



**MAGNUSON**  
CHRISTIAN SCHOOL

Parent Handbook  
2023-2024



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Welcome to Magnuson Christian School!

We look forward to partnering with you and your child(ren) in providing an exceptional education experience that develops the whole child—heart, soul, mind, and body.

This handbook provides valuable information and outlines important school policies and procedures. Please read and familiarize yourself and your child(ren) with the information this handbook contains.

The School Board and School Director reserve the right to amend this handbook. Parent and guardians will be notified of any such changes during the year. Please keep all notifications with this handbook for easy reference.

Together we look forward to a wonderful year!

In Him,

Heather Norman  
*School Director*







## Mission Statement

We are a Christ-centered, academically excellent, caring, and safe community that develops the whole child—heart, soul, mind and body, preparing and empowering students to become confident, strong and compassionate leaders.

## Core Values

We strive to glorify God in all we do as we spiritually, academically, and relationally develop the students entrusted to us. In so doing, we will:

- A. Pursue excellence in educating and preparing students for life. We seek high performance in living out lives of higher purpose. We will challenge students to grow and do their best in academic pursuits, extra-curricular activities, and service to others. As a Christian educational organization, we are committed to continually improve our curriculum, programs, and operational performance.
- B. Teach and model an authentic Christian life and worldview. In all that we do, we will model, equip, and motivate students toward a Christian worldview that aligns with Scripture. We believe in preparing the students to live ethically, think critically, and love generously.
- C. Treat others as individually valued and uniquely created. We believe that each student and each person is individually blessed and uniquely gifted. Every human being is created in the image of God and is of equal worth and dignity. Every member of the Magnuson Christian School community will be treated with respect.
- D. Create vibrant relationships with students and families. We believe that a faith-based student-teacher relationship is the key to successful education and student development. The teacher is uniquely placed to not only teach content, but also to motivate learning. In partnership with parents, everyone at Magnuson Christian School plays a vital role in a student's character formation and spiritual development.
- E. Provide a transformative educational experience for an exceptional value. Curriculum, programs, and extra-curricular activities are focused and designed to prepare students for successful lives of purpose in college, career, and community. We will be good and wise stewards of the resources which God has provided to deliver extraordinary value in relationship to each family's financial investment.



# Admissions and Registration

## Admission Policy

Magnuson Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Each student is considered part of the total Christian school community and is expected to participate in all classes and activities. (adopted 6/05)

All families are required to sign an admissions agreement. All new families are required to meet and tour with the director prior to enrolling their child which may include a parent interview. Incoming kindergarteners must be 5 before September 1<sup>st</sup>.

## Registration

Student registration occurs in late January or early February each year. Registration is prioritized for current Magnuson, LADC, and Community of Grace families.

Registration is considered complete when:

- The non-refundable application processing fee is paid.
- Online registration forms are complete through Sycamore including:
  - Birth certificate, Immunization records and Early Childhood Screening
- The Tuition Commitment Form is signed and submitted.

## Deposit (Optional)

Parents will have the option to pay a non-refundable deposit to hold their child(ren)'s seat for the upcoming school year. This deposit will be used toward tuition for the upcoming school year. A seat for the upcoming school year is not guaranteed unless a deposit has been paid.

## Waiting List

A waiting list will be kept for grades that have reached maximum enrollment. Completed registrations are dated and numbered as they are received.

## Arrival and Dismissal

### Bus Riders

Students will board the buses at the east side of the building. Bus registration is completed through the White Bear Lake Transportation Department. To register for bus services go to <https://isd624.org/departments/transportation>. Then go to Non-Public Schools Transportation Request Form. Inquiries can be made to the transportation coordinator at (651) 407-7570 or [transportation@isd624.org](mailto:transportation@isd624.org).

### Car Riders

Each family will be assigned a pickup number. You will receive two laminated cards with your family's number on each of them. The youngest student in each family will also receive a small card with the family's number on it that will be fastened to his/her backpack. When you come to pick up your children, please put the card on the dashboard near the windshield on the passenger side. This will allow the teachers who are outside to easily identify the order of cars in line and get students to their cars safely and as quickly as possible. Students will need to learn their number and listen carefully for the teachers to call it. Even if you rarely pick up your children, please make sure that your pick-up number is in your car for the times when you may need it.

### Extended Day

Parents using Extended Day may use Door B from 7:15a.m.- 9:00 a.m. and after 3:45 p.m. For more information about the Extended Day program please see page 16.

### Arrival

Students should arrive between 9:00 am and 9:15 am. Only students in Extended Day are admitted into the building before 9:00 am.

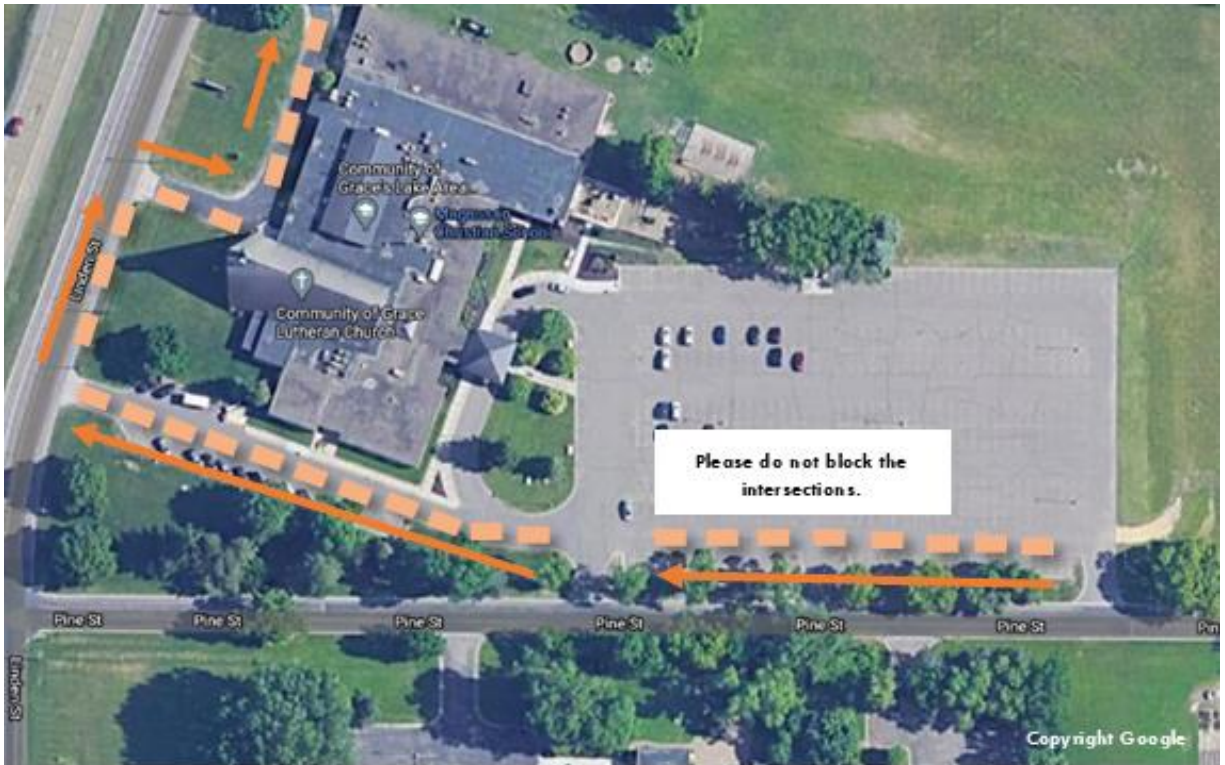
If you drive your child to school, please use the west side of the building at Door B. Each morning there will be a staff member at the door to welcome your child. When a staff member has greeted your child and welcomed them into the building parents may leave the property. The horseshoe drive is for drop off only. Cars may not park in this area.

