



Concordia Lutheran School

Parent/Student Handbook

2023/2024

Failure to read this handbook does not excuse students from the rules and procedures described herein. Personal factors or contradictory advice from any source are not acceptable grounds for seeking exemptions from these rules and procedures.

Concordia Lutheran School

Mission Statement

Concordia Lutheran School believes that children are precious gifts from God, and as such, we, in partnership with their parents, strive to nurture students to achieve academic excellence, spiritual growth, good citizenship, leadership and service to the community that honor and glorify the Lord Jesus Christ.

Our Faith

We believe in the Triune God; Father, Son, and Holy Spirit.

We believe that God created the world and all things in it.

Due to man's sin, we are separated from God.

By His death on the cross, Jesus has restored our relationship with God, making us His people.

This relationship belongs to all that believe in Jesus as their Savior.

We believe this relationship is created and sustained by the Holy Spirit working through the Bible, Baptism, and the Lord's Supper.

As our relationship with God grows, the following fruits become evident:

- A life of service to God and other people
- A desire to pray for self and others, study God's Word and participate in Worship.
- A desire to share our faith in God with other people.
- A desire to always follow God's will as expressed in the Bible; both on and off school grounds.

Pastor's Role

Concordia Lutheran School (CLS) is a ministry of Concordia Lutheran Church (CLC); therefore, the Pastor(s) of Concordia have an important role within the life of the school. The Pastor(s) are the spiritual advisors for all the ministries of Concordia, including the school. The provides guidance for the principal and teachers. He is available to meet with

students and parents when appropriate. Frequently, the Pastor(s) oversees Chapel services for children. The Pastor(s) are the on-site representative of the congregation and the Ministry Leadership Board for all ministries of Concordia.

MINISTRY LEADERSHIP BOARD (MLB)

Concordia Lutheran School is a community based, not-for-profit Illinois Corporation. The function of the MLB is to establish the basic policies for the operation and management of Concordia Lutheran School. Each Board member voted into office serves a three-year term and cannot serve more than 2 three-year consecutive terms.

CONCORDIA'S PHILOSOPHY

Concordia Lutheran School is a community of faith where we believe that each child is a unique creation of God, blessed with a special set of talents and gifts. Each child deserves to approach life with a sense of self-worth and respect for others while developing a sense of one's own personal relationship with God. We feel that each child deserves the opportunity to develop his or her God-given potential to the fullest. Our mission is to guide each child toward the fulfillment of this potential, in all areas of the child's life: spiritual, intellectual, social, psychological, and physical. We hope to enrich and deepen each student's faith by promoting good self-esteem, self-discipline, educational skills, and Christian knowledge and values.

Concordia Lutheran affirms that parents are the first and primary educators of their children. Through a spirit of understanding and cooperation, we hope to create an atmosphere in which teachers, students, and parents can join together with the total faith community to come alive, to grow, and to learn.

As a Lutheran school, we hope to influence students and families to be dynamic agents of positive change in society in the areas of social and racial justice, human dignity, freedom, and peace. We will provide an environment that fosters a belief in the sacredness of the human person and awareness that we are born into one worldwide human family.

At Concordia Lutheran, we hope to create an atmosphere for learning that combines structure and creativity while fostering an enthusiasm for lifelong learning. Toward this end, we strive to maintain a joyous, happy environment, which promotes love, understanding, and acceptance of self and others.

ENROLLMENT

Enrollment Policies

Children are accepted for enrollment at Concordia Lutheran School for each school year. Re-enrollment procedures must be completed each year. Concordia Lutheran School reserves the right to limit or restrict admissions and re-enrollment because of our inability to adequately serve children with certain learning disabilities, limited achievement, or behavioral and/or emotional problems. All students are accepted on the premise that they will apply themselves according to the ability God has given them, conform to the rules and regulations of the school and respect the religious teachings as set forth in the Lutheran Confessions. Parents/guardians are likewise encouraged to be supportive of Lutheran education by becoming actively involved in the life of the school, regular in prayer for the school and staff, and faithful in church attendance with their children.

Decisions for admissions and re-enrollment are made annually. The best interests of the child and the child's peer group will be of utmost importance when making these decisions. In cases where special needs are present, the school will not enroll or re-enroll a student without consultation with at least one of the following: the child's teachers, learning consultants, and other professionals.

Non-Discrimination Policy

Concordia Lutheran School admits students of any race, color, religious beliefs, 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, religious beliefs, national or ethnic origin in the administration of its educational policies, admissions policies, athletic and other school administered programs.

Enrollment Procedures

Parents/guardians interested in Concordia Lutheran School should contact the office and arrange for a tour of the facilities, observation of classrooms, and a personal interview with our Admissions coordinator. Discussion will focus on our philosophy of Christian Education, Concordia's curriculum, programs, and procedures, and the needs and wants of the prospective student and family.

Parents/guardians who have toured the school and met with our Admissions coordinator are encouraged to apply for the enrollment of their children. The child will be considered for enrollment once all of the following are received: enrollment application, a copy of the child's most recent report card (if applicable), a copy of the student's 504 or IEP (if applicable) and a completed referral form.

For new students, the teachers and Admissions coordinator will make acceptance recommendations to the principal and the principal will contact parents/guardians to notify them of the decision. Re-enrollment is approved by the principal each year and an invitation of advancement will be sent to each student approved for re-enrollment.

Once a student is accepted, enrollment is completed when the enrollment fee is paid and the required paperwork is submitted (Records Request Form, a copy of the child's birth certificate and up to date medical records). Enrollment fees are non-refundable. The needs of the child, as well as the needs of the rest of the students in the classroom, are high on the list of priorities for consideration. The student's present level of achievement, behavior and discipline concerns, the parents' past tuition payment history, present class size and special needs, and the demands on faculty and staff will all be considered as applications are reviewed.

Preschool Enrollment

To enter preschool, a pupil must reach the age of three or four before August 1st, **a pupil must be toilet trained and able to go to the bathroom unassisted**. Students with older siblings already in K-5 and children of Concordia and Mt. Olive church members have priority enrollment privileges. Open enrollment begins February 1 and is offered on a first come first serve basis. Once a class is filled, an applicant may go on a waiting list. A non-refundable enrollment fee will be due when enrollment form is returned.

The minimum enrollment options are 3 half days or 2 full days. If a change in the days selected at enrollment is requested, parents must complete the **Preschool Enrollment Change Request** form and submit it to the Admissions coordinator by emailing it to office@concordiamp.com or hand delivering it to the school office.

Kindergarten Enrollment

To enter Kindergarten, a pupil must reach the age of five before August 1st. Students with older siblings already in K-5, children of Concordia and Mt Olive church members, and students advancing from Concordia preschool have priority enrollment privileges. This entitles them to reserve a seat in Kindergarten for a limited time prior to applications from the general community being accepted. A non-refundable enrollment fee must be paid for each child enrolling. Kindergarten community enrollment opens February 1st. Once open to the community, all applications are taken into consideration based on the date of submission. Community members must submit the full enrollment fee with their application. Once approved for enrollment, enrollment fees are non-refundable.

First - Fifth Grade Enrollment

There are no age requirements in the other grades if a student has successfully completed the previous grade at Concordia or another school outside of the state of Illinois.

Priorities for K-5 Enrollment

Applications for new students will be considered according to the following priorities when available space limits enrollment.

