curriculum that was taught in the six mandated subject areas.
4. Records of satisfactory student performance for each course taken.

Upon receipt of the above documentation, the principal will determine the following:

1. If other assessment tests are needed for proper placement at Cross of Christ Lutheran School.
2. In what educational setting the student will be placed due to his or her academic performance during the time of homeschooling.
3. The evaluation process will include an interview with the parent or legal guardian before becoming effective.
4. The placement recommendation shall be in writing, signed by the principal, and placed in the student's record.

In the event that a student seeks enrollment at Cross of Christ Lutheran School who is currently in a Home-Based Educational Program and does not have the proper documentation, the following needs to occur:

1. The parents or guardians will seek an outside educational agency (or the services of a qualified educator) approved by the principal of Cross of Christ Lutheran School to conduct assessment tests in the six mandated subject areas established by the state of Minnesota.
2. Once the testing is completed, the principal will review the results and present them to the Cross of Christ School Board for review.
3. In making the placement decision the principal together with the Cross of Christ School Board may consider the age, the length of time in the Home-Based Private Education Program, mental ability, social and emotional adjustment, physical development, academic progress of the student, and any other appropriate factors.
4. The evaluation process will include an interview with the parent or legal guardian before becoming effective.
5. The placement recommendation shall be in writing, signed by the principal, and placed in the student's record.

CURRICULUM AND INSTRUCTION

CURRICULUM

Cross of Christ Lutheran School offers those subjects commonly taught at the elementary school level, in compliance with the Minnesota Department of Public Instruction. In keeping with the philosophy of the school, all subjects are to be taught in the light of God's Word. Learning experiences are provided in the areas of religion, math, the language arts, science, social studies, fine arts, and physical education.

RELIGION

The key component in Cross of Christ's religion curriculum is the Christ-Light series, which presents both Old and New Testament Bible stories. Each lesson has a key truth that is meaningfully discussed and applied to the children's lives. This comprehensive curriculum gives students a strongly rooted foundation in God's Word, equipping them to live as children of God. Memorization skills are enhanced as students commit Bible passages to memory. Every Wednesday morning the students gather for chapel in the gymnasium or church. Parents and friends are invited to join the students for this devotion.

LANGUAGE ARTS

A clear understanding of the English language is imperative for success in all areas of the curriculum and everyday life. Cross of Christ's language arts curriculum accomplishes this through its integration of reading, phonics programs, writing, spelling, grammar, and oral expression in a sequential and developmentally appropriate order.

READING

Students develop a love for reading through phonics-based instruction that incorporates thematic units of quality literature, poetry, short stories, and plays. The curriculum emphasizes listening and comprehension skills while developing the ability to read critically.

WRITING

Students are taught to be proficient writers in a step-by-step composition process that includes phrases, sentences, paragraphs, reports, letters, poetry, journals, and short stories. Grammar is taught and stressed in all writing lessons. Students are encouraged to exercise their free expression through creative writing.

SPELLING

The spelling component of the curriculum develops the sound/spelling connection in language, provides dictation practice, and incorporates and reviews vocabulary words in weekly units.

ORAL EXPRESSION

Students develop public speaking skills through experiences in show-and-tell, oral reports, forensics, and class presentations.

MATHEMATICS

A thorough mathematics curriculum is critical for success in our ever-changing world. The traditional math approach at Cross of Christ gives students a firm foundation in computation, math concepts, problem-solving strategies, and data interpretation. This foundation is constructed through daily instruction and review in a cumulative manner. The math program is experiential in nature and employs manipulatives and real-life situations to build mathematical knowledge.

TECHNOLOGY

The development and use of modern technology continue to evolve and shape our lives. In order to gain proficiency in this technological age, technology education begins in Kindergarten. Students are given the opportunity to develop familiarity with the physical structure of technology devices and with operating various programs to supplement cognitive growth. Computer and iPad instruction are integrated within the regular classroom subjects as appropriate.

SCIENCE

The science curriculum at Cross of Christ leads children to a greater appreciation of the world in which they live that God created. By means of textbook investigation, hands-on experimentation, special group projects, and technology-aided presentations, students discover various aspects of physical, earth, and life science. Special emphasis is placed on developing skills such as observing, comparing, hypothesizing, predicting, measuring, testing, and interpreting.

SOCIAL STUDIES

The scope of study in our social studies curriculum includes exposure to a variety of social science disciplines: world cultures, values and customs, history, geography, sociology, current events, economics, and civics. Instruction and activities in these areas are structured to help young students develop skills such as critical thinking, decision-making, cause-and-effect relationships, and reading charts, maps, and graphs. This curriculum aspires to give students the necessary tools to be active, well-adjusted citizens and leaders in today's world.

MUSIC

Cross of Christ's music program contains the integrated components of music theory, voice development, and music appreciation. Basic elements such as notation, rhythm, and music terminology prepare the children to read music and explore musical instruments. Students practice note reading and rhythmic exercises through the use of recorders, boom whackers, ukuleles, and other percussion instruments. Vocal skills are developed through pitch exploration, ear training, and daily classroom singing. Students are introduced to famous composers and some of their works.

ART

Concepts such as line, shape, form, color, pattern, design, and composition are developed in an art curriculum that allows children to express their creativity and discover their talents. Young artists learn to value not only the product, but also the process. The children also enjoy exposure to well-known artists, their unique styles, and classical works. Other goals include development of fine motor skills, improvement of hand-eye coordination, and experiences in collaborative learning.

PHYSICAL EDUCATION

The goals for the physical education program include the following: instruction in the rules, skills, and strategies of team and individual sports; physical fitness and cardiovascular development; practical experiences in leadership, teamwork, and sportsmanship; and development of a positive self-image in a safe, structured environment. Expectations include participation in all games and activities, respect for peers and instructors, proper care of equipment, and cooperation. The P.E. program is designed to enable each child to achieve success while developing an interest in life-long physical activity. Participation in P.E. for students with medical problems or physical limitations will be modified as needed.

LEARNING ENVIRONMENT

Respect and seriousness of purpose characterize the classroom environment at Cross of Christ Lutheran School. The code of conduct promotes Christian love, responsibility, respect, civility, and academic excellence in a safe learning and teaching environment. This learning atmosphere is relaxed but orderly – a place where Christ-centered instruction can take place and the joy of academic accomplishment can be experienced. Classrooms that are quiet and conducive to learning are the norm. Students are asked to raise their hands and wait for the teacher to call on them before giving an answer. As a mark of respect, students will be taught how to greet adults properly. They will learn to look classroom guests in the eye and give a proper response. In maintaining structured, disciplined classrooms, the teachers provide an educational setting where children can focus readily, apply themselves better, and realize greater success in their quest to learn.

GRADING AND REPORT CARDS

Report cards are graded with the letters “A+” to “F”. “I” may be used to indicate incomplete work. In order to be uniform in our grading, the following grading percentages are used in our school:

A+	100.0	(4.0)	C	78-76	(2.0)
A	99-96	(4.0)	C-	75-73	(1.7)
A-	95-91	(3.7)	D+	72-70	(1.4)
B+	90-88	(3.4)	D	69-67	(1.0)
B	87-85	(3.0)	D-	66-65	(0.7)
B-	84-82	(2.7)	F	64 and below	
C+	81-79	(2.4)			

The following symbols may also be used in grades:

(E)	Exceptional
(S)	Satisfactory
(N)	Needs Improvement
(U)	Unsatisfactory
(I)	Incomplete

Report cards are issued four (4) times each year. The dates for each 9-week reporting period are listed on the school's Yearly Calendar. Please evaluate and discuss your child's report card with them. After the first and third quarters, we schedule formal parent-teacher consultations to discuss your child's mental, emotional and physical progress in school. In addition, you should feel free to consult with your child's teacher at any other time during the year. All parents and students can check online to monitor assignments and grades.

