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Academic excellence in an atmosphere of Christian love

# Parent / Student Handbook

**2023-2024**

“Go therefore and make disciples of all nations, baptizing them in the name of the Father, and of the Son and of the Holy Spirit, teaching them to hear all that I have commanded you. And behold, I am with you always to the end of the age. (Matthew 28:19-20)

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**STAFF PHONE EXTENSIONS & E-MAILS**



Absence Line	To report student absences	x1299
Renee Pickering	Director of Administration <a href="mailto:renee.pickering@celebrationlutheran.net">renee.pickering@celebrationlutheran.net</a>	x1220
Sarina Randazzo	Principal <a href="mailto:Sarina.Randazzo@celebrationlutheran.net">Sarina.Randazzo@celebrationlutheran.net</a>	x1011
Donna Zimmermann	3K/4K Teacher <a href="mailto:donna.zimmermann@celebrationlutheran.net">donna.zimmermann@celebrationlutheran.net</a>	x1216
Hannah Riley	Preschool Aide <a href="mailto:Hannah.Riley@celebrationlutheran.net">Hannah.Riley@celebrationlutheran.net</a>	x1216
Amy Kolosso	3K/4K Aide <a href="mailto:Amy.kolosso@celebrationlutheran.net">Amy.kolosso@celebrationlutheran.net</a>	x1216
Jen Gaerthofner	5K Teacher <a href="mailto:Jen.gaerthofner@celebrationlutheran.net">Jen.gaerthofner@celebrationlutheran.net</a>	x1321
Ali Moon	Music/PE/MS Resource/BASC <a href="mailto:ali.moon@celebrationlutheran.net">ali.moon@celebrationlutheran.net</a>	
Sheri Barber	First Grade Teacher <a href="mailto:sheri.barber@celebrationlutheran.net">sheri.barber@celebrationlutheran.net</a>	x1215
Sarah Seiske	Second-Third Teacher <a href="mailto:sarah.seiske@celebrationlutheran.net">sarah.seiske@celebrationlutheran.net</a>	x1213
Sarina Randazzo	Fourth-Fifth Teacher/Athletic Director <a href="mailto:Sarina.Randazzo@celebrationlutheran.net">Sarina.Randazzo@celebrationlutheran.net</a>	x1217
Samantha Allcox	Fourth-Fifth Teacher/Technology <a href="mailto:Samantha.Allcox@celebrationlutheran.net">Samantha.Allcox@celebrationlutheran.net</a>	x1217
Christine Roberson	English Language Arts <a href="mailto:Christine.Roberson@celebrationlutheran.net">Christine.Roberson@celebrationlutheran.net</a>	x1212
Barbara Reinders	Middle School Teacher <a href="mailto:barbara.reinders@celebrationlutheran.net">barbara.reinders@celebrationlutheran.net</a>	x1214

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Laura Ambroso	Office Manager <a href="mailto:laura.ambroso@celebrationlutheran.net">laura.ambroso@celebrationlutheran.net</a>	x1211
Trish Weyenberg	Ministry Assistant <a href="mailto:trish.weyenberg@celebrationlutheran.net">trish.weyenberg@celebrationlutheran.net</a>	x1210
Wendy Chopra	Art <a href="mailto:Wendy.chopra@celebrationlutheran.net">Wendy.chopra@celebrationlutheran.net</a>	x1212

## **MISSION AND VISION**



### **MISSION**

Academic Excellence in an Atmosphere of Christian Love

### **VISION**

Celebration Lutheran School (CLS), a separately incorporated yet integral part of the outreach and teaching of Faith Lutheran Church (FLC), is a ministry to the community. CLS works with parents to educate and nurture children. All children are encouraged to develop their individual and collective God-given talents and abilities.

Children will:

- Grow in faith and their walk with the Lord.
- Learn the importance of prayer, sharing faith, participating in worship, enjoying the fellowship of believers, and service to others.
- Experience age-appropriate classroom learning opportunities under the guidance of caring, qualified teachers.
- Be exposed to a full spectrum of academic subjects including communicative arts, mathematics, science, and social studies.

### **VISION ELUCIDATION**

Celebration Lutheran School, an integral part of Faith Lutheran Church, is a ministry to the community.

- Celebration Lutheran School is a Great Commission school reaching out to the church and unchurched children and families in the Fox Valley.
- Celebration Lutheran School actively encourages unchurched school families to become involved at Faith Lutheran Church.

CLS staff will work with parents to educate and nurture children.

- Teachers will meet with parents at least twice during the school year to do a progress report. Suggestions may be made at this time on how to better help students, whether it be how to help them succeed or how to excel.
- Teachers are happy to meet with parents at any time during the year. Please contact your child's teacher to set up an appointment.
- Staff is always looking for new ways to nurture children. We also contract with a child psychologist to assist us in this area.

## **Celebration Lutheran School, Inc. Parent/Student Handbook**

All children are encouraged to develop their individual and collective God-given talents and abilities.

- With our small class sizes, teachers are able to have more individual contact with students. This allows a student's talents to shine.
- Students are encouraged to report exceptional behavior in other students for recognition.

Children will grow in faith and their walk with the Lord.

- Children learn to know Jesus as their personal Lord and Savior.
- Children accept the Bible as the sole authority for faith and practice.
- Children appreciate the power and wonder of the Triune God.
- Children become aware of what it means to be a Christian in the Lutheran tradition.
- Children develop an appreciation of themselves as redeemed Christians with values that will set them apart in the world.

Children will learn the importance of prayer, sharing faith, participating in worship, enjoying the fellowship of believers, and service to others.

- Children develop an attitude of service to God and man.
- While specific times for religious instruction and worship exist, Christ's love and grace are evident in all activities at Celebration Lutheran School.

Children will experience age-appropriate classroom learning opportunities under the guidance of caring, qualified teachers.

- All of our teachers have a college degree as well as a teaching certificate. They are knowledgeable, qualified, loving, caring, and nurturing.
- Celebration Lutheran School's curriculum, class sizes, and individual student attention prepare each child to succeed in all academic areas. Our curriculum is constantly be evaluated to assure that it is up-to-date and relevant.
- Celebration Lutheran School utilizes technological tools in the classroom.
- Teachers are in constant collaboration with each other to gain new perspectives on each student and share ideas on how to challenge students best while creating wonderful learning opportunities.

