



Concordia Lutheran School

Parent/Student Handbook *2020/2021*

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. He 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.

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.

NONDISCRIMINATION Concordia Lutheran 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 this school. Concordia Lutheran School does not discriminate on the basis of race, color, national and ethnic origin in the administration of their educational policies, admission policies, and scholarships.

Concordia Lutheran School

School Goals and Objectives:

Students who complete their education at Concordia Lutheran School will:

ACQUIRE SKILLS

- Learn to read and comprehend at least at a fifth grade level.
- Successfully perform all fraction and whole number operations.
- Successfully solve multi-stage story problems.
- Be able to use research techniques to complete a research project in accord with language arts curriculum standards.
- Conduct a science investigation demonstrating skills of data collection and processing, measuring and quantifying, and hypothesizing based on gathered data.
- Be able to use the computer to write a story and solve a simulated problem.
- Be able to demonstrate the nine Christian core virtues of love, joy, peace, patience (perseverance), kindness (compassion and giving), goodness, faithfulness (honesty), gentleness, and self-control (self-discipline and respect).

UNIQUE PROGRAMS AND TEACHING METHODS

- **Bible-Centered Instruction.** The Bible is taught not only as a subject, but in such a manner that the children may apply it to their everyday living so that it becomes an integral part of their lives. Throughout the school day and in all aspects of life, they will see themselves as the reconciled, redeemed children of God as they are taught the demands of the Law and are comforted by the Gospel. Expressing our joy in new life in Christ, we worship Jesus with the certain hope of eternal life. Responding to the Savior's love, we serve others and witness to them.
- **S.T.E.M. and Sequential Computer Curriculum** - Every student K-5 at Concordia uses the computer lab. Students have specific instruction in touch-typing, multi-media development; word processing, and problem solving. The staff has developed specific materials that are specified for each grade. Students in grades K-5 periodically attempt S.T.E.M. challenges that develop problem-solving, critical thinking, innovation, collaboration, and build resilience and persistence.
- **Foreign Language Instruction** –Spanish is taught at all grade levels in PreK – 5.

MUSIC/ART AND/OR FINE ART PROGRAMS

- Students in grades 3-5 may choose a band or orchestra instrument and participate in band or orchestra.
- All students K-5th grade meet weekly for art class.
- All students PK-5 meet weekly for music class.

SCHOOL COLORS/MASCOT/SCHOOL TEAMS

- Concordia's school colors are green and white. The mascot is a Celtic. Families may purchase a spirit T-shirt or sweatshirt in the school colors. Each Friday is School Spirit Day where all students are encouraged to wear school colors. Various sports are sponsored by the Rockford Lutheran Association in grades 3-5. Registration information and sport fees will be included in the school newsletter.

EXTENDED CARE

- Students are given supervised time to work on assignments after school or join in supervised playtime using the on site school and church facilities and playgrounds.

PARENT TEACHER LEAGUE (PTL)

- Concordia has one of the most effective PTL organizations in Machesney Park. Its designation as a Christian PTL places special emphasis on strengthening our Christian faith through service. Over 50 volunteers have assisted in all types of school projects and have served as partners to the teaching staff. The PTL meetings are attended by parents, teachers, and their families. PTL efforts help provide students with learning materials, Christian service opportunities, and social experiences.
- Each year the PTL and school host special events to join our families and school staff together for socialization and family fun. Trunk or Treat, Movie Night, VIP day and more help our school staff and families join together as we support our school and families.

FIELD TRIPS

- Teachers at Concordia frequently use trips to community parks and museums to supplement unit-learning experiences. Northern Illinois museums, parks, and attractions, as well as Madison, Chicago, and Milwaukee museums and zoos are utilized for field trips in grades 1st-5th.

PARENT INVOLVEMENT

Concordia Lutheran School recognizes that a child's education is a responsibility shared by the school and family during the child's entire school career. To support the goals of CLS to prepare all students for success, the school and parents must work as partners.

Parents share the school's commitment to the educational success of their children. Concordia Lutheran School in collaboration with parents shall establish and develop practices that enhance parent involvement and reflect the specific needs of students and families.

To this end, CLS will support the development, implementation, and regular evaluation of parent involvement at all school levels and in a variety of roles. Parent involvement will include, but will not be limited to the following:

- Promotion of clear two-way communication between the school and the family concerning the child's educational development and progress through progress reports and parent teacher conferences. Report cards are sent home to parents quarterly. (Preschool report cards go home three times per year.) Kindergarten - 5th grade Parent/Teacher conferences are held once during the fall semester and once during the spring semester, as needed. Preschool Parent/Teacher conferences are held in January.
- Teachers and/or parents may arrange for a conference at any time that one is needed.
- Monthly school newsletter from administration with important school updates will be distributed to each family through take home folders. Newsletters contain important dates and information on upcoming events.
- Daily folders with classroom updates and communication from teaching staff.
- Concerns may be addressed when necessary and calls are returned as soon as possible by the teacher.
- Information to parents and/or guardians on parenting skills that support a child's academic efforts at home.
- Parent may access community and support services for children and families through the Community Resource Directory or other resources.
- Participation of parents in school leadership and decision making through advisory roles such as the Parent-Teacher League (PTL).
- Parents will abide by the rules and regulations that govern our students including but not limited to possessing, handling, or concealing a handgun, knife or physical object like a pipe is prohibited in school or at school related activities

Whatever you do, work at it with all your heart, as though you were working for the Lord, not for men.