- Children currently enrolled at Concordia or Concordia preschool
- Children that are members at Concordia Lutheran Church and Mt. Olive Lutheran Church
- Siblings of children already enrolled
- Children of Concordia and Mt. Olive congregations and other Christian congregations, and
- Children whose parents wish a Christian education but are not currently members of a Christian congregation.

Students currently enrolled have priority for re-enrollment up until February 1st. After February 1st, enrollment is open to everyone and will be based on the date the application is received.

Class Size

Enrollment in PreK 3 classrooms will not exceed 10 students unless an aide is employed. Enrollment in PreK 4 classrooms will not exceed 10 students unless an aide is within the classroom.

Enrollment in each Kindergarten class will not exceed 20 students unless an aide is employed. Classroom size guidelines are 24 students in Grades K-5.

School Hours

The preschool Concordia Lutheran school day is from 8:00 a.m. - 3:00 p.m (early dismissal at 11:30 am). School doors open at 8 a.m. Students attending only morning sessions finish at 12:00 p.m.

The K-5 Concordia Lutheran school day is 8:00 a.m. - 3:00 p.m (early dismissal at 11:30 pm). School doors open at 7:45 a.m.

The beginning of the school day is an especially busy time for teachers. Since our school day begins promptly at 8:00 am, we ask that parents not enter the classroom with forgotten items or to engage the teacher in dialogue. Please request a conference time so that they can give their full attention to their students as well as you when you meet.

Pupil Transfer

Concordia Lutheran School will release all records of a student to schools in accordance with the Safe Schools Act. Release of records elsewhere requires the following:

- A parent signed record request from the school the students are transferring to.
- All outstanding accounts must be paid in full.

Court Directed Parenting Plan and Communication

All families that have a court directed Parenting Plan (i.e. divorce, guardianship, etc.) please provide the office with a copy. This will assist us with our communication efforts with you.

For parenting plans where parents or guardians have shared educational rights, teachers will communicate by including both parents on emails or making a phone call to both parents. It is also strongly encouraged that parents attend parent teacher conferences together to receive the same information from the teacher.

Books & Supplies

Concordia will supply each student all academic textbooks as required for the established curriculum. It is the student's responsibility to care for all the books provided. Books that have been abused or damaged beyond normal wear and tear will be subject to a fine or replacement cost.

Classroom supply lists with specific requirements for each class will be e-mailed to parents with other pertinent information prior to the start of school year.

Class Participation

All students enrolled at Concordia Lutheran School will participate in all classes as outlined by the Concordia curriculum. Parents/guardians may not exempt students from religious instruction, memory work, or other activities related to the Lutheran faith.

Preschool - What to bring from home?

The following is a list of suggested items that preschool students may bring to school:

- Lunch - Finger foods are best. Please pack only what you know your child will eat.
- Be sure your child's name is clearly marked on his/her lunch box.
- Reusable water bottle with child's name clearly marked.
- An extra change of clothes (underwear, pants, socks and shirt) with your child's name on all articles.
- For the safety and comfort of your child, please send him/her in tennis shoes each day.

To help us avoid confusion, be sure to put your child's name on everything he/she brings

Dress Code

Preschool-5 Dress Code Policy

Concordia Lutheran School is interested in the spiritual and educational growth of each student. We are also interested in having each student acquire the intellectual, physical, and social skills that make for effective participation in Christian living. As a Christian community, our school encourages and expects proper speech, dress, and manners. We strive to project a distinctly professional, bold, and positive image to the community. The purpose of these guidelines is to set standards for acceptable dress and grooming. Our goal is to maintain an atmosphere conducive to serious educational pursuits.

Shirts: Short sleeved or long sleeved collared shirts. Shirts are to be long enough to stay tucked in. Students may wear a long sleeved plain t-shirt under short sleeved collared shirts. Undershirts may not extend beyond the length of the top shirt.

Pants/Walking Shorts: Khaki, black and navy uniform style pants or walking shorts will be permitted. Corduroys, joggers, and 'skinny'-type pants will not be permitted. Walking shorts must not be shorter than 3 inches above the knee. Parents may buy their uniform style pants/walking shorts from any retailer that sells such items. Pants are to be worn at the

natural waistline. Pants should fit the person, conforming to their body type, no holes, and must not drag along the floor. No cargo pants or cargo shorts

Skorts/Jumpers: Girls will be allowed to wear jumpers in khaki, black, navy, or the school approved plaid. Jumpers must be worn with a collared shirt underneath. Privacy shorts, leggings (solid colors), or tights must be worn under the jumper. Girls in grades Pre-K-5 may wear skorts in khaki, black or navy. Skirts and skorts should not be rolled and not shorter than 2" above the knee.

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Tights and Leggings:

Girls may wear plain solid color tights or leggings under their skorts or jumpers. Leggings and tights must be solid colored with no patterns, lace, or frills. Leggings are to be worn at ankle length during the winter.

Sweatshirts/Sweaters: Students may wear approved, embroidered Concordia logo sweatshirts or fleeces with solid color polo underneath. Sweaters or sweatshirts can be worn if they are solid color with no logos.

Scout Uniforms: Scout uniforms may be worn on designated days. Scouts must wear the scout approved scout uniform top with standardized slacks, shorts, or skirt.

Hair Accessories: Girls may wear hair accessories to school as long as they do not become distracting or excessive. It is not required but preferred the accessories are school colors of red, white, and blue.

General Guidelines:

- Clothing must not be torn, frayed, or dirty.
- Winter outdoor wear and sunglasses may not be worn in the building.
- Hairstyles for boys and girls must be neat and not in their eyes. Hair should be a natural color. Any hairstyle that becomes a distraction or disturbing influence in the classroom will not be permitted. If there is a violation to this guideline, the student and parent will receive communication from the principal and have 10 school days to address the concern.
- Students may wear earrings, but only ear lobes may be pierced. No more than two earrings may be worn in the ear lobe. No large hoop earrings or earrings hanging longer than one inch may be worn. If this causes a distraction in the classroom, it will not be permitted.

- Visible, permanent, or temporary tattoos are not permitted. Writing on the skin is not permitted.
- No makeup is permitted to be worn during school hours.
- Appropriate undergarments are to be worn at all times.
- On special non-uniform days, clothing should meet the required lengths described above and not include any inappropriate logo. No spaghetti straps or tank tops are permitted unless a sweater is worn over it. Pants should not have any holes.
- For special events and non-class days, the administration has the right to modify the student and faculty dress code.

Cold Weather

Shorts may be worn from the first day of school in August through October 31st and then again after Spring break through 4th quarter. The dates in between, students should be uniform appropriate pants and slacks or skirts/skort/ with leggings.

When temperatures are beneath 45°F, students must have a sweatshirt or jacket to wear outside. Students who are not dressed appropriately for outdoor recess during the colder months of the year, will not be allowed to go outside during the class's recess times.

Students will go outside for recess when temperatures are above 20°F with windchill.

Enforcement of the dress code:

Preschool - 5th

1st and 2nd Offense: Teacher will communicate with the parent the proper dress code. 3rd Offense: Parents will be called to bring appropriate attire.

Gifted Programs

Students are permitted to attend Gifted Programs at local public schools, should they qualify and it does not affect their Concordia academics. We ask that parents communicate with the teacher about this at the beginning of the school year. It will be determined by the classroom teacher and principal as to which classwork and assignments will still need to be completed by the student on the days they attend that program. Students will also be marked present in attendance the day they attend these programs each week.

