



MAGNUSON
CHRISTIAN SCHOOL

Parent-Student Handbook

4000 Linden Street, White Bear Lake
651-478-7317

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ADMISSIONS

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 with the director prior to enrolling their child.

ARRIVAL-DISMISSAL

Arrival: Students should arrive between 8:55 am and 9:10 am. Only students in Extended Day are admitted into the building before 8:55 am.

If you drive your child to school, please use the east entrance of the building. Each morning there will be a teacher assistant at the door to welcome your child. When you see her, your child may leave the car and enter the building. The horseshoe drive by the main entrance is for **drop off only**. Cars may not park in this area. If you need to park and come into the building, please park in the main parking lot.

Dismissal: The door on the west side of the building is used for students who ride a bus to or from school. No cars should use the driveway on the west side during the school day.

Bus riders: board the buses at the west door of the building.

Car riders: students who are picked up in a car, are dismissed to their parents at the door on the east (parking lot) side of the building. Each family will be assigned a pick up 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 the west door before 8:45 a.m. and after 3:45 p.m.

Changes in Dismissal/Transportation: Written authorization is required for any variance in regularly scheduled transportation.

ATTENDANCE

If a child will not be in school during the scheduled class day, it is the responsibility of the parent to call or email the classroom teacher before 8:55 am. 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.

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.

Excused absences include; sickness, medical or mental health appointments, religious holidays or extreme family emergency. Examples of unexcused absences include: missing the bus, oversleeping, cold weather, babysitting or needing to sleep for work.

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.

In Minnesota, a child is considered truant if they miss a total of 7 unexcused days in a school year. When this occurs, Magnuson will make an educational neglect report to Ramsey County Children and Family Services.

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.

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 with any questions or comments.

BOOKS

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. Books that are damaged will need to be replaced or repaired.

BUILDING AND GROUNDS SAFETY

The following procedures are established to ensure safety during school hours:

- The main church door, on the east side of the building, is open during school hours. The west entry door is open from 7:15 a.m. until the buses arrive and from 3:30 p.m. until Extended Day is over. The small door on the east side of the building will be opened by an adult for student arrival from 9:00 - 9:15 a.m. After 9:15, students should

enter the building through the main church doors. Parents should accompany children arriving after 9:15 to the office, to receive a tardy slip to present to their classroom teacher.

- During the school day, parents, visitors, and/or volunteers need to check in at the church receptionist's desk and pick up a visitor badge before coming to the school wing. Visitors need to sign out when they leave the building.

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.

In trying to empower students, they 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 W.B.L. 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 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.

CALENDAR

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 newsletters and will be added to the calendars on the website and in Sycamore.

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.

CHILD ABUSE AND NEGLECT REPORTING

Under Minnesota law, 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. Reports must be made to Ramsey County Child Protection (or the county in which the child resides) or to

the police. People required to report include "a professional or his delegate who is engaged in the practice of healing arts, social services, hospital administration, psychological or psychiatric treatment, child care, education, or law enforcement." A person who is required to report, and does not, can be charged with a misdemeanor.

Anyone may report suspected abuse/neglect. Many people in the community have helped children through their calls. Because of them, children have received protection. The Ramsey County Child Protection number is 651-266-4500. For information about Parents' Anonymous or to talk to someone if you are about to hurt your child, call the child abuse prevention hotline at 651-266-4500.

COMMUNICATIONS

The school/classroom will send communications home each Friday. Classroom teachers will send a weekly email with classroom news and notification of upcoming events. The School Director will also send out a monthly newsletter with all of the latest school news. Please feel free to contact MCS staff by telephone or by email.

COMPUTERS - ACCEPTABLE USE OF THE INTERNET & RELATED TECHNOLOGY

MCS has a Computer Lab that contains enough computers for a whole class. All classrooms also have a set of chrome books in the room for student 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 of 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.

1. **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.
2. **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.
3. **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.