Colossians 3:23

GENERAL RULES AND POLICIES

ATTENDANCE

- Regular attendance, punctuality, and participation in classes are necessary for success at Concordia Lutheran and to reach individual and program goals. Therefore, students whose attendance falls below 85%, through either excused or unexcused absences may be held at the same grade level during the following school year. Parents of students affected by this policy will need to meet with the principal to determine if the student will be promoted to the next grade.
- A note regarding a student leaving and returning during the day (doctor's appointment, etc.) should be sent to the office. Upon the student's return from such an appointment, he/she must check in at the office.
- If the student is unable to attend, it is the parent or guardian's responsibility to contact the school by 8:30 AM and give the reason. The Concordia Lutheran School's telephone number is (815) 633-6450. If calling before 7:30 AM, please leave a message on the answering machine.

TARDINESS

- A tardy is defined as not being in the classroom at the beginning of the school day. No child should be allowed to be continually late.
- Since learning is cumulative, it is essential that each child attends school regularly. Attendance records are maintained and forwarded to parents, Concordia Lutheran complies with the State Board of Education policies regarding truancy. Frequent or lengthy absences not only deprive the child of learning opportunities, but may lead to a reduction in grades and influence eligibility to participate in extracurricular activities.
- Any student who is tardy 5 days of school will receive a letter detailing the concerns so that parents can take appropriate measures ensuring the student is on time for school.
- A child who accumulates eight or more days of being tardy in a Quarter will be required, along with the parents, to meet with the principal and classroom teacher concerning the student's academic progress, as well as develop a plan to ensure regular attendance.
- After 10 tardies the Illinois State Board of Education Regional Office of Winnebago, Truancy Division, may be contacted.

MAKE UP WORK

- When calling the office to notify of an absence, parents should request any make up work and advice as to whether the work is to be picked up in the office or sent home with a sibling or neighbor.
- VACATIONS: When students are going to be absent from school for vacations for more than 2 days, homework assignments will be given at the discretion of your child's teacher. Actual assignments may change during the absence.

HALLWAYS

- The time before school is important for teachers to prepare for the day's activities. Students and parents are not allowed to be in the hallways before 7:45 AM, unless going to Before Care prior to 7:45 AM. After students enter classrooms at 7:45 AM it is important for teachers to be able to supervise students. Parents need to make an appointment to speak with teachers. For the safety of the students, with the congested hallways no parents are to congregate in the halls before school. Parents are requested to respect teachers' need to begin class promptly at 8:00 AM and therefore be out of the hallways prior to that time. (Preschool students and parents may enter classrooms at 8:00 AM and class begins promptly at 8:15 AM).
- Classes meet until 3:00 PM. Parents are requested to remain out of the halls until that time. It is distracting to the students and the teacher to have parents standing outside the classroom prior to dismissal time.
- Students K to 5th grade are expected to enter the school on their own to establish independence after the first eight weeks of school.

SIGN IN AT OFFICE

- For security reasons everyone entering the building must stop by the office, sign in and wear a visitor lanyard, if it is between 8:00 AM and 3:00 PM. We appreciate the parents' cooperation with this security measure.

CHANGE OF ADDRESS

- Inform the office immediately if you have a change of address, telephone number and/or email.

CUSTODY OF MINORS

- In order to assure the safety of students, organizations, agencies, or other persons may assume custody of a student on school premises during school hours or immediately before or after school only on the explicit authorization of the parent. All persons including police officers must check into the office and show identification and cause. The Principal or his designee must be informed and be present during any conference between a police officer and other state child welfare official.

LEAVING SCHOOL GROUNDS

- No student is allowed to leave the grounds during school hours without explicit written permission from his/her parents through the school office.

STUDENT DISMISSAL

- Teachers will not dismiss or excuse any child earlier than the school hours without a written request, email, or phone call to the office from the parent or guardian nor will they permit any child to leave with anyone other than those individuals on the pick-up list with the front office unless written notification, email, or phone call to the office has been given indicating so. This policy is designed to protect the child.

SCHOOL GROUNDS

- No student will be allowed on school property before 7:45 AM. as there is no supervision offered before this time. Before care is available for children beginning at 6:30 AM. who need to be dropped off earlier. These students should go directly to the before care room, and sign in.

