

**2022-2023  
School Handbook**

**Concordia Lutheran School  
4245 Lake Avenue, Fort Wayne, IN 46815  
260 426-9922 x200  
[www.clscubs.org](http://www.clscubs.org)**



## **STUDENTS AT CONCORDIA LUTHERAN SCHOOL ANNOUNCEMENTS**

We love to share information about students and families who have interesting news to share. Please let us know about sports, dance, academic accomplishments outside of school. Share good news, like the birth of a sibling or an answer to prayer. Just e-mail [mrosin@clscubs.org](mailto:mrosin@clscubs.org)

### **ATTENDANCE**

Students are expected to attend school each day Concordia is in session. A letter will be sent home when a student has reached 5, 10, 15 absences. On the 20th absence, SOCAP (Status Offender Court Alternative Program) will be notified as well. If a student reaches 25 absences, the DCS (Department of Child Services) will be notified. If absences exceed twenty in one year, being promoted is not assured. A hearing may be held in the event promotion is in question.

It is expected that students be in school each day unless prevented by illness or an unexpected emergency. Homework assignments will be held and accumulated for the students to receive when they return, unless teacher/parent make other arrangements. In order to be excused on "Take Your Child to Work Day", a note must be sent in prior to the students absence. Due to the difficulty in making up assignments and taking exams, we strongly discourage vacations during the first and final six weeks of the school year. Illnesses, funerals, doctor, dentist appointments and similar circumstances are considered excused. You will be considered absent for ½ day if you arrive after 9:30 AM or leave prior to 2:00 PM. Long term illnesses or injuries will be taken into account when determining contact with SOCAP.

### **TARDY POLICY**

A student who is not in their assigned classroom when the 8:15 bell rings will be considered tardy for that day. The following steps will be followed regarding chronic tardiness:

- After 10 tardies, the family will be contacted with via email/Fast Direct indicating the pattern of tardiness and what the next steps will be in the event corrective action is not taken.
- After 10 additional tardies (20 total), the family will be asked to meet with the school principal to discuss the pattern of tardiness and develop a plan of action for remedy.
- After 10 additional tardies (30 total), the family will be asked to attend the next school board meeting to share with the school board their plan to address the concerned tardiness.

The total tardies are cumulative for the school year. The objective is to help the family work to improve their pattern of tardiness. Failure to show significant improvement could result in further actions, including suspensions and possible expulsion.

## **Signing In And Out**

Should it be necessary for a student to leave the building during school hours for a doctor/dentist appointment, the parents should report to the school office and sign that student out. The school office staff will phone the classroom and have the student sent to the office. The parent must then sign the student back in when they return. Under no circumstances is a student allowed to leave school property without a parent or guardian.

This would also apply if a student is tardy. The office must be informed by the parent when they arrive in the building.

## **CHURCH AND SUNDAY SCHOOL ATTENDANCE**

We envision the school as being an integral part of our parish's program to educate and train our young children. Our purpose is to help provide a strong spiritual inclination toward a growing faith and a life of true discipleship. We anticipate that all of our students and their families would attend Church and Sunday School (Adult Bible Study) on a weekly basis. Teachers will take and record attendance on Monday mornings.

## **STUDENT RESPONSIBILITIES:**

**Participation:** Students are responsible to be actively involved and committed to the activity of learning. They are expected to attend classes and school functions in a regular and prompt fashion. They are also given the responsibility to complete all work assigned by their teachers.

**Behavior:** Students should continually strive toward demonstrating the behavior that reflects a life of Christian discipleship. Their actions should be tempered with respect and courtesy toward all persons and property.

**Respect for Teachers/Adults:** Students should demonstrate a genuine love and respect for their teachers and those placed in authority over them. They are expected to obey all legitimate requests without argumentation, use courteous and acceptable language, and show a willingness to accept direction and instruction.

**Respect for Other Students:** Students must always recognize the rights and dignity of fellow students. In that, students will refrain from name calling, as well as using belittling or insulting remarks directed at others in order to embarrass or harm them. They are expected, through their Christ-like love, to show empathy, compassion, and patience with all other students.

## **Specific Rules and Regulations**

In any type of society or assembly of people, rules are established to protect the individual as well as provide the most beneficial atmosphere for attaining the common goal set by that group. At Concordia, we too must have rules to establish order, even as much as we recognize that we are God's children. This recognition however, should help us to understand that the basis for these rules is love, concern, and mutual respect; and with this understanding, we hope that all of the students of Concordia Lutheran School will totally support and faithfully adhere to them.

Any type of disrespect or discourtesy toward teachers, aides, or to each other will not be tolerated. Abuse of this rule may ultimately lead to suspension and/or expulsion. Disrespect

to teachers includes total lack of cooperation, unwarranted argumentation by students, verbal abuse, or conduct unbecoming a Christian student when dealing with proper authority.

Destruction of school or church property willfully or through negligence will require reimbursement by the offender and suspension.

Fighting of any kind will not be tolerated and could lead to suspension.

**Academic:** Dishonesty, cheating, and any abuse of another person's property cannot be tolerated. Cheating will prompt failure in that test or assignment.

Pupils who consistently fail to have their school work completed will be given an "incomplete." An incomplete must be removed before the child is promoted. All incomplete work must be made up within seven calendar days of the end of the grading period.

All pupils are required to be punctual for their classes. This includes mornings, breaks, P.E., lunch and recess time.

**General:** Smoking, having tobacco on the person, or supplying others with the material is strictly forbidden. Offenders are dealt with as follows:

1. Parents will be informed for disciplinary action and counseling on the first offense.
2. Suspension will result if violations continue, which will also remove the pupil from all athletic privileges and all extra-curricular activities.
3. Continued abuse will result in expulsion.
4. Use, sale, or distribution of drugs and barbiturates including marijuana are against the law. Violations will be reported to the authorities and those involved will be subject to expulsion.
5. Association with members of the opposite gender should be within the requirements of respect, decency and good Christian conduct.
6. Leaving school property during school hours (8:15 a.m.-3:15 p.m.) without permission will result in a one-day suspension. In instances that require students to remain after school (athletics, rehearsals, etc.), the term "school hours" shall be expanded to include these activities.
7. No child will be allowed to remain in the building without authorized supervision after 3:30 p.m. (authorized supervision would include parent, coach or teacher).
8. Wandering about the building between the hours of 8:30 a.m. and 3:15 p.m. without permission is forbidden.
9. Each room will supply its own passes. A pass from the teacher is required when areas outside the classroom need to be visited. Violation will result in a loss of recess privileges and/or written assignment.

10. Once a student enters the classroom prior to school, they should prepare for their subjects. No one should leave the classroom without permission from the teacher.

11. Gum chewing is not be allowed during the school day.

12. Toys and nuisances brought to school without permission may be confiscated by the teacher. This includes cell phones, media players, portable electronic games, games and playing cards, and similar items. They must be kept in lockers or book bags and turned off. The school is not responsible for such items. We reserve the right to check your phone for activity if we suspect that school rules have been broken.

13. If you use the cell phone for any purpose or it is even visible to others between your arrival at school and 3:30 p.m., it will be confiscated and kept in the school office until your parents come in to pick it up.

14. Playing is allowed in designated areas only

15. Students wishing to sell items (candy, etc.) during school hours must have written permission from their parents and the Principal.

### **Playground And Recess**

Children are required to respect the decision of the recess supervisors on duty whether on the playground or in the building.

Students must remain on school property at all times unless permission is granted by the parent and the teacher.

Climbing shall be done on climbing apparatus only.

No snowball throwing may be done by any students. Neither shall anyone be allowed to throw stones or any other objects.

The playground should also be kept clean. Waste, wrappers, and other forms of debris should be placed in containers for that purpose.

When class is outdoors during P.E. or recess, permission by the teacher should be given to re-enter the school building.

### **DISCIPLINE CODE**

Discipline and personal safety in the school are common concerns of today's families. At Concordia both teachers and students strive to create a safe environment that is accentuated by self-discipline, love, respect and understanding.

The time has passed when parents can expect a Christian School to accomplish what a parent is not striving for at home. Our philosophy of discipline is based on Eph. 6:1:

***"Children obey your parents in the Lord, for this is right. Honor your father and mother, that it may be well with you, and that you may live long on the earth."***

Since the school is understood to be "in loco parentis" (in place of parents), discipline in our school must be an extension of discipline in the home. We therefore need your total cooperation and support. The guidelines of student conduct are outlined in this book and will serve as a basis for our discipline code.