### Dismissal

Will begin at 3:30 pm at the west side of the building at Door B. Please be sure to have your family's identification number clearly visible to staff. Only authorized pickups will be allowed to take students off campus.

Please see the diagram below and follow the lineup procedure outlined. It is essential that parents do not take left hand turns into the car pick up line on Linden Street or block the street during dismissal.

Children who take the bus will be dismissed when their bus arrives at Door F on the east side of the building. If your bus rider has a change in their bus schedule for the day, please contact your child's homeroom teacher directly and the administrative assistant.



## Changes in Dismissal/Transportation

Written authorization is required for any variance in regularly scheduled transportation. Any last-minute changes to afternoon transportation must be phoned into the school office and emailed to the classroom teacher.

## Attendance

### Reporting an Absence

If a child will not be in school during the scheduled class day, it is the responsibility of the parent to contact the classroom teacher and school office to report the reason for the absence. If an extended absence is anticipated, due to injury or illness, the teacher should be notified to make arrangements for make-up work.

### Attendance Laws

Parents and school officials have the duty to see to it that a child attends school. At Magnuson we follow the Minnesota Compulsory Instruction Law, Minn. Stat. 120A.22. Minnesota law recognizes the importance of school attendance and requires all children between ages 7 and 18 to attend school. Children under age 7 who are enrolled in school are also subject to Minnesota's compulsory attendance law. It is a parent's legal responsibility to enroll their children in school in accordance with Minnesota law. For children under the age of 12, parents are legally charged with making sure that their children attend school unless lawfully excused.

The burden of proof of a child being excused from MCS is placed on the parent/guardian of the child.

## Excused and Unexcused Absences

Excused absences include:

- sickness
- medical or mental health appointments
- religious holidays
- family emergencies

Examples of unexcused absences include:

- missing the bus
- oversleeping
- cold weather
- babysitting
- needing to sleep for work
- traffic

Absences from school disrupt the sequence of learning for a child, and for that reason, absences for special activities and vacations are discouraged. This includes being tardy for school and leaving before dismissal time. Making up work is not the same as being present for classroom instruction and interaction.

### *Health, Medical, or Other Appointments*

If dental, medical, or other important prescheduled appointments must be handled during school hours, please inform the teacher by phone or written note concerning the appointments. Students will not be allowed to leave the school building during school hours for appointments unless a parent or designated adult reports to the front desk to pick up the student. Students must be signed out at the front desk and sign in at the front desk when they return unless pre-approved by school administration.

If a student has missed five consecutive school days, they will need a doctor's note excusing their absences, explaining their illness, and expected return date.

## Truancy

In Minnesota, a child is considered truant if they miss a total of 7 unexcused days in a school year. Correctional steps will be taken which may include but may not be limited to a call from the School Director, a meeting between the parents and truancy officer, or an educational neglect report to Ramsey County Children and Family Services.

## Tardiness

A student is considered tardy if arrival is after 9:20 am. Students who are tardy must be accompanied to the school office by a parent to obtain a pass before being admitted to the classroom. If a student is tardy three times in a two-week period, parents will be contacted. If there is repeated tardiness, it may warrant a meeting with the parents, teacher, and the School Director. Being on time is a trait we want to instill in our students. It is important for students to be ready to hear the instructions when they are given to the entire class each day. Classes start at 9:15 am.

## Board of Directors

The mission of the Magnuson Christian School Board of Directors is a Christ-centered, excellent educational experience that develops every student - heart, soul, mind, and body by providing operational guidance and leadership.

Responsibilities of the Board of Directors include, but is not limited to, establishing policies and plans, overseeing the budget, developing a long-term vision, and providing guidance to the MCS Director. Please email [board@magnusonschool.org](mailto:board@magnusonschool.org) with any questions or comments.

## Bullying

All students have the right to and can expect to have a safe non-threatening experience while they attend MCS. This includes verbal as well as physical safety. Students who may have experiences that they think are uncomfortable, are to report such to an adult. All adults have the responsibility to deal with situations that may occur. If deemed necessary, the School Director, School Board, and parents may meet regarding the situation.

Students are encouraged to use their words when someone bothers them. If the behavior does not stop, they are told to tell an adult.

MCS takes very seriously the safety, both emotional and physical, of all students and action will be taken to resolve any issues that occur.

## Busing

The White Bear Lake School District provides bus service to students residing within the White Bear Lake School District boundary. The bus company policy does not allow students to switch buses. The only reason for a bus switch would be a change of address.

## Bus Safety

In the fall, classroom teachers instruct students in bus safety. Also, the WBL School District Safety Director will provide a bus safety program for all students including a bus evacuation drill. Each student doing his/her part makes a safe bus for all riders.

## Bus Rules

Bus rules include but are not limited to:

- All body parts must remain inside the bus at all times.
- Be considerate of other people and their property.
- Ride quietly and use appropriate language.
- Listen and follow the bus driver's directions.
- Follow the safety rules and remain in your seat.
- Follow seating arrangements directed by the driver or school staff.
- No spitting or throwing anything out the windows.