FLAG SALUTE

- Daily, students participate in the Pledge to American Flag and the Pledge to Christian Flag. The two pledges are listed below so parents can practice them with their children.

Pledge to Christian Flag

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands. One Savior, crucified, risen and coming again with life everlasting for all who believe.

Pledge to American Flag

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

CHAPEL/RELIGION

Religion/Bible instruction are presented daily in all grades at the school and are integrated into daily life at Concordia. Chapel is held at CLS on Wednesday from 8:30-9:00am. Chapel includes singing, special music and a short message. Parents, grandparents, and guests are welcome. All students are required to participate in Bible instruction and chapel.

HOMEWORK

Homework is a reinforcement and/or extension of materials and skills covered in the classroom. As reinforcement, assignments should cover skills previously taught and which are understood by the majority of the class. As extensions, long-term projects such as compositions, book reports, research projects, and oral presentations may be assigned.

Parents can help the school build good patterns of homework by:

- ***Being a Stage Manager*** – Make sure your child has a quiet, well-lit place to work and that the needed materials are available.
- ***Being a motivator*** – Be positive about your child's completion of homework.
- ***Being a role model*** – If your child is reading, you can read too. If your child is doing math, balance your checkbook. Demonstrate a practical application of the skills the children are learning.
- ***Being a monitor*** – If your child asks for help, provide guidance, not answers.
- ***Being a mentor*** – Play a role in homework if the teacher asks, but be aware that over-involvement can be a bad thing. If you have a question about the amount of homework, talk to the teacher on the next day, if possible.

FIRE, TORNADO, and LOCKDOWN DRILLS

- Fire, tornado, and lock down drills will be held at regular intervals throughout the school year.
- The teacher in each classroom will give the students instructions. Maps and directions for proper class drill locations are posted by the classroom door. The school office maintains communication with the National Weather Service. Upon receipt of a warning over the weather alert radio, appropriate drill procedures will be enforced.

LUNCH ROOM

- 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 a 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).

EXTENDED DAY CARE

Concordia Lutheran School offers a before and after school child care program to meet the needs of our parents. The morning program begins in the Preschool and accommodates students before school (6:30-7:45 AM). The aftercare program utilizes the school facility and playgrounds (3:00 –6:00 PM). All students participate in snack time; please provide a healthy snack. During nice weather students will use the playground for the aftercare program. Students are to be signed out by a responsible adult (people not known by after care workers will be asked for identification). There is a \$4.00 hourly charge for children in the program. **For the safety of each child, all students who are not picked up promptly by 3:15 PM will be sent to the aftercare location until they are picked up.** The areas around the outside

of school are not safe for having students wait for rides. Any student that fails to report to aftercare by 3:15 PM will meet with the principal.

LOST AND FOUND

Students who find lost articles are asked to take them to the office. Lost and Found unclaimed articles will be given to the Goodwill on a quarterly basis.

SCHOOL CLOSINGS

Emergency School closing information will be available on the school's Facebook page and local television stations.

STUDENT MESSAGES

Messages will be taken and passed on in **emergency situations** only. If there is a need to leave a message please call the school at (815) 633-6450.

CELL PHONES

Students bringing cell phones to school must have them in their bags and turned off. A child using a cell phone in before care, after care or during the day will result in the cell phone being taken away. The cell phone must be picked up by the parents. Should there be a need to talk with a child, parents can call the office and leave message with the secretary.

TELEPHONE USE

Students must have a note from a teacher before using the telephone. Due to limited phones in the office students are only given permission to use the phone in an emergency.

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.

PARENT'S RIGHTS

Concordia Lutheran School follows the Congressional Buckley Amendment in regard to the rights of non custodial parents. Non-custodial parents may request to have the newsletter mailed to them. They may also request parent teacher conferences and copies of each report card. Parents who have obtained special court orders in regard to the custody of their children are requested to give the school copies of that portion of the divorce, separation, or custodial court order.

FIELD TRIP POLICIES

Opportunities are provided for educational field trips during a student's enrollment. Trips are carefully planned and supervised to provide an enjoyable experience along with educational value. While traveling to various sites is a learning experience, students also contribute time and effort in work projects as a part of sharing their Christian commitment and talents with others in need.

For most out of town trips, teachers will use a bus to transport the students. For some in-town trips, we do ask parents to help drive. Parents who volunteer to drive for a trip are required to have a minimum of 100,000/300,000-liability coverage. Parents that are driving on field trips will have to make a copy of their driver's license and their insurance card to turn in to the school office. The information will be kept on file for the entire school year. If a parent driver has an accident, their insurance company is responsible.

All parent drivers are asked to refrain from all cell phone use and drive directly to their locations and back. Seat belts are mandatory for each student. In addition, younger students that are required by law to use car seats must be followed.

