

SCHOOL HANDBOOK

for
Parents and Students
2020-2021



Concordia Lutheran School

Farmington Hills / Redford, Michigan

Mission Statement

*The mission of Concordia Lutheran School is
With one heart,
we equip God's children to grow as disciples in His Word
Through a Christ-centered education.*



School Motto

Who are we? We are the KNIGHTS!
What do we do? We stand against the devil!
How do we do it? We ARMOR UP!
"We put on the armor of God to fight spiritual darkness!"
Ephesians 6:10-18

School Theme for 2020-2021

Sent to Serve

August, 2020

Dear Students and Parents,

This handbook is designed to help you be an informed participant in the life of Concordia Lutheran School in Farmington Hills and Redford, Michigan. It gives you information about the many programs here and all the rules and responsibilities that effect both students and parents. It is very important that you spend time as a family reviewing this information.

The investment of time you make in reading this handbook will help the school to run more smoothly with the end result of creating a better education for your child.

We know you will pray with us that God will richly bless our efforts with His precious children. We ask also that you keep your child's teacher, as well as the rest of our school family, in your prayers. The faculty and staff promise to keep you in their prayers as well.

Armor Up!

In His Service,

Pat Schultz

Pat Schultz
Principal

P.S. Note the appendix at the back of the handbook

Important Phone Numbers

Middle School Campus: 313-937-2233

Fax: 313-937-2173

Appointments with the Principal and All Accounting/Business Matters

Michelle Doumont, Business Manager/School Accounting
mdoumont@concordials.org

Hosanna Tabor Lutheran Church: 313-937-2424

Rev. Gerhard Mau gmou@hosannatabor.org

Elementary School Campus: 248-474-0675 or 248-474-2488

Ava Davis, Office Manager
sotclutheran.officemanager@gmail.com

Dawn Kivimaki, Secretary
Sotclutheran.secretary@gmail.com

Shadow of the Cross Lutheran Church: 248-474-0675

Rev. Brian Dupre, pastor briandupre84@yahoo.com

E-Mail Addresses

Pat Schultz	Principal	PSchultz@ConcordiaLS.org
Bekah Hoeft	Kindergarten	BHoeft@ConcordiaLS.org
Karyn Donal	Grades 1 & 2	KDonal@ConcordiaLS.org
Tom Pichan	Assistant Principal Grades 3 & 4	TPichan@ConcordiaLS.org
Judy Schwaegerle	Assistant Principal Grades 5 & 6	JSchwaegerle@ConcordiaLS.org
Jim Hoeft	Grades 7 & 8	JHoeft@ConcordiaLS.org
School Board		schoolboard@concordials.org

Website: www.ConcordiaLS.org

Table of Contents

Our Lutheran Heritage	6
Commitment	7
Accreditation	9
Administration	9
Admission Policies	10
Allergies	11
Attendance -- Absence and Tardiness	11
Awards	14
Bicycles and Walking	14
Cell Phone Policy	14
Chapel Services	15
Choir and Music Programs	15
Christian Home	15
Church and Sunday School Attendance	16
Curriculum	16
Daily Schedule	17
Discipline	18
Dress Code	21
Drop Off / Pick Up Procedure	23
Emergency School Closing	23
Extended Care / Latch Key Programs	23
Extra Curricular Activities and Eligibility	23
Family Service Hours	24
Field Trips	25
Financial Support	26
Fire Drills	26
Fundraisers	26
Grading Scale	27
Grievances	27
Health Requirements	27
Homework	28
Honor Roll	29
Illness	29

Library 29
Life-Threatening Communicable Diseases Policy..... 30
Lock Down Drills..... 30
Lost and Found 30
Lunch Program 30
Mandated Reporter Status of Teachers..... 30
Medication 31
Newsletter, School..... 31
Outdoor Education 32
Payment of Fees 32
Photo/Video Policy.....33
Physical Education 33
Report Cards 33
Sex Education Materials Policy 35
Sexual Harassment Policy 35
Special Auxiliary Student Services 37
Student Transportation 37
Technology, Acceptable Use Policy 37
Telephone..... 38
Testing, Standardized..... 38
Tornado Drills 38
Toys, Playthings, and Nuisance Items 39
Visitors 39

Our Lutheran Heritage

The Reformation in Germany, beginning October 31, 1517, with the posting by Martin Luther of his 95 statements of truth on the door of the castle church in Wittenberg, had a tremendous influence upon the development of modern educational principles and systems. Consequently, the parochial schools that were established by Lutheran churches on the continent of North America, both in colonial and present times, are intimately connected with the European movement.

Lutheran education in the Americas began with the Swedes who established a number of settlements in Delaware, New Jersey, Pennsylvania, and Maryland. The first Lutheran school recorded in history was opened in 1640. By the time of the Revolutionary War, there were approximately seventy Lutheran schools in the colonies. Pennsylvania alone had over forty schools.

History records at least 400 Lutheran schools in America by the year of 1820. Lutheran schools antedate the public schools in America by 200 years. The Lutheran Church - Missouri Synod, of which our congregations are members, was organized in 1847. Lutheran schools have been a part of our church body's program from its beginning. Today our church body has over 1000 Lutheran schools throughout the United States, the second largest group of parochial schools after the Catholic schools.

Concordia is proud to be a part of the history of Lutheran schools, and proud to be a part of American heritage. By God's grace we have been allowed to exist with His blessings, doing His will in our community for over a decade! We thank Almighty God for the freedom we have under the United States Constitution to live, teach, and serve according to the beliefs and principles of our religious faith. In August of 2009 Concordia Lutheran School opened its doors as an association school with two campus sites: Elementary at St. Paul's, now Shadow of the Cross (2019) in Farmington Hills, housing kindergarten through grade 4 and Middle School at Hosanna-Tabor in Redford, housing grades 5-8.

Commitment

The operation of a Christian school in today's world requires the commitment of many people. The congregations provide spiritual support to the school through their prayers and personal encouragement. They are also committed to maintaining the two campus facilities and providing financial support.

However, they are not the only ones committed to the ministry of Concordia Lutheran School. In order for any school to operate it must have a committed faculty dedicated to service to God through school ministry. That school must also have parents and students who are committed to the mission and ministry of the school and are willing to work together with the faculty to provide a strong Christ-centered education. Following is a more specific list of the commitments necessary from teachers, parents and students for Concordia Lutheran School to achieve its mission.

COMMITMENTS OF TEACHERS

- I will put God first in my life and in all that I do.
- I will teach, live, and apply the Gospel to daily assist with the development of each child's personal faith relationship with Jesus Christ.
- I will regard each student as a gift from God and as a person with rights and feelings.
- I will give highest priority to the well-being of my students in my planning, work, words, and actions.
- I will continually show care and consideration as basic essentials in establishing effective student-teacher relationships, reflecting esteem for human dignity and values.
- I will not allow considerations of race, gender, ethnic background, social standing, or the monetary rewards I receive for my labors to detract from the proper treatment of my students.
- I will respect parents as the persons who have foremost responsibility in nurturing their children entrusted to my care.
- I will give particular attention to the strengthening of marriage and family ties.
- I will consider myself the servant of the people who have called me to my ministry and will continually strive to be a parish-oriented teacher and an active member in the life of my congregation.
- I will seek to sharpen my instructional skills, to strengthen my knowledge of subject matters, and generally to grow as a professional teacher.