## **Bus Misconduct**

White Bear Lake uses written notification to parents and the school of bus misconduct. Riding the bus is a privilege and the rules are to be followed. The bus company has the right to suspend a student from riding the bus.

## **Questions**

Any questions regarding buses should be directed to the White Bear Lake Transportation Office at 651-407-7538.

## **Calendar**

The Sycamore homepage will have a list of upcoming events and days off. A year at a glance calendar is available on the website located under the Parent Resources section. Additional calendar events will be announced in the weekly classroom and all school newsletters.

## **Chapel**

Chapel is held each Wednesday morning at 9:30 a.m. Each class will lead Chapel once each year. We ask that students learn the gift of sharing by earning money to bring to Chapel for the offering. The offerings that are collected will go to missions. Parents are welcome and encouraged to join us for Chapel any time.

## **Cell Phone Policy**

Students are not allowed to bring cell phones or other electronic devices to school or school functions. Cell phones/devices will be confiscated from a student and pick up will need to be arranged by the parent/guardian with the principal.

## **Child Abuse and Neglect Reporting**

### **Child Abuse**

Examples of abuse include but are not limited to the following:

- Exposing a child to certain drugs during pregnancy and causing emotional harm to a child may also be considered neglect.
- Physical abuse is any physical injury or threat of harm or substantial injury inflicted by a caregiver upon a child other than by accidental means. The impact of physical abuse can range from minor bruises to severe internal injuries and death. Physical abuse does not include reasonable and moderate physical discipline of a child that does not result in an injury.
- Mental injury is harm to the child's psychological capacity or emotional stability evidenced by an observable and substantial impairment of the child's functioning.
- Sexual abuse is the subjection of a child to a criminal sexual act or threatened act by a person responsible for the child's care or by a person who has a significant relationship to the child or is in a position of authority.



## Neglect

Neglect may include failure to provide necessary food, clothing, shelter, medical care, and school attendance.

## Reporting Laws

Staff members are required to report a suspected case of child abuse/neglect to the local law enforcement agency or social service agency. Under Minnesota law 626.556, it is the legal responsibility of staff members to report suspected physical and sexual abuse and certain forms of neglect. Neglect may include failure to provide necessary food, clothing, shelter, medical care, and school attendance.

## Communications

### Emails

Please utilize the staff email address (located on the back of this handbook) for communication needs throughout the school year.

### Newsletters

A general school newsletter will be sent out each week. Additionally each homeroom teacher will send a weekly newsletter to families.

### Messages

Relaying messages to students are an interruption of the educational process. Therefore, only emergency messages should be called in to the office. Teachers do not receive phone calls during the school day. If you have an urgent need, please call the office and your message will be delivered to your child's teacher.

**Teachers check their emails throughout the day, and this is the best way to reach your child's teacher for non-urgent needs.**

Students are not allowed to use the school phones, or their own cell phones, during the school day. In cases of necessity, students may be allowed to use a phone, if they have obtained permission from a teacher.

### Text Messaging

The office may send text communications for school closures or notices from the Health Aide.

### Sycamore

Sycamore is a secure site specific to Magnuson and is our main hub for information. On Sycamore you will find:

- Recent School Newsletters
- Access to Classrooms & Classroom Newsletters
- Important Announcements
- Calendar and upcoming events
- Accounting, Tuition and Payment Information
- Volunteer Hours Logging
- Contact Information
- School Directory
- Links to important documents and information

Please take time to familiarize yourself with Sycamore. **There are infographics on pages 40 & 42** as well as available under the "documents" section of the homepage that will help you with things like logging volunteer hours and making payments. If you do not have internet access please contact the office.

## **Social Media**

Magnuson has a Facebook page as well as our Parent Teacher Partnership. We do post pictures of our students and activities throughout the year. We do not use student names or other identifying information on social media at any time. If you do not wish to have your child's photo published please contact the school.

## **Updating Contact Information**

Changes of address, phone number, or emergency contacts should be communicated to the school office and updated in Sycamore immediately. Up to date records are critical for effective communication in emergency situations.

## **Non-custodial Parents**

MCS provides non-custodial parents access to academic records and other school related information regarding their child. If there is a court order specifying that no information is to be given, the custodial parent needs to provide the school with an official copy of the court order that outlines the rights and restrictions of the non-custodial parent.

## **Child Custody Documents**

The school must have a photocopy of any official court documents that outline the terms and conditions of any child custody. Please submit any information to the office.

## **Classroom Placement Policy**

The assignment of students to classrooms is the responsibility of the school principal and teaching staff. The process of assigning students is one that strives to achieve a balance within a class by prayerfully considering many factors. Those include academic level, students new to Magnuson Christian School, gender, behavior, special learning needs, teaching styles and teacher recommendations, etc. We thank you for supporting this process and outcome.

## **Conferences**

Student progress is reported through parent/teacher conference throughout the year. Conferences are a time for teachers to support parents and students by discussing progress, success, and opportunities for growth. If you have any concerns about your child's academics prior to conferences, please contact your child's teacher.

\*Conferences are scheduled for November and April. See school calendar for exact dates.

## **Curriculum**

Magnuson School offers a strong academic curriculum which covers all the basic subjects. It also offers Art, Bible lessons, Chapel, Phy Ed, Music, and Computer. Grades 5-7 have Choir. Students in grades 5-7 have the option of participating in Band.

## Discipline Policy

### Positive Rewards

Positive reinforcement of appropriate behavior is one key to effectively working with students. Teachers will redirect a student's negative behavior and work with the students to positively change the behavior.

### Minor Infractions

Minor discipline issues which occur will be handled by the homeroom teacher and/or the Director. When a teacher thinks it is necessary, a communication with the parents will occur in a timely manner.

### Major Infractions

Major discipline issues which occur will be handled by the School Director and communication with parents will occur in a timely manner. Consequences for major infractions can include but will not be limited to; an opportunity for reconciliation between affected parties, missing recess and/or class, detention, in school suspension, out of school suspension or expulsion.

### School Policy

MCS will use Corwin Kronenberg's *Above the Line Behavior* for the school-wide policy. The Teacher's Guide and Activities Manual are available in the school office.

## Extended Day

### Tax ID: 32-0111769

Extended day is an extension of the school day and adheres to the same expectation and rules as the school. Disciplinary actions may include but are not limited to discussion with student, taking a break, contacting parents, meeting with the principal, and/or temporary exclusion from the program.