TUITION

Tuition is assessed according to the published schedule. When several students from one family attend at the same time, the tuition for the subsequent children is reduced according to the published schedule. Parents or guardians are responsible for the tuition of any semester in which the student is enrolled. The customer agrees to pay the full semester of tuition when a student withdraws or is dismissed for any reason at any time during the semester. The customer also agrees to pay all legal costs and collection fees incurred by Concordia Lutheran School in collection of amounts owed by the customer.

Tuition is to be sent to the School Office at 7424 N. Second Street, Machesney Park, IL 61115, and may be paid all at once, by the semester, or in ten equal monthly installments. Parents must select a payment schedule at the time of registration, but can revise the payment plan during the school year. On the ten-month plan, payments begin August 15th and end May 15th.

If financial problems arise during the year, speak to the school office.

Students will be denied admittance to school if an account balance becomes over 30 days past due. To be readmitted, the tuition account must be made current. Any tuition delinquent from the first semester of the school year must be resolved prior to the start of the second semester or the following year, respectively. The student may not be allowed to attend school until obligations have been met. Report cards will be held for tuition accounts that are over 30 days in arrears or lunch accounts that have a negative balance.

Checks returned by the bank as Non-Sufficient Funds or from closed accounts will be required to be paid by cash, money order or cashier's check. If a second check is returned, all future payments will be required to be made by cash, money order or cashier's check. A fee of \$25 will be added to the account.

Student enrollment fees and prior account balances must be paid in full prior to the first day of the new school year. All tuition and fees must be satisfied prior to graduation. No grades or transcripts will be issued until all monies are paid.

BOARD POLICIES

The following policies related to tuition have been established by the MLB Board.

- Students are expected to be performing at grade level to be accepted.
- If a student is dismissed for failure to comply with the discipline/academic standards of the school, NO refund shall be granted.
- All fees are NON-REFUNDABLE.
- The school shall withhold transcripts, grades and other enrollment documents until tuition, fees and assessments are paid in full.
- A child shall not be permitted to enroll for subsequent school years until all prior tuition, fees and assessments are paid in full.
- Once tuition accounts become over 30 days in arrears, students will be denied admittance.
- Parents are to commit themselves to abide by all the policies and guidelines of Concordia Lutheran School, and to be involved in the home-school cooperative ministry.
- Tuition does not cover the entire cost to educate a student. Students and parents are encouraged to participate in volunteer activities.

**Train a child in the way he should go,
And when he is old he will not turn from it.**

Proverbs 22:6

HEALTH OFFICE INFORMATION

ILLNESS AND INJURY

The school's office will be open from 7:30 A.M. – 3:30 P.M. Monday thru Friday. Children who are injured or complaining of illness will be sent to the office who will evaluate the child's condition. Based on the office's findings, the parents/guardians *may* be called to come for the child.

In the event that a child is injured or has an accident at school, first aid will be administered. Emergency medical services, 911, will be activated if the situation warrants and then the parents/guardian will be notified. Please feel free to contact the school office at 815-633-6450 with any questions or concerns.

ABSENCES

Students must be kept home from school if they have any of the following:

- Fever: Fever is defined as a temperature over 100 degrees. Students may not return to school until he/she **has been fever free for 24 hours** without the aid of a fever reducer such as Tylenol or Advil.
- Diarrhea: Diarrhea is defined as 4-5 loose stools within a 24-hour period. Students may not return to school until 12 hours after the last episode.
- Vomiting: Students may return to school 12 hours after the last episode **and** only after they are able to tolerate food.
- Pink Eye (Conjunctivitis): Children must be treated with prescription antibiotic drops for a full 24 hours before returning to school.
- Acute Infections: This *could* include but is not limited to any infectious disease that can be transmitted to other such as: **upper respiratory infections, strep throat, scarlet fever, chicken pox, etc...** Any infection requiring an antibiotic will require that the child be excluded from school until they are fever free **and** on the antibiotic for a full 24 hours.
- Persistent Cough: A persistent cough can be warring to a child; resulting in fatigue, disruption in the classroom, and further spreading of germs. In this case, the child may need to stay home until the condition improves.
- Skin Conditions: Any undiagnosed sore that can not be covered or untreated skin eruptions will require a doctor's written clearance before the child may return to school.
- Chicken Pox: Students may not return to school until they are fever free for a full 24 hours and all of the lesions are dry and crusted.
- Shingles: Students with shingles may attend school as long as the lesions are completely covered. If the lesions cannot be covered, the student is excluded from school until they are dry and crusted.
- Head Lice: Students may return to school once the first treatment is complete and the school office has verified that the child is nit (egg) free.

If your child has any of the conditions listed above, please inform the school when calling in your student as absent. Certain conditions, such as Chicken Pox, must be reported by the school to the Winnebago County Health Department.

MEDICATIONS

All medication must be dispensed from the school's office. Self medication is only allowed for students that require an Epi-Pen® or rescue inhaler. These students must have the appropriate release, signed by both Physician and parent/guardian on file in the school's office.