Starting in fifth grade, the school keeps track of each student's GPA (Grade Point Average). Each quarter the school has an honor roll for the students in grades 5-8. Honors are for students that maintain a 3.3-3.6 GPA and High Honors are for students that maintain 3.7 or higher. The subjects counted towards GPA are Science, Social Studies (History), Math, Reading (Literature), English, and Spelling.

ACHIEVEMENT TESTING

In addition to regular subject matter testing, growth-achievement tests are given to the children in school three times throughout the year. Every child in grades 2 - 8 receives achievement testing. These dates are posted on the yearly calendar, please try to avoid vacation and appointments at that time. Results of these tests are entered in the child's permanent record. Individual and class results of these tests are used for the guidance of the child and for general school and class curriculum planning. All results are held in confidence in keeping with Christian professional ethics. Parents are invited to counsel with the child's teacher in regard to the results of these tests.

MAKE-UP WORK

All school work missed due to an excused or unexcused absence is required to be completed. Students are given one day longer than the number of days absent to complete their homework before it is considered late.

INCOMPLETE SCHOOL WORK

Parents, guardians, teachers, and staff members will work together so that the children in Kindergarten through 3rd grade will learn and demonstrate responsibility by:

- Completing assigned work on time.
- Bringing books and completed assignments to school.
- Managing time wisely.

In the interest of further helping students learn and demonstrate responsibility, Cross of Christ follows a Late Work Policy in grades 4-8. The policy is as follows:

Students at Cross of Christ Lutheran School are assigned independent work assignments throughout most of the grades. They are expected to complete assignments by routine due dates. If students in grades 4-8 fail to complete an assignment on time, a "Pink Slip" designed to inform parents of that fact is sent home. The slip should be signed by the parent and returned to the school immediately. This system is designed to keep parents well informed about their child's study habits. Since our school's philosophy places academics above extracurricular activities, any student receiving two or more "Pink Slips" in one week will not be allowed to participate in the nearest extracurricular activity or practice for that week. That student will also need to serve detention after school. Verbal communication will surely follow if these slips need to be used too often. Six or more pink slips per quarter will also result in a detention. The grade for the assignment that is late will go down a half grade for each day it is late.

If a student loses or damages school materials, such as workbooks and textbooks, the family will be charged at a rate of the cost of replacement.

Students may be required to use recess time to complete the unfinished assigned work, and if the problem persists, the student may be required to stay after school.

PROMOTION

Promotion of a child to the next grade is determined by the child's total development, e.g., achievement, effort, mental, physical, social and emotional maturity, and on other factors as the best interests of the pupil and school may require. For example, in cases of excessive absences, promotion of the child must be left to the teacher's discretion. On occasion, a conditional promotion may be given depending on the child's abilities and effort in the first weeks or months of the following grade.

EXTRA-CURRICULAR ACTIVITIES AND INTERSCHOLASTIC SPORTS

All students wishing to participate in extracurricular activities (forensics, sports, cheerleading, etc.) must maintain a C- grade or higher in all subjects to participate. Any "U"s or "I"s also result in ineligibility.

Grades will be sent home at the mid-term point and at the end of each quarter. If a student's grades at midterm or end of quarter cause the student to become ineligible, grades will be evaluated every two (2) weeks until the student achieves a C- grade in all subjects.

The Principal and Athletic Director will discuss all cases on an individual basis and will notify the student, student's parents or guardians, and coaches.

The Twin Cities Lutheran schools of the WELS and Evangelical Lutheran Synod (ELS) have organized an athletic league which offers soccer (boys), disc golf (boys and girls), volleyball (girls) and cross country (boys and girls) in the fall, basketball (boys and girls) and cheer/dance in the winter, and bowling (boys and girls) and track (boys and girls) in the spring. When enough students have been interested in these sports, our school has fielded teams.

PIANO LESSONS

Piano lessons are available for those interested in grades 1-8. Information will be made available each fall at registration.

BAND PROGRAM

An instrumental music program is offered. A teacher comes to our school twice each week for lessons during the school day. The students are able to rent or buy their instruments.

PERMANENT CUMULATIVE RECORDS (FERPA)

Permanent cumulative records for each student are maintained, stored, and shared as appropriate and according to the *Family Educational Rights and Privacy Act*. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has a right to a formal hearing. After the hearing, if the school decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from the student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the conditions (34 CFR 99.31):

- School officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with the financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations; to comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies.
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

ADDITIONAL SERVICES

COUGAR CARE/PRESCHOOL EXTENDED CARE

This after-school childcare program is offered to students of Cross of Christ on school days from 3:30-5:00 p.m. Any student staying after school, unless with a teacher for classroom work or for extra-curricular activities, must be in Cougar Care. (Asking a teacher to watch your child in the teacher's room because you are running late is not permissible.) If a student's ride is not present by 3:30 p.m., and the student was not scheduled to be in Cougar Care, the student will be placed in Cougar Care and charged the drop-in rate. More information is available in the *Cougar Care Handbook*.

HOT LUNCH, MILK PROGRAM, FOOD FROM HOME

Lunch is available for purchase through Premier Catering each day of the week, except for special days that will be noted. All students will provide their own lunch on days when hot lunch is not available or desired. If children bring food from home, parents and their children are responsible for proper care of that food. Milk is available to purchase prior to the first day of school. If the family has a negative balance of \$50 or more in the hot lunch account, the family will be notified of the balance and will be required to bring a lunch from home until the balance is paid.

TRANSPORTATION AND BUSING GUIDELINES FROM DISTRICT 11

Transportation for students living in Anoka-Hennepin School District 11 is provided by the public busing system. See *Busing Guidelines from District 11* for more details.

Those living outside of District 11 may file for transportation reimbursement through their local school district. Forms for school reimbursement are to be obtained from your own school district.

BUSING GUIDELINES FROM DISTRICT 11

"The following rules and regulations have been adopted by the Anoka-Hennepin District No. 11 School Board. It is hoped that these guidelines will help us to provide safe transportation to and from school for your student. Students should be at the bus stop five minutes prior to the scheduled time. As per MN Statute 123B.90, 'Riding a school bus is a privilege, not a right.'

"Students who pay for bus service are not exempt from this statute and must follow the bus rules or receive the consequences outlined in this policy.

Bus Discipline Policy

"Students who have the opportunity to ride district school buses may do so as long as they display behavior that is reasonable and safe. Choosing to engage in unacceptable behavior will result in loss of bus service. The bus driver is responsible for the safety and discipline of students on the bus. The building principal is available to give assistance to the driver and will determine the consequences of misbehavior and the reinstatement of bus service for the offending student(s) should a suspension become necessary. A suspension applies to all buses unless otherwise designated by school officials. The responsibility for student supervision by the district shall begin when the student boards the bus in the morning and is retained until the child leaves the bus at the end of the day; or until released to the parent/guardian in a manner consistent with guidelines on release of students.

Transportation of School Related/Nonrelated Items

"Under the Laws and Rules for the Operation of School Buses in the State of Minnesota, it is stated: ' . . . no materials, including: guns, loaded or unloaded; gasoline cans, empty or full; animals or any other object of dangerous or objectionable nature are transported in the school bus when children are being transported.' Cell phone use on the bus is prohibited.

"Band instruments that will be allowed on the bus are those that are small enough to be held on the student's lap. Instruments may not be in the aisle or take the space of a student. Hockey sticks, lacrosse

sticks, bats, golf clubs, sleds or any other unacceptable recreational equipment will not be allowed in the bus unless enclosed in an athletic-type canvas bag or are otherwise inaccessible. Damage to personal items is not covered under the bus contractor's/district's insurance coverage.

Assigned Buses Only

"Students are assigned to buses and bus stops. No change in either bus or stop is permitted without transportation dept. authorization. Temporary changes may be made by school administrators for authorized emergencies only.

"Failure to ride the assigned bus from the assigned bus stop may jeopardize the safety of students and may result in disciplinary action."