### Hours

Extended Day is available at 7:15 am until school begins and afterschool until 5:45 pm. Extended Day services are not available on school holidays, days school is closed due to inclement weather, or summer break.

### Rates

Magnuson Christian School offers a comfortable, relaxed, and creative environment for children who need care before and after regular school hours. The fee for this care is \$8.00 per hour for the first child and \$5.00 per hour for the second child. If a student is picked up late there will be an additional late fee of \$1 for each additional minute past 5:45. If a student has not been picked up by 6:15 and parents/guardians cannot be reached, we may contact local law enforcement.

### Billing

Billing is done every two weeks. If an account is not current, a child may be asked to leave the Extended Day program until the account is made current.

### Snacks/Food

Parents can send child(ren) **peanut and tree nut free** snacks/food to enjoy during the Extended Day program before or after school.

## Field Trips

Field trips are part of the overall curriculum. Students may engage in a field trip experience to help achieve educational goals. Students will be charged for transportation and for admission fees. Parents will be notified about these trips and will be required to complete the formal permission request for each field trip. Students will not be allowed to attend field trips without a completed permission slip form or if payment for the field trip has not been received. Payments for field trips can be submitted electronically through Sycamore or be submitted to the school by check or cash.

### Parent Transportation Volunteers

If you are planning to help with driving with field trips, we need a copy of your current MN State Driver's License, a copy of your proof of insurance coverage, and you must have seat belts for each child. You will be required to have a background check.

## Government Programs

### Bus Transportation

Minnesota public school districts must provide "equal transportation" within district boundaries at no charge to families. White Bear Lake School District 624 has sole discretion, control and management of scheduling, routes, bus stop locations and discipline.

### Textbook Aid

Funds, supported by tax dollars, are allocated by the State of Minnesota for aid to non-public schools. Parents must sign a form requesting this aid at the beginning of each school year.

### Health Aide and School Nurse

Funds allocated for Health Services provide MCS with the services of an on-call school nurse and a health aide on site five days a week. White Bear Lake School District 624 employs the school nurse and MCS employs the health aide.

### National School Lunch Program

MCS participates in the National School Lunch Program using services provided through White Bear Lake Area Schools.

### Special Education Services

Students attending MCS are eligible to receive special education services through White Bear Lake School District 624.

## Grievance Policy

This policy provides a process to resolve complaints, disputes, disagreements, and misunderstandings that may arise between parents and employees of the school.

Complaints, disputes, or disagreements should be resolved on a person-to-person level. The following steps should be taken by the person seeking relief:

1. Parent to teacher/staff member. If no resolution:
2. Parent to school director. If no resolution:
3. Parent to School Board of Directors.

## Health

### Health Services

The school nurse, who is assigned to MCS from District 624, is not in the building on a regular basis, but arrangements can be made for a parent to speak with a nurse about a student's personal health problem, health information, or for a consultation. Please consult your physician for care of injuries occurring outside of school.

### Emergency Information

Current emergency information is required for each student. A card is to be completed by the parents for each child at the beginning of each school year. In case of emergency, the procedure will be to contact the parent at home or work, or an emergency contact if the parents cannot be reached. You should make arrangements for proper care in case your child should meet with an accident or become too ill to remain in school at a time you are away from home. The school should be notified if any changes occur (address, telephone number, physician, dentist, work telephone number, etc.) during the school year.

### Illness

Please keep your child home from school when he/she is ill. (See the booklet "Is my child well enough to be in school?")

- A child with any kind of rash, lesions, or any suspected communicable disease should be kept out of school until diagnosed by a physician.
- Children need to be fever-free without use of medication for 24-hours before returning to school.
- Children who have a positive Influenza or Covid test may not return to school within 48 hours of the test and only when they have been fever/symptom free for at least 24 hours without medication.
- Children who have a positive strep test may return to school 24 hours after starting antibiotics and are fever/symptom free.
- Children may not return to school within 24 hours of vomiting and/or diarrhea.
- Children with a fever of 100.0 or excessive coughing will be sent home.
- If needed, the school will adjust this policy to extend to 48-hours symptom free as needed for the health of the student and staff. Written communication will be sent from the Health Aide/School Director under these circumstances.

## **Injury**

Parents will always be contacted about serious injuries and all head injuries. In cases of emergency, the school attempts to reach the parent/guardian before taking any action; however, the immediate safety of the child is given first consideration in any action.

If a child is ill or injured and unable to participate in Physical Education activities, please send a note stating the reason and length of time the child will be unable to participate. Students are expected to participate in PE classes unless a note is received from the parent or guardian.

## **Health Information**

Prior to the beginning of the school year parents are required to report ongoing health concerns and needs to the MCS nurse. An emergency care plan must be completed in conjunction with parents, the school nurse, health aide, and school director for students with major health needs.

## **Physicals/Immunizations**

Physical examinations are recommended for all children entering Kindergarten and 7<sup>th</sup> Grade. According to state law, all children entering school must be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, and chicken pox. The school must retain documentation of immunizations. Your child will not be allowed to enter school until the immunization requirements are met.

## **Screening Programs**

Vision and hearing screening tests will be provided by our School Nurse. Students with known concerns will be routinely monitored.

## **Medication Policy**

(See MN Statute 126.201 - Administration of Medication by school personnel)

- Medication may be administered by a licensed school nurse who may delegate the duty to the health education assistant, the School Director, or a teacher.
- Whenever possible, we recommend that medication be given to students at home or before and after school.
- All medications must be sent to school in a current labeled bottle and kept locked in the School Office.

### *Administration of Medication*

Following is the policy for administration of medication at school:

- **Long-term medications which are over 2 weeks** (including over-the-counter medications) require a written order from a person licensed to prescribe medication, written permission by a parent, and the original prescription bottle with the pharmacy label.
- **Short-term medications which are less than 2 weeks** (including over-the-counter medications) require written permission by a parent and the original prescription bottle with the pharmacy label.

New medication authorization from the parent and the doctor is required if there is any change in dose or medication.

## Homework and Make Up Work

### Homework

Parent support is essential to an effective homework program. Study time should be set aside each evening for assigned work or outside reading. Homework time varies from grade to grade, subject to subject, and child to child.

