



**Concordia**  
LUTHERAN SCHOOL

# 2018-2019 Family Handbook

CONCORDIA LUTHERAN SCHOOL  
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**“And he said to them, “Follow me, and I will make  
you fishers of men.”**

**Matthew 4:19 (ESV)**

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## **Welcome to Concordia Lutheran School**

Concordia Lutheran School has served the needs of our community for 58 years. Concordia is a ministry of Mount Calvary, Redeemer, and Trinity, and as such, is in existence to aid in the fulfillment of the mission of these congregations. We believe that Concordia provides growth in the Christian faith to the children who are enrolled as well as to their parents and families. We strive to provide excellence in education.

We are part of a system of 1,992 Lutheran Schools throughout the United States. Concordia Lutheran School is a premier provider of a Christ-centered education for students. We seek to move beyond the classroom, engaging parents, friends, families and members of our churches as a hub for our community to gather, fellowship, serve, to play and pray as we grow with each other.

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 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 Mission and Philosophy of Christian Education**

#### **Mission**

Concordia Lutheran School provides a Christ-centered, academically challenging education to equip students for lifelong discipleship.

#### **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.

## 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.

## **Concordia Lutheran School Board**

### **Functions and Authority**

Functions of the Concordia Lutheran School Board shall at all-times operate exclusively for the benefit of, to perform the functions of, and to carry out the purposes of Concordia Lutheran School.

1. It shall be the policy making body regarding the day-to-day operations of the school.
2. It shall be responsible for the selection and retention of the school's administrators.
3. It shall have the authority to call or engage teachers and issue contracts as required.
4. It shall have the authority to hold or dispose of furnishing and equipment of the school.
5. It shall be responsible for developing an operating budget and informing the congregations and student families as per the funding formula.
6. It shall be responsible for maintaining the real property that is used to carry out the functioning of the school.
7. Such other functions as specified in the by-laws.  
(By-Laws of the Central Lutheran School Association; Article V, Section 1)

### **Monthly Board Meetings**

The Concordia Lutheran School Board shall conduct regularly scheduled Board meetings throughout the year (July through June). Meetings will be scheduled once a month (November & December is a combined meeting), per a schedule determined annually at their July meeting. The public is welcome to attend CLS Board meetings with the exception of business conducted under an Executive Session. Individuals wishing to bring topics to the CLS Board for consideration may do so by presenting the topic in writing to the administration, no later than 10 calendar days prior to a regularly scheduled CLS Board meeting. Administration will present all requests to the Executive Committee for consideration on the next CLS Board Agenda.

### **Who is on the CLS Board?**

Members of the CLS Board are printed annually in the front of the Concordia Lutheran School Directory.

## **School Guidelines**

### **School Hours**

8:15 A.M. Doors officially open. Students may enter the main building.

8:25 A.M. First bell rings. Students should be in their classroom

8:30 A.M. School begins. Tardy bell rings.

3:30 P.M. All students are dismissed through the Commons doors.

### **Student Drop Offs**

Students that arrive between 7:45-8:15 A.M. are to be dropped off at the West Commons Doors. Students will use the West Entrance (by the garage) to enter the commons. Students are to remain in the Commons till 8:15 A.M. Students arriving between 8:15-8:30 A.M. may be dropped off at the Commons (use the West Entrance by the garage) or students may be dropped off at the Primary Hall Door (the Southeast-Side of the building).

Students are not to be dropped off at the Southeast Commons door.

Students are not to be dropped off at the office entrance before 8:30 A.M.

### **Student Pick Up**

All students are released from the Commons at 3:30 P.M.

Parents are to avoid requesting early student pick up during the last 30 minutes of the school day.

Students not picked up by 3:45 P.M. are escorted to the office.

Families that fail to make appropriate arrangements for student pick up in excess of three times will be billed using the following fee schedule. Students not picked up by 3:45 P.M. (or 15 minutes after school is dismissed) will be billed in \$10 increments for every 15 minute interval per student. After the third time a family has incurred a late fee, the family will be required to register for After Care.

Parents/guardians of students involved in supervised after school activities must make arrangements with the activity supervisor for student pickup time and location.

Students remaining after school for evening activities must be supervised by an adult.

Parents/guardians are encouraged to contact coaches/supervisors to make such arrangements, however it is the Parents/guardians responsibility to make sure that supervision is arranged for their student.

### **Before/After Care Program**

All students in the Before/After Care program can be dropped off after 6:30 A.M. and picked up by 6:00 P.M. at the Before/After Care room. Information regarding the Before/After Care program is available through the school office.

### **Security Doors**

For the safety and well-being of our students the building is secure from 8:30 A.M. until 3:30 P.M. The security doors are locked during this time and all visitors must enter through the main entrance and signing in at the school office. Visitors must have a valid "Visitors Pass".

## **Absence and Truancy Policy**

### Illinois Truancy Code Section 3 – Attendance and Truancy

The Illinois School Code requires compulsory school age attendance (105 ILCS 5/26-1.-15). Valid cause for student absence shall be illness, observance of religious holiday, death in immediate family and family emergency, and shall include such other situations beyond the control of the student as determined by administration. The Illinois School Code, Article 26-1, requires those who have custody or control of any child between the ages of 7 and 17 to cause such child to attend school the entire time it is in session during the regular school term.

### **School Office Must be Notified of All Student Absence**

In the event of any absence, the student's parent/guardian is required to call the school at (309) 691-8921. If leaving a message, please provide the student's full name, grade, teacher's name, and the reason for the absence. If a call to the school office has not been made by 9:15 A.M. on the day of the absence, school personnel will call a parent/guardian to inquire as to why the student is not in attendance. If the school is unable to reach a student's parent/guardian the absence will be recorded as Unexcused until such time as the student's parent/guardian provides the reason for the absence. Administration may request that an absence due to illness which lasts for more than two consecutive days be verified by a note from a physician or other professional care provider. If a note from a physician or other professional care provider is requested by administration, failure to provide such documentation in a timely manner will result in the absence being classified as unexcused. Excused and Unexcused absences are defined below.

Students with a diagnosed medical condition that necessitates routine or lengthy absence from school should send a medical report detailing the condition along with a letter from the doctor verifying the need for frequent or extended removal from school.

Students are limited to nine days of excused absence per year.

Any absences beyond the allotted amount will be considered an unexcused absence unless a medical statement by a physician is submitted to the school in a timely manner.

After nine unexcused absences, Concordia will send a letter to parents and will schedule a meeting with the administration to create an action plan to address the truancy issue. Any student with 27 or more unexcused absences per year may be denied grade advancement for the next consecutive school term.

**School Absences** (will not count against perfect school attendance awards)

School sponsored activities, i.e. field trips, athletic events or scholastic competitions.

## **Excused Absences**

An excused absence can be defined as, but is not limited to:

1. Medical appointment verified by a medical note.
2. Testing and assessment.
3. High school shadow day.
4. Illness
5. Observance of a religious holiday.
6. Court appearance demanded by official summons or subpoena.
7. Funeral.
8. Extenuating circumstances that have been approved by administration.

## **Unexcused Absences**

An unexcused absence can be defined as, but is not limited to:

### **\* With Credit**

1. Vacation days taken with family.
2. Failure to attend because of transportation problems.
3. Non-school sponsored sports activities or events.

### **\* Without Credit**

1. Truancy (absence from school without verification from the parent/guardian).
2. Failure to provide a note in a timely manner from a physician or other professional care provider upon request of administration.
3. Personal reasons or business.

Student's grades may be affected by unexcused absences. Teachers will extend deadlines for missed work due to an excused absence, per MAKE-UP WORK policy. Please remember there is a positive relationship between attendance and success in school.