### **PROBATIONARY ENROLLMENT**

All new students/families are accepted under a probationary status. Current students/families may be placed under a probationary status as well through a school year. The list below indicates the general expectations for both parents and students as we seek to build a culture of God-pleasing behaviors and a healthy home/school relationship partnering in the education and well-being of our students. The probation period continues for one semester and at that time may be extended or removed determined by adherence to the items listed.

#### **Five Entries on Student Behavior Documentation Form for:**

- Note/Email to Parents
- Parent/Teacher Meeting
- Detention
- Principal/Parent/Teacher Meeting
- Phone call to parents
- Referred to office

**OR.....**

#### **Lack of parental cooperation (any one or more items from list below)**

- Failure to support decisions of teacher and/or administration (Disagreements are expected as are God pleasing discussions related to those disagreements)
- Failure to be/remain current with financial obligations
- Failure to respond to communication efforts in a timely manner (within 24-48 hours)
- Failure to bring your child to school on time (3 detentions - 15 tardies - will be the standard for this item)
- Failure to read Fast Direct at least weekly (This is determined through a consistent pattern of unread messages)
- Failure to bring child to mandatory school activities without prior communication

### **ANTI-BULLYING POLICY**

Concordia Lutheran School has established its anti-bullying practices within the context of its existing Character Education policy as presented below along with the fundamentals of Love and Logic. This policy focuses on appropriate and expected behaviors. When those behaviors in accordance with Character Education are not adhered to, appropriate consequences are applied as indicated in our discipline policy also included in the school handbook

# *Character Education Program*

*"Yet, O Lord, you are our Father. We are the clay, You are the potter; we are all the work of Your hand." Isaiah 64:8*

It is the goal and philosophy of Concordia Lutheran School to assist parents and teachers to combat negative influences in society. In an effort to accomplish this, Concordia has begun to incorporate a program based upon "Character Counts". The plan is to instill positive character traits into the lives of the entire school community with a Christian approach to the 7 Pillars of Character as listed below.

*Reverence    Responsibility    Respect    Trustworthiness/Integrity*  
*Fairness    Citizenship    Care/Compassion*

This approach utilizes reflection time with staff (during recess or after school) along with parent notification to assist with correcting inappropriate behavior. The goal is for students to be educated to realize the reasons behind their behavior and to consider more appropriate responses.

In the event that repeated attempts to curb behaviors has proven ineffective, the student's parents are notified that the student will be suspended from classes for a determined amount of time not to exceed 10 days. Suspensions may be served either in-house or at home.

Where all attempts to modify behavior have been ineffective, Expulsion will be pursued at the discretion of the administration after consultation with the School Board.

Suspension times are left to the discretion of the school as to when it would be best for the student. All work missed during a suspension must be completed, but the student may not receive credit for the work.

The guidelines recommended for our school discipline is merely an outline of operating procedures. The welfare and needs of the student must always be considered in any of the approaches used within the school.

The guidelines herein set forth will be administered as fairly and justly as possible. Extenuating circumstances may cause the school's administration to deviate from the above outline when facts prove that an alternative approach is indicated or preferable.

## **Typical Offenses prompting action within our Character Education Program:**

1. Disrespect to teachers or school staff, (including volunteers), argumentative behavior, disregard for authority, profanity, vulgarity, or verbal abuse.

2. Inability to interact with other students consistently in a Christian manner as it relates to the 7 pillars of Character.

### **Major Offenses prompting more severe consequences:**

1. Fighting - the initiation of a fight in which bodily harm is intended, results in, or is possible due to the type of contact. Also the involvement or continuation of fighting when self defense is not necessary.
2. Destruction of Property - the willful and malicious destruction of personal property or school property
3. Items brought to school or malicious acts which lends or contributes to the endangerment of another student or individual or causes a disruption of any school related activity, will be immediately confiscated and/or dealt with as outlined.

### **Possession or Use of Dangerous Objects**

A student shall respect God by controlling his anger, and humbly taking his place among his fellow students by showing love and forgiveness to all of his classmates. Therefore, fighting, possessing weapons, picking fights, etc. will not be tolerated. Carrying, possessing, displaying or using dangerous objects or items resembling dangerous objects is strictly prohibited. Examples of dangerous objects include, but are not limited to, bullets, air-soft guns, all kinds of knives (including pocket, swiss, pen, exacto), fireworks, stink bombs, mace, etc. If a student is found on school property, prior to, during or after school hours possessing a dangerous object, the student shall be immediately suspended. The issue will then be reviewed by the principal and the school board for further determination within 72 hours, excluding weekends and holidays.

The preceding rules, regulations, and discipline guidelines are used to help promote an environment of love and individual dignity and worth. In all cases involving offenses, the student will be granted due process in order to preserve his rights and privileges. Short term suspension (up to 10 days) may result following the incidence of a major offense. Expulsion (permanent removal from school) is normally used in cases of very severe offenses, or where prior attempts at control and discipline have failed.

A variety of disciplinary means are used to help correct an improper situation. Students may receive written work, loss of privileges, after school detention, or other appropriate consequences. These forms of disciplines are administered with a philosophy of progressive instruction. Each student needs to understand and sense love, acceptance, and worth, while at the same time, realizing the boundaries of appropriate behavior. The previous policies are aimed at accomplishing these tasks.

Minor Offenses are handled immediately at the point of infraction. Response varies according to situation and offense but will be in accordance with our Character Education Program.

### **DETENTION**

Parents are notified in writing of detentions and must sign and return the notification. Detentions are served on Saturdays from 8:00 AM – 10:00 AM. Students are to arrive on



time through the main school entrance and check in to the school library. Classroom teachers supervise detentions on a rotating basis. There will be no electronics allowed. Students will have activities provided for them and there will be no talking allowed. Students may be picked up by their parent at the main school entrance. Failure to show up for a detention will result in a second detention scheduled for the next 2 Saturdays. Failure to show up at either of those will result in a 3 day at home suspension.

Detentions may be academic or behavioral. Academic detentions are assigned if a student has been repeatedly unprepared for class. Disrespect to teachers or school staff, (including volunteers), argumentative behavior, disregard for authority, profanity, vulgarity, or verbal abuse will result in an immediate detention. When a student reaches 3 detentions, they will be given a 3 day at home suspension. Upon receiving a 3<sup>rd</sup> suspension, the student will be suspended indefinitely for a hearing with the school board regarding possible expulsion.

Detentions take priority over participation in athletic or other extra-curricular activities. Students may not participate in practices on the day a detention is served. Coaches have the right to assign additional consequences to team members receiving a detention.

### **Search and Seizure**

Concordia personnel may conduct a reasonable search of a student, locker, desk, book bag, and/or any possessions, in the event there is reasonable suspicion that evidence of a rules violation may be found.

Items that violate a rule or are evidence of a rules violation, will be confiscated and held for use in disciplinary actions, turned over to parents, or turned over to the police.

### **Inappropriate Conduct Outside of School**

Any form of illegal, immoral or inappropriate conduct outside of school may impact student status at Concordia. Students may be held accountable for the content of weblogs, web pages, instant messages and other forms of communication, if determined the content is libelous, untruthful, contains foul language or is determined to be detrimental to the educational atmosphere of Concordia. These may include, but are not limited to content, or anything that could be considered sexually explicit.

## **FORUM RESOLUTION**

When a conflict situation, or offense arises: parent to parent, parent to teacher, parent to administration; we will attempt to follow Jesus formula spelled out in Matthew 18 to resolve the conflict.

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

**LEVEL 1:** Two parties meet, discuss the problem, and try to come to a solution that is satisfactory to both. If this is accomplished the matter is concluded.

**LEVEL 2:** *If the conflict is not resolved at Level 1, then the two parties meet with a Forum team consisting of the Principal to help reason, discuss, and hopefully resolve the problem. Each party may invite an additional participant. An unresolved resolution would advance to Level 3.*

**LEVEL 3:** *Parties involved meet with the School Board and Pastoral representation, in an attempt to resolve the conflict.*

*Observing these steps, we seek to resolve situations needing healing with spiritual and Biblical principles.*

*Parents who wish to observe their child/children's class are welcome at anytime. However, as a matter of courtesy, we ask that you contact the teacher prior to your visit.*

## **SEXUAL HARASSMENT**

Concordia Lutheran School defines sexual harassment as unwanted, unwelcome, or unsolicited sexual behavior.