Children will be exposed to a full spectrum of academic subjects including communicative arts, mathematics, science, and social studies.

- Celebration Lutheran School provides educational opportunities that develop children intellectually and physically.
- Celebration Lutheran School selects a developmentally appropriate and challenging curriculum.
- Celebration Lutheran School procures and maintains equipment, facilities, staff, and resources to meet its educational goals.

## **ENROLLMENT**



### **NON-DISCRIMINATION POLICY**

Celebration Lutheran School admits students of any race, color, national and ethnic origin to all the rights and privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, athletic, or other school administered programs. We welcome students from all religious backgrounds with the understanding that we will teach the Word of God as we know it to be true, with the foundation of the Lutheran Church-Missouri Synod.

### **ENTRANCE AGE**

A child must be three by September 1 and toilet trained (including personal wiping) to be eligible for 3-year-old preschool, four by September 1 for 4-year-old kindergarten, and five by September 1 for kindergarten.

Registrations are taken early in the year prior to entrance to allow us to plan for each student and to order supplies.

New student registration applications are accepted at any time. In all cases when a child transfers from another school, a conference shall be held between parents and the school administration before applications are approved for enrollment.

A non-refundable registration fee must accompany each application for enrollment.

### **SCHOOL CHOICE STUDENT ENROLLMENT**

Students hoping to attend Celebration Lutheran School as part of the state School Choice Program will only be denied the opportunity to apply if they don't meet the correct age, income, and/or residency requirements set by the Wisconsin School Choice Program for admission into the School Choice Program. If more students apply to Celebration Lutheran School through the School Choice Program than can be admitted due to space, students will be selected through a random drawing, according to School Choice guidelines. We will also maintain a waiting list of those who are not admitted should an opening occur. In most cases, applications should be received by May 15<sup>th</sup>.

### **MEETING STUDENT NEEDS**





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Class sizes are limited to provide optimum learning and teaching supervision. Students may be assigned work to do both in class and at home. The CLS educational program emphasizes mastery learning of subject matter, the development of study skills, and growth in self-discipline.

### **ACADEMIC POLICIES**

#### **Homework**

A reasonable amount of homework is expected of all children. While students are provided frequent opportunities to complete assignments during the school day, some home study may be necessary.

A small amount of homework may be expected in the lower grades while a proportionately greater amount may be given in the upper grades. In cases where a student seems to bring home a disproportionately large amount of homework, parents should arrange to discuss the matter with the teacher. Conversely, when children never have homework to do, it may be time to discuss this issue with the teacher also.

It is important that students complete their assignments. We encourage parents to assist their children by providing encouragement and a quiet place for study.

#### **Missing Work**

The teacher will notify parents of missing work through various forms of communication (midterms, phone calls, notes, and/or conferences). The teacher, student, and parents will work to resolve the missing work and prevent future delays.

#### **Make-up Assignments**

We highly encourage students to attend all classes however are aware that sometimes vacations/family emergencies/etc. will require a student to miss classes and homework. In these instances, parents/students should develop a plan with classroom teachers to ensure that appropriate information that will be missed is addressed. It is the responsibility of families to catch their children up on missing work.

#### **Class Rankings**

The Valedictorian and Salutatorian are selected each year from the graduating class. The Valedictorian ranks first in scholarship and is considered the top student of the class; the Salutatorian ranks second in scholarship and is considered the second highest student in the class. Criterion is based solely on cumulative GPA of the 8<sup>th</sup> grade year. The Valedictorian and Salutatorian will be announced during the graduation ceremony. To be considered, the student must attend the entire 8<sup>th</sup> grade year at CLS.

**FIELD TRIPS**

Field trips help reinforce classroom instruction. When field trips are taken, parents need to sign permission slips. Parents will be notified about fees, destination, time of departure, and time of return. Individuals who drive for a field trip will need to supply a copy of their proof of insurance and a driver's license and submit to a background check.

**GRADUATION REQUIREMENTS**

Students must successfully complete each grade level, grades one through eight, and complete all required courses of study, as determined by the School Board, prior to graduation.

It shall be the responsibility of the principal to ensure each student has met the minimum requirements for eighth grade graduation.

Special education students may meet individual graduation requirements as stated in their individual education plan. The principal shall have complete discretion to determine extraordinary circumstances.

**PARENTAL INSPECTION OF MATERIALS/CLASSROOM**

**LITERATURE**

Parents may review instructional materials used by the students. Copies of materials may be obtained by submitting a formal request to the Principal.

Parents may object to the instructional materials or library selections used in the school and ask for their use to be reconsidered. Proper procedure to file an objection will be to talk to the teacher. If your concerns are not addressed, submit a written request to the Principal who will bring it to the next regularly scheduled board meeting for review. The school board will respond in writing with a determination.

Celebration Lutheran School has a wide selection of fiction books in many genres and at many different reading levels. It is impossible for any teacher at any school to read every single book in his or her school or classroom library. Parents are encouraged to monitor what their child is reading. Ask your child questions about the books. If you have questions or concerns about a particular book, we encourage parents to read the book and then bring it to the attention of a staff member if needed.

**REPORTS AND CONFERENCES**

Celebration Lutheran School staff will send home pupil progress reports quarterly. In addition to the written reports, the school holds two parent/teacher conferences. Additional conferences may be scheduled any time during the school year as

needed. Please note – 4K students receive progress reports twice per year.

If parents desire further consultation, they should call the teacher to schedule a meeting. Since the need for a conference isn't restricted to report cards, both parents and teachers are encouraged to communicate with one another any time they think it necessary.

Teachers have obligations before and after school hours. Please do not try to catch them during this time unless it is to schedule a meeting. Further, respect should be shown to all teachers. If the classroom door is closed outside of the normal school hours, knock for admission. A confidential meeting may already be in session.

### **PROMOTION, RETENTION, AND ACADEMIC STANDARDS**

#### **Promotion Standards**

Celebration Lutheran School has rigorous standards for academic promotion, ensuring that the individual student is ready to move to the next grade level. Promotion decisions are based on student readiness as noted on the report cards, test scores, attendance, developmental readiness, and other measures.