## **Attendance and Extra Curricular Participation**

Any student who is not in school for a minimum of four clock hours (must check in at office by 11:30 A.M on a regular school day) will not be allowed to attend or participate in practice or any extra-curricular event on the same day. Students who leave school for any reason other than for medical appointments, funerals, or extenuating circumstances that have been approved by administration, will not be allowed to attend or participate in extracurricular activities or practice on the same day. This pertains to the day of the event only. Daily attendance will be forwarded to the Athletic Director who will forward this information to coaches.

## **Homework Requests**

The faculty and administration strongly advise that children be given time to rest and recover when they are ill, and therefore the due dates of assignments are extended for children who miss due to illness. For each day a child is absent, he/she will receive a one-day extension. Each child will be given a "Homework Request" form for parents to complete prior to the beginning of the school year. This form will allow parents to determine where to send homework when their child is absent. Homework requests are kept on file in the child's homeroom. Parents may choose between having siblings or classmates bring their child's homework home or they can opt to have the homework

held at the school designated location for pick up at 3:40 P.M. When a student is absent for 1 to 3 days, the parent/guardian or student should contact his/her teacher directly to request homework. For extended absences (4 or more days) homework request can be made through the school office.

### **Vacations and Extended Holidays**

Families who plan to travel during the academic year or who choose to extend normal school holidays should inform the school office and your child's teacher of your plans prior to your departure. Teachers are not expected to provide work ahead of time nor are they expected to re-teach subject matter when parents choose to have their children miss school. Students are expected, on their own initiative, to complete all missed assignments. Failure to do so will result in a zero (F) for the work not completed. It is the parent's responsibility to provide assistance to their child with this class work and homework. Students will have one day to make up missed work for each day they are absent.

### **Returning to School After Illness (Classroom & Extra-curricular participation)**

Following doctor recommendation, a student is not to return to school or school activities if they are still considered contagious. Keep your child home from school and school activities for at least 24 hours after their fever is gone. Fever should be gone without the use of a fever-reducing medicine. A fever is defined as 100°F (37.8°C) or higher. Administration may require that a student be removed from school or school activities if administration deems that a student poses a health risks to others.

### **Make Up Work for Excused Absences**

When a student has an excused absence it is the student's responsibility to make up the work missed. Students will have one day to make up missed work for each day they are absent.

### **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. All students arriving/leaving school between the hours of 8:30 A.M. and 3:30 P.M. must be signed In/Out in the school office by the adult responsible for the student. (Exceptions: early dismissal days and school approved off campus activities).

### **Promotion/Retention**

The decision to promote and retain students is vested in the Concordia Lutheran School principal, in consultation with the faculty, under policies enacted by the Concordia Lutheran School Board.

1. Criteria - Satisfactory completion of work and the ability level of the child are taken into consideration at the time of promotion to the next grade level. Teachers will evaluate readiness for the next grade level by considering academic progress, physical and emotional maturity, chronological age, parental concerns and professional counsel. Extended absences from school may be a further consideration.

2. Notification - Should a student's promotion to the next level be in question, parents/guardians are informed as early as possible but no later than February 28th. Teachers will present evidence they have accumulated prior to that time. The principal will also have been informed of these concerns.
3. Conference & Decision - A final decision regarding retention of a student will ordinarily be made jointly by teacher, parents, and principal within two weeks of the end of the third quarter of the current school year. If parents and school do not agree, a letter to that effect shall be signed by all parties and filed in the student's permanent file.
4. Final Authority In matters of promotion and retention, the Concordia Lutheran School Board, in consultation with the principal, has the prerogative to make a final decision.

### **Emergency Information**

It is important for us to be able to get hold of an emergency contact. We ask that parents, faculty, and staff notify the office in a timely manner when emergency information changes. Please report any change of address, phone number, and e-mail for work or home as soon as possible to the office.

### **Medications**

All medication required by a student must be brought from home, and kept in the office or designated location until distributed by designated school personnel. A "doctor's request for administering medicine in school" form must be filled out and signed by the parent and the physician for any prescription medication.

### **Inclement Weather**

Each student should have a hat, coat, boots, gloves, etc. to wear outside when it is snowy, cold, wet, etc. However, when the wind chill is below +10 degrees, we will not send students outside for recess. We will not send students out when it is raining. Please make sure that all articles of clothing have the student's name on each item.

### **School Cancellations**

Should school be cancelled because of snow or other inclement weather conditions "One-Call", the automated calling system, will be utilized and an email announcement will be sent via Gradelink. In addition, please watch TV stations WMBD, WHOI, or WEEK, or check the station websites, for details. Please do not call the school.

### **School Health Exams and Immunizations**

Illinois State Law requires that all students entering Kindergarten (K) and 6<sup>th</sup> grades must have a physical and immunizations up to date. Students entering K, 2<sup>nd</sup>, and 6<sup>th</sup> must have dental examinations. K students must also have a vision examination. Please make sure immunization forms show complete date (mo/day/yr). If a student does not have their records completed, they will be excluded from school. See IL Dept. of Public Health [www.idph.state.il.us/about/k12sir.htm](http://www.idph.state.il.us/about/k12sir.htm) Students participating in Junior Varsity or Varsity athletic programs must have an annual sports physical on file in the school office. Forms can be obtained from the Athletic Director or at your doctor's office.

## **Lost and Found**

Lost and found articles will be placed in a secure area designated by the school office. Items that are found should be turned into the office. Please have your child check with the office for "Lost and Found" items. Articles will be donated to charitable organizations if not claimed by the end of each semester.

## **Report Cards and 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 & third quarter. Any time a concern exists, a teacher or parent may request a conference.

## **Field Trips**

During the school year, many classes attend planned field trips. Parents will be notified of these trips by the teacher. A signed permission slip must be returned to your student's teacher in a timely manner in order for a student to attend. Often, trips will 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 (see dress code). Field trips are a privilege. The Administration reserves 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 on previous field trips.

## **Car Seats**

Student safety is always of the utmost importance to Concordia.

We have reviewed legal and best practices for transporting students. Please see below: Illinois Child Passenger Protection Act

625 ILCS 25/4: Children under the age of eight years must be secured in an appropriate child restraint system, more commonly called a car seat. Car seats include infant seats, convertible seats (rear-facing and forward-facing) and booster seats that are used with the vehicle lap and shoulder belt system. \*Exception\* Children weighing more than 40 pounds, may be transported in the back seat of a motor vehicle while wearing only a lap belt if the back seat is not equipped with a lap and shoulder belt system.

When children requiring an appropriate child restraint system by 625 ILCS 25 attend a field trip, parents or guardians of the student must provide their student with an appropriate car seat. If a student requiring a car seat for legal and safe transport is sent to school without an appropriate car seat, the parent or guardian will be contacted to pick up their child from school as no school personnel will be available to supervise children not attending a field trip.

## **Visitors**

Parents may visit a classroom provided arrangements have been made in advance with the teacher and administration. Please do not interrupt a classroom unannounced, which tends to disrupt teaching and classroom management. All visitors must check in at the office. If a parent wishes to have a conference with any teacher, they should call or email the teacher for an appointment.

### **Cougar Prints**

Parents can submit information for the Cougar Prints at [clssecretary@concordiapeoria.com](mailto:clssecretary@concordiapeoria.com). Deadline for the Prints is Wednesday mornings by 9:00 a.m. Please make your information brief. Cougar Prints are distributed on Fridays via email and are also posted on the school web site.

### **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 by the parent/guardian for each student. Grades 3-8 will be asked by their teachers about their attendance at church on a weekly basis.

