K-8 Parent/Student Handbook

CROWN OF LIFE
School

Educating mind, body, and spirit

Revised: August 13, 2024

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Welcome to Crown of Life Lutheran School

We are so glad that you have chosen Crown of Life for your child's educational path to success. Everything that we do at COL centers around God's Word and the love God gives to us through his Son, Jesus. May God bless you and your child(ren) during their years at COL.

This handbook provides you with a scope of the day-to-day activities and guidelines that are followed. If you have any questions regarding any of the policies or procedures, please contact the principal.

OUR MISSION
Crown of Life provides an excellent Christian education that prepares students social-emotionally, academically, and physically, while fostering an eternal relationship with Christ.

VISION/PHILOSOPHY
To provide a continuum of education, closely partnered with our families and community, that challenges each student to achieve their full potential, nurtures Christian values, and creates lifelong relationships that span generations.

To this end, we will:

1. **Spiritually** enrich our students by teaching them with God's plan of salvation and by establishing and strengthening student's relationship with their Savior.
2. **Academically** challenge each child by providing an educationally sound experience in all subject areas and technology.
3. **Emotionally** develop the character of each child through love, trust, mutual respect for one another, and instill values in accordance with God's will.
4. **Socially** equip each child by teaching respect and love for one another, encouraging courteous behavior, and by preparing him or her to be a responsible citizen of this world.
5. **Physically** develop the well-being of each child through physical education, sports activities, and encourage proper nutrition, recognizing that the body is a temple of the Holy Spirit.
6. **Cooperatively** support the parents of each child as they fulfill their roles of primary spiritual leaders in all aspects of their children's lives.

OBJECTIVES

Christian education at Crown of Life School aims to prepare and equip children for time and eternity. We use the Word of God as the foundation of all instruction. With God's help we strive to nurture faith, motivate sanctified living, and foster progressive child development.

Growing faith
The children will …

- Recognize their natural, sinful condition
- Repent and receive assurance of forgiveness through God's grace and mercy
- Confess their faith in Jesus Christ, their Savior from sin
- Grow stronger in their knowledge of God's Word and in their Christian convictions

Sanctified living
The children will …

- Show Christian joy by serving God and sharing the Gospel
- Respect and obey God's representatives in home, church, school, and society
- Exhibit Christ-like love in all facets of life

Progressive development

The children will …

- Acquire age-appropriate academic, physical, and social skills
- Develop progressively and graduate prepared for high school

SCHOOL ACCREDITATION/APPROVAL

Crown of Life School maintains membership in various educational organizations that recognize schools for high quality education. They include the following:

- MNSAA – Minnesota Nonpublic School Accrediting Association
  - Member since 2008
  - Regular reviews done every 7 years
  - Strategic Plan updated annually
  - Annual reports presented to mark progress on improvement
- WELS – Wisconsin Evangelical Lutheran Synod
  - Supports over 275 elementary schools nationwide
  - Offers resources and classes for advanced learning
  - Offers seminars, workshops, and teacher in-service programs

General Information

ADMINISTRATIVE PROGRAM

Crown of Life uses an online administrative program called Gradelink for student records, tuition, lunch program, health records, after/before school care, and other pertinent information. Regular communication will be sent through email or text via Gradelink.

ABSENCES AFFECTING A CHILD'S LEARNING

- Any time absences are deterring the learning process, the classroom teacher will communicate to the parent to help correct the situation.
- If a student is absent 5 consecutive school days for illness, a doctor's note should be submitted to the teacher upon return.
- If the absences are more than 15 total days within a school year, the teacher will arrange a meeting with the parents and offer alternatives which will help the child make up for lost instructional time.
- If the absences exceed 20 days the teacher, principal, and parent(s) will agree upon a course of action, which is designed to make up for lost instructional time. This written plan will go to the parents and into the cumulative school file. This may include home instruction, summer school, or in extreme cases, retention. The teacher will notify the principal when a meeting has been arranged with parents for the 15 absences.

Excused Absences

Minnesota State law requires school attendance until age 18. Excused absences are: illness of the student, serious illness or death in the family, family weddings, confirmations and graduations, home emergencies, and health care appointments. The parent is to call/contact the school office by 7:55 AM if your child will be absent that day.

Students are responsible for:

- Getting assignments upon their return to school.
- Completing all assignments in a timely manner equal to the number of days absent.
- Making up any test or presentation missed.

Unexcused Absences

An unexcused absence is an absence for reasons not listed in "Excused Absences." Absences with or without a parent's knowledge may require a parent conference prior to the return to school.

> EXAMPLES OF UNEXCUSED ABSENCES: Staying home to babysit, needed at home, work, being tired, travel/vacation, cold weather, missed the bus, child is not immunized.

Multiple Days of Absence

Crown of Life strongly discourages multiple days of absence for reasons other than illness or emergency, since it may impair the student's academic progress. Please notify the office and classroom teacher of planned absences prior to the absences. The teachers, parents and students will all need to work together on completing work caused by this absence.

In these situations, parents are responsible for:

- Notifying the teachers in advance of the absence.
- Collecting and ensuring that all assignments are completed and turned in to the teacher in a timely manner.
- If there is a presentation or test missed, it is the responsibility of the parent to make arrangements with the teacher for a makeup date.

Students are responsible for:

- Getting assignments upon their return to school.
- Completing all assignments in a timely manner equal to the number of days absent.
- Making up any test or presentation missed.

Teachers are responsible for:

- Collecting the assignments from the student.
- Teaching missed lessons as needed.

Teachers will NOT be:

- Getting assignments to students ahead of time.

Tardiness

Your child will be considered tardy if he/she is not in the classroom by 8:00 AM. This is kept on record. If your child comes late, they are required to check in at the school office before going to class. More than 5 tardiness marks in one quarter will result in a conference with the parent/student/teacher. If the tardiness continues, a meeting will be arranged with the parents, teacher, and principal.

Truancy

The principal handles cases of suspected truancy. Parents will be notified as soon as possible if their child is truant. Cases of extended truancy will require the involvement of the Dakota County Truancy Officer.

“Habitual truant" means a child under the age of 17 years who is absent from attendance at school without lawful excuse

- for **seven school days per school year** if the child is in **elementary school**, or
- for **one or more class periods on seven school days per school year** if the child is in **middle school, junior high school, or high school**, **or**
- a child who is **17 years of age** who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year **and** who has **not lawfully withdrawn from school** under section 120A.22, subdivision 8.”

[MN Statutes 260C.007, Subd.19.]

CANCELLATION AND EMERGENCY CLOSINGS

Parents and others will be informed of emergency school closings and delays through Gradelink and through CBSNews Minnesota . This information will come via text and email. If you hear DISTRICT #197 IS CLOSED, that would also include Crown of Life Lutheran School. There may be times, however, when District #197 will not close, but Crown of Life Lutheran School will close.

CHURCH ATTENDANCE

Church attendance is an important part of the Christian's sanctified life, and the child of God needs to be taught and trained by word and example of its importance to spiritual growth and enlightenment. We recognize that it is only through hearing God's Word that we are able to grow in the grace and knowledge of the Lord Jesus Christ. "Faith comes from hearing the message, and the message is heard through the Word of Christ.” (Romans 10:17)

It is the policy of Crown of Life Church to expect regular church attendance of congregational members who send their children to Crown of Life Lutheran School.

