

# CONCORDIA LUTHERAN

CHURCH — SCHOOL — PRESCHOOL



*even as the Son of Man came not to be served but to serve,  
and to give his life as a ransom for many.*

**PARENT & STUDENT  
SCHOOL HANDBOOK  
PRESCHOOL - GRADE 8**

**2018 - 2019**

## Church & School Contact Information

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www.concordiacares.org  
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## Teaching Staff

|                                    |                     |
|------------------------------------|---------------------|
| Pastor/Confirmation/Religion       | Pastor James Hennig |
| Principal/Grades 3-8               | Janet Burmeister    |
| Grades K-2                         | Nicole Boeder       |
| 3 yr. old Preschool teacher        | Trudy Wise          |
| 4 yr. old Pre-Kindergarten teacher | Debbie Miller       |

## School Support Staff

|                              |                              |
|------------------------------|------------------------------|
| Assistant Pastor             | Rev. Michael Koschmann       |
| Administrative Assistant     | Lora Beavers                 |
| Grade School Aide            | Pamela Billotte              |
| Cook/ PS Aide                | Tracy Ramelow                |
| PS Aides                     | Mary Wright & Caroline Davis |
| AM Ext.Care/Office Volunteer | Marsha Gruber                |
| Librarian                    | Anita Waters                 |

## Board of Christian Day School

|               |               |             |
|---------------|---------------|-------------|
| Roger Gruber  | Ross Jennings | Amy Morgan  |
| Andrew Hennig | Jean Dowell   | Shelly Shaw |

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## TABLE OF CONTENTS

(Legend: Red—Preschool Only, Blue—Grade School only, Black—applies to the whole school)

|  |               |
|--|---------------|
| Cover.....   | Page 1        |
| School Contact and Staff Information.....          | Page 2        |
| Table of Contents.....                             | Page 2-4      |
| Letter from the Board of Christian Day School..... | Page 4        |
| History of Concordia.....                          | Page 5        |
| Administration and Organization.....               | Page 5        |
| Grade School Philosophy.....                       | Page 5        |
| Preschool Philosophy.....                          | Page 5-6      |
| WHAT DOES CONCORDIA EXPECT OF ITS PARENTS?.....    | Page 6        |
| Contact with Parents.....                          | Page 6        |
| Parent Observation.....                            | Page 7        |
| <u>GRADE SCHOOL ADMISSION</u> .....                | <u>Page 7</u> |
| <u>PRESCHOOL ADMISSION</u> .....                   | <u>Page 7</u> |
| SCHOOL POLICIES.....                               | Page 7-11     |
| • Non-Discriminatory policy.....                   | Page 7        |
| • School Records.....                              | Page 7-8      |
| • Asthma Action Plan.....                          | Page 8        |
| • State Requirements.....                          | Page 8-9      |
| • -Physical Examinations.....                      | Page 8        |
| • -Immunizations.....                              | Page 8        |
| • -Eye Examinations.....                           | Page 9        |
| • -Hearing Examinations.....                       | Page 9        |

|  |                   |
|--|-------------------|
| • -Dental Examinations.....  | Page 9            |
| • Health Requirements and Medication.....                          | Page 9-10         |
| • Field Trips.....   | Page 10           |
| • -Driver Requirements .....                                       | Page 10           |
| • -Chaperone/Driver Guidelines .....                               | Page 10           |
| • Grievances.....  | Page 10-11        |
| <b>GRADE SCHOOL CURRICULUM.....</b>                                | <b>Page 11-12</b> |
| • Areas of Instruction.....  | Page 11           |
| • Daily Schedule.....  | Page 11           |
| • Honor Roll.....  | Page 11-12        |
| • Homework.....  | Page 12           |
| • Academic Progress Reporting.....                                 | Page 12           |
| • Achievement and Abilities Tests .....                            | Page 12           |
| <b>PRESCHOOL CURRICULUM.....</b>                                   | <b>Page 12-13</b> |
| • Curriculum Goals.....  | Page 12-13        |
| <b>ATTENDANCE.....</b>   | <b>Page 13-16</b> |
| • Grade School Year.....   | Page 13           |
| • Preschool Holidays off.....                                      | Page 13           |
| • Preschool Daily Schedule.....                                    | Page 13-14        |
| • Preschool Arrival and Departure.....                             | Page 14           |
| • Grade School Arrival Procedure.....                              | Page 14           |
| • Grade School Dismissal Procedure.....                            | Page 14           |
| • Grade School Absence and Illness.....                            | Page 14           |
| • Grade School Tardy.....  | Page 15           |
| • Grade School Church and Sunday School Attendance.....            | Page 15-16        |
| <b>GENERAL ALL SCHOOL INFORMATION .....</b>                        | <b>Page 16-20</b> |
| • All School Chapel.....   | Page 16           |
| • Library .....  | Page 16           |
| • Graduation And Awards.....                                       | Page 16           |
| • Bicycles and Scooters.....                                       | Page 16           |
| • Communications.....  | Page 16           |
| • Personal Property.....   | Page 16           |
| • School Pictures.....   | Page 17           |
| • Parent Involvement .....   | Page 17           |
| • Telephones and Cellular Phones.....                              | Page 17           |
| • Parties and Treats.....  | Page 17           |
| • <b>PRESCHOOL (all-day) Naptime .....</b>                         | <b>Page 17</b>    |
| • Show and Tell .....  | Page 17           |
| • <b>GRADE SCHOOL Extended Care.....</b>                           | <b>Page 17-18</b> |
| • <b>GRADE SCHOOL Summer Extended Care.....</b>                    | <b>Page 18</b>    |
| • <b>GRADE SCHOOL Lunch Program.....</b>                           | <b>Page 18</b>    |
| • <b>PRESCHOOL Meals .....</b>                                     | <b>Page 18</b>    |
| • Computer Technology Acceptable Use Policy.....                   | Page 18-19        |
| • <b>GRADE SCHOOL Dress Code.....</b>                              | <b>Page 19-20</b> |
| • <b>PRESCHOOL Dress Code .....</b>                                | <b>Page 20</b>    |
| <b>GRADE SCHOOL DISCIPLINE.....</b>                                | <b>Page 20-22</b> |
| • Behavior.....  | Page 21           |
| • Discipline Steps Toward Suspension or Expulsion.....             | Page 21-22        |
| • Causes For Immediate Interventional Discipline.....              | Page 22           |
| • Suspension and Expulsion.....                                    | Page 22           |
| <b>PRESCHOOL DISCIPLINE .....</b>                                  | <b>Page 22</b>    |
| <b>EXTRA CURRICULAR GRADE SCHOOL ACTIVITIES .....</b>              | <b>Page 22</b>    |
| <b>GRADE SCHOOL PAYMENT SCHEDULE AND LATE PAYMENT POLICY .....</b> | <b>Page 23-24</b> |

|   |                   |
|---|-------------------|
| • Grade School Fees.....  | Page 23           |
| • Grade school Tuition Rate.....                                | Page 23           |
| • Grade School Payment Plan .....                               | Page 23           |
| • Other Grade school Payment Information.....                   | Page 24           |
| • Financial Support.....  | Page 24           |
| <b>PRESCHOOL PAYMENT SCHEDULE AND LATE PAYMENT POLICY .....</b> | <b>Page 24-25</b> |
| • Preschool Fees.....   | Page 24           |
| • Preschool Community Child Care Connection Participants .....  | Page 25           |
| • Preschool Late Payment Policy .....                           | Page 25           |
| <b>ALL SCHOOL EMERGENCY PROCEDURES .....</b>                    | <b>Page 25-26</b> |
| • Locked Facility Policy .....                                  | Page 25           |
| • First Aid.....  | Page 25           |
| • Medication.....   | Page 26           |
| • Fire, Intruder and Inclement Weather Drills.....              | Page 26           |
| • Emergency/Weather Closings.....                               | Page 26           |
| <b>WHOLE SCHOOL BUILDING MANAGEMENT PLAN.....</b>               | <b>Page 26</b>    |

# Jesus Loves Children... So Does Concordia!

**Dear Parents and Students:**

***The Board of Christian Day School and the Staff and Faculty of Concordia Lutheran Church and School welcome you and wish you God's blessings during the coming school year. We are delighted that you are part of our family in Christ. It is our prayer to work in harmony with you in teaching your child.***