### **Chapel**

Our school holds chapel on a weekly basis, normally, on Thursday mornings at 8:40 A.M. All parents are invited to attend.

### **Lockers**

Lockers are provided to students in grades 3-8 for outdoor wear, backpacks, lunches etc. Students may bring backpacks on wheels, as long as they fit into the student's locker. 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. Student belongings should not be left in the hallway outside the lockers at any time.

### **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, national or ethnic origin in administration of its educational policies, admissions policies, scholarship, and loan programs, athletic and other school-administered programs."

### **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 routinely and are not considered to be a safety hazard to students, staff, or guests.

### **Emergency Scenario Drills**

Students will participate in emergency scenario drills required by law. These drills are necessary for the safety of our students.

## **Parent/Teacher Connection**

The mission of the Parent Teacher Connection (PTC) 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 PTC will hold quarterly meetings to discuss the various activities that are upcoming require parent volunteers. The PTC has funds designated for projects, and money available to help the teachers when there is a need. The PTC 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 their homeroom teacher’s birthday. Current officers and their contact information are listed in the School Directory.

## **Fundraising**

All fundraising efforts must originate through the appropriate organization (i.e., PTC, Band Board, etc.) Once approved by the organization, all fundraisers must be approved by the Administration and subject to review by the Finance Committee, and CLS Board of Directors.

## **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 and on non-school days.

## **Sexual Harassment**

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.

### **Bullying**

A Christian perspective and response to bullying attitudes and behaviors can bring healing to hurting relationships. The Christian shouldn't be shocked that their son or daughter might be guilty of the problem because they know that fallen man is by nature a sinner. We are all prone to commit injustices and omit mercy in both individual and relational contexts. People are capable of mistreating other people implicitly and explicitly at many different levels because we're all sinners prone to self-centeredness, abusiveness, and distortion of proper social behavior. It's important that we recognize these assumptions so we can more honestly identify bully tendencies and behavior in ourselves and others. As we look at our various roles relative to the problem of bullying, we need to realize and accept the magnitude of responsibility that we all have to prevent, remediate, and repair the damage that comes from bullying. Parents, siblings, extended family, teachers, classmates, friends, and colleagues are a few of the relational groups that have both a role and responsibility that can be part of the problem however must be part of the solution.

Bullying and harassment: In recent years, social media has posed a serious threat to the reputations of our students, staff, and school. Please be mindful that what you read on Facebook may not be the entire story. Professional ethics and Christian principles may prevent the school from sharing a more objective view of an issue. Questions and concerns may be shared with the appropriate school authorities.

At Concordia bullying of any kind will be viewed as a consequence of living in a world broken by sin and Satan. Administration will investigate all reports of bullying, and try to facilitate reconciliation through God's Grace. Individual(s) actions may result in disciplinary and/or legal action, including a recommendation for expulsion.

Each student should have the opportunity to enjoy school equally; to 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.

### **Mobile Communication Devices**

Student mobile communication devices (cell phones, iPods, tablets, laptops, computers, e-readers etc.) shall not be permitted in the classroom unless specific permission has been granted by the classroom teacher. Upon permission a student may use the device in a manner directed by the teacher. The mobile communication device is to be kept in the student's locker, turned off (not muted or set to vibrate). The device is not to be turned on until ALL students have been dismissed for the school day. Students wanting to bring a mobile communication device to school must register the device in the school office. This is to ensure parental permission and serve as a deterrent (not to be construed as prevention) to theft.

## **Unexcused Tardiness Policy**

Students are expected to be on time. A student is considered tardy if they are not in their classroom by the 8:30 A.M. bell. Tardiness causes a disruption to the classroom and administrative operations. Even though occasional tardiness may be unavoidable, excessive tardiness is rude and shows disrespect toward a student's teacher and classmates. When a student is going to be tardy, a phone call to the school office should be made by the parent. The parent must provide a reason for the tardiness. The following reasons are examples of unexcused tardiness: oversleeping, forgot to set the alarm, and traffic. Unexcused tardiness is not limited to these examples. In exceptional circumstances the Principal will have discretionary authority to excuse tardiness. All unexcused tardies will be recorded and tallied for the school year. Unexcused tardiness will be considered a rule violation, and shall be dealt with in the following manner:

1. 1<sup>st</sup> through 3<sup>rd</sup> tardy - the student's parent will receive a Tardy Notification.
2. 4<sup>th</sup> - the student's parent will receive a Tardy Notification form. This form must be signed by the parent and returned to the office the next school day.
3. 5<sup>th</sup> through 8<sup>th</sup> tardy - the student's parent will receive a Tardy Notification form. This form must be signed by the parent and returned to the office the next school day. The student will be issued a 30 minute detention.
4. 9<sup>th</sup> through 14<sup>th</sup> tardy - the student's parent will receive a Tardy Notification form. This form must be signed by the parent and returned to the office the next school day. The student will be issued a 60 minute detention. Further, a conference between the parent, student, and Principal may be required.
5. 15<sup>th</sup> through 19<sup>th</sup> tardy – the student's parent will receive a Tardy Notification form. This form must be signed by the parent and returned to the office the next school day. Administrative action to bring about behavior modification may include, but is not limited to: In school Suspension, Out of School Suspension, or Fines issued to the student's family. Further, a conference between the parent, student, and Principal may be required.
6. 19<sup>th</sup> tardy - a conference between the parent, student, Principal and Board of Education representative will be required. If the family is a member of one of the churches, the appropriate Pastor will also be invited. Administrative action to bring about behavior modification may include, but is not limited to: In school Suspension, Out of School Suspension, or Fines issued to the student's family. A warning will be issued that if the student is tardy again, the student may be recommended for expulsion.
7. 20<sup>th</sup> tardy—the student may be recommended to the Concordia Lutheran School Board of Education for expulsion. The Board of Education will then review the facts of the case and determine if expulsion is appropriate.

### **Probationary Period**

Concordia Lutheran School reserves the right to reconsider the application/admission of any student during his/her first 90 days of attendance during any school year. During this probationary period, if Concordia Lutheran School is not able to meet the needs of the student (for whatever reason), a meeting will be scheduled with the parents, teacher(s), administration, and a school board representative. At any time based upon the school's inability to meet the needs of the student another placement (e.g., removal from Concordia) may be recommended. The administration will work with the family to seek proper relocation for the student, and tuition will be prorated accordingly.

### **Student Testing**

All students at Concordia will be assessed using the Northwest Evaluation Association (NWEA), Measure of Academic Progress (MAP). MAP tests are unique in that they adapt to be appropriate for your child's level of learning. As a result, each student has the same opportunity to succeed and maintain a positive attitude toward testing. And with MAP tests, we can administer shorter tests and use less class time while still receiving detailed, accurate information about your child's growth. Each school year, students in grades Kindergarten through 8<sup>th</sup>, take the tests three times a year. Following each testing period, you will receive a report showing your child's growth.

### **Grading Scale**

CLS utilizes the following Grading Scale:

A = 92-100

B = 83-91

C = 74-82

D = 65-73

F = Below 64

## **CAR RIDER GUIDELINES**

### **Morning Drop Off**

Students that arrive between 7:45-8:15 A.M. are to be dropped off at the Commons West Entrance.

Students arriving between 8:15-8:30 A.M. may be dropped off at the Commons West Entrance or the Primary Hall Door.

Students are not to be dropped off at the Southeast Commons door.

Students are not to be dropped off at the office entrance before 8:30 A.M.

### **After School Pick Up**

1. All vehicles enter the parking lot at the stop light at Gale and follow the arrows on the diagram.
2. Please be kind to all other traffic in the lot. Remember, we are all Concordia family!
3. The green arrows on the diagram are the pickup zone, yellow arrows are waiting, and red are leaving the lot. Do not park in front of the patio or on parking spaces. This allows children to see their parents and cars.
4. All students are released from the South East commons doors. All students will gather on the patio before they are cleared to leave by staff.

