



Concordia
Lutheran
School
2007 - 2008
HANDBOOK

CONCORDIA LUTHERAN SCHOOL
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WELCOME TO CONCORDIA LUTHERAN SCHOOL

Concordia Lutheran School has served the needs of our community for nearly 50 years. Concordia is a ministry of Mount Calvary, Redeemer, and Trinity Lutheran, and as such, is in existence to aid in the fulfillment of the mission of these congregations. We believe that Concordia provides nurture in the Christian faith to the children who are enrolled as well as to their parents. We strive to provide excellence in education. We are part of a system of over 2,200 Lutheran Schools throughout the United States.

We care about your children and their spiritual, emotional, physical and academic growth. Concordia respects the uniqueness of each child and the variety of talents within its school family. We realize that parents have the main responsibility in caring and instructing their children in their Christian lives. Therefore, Concordia serves as an extension of the Christian family. The goals of the school can only be reached with the help of the family, students and school staff. In Proverbs 22:6 it reads,

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

This parent handbook is a guide for parents, informing them of policies and programs at our school. We encourage you to read it carefully as you will find it a useful tool in becoming acquainted with our educational program, policies and curriculum.

CONCORDIA LUTHERAN SCHOOL CREDO AND PHILOSOPHY OF CHRISTIAN EDUCATION

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

- A. **MISSION:** The mission of Concordia Lutheran School is to provide a Christ-centered educational experience that is academically challenging and holistic; nurturing and equipping God’s children for service to their family, church and community.
- B. **CORE COMMITMENTS:**
1. To provide a strong Christian environment, based upon Biblical and Lutheran theology.
 2. To offer a high quality, academic experience that prepares students for future success.
 3. To provide a holistic and exceptional co-curricular experience.
 4. To promote and encourage a sense of community among students, parents, faculty and staff.
 5. To reinforce families as the primary focus where Christian faith and values are shaped.
- C. **PHILOSOPHY:** Because our Lord Jesus Christ has given His Church the charge to educate all who are called to faith (Matthew 28:19-20, *Therefore as you are going, make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to keep all that I have instructed you...*), the Christian/Lutheran Day School is an important component of the ministry of the congregation.

This education begins in the family as Christian parents and guardians seek to raise the children entrusted to them in the fear and knowledge of the Lord (Deuteronomy 6:6-7, Ephesians 6:4).

This education continues in the local congregation as pastors and teachers seek to “explain the way of God more accurately” (Acts 18:26) to them.

And this education can be powerfully aided by the Christian/Lutheran Day School as faculty and staff witness to Christ in their words and deeds, and as synodically trained and called teachers present the Gospel of Christ to the children in ways that appeal to multiple aspects of their personalities and their developmental strengths.

Concordia is therefore committed to the truth that there is one true God: Father, Son and Holy Spirit.

Concordia upholds the truth that Christianity is the life and salvation God has given in and through Jesus Christ.

Concordia insists that the Holy Scriptures are God's inspired and inerrant revelation of Himself, and are the one norm for faith and life.

Concordia accepts the confession of the Evangelical Lutheran Church as contained in the Book of Concord (1580) as the true exposition of the Holy Scriptures, and seeks to be guided by them in carrying out its mission.

Concordia will provide an environment in which Christian disciples shape faculty, staff, students, and families so that all people are encouraged, respected, and built up.

Concordia will uphold worship, family life, community service, and extra-curricular activities as integral parts of growth in Christian education.

Concordia will make every effort to provide faculty who are synodically trained, colloquized, and who demonstrate excellence in educational ability.

Finally, Concordia is committed to transmitting the following capacities to its students:

Knowledge – of Biblical Law and Gospel (including their proper distinction); of Scriptural ethics and values; of aesthetics that enable the soul; of good manners and proper behavior; of facts about our environment and its changes.

Skills – in self-discipline; in reading; in arithmetic manipulation; in communicating (writing, speaking, listening, influencing); in making knowledgeable evaluations; in proper exploration; in curiosity; in courtesy; in friendliness; in sociability; in love; in patience; and in temperance.

Attitude – of love toward God and other men and women; of obedience; of forgiveness; of appreciation; of compassion; of respect; of security; of self-respect; of joy; of gratitude; of gentleness; of humility; of trust; of realistic optimism; of kindness; and of generosity.

SCHOOL GUIDELINES

1. SCHOOL HOURS: School hours are as follows:

8:15 am -doors officially open

8:25 am -first bell rings - students should be in their classroom

8:30 am -school begins, tardy bell

3:25 pm -warning bell for school to end

3:30 pm -classes dismissed

Students who arrive between 8:00-8:15 are asked to gather in the Commons area.

Students not picked up by 3:45 pm are escorted to the office. Parents/guardians are contacted. Families not picking up their child/children by 4:00 pm (or ½ hour after school is dismissed) will be billed \$20 per family on their account. After the second time a family has incurred a late fee, registration for after care with the YMCA will be required.

2. ABSENCE: When a student will be absent from school, parents should call the office at 691-8921 from 7:30 am to 8:30 am. Please give a reason and the name and grade of the child's teacher. If it is an illness that will keep him/her out for an extended period of time please let us know. (A daily call will not be necessary.) If a student is to remain indoors during recess, or can not participate in physical education, or sports, a note with an explanation from the parents must be presented to the teacher.
3. MAKE-UP WORK: When a student is absent, it is the student's responsibility to make up the work missed. The student will be given a reasonable amount of time to make up the work he/she missed. For any long period of absence, make-up work must be arranged with the teacher.
4. LEAVING SCHOOL: Students are not permitted to leave school without permission once they have arrived. In an event a student becomes ill, parents will be notified immediately. Parents must go to the office in order to sign a child out of the school.
5. TARDINESS: When a student is going to be tardy, a phone call to the school should be made. Please give us a reason. The following reasons are examples of unexcused tardiness: weather, oversleeping, forgot to set alarm. Unexcused tardies are not limited to these. You are considered tardy when you are not in your classroom by the 8:30a.m. bell. If you are tardy you must go to the office before going to your classroom. **Five tardies shall constitute one absence (cumulative).**
6. EMERGENCY INFORMATION: We ask that you keep emergency information updated in the office files. It is important for us to be able to get a hold of a parent in case of illness or emergencies. Also please report any change of address or phone number for work or home as soon as possible to the office.
7. MEDICATIONS: Any medication (including aspirin) required by a student must be brought from home, and kept by the office until time for it to be dispensed. A "doctors request for administering medicine in school" form must be filled out and signed by the parent and the physician for any prescription medication.