- Church attendance will be monitored and reported on the report card.
- At the end of each marking period, faculty will notify pastors and the church Elders Board of church attendance less than 50%.

Out of spiritual concern and Christian love, those families whose church attendance is less than 50% will be contacted by the church Elders Committee and encouraged in their church attendance. If the pattern of

poor church attendance continues, parents will receive a call and/or personal visit from the pastor. Should worship attendance not improve, the parents will risk losing congregation subsidy for COL members, and will be required to pay a prorated non-member tuition rate.

Eligibility for congregation subsidy may be reinstated when it is demonstrated that worship attendance minimums will be met and parents have met with the Full-Time Education Committee. The Full-time Education Committee, pastors, and faculty will note any extenuating circumstances may affect church attendance (i.e. illnesses, emergencies)

COMMUNICATIONS WITH PARENTS

Written

- **Gradelink –** The school office, the principal, and the classroom teacher will send information via email through Gradelink.
- **Raider Review –** Every last school day of the week, a school-wide note will be sent to parents via email, informing the parents of the coming events, items of interest or importance, singing schedules, sporting events, days off etc. for the next week. There may be occasions when other notes will be sent home on other days. Classroom newsletters are attached electronically to each Raider Review.
- **Remind App –** Individual classrooms may use the Remind app to alert families to daily and weekly events pertaining to the classroom. This app is also used by teachers to communicate pictures of events that happened at school. Each individual teacher manages their own classroom with the Remind app. For admission into your child's classroom on the app, please speak with your child's teacher.
- **Surveys –** Surveys will be utilized throughout the school year to solicit feedback from parents and teachers.

In Person

- **Orientation Night** – All parents are strongly encouraged to attend the Back to School Night during the summer. There is a wealth of whole school information that will be communicated during this event. Other organizations may also be represented for sign-ups (i.e. band, athletics, etc.). Payments may need to be made to these organizations. This night also gives parents the opportunity to learn what's new at the school. Parents then have the opportunity to meet the teacher in the classroom, find out schedules and expectations, and ask questions. This night is primarily for parents and not students.
- **Supply Drop-Off Night**- This night is held slightly before the first day of school. All students and families are invited into the school to drop off supplies, mingle with each other, and ask any questions that they may have.
- **Parent/Teacher Conferences** – There are two Parent/Teacher Conferences during the school year. The conferences are held in spring and the fall. Parent attendance is mandatory for the fall conference. Kindergarten-8th grade families will receive an electronic sign-up as the dates get closer.

CONTACT INFORMATION

Crown of Life Lutheran School
115 Crusader Avenue

West St. Paul, MN 55118

Phone: 651-451-3832
Fax: 651-451-7579
Email: schooloffice@colwsp.org
Website: www.colwsp.org

Office Hours: 7:30 am - 3:30 pm, Monday through Friday.

CURRICULUM

Below is a general curriculum list. If you would like to view a more detailed description per grade per class go to **www.colwsp.org**. Once you are on our school's website, you can find a full list of curriculum features about the LEARN tab located at the top of the screen; and then at the bottom of each divided classroom page- Early Childhood, Lower School, Middle School.

The Word of God

Daily devotions K-8

Bible lessons K-8

Catechism 7-8

Hymnology 1-8

Language Arts

Reading K-8

Literature K-8

English/Writing K-8

Penmanship K-8

Spelling K-8

Math (Saxon)

General K-6

Pre-Algebra 6

Algebra 7-8

Advanced Algebra 7-8

Science

General K-6

Life Science 7-8

Earth Science 7-8

Social Studies

Social Studies K-4

Minnesota History 5

US History 5 & 8

North American Geography 6

World Cultures and Geography 7

Spanish 1-8

Fine Arts

Classroom Music K-8

Classroom Art K-8

Physical Ed and Health K-8

School Operating Fund

Crown of Life Lutheran Church has adopted the policy of maintaining a dedicated fund for the betterment of the school. Inquiries or contributions to this fund may be made through the school office.

ENROLLMENT AND REGISTRATION

Crown of Life Lutheran School believes that to properly carry out its objectives and effectively teach and train the students entrusted to its care, a maximum student-teacher ratio must exist. This ratio has been determined to be 25 to 1 for Kindergarten through 8th grade. In the event that it would become necessary to limit enrollment in some or all grades, prioritization and waitlist information will be provided upon registration opening.

Any student transferring into Crown of Life Lutheran School will be accepted into enrollment on a probationary basis. This probation may emphasize academic or behavioral matters or anything that in the judgment of the staff of Crown of Life Lutheran School might interfere with the educational process of the child or other children. This probationary enrollment lasts for one quarter of the school year during which biweekly assessments will be made by the principal and classroom teacher. The principal may extend the length of this probationary period should it be deemed necessary. If the probationary period is extended, the parents and principal will meet and develop a plan to assist the child.

According to state law, students entering Kindergarten must be 5 years of age as of September 1 of that school year.

Immunization Requirements

Immunizations for all students must be completed before the start of the school year and turned in to the school office. Transfer students have 30 days to complete missing immunizations. *If parents choose not to immunize, a medical or conscientious form provided by the school nurse must be signed by the parent, physician (if medical exemption) or notary, and filed with the school.*

Students entering Kindergarten

- 5 DTP (diphtheria, tetanus, pertussis)
- 4 Polio
- 3 Hepatitis B
- 2 MMR (mumps, measles, rubella)
- 2 Varicella (or statement from physician with history of chicken pox with month/year listed)

Students entering 7th Grade

State law requires that a student entering grade 7 have a second MMR immunization, an updated Tetanus-Diphtheria immunization given after age 11, and the chicken pox vaccination.

Notice of Nondiscrimination

Crown of Life Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its

educational policies, admission policies, scholarship and loan programs, as well as athletic and other school-administered programs.

Physical Exams & Sports Physicals

Physical exams are required for students entering KINDERGARTEN and GRADE 7. The exams for grade 7 are then sufficient for entry into 8th and 9th grades. At the end of the school year, proper forms for these exams will be distributed to the 6th grade students and are also available at the school office. A Sports Qualifying Physical Examination Medical Eligibility Form must be on file in the nurse's office prior to a student participating in any sports program.

Raider Referral Program

- If a school family refers a new family to our school and that child is enrolled at COL, the referring family would receive a $500 rebate on that year's tuition.
- If that family remains at Crown of Life for the second year, the referring family would receive a $250 rebate on that year's tuition.
- If a family who does not have a child at COL refers a family to COL, and that child is enrolled at COL, the referring family will receive COL spirit wear as agreed upon.
- Families new to Crown of Life should indicate the family that referred them in the electronic registration form in Gradelink.

Transcripts

Crown of Life will request transcripts for any new students enrolled for the school year. The office handles this process.

Withdrawal from School

Contact the school office at least one week prior to withdrawal. An online "Exit Questionnaire Form" will be sent to the family. We ask that you fill it out. Fees must be current before records are released.