5. Once student safety is assured, the stop sign on the patio will turn to "Go" and students may load into their cars.
6. After staff on duty in the lot are sure all students are safely loaded in cars, the staff member holding the lot stop sign will turn it to "Go." Then cars may move toward the exit forward to form another loading line.

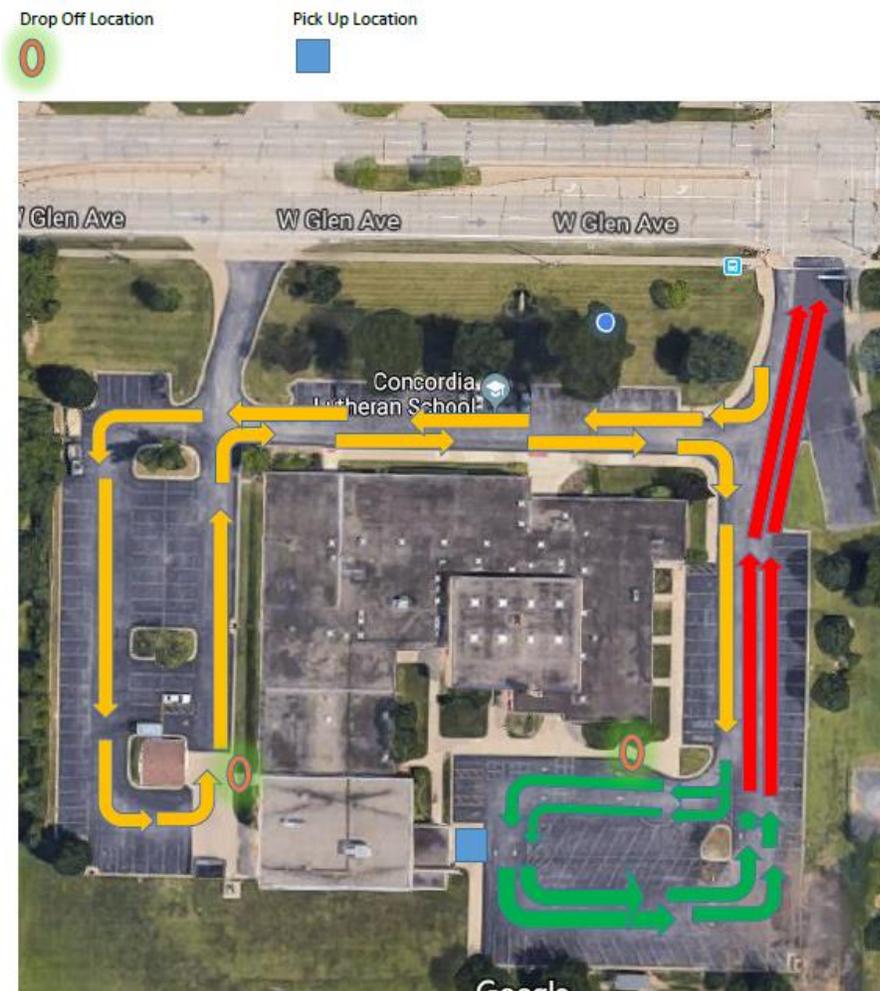
Pick-up is NOT permitted from the parking spaces on the front or East side of the building (near the Primary Wing).

If parents need to be inside the building for a meeting or volunteer opportunity, please wait until the car rider line is finished

### After School Walkers

If you need to cross Glen Avenue, an adult will escort you across Glen Avenue.

If you are exiting the rear doors of the school and walking across the playground, wait until the stop sign is turned to "Go" before leaving.



## **Outside Rules**

- No rough play
- Stay within playground limits
- 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 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 play ground 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.

## Disciple 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. (1 Timothy 5:4) Our Christian Day School is an extension of the home and serves as a parent (in loco parentis) 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-Administrator
4. Teacher-Student-Parent-Administrator
5. Teacher-Student-Parent-Administrator-Board Representative
6. Teacher-Student-Parent-Administrator-Board Representative -Board of Education



## Cougar Actions

Come ready for academic success  
Only act in a very respectful manner  
Use the JOY model (Jesus-Others-You)  
Give my gift and talents back to God  
Accept responsibility for my words and actions  
Respect the differences in others  
Show God's love to everyone I meet

### *Three actions to be a COUGAR!*

- † Be Respectful
- † Be Responsible
- † Be Safe

“We believe optimal student achievement (academic and behavior) can be attained by utilizing a proactive systems approach for creating and maintaining a safe and effective learning environment.”

## Administrative Consequences

All of us have the same goals and desires- we are all striving and working diligently to provide our children a safe, quality, Christian education. We may run into 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 email. 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 may 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 by the “Discipline Plan”. 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.

Disciplinary action taken by the administration may include but are not limited to:

1. Detention
2. In School Suspension, up to and including 5 days (With or without credit, TBD)
3. Out of School Suspension, up to and including 5 days (With or without credit, TBD)
4. Recommendation for expulsion

Incidents involving 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.), are considered by administration and the CLS Board of Directors to be very serious and will be addressed on a case by case scenario.

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

\* Students who fail to comply with disciplinary action ascribed by a teacher or administrator may be subject to additional disciplinary action.

### **Late Work Policy (3<sup>rd</sup>-8<sup>th</sup> grade)**

The 3-8th 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 (by the class period it is due). The guidelines will be followed by the 3-8th grade instructors concerning late work:

If an assignment is not submitted at the assigned date and time following the procedures as defined by the teacher, the assignment is deemed late. The assignment is still due and expected to be submitted upon its completion. Parents are encouraged to regularly view their student's grades on Gradelink. Parents should note any late assignment will be assigned a grade of Incomplete on Gradelink. Students who need additional time or assistance after-school need to make arrangements with the classroom teacher.

All late assignments are subject to a grade deduction. The instructor may deduct 10% off the total percentage for any late assignment submitted the following school day or before, 20% off the total percentage for any late assignment submitted two days following its due date.

Any assignment submitted after two days will receive a maximum grade of 64%

Any assignment not submitted after 10 days, or prior to the end of the quarter in which it was due will be recorded as a zero.

The classroom teacher will schedule a student - parent - teacher conference for students with habitual late work.

Absence due to illness or family emergency will be dealt with in a timely fashion. For general absences (illness) the student will receive one day for each consecutive day absent to make up the late work. The school discourages extended absences for trips/vacations during the school year.

### **Midweek Service and Catechesis Homework Policy**

The congregations of the Lutheran Central School Association of Peoria Illinois offer Advent, Lent and other possible midweek worship services and catechesis. When these services or classes are offered, it is our prayer that students and their families will attend and participate in worship and catechesis. So that homework is not an excuse for absence, it is the policy of Concordia Lutheran School to assign minimal homework on these evenings.

### **Cheating and Plagiarism 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 may be given no credit (0%). Students knowingly provide answers or work to another student are subject to the same discipline as the student that has been found to be cheating. Parents shall be notified and the student may be referred to the principal for administrative consequences.

## **Dress Code**

The following guidelines are set as a standard for the students of Concordia Lutheran School. The purpose of this dress code is to provide a framework that will be God pleasing and conducive to a Christian educational environment. The Faculty and Administration of Concordia Lutheran School will make a determination as to what is acceptable for all subjective decisions. While the Faculty and Administration of Concordia Lutheran School will do their best to be consistent, body type and the age of the student may impact the practical application of these guidelines. The best practice to assure that we are able to maintain student dress that is God pleasing and conducive to a Christian educational environment is to have the support and cooperation of our students, parents, and guardians. Adherence to the purpose of this dress code will significantly diminish the need for an extensive list of what is and what is not acceptable. Such adherence will decrease conflict and enhance a spirit of community.