TUITION OPTIONS AND FEES

Financial Obligations and Fees

Concordia Lutheran School is essentially a tuition driven institution. Families support us with their tuition and fee payments, the association churches support our facility needs, and additional funding comes through grants, fundraising activities, and designated gifts. Our goal is always to provide a high quality Christian education in a loving and safe environment for our students.

School Tuition

Tuition should be paid directly to Concordia Lutheran School. The policies below apply to students whose families pay tuition to the school office except for any past due account policies, which pertain to all families.

Tuition may be paid in full before the school year begins for a 3% discount. If this option is selected, tuition is due by August 15th.

Parents must select a payment schedule at the time of registration, this can be revised during the school year. On the ten-month plan, payments begin August 15th and end May 15th.

Late Enrollment or Pro-Rated Tuition

For any family enrolling during the month of August, tuition will be charged at full annual tuition for the school year. If a family and their student enrolls and begins attending school September 1st or later, tuition will be pro-rated based on the number of days left in the school year.

Overdue Accounts Policy

In addition to the information provided above, the following steps will be taken by Concordia financial office with regard to overdue accounts:

- As part of our tuition collection process: if a student's fees are 30 days or more in arrears, the family will receive a warning letter from the finance staff.
- If payments are more than 60 days in arrears, a second letter will be sent requiring a meeting with the principal and the pastor.
- If an account is more than 90 days in arrears, that is grounds for removal from enrollment.
- In order to be readmitted the tuition payments must be paid up to date or a financial contract should be in place outlining payment terms that need to be met for the student to remain enrolled.
- No family will be permitted to re-enroll if any preschool, extended care, elementary school tuition and other fees are unpaid from previous years. Payments must be current at enrollment or the family must attend a meeting with the principal and finance office that ends with a signed payment plan.
- Report cards for all students will be withheld until all back fees are paid.

- PLEASE REMEMBER, THAT IF YOUR FAMILY IS EXPERIENCING A TEMPORARY FINANCIAL HARDSHIP, you may contact school principal and we will work with you to determine an alternate payment schedule that is mutually acceptable.

Financial Aid and Scholarships

Concordia Lutheran School desires that all children have the opportunity for a Christian education. The options below are ways many of our families utilize to defray the full tuition cost of attending Concordia:

- Congregational members of Concordia Lutheran Church and Mt. Olive Lutheran Church receives a discount.
- Concordia Scholarships can be applied for using FACTS.

Health Office Information

Health Records

The "Certificate of Child Health Examination" form from the state of Illinois is required to be completed and signed by a physician and parent or guardian upon entrance to preschool, kindergarten, and for all students who transfer from out of state or out of country; regardless of their grade level. A complete record of the student's immunizations must also be included and in compliance with School Code of Illinois (sec.27-8.1). For parents of transfer students from out of state or out of country, please be aware that immunization requirements vary from state-to-state and additional vaccines may be required to comply with Illinois state law.

DENTAL EXAMINATIONS

An examination by a dentist is required by law for students in Kindergarten and 2nd grades and must be completed on the Illinois Department of Public Health "Dental Examination Record". This completed form must be submitted to the school by May 15th for the mandated years.

VISION EXAMINATIONS

An examination by an optometrist is required by law for students in Kindergarten and must be completed on the State of Illinois "Eye Examination Report". This completed form must be submitted to the school by Oct 15th for the mandated years.

Communicable Disease Policy

A student will not be permitted to attend classes or other school sponsored activities if the student is known to be afflicted with, or liable to transmit any contagious disease, unless the School Board of Concordia or its designee has determined, based on medical evidence, that: (1) the student is no longer infected or liable to transmit the disease; or (2) the student is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions.

Guidelines for student attendance:

- Pink Eye -Student must be treated 24 hours before returning to school.
- Other communicable illnesses- student must be treated for 24 hours or symptom free for 24 hours.
- Fever - If temperature is over 99.6 in a.m. or 100 in p.m. student must remain home. Students must be fever, vomit, and diarrhea free for 24 hours before returning to school.

Guidelines for lice:

- The school staff will notify the parents with a phone call or an email and require that proper treatment be provided before the child returns to school.
- Information on treating head lice will be provided to the parents.
- The school staff will check the child before he or she reenters the classroom and after 9-12 days of treatment, at the parent's request.
- In accordance with HIPAA laws, the child's infestation will be kept confidential.

For the classroom of a child with lice...

- A letter or email will be sent home to all parents in the class along with educational information on the detection and prevention of head lice.
- Parents will be encouraged to check their children at home and directed to provide treatment if lice are detected.

- At the school discretion, the maintenance staff may use intervention techniques in the classroom to attempt to avoid further spreading.
- Screening of an entire classroom will not be done unless there are three or more confirmed cases in a single classroom.

Medications

The administration of medication to children during school shall be restricted to necessary medication that cannot be given on an alternative schedule. While it is recognized that many students are able to attend school because of the effective use of medication in the treatment of illness and disabilities, every precaution must be taken to ensure that our students are safely and prudently medicated as their physician directs to avoid potential misuse. Therefore, in compliance with Illinois state laws, the following guidelines must be observed for the use of any and all medication at school.

Administration of medication to children during school hours must present a Prescription Medication Authorization Form completed and signed by the physician and the parent, returned to the school office, by the parent or guardian, along with the medication to be given. A form must be filled out for EACH medication to be given. In addition, for over-the-counter medication, an Over the Counter Authorization Form must be completed and signed by the parent. These forms can be obtained from the school office.

Prescribed medication must be in a pharmacy container with a label affixed at the pharmacy showing: Name of child, name of medication, name of physician, date of purchase, dosage, schedule, and route of administration. Please have your pharmacy label two containers for prescription medication, one for school and one for home. In addition, written orders from the child's physician may be necessary. A list of possible side effects must be provided.

The first dose of any NEW medication for the child must be given by parents.

Students prescribed antibiotics for Strep throat or any communicable disease must remain home until the first 24 hours of antibiotics treatment has been given.

All medications will be locked in the school office and administered by trained staff. Students can carry inhalers and/or Epi-Pens on their person ONLY WITH DOCTOR AND PARENTAL/GUARDIAN authorization, stating that the student is fully capable to self-administer the medication. This request for the child to carry and self-administer inhalers and/or Epi-Pens will be found at the bottom of the Medication Authorization form for the physician and parent signature.

Under no circumstances will an over-the-counter medication (including cough drops, or pain relief medications) be administered unless an original, unopened, currently not expired

container of medication is submitted with the Medication Authorization Form signed by the physician and parent/guardian and any special orders regarding the medication.

The parents/guardians of the student must assume responsibility for informing school personnel of any change in the student's health or change in medication.

Food Allergy Management Plan

If your student has a specific allergy related issue that the Concordia staff needs to be familiar with, contact the main office and request an allergy related form. Medical verification is required and must then be returned to the office so a specific allergy management plan can be established, and appropriate school personnel notified. If you have any questions regarding this program, please contact the school office.

Food Allergies

In order to maintain the safest environment, we ask that parents be aware of food allergies within their child's classroom. Teachers are informed at the beginning of each school year of various allergies within the classroom. If there is a severe food allergy, families within that grade level or department may be limited as to what food items may be brought for snacks, treats or lunches. Teachers will also communicate with parents of students with allergies about having safe snacks and treats on hand throughout the school year.