HEALTH SERVICES

In cooperation with School District #197, Crown of Life-Lutheran School provides health services through a school nurse. Health screening for vision and hearing, referrals, record keeping, student programs, and the dissemination of public health information are areas in which the school nurse serves the student body. The school nurse, from District #197, will be here one morning a week. The rest of the time, the health office is staffed by the secretary on duty.

Bloodborne Pathogens

Teachers and staff at COL are trained in the proper protocol for blood borne pathogens. There is a "Bloodborne Pathogens Exposure Control Plan" on file in the school office.

According to the bloodborne pathogen law, students whose clothes become bloodied at school are not permitted to remain with their class due to the possibility of students coming into contact with potentially infected blood (HIV, HBV). If a change of clothes is required, parents may be called if there are no clothes available for them to change into. If clothes are found for the child to wear, the school clothes should be washed, dried in a hot dryer, and returned to school as soon as possible.

Child Abuse

The State of Minnesota, by law, has mandated that teachers who have knowledge of, or reasonable cause to believe that a child is being mistreated (physical abuse, sexual abuse, neglect) immediately report such information to the local welfare agency, police department, or county sheriff. Failure to report is a misdemeanor.

If Your Child is Ill during the School Day

Any student who feels ill during the school day should come to the office to have their temperature taken. If there is a temperature over 100 degrees or the student is vomiting or has diarrhea, the parent is notified and will be asked to pick up the child. For vomiting/diarrhea/fever, the child needs to be symptom free for at least 24 hours after the last episode. For contagious illness, the child needs to be on medication for at least 24 hours before returning to school unless otherwise indicated by medical personnel.

Is Your Child Well Enough to Go to School?

If your child has a temperature over 100 degrees and/or vomiting/diarrhea/fever, the child must remain home until they are symptom-free for 24 hours after the last episode. Children with some illnesses such as impetigo, strep throat, or bacterial conjunctivitis (pink eye) must be treated for 24 hours before returning to school. A child should be fever-free for 24 hours before returning to school (this is **without** the use of over-the-counter meds, such as Tylenol or Motrin). Disease prevention and control guidelines consistent with the national standards put forth by the American Public Health Association and the American Academy of Pediatrics will be followed. In some cases, a physician's note may be required for re-entry to school.

Healthy Kids are Better Learners

Ways to help your kids stay healthy include seeing that they:

- Eat a balanced diet including a nutritious breakfast
- Get adequate exercise
- Get enough rest, about 8-12 hours depending on your child
- Maintain a good balance of work and play
- Wash hands:
    - Before and after eating
    - Before and after eating
    - After using the bathroom
    - After playing outside
    - After coughing, sneezing, or blowing nose, and whenever hands look, feel, or smell unclean

Emergency Medication Management Plan and/or Problem Specific Plans

All emergency medication management plans and/or Problem Specific Plan (e.g. Seizure, Anaphylaxis/Allergy, Asthma, Diabetes) must be on file at the school and emergency medications in the nurse's office prior to the start of school or brought on the first day of school.

Administering Medicine at School (Prescription and Over-the-Counter)

Although students and their families are encouraged to establish schedules allowing them to take medications at home, COL recognizes that sometimes this is impossible to accomplish. To ensure safe administration of medication, our policy and procedures are as follows:

All medications, prescription and non-prescription (OTC), are required to have:

- Written orders from a licensed prescriber (i.e., doctor, dentist, or an advanced practice registered nurse)
- Written authorization from a parent
- Prescribed medication must be brought to school in a current, correctly labeled prescription bottle including: name and strength of medication, dosage, time of administration, pharmacy name and number, child's name, and name of prescriber.
- Over-the-counter medication, including cough drops, must be in the original container.
- Inhalers must be labeled with the student's name.

Medications will be administered through the school's office. When possible, it is recommended parents

bring their child's medication to the school office rather than have student transport.

Helpful tips:

- Remind your child's doctor, dentist, etc. that the school will require a written order from them in order to give the medication in school.
- Have your pharmacy divide the prescription medication into two labeled containers - one for home and one for school. This is easier than sending one bottle back and forth.
- Medication prescribed for three times a day can generally be given entirely at home - before school, after school, and before bedtime.

Allergy Alert

People of all ages have sensitivities that may cause serious health reactions. The following are SOME of the things that might make someone with allergies ill: latex balloons, latex bandaids, chocolate, pets, gluten, peanuts, nuts, or nut products. Your child's teacher will inform parents of any allergens in the classroom that should be avoided in lunch boxes or when bringing treats for the classroom.

HOME VISIT

Home visits are done before a student's Kindergarten year in school. Students in other grades-especially new students- are encouraged to request a home visit with a teacher or the principal.

FORMS

All Forms can be picked up in the school office or downloaded from the website at: https://colwsp.org/col-families/#anchorforms .

School Supply List

The School Supply List is found on the website under COL Families: General Information. Hard copies are available in the office, as well as in the West St. Paul WalMart and Target stores.

Parent/Student Handbook

The parent handbook is available online. It is updated on an annual basis during the summer months.

Physical Exam Form

Physical exam forms are available in the school office and are required for students entering Kindergarten and grade 7.

Lunch Menu

Lunch menus are provided via monthly emails, are found online on the school's website, and are in hard-copy form in the office.

Registration Forms

All registration forms are filled out electronically through our enrollment system, Gradelink.

Background Check of Called/Non-Called Workers and Coaches

The Scriptures tell us that our Lord considers the faith and life of children dear to Him. As such He gives an awesome responsibility to those who lead His children. Scripture also requires that we abide by the laws of our government. Crown of Life Lutheran Church and School performs background checks on its paid staff, coaches, and regular volunteers. COL follows the procedures of the Wisconsin Evangelical Lutheran Synod.

Change of Address, Phone, and Email

If you change your address, phone number, or email please inform the school office with the

correct information as soon as possible.

Federal Aid for Textbooks

During the enrollment process, each family is asked if it wishes to participate in the Federal aid for textbooks. The parent/guardian answers a question stating "Yes" or "No" to participate in the Federal aid. If the parent/guardian chooses against Federal aid for textbooks, the tuition is increased for K - 8 dependent on the cost of the books/materials needed for the student.

GRIEVANCE PROCEDURE (CONFLICT RESOLUTION)

We strive to maintain healthy relationships between the home and the school. We commit ourselves to work to resolve difficulties encountered in God-pleasing ways. Should problems arise, consider these encouragements from God's Word.

In matters dealing with an individual

1. Discuss the matter with the person(s) directly involved with the matter. More than one meeting may be needed for the issue to be understood and action to be taken. ***Best practice: either meet with the teacher and follow up with an email or email the matter to the teacher. – The teacher will respond within 2 school days with a follow-up email.***
2. If the conflict has not been resolved, then discuss the matter with the principal along with the person(s) previously involved with the matter. Again, more than one meeting may be needed for the issue to be understood and action to be taken. ***Best practice: email or text the principal to set up a meeting. Expect a reply within 1 school day and a meeting within 1 week.***
3. If the issue has not been resolved, request the Principal take the conflict to the Education Committee. More than one meeting may be needed for the issue to be understood and action to be taken. ***Best practice: email the principal and the education committee chairman to request that your concerns be put on the agenda. Education meetings are monthly. If the matter needs immediate attention as deemed by the chairman, a special meeting may be called.***

The FTE Committee is the governing body of the school and their decision is the final word on the matter. The current FTE Committee Chair can be reached at education@colwsp.org.