8. INCLEMENT WEATHER: When the wind chill is below -10 degrees, we will not send a student outside for recess. However, each student should have a hat, coat, boots, gloves, etc. to wear outside when it is snowy, cold, wet, etc. We will not send them out when it is raining. Please make sure that all articles of clothing have the student's name on each item.
9. SCHOOL CANCELLATION: Should school be cancelled because of snow or other inclement weather conditions, please watch TV stations WMBD, WHOI, or WEEK, or check the station website, and listen on radio station (am1470) for details. Please do not call the school.
10. SCHOOL HEALTH EXAMS AND IMMUNIZATION: Illinois State Law requires that all students entering Kindergarten and 5th grades must have a complete physical, and all immunizations must be up to date. Students entering 2nd and 6th grades must have dental examinations. Please make sure immunization forms show complete date (month, day and year). If a child does not have their records completed, a student may be excluded from school.
11. LOST AND FOUND: There is a box in the office for small lost and found articles. Larger items can be placed in the box in the upper grade hall. Items that are found by students should be turned in to the office if the owner is unknown. Please have your child check this area if they have lost something. We ask parents to check these locations when they are in school. Articles will be donated to charitable organizations if not claimed by the end of the school year.
12. REPORT CARDS/CONFERENCES: Report cards are distributed four times a year. Parent/Teacher conferences are held between parents and teachers regarding the child, his/her progress and the means to assist his/her development. Conferences are scheduled at the end of the first and second quarter after the teacher has had sufficient time to become acquainted with, observed, and interacted with the child so as to make a sound professional judgment regarding his/her abilities. At any time a concern exists, a teacher or parent may request a conference.
13. FIELD TRIPS: During the school year, many classes attend planned field trips. Parents will be notified of these trips by the teacher. A permission slip must be signed in order for a student to attend. Also, some trips may have a cost involved, and will be billed on your monthly statement. All trips are considered part of the academic school day, and appropriate behavior and dress is expected. Teachers and the principal reserve the right to deny any student the opportunity to attend a field trip if the student is behind in homework or has a history of misbehaving at school or previous field trips.
14. VISITORS: Parents may visit a classroom provided arrangements have been made in advance. They, as well as other visitors, must stop at the office for an identification badge. If the parents wish to have a conference with any of the teachers, they should call the school for an appointment.
15. COUGAR PRINTS: Parents can submit information for the Cougar Prints at anytime. Deadline for the Prints is Wednesday mornings by 9:00 am. Please make your information brief and submit it to the secretary. Prints are distributed on Fridays via email or a paper copy to the youngest student in the family and are also posted on the school web site.

16. CHURCH/SUNDAY SCHOOL ATTENDANCE SHEETS: If your child is in Kindergarten through 2nd grade, you will receive home attendance sheets that will need to be filled out quarterly. These sheets will be compared to the attendance record at your church. Grades 3-8 will be asked on Monday by their teachers about their attendance at church on a weekly basis.
17. CHAPEL: Our school holds chapel on a weekly basis on Thursday mornings. All parents are invited to attend.
18. FOOD/CANDY/GUM/SODA: There is to be no food, gum, candy, soda, or any drinks in the school (with the exception of the Commons/Cafeteria).
19. LOCKERS: Lockers are provided to students in grades 3-8 for outdoor wear, backpacks, lunches etc. School personnel reserve the right to inspect locker and all possessions located in the locker at anytime with or without the presence of the student. The sharing of one's locker combination is prohibited. Students are responsible for their belongings.
20. BEFORE/AFTER CARE: Concordia provides before and after school care for families who need these services. This program is operated by the local YMCA. The YMCA will handle all aspects of this program. Before school care is available from 6:30am to 8:15am. Students who arrive before 8:00am will report to the before care program. After school care is available from 3:30pm to 6:00pm. Parents can call 671-2700, ext. 223, for more information or to register. All parents are encouraged to register their child/children with the YMCA in case of emergency care situations.
- Students who are not picked up by 3:45pm will be escorted to the office. Parents/guardians are contacted at this time. Families not picking up their child/children by 4:00pm (or ½ hour after school is dismissed) will be billed \$20 per family on their account. After the second time a family has incurred a late fee, registration for after care with the YMCA will be required.
21. RACIAL NON-DISCRIMINATION POLICY: "Concordia Lutheran School admits students of any race, color or national or 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, or national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs."
22. ASBESTOS COMPLIANCE: Concordia is in compliance with the Illinois Department of Public Health in regards to its asbestos inspection program. A required three year re-inspection has been completed and the Asbestos Management Plan is on file and available for review in the administrative offices. Concordia Lutheran School has non-friable asbestos containing material in the following locations: floor tile (9X9 and 12X12), boiler insulation, and surfacing materials. There is assumed non-friable material located in the floor tile mastic and fire doors. These areas are inspected by the administrative personnel every six months and are not considered to be a safety hazard to students, staff or guests.
23. TORNADO/FIRE DRILLS: Students will participate in regular fire and tornado drills required by law. These drills are necessary for the safety of our students.

24. PARENT/TEACHER ORGANIZATION: The **PT CONNECTION** mission statement is as follows—“Our purpose is to facilitate interaction between parent and teacher. We are dedicated to supporting the school staff’s efforts in providing educational, emotional and social growth for the students while promoting the core values of our faith”.

The PT Connection will hold quarterly meetings to discuss the various activities that are upcoming which may need parent volunteers. The PT Connection has funds designated for projects, and money available to help the teachers when there is a need.

The PT Connection is in charge of the Room Parent Program. This program is vital to our school. The room parents who volunteer are responsible for organizing the parties that are held on Thanksgiving, Christmas, Valentine’s Day and Easter. They will be given the room allowance money at the beginning of the year. They are also in charge of celebrating the teacher’s birthday.

Current officers are listed in the School Directory with phone numbers.

25. ALCOHOL/TOBACCO: Concordia Lutheran School is designated as an alcohol free zone and tobacco free zone. This includes events occurring on the school property after normal school hours.

26. SEXUAL HARASSMENT: State law requires educational institutions to have a sexual harassment policy. Printed below is a summary of the major points of our policy as it pertains to students of Concordia Lutheran School:

Sexual harassment of or by any student shall not be tolerated and may result in disciplinary and/or legal action, including possible expulsion.

Sexual harassment has the purpose or effect of creating a negative impact on an individual’s performance or of creating an intimidating, hostile or offensive environment but is not limited to:

1. Verbal conduct such as derogatory comments, unwanted sexual advances, sexual jokes, etc.
2. Visual conduct such as derogatory cartoons, drawings, pictures, gestures, etc.
3. Physical conduct such as leering, assault, blocking normal movement, touching an individual’s body or clothes in a sexual way, etc.
4. Threats and demands to submit to sexual requests.
5. Retaliation for reporting a violation or participating in an investigation.

Teachers are required to discuss this policy with their students at the beginning of the school year in age-appropriate ways and will assure them that they need not endure any form of sexual harassment.