Sexual harassment includes: 1) sexual gestures and comments directed toward or with reference to another person, 2) inappropriate touching 3) sexual writing directed toward another person, 4) giving or showing a person offensive sexual materials, 5) sexual gossip or remarks which affect a student's ability to function in a work or school environment peacefully, 6) Pictures with sexual content, and 7) any other type of unwanted sexual contact. Concordia will not tolerate these behaviors among students or by adults toward students. Each allegation of sexual harassment will be investigated by the administration and dealt with appropriately. If you harass someone, disciplinary action may include a suspension, expulsion, and/or a referral to the appropriate authority.

Adults suspected of harassment or abuse of students will be reported to Child Protective Services and suspended from contact with children until the situation is resolved.

Report any harassment or abuse to a teacher, principal, parent, pastor, or other adult.

## **SEXUAL CONDUCT**

With the understanding that sexuality within the proper circumstances is part of God's perfect creation, sexually charged words or actions are inappropriate for the age level and setting of Concordia Lutheran School. Even if such conduct is mutual or done with no intent to harm, the conduct will not be allowed to continue.

## **TECHNOLOGY ACCEPTABLE USE POLICY**

This document is available for viewing on our school website at [www.clsfw.org](http://www.clsfw.org). A written copy can be provided upon request.

## **DRESS CODE Concordia Lutheran School**

Rationale for a Standardized Dress Code

- Promoting a sense of unity and belonging within a student body that reflects

the unity we have in Jesus Christ.

- Defining and providing guidance for modest and non-distracting student appearance within the school.
- Reducing clothing related conflict and stress within the homes of our students, at school and among peers.
- Promoting a positive image to Concordia congregation, to the community and to potential students and their parents.
- Emphasizing that school is a place of work and people dress differently for work than they do for other aspects of life.

It is the responsibility of both parents and students to know, understand, and follow the standardized dress code policy of Concordia Lutheran School.

All of the following are the only acceptable clothes. If it is not listed or addressed below, it will not be allowed. Any concerns about what is allowed can be submitted in writing to be reviewed by school board.

### **Approved Concordia Dress Code Tops**

The following tops should be solid in color and be devoid of writing, graphics, stripes, tears, holes, and logos (Concordia Lutheran Elementary Logo is Allowed). They should be the appropriate size for the student and worn properly. Polo shirts must be tucked in for grades 4th - 8th.

- Polo: A casual short-sleeved cotton shirt with a collar and several buttons at the neck.
- Undershirt: A garment that is worn underneath the polo which should be solid in color. Sweater, Jackets, and any other clothing worn over polos must have the Concordia Lutheran Elementary School Logo present. No hoods will be allowed. This can be purchased at the school spirit wear store or swap and shop. Orders can be placed using the following link:

<https://concordiacubs.itemorder.com/sale>

### **Approved Concordia Dress Code Bottom Garments**

The following dress bottoms should be solid in color (Black, Gray, Tan, or Navy) and be devoid of writing, graphics, stripes, tears, holes, and patterns. They should be the appropriate size for the student and worn properly.

- Dress Pants: A loose fit opaque textile fabric that is solid in color worn around the waist to the ankle. Pants cannot have cargo pockets on the legs.
- Skirts (Girls Only): A opaque textile fabric worn around the waist and hanging down to the top of the knee. It should be solid in color. Must have leggings or tights under skirts between November-March.
- Skorts: A opaque textile fabric with a flap across the front (and sometimes also the back) to give the appearance of a skirt worn around the waist down to the top of the knee and solid in color.
- Capris: A loose fit opaque textile fabric that is solid in color covering from the waist to mid calf area of the leg.
- Dress Shorts: A opaque textile fabric worn around the waist and must end

around the top of the knee. Shorts cannot have pockets on the legs. They can not be worn November-March

### **Belts**

- Functional Belts are required for grades 4th - 8th and should be solid.

### **Shoes**

- Shoes must be athletic and must be closed toe with a fixed back. The shoe may not go above the ankle. No wheels shall be permitted.

### **Socks**

- Any inappropriate or distracting socks, tights, or hose will not be allowed.
- No yoga pants or spandex.
- Leggings can only be worn under skirts and must be solid black or solid navy.
- Tights should be solid black or solid navy.

### **Additional Standards**

- Outdoor wear is not to be worn inside the classroom. Outdoor Coats, jackets, full zip fleece jackets, parkas, hoodies, boots, gloves, scarves, or any other clothing designed for outdoors should be taken off when entering the classroom. Outdoor wear can be put back on for outdoor activities, like recess and at the end of the school day, this includes snow pants.
- No hats, head scarves, bandanas or other head covering may be worn in the school.
- Hair accessories that are deemed distracting or inappropriate are not allowed.
- No scarves around the neck can be worn during the school day.
- No tattoos are permitted. No boys shall be permitted to wear earrings to school.
- Girls shall wear post only earrings. They may not go below the ear lobe.
- Students shall have no other visible piercings.
- Jewelry on the hands, wrists, and neck are allowed unless distracting. If a watch is app capable it is not allowed.
- Hair must be clean and neat. No extreme artificial coloring, no Mohawks, or unnatural hair colors (like blue, purple, pink) shall be permitted.

### **Casual Friday Every Friday**

- Every Friday of the school year, students will be allowed to wear solid color modest fitting jeans (without tears, holes, rips, or frays) and a spirit wear t-shirt (from Concordia Elementary or Concordia High School).

### **Dress Code Enforcement**

When a student is found out of dress code the teacher will document the infraction on the Student Behavior form and a communication will be sent to the parents. On the third infraction the student will receive a detention.

## **GYM CLOTHING**

In our physical education program, we require all children in grades 5-8 to wear the same style of gym clothing. This clothing is available through the school and may be purchased in the main office.

All students in grades K-8 are required to have gym shoes here at school. This pair of shoes is to be kept in the classroom and will be worn for Physical Education class and recess.

All gym clothing **must** be tagged or labeled for easy identification. Please use indelible ink or "sew on" tags only.

## **TELEPHONE**

The school office number is 426-9922 extension 200.

Teachers have phones in their classroom and each teacher has an extension number as listed in the directory at the back of this handbook. Voice mail may be left for a teacher during the school day. Dialing a teacher's extension will ring directly in the classroom from 3:15 p.m. through to 8:00 a.m. the next day.

## **CRISIS PLANS**

### **FIRE DRILL**

We will conduct one fire drill per month.

### **TORNADO ALERT**

In the event of a tornado warning during school hours, students will be kept in the building. If such a warning continues after school hours, dismissal will be delayed until we receive an all clear. Parents who wish to pick their student up during a warning may do so after checking in at the office. Practice alerts are held during the school year.

### **LOCKDOWN**

Concordia also prepares for situations when students need to be kept in the classroom. (lockdown). When Concordia goes into lockdown, students are to stay in classrooms and following the teacher's instructions. Students in a restroom when a lock down goes into effect are instructed to find their way to the nearest classroom.

### **Suspected Abuse or Neglect**

In the event that any employee of Concordia Lutheran Church or School suspects that a child is the victim of abuse or neglect, the adult is required, by law, to contact Child Protective Services and file a report as immediately as possible.

When any type of abuse (physical, emotional, sexual) or neglect is suspected, the adult who suspects this is required by law to contact Child Protective Services immediately. The person must do this prior to reporting the suspicion to their supervisor. After making the report, the employee should inform their immediate supervisor of this action.

Contact information for Indiana is listed on the following page.

If the adult is unsure as to whether or not to make the call, they may consult the indicators list on the following pages as well.

**A full Crisis Response Plan can be found in each teachers' room indicating the school response to any and all various types of crises including weapons, intruders, and Abuse and Neglect. The Crisis Response Plan is reviewed annually by the staff prior to each school year.**

## **COMMUNICATION**

### WEBSITE

Please take advantage of the school website [www.clscubs.org](http://www.clscubs.org) to access important information like newsletters, calendars, handbooks, etc.

### ONLINE INFORMATION

Please access school information at [www.fastdir.com/concordia](http://www.fastdir.com/concordia). Parents can use this site to monitor their child's academic progress (grades 1-8) as well as lunch account information and communication with teachers (K-8). Usernames and passwords are distributed after enrollment. Parents can edit both the username and password to make it easier to remember.

### SCHOOL NEWSLETTER

A newsletter (Monday Note) is emailed via FastDirect weekly.

### EMAIL

Every teacher and most support staff have an email account. They may be contacted through our website at [www.clsfw.org](http://www.clsfw.org).