#### **Academic Standards**

Celebration Lutheran School measures student growth against the standard set by the state of Wisconsin for each particular grade level. If a student is two years or more below grade level in reading, writing or math, promotion to the next grade will be at the discretion of the Principal. CLS adheres to the Faith Standards as outlined in the Lutheran Church Missouri Synod.

You will find the Wisconsin Academic Standards at the following link:

<https://dpi.wi.gov/standards>

Our school curriculum is a living document. You will find the application of the curriculum of Celebration Lutheran School at the following link:

#### **Curriculum Trak link**

(You may also email the school office for an email with this link).

#### **Standardized Testing**

Standardized testing of students is required when 20 or more CLS enrollees are participants in the Wisconsin School Choice Program. Prior to that, participation in Wisconsin's MAP Testing may be done up to three times per year based on classroom need.

#### **Attendance**

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Students absent 10 or more days of a school year may be retained. CLS may also request documentation from a health professional. It is crucial to academic success that students are in school on time and for the entire school day on a consistent basis to obtain the necessary skills to move to the next grade level.

### **Developmental Readiness**

Some students are not developmentally ready for the curriculum or social development challenges in the next grade level. Readiness will be determined by assessment of the student's organizational skills, social skills, and emotional readiness in the current grade level. The teacher and Principal will consider assessments in these areas, conducted throughout the year, when determining placement and promotion.

### **Promotion, Acceleration, or Retention**

Celebration Lutheran School seeks to effectively support the learning and development of students with various academic and emotional skills.

- In consultation with the faculty and the School Board, the Principal approves all promotions, accelerations, or retentions of students.
- No individual is to exercise any of the above policies apart from the Principal's approval.

### **TRANSFER STUDENTS**

Students who enroll in Celebration and have attended another school are required to present a transfer document, or in certain cases their last report card, to the Director of Administration before beginning to attend. Transfer documents include the student's academic and health records, and are requested from the former school upon initial acceptance.

### **TRANSFERRING OUT**

Students wishing to transfer out of Celebration to another school will be given a transfer form which is processed through the school office. All funds owed to CLS must be paid before the transfer materials are given.

### **ADMISSION OF EXPELLED OR SUSPENDED STUDENTS**

Students who are currently serving an expulsion/suspension from a public, private or parochial school will not be considered for admission until they have completed the terms of their discipline from the current school. Parents may request an appeal to the Admission and Appeals Committee (described below), who will then review each student on a case by case basis. If transfer is accepted the student will be placed on a probationary plan.

### **Appeals Process for Students Serving an Expulsion/Suspension**

- 1) Parents of all transfer students in grades 3-8 will complete a Transfer Student Questionnaire. Parents of younger children may be asked to complete the

**Commented [RP1]:** I will need to create one of these as currently do not have one but I think it is a good idea.

- questionnaire at the Principal's discretion. The results will dictate whether a probationary plan is needed for enrollment in Celebration Lutheran School.
- 2) CLS staff will develop and have in place a formal probationary plan for all transfer students completing an expulsion or suspension from a public or parochial school prior to the student attending classes or activities as a student of CLS.
  - 3) The formal probationary plan is to be a written contract.
  - 4) An admissions and appeals committee of three; one faculty representative, one Board member and the Principal, will confer to determine admission and probation requirements.
  - 5) No student will be considered for admission until all records are available for review.

**Transfer of Credit**

Celebration Lutheran School will consider accepting credit from other institutions to the extent that coursework at the previous institution is documented and in accordance with Celebration's academic standards as adopted under 118.30 (1g) (a) 3. All final determinations for the acceptance or rejection of transfer credits shall be made at the discretion of the school's Director of Administration.

**SPIRITUAL LIFE**



**STUDENT WORSHIP LIFE**

An important part of the Christian education that we offer to a child is the opportunity to participate in a rich worship life. A child is to become aware that his or her entire life should itself be an act of worship. In addition, the child should be exposed to a variety of worship methods and should have the opportunity to use his or her creativity to plan and write worship experiences.

**SCHOOL CHRISTMAS SERVICE and SPRING MUSICAL**

Each year, on a date agreed upon by the faculty and the School Board, the school children will conduct a Christmas Worship Service (3K-8<sup>th</sup>) and Spring Musical (4K-8<sup>th</sup>) for the children's families and the extended ministry community. An expectation of attending Celebration Lutheran School is that each student will actively attend all required practices and participate in both events. All students are needed to get the message out to the congregations. If your child is unable to attend, then send a note to your child's teacher explaining the circumstances.

**NATIONAL LUTHERAN SCHOOLS WEEK**

Each year as a part of National Lutheran Schools Week, the school will conduct a special Sunday service along with a Spirit week full of activities to celebrate our

heritage. We strongly encourage students to attend this special Sunday service.

**CHAPEL**

The entire student body meets weekly for a formal worship service. Staff members write chapel services and ministry staff will lead the worship.

**DEVOTIONS**

School days at Celebration Lutheran School always start and close with prayer and/or devotion. Older students may be given the opportunity to either lead or be a major part of these devotions. A brief prayer thanking God for the blessings of the day or special petitions are always in order.

**MEAL PRAYERS**

Students have an opportunity to ask God's blessing on their meals.

**HOLIDAY POLICY**

Celebration Lutheran School attempts to be a light (Matthew 5:13-16) to those who come into contact with the worship, childcare, and school ministries. When dealing with holidays with religious elements including but not limited to Christmas, Easter, and Halloween, CLS promotes the Biblical reason for the holiday. If a student's secular traditions conflict with these reasons, the staff will direct the child to discuss the issue directly with his or her family. CLS does this to respect the holiday traditions of individual families.

**PARENTAL RESPONSIBILITIES**

- Support the school and staff with your prayers, cooperation, and financial faithfulness.
- Set a Godly example in your home, in church attendance and involvement, and in service.
- Encourage your children in areas of respect, obedience, responsibility, orderliness, punctuality, and positive attitude. Lead by example.
- Promote regular school attendance and timeliness.
- Provide adequate and nutritious meals and snacks.
- Provide adequate sleep and rest.
- Participate in your child's education, both at home and by volunteering to help at school when you can.
- Promote your school in the community, church, and circle of friends.
- Always support the policies, procedures, and disciplines of the school. Concerns should be addressed through proper channels and never in the presence of children.