Anyone at Concordia Lutheran School who is subject to or witnesses sexual harassment, should immediately report such conduct to the teacher, the principal, the counselor, or one of the pastors of the association churches.

27. BULLYING: Bullying of any kind will not be tolerated at Concordia Lutheran School and may result in disciplinary and/or legal action, including possible expulsion.

Each student should enjoy school equally and feel safe and secure, regardless of color, race, gender, popularity, athletic ability, intelligence, nationality, or religion. Each student is a unique creation of God and we all exist to give honor and praise to Him.

Bullying can be physical contact, name calling, picking on, making fun of, laughing at, or excluding someone. Bullying causes pain and stress to the victim and is never justified or excusable! Bullying contracts will be discussed in class and sent home for students to sign.

28. CELL PHONES: Mobile communication devices (cell phones, pagers, etc.) shall not be permitted in the classroom during the school day. Students in possession of a cell phone shall keep their phone in their locker in the off position until school has been dismissed.

CAR RIDER GUIDELINES

It is recommended that ALL entries and exits be made at the stoplight at Dawn Drive. The Primary drop-off and pick-up is at the Commons area in the rear of the building. If you enter the west entrance in the morning, you can drop-off students at the Front entrance to the school.

AM (MORNING) DROP OFF

1. **Please Note:**
 - a. The east driveway loops to the rear of the building.
 - b. The front driveway is now TWO WAY traffic.
 - c. The west driveway is a service drive for the kitchen and deliveries.
2. Students may be dropped off in the following locations:
 - a) BEHIND THE SCHOOL: by the Commons door
 - b) FRONT OF SCHOOL: at the Front entrance (NE)
3. Students walking to school and crossing Glen Avenue should use the crosswalk at the stoplight.
4. After 8:30 AM ALL students must enter through the front office entrance.

PM (AFTER SCHOOL) WALKERS:

1. If you need to cross Glen Avenue, please exit the front doors and gather outside the front office doors. An adult will escort you across Glen Avenue.
2. If you are exiting the rear doors of the school and walking across the playground, wait until the orange flag is raised before crossing traffic.

PM (AFTER SCHOOL) CAR PICK UP OF STUDENTS:

1. Please enter the east driveway (stoplight at Dawn Dr.). Continue to the rear of the school (forming two lines). **Pick-up is not permitted from the East parking spaces!**
2. Please stay with your vehicle and do not come to retrieve your child(ren).
3. When all cars are stopped and safety is assured, the lead teacher will raise the orange flag as a signal for the children to enter their cars. Only those cars from the stop sign to the corner of the school may be accessed. It is unsafe for children to go around the corner.
4. Once the flag is lowered and safety is assured, the stop sign will turn to slow. Then cars may move toward the exit or forward to form another loading line. Please move as far forward as possible so that as many cars as possible may be filled during the flag raised position. If your child is not available when it is your turn to load, we ask that you also move forward and pull out of the line to a parking area.
5. The teachers will determine when all the cars are loaded. All students remaining will be escorted to the office to call. Any child not picked up by 4:00 (or ½ hour after school is dismissed) will be charged \$20 on their families monthly statement.
6. Parents who wish to park and come into the building should do so from the front or west parking lots. **Pick-up is NOT permitted from the parking spaces on the east side of the building!** Students are NOT permitted to cross the driveway in front of the building unless a parent is visible and at their vehicle.

PLAYGROUND RULES

OUTSIDE RULES:

- No rough play
- Stay within playground limits (no one allowed beyond 2nd soccer field)
- No ball kicking or throwing against the building
- No kicking of balls while on the blacktop during good weather
- Soccer playing is allowed on blacktop during bad weather, but no soccer balls may be kicked over children's heads
- No games of tag are to be played on the playground equipment
- Jump ropes are to be used for jumping only
- Children must receive permission to retrieve balls which go beyond the playground boundaries-one person only
- Children are to stay away from parked cars and other vehicles
- Children are to use the ladder for the slide and go down seated
- No candy, gum or food is to be brought out of the lunch room
- Children are not to go above waist level while on horizontal ladder
- No playing is allowed in the front of school or on the west parking lot.
- Children are to stay away from classroom windows
- No unnecessary traffic in and out of the building during recess periods
- Do not leave play area, without asking Supervisor for permission
- No bouncing or throwing of balls is allowed after the ending recess bell
- Movement in and out of school building should be in designated areas (tight lines, single file, in/out on the right side with no talking)
- No sticks or wood chips should be picked up at any time from the playground or school yard
- SWINGS – no pushing of other students, no jumping out of the swings, no twirling of the swings, and no running between the swings is allowed. Wait your turn in the grassy area outside of the wood chips.

DISCIPLINE PLAN

The Board of Christian Education, the staff, parents, and students must desire to work together in developing the most God-pleasing Christian learning environment possible. With God's help, everyone's cooperation, and prayers we will achieve this blessed goal.

Good self-discipline begins when the home remains the primary molder of each child. (I Timothy 5:4) Our Christian Day School is an extension of the home and serves as a parent (In Locus Parents) during the school day. God set forward a model of discipline in Matthew 18 which can apply to a school system. As sinful humans we will not lead perfect lives. Hebrew 12:11 shares with us a proper understanding of the need for application of Law and Gospel "For the moment all discipline seems painful rather than pleasant: later it yields the peaceful fruit of righteousness to those who have been trained by it."

As you know, we, as a Christian Day School (administrator, teachers, parents, and Board of Education) have adopted the Biblical procedure for addressing concerns that arise with any of our members. A concerned individual should first approach and try to resolve his or her concern directly with the other party whether it be a teacher, the administrator, or another person. This encounter is always to be founded in love and concern for our fellow Christians. If the concern persists the next step is to have two or more of our fellow Christians approach the other party to address the concern. We do this in the school setting with the parent, teacher, administrator conferences. If these conferences are not effective, the final step is for the matter to be brought forward to the whole membership. In the case of the Christian Day School, the matter is brought to the Board of Education through the Personnel Committee as the governing authority.

We have incorporated these biblical principles in our six step process for conflict resolution. This process is being published as a reminder. The steps are set forth below.

1. Teacher-Student
2. Teacher-Student-Parent
3. Teacher-Student-Parent-Administrator
4. Teacher-Student-Parent-Administrator-Board Representative
5. Teacher-Student-Parent-Administrator-Board Representative-Board Personnel Committee
6. Teacher-Student-Parent-Administrator-Board Representative Board Personnel Committee-Board of Education

ADMINISTRATIVE CONSEQUENCES

All of us have the same goals and desires-- we are all striving and working diligently to provide our children a good, quality, Christian education. We may run into problems and situations that require loving guidance and correction, and we will follow the communication steps outlined below. Students sent to the principal's office will receive a discipline report form from the homeroom teacher or co-curricular leader. The principal will counsel with the student, and confer with the parent via phone or note. The principal keeps a discipline log on each child that is sent to the office.