"In case of an emergency, the principal must approve any temporary change in a student's bus stop and/or bus assignment. All emergency exceptions to the transportation policy must be signed by the principal and presented to the bus driver. Students are not allowed to change bus assignments to go to piano lessons, jobs, parties, or other non-emergency activities."

REMEDIAL ASSISTANCE AND SPECIAL NEEDS

Teachers will make every effort to provide remedial help for students in their classrooms. Teachers will also make every effort to accommodate special needs and situations in the classroom. Without a designated special education program, Cross of Christ may not be able to meet the specific needs of every student. If concerns arise with the progress a child is making, teachers and parents/guardians will meet to discuss the situation.

CHRISTIAN DISCIPLINE

CONDUCT AND DISCIPLINE

Jesus, our Lord and Savior, says, "If you love me, keep my commandments." This means that, in a Christian school, we will work together with you, the parents, to teach children to follow the rules of the school and parent's guidelines out of love for the Savior. We aim to design corrective measures in such a way that students' feelings about right and wrong are developed and guided by the Word of God and the love of the Savior that they are constantly learning to know.

It is our desire and prayer that, through proper direction and guidance, your child may more fully live their faith and apply the Biblical doctrines in their lives.

SCHOOL RULES

The following school rules have been established so that everything is done in a fitting and orderly manner (I Corinthians 14:40). Teachers may have additional classroom rules for the benefit and well-being of their students.

- Demonstrating respect to teachers, staff, and fellow students is expected at all times.
- Inappropriate, vulgar, or obscene language is not allowed.
- Students are to walk quietly in the hallways.
- Plagiarism and cheating are not allowed.
- Chewing gum is not allowed.
- Carbonated and caffeinated drinks are not allowed during the school day.
- Nuisance items such as toys, candy, and hand-held games are not allowed in the classroom.
- Cell phones and personal electronic devices must be turned off and stay in the student's backpack.
- Students are expected to help keep our facilities in good order by putting garbage into specified containers, keeping their desk and shelf area orderly, and reporting any defacing of school property to a teacher.
- School telephones are generally not for student use. Calls related to sickness and emergencies are handled by the office staff and faculty.

ATTENDANCE AND ABSENCES

Cross of Christ's Board of Education and the Minnesota Board of Education requires all students enrolled at Cross of Christ Lutheran School to attend school regularly in accordance with the laws of the state. Cross of Christ Lutheran School recognizes that consistent school attendance is essential for academic success and all absences affect learning. The primary legal and moral responsibility for student attendance rests with the parent (MN. Statute 120A.22).

In the event of a child absence, parents or guardians are to call the school office and leave a voicemail or message with the secretary before 7:45 a.m. (or email absent@crossofchrist.us) Parents are to specify the reason for the absence and indicate arrangements for homework pick up.

A written excuse for any classroom absence is required by State law and Cross of Christ Lutheran School when the student returns. When writing the excuse, please include the date of the absence and the reason for the absence. Absences of one-quarter (1/4) day or less due to medical or dental appointments will not be marked; however, an excuse is still required. We urge parents to plan medical and dental appointments outside of the school day if at all possible. If illness or sickness causes more than seven days of being absent, a doctor's note explaining the reason is asked to be on file at school.

Example of Letter:

11/2/23 (Date of absence or absences)

Please excuse (First and Last name of Student) yesterday. He was at home with a high temperature and not feeling well.

Parent Signature and Date

EXCUSED ABSENCES

Student absences from school for all or part of a day are excused for the following reasons:

- Illness of the student
- Severe illness or death in the immediate family
- Emergency of special need
- Prearranged medical and dental appointments (a doctor's or dentist's slip is required)
- Prearranged court appearances
- Prearranged family trips
- Prearranged absences approved by the Principal

If students are absent from school, they are not allowed to play or participate in any school extra-curricular activities.

UNEXCUSED ABSENCES AND TRUANCY

Any absence from school for an entire day or any part of a day without acceptable excuse from parent or guardian and/or approval of the Principal is considered unexcused. An unexcused absence is considered truancy.

Examples of Unexcused Absences:

- Oversleeping/alarm failure
- Missing the bus/ride
- Needing sleep or rest
- Run errands
- Car trouble

There are consequences when students are continually absent from school without a valid excuse. **If a student is absent three days within a single school year without excuse, that student is considered a "continuing truant," according to state law (section 260A.02).** The school is required by law to notify a parent when a child is a continuing truant. If the child continues to be truant there may be juvenile court proceedings. Once a child is considered a continuing truant, parents and guardians are given an opportunity to explain their child's absences. The principal will remain in contact with the parents/guardians to resolve the issue.

When a student is absent seven or more days from school within a single school year, that student is considered a “habitual truant” according to state law (section 260C.007). Cross of Christ Lutheran School refers habitually truant students to the county attorney. Attendance letters will be sent home when absences or tardiness become excessive so families can take corrective action and address the issue.

If a student will not be attending school due to cold weather or other concerns, a parent or guardian must call the school to report the absence or the student will be counted as truant. Absence due to weather or other concerns will be excused if reported by a parent or guardian.

Parents will be notified when their child misses more than 20 days of school (absent/tardy). They will again be notified when the 25-day absent/tardy mark is reached. When 30 days of absences/tardies are reached, retention of the grade is a possibility.

TARDINESS

Students not in their classroom by the start of the school day (7:50 am) will be marked tardy, unless they are riding on a school bus which arrives late. Habitual tardiness will be handled first by the classroom teacher, followed by the school administrator who will include the school board at his discretion. Classroom teachers will contact parents if five tardies are accrued in one quarter and notify the principal upon contacting the family. If a student accrues eight tardies in one quarter, the principal will contact the parents, looking for ways to assist parents in correcting the issue. If tardiness persists, a meeting will be set up with the parents, principal, and school board member(s) to discuss further ways to assist the student and family.

DISCIPLINARY PROCEDURES (DETENTION, SUSPENSION, AND EXPULSION)

In the event of student misbehavior, a discipline process is initiated as follows:

1. Minor disciplinary matters will be handled by the classroom teacher.
2. In the event of a serious infraction or persistent behavior problems, parents will be contacted, and a course of disciplinary action will be determined.
3. If the classroom teacher is unsuccessful in dealing with a serious infraction or persistent behavior problem, the issue will be handled according to the following steps:
 - a. The principal, teacher, and parent(s) will meet to discuss the issue. The principal will take fitting measures, including possible suspension, to eliminate the problem.
 - b. If it becomes necessary, due to the seriousness of the problem, the student may be expelled. However, the action must have approval of the Cross of Christ Lutheran Board of Education.

After-School Detention

It is important for a student to accept responsibility for his/her actions. The purpose of after-school detention is to correct behavior problems. Detention slips are given to the students to take home to their parents for notification, signature, and return. We realize students may unwillingly misplace or forget to take the notice home, so we will make reasonable efforts in following up with an email or phone call.

Reasons for Detention Include: (handled by teacher)

- Six late work slips during the same quarter of the school year
- Cheating
- Persistent behavior problems
- Inappropriate language
- Destruction of property
- Repeated violations of dress code

- Infraction in which the classroom teacher and principal deem a detention is appropriate

After School Detention Procedure:

- Student is to report to his/her classroom at 3:30pm on the specified day according to the detention slip.
- Detention ends at 4:00pm.
- Parents will be given at least two days notice before a detention is to be served. Example: A detention given on a Monday would be served no earlier than Wednesday.
- Detention period activities will be restricted to the completion of homework or reading. Talking, eating, and sleeping are not allowed.
- The first infraction of detention hall rules will add ten minutes on to that detention. The second infraction will result in an additional detention, which will also count towards a possible suspension.

Suspension and Expulsion Policy

In-School Suspension (ISS) – The principal may institute an ISS for discipline purposes. The student will be placed in a physical setting where there will be appropriate supervision by a designated person. Any disruption by the student in this setting will result in the student being sent home.

Out-of-School Suspension (OSS) – The principal may suspend any student from attendance at school or any school-related activity on or off campus or from attendance at a specified class or classes.