Birthday Treats and Invitations

It is a tradition at Concordia for students to celebrate birthdays by bringing small treats for classmates. Please notify your child's teacher at least one week in advance of the treat so that an appropriate time can be planned. In addition, please refer to the food allergy paragraph above.

Invitations to personal parties may only be distributed if the entire class is being invited to attend. Otherwise, we ask that invitations be mailed.

School Nurse / Injuries

The office staff, specifically the receptionist, is responsible for minor first aid, administration of medications, and health records.

Occasionally, Concordia students get hurt during the school day. Minor injuries will be treated by the Concordia staff, and a report of the incident kept on file by the instructor or

office. Injuries of significance will be reported to the office, appropriately treated with an injury report completed and parent notification following up the incident. When extreme incidents occur, parents will be notified immediately, and appropriate actions will be taken.

ARRIVAL AND DISMISSAL PROCEDURES

Preschool

Drop-off is between 8:00 and 8:15 am. The school day starts at 8:15 am. All students should arrive through the door by the school office. Pick up is at the same location at 12:00 pm for morning only and 3:00 for full day students, unless otherwise specified by the classroom teacher.

K-5

DROP OFF

Drop-off is between 7:45 A.M.-8:00 A.M. The school day starts at 8:00 A.M. All students should be dropped off at the south entrance of the grade school.

If you are bringing your child before 7:45, they must go to before care. Before care starts at 6:30 A.M. They will enter through the entrance by the school office.

PICK UP

Pick Up is at 3:00 PM for Kindergarten - 5th Grade.

Teachers will provide pickup location for dismissal at 3:00 pm.

If you are picking up your child after 3:00, they must go to after care. After care is offered every day from 3:00 P.M. - 6:00 P.M., and costs \$6 per hour. It is held in the commons until 4:30 and from 4:30 to 6:00 students can be picked through the doors by the school office.

Carline Rules:

To ensure an efficient and safe school dismissal process, please abide by the following carline rules:

- Place student's name card in windshield of car
- Pull into the designated areas for pick up
- Come to a complete stop before allowing children to enter the car

Extended Care - (Preschool-5)

Concordia offers, as a convenience to our parents, our own before and after school care program. Parents must pre-register to use this service. Information regarding this program is available in the school office.

Before care starts at 6:30 A.M., costs \$6 per hour, and is located in the multi-purpose room located through the doors by the school office.

After care is offered every day from 3:15 P.M. - 6:00 P.M., and costs between \$6-\$13 per day. It is in the multi-purpose room located through the doors by the school office.

Attendance (Excessive Absences)

Consistent attendance is critical to academic success and is expected of our students. In addition, Illinois requires "continuous and regular" attendance for students. Students are to attend unless prevented by illness or family emergency. Family vacations, therefore, are discouraged during regularly scheduled school days.

If a student will be absent, the school office should be notified by phone, e-mail, or in person the morning of the absence. If a student must be dismissed prior to the end of the school day, the parent must check the student out through the school office and indicate the reason in our absence log.

Excessive Absenteeism during one academic year will be handled in the following manner:

1. When a student is absent for three (3) consecutive days (unexcused or unexplained absences) the school will contact the parent to see how the child/family is doing and request a note from the child's physician.
2. If a student accumulates the equivalent of 10 full day absences and prior contact has not been made, the homeroom teacher will schedule a conference with the parent(s). (The teacher has the discretion of conferring with the parents anytime the absences become a concern.) In addition, written verification from a medical doctor is necessary for all future absences due to illness.
3. If a student accumulates the equivalent of 15 full day absences, the principal will have a conference with the parents.
4. If the student accumulates the equivalent of 20 full day absences, he or she may face retention for the following year. In addition, the principal has the authority to call the Illinois Division of Children's Services for excessive absences.

Additional Absence Guidelines

1. Parents must call the office by 10:00 am to request assignments for the absent student. Teachers will then have the materials ready and available in the office by 3:00 pm.
2. If an absence is planned, it is the responsibility of the parent and/or student to notify teachers and request work ahead of the absence.
3. For each day a student is absent, the student will have 2 days to make up the work missed.
4. A student absent from school due to illness or for an unexcused absence, is not allowed to participate in any extra-curricular activity (sports, clubs, etc.) that day or on Saturday if the student was sick on Friday.

Tardy Policy

The main doors for grade school open at 7:45 am and school begins promptly at 8:00 am. Students are expected to be unpacked and in their seats by 8:00. Promptness and arriving to class on time is an important life skill for students to learn. In addition, we try to avoid tardiness because it can be a disruption to the class and instruction that is taking place.

Morning Tardiness - Arrival to school

1. If a student is tardy and arriving between 8:00 and 8:15 am, they can check in at the school office on their own. If a child is tardy and arriving after 8:15 am, a parent must go to the office and sign a student in.
2. Student must have a Tardy Slip issued by the office to be admitted to class. The attendance system will be updated once a student arrives.
3. Tardiness is considered excused for traffic emergencies, family emergencies or appointments with a doctor or dentist. A note on the day preceding an appointment should be sent to the teacher. Work completed during the class time missed by an unexcused tardy may not be able to be made up.

Consequences for Tardiness

1. Each tardy will be recorded by the homeroom teacher and school office.
2. Upon the 5th unexcused tardy in a quarter, the teacher will contact the parent to discuss the importance of punctuality and determine the issue.

3. Upon receiving the 10th unexcused tardy, a meeting will be held between the parent, teacher and principal. Every 5 tardies will be counted as one day of absence and our Absence Policy will be followed accordingly.

Other Guidelines for Tardiness:

1. If the student arrives between 10:30 am and 12:30 pm it is no longer considered a tardy, but a 1/2 day absence.
2. If a child has been at school but leaves between 10:30 am and 12:30 pm, it will be labeled as a 1/2 day absence.
3. The office staff will determine whether a tardy is excused or unexcused.

Security Procedures

Because we desire to provide a safe environment for our students and staff, the entrances to Concordia Lutheran School and Church are locked at all times.

Families can enter by ringing the doorbell and waiting for admittance.

Safety Measures

Concordia attempts to provide for the safety of our students and faculty. In our effort to do this, the school practices various drills. These include fire (monthly), tornado, earthquake, intruder and lockdown drills.

Leaving School Grounds

Parents/guardians must report to the school office and sign their children out of school whether the child will return that day or not. When permission has been granted, parents/guardians will have full responsibility for the child departing the school grounds during the school day. The school day is defined to include all pre-school and post-school activities.

School Visitation

Parents/guardians are welcome to volunteer or assist with various activities in the classroom; however, all visitors must report to the office upon entering the building and sign in and receive a visitor badge.

Students from other schools are welcome to shadow and visit classrooms with prior authorization from the principal.

CURRICULUM

The curriculum at Concordia Lutheran School includes the subject matter common to all schools. This subject matter includes language arts, social sciences, mathematics, science and fine arts.

Primary to all instruction is the instruction in the Christian faith according to the confessional standard of Lutheran Church - Missouri Synod. Furthermore, *GOD'S WORD* permeates everything that is taught so that the student better learns to understand his relationship to God and the world around him.

Thus, Concordia Lutheran School becomes a unique setting in which students learn to work and play together as brothers and sisters in *CHRIST*, a place where faith, fellowship, and learning are joined to provide a strong foundation for successfully meeting life's challenges.