When the school administrator is alerted to discipline situations or events that occur outside the normal school day that involve Concordia students, action will be taken. Students who exhibit conduct unbecoming a Christian outside the normal school day hours and are involved with the activities that damage school property, harass staff or damage the school's reputation by such conduct will be disciplined according to the seven step plan. The administrator will alert and/or consult the Board Chair and the appropriate committee regarding the incident. Regular due process will be followed as delineated earlier in this letter. A parental appeal must be filed with the administrator within 48 hours. Once the appeal is made the Administrator will schedule a hearing within 48 hours. If the hearing decision is appealed a special Board meeting will be called within 48 hours. The Board of Education reserves the right to change an administrator's decision.

The following steps will be progressive for students in grades 3-8. Steps may be modified as they are applied to students in grades K-2. Bold levels are jumped to whenever a child is involved in bringing a weapon to school, drug use, bringing any type of physical harm to another student (i.e. making physical contact, threats, hitting, kicking, fighting etc.) or immoral activity unbecoming a Christian (i.e. cheating, stealing, telling lies, swearing, using foul language, public disrespect for authority figures etc.). Threats of any kind will not be tolerated:

1. Counsel, Conference, Detention 1/2 hour
2. Counsel, Conference, Detention 1 hour
3. **Counsel, Conference, In School Suspension 1 day**
4. **Counsel, Conference, In School Suspension 2 days**
5. **Counsel, Conference, Out of School Suspension 1 day**
6. **Counsel, Conference, Out of School Suspension 2 days**
7. **Recommendation for expulsion**

* Special interventions and consequences may be implemented as warranted by individual situations.

DISCIPLINE POLICY GRADES K-2

All notations in reference to the inappropriate behavior will be removed at the end of the school day, giving each child a forgiven, "clean slate", at the beginning of the next school day. This follows our Christian philosophy of the proper application of the Law and Gospel. The loss of recess minutes, when it carries over to the next day is a result of the "natural consequence" from the application of Law and Gospel. This system has been set up in your child's best interest, and is necessary to promote caring, Christ-centered learning in our school.

The non-acceptable behavior of your child in the classroom is as follows:

- Annoying or hurting others with hands, feet or other objects
- Talking during class without permission
- Disrespect to any teacher, other children or their property

Showing respect and following directions are to be followed in the hallway, in the bathroom, in the cafeteria, and on the playground as well as in the classroom.

Positive reinforcement may be given through the following:

- Smiles and hugs
- Verbal praise
- Positive note to parents
- Positive phone call to parents
- Stickers
- Minutes of extra recess
- Special activity for the entire class

In an event that the positive approach does not result in acceptable student behavior, we present the following plan of action:

- Warning Given = Name written on board
- First Offense = 10 minutes off the next recess (monitored walking)
- Second Offense = 20 minutes off the next recess (monitored walking)
- Third Offense = contact to parent that day
- Fourth Offense = child is sent to the Principal's office with curriculum work for 30 minutes

In an event of consistent or of completely disruptive behavior, preliminary steps will be skipped and advance steps will be implemented based on the instructors professional judgment.

The staff thanks you in advance for your prayers and support and pledges to work with you in forming a strong Christian bond for your child.

ASK YOUR CHILD FOR ONE POSITIVE HAPPENING AT SCHOOL EACH DAY!

DISCIPLINE POLICY GRADES 3-5

The expected behavior of your child in the classroom is as follows:

- Show Christian love and respect to others
- Follow directions
- Talk with permission only
- Stay in your seat
- Keep your hands and feet to yourself

Showing respect and following directions are to be followed in the hallway, in the bathroom, in the cafeteria, and on the playground as well as in the classroom.

Positive reinforcement may be given through the following:

- Verbal praise
- Positive activities such as extra recess
- Free time activities
- Other special treats specified by the particular teacher

Negative consequences for unacceptable behavior include the following:

- Name recorded as a warning
- Name plus check = 10 minutes off the next recess (monitored walking)
- Name plus 2 checks = 20 minutes off the next recess (monitored walking)
- Name plus 3 checks = 30 minutes off the next recess (monitored walking) and a phone call to parent
- Name plus 4 checks = a conference with the principal

In an event of consistent or of completely disruptive behavior, preliminary steps will be skipped and advance steps will be implemented based on the instructor's professional judgment.

This system has been set up in your child's best interest, and is necessary to promote caring, Christ-centered learning in our school.

DISCIPLINE POLICY GRADES 6-8

The expected behavior of your child in the classroom is as follows:

- Follow directions the first time they are given
- Keep your hands and other body parts to yourself
- Language and actions towards others is expected to be God-pleasing
- Be on time and prepared for all classes

Showing respect and following directions are to be followed in the hallway, in the bathroom, in the cafeteria, and on the playground as well as in the classroom.

Positive reinforcement may be given through the following:

- Verbal praise
- Written praise
 1. papers handed back to students
 2. Notes sent home
- Class-wide reinforcements are by no means limited to the above list.

Consequences for unacceptable behavior include the following:

- 1st Consequence: Student's name written on the warning list-Warning
- 2nd Consequence: One check by the student's name. Student earns one demerit. (this includes dress code violations!) A demerit slip will be sent home requiring a parent signature.

Note: Five demerits will result in an after-school detention. This after-school detention will be served the following day from 3:30-4:00 pm. Parents will receive a notice from the homeroom teacher. This constitutes Step 1 on the Administrative Consequences (See page 19).

The following interventions may be used by the classroom teacher:

1. Personal contact with parents to discuss student's behavior and future actions
2. The student may be removed to another classroom.
3. The student may be isolated in the classroom or another room
4. The student may be sent to the principal for additional counsel.

In an event of completely disruptive behavior, preliminary steps may be skipped and additional action may be implemented by the teacher/administration.

It is in the student's best interest that we work together in a home/school partnership. We pledge to be in close contact with you regarding your student's progress in our classrooms.