Reasons for Suspension or Expulsion Include: (handled by principal and/or investigative team)

- Bullying/harassment
- Fighting or assault
- Stealing
- Repeated cheating
- Vandalism
- Three detentions during one semester of the school year
- Pulling of the fire alarm
- Possession of a firearm, explosive, or other weapon deemed dangerous by the principal
- Deliberate intent to seriously harm a student or teacher
- Chronic misbehavior
- Possession of tobacco, tobacco products, illegal drugs, or alcohol
- Inappropriate use of social media that affects teacher performance or student learning at school
- Persistent lack of cooperation as indicated by an unwilling spirit or unacceptable attitude

Notice of Suspension or Expulsion

- 1) If behavior warrants possible suspension or expulsion, a teacher will refer a student to the principal.
- 2) On the same day, the teacher will inform the parents of the student behavior and principal referral.
- 3) The principal and/or investigative team will meet within 24 hours of the incident being made known to begin the investigation into the matter.
- 4) The principal and/or investigative team will investigate the incident to determine if suspension or expulsion is warranted. The investigation will include conversations with teacher, referred student, and other students or teachers involved.
- 5) In the event of a suspension, the following procedure of notice shall be followed:
 - a. The principal will contact the parents of the student being suspended to inform them of the disciplinary action.
 - b. A suspension letter, documenting the incident and disciplinary action, will be provided to the parents. This letter is to be signed and returned.

- c. A copy of the letter will be given to the parents. The original copy will be placed in the student's file.
- 6) In the event of an expulsion, the following procedure of notice shall be followed:
 - a. The principal and the Board of Education chairman will conduct a personal meeting with the parents of the student being expelled to inform them of the disciplinary action.
 - b. The parents will be given an opportunity to appeal the decision made to the Board of Education. This must be done within three days from the given notice.
 - c. An expulsion letter, documenting the incident and disciplinary action, will be given to the parents at the scheduled meeting.
 - d. The letter is to be signed. A copy of the letter will be given to the parents. The original will be placed in the student's file.
 - e. There will be continued follow-up by the pastor and/or the principal after the expulsion has been taken so that the child is not totally divorced from his/her church life, as well as school influence.

ALCOHOL, TOBACCO, AND DRUGS

God's Word is a guide for all areas of our life. God commands us in the Fourth Commandment to obey those placed in authority above us. Government laws strictly forbid the illegal use of drugs, tobacco, and alcohol. In the Fifth Commandment, God commands us to be concerned about the physical welfare of our neighbors as well as our own. Impaired judgment, lack of self-control, and possible permanent injury to the individual or others are the results of drug, tobacco, and alcohol use and abuse. Therefore, the possession, use, or being under the influence of alcohol, tobacco, or any kind of illegal drug is strictly forbidden by any student attending Cross of Christ Lutheran School. This policy includes any church/school property or any church/school related activity. Proper law enforcement involvement and disciplinary action, which could lead to expulsion, will be enforced for the welfare of the student body.

ELECTRONIC DEVICES AND GADGETS

All types of electronic devices, including but not limited to cellular phones, video game devices, wifi or cellular based smart watches should remain at home. However, if cellular phones need to be brought for the purpose of after-school contact, they are to remain turned off and unseen in students' bags throughout the school day and in Cougar Care. Failure to follow the policy as outlined will result in:

- First Offense – confiscation for remainder of day
- Second Offense – confiscation for the remainder of the day and item picked up by parent
- Third Offense – confiscation for the remainder of the day, item picked up by parent, and further action to be discussed with the principal and, if necessary, the Board of Education

Furthermore, Cross of Christ is not responsible for any items that become lost, stolen, or damaged.

*Any requested exemptions must be approved by the principal prior to the device being utilized. (i.e. Medical needs)

DRESS CODE

"Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body." (1 Corinthians 6:19-20).

The dress code is intended to be a set of expectations held by the entire school community to promote a positive, Christian learning environment. As Christians, we believe that our bodies are a gift from God, and that we should clothe our bodies appropriately. Because of this, all students are expected to dress in a neat, clean, respectful, and modest manner, and follow the school dress code. Complying with the dress

code is a requirement for attending school. The list below is not exhaustive, and school administration reserves the right to amend the dress code as needed.

Pants/Shorts/Skirts/Dresses

- Students should wear pants/shorts that fit appropriately.
- Shorts must have an inseam length of at least 4 inches or be mid-thigh in length.
- Skirts and dresses must reach approximately mid-thigh in length and be worn with shorts underneath.
- Shorts may be worn in August, September, October, April, and May. Exceptions to this are at the discretion of the administration.

Shirts

- Students may wear regular T-shirts, polo shirts, dress shirts, or sports jerseys.
- Sleeveless shirts are not allowed. (e.g. Dresses with straps, tank tops/muscle shirts) These may be worn with a t-shirt underneath.
- Tops of shoulders, back, midriff, and cleavage must be covered.
- Shirts should reach below the waistband while standing and sitting.

Shoes

- Tennis shoes/sneakers are required for the entirety of the school day. (Examples of inappropriate footwear include open-toed shoes, sandals, crocs, flip-flops, boots, etc.)
- Bare or stocking/sock feet are not permitted
- No shoes containing rollers or wheels will be allowed on school property or at school functions.

Piercings/Make-Up

- Make-up should be worn in modesty and appropriately.
- Spiked jewelry/accessories are not permitted
- Facial jewelry (excluding earrings) or visible body piercings and/or tattoos are not allowed. Where necessary, a clear or skin-toned piercing retainer is acceptable.

Headwear

- Hats, visors, hoods, or bandanas are not to be worn in the classroom or building.
- Headwear worn for religious or medical reasons is allowed.
- Hair styles, highlights, braids, and extensions must not distract from the learning environment.

Outerwear

- Daily winter outerwear should include the following: coat, hat, boots, snow pants, and mittens or gloves. Please put the name of the child on all outerwear.
- Items for outerwear should be waterproof

General Appearance

- Clothing and other items or grooming in a manner that represents and/or promotes politics, political candidates, inappropriate messages, drugs, alcohol, tobacco or other illegal substances, violence, threats, gangs, bands/musical groups, or hate groups are prohibited.
- No ripped, holey, or torn clothes.
- Clothes worn should be clean.
- Pajama tops and bottoms are prohibited
- Undergarments must not be visible
- Students should wear clothing that does not require regular adjustment to abide by the dress code expectations. Repetitive behavior in this manner will result in students being approached to address the issue.
- Certain school issued dress up days may allow flexibility in student dress. What is worn, however, should still abide by the guidelines of modesty, cleanliness, and appropriateness.

The school reserves the right to deem what is inappropriate attire in addition to what is noted above. This will be done in keeping with the *Code of Conduct* and Mission of our school.

Dress Code Violation Consequences

If a student violates an item of the dress code expectations, they will be given a copy of the dress code with the specific violation noted, and parents/guardians will be notified. Students will be sent to the school office for violations that are substantial, relate to modesty, or create a distraction to the academic environment. Options to address the violation may include turning clothing articles inside out, being provided replacement clothing (when possible), or parents/guardians bringing other clothes. Ongoing dress code violations, or individual instances of severe violations, may result in further disciplinary actions.

Thank you for your support in maintaining appropriate God-pleasing dress for our school.

BULLYING/HARASSMENT/DISCRIMINATION POLICY

Cross of Christ Lutheran School believes that each student should have a safe, healthy, and Christian environment to learn and grow in. The Apostle Paul tells us in Galatians 6:10, "Whenever we have the opportunity, we have to do what is good for everyone, especially for the family of believers." Cross of Christ will not tolerate behavior that infringes on the safety or well-being of any student.

It is the policy of Cross of Christ Lutheran School to maintain a safe learning environment that is free from harassment, discrimination, and bullying. Students, staff, and school community are expected to conduct themselves in a respectful Christian manner and demonstrate a level of respect and dignity toward others. The school does not tolerate harassment, discrimination, or bullying based on race, color, creed, religion, national origin, sex, or status with regard to public assistance or disability. The school will take action to ensure that all school practices and activities are free of unlawful discrimination or harassment.