OFFICE HOURS

The teachers at COL will be available to the parents and students on a regular basis. On most school days, teachers will be available after school hours until 4:00 PM. It is always best to call/email ahead so that the teacher is in the building when you would like to speak with them. Please refrain from meeting with teachers as you drop your child off at school. Instead use that time to set up a meeting with the teacher.

OPEN DOOR POLICY

After registering in the office, guests are invited to observe classes. Parents are welcome to contact their child's teacher if there are times they wish to visit throughout the year. Student visitors need to be cleared with the classroom teacher at least one day prior to the visit.

SAFETY DRILLS

Emergency drills are held throughout the year. Teachers will explain the plans to the students at the beginning of the school year. The fire drills and lockdowns are practiced several times during the school year. Tornado drills are held in conjunction with the Dakota County drills.

During tornado drills, the students are to move quietly to their designated shelter area and "sit" in a way to avoid injury. If outside, the teacher will take the students to a designated safe place.

Lockdown drills will be conducted during the course of the school year. These are done so that if any situation should occur that may threaten the students, teachers, or staff workers, proper procedures will be followed.

SPECIAL NEEDS POLICY

Crown of Life Lutheran School works with students with a vast array of gifts and abilities. When a student has needs that can be serviced through ISD #197, COL will work with the parents and district specialists to meet the student's needs. When an Individual Education Plan (IEP) is written for a student, COL will work with the parents and the student to accomplish the goals as they are presented. COL teachers will attend the IEP meetings for students who are in their current classroom or will be in their room the following year.

STUDENT TEACHER PROGRAM

Crown of Life is involved with the student teacher program of Martin Luther College. We will, at times, have student teachers in one or more of our classrooms for up to 10 weeks. This program allows our experienced teachers at Crown of Life to assist with the mentoring of a person learning to be a teacher.

TRANSPORTATION

Students in grades K-8 living in District #197 will receive bus information from the district as to the time and place of pickup. This schedule usually arrives by mail from the district about one week before school begins. You must be registered at Crown of Life Lutheran School in order to get on the bus list. Transportation policy states that a student must be transported to the same location five days a week; this can be in the morning, afternoon or both.

The school district requires families to register their transportation needs with the school district. This form is found on the district transportation website page found here. This form needs to be filled out and returned to the school district office by August 1.

If you are looking for someone with which to carpool, please contact the school office. We will try to help you with names of others in your area.

TUITION AND FINANCIAL AID

Our congregation places high value on the Christian education of its children. The cost to educate one student exceeds what Crown of Life charges for tuition. The tuition amount per student is based upon the actual amount needed to operate the school (teachers' salaries, utilities, etc.). Tuition amounts are reviewed and approved annually by the church council. The full tuition amount is charged to the first and second child of the family. Additional students in that family, both member and nonmember, are charged 50% of the full tuition amount rate.

Fees & Deposits

Registration fee is $200 per student in Kindergarten-8th grade.

Note: Registration fees go to alleviate costs of school yearbook and event assistance. Registration fees do not cover these fees entirely. Registration fees are non-refundable unless approved by the Full-Time Education Committee.

All tuition will be processed through our electronic tuition management program called PaySimple.

There are three payment options available:

- 1 Full Payment in August
- 2 Payments (August and January)
- 9 Monthly Payments (August - April)

Tuition amounts for the next school year are communicated with all families before July 1st. The office/administration will reach out with next steps when tuition plans are distributed.

Families have the option to have tuition payments withdrawn from their accounts on file with the school on the 1st or 15th of each month.

TUITION PAYMENT POLICY

Non-Admission of Students Due to Tuition Delinquency

We encourage parents or guardians to contact the school as soon as possible when experiencing unexpected economic difficulties during the current school year and need to make changes in their tuition payment plan. School families failing to pay tuition according to the agreement made with the school and who have been unwilling to make suitable alternative arrangements with the school will be informed that their child(ren) will not be readmitted to school. When tuition becomes delinquent, the family has one week to remedy the payment or establish suitable alternative arrangements with the principal before their child(ren) are not readmitted to school.

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– Any unpaid tuition from the prior year must be paid by August 1st if a student is to be readmitted on the first day of a new school year. If special consideration is needed, please speak with the Principal.

Process Prior to Non-Admission

Before students are not admitted back to school, we will contact parents or guardians using these guidelines.

1. The Crown of Life Accounts Manager or principal will send an email to all accounts delinquent informing the parents or guardians the amount due and to set up a meeting. The email address used will be the one on file with the school.

2. The Crown of Life Accounts Manager or principal will follow up with a phone call to verify parents or guardians have received notice and to finalize a meeting time. Two attempts will be made to contact the parents or guardians; voicemails will be left if there is no answer. The phone number used will be the one on file with the school.

3. The Full-time Education Committee, Crown of Life Accounts Manager, principal, and possibly a Pastor will meet with parents or guardians to discuss delinquency and to make suitable alternative arrangements.

If parents or guardians do not return efforts to contact them or refuse to meet and make payment arrangements, their child(ren) will not be readmitted to school.

Registration/Tuition Refunds

Families withdrawing students prior to the first day of school shall be reviewed by the Full Time Education Committee to see if a Registration Payment refund is applicable. .

Families withdrawing students after the first day of school shall be refunded the amount paid less the prorated amount of the number of school days the student was in attendance over the number of school days in the school year. One week prior notice is required for all students withdrawing during the school year.

Financial Aid

Crown of Life School seeks to provide financial aid to those students in Kindergarten through 8th grade whose family can provide documentation of need. Crown of Life may not be able to meet 100% of demonstrated need for each applicant, and, frequently, the number of qualified applicants exceeds the financial aid resources of the school. Therefore, some families who apply and are qualified may still not receive financial aid. Grant amounts are dependent upon each individual family's need.

Crown of Life utilizes the third party vendor FACTS for determining financial assistance. Families interested in applying for financial aid must have the application and all needed documents uploaded to their FACTS account no later than April 15th. Click here to begin the application for financial assistance.

The FACTS application for COL financial aid will electronically open when we begin registration for the next school year. This generally happens in February and March.

This application is different from, and in addition to, the enrollment application for school. Late, incomplete, or falsified applications may be removed from consideration and no aid will be awarded.

YEARBOOK

A pictorial yearbook, put together by a staff member and/or volunteers, is available to students at the end of the current school year. Photos are taken throughout the year and put into this memorable yearbook.

The School Day

ARRIVAL AND DISMISSAL

Crown of Life opens its doors by 7:00 AM for all students who are being dropped off into Before School Care (Students may be dropped off on the WEST side of the building by the Fellowship Hall. Students will remain in the fellowship hall until 7:40 AM when they are dismissed to their classrooms.)

Crown of Life welcomes all students and school parents into the school between 7:40 AM and 8:00 AM every school day. Parents are welcome to use this time period to assist their child, set up appointments with the classroom teacher or simply speak to other parents. During this time, we ask everyone to be considerate and respectful of the education going on, which includes activities such as memory work, completion of homework, student/teacher discussions and general preparation for the school day.