Testing

Students entering Kindergarten are given a Readiness Assessment. Students in grades K-5 are given the NWEA Map test three times each year. Individual test results are shared with parents after each assessment period. A report of student achievement computed by grade level is available in the school office.

Homework

Kindergarten: Homework begins the 2nd semester. A folder goes home with each child on Monday and is to be returned with completed homework by Friday. Homework folder usually contains Reading and Math concepts.

1st Grade: Nightly homework includes reading for 15 minutes, practicing phonics and a math worksheet. There will be additional homework if classwork is not completed during the school day.

2nd Grade: Nightly homework includes reading for 20 minutes, and practicing phonics and math worksheets. There will be additional homework if classwork is not completed during the school day.

3rd Grade: Nightly homework will include math each evening. In addition, work that was not finished at school will become homework. The average amount of homework is about 20 minutes. In addition, students are to read for 20 minutes a day and record in their reading log.

4th - 5th Grade: Nightly homework will include math and reading each evening. In addition, work that was not finished at school will become homework. The average amount of homework is about 45 minutes.

Parents/guardians should contact the classroom teacher if students are spending excessive time on homework. The most important contribution that parents/guardians can make on the homework front is to make it a priority, with a consistent place and time for the completion of daily assignments, and asking questions about upcoming projects, tests, and due dates.

When students are absent, they are expected to complete assignments and will have two days for each day absent. Students in grades 2-5 are required to use school provided planners.

Field Trips

Field trips are planned to complement classroom instruction. Students are therefore expected to attend. Failure to participate may affect a student's grade. When a field trip is scheduled, students take home permission forms stating the destination, date, means of transportation, and cost. Students without written permission from parents/guardians will remain at school under the supervision of another teacher.

Student Guidelines for Field Trips:

- School dress code is enforced for field trips for grades K-8. Teachers may adjust the dress attire requirements for a field trip based on the nature of the trip.
- As representatives of Concordia, school rules and expectations apply. All those in attendance are expected to display Christian attitudes and concern for others.

Chaperone Guidelines for Field Trips:

Chaperones who volunteer to attend and drive on field trips are greatly appreciated. In order to assist in making it the best learning experience possible, chaperones are asked to adhere to the following:

- Drivers and chaperones must provide proof of their driver's license and insurance to school office seven days prior to the field trip. The school office will keep a copy for the year and this must be completed each year.

- Drivers must obey all traffic-related laws, including child safety seat, safety belt, and front seat passenger laws as written in detail above under student guidelines.
- Chaperones are expected to actively assist with supervision of students and participate in all activities expected of the adults.
- Siblings are NOT allowed to attend field trips to allow chaperones to focus on supervision.
- As representatives of Concordia, school rules and expectations apply. All those in attendance are expected to display Christian attitudes and concern for others.
- For the safety of all students, drivers will drive only to/from the specified destination, making no additional stops along the way.
- Chaperones agree not to provide souvenirs, snacks, drinks, candy, or gum to students during the trip.
- Please lead by example. Chaperones are to adhere to the same requests that students are asked to follow, e.g. being good listeners.
- Clothing worn by chaperones needs to be in good taste.
- No smoking, alcohol, or drug use while chaperoning.
- Please have your child adhere to the same rules as the rest of the group, and do not make exceptions for your child as this is not fair to everyone else.

Chaperones are asked not to be on their cell phones during the field trip other than to assist the teacher in taking pictures. We ask that you use this opportunity to be actively involved with our students and this learning opportunity.

Failure to follow chaperone guidelines may result in revocation of chaperoning privileges.

Technology

As the use of technology is a realistic part of education today, Concordia has various devices provided in the classroom based on age level. In our Early Childhood grade levels, teachers utilize IPADS and Streaming of Websites for educational material. In our primary grade levels, tablets are used in centers to support curriculum instruction. In our intermediate school grade levels, Chromebooks are regularly used to support instruction. These devices are provided by and remain at school.

As our school and teachers utilize various online resources for curriculum enrichment, we encourage all families to have a device in the home that is accessible to the student. In the primary grades, a tablet would be sufficient. However, in the intermediate grades internet is needed at home. In addition, a laptop, desktop or chromebook would be very helpful to have at home. Teachers at these grade levels work within Google Classroom and absent work or some assignments need to be finished at home. Please communicate with teachers if your child does not have access to the internet.

Computer Internet Policy

Concordia's mobile Google Chromebook lab offers students the opportunity to become competent in basic computer operation, word processing, and Internet use. Use of Concordia computers is limited to school assignments, projects, or research directly related to the academic requirements of Concordia Lutheran School and its staff.

Any unauthorized (i.e. game sites, music, or any site other than given permission to be on) or immoral use of school computers to create or display offensive documents, instant messages, e-mail, or web sites will result in immediate disciplinary action by the Concordia faculty and School Board. Any unauthorized use of the Concordia name and likeness is also prohibited.

Offensive materials include: profanity, nudity (live model and illustrated), racially exclusive or insensitive materials, or anything that directly opposes the Biblical teaching of Jesus Christ and the doctrine of the Lutheran Church - Missouri Synod.

All parents in Grades K-5 and students in Grades 3-5 are required to sign a Digital Citizenship Agreement each school year.

In addition, Concordia will utilize Go Guardian, or another similar program to monitor the internet usage of our students for their safety.

Lesson Recordings

Classrooms at the Kindergarten - 5th grade levels have technology to record live instruction. These videos will be made when students are absent due to illness or if a student/classroom needs to quarantine. The purpose of these videos is to allow teachers to still provide direct instruction. The teacher will be the primary focus of these videos but students within the classroom may be heard or seen.

STUDENT PROGRESS

Student Progress Reports

PreK teachers record student progress through portfolios. They are monitoring various skill growth appropriate for child development at these age levels. The portfolios are shared with parents throughout the year and sent home with the child at the end of the school year.

Kindergarten reports include attributes and narratives. These are printed quarterly to each student and are to be signed by the parent.

Grades 1 - 5 students' report cards are issued to all students quarterly. All reports are to be signed by the parent and returned to the teacher as soon as possible.

Promotion and Retention

Promotion Guidelines Research indicates that the setting of high expectations for school performance is an important ingredient in a quality education. It is felt that any student enrolled at Concordia should be able to successfully pass the subjects/courses at that grade level. The following promotion guidelines are an effort to establish specific achievement criteria for a student's performance in school. While these guidelines provide for greater consistency throughout the school program, the guidelines also were developed to challenge students to achieve the maximum. If a student is struggling to achieve success at any grade level, the student and parent/guardian in consultation with the child's teacher(s) should initiate corrective measures. The faculty and staff at Concordia are committed to strengthening a child's performance through the cooperative efforts of child and parent(s)/guardian(s). The overall goal is for each student to realize his or her God-given potential.

Students are promoted to the next grade level at the end of each school year on the basis of progress in many areas which influence total development of the child, including but not limited to the following: spiritual, academic, social, physical, and emotional developmental maturity; factors of general health; age level; and attendance.

A child is promoted to the next grade level if he/she has clearly demonstrated his/her comprehension and completion of the work designed for the current grade level.

Grade Assignment and Promotion of Pupils

The principal is responsible for the classification of each pupil within the school. In the assignment of a pupil who is a new enrollee at Concordia the following guidelines will be followed.