Daily Prescription Medication*: Children requiring medication on a daily basis at school must first obtain a written prescription by a physician. The prescription is to be completed on the "Authorization for Administration of Medication" form which can be obtained from the school office.

Short Term Prescription or Over-the-Counter Medication*: From time to time, children may require short term medication at school. This could either be antibiotics or over-the-counter (O.T.C.) medications. Parents/guardians are required to drop off the medication in the school office where they can complete a “Short Term Medication Request” form.

*All medication given at school *must* come to school in its original container/packaging

HEALTH EXAMINATIONS

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.

SPECIAL MEDICAL NEEDS

Parents of any student with special needs should contact the school office prior to the start of the school year to discuss the child’s needs. This may include but is not limited to students with diabetes, ADD, ADHD, asthma, seizure disorders, vision or hearing deficits, life threatening allergies, or other disabilities. It is also a good idea to make the school office and teacher aware of allergies, especially food allergies.

FOOD ALLERGY POLICY

Food allergies can be life threatening. Even exposure to trace amounts of allergens in certain foods can cause a life-threatening reaction. Our goal is to ensure that every student in our school is safe. The risk of accidental exposure to foods in schools can be reduced as we work together to minimize risks and provide a safe educational environment for all students, including those with food allergies.

In our lunchroom....

1. Students will be encouraged NOT to share/exchange food with other students.
2. Proper cleaning of tables will be completed in between each lunch period.
3. Staff and students will be encouraged to wash their hands prior to returning to the classroom.
4. Lunch room staff and volunteers will be educated on the students with food allergies and instructed about food allergies, the signs and symptoms of an allergic reaction, and emergency procedures. A list of students with food allergies will be posted.
5. Additional precautions/procedures will be implemented as needed on an individual student basis.

CONCORDIA HEALTHY SNACK POLICY

Healthy daily snacks help feed our brains throughout the day and promote smart food choices in the future. Every student is given a time where they can enjoy an energy boost in the morning. Please send a snack of fresh fruit or vegetables or cheese with your child daily. Only water is allowed in the classrooms for snack. Preschool morning snack is provided daily.

MISCELLANEOUS

Recess and P.E.: If a student meets the health guidelines for attending school he or she is expected to participate in outdoor recess and P.E. unless there is a written excuse from the physician.

Cold Weather: Students will participate in outdoor recess throughout the winter months as long as the air temperature and/or wind chill is not below 15 degrees. It is the parent's responsibility to send the student to school with appropriate outdoor clothing.

ACM: Federal law requires all schools to inspect their buildings for ACM and to develop management plans for those materials found. Concordia's Asbestos Inspection and Management Plan is available for your review, by appointment, during our regular school hours. Please contact the school office if you wish to make an appointment.

ACADEMIC INFORMATION

ACADEMIC GRADING KEY

Grades are given for both academic achievement and effort. The following grading keys are used in Grades 3 through 5.

GRADING KEY

90-100	A	
80-89	B	
70-79	C	
60-69	D	
< 59	U	Unsatisfactory

Pre-Kindergarten – Second grade use their own designed report cards. Preschool-2nd grades use a standards based report card.

PROMOTION

Since most schools group children under a grade classification system, advancement of pupils is done on an annual basis. Annual promotion usually indicates achievement of minimum grade level expectations.

RETENTION

Retention will be made only after consideration of the parent, the teacher, and the administration. Summer school can be mandated with the approval of the principal. Parents will be informed about the possibility of retention by the end of the third quarter. A final retention decision will be made in a timely manner.

TEACHER REQUESTS

CLS will not accept parent requests for student placement with a specific classroom / teacher. Teachers place students in classes for the following academic year based on a variety of criteria, such as:

- Academic level
- Personalities of students in the class
- Personalities of the teacher
- Student's unique needs

- Gender
- Balancing class size

It is the belief of the administration that the teachers as a grade level team are best qualified to determine placement by weighing all the varying factors that they have observed over the past school year.

TESTING

The MAP Measure of Academic Progress is administered to all students in grades K–5, in accordance with policy 3 times a year, in the fall, winter and spring. The MAP test scores and Student Readiness tests are used to group students each fall and to measure short-term skill development. A permanent record of the scores is placed in each student's cumulative record folder. Parents will receive a special printed explanation of their child's scores. If you have a question about your child's test score or academic progress, please contact your child's teacher or the principal.

Testing in subject areas indicates student progress and is an important means of communication between home and school. Parents are expected to review student's tests when they are sent home.

ATHLETIC PHILOSOPHY

All student athletes are created by God with unique talents and abilities. The goal at Concordia Lutheran is to create an environment where these abilities can be nurtured and developed to give glory to God. Along with instruction in skills specific to each individual sport, coaches will strive to instill the importance of each team member's contribution to the whole, and life skills of cooperation, sportsmanship, and the value of positive attitude. With this in mind, the following are basic tenets of the Concordia Athletic Philosophy.