If your child arrives after 8:00 AM, they are considered tardy and will need to be signed in at the office.

Students are to leave the building **immediately** after classes are dismissed unless under the direct supervision of a teacher/coach. Parents will be notified in advance if a child has to stay after school for any reason. Crown of Life Lutheran School cannot allow students to remain indoors or outdoors unsupervised.

Crown of Life has a very safe method of dismissing students at the end of each school day. Parents who are picking up their child(ren) from school form a car line. The students are brought outside by their teachers. Family names are called out with a number. There is a corresponding number painted on the asphalt. Students and parents meet at that number to safely load the vehicles. Parents wait until the vehicle ahead of them safely pulls out of the parking lot.

Parents are encouraged to load all students on the passenger side for safety reasons. **Please refrain from going around vehicles in the car line.** Car line is a NO CELL PHONE zone.

AFTER SCHOOL CARE

As long as there is proper staffing, an After School Care fee-based program is available for students in grades K-8. A supervisor is on duty each full day after school to monitor the students. The students in After Care will have homework time, snack time, and free time. The program runs:

Monday – Friday 3:30 – 5:30 pm (only on days with a full day of school)

Fee

$12 per hour/$.20 per minute. Students are billed only for the time they use in After School Care.

BEFORE SCHOOL CARE

As long as there is proper staffing, a Before School Care fee-based program is available for students in K-8. Crown of Life opens its doors by 7:00 AM for all students. Please drop students off on the WEST side of the building (by the Fellowship Hall). Students will remain in the fellowship hall until 7:40 AM when they are dismissed to their classrooms.

Fee

$12 per hour/$.20 per minute. Students are billed only for the time that they use in Before School Care.

LUNCH PROGRAM

Hot lunch is offered to the students at a cost to be determined yearly. Milk is included in the cost of the hot lunch. Milk may be purchased separately if you are bringing a bag lunch. Hot lunch orders will be taken electronically. Families should look for emails to help them sign up for hot lunch. NO POP IS ALLOWED FOR LUNCH.

RECESS

Recess is offered in Kindergarten– 8 per the classroom schedule.

SCHOOL HOURS

The school hours for Grades K-8 are 8:00 AM to 3:10 PM

Classes begin promptly at 8:00 AM. School closes at 3:10 PM. The children will be in line and prepared to leave at that time. All children should be picked up by 3:30 PM unless they are remaining for sports or at the request of the teacher. Any students remaining after 3:30 PM will go to After School Care. Parents need to make arrangements for siblings who are not involved in after-school activities. Children may not play unsupervised on the playground. Teachers or coaches will not be responsible for children who are not involved in formal activities. If school should close at a time other than 3:10 PM, parents will be notified.

* K-8 Early Dismissal days are at 11:30 am.

SIGN-IN/VISITING POLICY

Anyone visiting Crown of Life Lutheran School must be allowed in through the school doors. There is a sign-in sheet in the office, along with badges for visitors and volunteers. This policy is for the safety and security of our children.

Student Information

BEHAVIOR AND ATTITUDE

Expectations of Our Students

We expect students to be willing to learn about their Savior and other areas of the curriculum offered to them. We expect students to be respectful to parents, teachers, volunteers, and each other. We expect students to have clean minds and clean mouths. We expect students to display their Christian conduct at all times and in all places. These expectations are simply demonstrations of their faith.

Expectations of Our Parents

Our school is one in which we encourage active involvement on the part of the parents. This involvement includes regular church attendance, assistance in the maintenance of the building, and attendance at the various school functions. Our school is only as good as you make it!

The involvement of our school parents in all aspects of school life is a key component to the success of each child's educational journey. Therefore, we do expect our parents to play a very active part in the education of their children. This is not a passive role. We also expect parents to encourage and support the school and the staff in the educational process. School parents are main contributors to the success of their children.

BIRTHDAY TREATS

If you are planning any birthday treats or birthday surprises, please consult with the teacher.

BOOKS AND WORKBOOKS

Most books and workbooks are furnished by the school for use during the year. Each student is responsible for his/her books. A student will be asked to pay for lost or damaged books. In some grades, some additional books may be necessary. These are to be purchased by the student and are kept from year to year.

Some classrooms may require that school textbooks are to be covered in the first week of school and recovered as needed throughout the year. Families should look to see if book covers are required for their child's classroom. It is a good practice that students in ALL grades purchase book covers for their textbooks even if they are not required to do so.

If school textbooks or library books are defaced in any way, there will be a $10.00 fine. If at any time the book becomes unusable, the child or parents will have to pay for a replacement.

BULLYING POLICY

Purpose

Sin is ever present in our society and at our school. Even though our intent may be to treat everyone with the love and respect that Jesus displayed while he was on the earth, that is not a reality. God directs us to, "Love one another". In keeping with God's directive, Crown of Life Lutheran has approved this policy on bullying and hazing.

The purpose of this policy is to maintain a safe learning environment for all students and staff that is free from bullying and hazing. It is impossible to monitor all student activity at all times and eliminate all incidents of bullying and hazing, particularly when students are not under the supervision of school personnel. However, it is the commitment of all staff at Crown of Life to reduce the incidences of

bullying and hazing by being proactive before incidents take place. It is also the commitment of the staff to respond appropriately when incidents have been reported by investigating, remediating, and disciplining those acts of bullying and hazing.

Definitions

1. **Bullying –** means any act that is intended to cause or is perceived as causing distress to one or more students, and substantially interferes with another student's or students' educational opportunities or performance. Behaviors include, but are not limited to:
    - written or verbal expressions of threats, taunts, teasing, or name calling;
    - physical acts or gestures, including hitting, pushing, kicking, intentionally tripping, pinching, restraining, making faces, or displaying obscene gestures;
    - intentionally excluding someone from a group;
    - instigating or spreading rumors about another;
    - misuse of technology;
    - a pattern of behavior over time.

2. **Hazing –** means committing an act against a student, or coercing a student into committing an act, that creates a risk of harm to a person, in order for that student to be initiated into or affiliated with an organization, or for any other purpose.

General Statement on Bullying

Bullying and hazing of any kind or variety is not in keeping with the mission of Crown of Life Lutheran School and is an unacceptable behavior.

- This policy applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission of Crown of Life Lutheran School or the safety or welfare of the students, teachers, or staff.
- This policy also includes the misuse of technology including, but not limited to conduct that is:
    - teasing
    - intimidating,
    - defaming,
    - threatening, or
    - terrorizing.
- This policy applies to any misuse of technology that directs the conduct identified above toward any student, teacher, pastor, administrator, volunteer, staff, or any other personnel associated with Crown of Life Lutheran School or Church.
- This policy applies to any misuse of technology that is bullying or hazing behavior regardless of whether such acts are committed on or off Crown of Life property and/or with or without the use of school property.
- No student, employee or other personnel of Crown of Life Lutheran School shall plan, direct, encourage, aid or engage in bullying and/or hazing.
- No employee or other personnel of Crown of Life Lutheran School shall permit, condone, or tolerate bullying and/or hazing.
- Apparent permission or consent by a person being hazed does not lessen the consequences contained in this policy.
- In the case of behavior that constitutes hazing, this policy applies to behavior that occurs on or off school property and during and after school hours.
- A person who engages in an act that violates school policy in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

- It shall be a violation of this policy to retaliate against any person who:
    - Makes a good faith report of alleged bullying or hazing,
    - Acts as a witness in any fact finding or investigation
- Submission of a good faith complaint or report of bullying or hazing will not affect the complainant or reporter's future employment, grades, or work assignments.
- Any student or employee who supplies information in a complaint or investigation that is determined to have been falsely or maliciously supplied shall be subject to discipline.
- Crown of Life Lutheran School will investigate all complaints of bullying or hazing. – Crown of Life Lutheran School shall discipline or take appropriate action against any student, employee or other personnel who is found to have violated this policy.