- Upon receiving a new student at Concordia the child may be assigned to the level in which he/she was enrolled. This will be determined based on academic records, input from the Concordia classroom teacher, and the results of an admissions assessment.
- Preferably, there will be no more than one retention at any grade level.

In the assignment of a returning student, the following guidelines may be followed.

Kindergarten:

- Recommendation of the classroom teacher
- Achievement Test results
- Poor demonstration of social growth
- Poor demonstration of emotional growth
- Excessive absences (see Attendance Policy)

Grades 1-5

- Recommendation of the classroom teacher

- Achievement Test results
- Failing grade in 2 or more core subject areas for 2 or more quarter
- Completion of the Light's Retention Scale
- Excessive absences (see Attendance Policy)

If a student is being considered for retention, teachers will begin discussion with parents as early as fall parent teacher conferences. At the very latest, parents will be contacted at the end of first semester if this is a possibility. Teachers and parents will meet to discuss any strategies and recommendations to prevent retention. Christian love and the best interests of the child will always be part of the guiding principles upon which such decisions will be made. However, should the indicators above lead to a decision of retention, the school will communicate with the parents and the student's cumulative report card will state this decision.

Concordia Grade Scale_

Grades 1-5:

VG = Very Good G = Good S = Satisfactory N = Needs Improvement U = Unsatisfactory

Kindergarten: Uses a combination of the Grade 1 scale as well as focusing on various attributes.

Student/Parents' Rights Policy

"The Family Educational Rights and Privacy Act of 1974" (federal law) grants parents/guardians or legal guardians the following rights:

- The right to inspect and review official school records and data directly related to the child.
- The right to a hearing to challenge the content of your child's records for the purpose of correcting or deleting inaccurate, misleading, or otherwise inappropriate data contained therein.
- The right to give or withhold written consent before personal identifiable records are released to certain persons or agencies.
- The right to be notified when records directly relating to the child are subpoenaed by a court or otherwise.

BEHAVIORAL OBLIGATIONS AND DISCIPLINARY ACTION DISCIPLINE POLICY

It is our mission to maintain and nurture a committed, caring community of Christians. Therefore, we expect the students of Concordia Lutheran School to...

Respect God:

"You shall love the Lord your God with all your heart, and with all your soul, and with all your mind." Matthew 22:37

- Show your love for God by imitating God's love to Him and others.
- Only use God's name to praise and honor Him.

Respect the principal, teachers, and other staff members:

"Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God." Romans 13:1

"Remind the people to be subject to the rulers and authorities, to be obedient, to be ready to whatever is good." Titus 3:

- Treat those in authority considerately and courteously.
- Do what they tell you without complaining.
- Pray for those that care for you at school.

Respect school property:

"Now it is required that those who have been given a trust must prove faithful."

I Corinthians 4:2

- Show your love and care for what God has given us by not writing on desks, walls, lockers, books, doors, etc.
- Be good stewards of school equipment and supplies by not wasting them and by putting things back in their proper place.

Respect the rights and property of others:

"Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you." Ephesians 4:32

- Do not take anything that is not yours.
- Refrain from spreading rumors, gossiping, or telling secrets.

- Show respect for other by not pushing, shoving, kicking, or inappropriately touching others.

Discipline Policy

Kindergarten:

Behavior will be monitored using an individual pocket chart with green, yellow, and red cards. A student will receive a reminder when a classroom rule is broken for the first time. If the behavior continues, the student will "move" their behavior card to yellow. The teacher will discuss the behavior with the student and possible ways to correct it. If there are additional concerns with behaviors, the student will move their card to red, which would result in parent contact via email, phone, or in person. If the student shows a positive change in their behavior, they can earn the chance to move their card back to the previous color.

Grade 1:

Behavior will be monitored following the Love and Logic philosophy. Rather than using a behavior chart, the students will monitor their own behavior. When problems arise, the teacher will work with the student to come up with a healthy solution. Social stories will be used as a teaching tool to demonstrate to the students how various situations can be handled. (This philosophy is based on Teaching with Love and Logic by David Funk and Jim Fay.)

Grades 2-3:

Behavior will be monitored following the Love and Logic philosophy. Rather than using a behavior chart, the students will monitor their own behavior. When problems arise, the teacher will work with the student to come up with a healthy solution. Social stories will be used as a teaching tool to demonstrate to the students how various situations can be handled. (This philosophy is based on Teaching with Love and Logic by David Funk and Jim Fay.)

Grades 4-5 Discipline Policy:

Behavior will be supported with clear communication of expectations, positive reinforcement and parent communication. Our classroom management systems focus on reinforcing the behaviors we want to see in and expect in our students. Parent support is also a large part of classroom management at this level and each student's success (or challenges) will be communicated in a simple form daily either in the student log (3rd grade) or the student planner (4th grade).

Concordia Code of Conduct

Scripture is the final authority for matters of belief and conduct.

Concordia publishes and periodically updates policies concerning acceptable conduct and the procedures to address misconduct in the handbook.

Concordia's Constitution, Bylaws, the Faith Statement and the School Principal ultimately govern Concordia policies, procedures, and decisions.

All persons employed by Concordia in any capacity, or who serve as lead volunteers, must agree to abide by the Concordia Statement of Faith.

All members of the Concordia community—including staff, volunteers, students and parents—are expected to publicly act in accord with the principles of the Concordia Statement of Faith. When community members publicly behave in ways that deviate from the principles of the Concordia Statement of Faith it impedes the mission of Concordia. Because the mission is paramount, such deviations will be addressed with instruction and reprimand, including Biblical "Law and Gospel," in the hope of restoration by the grace of God. But when necessary, where correction and restoration do not occur and depending on the severity of the situation, deviations may be addressed with dismissal from Concordia.

Whether Concordia applicants (students and families) are invited to join our community is based in part upon the applicants' perceived embrace of the principles of the Concordia Statement of Faith. The Concordia Principal is tasked with ultimately determining whether enrollment at Concordia is right for the family, child, and school.

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Anti-Bullying Policy

Concordia Lutheran School does not tolerate bullying in any form. We are committed to ensuring a safe, caring, and above all, Christian environment, which promotes personal growth and positive self-esteem for all. Please understand as you read below, that "no tolerance" does not mean that a student is immediately expelled from school for bullying. It means that it is not acceptable, and just like any other behavioral situation, we will work with the students and families involved to try and correct the behavior.

God's word speaks to us regarding our interactions with others:

Ephesians 4:29, 31-32

29Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. 31Get rid of all bitterness, rage and anger, brawling and slander, along with every form of malice. 32Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.

1 Thessalonians 5:11

Therefore encourage one another and build each other up, just as in fact you are doing.

Colossians 3:13

Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you.

A Definition of Bullying: A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to actions with the intent to hurt or harm and typically involves an imbalance of power. Bullying also includes harassment (sexual or otherwise) as well as stalking either on school premises or off premises, including electronic dissemination.

Responsibilities

Students, staff and parents/guardians must work together to ensure this safe, caring and Christian environment. We will treat one another with respect, and confidentiality will be upheld by all parties. The following are specific responsibilities.