COMMITMENTS OF PARENTS

- I will put God first in my life and in all that I do.
- I will pray for my children and with my children.
- I will attend church with my children regularly and often.
- I will set time aside for family devotions.
- I will let my children know as often and in as many ways as possible that they are special persons, that they are gifted persons, and that they are loved by God and by me.
- I will share quality time with my children - praising them, talking with them, listening to them, keeping in touch with their joys and sorrows, and setting limits with consistency and firmness and love.
- I will give support and encouragement to my children's teachers. I will offer to the teachers patience and forgiveness, a willingness to listen, and a willingness to share questions, concerns, and suggestions.
- I will participate in my children's educational school program – attending and bringing my children to worship services in which they have been asked to participate, attending especially those school events involving my child(ren) and whenever possible, volunteering my time as a “school helper”.

COMMITMENTS OF STUDENTS

- I will put God first in my life and in all that I do.
- I will pray for my family, teachers, and fellow classmates daily.
- I will attend church and Sunday School regularly and often.
- I will take an active part in family devotions.
- I will let my family, teachers, and fellow classmates know as often and in as many ways as possible that they are special and that they are loved by God and by me.
- I will take responsibility and use the gifts that God has given me to be the best I can be. Knowing that I am a special child of God, I know He cares for me, and therefore know that I care for others. With God's help I will achieve and I will succeed.

The Armor of God

¹⁰Finally, be strong in the Lord and in his mighty power. ¹¹Put on the full armor of God so that you can take your stand against the devil's schemes. ¹²For our struggle is not against flesh and blood, but against the rulers, against the authorities, against the powers of this dark world and against the spiritual forces of evil in the heavenly realms. ¹³Therefore put on the full armor of God, so that when the day of evil comes, you may be able to stand your ground, and after you have done everything, to stand. ¹⁴Stand firm then, with the belt of truth buckled around your waist, with the breastplate of righteousness in place, ¹⁵and with your feet fitted with the readiness that comes from the gospel of peace. ¹⁶In addition to all this, take up the shield of faith, with which you can extinguish all the flaming arrows of the evil one. ¹⁷Take the helmet of salvation and the sword of the Spirit, which is the word of God. ¹⁸And pray in the Spirit on all occasions with all kinds of prayers and requests. With this in mind, be alert and always keep on praying for all the saints.

Ephesians 6:10-18

Procedures and Guidelines

Accreditation

Concordia Lutheran School has been accredited by the Michigan Association of Non-Public Schools and National Lutheran School Accreditation. To become reaccredited Concordia is participating in the renewal self-study required by both agencies.

Administration

The School Board, made up of six elected laypersons of the Hosanna-Tabor and Shadow of the Cross Lutheran Churches and one community member, studies the school program and sets in place policies for the smooth operation of the school.

The Principal of the school is the administrator of the program, serving as the agent of the association and School Board. The principal supervises the faculty, suggests changes and improvements for the school, and administers the policies of the School Board, establishing procedures as necessary to implement the Board's policy decisions.

The Pastors, ex-officio members of the School Board, serve the school as advisors, particularly in spiritual matters. They work closely with the Principal and members of the Board in developing a strong school as an integral part of the total parish life of both congregations.

Admission Procedures

All new students enrolling in Concordia Lutheran School for the first time will be admitted on a probationary basis for a period of one semester. By this time, a transcript of credits must have been obtained from the previous school attended.

The following principles govern enrollment procedures:

1. The parent(s) and child(ren) must agree to participate in the religious program of the school.
2. The parent(s) and child(ren) must pledge cooperation with the school in all matters of program and policy.
3. The child(ren) must not have special needs which cannot be met by the school, or whose presence is detrimental to the other students, i.e. disruptive, dangerous. The school reserves the right to check on the home background and previous school experiences of the child. Final acceptance is at the discretion of the School Board.
4. All parents who wish to enroll their child at Concordia Lutheran School should meet with the principal and/or admissions counselor for an interview and tour. In addition, parent(s) may visit with the teacher of that grade level and, if possible, visit a classroom so they see the young people who will become the child's classmates.
5. Non-member parents who are not affiliated with the Lutheran Church - Missouri Synod are encouraged to attend an adult class with the Pastor to become familiar with what their students, attending a Lutheran Church - Missouri Synod School, will be taught.
6. Pupils entering Kindergarten must be 5 years of age before September 1 of the school year. (This is in accordance with the policy of the State Department of Public Instruction.)
7. All students must have their immunizations updated and have a physical examination by a licensed physician. Proper forms are available from the school office.
8. At the time of application, an appointment will be made for the child to take a readiness test or a test of abilities. The results of the appropriate test will help in determining whether or not the student will be enrolled and his/her grade placement.
9. The child's acceptance is conditional upon meeting the qualifications outlined above and classroom space available.
10. Prospective students will be admitted, only after successful testing and if space is available, on a probationary period for one semester.

Generally, the order of acceptance of students is:

- a. Children enrolled from the previous year,
- b. Children whose families are members of an association church. (Families must be in good standing.) Please note registration dates carefully. After a specified date each year, privileges one may have enjoyed as a previous student or a congregation member may no longer exist.
- c. Brothers and sisters of returning students,
- d. Children having association congregational membership by baptism, but whose parents are not members,
- e. Children of sister LCMS congregations that do not have a school and are not members of the association,
- f. Unbaptized and/or unchurched children in the community,
- g. Children of parents who hold membership in other church denominations.

Concordia Lutheran School complies with the issued IRS Revenue procedure 75-50. We admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school. We do not discriminate on the basis of race, color, national and ethnic origin in the administration of our educational policies, admissions policies, athletic, and other school-administered programs.

Allergies

All allergies that a child has are to be listed on the registration form. If allergies are severe, the parent is to communicate directly with the teacher and/or school office regarding special needs, medication (see Medication), etc. Parents are responsible for providing substitute snacks for their child when food allergies prohibit their child from eating birthday snacks, party snacks, etc. provided by other families or the school.

Attendance -- Absence and Tardiness

In accordance with the laws of the state of Michigan, all pupils are expected to be in school every day on time.

The offices are staffed by 7:30 AM to receive information from parents whose children will be absent for that day. An answering machine enables parents to leave messages prior to anyone being available to answer the phone.

Out of a concern for the welfare of your children, parents MUST call the school office if their child will not be attending school that day. After 9:00 AM the office professional will call the parents of any absent students from which communication has not already been received.

When parents call with an absence report, they are to give the name of the child, the grade, the reason for the absence (If illness, what kind?), and the name of the person making the report. If the absence is planned, and notification has already been given to the office and the teacher, no phone call is necessary.

It is understood that when students are ill they must be kept home. This is important, not only for the recovery and healing of ill students, but also to prevent the spread of illness to other students. See Student Illness.

If a student has been ill for more than three consecutive days, a physician's note must be submitted to the school office when the child returns to school. The note should specify the reason for the illness and any restrictions that may apply to the student's full participation in school activities (i.e. recess, P.E. class, etc.).

However, upon their return, it is important that students participate in a total educational program with their class. Recesses are important because they give the children an opportunity to get fresh air, have physical activities, and practice social skills. If a child is not able to participate in recess, opportunities are lost. Unless a doctor's note is provided indicating why the student is not to go out, and for how long this condition will exist, the student will be sent to recess with his/her classmates.

The practice of taking children out of school for family vacation is becoming more and more common. The School Board has resolved that parents cannot expect the teachers to supply detailed assignments in advance for children, nor are teachers held responsible for supervising the make-up work which children missed during such absences from school. Those parents taking a family vacation during the school year must send a letter of explanation to the School Office. Failure to provide written documentation will result in no makeup assignments being accepted.

Absences

Absences will be recorded and will accumulate annually.

- Five (5) absences will result in a letter being sent to the parents.
- Ten (10) absences will result in a letter being sent to the parents and the Principal will set a mandatory meeting with the parent(s) within five (5) days. The child will not be allowed to attend school if this requirement is not met.
- Fifteen (15) absences will result in a letter being sent to the parent(s) informing them of the mandatory requirement they attend the next regular meeting of the School Board. The child will not be allowed to attend school if this requirement is not met.