## **TUITION AND FEES POLICY**

### **School Choice Scholarship Lottery Procedures**

The following Lottery Procedures will be followed in the event that Concordia Lutheran School does not have the capacity to enroll all new duly-admitted applicants.

Prior to the lottery, school staff will utilize the Indiana Department of Education's Direct Verification system and/or request household income documentation to confirm that the student would be eligible for a Choice Scholarship. If the number of duly-admitted applicants for enrollment exceeds the number of spots available as of March 23, 2015 a random drawing will be conducted at a public meeting on March 26, 2015. A School Board member will perform a blind draw from all duly-admitted applicants. Names will be drawn until the capacity of each classroom is reached.

### **PAYMENT OF TUITION AND FEES**

Parents are given the option of paying tuition with one annual payment, two semester payments, or ten monthly payments. Concordia uses electronic funds transfer (EFT) management software. Fees for reenrollment, lunches, Extended Care, and other programs need to be paid in a timely fashion. Failure to pay a portion of fees due to Concordia may result in Concordia pursuing the unpaid fees through collection proceedings in court. All attorney's fees incurred for such collection action shall be paid by the parent.

### **TUITION ASSISTANCE**

The church, through its contributions, reduces the total tuition costs for each student. All families may apply for a scholarship based upon financial need.

### **Application**

Parents may apply for tuition assistance by meeting with the principal and completing the appropriate application form.

## **MEMBER ATTENDANCE POLICY**

**Concordia Lutheran School has adopted a policy that specifies a member parent/guardian or the student must attend worship at least half the Sundays during a 12-month period in order to be eligible for a Partner Scholarship within our Scholarship program.**

## **ACADEMICS AT CONCORDIA LUTHERAN SCHOOL**

### **ACCREDITATION**

Concordia is fully accredited by the **National Lutheran School Accreditation**. Additionally, Concordia Lutheran School is fully accredited by the Indiana State Board of Education and has been designated an exemplary school in 2006, 2007, 2008, 2009 and 2010.

## **CLASS PLACEMENT**

Where there are two classes at the same grade level, students are placed in a group based on teacher recommendations. The principal then assigns a teacher to that group. Groups are put together at the completion of the previous school year and are published in late July.

There are only some very specific circumstances in which we can honor a parental request for a specific teacher. We accept requests in writing with no implication that such requests can be honored

## **CURRICULUM**

In keeping with the purpose of Concordia Lutheran School, the curriculum is based on the Bible, the Word of God. The curriculum is designed to enable every child to develop into a whole child. Religion is not a segregated subject in the day's work; rather, its influence permeates and gives substance to all other subject areas taught. The curriculum is developed using guidance from the national office of the Lutheran Church-Missouri Synod. The learning standards established by the State of Indiana, and the Indiana District of the Lutheran Church-Missouri Synod.

Children receive a thorough education in the Christian faith, Bible history, and doctrine; the language arts, including reading, literature, English grammar and usage, writing and spelling; mathematics, science, social studies, health, art, physical education, handwriting, and music.

Topics such as drug abuse prevention education, God's plan for human sexuality, general healthy living, and current events are woven into the curriculum. Computers and the use of technology are also integrated into the rest of the curriculum.

Curriculum meetings are held by the faculty to study the curriculum and make changes. The faculty's goal is the continual revision and updating of the curriculum. All major curriculum areas are studied and revised.

## **INSTRUCTION IN THE CHRISTIAN FAITH**

We do a great deal of important things at Concordia Lutheran School, things that will greatly influence the future of the children in our care. None is more important than the instruction in Christian truth and its application.

Instruction in the Christian faith is done both informally and formally. We believe in infusing all that we do with the truth found in God's Word. Therefore, we strive to make all the activities of the day opportunities to see the Christian faith modeled and to then put it into practice. We also strive to look at our world, our history as a people, stories we read current events, etc. with a Christian worldview. This creates opportunity for some lively discussion and analysis.

In addition, regular Bible instruction is part of our daily routine. In grades K-6 we have a Christian Faith curriculum prepared especially for Lutheran schools by Concordia Publishing House. We meet for Bible class every day except for when we have chapel. Devotions and prayer are part of every school day, as well.



By the time students reach grades 7 & 8, the curriculum is a formal instruction program called Confirmation. While of great value for all students, this course of instruction prepares students so incline to make a formal commitment to the Lord and the church at the end of 8th grade. Our pastors currently lead confirmation instruction 3 days a week. One day per week students meet for Bible study.

## **SPECIALS**

Kindergarten – Grade 8

All students in grades Kindergarten through 8 at Concordia receive instruction in art, music, and physical education.

## **MIDDLE SCHOOL PROGRAM**

Grades 5 - 8

Departmentalization and team teaching are part of the program at these grade levels. Concordia is striving to take the best parts of the middle school experience, reshape them in a Christ-centered form, and use them to meet the needs of this specific age group.

### **Confirmation Instruction – Grade 7-8**

The pastors and teachers serve as spiritual guidance counselors and teach doctrine and social concerns in grades 7 and 8. The culminating experience of the 8th grade religion program is Confirmation. Confirmation is an educational ministry of the church to help children identify more deeply with the Christian community and participate more fully in its mission. If at the time of Confirmation a child wishes to become a confirmed member of the Lutheran Church, we trust parents will permit the student to do so.

## **ELEMENTARY SCHOOL PROGRAM**

Grades K-4

Pupils in these grades are taught in self-contained classrooms with some individual departmentalization for those pupils needing advanced or remedial instruction or to take advantage of teacher skills and interests.

## **MUSIC PROGRAM**

### **Music Education**

Music instruction for Kindergarten through fourth grade includes the study of rhythm, pitch, melody, expression, form, harmony, church music, and music appreciation. In addition, students learn how to sing and are given opportunities as a whole class to sing at Sunday morning worship services, school chapel services, Advent services, or the school musical. Participation in Sunday morning worship is scheduled in advance and is publicized in our Cub's Connection Newsletter. Students are expected to be present when their class is scheduled to participate in a church service. If an absence is anticipated, a written excuse needs to be given to the homeroom teacher prior to the absence.

### **Choirs**

Students in grades 5-8 have the opportunity to enroll in one of our choirs. The organizing of these choirs takes place at the beginning of the school year. Participation in worship services is scheduled throughout the school year, and choir members are required to be present. If an absence is anticipated, a written excuse needs to be given to the choir director prior to the absence. Questions regarding the program should be directed to the instructor.

## **Band**

Students in grades 4-8 are eligible to participate in a Band Program. Small group instruction is provided once a week during the school day. Our three bands meet twice per week during the school day under the direction of staff provided by Concordia High School. For contact information, see Staff Directory. Band participation includes a registration fee and a per month fee for nine months of instruction. Questions regarding the program should be directed to the instructors.

## **Strings**

Students in grades 2-8 are eligible to participate in a strings program. The instructor meets with students twice each week during the school day. There is a registration fee and a monthly fee. For contact information, see Staff Directory. Questions regarding the program should be directed to the instructor.

For information about payment structure and drop dates for the Band and/or Strings Program, please refer to the Instrumental Music Registration Form on the website at [www.clsfw.org](http://www.clsfw.org) under Files and Documents - Band/Strings Program.

## **PHYSICAL EDUCATION**

With the facilities of our gymnasium and outdoor play areas, we are able to provide a well-rounded physical education program. Our aim is to give every pupil an opportunity to learn skills, increase stamina, strength, and flexibility and participate in group games and activities according to his or her age level. Gym classes are scheduled throughout each school day.

Under ordinary circumstances, in order to be excused from physical education activity, a pupil **must** bring a written excuse from his or her parent and present it to the instructor at that period. In the event a student is unable to participate for an extended period of time, a doctor's note excusing the student from participation as well as a doctor's permission slip to resume participation is required.

## **HOMEWORK**

The challenging program at Concordia has always required that some study be done at home. This is not only necessary for accomplishing the immediate goals, but also for developing helpful habits for the demands of future education. The amount of homework depends on the grade level and on the ability and study habits of the child. Parents can help by providing encouragement, monitoring homework completion, and providing a quiet well-equipped place for study.

Please avoid providing too much help. If your child is unable to complete his assignments for valid reasons, kindly send an explanatory note so that he or she may make up the work at a later date. If assignments are consistently burdensome, please notify your child's teacher so this can be discussed.

If a child repeatedly fails to have homework completed for unacceptable reasons, the child may be required to stay in for recess or stay after school to complete the work.