**ADDRESSING CONCERNS**

Use the **Matthew 18 principle** when speaking with the teachers, staff, and administration of Celebration Lutheran School in areas of concern.

This is to be lived out.

- Concerns must first be directed personally to the staff member, orally or in written form.
- Unresolved concerns should be directed orally or in writing to the Principal and the staff member involved.
- If the issue is still not resolved, the concern should be formally submitted to the School Board. The School Board will respond to all complaints that reach step 3 when proper order is followed.

**STUDENT CODE OF CONDUCT**

**Treat with respect those adults, both teachers and parents, who are in authority over me during the school day.**

Accept judgments and directions of teachers and parents, with a teachable, humble spirit. Also, attempt at all times to have a cooperative attitude.

**Respect and uphold the physical and emotional well-being of others.**

There will be no physical violence or unkind words or actions taken against another.

**Respect the rights of others to learn.**

I will not make noises or in any other way disturb the atmosphere of the classroom during quiet study times or special instructional times.

**Respect the right of others to carry on an undisturbed conversation.**

I will not interrupt an adult conversation, and I will wait my turn to be heard.

**Treat others with courteous behavior.**

I will use my best manners. I will make a special effort to say "please", "thank you", and "excuse me".

**Be accountable for my own actions.**

I will accept the consequences of poor behavior as well as the rewards for good behavior. I will not make excuses or blame others for my actions and responses. It also means that in an effort to reflect the attitudes of Christ, I will seek to do good for others at all times.

**HARASSMENT AND ANTIBULLYING**

It is the policy of Celebration Lutheran School to maintain an environment that is free from all harassment. It is inconsistent with the mission of Celebration Lutheran School for any employee or student, while in the course of their employment or education, to discriminate against, behave inappropriately toward, or intimidate another person. As followers of Christ, we expect staff members and students to conduct themselves after the model set by Jesus Himself throughout scripture.

Any employee or student who has witnessed or believes he or she is the subject of inappropriate conduct, intimidation, or other unwelcome behaviors, should



report the alleged action immediately to the school principal, school board chair, and/or pastor. Employees or students who believe they have been harassed or otherwise treated inappropriately should not fear retaliation in raising such concerns. An investigation of all complaints will be undertaken. An employee or student who is found to have discriminated against, harassed, intimidated, or conducted themselves inappropriately toward another employee or student will be subject to discipline up to and including termination or suspension, depending on the circumstances.

Appropriate law enforcement agencies will be informed when mandatory.

### **DISCIPLINE**

Parents who enroll their children at Celebration Lutheran School demonstrate a desire to see their children trained under the influence of God's Word and His Spirit. Understood herein is the agreement that both parent and child will live by the rules and policies of Celebration Lutheran School. **The staff of CLS disciplines with justice and in love.** The student will be forgiven and the matter forgotten once it has been sufficiently addressed.

**At all times, discipline is carried out with the knowledge of as few people as possible to protect reputations and facilitate a second chance.**

Steps which may be followed are:

Celebration Lutheran School believes in promoting a safe place for students and families to learn and grow. Bullying, harassment, or intimidation threaten a safe environment. Students demonstrating behavior that compromises the learning environment will be subject to the discipline process explained below. Staff reserve the right to skip steps based on the severity of individual situations and circumstances.

A brief summary of steps in the process are as follows:

- Staff address the situation with appropriate discretion
- Student conference in Principal's office
- Parents informed via email (additional contact can be made at staff's discretion)
- Detention
- Suspension (in-school or at home) for a period up to 10 days. All suspensions are reported to the School Board. A second suspension brings mandatory recommendation for expulsion.
- Formal conference between the student, parent, Principal, and staff
- Refer student to professional counseling as recommended by Principal and staff
- Distance Learning until professional counseling advisor assesses/clears them for re-entry to in-person classes
- Expulsion from school may occur if recommendations of return are refused

- Expulsion. In the event of expulsion, a hearing with the School Board will occur.
- Dismissal from school – suggested reassignment to an alternative education program better suited to meet the student’s needs
- Notification to proper authorities if the situation warrants such action

Celebration Lutheran School reserves the right to be the final authority in disciplinary actions; to suspend, place on disciplinary probation, or expel any student who, at any time, willfully disregards the spirit of the school’s principles of conduct or whose willful behavior brings shame on the name of Jesus Christ. Note that expulsion from Celebration Lutheran School excludes child from all future alumni activities and school events.

**ACADEMIC PROBATION**

Students new to Celebration Lutheran School will be placed on academic probation for a 9-week period. Current students who have exhibited serious academic problems will be placed on a 9-week probationary period. If the student fails to show acceptable work during this period, the parents will be asked to withdraw their child from Celebration Lutheran School. Students may be placed on academic probation at any time during the school year.

**BEHAVIORAL PROBATION**

All new students are also placed on behavioral probation for 9 weeks. If a current student is exhibiting severe behavioral problems during the school year, parents will be asked to meet with the teacher and/or principal to discuss options. If the behavior doesn't improve, the student will be placed on behavioral probation. If, after an appropriate amount of time, the behavior still does not improve, the student will be suspended. Depending upon the severity of the behavioral issues, the above steps may be amended. If it is deemed that the behavioral issues are more than school staff could be expected to handle appropriately, the parents may be asked to withdraw their child.

**GENERAL INFORMATION**



**ARRIVAL, DEPARTURE AND PARKING PROCEDURES**

Any child entering school unaccompanied may be dropped off at the end of the entrance walkway. Please do not park under the canopy or block the main entrance. Parents entering the building with their children need to park in provided areas and in parking stalls. Parents may use handicapped stalls only if

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they have a handicapped license plate or placard. In no case may any parent park in the driveway to the side of or behind the handicapped spots.

Doors to classrooms open ten minutes prior to the scheduled start times for classes. Students should not be left unsupervised in the building before this time. Celebration Lutheran School and its staff will not be responsible for students prior to the official opening of classroom doors. If a child arrives more than 10 minutes prior to class start time, they must proceed to Before School Care and be signed in by a parent. This pertains to all grades/all ages.