UPPER GRADE LATE WORK POLICY

The 6-8th grade instructors believe that homework is a vital and necessary extension of classroom instruction. We will strive to make homework valuable, as we know your time is valuable. We will also do our best to communicate with each student, parent and with each other concerning assignments and tests. We expect that when homework is assigned it will be completed by the due date. The guidelines will be followed by the 6-8th grade instructors concerning late work:

1. If an assignment is not complete by the class period it is due, the student will receive a late work notice. This note is to be signed by the parent or guardian and returned to the classroom teacher (along with the completed assignment) the following day.
2. Students having late work notices will be assigned to the late work room during lunch recess until all work is current. Students who need additional time or assistance after-school need to make arrangements with the classroom teacher.
3. **All** late assignments will reflect a grade deduction. The instructor will deduct 10% off the total percentage for each day an assignment is late. An assignment that is not complete within three days after the due date will receive a zero. (Students in the second semester of their 8th grade year will be expected to have work completed for the day assigned or it will be a zero.)
4. Absence due to illness or family emergency will be dealt with by all of our instructors in a timely fashion. For general absences (illness) the student will receive one day to make up work for each consecutive day absent. **The school discourages extended absences for trips/vacations during the school year.**
5. **CHEATING POLICY:** As a Christian School, cheating of any kind will not be tolerated (See Administrative Consequences). Students are expected to use their own God-given talents and abilities and perform to the best of their abilities. Any work produced as the result of cheating will be given no credit (0%). Parents shall be notified and the student may be referred to the principal for administrative consequences.

DRESS CODE K-8

Students at Concordia Lutheran School are expected to dress in accordance with the following standardized dress policy. The purpose of these guidelines is to set a standard that is God pleasing and conducive to a Christian educational environment. Our goal is that student and staff establish a sense of pride, as we remain Christian witnesses to our community.

GIRLS

<u>Apparel Item</u>	<u>Color</u>
Sweaters (long sleeve)	Any solid color
Polo Shirts (short or long sleeve)	Any solid color
Turtle necks	Any solid color
Shorts/Skorts/Jumpers/Skirts/Pants/Capris	Black, Khaki or Navy
Shoes	No Backless shoes
Belts (K-2 optional)	Must be fabric or leather
Knee-high socks/tights	Any solid color

BOYS

Sweaters (long sleeve)	Any solid color
Polo Shirts (short or long sleeve)	Any solid color
Turtle necks	Any solid color
Shorts/Pants	Black, Khaki or Navy
Shoes	No Backless shoes
Belts (K-2 optional)	Must be fabric or leather

ADDITIONAL NOTES AND INSTRUCTIONS

Polo Shirts:

Polo shirts are a collared shirt (short or long sleeve) with a button placket. Designer logo must not be larger than a quarter. Scout uniform shirts are acceptable on days of meetings or trips.

SHIRTS MUST BE LONG ENOUGH TO STAY TUCKED AT ALL TIMES. Sleeveless shirts are NOT acceptable.

Turtle Necks:

Single knit traditional turtle neck shirts with a longer cut to **STAY TUCKED IN AT ALL TIMES.**

Sweaters:

Sweaters may be pullover, v-neck, or cardigan. Sweaters may be untucked, but must be long enough **TO COVER THE MIDRIFF AREA AT ALL TIMES.**

Pants, Shorts, Skorts, Skirts, Capris & Jumpers:

A “uniform” or “Docker” style of pants/shorts are recommended. NO “low rise” or “low cut” pants/shorts. NO denim, nylon or stretch fabric is permitted. If pants have belt loops, belts must be worn. Belts must be leather or woven material and have a plain buckle. Shorts, skorts, skirts, jumpers must be no shorter than 4" above the knees. Shorts must be of the walking short style.

Casual Days

Casual dress should be modest and comfortable. The following may NOT be worn on Casual Day: spaghetti straps, tank tops, bare midriffs, flannel lounge pants, sweatpants, or backless shoes. Casual days are designated as the last Friday of each month (when school is in session). Tucks and belts are not required on Casual Day.

Concordia Pride Friday Guidelines

Concordia Pride Friday will be every Friday with the exception of the last Friday of each month, which will remain Casual Day.

Pride Friday will be limited to Concordia tops only. Dress code pants, belts, and shoes will still apply. Shirts must be tucked in.

Students may wear their soccer t-shirts if they are clean, in good condition, and have NO WRITING on them. No other uniform shirts will be allowed.

OTHER

No earrings for boys or excessive makeup or jewelry for girls. Unnatural hair color will not be permitted.

No head-covering may be worn indoors.

The administration will be the final authority on dress code violation. It is expected that all students will adhere to the code for the entire school day.

VIOLATIONS OF THIS POLICY WILL BE DEALT WITH IN THE FOLLOWING MANNER:

1st and 2nd Offense – Call to parent, correction of the violation, a prepared note sent home and returned with a parent signature.

3rd and succeeding Offenses – Same as previous offenses, plus letter of explanation to parents.

In grades 6-8 all dress code violations will be administered via the Demerit system (see page 20) and Administrative Consequences (page 17).

Any questions regarding this matter may be addressed to the School Board through the school office or the Student Life committee. We appreciate your cooperation as we address this important matter!

(adopted 5/26/04)

CO-CURRICULAR ACTIVITIES

Concordia offers many great opportunities for students to participate in during the year.

Spelling Bee: Students in each 5th through 8th grade classroom will compete in a spelling bee contest. Two students will be selected from each class and then a school contest is held for a champion and runner-up.

Scholastic Bowl: The Scholastic Bowl is a team sport in which a person's mental rather than their physical ability is utilized. Teams of five students from various schools compete against each other to answer questions in areas such as math, science, social studies, literature, grammar sports, music, art and consumer economics. Concordia has a team for the fifth and sixth graders, and another team for seventh and eighth graders. The season begins in early January and runs through April. Concordia's varsity competes in a Concordia Lutheran Tournament and a County Tournament with 15 other Peoria County schools.

Geography Bee: The Geography Bee is a contest to determine a student's knowledge in geography. The Bee is operated under the rules of the National Geographic Society. In early January an initial round is conducted in each fourth through eighth grade homeroom and two students are selected from each homeroom to compete at the school bee. Students are questioned about physical, political, economic, and cultural geography. The finals are held during a school assembly to determine a school champion. The school champion then takes a qualifying exam and if his or her score is one of the top 100 in the state, he or she goes to the State Geography Bee. There are over 800 schools in the state of Illinois that enter the National Geography Bee with some 200,000 students participating in the contest.

National Junior Honor Society: CLS will maintain a NJHS Chapter for 7-8th grade students. Members will be selected and inducted during the second semester based on the qualities of scholarship, leadership, service, character, and citizenship.

Student Council: Representatives from the 6th and 7th grades will join members of the NJHS to serve as student council representatives for the year. Members must maintain a "B" average and be willing to participate in service projects throughout the year.

Choir: There are general grade choirs that meet once a week for rehearsal. Grades 1-5 participate in these choirs. The main purpose is to introduce the children to choral experience. These Choirs sing their selections for our chapel services during the year. The 4-5th grade students have an opportunity to join a contest choir. The main goal is to continue choral techniques while preparing 3 musical selections for the Illinois Grade School Music Association District Contest and hopefully also the State Contest. They also sing these selections for chapel worship and sometime as music at our churches. The 6-8 grade students have the opportunity to sing in the Concordia Chorale. The group continues their choral techniques through more complex music. They sing both for chapel and at least one contest.