**ASSESSMENT**

**GRADING SCALE**

For all grades:

O = Outstanding      S = Satisfactory      N = Needs Improving      U = Unsatisfactory

**Grading Scale**

Score	Grade		Score	Grade		Score	Grade	
100-98	<b>A+</b>		97-93	<b>A</b>		92-90	<b>A-</b>	
89-87	<b>B+</b>		86-83	<b>B</b>		82-80	<b>B-</b>	
79-77	<b>C+</b>		76-73	<b>C</b>		72-70	<b>C-</b>	
69-67	<b>D+</b>		66-63	<b>D</b>		62-60	<b>D-</b>	
59-0	<b>F</b>							

**GRADE POINT AVERAGE**

Report cards for students in grades 4-8 indicate a grade average. This score is used to determine eligibility for extra-curricular activities and honor roll recognition.

Grade averages are calculated using a computer program. While the process is complex, in essence each class is given a credit-weight based on the number of times it meets during a normal week. The student's grade in each class is multiplied by this weight. All the grades are added and divided by the total number of credits to determine an average.

For example, math meets five periods per week and therefore would have five times the influence on a GPA as a class that meets once per week, like memory work.

**HONOR ROLL**

A quarterly honor roll is kept and posted for students in grades 4-8. Honor roll calculations are based on student performance for the quarter in all subject areas including art, physical education and music.

Academic  
High Honors  
Grade average: A  
Grades 4-8: 93-100  
No F's  
No U's

Academic  
Honor Roll  
Grade Average: A-  
Grades 4-8: 90-92  
No F's  
No U's

Athletic Eligibility  
Grade Average: C  
Grades 4-8: at least 75  
No F's  
No U's

## **PROGRESS REPORTS**

- Progress reports are issued eight times during the school year. Quarters are approximately 45 days each. Mid-quarter progress reports are issued at the approximate mid-point of the quarter.
- Mid-quarter progress reports are available via Fastdirect in order to communicate the status of each child at the halfway point in the grading period. This is a form of communication. While we will attempt to notify parents of potential problems prior to issuing mid-quarter reports, it is possible that the problem does not become evident until the mid-quarter is calculated.
- The first quarter report cards are followed up with scheduled parent-teacher conferences. At conferences, the school life of the child is discussed, weaknesses and successes are studied, and plans for cooperative action are proposed. **We encourage parents to offer input on curriculum, programs and procedures as they impact their child at conferences or at any other time.**

## **TESTING PROGRAM**

Students in grades 3-8 students will take the state-mandated ILEARN test of English/Language Arts and Math in spring. This state mandated examination is designed to help schools and individual students improve performance. Results will be shared with parents and the school community as they become available. All 3<sup>rd</sup> grade students are required to take the state IREAD test in the Spring.

Concordia also uses STAR Reading and STAR Math to monitor students progress throughout the school year.

## **SPECIAL SERVICES**

Beside those auxiliary services mentioned elsewhere in the handbook, the public school district in which you reside provides our school assistance in the following areas: learning disabilities service, psychological services, and speech correction.

If you desire one or more of these services, discuss the situation with your child's teacher. Concordia's resource teacher is able to work with your child's teacher and you to move toward assessing your child's needs and whether or not services are needed and desired.

## **Student Retention Policy**

Documented exceptions to these procedures may be made in special situations (e.g., special education students) with the approval of the building principal and/or resource room teacher.

1. If the student is failing to make normal progress, the parents must be notified of concerns early, so that the school and home may cooperate in helping him/her achieve greater success.
2. Most retentions should be at the primary level. However, older students may be considered if it is strongly felt retention will help the student.
3. No student shall be retained more than one year.
4. The teacher shall utilize the Grade Level Child Study Team in attempting to help a student who is not progressing at a normal pace and in making decisions to retain.
5. The teacher is to discuss possible retention with the school principal prior to discussion with the parent.

6. Light's Retention Scale must be completed within 10 days following teacher notification to parents that retention is a possibility.
7. A student retention worksheet and signed parent letter must be on file at the school for each student retained.

Parent notification of the recommendation to retain or promote is to be given as early as possible in the school year, but no later than 10 school days following the end of the third quarter. Notification of retention is to include a note on the report card for the fourth quarter.

## **EIGHTH GRADE GRADUATION REQUIREMENTS**

Board Policy - In order to recognize successful completion of elementary/middle school education, the School Board shall confer diplomas of graduation from elementary/middle school. Diplomas shall be awarded only to students who have completed the course of study prescribed by law and the district. In addition, students shall meet district requirements for promotion based on grades, assessments or other indicators as specified in Board policy and administrative regulation.

## **PROGRAMS AT CONCORDIA**

### **ORGANIZATIONS**

#### **ADMINISTRATION**

Concordia is a ministry of Concordia Lutheran Church. For efficiency, the congregation elects a School Board and delegates much of its authority to this body. The Board is responsible to the Voters' Assembly of the congregation. It is the role of the School Board to develop broad policies, to oversee the staffing of the school and to plan for the financial well being of the school ministry.

The principal, with the aid of the faculty, develops procedures that assist in carrying out School Board policy. The bulk of the material contained in this Parent Handbook is procedural. It is also the responsibility of the principal to see that procedures are carried out in a fair and consistent manner.

#### **PARENT-TEACHER LEAGUE**

This organization of parents and teachers is primarily concerned with bringing the home and school into a closer relationship. Parents are therefore expected to be in regular attendance at the programs provided. Meetings are designed to be informative, educational and inspirational. Through the regular contact of parents and teachers in the P.T.L., it is hoped that there will be a better understanding and more sympathetic interest between parents, teachers and children.

#### **ATHLETIC BOOSTER CLUB**

The Athletic Booster Club is an organization designed to promote competitive sports at Concordia Lutheran School through volunteer activities, providing input and raising funds.

#### **VOLUNTEER SERVICES**

Concordia has been blessed with a corps of volunteers who give of their time and talents to special services within our school. Their talents are used in the school office, library, tutoring students who need extra help, teaching of mini-courses, etc. Age is no factor and no special skills are needed. If you have time during normal school hours or after

school, there is place for you. Contact the school office for more information. Due to the supervisory nature of many volunteers, we request that volunteers do not bring younger siblings when assisting. Your understanding is appreciated.

### VOLUNTEER TRAINING AND CERTIFICATION

In order to provide the safest environment for our students, all volunteers who will be working in a supervisory role over children MUST be trained and certified through the Child Protection Program at Concordia.

Training takes about an hour and training sessions are scheduled throughout the year. Certification involves filling out an application, submitting to a criminal background check, and being interviewed. A 6 month probationary period may be required.

From our Child Protection Policy:

Any employee or volunteer worker who pleads guilty or is convicted in a court of law of any form of neglect, physical or sexual abuse of a child will be immediately, permanently, and completely disqualified from youth or children work in Concordia Lutheran Church and School. Persons who confess to any type of physical or sexual abuse of a child, but who have not appeared in a court of law can likewise be disqualified from youth and children work in the Concordia Lutheran Church and School.

### STUDENT ACTIVITIES

#### CHAPEL SERVICES

Once a week the students of Concordia have an opportunity to assemble in the sanctuary for worship. These services are not intended to replace the regular Sunday morning services, but rather to supplement them. The messages by the pastor and teachers and the hymns selected are especially designed to meet the needs of the children. (Please watch Cub's Connection and our website for chapel information).

#### **Chapel Families**

Students in grades K-8 are assigned a chapel family for the year. This mixed-age group of students will sit together for worship and will be led by a seventh or eighth grade chapel mom or dad.

#### **Chapel Offerings**

The offerings brought to these services are used to help support various mission projects. Each child will receive an offering envelope sometime prior to the scheduled chapel service. This is a great opportunity for home and school to work together to instill good stewardship principles in our children.

### CONTESTS

#### SPELLING BEE

Champion spellers are chosen for each grade from 5 through 8 to compete for the school championship, which is held in January. The school champion has the opportunity to challenge other excellent spellers in the county, with the possibility of going on to state and national competition.

## GEOGRAPHY BEE

Top contestants qualify through a test given to all students in grades 4-8. The Geography Bee is held in January. Concordia's champion gets the opportunity to qualify for state competition.

## INTERSCHOLASTIC ACADEMIC COMPETITIONS

Concordia students may have opportunities each year to compete in academic competitions. Previous opportunities include the Math Science Adventure (grades 7 & 8), the Regional Spelling Contest (grades 3 - 8), and a Science Fair.