Click here to view the complete Harassment, Discrimination, and Bullying Policy. A summary of points from the policy is listed below.

Definition:

Harassment and bullying are intentional, harmful, and repetitive behaviors initiated by one or more students that are directed toward another student.

Examples:

- Verbal: name calling, put downs, racist remarks, teasing, threats, spreading rumors, sarcasm, inappropriate (violent, sexual, malicious, etc.) messages via any paper or digital medium
- Physical: pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing the victim's property, locking a person in a room, making mean faces, rude gestures, and initiating or forcing inappropriate touching
- Social: ostracism or exclusion, ignoring, being unfriendly, alienating
- Psychological: acts that instill a sense of fear or anxiety
- Sexual: any sexual advance, physical contact of a sexual nature, or verbal conduct of a sexual nature
- Any act that insults or demeans an individual in such a way as to cause distress, reluctance to attend school, a decline in work standards, or problem behaviors

Awareness

- The principal will annually review the harassment, discrimination, and bullying policy with teachers.
- Because adults must take the initiative in combating harassment, discrimination, and bullying, they must be watchful for warning signs by closely supervising students on campus, in the classrooms, hallways, rest rooms, gym, and playground.
- Students will annually be educated on harassment, discrimination, and bullying issues.

Reporting

- Students will understand that without reporting harassment, discrimination, or bullying, the situation will not improve.

- Students can report incidents of harassment, discrimination, or bullying by verbally informing a teacher or principal OR submitting a written note or email to a teacher or principal.

Action

- Should a teacher receive a report of harassment or bullying or is a witness to possible harassment or bullying, immediate action must be taken. The teacher or principal and/or investigative team shall investigate and assess the incident to determine if the behavior meets the criteria for harassment, discrimination, or bullying. Not all conflict constitutes harassment, discrimination, or bullying.
- If the behavior is deemed harassment, discrimination, or bullying, the incident is to be documented and parents contacted of all concerned parties. Local authorities will be contacted if deemed necessary.
- The principal and/or investigative team will work with the teacher to determine appropriate disciplinary action. Discipline may include a written apology, counseling, detention, suspension, or expulsion.

This policy applies to all students while they are on the Cross of Christ campus and while they participate in any Cross of Christ sponsored activity either on or off the Cross of Christ campus. In addition, any type of bullying or harassment done via the internet or any form of social media that has an effect on any form of education or educational environment will be subject to the discipline procedure of this policy.

CELL PHONES AND TELEPHONE

If parents would like to reach the teachers by telephone, they should try to call the school after 7:30 until 8:00 or after 3:30 pm. Try to avoid faculty devotion time from 7:00-7:30 am. The school office hours are from 7:30 am to 3:30 pm Monday through Friday during regular school days.

Children are expected to plan ahead to avoid the necessity of calling home during the school day. No such calls will be permitted without special permission from the office and the classroom teacher. Please make personal arrangements before coming to school.

Cell phones are not allowed to be used at any time or anywhere in the school building or on the playground without special permission from a teacher, coach, or early/late room supervisor. If parents feel they need to send a cell phone with their student for some special reason, phones should be turned off and kept in the backpack of the student. Phones used without permission will be confiscated and only returned to a parent. (See electronic devices and gadgets for more details.)

PLAYGROUND/RECESS GUIDELINES

Cross of Christ Lutheran School recognizes the value of recess for all students in grades K-8. Recess provides a mental break from academic studies and promotes physical fitness. The following recess guidelines have been established to promote student safety

- Playground areas are located in the parking lot. (Stay out of the neighbors' backyards.)
- Recess is supervised by a teacher and/or teacher aide at all times.
- Always obey the supervisors in charge.
- Always play safely by being careful and showing courtesy.
- Never push or pull others while near playground equipment. Inappropriate physical contact and verbal abuse (mean words) are not permitted.
- Children will go down the slide one at a time, feet first, and on their bottom. There is also no climbing up the slides.
- Children may not climb on the outside of the playground unit that contains the slides.

- Only one child is allowed on a swing at a time. No reserving swings for classmates. No interlocking arms or legs with someone on another swing, jumping off, or standing on swings. Children should not twist their swings so the chains get twisted together.
- Children playing near swings must stay clear of those who are swinging.
- Leave the playground during recess only with supervisor's permission. This includes going back into school.
- Leave rocks, sticks, and other dangerous objects alone. No throwing mulch. (Please try to keep the mulch in the playground area.) Other than playground equipment, there should be no throwing of objects of any kind.
- Snowballs and ice balls are not permitted.
- Appropriate clothing and boots are required when snow is on the ground.
- Playground equipment should not be kicked or thrown against the school building.
- No sitting or standing on top of the monkey bars.
- No climbing up or hanging on the basketball poles.
- Do not climb or hang on trees. No digging of holes on the playground.
- Children should line up immediately when the bell rings or whistle blows. Children should be quiet while standing in line to enter the building and remain quiet in the hallways as well.
- Remember to be thankful for all the blessings God has given us and to take care of all equipment.

GUIDELINES FOR PARENTS

SCHOOL VISITOR PROCEDURE

Cross of Christ Lutheran School maintains a closed campus during school hours. For the safety of students, all visitors, including parents and relatives of students, are required to ring the doorbell and check in at the main office before entering the building.

HEALTH REQUIREMENTS

All students must comply with state law with regards to immunizations. Exclusion from school will occur if immunizations, medical exemption, or objection requirements are not met. Learn more from the [Minnesota Department of Health's immunization law for children 16 and under](#).

Within 30 days of enrolling in school, health services will require verification of age appropriate immunization for:

- Hepatitis B (HBV) before age four.
- Measles, mumps, rubella (MMR) before age four.
- Meningococcal after age 10.
- Polio (IPV or OPV) before age four.
- Tetanus, diphtheria, pertussis (DTP/TD) before age four. A booster is required after seven years of age.
- Varicella or proof of chickenpox before age four.

Please provide details of your student's immunizations by filling out the immunization documentation form.

For immunization schedules and clinic locations check with [Anoka County](#) or [Hennepin County](#).

PRESCRIPTION MEDICATIONS

If it's necessary for prescription medication to be given during the school day, please send with your child:

- A note from a parent or legal guardian.
- The prescription or original bottle with the student's name, medication name, directions for use and dosage, doctor's name, and phone number of the pharmacy.
- A permission slip signed by the physician.

All prescriptions must be kept in the school office. Exceptions may be made for emergency prescriptions such as asthma, allergy, and diabetes. These medications would require an assessment of the student's skills to self-administer, as well as parent and doctor written permission. Forms are available in the school office.

NON-PRESCRIPTION MEDICATIONS

School personnel are allowed to dispense over-the-counter medications (i.e. aspirin, cough remedies) with a signed parental consent form. A small supply of non-prescription medication can be kept in the school office with a parent/guardian permission form. If the over-the-counter medicine is used on a routine basis, office staff will request a medical provider's order.

PEDICULOSIS (HEAD LICE): PROCEDURES**A. Guidelines for Students Infested with Head Lice/Nits**

1. When a student is found to have head lice or nits, the parent(s)/guardian and/or the listed emergency contact on the student's emergency card will be contacted to arrange for transportation home for the student.
2. A letter shall be given to the student's parent/guardian explaining the treatment. This letter shall be discussed with the parent/guardian in order that they understand the treatment with special pediculicidal shampoo and that it is their responsibility to perform the treatment before the student may return to school.
 - a. It is the responsibility of the student's parent/guardian to administer the shampoo treatment and to remove all nits from the student's hair.
 - b. It is necessary that the parent/guardian monitor the student daily for at least two weeks for any signs of re-infestation (nits or live lice).
 - c. It may be necessary to repeat the shampoo treatment in seven to ten days to kill the lice that hatch from the nits that were not destroyed or removed by the previous treatment.
3. Upon completion of the treatment and nit removal, the student may return to school the next day.