Foreign Language (Spanish): Students in grades 7-8 are eligible to take Spanish as a foreign language. This class is offered to students two days a week before school (7:30-8:15 am). Students who choose this elective are assessed an additional fee on their registration at the beginning of each semester.

Other opportunities may include: Lego Robotics League, Computer Club, Fencing Club, Mad Science, and Spanish Club.

CO-CURRICULAR ELIGIBILITY

In order to remain eligible to participate in co-curricular activities at Concordia each student must maintain a cumulative 2.00 GPA average in each of the core subjects (reading, math, science, English, social studies, spelling, etc.), and be passing all subject areas. The Upper Grade eligibility policy is to be used for all co-curricular activities. A summary of these policies follows. The GPA will be evaluated at interim grading periods and end of quarter periods.

- A. If the GPA falls below the 2.00 level (or receives an F) the student is considered to be on probation for the next two weeks. A parent notification is made.
- B. If the GPA fails to improve during the next two weeks the student is then placed on academic ineligibility. The exception is in the first four weeks of school. No student is deemed ineligible during this period. If the student finished the previous school year below the 2.00 required, they start the year on probation. During these weeks the Assistant Principal will remain in close contact with the faculty to determine if any further action needs to be taken
- C. A student will be given a parent notification letter from his/her homeroom teacher informing the parents of any change in status following the Upper Grade Teacher Eligibility Form. To become eligible, this form must be completed.

At times a given student may face challenges in the classroom, which are simply beyond his or her academic ability. The faculty, as well as the staff, understands this. At Concordia every effort is made to assist all students who are in this situation. The Upper Grade Faculty will consider students who find themselves in this position for exemption from the stated policy on an individual basis. If parents desire they may request an appeal through the Assistant Principal and/or homeroom faculty member.

A student who enrolls in Concordia Lutheran School in the 6th, 7th, or 8th grade year, and who has participated in interscholastic sports competition at another school, is ineligible to participate in the same sport at the same grade level at Concordia the following year. Participation in one interscholastic contest in a sport constitutes one season of eligibility in that sport.

CONDUCT ELIGIBILITY

Each student has the responsibility of being a leader in the school. If the conduct of any student is unacceptable according to the behavior guidelines stated in the handbook, or such that it impairs the efficient working of the school, then ineligibility may follow as a consequence. Conduct should reflect Christ in all that is done.

- A. Consideration for conduct ineligibility may be brought to the Assistant Principal by any member of the staff (teachers, coaches, cooks, janitors, pastors, or secretary). If the Assistant Principal determines that action may be needed, the issue will be brought forward for a decision.

- B. A unanimous decision must be reached by the Principal, Assistant Principal, and homeroom teacher in order for conduct ineligibility to be declared.
- C. Conduct ineligibility for practices, games, or events will remain in effect for a period of one week or more if deemed by the Principal.
- D. An ineligible student will be given a REQUEST FOR CHANGE OF ELIGIBILITY STATUS form within 3 days of the end of the ineligibility period. This form must be completed in order to become eligible.
- E. Parental line of appeal is through the Assistant Principal.

ATHLETICS

Our athletic program is separate from the physical education program at our school and was established to encourage Christian fair play, sportsmanship, physical fitness, and self-confidence. Sports for boys and girls are offered throughout the year and they are as follows:

BOYS:

Soccer	Grades 1 - 8
Instructional Basketball	Grades 4 - 5
Basketball	Grades 6 - 8
Track	Grades 5 - 8

GIRLS:

Soccer	Grades 1 - 8
Volleyball	Grades 5 - 8
Instructional Basketball	Grades 4 - 5
Basketball	Grades 6 - 8
Cheerleading	Grades 5 - 8
Track	Grades 5 - 8

SPECIAL AWARDS

Concordia Lutheran School awards two distinct academic honors upon graduation from the school (8th grade). These honors, and the respective criteria are as follows:

1. Valedictorian – the Valedictorian shall be the student attaining the highest grade point average in core academic subjects during the last 6 semesters of study in grades 6-8 as per the honor roll calculation in the current handbook. At least four of the six semesters must be completed at Concordia. (The final semester will be concluded two weeks prior to the final school day.)
2. Salutatorian – the Salutatorian shall be the student attaining the second highest grade point average in core academic subjects during the last 6 semesters of study in grades 6-8. At least four of the six semesters must be completed at Concordia.
3. If two or more students have attained the identical grade point in the core academic subjects during the last 6 semesters of study, there may be co-valedictorians or co-salutatorians.
4. The valedictorian and salutatorian (or co-valedictorians and co-salutatorians) shall be invited to give an address at the graduation ceremonies for Concordia Lutheran School.

The following are awards presented to the 8th graders, including specific criteria for selection:

American Leadership: 1 boy and 1 girl are chosen by the 8th grade students and approved by the faculty in the upper grades. A medallion is given.

Concordia Christian Citizenship Award: 1 boy and 1 girl are chosen by the upper Grade faculty. A plaque and monetary gift are given.

Concordia (Robert Warren) Athletic Scholar Award: Coaches nominate 1 boy and 1 girl. A plaque is given.

Presidential Council on Physical Fitness Award: The National award is given to students in 3-8th grades who achieve at least 50% on all of the 5 fitness tests. The Presidential award is given to students in 3-8th grade who achieve 80% or higher on all 5 fitness tests.

President's Award for Educational Excellence: This award is presented to graduates who have attained a SAT score of 85% tile or higher in total math or total reading and a GPA of 3.5 or higher (average honor roll calculation for grades 6-8).

Government Award: This award is presented to the 8th grade student with the highest score on the Illinois and United States Constitution tests. In the case of a tie, the student with the highest daily grade will receive the award.

National Junior Honor Society: 7th and 8th grade students are eligible to be selected into the Concordia Lutheran School Chapter of the NJHS. In order for students to be eligible, they must have maintained a 3.5 G.P.A. during their middle school years and exhibit the qualities of character, leadership, service, and citizenship. Induction will occur during the second semester of the school year.

TECHNOLOGY

We are very proud of our technology program here at Concordia. All of our computers throughout the building are on a 3-year lease program enabling us to remain current in our technology curriculum. The computer lab houses the majority of our computers. Additionally, each classroom is equipped with a minimum of one computer work station.

A mobile laptop cart of 25 computers permits the integration of technology into all subject areas, and provides campus-wide wireless access to the internet. Our internet services are provided by Insight Broadband, and our internal network is protected by a firewall. SurfControl filtering software prevents access to inappropriate websites.

Our technology curriculum provides instruction in the areas of: keyboarding, internet searching, graphic manipulation and design, word processing, desktop publishing, presentation software, spreadsheets, databases, and web design. This thorough training will aid Concordia's graduates on a successful student path, both in high school and beyond, as well as provide a foundational development of skills necessary for today's job market. Our Media Specialist provides the technology instruction for all students (grades K-8).