Our athletes will strive toward Godliness of character. In their actions on and off the field of competition, they will try to reflect the nature of God. When we compete, we hope to show Christ to our opponents in our words and actions.

Student athletes are just that - student athletes. Their performance in the classroom is of primary importance. Schoolwork must come first.

In reflecting Christ to others, coaches and athletes will practice good sportsmanship, regardless of the outcome of the contest.

Fundamentals will be stressed at every opportunity. We want to have teams where the beginning athlete as well as the more experienced will feel motivated and challenged to learn and develop their skills. Everyone contributes to the team.

Everyone, who desires to play on a CLS team, is welcome to play, provided they meet the academic eligibility rules stated in our eligibility policy. If there are too many athletes for the school sponsored team, students will be encouraged to participate in teams organized around YMCA, Art Sadtler or Boy's Club conference play. Individual coaches will determine playing time.

**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.*

ELIGIBILITY

- All student athletes must be passing all subjects to be eligible to play on RLA/CLS teams.
- A student athlete who is failing one or more subjects will be termed ineligible for one week.
- Eligibility will be checked each Thursday. Ineligibility will run Monday through the following Sunday.
- The Principal will check eligibility with the classroom teachers.
- The Principal will notify each coach if any athlete is ineligible. The coach will then notify the athlete and parents. (The student should already be aware of his/her own classroom performance.)
- Any student athlete who is ineligible for three consecutive weeks will be asked to leave the team to concentrate on his/her studies.

Concordia Lutheran School

DRESS CODE

Concordia Lutheran wishes to establish a climate in which learning can thrive without distractions by extremes in dress. The principles of modesty, simplicity, good taste and neatness are core values that relate to Christian dress.

The following “standardized dress” regulations are in effect at Concordia for all students, **Preschool to fifth grade**. All clothing must be of the approved color and style.

The following guidelines also apply:

Shirts, Tops:

- The stomach area or upper torso may not be exposed.
- A solid color turtleneck or mock turtleneck may be worn along with an approved uniform. There can be no visible logo on any shirts.
- A solid color long sleeve crew neck shirt may be worn underneath the uniform top.

Shorts, Skirts:

- Shorts and skirts will be no shorter than 2” above the knees.

Pants:

- Celtic athletic pants may be worn any time under approved uniform skirt.
- Tights and appropriate leggings may be worn under the uniform skirt.

Shoes:

- Closed toe shoes must be worn at all times.
- Athletic shoes required for Physical Education class.

Hair:

- Hair should be kept neat, clean, and away from eyes.
- No bleaching or coloring of hair is allowed.
- Hats, caps, sweatbands or sunglasses will not be worn during school hours.

Jewelry:

- Spiked or heavy chains may not be worn.
- Students will be asked to remove any jewelry or item that is a distraction to the class.
- No dangling earrings - they are a safety issue.
- No tattoos or body piercing other than the ear is allowed. Tattoos (real or fake) are not allowed. This includes writing on the body with any object.

Makeup:

- Makeup is not to be worn during school hours.

Spiritwear:

- Spirit wear shirts can be worn on Fridays.
- Approved pants and skirts must still be worn.
- Spirit wear hoodies/sweatshirts may be worn everyday over approved shirts/tops.

No undergarments or boxers are to be visible above pants or skirt waistline or below pant or skirt hem.

Standardized dress:

Bottoms

Navy, Black or Khaki: pants, shorts, skirts, capris, jumpers

All bottom pieces must be knee-length.

K- 5 only No cargo pants or cargo shorts.

Tops

Any **solid** color polo, oxford style buttoned shirt, mock turtleneck or turtleneck.

We recommend that your student keeps a solid color sweater in the classroom, with their name on it, for cool temperatures inside and outside the classroom.

No top piece shall contain an emblem, designs, or insignias other than Concordia's logo.

Shirts do not need to be tucked in, but they must be the appropriate size for the child. Top pieces should overlap bottom pieces.

Spirit Wear may only be worn on FRIDAY.

Shoes

No open-toed shoes, skate-shoes, flip flops, or any shoe with a high heel.

Additional Guidelines

Clothing including footwear that becomes a disruption in our school day will be handled on a case by case basis at the discretion of the teacher.

CODE OF CONDUCT

- Each student has a right to learn in a Christian environment. Teachers have the right to expect student's behavior that allows teachers to teach and students to learn. Students and teachers share the responsibility to maintain such an environment.
- Discipline is the student's ability to manage him or herself within the limits set by school policies and procedures.
- Parents share equally with teachers the responsibility for discipline. Parents, as co-educators for their children, realize that there will be times when a student steps from the area of student responsibility. It is the responsibility of the classroom teacher to maintain a classroom atmosphere that enhances learning.
- When a student displays irresponsible behavior within the school or classroom, the teacher and/or principal will take disciplinary action. There will be times when misbehavior must be referred to the parents for action and support of the teacher's action. A behavior contract may be set up depending on the severity of behavior, the student may be removed from the classroom.