B. School Guidelines Regarding Student Exposures to Head Lice/Nits

1. When an active case of head lice/nits is found, a letter will be sent to the parent/guardian of every student in that classroom.
2. If possible, all students in the affected classroom will be checked for head lice/nits that same day or immediately upon return the following school day.
3. When 5% or more of the total population of the school or 50% of one classroom is affected, an all school letter will be sent to notify parents/guardians.

4. The principal and custodial staff will be made aware of the active case of head lice/nits.
5. Cross of Christ Lutheran School follows the guidelines, policy, and procedures of the Minnesota Health Guidelines.

C. Education and Preventive Measures

1. Head checks are coordinated with the health nurse for all grades.
2. A reminder for parents/guardians to check their children's heads may be sent via the school newsletter after Christmas and Easter vacations.
3. Any affected classrooms will be appropriately cleaned.
4. Teachers and other school staff will collaborate with parents/guardians in the education of students in head lice preventive measures, e.g., keeping hats and scarves inside jacket sleeves and making every attempt for spacing of coats. The sharing of combs, hats, and hair accessories will also be discouraged.

LIFE-THREATENING FOOD ALLERGIES

According to the Asthma and Allergy Foundation of America, food allergies affect approximately 3-8% of children. About 90% of all allergic reactions can be traced back to peanuts, tree nuts, milk, eggs, wheat, soy, fish and shellfish. Allergies to peanuts, tree nuts, fish and shellfish are considered lifelong. Exposure to food allergens may cause anaphylaxis (a medical emergency).

Cross of Christ Lutheran School recognizes that student food allergies may be severe and potentially life-threatening. The school administration has adopted and implemented a policy and procedures document to minimize the risk of exposure to allergens that create a life-threatening situation. The document educates members of the school community on management of student allergies and to plan for the needs of students with life-threatening allergies.

Cross of Christ Lutheran School cannot guarantee that a student will never experience an allergy-related event. However, the school is committed to student safety, and therefore has created this policy to reduce the risk that children will have a life-threatening allergy-related event.

Goals and Objectives:

- Strive to provide age-appropriate procedures to assist children and the school community in an effort to provide a healthy and safe school environment.
- Reduce the likelihood of life-threatening allergic reactions of students with known food allergies while at school.
- Even though the school cannot guarantee an allergen-free environment, the school will take responsible steps to ensure a safe environment for children with life-threatening allergies.
- The school staff will take reasonable precautions to create an "Allergen Free" classroom for any student with a life-threatening allergy. The school administration and staff are not experts in detecting foods or materials that contain allergic substances. Their focus will be towards obvious substances such as peanut butter sandwiches, cookies, and candy that contain nuts, etc.
- Ensure the school community is aware of this food allergy policy and the potential for a student having a life-threatening allergy related event.

FIELD TRIPS

Field trips are planned during the school year to enrich experiences for the children and expand their educational horizons. Careful thought goes into planning each activity to ensure its educational value and safety of the children. Examples include trips to theaters, farms, museums, local libraries, and other special events. These educational trips are planned as a supplement to our curriculum; therefore, all pupils are expected to attend such trips as part of the regular school day. Attendance is taken for field trips and recorded accordingly on report cards.

Parent/Guardian volunteers are invited to assist on field trips as chaperones and/or drivers. Volunteers must adhere to all school policies and are under the direct authority of the classroom teacher. A background check, volunteer orientation, and submission of an insurance card (if driving) must be completed prior to any scheduled field trip.

VOLUNTEERING

Our volunteers make the difference between an ordinary school and a wonderful educational community. However much or little time you have to spend with us is greatly appreciated.

Volunteer opportunities include:

- Box Tops for Education: Count and tabulate these items for fundraising purposes.
- Office: Assist answering phones and making copies.
- Playground aides: Supervise the children on the playground during recess.
- Remedial/enrichment: Help children one-on-one, usually listening to a student read
- Musicals/plays: Help with costumes, sets or props, listen to lines
- Athletics: Scoreboard, scorebook, concessions, record keeping, assist coaches, and coaching
- Taking pictures for yearbook and collecting them for the yearbook
- Driving for school activities/field trips
- Arranging for parties under teachers' directions

The teachers very deeply appreciate the assistance given by volunteers. If we have missed listing something here which you believe you can offer, please let the principal know.

BACKGROUND CHECKS

The following policy will be followed for all called workers, hired staff, and volunteers that interact with students at Cross of Christ Lutheran School:

- Level I background checks via the Minnesota Circuit Court Access website and the Minnesota DOC Sex Offender Registry web site will be conducted by the Principal, Pastor, ECM Director, or Board of Education(BoE) Chairman for volunteers prior to the first occasion of volunteering in any school capacity involving students, and every school year thereafter. Level I background checks may also include City of Coon Rapids ordinance violations (searchable at the municipal court's website), at the discretion of the Administrator.

Level II background checks via the State of Minnesota Department of Justice Criminal History Background Check, including fingerprinting, will be conducted for all called workers, hired staff, and coaches at the beginning of their employment in any school capacity involving Cross of Christ students and at 5 year intervals thereafter. Church and school administration reserve the right to ask that any volunteer receive a level two background check.

LEGAL RIGHTS OF PARENTS, STUDENTS, FACULTY, AND STAFF

Cross of Christ respects and is committed to upholding the legal rights of parents and guardians, students, and our faculty and support staff.

Parents' and students' rights under the Family Educational Rights and Privacy Act (FERPA) are explained in this handbook and the Faculty & Staff Handbook. Parents with questions about these rights should speak with the principal.

The legal rights of faculty and staff (including applicable rights under the Employee Polygraph Protection Act, the Uniformed Services Employment and Reemployment Rights Act, the Family and Medical Leave Act (FMLA), the Fair Labor Standards Act (FLSA), the Occupational Safety and Health Act (OSHA), state and federal equal opportunity employment laws, and state unemployment laws), are posted and available in the school office. Employees with questions about these rights should speak with the administrator.

ILLNESS POLICY

Parents are frequently concerned about when students should stay home from school because of illness. It is important to have a child care plan for the days your child is ill and must stay home from school. Here is some information that can help you decide if your child should stay home or if the school will call to pick up your child if they get sick during the day.

- If a student has a fever of 100 degrees or more, the student should stay home or will be sent home. The student should remain home for 24 hours after the temperature returns to normal.
- If a student has vomited or had diarrhea, the student should stay home or will be sent home. The student should remain home until 24 hours after the last episode.
- If a student has had any rash that may be disease-related or the cause is unknown, check with a family physician before sending the student to school.
- If your student has a chronic health disease that causes the symptoms of fever, vomiting, diarrhea and/or rash, please contact the office.

Remember that a child who is ill with an infectious disease can spread the disease when in contact with others in the family and school.

DROP OFF AND PICK UP SAFETY

The following procedures have been developed to ensure the safety of all students, parents, faculty, and staff before and after school.

Morning drop off procedures

1. Students are to be dropped off between 7:30 a.m. and 7:45 a.m. Students not in their seats by 7:50 a.m. are considered tardy.
2. If entering the building, parents must park in the front lot and walk their child(ren) into the main lobby area of the school. Parents should park in a designated parking spot, not in the emergency fire lane.
3. Parents electing to drop off in the back parking lot shall utilize the car line. Please pull forward into the area between the school and the small island. Students should promptly get out of the vehicle and walk into the building. No students should be escorted by parents from the back parking lot to the building.

Afternoon pick-up procedures

1. Students shall be picked up by 3:30 p.m. Any student not picked up by 3:30 p.m. will be sent to Cougar care (after school care) and charged accordingly.
2. All parents must use the back parking lot for pick up. This is to ensure the safety of students getting from school to vehicles and limits points of dismissal from the school.
3. Parents will follow the car line (pictured below) to pick up their child(ren). Three cars will pull into the area between the school and the small island. Students will promptly get into cars, escorted by a staff member.
4. Cars must exit in the order in which they have pulled into the car pickup drop off spots unless directed by staff to do otherwise.