The following basic dress and appearance guidelines will be enforced on all school days:

### **General**

Dress and appearance should be comfortable and modest. Clothing must not be disruptive to the educational process; clothing must not display offensive or suggestive words or symbols, sexual connotations, or any clothing that would be viewed as promoting, endorsing or advertising in any way alcohol, drugs, tobacco products or any illegal substance or promote political

views; clothing must not display words or symbols promoting weapons or violence of any type.

All clothing must be in good repair with no fraying, tears, rips or holes.

Undergarments must not be visible throughout the range of “expected” body movements:

“Expected” body movements in an educational environment (classrooms & hallways) are movements such as, but not limited to, standing, sitting, walking, and retrieving items from a locker.

Hairstyles are to be neat and must not be disruptive to the educational process; hair must remain out of student’s eyes.

No earrings for boys.

No excessive makeup or jewelry for girls; no visible piercings other than ears for girls.

No ear gauges are permitted for any student.

Shoes must be worn at all times: no backless shoes, no “Heelys,” or “Skele-Toes” style shoes, non-marking soles only; socks as appropriate.

No open-toed shoes during P.E. or on the playground.

No head-covering may be worn indoors. Hoods must remain off of the head when indoors.

No tutu type fabric permitted.

### **Tops**

All shirts must be long enough to extend past the waistband throughout the range of “expected” body movements.

Shirts with buttons must remain fully buttoned with the exception of the top button. No open or V-neck top will be permitted without the appropriate school dress code compliant undershirt.

No sleeveless tops (i.e. spaghetti straps or tank tops) will be permitted. Shoulders must be covered.

### **Bottoms**

All bottoms (shorts, skirts, and dresses) must not rise more than 3” inches above the knee throughout the range of expected body movements.

Leggings may only be worn under appropriate length skirts, dresses or jumpers.

No workout style spandex type pants will be permitted.

No pajama bottoms will be permitted.

No words or standalone designs on or across the seat of bottoms will be permitted.

### **Uniform Dress (Monday-Thursday)**

#### **Tops**

Any collared shirt; including, but not limited to, polo shirt, oxford style shirt, blouse, or turtleneck.

All shirts must be tucked in.

Shirts must be long enough to remain tucked in throughout the range of “expected” body movements.

Cougar Pride Sweatshirts (Hoodies or Crewneck) are permitted, must be worn over a shirt that is dress code compliant.

Sweaters (pullover or sweaters designed to be worn as a top) may be worn.

Sweaters, and Cardigans (cardigan or cover-ups, designed to be worn over a shirt) must be worn over a shirt that is dress code compliant.

### **Dresses/Jumpers**

Any color/patterned dress. Dresses must have sleeves, or be worn over a dress code compliant collared shirt.

Any color/patterned jumper. A jumper must be worn over a dress code compliant collared shirt.

### **Bottoms**

Bottoms include any solid colored pants, capris, shorts, skirts and skorts.

Jeans may be worn (no fraying, tears, rips or holes).

No sweatpants, athletic style pants or athletic style shorts will be permitted.

### **Chapel Days and Field Trips**

#### **Tops**

Students are required to wear a collared shirt that is a solid maroon color; including, but not limited to, polo shirt, oxford style shirt, or blouse.

All shirts must be tucked in; shirts must be long enough to remain tucked in throughout the range of "expected" body movements.

A maroon or white sweater may be worn over a dress code compliant collared shirt.

Fleece or sweatshirts of any type are not to be worn during chapel.

Cougar pride sweatshirts and fleece outer wear may be worn before or after chapel and on field trips and must be worn over a dress code compliant collared shirt.

No Cougar pride t-shirts are permitted on chapel days or on field trips.

### **Dresses/Jumpers**

Dresses must be maroon and solid in color. Dresses must have sleeves, or be worn over a dress code compliant collared shirt.

Jumpers must be a solid color and be worn over a dress code compliant maroon shirt.

### **Bottoms**

On chapel days and field trips bottoms must be solid colored pants or shorts in khaki, navy, black or grey.

Uniform style bottoms only (i.e. chino or Docker style).

No jeans or pants that mimic jeans in any color shall be worn on chapel days or field trips (this is subjective, please adhere to any direction given by Faculty and Administration on this matter).

### **Casual Days**

Unless otherwise noted, all Fridays will be designated as "Casual Days". All general dress guidelines will be enforced on Casual Days.

Students are welcome to wear standard uniform and chapel dress in addition to: Appropriate t-shirts. Shirts do not need to be tucked in.

Athletic shorts or pants. Workout style spandex pants will not be permitted.

Students are encouraged to show their Cougar Pride on Casual Days!

Wear your Cougar pride t-shirts & sweatshirts! (Cougar pride t-shirts include any professionally produced t-shirt with the CLS name, CLS logo or CLS Cougar displayed prominently on the shirt. Also permitted are professionally produced shirts that represent a onetime or an annual event that a Concordia sponsored student or group of students participated in; such as camps, tournaments, competitions, performances or other co-curricular activities).

Administration may declare special dress days as deemed appropriate.

It is expected that all students will adhere to the dress code for the entire school day.

The Administration will be the final authority on dress code violation.

### **Co-Curricular Activities**

Concordia offers many great opportunities in which students may participate during the year including, but not limited to:

#### **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.

#### **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.

#### **National Junior Honor Society**

CLS will maintain a NJHS Chapter for 7-8<sup>th</sup> grade students. Members will be selected and inducted during the second semester based on the qualities of scholarship, leadership, service, character, and citizenship.

## **Choir**

There are general grade choirs that meet once a week for rehearsal. Grades K-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. They also sing selections for chapel worship and sometimes as music at our churches. The 6-8th grade students have the opportunity to sing in the Concordia Chorale. This group continues their choral techniques through more complex music while preparing musical selections for the Illinois Grade School Music Association District Contest and, if selected, the State Contest. They also sing these selections for chapel worship and sometimes as music at our churches.

## **Foreign Language**

Students in grades K-8 are eligible to take a foreign language, if offered.

Other opportunities may include: Lego Robotics League, Athletics, and Marching Band.

## **Co-Curricular Eligibility**

Participation in Co-Curricular activities at CLS is a “privilege” each student enjoys, rather than a “right”. In order for students to realize their full potential they must commit to a lifestyle that promotes a Christian attitude toward others, along with physical and mental fitness. Therefore, the following Eligibility policy has been established to guide students who represent CLS in co-curricular activities, clubs, and organizations.

Students in grades five, six, seven, and eight are subject to this policy. Fourth grade students may be subject to the policy, or an alternative program/policy, at the discretion of the Principal.

Students participating in extracurricular activities must be passing all core subjects (No “F” average in any core subject) to be eligible. Core subjects are defined as those subjects which are “single-” or “double-weighted”. Students participating in extracurricular activities must also maintain a minimum, overall, cumulative GPA of 2.00 at all times. The GPA will be computed by using a numeric system where an “A” equals 4 points; a “B” equals 3 points; and so on. A student’s eligibility will be reviewed every two weeks.

If a student does not meet the eligibility requirements at the end of every two weeks, he/she will be placed on probation for the following two weeks. At the end of that time, the grades of each student on probation will be reviewed. If the student fails to meet eligibility requirements during those two weeks the student is then placed on academic ineligibility for two weeks. At the end of this time, the academically ineligible student will either become eligible or the student may be dropped from participation in that extra-curricular activity and/or may not receive the participation award for that activity (i.e., letter, pin, trophy, flag, etc.).