Visit Concordia's website for further information, examples of student technology projects, teacher memos, school activities, a calendar of events and much more.

www.concordiapeoria.com

APPROPRIATE USE OF THE INTERNET/E-MAIL CONTRACT

As a student and technology user of Concordia Lutheran School, I understand my moral and ethical responsibilities regarding my use of the Internet and e-mail here at CLS. I accept the termination of my own Internet and E-mail privileges should I inappropriately use on-campus technology to access materials and information, which are not consistent with the ideals of Concordia Lutheran School to be only for such activities, which are academically and/or spiritually beneficial. Upon breach of this contract, I realize that Internet and E-mail privileges shall be immediately revoked. I also understand that students will be disciplined according to the Administrative Discipline Plan.

_____ Student

_____ Parent/Guardian

_____ Date

PERMISSION for PUBLICATION of STUDENT'S PHOTOGRAPHS/WORK

Concordia Lutheran School maintains a website as a means of communicating information and public relations for our school. I understand that from time-to-time Concordia may wish to publish examples of student projects, photographs of students, and other work on its website for these reasons. The website is a chance for students to have their work published and shared worldwide. This is a great way for out of town friends and family to keep in touch with the events at Concordia Lutheran School and have a means to view and enjoy student work.

All student pictures will be anonymous. Student work may be identified by first name and last initial.

_____ Permission is granted for my child's photograph and work to be published on the internet at Concordia's website (www.concordiapeoria.com).

_____ I would prefer that my child's photograph and work not be published on the internet.

Student Name: _____ Grade: _____
(Please print)

Parent Name: _____
(Please print)

Parent Signature: _____ Date: _____

BAND GUIDELINES

Band recruitment is at the beginning of each school year. All fourth graders and any fifth, sixth, seventh, or eighth grade students interested in the Band program are introduced to all available band instruments, as well as the total Band program. The Band Director and a representative from a local music store provide the demonstration of instruments. Children are asked to discuss the possibility of being in the Band program with their parents. A parent's meeting follows which explains the Band program and parents are given an opportunity to rent an instrument for their child at the end of the meeting.

Concordia School charges a fee to belong to the Band (refer to Concordia School registration fee). This fee pays a portion of the salary of a professional music educator, the Band Director. Each child in the program receives a one-half hour group lesson per week during class time and rehearsals during school hours, one to three times per week. Extra rehearsals, parades, concerts, and any other performances that the Band or the Director is involved in are INCLUDED in the overall monthly fee.

Checks for the Band fee are to be made payable to Concordia Lutheran School and sent to the school office in a payment envelope.

Concordia offers the following:

- Cadet Band: group where all first time band musicians learn to play their instruments.
 - Concert Band: all band students who have completed Essential Elements Method Book I.
 - Symphonic Band: top band ensemble at Concordia that is composed of all 3rd – 5th year band musicians.
 - Marching Band: meets only in the fall semester and is required of every member of the Concert Band.
 - Jazz Band: optional year round ensemble composed of members from the Symphonic Band.
 - Flag Unit: a group of students (6-8 graders) who compete with the marching band in parades. The flag unit will also perform pieces without the band throughout the year.
 - Honor Guard: the flag bearing unit for the marching band..
 - Drum Majors: 8th grade leader(s) who are chosen by the director to serve as an aid to the director.
- Please refer to the Band Handbook for additional information.*

STRINGS PROGRAM

The Concordia String Program is open to all K-8 students who wish to learn to play a stringed instrument (violin, viola, cello, or bass). Parents are urged to be active participants.

Students are given a semi-private lesson each week and have the opportunity to participate in a number of different groups and ensembles.

LESSONS:

Parents are encouraged to attend lessons. This is especially important for parents of beginning students. When parents do not understand how to help their child practice at home, the rate at which the basic skills are mastered slows considerably. Each student will receive a weekly lesson in a small group setting. Lesson time will generally be spent on developing tone and musicality, hearing prepared material, previewing new material, and review. Students are expected to prepare for their lessons through daily practice and listening.

REPERTORY CLASSES:

These large group classes meet once a week. Students who have completed all of the Suzuki repertoire through May Song will be assigned to a group based on the level of literature completed. Group playing skills such as following others, phrasing with a leader, playing together, intonation, and bowing will be developed.

READING ORCHESTRA:

Students will learn to read and play more complex rhythm patterns as well as the fundamentals of orchestra performance. This groups meets once a week.

CONCERT ORCHESTRA:

This is a performance orchestra. Students placed in this orchestra should be studying with a private teacher. All eligible students in this group will be encouraged to participate in the IMEA solo and ensemble contest in March. This group meets twice a week.

LIBRARY

LIMIT: Kindergarten through 1st grades--1 book per week
All other grades--2 books per week (exceptions made for special projects.)

OVERDUES: Books not returned to the library on library day will be considered overdue

FINES: \$.25/day fines do not accrue on week-ends, holidays, and regularly scheduled days off (snow days, conference days, etc.) In case of illness, you must notify the librarian in writing when the book is returned as the library does not track student sick days.

BILLING: Fines will be totaled monthly and turned over to the front office to be included on the billing statement. All payments should be made to the front office (wooden mailbox). Do not send money to the library.

RETURNING BOOKS: Books returned early to school should be placed in the designated baskets in the classroom. Overdue books should be returned to the library as soon as possible.

RENEWALS: Renewals are always honored unless there is a waiting list for the item. Renewals must be re-stamped.

LOST: Books lost or damaged will result in a replacement fee of \$3.00/magazine, \$10.00/paperback, \$15.00-\$20.00/small hardback, \$20.00-\$25.00/medium hardback, \$35.00/large hardback or retail for a large book. Families may choose to replace the book in lieu of payment.

HONOR ROLL

Students in grades 6,7 and 8 are eligible for the Honor Roll during each quarter of the school year. In order to achieve High Honors a student must receive a 3.75-4.00 grade point average during the quarter. To achieve the Merit Honor Roll a student must receive a 3.25-3.74 grade point average (An A=4, B=3,C=2 etc. for value points of all subjects, except Algebra (8) and Pre-Algebra (7) where A=5, B=4, C=3) *See Math Placement. The following system is used at Concordia to "weigh" the specific subjects in the curriculum:

- Double Weighted Subjects: Religion, Math, Science, Literature, English, and Social Studies.
- Single Weighted Subjects: Memory, Physical Education, Music (6,7), Computers, Art and Health (8)
- Non Weighted Subjects: Handwriting, Band, Orchestra, and Foreign Language.

The following is an example of a computation to determine a student's G.P.A.