## FIELD TRIPS

During the course of the school year students have the opportunities to take curriculum-related field trips. Permission slips are sent home and need to be signed by the parent and returned to the office in order for the child to participate. Normally, participation is expected.

A fee may be assessed for these field trips to cover the cost of the activity and the use of the school bus. Depending on the situation, parents may accompany the class but typically must also pay a fee.

Parents are requested not to bring siblings or other young children on trips during which they are asked to supervise students. We also ask that drivers and adults chaperoning students do not smoke while in the presence of students. Parents driving for field trips or interscholastic sports events are requested not to stop for refreshments along the way. When a special exception is made, the teacher, administrator or coach will communicate the information to the drivers.

## LIBRARY

The purpose of the library is to provide a safe and quiet environment for children to pursue individual interests and projects, either as a result and extension of classroom activities or on the student's initiative. The library contains a variety of fiction and non-fiction books for all age and reading levels. Our library director strives to provide a variety of up-to-date, quality and appropriate reading materials. The director is available to assist all students in choosing interesting and appropriate reading material. The director also administers the AR/ Star testing system and computers are available in the library for student quiz access.

Parents assume the ultimate responsibility for the books checked out by their child. Parents must pay the replacement cost for damaged or lost books.

### LIBRARY OVERDUE BOOK POLICY:

A library book becomes overdue after being checked out for more than 10 school days.

Students will be charged ten cents per school day per book until the book(s) are returned or the maximum fine of \$2.00 PER BOOK is reached. These fines are only charged for school days (not weekends or holidays).

If the maximum fine of \$2.00 is reached, it must be paid in full before any other books are checked out. (Note: Pre-K students are exempt from overdue fines, but will be charged for lost or damaged books).

If there is an unpaid fine of any amount for more than four weeks, the student may be blocked from borrowing at the discretion of the librarian.

If a book is overdue for four (4) weeks or more, it is considered lost and the replacement cost will be charged. If the book is found and returned within 60 days of the original checkout date, the replacement cost will be refunded, minus the \$2.00 fine. After 60 days, the replacement cost of the book is due and no refunds will be issued. Replacement cost is based on the amount the library paid for the book. Due to the high cost of library bound titles, parents may not supply replacement books without prior authorization from the librarian.

Damaged books will be charged a fine of \$5.00 per book OR replacement cost (depending on the extent of the damage and at the discretion of the librarian).

Students may be blocked from borrowing books for ANY of the following reasons:

- The student has reached the maximum fine of \$2.00 per book. The fine must be paid in full.
- The student has reached the maximum check out limit for his or her grade.
- The student has an overdue book.
- The student has an unpaid fine for more than four (4) weeks.
- The student owes for a damaged or lost book.

Check out Limits (These may be modified at the discretion of the librarian):

- Grades K-2 Two (2) Books
- Grade 3 Three (3) Books
- Grade 4 Four (4) Books
- Grade 5 Five (5) Books
- Grades 6-8 Six (6) Books

## **SPORTS**

Our school is a member of the Lutheran School Athletic Association (LSAA), comprised of several Lutheran schools in Northeast Indiana. Girls of grades 5-8 may participate in basketball, volleyball, soccer, and track. Cheerleading is also available for girls in grades 7 & 8. Boys in grades 5-8 may participate in soccer, basketball, wrestling, and track. Boys in 4th grade are permitted to participate in wrestling. A Lutheran sponsored football program is available to 6 – 8 graders through Holy Cross Lutheran School.

## **PHILOSOPHY**

There is great value in having children participate in sports. The benefits of sports competition include reaping the rewards of hard work and self-discipline, accomplishing a goal, learning to work with others to develop a team concept, improving one's own self-esteem and learning a God-pleasing attitude toward success and failure in an emotional setting.

We strive for excellence at Concordia Lutheran School. We expect our student athletes to use their athletic abilities for God's glory. A student athlete must demonstrate self-discipline in and out of the classroom and remember that classroom work comes first.

## **PARTICIPATE**

At Concordia Lutheran School we strive to provide varied activities for students to attempt and explore. To accomplish this goal we encourage each student to participate in sports activities as well as music and other extra-curricular activities.



Fifth and sixth grade athletics is purposely designed to be less competitive and more instructional. **We expect every child to play in every game.** Coaches are given greater discretion in assigning playing time at tournament time. All interested students who are willing to work hard and be responsible are automatically on the team.

Seventh and eighth grade athletics will place greater emphasis on competition. Concordia Lutheran School reserves the right to select a team from among the students desiring to participate. Selections will be made by coaches objectively and according to predetermined standards. Students may participate in more than one sport while the sports are running simultaneously during the year.

Once games have begun, students are expected to complete the season. If a student quits, the parent must contact the coach directly. Athletic fees will not be refunded.

#### ATTITUDE

Concordia expects adults and students to show their Christian beliefs in all activities in which they participate. Adults and students will conduct themselves in the finest spirit of Christian sportsmanship possible.

A student who participates in a sport will be expected to show respect to his or her coach and will attend all practices and games. In order to be excused from a practice, the student must let the coach know ahead of time. If the coach is not notified, this will affect his game participation for the next scheduled game.

#### SPORTS PHYSICAL

Concordia requires a physical to be on file with the Athletic Director **before the student athlete practices or competes.**

#### ATHLETIC FEE

An athletic fee is charged to each athlete on a team. Payment of this fee is required before the athlete can participate in practices or games. The fees are announced each school year. Payment of the user fee will not result in guaranteed playing time for the student athlete. The Athletic Director may waive the fee in situations where payment of the fee creates a financial hardship for a family and would prevent a student from being able to participate in sports

#### AFTER SCHOOL PRACTICES AND GAMES

When there is practice, only students participating in practice or a school authorized study table may remain at school. Extended Care will be available until 6:00 P.M. with appropriate assessment for athletes who have a late practice or game. Athletes who stay for games must remain in the gym area or by the playing field. All students are restricted to school property during school hours and practice times. Students are expected at all times to exhibit a Christian attitude toward their teachers and fellow students as well as to all adults.

**Student trips off of school grounds in between the end of school and the beginning of an event are not permitted without written parent permission because the law holds Concordia Lutheran School responsible for the safety of children until he or she is handed over to the parent.**

# **Concordia Lutheran Grade School Athletic Eligibility Policy**

## **Academic Expectations for Athletes:**

At Concordia Lutheran School, we strive to develop the student athlete over the course of the athlete's academic career. With that as our foundation, we have established the following policy regarding Athletic Eligibility.

### Policy Terminology:

- a) Athletic Academic Eligibility Goal or AG: No "F" or failing grade in any academic subject and a grade point average at a "C-" or better level.
- b) Marking Period: Every 4-5 weeks at each posted Mid-Quarter or Quarter Report.

Beginning in grade 4, all student athletes/potential athletes will be monitored by the Athletic Director to ensure all athletes take their academics seriously and are able to reach and maintain the AG. Students who are not able to reach the AG will enter a cumulative year to year process where "out of season" grades and "in season grades" are considered equally important to remaining eligible and allow participation in team sports at Concordia.

The cumulative process is outlined as follows:

Any student in grades 4-8 who, at the end of a marking period, does not meet the AG will enter a series of steps or stages to encourage a student to strive to improve their academic effort.

### Step 1: Academic Warning: (First "F")

An Academic Warning will be issued to any student the first time they fall below the AG at a Marking Period. The Academic Warning will be in effect for one full Semester. (A semester is four consecutive Marking Periods.) While on Academic Warning, the student athlete will be able to continue to practice with their team and participate in games. It is expected that the athlete & their parent communicate with the teacher of the "failing" grade or homeroom teacher if below expected GPA to create a plan for improvement. If the student completes a full Semester of meeting the AG, they return to full eligibility and have a clean Academic record and start the process over.

### Step 2: Academic Probation: (Second "F")

A student will be placed on Academic Probation if when actively serving an Academic Warning, they again fail to maintain the AG at a Marking Period. During Academic Probation, athletes remain part of the team, continue to practice with the team, but must sit out any games until the next Marking Period. (Whether the athlete sits out of uniform on the bench at games will be determined by agreement of the coach & parent) If the student on Academic Probation reaches the AG at the next Marking Period, they may play games again, but remain at the Academic Probation Level until they complete a full Semester maintaining the AG. At that point, the athlete will return to full eligibility and have a clean Academic record and start the process over.