Students

- Try to resolve issues in a Christ-centered way
- Speak to a teacher with details of bullying events
- Students who witness bullying will intervene if able, or report the incident to a teacher

Staff

- Act as a Christ-like role model
- Teach and expect appropriate behavior
- Listen to and verify reports of bullying
- Protect victim from further harm
- Identify patterns of behavior to take corrective action
- Act to stop behavior from persistently recurring
- Will make referrals to additional resources when needed

Parents/Guardians

- Let your child know bullying is not tolerated in any form
- With staff support, encourage students to resolve the situation themselves
- Seek to understand the perspective of all involved regarding the issue
- Communicate concerns to school authorities

- Support staff efforts for resolution

All Involved

Forgiveness / Reconciliation-- With Christ as our example, Concordia expects that forgiveness will be sought, given and received. Our goal is for the students and families to achieve reconciliation.

Reporting, Documentation and Consequences

By definition, bullying is a repeated event. As such, incidents of bullying will be addressed firmly. A document grades K-5 will be completed for acts of bullying identified by staff members. A copy of the form will be sent home and a parent/guardian must sign the form to be returned to school the next day. This copy will be retained at school in the discipline file. Progressive consequences will be administered based upon the specific behavior and the number of offenses. Examples of consequences include, but are not limited to: privileges removed, detention, suspension and expulsion. In addition, students, parents, teachers and principals will meet when an offense occurs. A behavior plan and contract will be written in accordance with our School Discipline Policy.

SPIRITUAL LIFE

Daily Devotions

All classes participate in a daily devotion each morning to begin the school day.

Worship Chapel Services

Weekly chapel provides an opportunity for the students to unite as a Christian community and worship God in song, prayer, and praise. Offerings gathered at these services are designated for the work of God's Kingdom. Parents and friends are welcome to attend chapel services.

Sunday Worship

We encourage families to attend church and Bible study each Sunday. Concordia Lutheran Church and Mt. Olive Lutheran Church welcomes families to worship. Check the church websites for the worship schedule.

STUDENT SERVICES AND SAFETY

Lost and Found

Clothing and personal belongings which are worn or brought to school should be labeled with the student's name. Found articles are turned in to the office. Items unclaimed will be given to a social welfare ministry at the close of each quarter.

Telephone Usage

Students may use the telephone in the office with permission from their teacher. Students are permitted to call home for forgotten lunches, instruments, if they are sick and similar circumstances but not for forgotten work, signed notes, or other items that were due to the teacher. Parents should refrain from telephoning their children during the day unless an emergency arises. Parents who wish to speak with a teacher may call the school office, and a message will be placed in the teacher's mailbox. Teachers will attempt to return all calls within 24 hours. Cell phones brought to school by students need to remain off and in the designated teacher box in the classroom until dismissal.

Snacks

In all PreK classes snacks are scheduled during the morning hours and provided by the school/parents. Teachers create a schedule and share it with the parents each month as well as provide guidelines about acceptable snacks.

In our K - 5th grade classrooms, snack time is still provided. It is the responsibility of the student to bring their own healthy snack. Teachers will provide guidelines about acceptable snacks. (Please no candy, cookies, and high sugar snacks).

For students to stay hydrated, water bottles are acceptable. No soda, juice or drinks like Gatorade are permitted in the classrooms.

Lunch

It is the responsibility of the student to bring their own lunch. Teachers will provide guidelines about acceptable foods for lunch.

- For health reasons no one is allowed in the Kitchen other than School Staff. Students will not be allowed to use the microwave in the kitchen. The microwave is for School Staff use only and will not be used to heat up any students' lunches.
- Parents delivering lunch must sign in at the school office. They may leave the lunch in the office to be delivered or they may wait in the lunch room for their child's class. Parents are not allowed to deliver the lunch to the child's classroom (K-5).

For students to stay hydrated, water bottles are acceptable. No soda is permitted.

School Pictures

A commercial photographer takes pictures of Concordia students and faculty each year.

Yearbook

Yearbooks are sold to all students in PreK - 5th grade. The Concordia yearbook contains photographs of students and Concordia activities. While special attention is given to the graduating class, all grade levels and staff members will be represented. Parents/guardians who have taken photographs during the school year are invited to share them with the yearbook committee by February.

Crisis Plan

Fire drills are conducted regularly. Severe storm or tornado drills are conducted once each semester. Plans for dealing with natural disasters like earthquakes have been prepared and routines practiced. Detailed evacuation plans have been posted in each room near the door. A crisis plan has been placed in the office and each classroom.

Weapons Policy

Weapons or imitation weapons are not allowed at Concordia or at school-related functions. A weapon is defined as an object used, or which could be used to, with the intent to harm, or any object which appears as if it could be harmful. In accordance with Illinois State Law, a weapon is further defined to include a blackjack, a concealable firearm, an explosive weapon, a firearm, a firearm silencer, a gas gun, a knife, knuckles, machine gun, a projectile weapon, a rifle, a shotgun, a spring gun, and a switchblade knife.

Violations of this provision will result in disciplinary action, which may include detention, suspension, or expulsion and may be referred to the appropriate federal, state, or local authorities. A student possessing a firearm on school property will be expelled or suspended for a minimum of one year unless the MLB in its discretion determines that such an expulsion or suspension is not appropriate in the particular case. A parent/guardian and/or staff found in possession of a weapon will be turned over to the appropriate authorities. Further action regarding enrollment of student(s) will be handled by school leadership.

Child Abuse Reporting

In accordance with Illinois state law, our school staff is obligated, under penalty of fine or jail term, to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, sexual abuse, or exploitation. In this very serious and legally narrow area, the school will not contact the parents/guardians in advance of making a report to legal authorities. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report be made when there is a reasonable suspicion of abuse.

Media Release Policy

In an ongoing effort to inform the community about our wonderful school programs and student accomplishments, Concordia Lutheran School will at times need to share student information and/or photographs with local newspapers, local television and radio stations as well as digital media. In addition, there are many opportunities to use visuals of school activities to promote the school to prospective families through brochures, posters, or advertisements on digital mediums. Our policies with regard to this usage are specifically outlined below, and your signature on the photo release form authorizes your compliance with this policy.

Student Publicity

This pertains to recognition of individual student achievements throughout the school year including, but not limited to, academic, athletic, and extracurricular accomplishments. Concordia acknowledges student achievements by sharing the news with the community via press releases in local newspapers (including online newspapers), radio / television stations, and on the school website / social media outlets. Some personal identifiable information is required for these announcements and is limited to:

Student Name and age, Hometown, Participation in school sponsored activities / sports, Photograph related to press release, Name of school, Weight and height of members of athletic teams, Grade level, Field of study, Description of award/ honor received, Personal identifiable information used in media press releases and / or publication on the district / school website NEVER includes student phone numbers, street addresses, or email addresses.

School Publicity and Communication

Concordia reserves the right to photograph and publicize events and school activities for the purpose of promoting the school and increasing community awareness.

COMMUNICATION

Newsletter

The newsletter is published weekly on Friday and sent via email to parents.

Parent - Teacher Conferences

Parents/guardians meet with their child's teacher at the end of the first quarter. Additional conferences throughout the year will be scheduled at the request of either parent or teacher.

Electronic Communication

The purpose of this policy is to clarify the school's position with regard to electronic communication between parents and staff. Increasingly, parents and teachers are using email to communicate with each other. Email is often a convenient and helpful way to communicate with your child's teacher, but parents and teachers should follow the same guidelines as any other professional communication. Please be aware teachers get many email messages daily. They will also be teaching your child and have many other responsibilities during their day. He/She may not be able to respond immediately to your email. Some teachers do not have time to address email until well after school finishes and others will address email in the morning. Staff will check their emails daily on school days (or each day that they work). Response time to email from a teacher will be within 24 hours of the initial contact, excluding holidays, weekends, or planned personal days off.