Responsibility

- Notice of this policy will be given to all students, parents, teachers, administrators, Education Committee members, and other personnel associated with Crown of Life Lutheran School.
- Teachers, administrators, pastors, staff, and volunteers of the school will be alert to possible situations, circumstances or events which might include bullying or hazing. Any person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute bullying or hazing shall inform the principal immediately.
- Crown of Life will provide information and training to its staff in regard to this policy.

Crown of Life Lutheran School will provide education on bullying and hazing to its students through ChristLight lessons.The staff will also address this type of behavior with students within the first week of school and again as necessary during the school year.

COMPUTER/CHROMEBOOK USE

Crown of Life Lutheran School has been blessed with a wonderful amount of Chromebooks for the school. These Chromebooks are property of Crown of Life. Every effort is made to ensure that students in grades 3-8 have a Chromebook to use while they are at school. Students in grades K-2 share a cart of Chromebooks. Crown of Life uses Chromebooks to varying degrees for testing and daily work. These Chromebooks are to remain at school unless special permission has been given by the classroom teacher and cleared with the principal. In the event that a student causes damage to a Chromebook, the principal will reach out to the family to discuss the situation. It is possible that full compensation for the chromebook is required from the family. The full-time Education Committee will be made aware of these specific situations.

Parents have the opportunity to give permission for their child to use school electronics in the registration application. Parents must mark yes or no for the Technology Use Permission question.

DAILY DEVOTIONS

Morning and Afternoon devotions are conducted on a daily basis in every classroom.

DISCIPLINE

Philosophy

Our source of Christian guidance is knowing we are redeemed children of God and expressing that joy in love for our neighbor through our words and actions. COL staff will seek to provide the student with a positive behavior modeling based on this Christian perspective.

Positive behavior guidance (discipline) also will come from an understanding of child development, our

knowledge of the individual child and implementing appropriate expectations. COL works to create positive, safe, and respectful learning environments by implementing proactive strategies and programs in which students are taught positive behavioral and social practices. Some programs include:

- Positive Behavioral Interventions and Supports (PBIS) Responsive Classroom
- Conscious Discipline
- Restorative Practices
- Conflict Resolution

Teachers will practice Biblical principles of discipline within and outside of the classrooms. Physical (corporal) punishment is not permitted in Minnesota schools and will not be used at COL. However, the teachers and the principal will use reasonable force when necessary under the circumstances to correct or restrain a student or to prevent bodily harm to themselves and others. The use of reasonable force in the exercise of student discipline is permitted according to the guidelines of Minnesota Statute 121A.582.

> A teacher or school principal, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

Classroom Discipline Plan

COL teachers have a Classroom Discipline Plan that is presented to all families at the beginning of each school year. If students fail to respond appropriately to the Classroom Discipline Plan enforced by classroom teachers, parents will be contacted by the teacher.

Principal Discipline Plan

If difficulties continue, the classroom teacher will send the student to the principal who will implement the Principal Discipline Plan. The principal will determine which option is most appropriate given the circumstances of the child's actions. Discipline is not meant to be a prescription approach. Logical consequences, professional judgment, and experience will be the guide to determining appropriate penalties.

The options of the Principal Discipline Plan are the following:

- Option One: One hour after school detention
- Option Two: In-school suspension
- Option Three: One-day home suspension. Parent meeting required before the student returns to school.
- Option Four: Two-day suspension or indefinite suspension. Parents meet with the principal, the FTE Chair, and other involved people as appropriate. This step may lead to expulsion. The FTE must approve any recommendation to expel a student.

All discipline cases that require the principal's intervention or the implementation of a discipline plan will be communicated via written communication to parents and will be placed in the student's file.

Emergency Discipline Plan

At times that require immediate and extreme action, the principal has the authority to use the Emergency Discipline Plan. The Emergency Discipline Plan requires that the offending student be removed from school immediately. If necessary, the principal will contact local police if he determines that intervention is necessary. The details of the Emergency Discipline Plan are left to the discretion of the principal.

DRESS CODE

Crown of Life seeks to develop within our students a sense of proper grooming and dress along with proper attitudes for learning to serve as a Christian light to others. Students may express personal tastes

in dress and grooming as long as they are consistent with Christian standards and are appropriate for an educational setting. Moderation and decency should be exercised in:

- dress,
- hair style,
- make-up, and
- accessories, etc.

Parents, students, and teachers are partners in education. As such, there should be a high level of trust to function properly. Fashion tastes are very subjective. When staff addresses students regarding dress and grooming please understand/recognize it is done in the best interest of the student, classroom, and school. Parents have the responsibility of sending their children to school properly attired. Please label all personal items so they can be returned from the lost and found table.

COL Standards

- neatness,
- cleanliness,
- properly fitted clothing, and
- decency

It is not practical for COL to establish written rules for every issue of dress and clothing style that may arise. Crown of Life staff reserves the right to determine if a student is dressed or groomed appropriately. When personal judgments are made Christian young people will honor the decisions of those whom the Lord has placed in positions of authority.

If a teacher observes something they consider inappropriate, they will privately consult with at least one other teacher before approaching the student. If there is a consensus the issue needs to be addressed, then one or more teachers will take up the matter with the student. Parents will be notified and correction is expected.

Please have your student refrain from clothing that is:

- too low
- too short
- too tight,
- Reveals too much skin, or
- too suggestive.

Shorts Policy

In a learning environment, comfort is a major factor. Especially during the fall and spring times, the classrooms can become quite warm. For this reason, we are allowing students to wear shorts throughout the school year. If a student elects to wear shorts during colder weather, the student must also bring clothing to be prepared for outside conditions.

Outside Time

Students should have appropriate:

- Jackets
- Hats
- Gloves
- Boots or shoes for recess/PE
- Sweatpants or wind pants if wearing shorts

Consequences

1. Warning - Speak to student and give proper explanation (Documentation on Gradelink by Homeroom teacher)
2. Alternative clothing must be put on or brought from home - Note to parents
3. The homeroom teacher will make personal contact with parents. Alternative clothing must be put on or brought from home.
4. If there is habitual problem, parents will be contacted from Education Committee

FIELD TRIPS

Students in every classroom take field trips during the course of the school year to enhance learning opportunities. Staff planning field trips will consider the learning objectives for the trip, the safety of students, and financial cost to student and school when planning field trips.