***We are looking forward with great joy to the new year and all the excitement and learning opportunities it will bring. Our primary concern at Concordia Lutheran School is your child. We want him or her to grow spiritually, academically, socially, emotionally, and physically as a child of God.***

***We all must understand our responsibilities regarding the schooling of the students at Concordia. This is why this handbook was written. It is important that you familiarize yourself with all the information in this handbook because it covers most questions that may arise throughout this year. It also contains expectations of both the students and parents. Your financial responsibility of paying tuition is only part of the cost each year to provide each student with an education. Your responsibility as a parent with assisting your child to become a good student is also addressed. We want the best for our children. Please use this handbook as a guide to meet your responsibilities and obligations.***

***We would also request that you remember the staff, faculty, and the Board of Christian Day School in your prayers.***

***In His Service,  
The Board of Christian Day School***

## **HISTORY OF CONCORDIA**

Concordia Lutheran Church established a parish school in September 1931. The establishment of the school occurred the same year that Concordia was officially organized and called their first resident Pastor, Rev. A.C. Young. In 1931, the enrollment was 67 pupils. A portable chapel with a school annex at 13th and Knox Streets served as the location for the new school and church. During the first year of the school's existence, the school used two rooms in the parsonage in addition to the annex. In 1932, a building was made available to house the classes that had met in the parsonage. Another larger school building was built and dedicated in October 1937. During these early years of the school's existence, it's faculty consisted of the Pastor and Concordia Seminary students.

God has richly blessed Concordia since its small beginning in 1931. Concordia congregation relocated to its present site in 1957 with a day school enrollment of 43. The basement of the church and the overflow area were used for classrooms until 1963 when a 6-room building was completed and dedicated. In 1972, half-day pre-school was started for the three and four year old children; which has expanded to both half and full day pre-school. Concordia added 3 more classrooms and a gymnasium in 1984. We pray the Lord will still have more growth in store for Concordia Lutheran Church-School-Preschool as we remain faithful to the Savior and His saving Word.

## **ADMINISTRATION AND ORGANIZATION**

Concordia Lutheran School and Preschool is owned, operated, and supported solely by Concordia Lutheran Church. The Board of Christian Day School, which is elected by the congregation's voters' assembly, makes the policies governing Concordia School and Preschool. The principal, who, with the assistance of the staff, supervises the school's daily operation and administers the policies of the Board of Christian Day School. The Pastor of Concordia Lutheran Church oversees all matters pertaining to the proclamation of the Word at Concordia Lutheran Church-School-Preschool.

The Board of Christian Day School reserves the right to adjudicate any variation to policy.

## **GRADE SCHOOL PHILOSOPHY**

### **Growing Faith - Sharing Faith - Living Faith**

Concordia Lutheran School is an integral part of the mission of Concordia Lutheran Church. We adhere to and follow the church's mission and ministry statement which emphasizes "the Great Commission of 'making disciples' at home, in the community, and throughout the world. (Matthew 28: 19-20)" The purpose of Concordia Lutheran School is to provide Christian education in partnership with parents so that through Word and Sacrament by grace through faith:

1. Children receive faith through the work of the Holy Spirit, grow in their relationship with God, understand their worthiness comes only from being a child of God, and have the assurance of eternal life. (Proverbs 22:6; 2 Timothy 3:15; Matthew 19:14; John 17:3)
2. Children are equipped to worship, share their faith with others, and serve God and His people using the gifts He has given them. (Colossians 3:16; Luke 11:28; Matthew 4:4)
3. Children are provided training for maximum spiritual, academic, physical, emotional, and social growth, with due recognition for individual differences through the various stages of development. (John 8:31; Mark 9:36-37; John 10:10)

## **PRESCHOOL PHILOSOPHY**

### **Spiritual Emphasis In Out Program**

Since the Preschool is operated as part of the mission of Concordia Lutheran Church, there is a great deal of emphasis placed on Jesus, our Savior. Faith development is the core of the curriculum in our preschool. All activities add in some way to the spiritual life of young children. Faith development is more than having an isolated "Jesus Time" in the daily schedule.

Integrated in the curriculum are lessons that help a child understand God's love for all people. In our teaching of the Christian faith, we teach simple Bible stories and Christian principles drawn from the Bible.

The teachers will, in daily activities and relationships, strive to act out the unconditional love of Jesus. Through these activities and relationships your child will learn to:

- know Jesus died and rose for them
- see themselves as God's children
- feel secure in God's love
- see their world as God's creation
- grow in a desire to care for God's creation
- respond to God's love by caring for others

The children will participate in chapel on a regular basis. We will have daily devotions, which include Bible stories, prayers, and music led by the teacher. Several times throughout the year we will participate in Sunday worship by singing. We encourage all children to participate.

### **WHAT DOES CONCORDIA EXPECT OF ITS PARENTS?**

As a Christian parent, you will want to:

1. Faithfully attend regularly scheduled worship services, thereby living the Christian example for your child to follow.
2. Regularly attend the meetings of the Parent-Teacher League whereby parents can become better informed as to what their children are being taught and how they can further participate in their children's education.
3. Offer all concerns and suggestions for improvement first to your child's teacher; then if not resolved, to the principal; and finally to a member of the Board of Christian Day School so the situation may be addressed to reach a positive conclusion.
4. Support your child's teacher at home recognizing the teacher as God's representative. The teachers, through their work, are helping to fulfill an obligation of the parent by educating the child.
5. Be prompt and consistent in getting your child to school on a timely and regular basis.
6. Pursue opportunities to offer your services for the school.
7. Sign the agreement on the Master Record form stating your compliance with the objectives stated above.
8. Live in peace and concord with other families.
9. Provide a moral Christian environment for your child in the family setting.
10. Be good stewards and pay all fees and tuition on time.

***"Train up a child in the way he should go; and when he is old, he will not depart from it."***

***-Proverbs 22:6***

### **CONTACT WITH PARENTS:**

From time to time a child's behavior, attitudes or moods can be affected by changes in their lives. Moving to a new home, a new baby, death or illness in the family, can affect the behavior of children. If situations change in your family, it would be a great help if teachers are informed. It will help us empathize if the child is moody, quiet, or misbehaving. We can also help in getting your child through a difficult time. Please feel free to come to us at any time, even if it seems unimportant. The better we understand your child, the better we can work with him/her. Please understand anything you share will be kept confidential. Our pastors are also available for counseling and assistance.

## PARENT OBSERVATION:

You are welcome any time in our classrooms. Parent observation gives a parent a chance to see what is happening and some insight into their child's progress. We also always appreciate parental involvement in classroom parties and field trips.

## **GRADE SCHOOL ADMISSION**

Application forms are available through the office. Tests will be administered to new students to determine admittance and/or placement. Parents are required to have a conference with the child's teacher, with the principal and with the Pastor before the child is enrolled for the first time. Admission of the child may depend on these conferences and the willingness of parents to follow the guidelines of this handbook.

All parents are expected to cooperate fully with the teachers and the congregation. Parents who are not members of our church are encouraged to attend the adult information class, which features the doctrines of the Lutheran faith so they will understand what their children are being taught in school.

Parents who are members of another Christian congregation are expected to regularly participate in their own church, including Sunday school and worship. Parents who are not members of any Christian church are invited to attend services and Bible classes at Concordia until a home church is established. Regular worship and Bible study are an extension of the education offered at Concordia Lutheran School.

## **PRESCHOOL ADMISSION**

Parents may register their child at any time by completing the registration application and paying the non-refundable registration fee. Classes will be filled in the order that registrations are received.

- In cases of limited openings, members of Concordia Lutheran Church and siblings of enrolled students of Concordia Lutheran School will receive preference.
- Parents are required to submit a copy of their child's birth certificate and their child's physical and immunization forms filled out by a physician upon admission and every two years thereafter (if applicable).
- Children may begin attending the Preschool program on their third birthday and must be toilet-trained.

## **GENERAL SCHOOL POLICIES**

### NON-DISCRIMINATORY POLICY

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 the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.

### SCHOOL RECORDS

- It is the responsibility of the parent to notify the school office of any changes in address, telephone numbers at home or work, medical records, who is allowed to pick up the child from school, or any other essential information needed for the school records.
- The school office maintains a permanent record file for each student (preschool through 8th grade). This record contains personal information, academic records, attendance figures, and test scores. Information regarding the accessibility of school records by parents and/or students, and the right of a parent to alter, expunge, or restrict the usage of such records, will proceed

according to the guidelines of the Buckley Amendment or FERPA (Family Education Rights and Privacy Act) as it applies to Concordia Lutheran School and Preschool.