Subject	Grade	Value	Total
Religion	A	4X2	8
Memory	B	3X1	3
Literature	B	3X2	6
English	A	4X2	8
Math	B	3X2	6
Soc. Studies	A	4X2	8
Science	A	4X2	8
Art	A	4X1	4
P.E.	B	3X1	3
Computer	A	4X1	4

TOTAL: 16 58

Divide 58 by 16=G.P.A. of 3.625

This student would be on the Merit Honor Roll for this quarter's grades.

Math Placement:

In order to be placed in the upper level math class (pre-algebra for 7th grade students and algebra for 8th grade students), the following guidelines will be followed:

- Report card grade from the previous year must be an average of B+ or higher
- Most recent achievement test score must be 80% or higher
- Work / study habits of the individual student
- Recommendation of the math instructor

Students in the upper level class who receive a grade lower than 84% on their mid-quarter report will be placed on probation. If this grade is not brought up to a minimum of 84% at the quarter, the student will be placed in the regular level class.

BILLING

1. Registration fees are due at registration and must be paid before the child is permitted to attend school. (Exception: Families with two or more students enrolled at Concordia may pay registration fees using automatic monthly bank withdrawals in accordance with option “c” below.)
Registration fees are not refundable.
2. Tuition shall be paid using one of the following payment options:
 - a. Annual – all payments must be paid before the child is permitted to attend school.
 - b. Semi-Annual – Half of the tuition is due before the child is permitted to attend school. The other half shall be billed on the January statement and shall be due within thirty days.
 - c. Automatic Monthly Bank Withdrawal – Parents may choose the number of months over which to spread the payments. All tuition, however, must be paid by June 30 each year.
3. Co-Curricular fees for Band, Strings, and Spanish are non-refundable and are paid each semester to the school using one of the above options listed for payment of tuition.
4. All other fees such as lunch charges, music fees, library fines, PE uniforms, book purchases, etc. will be billed to families on monthly statements. They shall be due within 30 days of the statement date.
5. A FINANCE CHARGE OF 1% OF THE OUTSTANDING BALANCE WILL BE ASSESSED FOR ANY ACCOUNT THAT HAS A BALANCE OVER 30 DAYS.
6. Family account balances must be \$300 or less for the student to be enrolled for the following quarter and to receive report cards.
7. Families with balances of \$100 or more will not be able to order hot lunches until the balance is paid.
8. The final report card, the eighth grade diploma, and the transfer of records may be denied until all monies (tuition, fees, fines, etc.) due to the school have been paid.
9. No student will be allowed to attend school if a balance from a prior school year has not been paid.
10. Families not picking up their child/children by 4:00 pm (or ½ hour after school is dismissed) will be billed \$20 per family on their monthly statement. After the second time a family has incurred a late fee, registration for after care with the YMCA will be required.

HOT LUNCH PROGRAM

Concordia participates in the Federal Hot Lunch Program. Hot lunches are served daily, with the exception of half days. The menus are published weekly in the Cougar prints, as well as on the website.

Lunch Periods:

Kindergarten through 2nd : 11:15 am to 11:45 am

3rd grade through 5th: 11:55 am to 12:20 pm

6th grade through 8th: 12:38 pm to 12:55 pm

Each student may bring a sack lunch and still purchase a milk or juice. The student needs to inform the teacher if a drink is needed.

Hot lunches are ordered through the teachers first thing in the morning. The lunch fees will be billed to your monthly statement.

Hot lunches are \$2.10, which includes a milk. Juice or extra milk is available for \$.25. Ala carte is available to students in grades 6-8.

Pushing, shoving or yelling is not allowed in the lunch line. Throwing of food will not be tolerated.

Christian behavior is expected during lunchtime. The last 5 minutes of lunch is quiet time. This time should be used for finishing up lunch and getting ready to leave the lunchroom.

Parents are encouraged to come have lunch with their child. If you would like to purchase a hot lunch, please call the office by 9:00 am to place an order.

Families with a past due balance on their monthly bill greater than \$100 will not be allowed to order hot lunch service. Families are expected to be current with all fees/expenses on a regular basis.

Free or reduced price lunches are available per the yearly Federal guidelines. Applications are available in the office.

FUNDRAISING OPPORTUNITIES

Our school participates in a variety of fundraising programs throughout the year. With your help, our school can get great items for free!!

Thrivent Matching Gift Program:

If you are a current member of Thrivent, your donation to Concordia could be doubled through the matching gift program. Contact your Thrivent representative or the school office for details.

Campbell's Labels for Education:

Save labels from the following products to earn merchandise for our school

- Campbell's Soup, beans, and Tomato juice
- Franco-American Spaghetti O's, pasta, and gravies
- Pepperidge Farm products
- Pace Picante, Con Queso and salsas
- V8 Vegetable and V8 Splash juices
- Swanson Broths and canned poultry

Box Tops for Education:

Save "Box Tops for Education" logos from the following participating General Mills products to earn 10¢ per box top for our school:

- General Mill Cereals
- Fruit roll-ups, fruit by foot, fruit gushers, fruit string thing
- Lucky charms, bugs bunny, trix, scooby-doo, and shark bites fruit snacks
- Golden grahams treats and Dunkaroos
- Yoplait Original, Yumsters, Trix, and Go-GURT Yogurt Multipack
- Lloyd's barbecue shredded chicken, pork, beef and sloppy joes
- Betty Crocker products with the "Box Top for Education" logo

Inkjet Printer Cartridge Recycling Program:

Our school has selected a company to recycle our inkjet cartridges for money. Depending on the cartridge, we receive \$1 or \$2. When empty cartridges are brought to school, it is recommended that they be put in a ziploc bag, to prevent any possible leakage on hands, clothes, bags etc.

Target Take Charge for Education Program:

If you currently own a Target charge card, 1 % of your purchases can go to Concordia. All you have to do to participate is call 1-800-316-6142 and designate Concordia Lutheran School. If you do not currently have a Target charge card, you may obtain an application for one at any Target store. Be sure to designate Concordia as your participating school.

Lands' End Preferred School:

As a Lands' End Preferred School, you have a unique opportunity to support Concordia Lutheran School. Our Preferred School Contribution Program donated 3% of your net sales from the Lands' End School catalogs and Lands' End web pages back to Concordia Lutheran School for use in supporting and approved educational project.

The Preferred School Number for Concordia is: 9000-7733-0.

SCRIP PROGRAM:

SCRIP is another name for certificates which can be used at grocery stores, restaurants, and most any kind of business. The certificates you receive are for the exact amount of the purchase. The school earns a percentage of the sale of SCRIP. One-third of the proceeds go to the family's school account and two-thirds of the proceeds go to Concordia (third source funding). Each family needs to register with the SCRIP program. Orders are placed on Monday, filled during the week, and distributed on Friday. SCRIP is available to congregational members and non-school families as well as CLS families!