Transportation for field trips will either be provided by contracted bussing or parent volunteers. Parent volunteers will be required to fill out a google form that will ask for information such as permission for a background check, driver's license and insurance. Additionally, it is required that those who drive for a field trip must have the appropriate number of seatbelts for each student in their vehicle. To comply with Minnesota Car Seat laws we will follow the (Minnesota Child Passenger Safety Law Update). Parents are required to supply a car seat for their child that is not expired or damaged for the driver to use in their vehicle.

Parents have the opportunity to give their permission for field trips generally in the Registration Application process. If a parent selects "no" to that question on the online application, the parents will be contacted for permission for each field trip.

Communication about all field trips will be provided through weekly classroom newsletter, individual notices, and/or electronic communication.

Fees for field trips vary. Crown of Life covers $10 per student for all field trips through the year. Once the $10 has been exhausted in a classroom, fees are normally covered by the family. Crown of Life will communicate field trip fees to families before field trips occur. This fee will be automatically deducted from the account on file with the school. Families will receive notification about the amount and withdrawal date of the funds before the funds begin to process. If a family has questions about field trip costs, they should always direct them to the teacher, school office, or principal.

GRADING SCALE

Grading is done uniformly by the teachers, with the following grading scale:

A+	100	**B+**	93-91	**C+**	85-83	**D+**	77-76
A	99-97	**B**	90-88	**C**	82-80	**D**	75-73
A-	96-94	**B-**	87-86	**C-**	79-78	**D-**	72-70

Any grade below 70% is an "F".

Several classes throughout Crown of Life use the following grading system:

E (Excellent)
S (Satisfactory)
N (Needs Improvement)
U (Unsatisfactory)

An online grading system - Gradelink - is used for grades 1 - 8. All students and parents have access to Gradelink through usernames and passwords. Please contact the school office if there are problems with your access.

GRADE PLACEMENT

Students will be promoted in the next grade if there has been satisfactory performance. Cases of retention will be discussed with the parent before the end of the school year. It is possible that discussions of retention will also be held during the summer months.

HOMEWORK

Depending on their grade level, students may have homework every day. Tests and projects in classes may also result in extra home study time. Homework is not a means in itself, but rather the unfinished portion of schoolwork used to reinforce the basic ideas of the lessons. Homework amount is based on 10 minutes per grade level (i.e., 4th grade would have 40 minutes). If the amount your child has per day is greater over a period of several weeks, please notify the teacher.

LEAVING SCHOOL DURING THE SCHOOL DAY

Permission to leave the school during the school day must be obtained from the student's teacher. A written/electronic note from the parent/guardian stating the reason for leaving is necessary. Students will not leave the building until the parent arrives to pick them up. Students must be physically signed out of school in the office.

LIBRARY

Students have the opportunity to use the library when it is staffed by a librarian/volunteer. Each grade has a scheduled time to use the library, thus giving all an opportunity to use the facility. All books, magazines, and pamphlets must be checked out. Materials are NEVER to be taken from the library without first being checked out. The school library supports the school curriculum. All books must be returned to the library in early May so that an inventory of books can be taken.

MAKE-UP WORK

Students who are absent from any class are required to make up the assigned work from that class. The student has the number of days they were absent to make up the assigned work. If that is not possible, arrangements need to be made with the teacher before the due date of the work. School work will not be given out prior to a planned absence. No tests are to be given ahead of planned absences.

CHAPEL

Chapel worship services are held every last day of the week when school is in session. Parents and visitors are always encouraged to worship with us.

PERSONAL TECHNOLOGY DEVICES

Students are NOT permitted to have cell phones or any other personal technology devices powered on or in use during the school day, during after-school study hall, or in the car line after school. These items will be confiscated and returned to the parents. If students need to contact home for any reason during the school day, the school secretary will assist them in the office. Cell phones and smartwatches must be kept in student lockers during the instructional day. COL is not responsible for broken, lost, or stolen cell phones or smartwatches.

RELIGIOUS BOOKS

Hymnals are needed in grades 1-8, and Bibles are needed in grades 2-8. Students in the 7th and 8th grades will need a Small Catechism for Confirmation class. All of these books are available for purchase through the school. An order sheet will be available during the Back-to-School night in August. If a book is needed after school has started, families are to contact the school secretary.

REPORT CARDS

Crown of Life Lutheran School uses a 9-week (4 quarters) grading system. Report cards will be sent home the Wednesday after the end of each quarter. Parents are asked to review the report card, sign the envelope and return it promptly to the teacher. If there is a question on the report card, please arrange a meeting with the teacher to discuss any questions or concerns. Cooperation is needed to aid in the continuing progress of the child. Families have access to students' grades in Gradelink at all times during the school year.

SCHOOL SUPPLIES

Certain items will need to be purchased for each student prior to or during the school year. The list of supplies necessary will vary each school year, and is dependent upon which grade your child is in as well as which teacher is assigned to your child. The supply list will be annually communicated to each family and will be available on the COL website.

TECHNOLOGY USE POLICY

A Technology Use form must be signed and kept on record if a student wishes to use the Crown of Life computers or chromebooks. This form is found on the COL application that a parent fills out when enrolling/re-enrolling their child.

WEAPONS POLICY

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon in the Crown of Life school except as identified below. The school will act to enforce this policy and to discipline or take appropriate action against any student, volunteer, or member of the public who violates this policy.

Definition:

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

a. This also includes any object, device or instrument having the appearance of a weapon and such objects, devices or instruments including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
b. Additionally, any object, device or instrument designed for other purposes (e.g., lasers or laser pointers, belts, combs, pencils, files, scissors, etc), used to inflict bodily harm and/or intimidate shall be treated as the possession and use of a weapon.

Exceptions

It shall not be a violation of this policy if:

1. A student who finds a weapon on the way to school or in the school building, or a student who discovers that they accidentally have a weapon in their possession, and immediately takes the weapon to the principal's office, shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall immediately notify the principal or a teacher of the weapon's location.
2. If a nonstudent falls into one of the following categories:
    a. A licensed peace officer, military personnel who are performing official duties.
    b. A ceremonial color guard who is in possession of unloaded dangerous weapons, BB guns, or replica firearms.
    c. As authorized in Minnesota Statutes Sections 624.714, 624.715, or 97B.045.

Consequences for Student Weapon Possession/Use/Distribution

1. The minimum consequences for students willfully possessing, using, or distributing weapons without authorization or outside the Exceptions listed above shall include:
    a. immediate out-of-school suspension;
    b. confiscation of the weapon;
    c. parent or guardian notification;
    d. recommendation to the FTE of dismissal for not to exceed one year;
    e. and immediate notification of police in the instance of physical harm due to a weapon and/or possession of a dangerous weapon as defined by Minnesota State Statute Section 609.02 Subd. 6.
2. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The FTE may modify this requirement on a case-by-case basis.
3. Any weapon presented in amnesty will require a meeting between the principal and parents/guardians to return the item, if applicable.
4. Administration Discretion – The FTE may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

Properties

ASBESTOS

Crown of Life Lutheran School continues to meet the requirements of state and federal rules concerning asbestos-containing materials in our building. Documents are available for inspection in the school office.