### Make Up Assignments

When a child has been absent, make up work is the responsibility of the student and the parents. Absences from school disrupt the sequence of learning for a child, and for that reason, absences for special activities and vacations are discouraged. Teachers are not expected to put together work packets ahead of time for students whose parents choose to take them out of school for nonmedical reasons.

## Library

Magnuson Christian School has a library that is open to all families. Students will have regularly scheduled library periods. Materials circulate for one week. Students are encouraged to take library books home. We appreciate parents helping their children return books on time. Lost books should be paid for or replaced.

## Lunch

**Magnuson will be participating in the MN Free School Lunch Program which will include free breakfast. Details and requirements are still under development. Communication regarding breakfast and lunches will be sent out as soon as available. If your child does not care for the provided meals please send meals they will eat.**

A menu is posted on the Nutrislice website and provided monthly to parents. Milk is provided at no charge for Kindergarten students for their snack.

Magnuson Christian School encourages all students to eat a healthy lunch, and we support the drinking of milk, water, and clear fruit juices with lunch. Soda, energy drinks or other beverages are not allowed in the lunchroom.

Magnuson Christian School is **peanut and tree nut free**. Please do not send any food items that contain peanuts or tree nuts.

For health and safety reasons students are not allowed to share food.

### Free and Reduced Lunches

Information on free and reduced student lunches is published and distributed to families annually. Families that may qualify are encouraged to apply. This not only helps individual families, it also helps the school to qualify for additional funding in other areas. A family can apply anytime during the year if family size or income changes.

## Cafeteria Manners

Students are held to the same behavior standards in the lunchroom as in the classroom.

- Stay in your seats
- Speak to your neighbor with an inside voice
- Eat only your own food. Sharing is prohibited
- Raise your hand if you need help
- Eat with good table manners
- Clean your space when you are finished, including the floor
- Walk, no running
- Obey monitors

## Playground and Recess

The adults on the playground are direct supervisors who have responsibility to address unsafe play. Students are expected to know and follow the playground safety rules and respect the playground monitors.

Students are expected to go outside for daily recess, weather permitting. If the temperature or windchill is below 0 degrees, if it is raining or at the discretion of administration, students will have supervised activities in the classroom.

### Safety Rules

- Students should remain in designated play areas at all times and should be visible to the supervising staff.
- Avoid pushing and rough play (no tackle football)
- No throwing objects (rocks, snowballs, sticks)

### Equipment

- No climbing up or on the outside of the slides
- One person at a time on the slides and on each swing
- Students must slide on their bottom with their legs and feet inside the slide
- Do not block or place objects on the bottom of the slide.

### Areas off Limits

- Pond and marsh area
- Shed
- Preschool playground
- Dumpster area

### Sledding

- Sleds will be provided for student use at school. Students should not bring sleds from home.
- Students must quickly exit away from the path of other sleds.
- Only 1-2 students per sled (must be sitting or kneeling)
- No crashing into other sleds
- Students should stack sleds when they are done with recess

Consequences for cafeteria/recess misbehavior may include:

- Verbal warning
- Separation from the group or loss of recess time
- Referral to principal



## Parent Teacher Association & Magnuson Dads Unite

The Magnuson Parent Teacher Partnership (MPTP) is a service organization whose purpose is to provide ways for parents/students to become involved in the school and to support and enhance the work of the school, its staff, and students. MPTP is made up of all the parents/guardians who have children in MCS. The MPTP may plan events throughout the year and/or help in fundraising activities. Funds raised by the MPTP are used for items or projects not provided for in the school's general budget unless such expenditures are deemed necessary and approved by a majority of members at an MPTP meeting. MPTP has a Facebook page and is called Magnuson Parent Teacher Partnership.

The Magnuson Dads Unite (MDU) is a group of Magnuson dads who come together to support the school, the community, and each other. They provide support to the school through hosting events that focus on building that "family feeling" Magnuson is known for. They support the community with service projects, such as the annual leaf collection and disposal event, and they provide support to each other through prayer and Bible study sessions hosted either at the school or at one of the members' homes. All Magnuson dads are encouraged to join, no matter if you participate in one meeting or all meetings!

## Parties at School

If your child has a birthday or you would like to bring special treats for the class, please make arrangements with the teacher. We do have some food allergies at school, so please check with the teacher regarding these. Treats should be store bought and clearly labeled. We have a peanut-free, and tree nut-free, school. Some of our students have severe reactions to nuts.

## Pictures

Individual student and class pictures will be taken in the fall. Parents have the option of purchasing the pictures. Pictures are also used in the School Yearbook. Parents do not have to purchase pictures to have their child's picture included in the Yearbook.

## Property

### Care of Property

Each student and adult are expected to take care of school property. Destruction and/or defacing of school property will not be tolerated. Damaged property caused by carelessness or misuse will result in monetary and/or work restitution.

### Elevator Use

Elevator use is for handicap accessibility. Students use the stairs unless an injury makes that impossible or they are directed to use the elevator.

### Lockers

Lockers are the property of Magnuson Christian School and are assigned for school use only. It is the responsibility of the student to keep the locker in neat order. For the safety and benefit of all students, school officials reserve the right to inspect lockers at any time.

## Lost and Found

Students are encouraged to check for lost items when something is missing. Items will be displayed during school conferences. All lost and found items that remain after conferences and at the end of the year will be donated to an appropriate charity. Please label all student property.

## Textbooks

Textbooks and workbooks are loaned to the students by Magnuson Christian School. All books received are expected to be handled with care. Any books taken from the building for homework or study should be in a bag or have adequate cover. Families may be responsible for books that are damaged or need to be replaced.

## Valuables

The school staff and administration are not responsible for valuables students bring to school. If a special circumstance makes it necessary for a student to bring things of value to school, these items can be left in the school office or homeroom teacher.

## Vending Machine

A vending machine is located near the Fellowship Hall. Use of vending machines is off limits to MCS students.

## Pupil Progress Reporting

Students and parents will regularly receive information on student progress in many forms: feedback on daily work, tests, projects, conversations with teachers, etc. A written report of each student's progress will be given quarterly.

## Safety Drills

Emergency evacuation, severe weather, lockdowns and fire drills help students learn the proper steps to follow in case of a real emergency. Students are taught to conduct themselves as if a real emergency were occurring. Teachers will explain procedures and the route to be used in leaving the classroom.

Students will participate in safety drills to learn to quickly evacuate the building or to a place of safety. During drills, students are expected to walk and observe silence at all times. Drills are held during the year to make safety procedures a familiar routine. The school does not answer phone calls during a tornado warning. In the event of a bomb threat, the fire drill evacuation plan is followed.