Some issues are too complex to resolve via email or can't be conveyed properly through email. In this case, either the parent or teacher should request a meeting to discuss. It can be difficult to determine when to do this. However, if the email becomes very lengthy or begins to cover multiple topics, it would be best to communicate concerns in person or via a phone call. Complex or recurring issues should not be addressed via email but rather in person or via telephone.

Communication Tips

A poorly worded or aggressive email can lead to a breakdown in communication. Neither parents nor teachers want this. Following proper email etiquette can enhance communication:

- Be positive, courteous, and diplomatic. You cannot take back an email message and it can easily be forwarded. Be calm and choose your words carefully. Do not write and send an email when you are angry. Take some time to digest the situation first.

- Open up your communication to the other person with phrases such as "Can we talk about...?" or "I need to check...". Avoid comments such as "You should have..." or "You must be mistaken...". You may not have all the details you need to support those statements.
- Make respectful requests such as: "Could you please send home the information about..." Avoid giving orders by saying things like: "You have to..." or "You need to..." Be brief and stick to the point. Use kind words rather than fighting phrases. For example, "Please could you..." and "Thank you for all you did" go a long way to building good relationships.
- Do not forward someone else's email unless you have permission, including teacher emails.

Grievances

In handling grievances, we use the Biblical approach as outlined in Matthew 18: 15-17 "If your brother sins against you go, and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector".

Depending upon the parties involved, steps would include the following and the order indicated:

1. Parent to teacher.
2. Parent to teacher and principal.
3. Parent to MLB and principal.

Parents who feel that there has been a misunderstanding are urged to meet with the teacher before coming to the principal. If no satisfactory agreement is reached, the matter should then be taken up with the teacher and principal together as outlined above.

If a parent has a grievance with a student other than their own child, they are to discuss the concern with the teacher of the student involved. It is the responsibility of the school, not a parent, to discipline a student.

School Cancellation

When the weather or other circumstances demand cancelation of school the Principal will decide the appropriate action from the following:

- School is closed for the day. All before-school care, after-school care, and school activities are canceled.
- Early dismissal. School will close at 11:30 am. All after-school activities and after school care are canceled. This announcement must be made by 6 am.

Concordia Lutheran School closings will be announced in the following ways:

- WQRF television #39
- WIFR television #23
- WREX television #13
- WTVO television #17
- Email
- Facebook

Concordia Lutheran School will not always make the same decision about school closings as the Harlem School District and Rockford School District.

Please remember, do not drive to school if you do not feel comfortable with road conditions. The school will understand. Let safety be the guide.

CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

Eligibility to Participate in School Clubs and Activities

Full time Concordia students in grades K-5 are eligible to participate in these activities if they meet the following standards:

- Students must maintain their grades and receive no more than 1 D and no F's in all subject areas, including enrichment courses. A student who does not meet this requirement will be given a warning the first week. If they are not able to bring their grades up, the student will be placed on one-week of academic probation and will not be allowed to practice or participate in a. The week begins on Monday as teachers

update their grades. Each week grades will be checked and the teacher will determine if and when the student may return to the activity.

- All students must exhibit a sincere effort to do the assigned schoolwork. It is important for the students to complete all missing assignments during the probation period as well as completing current assignments.
- In order to participate in an after school event, students must be in class the day of the event (see guidelines in Attendance). For a weekend event, the student must be in school the Friday before the event (see guidelines in Attendance).
- Any suspension or detention will result in the student not being able to participate in the next activity.
- Christian behavior is to be demonstrated in conduct and attitudes.

Participation in Concordia extracurricular activities is at the discretion of the school faculty and principal and may be based upon overall, yearlong performance and/or behavior.

Team Sports Guidelines

Student athletes from Concordia Lutheran will be encouraged to participate on the Rockford Lutheran teams best suited to their interest and skill development. We are all one body of believers - a family

Band Student Participation

Students enrolled in the band program are encouraged to commit to participating for the full school year. If for some reason a student wishes to drop band, he/she may do so only at the semester after parents contact the band director and notify both the homeroom teacher and principal. There is an additional fee for each semester of band that the child takes. Fees can be paid in full at the start of the school year or by monthly by check from September through April.

Volunteers

Volunteers are needed throughout the school year to assist our program, the events and extracurricular activities. Parents are welcome to volunteer in areas they feel comfortable

and willing to help. Some areas in particular include the school office, assisting teachers, and PTO. If you are willing to help, please contact the appropriate staff person. Depending on the activity, volunteers will need to submit to a background check.

PTO - Parent Teacher Organization

Scheduled meetings are held during the months of September and May. The PTO supports the Christian education we offer here in a variety of ways throughout the year from special purchases for classrooms to family and community events. For these activities to remain successful, the PTO needs support and volunteers. We encourage all of our families, who are all members of the PTO through enrollment, to be active participants in the organization.

The PTO of Concordia Lutheran School seeks to:

- Enable parents and teachers to better understand and appreciate their children's needs and abilities.
- Help parents improve the skills needed for Christian child training.
- Help teachers better understand and appreciate the needs and values of Christian home.
- Enable the home, church and school to work cooperatively in the process of Christian education.

Faculty

Early Childhood

Pre-K 3 - Ms. Autumn Harvel Grooms - harvel.grooms@concordiamp.com

Pre-K 3/4 - Ms. Ericka Heffner - heffner@concordiamp.com

Pre-K 4 - Mrs. Amanda Grooms - grooms@concordiamp.com

Pre-K 4 - Mrs. Joanna Heffner - heffner@concordiamp.com

Pre-K Aide - Ms. Micheala McClinton - mcclinton@concordiamp.com

K-5

Kindergarten - Mrs. Dana Busker - busker@concordiamp.com

First Grade - Mrs. Jaimi Hobart - hobart@concordiamp.com

Second Grade - Mrs. Leslie Neumann - neumann@concordiamp.com

Third Grade - Mrs. Leslie Neumann - neumann@concordiamp.com

Fourth Grade - Ms. Meredith Powers - powers@concordiamp.com

Fifth Grade - Ms. Meredith Powers - powers@concordiamp.com

P.E. Micheala McClinton - mcclinton@concordiamp.com

Art Ms. Bridget Heffner - bheffner@concordiamp.com

K- 5 Music/Choir - Mrs. Jaimi Hobart - hobart@concordiamp.com

Extended Care

Mrs. Shirley Eckel - eckel@concordiamp.com

Mrs. Merle-Ann Hiatt - hiatt@concordiamp.com

Mrs. Julie Householder - householder@concordiamp.com

Ms. Mariah Jones - jones@concordiamp.com

3rd- 5th Band - TBD (from Rockford Lutheran's Faculty)

3rd- 5th Orchestra - TBD (from Rockford Lutheran's Faculty)

Office Staff

Administrative Assistant - Mrs. Mercedes Mullen - mullen@concordiamp.com

Office Secretary - Mrs. Danae Wolf - wolf@concordiamp.com

Marketing and Admissions - Mrs. Dana McMahon - mcmahon@concordiamp.com

Principal - Mrs. Sherri Runge - runge@concordiamp.com