BUILDINGS AND GROUNDS

The appearance and physical conditions of the school grounds is a responsibility shared by all who attend Crown of Life Lutheran School. Please look for opportunities to volunteer and help out by mowing the lawn, shoveling the snow, or painting as needed. These efforts are a wonderful stewardship opportunity to give thanks for the blessing of Christian Education. .

If a child or adult defaces school property in any way, there will be a $10.00 fine. If the item cannot be properly repaired, the individual or family will pay for the replacement of the item. All such cases will be handled by the principal in conjunction with the Education and Properties committees.

GUM

ABSOLUTELY NO GUM IS PERMITTED AT SCHOOL.

GYMNASIUM

Crown of Life Lutheran School has been blessed with a beautiful gymnasium. We want to make sure that families are able to enjoy this facility to its fullest extent for many years to come. We also want to keep down the high costs of maintaining the flooring in the gym. Therefore, we ask that a few guidelines be followed:

- When involved in physical activity of any kind in the gym, only NON-MARKING ATHLETIC FOOTWEAR may be worn.
- Please wipe your feet before entering the gym.
- Do not adjust the thermostats.
- No stomping or pounding on the bleachers.
- Keep items that will scratch the gym floor out of the gym.
- The side baskets may not be lowered without permission from a teacher.
- No food or drink is allowed in the gym during the school day. It is possible that food and drink are allowed in the gym during special events.
- Do not sit on the bleachers unless they are fully extended.

LOCKERS

Students in Grades 6-8 will be issued lockers for class materials (located outside of their classroom). Students in Grades 4-8 will be issued lockers for their gym clothing in the locker room.

These lockers should be regularly cleaned and maintained.

LOST AND FOUND

There is a lost and found rack in the lower hallway by the gymnasium. Any items found at school will be placed there for a reasonable length of time. After several weeks, the clothing will be donated. Lost jewelry, money and keys are brought to the office.

PLAYGROUND

The older students (5-8th grade) are instructed to give way to the younger students (Pre-K-4th grade) when they happen to be on the playground simultaneously. For the safety of the younger students, recesses are scheduled to avoid such conflicts. The students will be supervised while on the playground. The school will provide playground balls, basketballs, volleyballs, etc. If a child wishes to bring a playground item from home, please have it cleared with his/her classroom teacher first.

Additional Opportunities

ACCELERATED READER (AR)

The Accelerated Reader program is available to students in grades 3-8. Students in grades 1-2 are introduced to the program. The students choose a book from the Accelerated Reader list, read the book, and then take a computerized test about that book. Goals are set for the student to accomplish and the results are given on the report card. Testing is available only during school hours.

BAND PROGRAM

Band lessons will be offered through St. Croix Lutheran High School to grades 5 - 8. Lessons will be held during the school day and the school band will meet once a week. Lesson days will be announced prior to each school year. Payments will be made to SCLHS by the parents.

CHOIR

A school choir called Choristers is made up of volunteer students in grades 5-8. The Choristers sing for worship services and participate in the Twin Cities Fine Arts Festival. Attendance is expected for all events the Choristers perform at unless cleared with the director beforehand.

COUNSELING/GUIDANCE SERVICES

Crown of Life has information available for any students or families that may need counseling guidance services. Please contact the school office, pastors, or principal if any of these services might be needed.

EXTRACURRICULAR ACTIVITIES

A student who publicly represents Crown of Life Lutheran School in any extracurricular activity is an ambassador of the school. By virtue of participation, the student is publicly identified with the school and everything for which it stands. Students participating in extracurricular activities are expected to follow the guidelines as listed in the Athletic Handbook. Students who break these guidelines may lose their right to represent the school. This will be done in consultation with the parents. Our school is a member of the "Twin Cities Lutheran Grade School Athletic League." As such, we engage with other schools in interschool sports activities. The following sports are offered to the students in the grades listed:

	Fall Season	**Winter Season**	**Spring Season**
Boys	**Soccer (5-8)** **Disc Golf (3-8)** **Cross Country (3-8)**	**Basketball (5-8)**	**Track (4-8)** **Bowling (5-8)**
Girls	**Volleyball (5-8)** **Soccer (5-8)*** **Disc Golf (3-8)** **Cross Country (3-8)**	**Basketball (5-8)** **Cheerleading (3-4)**	**Track (4-8)** **Bowling (5-8)**

***Due to times of games and practices, female athletes must choose either soccer or volleyball. They can not participate in both.**

Students from Crown of Life Lutheran School are allowed to participate in some of the extra curricular activities (i.e. football, wrestling, track) at St. Croix Lutheran High School. Please see the Athletic Director for more information.

FUNDRAISING ACTIVITIES

Fundraising activities are spearheaded by the Parent Teacher Network (PTN). Please watch the PTN bulletin board and the Raider Review for any updates regarding the latest fundraiser.

INFORMATION CLASSES

Classes regarding our church's/school's teachings are held on a regular basis. If you are not a member of COL, families will be strongly encouraged to attend these 10 classes over the course of two years. We would like you to be informed of the teachings your child will hear each and every day at COL.

LEGO CLUB

If available, students in Grades K-8 are welcome to participate in the Lego Club.

MISSIONS/MISSION OFFERINGS

Students have the opportunity to learn about and support mission work in the Wisconsin Evangelical Lutheran Synod through a weekly mission offering gathered during the end-of-week Chapel service.

PIANO

Piano lessons are offered to COL students throughout some of the school days. Piano is offered for students in 2-8 grade as long as there are enough time slots for the teacher to take students. Lesson times are determined near the beginning of the school year. Payments are made to the piano teacher directly.

PARENT TEACHER NETWORK (PTN)

Every family with students enrolled in Crown of Life Lutheran School is automatically a member of the Crown of Life Parent Teacher Network (PTN). The PTN hosts activities for parents and students. These activities assist the school and teachers in a variety of ways including fundraising, recruitment, and fellowship. More information about PTN is discussed at Back to School Night in August.

SINGING IN CHURCH

A singing schedule is set up at the beginning of the school year. All students are encouraged to sing with their grade. The students, teachers, and musicians work very hard to assist with the beautification of our church services. Please make it a point to participate in these services when your child’s room is singing.

VOLUNTEERING IN THE SCHOOL

Crown of Life welcomes those that wish to volunteer. There are many areas where volunteers are needed. All volunteers that have student contact will be required to submit to a background check.

School Spirit

SPIRIT WEAR

Crown of Life spirit wear is available for purchase at various times during the school year. There is also limited stock available any time during the school year. Please check in the office for availability.

SPIRIT WEEK

In February, Crown of Life celebrates school spirit during basketball tournament season. This fun filled week allows students and faculty to dress up and participate in activities that encourage camaraderie and school spirit. All students are encouraged to participate. The purpose is to have fun, enjoy the creativity of the students, and create a culture of mutual support.

SCHOOL SONG

Crown of Life our hats off to thee,
To our colors true we shall ever be,
Firm and strong united are we,
Rah, Rah, Rah, Rah, Rah,
Rah, Rah, Rah, Rah, Rah,
Cheer for the Red and White!
R-A-I-D-E-R-S
R-A-I-D-E-R-S
RAIDERS, RAIDERS are the best!