CURRICULUM

Magnuson School offers a strong academic curriculum which covers all of the basic subjects. It also offers Art, Bible lessons, Chapel, Phy Ed, Music, Computer, and Spanish. Grades 4-7 have Choir. Students in grades 4-7 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.

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

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 \$6.00 per hour for the first child and \$3.00 per hour for the second child. 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.

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. 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.

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.

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 pastor. If no resolution:
4. Parent to School Board of Directors.

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. A child should be fever-free, without use of medication, for 24 hours before returning to school. If vomiting and/or diarrhea are present, the 24 hour policy is also used.

Physicals/Immunizations: Physical examinations are recommended for all children entering Kindergarten. 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 have been 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)

1. 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.
2. Whenever possible, we recommend that medication be given to students at home or before and after school.
3. All medications must be sent to school in a current labeled bottle and kept locked in the School Office.

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 - MAKE UP WORK

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. To encourage reading, please read to your children. Parents are an invaluable resource.

LOST AND FOUND

Please **label all belongings** so lost items may be claimed by the owner. The Lost and Found is in the end locker in the middle school wing.

LUNCH

Hot lunch, including milk, is offered to the students each day that school is in session. This is provided by the White Bear Lake School District. A menu is posted on the Magnuson

website and on Sycamore. The cost of lunch is \$3.05 for students and \$4.00 for adults. For students who choose to bring their lunch from home, milk is available for \$.50. 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 fruit juices with lunch. Carbonated pop is 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.

Lunch accounts must stay current. When a child's lunch account reaches \$7.50, an email will be sent to parents.

Lunch payments should be made using the school's online payment system.

PARENT-TEACHER CONFERENCES

Conferences are scheduled for November and April. (See *school calendar for exact dates*.) Additional conferences may be scheduled if parents or the teacher deem it necessary.

PARENT TEACHER ASSOCIATION

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 called Magnuson Parent Teacher Partnership.

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 purchased, 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.

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.

RECESS

Weather conditions permitting, students are expected to be outdoors during the noon time recess, if the temperature and wind chill are above zero degrees. They may also be outside for P.E. classes. Please send appropriate clothing for the weather.

SAFETY DRILLS

Fire, tornado, emergency, lock down, and bus evacuation drills are held on a periodic basis for the safety of all students and staff. Emergency evacuation 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.

SCHOOL CLOSINGS

Emergency school closings due to severe weather, or for any other reason, will be announced over WCCO, KARE 11, KSTP and FOX 9 as well as their school closings websites. Any weather announcement closing schools in White Bear Lake, District #624, will include Magnuson Christian School, as we follow their procedures. The WBL School Emergency Hotline is 651-407-7540.

Please note there is a different MAG Christian School in Forest Lake.

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.

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;
- 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 (State and Federal 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, parents,/guardians are asked to inform the school office and complete the Transfer of Records form. This form may also be completed at the new school and sent to MCS. The official records will be sent directly to the new school.

SYCAMORE EDUCATION

MCS uses Sycamore Education as our school management program. In Sycamore, parents have access to financial information, including their family lunch account, student data, school news, and a school directory. This is a secure site and may include information that is not available to the public.

Families that do not have internet access at home or work should contact the school office.

TARDINESS

A student is considered tardy if arrival is after 9:20 am. A teacher assistant will be at the east entrance door from 8:55 to 9:10 am. Students who are tardy should come in through the main church entrance and 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.

TELEPHONE

Students and teachers are not allowed to take calls during instruction time.

If there is an urgent message, please call the school receptionist at 651-478-7317. Let her know to deliver the

message immediately to the appropriate person. Do not leave a voice message on a phone if it needs immediate attention.

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.

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 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 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.