At the end of the school day, teachers will bring students to the main entrance. Students will be asked to remain in the entrance area until the planned ride has arrived.

### **VISITORS**

Celebration Lutheran School maintains an "open door" policy. Parents/Guardians are always welcome to visit the school. CLS maintains a secure setting for the safety of all students and faculty. Visitors will be expected to follow all security policies and procedures. All visitors must sign in at the Welcome Window. Visitors must wear their pass in a visible location during their visit.

Classroom visitations should be scheduled at least 24 hours in advance of the visit for consideration of teacher lesson planning and/or tests. This may be arranged with the school office and/or directly with the teacher.

Other than parent/guardians, only prospective students, special classroom guests invited by staff, and approved volunteers are allowed to visit Celebration Lutheran School during the school day. Parents of a prospective student may make arrangements through the Director of Administration for a tour or visit.

Parents may be denied the opportunity to observe a class if the Director of Administration has determined that the parent's presence may have a negative impact on the educational process. This is very rarely enforced; however, it may be exercised for the benefit of the student. When parents are denied the opportunity to observe a class they may appeal to the School Board.

### **BUILDING ACCESS FOR PARENTS/GUARDIANS**

Parents/guardians may be issued a fob for building access, at the discretion of CLS administration in the following situations:

- Students are enrolled in 3K or otherwise require regular, early pick up from the school.
  - Students are enrolled in before and after school care.
  - Parents assist with coaching or other volunteer activities
- Prior to being issued a fob, parents provide required information to CLS and pass a criminal background check conducted by the school.

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All information provided to CLS will be confidential. Parents are required to pay the cost of replacement fob(s). Parents are also required to adhere to all rules and stipulations specified in the fob application and usage agreement documents.

### **GUESTS AND OTHER VISITORS**

Sometimes it is possible for students to bring guests into the school. If a student wishes to bring a guest, his or her parent/guardian should speak to the classroom teacher and/or Principal at least one day in advance to request and, if approved, make arrangements for the visit. Guests are required to register with the school office upon arrival.

### **ATTENDANCE**

Since learning is cumulative, regular school attendance for each child is essential. Prompt arrival is expected. Attendance records are maintained and forwarded to parents on report cards or progress reports. To assure students' safety, CLS asks parents to call the school absence line (734-8218 x1299) before 8:45 a.m. each morning a child is absent.

#### **Excused and Non-Excused Absences**

Excused absences are those which are unavoidable, such as in the case of illness or death in the family or those which are arranged in advance such as family vacations.

- The teacher determines whether or not the work needs to be made up and will have one school day for each day missed to turn in assignments.
- Parents are expected to call the school by 8:45 a.m. if their student will be absent.
- If a student needs to leave school for an appointment, the parent needs to come to the school office to record the in and out time of the student.

Unexcused absences are those which are avoidable and those for which:

- The school is given no explanation
- The absence was not pre-excused

Truancy is an absence without an acceptable excuse for any part or all of a day. Schoolwork for truancy may not be made up. As per Wisconsin State Statutes all absences beyond 10 days would be deemed un-excused and treated accordingly.

Absences, including excused and non-excused, exceeding 20 days in a school year may lead to the denial of grade level advancement, resulting in the school year being repeated.

### **TARDINESS**

If a student is not in the classroom by the start of the school day at 8:15 a.m., he or she must request a Tardy Slip from the school office to submit to their teacher.

If tardiness becomes habitual, parents will be notified to rectify the situation.

**VACATIONS AND TRIPS**

CLS encourages its families to plan vacations when school is not in session. When that is not possible, please inform teachers in advance, and they will record the work your child has missed. After he or she returns, your child will have one school day for each day missed to turn in assignments. The teacher may assign the work either before departure or upon return to the school. You and your child are responsible for ensuring all makeup assignments are completed.

**BEFORE AND AFTER SCHOOL CARE**

Celebration Lutheran School operates a Before and After School Care (BASC) program for students in full-day 4K and higher. The before school program is from 7:00 a.m. until the start of the school day. The after school program is from the end of the school day until 6:00 p.m. Cost is \$8/hr for the first child in the family, then \$4/hr for siblings. This will be billed in 15 minute increments. Failure to pick-up your child by closing time will result in a \$1 assessment for each minute after 6:05 p.m. This charge is necessary to cover unanticipated overtime accrued by staff. For early release days the fee for 1:30 p.m. – 3:30 p.m. is \$5/child (\$10 maximum per family). As of 3:30 p.m. on early release days the normal BASC fee structure begins. Students may arrive up to 15 minutes before classes begin and may be on the campus up to 15 minutes after classes end. Anything outside of these times will be charged at the normal BASC rates.

Charges for BASC must be paid by the 15th of the following month for parents to continue using this service.

**ATHLETICS**

Celebration Lutheran School participates with area parochial schools in a competitive athletic league. Celebration offers volleyball for girls, volleyball for boys, and co-ed basketball, as well as co-ed track and field opportunities. Participants must maintain appropriate academic standards and pass a sports physical. A background check will be required for each coach, driver and chaperone.

**BULLYING**

Celebration Lutheran School will practice a zero-tolerance approach to bullying as our standard of behavior. Teachers will actively and consistently teach and model positive behavior and will not tolerate aggressive or harassing behavior.

Students demonstrating bullying behavior will be subject to the discipline process explained in the student handbook. A brief summary, in order of escalation:

- Address the situation with appropriate apologies given
- Visit to the principal's office
- Inform parents

## **Celebration Lutheran School, Inc. Parent/Student Handbook**

- Formal conference between the student, parent(s), principal, and teacher
- Refer student to professional counseling as recommended by principal and teacher
- Suspension from school if counseling is refused
- Dismissal from school – suggested reassignment to an alternative education program better suited to meet the student’s needs
- Notification of proper authorities if criminal intent is obvious or if the situation warrants such action

Staff reserve the right to skip steps of escalation based on their own discretion and the severity of the situation.

### **CHILD ABUSE OR NEGLECT**

By state law the staff must report any indication of possible neglect or abuse that comes to its attention. Please be assured that CLS respects your integrity as a family. If the staff makes inquiries, however, it is done out of concern for the student as well as to fulfill its legal obligations.