5. After 3:30, parents shall pick up in the front parking lot and sign their child(ren) out of Cougar Care.

IS MY CHILD WELL ENOUGH FOR SCHOOL?

ILLNESS/DISEASE	SYMPTOMS/ SIGNS	INCUBATION PERIOD	SCHOOL ACTION AND COMMENTS ON COMMUNICABILITY	SOURCE OF INFECTION AND MODE OF TRANSMISSION
Chicken Pox	Fever and skin rash that comes in crops. Rash begins on the chest, back, under arms, neck, and face; changes to blisters and then scabs.	Usually 13-17 days; can be as long as 3 weeks	Exclude from school until blisters have dried into scabs, usually about 6 days after the rash appears.	Virus spread by direct contact with the blister fluid or by droplets - from the nose and throat of an infected person during sneezing and coughing. Readily communicable. One attack usually confers immunity. DO NOT give aspirin as there is a risk of Reye Syndrome. Children on immunosuppressive drugs are at high risk.
Cold Sores (Herpes Simplex)	Cold sores (fever blisters) appear on the lips and face, less often in the mouth. Sores usually crust and heal within a few days. May be confused with impetigo.	2-12 days	No exclusion necessary for mild oral herpes in children who are in control of their mouth secretions.	Virus is transmitted by direct contact with infected persons, a majority of whom have no apparent infections.
Common Cold Respiratory Infections (viral) Covid-19 (Sars-CoV-2)	Runny nose, sneezing, chills, tiredness, fever, muscle aches, sore throat, cough, which may last 2-7 days.	Colds: 1-3 days Other acute respiratory illness: up to 10 days	Exclude from school until child is without fever for 24 hours and is well enough to participate in normal, daily activities. Covid-19: Exclude for 10 days from positive test or onset of symptoms.	Different viruses spread directly through coughing, sneezing, and explosive manner of speech in which droplets are cast; indirectly through articles freshly soiled by discharges of infected person.
Fifth Disease	Rarely any symptoms other than a rash ("slapped cheek") that begins on cheeks; later found on the backs of arms and legs. Rash is very fine, lacy, pink, and tends to come and go in sunlight or heat.	4-20 days	No exclusion necessary unless fever is present.	Human Parovirus B19 spread through contact with infected respiratory secretions; good hand washing decreases transmission.
Influenza	Sudden onset of fever, headache, muscle pain, generalized discomfort, cough and sore throat.	1-3 days	Exclude from school until temperature has been normal for 24 hours and child is well enough to participate in normal activities.	Virus spreads directly through coughing, sneezing, and contact with nose or throat discharges of patient.
Impetigo	Blister-like sores that form an oozing, sticky, yellow crust and itching.	Usually 1-10 days	Exclude from school until child has been treated with antibiotics for at least a full 24 hours. Encourage good hand washing. Avoid close contact with other children.	Bacteria spreads by direct contact with persons or articles freshly soiled with discharges from nose or throat of patient; airborne transmission also occurs. Usually caused by staphylococcus or streptococcus.
Infectious Mononucleosis	Fever, sore throat, tiredness, and swollen glands, especially behind the neck. Sometimes there is a rash. Often children have no symptoms at all.	4-6 weeks	Exclude from school until the child is well enough to return to normal activities.	Epstein-Barr virus spreads person to person through saliva; spread can also occur by kissing or sharing items such as drinking cups, bottles or toys.
Lice (head)	Itching of the scalp. Look for: 1) crawling lice in the hair, 2) eggs (nits) glued to the hair near the scalp, and 3) scratch marks on scalp or back of neck at hairline.	Nits (eggs) hatch in 6-10 days	Exclude from school at the end of the school day until first treatment is completed.	Louse transmitted primarily by direct contact with infested persons. Lice can also be transmitted through combs, brushes, bedding, wearing apparel, headwear including hair ornaments, helmets, and sleeping bags.
Hand, Foot, and Mouth Disease	Sores occur toward the front of the mouth, on the sides of the tongue, inside the cheeks, and on the gums;	Usually 3-5 days	Exclude until temperature is normal for 24 hours and child is well enough to participate in normal, daily activities. Sores may still be present.	Coxsackievirus spreads through contact with nose and throat discharge and stool of infected persons. Hand washing important.

	may last 7-10 days. In most cases, sores can be found on the palms of the hands, the fingers, and the soles of the feet. A low-grade fever may last 1-2 days.			
ILLNESS/DISEASE	SYMPTOMS/ SIGNS	INCUBATION PERIOD	SCHOOL ACTION AND COMMENTS ON COMMUNICABILITY	SOURCE OF INFECTION AND MODE OF TRANSMISSION
Pink Eye (Conjunctivitis)	Bacterial: pink or red conjunctiva with pus that causes matting of the eyelids, pain or redness of eyelids. Viral: pink conjunctiva with clear watery discharge and without pain or redness of eyelids.	1-3 days	Refer for medical diagnosis and treatment.	Most are viral in etiology, some bacterial. May be spread through hand-eye contact.
Reye Syndrome	Sudden onset of violent vomiting, mental confusion, extreme sleepiness, or fatigue, twitching or jerking movements, hostility, coma.	1-7 days following viral infection (cold, flu, chicken pox)	1. If one or more symptoms appear, call physician immediately. 2. Go to emergency room of hospital. 3. Do not give aspirin to a child with a viral illness. 4. Exclude from school until clinically well.	Usually follows viral infection. It is not contagious. Cause unknown. No prevention. Requires immediate attention at onset of symptoms. Most common in young children.
Ringworm	Body: Ringworm appears as flat, spreading ring-shaped lesions. The edge of the lesion may be dry and scaly or moist and crusty. As the lesion spreads outward, the center often becomes clear. Scalp: Ringworm may be hard to detect in the early stages. It often begins as a small, scaly patch on the scalp. Mild redness and swelling may occur. Infected hairs become brittle and break off easily.	Body: 4-10 days Scalp: 10-14 days	Exclude from school until 24 hours after treatment has been started.	Lesions must be covered when participating in contact sports. Fungus spread by contact with infected person, animal or contaminated articles.
Scabies	Rash and intense itching which may be more severe at night. Common locations to see the rash are folds of skin between fingers, around wrists, elbows, and armpits. Other areas where rash may appear are knees, waistline, thighs, male genitals, abdomen, chest, and lower portion of buttocks. Infants may be infected on head, neck, palms, and soles of feet.	2 weeks - 2 months: Symptoms may appear in less than 1 week if the person has had scabies before.	Exclude from school until 24 hours after treatment begins.	Mite is transferred by direct contact with skin or through shared bedding, towels, and clothing of a person with scabies. Treat all members of household at the same time.
Streptococcal Sore Throat / Scarlet Fever	Sudden onset of fever, sore throat, swollen glands, headache, abdominal pain, nausea and vomiting in severe cases. With scarlet fever a very fine raised rash is present. A fuzzy, white tongue may occur. The rash appears most often on the neck, chest, in folds of the	Usually 1-3 days	Exclude until throat culture report is received. If positive for strep, exclude from school until 12 hours after antibiotic treatment is started and until clinically well. Communicable until 12 hours after treatment is started. Exclude from school until temperature has been normal for 24 hours.	Bacteria spreads directly from nose and throat discharges of infected persons.

	armpit, elbow, groin, and the inner thigh. Later there may be peeling of the skin on the fingertips and toes.			
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HOME-SCHOOL COMMUNICATION

Cross of Christ Lutheran School desires to build a culture where parents and teachers join hands as partners in providing the finest education possible for the young people entrusted to their care. To that end, the staff of Cross of Christ is truly committed to maintaining open channels of communication with the parents and or guardians of our students. The following list outlines some of the important avenues designed to promote efficient and effective home-school communication.