### Step 3: "At Risk", Athletic Eligible Status: (Third "F")

If a student on Academic Probation again fails to maintain the AG at a Marking Period they become Athletically "At Risk". This means that the athlete will be removed from any team currently in season and will not be able to participate in that sport during the current school year. They may be reinstated and join other teams in the following sport seasons only if they return to and maintain the AG. If a student at step 3 is able to maintain the AG for an entire calendar school year, they will be reinstated to a clean Academic record and start the process over.

### Step 4: Athletically Ineligible:

If a student who during their year of Athletically "At Risk" Status again fails to maintain the AG, they will be placed on an Athletically Ineligible list. This student is showing extreme academic issues. Participating on school sport teams would take time away that this student needs to spend improving their academic effort. When listed as Athletically Ineligible, a student will not be allowed to participate on any school sport team until the AG is reached and maintained for one entire school year. If able to achieve that, the student would be reinstated to full eligibility and start the process over.

### **Athletic Behavior Expectations:**

As a Concordia Athlete, a student should be working toward God-pleasing behavior while in or out of their sport season.

With this in mind, any student can be declared, "Behaviorally Ineligible", if engaging in negative, destructive, or habitual disrespectful behaviors. When Behaviorally Ineligible, the student may not participate in any practices or games of any Concordia sport team. (Whether the athlete sits out of uniform on the bench at games will be determined by agreement of the coach & parent.) This continues until the student is removed from ineligible status by the Athletic Director.

The principal, along with grade level teachers, will determine an appropriate ineligible time period after receiving parental input. The time period may vary based on the severity of the student's level of misconduct. The Athletic Director will be informed of the length of ineligibility and will inform the appropriate team coach(es).

If correction of behavior does not improve during the ineligible period, then removal from a team may occur.

If a student has to be removed from a team more than one time, they risk their athletic eligibility for an extended period of time.

In order to participate in an athletic event or practice, a student must have attended school that day and arrived by noon. Teachers, school administration, and coaches have the right to determine a student's participation.

QUESTIONS

Questions and concerns about teams, practices, games, and related issues should be directed first to the coach in charge. Issues relative to the athletic program as a whole or athletic policy should be directed to the athletic director.

## **SERVICES TO FAMILIES**

### **BEFORE/AFTER SCHOOL EXTENDED CARE PROGRAM**

The Extended Care Program will be available for all Concordia preschool and grade school children. Hours are 7:00-8:30 a.m. and 3:00-6:00 p.m. Extended Care will not begin until 8:00 AM on 2 hour delay days.

Note: Extended Care ends at 6:00 p.m. sharp. There is a \$5 per 15 minute charge per child for late pick ups.

#### **FEES:**

- The Extended Care fee is \$1.50 per half hour or any portion of the half hour. Parents are charged to the end of month and are billed at the beginning of the next month. Bills are due by the tenth of the month. Bills are sent home with the oldest school student unless requested otherwise. Checks are made out to Concordia and directed to Extended Care.
- A late fee will be charged to any unpaid monthly bill effective one week following billing. Students will not be allowed in Extended Care when an account is still delinquent by the 11<sup>th</sup> of the month.
- Checks are preferred and should be made out to Concordia program and are not to be combined with any other payments.
- The last week of school will run on a cash only basis to limit end-of-the-year account problems.

#### **Snacks**

This program will provide light snacks in the afternoon. Nevertheless, for those children making use of the after-school hours, it is strongly recommended that parents send an appropriate healthy snack with their child.

#### **Behavior**

Families who use this service look to us to provide a safe and healthy environment. When instances arise which prevent this from happening, we look to the same parents for help and support to correct the behavior problem.

Please understand the following procedures are followed when serious behavior problems occur in our Extended Care Program.

- First misbehavior results in a parental notice being sent home and/or a direct discussion with the parent.
- Second misbehavior within the same quarter results in a second parental notice being sent home and a 3-day suspension from using Extended Care.
- Third misbehavior within the same grading quarter results in a third parental notice being sent home and discontinued use of Extended Care for the remainder of the present quarter.

The start of a new grading quarter grants all students a clean slate, meaning any misbehavior will be treated as a first time occurrence.

## **HONOR ROLL BREAKFAST**

At the end of the first, second, and third quarters, students who achieve High Honors or Honor Roll status will be recognized at an informal breakfast gathering. Breakfast food will be provided and parents and siblings are invited to attend.

## **LUNCH PROGRAM**

Students are expected to eat the school hot lunch or bring a lunch from home. No fast food is allowed. The only exception is for whole class parties at the discretion of the teacher. Please provide at least two week notice to the teacher and the school lunch staff.

The lunch program is operated on a prepay system. An entire family can be on one account.

Free and reduced meal applications are available in the school office. Please make checks payable to Concordia Lunch Fund.

Teachers take the lunch count each morning for that day's meal. Parents are welcome to eat the hot lunch. If you (or a family member) are planning to join your child for lunch, please call the cafeteria at **426-9922 ext. 206 by 10:00 a.m. to reserve a hot lunch**. The cost can be added to your family's lunch account or you may pay when you get your lunch.

**Please do not bring younger siblings along to eat in the classroom.**

If your child is going to be late, please call the school office by 9:00 a.m. to reserve a hot lunch for your child. If we do not receive a call, please be sure to send a sack lunch with your child. Call 426-9922 x200

Menu calendars are on-line @ [www.clscubs.org](http://www.clscubs.org).

Students who are allergic to milk or other foods must have a doctor's statement on file in the school office in order for us to make accommodations.

Please make sure that the restrictions are very clear.

## **Procedure for Student Lunch Accounts**

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Concordia Lutheran School will adhere to the following meal charge procedure.

All cafeteria purchases are to be prepaid before meal service begins. Parents may pay for lunches online (<https://www.clscubs.org/lunch-payment-online>) or by sending cash or check to school. Payments sent to school must note the student's full name and must indicate that the payment is for the lunch account. Payment must be received in the school office by 9:00 a. m to be applied to that day's lunch service. Payments received after 9:00 a. m. will be applied to the next day's lunch service.

A student arriving after 10:00 a.m. who has not pre-ordered a lunch through the school office or teacher via a phone call, written note, email, or FastDirect message, will receive a school lunch with peanut butter and jelly sandwich entrée.

A student who orders a cold lunch and does not have a cold lunch at the time of lunch service will be provided a school lunch with peanut butter and jelly sandwich entrée. The cost of this meal will be added to the student lunch account.

A student who orders a lunch and does not have a positive balance, regardless of free or reduced status, may not order or purchase extras, including main entrees, milk, or a la carte items.

Families may charge up to \$20.00, providing they establish and maintain a good credit history of making payments on their lunch account. If a family has charged more than \$20.00, and/or does not have a good history of paying their lunch account, Concordia will deny a meal to a student who pays reduced or full price and who does not provide the required payment for that meal. However if the student who pays reduced or full price has enough money to the office by 9:00 a.m., for a meal that day they will not be denied a meal,

Concordia will provide an alternative meal of peanut butter and jelly sandwich, choice of vegetable, choice of fruit and choice of milk to a student who pays reduced or full price and who does not provide the required payment for that meal with an account balance of \$10 to \$20. The cost of this meal will be added to the delinquent account. Concordia will provide an alternative meal of a cheese sandwich, raisins, baby carrots, and a milk to a student who pays reduced or full price and who does not provide the required payment for that meal with an account balance of \$20 or more, up to 5 meals per student. This meal will be at no charge.

The Finance Officer will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges. Parents are strongly encouraged to frequently check the lunch account balance by going to their FastDirect account. Purchases are updated daily by 3:00 p.m. Every Friday, a FastDirect message will be sent to all families with an account balance of +\$5 to-\$5. o a formal letter and Fast Direct message will be sent to families with an account balance of \$5 to \$20. o a personal phone call will be made and FastDirect message sent to families with an account balance of -\$20 or more. Excessive negative balances will be referred to the school finance director or school principal for further actions.

If a student repeatedly comes to school with no lunch and no money, food service employees or other school personnel must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.

If Concordia Lutheran School suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privilege of charging meals will be refused.

All accounts must be settled at the end of the school year. Letters will be sent home approximately 10 days before the last day of school to students who have any negative balances. Negative balances of more than -\$5 not paid in full 10 days after the last day of school will force Concordia Lutheran School to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by Concordia Lutheran School.