- Grade School Parents should notify the principal if they move or plan to transfer their children to another school. The procedure for transferring records is initiated by the new school through a Record Release form. All fees owed to Concordia will need to be paid before the final report card and other records are released. They will then be mailed directly to the new school.

#### ASTHMA ACTION PLAN:

All students who have been diagnosed with asthma must submit an asthma action plan when they are first diagnosed with asthma and at the beginning of each school year thereafter. Asthma action plan forms need to be filled out by the child's physician and are available in the school office.

#### STATE REQUIREMENTS:

Children who enroll in Kindergarten must be five years of age on or before Sept. 1st. This policy complies with State of Illinois guidelines regarding admission and entry requirements. All enrolling students must submit a copy of their birth certificate, and a completed master record form.

- Physical Examinations: Any physical obtained after January 1st of the previous school year, will be considered current for the new school year. Health records must be given to the school office by October 1st of the school year. No physical examination form will be accepted unless the parent health history section has been completed and signed. Failure to provide evidence of a physical exam for grades preschool or kindergarten and sixth grade will be cause for possible suspension until the exam is completed. In cooperation with the Springfield Schools, and in keeping with Illinois State Law, Concordia School requires a physical examination from:
  1. Each pupil entering school for the first time whether it be in preschool, kindergarten, or any other grade level.
  2. A second health record is to be submitted by each pupil entering 6th grade.
  3. All students who participate in the athletic program are required to have an annual physical examination before participation in practices of the sport.
  4. Each physical examination form must provide immunization records.
- Immunizations:
  1. The chickenpox (varicella) vaccination is a required immunization. Children entering into any school-operated program for the first time at the kindergarten level and below are required to show proof of having received one dose of chickenpox vaccine on or after their first birthday. A physician can confirm past disease history—in lieu of vaccination—by having examined the infected child, documenting the parent's description of the child's history, or reviewing laboratory evidence.
  2. All students enrolling in the 5th grade must provide acceptable documentation of two doses of live measles virus vaccine, with the first dose administered not earlier than 12 months of age and the second dose no less than one month later. If a student has been vaccinated at 12 months, but less than 15 months, that student must receive a second dose in order to be admitted to school for the first time. A student who has been vaccinated at 15 months or later will be considered in compliance until the time of entry into the fifth grade. (77 Ill. Admin. Code; Section 695.10 (g) (2) (3), and Section 665.240 (c) (1) (2).
  3. All children entering 5th grade are required to have a Hepatitis B shot. This immunization must be given in 3 doses.
  4. All children must be immunized against diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, and Hib.
  5. Any student who has not had their immunizations need to have the immunization waiver form on file, signed by the physician.

- Eye Examinations:
  1. A state law requires an eye examination for entrance into kindergarten or any student entering an Illinois school for the first time. The examination may be completed within one year prior to the deadline date of October 15. The required form will be provided by the physician, or one is available from the school office.
  2. If a vision report is not on file at the school for your child, your child in the mandated age/grade/group will be screened. The school newsletter will notify you of the day this screening will be scheduled. Vision screening will be done, as mandated, for the following children: all preschool, kindergarten, second, eighth, special education, teacher referrals, and new students to the school who have not been previously screened. This will be done within the first six months of school. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous twelve months and that evaluation is on file at the school.
- Hearing Examinations:
  1. If a hearing examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened. The school newsletter will notify you of the day this screening will be scheduled. Hearing screening will be done, as mandated, for the following children: all preschool, kindergarten, first, second, third, any child with a known hearing problem, special education, teacher referrals, parent requests, and new students to the school who have not been previously screened. This will be done within the first six months of school.
- Dental Examinations:
  1. All Illinois children in kindergarten, second, and sixth grades will be required to have an oral health examination.
  2. The examination must be performed by a licensed dentist and he/she shall sign the proof of examination form. Each child shall present proof of examination by a dentist prior to May 15th of the school year. School dental examinations must have been completed within 18 months of each school year. This means that exams completed after November 15 will also count for the following school year.
  3. If a child in second or sixth grade fails to present proof by May 15th, the school may hold the child's report card until the requirements are met.
- Mandated Reporter  
 Concordia Lutheran School, including Part-Day and All-Day Preschool is required by the State of Illinois to report any evidence of child abuse according to the Abuse and Neglected Reporting Act, as amended (IL Rev. Stat.1981, ch 23, Par 2051 et seq.)

### HEALTH REQUIREMENTS

If any child shows evidence of a fever, unknown rash, diarrhea, or vomiting that child should be kept at home. If a child becomes ill during school, he/she will be isolated from the group. Meanwhile the child's parent or guardian will be notified to pick up their child immediately.

We need to be informed when your child has a communicable disease. We will also inform all parents when their child has been exposed to a communicable disease. Regulations to be followed for illness:

- Fever: A child found to have an elevated temperature of 100+ while attending school must not have an elevated temperature for 24 hours before re-admittance. A returning child should not be taking any medication to reduce a fever.
- Head lice: A child may return to school 24 hours after being treated. We do, however, maintain a

no nit policy. After treatment, all nits and tiny eggs, usually close to the scalp must be combed from the hair. The child's head will be checked before the child is readmitted.

- Streptococcal, Mumps, Measles, Pink Eye, Scarlet Fever, etc.: Child must be treated by a physician. A note from the child's physician stating the child is no longer contagious must be brought to school before the child is readmitted.
- Diarrhea, sore throat, vomiting, etc.: the child must be kept home from school until all signs and symptoms are absent.

Medication that needs to be administered at school requires written permission via a form filled out by the child's parent/guardian. Forms may be obtained from the office. Directions are needed for the time and dose of each medicine. All medication is to be in the original container marked with the child's name, dosage needed, and physician's name and will be locked up.

#### FIELD TRIPS:

Field trips are scheduled throughout the school year in order to enrich the learning experiences of the students. The classroom teacher arranges transportation.

Authorization for activities off the school grounds is part of the Master Record, but permission slips will also be distributed prior to the off campus activities. They are to be signed by the parent before the child will be permitted to accompany the group.

#### DRIVERS REQUIREMENTS:

1. Must be licensed, 21 years of age or older, and must have proof of insurance.
2. Must have and use seat belts for each passenger.
3. Students 12 years of age and under will not be allowed to ride in the front seat of any vehicle with a front or side airbag.
4. Students under 8 years of age must use an age appropriate car seat.
5. Siblings are not to be taken along without teacher's permission.
6. Adult/child ratio will vary according to grade levels and type of field trip. Each teacher makes the final decision.
7. A copy of the driver's insurance card and license must be on file in the school office.

#### CHAPERONE/DRIVER/GUIDELINES

1. Chaperones/drivers are responsible for the safety and well being of the students assigned to them during the entire field trip.
2. It is the responsibility of the chaperones/drivers to see that children are in seat belts/car seats.
3. Upon returning to school, chaperones/drivers are required to stay with his/her group until the teacher arrives.
4. Chaperones/drivers should refrain from smoking while on field trips.
5. Chaperones/drivers should not make unscheduled stops for treats and/or personal business.
6. Chaperones/drivers should not give unauthorized treats to students assigned to them.
7. While moving the drivers should not converse on a cell phone including the use of hands free devices.

#### GRIEVANCES:

If at any time during the year any question arises regarding your child's education, parents are urged to follow this procedure:

1. Schedule an appointment with your child's teacher and discuss the concern with the teacher. Work to arrive at a workable solution.
2. If no satisfactory understanding can be reached, the matter should be addressed with the principal.
3. If this action does not meet with satisfaction, the matter should be referred to the Board of

Christian Day School via the Chairman of the Board of Christian Day School. Be advised that the chairman does not act as an individual, but will present the situation to the principal and the Board. (See also Matt.18:15ff.)

All consultations should be made after school and normally without the children present. It is neither helpful to the student, parent, or teacher to voice criticism in the presence of the child, nor outside the immediate household. The working relationship between the child and teacher as well as the cause of Christ and Christian education is often damaged if the problem is discussed publicly.

## **GRADE SCHOOL CURRICULUM**

To meet the goals and purposes of our school, the chief subject is religion. A well-integrated course of Bible history, doctrine, and memory work based upon our Lutheran Confessions is required of every pupil. All children participate in regular daily devotions and the weekly Wednesday morning Chapel service.