Tardiness

Students not in their classrooms when the bell rings to start school will be marked tardy. (In case of severe weather, or other catastrophic events, the Principal may extend the time before a child is considered tardy.). The tardy “window” is for 30 minutes; students arriving 30 minutes after school has started will be marked absent (half day). Students must stop in the school office to get a Tardy pass before they will be allowed to go to class.

Tardies will accumulate per semester:

- Three (3) tardies will result in a letter being sent to the parents.
- Six (6) tardies will result in a letter being sent to the parents and the parents will be required to contact the Principal within five (5) days. The child will not be allowed to attend school if this requirement is not met.
- Nine (9) tardies (and every three (3) tardies thereafter) will result in a letter being sent to the parent(s) informing them that their child has received a Discipline Notice for tardiness. This Discipline Notice will be included in the student’s overall number of Discipline Notices that lead to Detentions and further disciplinary action

Exceptions to this policy can be made by the principal provided the student has made up all missed work and the classroom teacher does not feel the academic progress has been impeded.

Students who are absent for more than 30 days during the school year severely jeopardize their chances of being promoted. Unless the absence is due to an extended illness and tutoring arrangements have been made, it will be necessary to have special action taken by the School Board to promote a student who has missed more than 30 days.

Students are to remain on the school property from the time of their arrival until they are dismissed for the day. If a student remains after school for an activity, the student must be supervised. The Extended Care Program (Shadow of the Cross) or the Latch Key Program (Hosanna-Tabor) will be used for students who are in the building but are not in a supervised activity. Students may not leave the building and return unless they are accompanied by a parent or authorized adult.

If it is necessary for a student to leave before the end of the day, parents should send a note to school with the child. Parents will then be able to pick up the child at the school office. If an emergency arises or the parents are delayed, they should call the school office. Every effort will be made to have the child waiting in the school office. If the absence takes up two-thirds of the morning or afternoon, the child will be considered one-half day absent.

If a parent wishes a conference with a teacher, the child(ren) will be placed in the Extended Care/Latch Key Program. There is no charge for this service while a parent-teacher conference is being held.

Every effort will be made to get schedules of activities to parents as soon as possible and to make them as accurate as possible. The school newsletter will have the most current list of activities.

PLEASE NOTE: Teachers are directly responsible for the supervision of children in their care from 8:00 AM – 3:35 PM (Elementary Campus) and from 7:45 AM -3:15 PM (Middle School Campus). While a smile and a brief exchange of "pleasantries" are definitely in order, the teacher's primary responsibility lies with the supervision of the children in their room. Parents who need to speak to a teacher are asked to make an appointment for a mutually convenient time.

Awards

Students are honored for active participation in school activities by means of certificates, letters, and pins. We recognize students for achievement and participation in sports, music, and academics. We also recognize students for exemplary attendance at school (no more than 3 tardies and .5 day absent). Awards may be presented at various times of the year: at special events, after chapel services, or at a closing service at the end of the school year.

Bicycles and Walking

Students must have a Walking / Bike Riding Permission Form from the parents on file in order to be able to do so. Bike riders must wear helmets. Bikes must be placed in the appropriate place and securely locked during school hours.

Cell Phone Policy

Students will turn in their phones every morning to their teacher. This allows all students to be more focused on school work and less focused on having their images recorded or photographed during their school day. If the student tells their teacher that they do not have a phone with them on a given day, the teacher will contact a parent or guardian to assure that the information given is accurate. We ask that all parents review the images that your students have on their phones including the Snapchat application often and discuss the appropriateness of obtaining a person's permission to photograph and/or record. Phones will be returned at the end of the day before the final bell.

Chapel Services

Chapel services are normally held on Wednesdays at the Middle School Campus starting ten minutes after school begins and at 2:30 at the Elementary Campus. This service is conducted on the level of the children. Parents and other friends are always welcome to attend these services. The offerings our students brings to these services are used to support designated mission projects. A list of the projects by month is available in the office and reported in the school newsletter.

Each year several All School Chapel services will be held at one campus. For example, opening and closing services will be an All School Chapel. The locations of these chapels will be listed in the school calendar and school newsletter. All School Chapel services will begin at 9:00 AM or shortly after (as soon as students arrive from the other campus).

Please note that these chapel services are not intended to replace regular Sunday worship and Bible study. As parents have a special devotion with their family, so the school family also takes time out to worship and pray together in our special "family" of classmates, schoolmates, faculty and staff.

Choir and Music Programs

Concordia Lutheran School provides opportunities for students to become a part of the rich musical heritage of our Lutheran church. Each child will participate in a music organization of the school. All students in Grades K-4 will participate in a vocal choir. Rehearsals are during the school day.

When a child's class is providing music for a worship service at one of the association churches, it is expected that parents will make every effort to have the child there. Schedules will be given out early in the school year. The school newsletter will have reminders about when and where the child should report. If parents know about an absence in advance they should communicate that to the director.

Christian Home

Leading and training children is the responsibility of parents. While the church has instituted a program of Christian training for its children through the school, it does not intend to infringe upon the responsibilities of parents. The family altar, parental interest in the church and school, regular attendance at worship services, Bible class and Sunday School involvement, as well as the example of Christianity given by parents, are all most important factors in the total Christian training of the child.

Church and Sunday School Attendance

Christian education has tremendous importance in the lives of parents who have chosen to enroll their child in the program of Lutheran education at Concordia. As parents, it is also very important for them to teach their child by example, LEADING their child to worship opportunities and Bible study (or Sunday School) on Saturday or Sunday. Attending worship and participating in regular study of God's Word are extensions of the school's program. Christians desire to hear and learn the Word of God both individually and gathered with others in worship and study.

God desires and commands our regular attendance in the public worship services of His house, the church. It is through hearing the Word and by the reception of the Sacraments that our sins are forgiven and that we are renewed and strengthened in our faith. It is as vital to our spiritual health as proper diet and exercise are to our physical health.

Curriculum

In keeping with our Mission Statement, our curriculum is based on the Word of God. Our Lutheran faith forms the center upon which all instruction and learning is based.

Each class opens the day with a brief devotion. The religious instruction in the primary grades consists chiefly in learning Bible stories together with their application to life, Bible selections, hymns and songs. As students move up the grades, the religious instruction becomes more theological through continued study of The Bible and Martin Luther's Small Catechism. Memorization of scripture verses, portions of the Small Catechism, hymns, and Christian songs are important parts of this religious instruction, providing an inner foundation for later life. Little class time may be devoted to Memory Work; most of this will need to be done at home.

The curriculum of Concordia Lutheran School is based on the Michigan district curriculum of the Lutheran Church-Missouri Synod. The foundation of this curriculum is the Common Core State Standards and the Grade Level Content Expectations outlined by the Michigan Department of Education. <http://www.michigan.gov/mde/0,1607,7-140-28753---,00.html>.

Concordia strives to use challenging materials in all subject areas. Our instructional materials are updated on a regularly scheduled basis. We include Reading, Mathematics, Language Arts, Social Studies, Science, and all the subjects commonly taught in other schools, always presenting the materials from a Christian perspective. Language Arts instruction varies by grade level but includes the areas of grammar, writing, handwriting, spelling, vocabulary, phonics, etc.

Concordia participates in Shared Time Programs with the Livonia Public Schools. Teachers are provided for “special” subjects. These subjects include art, computers, and physical education in grades K-8; music in grades K-6; and skills for success, speech/drama, and foreign language in grades 7-8. There is no cost to Concordia for this program. The public districts are responsible for providing licensed teachers for these areas and all supplies needed for the classes. State standards are used in preparation of the curriculum used in each course. Concordia faculty members use this release time for planning and preparation purposes.

Daily Schedule

Elementary Campus

Parents are asked to schedule the arrival of their student(s) between 8:00 and 8:10 AM. However, students may arrive between 6:30 AM and 7:45 AM and go to Extended Care (See Extended Care/Latch Key Programs). Students arriving between 7:45 AM and 8:20 AM are to be dropped off at the East gym doors on the Middlebelt side of the building. From 7:45 AM – 8:00 AM students wait in the lunchroom. Students arriving after 8:00 AM will go directly to their classrooms. **If more than an exchange of "pleasantries" with a teacher is necessary, please schedule a time prior to 7:45 AM or after 3:30 PM for extended conversations.** Classes begin at 8:20 AM and all students are expected to be seated and ready to begin their classroom devotion at that time.

Lunch is served during one lunch period between 11:30 AM and 12:30 PM. Students have recess time as part of the lunch time activities.

The class day ends at 3:25 PM (11:50 AM on half days). When the 3:25 PM bell rings, students are escorted from their room to the Extended Care Room or to the pick-up area located on the Middlebelt (East) side of the gym. At 3:30 PM the teachers will take any students who have not been picked up to Extended Day Care; the current fee will be charged for their stay.

Middle School Campus

Parents are asked to schedule the arrival of their student between 7:45 and 7:55 AM. Students arriving after 7:45 AM will go directly to their classrooms. **If more than an exchange of "pleasantries" with a teacher is necessary, please schedule a time prior to 7:45 AM or after 3:15 PM for extended conversations.** However, students may arrive between 7:00 AM and 7:30 AM and go to Latch Key (See Extended Care/Latch Key Programs). Students arriving between 7:30 AM and 8:00 AM are to be dropped off at the West gym doors. From 7:30 AM – 7:45 AM students wait in the gym. Classes begin at 8:00 AM and all students are expected to be seated and ready to begin their classroom devotion at that time.

Lunch is served during one lunch period between 11:50 AM and 12:40 PM. Students have recess time as part of the lunch time activities.

The class day ends at 3:05 PM (11:30 AM on half days). When the 3:05 PM bell rings, students are escorted from their room to the Latch Key Room or to the pick-up area located on the West end of the gym. At 3:15 PM teachers will take any students who have not been picked up to Latch Key; the current fee will be charged for their stay.

Discipline

There are certain standards of behavior that the school must require to maintain the school's moral and legal responsibility to its constituents. It is understood that any staff member in the building has the authority to correct misconduct. The school functions on the belief that students will conduct themselves in a Christian manner pertinent to most situations.

Discipline is a process whereby staff members use various strategies to help children learn how to conduct themselves in a socially acceptable manner. Strategies used in the classroom may be: name on board, loss of recess, timeouts, loss of privileges, different location in class, time in a cooperating teacher's room or other strategies that put students back on task. Students will also learn to accept the consequences and responsibility of unacceptable behavior. The steps taken by staff members will be progressive.

Discipline Notice forms will be given when inappropriate behavior should be brought to the attention of the parents. Parents may also be notified by phone. These forms need to be signed by either parent and returned to the issuing teacher the next day.

FOR EVERY THREE DISCIPLINE NOTICE FORMS SENT HOME A STUDENT WILL RECEIVE A DETENTION NOTICE.

Detentions

Detentions result from a serious problem. A detention will consist of a 45 minute custodial time which must be served on the day received or the next day; a parent will be contacted to determine which day. In case of suspensions a time will be determined by the principal. A student serving detention will sign into Latch Key/Extended Care and then report to the principal/assistant principal or his/her designee. At the end of detention time, the student returns to Latch Key/Extended Care until he or she is signed out by a parent. Parents will be billed the Latch Key/Extended Care fee for the time of the detention. Students may not attend any school activities on the day they serve a detention/suspension.

Behaviors resulting in an immediate detention and/or suspension:

1. Inappropriate physical contact
2. Fighting
3. Lying or cheating
4. Inappropriate language
5. Stealing or damaging school or personal property. In the case of school property damage, it is the policy of the school to assess the parents a fee covering the cost of the damage.
6. Leaving school grounds without permission
7. Disrespect toward staff/parent helpers (Sassing or refusing to cooperate)

First Detention will be served after parents have been notified.

Second Detention will be served after school on the day received, and parents and student must meet with the teacher within one week.

Third Detention will be served after school on the day received, and parents and student must meet with principal within one week.

Fourth Detention is a one-day suspension with notification to parents. Parents and student must meet with principal before student is allowed back in the classroom.

Fifth Detention is a three-day suspension with notification to parents. Parents and student must meet with the School Board before student is allowed back in the classroom.

Sixth Detention is an indefinite suspension and probable expulsion from Concordia Lutheran School.

***FAILURE TO SERVE DETENTION WILL RESULT IN SUSPENSION OF STUDENT UNTIL DETENTION IS SERVED.**

Due Process

The student will be assured of due process in regards to disciplinary action.

1. The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness.
2. Every effort will be made by the administrator and faculty members to resolve problems through effective utilization of church and school resources in cooperation with the student and his/her parent or guardian.
3. In every disciplinary situation involving the possibility of suspension or expulsion from school, the student will be provided with notice of the violation with which he or she is charged and will be entitled to a fair and impartial hearing (which may be informal) regarding such violation and its punishment.

Suspensions

The following procedures will be followed if a suspension is the result of the disciplinary process. All suspensions will be served at home unless otherwise noted.

1. The student shall be informed of the specific charges, which are thought to be a basis for disciplinary action to be taken against him/her, and a conference will occur with the principal.
2. The student will have the right to present to the principal any relevant information that will support his/her defense.
3. If the school administrator suspends the student, he/she will notify the parents of the suspension, the reason for it and steps necessary to effectuate the student's return.

Expulsion

An expulsion may result from a student receiving his/her sixth detention, which would indicate "persistent disobedience". The principal, for serious types of behavior, may also expel the student. The following procedural guidelines will govern the expulsion process:

1. Informal hearing between the principal and student in referral.
2. Written notice of charges against a student shall be supplied to the student and his/her parent or guardian and School Board Chair.
3. Evaluation of record to determine if there is any evidence that student might be challenged in learning style or ability.
4. Expulsion will be by formal action of the School Board. The board will meet in closed session when requested by student, parent or guardian.
5. Notice of expulsion will be sent to the student's school district and juvenile division of the probate court for student's ages 6 through 15.
6. Where the School Board rules in favor of the student, the student shall be reinstated immediately. The student shall be allowed to return to school without prejudice or penalty unless otherwise directed in the motion of the School Board.

Appeal Process

Appeals of disciplinary action to the School Board should be done in writing to the School Board president who will notify all parties involved. The actual appeal hearing may occur in either of the following ways:

1. The appeal should be done in person with a set time limit followed by dismissal from the premises so that the School Board may be free to discuss the pertinent information.

2. The appeal may be done in the form of a letter that states what the family or person is appealing along with the reason why the appeal should be considered. The appeal should be submitted to the School Board president or designee.

Please note – On any appeal where the student has admitted the offending conduct, the appeal hearing will concern only the appropriateness of the discipline to be imposed.

Zero Tolerance Bullying Policy

Concordia Lutheran School strives to provide a safe secure learning environment for all students. Bullying has a harmful spiritual, social, physical, psychological and academic impact on bullies, victims, and bystanders. The faculty and staff model the love Jesus has shown to us and take immediate action to stop bullying behaviors. We emphasize accepting responsibility for our actions and forgiving one another. A complete copy of our policy is available in the school office.

Dress Code

All students will be in appropriate dress code at all times while attending school at Concordia Lutheran School.

If the student's dress or appearance is deemed inappropriate by either the principal or a staff member, the family will be called to provide a change of clothing before the child is allowed to return to the classroom. **Concordia Lutheran School reserves the right to counsel, reprimand, suspend, and even dismiss a student if the student does not cooperate or comply with the school's standards.**

KINDERGARTEN DRESS CODE

These guidelines should be followed:

1. Children should be dressed in comfortable play clothes. Remember children will be painting, gluing, crawling, and climbing.
2. Children must appear neat, clean, and dressed in a Christian manner.
3. Shorts may be worn from the first day of school until October 15 and from April 15 until the last day of school. Sandals are not to be worn at any time.
4. Boots must be worn during muddy or snowy weather. Boots are not allowed inside the classroom; therefore, shoes must be brought to school for the students to wear in class.
5. Please mark all outer garments with your child's name. Jackets, boots, and mittens are difficult to identify when so many are the same or similar.

GRADES 1-8 DRESS CODE

These guidelines should be followed:

1. Tops must have a collar. They may be pullover style with collar (polo or golf shirt), dress shirt that buttons down the front, or turtleneck. Tops are to have no writing with the exception of a small manufacturer's logo.
2. Sweaters, cardigans or Spirit Wear (sweatshirts/hooded) may be worn; proper school attire shall be worn underneath.
3. Pants, shorts, skorts, capris, dresses and jumpers are to be in solid colors of tan, navy, black, brown, gray, or hunter green only, and must be proper fitting.
4. Skirts, shorts, skorts and jumpers may be no shorter than 3" above the knee when the student kneels on the floor. Shorts and capris may be worn from the first day of school until October 31 and from April 15 until the last day of school. From November 1st–April 15th girls must wear tights under skorts, skirts, and jumpers.
5. Comfortable shoes with closed toes and closed heels shall be worn with socks, laces tied, and buckles buckled, etc. All students are required to keep a pair of tennis shoes in their locker for gym. Boots are to be worn for outdoor activities only.
6. Hair should be neat and clean, cut above the collar (boys) and cut above the eyebrow or pulled back from the face.
7. All students should have tennis shoes for gym class. Fifth through eighth graders should have a t-shirt and gym shorts that are in good taste, proper fitting, and clean.

These items are not allowed:

1. No denim (except for Jean Days), spandex or tight fabrics.
2. No T-shirts except Spirit Wear on Jean Days. Sweat suits are not allowed.
3. No sleeveless shirts, dresses, tank tops, halter tops or midriff shirts.
4. No clothing that is torn, worn, frayed, "holed," tight, undersized, oversized, revealing or sloppy.
5. No earrings are to be worn by boys; No body art or piercing.
6. No designs, logos or sayings cut into hair.
7. No facial hair on boys.
8. No fad or alternative items, including wheeled shoes such as Heeleys.
9. No slippers, moccasins, or high heeled shoes.

The last day of the week is considered Spirit Wear / Jean Day. Students may wear blue jeans as long as they wear some item of Spirit Wear as their top. Spirit Wear is defined as official Concordia Lutheran School T-shirts, shirts, sweatshirts, etc.

Drop Off / Pick Up Procedure

The procedure for drop off and pick up varies at each campus. Please see the special handout available in either school office for directions on this item.

Emergency School Closing

The School Board has decided that if Clarenceville and/or South Redford schools close due to inclement weather, Concordia may close. The administration will decide if the weather conditions indeed require the school to close for student safety. As a service to parents, a phone calling system called School Messenger will be used to notify parents of a school closing.

Parents should receive an automated phone call from the principal notifying them that school is closed for the day. If parents are in doubt, they should not just drop off the child. Parents should make sure that there are other people in the building and school is in session.

If school will be closed for some reason other than inclement weather, School Messenger will also be used to communicate with families. It could be possible that one campus would be open, while the other would close. If the school is closed, the Extended Day Care /Latch Key Programs are also closed.

Extended Care / Latch Key Programs

Shadow of the Cross operates an Extended Care program from 6:30 AM-7:45 AM and from 3:30–6:00 PM. The Hosanna-Tabor Early Childhood Center offers Latch Key service 7:00–7:30 AM and from 3:15-6:00 PM. There is a cost for both services. Payment for services is made to the ECC center and not to Concordia. **Please see written handbooks/handouts provided by both ECC centers for more information.**

Extra Curricular Activities and Eligibility

Along with regular subjects commonly taught in all schools, students are given the opportunity to participate in a wide range of co-curricular and extracurricular activities. The opportunities may vary from year to year depending on enrollment, time commitments, physical facilities available, and the presence of qualified persons (staff or volunteer) to lead the programs. The following sports may be offered:

Soccer Volleyball Basketball Cheerleading Wrestling Track Softball

If a parent has skills, abilities, and/or interests in any of these areas or other areas and would like to use these for God's glory and the students' welfare, please contact the

Athletic Director, or the Director of the program you would like to assist. When willing adults are prepared to serve, additional activities may be offered for the benefit of the students.

Concordia is a member of the Western Lutheran Athletic League. This league sponsors many interscholastic sports activities. Most of the team sports will involve students from the fifth through eighth grades. Fourth graders may be invited to participate in some athletic activities.

To participate in interscholastic competition a student will maintain an overall "C" average or be working to his/her capability. No "F's" in any subject are allowed. The child may not participate in athletics until improvement has been shown as approved by the AD or Principal. A student must have a yearly examination by their physician. A form is available in the school office that, when completed by their physician, fulfills this requirement.

A parent/guardian must accompany a student wishing to attend a home athletic event or any other school activity. If the student will be attending with another adult, the Office Staff must have a written note from the parent before the start of that school day. NO student will be allowed to call to make arrangements to stay for an event. Any student without supervision for an after school event will be sent to Extended Care/Latch Key.

If the child(ren) is(are) involved in athletics at Concordia, the students and parents must read the Athletic Handbook so they are familiar with the operation of the athletic program. Athletic Handbooks are distributed to Grades 5-8 at Registration or are available from the Athletic Director.

Family Service Hours (See amendment for the 2020/21 school year)

Recognizing the benefits of having help from our greater school community in creating and maintaining a positive and nurturing school environment for an entire student body, every school family is required to contribute **16 hours** of service per school year. The service hours can be fulfilled by the parents, the student(s) (with adequate prearranged supervision, doing age appropriate tasks), or an extended family member (such as a grandparent, aunt, uncle, etc.). A list of service opportunities can be found periodically in the Knightly Knews and in the front of the Service Hours Books located in office at both campuses. Volunteer options include, but are not limited to the following: Class field trips

- Fundraisers: School Auction, Pizza Kits, Golf Outing, Mom2Mom sale, etc
- Helping at Hosanna-Tabor or Shadow of the Cross
- Special teacher requests (copies, library, posters, spelling cards)

- P.I.E (Partners In Excellence) Events: 5th-8th Grade Dance, Movie Nights, Christmas Shop, March Madness Basketball Tournament. *Please come to the meetings. New ideas always welcome, and you get credit for coming

A record book is kept in each school office, with one page per family. Parents may begin recording service hours for the next school year beginning the Monday after the closing day of the previous school year. **It is the responsibility of the individual family completing the hours to record their time in the book as hours are completed.** The hours are to be recorded as fulfilled in one-half hour increments. Four or more hours should be completed each quarter, with all service hours served prior to the Friday before the last day of school. **A \$10.00 per hour charge for each non-completed hour will be assessed.** Families will receive quarterly statements via email by the school office manager. All hours must be served or monies paid on or before the last day of school. If the commitment of time or money is not fulfilled, you will not be able to register for the following school year. The final billing will coincide with the final statement to the family for missing or late lunch, tuition, extended care and other fees.

All volunteers who have contact with the students will participate in the background checks required by the State of Michigan.

Field Trips

To acquaint the pupils of Concordia Lutheran School with the community about them and to broaden the educational horizons of our students, our teachers plan "class trips" or "field trips." These trips are scheduled to be taken at a time when they will most enrich the curriculum and serve an educational purpose. Each class should take at least one trip per year.

In order for students to participate in any field trip, parents will have completed, signed and returned any permission slips and paid any and all fees. Fees may include admission tickets, meals, transportation, and housing costs.

Transportation for field trips may be provided by charter bus, school bus, or parent vehicles. Teachers will not drive students to and from field trips. In accordance with state law, students under 4'9" or 8 years of age will be required to have a car seat to ride in vehicles other than a school bus.

Before driving for a field trip (being a chaperone), parents must give the teacher the completed school form and a copy of their valid driver's license, car registration, and proof of insurance. Chaperones must be at least 21 years old.

A field trip may be cancelled if not enough parents volunteer to drive for the trip.

Financial Support

Concordia Lutheran School is an association school supported by two Lutheran congregations. To show their commitment to Christian education, both churches provide support to Concordia Lutheran School through use of their facilities and direct financial support. Tuition rates, then, are substantially lower than would be required if the school were independent of church support.

Association Member Church Attendance Requirement

In order for an association member to receive the member tuition reduction the parent(s) and child(ren) must be members in good standing. This is defined as attending at least 26 worship services the previous school year. These services include the following:

- Regular Saturday/Sunday services
- Advent and/or Lenten services
- Special seasonal services such as Christmas, Holy Week, Thanksgiving, etc.

The same pattern of worshipping in the congregation will be monitored for continuing congregational support. The Elders recognize that families who are new to one of our Association Churches might not have attended a sufficient number of services during the prior school year to qualify for the member discount. Current attendance will be monitored.

Fire Drills

In cooperation with the fire department, Concordia Lutheran School teaches fire prevention and carries out a series of fire drills. Each room follows the Fire Drill Procedures clearly posted in the room. Children will be instructed how to respond to an alarm early in the school year. Any adults in the building, particularly those who are here on a regular basis, are also requested to familiarize themselves with the appropriate escape routes.

Fundraisers

The funds collected from school families through tuition and fees, and the sponsoring churches, do not provide sufficient funds to operate the school. It is necessary to carry on a variety of fundraisers as third source funding for the school.

Some fundraisers are ongoing, like Box Tops, Scrip, and others.

While it is NOT expected that every family will participate in every fundraiser, parents are expected to help at one or more of our special events. These events include the Auction, Craft & Vendor Show, Court of Concordia, Golf Outing or various “thons.” We hope you will consider each fundraiser and select those which best fit for you. (The time spent prior, during, & after the event counts toward your family’s required service hours.)

Other fundraisers are traditional catalog sales, selling candy, cookie dough, pizza kits, and other items.

Grading Scale

A	95-100	C	73-77
A-	90-94	C-	70-72
B+	88-89	D+	68-69
B	83-87	D	63-67
B-	80-82	D-	60-62
C+	78-79	F	59-below

Grievances

As human beings, from time to time concerns and disagreements will surface. In God's Word, chapter 18 of the book of Matthew lays down guiding principles that we choose to follow. "If your brother sins against you, go and tell him his fault, between you and him alone."

With this verse as a guide, any problem will first be directly discussed with the person involved. Often that initial conversation will be between a teacher and a parent. The Principal has been instructed to make sure this happens. If this first step is taken and it seems that the efforts are unsuccessful, either parent or teacher may choose to set up a meeting including the Principal. If the second step also does not bring about a resolution, a third meeting involving pastoral care, along with the previous parties, needs to be convened. A fourth step would include all the people involved in the previous steps as well as the School Board.

The school recognizes "Grievance/Complaints for Title VI and IX of the Education Amendment Act of 1972 and Section 504 of the Rehabilitation Act of 1973."

Health Requirements

Each student at Concordia Lutheran School will have an annual physical examination as specified by the Michigan Department of Education. Immunizations must be in compliance with state law. The student's physician must sign physical or Health forms.

Failure to comply with immunization laws and/or physical examination requirements by October 1st of each school year will result in the exclusion of your child from the classroom.

When an incident causing injury occurs on school grounds, the supervisor in charge must complete an Incident Report that is kept on file in the office. The student's parent(s) or guardian will receive a copy of this report.

If the injury is more severe than to require an ice pack or a small common strip bandage, if it involves the head, or there is any reason to suspect that the services of a medical professional may be necessary, the adult responsible for that student **MUST** be called immediately. If the injury requires obvious emergency care, 911 will be called for service and a staff member will accompany the child to the hospital. The parent or guardian will be called to meet the child at the hospital.

Homework

The challenging program at Concordia requires that some study be done at home. This is not only for accomplishing immediate educational goals, but also is a helpful habit for future education, which becomes increasingly demanding. The amount of homework depends on the grade level as well as upon the ability and study habits of the child. Parents can best assist by providing encouragement and a quiet place to study.

Please avoid providing too much help; remember that it is the student's homework, not the parents'. If assignments are consistently burdensome, please schedule a conference with the student's teacher to discuss the matter.

Memorization will often be something that is done at home. This may include tables of facts, spelling words, lists, quotes from literature, and other things as well as Bible verses, hymns, songs, and parts of the catechism. Parents should assist their child by listening as he/she practices the assigned memory work.

Generally a "rule of thumb" for make-up work due to illness is: One day is allocated for each day of absence. It is expected that a student missing two days of school would be caught up by the morning of the third day they are back. Other arrangements should be made with the teacher who assigned the work prior to "running out of time."

Each teacher will establish a procedure for notifying parents of incomplete homework. Procedures that may be used include, but are not limited to, the following:

- a. A note sent home using the daily planner provided by the school or some other form.
- b. A "Zero Slip" may be sent home for the parent to sign and return to school the next day, with the completed work.
- c. Missed or incomplete work may be identified in the online grading program for Grades 3-8.

At any time a teacher may decide to call the parent(s) to inform them of the situation, especially if a student repeatedly misses work or if no reply has been received to the communications listed above.

Please note the policy statement under ATTENDANCE for homework missed due to family vacations.

Honor Roll

Students from grades 3 to 8 are given letter grades on their report cards. There are three parts to the honor roll: High Honors (3.8), Honors (3.5) and Honorable Mention (3.3). It is posted every quarter. Classes used for determining honor roll are Memory/Religion, English, Reading, Spelling, Math, Science, Social Studies, and Spanish (7th & 8th grade only). Any student with a D+ or lower in any class, regardless of overall GPA, cannot be on the Honor Roll.

Illness

A student should be kept home from school when he or she is ill. For purposes of standardization of practice, a student should be considered ill if he or she has one or more of the following:

- a temperature at or above 100 degrees. (Student should be fever free for at least 24 hours before returning to school.)
- diarrhea or vomiting.
- a rash (any rash illness should be checked by a physician.).
- a diagnosed communicable disease (this includes chickenpox, pink eye, mumps, etc.). The student should only return to school with the permission of a physician.
- an injury such as a broken limb, concussion, etc..

This list is not all inclusive. There may be other valid reasons to keep a child home from school.

Parents should also understand that a child will be sent home from school if any of the above conditions exist. When a parent is called by the school because their child is ill, it is expected that they or someone they appoint will arrive in a timely fashion to pick up the child. Students will be kept in the office or allowed to lie on the sick bed until a parent or representative arrives to take the student home.

Library

Each campus has its own library which students will be able to visit and check out books. These books will be the child's responsibility and must be turned in by the due date. Fines will be assessed if the overdue book is not found within a reasonable amount of time. Replacement value will be charged for any unreturned or lost book.