Students who graduate or withdraw from Concordia Lutheran School and have \$25.00 or more left in their lunch account will be notified by mail by the finance director at the end of the school

year and given the option to transfer the funds to another student or to receive a refund. If no response is received within 14 days the student's lunch account will close and the funds will no longer be available. Unclaimed remaining balances will be used to pay outstanding balances for other students.

**Parents are asked to refrain from bringing a fast food lunch to a student at school.**

## **PROCEDURES AT CONCORDIA LUTHERAN SCHOOL**

### **SAFETY**

#### **BUILDING SECURITY**

In order to better ensure the safety of children and staff, all doors are closed and locked after 8:30 a.m.

Parents and volunteers must enter and leave the school building through the main (west) school entrance. Visitors and volunteers are to stop in the school office, sign in, and obtain an identification badge before entering classroom areas.

Faculty and staff wear photo ID badges while on school property.

#### **Video Monitors and Buzz-In System**

We use a security system to monitor the office entrance. School doors will be locked after 8:30 a.m. on weekdays. In order to enter the building during these hours, parents and visitors will need to be buzzed in by a member of our office staff. Please only use the main west entrance to the building and do not enter through the church.

**Please do not park and leave your vehicle along the curb any time from 8:00 a.m. to 3:30 p.m.**

### **TRANSPORTATION FOR OFF-SITE ACTIVITIES AND EVENTS**

The school relies on parents at times to furnish transportation for activities away from school premises. Parents or guardians willing to drive on these occasions must have a valid Indiana Drivers License and complete and adequate insurance coverage on their automobiles. All students must use seat belts or car seats as required. Drivers must be on the current volunteer list and have completed CPP training.

We also ask that drivers and adults chaperoning students not smoke while in the presence of students. Please also refrain from cell phone use while in the vehicle. Parents driving for field trips or interscholastic sports events are requested not to stop for refreshments along the way. When a special exception is made, the teacher, administrator, or coach will communicate the information to the drivers.

### **CANCELLATIONS AND DELAYS**

Our school will NOT follow Fort Wayne Lutheran School when inclement weather results in school closing or delaying. The local TV stations will carry announcements as well as WOWO radio, Fast Direct, SchoolReach phone system, and the school website regarding the status of Concordia Elementary School. If we exceed the maximum number of school

closings allowed for during the school year the additional missed days will need to be made up.

Delays are typically for two hours. This means classes for grade school students begin at 10:15 a.m. Extended Care services are provided beginning at 7 a.m. At the beginning of the year teachers will share school delay procedures for preschool, pre-Kindergarten and half day Kindergarten classes for days with two hour delays. A special class schedule is used for delay days. Delay notices will also be posted online at [www.clscubs.org](http://www.clscubs.org).

## **HEALTH**

### MEDICATION POLICY

The day-to-day health needs of the students are cared for by the **school office personnel**. We have a **volunteer nurse** who assists us with immunizations, vision, and hearing screenings, **but is not on-site during school hours**.

1. The school **must have on record a written order from the prescribing physician/practitioner and written consent from the parent /guardian for prescription medication**. There must be a written request from the parent/guardian for over-the-counter (OTC) medications before they will be administered to a student at school. **\*OTC medication will only be administered for a specifically stated reason for a designated amount of time.** (For example, Sarah may have Ibuprofen every four hours for wisdom teeth pain from 8/22/11-8/26/11.)
2. **Supply of the OTC medication will need to be provided and brought in by the Parent only (not brought in by the student)**. Medications prescribed and/or OTC meds should be kept in the original container with the pharmacy or brand label affixed. The label must include the following:
  - ❖ Student's Name
  - ❖ Name of Medication
  - ❖ Dosage of Medication
  - ❖ Prescribing Physician/Practitioner
3. Medication brought to the school must be checked in at the office and will be kept in a locked cabinet.
4. Bring in only enough prescription medication to accommodate the dose amounts for the established time frame, and only enough OTC medication to cover the allotted time and doses.
5. The **parent/guardian** shall accept the legal responsibility for the safe arrival/pickup of his/her child's medication to the school office. **All medications of any type (prescription, over-the-counter) must be brought in by the Parent, not the student.**
6. The assigned staff member(s) must be aware of the purpose for which the student is receiving the medication.
7. In specific cases, the assigned staff member(s) may require the parent/guardian to come to the school to administer the medication.
8. No school employee, other than the assigned staff member(s), will give injections, unless appropriate training has been given.
9. All prescribed medication will be administered **strictly** in accordance with the written order of the physician/practitioner. The dosage may be changed only if the school is provided with the written order of the physician/practitioner authorizing the change. The school office staff cannot take a physician order over the phone.



10. Over-the-Counter medication will not be administered in any manner inconsistent with the instructions on the brand label, unless the school receives a written order of a physician/practitioner authorizing such administration.
11. Self-administration of medication will be determined by student age and ability to do so safely. Concordia Lutheran Elementary administration/staff will reserve the right to request a student medication administration be supervised even if student administers own medication at home.
12. Even though the medications will be kept at school, a Medical Consent Form must be on file with the school for any child to be eligible to receive the medication.
13. **The school will no longer supply generic ibuprofen. All medications the student needs will be supplied by parent/guardian. (Revised beginning with the 2011-2012 School Year).**

### **HEALTH REQUIREMENTS**

It is the requirement that every student entering school for the first time either in grade K or 1, or by transfer from another state, must have his or her immunization program brought up to date as required by Indiana State Law. In addition, students in Kindergarten or 1<sup>st</sup> grade must provide a signed eye exam by a Board Certified Ophthalmologist

### **IMMUNIZATIONS**

Please refer to the minimum immunization requirements as listed by the Indiana State Department of Health as listed on-line at [www.clscubs.org](http://www.clscubs.org) under Files and Documents-Medical.

### **HEALTH SCREENINGS**

Throughout the school year the school nurse does health screenings. Referral letters are sent to parents only for those students who have not met the required guidelines. Referral letters should be returned to the school after a physician has examined the student. Vision screening is done for grades 1, 3, 5, and 8 and all new students. Hearing screening is done for grades 1, 4, 7 and all new students

### **SCHOOL HOURS**

Grade school hours begin at 8:15 a.m. and ends at 3:15 p.m.

## STAFF DIRECTORY 2021 - 2022

SCHOOL OFFICE: 260-426-9922 SCHOOL FAX: 260-422-6980

CHURCH OFFICE: 260-422-2429 CHURCH FAX: 260-422-3415

### **SCHOOL BOARD**

#### **Mr. Matt Cordes - Chair**

Mr. Brian Snodgrass  
Mrs. Tina Spielman  
Mrs. Katherine Grepke

Mr. Steven Rohde, Congregational VP

Mrs. Katrina Sheets  
Mr. Adam Mildred  
Mr. Michael Rosin, Principal

<b>SCHOOL TEACHING STAFF</b>	<b>GRADE</b>	<b>E-MAIL ADDRESS</b>	<b>EXT.</b>
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Beck, Mrs. Julila	Resource	jbeck@clscubs.org	172
Bryan, Mrs. Kathryn	3 Preschool	kbryan@clscubs.org	406
Bultemyer, Mr. Dan	8th	dbultemyer@clscubs.org	204
Bultemyer Mrs. Diane	Kindergarten	dibultemyer@clscubs.org	401
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Goeglein, Mrs. Sara	3	sgoeglein@clscubs.org	431
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Harmon, Miss Brittany	1	bharmon@clscubs.org	462
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Hoffschneider, Mrs. Bonnie	Preschool	<a href="mailto:bhoffschneider@clscubs.org">bhoffschneider@clscubs.org</a>	175
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McEachern, Mrs. Nona	1	nmceachern@clscubs.org	432
Mickelini, Mrs. Erin	7	emickelini@clscubs.org	472
Middleton, Mr. Andrew	8	amiddleton@clscubs.org	212
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Wyss, Mrs. Kristen	2	kwyss@clscubs.org	

Light, Mr. Jake	Technology Coordinator	jlight@clscubs.org	103
Watkins, Mrs. Gail	Administrative Assistant	gwatkins@clscubs.org	176
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<b><u>KITCHEN STAFF</u></b>			
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<b><u>CARE MINISTRIES</u></b>			
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<b><u>CHILDREN'S MINISTRIES</u></b>			
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<b><u>CHURCH OFFICE STAFF</u></b>			
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Waldron, Chris	Communications Coordinator	cwaldron@cloncordiachurch.org	173
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Rosin, Mr. Aaron	Assistant Athletic Director	arosin@clscubs.org	