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, and request if such a situation occurs 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

1. 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
2. The family is required to contact school administration within 7 business days of notification of the past due invoice and rectify the situation
3. 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

1. 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
2. The family is required to contact school administration within 7 business days of notification of the past due invoice and rectify the situation
3. The School Board will be notified and a member of said board will contact family to rectify the situation
4. 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
5. 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
6. Interest on past due accounts will accrue at 1.5% per month

90 Days Past Due

1. 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
2. The family is required to contact school administration within 7 business days of notification of the past due invoice and rectify the situation
3. The School Board will be notified and a member of said board will contact family to rectify the situation
4. The school reserves the right to expel student and pursue collection of past due amounts
5. 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
6. 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

7. Interest on past due accounts will accrue at 1.5% per month

Alternative Payment Plans

1. Alternative payment plans need to be submitted in writing by the family

and are not effective until approved by School Board

2. 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.

UNIFORMS

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.

If you choose to purchase uniforms from another source, they **MUST** be the same as our official uniforms. Please check with the school office if you are not sure about the color or type of an item. Clothing worn on the outside should have the MCS logo on it. The exception is the jumper. Collars are to be worn under sweatshirts and sweaters.

UNIFORM MONOGRAMMING

The cost for the monogramming is \$5.00 per item.

- Each item needs to be clearly labeled with first and last name (a piece of masking tape works best).
- Items can be dropped off at the school and left in the Teacher Workroom (Room 107).
- 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.
- Parents/guardians are responsible for completing a the "Uniform Monogramming Form" and turning it into the Administrative Assistant so that Sycamore accounts are accurately charged.
- 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 a week to get monogrammed.

UNIFORM POLICY

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.

Boys and Girls

- *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. 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-no hood or zippers
- *Sweaters:* Navy or gray classic v-neck or crew neck pullover --no zippers or cable knit
- *Cardigan Sweater:* Navy or gray crew or v-neck button up -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.

Girls

- *Jumpers:* Khaki, Navy, or Plaid with drop waist and round neckline
- *Skirts/Split Skirt/Skorts:* Khaki, Navy, or Plaid--must be pleated (Note: tights, leggings, or biker shorts must be worn under skirts and jumpers)
- *Blouse:* White Peter Pan collar long or short sleeve blouse (no ruffles, puckered sleeves, pattern/ decoration, or overblouse)
- *Tights/Socks/Biker Shorts/Leggings:* If visible, must be navy or white, or white with the school plaid ruffle. 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 shirt
 - *Sweater Vest*: Navy classic v-neck pullover (no cable knit)
- Socks: If visible must be navy or white

Shoes

No flip flops or shoes with 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.

General Notes

All clothing worn on the outside should have the current MCS logo. The exception is the jumper. Collars are to be worn under sweatshirts and sweaters. (This is only for clothing worn on the chest and does not include pants, skirts, shorts or other clothing worn on the student's legs).

Student will no longer be able to wear items with the old MCS logo on them starting the 2018-2019 school year.

If you are uncertain about an item, please have it verified before you remove the tag, in case it is not an approved item.

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. This includes parents

who come to eat lunch with children. Please wear the visitor badge that is provided when visiting or volunteering.

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.

Volunteer hours must be entered into the Sycamore Education system. Instructions will be given on how to do this at the beginning of the school year. If you choose not to volunteer, you may pay \$200.00 instead.

WEBSITE & SYCAMORE

The MCS website (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 calendars, etc. Sycamore Education is a more secure place for information, so be sure to look there for more in-depth information about current happenings, staff and family directories, documents, forms, family tuition, hot lunch (Cafeteria), and Childcare accounts, etc.

Public documents for the school are available for review during regular business hours.

MAGNUSON STAFF CONTACT INFORMATION

Name	Title	Email
Administration		
Heather Norman	Director	hnorman@magnusonschool.org
Tiffany Lemke	Assistant & Health Aide	tlemke@magnusonschool.org
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Classroom Teachers		
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Susan Johnson	5th Grade Teacher	sjohnson@magnusonschool.org
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Specialists		
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Ocean Journey	Spanish Specialist	ocean@languagesprout.com
Assistants		
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