## School Closings

### School Closing Announcements

Emergency school closings due to severe weather, or for any other reason, will be announced over local television stations as well as their school closings websites. You will also receive communication from Magnuson via email and text messaging. Any weather announcement closing schools in White Bear Lake, District #624, will include Magnuson Christian School, as we follow their procedures. ***Please note there is a different MAG Christian School in Forest Lake.***

## Early Closing

In the event of an early dismissal due to weather or emergency, the school will contact families. If no one can be reached, the child(ren) will be supervised until alternative arrangements can be made.

If White Bear Lake District #624 is closed, then Magnuson and Extended Day are also closed.

## White Bear Lake School Emergency Hotline

The WBL School Emergency Hotline is 651-407-7540.

## Parental Discretion

As a parent, if you think weather or conditions are too inclement, you may choose to keep your child home.

## School Hours

School begins at 9:15 am and ends at 3:30 pm. Students should not be on the premises or in the building before 9:00 am or after 3:30 pm without permission. Once students arrive at school, they may not leave the school grounds without permission.

## Security

In order to provide for the safety of students and staff the following procedures are followed:

- All entrances to the school are locked at all times. The main entrance to the church, labeled Door G, is open during business hours.
- Visitors can gain access to the school through the main church entrance and be admitted through the security doors by a staff member.
- All visitors must report to the office reception area to sign-in and pick-up a visitor's badge to wear.
- Children must be checked in and out by parents or guardians once the school day has officially started.

### *Extended Day Security*

- Children must be check in and out by an approved guardian.
- Pick up and drop offs occur at Door B on the west side of the building. The door will remain locked at all times and guardians will be admitted through the doors by a staff member.
- Should the students be outside during afternoon extended day the staff will only release students to a known parent/guardian or a prearranged adult after written permission has been received by the school office. A photo ID will be required for pick up for any changes in transportation.

## Sexual Harassment/Harassment

It is the policy of Magnuson Christian School to provide a learning and working environment that is free from harassment.

This policy applies to all students, faculty, staff, school director, parents, volunteers, guests, and others who act on our behalf. It applies whenever and wherever a school program takes place. Anyone who violates this policy is subject to appropriate disciplinary action, which may include separation from the school program.

### Harassment

Is unwelcome verbal or physical conduct which has the purpose or effect of unreasonably interfering with an individual's performance, or which creates an intimidating, hostile, or offensive working or learning environment. The basis for harassment may be any protected class including age, creed, color, disability, national origin, race, marital status, status with regard to public assistance, religion, gender, and sexual orientation.

### Sexual Harassment

Includes, but is not limited to:

- Teasing or joking of a sexual nature, sexual name calling, making references to past or present sexual activity, spreading sexual rumors, or making derogatory or dehumanizing sexual remarks.
- Subtle pressure for sexual activity.
- Display of offensive pictures, posters, or other graphics.
- Digital/cyber harassment.
- Leering, inappropriate patting or pinching, and other forms of unwelcome touching.
- Otherwise creating a hostile, intimidating, or offensive environment.

Any member of the school community who experiences or witnesses sexual or protected class harassment, is encouraged to deal with the situation immediately by politely, but firmly, advising those involved that the behavior is inappropriate and should stop. However, if the individual does not wish to deal with the problem directly, or if a request to stop is not respected, he or she should report the incident to an appropriate official (school director, teacher, or in the case of a complaint against the school director, to the school board chair).

All complaints of harassment will be handled promptly and completely. The facts shall determine the response to each complaint. Each situation will be handled with discretion and sensitivity.

## Special Education Services Federal and State Programs

Schools in Minnesota are required to serve the special education needs of children from birth to age 22, or the completion of high school. The areas of delay or disability include sensory, physical, mental, or social/emotional. If a child qualifies for special education services and meets the eligibility criteria, the school district is responsible for serving the child's special education needs. Students who qualify for special education receive math and reading support provided by staff at Lakeaires Elementary School in the White Bear Lake School District. Magnuson has a Title 1 teacher on site to provide services to students who qualify for them. If you have questions about special education services, please call the school director or talk with a classroom teacher.

## Staff Background Checks

Background checks are required for all staff members during the employment application process and during routine updates during a staff member's employment at the school. Each employee will receive a state, federal, and sexual offender check.

## Student Records

The school maintains records of students while they are in attendance. Records or data may mean any or all of the following:

- Identifying data
- Academic work completed
- Level of achievement (grades, standardized achievement test scores)
- Attendance data
- Health data
- Family background information
- Teacher observations
- Verified reports of serious or recurrent behavior patterns

In accordance with state and federal laws, parents/guardians are entitled to see their child(ren)'s records. An appointment with the director should be made in advance of requesting to review records.

To transfer records, a release of records must be received by the child's new school. Upon receipt the official records will be sent directly to the new school within 10 business days. No records are transported via the family.

## Student Safety

At the beginning of the school year, an emergency contact report will be given to every parent and must be verified. This report will contain information regarding each contact's home phone number, work number, permissions for student pick up, and if they are an authorized contact for medical information. It is essential that this record be kept current. Please notify the office of any change in address or phone number immediately.

Parents and guardians are required to provide MCS with any order of protection affecting students of MCS. Additional safety concerns that are not legally mandated should also be communicated to the school administration with may include but are not limited to: individuals who should not be in contact with students, current situations involving domestic violence, or any other concerns you feel would assist the school in keeping your child(ren) safe.

## Technology

### **Ethical and Responsible Use**

It is the policy of Magnuson Christian School to require the responsible, legal, and ethical use of the Internet and related technologies by all employees, volunteers, and students at Magnuson Christian School. Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken for violations that are illegal, irresponsible, or unethical. All students are required to read and sign the technology code of conduct form.

### **Privilege**

The use of the Internet and related technologies is a privilege, not a right. Internet access will only be assigned to those students, employees, and volunteers who have read, or whose parents have read, and acknowledged their understanding of this policy.

### **Acceptable Use**

The use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives of Magnuson Christian School.