The curriculum at Concordia Lutheran School includes materials from ABeka Book, CPH, and a number of other text book companies. These are in keeping with *Integrating The Faith* and *The Illinois Curriculum Program*. Our curriculum meets all requirements for elementary schools and qualifies our graduates to attend any high school.

### AREAS OF INSTRUCTION:

|                     |   |
|---------------------|---|
| Religion:           | Bible Study, Doctrine, Church History, Worship, Missions, and Memorization  |
| Language Arts:      | Reading, Phonics, English, Spelling, Writing, Speech, Handwriting   |
| Mathematics:        | Basic approach to Math, Algebra, Geometry, and related areas with an emphasis on the fundamentals, not the Common Core curriculum |
| Social Studies:     | Geography, History, Civics, Current Events  |
| General Science:    | Concepts in Biological, Physical and Earth Sciences, Health, Safety   |
| Physical Education: | Skill Development, Group Games, Rhythmic Activities, Team Sports  |
| Art:                | Drawing, Painting, Crafts, Art Appreciation   |
| Technology:         | Keyboarding, Computer Literacy, Internet Research   |

The school faculty is constantly striving to procure and employ the most effective methods and media for instruction through continued study, faculty workshops, and in-service training at various seminars.

### DAILY SCHEDULE

|                  |  |
|------------------|--|
| 6:45 - 8:15a.m.  | Extended Care                            |
| 8:15 a.m.        | School doors open                        |
| 8:30 a.m.        | All classes begin                        |
| 8:45 a.m.        | Devotions or Chapel                      |
| 11:30 a.m.       | Preschool Lunch                          |
| 11:45 a.m.       | Grade School Lunch                       |
| 3:15 p.m.        | Kindergarten through 8th grade dismissed |
| 3:20 - 5:30 p.m. | Extended Care                            |

### HONOR ROLL:

Recognition is given to students grades 5-8 who maintain adequate grade point averages at the end of each semester. Students named to the Superior Honor Roll must have a 4.00-3.75 point grade average for the entire semester. Students named to the High Honor Roll must have a grade point average of 3.75-3.25. The Honor Roll will consist of those students who maintain a 3.25-3.00 grade

point average. Students who have received a suspension during the quarter will not be eligible for the Honor Roll that quarter.

### HOMEWORK:

Homework is considered to be an integral part of the educational process at Concordia Lutheran School. The grade level of the child determines the amount of assigned work. However, the amount of homework is often determined by how well the student uses his/her free time at school. Parents can best help with homework, not by doing the child's assignment, but by providing a quiet place to study and helping to establish good study habits.

Children are expected to prepare their work neatly and accurately and to submit assignments on time. A student needs to realize that he/she is required to work and produce just as his/her parents are required to work to support the family.

If a student is absent, the general policy for make-up work is: if a student is absent, they have one day for each day absent to make up the work. The teacher may make exceptions and extensions.

### ACADEMIC PROGRESS REPORTING:

Report cards/progress reports are issued eight times a year. Church and Sunday School attendance is reported along with daily attendance and tardiness, subject grades, and attitude and conduct evaluation. Midway through the first quarter, parent-teacher conferences are set up to discuss student progress. Other conferences may be scheduled throughout the year.

### ACHIEVEMENT AND ABILITIES TESTS:

Achievement and abilities tests (or an equivalent test) are administered annually. Results will be shared with the parents.

## **PRESCHOOL CURRICULUM**

The preschool programs provide a balanced daily plan of activities, with emphasis being placed upon the overall development of Spiritual, physical, intellectual, social, and emotional growth in a child-centered group. "Play is the preschool child's work." Activities that are planned will generally be in the context of fun and should not frustrate the child's need to achieve. The children will be given first hand experiences in the areas of:

- |                       |                       |                     |                      |
|-----------------------|-----------------------|---------------------|----------------------|
| *religious activities | *outdoor/indoor play  | *social studies     | *science experiments |
| *music                | *language development | *dramatic role play | *reading readiness   |
| *pre-math skills      | *art materials        | *games              |                      |

### Curriculum Goals:

Through the activities in our curriculum, children will:

*Grow Spiritually* so as to:

- |  |  |
|--|--|
| *Know Jesus as their Lord and Savior   | *Know that in love, Jesus died and rose for them |
| *Know that God made them and the world | *Be able to memorize and repeat short prayers    |
| *Enjoy praising God by singing         |  |

*Grow emotionally* so as to:

- |  |                       |
|--|-----------------------|
| *Develop a positive self-concept as a child of God |                       |
| *Show independence and self-responsibility         | *Develop self-control |

*Grow socially* so as to:

- \*Learn to share and take turns
- \*Respect authority
- \*Learn to appropriately communicate their needs

*Grow physically* so as to:

- \*Recognize the beauty and abilities of the bodies God has given them
- \*Develop gross and fine motor coordination
- \*Develop eye-hand and eye-foot coordination

*Grow intellectually* so as to:

- \*Develop pre-reading skills such as visual and auditory discrimination, and understanding symbols
- \*Identify and sort objects by size and shape
- \*Learn to recognize colors and shapes
- \*Count and recognize numbers to ten
- \*Recognize alphabet letters (upper case)
- \*Write first name

*Grow Creatively* so as to:

- \*View him/herself as a unique individual, redeemed and valued by God
- \*Express appropriate ideas in his or her own unique way
- \*Be free to create artistically using a variety of media
- \*Develop his/her God-given talents and abilities

## **ATTENDANCE**

### GRADE SCHOOL YEAR

Concordia Lutheran School is in session either 176 days or 880 hours. Either comply with the state guidelines. See the school calendar in the back of this handbook for quarter and mid-term days as well as other important dates and events.

In the case where a student has missed 15 days in a semester, the parents, teacher, and principal will meet jointly to discuss the concerns and arrive at possible solutions to the situation.

### PRESCHOOL HOLIDAYS

The All-Day Preschool will be closed on the following Holidays listed on the yearly calendar:

|                 |               |                        |                              |
|-----------------|---------------|------------------------|------------------------------|
| Labor Day       | Columbus Day  | Veteran's Day          | Thanksgiving Day & day after |
| Christmas Eve   | Christmas Day | Martin Luther King Day | New Year's Day               |
| President's Day | Good Friday   | Memorial Day           | Fourth of July               |

These days will be noted on the yearly calendar which is available in September for the next school year. An extra closed day may be added at Christmas if Christmas Day falls on a weekend.

### PRESCHOOL DAILY SCHEDULE (subject to change)

|                     |  |
|---------------------|--|
| 7:00 am – 8:30 am   | Arrival / fine-motor activities  |
| 8:20 am – 8:30 am   | Clean-up / wash hands / bathroom                                       |
| 8:30 am – 9:00 am   | Breakfast  |
| 9:00 am – 9:15 am   | Clean-up   |
| 9:15 am – 9:30 am   | Jesus Time (Bible stories, prayer, music)                              |
| 9:30 am – 9:45 am   | Circle time (prayer, pledge, weather, story, group activity)           |
| 9:45 am – 10:30 am  | Learning centers (weekly theme, math, science, pre-reading activities) |
| 10:30 am – 11:00 am | Outside / Gym play   |
| 11:00 am            | Part-Day Preschool dismissal   |
| 11:00 am – 11:30 am | Outside / Gym play   |
| 11:30 am – 12:00 pm | Lunch  |

|                     |                                      |
|---------------------|--------------------------------------|
| 12:00 pm – 12:30 pm | Prepare for nap                      |
| 12:30 pm – 2:30 pm  | Nap time, quiet time                 |
| 2:30 pm – 3:00 pm   | Wake-up, quiet activities            |
| 3:00 pm – 5:30 pm   | Snack, outside / gym play, departure |

### PRESCHOOL ARRIVAL AND DEPARTURE

#### All – Day Preschool:

Entry and exit to the All-Day Preschool is thru the west door (gym entrance) from 7-8:30am and 3:30-5:30pm. Any other time parents need to use the front (office door) entrance and sign in.

The All-Day Preschool is open at 7:00 am and closes promptly at 5:30 pm. Parents and guardians are responsible for escorting the child to the preschool staff and signing him/her in. For pick-up, the parent is responsible for signing their child out and making sure the teacher is aware the child is departing. Parents must notify the school in writing of anyone other than the parent who may have permission to pick up the child. Should a situation arise causing you to be late (after 5:30 pm) in picking up your child, a phone call is expected. A \$5.00 late fee for the first 15 minutes past 5:30pm will be charged an additional \$1.00 per minute, after the first 15 min.