SCHOOL ORIENTATION NIGHTS

In early August, parents are expected to meet with the principal and teachers at a Parent Orientation night to discuss the school's philosophy, policies, and procedures. Classroom sectionals and all family sectionals provide parents with helpful insights and information they will need for a successful school year.

FACTS (SCHOOL MANAGEMENT SYSTEM)

FACTS is an online database offered to parents to track attendance, lunch accounts, and academic progress. Parents/guardians will be informed on how to sign up their family for FACTS at registration time.

COUGAR NEWS

In an effort to save paper and have information readily available to our families, we send out the Cougar News every Monday via email. Make sure you are signed up and are receiving the news. If you do not have access to email, please let the office know so we can make a hard copy for you.

COC FACEBOOK & INSTAGRAM PAGES

Cross of Christ Lutheran School maintains Facebook and Instagram pages that provide up-to-date information and pictures from school-related activities and events. This is an easy way to stay connected to COC.

TEXTING

Cross of Christ Lutheran school utilizes Breeze as a text message notification provider. Texts may include school cleaning announcements, athletic calendar changes, and general school announcements.

TEACHER AVAILABILITY

If at any time during the school year parents have questions concerning their child's progress or behavior, they are encouraged to call the teacher and arrange a mutually convenient time to meet. This may be

accomplished by stopping by, calling the school office, or e-mailing the teacher. The teachers will make every effort to return your call or respond to your e-mail no later than the following day.

CALENDARS

All calendar information is posted on our web page: WWW.CROSSOFCHRIST.US. The yearly calendar is finalized in the spring and posted on the web page as tentative and finalized in fall. Monthly Lunch Menus and Athletic Calendars are also posted to our web page. These calendars list the church singing dates for the classrooms, upcoming athletic and educational events, and school/church related activities. They are updated during the year as things change.

EMERGENCY SCHOOL CLOSING

Parents will be informed of emergency closings before 7:00 a.m. of that morning by television or text. Generally, we will follow Anoka-Hennepin District 11 emergency closings as given.

MISCELLANEOUS MATTERS

DAILY SCHEDULE

School Office Hours 7:30am - 3:00pm

Grade	Days of the Week in Session	School Hours
Preschool (Full Day)	Monday through Friday	7:50-3:15 (Drop off 7:30-7:50)
Kindergarten	Monday through Friday	7:50 AM - 3:15 PM
Grades 1 through 8	Monday through Friday	7:50 AM – 3:15 PM

Students are asked not to arrive at the school before 7:30 a.m. and are not allowed in the building without parental supervision. Children are expected to go directly home, to extra-curricular activities, or after-school Cougar Care when school is dismissed. School doors will open at 7:30am. Teachers will supervise students waiting for rides at the end of the day until 3:30pm. Any child that is not picked up after 3:30 will go into Cougar Care.

Children who have been absent from school will be ineligible to participate in extracurricular events on that day. Special circumstances (i.e. appointments, funerals, etc.) should be discussed prior to absence by parents, coaches, or athletic director.

EMPLOYEE AND VOLUNTEER REQUIREMENTS

Called Workers of Cross of Christ

All called workers of Cross of Christ Lutheran Church and School must be members of the WELS. Each called worker has vowed to remain faithful to the teachings of the synod, based on the Bible and summarized in the Lutheran Confessions and in other doctrinal statements of the synod. As Cross of Christ Lutheran Church and School exist to faithfully proclaim the Word of God as revealed in the Holy Scriptures, all called workers are to conduct themselves in a way that is consistent with the values, mission, teaching, and beliefs of our church and synod. Employment at Cross of Christ may be forfeited if words, actions, or lifestyle, whether on the job or away from it, are determined to be inconsistent with our church and synod's beliefs and teachings, or in any way detrimental to its reputation or mission.

Employees of Cross of Christ

Hired employees of Cross of Christ Lutheran Church and School serve as representatives of our congregation to the public. Therefore, they are to conduct themselves in a way that is consistent with the values, mission, teachings, and beliefs of our church and synod. Employment at Cross of Christ may be forfeited if words, actions, or lifestyle, whether on the job or away from it, are determined to be inconsistent with our church and synod's beliefs and teachings, or in any way detrimental to its reputation or mission.

Volunteers of Cross of Christ

Parents/Guardians are encouraged to volunteer at Cross of Christ Lutheran School. Volunteering is a great way to contribute to a child's educational experience and stay connected to teachers and parents. Opportunities are plentiful at Cross of Christ. Volunteer opportunities include hot lunch serving, chaperoning for field trips, serving as a room parent, listening to students read, coaching athletics, and helping maintain our facility. At all times, we keep the safety of our students at the forefront of our minds. Therefore, all volunteers must submit a volunteer application that includes a background check. Volunteer services at Cross of Christ may be forfeited if words, actions, or lifestyle, whether on campus or away from it, are determined to be inconsistent with our church and synod's beliefs and teachings, or in any way detrimental to its reputation or mission.

VOLUNTEER TRAINING

To maintain student and volunteer safety, all volunteers (coaches, tutors, field trip chaperones, hot lunch helpers, etc.) are required to complete a background check and attend a volunteer training session prior to volunteering at Cross of Christ Lutheran School. Training sessions are offered several times during the year and are announced via email and school newsletter. Volunteer background checks are required every year and training is required every three years.

PICTURES

Individual pictures of each child are taken in the fall of the year. Parents are under no obligation to purchase these pictures. Class yearbooks with all the children's pictures and various group and individual pictures are also made available through the photography company in the spring of the year.

SCHOOL SUPPLY LIST AND RELIGIOUS TEXTBOOKS REQUIRED

The school supply list is posted on the school's website at the end of June. The supply list is also sent home in the summer letter.

RELIGIOUS TEXTBOOKS REQUIRED

Hymnal	Grades 2-8
NIV Bible	Grades 2-8
Luther's Catechism	Grades 7-8

All of the above religious texts are available through the school, some for cost.

RECESS AND PHYSICAL EDUCATION

The purpose of our physical education (PE) program is to provide physical activities, mental stimulation, wholesome companionship, and opportunities to develop and express qualities such as cooperation, consideration for others, willingness to take turns, readiness to assume responsibility, fair play, and Christian sportsmanship. All pupils are expected to participate in PE unless they are ill or are excused by a doctor's written request. Gym shoes must be worn for all gym activities. During recess and noon hour, the children are to make use of the playground or gym. If a child is not to go out during recess or noon hour because of illness or injury, please advise the teacher by sending a note. Both the gym and playground areas are supervised by the teachers.

INSURANCE

State law and Cross of Christ requires all children participating in extracurricular activities, such as cheerleading, basketball, softball, soccer, track, or volleyball to have health and accident insurance. Parents will be asked to sign a statement saying that their child is covered by such insurance.

PARENTING HELPS

Parent/Guardian involvement is critical for a child's enjoyment of school. The following tips will help you and your child enjoy school and experience success:

1. Let God's Word guide your family in all phases of daily life.
2. Attend church regularly as a family.
3. Have regular family devotions and prayers.
4. Encourage your child to be respectful and courteous to teachers and fellow students.
5. Exercise Christian discipline and support Christian discipline exercised at school.
6. Secure a proper place in your home for study time and the completion of homework.
7. Project a positive attitude towards education, particularly Christian education.

8. Make sure your child is regular and prompt in attendance.
9. Ensure sufficient hours of sleep for your child and encourage well-balanced meals.
10. Discourage your child from bringing any distracting items to school.
11. Refrain from being critical of school procedures in the presence of the child.
12. Show your child through your own involvement and concern that school is important

CLOSING

It is our prayer that God will continue to bestow his bountiful blessings upon our teachers and the children entrusted to their care. May the Christian education which our children receive in their homes, church, and school prove to be a lasting blessing to them as they walk their various paths here on earth. May the Lord continue to increase the faith the children now have so that finally, when their last hour comes, they may enter their eternal home which God has prepared for all believers in Christ, their Savior. To this end, we ask for your prayers also.

Parking Lot Procedures:

