



Concordia Lutheran School

Parent & Student Handbook

2026 – 2027

***4245 Lake Avenue
Fort Wayne, IN 46815
Phone: (260) 426-9922***

www.clscubs.org

Anchored in Christ
Ephesians 4:14-16

Vision:

“Growing in Faith and Serving Christ’s Kingdom Together”

Mission:

“Concordia Lutheran School provides Concordia Lutheran High School with the most academically, socially, and spiritually prepared students and leaders in Fort Wayne.”

Accreditation:

***State of Indiana Accreditation
National Lutheran School Accreditation***

As a Christian School, Concordia Lutheran School (CLS) establishes policies and regulations that enable students to grow in their relationship with Jesus as well as receive a quality education within the framework of the Gospel. This framework operates through a process of admonition, repentance, forgiveness, and the desire to live as a child of God.

The school has developed a code of Christian conduct which is positive in nature and which it strives to apply in a fair, firm, and reasonable manner. Whenever appropriate, corrective, rather than punitive, action is taken. Self-discipline and self-motivation are the ultimate objectives. Parents should read this handbook outlining rules and regulations to which they are subject and advise their children on the expectations of being a student at CLS. Students and parents have the responsibility to know, respect, support, and follow these guidelines. By enrolling a student at CLS parents and students are acknowledging, accepting, and supporting the policies contained in this handbook and the administration, faculty, and staff.

No behavior is tolerated which detracts from the goal to make Christ the center of our lives, disrupts the work of the school, or interferes with the rights of others. Concordia Lutheran School has the right to reprimand, suspend, or expel a student whose attitude or behavior is not in accordance with Concordia's vision, mission, and policies.

CLS highly values and encourages a student's participation in our co-curricular program that includes athletics, fine arts, and student activities that occur as an extension of our academic program. To represent Concordia in any of these activities a student must be in good standing academically, behaviorally, financially, and with their attendance.

A student's ability to participate in athletics, fine arts, and student activities may be subject to their parent's positive participation as a fan as well as their support of coaches, advisors, teachers, and the school in person and online. Parental support and behavior can also affect the continuation of a student's enrollment at CLS.

Policies could change within the school year by action of the Concordia Lutheran School Board of Education. If that happens, the administration of CLS will notify students and parents of the policy change.

Current Revision: July 2026

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Concordia Lutheran School

Concordia Lutheran School is operated as part of the mission and ministry of Concordia Lutheran Church whose vision of ministry is “To know Christ and make Him known.”

Vision Statement

Growing in faith and serving Christ’s kingdom together.

Mission Statement

Concordia Lutheran School provides Concordia Lutheran High School with the most academically, socially, and spiritually prepared students and leaders in Fort Wayne.

Lutheran Philosophy of Education

Concordia Lutheran School is proud to proclaim the name of Jesus Christ as Lord and Savior of all people and all of creation. We are proud to serve our Lord and be a part of His kingdom work and mission field. This means we approach all we do through the lens of Biblical Truth, faith, and the promises of eternal life in, with, and through our Savior.

This means we pray at the beginning of the day, at lunch, and at the end of the day with our students as well as at assemblies, gatherings, events, competitions, and every chance we have to connect with our King Jesus. We have religion class for every student throughout the week and weekly, typically on Wednesdays, we come together to worship as a school community in chapel. Every class we teach comes through a Biblical Worldview and the desire to fulfill our Vision of knowing Christ and making Him known.

We strive to be the reflection of Christ as the Light of the World and are not ashamed of the Gospel. We will love the community we have been placed in and strive to serve them through education while we share the love of Jesus and the Good News of salvation and eternal life in, with, and through Him.

Our mission is to send our students to Concordia Lutheran High School as the most academically, socially, and spiritually prepared students and leaders in Fort Wayne so that they can continue to hear Christ’s name proclaimed and have the love of Christ shared with them daily. We are proud to be Lutheran Christians and unashamed of our calling to share Jesus.

Non-Discrimination Policy

Discrimination is contrary to the philosophy, the vision, and the mission of Concordia Lutheran School. Therefore, Concordia Lutheran School does not and will not discriminate on the basis of sex, race, color, national or ethnic origin in admission policies, educational policies, scholarship and tuition assistance programs, activities or athletics, nor any school administered programs.

Board of Education

Sally Carbaugh, Chair
Steve Gilliom, Board of Directors Rep.
David Koenig
Steve Rohde

Katherine Grepke, Secretary
David Beck
Heidi Meyers
Adam Marshall
Sara Goeglein, Faculty Rep.

Administration

Principal / Head of School Mr. Timothy Leech, M. Ed.
Early Childhood Director Ms. Megan Hunt, M. Ed.
Technology Director Mr. Kevin Schroeder, M. Ed.
Director of School Outreach Mr. Michael Yurk, B.A.
Athletic Director Mr. Aaron Rosin, B.A.

Pastors

Head Pastor Rev. Doug Croucher, M. Div.
Associate Pastor Rev. Josh Gerken, M. Div.

Faculty

Preschool Three-Year-Olds Mrs. Kathryn Bryan, A.A.
Preschool Four-Year-Olds Mrs. Isabel Carr, B.S.
Preschool Four-Year-Olds Mrs. Lindsay Petersen
Preschool Five-Year-Olds Mrs. Bonnie Hoffschneider, B.A.
Preschool Enrichment Mrs. Erika Arciga
Preschool Enrichment Mrs. Melanie Mendoza, B.S.
Kindergarten Mrs. Diane Bultemeyer, B.A.
Kindergarten Mrs. Amanda Yurk, B.S.
First Grade Miss Brittany Harmon, B.A.
First Grade Miss Leah Kamman, B.A.
Second Grade Mrs. Stephanie Rathman, B.A.
Second Grade Miss Anna Stapleton, M. Ed.
Third Grade Mrs. Sara Goeglein, B.A.
Third Grade Mrs. Laurie Scagnoli, B.S.
Fourth Grade Mrs. Valerie Sielaff, M. Psych.
Fourth Grade Mrs. Kristin Wyss, B.A.
Fifth Grade Miss Rachel Bahr, B.A.
Fifth Grade Mrs. Alyson Akey, B.S.
Sixth Grade, Middle School Writing Mrs. Becky Schroeder, M. Ed.
Sixth Grade, Middle School History Mr. Aaron Rosin, B.A.
Seventh Grade, Middle School Science Mrs. Rachel Stratton, B.S.
Seventh Grade, Middle School PE & Christian Mentoring Mr. Michael Yurk, B.A.
Eighth Grade, Middle School Math Mr. Dan Bultemeyer, M. Ed.
Eighth Grade, Middle School Literature Mrs. Beth Leech, M. Ed.
Art Mrs. Chelsi Thatcher, B.S.
Music (Orchestra) Mr. Brandon Eiler, (CLHS) B.M.E.

Music (Band) Mr. Todd Phillips, (CLHS) M. Arts
 Music (Band) Mrs. Jennifer Porath (CLHS) B.M.E
 Music (Preschool - Elementary) Mrs. Becky Rohde, B.A.
 Music (Middle School, Choir, Bells) Mr. Tavis Schlicker, B.A.
 PE (Preschool) Mr. Joel Hoffschneider, B.A.
 PE (Elementary) Mrs. Jennifer Schlicker, B.S.
 STEM Mrs. Melanie Walter, M. Ed.
 Technology Mr. Kevin Schroeder, M. Ed.

Student Services

Library Michelle Klenke
 Resource Mrs. Julia Beck, B.S.
 Resource Mrs. Linda Hathaway, M. ID.

Office & Support Staff

Admissions Director Mrs. Krista Marshall
 Office Manager Mrs. Rachel Amaro
 Receptionist Mrs. Doreen Meier
 Scholarship Coordinator Miss Ashlyn Reed
 School Nurse Mrs. Amy Kaschinske

Building & Grounds

Director of Grounds & Maintenance Mr. Tom Wiler
 Head Custodian Mrs. Magdalena Contreras

Concordia Parent Groups

Mrs. Langleigh Cummins Parent Teacher League
 Mr. Marc Goeglein Athletic Booster Club

Daily Schedules

Monday

Extended Care 7:00 – 8:45 am
 Carline opens at 8:45 am
 Academic classes begin at 9:00 am
 PK-2nd dismissal is at 3:00 pm
 3-8 dismissal is at 3:10 pm
 Extended Care 3:30 – 6:00 pm

Tuesday – Friday

Extended Care 7:00 – 8:00 am
 Carline opens at 7:55 am
 Academic classes begin at 8:10 am
 PK-2ND grade dismissal is at 3:00 pm
 3rd-8th grade dismissal is at 3:10 pm
 Extended Care 3:30 – 6:00 pm

Worship Life at Concordia

Concordia Lutheran School celebrates the faith that our Lord and Savior Jesus Christ has worked within us through prayer, praise, and times of worship that include chapel every Wednesday morning. We also invite all our families to worship at Concordia Lutheran Church and would love to see all our families worshipping together every weekend. Opportunities to worship at Concordia each week are at:

Wednesday

7:00 pm – During Advent & Lent

Saturday

5:00 pm - Blended Worship

Sunday

8:30 am – Traditional Worship

9:45 am – Bible Class & Sunday School

10:45 am – Contemporary Worship

Policies, Procedures, & Guidelines

Academic Services

While Concordia Lutheran School and its excellent faculty and staff do their absolute best to provide the best possible education for every student, we do not have the financial or staffing resources to provide adaptations and accommodations for each student's needs. If your student has an IEP, 504 Plan, or has special learning and/or behavioral needs, please inform the administration during the enrollment process. While we would love to share the Gospel and serve everyone in the community, we want to make sure that we are the correct educational fit for your student and family.

Accidents & Injuries

Staff persons handle minor injuries. Soap, water, Band-Aids, and ice are the extent of first aid rendered. Parents will be notified in cases of severe bumps, cuts, bites, etc. In case of critical emergencies CLS will call 911 for emergency services and then call the parents.

Accounts

All accounts must be kept up-to-date and settled at the end of the school year. Extended Care and Lunch accounts with negative balance of more than \$50 can result in the privilege of using these services being taken away. Accounts not paid in full at the end of the school year may result in CLS taking action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by CLS.

Students who graduate or withdraw from CLS and have a positive school balance of \$25.00 or more will be notified by the administration of their account and to request if the family would prefer a refund or to donate it to the school. If no response is received within 10 days the money will be donated to the school and the refund will not be available. Student accounts with positive balances of less than \$25 will be donated to the school.

Activities & Athletics

Eligibility

The CLS activities and athletics programs are an extension of the classroom. Participating in these programs is a privilege and carries with it the responsibility of representing the students' families, school, and our shared faith in Christ. Therefore, these students are held to a high standard and must maintain these standards to continue to participate.

Eligibility for athletics is dependent upon academic standing, school behavior, and attendance. Students must maintain academic success, be in school and on time, and behave in accordance with the rules and policies of the classroom, teacher, and school in order to earn the privilege of representing CLS through athletics.

Any student who has earned an F or two or more Ds will be ineligible for the next week of extracurricular activities. Eligibility reports will be run every Friday with the eligibility period the immediate following Saturday - Friday. Students must be in school the day of a competition to compete and attend the competition. Furthermore, extensive absences, tardies, and behaviors may affect the student's eligibility and/or playing time, as well as could lead to athletic program or team consequences.

Physical

A certified physical examination is required each year before any student may participate in any athletic program. Examinations and forms are considered current for 12 months. Forms are available from the athletic director and online on the school website.

An athletic handbook is available from the athletic director and online on the school website and FACTS SIS for all prospective athletes. Both the athlete and his/her parents must indicate compliance to the policies and procedures before the student may be considered part of the team.

Fine Arts

Art Class (PK-8), Art Class Electives (6-8), Music Class (PK-5), Music Class Electives (6-8), Orchestra (3-8), Band (4-8), CLHS Marching Band (4-8), ORFF (3-4), Ukelele (6-8), Christmas Programs (PK-8)

Athletics

Boys and Girls Cross Country (4-8), Football (6-8), Volleyball (5-8), Boys and Girls Basketball (5-8), Cheerleading (6-8), Wrestling (4-8), Boys and Girls Track (4-8), Boys and Girls Soccer (5-8)

*Some sports may need to include fourth grade students to fill teams. This is done on a case-by-case basis and decided by the number of students participating.

Please see the CLS Athletic Handbook for more Athletic Policies.

Clubs

Student Activities Council

Address/Phone Number Change

Change of address, telephone number, or email address must be reported to the school in order that we can remain in contact with you and in case of emergency. Parents can make the updates in the Family Portal on FACTS SIS.

Administration

Concordia Lutheran Church & School operates the school. Ultimate authority rests with the voting members of the congregation. The Board of Education forms school policy and explores avenues for strengthening the school in every way possible through the administration. The Principal/Head of School has been granted the ultimate authority in leadership, vision, and administration of the school. Furthermore, the Principal/Head of School and members of the administration work together to execute adopted board policies and supervise and administer the day-to-day operations of the school.

Admissions Policy

Applications for enrollment or re-enrollment must be completed each year and submitted with the appropriate registration fee. All accounts must be current for students to be considered for re-enrollment the following school year. While current students and families are given a time of priority enrollment, it is not guaranteed. Student attendance, behavior, and grades, as well as parental and family support and involvement are factors considered when allowing students to re-enroll.

After the priority enrollment time, re-enrolling students will enter the general enrollment pool and could lose their enrollments to new students and families. Applications for new students are accepted at any time, but these students will not be eligible for enrollment until the priority enrollment period is complete.

In situations where classes reach their maximum size, and there are a limited number of spaces available, the following priorities will apply:

1. Presently enrolled students who re-enroll by the end of the priority enrollment period.
2. Students whose parents are members of Concordia Lutheran Church.
3. Students who have siblings presently attending Concordia Lutheran School.
4. New applicants to Concordia Lutheran School.

All placements are subject to the student meeting the admissions requirements and receiving school approval to enter the requested grade as well as a family interview with the administration. Re-enrollment or application priority does not guarantee acceptance.

Positive parental relationships and positive parental involvement in the school will be considered when enrolling and maintaining student enrollment at CLS. Parental support of the school and behaviors will be considered for enrollment, re-enrollment, and continued enrollment for students at CLS.

New students are required to submit a complete application form with the appropriate registration fee, along with a copy of their most recent report card, most recent ILEARN and IREAD scores, birth certificate, required immunization and physical forms, and any IEP or 504 Plans. New students entering grades K-8 must complete an entrance exam and family administrative interview. The registration fee is not refundable.

All new students to Concordia Lutheran School will be put on probationary status for their first academic year. Excessive disciplinary or academic issues can lead to dismissal at any time during the probationary period. During this time, behavior, and effort will also be reviewed to make sure the student and school are a proper fit for the student's academic success and the school environment.

Attendance Policy

Research shows that outside of engaged and involved parents the greatest factor contributing to student achievement is attendance at school. Please help us to encourage your children to strive for perfect attendance. For the greatest academic growth, they need to be here all day, every school day.

Students accumulating more than 20 absences during the course of a school year will not be promoted to the next grade unless they receive approval for extenuating circumstances from the Administration and the Board of Education. In order to receive credit and be promoted the parents and students must put into writing their appeal for credit to the administration. The Board of Education along with the administration will consider each written appeal. No credit can be granted for a student with more than 20 absences without the written appeal. Students not receiving credit due to attendance may either be retained in their current grade at CLS or be released from their enrollment.

Students who are tardy to school more than three times in a semester, without extreme circumstances excused by the administration, will have their family account charged \$2 per tardy beyond the first three. In extreme circumstances the administration can retain a student in their current grade or release a student from their enrollment at CLS for exorbitant tardies.

Pre-Arranged Absences

Parents must notify the administration and homeroom teacher in writing at least three (3) school days prior to an absence that the student will miss a class, several classes, a day or several days of school to take care of medical, dental, legal, religious or other needs. Homework will be provided for the student upon their return, and they will have

the number of day absent plus one to turn in all work missed due to absence. Homework not turned in will result in an incomplete for each assignment and ultimately a zero for the assignment.

Emergency absences will be excused after receipt of a documenting note.

Family Vacations

Family vacations and trips are strongly discouraged while school is in session. Should it become necessary for a student to miss school for these reasons, the parent must make written notice to the school principal at least three (3) school days in advance of the absence. Homework will be provided for the student upon their return, and they will have the number of days absent plus one to turn in all work missed due to absence. Homework not turned in will result in an incomplete for each assignment and ultimately a zero for the assignment.

Illness

The health of your child is of major importance to us. He or she may be sent home if symptoms of illness occur. Our procedure is to call the parent first. If he or she cannot be reached, we will call the emergency number you have provided. A child who has been ill should not return to class until he or she is symptom free for 24 hours.

To safeguard the health of all students, and because CLS does not employ a full-time school nurse, CLS cannot provide care for sick children or administer injections, nebulizers, etc. Sick children should not be sent to school. In the event of an emergency, the staff will call 911 for medical assistance and attempt to contact the parents.

Students will be sent home if they have a fever or get sick while at school. Parents or emergency contacts should work to pick them up as quickly as possible to avoid the spread of the illness. All students need to be fever free for 24 hours (without the aid of medicine) before returning to school. If a student gets sick at school, they need to remain home for 24 hours before returning.

Procedure - Absent from School

Any student who has been absent from school should bring a note from the student's parent or guardian stating the date(s) and the reason for the absence. The note shall be turned into the school office on the day of return. Students absent for more than three consecutive days need to turn in a doctor's note to the school office.

Schoolwork missed must be made up. It is to the child's advantage if the parent picks up daily work (if requested before 10:00 am, daily work is generally available after school in the school office) and, if the child is able, complete the assignments each day.

Procedure - Tardy to School

Students who are tardy must first report to the school office and have a parent sign them in. The student will be given tardy note and sent to class. As the doors lock at 8:15 am, parents are not able to walk them to class after signing them in.

Procedure - Early Dismissal

When it is necessary to pick up a child during school hours, parents are required to sign students out in the school office. Students will then be called to the office to meet their parent. It must be an authorized adult who picks the student up from school.

It is the responsibility of the student and parents for getting assignments and making up work missed during an absence. Parents should send a note in the morning stating the time the student will leave to give teachers a chance to collect materials for the student.

Make-Up Work

CLS provides the following equation for getting full credit for make-up work after an absence. $(\text{Number of full days absent}) + (\text{one school day}) = (\text{Number of days to turn in assignments})$ This would mean if you missed three full days you would have four full days to turn in work. Weekend and days where school is not in session count as days.

Artificial Intelligence (AI)

CLS strives to ensure authentic understanding, learning, teaching, and understanding. Therefore, we are looking for all work to be authentic student work that is then graded through authentic teacher assessment. AI can be a tool of the process but cannot replace the process or complete the product or it becomes cheating and/or plagiarism.

AI use will be allowed at the discretion of the teacher as a tool for research, content creation, and editing student work. Students should disclose AI usage to the teacher in any work that they produce with the assistance of AI in any way.

CLS will focus on teaching AI responsibility as well as how to use it as a tool for education as it is important for our students to know and understand before they move on to Concordia Lutheran High School and beyond.

Awards

CLS students will be recognized for special achievements such as perfect church attendance, perfect school attendance, excellence in academics, music, and sports.

Perfect Attendance

“Perfect Church Attendance” means attending one weekend church service during the weekly period. “Perfect School Attendance” means attending every school day without tardies or leaving early.

Academic Excellence

Honor Roll & Principal’s List

Awards for academic excellence will be given to students in grades 4-8. Attaining a 3.6 average on a 4.0 scale without a grade of C or below will qualify the student for Honor Roll. Attaining a 4.0 average on a 4.0 scale will qualify the student for the Principal’s List.

Angie Owen Fine Arts Award

This award is presented to a student in eighth grade who consistently exhibit faithfulness, creativity, dedication, and integrity in the creation of beauty through art to God’s glory.

Valedictorian

This award is presented at graduation to the eighth-grade student who maintains the highest-grade point average for grades 6-8.

Salutatorian

This award is presented at graduation to the eighth-grade student who maintains the second-highest grade point average for grades 6-8.

Birthdays

Prepackaged, purchased refreshments may be brought to celebrate a child’s birthday and sent with the student in the morning or dropped off in the school office. Due to allergies and other concerns no homemade refreshments are allowed. Please discuss this with the teacher in advance. Party invitations will not be handed out in the classroom unless there is an invitation for every child in the class.

Carline

Morning Drop-off: Parents are encouraged to use carline to drop students off, but are allowed to walk their students into school through the front school doors. Parents must be out of the building by 8:10 am.

Afternoon Pick-up: Parents use carline only. All cars should have the car tag displayed in the windshield for staff to identify the car.

We ask that all parents and drivers refrain from using cell phones in the carline, drive slowly and cautiously, and be patient as staff assist in loading or unloading students in the carline. Safety is our top priority!

Cell Phones, Personal Devices, & Smart Watches

Beginning July 1, 2026, Indiana State Bell to Bell Law states all cell phones, personal electronics and smart watches (any watch with internet, app, or text message capable) are not allowed in school from bell to bell. All students must shut off and turn in their devices upon arrival and will pick them up as they leave at carline or from Extended Care.

Personal use of cell phones, smart glasses, smart watches, and headphones during the school day is prohibited. Students must turn off their devices before entering the building and wait until they leave the building to turn them on. Faculty and staff have the right to confiscate these items in the classroom, hallway, or other areas in the school environment. Any confiscated items will be turned in to the office for a parent to pick up. The school is not responsible for lost, stolen, damaged, or destroyed personal communication devices and may not investigate reports of them being lost, stolen, damaged, or destroyed.

The telephones in the school office and classrooms are to be used by students only in case of emergencies and children will be allowed to use the office phone with permission from the teacher and the administration in those instances. Forgotten homework, lunches, sports uniforms, and musical instruments are not considered an emergency.

If a student is found with a cell phone, smart watch, smart glasses, or headphones not turned in, it will be confiscated. It will be sent to the office, and the child's parent may see the principal to request its return. Upon the second offense, the student will be issued a detention.

Teachers may allow the use of corded headphones for specific educational activities as directed in the classroom.

Class Placement

Concordia Lutheran School has two sections of our K-8 grade levels. Students are placed in a homeroom by the administration with input from teacher recommendations. These homerooms are also assigned a teacher by the administration. While parental requests can be submitted to the administration from parents, there is no guarantee that those requests will be honored.

Conferences

Parent-Teacher conferences are held in the fall, usually after the close of the first quarter. CLS requests that parents/guardians and middle school students attend these conferences. As CLS is in partnership with the parents in the student's education, open communication between teachers, students, and parents/guardians is paramount to the success and good-will of all involved. Teachers are available for scheduled conferences outside of Parent Teacher conferences if requested.

Communication

CLS looks to communicate with our students and families in multiple ways.

Website

Please take advantage of the school website (www.clscubs.org) to access calendars, parent resources, handbooks, and other vital information.

FACTS

The FACTS family portal will be a 24/7 source of information for parents and students. Parents can use this tool to access student grades, receive weekly progress reports, pay tuition payments, update lunch accounts, and more.

Cubs Chronicle

The school newsletter, *The Cub Chronicle*, will be distributed electronically every Wednesday. *The Cub Chronicle* is the official source of information. All information and articles for publication must be submitted to the office for approval by Monday for publication the following Wednesday. Parents are responsible for knowing the information contained in the weekly newsletter.

Email

Every teacher and office employee has an email account for communicating with our students and families. You can find a directory on the school website (www.clcsfw.org).

Conduct and Consequence

Those who are not compelled by the love of Jesus to follow these conduct guidelines make it necessary to have disciplinary consequences. CLS expects full support from parents when dealing with discipline issues. If parents are not willing to cooperate with the school and its disciplinary actions, the privilege of student enrollment may be jeopardized.

Christian Conduct

Students enrolled at CLS are expected to adhere to the basic principles of Christian conduct as outlined in God's Word. For these principles, we look to Jesus' words recorded in Mark 12:30-31, "Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength . . . Love your neighbor as yourself."

It is our prayer that the love of Christ compels each student to live for Christ Jesus ("For Christ's love compels us, because we are convinced that one died for all, and therefore all died. And He died for all, that those who live should no longer live for themselves but for Him who died for them and was raised again." 2 Cor. 5:14-15). Therefore, CLS expects all students to conduct themselves according to the following principles:

Be Respectful...

To those placed into authority by God by following rules, policies, and procedures set forth by those in authority, and to respect those who oversee and enforce the rules, policies, and procedures.

To others, including those who are a part of the CLS Family. All CLS students, faculty, staff, families, and visitors are expected to treat each other with Christian love and respect.

Therefore, the following guidelines apply:

- Care for the property and belongings of CLS with the utmost respect
- Bullying, picking on, making fun of, intimidating, or mistreating others is unacceptable
- Taking, tampering with, damaging, vandalizing, hiding, or bothering the personal property of another student or staff member is unacceptable and will not be tolerated
- Creating, accessing, and/or distributing any written or electronic material that will cause disruption of the operation of the school or school activities or interferes with the rights of other students or staff is strictly forbidden.
- Harassment of any person relating to the person's sex, race, color, religion, age, ancestry, national origin, physical or mental disability, or other protected group is not acceptable. The term "harassment" includes but is not limited to

slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual's sex, race, color, religion, age, or disability. Sexual harassment includes any sexual advance or other verbal or physical conduct of a sexual nature.

- Acts or threats of violence are unacceptable between any of God's people. This includes verbal or written (including online or text messaging) threats of violence made to another student or family member at any time. Weapons, including any kind of gun, knife, or other items that can be used in a violent manner are not to be brought onto the CLS campus. Fighting, including "joke" fighting, is not appropriate behavior.
- Students who commit acts of physical violence, threaten physical violence, or harass other students, teachers, or staff physically, emotionally, sexually, or otherwise will receive consequences that could include, but are not limited to suspension or expulsion.
- Students who bring weapons to school, threaten to bring weapons to school, encourage others to bring weapons to school, or make comments about endangering the lives of other students, teachers, or staff will be placed on indefinite suspension for investigation and will face consequences that can include but are not limited to expulsion.
- The principal or the principal's designees in the principal's absence will maintain the authority to suspend and recommend expulsion. Those students recommended for expulsion will be put on indefinite suspension until an expulsion hearing by the Board of Christian Education can be held.
- If a student/person feels that he or she is a victim of any of these actions or witnesses such treatment of others, he/she should immediately report the incident to the principal or teacher. Anyone found to have violated any of these policies will receive consequences.

Be Restrained . . .

In restraining yourself from behaviors that will be hurtful to others and yourself you will find success in and out of the classroom. Examples of being restrained include:

- By avoiding conduct that will cause disruption in the classroom or draw undue attention to yourself.
- In personal relationships, not showing inappropriate affection in public.
- By avoiding cursing, swearing and other language that is out of place in the life of a child of God.
- Refrain from items that damage your body.
 - Therefore, the use or possession of any tobacco products (or products designed to mimic or look like tobacco products), vaping products, alcoholic beverages, illegal drugs, drug paraphernalia, or non-prescription items is not permitted on the school campus at any time. This applies to students, staff, and families.

Be Responsible...

Being responsible will create the opportunities for success in and out of the classroom. A student can show responsibility by:

- Being prepared for every class and having the required materials with you.
- Staying attentive in every class.
- Completing assignments on time to the best of your ability.
- Preparing for tests and quizzes.
- Not cheating, plagiarizing, and/or using AI to complete assignments.
- Working hard, staying accountable, and making the most of every opportunity.

In addition, students are encouraged to . . .

- Be thoughtful of others, considering the feelings of others.
- Be helpful by pitching in when and where help is needed.
- Be friendly to all the CLS Family and guests.
- Be forgiving as God has forgiven you.

Bullying

Bullying is defined as “any sustained and targeted pattern of written or verbal expression or sustained and targeted pattern of physical acts or gesture that is intended to cause distress upon one or more students in the school.” Bullying can take place on school grounds, at school activities or sanctioned events, at the students’ home or other places off school property, or online through phones, text messaging, social media, or other electronic means.”

Bullying Consequences

Students who engage in any act of bullying are subject to disciplinary action that may include detention, suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern of the bullying shall be taken into consideration when disciplinary decisions are made.

Leaving School Grounds

Students who leave the school premises without staff permission will be considered truant and will be subject to penalty at the discretion of the principal or law enforcement.

Curriculum

Concordia Lutheran School uses a variety of curriculum by both Christian and secular publishing companies. However, as our vision to know Christ and make Him known is our guiding principal, all curriculum and instruction, in all areas of our school will be

done in a Biblical Worldview and through the lens of our beliefs as Lutheran Christians called to this time and place for the work placed before us by our Lord Jesus Christ. Curriculum and instruction is developed with consideration of the standard established by the State of Indiana and within the doctrines and beliefs of the Lutheran Church – Missouri Synod.

Digital & Social Media Policy

Every CLS student is given a school email address with access to digital files and storage to be used for school and professional communication. This email address and the attached digital files and storage are property of CLS. Upon graduation or withdrawal from CLS, the student's CLS email and access to their digital files will be closed.

What is posted, texted, or messaged online on or off-campus may result in disruption to normal school operations and/or detrimentally impact a fellow student, staff member, the school and the school's reputation. The school administration reserves the right to discipline students and pursue legal or civil avenues for on-campus and/or off-campus internet use, posting on social media, texting, or messaging that disrupts the learning environment or negatively impacts a student, staff member, or the school and its reputation. The administration likewise reserves the right to discipline parents and pursue legal and civil avenues for on-campus and/or off-campus internet use, posting on social media, texting, or messaging that disrupts the learning environment or negatively impacts a student, staff member, or the school and its reputation.

CLS does not intend to police websites, blogs, text messages, emails, or social media and/or networking sites outside of school. However, if the information is brought to our attention, we reserve the right to address the behavior with school policies as well as legal and civil law. A list of prohibited internet behaviors includes but is not limited to: conspiring to commit violence, intimidation, humiliation, bullying, cyberbullying, harassment, sexting, impersonation, doxxing, mocking, endangering the safety of others, unauthorized use of names, logos, images, videos, and knowingly posting false information. Postings to such sites need not be recent to be considered inappropriate or warrant action on part of the school. If negative behavior on those sites creates a threatening or damaging situation the administration will respond to the issue. Consequences for these behaviors can include, but is not limited to: detention, suspension, and expulsion.

Students are encouraged to take these steps immediately if they witness or are the victim of a cyberbullying event:

- Do not respond and do not forward posts, texts, or messages
- Inform your parents and/or a trusted adult immediately
- Keep evidence of the post, test, or message. Record the dates, times, and descriptions of instances when it has occurred. Save and print screenshots, emails, and text messages
- Block the person

Discipline

CLS operates discipline procedures based upon the explanation of the Fourth Commandment in Luther's Small Catechism and "in loco parentis" (in place of parents). Therefore, CLS expects cooperation and support from the parents for the teacher, administration, and school when disciplining a student becomes needed. Student behavior and parental support are consideration sin the enrollment and re-enrollment process. CLS reserves the authority to discipline students, up to release from their enrollments, based upon both student behaviors on and off campus. Parental behaviors and lack of support for the school on or off campus can also affect a student's enrollment.

Students causing a disruption to the classroom will not remain in the classroom to distract and disrupt the learning opportunity of others. They will be removed to the office, and consequences will be issued based upon the severity of behaviors. Students who are removed from the classroom for behaviors are still responsible for learning the material presented in class and the work assigned.

Preschool (PK3, PK4, K5) Discipline

The preschool years are very important to molding the personality and self-esteem of the young child. Children will be taught that all children are special to God and so we, in turn, love and respect one another. Teachers will work individually with their class and parents to set guidelines for behavior appropriate for the age level.

General Preschool rules include the following things a student should not do:

- Bring Toys
- Bring clothing or other materials associated with violence
- Run in the classroom/hallways
- Throw or propel an object without permission
- Use foul language or profanity
- Chew gum
- Bite, hit, or kick another human being
- Fight - physical or verbal
- Cheat or steal

Physical altercations directed at fellow students or staff will have the student removed from the classroom and parents notified. These acts can lead to a student being sent home for the day, suspension, and up to expulsion.

Persistent misbehavior will cause the teacher to bring it to the attention of the principal. The parents will then be contacted to come in for a conference with the teacher and principal. Continued misbehavior may result in expulsion from school.

Kindergarten Through Eighth Grade Discipline

To provide opportunities for self-improvement for students who choose to exhibit inappropriate behavior and/or who do not complete assigned work, a detention may be assigned.

Detention Rules

1. Detention notices are sent home indicating the reason for and date of detention. The notice should be signed by a parent/guardian and returned to the homeroom teacher on the next school day. An additional detention will be served if the form is not returned. Detention will still be served even if the signed form is not returned. Changing the date of the detention will only be done with the principal's approval.
2. Students must report to the detention room immediately after carline (3:35 pm). Tardiness will result in an additional detention.
3. Students in detention may be assigned minor cleaning duties (picking up trash, cleaning desks, vacuuming, etc.).
4. Students may not talk to or disturb other students or the supervising teacher during detention.
5. After detention students must leave premises through the school office or be checked into Extended Care.
6. Any student who is to serve a detention and does not do so will be given an additional detention to serve.

Detention Consequences

Grade K-2

- First Offense: 15-minute (3:35 – 3:50 pm) detention and \$5 fine.
- Second Offense: 15-minute detention (3:35-3:50 pm), \$5 fine, and conference with student, parents, and teachers.
- Third Offense: 30-minute detention (3:35 – 4:05 pm) or Saturday School (8:30 – 9:30 am), \$5 fine, conference with student, parents, teachers, and administration.
- Additional Offense: Administrative Decision with further detentions or escalated consequences up to suspension and/or expulsion possible based on the infraction on a case-by-case basis.

Grade 3-8

- First Offense: 30-minute (3:35 – 4:05 pm) detention and \$5 fine.
- Second Offense: 30-minute detention (3:35-4:05 pm), \$5 fine, and conference with student, parents, and teachers.
- Third Offense: 45-minute detention (3:35 – 4:20 pm) or Saturday School (8:30 – 10:30 am), \$5 fine, conference with student, parents, teachers, and administration.

- **Additional Offense: Administrative Decision** with further detentions or escalated consequences up to suspension and/or expulsion possible based on the behaviors on a case-by-case basis.

Lunch detention may be assigned for more minor behavioral infractions, incomplete work, or if students are not prepared for class.

Detentions will be communicated to the Athletic Director who will inform coaches. Coaches will maintain the authority to include extra-curricular consequences for students receiving school consequences.

Possession of Dangerous Objects

The possession of alcohol, drugs, tobacco, or weapons or other dangerous objects, including but not limited to knives, guns, bullets, fireworks, mace, explosives, lighters, stink or smoke bombs, etc. on school grounds will lead to immediate suspension and the review of the case by the administration for expulsion.

Severity Clause

The administration maintains the authority to treat each case of discipline on a case-by-case basis and increase or decrease the consequence given to the student in line with Christian discipline in love and what the administration feels is best for the student, class, and school. If a child commits an act of serious misbehavior, has a record of misbehavior, commits an act of aggression toward another student, hurts another student while being out of control, or threatens aggression, the child can be immediately referred to the principal's office. In these cases, the administrator may call the parent and have the parent make arrangements for the child to be removed from school for the rest of the day.

The administration of Concordia Lutheran School maintains the authority to issue stronger or more severe consequences on a case-by-case basis. These consequences can include, but are not limited to the following:

In-School Suspension

The student is suspended from attending regular classes. The student will be expected to work on class assignments in a designated area. Students will be required to complete class and homework missed while serving an in-school suspension. Also, the student is suspended from all extracurricular privileges on that day, and coaches would be expected to add additional extra-curricular consequences. In-School-Suspension can be assigned by the administration for academic or behavior (on or off campus and online) for serious or continued cases.

Out-Of-School Suspension

The student is deprived of all the privileges of attending school for a specified number of days as determined by the principal. The student is required to complete class and homework missed while serving an out-of-school suspension. Also, the student is suspended from all extracurricular privileges on that day, and coaches would be expected to add additional extra-curricular consequences. Out-School-Suspension can be assigned by the administration for academic or behavior (on or off campus and online) for major, severe, or continued cases.

Expulsion

Expulsion is the removal of a student from the school by action of the administration. A student who may be facing expulsion will be put on indefinite out-of-school suspension until a time that the principal may meet with the parents of the student.

A student facing expulsion may elect to appeal their expulsion to the Board of Education. That student would remain on indefinite suspension until a Board of Education meeting could be called to hear the appeal. The Board of Education would hear the appeal from the parents and then meet in closed executive session to discuss and vote. The school board chairman would then contact the parents with the final decision.

Concordia Lutheran School reserves the right to suspend, expel, or otherwise end a student's enrollment for behaviors of the student and/or parent/guardian that cause a disruption to the learning and ministry environment, threatens to or hurts Concordia or one of its staff, students, families, or church members in body or reputation.

As a student or parent/guardian, you are a representative of Concordia Lutheran School and therefore, consequences for behaviors can be applied to behaviors in class or out, on Concordia's campus or off, in person or online.

Dress Code

Students at Concordia Lutheran School are expected to dress neatly, modestly, and in good taste. Student dress should reflect the fact that the student and the student's family take education seriously and therefore "dress for success." Often the current fashion trends and fads are in conflict of our faith in Christ and what is appropriate for school. Students found out of dress code will be sent to the office until a change of clothes can be brought to them. Students will receive a verbal warning, a written warning, and then a detention for dress code violations.

Preschool Dress Code

Preschool students are to follow these dress guidelines:

- Polo shirts (long or short sleeve, all solid colors, no patterns), Monday – Thursday (Friday – Cubs spirit wear shirts allowed)
- Athletic or gym shoes (no boots, sandals, flip flops, crocs or slides)
- Pants/shorts/skirts/skorts/jumpers must be a solid color) or jeans
- Shorts are not to be worn from November 1 – March 30. Skirts, skorts, or jumpers may be worn with a pair of tights or leggings underneath
- No distracting accessories should be worn

For more detailed information please check the preschool handbook.

K-8 Dress Code

*Beginning next year, the 2027-2028 school year, CLS will be using a vendor for uniform shirts. At that time students must purchase shirts from an approved vendor and polo shirts will have the school logo on them and in the colors of royal blue, black, or gray. Parents may want to consider purchasing in this way to be prepared for the change.

All clothing should be clean, without stains, without smell, and without holes.

Shirts

- Uniform shirts must be tucked in Monday – Friday for all students in second grade – eighth grade.
- Plain polo shirts or polos with the CLS logo must be worn Monday through Thursday.
- Any shirt worn underneath a colored shirt must be solid in color without patterns. Beginning in 2027-2028 they will need to be white, or the colors of shirts offered: royal blue, black, or gray.

Sweatshirts, Pullovers, & Jackets

- CLS crewneck sweatshirts may be worn over an appropriate uniform shirt.
- CLS ¼ zip pullovers may be worn over an appropriate uniform shirt.
- CLS full zip jackets may be worn over an appropriate uniform shirt.
 - All can be purchased through an approved vendor.

Uniform Bottoms

- All pants/shorts/skirts/skorts must be a solid color (tan: khaki or stone, black, navy, or gray) and without patterns, stripes, plaids, graphics, or other designs.

- Pants/shorts/skirts/skorts must be made of cotton-twill material (Dockers or similar brand),
- Pants and shorts should be chino style, without cargo pockets.
- Pants/shorts/skirts/skorts must have a cuffed or hemmed leg (No Joggers) and have no holes, frays, tears, or slits.
- Skirts should be worn with a pair of shorts or tights underneath for modesty.
- Shorts are not to be worn from November 1 – March 30. Skirts or skorts may be worn with a solid color (black, blue, or gray) pair of tights or leggings underneath during this time.
- Shorts/Skirts/Skorts will use the fingertip rule (hands straight down at your side) for the basis of appropriate length.
- Pants/shorts/skirts/skorts should not be worn tight or baggy.
- Students with pants/shorts/skirts/skorts that are deemed by a teacher to be tight, baggy, short, or otherwise inappropriate will be sent to the office until the student can change into appropriate dress.

Belts

- Belts are required for all shorts and pants for students in grades 3-8.
- Belts are optional in grades K-2.
- Belts must be a solid color: black, brown, tan (khaki or stone), or gray with a buckle. No patterns, graphics, sparkles, or other designs.
- Belts should be worn through the belt loops.

Footwear

- All shoes must have heel backs and closed toes that secure the foot.
- Athletic shoes are preferred.
- No boots, clogs, crocs, sandals, or shoes with raised heels or wheels are allowed.

Friday

On Fridays CLS celebrates spirit day with a slight dress down day. Regular dress code or the following will be allowed:

- Any CLS Spirit Wear shirt, CLS group shirt, past VBS shirt, Concordia Lutheran High School shirt, Concordia University shirt, Lutherhaven shirt, or Jennie Williamson shirt.
- Solid color denim jeans or jean shorts of appropriate length may be worn but must be without holes, frays, tears, or slits.

Coats, hats, gloves, and scarves are to be worn outside only. They must be taken off when entering the building.

Hair

Hair must be neat, clean, and well-kept. Hair should not hang in a student's face and/or have bangs that cover the eyes. Teachers must be able to make eye contact with students. Unnatural, distracting hairstyles are not permitted. Hair that is dyed, or has hair extensions, or hair weaves must be a natural color (black, brown, blonde, auburn). A God-given color is required (although it does not have to be your God-given color).

Clothing/Accessories NOT Allowed:

- Items of clothing and jewelry that are offensive, inappropriate for school, or not conducive to learning.
- Any item that refers to alcohol, drugs, violence, vulgarity, or sexually suggestive messages.
- Any group or idea that promotes messages that are in contradiction to our Lord and faith.
- Sweaters
- Dresses
- Leggings, jeggings or similar tight fitting style pant (unless under a skirt or skort)
- Athletic shorts, jerseys, warm-ups, sweatpants, or joggers.
- Hip-hugger, super low rise, overly tight, excessively flared-bottoms, or excessively baggy pants.

Other Dress Code Rules

- No hats, head scarves, bandanas, or other head covering may be worn inside the school.
- No piercings except earrings (single stud allowed for boys)
- No tattoos
- No smart watches (state law)
- No excessive or distracting jewelry
- Students must have good hygiene and have clean clothing without smell
- Cologne and perfume should be kept to a minimum or not used at all
- No aerosol sprays on campus

Dress code not specifically covered by these regulations will be considered by the administration on an individual basis.

Field Trips

Field trip uniforms will be at teacher discretion; students must dress according to field trip directions.

Student Dress Code Violations

Grades K-8

For minor infractions (shirt untucked, wrong sweatshirt, etc.) students will be given a verbal warning and possible silent lunch, followed by a written warning, and then a detention. Students fully out of uniform will be sent to the office until they can change into school uniform.

Any student deemed to be out of compliance with the dress code will receive notification. Repeated violations will be dealt with by the school administration.

Drinks

Students are not allowed to have drinks other than water with them during the school day except at lunch where they are allowed water or a non-caffeinated sports drink from home or anything purchased from the cafeteria. While at school or athletic practices or competitions representing the school, students may not a caffeinated drink such as, but not limited to energy drinks, soda (pop), coffee, or teas.

Emergency Procedures

Students should treat all fire, tornado, and lockdown drills (state mandated) as though they were actual emergency situations. Evacuations will be conducted under teacher supervision, according to emergency procedures. Students are expected to be orderly and silent so that they may be alert for special instructions. Those students who are not following instruction will receive appropriate consequences.

Enrollment

Class	Age On or Before August 1st
PK 3	3 years old
PK 4	4 years old
Kindergarten	5 years old
Grade 1	6 years old

All students must be potty trained and without accidents throughout the day before attending Concordia Lutheran School.

All new students who enroll are placed on probation for their first year at CLS. A child is not officially enrolled until all forms have been filled out, documents submitted, and the registration fee has been paid. All application, enrollment, and re-enrollment fees are nonrefundable.

Entrance Examination

Students in grades Kindergarten-8 who wish to enroll in Concordia Lutheran School are required to take an entrance exam before they enroll. This exam will help the parents and CLS decide on placement and if CLS is the correct educational home for the student.

CLS maintains the right to place students in a grade level they believe is right for their academic success. This includes new students and students wishing to re-enroll.

Extended Care (EC)

The CLS Extended Care program is offered only to CLS students for before and after school care and is only offered on days school is in session. Please watch the calendar and announcements for any day Extended Care might not be available.

Extended Care will open at 7:00 am and run until 8:00 am and then be offered after school from 3:30 – 6:00 pm. The cost for EC is \$2.00 per half hour or any portion of that half hour. Families will also be charged at a rate of \$2.00 per minute after the close of EC at 6:00 pm.

Extended Care will be billed weekly, and payments are due by the end of the following week. Any EC negative balances that are at or beyond -\$50.00 and a week past due, may see the privilege of EC may be taken away. If students are left after close or when they are not allowed the privilege of using EC, the EC team will call in order to pick up: parents, emergency contacts, other pick-up contacts, and the authorities if needed.

Extended Care will be charged through FACTS and parents can pay their bill online through FACTS or in the school office with check or cash.

Please refer to the Extended Care Handbook for a full list of EC policies.

Field Trips

Field trips are an integral part of the program at Concordia Lutheran School. Field trips offer students educational opportunities and fun that cannot be experienced in the classroom. All students are expected to attend field trips. Students may be restricted from attending field trips due to grades or behavior. Restriction from trips is at the discretion of the teacher and principal.

Indiana state law requires a seat belt for each student and car seats for students less than four years of age.

Only parents who have completed CPP training with CLS and have filled out the volunteer forms may attend field trips with CLS. In order to drive students other than their own they must have an active driver's license on file as well.

A field trip permission form and liability waiver must be signed by the parent/guardian before the student is permitted to attend the planned field trip. This form may not be altered in any way. A note, email, or telephone communication will not be allowed to substitute for the actual form.

Participation is limited to students of the class, parent chaperones, faculty, and staff of CLS. No siblings or other guests may accompany the students on these trips.

Parent Chaperone Rules:

- All chaperones are to adhere to and enforce all school rules and the directives of the teacher.
- Parents, legal guardians, grandparents, faculty and staff are to stay with the group unless directed by the teacher.
- Parents, legal guardians, grandparents, faculty, and staff are not to visit a gift shop restaurant, or café without the teacher's permission.
- Parents, legal guardians, faculty, and staff driving private cars may not stop (except bathroom emergencies and other emergencies) without teacher permission.
- Parents, legal guardians, faculty, and staff must give cell phone numbers to the teacher and school office in case there is an emergency.
- Parental behaviors and willingness to enforce school rules and teacher directives may influence the ability to attend and chaperone future school trips and events.
-

Gender

Concordia Lutheran School views all creation through the Words of Holy Scripture and therefore we hold to the Truth that there are two separate genders, male and female and that God has provided and instituted marriage between one man and one woman. Therefore, everyone on campus is known to be the gender they were created and blessed with at birth with by God and will use the appropriate facilities and respect the laws and teachings of our Lord in Holy Scripture to each of our genders.

CLS will also not take part in pride movements or allow for words, symbols, or actions in support of the LGBTQ+ community on campus or off campus while a representative of CLS. We believe that all people are loved by God but will not take part in actions that go against the Word of God as it teaches that sex is for marriage and that marriage is the uniting of one man and one woman.

General Rules and Procedures

Good conduct and discipline are necessary for learning responsibility. The following list of rules and procedures is established for students at Concordia Lutheran School so that there is a clear understanding of what is expected. Our students are taught to “model Christ” in all they do. This also applies to our relationship with one another.

1. When in the building walk, never run. Maintain quiet.
2. Students will confine themselves to the classroom to which they have been assigned unless they have permission to do otherwise.
3. Hanging or climbing on the gates, doors, air conditioning units, fixtures, or fences is prohibited.
4. When outside of the building walk on the paved sidewalks and only run on the playgrounds, courts, and fields designed for recess.
5. Students will go immediately to their classrooms upon arrival.
6. Students who are on the school grounds before 7:55 A.M. (8:45 A.M. on Monday) or after 3:30 P.M. are to go to Extended Care unless under direct supervision of a coach or teacher.
7. Any damage done to the school or any of its property must be repaired or replaced by those causing the damage or loss.
8. Students who take equipment out to the playground are responsible for its return.

Violations of the rules and regulations of the school or any other inappropriate behavior will be handled in a fair and equitable manner by the classroom teacher and/or the administration as circumstances warrant.

Graduation Requirements (8th Grade)

In order to recognize successful completion of the rigorous education provided by Concordia Lutheran School, the Board of Education shall confer diplomas to those eighth grade students who have completed the requirements based on grades, attendance, behavior, and paid financial accounts.

Guidance

Christian day schools have a unique advantage in guidance. Use of God’s Word as the basis for guidance does not mean that various other techniques are neglected. Teachers are alert for opportunities to offer children counseling and guidance toward happy and healthy Christian living.

Close cooperation and communication between the home and school will be maintained to implement individual growth most effectively. Teacher, principal, and our pastoral team are all ready to help the child with concerns he or she may have. Concordia also has a mentor with a mental health certificate on staff.

Health Policies

Administration of Medication

The day-to-day health needs of the students are cared for by the school office personnel. We have a school nurse to assist with illnesses and injuries but is part time so the receptionist assists with these and other medical needs of the students including the administration of medicine.

Medication Administration

- All medications will be stored in a locked cabinet and administered in the school office when necessary. Teachers are not allowed to distribute medications and students are not to have medication in their lockers, backpacks, or on their person. This includes but is not limited to over-the-counter medications such as Tylenol and ibuprofen.
- Students in grades 6-8 may self-carry their inhaler with a prescription order and consent form filled out by their doctor. All other students with signed prescription orders and consent forms from their doctor must keep their inhaler in the office with the school nurse.
- CLS must have on record a written order from the prescribing physician / practitioner and written consent from the parent/guardian for the prescription medication. The medicine must be in the original container and clear written instructions for its dosage.
- CLS must have on record written consent from the parent / guardian for over-the-counter medications along with a stated reason for use, a specific amount of time, and instructions for the amount. The medicine must be in the original container and CLS will not exceed the bottle's instructions for amount or the parent's instructions, whichever is lower.
- All medications need to be in the original container with the pharmacy or brand label clearly affixed. The label needs to have the name of the medication and dosage information on it. For prescriptions, the student's name and physician / practitioner's name must be on the label.
- 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 must be brought in by the parent, not the student, and be accompanied with written consent from the parent for the school to administer the medication.
- The school nurse, or nurse's designee, must be aware of the purpose for which the student is receiving the medication.
- In specific cases, the school nurse, or nurse's designee may require the parent/guardian to come to the school to administer the medication.

- No school employee, other than the school nurse (if trained to do so), will give injections, unless appropriate training from a medication professional has been given.
- All prescribed medication will be administered strictly in accordance with the written order of the physician/practitioner. The dosage will only be changed with a written and signed order from the physician/practitioner authorizing the change. This must be in writing and on file at CLS. CLS cannot take an order over the phone.
- The administration of medicines will be supervised by the school nurse, or the nurse's designee, even if the student can and does self-administer the medication at home.
- A medical consent form must be signed and on file at CLS for any medicine to be administered or for treatment of any non-life-threatening injury.

Head Lice

Occasionally schools experience students with head lice. When this happens, all students may be checked for lice and nits. Any student found to have nits and/or lice may be sent home. The child should be treated and may return to school the following day.

Health Requirements

It is a requirement of Indiana State Law for all students in kindergarten or above to have their birth certificate and up-to-date immunization record (or religious exemption) on file. You can find a complete list of the immunization requirements as listed by the Indiana State Department of Health at www.clscubs.org. Furthermore, students in kindergarten or first grade must provide a signed eye exam by a Board-Certified Ophthalmologist.

Health Records

By Indiana State law parents are required to have on file up-to-date immunization records or a religious exemption before enrollment or the beginning of a new school year after required immunizations.

Parents or guardians are responsible for obtaining the documentation and immunizations as specified by the Indiana Department of Health.

Health records will be shared in the student file with Concordia Lutheran High School or the next school of choice for our students and then shredded.

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 one, three, five, eight, and all new students. Hearing screenings are done for grades one, four, seven, and all new students. Scoliosis screening may be done for grade six.

Home-School Relationships

To realize the mission of CLS (provide Concordia Lutheran High School with the most academically, socially, and spiritually prepared students and leaders in Fort Wayne) we depend upon a positive and supportive relationship between parents and the school.

Parents and teachers must communicate and support each other in our mutual task of caring for and educating our students. Parent-teacher conferences are always welcomed and often very helpful in understanding the child.

Parents are encouraged to make an appointment with the teacher if they see a problem developing and before it reaches major proportions. A note, phone call, or a brief talk can handle most situations. Parents should make an appointment to meet with the teacher after school, not before or during the school day.

Parents should support their children by supporting the teachers and administration of the school in upholding the rules, policies, and expectations of the school. Parents and teachers should speak positively about each other in front of the student and others.

Homework

An important aspect of any educational program is to develop in the child good study habits and a sense of responsibility. One method of achieving these goals is through the assigning of homework. Children attending Concordia Lutheran School should expect to receive daily homework assignments that are grade and class appropriate.

Homework should be completed by the beginning of class on the day that it is due. If not, the assignment will be considered incomplete. Incomplete assignments may result in the student receiving a silent lunch until the assignment is completed and turned in. Late assignments will receive a reduced score as a consequence.

It is each student's responsibility to be sure he or she completely understands what is expected of each assignment. As a student gets older, they are better able to complete more challenging work and more will be expected of them. By middle school it is appropriate to expect an average of 20 minutes of homework per class. Students can expect daily homework in math and outside of class reading in ELA classes.

From time-to-time parents may need to assist their child in his or her work. However, this does not mean that parents are to do their child's work for him or her. Should a question arise in any given area of schoolwork, parents are urged to consult with their child's teacher. Middle school students are encouraged to self-advocate by communicating directly with their teacher.

Schoolwork missed due to an absence must be made up within the guidelines and expectations given by the teacher and within the timeline of the number of days missed plus one.

The use of anyone else's work other than your own, including autogenerated work by AI is considered cheating. The sharing of your work, or another's work, for someone to turn in as their own, is cheating. Not documenting another's work within your own work, including work produced from AI and therefore directly or indirectly claiming it as your own is plagiarism. Students caught cheating and/or plagiarizing material will receive a zero on the assignment and may face further consequences from the teacher and/or administration.

Grades 6-8 Late Work

Students not turning in their assignment at the beginning of the class when it is due will receive an incomplete for the assignment. For each day it is late it will be docked 20% of the total earned grade and the student will serve a silent lunch and remain in from recess until the assignment is turned in or the assignment reaches a 0% possible. Beyond this point it will not be possible to turn the assignment in for credit. If the assignment is not turned in within the five days before becoming a permanent 0% the student will also receive an after-school detention.

Inappropriate Conduct Outside of School

Any form of illegal, immoral, or inappropriate conduct outside of school by the students and/or the parents may impact the status of the student at CLS. Students, parents, and families should know they are held accountable for the content of internet posts, social media posts, instant messages, text messages, and any other forms of communication. If the administration finds the content to be libelous, untruthful, slanderous, contains foul language, sexually explicit, threatening to students, faculty, staff, families, church members, or visitors, or if determined to be detrimental or distracting to the educational and ministry environment of Concordia Lutheran Church and School, discipline can be applied. This may include, but is not limited to loss of privileges, extracurricular activity privileges, detention, suspension, and expulsion.

Labeling Property

It is surprising how easily coats, caps, gloves, books, lunch containers, book bags, and similar materials can be confused with other people's property when the children's names are not on them. All lost clothes will go to the Lost and Found. If not labeled, lost and found materials will be emptied at the end of each month and become property of CLS to be donated or thrown away.

Library

The library is open for use by all students during an assigned period each week. The books a student checks out are his or her responsibility and a fine will be placed on any overdue, missing, lost, damaged, or destroyed book to cover the book's replacement. Excessive fines can result in the loss of library privilege to check out books. Parents assume the ultimate responsibility for books checked out by their child. Parents must pay the fees of replacements cost for late, lost, damaged, or destroyed books.

Library Fines

A library book becomes overdue after being checked out for more than 10 school days without bringing the book in to be renewed out (does not count weekends or holidays).

Student accounts will be charged \$0.10 per school day the book or books are late until the book is returned or reaches the maximum fine of \$2.00 per book is reached. If the maximum fine of \$2.00 is reached, the book will be considered lost and the full replacement cost as assigned by the librarian must be paid.

If a book reaches the maximum fine (\$2.00), is lost, damaged, or destroyed, the student will not be allowed to check out other books until the fine is paid. If books are lost or are returned damaged or destroyed multiple times, the privilege of checking out books may be suspended for a period of time or ended for the school year.

Library fines are not refundable.

Lunches

Lunch Program

Concordia Lutheran School offers a full, healthy hot lunch program with multiple options daily. Students are expected to eat a school lunch or bring a lunch from home. Students should only bring water or a sports drink such as Gatorade for lunch. No caffeinated beverages are allowed for students on campus.

Fast food is not allowed, with the exception of class parties where a parent provides the food for the entire class and has prearranged permission from the teacher and administration at least a week in advance.

Menu calendars will be available on FACTS and well as our school website (www.clscubs.org).

Free and reduced lunch applications will be available in the school office.

Procedure for Lunch Accounts

The National School Lunch Program (NSLP) requires schools to establish written administrative guidelines and procedures for meal charges. CLS 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 through FACTS or by cash or check in the school office. Payments sent to school must note the student's full name and must indicate that the payment is for the lunch account.

Any students arriving tardy and who have not pre-ordered with the teacher or through the office will need to call in order to place their daily lunch order by 9:00 am. After 9:00 am students may get cold lunch or bring their lunch from home.

A student who says they brought a lunch from home and does not have a lunch at the time of lunch service will be provided a school cold lunch that will be charged to their lunch account.

All charges for any extras or ala cart are the responsibility of the parent. If you do not want your student getting extras or ala cart items, it is your responsibility to make sure your student does not charge these items.

If your student's lunch account is negative, they will not be able to get any extras or ala cart. If the student's lunch account is -\$50 and late, they may lose the privilege of ordering lunch until the account is paid in full.

The School Financial Associate or designee of the administration will coordinate communications with the parent/guardian to resolve the matter of unpaid charges. Parents are strongly encouraged to frequently check the lunch account balance by going to their FACTS account. Purchases are updated daily by 3:00 p.m. Every Friday, a FACTS message will be sent to all families with a negative account balance. Excessive negative balances will be referred to the school finance associate or school administration 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.

Lost & Found

Any articles that are found should be brought to the school office or the Extended Care office. Lost items will remain in the Lost & Found until the end of the month when they will become CLS property to be donated or thrown away.

Mandatory Reporting

Concordia Lutheran School, like all schools, is a mandatory reporting school. All employees, educational support, instructional staff, coaches, and administrators are required both by law and the school to report suspected child abuse or neglect as well as any situation that negatively affects the health, safety, or welfare of a student. Any administrator, teacher, or staff member who fails to report child abuse or neglect can face discipline up to dismissal from their position at Concordia Lutheran School and legal consequences. All employees, educational support, instructional personnel, coaches, and administrators have an obligation to report misconduct by instructional personnel and school administrators which affect the health, safety, or welfare of a student.

Math Programs

CLS is able to offer two math programs for students in 8th grade, pre-algebra and algebra. It is our goal to allow students to push themselves with high expectations and to allow those who are blessed with the ability to achieve even higher to do so while at the same time making sure to place students into an opportunity where they can succeed.

Music Participation

Students are highly encouraged to participate in the CLS Music Program. Students with a music background gain a life-long skill and are shown to be more successful in school, especially in subjects such as math and science.

In joining the CLS Music Program a commitment to faithful attendance is required. Like a team in athletics, when someone is absent it is difficult for the group to do well when there is no one to take that person's place.

The music department publishes a schedule of events well before events occur. If conflicts of schedule arise, they should be discussed with the director well before the performance so that a possible solution can be worked out.

Organizations

We want our parents to be involved in the school and have two fantastic organizations where they can get together with other parents in a volunteer opportunity to bless the students of CLS.

Athletic Booster Club (ABC)

The Athletic Booster Club is an organization designed to promote competitive sports and athletic opportunities at CLS through volunteer opportunities, providing input on the athletics programs, and raising funds.

Parent-Teacher League (PTL)

The Parent-Teacher League is an organization designed to provide opportunities for parents to participate with the staff to support various activities with the school. All parents of CLS students are members and are invited to meetings. The PTL will assist with fundraising, planning activities, and organizing fun opportunities for the teachers, students, and families of the school. Parent involvement is strongly encouraged.

Parent Responsibilities

In order to provide the best possible education for the children, the home and school need to work together toward the same goals. We feel these goals can best be met when parents:

1. Support their child's teachers.
2. Take an active role in their child's education.
3. Ensure students are in school and strive for perfect attendance.
4. Encourage students to always do their absolute best.
5. Fulfill their financial commitment to the school.
6. Be active in the CLS Parent-Teacher League and or the Athletic Booster Club.
7. Support CLS-sponsored activities and programs.
8. Be a positive fan cheering on the Cubs at all competitions.
9. Pray for CLS and the Concordia Community.
10. Attend and take their children to their own church and Sunday school.

Personal Hygiene

Personal hygiene is important for a student's health and not to create a distraction to the classroom environment. Students should come to school clean, bathed, teeth and hair brushed, and with clean and odorless clothing. In middle school it is recommended that students bathe daily and use deodorant. Perfumes and colognes are to be worn minimally or not at all.

Concordia Lutheran School uses an outside company for school photos for families to purchase as well as for our yearbook. Throughout the year pictures and videos are taken for newsletters, social media posts, promotional materials, and to keep parents and the community updated on the exciting ministry, education, activity, athletic, and fun events happening at CLS.

If you would like your student to be excluded in the photos used for promotional materials, updates, and social media posts, CLS requires the parents to provide a signed note requesting the school to add their student to the no photo or video list. This note should include the student's name, school year, parent's name, and parent signature.

Physical Education

Physical Education is incredibly important to a student's academic success and to their life-long health. Therefore, all CLS students will participate in physical education classes.

Students in grades 6-8 are required to change for P.E. class. Not doing so will result in not participating and losing points toward the grade. PE clothing must be a CLS spirit wear shirt with the minimum of short sleeves and uniform shirt coverage. PE shorts should be athletic shorts of appropriate length. Spandex shorts or leggings must be covered by athletic shorts of appropriate length.

Doctor's notes are needed to be excused from PE class. If a doctor prescribes no activity for a certain time frame, please send in a copy of the doctor's signed note that includes the number of days covered by the excuse.

The following rules will be followed when dressing out for PE:

1. If going outside when the weather is cold (teacher discretion), athletic pants, sweatpants, and sweatshirts may be worn over the P.E. clothes. This cold-weather gear must be blue, black, or gray and may bear no school name or logo other than CLS or CLHS.
2. Socks are to be worn with gym shoes. Shoes must be tied securely.
3. P.E. clothes should be in good condition without marks or holes.
4. P.E. clothes are not to be worn to school. Students will change into P.E. clothes before class. Clothes should be taken home weekly to be laundered.

Public Displays of Affection

Public displays of affection are not considered to be proper in a school or school-related setting. Students should refrain from hand holding, kissing, and lingering hugs while in school or at a school activity. Students who violate this guideline will have their parents informed and receive appropriate consequences.

Recess

All students at CLS have recess. During recess students will be under supervision and are to confine themselves to the designated play areas.

Resolving Problems

In the operation of any school there are bound to be misunderstandings. If any difficulty arises, it is important to share it with the appropriate teacher/staff member. If the problem is still unresolved after speaking to the appropriate teacher/staff member, you may make an appointment to speak with an administrator. Do this with Christian love and concern as soon as possible. As a guideline, use Ephesians 4:32.

Room Parents

Each year individual classrooms may have volunteer opportunities. These opportunities will be shared by the teacher directly to the parents when needed. Examples of opportunities are helping with class parties or assisting in special projects. Room parents will be designated by the PTL.

Safety

Cameras

CLS uses a security system that includes cameras on all entry points, the grounds, hallways, and throughout the building. This system is monitored by the school office, and cameras record so that we can pull up past footage.

Doors

CLS uses a security system that include locks that shut down all entry points to anyone without a key card at the end of morning carline through the end of students being on campus. After morning carline no one will be allowed in the building unless they are checked into the office, been approved, and have a Visitor ID badge.

ID Badges

All faculty and staff of CLS wear photo ID badges while on school property when students are present. If anyone sees a non-student without an ID badge they should report it to the school office immediately.

Visitors

All CLS visitors must enter through the doors by the school office, be buzzed in by the school office, and check in. Visitors must have a pre-approved appointment to enter any section of the building where faculty, staff, and students are present.

Search and Seizure

Concordia Lutheran Church and School owns and operates the campus and institution and therefore, for the safety of all students, faculty, staff, families, and visitors, CLS may conduct searches of students and property of either the student, faculty member, staff member, family member, or visitor while they are on the campus of Concordia Lutheran Church and School or while the individual is off campus representing CLS at a school event. This includes but is not limited to pockets, backpacks, lockers, desks, bags, cars, or other possessions.

Items confiscated will be taken to the office and may be held for use in disciplinary actions, turned over to the parents, turned over to the police, or discarded.

School Cancellations & Late Starts

Announcements concerning school cancellations will be made via the FACTS SIS notification system, which will send messages to the email and/or phone numbers that you provide. We will also work with local TV stations to allow for them to announce cancellations and late starts.

School Hours

Monday

- The morning Extended Care opens at 7:00 am.
- The morning Carline opens at 8:45 am. All students on campus before 8:45 am must sign in to Extended Care.
- The Tardy Bell rings to start class at 9:00 am. Students not in class at 9:00 am are tardy and need to report to the office before entering the classroom.
- The afternoon carline for grades PK – 2 begins at 3:00 pm.
- The afternoon carline for grades 3-8 begins at 3:10 pm.
- Carlines close at 3:30 pm and all students on campus after 3:30 pm must sign into Extended Care.
- Extended Care closes at 6:00 pm. Students left at 6:00 pm will be charged \$2 per every minute after.

Tuesday – Friday

- The morning Extended Care opens at 7:00 am.
- The morning Carline opens at 7:55 am. All students on campus before 7:55 am must sign in to Extended Care.
- The Tardy Bell rings to start class at 8:10 am. Students not in class at 8:10 am are tardy and need to report to the office before entering the classroom.
- The afternoon carline for grades PK – 2 begins at 3:00 pm.
- The afternoon carline for grades 3-8 begins at 3:10 pm.
- Carlines close at 3:30 pm and all students on campus after 3:30 pm must sign into Extended Care.
- Extended Care closes at 6:00 pm. Students left at 6:00 pm will be charged \$2 per every minute after.

School Pictures

Since students or their parents frequently desire inexpensive yet professional photographs, Concordia has contracted a professional photographer. Individual photographs will be taken and offered for sale. Parents and children are not obligated to purchase these photos. Fall pictures and retakes will be used for the school yearbook. Students must be in school uniform for school pictures.

Seclusion & Restraint

CLS believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. CLS ensures that multiple members of its faculty and staff are trained in the proper use of seclusion and restraint.

Behavioral interventions for students must ensure all students are treated with dignity and respect. This environment should allow all students to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for the purposes of discipline or convenience.

Student Grades and Evaluation

Progress Reports & Grade Notifications

Reports will automatically be emailed home through FACTS each week to keep you informed of your student's progress in their classes that are assigned grades.

Any assignment not turned in or completed in a way that earns a failing grade will have an automated email sent home from FACTS. This is to keep the parents informed of their student's progress and to help the students be accountable for making up that assignment.

Report Cards

Report cards are issued four times during the school year to students in kindergarten through grade eight. The grades represent the average of the child's achievement and effort. Grades can also be reviewed on FACTS SIS at any time for easy parent and student access.

Following is the grading system used on the report cards (1-8)

A+	100%	B	87-92%	C-	78%	F	0-69%
A+	95-99%	B-	86%	D+	77%%		
A-	94%	C+	85%	D	71-76%		
B+	93%	C	79-84%	D-	70%		

The kindergarten grading scale is "S" for Satisfactory, "I" for Improving, and "N" for Needs Improvement.

Conferences

Conferences between teacher and parents are held after the first quarter and upon request by parent or teacher at any other time. Preschool - 5th grade conferences are for parents and teachers; Middle school conferences are for the parent, teacher, and student.

Cheating, Plagiarism, & AI Use

The use of anyone else's work other than your own, including autogenerated work by AI is considered cheating. The sharing of your work, or another's work, for someone to turn in as their own, is cheating. Not documenting another's work within your own work, including work produced from AI and therefore directly or indirectly claiming it as your own is plagiarism. Students caught cheating and/or plagiarizing material will receive a zero on the assignment and may face further consequences from the teacher and/or administration.

Progression & Retention

Students will progress or be retained in each grade level dependent upon the following criteria:

1. Successful completion of the curriculum for the particular grade level based upon assigned homework, tests and quizzes, classwork, and participation.
2. Results of standardized achievement tests such as ILEARN and IREAD.
3. Results of specialized testing, if deemed necessary.
4. Students in grades 6-8 will be expected to achieve a grade point average of at least 2.0 without failing multiple core classes or a single core class multiple times.
5. Students retained in any grade for a second time (consecutive or non-consecutive) at Concordia Lutheran School will be dismissed from the school.
6. Students will not progress to the next grade if they have 20 or more absences without approval from the Board of Christian Education.
7. Ultimately a student's retention, progression, and class placement is decided by the administration of CLS.

Any student retained by CLS for academic reasons will be placed on academic probation for the following year. Failing grades and/or poor behavior choices at the time of any quarterly report card could lead to the dismissal of the student during the probationary time. Grades and behavior will be reviewed for all students, especially those on probation.

Suicide Prevention and Awareness

CLS works hard to provide a safe, supportive, and responsive school environment for all students. If a student believes another student is considering self-harm or suicide, they should report it to a staff member immediately. All Concordia faculty who work directly with students receive training in suicide prevention and awareness.

Supplies and Equipment

Individual teachers will inform students and parents of necessary supplies. This will be done through a school supply list updated and published by the office each year.

Technology

Please see the Technology Acceptable Use Policy at clscubs.org and know that all policies and rules that apply to in person situations also apply online and through the use of technology. CLS maintains the right to search a student's technology while on campus or off campus representing Concordia. Any student's technology use that falls outside of the Technology Acceptable Use Policy, Indiana State Law, CLS policy and procedures, classroom rules and expectations, and God's Law provided in the 10 Commandments (refer to Luther's Small Catechism for Commandments and their meaning) will face consequences.

Telephone

The telephones in the school office and classrooms are to be used by students only in case of emergencies and students will be allowed to use the office phone with permission from the teacher and the administration in those instances. Forgotten homework, lunches, sports uniforms, and musical instruments are not considered an emergency.

Messages for teachers or students will be taken by the office and forwarded at the first opportune time. Unless it is a clear emergency (administrative discretion) teachers and students will not be interrupted during class.

Testing Programs

ILEARN

All students in second – eighth grade in the state of Indiana are required by law to take the ILEARN test and its multiple checkpoints throughout the year. These state mandated examinations are designed to help schools and parents monitor progress in English Language Arts and Mathematics. Parents receive a portal log-in to monitor their student's progress.

IREAD

All students in second and third grade in the state of Indiana are required to take the IREAD test in the spring. Students must pass the state mandated tests in third grade to be promoted to fourth grade, and schools must achieve a passing percentage of students.

IREADY

CLS also uses IREADY diagnostics to help monitor student progress in Mathematics throughout the school year.

Textbooks

Textbooks and workbooks are provided for student use at no additional charge. There is no additional fee if the book is returned with reasonable wear. A fee will be charged for a schoolbook that is damaged, destroyed, or lost. Textbooks range in cost, with many costing over \$100, so it is important they are well taken care of so they can be used for multiple years.

Literature

In grades 6-8 there is an annual \$50 Literature Fee. This fee is to cover the cost of one novel per unit, which the student keeps. This allows the student to write notes and highlight in the novel, as well as allows the teacher to update the curriculum and choose novels that not only teach a desired theme and concept, but also fit class interests. If a student loses or misplaces a novel for three consecutive days, the student will be charged for a replacement novel.

Tuition Policy

Families may pay in advance or choose a payment plan of monthly or semiannual payments. Tuition is handled by FACTS and therefore all families must have an account.

Parents who fail to make their tuition, lunch, extended care, or other payments put their student's enrollment in jeopardy. All changes to tuition payment plans must be requested in writing at least two weeks prior to the next payment.

Transfer records will be sent after all financial obligations to the school have been satisfied. If payment is not made in full, report cards, student records, and diplomas may be withheld, and students may lose privileges such as participating in graduation.

Registration fees are not refundable.

Families who would like to be considered for financial aid must first complete the enrollment process. Next, they should apply for assistance through the Indiana Choice Scholarship program. SGO scholarships and other internal tuition support grants may be available depending on budget for students in preschool through eighth grade. SGO and internal scholarships will be awarded on a need basis as budget allows with the following priorities:

1. Members of Concordia Lutheran Church.
2. Preschool Students (not eligible for Indiana Choice).
3. Families with multiple students at CLS and CLHS.
4. All CLS families.

Visitations

Due to the disruption visitors can cause to the normal learning environment and for the comfort and safety of other students and families we request that visitations be kept to a minimum and be done only through agreement between parent and teacher and administration as a way to help the student succeed. Only a student's parent/guardian may visit during the school day, and the request should be made to the office and teacher at least 48 hours in advance.

Volunteer Policy

Concordia Lutheran Church and School require all those parents who volunteer at the school to complete the CPP training and fill out all volunteer forms which could include background checks. Training takes about an hour and the sessions are scheduled throughout the year.

Those parents who volunteer to drive for field trips or off campus school activities need to have a copy of an Indiana driver's license and proof of insurance coverage on file in the school office.

Any cost for the background check is the responsibility of the volunteer.

Withdrawal From CLS

All withdrawals must be done in writing to the administration. Parents who wish to withdraw their student from CLS, including students who withdraw and/or transfer over the summer months, must give a 30-day notice during which they are still financially responsible for all tuition and fees accrued during that time. The Indiana Choice Scholarship, SGO, and all other scholarships and sources of tuition assistance will be forfeited at the time of withdrawal.

The family is responsible for paying any and all outstanding tuition, fees, and fines as well as for returning all CLS property (books, athletic uniforms, equipment, etc.). The administration will assign fines for any property not returned or returned damaged at its

full, brand new replacement value. Requests for a transfer of records are not processed until all accounts are paid in full and all property of CLS is returned.

The transfer school will need to request records through the school office.

Worship Life

Worship is a vital part of life at Concordia Lutheran School. Every school day begins and ends in prayer. A brief devotion is held in every classroom daily. Prayers are spoken before and after meals and at other times throughout the day.

Chapel services are held in our church sanctuary on Wednesday mornings to give all children an opportunity to worship our Lord Jesus Christ in a formal setting. Services are geared to the children's level. Pastors, teachers, guests, and students lead chapel services. In the service, children worship God through singing, praying, hearing the Word, and giving offerings. Money received through the offerings is designated for charitable and religious institutions or organizations around the world.

Worship Services

If you are without a church home, we invite you to worship with us here at Concordia Lutheran Church. Our church services and Sunday School / Bible Class times are as follows:

Wednesday

7:00 pm – During Advent & Lent

Saturday

5:00 pm - Blended Worship

Sunday

8:30 am – Traditional Worship

9:45 am – Bible Class & Sunday School

10:45 am – Contemporary Worship