Each teacher has set rules to meet the needs of his/her individual class. Each year these are distributed within the first week of school. Parents share the responsibility for guiding their children toward responsible behavior and providing Christian examples.

Teachers have the right to alter behavior policy as necessary to insure a safe environment. In such times the teacher is to clearly explain the change to the students.

INTRODUCTION There are some items which need to be generally understood by all in regard to discipline.

Parents are expected to accept the following responsibilities:

- **know** and support school rules.
- **send** pupils to school in the proper state of health cleanliness and neatness.
- **maintain** an "active interest" in the pupil's progress.
- **cooperate** with the school by reading and returning signed communications.
- **attending** parent-teacher conferences.

Students are expected to contribute to the learning environment by:

- **respecting** the rights of other students and the rights of the staff.
- **accepting** responsibility for their own learning and behavior.

School staff is expected to do the following to assure good discipline throughout Concordia Lutheran School:

- The building administrator has the responsibility to enforce discipline for students while they are in school buildings or on school grounds. He maintains adequate supervision while they are on school owned, operated or chartered buses; while they are attending or engaging in school activities; and while they are off school grounds. If student misconduct directly and immediately affects school discipline or the general safety and welfare of students and staff the principal or designated staff member will provide appropriate consequences.
- The administrator or teachers will keep parents informed of consistent or serious misconduct. Additionally, administrators or teachers will involve parents in problem solving regarding the disciplinary action. They will assist parents, when necessary, in identifying community resources that are available to help the family deal with persistent or serious discipline issues.
- Although students may be suspended without first notifying parents, the administrator will always make every effort to notify parents that the suspension has occurred and explain the reason for the suspension. Each Parent and student is provided a copy of the Code of Conduct.
- The Code of Conduct is not meant to be an exclusive list of unacceptable behavior. MLB policy does give the Principal the authority to discipline, suspend or expel any student "when the presence of a student is detrimental to the best interests of the school. This can include behavior not specified in the Code of Conduct which is generally known to be inappropriate or behavior which is in violation of federal, state, county or city laws and ordinances.
- Additional policies related to student behavior might be included in the Concordia newsletter. Parents and students are responsible for knowing the content of the student handbook. Violation of individual school handbook policies may also result in disciplinary action including detention, suspension, or expulsion.

DUE PROCESS

The purpose of this Code of Conduct is to help students and parents know what is expected from them and what they may anticipate from schools. Due process requires the following:

- The student must have prior knowledge of the conduct which is required or prohibited.
- The student must be told why he/she is being considered for disciplinary action.
- The student must have an opportunity to express his/her views regarding the incident before any decision regarding discipline is made.
- The school official must base his/her decision only on the matters about which the student has been informed.
- Students are expected to follow the behavior intervention in a timely manner.

In cases where there is a question concerning disciplinary decisions, a parent or legal guardian should first request a meeting with the building principal. If a parent or legal guardian, after discussion with a building principal has concerns over an incident involving an out of school suspension, he/she may call the Pastor at 815-633-4983 for assistance in problem solving. The authority to expel and readmit a student rests solely with the Principal and Pastor.

All students are treated equitably regardless of race, creed, age, sex, national origin, or disability.

SEARCHES

The furnishing of cubbies, desks, facilities or space owned by the school does not give rise to an expectation of student privacy with regard to student use of those cubbies, desks, facilities or space.

Individual desks and other school property may be searched any time a school official has reasonable suspicion that a criminal offense or violation of a school rule has occurred. School officials may also conduct periodic inspections of all school desks or other school property or a randomly selected portion of any of these. School maintenance staff may also open a desk to conduct maintenance or to check for needed maintenance. All searches, inspections and maintenance may be done without prior notice and without the presence of the student. All searches, inspections and maintenance may only occur with the authorization and direction of the building principal. Searches other than maintenance inspections, must be done in the presence of at least two staff members.

In cases of searches based upon reasonable suspicion of a violation, the student will be notified as soon as practical after the fact that the search occurred, the reason for the search and the result of the search. Searches of individuals or their personal property shall be based on reasonable suspicion, and shall occur only with the authorization and direction of the building principal and in the presence of at least one other staff member.

STUDENTS AND SOCIAL MEDIA

The school will not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates school policy, and the school may require the student to share content in the course of such an investigation.

ALCOHOL/DRUG/WEAPONS USE BY STUDENTS

Consuming, using, transmitting, possessing or being under the influence of alcohol or drugs are illegal and prohibited in school or at any school-related activity. The use of the above substances will result in immediate school suspension and/or expulsion. Possessing, handling, or concealing a handgun, knife or physical object like a pipe is prohibited in school or at school related activities.