Life-Threatening Communicable Diseases Policy

Students who are enrolled or wish to enroll in Concordia Lutheran School who develop or have a life-threatening communicable disease shall be administered under the following policy: The best educational setting for the child shall be determined by a team approach involving the following: the parent(s) of the child, the licensed physician of the child, public health official(s), the Principal, and a licensed physician chosen by the school.

Each case shall be reviewed on a case-by-case basis where risks and benefits to the infected child, other children in the school setting, and the general operation of the school will be weighed. A re-evaluation of any case may be necessary as the illness progresses, a child's health changes, or the school operation is placed at risk. The team will be reconvened for such re-evaluation.

Lock Down Drills

In compliance with state law, Concordia Lutheran School carries out lock down drills. When a lock down is declared, teachers will follow Lock Down procedures. Children will be instructed how to respond to a Lock Down early in the school year. Any adults in the building should close and lock the door of the room in which they are located and wait for the "all clear" to be announced.

Lost and Found

Lost and found items are kept in a box in each campus hallway. Parents are urged to label all clothing items to help eliminate confusion and aid in assuring against the loss of items. The lost items can be claimed at any time. Unclaimed items will be sold at the church rummage sales or given to charity. Parents should look for lost items quickly as unclaimed items will be disposed of frequently.

Lunch Program

Concordia does not operate a hot lunch program. Students are to bring their own lunch from home each day. Microwave ovens are not available for student use at the Elementary Campus. If a child forgets a lunch, parents may be contacted to bring a lunch to school for their child. If a parent brings a student a lunch, it must be brought to the office so it can be delivered to the classroom at an appropriate time.

Mandated Reporter Status of Teachers

Our teachers and staff are required by law to report all cases of suspected neglect or child abuse to the proper authorities.

Medication

In order to comply with Oakland/Wayne County and the state of Michigan, school personnel or nurse will dispense NO prescription medication will be dispensed unless a physician prescribes it and the school has a copy of the prescription indicating the name of the medication and dosage directions. Over-the-counter medication such as Tylenol, cough medicine, Neosporin, etc. will be allowed with the proper completed form. A completed authorization form, which can be obtained from either School Office, must accompany all prescribed and over-the-counter medication. This form is valid only for the current school year. The parent/guardian of the child(ren) will provide the school with a brand-new, sealed container of any over-the-counter medication. It must be labeled in a “prescription-like” sticker form indicating the child’s name, name of the drug, dosage, and specific directions for dispensing the medication.

No prescribed medication or over-the-counter medication will be allowed to be administered by the student or to be in their possession at any time during the school day. All medicine must be locked up in the School Office.

If your child(ren) requires medicine, either prescribed or over-the-counter, it must be **brought in to the School Office by the parent or guardian.** All medication must have a current date on it. **Expired medication will not be administered.** When the medication is administered, a medical log sheet will be filled out, initialed by the staff person administering the medication, and an email notification sent to the student’s guardian on file.

You will be notified when your child(ren)’s medication is running low. Empty containers will be sent home with your child(ren) when we have given the last dose. On the next school day, you will need to supply the school with additional medication in a properly labeled container. If the order for the medication has changed, a new Medication Authorization Form must be completed.

At the end of the school year or when the medication is to be discontinued, all medication must be picked up by a Guardian on file. If it is not picked up by the last day of school, all medication and/or medical supplies/equipment will be disposed of properly according to district policies and guidelines.

Newsletter, School

The school publishes a weekly newsletter (*The Knightly Knews*) that lists activities for the week and contains other information that parents will find useful or helpful. Parents are asked to take the time to read it. Items for the weekly newsletter should be turned in to the Middle School Campus office by Noon on Thursday (Wednesday if there is no school on a Friday). The newsletter will be e-mailed to each school family. Families who do not have access to e-mail can request a printed copy to be sent home with their child.

Teachers may provide students and parents with their own classroom newsletter.

This information is also available at the school website at www.concordials.org.

Outdoor Education

The fifth and sixth grade students spend five days in January or February at an outdoor education camp. Our students, together with children from other area Lutheran schools, are under the direction of teachers, parents, and the camp staff. Their week's activities encompass a wide range of "outdoor education" experiences. This is part of the fifth/sixth grade curriculum and all students are expected to attend. Any student who does not attend will be expected to remain at home during that week since there will be no teacher supervision available.

Payment of Fees

Parents are to send any money, including personal checks and money orders, in sealed envelopes with the student's name, grade, and the purpose for which the money has been sent, clearly written on the front of the envelope. It is strongly urged that parents not send cash, even if it is a small amount. If cash is sent, it should be the exact amount.

Tuition is due before final registration is completed in August and on the 15th of each month. Payments will be reviewed weekly. Payments received after the 20th will be assessed a \$15.00 late fee. If a family cannot correct the late payment by the 30th day of that month, the parent(s) must contact the Principal through the South Campus office. The child(ren) of the family will not be allowed to attend classes until one of the following events occur:

1. The family account is made current
2. Other arrangements for payment have been made.

Personal checks are accepted by Concordia Lutheran School for payment of all fees; however, we assess a penalty of \$35.00 for any NSF check that is returned to us. Returned checks WILL NOT be resubmitted to the bank but must be redeemed by cash or money order. The school reserves the right to refuse personal checks and demand payment only by cash or money order if there is a repeated problem with returned personal checks. **ALL CHECKS WRITTEN WILL BE DEPOSITED PROMPTLY!**

Payments can be made by credit/debit card (Visa and MasterCard only). Credit/Debit Card payments will be accepted only in person at the South Campus.

At the end of the school year report cards and transcripts will be sent only if all fees are paid.

Photo/Video Policy

Families are asked to sign a photo/video release to provide us with permission to use student/family images on our school bulleting boards, website, promotional materials, etc.

The Permission to Photograph form will remain in effect during the term of your child's enrollment unless it is changed in writing by you.

Physical Education

Each class has scheduled periods for physical education. Having appropriate clothes for this is an assignment for Physical Education classes. All students in grades K-8 are required to have appropriate athletic shoes (clean with tread) for their gym class. Grades 5-8 are required to have gym clothes (shirt and shorts). A student may receive a failing grade in Physical Education simply by not completing the assignment to have appropriate attire for PE classes.

Through participation in PE activities, each student develops the physical abilities with which he/she has been blessed and creates a desire to be a life-long participant in physical fitness activities.

Students who must be excused from Physical Education activities for a specific day must bring a note from home to the teacher. This note must state the reason for non-participation and is good for that one gym period only. Students who will miss more than three consecutive PE periods are only excused if they have a note from their physician. Writing projects or other assignments may be given to those students not participating and counted as part of the Physical Education grade.

Recess

At various times during the school day classes may be given recess time. In the lower grades this may happen one or two times per day. In the upper grades this may happen once per day.

Recess is a period of time when students are allowed to play on the playgrounds or areas designated by the teacher or other supervisor. While this is unstructured time, students are expected to behave and treat classmates appropriately. Students may be denied recess time for any reason by the teacher or other supervisor. This may include a "time out" sitting against the wall or on a bench.

Students will be kept inside if it is raining or if the wind chill is at or below Zero (0) degrees. Students should come to school with appropriate clothing to go outside. This would include jackets, gloves, hats, scarves, snow pants, and boots.

Because a teacher cannot be supervising students in two places at once, all students will go out for recess. A student will only be allowed to stay in from recess if a doctor's note is provided giving the reason for and duration of the exclusion from recess.

Report Cards

Report cards are issued after the end of each quarter. Please see the school calendar for specific dates.

Parents and teachers are encouraged to meet to discuss student progress. While these meetings can take place at any time, initiated by either party, we do allocate school time for a MANDATORY parent-teacher conference at the end of the first quarter of the school year. We make every effort to schedule conferences when parents are available, including evening time as necessary.