### **CHURCH ATTENDANCE**

Church attendance will be collected on the first day back to school following a weekend or break. CLS encourages students to worship with their families.

### **DRESS CODE**

Students are prohibited from wearing clothing or possessing accessories which, in the opinion of school authorities, is contrary to acceptable health and safety standards or may disrupt the educational process or learning atmosphere.

Students’ attire must conform to the following minimum standards:

- Headgear may not be worn in the school building.
- Jackets, coats, and gloves must be removed at the student’s locker or coat storage area. Any such items may not be worn around the building during school hours.
- Students must wear appropriate footwear. Metal cleats may not be worn.
- Students may not wear revealing clothing. Shorts and skirts should reach mid-thigh or longer. Spaghetti strap tops, or clothing intended to be underwear, or purposefully allowing underwear to show, may not be worn.
- No garments which advertise or promote alcohol, tobacco products, or other drugs may be worn.
- No attire with messages or symbols that include profanity, violence or sexual language/actions are allowed.
- Any attire or accessory which by its design, use or intended use, could cause bodily harm, property damage, or intimidation to other persons, may not be worn (e.g. chains, leather straps, pet collars, spikes, etc.)
- No attire with a gang related purpose is allowed.
- Extremes with make-up, hair color, or jewelry are to be avoided.

Our faculty reserves the right to make judgments concerning what we consider to be proper or improper attire based upon the guidelines above. If it becomes necessary to do so, we will inform individual students and their parents of "dress corrections" that must be made.

**Inclement Weather Dress**

- Coats appropriate for the weather are to be worn.
- Hats/earmuffs and mittens/gloves are to be worn during cold weather.
- During the winter, students without boots may not play in the snow. These students will remain on the cleared sidewalks.

When the temperature and wind chill factor are above zero, all students must go outdoors. When outside, children will not be permitted to play in the snow unless they have the appropriate gear (winter coat, waterproof boots, hand coverings, and snow pants). These items will be removed upon re-entry into the building. Students without appropriate protection from the snow will still go outside, but must remain on the shoveled sidewalks only.

**GENERAL HEALTH POLICY/COMMUNICABLE DISEASES**

If your child is well enough to attend school, he or she is to participate in the regular class activities during instructional time and at recess, whether inside or outside. Please do not ask us to keep your child inside at recess.

Students must be excluded from school for the following conditions:

- Fever - cause unknown, until child is free of fever for 24 hours without use of fever-reducing medicine.
- Vomiting/diarrhea - free of these symptoms for 24 hours.
- Chicken Pox, Scarlet Fever, or Scarletina - notify the Health Department for advice on returning to school.
- Lice and Scabies - return to school as soon as treated medically.
- Coronavirus - call the office for the most up-to-date information
- Other communicable diseases will be referred to the Outagamie County Health Department for direction and safety.

If a student is sent home due to sickness, that student may not return the same day.

**GYM SHOES**

Children are required to wear athletic shoes for physical education classes. Children in K-8 should keep an extra pair of gym shoes at school.

**HEALTH SCREENING/PHYSICAL**

Parents must provide a document signed by a health care provider that gives information on the overall health of each student. This is required for all newly

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enrolled students or for students who will be participating in extracurricular sports.

### IMMUNIZATIONS

Parents are required to provide proof of immunizations for each child when they are initially enrolled in the school, when entering Kindergarten and when entering 6<sup>th</sup> grade. In lieu of immunizations, we are required to have a signed statement from a parent detailing their reason for not immunizing their child(ren).

### LIBRARY POLICY

Parents are financially responsible for any lost or damaged materials. CLS welcomes donations of new and gently used books. Upon request, CLS will provide a thank you letter that may be used as a donation receipt. Please request this letter at the time you donate the items.

### LUNCH PROGRAM

Our hot lunch program is prepared on-site and includes a variety of menus similar to what we believe the students would be eating at home. The cost will be reevaluated each August. Milk will also be available for separate purchase. Charges for lunch and milk must be paid by the 15th of the following month for your child to continue placing an order.

Students may bring a nutritious cold lunch that is not in need of refrigeration. Food items requiring a microwave are discouraged. There is a microwave in each classroom, but not enough time in the 30 minute lunch for it to be used by all students. For those choosing to bring a lunch, milk will be available for purchase.

If your child forgets to bring lunch we will attempt to make contact with a parent. If we get no response from the parent, the student will be given a hot lunch and the fee will go onto the parents' monthly statement. This should be in an emergency situation only, and not a continual habit.

### MUSIC LESSONS

If arranging for your child to take lessons with a private teacher, lessons must be outside of school hours.

### NUISANCE ITEMS/CELL PHONES/ELECTRONIC DEVICES

Children are not to bring toys, electronic games, sport equipment, radios, or similar items to school unless the teacher requests it or has given prior permission.

Students may not use or have cell phones or any other electronic devices on their person from 10 minutes before the start of school until the end of the school day unless permission is granted by a school staff member. **In addition, the student may not have cell phones or cameras visible at any time the student is in the school building.**



Smart watches are allowed, but may not be used for sending or receiving texts or phone calls.

First offense: the electronic device will be confiscated and returned at the end of the day.

Second offense: the device will be confiscated and the device returned only to the student's parent.

**PRESCRIPTION DRUGS AND MEDICINE**

The staff will not give medication, including aspirin, nose drops, cough medicine, or prescription drugs, to a student unless a signed and dated written authorization by the parent is on file. Prescription medicine must be in the original container with the child's name, name of drug, dosage, directions for administration, date, and physician's name. For over-the-counter medications, a signed request from the parent must indicate dosage and directions. Whenever possible all medication should be administered at home.

**REPRODUCTION OF COPYRIGHTED MATERIALS**

This policy pertains to all copyrighted materials (computer software; music; photographs; print material, etc.) This list is not exhaustive and may change as technology advances.

It is the intent of CLS to delineate, enforce, and abide by the provisions of current copyright laws and plagiarism. Copyrighted materials, whether they are print or non-print, will not be duplicated unless such reproduction meets "fair use" standards or unless written permission from the copyright holder has been received.