### **Unacceptable Use**

Accessing, uploading, downloading, or distributing inappropriate material is prohibited. Inappropriate material is defined as material that is inconsistent with educational objectives of Magnuson Christian School such as anything that advocates violence, is illegal, defamatory, abusive, threatening, profane, obscene, racially or sexually offensive, or plagiarized. In addition, users of information shall not:

- use or publish impolite or inappropriate language.
- violate any local, state, or federal statute in the use of information networks, including transmitting or copying copyrighted material without permission of the author.
- vandalize, damage, or disable the property of another person or organization in the use of information networks.
- access another person's materials, information, or files without the permission of the user.
- conduct commercial activities or use the network for the financial gain of the user.

## Testing

Students in all grades will be assessed throughout the year. This might include chapter and unit tests, written assessments, and individual assignments. In the spring of the school year all grades will take the Iowa Test of Basic Skills (ITBS). These results will be sent home to parents after they are received from the company that scores the tests.

# Tuition

## Tuition Assistance

Magnuson School offers the opportunity to all students who attend Magnuson School to apply for tuition assistance. MCS has contracted with a company, FACTS, to evaluate the tuition assistance forms submitted to them by parents. Based on the company's recommendation, the in-house Scholarship Committee awards the assistance at MCS.

**The deadline for applying is March 1. Everyone requesting tuition assistance must apply each year.** Parents will be notified and, if interested, will receive forms in advance of the deadlines. It is the responsibility of the parents to submit the form, a current tax form, and the fee that the company charges for this service directly to the company. Applicants are encouraged to use the narrative section of the application for more detailed information.

## Tuition Delinquency

*Delinquent Tuition and Fees Policy*  
*Adopted May 1, 2018*

Tuition constitutes the largest source of income for Magnuson Christian School. Teachers' salaries, curriculum and other school costs are dependent on tuition payments. The family of each student is responsible for honoring their tuition agreement by making payments according to the amounts and due dates agreed to upon enrollment. We understand families may experience an unexpected family emergency, such as illness or loss of employment. If such a situation occurs, MCS requests that school administration is notified so we can walk through this with you. When payments are not made in the manner as agreed in the tuition and enrollment agreement and school administration has not been contacted the following procedures will apply.

### *30 Days Past Due*

- The family will receive written notification that their account is past due, a copy of the past due invoice, and a copy of this policy.
- The family is required to contact school administration within 7 business days of notification of the past due invoice and rectify the situation.
- Students will not be permitted to register for following academic year until balance is paid in full or alternative plan is agreed upon with family and School Board.

### *60 Days Past Due*

- The family will receive written notification that their account is past due, a copy of the past due invoice, and a copy of this policy.
- The family is required to contact school administration within 7 business days of notification of the past due invoice and rectify the situation.
- The School Board will be notified and a member of said board will contact family to rectify the situation.
- Students will not be permitted to register for following academic year until balance is paid in full or alternative plan is agreed upon with family and School Board.
- Students will not be allowed to attend extended day, field trips or any other extra-curricular school activities until balance is paid in full or alternative plan is agreed upon with family and School Board.
- Interest on past due accounts will accrue at 1.5% per month.

### *90 Days Past Due*

- The family will receive written notification that their account is past due, a copy of the past due invoice, and a copy of this policy.
- The family is required to contact school administration within 7 business days of notification of the past due invoice and rectify the situation.
- The School Board will be notified and a member of said board will contact family to rectify the situation.
- The school reserves the right to expel student and pursue collection of past due amounts
- Students will not be permitted to register for following academic year until balance is paid in full or alternative plan is agreed upon with family and School Board.
- Students will not be allowed to attend extended day, field trips or any other extra-curricular school activities until balance is paid in full or alternative plan is agreed upon with family and School Board.
- Interest on past due accounts will accrue at 1.5% per month.

### *Alternative Payment Plans*

- Alternative payment plans need to be submitted in writing by the family and are not effective until approved by School Board.
- Failure to comply with approved alternative plan will subject families to procedures under 90 Days Past Due.

### *Unexpected Situations*

The school understands situations can arise that places families in sudden financial emergency. The school's first and foremost concern is to walk beside the family to help navigate the situation. Communicating the situation allows the school board to work with you on a tuition payment plan and avoid repercussions.

## **Tuition Payment Plans**

Tuition for the year may be paid in one payment, 2 payments, or 10 payments. Families receiving tuition assistance will have a tuition payment based on the amount of tuition assistance provided. Monthly tuition payments are automatically deducted, from the account provided by parents, on the 15th of each month, August through May.

## **Tuition Refund Policy**

Every family is responsible for paying their full Tuition Commitment amount as signed and agreed to at the start of the school year. However, MCS understand that situations can change, and a family may make the decision to leave our program early. In order to be released from the full Tuition Commitment amount, MCS requires families to adhere to the following refund terms.

- All allocated tuition payment months entered will be non refundable.
- There will be an early withdrawal fee of 25% of the outstanding unallocated tuition payment months. This formula is the same for all families regardless of payment plan selected. Once the amount owed is calculated, it will be compared to the amount of funds received from the family and an invoice for the remainder owed to/from the family will be provided. All amounts owed will be due upon receipt of revised invoice.
- If a family needs tuition assistance (including an extended payment plan), requests can be made to the Board and will be reviewed on a case-by-case basis.



Example: Family has a tuition commitment of \$10,000 and is on the 10 payment plan, which runs 10 months from August to May. They decided to leave MCS in December. Non-refundable amount = Aug to Dec = 5 months = \$5,000. Early withdrawal fee = %25 of Jan to May = \$1,250. Grand total owed = \$5,000 + \$1,250 = \$6,250. This amount would be reduced by all tuition or deposits received and the remaining balance due to/from will be communicated in a revised invoice.

## Uniforms

### Donald's Department Store

The source for our school uniforms is Donald's Department Store which is located at 972 Payne Ave. in St. Paul. They have a list of the items that are part of our official school uniform and they can direct parents to the appropriate items. The store will take care of getting the logo put on the items.

### Monogramming

#### *Purchasing Items*

If you choose to purchase uniforms from another source, they must be the same as our official uniforms and monogrammed (when applicable). If purchasing uniforms from anywhere other than Donald's Uniform, all items should be purchased from the "uniform section" of the store. All items will be approved before monogramming. Please check with the school office if you are not sure about the color or type of an item. Clothing worn on the torso should have the MCS logo on it. The exception is the jumper and shirts worn under the jumper. Collars are to be worn under sweatshirts and sweaters.

#### *Cost*

The cost for the monogramming for items submitted through Magnuson Christian School is \$5.00 per item. The monogramming company used is Just Stitch It.