The eligibility check will be on Fridays and will determine the student’s eligibility for the following Monday (of the first week) through Sunday (of the second week). During shortened weeks, eligibility will be checked on the last day of student attendance of that

week. When a student is ineligible, the student may not participate in a contest or performance, but may attend. Students who are ineligible may participate in practice with the approval of both the parent and coach.

On Fridays by 9:15 A.M. grade reports will be run for extra-curricular students. A list of students in extra-curricular activities who are on probation and/or are ineligible (F in a Core Subject or an overall GPA of less than 2.00) is provided to all faculty members to review the grades and confirm. A parent letter will be sent home to inform the parents of any student who is on probation or is ineligible.

At times a student may face challenges in the classroom, which are simply beyond his or her academic ability or face a difficult personal situation. The faculty and staff understand these individual situations. At Concordia, every effort is made to assist all students who are in these situations. The appropriate faculty members will consider those students who find themselves in this position. The Administration will have the final say in all eligibility determinations.

 Probation= Student may fully participate in extracurricular activities. Probation is meant to be a warning that the student is struggling academically.

 Ineligibility= Student is to be given the opportunity to focus on academics. When a student is ineligible, the student may not participate in a contest or performance, but may be expected to attend. Students who are ineligible may participate in practice with the approval of both the parent and coach.

 Parents are strongly encouraged to frequently monitor student academic progress through the use of Gradelink.

 Parents are encouraged to contact your student's teacher at the beginning of each eligibility period.

 Parents play a critical role in student success and are encouraged to be active participants in the eligibility process.

## **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.

1. Consideration for conduct ineligibility may be brought to the Principal by any member of the staff (teachers, coaches, cooks, janitors, pastors, or secretary). If the Principal determines that action may be needed, the issue will be brought forward for a decision.
2. A unanimous decision must be reached by the Principal, and homeroom teacher in order for conduct ineligibility to be declared.
3. Conduct ineligibility for practices, games, or events will remain in effect for a period of one week or more if deemed by the Principal.

4. 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.
5. Parental line of appeal is through the 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 currently are as follows (programs offered may vary depending on student/parent interest):

#### **BOYS:**

Soccer	Grades 1 - 8
Cross Country	Grades 5 - 8
Golf	Grades 5 - 8
Basketball	Grades 5 - 8
Track	Grades 5 - 8

#### **GIRLS:**

Soccer	Grades 1 - 8
Volleyball	Grades 5 - 8
Cross Country	Grades 5 - 8
Golf	Grades 5 - 8
Basketball	Grades 5 - 8
Cheerleading	Grades 7 - 8
Track	Grades 5 - 8

### **Special Awards**

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

#### **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.)

#### **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.

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.

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 available to 8th graders, including 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

Two computer labs house the majority of our computers. Additionally, each classroom is equipped with a minimum of one computer work station. Each student in 6-8th grade is issued a Chromebook to enhance curriculum in the classroom and aid with homework.

CLS attempts to integrate 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. Barracuda filtering software access to inappropriate websites.

Our technology curriculum provides instruction in a variety of areas including but not limited to: keyboarding, internet searching, graphic manipulation design, word processing, desktop publishing, presentation software, spreadsheets, databases, and web design, and programming. 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. From time to time topics are added and removed from the technology curriculum to reflect current best practices. Our Media Specialist provides the technology instruction for all students (grades K-8).

Visit [ConcordiaPeoria.com](http://ConcordiaPeoria.com) for teacher blogs, school activities, a calendar of events and much more.

### **Appropriate use of the internet**

Students are taught and reminded of the ethical responsibility that comes with using technology, the internet, and email. If they breach their contract of "moral and ethical responsibility" they understand they will lose their internet and email privilege.

### **Permission for Publication of Student's Photographs and Works**

Concordia Lutheran School maintains a website, Facebook page, and other means of communicating information and public relations for our school. It should be understood that from time-to-time Concordia may publish examples of student projects, photographs of students, and other work on its website, or by other means of distribution, for these purposes. This is a great way for out of town friends and family to keep in touch with the events at Concordia Lutheran School.

Parents with questions regarding this policy should contact CLS administration.

## **Band Program**

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 entire 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 may offer the following (offerings are dependent upon student participation/interest).

**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

**Marching Band:** meets during the fall semester and is required of every member of the Concert Band

**Honor Guard:** the flag bearing unit for the marching band

**Drum Majors:** 7-8<sup>th</sup> grade leader(s) who are chosen by the director to serve as an aid to the director.

## 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.

## Library

LIMIT:	Kindergarten through 1 <sup>st</sup> 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:	\$.40/day fines do not accrue on weekends, 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 \$5.00/magazine, \$12.00/paperback, \$17.00-\$22.00/small hardback, \$22.00-\$27.00/medium hardback, \$37.00/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, Computers.

**Single Weighted Subjects:** Memory, Physical Education, Health (8<sup>th</sup>)

**Non Weighted Subjects:** Band, Orchestra, Music, Art.

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

<u>Subject</u>	<u>Grade</u>	<u>Value</u>	<u>Total</u>
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
Health	B	3X1	3
P.E.	B	3x1	3
Computer	A	4x2	8
	TOTAL:	17	61

Divide 61 by 17 = G.P.A. of 3.6

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:

Four Quarter average from previous academic year must be 87% or higher  
RIT score from previous spring session on the NWEA MAP test: 230 or above for a 7<sup>th</sup> grade placement of Pre-Algebra, 235 or above for an 8<sup>th</sup> grade placement of Algebra.

Recommendation of the math instructor

Students' placement will be reviewed 21 days after the beginning of the current school year. Students' with a math grade average below 83% will be placed on probation. If this grade is not brought up to a minimum of 83% at the quarter, the student will be placed in the regular level class.

## **Billing**

### **Registration**

Fees are due at registration and must be paid before the child is permitted to attend school. Registration fees are not refundable.

### **Tuition**

Tuition shall be paid using one of the following payment options

1. Annual – all payments must be paid before the child is permitted to attend school.
2. 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.
3. 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.

### **Co-Curricular**

Fees for Band/Strings are non-refundable and are paid each semester to the school using one of the above options listed for payment of tuition.

### **Miscellaneous Fees**

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.

A finance charge of 1% of the outstanding balance will be assessed for any account that has a balance over 30 days.

If a Family account balance exceeds \$300.00 for more than 60 calendar days, a special payment agreement will be developed by the Business Manager. The Business Manager will solicit input from the family and the Principal with regard to the specifics of the special payment agreement. All special payment agreements are subject to

approval by the Finance Committee of the Concordia Lutheran School Board prior to implementation.

The eighth grade diploma, may be denied until all monies (tuition, fees, fines, etc.) due to the school have been paid.

### **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.

Each student may bring a sack lunch and still purchase a milk, water 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.

Student hot lunches are \$3.25, which includes a carton of milk. Juice or extra milk is available for \$.40. Ala carte is available to students in grades 6-8. Adult hot lunches are \$3.75, in accordance with Illinois State Board of Education regulations.

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 have lunch with their child. If you would like to purchase a hot lunch, please call the office by 9:00 A.M. to place an order.

#### **Free or reduced price lunches are available per the yearly Federal guidelines.**

Applications are available in the office.

Concordia uses a pre-paid meal tracking system. Parents should provide funds to the office in advance of lunch being purchased. A daily notice will be sent home when the lunch balance is below \$5.00.

If the lunch balance is below -\$10.00 students will receive a cheese sandwich and milk for lunch.