### GRADE SCHOOL ARRIVAL PROCEDURES

Children should be left off by the gym parking lot door. Children may enter the school through the door by the gym. Children should not enter through the door by the offices unless accompanied by a guardian or the child has business with the office. All children arriving at school prior to 8:15 a.m. need to go to before school care.

### GRADE SCHOOL DISMISSAL PROCEDURES

We will dismiss all students at 3:15 P.M. The students will be dismissed to the cars in the parking lot at 3:20 P.M. Children should not be picked up in front of the school. Any student remaining will be taken to Extended Care and parents will be required to assume the financial responsibility. The school property is not a playground after school. Once the child has been released to the guardian's custody, the parent assumes responsibility and must assure that all due care is taken to keep the child clear of all traffic in the parking lot.

### GRADE SCHOOL ABSENCE AND ILLNESS:

School attendance is compulsory. For that reason Concordia School requires that all absences must be excused by phone, by email or in person to the office before 8:45 a.m. by a parent. Absences for reasons other than illness, such as medical appointments must be excused in advance through the school office. For a planned absence, the teacher should have this request at least two days before the absence so the child will have the assigned work completed before or by the start of the day when the student returns. For “Parent Take Your Child To Work Day”, family vacations, and any other planned absences homework and tests must be completed before the absence or by the start of the day when the student returns.

In the case of late arrivals or doctor appointments during the day, students who arrive after the beginning of school or leave during the school day must check-in and check-out in the office.

If your child is to be kept in for recess periods and physical education because he/she is recovering from an illness or injury or for some other reason, the parents or physician must supply a written request.

### GRADE SCHOOL TARDY

Faithful school attendance directly enhances the student's opportunity to excel. Only in the classroom can students take advantage of classmates' ideas, a teacher's explanations, and other activities that enrich learning; therefore, there is no way to duplicate the classroom experience after a student has been absent or tardy. Every student is to be in the classroom when the class begins to ensure maximum uninterrupted instruction time.

Students arriving late to school are to report to the office before going to class.

Chronic tardiness will result in a meeting with the principal where a contract to correct the situation will be drafted.

### GRADE SCHOOL CHURCH AND SUNDAY SCHOOL ATTENDANCE

The philosophy of the Board of Christian Day School places emphasis on the faithful Christian lifestyle. The importance of a Christian education is degraded if the environment at home does not reinforce faith in Christ.

***"Remember the Sabbath Day, to keep it holy." (Exodus 20:8)***

***"Not forsaking the assembling of ourselves together, as the manner of some is."  
" (Hebrews 10:25)***

***"They continued steadfastly in the Apostles' doctrine and fellowship and in breaking of bread and in prayers." (Acts 2:42)***

- MEMBERS:
  1. Members of Concordia Lutheran Church are expected to attend the Divine Service at every opportunity unless physically unable. Member families should attend not less than two times per month. Divine Services are held on Saturday evenings at 5:30 P.M. and Sunday at 10:00 A.M. with Sunday School and Bible Class at 9:00 A.M.
  2. Adult members who are also communicant members are expected to attend the Lord's Supper.
- NON-MEMBERS:
  1. Non-members are expected to maintain an attendance policy at their own congregation of no less than two times per month.
  2. Unchurched families with children enrolled at Concordia are expected to attend Concordia Lutheran Church or a congregation of their choosing no less than two times per month. Divine Services are held on Saturday evenings at 5:30 P.M. and Sunday at 10:00 A.M. with Sunday School and Bible Class at 9:00 A.M.
- IMPLEMENTATION:
  1. Classroom teachers will monitor attendance of members and non-members. Weekly attendance records of church attendance in each classroom are kept and are recorded on each child's report card. The Board of Christian Day School reserves the right to contact other congregations to determine attendance should a question arise.
  2. Beginning the 2018-19 School year Concordia Lutheran School students receiving reduced tuition rates (Members) must attend church and Sunday School at least twice a month to continue to receive the reduction in tuition rates for the entire year. Parents are given 9 weeks to be in compliance with this rule. At the end of the 9 weeks, a warning letter will be sent to the parents of the student not in compliance and given another 9 week period to complete the church attendance requirement. If not in compliance by the end of the 1st Semester rates will increase to the non member rate as of January 1 (2nd Semester) of the school year.

Realizing sometimes there may be a medical or personal reason as to why a family is not meeting the church and Sunday School attendance requirements the family has a chance to go before the education board for review.

3. Non-members are encouraged to attend adult instruction classes at Concordia Lutheran Church. The Board of Christian Day School feels that an understanding of how Christ is being presented to the children in our school is important. At the end of the course, non-members who have attended classes will receive a credit on their fee statement of \$10.00 for each class (up to \$100.00) one or more parent or guardian has attended; or if the family chooses to join Concordia Lutheran Church and has attended all of the classes and Sunday worship services at least 50% of the time while the course was offered, their fee statement will be credited to reflect mission status during the instruction period. Member rate will then be charged as long as worship attendance does not fall below 50% and other requirements of membership are met.

All families that have children enrolled at Concordia are expected to attend weekly Sunday School or Bible Class. The Board of Christian Day School considers this opportunity to study God's Word very important. Our life can be much more meaningful when God's Word is understood and practiced.

## **GENERAL SCHOOL INFORMATION**

### CHAPEL

Each Wednesday at 8:45 a.m., all children in the Preschool through 8th grade assemble in the church for the Divine Chapel Service. One of the pastors, a male called teacher, or a guest speaker will lead the service. An offering is received at these services and sent directly to chosen mission agencies. This is an excellent time for children to learn to receive from their Lord and to be encouraged to give cheerfully and regularly. All students are urged to wear appropriate clothing for worship out of respect for God and parents are invited and encouraged to attend chapel services with their children.

### LIBRARY

Children in Grades Preschool through 8th grade have a library period once a week. Parents may help their children with library usage by identifying their student's library day(s) and reminding their children to return books by the due date.

### GRADUATION AND AWARDS:

An end of the year closing service is held for grades preschool through 8th grade on or near the last day of school. Also during this time we recognize students' various achievements with certificates and awards. The eighth grade has a special graduation service at the end of the year. Our Preschoolers also receive a promotion to Kindergarten certificate.

### BICYCLES AND SCOOTERS:

Students who ride their bicycles or scooters to school should park them by the bike rack. Bicycles or scooters should not be ridden or left on the sidewalks or by the doors. It is suggested that all bikes and scooters be locked.

### COMMUNICATIONS:

On the last day of the week, a calendar will be sent home keeping you informed as to upcoming activities, events, and the breakfast and lunch calendar for the following week. Periodically, you will receive Church and School emails. Please make sure to check with your child for anything that has been sent home.

### PERSONAL PROPERTY:

Concordia Lutheran School and Preschool is not responsible or liable for a student's personal property, even if it is damaged or stolen. It is recommended that personal property remain at home unless it is absolutely necessary.

### SCHOOL PICTURES:

Each fall, school pictures are taken of children in preschool through 8th grade in order for all students to appear in the year book. Pictures may be purchased at a nominal fee.

### PARENT INVOLVMENT:

All parents, who have children in preschool through 8th grade are encouraged to participate in fundraising projects and all school events that occur during the school year. Special projects are undertaken with the goal of strengthening the overall program of the school.

### TELEPHONES AND CELLULAR PHONES:

Parents are asked not to disturb children or teachers while classes are in session. Whenever possible calls should be made during non-school hours (school hours are from 8:30 to 3:15), or if absolutely necessary, during recess or lunchtime.

Normally, the school telephone or cellular phone should only be used by students only in the event of an emergency. Students will be allowed to use the school phone or cellular phone only after receiving permission from a teacher. Forgotten articles or materials (i.e., books, assignments) are NOT emergencies. Cellular phones must remain off and kept in a teacher designated area at school from the time the pupil arrives at school to the time the student leaves for home. This includes the time the pupil is in extended care.

### PARTIES AND TREATS:

Classroom parties are held in celebration of some of the major holidays of the year. Children may bring treats (if possible, consider healthy treats) for their birthdays after notifying the teacher.

### NAPTIME (All-Day Preschool Only)

Your child will need a pillow, pillowcase and blanket for naptime. Children will be permitted to bring a stuffed bedtime 'buddy' for use at nap. Please mark these items with your child's name. Each week we will send home the pillowcase and blanket to be washed. Please return them on Mondays.