While the subject matter covered in parent-teacher conferences may vary according to need, look for the following items to be discussed:

1. The marks received for the previous grading period
2. A discussion of the gifts and talents God has given the student
3. The way the student is using those gifts and talents
4. The amount of homework done at home
5. The reaffirmation, or redevelopment, of cooperative plans between home and school to help the child
6. Any other items that the teacher or the parent feels need to be discussed relating to the child and his/her development as God's special child.

Please note that only a LIMITED amount of time is scheduled for each child, and only one conference is scheduled for each child in the classroom. It is very likely that either the parent or teacher may wish to continue the discussion at a later time. Please do not be offended if a teacher must discontinue the conversation so that the next conference can be started on time, as this is only courtesy to others. Make sure before leaving that an agreed upon time is set for when and where the conference is to be continued.

Promotion to the next grade level is based on many factors, including but not limited to 1) Developmental Readiness, 2) Academic Achievement, 3) Student's Effort and Ability, 4) Testing Data, and 5) Attendance Record. Parents will be informed by the end of the first semester if there is a possibility of retention with discussion of the reason and possible remediation. The final decision of promotion or retention will be made by the teacher and administrator.

Parents are always welcome to visit classrooms or to meet with the Principal or others to discuss any matter pertaining to your child's welfare. Remember that it is a Biblical principle, as well as the policy of Concordia Lutheran School, that differences first be addressed at the level they start, namely between the two persons involved. (See Grievances/Complaints...)

Sex Education Materials Policy

In an attempt to answer parent concerns about this sensitive and personal area, the School Board has adopted the following:

1. Any sex education materials used at Concordia Lutheran School will be from a Christian perspective and Biblically based.
2. Any materials used specifically to teach sex education will be available for parents to review before the teaching of the materials.
3. Parents will be informed throughout the year if outside materials become available for use.

Sexual Harassment Policy

Definition of Sexual Harassment – (For this policy only, the following conditions apply) Sexual harassment will include but not be limited to the following: Unwelcome sexual advances, requests for sexual favors, repeated derogatory sexist remarks, displaying of pornographic or other materials with the intent to harass when:

1. Acceptance of such conduct is made, either explicitly or implicitly, a term of condition of an individual's status.
2. Acceptance or rejection of such conduct by an individual is used as a basis for enrollment, grading or advancement.
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic progress or performance, or creating an intimidating, hostile, or offensive academic environment.

Examples of Sexual Harassment

Sexual harassment may occur in any of the following examples, but not limited to:

1. Verbal: Sexual demeaning comments, sexually explicit statements, questions, jokes, anecdotes, or slurs.
2. Written: Suggestive or obscene letters, invitations, notes or cards.
3. Physical: Sexual assault, touching, impeding or blocking movement.
4. Visual: Leering, gestures, display of sexually suggestive objects or pictures, cartoons or posters.
5. Continuing to express sexual interest after being informed that the interest is unwelcome.

Responsibilities of the employee / student

It is the responsibility of employee / student to:

1. Conduct himself/herself in a manner that contributes to a positive school environment.
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing.
3. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome.
4. Report all incidents of discrimination or harassment to a school official.
5. If informed he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

Procedures

The following steps should occur:

1. Students or staff who believe they have been subjected to sexual harassment should report the incident(s) to the principal or designee.
2. Complaints will be treated in a confidential manner, provided that the ability of the school or policy administrator to investigate or take corrective action is not adversely affected. Confidentiality will not be promised or guaranteed to any person.
3. The principal or designee shall notify the complainant and the alleged harasser when the investigation has been completed and findings of said complaint.
4. If the principal finds that there has been sexual harassment, he/she shall recommend disciplinary action to the School Board. Disciplinary consequences will include referral to law enforcement officials where appropriate.
5. Any individual who retaliates against any person who reports alleged sexual harassment or who testifies, assists, or participates in an investigation, proceeding, or hearing relating to a sexual harassment complaint will be disciplined. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Any individual who knowingly and intentionally makes a false complaint or statement concerning an allegation of sexual harassment, to include providing testimony that is known to be false, will also be disciplined.
6. Both the complainant and the alleged harasser shall have the right of appeal. Notice of the intent to appeal must be received by the head of the School Board (student/student) or congregational President (staff/student) within thirty days of the notification that the investigation was completed. The appeal must be presented at a regular or special meeting within sixty days of notification that the investigation was completed.

Control

The principal and/or the School Board are responsible for the implementation of this policy. In the event that the principal is the alleged harasser, the head of the School Board will conduct the investigation.

Special Auxiliary Student Services

From time to time, as laws and policies permit, students may receive special services from a local public school district. These services may include special education, speech therapy, physical therapy and social worker services. Services for the North Campus are provided by the Clarenceville Public Schools and services for the South Campus are provided by the South Redford Public Schools.

Student Transportation

Transportation to and from school is the responsibility of the parent(s).

A bus shuttle service is provided between campuses before and after school. There is a nominal fee for this service. The bus shuttle schedule is available from either campus office.

Parents provide most transportation for field trips and other activities. Every effort is made to make sure drivers and vehicles are properly licensed, insured, and follow laws. Parents are asked to assist their child's teacher or coach in providing transportation as necessary. Parents should remind their child(ren) to cooperate with the driver to avoid unsafe disruptions. **Students under 4'9" or 8 years of age will need a booster seat to ride in any vehicle other than school bus, according to state law.**

Occasionally larger groups leave the school. If the number warrants, a bus and driver will be obtained from our local public school districts. General classroom behavior rules are in good taste while riding a school bus.

If a student is riding home with someone who is not listed for pick up, we must have a signed, dated note from that student's parents. Please, except in case of emergency, do not call the school office to change plans in midday. Students are allowed to use the phone for emergencies with the permission of their homeroom teacher. However, they should not be calling their parents to change plans during the day.

Technology, Acceptable Use Policy

Technology must be available and properly used in the school setting for academic growth. As a result all students will be expected to complete an acceptable use policy for computer use in our lab and classrooms. This form must be reviewed and signed by a parent/guardian yearly.

Telephone

Proper planning will insure that an excess of phone calls will be avoided, allowing the office staff the opportunity to complete assigned tasks efficiently. Other than reporting a student's absence, please call the school only if necessary. Parents should not be discouraged when time on the phone must be limited to a brief period. Scheduling an appointment, to continue the conversation in person, is most advisable.

All phone calls to be made by students from the school must be approved by the classroom teacher. Teachers will be asked to give a signed phone pass to students needing to use the phone. If a schedule change is necessary, students will be allowed to use the phone to inform parents.

Testing, Standardized

In addition to regular subject matter tests given by individual teachers, standardized tests are given each spring for the purpose of assessing student progress and improving the education of our pupils.

The Stanford Achievement Test series is currently used. The Otis-Lennon Mental Abilities Test is also given in selected grades.

A copy of the individual student's scores on these standardized tests will be sent home when they are received by the school. Parents are welcome to schedule an appointment with the teacher to discuss the results of these tests.

Tornado Drills

Tornado drills are held each year, as required by law, to prepare children for this possible emergency. In case of a tornado warning during school hours, children will be kept in the building. If such an alert continues after school hours, children will only be dismissed when picked up personally by a parent or designated adult from their designated area. The safest areas in our building have been chosen to provide the best shelter available.

The school owns a special weather radio which is activated for emergencies.

Toys, Playthings, and Nuisance Items

Teachers have the right and duty to ensure that a proper, safe, and Christian environment exists for their students. If a student brings an object to school that interferes with the learning process or is in any way detrimental to the proper Christian environment, the teacher has the right to remove that item from the student's possession. At the teacher's discretion, that item may be sent back home or held until an appropriate time for it to be returned.

Visitors

All persons entering either campus building must check in at the school office.