**SCHOOL CALENDAR**

CLS staff will send home a complete calendar of school dates and events at the beginning of the school term. The official calendar of dates when school is in session is available prior to the opening of school. Additions and changes will be reported in the CLS newsletter (*The Scoop*), and on the school website ([www.celebrationlutheran.net](http://www.celebrationlutheran.net)).

**SCHOOL NEWS**

*The Scoop* (the school newsletter) will be sent out weekly to the e-mail address submitted on your registration materials. It will also be posted on the school website ([www.celebrationlutheran.net](http://www.celebrationlutheran.net)). Special notices are sent home as necessary.

**STUDENT PHYSICAL PRIVACY**

In recognition of student physical privacy rights and the need to ensure student safety and maintain school discipline, this Policy is enacted to advise school

staff and administration regarding their duties in relation to student use of restrooms, locker rooms, showers, and other school facilities where students may be in a state of undress in the presence of other students.

“Sex” means an individual’s immutable biological sex as objectively determined by anatomy and genetics existing at the time of birth. An individual’s original birth certificate may be relied upon as definitive evidence of the individual’s sex.

- Notwithstanding any other Policy of the Celebration Lutheran School, every restroom and locker room accessible by multiple persons at the same time shall be designated for use by male persons only or female persons only.
- In all facilities held by Celebration Lutheran and governed by the Celebration Lutheran School Board, restrooms and locker rooms that are designated for one sex shall be used only by members of that sex; and, no person shall enter a restroom, locker room, or shower that is designated for one sex unless he or she is a member of that sex.
- In any other facility held by the Celebration Lutheran School and governed by the Celebration Lutheran School Board, or setting where a person may be in a state of undress in the presence of others, school personnel shall provide separate, private areas designated for use by persons based on their sex, and no person shall enter these private areas unless he or she is a member of the designated sex.

This section shall not apply to a person who enters a facility designated for the opposite sex:

- for custodial or maintenance purposes, when the facility is not occupied by a member of the opposite sex;
- to render medical assistance; or
- during a natural disaster, emergency, or when necessary to prevent a serious threat to good order or student safety.

Nothing in this section shall be construed to prohibit the Celebration Lutheran School Board from adopting policies necessary to accommodate disabled persons or young children in need of physical assistance when using.

**Accommodation for Students Desiring Greater Privacy**

Students who, for any reason, desire greater privacy when using a facility described above may submit a request to the principal for access to alternative facilities. The principal shall evaluate these requests on a case-by-case basis and shall, to the extent reasonable, offer options for alternate facilities, which may include, but are not limited to: access to a single-stall restroom; access to a unisex restroom; or controlled use of an employee restroom, or locker room. In

no event shall the accommodation be access to a facility described that is designated for use by members of the opposite sex while students of the opposite sex are present or could be present.

**TECHNOLOGY**

Celebration Lutheran School Board accepts the responsibility of preparing students for the future by providing them with an opportunity to learn how to use this global information network. It is important that parents understand that the School Board requires the parents' permission before their students access to the Internet is permitted. The Internet does not control or in any way monitor the content of material on the network. Thus, students may gain access to "adult" material that is objectionable. While we certainly don't teach students how to find this material, and we make every effort to deny students access to these sites including filtering devices, it is impossible for us to prevent them from discovering it on their own given the way the Internet is structured. If this reality is unacceptable, parents should not grant permission for access to the Internet.

All students who access the Internet via technology provided through Celebration Lutheran School are asked to sign the Parent/Student Technology Acceptable Use Agreement Consent Form. In addition, acceptable use guidelines will be discussed with the students.

**Acceptable Use - Responsible Users**

- may use the Internet to research assigned classroom projects may use the Internet to explore other computer systems
- will respect and uphold copyright laws and all other applicable laws or regulations
- will respect the rights and privacy of others by not accessing private files
- will follow all regulations posted where computers are in use
- will follow the directions of the adult in charge where computers are in use
- will not use the Internet for any illegal purpose
- will not use impolite abusive language
- will not violate the rules of common sense or etiquette
- will not knowingly change any computer files that do not belong to the user\*\*
- will not use the system for commercial use
- will not use the system to send electronic mail (*to other users outside of approved network*)
- will not reveal their password or use someone else's \*\*
- will not create and/or distribute a computer virus over the Network\*\*
- will not use the system to illegally transfer software, otherwise known as pirating
- will not use the computer in such a way that would disrupt the use of the network by others\*\*

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- will not deliberately or willfully cause damage to computer equipment or assist others in doing the same\*\*
- will not deliberately access materials that are inconsistent with the school's code of conduct or educational goals or show others how to do the same
- will not load personal copies of software onto the computer
- will not visit "chat rooms" unless it serves a direct instructional purpose

By law, Celebration teachers and staff have responsibility for addressing inappropriate behavior or activity on these networks, including requirements for mandated reporting of underage use of social media sites.\*\*

*\*\* These actions will result in immediate suspension from the computer.*

### **Charge for Damage to Chrome Books**

CLS provides Chrome Books to students as needed. Each student understands that they are fully responsible for keeping this item safe from damage, whether damage is caused accidentally or on purpose.

Any damage to the Chrome Book will result in fees intended to either repair or replace the device. If the device needs to be replaced, charges will be \$200 at the end of the first year of use; \$150 for 2nd year; \$100 for 3rd year; \$50 for 4th year; no charge after that time. To cover the costs of repair, charges will be \$100 at the end of the first year of use; \$75 for 2nd year; \$50 for 3rd year; \$25 for 4th year; no charge after that time.

## **TRANSPORTATION**

### **To and From School**

The CLS enrollment area includes the Appleton, Kimberly, Little Chute, Freedom, Hortonville, and Kaukauna School Districts. Each district may bus students to Celebration Lutheran School or may contract with the parents to provide their own transportation. Arrangements should be made by May 15th for the next school year. Celebration Lutheran School will provide information to the appropriate school district after you have enrolled your child.

### **Parent-Provided Transportation**

All persons transporting children, other than their own, to any school-related activity, must have in their possession a valid Driver's License. By agreeing to provide transportation, you agree to the following:

- Provide the office with a copy of a valid driver's license.
- Have no DWIs in the last 36 month and no more than one moving violation in the last six months.
- Show proof of adequate insurance, including minimum liability coverage as required by the State Motor Vehicle Code for all passengers.