### SHOW AND TELL

In bridging the gap from home to school, it helps the child to occasionally bring a toy for show and tell. However, please do not send toys on days other than "Show and Tell" days. No violent or weapon type of toys will be permitted. We cannot assume responsibility for loss or breakage of any item brought for show and tell.

### GRADE SCHOOL EXTENDED CARE

Concordia conducts a childcare program for the children attending Concordia School before and after school. Children that are attending after school care must be signed out by their parent or guardian. The morning program will run from 7:00 a.m. to 8:15 a.m. The afternoon program will run 3:20 (or early dismissal time) - 5:30 p.m. All children who are in extended care will be charged including children of parents who are doing volunteer work at school during this time. The charges are \$.05 per minute whether it is before or after school. A family with 4 or more children in extended care will be charged for only the first three children. A \$5.00 late fee for the first 15 minutes past 5:30pm will be charged an additional \$1.00 per minute, after the first 15 min. Extended care is not provided on days that school is not in session.

Payment for extended care can be handled in three different ways.

1. You can pay ahead: you will put money on your child/ren's account (one account per family) and then it will be subtracted from as they attend extended care.
2. You can pay the balance due when you receive the account summary. Account summaries come out every 2 weeks. Please see the payment plan in this book.

3. You can set an amount to be auto-debited each month to be applied to this account.

### GRADE SCHOOL SUMMER EXTENDED CARE

Concordia offers a Summer Extended Care Program from 7:00am until 8:15am and 3:20pm until 5:30pm. This program was designed for children kindergarten through 4th grade. Summer Extended Care enrollment may be limited due to staffing concerns.

### GRADE SCHOOL LUNCH PROGRAM

Concordia sponsors a lunch program. Milk is available each day and is included with every lunch.

- The menu for lunch will be provided in the weekly newsletter that comes out the last day of the school week.
- Children may bring a lunch from home, but are not permitted to bring any beverage to school in glass bottles. They may bring breakfast, if they are in morning extended care.
- Access to the kitchen microwave and refrigerator will not be permitted.
- No catered meals for lunch that are brought in by parents for groups are permitted.
- No pupil will leave the school grounds during the school day unless prior arrangements have been made in writing to the teacher or the principal.
- If a student brings a sack lunch from home; he/she may purchase a milk and a side. Desserts are not offered daily. When there is a dessert, no extras on desserts are allowed.

Costs are:   \$3.00 for a student lunch  
              \$3.50 for a parent lunch  
                  .40 for a milk only or an extra milk  
                  .50 for a side dish only or an extra side dish or dessert  
                  1.00 for a main dish only or an extra main dish

Payment for lunches can be handled in three different ways.

1. You can pay ahead: you will put money on your child/ren's account (one account per family) and then it will be subtracted from as they purchase lunches and/or milks.
2. You can pay the balance due when you receive the account summary. Account summaries come out every 2 weeks. Please see the payment policy in this book.
3. You can set an amount to be auto-debited each month to be applied to these accounts.

### PRESCHOOL MEALS:

Breakfast (served at 8:30 am) and a hot lunch (served at 11:30 am) will be provided. A mid-afternoon snack is also served. It is the policy of the preschool that the children not bring food from home unless there is a medical reason why the child cannot eat the food provided.

### COMPUTER TECHNOLOGY ACCEPTABLE USE POLICY

Use of the Internet enables Concordia Lutheran School to enhance the curriculum by providing students and faculty with current information, ideas, and commentary from around the globe. It is not intended for commercial use or personal entertainment. Since the Internet is an unregulated medium, there is the risk that users may encounter sources considered controversial and/or offensive.

Students have the privilege of accessing technology only for educational purposes. Users must accept full responsibility for all material viewed, downloaded, and/or produced. Unauthorized access to systems, software, or data is unacceptable. Attempting to damage or destroy the data of another user is also unacceptable. Adult supervision is required for any technology use.

Unacceptable use would include but is not limited to:

- Intentionally sending or displaying pictures or words which are racist or sexually explicit

- Sending or receiving personal, not educational, e-mail messages
- Using obscene language
- Harassing, insulting, or attacking others (cyber bullying)
- Intentionally damaging computers, computer systems, computer networks, and any other school technology equipment
- Violating copyright laws
- Using another's password
- Trespassing in another's folders or files
- Intentionally wasting limited resources
- Using computers without proper permission
- Altering default or other settings, desktops, or programs set up by technology administrators or teaching personnel
- Employing the network for commercial purposes
- Non-educational chat usage and non-educational online game usage are prohibited
- Displaying pictures taken at school or school events on the internet
- Violations may result in a loss of access as well as other disciplinary and/or legal action.
- Because Internet information is not always accurate or reliable, students should verify the source of information before citing it as a reference.
- To avoid plagiarism, students must give credit to Internet sources used in any research paper in the same way that print sources are cited.
- Both the student and his/her parent/guardian must agree to adhere to this policy by signing the Master Record form each year before students will be allowed access. Signed forms will remain on file.

#### GRADE SCHOOL DRESS CODE

As Christians we conduct ourselves according to the Word and Will of God — Father, Son, and Holy Spirit. This relationship God has established with us affects all aspects of our lives. Our dress reflects our relationship to and with God, ourselves, and those around us. Sloppy or dirty wearing apparel, or the wearing of clothes that are normally set aside for leisure time activities has a great influence on attitudes and school work in general. There is a definite correlation between the neatness of dress and the attitude a person displays. Clean, neat, modest, discreet, proper clothing reflects a Christ-like attitude. In keeping with humility, respect, and modesty the policy for student's dress in all Kindergarten through 8th grade is as follows:

1. School clothing will appear neat, clean, and in good repair. Clothing should not be excessively loose, or tight. It should not have holes or be torn (including expensive clothes made that way). Clothing can have a pattern such as polka dots or stripes, but there shall be no printing or pictures on clothing other than "spirit wear" which may include the symbol/name of our school or Lutheran High School and may include T-shirts or sweat shirts. Sequins on girl's clothing is permitted as well.
2. T-shirts meant to be worn as underwear are not to be worn as the outside garment. Cut-offs, tank tops, spaghetti straps, and halter-tops are excluded at any age. Shirts should be worn so that the midriff is not seen. Large arm openings or low necklines on tops are not permitted.
3. Sweat shirts (other than spirit wear), sweat pants, or jogging suits are not to be worn to or during school except for P.E. class or other outdoor activities as weather dictates. School sports uniforms should not be worn to school unless otherwise instructed.
4. Skirts, dresses, or shorts must reach the knees. Leggings are permissible as long as they are covered by a skirt or shirt of appropriate length. Pants must be pulled up and worn around the waist. (A belt should be worn if necessary.) Spandex-type shorts and pajamas are prohibited.
5. Shoes should have ties or straps, or fit the foot snugly enough to permit normal school activities.

Shoes with opened-toes or opened-heels are not allowed. A separate pair of gym shoes with non-marking soles is required for all student use of the gym. Socks are required to be worn with the gym shoes.

6. Each Wednesday the students of Concordia will spend time in the worship of the Savior in chapel. Please dress appropriately to come into the presence of God and receive His Blessing!
7. Only girls are allowed to wear earrings or use fingernail polish. Neither girls nor boys are allowed body piercings. Permanent tattoos are to be covered. Students are not permitted to wear bandanas and are required to only have a natural hair color.

The above guidelines will be subject to the principal's discretion. The dress code of Concordia will be enforced according to the following procedure:

- a. First Infraction: The student will be informed privately by the teacher. The parents will be notified by the teacher and, should the infraction warrant, will be asked to bring a replacement set of clothing.
- b. Second Infraction: The student will be informed by a teacher or the principal. The parents will be notified by the teacher and acceptable clothing or apparel must be brought to school. Each infraction may be duly recorded.

The Board recognizes that these dress code rules may not be all-inclusive. There may be times when the faculty may need to expand the rules and make interpretations during the year. These clothing standards are in effect at all school functions, unless the school grants special permission.

### PRESCHOOL DRESS CODE

Clothing worn by the children should be comfortable, washable play clothes that they can manage themselves at bathroom time. Shoes should have ties or straps, or fit the foot snugly enough to permit normal school activities. Shoes with opened-toes or opened-heels are not allowed. A separate pair of gym shoes with non-marking soles is required for all student use of the gym. Socks are required to be worn with the gym shoes. We also ask that you provide an extra change of clothes in the event your child has an "accident". If we provide a change of clothes, please launder the clothing and return to school promptly. \*When weather permits we do go outside, so please remember to send a sweater or jacket for these occasions.