#### *Instructions*

- Each item needs to be clearly labeled with first and last name (a piece of masking tape works best). Please put the label on the inside collar of the item being monogrammed.
- Items will be taken for monogramming on the first Friday of each month.
- Items must be dropped off by 9:15 a.m. on the drop date.
- Your families Sycamore account will be charged for each item. You are responsible for paying the amount due prior to requesting additional monogramming.
- Items usually take at least two weeks to get monogrammed.

### Policy

#### *General Guidelines*

Magnuson Christian School requires all students to wear a uniform and adhere to the following dress code:

- Uniforms must be clean and neat in appearance.
- Clothing should be size appropriate.
- Cargo, carpenter, and flare pants are not acceptable.
- Tight fitting leggings alone are not acceptable.
- Jean shorts worn on Spirit Wear days must be modest in length, reaching close to the knees.
- Headbands, animal ear headbands, and accessories that cause distractions and/or present safety

issues/concerns are prohibited.

- Hats are not allowed to be worn during instructional time and chapel. They are permitted during recess.

### *All Students*

- *Slacks*: Khaki or Navy slacks should be plain, with or without pleats, and no cargo or decoration. (Twill or cotton/poly blend - not knit.)
- *Shorts*: Khaki or Navy knee length walking shorts should be plain. (Twill or cotton/poly blend - not knit.)
- *Shirts*: Navy, Dark Gray, Light Gray, White, and Gold long or short sleeve knit shirt. (Note: Gold shirts must be purchased from Donald's Uniform.) No rounded collar, ruffles, puckered sleeves, or decoration. (Maximum of 4 buttons, interlock, or poly/cotton blend.)
- *Undershirts*: Should be plain solid white, short sleeve, or camisole. No long sleeve tees should be worn under the short sleeve uniform shirt.
- *Sweatshirts*: Navy or gray crew neck sweatshirt are allowed, no hood or zippers.
- *Sweaters*: Navy or gray classic V-neck or crew neck pullover are allowed, no zippers or cable knit.
- *Cardigan Sweater*: Navy or gray crew or V-neck button up sweaters are allowed, no zippers or cable-knit.
- *Outer Sweatshirt*: Boys and girls may choose to leave a navy or gray hooded full zip sweatshirt with an MCS logo at school, in case they get cold. It may only be worn over their uniforms. These are the only zip sweatshirts that will be allowed to be worn in the building.
- *Pullover*: Navy or gray pullover fleece half-zip sweatshirt is allowed.

### *Girls*

- *Jumpers*: Khaki, Navy, or Plaid with drop waist and round neckline are allowed.
- *Skirts/Split Skirt/Skorts*: These can be Khaki, Navy, or Plaid and must be pleated (Note: tights, leggings, or biker shorts must be worn under skirts and jumpers).
- *Blouse*: A White Peter Pan collar long or short sleeve blouse is allowed (no ruffles, puckered sleeves, pattern/ decoration, or over blouse).
- *Tights/Socks/Biker Shorts/Leggings*: If visible, must be navy or white, or white with the school plaid ruffle. Black leggings and tights are not allowed. Tights, biker shorts, and leggings are to be worn only under skirts or jumpers. Khaki biker shorts can be worn under khaki jumpers or khaki skirts.

### *Boys*

- *Shirts*: White long or short sleeve oxford shirts are allowed.
- *Sweater Vest*: Navy classic V-neck pullover (no cable knit) is allowed.
- *Socks*: If visible, must be navy or white.

### *Shoes*

No flip flops or shoes with sound effects or wheels are to be worn. Sandals may be worn if they are securely on the child's foot such as with a strap around the back and over the top of the foot. Tennis shoes can be worn with the uniform. Tennis shoes must be worn for Phy Ed.

### *Spirit Wear*

Spirit Wear days are every Friday. On Spirit Wear days we ask that your child follows the spirit wear clothing policy. Your child is welcome to wear Spirit Wear tops with blue jeans with no rips or tears, Spirit Wear pants, uniform pants, or jean shorts that reach close to the kneecap in length. They may also wear Spirit Wear bottoms with Spirit Wear tops or uniform shirts.

To purchase additional Spirit Wear items please reference school communications as links change.

## **Uniform Non-Compliance**

Students are expected to be in uniforms according to the guidelines. Students not following these guidelines will be corrected and receive a written warning. Repeat offenses will result in a parent/student meeting with the School Director.

## **Winter Clothing**

Students are expected to go outside for a daily recess and PE unless the temperature or wind-chill is unsafe. Students are required to have boots, hats, gloves/mittens, and snow pants when there is snow on the ground. Students who are not adequately dressed for the weather will still be expected to go outside; however, they will be restricted to a limited area of the playground.

## **Visitors**

Visitors to the school during the school day are required to report to the front receptionist desk to receive authorization to go to other areas of the building. All parents, visitors, and/or volunteers need to sign in and out.

## **Volunteer Time**

The volunteer program is designed to aid parents in becoming more involved in MCS. It allows parents to get to know other parents. It is a fact that children do better in school when parents are involved.

Families are required to volunteer 20 hours per year. Each family is encouraged to spend five hours of volunteer time on the annual Gifts for Growth Gala. An extended family member may volunteer for your family. All volunteers will be required to complete a background check.

Volunteer hours must be entered into the Sycamore Education system. There is an infographic under “documents” on Sycamore on how to enter hours. If you choose not to volunteer, you may pay \$200.00 instead.

## **Website**

The MCS website ([www.magnusonschool.org](http://www.magnusonschool.org)) contains answers to many questions and is a great place to look for general information, lunch menus, the year at a glance calendar, etc.



# Sycamore Homepage

This is your dashboard for all things school related. Sycamore is packed with great information! Here are some ways you can navigate your way around. Look around and check back weekly for updates and new information!

Most Recent News

Click here for student specific information

When there is Flash News or important information it will scroll here

More helpful infographics here under "documents"!!

Navigation Ribbon:  
Pay Tuition & Fees  
Order Lunches  
Log Service Hours  
Update Contact Info  
Family Directory

Calendar



Quick Access to:  
Classroom (for Class Newsletters)  
Important Documents  
Helpful Links



# Sycamore Making Payments

1

Click on "My Accounting"



2

Click on "Summary"

3

Click Green "Make a payment" button



If there is no green button you need to set up a payment method. This can be done by clicking "Payment Methods". Enter your banking information and use an e-check to avoid additional fees.