LAW ENFORCEMENT, JUVENILE COURT AND HUMAN SERVICE NOTIFICATION

In cases involving suspected alcohol or illegal drugs each school will notify law enforcement of the individual involved unless the student is self-reporting for the purpose of therapeutic intervention.

The principal or representative must also notify police when a weapon is found in the possession of a student. The principal or staff member may additionally contact police anytime he or she suspects any legal violation has occurred. Those students who are under the jurisdiction of juvenile court shall have their grades, attendance, truancy, behavior and discipline reported to juvenile court. Student violation of school rules may result in further court action.

SHARED MISCONDUCT

All individuals concerned in committing a Code of Conduct violation, whether they directly commit the violation or aid and abet the violation are subject to penalties as outlined in the Code. When two or more individuals, acting together, violate the Code of Conduct, each is responsible for the acts of the other and shall be subject to the relevant Code of Conduct violation and penalty.

CLASSROOM RESPONSIBILITY

Disciplinary action is warranted when a student's actions become inconsistent with the purpose of the school. Behaviors such as disruptive conduct, arriving at class without materials, and cheating should be handled by the classroom teacher through problem solving techniques, proactive interventions, detentions, and parent involvement. In some cases the student may be sent to the Principal's office. A referral is then completed by the teacher. This is considered a first offense when disciplinary action is taken according to the Code of Conduct.

In some cases it may be necessary for teachers to revise/alter their classroom behavior policy in order to insure a safe Christian environment.

REASONS FOR EXPULSION

Expulsion is to be administered by Concordia's Principal. If a student's actions present a serious and/or continued violation of conduct as listed under reasons for suspension or expulsion, the Principal may recommend that the student be expelled for the remainder of the semester. The Principal may extend the expulsion for the remainder of that semester plus the following semester. The student and or parent or legal guardian is entitled to be present for a hearing. A student may be suspended up to 10 school days pending a hearing on a recommendation for expulsion.

Any student expelled from school by the Principal may be readmitted only by the Principal. In cases involving expulsion, the Principal may establish conditions for readmission. Conditions for readmission will focus on behavior and academic standards and may be in the form of written conditions. Violation of these conditions could lead to another recommendation for expulsion.

Examples of reasons for expulsion: Arson or attempted arson, inappropriate sexual conduct, including but not limited to indecent exposure, "depantsing" or attempting to "depants" or to remove clothing from another person, deliberately touching of another student's intimate parts, or the clothing covering intimate parts and display of affection which includes affectionate actions generally considered to be private.

ANTI-BULLYING POLICY

Everyone at Concordia Lutheran School is committed to making our schools a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our schools.

Our schools define bullying as follows:

Bullying is not Christ-like. It is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

Examples of bullying include:

- Continually hurting someone physically by hitting, kicking, tripping, pushing, and so on.
- Stealing or damaging another person's things.
- Ganging up on someone.
- Teasing someone in a hurtful way.
- Continually using put-downs, such as, insulting someone's race or making fun of someone for being a boy or a girl.
- Touching or showing private body parts.
- Spreading rumors about someone.
- Continually leaving someone out on purpose or trying to get other kids not to play with someone.

Staff at our schools will do the following things to prevent bullying and help students feel safe at school:

- Closely supervise students in all areas of the schools and playgrounds.
- Watch for signs of bullying and stop it when it happens.
- Respond quickly and sensitively to bullying.
- Listen to parents' concerns about bullying.
- Look into all reported bullying incidents.
- Provide immediate consequences for retaliation against students who report bullying.

Students at our schools are expected to do the following things to prevent bullying:

- Treat each other respectfully.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone in play, especially those who are often left out.
- Report bullying to an adult.

FORMS OF DISCIPLINARY ACTION

CLASSROOM MISBEHAVIOR DEFINITION

The teachers of Concordia Lutheran School believe strongly in the Gospel message of forgiveness and love in our relations with one another. Although students, like all of us, must sometimes experience unpleasant consequences for the poor choices they may make, we are also aware that students have differing needs and strengths. We desire to build and maintain a positive classroom and school environment and to recognize the majority of students who do cooperate and encourage learning in the classroom and do follow school rules. The teachers will offer positive incentives, such as commendations, special activity times, and other rewards to all those students who contribute in a positive way to our school environment. Teachers will seek to help students modify misbehavior through spoken reminders and consequences, if necessary. For those incidents of repeated misbehavior, teachers may assign a Student Detention time.

SUSPENSION & EXPULSIONS DEFINITION

Suspensions are imposed for a period of more than three days but not to exceed ten days and are to be administered by a building administrator or representative.

No student being suspended from school will be released without notification to parents or guardian and an informal hearing held with the student.

The principal and the pastor determine expulsions in cases of severe or persistent misbehavior.