### **GRADE SCHOOL DISCIPLINE**

The word discipline comes from the same root word as "disciple." That best explains our objective in disciplining children: namely, that of making them disciples (followers) of Christ. Good discipline is self-discipline in which the child has developed an attitude of loving concern for his parents, school, teachers, pastor, classmates, and self. We believe in disciplining a child toward a goal. The staff will deal with children in accordance with the teachings and philosophy of Christ. The staff will tolerate actions acceptable for certain levels of growth, channel actions when necessary, and finally, stop any bad behavior or conduct that interferes with the learning activities. The children will be taught to understand that for happy living it is necessary to love one another, serve one another, and to respect one another's rights and privileges.

Concordia Lutheran School recognizes all children as created by God and redeemed by our Lord Jesus Christ. Unfortunately, even the redeemed child of God sins and does not always conform to the will of God in Scripture. According to Scripture, while it becomes necessary for those in authority to administer discipline in an attempt to encourage the child of God in a proper relationship with God as well as with fellow peers, the whole purpose of discipline then is to show a child of God his erring ways that he may see his mistake and repent through the administration of the Gospel of God's forgiving grace through Christ Jesus. The Gospel is the means by which a student can change his lifestyle.

Various disciplinary measures will be carried out which may include, among others, counseling with

students and parents, withholding privileges, detention, positive reinforcement, Bible lessons, prayer, and if all else fails suspension.

In the classroom, the teacher is the sole disciplinarian. Each teacher will establish his/her own classroom discipline procedures, etc.

Concordia has adopted the following assumptions about education:

1. Students come to Concordia to receive a Christian education.
2. Students have the right to receive their Christian education unhindered by disruptive students.
3. The teachers are in charge of the immediate Christian education of the child in place of the parents.
4. The final responsibility for the discipline of the child rests with the parent. "Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord." (Ephesians 6:4)

To aid effective learning and Christian conduct in the classroom, the following classroom rules are established:

1. Be prepared for class.
2. Keep hands, feet, and objects to yourself.
3. Use language appropriate for a Christian.
4. Always display a respectful attitude toward others, especially authority.
5. Live by the power of the Holy Spirit as God's redeemed child.

#### BEHAVIOR:

The following general rules apply to student behavior:

1. Do not disturb. Permissible noise depends upon the situation. There will be no running or shouting in the building at any time.
2. Gum chewing is not allowed on school or church property during school hours and in extended care. The misuse of gum is disruptive and creates a maintenance problem.
3. Nuisances should be left at home. Water pistols, small toys, noisemakers, skateboards, etc. will be confiscated at school.
4. Electronic devices do not belong at school without prior approval. These will be held until the end of the day for the child or for the parents to pick up.
5. Students are requested to respect property, which includes anything belonging to the congregation, the neighbors, or another student. Damages will be assessed to the parents.
6. Christian manners and a courteous attitude are strongly encouraged.
7. Offensive or disrespectful behavior, which includes sexual harassment of any kind, will not be tolerated. Copies of the entire sexual harassment policy are available in the office.
8. No weapons are permitted at Concordia. Anyone displaying a weapon will be immediately reported to the police department.

#### DISCIPLINE STEPS TOWARD SUSPENSION OR EXPULSION:

When a student needs to adjust their behavior, the teacher will first give the student a verbal warning. If this does not correct the situation, the student will be removed from the area and asked to sit at the Safe Seat in the classroom. This is a spot away from others where the student will be given time to reflect on the action that resulted in their being placed in the Safe Seat. The student will provide a written answer to several questions. The teacher will speak with the student after sufficient time has passed. The student may then return to their desk.

If the student is unable or not willing to follow this, the student will then be moved to the Buddy Seat which will be located in a different classroom. This new environment will provide the opportunity for even more reflection. The student will again be expected to answer questions regarding the situation. The teacher will speak with the student after sufficient time has passed. The student will

then return to their classroom and be seated at the Safe Seat and follow the steps outlined above.

If the Buddy Seat is not providing the opportunity for an adjusted behavior, the student will then be moved to the office where parents may be called.

#### CAUSES FOR IMMEDIATE, INTERVENTIONAL DISCIPLINE:

The following actions will lead directly to a one-day suspension and may be so listed as grounds for expulsion. If the child has broken the law, the proper authorities will be contacted.

1. Physically fighting with another student or teacher
2. Possession or use of controlled chemical substances, alcohol, tobacco or cannabis
3. Possession or use of firearms, pocket knives, or other weapons
4. Threat of violent action
5. Suspicion of criminal activity
6. Misuse of safety equipment, fire or burglar alarm, or fire extinguisher

#### SUSPENSION AND EXPULSION:

Suspension is the final step to correct a child's behavior. During a suspension, the student will receive 0% for each day's work but will be required to complete the work without the credit.

### **PRESCHOOL DISCIPLINE**

The word discipline comes from the same root word as "disciple". That best explains our objectives in disciplining children: namely, that of making disciples or followers of Christ. We realize that families differ in their approach to discipline. In our preschool programs, harsh or threatening methods will not be used. Withholding meals and snacks will not be used as a form of punishment. Children will not be punished for lapses in toilet training.

Discipline will be handled in a Christ-like manner by:

1. Praising good behavior
2. Changing the environment
3. Re-directing the child
4. Quietly removing the child from the group to allow time for the child to reflect on his or her actions, followed up with discussion of the problem and how to solve it
5. Helping the child to see what Jesus has done for them and in response how they should treat others

Parents will be notified of any severe disciplinary problems involving their child. In cases of extreme behavior or injury to another child, an incident /injury report will be written and signed by the teacher in charge. The report will also be signed by the parent and the original will go into the child's file.

The second incident of severe behavior will result in a conference of parents, teacher and director to develop strategies to correct behavior. If the behavior continues it will be determined that the child needs a different environment than we are able to provide and the child will be asked to leave the program.

### **EXTRA CURRICULAR GRADE SCHOOL ACTIVITIES**

Concordia desires to have extra curricular activities, however, these are limited based on student interest and enrollment.

#### Other Concordia Sponsored Activities

|                   |             |
|-------------------|-------------|
| Spelling Bee      | Grades 2-8  |
| Academic Fair     | Grades 5-8  |
| Christmas Program | Grades PK-8 |
| Geography Bee     | Grades 5-8  |

#### Lutheran High Sponsored Activities

|              |            |
|--------------|------------|
| Bible Bowl   | Grades 5-8 |
| Spelling Bee | Grades 3-8 |
| Math Contest | Grades 5-8 |

## GRADE SCHOOL PAYMENT SCHEDULE AND LATE PAYMENT POLICY

### Kindergarten through 8th grade Registration and Tuition

One time Registration each year—per student : **\$300.00** (to be paid on or before August 31st)

| Member Family Tuition: | Monthly/9 months | Yearly      |
|------------------------|------------------|-------------|
| 1st Child              | \$252.00         | \$ 2,268.00 |
| 2nd Child              | \$215.00         | \$ 1,935.00 |
| 3rd Child              | \$107.00         | \$ 963.00   |
| Other Children         | no charge        | no charge   |

| Community Family Tuition: | Monthly/9 months | Yearly      |
|---------------------------|------------------|-------------|
| 1st Child                 | \$464.00         | \$ 4,176.00 |
| 2nd Child                 | \$367.00         | \$ 3,303.00 |
| 3rd Child                 | \$271.00         | \$ 2,439.00 |
| Other Children            | \$112.00         | \$ 1,008.00 |

- Tuition child count includes children attending Lutheran High.
- Member Families includes children from an Lutheran Church-Missouri Synod congregation with no school.
- Financial Aid Available to qualified applicants.
- There will be a \$25 late fee on unpaid bills.

All enrolled families at Concordia have an obligation to our school to pay the agreed amount of fees in a timely manner. These fees not only cover the supplies listed under "Registration Fees," but also help pay our staff. If our staff is not paid, we cannot continue to supply our children with a quality Christian education.