### **Allergy Management Policy**

#### **The Philosophy of our Allergy Management Policy**

As outlined in the mission of Concordia Lutheran School (CLS), CLS is committed to providing a safe and nurturing environment for students. The Board of Directors recognizes the increasing prevalence of life threatening allergies among school populations. Understanding that the risk of accidental exposure to allergens can be

reduced in the school setting, CLS is committed to working in cooperation with parents, students, and physicians, to minimize risks and provide a safe educational environment for all students and staff. The focus of the allergy management plan shall be on prevention, education, awareness, communication and response as outlined by an emergency action plan (EAP).

Included in the goals of the food allergy management policy is to maintain the health and protect the safety of individuals who have life-threatening allergies in ways that are developmentally appropriate, promote self-advocacy and competence in self-care and provide appropriate educational opportunities.

### **Clarification of frequently ask questions**

- It is encouraged that when every possible food consumption is limited to the Commons.
- Birthday Treats are to be consumed in the Commons, not the classroom.
- Birthday Treats are limited to a single item, not intended as a meal replacement.
- Classroom party food is not to be brought to the classroom without prior consent of the teacher.
- All food brought in for treats must be in its original packaging that includes a label listing all ingredients.
- Foods not permitted in any classroom: Peanuts and Tree Nuts.
- Wash the tables, chairs, and countertops with approved wipe after every food event
- Students will wash their hands with soap and water after every food event
- An adult supervisor will be required to wipe down the allergen student's area, individual desk or adjoining desks if contamination of foods is suspected
- Groups using school facilities; clubs, teams, scouts, rental, band, etc. are to adhere to food Allergy Policy
- Dishes prepared at home for events such as potluck meals, bake sales and other special events are to be restricted to the commons and MUST adhere to the designation of allergen free tables.

While it is recognized that following the Allergy Management Policy may at times seem inconvenient, and restrictive, NO party, celebration, or event is more important than the safety of any student at our school. With planning and some creativity, students, all students, can experience the fun and enjoyment of learning, living, and celebrating, as a caring Christian community. Please do not be offended if an item failing to meet the requirements of the Allergy Management Policy is asked to be removed from school premises. It is recommended that if you have any questions or concerns regarding the permissibility of an item, that you contact the Principal at 309-691-8921 or [pthompson@concordiapeoria.com](mailto:pthompson@concordiapeoria.com).

Please contact the office to request a complete copy of the Allergy Management Policy.

## **Fundraising Opportunities**

Our school participates in a variety of fundraising programs throughout the year. With your help, our school can lower the cost of tuition and receive great things for our students!

### **Thrivent Choice**

If you are a current member of Thrivent, you may designate donations **from Thrivent** to Concordia, and/or the Concordia Foundation. Contact your Thrivent representative or the school office for details.

### **Scrip**

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-half of the proceeds go to the family's school account and one-half 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!

### **Club 500**

Club 500 supports Concordia's Annual Fund. Their goal is to network 500 partners who pledge a contribution of \$500 or more a year.

### **CLS Foundation**

The Foundation is an organization that supports Concordia through fundraising and dispersing contributions and planned giving.

### **Invest in Kids Tax Credit**

Individuals can receive a tax credit on their Illinois state taxes and help Concordia by designating the school when they make a donation to Invest in Kids and Empower Illinois.

### **CLS Scholarship Program**

The scholarship program lets Concordia give tuition assistance to CLS families in need. All money given goes directly to tuition assistance.

### **Dinner auction**

The annual dinner auction is a great time to come together to celebrate Concordia and raise money for our wonderful school!

All Fundraising must receive prior approval from the Administration, and is subject to review by the Finance Committee of the Board of Education, and the CLS Board of Education.

## Addendum

### Student Physical Privacy Policy

#### I. Purpose

In recognition of student physical privacy rights and the need to ensure student safety and maintain school discipline, this Policy is enacted to advise school staff and administration regarding their duties in relation to student use of restrooms, locker rooms, showers, and other school facilities where students may be in a state of undress in the presence of other students.

#### II. Definitions

“Sex” means an individual’s immutable biological sex as objectively determined by anatomy and genetics existing at the time of birth. An individual’s original birth certificate may be relied upon as definitive evidence of the individual’s sex.

#### III. Policy

##### A. Use of School Facilities

1. Notwithstanding any other Policy of the Concordia Lutheran School Board, every restroom and locker room accessible by multiple persons at the same time shall be designated for use by male persons only or female persons only.
2. In all facilities held by the Lutheran Central School Association and governed by the Concordia Lutheran School Board, restrooms and locker rooms that are designated for one sex shall be used only by members of that sex; and, no person shall enter a restroom, locker room, or shower that is designated for one sex unless he or she is a member of that sex.
3. In any other facility held by the Lutheran Central School Association and governed by the Concordia Lutheran School Board, or setting where a person may be in a state of undress in the presence of others, school personnel shall provide separate, private areas designated for use by persons based on their sex, and no person shall enter these private areas unless he or she is a member of the designated sex.
4. This section shall not apply to a person who enters a facility designated for the opposite sex:
  - a. for custodial or maintenance purposes, when the facility is not occupied by a member of the opposite sex;
  - b. to render medical assistance; or
  - c. during a natural disaster, emergency, or when necessary to prevent a serious threat to good order or student safety.
5. Nothing in this section shall be construed to prohibit the Concordia Lutheran School Board from adopting policies necessary to accommodate disabled persons or young children in need of physical assistance when using.

##### B. Accommodation for Students Desiring Greater Privacy

Students who, for any reason, desire greater privacy when using a facility described

in subsection A may submit a request to the principal for access to alternative facilities. The principal shall evaluate these requests on a case-by-case basis and shall, to the extent reasonable, offer options for alternate facilities, which may include, but are not limited to: access to a single-stall restroom; access to a uni-sex restroom; or controlled use of an employee restroom, or locker room. In no event shall the accommodation be access to a facility described in subsection A that is designated for use by members of the opposite sex while students of the opposite sex are present or could be present.

#### Family Privacy and Confidentiality

Concordia Lutheran School adheres to the regulations set forth in The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). It is recognized that:

Parents or legal guardians have the right to inspect and review student's education records maintained by the school.

Parents or legal guardians have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or or legal guardian then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or legal guardian has the right to place a statement with the record setting forth his or her view about the contested information.

Concordia requires written permission from the parent or legal guardian in order to release any information from a student's education record.

Concordia may disclose records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Concordia may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and legal guardians eligible students a reasonable amount of time to request that the school not disclose directory information about them. Concordia notifies parents and legal guardians annually of their rights under FERPA, by inclusion in the CLS Family Handbook.

## **School Wellness Policy**

Concordia Lutheran School (CLS), Independent  
Concordia Lutheran School Board Policy: Local Wellness Policy

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004.

### **Goals for Nutrition Education and Nutrition Promotion**

The goals for addressing nutrition education and nutrition promotion include the following:

- CLS will support and promote good nutrition for students.
- CLS will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the CLS comprehensive health education curriculum.

### **Goals for Physical Activity**

The goals for addressing physical activity include the following:

- CLS will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle.
- Unless otherwise exempted, all students will be required to engage daily during the school day in a physical activity.
- The curriculum will be consistent with and incorporate relevant Illinois Learning Standards for Physical Development and Health as established by the Illinois State Board of Education.

### **Nutrition Guidelines for Foods Available in Schools During the School Day**

- Students will be offered and CLS will promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System published jointly by the U.S. Department of Health and Human Services and the Department of Agriculture.
- In addition, in order to promote student health and reduce childhood obesity, the Administration or designee shall control food sales that compete with the CLS's non-profit food service in compliance with the Child Nutrition Act.
- Food service rules shall restrict the sale of foods of minimal nutritional value, as defined by the U.S. Department of Agriculture, in the food service areas during the meal periods and comply with all applicable rules of the Illinois State Board of Education.