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- Be at least 21 years of age.
- Pass a background check.
- Agree to require all passengers to use a seat belt.
- Agree to not use a cell phone while driving.
- Agree to comply with all traffic laws.
- Agree to receive no reimbursement of expenses from Celebration Lutheran School for driving to and from a school-sponsored event.

**Bicycles**

Students may ride bicycles to school. The bicycles must be parked and locked at the designated bicycle area and left there until school is dismissed. Bicycle riding is not permitted on the school grounds prior to school starting, during recess, nor after school for the student’s safety.

Celebration Lutheran School is not responsible for any damage to or loss of a bicycle parked at the school. Thus, students are encouraged to purchase locks for their bicycles.

**UNSCHEDULED CLOSINGS**

CLS will close whenever disastrous situations or severe weather conditions dictate such closings. CLS will be closed if the Appleton Public Schools close for bad weather. CLS may be closed on days when the Appleton Public Schools are open. A group e-mail will be sent to all families with school closing information. Check [Facebook](#), WEMI – 91.9 FM radio, Channel 2 (WBAY) TV, or Channel 11 (WLUK) TV for such announcements, especially between 6:30 and 8:00 A.M. or during the day when conditions are questionable. On days when school is closed due to weather, before and after school care is not available. If school is delayed due to bad weather there is no before school care.

**VOLUNTEERS**

The safety and well-being of the students, staff, and volunteers of CLS is paramount. When due to the nature of their responsibilities it is necessary for volunteers to work directly with students, CLS will obtain a complete criminal background check.

**FEES AND COLLECTION POLICY**

**Celebration Lutheran School Tuition and Payment Schedules  
School Year: 2023-24**

<input type="checkbox"/> 3K Half Day T & TH:	\$1,895
<input type="checkbox"/> 3K Full Day T & TH:	\$3,095
<input type="checkbox"/> 4K Half Day M-F:	\$3,595
<input type="checkbox"/> 4K Full Day M-F:	\$5,595*
<input type="checkbox"/> Kindergarten - Grade 8:	\$5,595*
<input type="checkbox"/> 5 <sup>th</sup> Grade – 8 <sup>th</sup> Grade:	\$6,295*

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|--|--|
| <input type="checkbox"/> Registration fee: | All registration fees are non-refundable |
| Returning Student                          | \$100 (through Feb 28)                   |
| Returning Student                          | \$125 (as of Mar 1)                      |
| New Student                                | \$125                                    |
| <input type="checkbox"/> Technology fee:   | \$35 (all-day 4K through first grade)    |
|  | \$75 (second through eighth grade)       |
| <input type="checkbox"/> Athletic fee**:   | \$40 (first sport)                       |
|  | \$25 (second sport)                      |

\* *Multi-Child 4K – Grade 8 (Full day students only): 15% off additional children from the same family.*

\*\**Note: Athletic programs and before and after-school care are available for additional fees.*

### Variable Payment Methods

- Annual (due at Welcome Day)
- Semi-annual (due August and January 1)
- Quarterly (due 8/1, 11/1, 2/1, 5/1)
- Twelve Month Plan (due the first of each month July through June) – automatic account withdrawal required (electronic funds transfer)
- Individualized plans are also available. See the Office Manager.
- Late payment charge: \$25.00 if payment is made more than 10 days past due date
- Returned check fee/insufficient funds: \$40.00
- The minimum tuition is for one semester. If you withdraw your student before the end of the semester, there will be no refund of any tuition paid, and payment for the remainder of the semester will be due before transcripts will be transferred.

### FINANCIAL AID

- Financial aid is available for Full-day 4K through Grade 8 only.
- Applications for financial aid are available on line at [www.tads.com](http://www.tads.com).
- All families applying for financial aid are required to **apply by April 15 for the next school year.**
- Decisions on financial aid will be communicated to parents in May.
- All financial aid applications are reviewed by the Director of Administration, the Office Manager, the School Board Treasurer, and the Tuition Assistance Committee. All financial information is kept strictly confidential. When applications are in process, one of these reviewers may request additional information or explanations.

### Collections

CLS relies on timely tuition payments to pay school expenses. As a result, CLS reserves the right to withhold a family's student(s) from activities, classes, lunch program and BASC if all payments are not submitted in a timely fashion. CLS

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reserves the right to withhold any student records (including report cards, diplomas, transcripts, etc.) if a family has outstanding balances with CLS. If a family faces financial hardship, CLS will make every practicable effort to work with that family to maintain their student's enrollment.

### **Fines**

Any lost, damaged or unreturned items belonging to the school will result in a fine not to exceed the cost of replacing the item.

### **ACCOUNT STATEMENTS**

A statement of all tuition and fees due, including any payments, will be emailed by the 7<sup>th</sup> day of the following month. Any questions on charges should be directed to the Office Manager.

### **SCHOOL DAY**

Classroom Doors open at 8:05a.m.

½ Day 3K: 8:15 – 11:30 a.m. Tuesday & Thursday

½ Day 4K: 8:15 – 11:30 a.m. Monday – Friday

Full Day 3K: 8:15 – 3:30 p.m. Tuesday & Thursday

Full Day 4K – 8<sup>th</sup> Grade: 8:15 a.m. – 3:30p.m. Monday - Friday

### **STAFF DEVOTIONS**

School staff will be unavailable during their staff devotion times of 7:30 –8:05 a.m. each Tuesday through Friday.

### **ASBESTOS**

Under AHERA (Asbestos Hazard Emergency Response Act), all primary and secondary schools are required to develop and implement a plan for managing all building materials which contain asbestos. Included in the AHERA Act is the requirement to annually notify all workers and building occupants (or their guardians) of asbestos-related activities.

The entire Celebration Campus was inspected by EPA accredited inspectors, with building material samples analyzed by an independent laboratory. Based on the inspection, CLS has prepared and the state approved a comprehensive management plan for managing the asbestos. A copy of this plan is in Mrs. Pickering's office if you would like to review it.

### **FERPA**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. As a private school we are not held to FERPA regulations

### **PPRA**

The Protection of Pupil Rights Amendment (PPRA) is a federal law that affords certain rights to parents of minor students with regard to surveys that ask questions of a personal nature. As a private school we are not held to PPRA regulations.