### GRADE SCHOOL TUITION RATE:

Tuition rates are reviewed each year by Concordia's Board of Christian Day School. The school's tuition has increased about 5% each school year. Concordia has set up a program, that allows you to keep your child/ren's current tuition rate. If all of your fees are paid in full by June 30th, your student's tuition rate will remain the same for the following school year. **Fee's include; preschool and school registration, tuition, lunch, extended care and summer extended care.**

*Some things to note:* new students, including siblings enrolling in Concordia's grade school (K-8) will start at the current school year tuition rate. If there is any break in a student's enrollment at Concordia, the student will not qualify for the "previous" year rate and will start at the current tuition rate.

### GRADE SCHOOL PAYMENT PLAN:

Upon registering for school, parents are expected to commit to a specific payment agreement.

Following are your payment options.

- **Pay in Full:** with this option you pay registration and the full year of tuition by August 31st. This options entitles you to a \$50 discount per child. (maximum \$100 discount per family)
- **Auto-Pay;** this option will transfer funds from your bank account into Concordia's bank account. There are many options for auto-pay, please see the school secretary for additional information and/or to set up.
- **Monthly Payments:** Registration fee payment is due on or before August 31st. Monthly tuition rate is paid in full each month for 9 months September-May.

OTHER PAYMENT INFORMATION:

- **Cash payments** need to be paid in the school office with a member of the office staff in order to receive a receipt. Your receipt is proof of your cash payment. You must be able to show proof of your cash payment if you were to need a refund and/or credit to your school account.
- **If Fees Are Not Paid:** Failure to pay will be construed as indifference to the issue. This could place your child/ren ongoing enrollment at Concordia Lutheran school in jeopardy.
- **Students that No Longer Attend** Concordia Grade School or Preschool, with outstanding balances of a month; will have their unpaid balances sent to a collection agency and/or attorney for collection. A minimum fee of 35% of the owed balance will be charged to pay the collection agency. Additional fees for attorney and/or court costs may also be applied.

FINANCIAL SUPPORT

The congregation has established a small scholarship fund for school families who experience a temporary financial crisis. Parents who seek such assistance should contact a member of the Accounts and Aid Committee.

Please keep in mind that the mission of Concordia Lutheran School is not to make a profit. We understand that there are times when money becomes tight, and we are sympathetic to the situation.

**PRESCHOOL PAYMENT SCHEDULE AND LATE PAYMENT POLICY**

All Registration and Tuition Fees are approved each year by the Concordia Lutheran Church Voters Assembly and the Board of Christian Day School. Any special circumstances which result in changes or deviations from the amounts below must be approved by Concordia’s Board of Christian Day School.

Preschool Fees

**One time Registration—per student : \$55.00 (to be paid on or before start date)**

|                                |                   |                  |                 |
|--------------------------------|-------------------|------------------|-----------------|
| <b>Full Time (year round):</b> | \$150.00 per week | or               | \$30.00 per day |
| (2nd child (F/T only))         | \$135.00 per week | or               | \$25 per day    |
| <b>Part Time (year round):</b> | 5 days per week:  | \$75.00 per week |                 |
| (8-11am)                       | 3 days per week:  | \$45.00 per week |                 |
| (minimum of 2 days per week)   | 2 days per week:  | \$30.00 per week |                 |

*Students in the Part-day Program who stay for lunch will be charged an extra \$5.00 for that day and if they are early or stay past lunch time, they will be charged \$1.50 per 1/2 hour capping off at the same rate as the All-Day Program for that day.*

- Registration and Tuition payments are scheduled with the office. The weekly fee is paid whether your child misses a day or not. Checks should be made payable to Concordia Lutheran Preschool. If placed in an envelope, please clearly mark it as “Preschool” to ensure the payment is applied correctly and put the payment in the mailbox outside of the preschool room or in the office. There are preschool envelopes available outside by the mailbox.
- Our preschool operates almost solely on tuition from our students. Tuition must be paid regularly to maintain preschool operations. Tuition is the same rate for weeks including closings for holidays or severe weather. At times, such as summer or a mother’s maternity leave, a child may stop attending preschool for a period of time. The preschool must be notified at least two weeks prior to the absence. The child’s place in preschool will be considered open for enrollment by incoming children. The student must apply for re-enrollment and pay the registration fee to re-enroll in preschool.

- Tuition Payments can also be paid by automatic withdrawal from your account. Please contact the school office for an application.
- For our full-time students, we offer one week of no charge vacation time per preschool year. Your account balance must be kept current to receive this free week. The director must be given written notification two weeks in advance. The vacation must be taken in five consecutive days.

### **COMMUNITY CHILD CARE CONNECTION PARTICIPANTS:**

You will be expected to pay your monthly co-pay (as assigned by CCC) as well as a daily fee to offset the difference in rates paid by the state and the rate charged by Concordia.

### LATE PAYMENT POLICY:

Please keep in mind that the mission of the Concordia Preschool program is not to make a profit. We understand that there are times when money becomes tight and are sympathetic to your situation. If you are experiencing a financial hardship, it is your responsibility to notify a member of the Accounts and Aid committee through the office immediately in order to work out a payment plan. Late payments may be subject to a \$25 per month late fee.

- I/we understand that a student whose tuition becomes 60 days in arrears may not be allowed to continue as a student as long as the tuition is in arrears. Should the tuition account be turned over to a collection agency or an attorney for collection, then in such an event the person or persons responsible for payment of tuition agree to pay all collection costs (35% of outstanding balance), including attorney fees and court costs, [and interest at the statutory rate from the date due until paid in full] in addition to the amounts due to Concordia Lutheran Preschool.
- Students and parents that have left Concordia Lutheran Preschool with unpaid balances for over a month will have their unpaid balances sent to a collection agency and/or attorney for collection. An additional minimum fee of 35% of the owed balance will be charged to pay the collection agency, plus attorney fees and/or courts costs.
- In the event of an unanticipated financial hardship, it is the parent's responsibility to seek other assistance, and if none is available to notify a member of the Accounts and Aid Committee immediately in order to develop a mutually acceptable alternate payment plan. Failure to alert the Committee of the payment problem will be construed as indifference to the issue and may place the child's ongoing enrollment in jeopardy.

## **ALL SCHOOL EMERGENCY PROCEDURES**

### LOCKED FACILITY POLICY

**Important Note! - We are a locked facility.** An intercom and doorbell are provided to announce your arrival. If someone asks if they can help you, please state your name and the reason for entering the building! When the door is electronically unlocked for you, do not allow other unknown persons to enter with you. They must announce themselves over the intercom. **REMEMBER, this is for the safety of our students. Between 8:30am and 3:30pm—You must enter the building from the office door.**

### FIRST AID

In the case of an accident on school grounds the teacher will administer first aid. In case of serious injury or medical emergency, 911 will be called and a rescue squad will be requested; also the parent or person designated by the parent will be contacted. The cost of transportation and medical procedures will be the parent's responsibility. Emergency phone numbers are a necessity to properly administer this program. If your phone number at home, work, or any emergency number changes, notify the school immediately.

## MEDICATION

All medications are to be kept in the office and school personnel cannot dispense any medications without written consent. If your child is in need of medication during school hours, you must supply the school with the medication along with a filled out form detailing the type, amount, and nature of the medication. (Forms are available in the office.)

## FIRE, INTRUDER, AND INCLEMENT WEATHER DRILLS:

Fire, intruder, and inclement weather drills are held periodically. The teacher will give instructions to the students as to the procedure for their respective rooms. All students and teachers must leave the building during the fire drill or go to a prescribed safe place during an intruder or inclement weather drill. Fire extinguishers and apparatus in the school building are tested each year.

## EMERGENCY/WEATHER CLOSINGS

An announcement will also be made over local television and radio stations: WAND (Ch. 17 or CATV 10), WCIA (Ch. 49 or CATV 3), WICS (Ch. 20 or CATV 2), WMAY (970 AM), WTAX (1240 AM), and (WDBR 103.7 FM). School closings will also be posted on our website. Please do not call the teachers! Concordia will not align school closing with District 186. If we have an early dismissal we will have students, teachers, or secretaries call the parents from school.

## WHOLE SCHOOL BUILDING MANAGEMENT PLAN

Concordia Lutheran Church-School-Preschool has been inspected for asbestos-containing materials as mandated by the USEPA, 40 CFR Part 763, Asbestos-Containing Material in Schools. A Management Plan has been prepared by an Accredited Management Planner with Asbestos Consultants of Illinois, Inc., to offer direction and guidance in the management of the asbestos in our buildings.

- These reports are available for inspection in the office.



