## **Guidelines for Reimbursable School Meals**

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

## **Monitoring**

The Administration or designee shall provide periodic implementation data and/or reports to the Concordia Lutheran School Board concerning this policy's implementation sufficient to allow the Concordia Lutheran School Board to monitor and adjust the policy.

This report must include without limitation each of the following:

- An assessment of the CLS's implementation of the policy
- The extent to which CLS is in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy

## **Community Input**

The Administration or designee will invite suggestions and comments concerning the development, implementation, and improvement of the school wellness policy from parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the Concordia Lutheran School Board, school administrators, and community.

## **Procedure for Reviewing and approving/denying requests for Exempted Fundraising Days**

- See attached form

## **For use under the School Wellness Policy**

### **Fundraising Application for Exempted Fundraising Days**

(Applies to fundraisers that are executed during the school day.)

*Definition: School Day*

*School day is the period from the midnight before, to 30 minutes after the end of the official school day.*

Procedure for conducting a fundraiser:

1. Complete and submit this application to the Principal at least two (2) weeks prior to the fundraiser start date; and
2. **DO NOT** commit to, promote, or purchase anything for the fundraiser until written permission has been granted from both the Principal and the Finance Committee; and
3. Food products for fundraising purposes **MAY NOT** be sold at Concordia Lutheran School from Midnight until 4:00 p.m., Monday through Friday. Unless an EXEMPTION has been granted and is in compliance with *Section 305.15 Sale of Competitive Food in Participating School*; and
4. Food products for fundraising purposes **MAY NOT** be sold in any school cafeteria during any food service period (breakfast or lunch).
5. Any organization that fails to abide strictly by these fundraising guidelines and procedures will be banned from coordinating any fundraising efforts through Concordia Lutheran School, its personnel, and/or its students.

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TODAY'S DATE: \_\_\_\_\_

GROUP/ORGANIZATION:  
\_\_\_\_\_

FUNDRAISER (please explain in detail):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FUNDRAISER START DATE: \_\_\_\_\_ FUNDRAISER END DATE:  
\_\_\_\_\_

ANTICIPATED PROFIT: \$ \_\_\_\_\_

HOW PROFITS WILL BE USED: Click here to enter text.

GRADE LEVELS FUNDRAISING (Check ALL that apply): K  1  2  3  4  5  6   
7  8

1. DOES THIS FUNDRAISER INVOLVE A FOOD PRODUCT? YES  NO  If NO, skip to Question #7

2. IS THE FOOD PRODUCT PRE-PACKAGED  OR HOMEMADE ? (please check one)

3. WILL THE FOOD PRODUCT BE SOLD AT SCHOOL BETWEEN THE HOURS OF MIDNIGHT AND 4:00 P.M. ON A MONDAY THROUGH FRIDAY? YES  NO

4. WILL THE FOOD PRODUCT BE SOLD DURING BREAKFAST AND/OR LUNCH PERIODS? YES  NO

5. DOES THE FOOD PRODUCT MEET THE USDA DEFINITION OF "HEALTHY SNACKS"? YES  NO

6. WHERE WILL THIS FOOD PRODUCT BE SOLD (not in the school cafeteria)?

\_\_\_\_\_

7. WILL THIS FUNDRAISER INVOLVE PUBLIC SOLICITATION (i.e. at Wal-Mart, etc.)?

YES  NO

8. WILL THIS FUNDRAISER INVOLVE DOOR-TO-DOOR SELLING? YES  NO

9. WILL STUDENTS BE HANDLING CASH DURING THIS FUNDRAISER? YES

NO

10. HOW OFTEN WILL PAYMENTS BE COLLECTED FROM STUDENTS? DAILY

WEEKLY  END OF SALE

11. WHO WILL BE RESPONSIBLE FOR COLLECTING PAYMENTS FROM

STUDENTS? TEACHER  OFFICE

SPONSOR  PARENT  (Name): \_\_\_\_\_ . OTHER (explain):

\_\_\_\_\_ .

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APPROVED AS IS  APPROVED WITH CONDITIONS  NOT APPROVED

Signature of Building Principal \_\_\_\_\_ Date

Signature of Finance Committee Rep. \_\_\_\_\_ Date

\_\_\_\_\_

## Textbook Rental Program



### Concordia Lutheran School Book Rental Program:

Every student enrolled at Concordia Lutheran School receives a set of textbooks required to participate in the adopted curriculum. The cost of a set of textbooks is included as a portion of student tuition (some topics may require additional fees for consumable materials).

The responsible use of issued textbooks is a part of the learning and maturing process for developing students for lifelong learning. The process of being respectful of school property (the care of textbooks), responsible (remembering to bring textbooks to and from school), and accountability (having the materials necessary to complete homework) are teachable moments, preparing students for future success. **Parents are encouraged to refrain from requesting additional textbooks unless there is a significant identified academic, physical, or social need.** If a significant need is identified, parents may request the opportunity to rent additional textbooks. Such requests will be dependent on the current availability of textbooks. Concordia will not purchase additional textbooks solely for the purpose of stocking the textbook rental program. Due to the financial impact resulting from lost and damaged textbooks, Concordia Lutheran School will charge a \$15 fee per textbook when issuing additional textbooks to an individual student.

After reading above statement please initial: \_\_\_\_\_  
(Parent/Guardian)

### Procedure:

1. Request a copy of the **Concordia Lutheran School Book Rental Program** form from the Principal. (If you have this form, you have done this 😊)
2. Indicate method of payment for the book rental fee.
3. Submit this form to your student's classroom/homeroom teacher.
4. The teacher will notify you when they have a set of textbooks ready for you to pick up.
5. Set a time with the teacher to pick up textbooks.
6. Review this form and sign for the textbooks.
7. Your classroom/homeroom teacher will retain this form for inventory records.
8. The classroom/homeroom teacher will submit a copy of the completed form to the Business Manager for billing or recording of payment (include check if applicable).
9. All textbooks are to be returned to your classroom/homeroom teacher by May 17<sup>th</sup>, 2016. You will be assessed \$45 fee per textbook for damaged or unreturned textbooks.
10. The classroom/homeroom teacher will notify the Business Manager of any damaged or unreturned textbooks.

Please Bill My School Account for the textbook rental fee.      Initial

\_\_\_\_\_

I will pay for the textbook rental fee via check or cash when I pick up the textbooks. Initial \_\_\_\_\_

**Student Name:** \_\_\_\_\_ **Grade Level:** \_\_\_\_\_  
over

Please provide a brief statement regarding the identified academic, physical, or social need prompting the request for additional textbooks (To be completed by Parent/Guardian):

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*[If necessary, the above statement will be used to prioritize the distribution of textbooks when quantities are limited.]*

I understand and agree to pay an additional \$45.00 per textbook for any textbook damaged or not returned to the classroom/homeroom teacher by May 17<sup>th</sup>, 2016.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**To Be Completed by Teacher:**

List all textbooks:

Subject: \_\_\_\_\_

Title: \_\_\_\_\_

Condition:

\_\_\_\_\_

Total Fee for textbook rental (\$15.00 per textbook):

# of textbooks \_\_\_\_\_ X \$15.00 = \$ \_\_\_\_\_

Parent Initial: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

\_\_\_\_\_

## Parent/Student Handbook Receipt

We the undersigned, parent and student, acknowledge receiving the 2018-2019 Student Family Handbook.

\_\_\_\_\_ Student

\_\_\_\_\_ Parent/Guardian

\_\_\_\_\_ Date