

SCHOOL HANDBOOK

for
Parents and Students
2022-2023



Concordia Lutheran School
Farmington Hills / Redford, Michigan

Mission Statement

*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!"

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.

Ephesians 6:10-18

August, 2022

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 that effect students and parents

We pray that God will richly bless our efforts with His precious children. We ask 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 prayers as well.

Armor Up!

In His Service,

Pat Schultz

Pat Schultz
Principal

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Lutheran Education Then and Now

Lutheran Education has a long history. Right at the reformation Martin Luther encouraged every congregation to open a school for its children. The first Lutheran school recorded in American history was opened in 1640. The Lutheran Church - Missouri Synod, of which our congregations are members, was organized in 1847; Lutheran schools have been part of our church body from its beginning.

In August of 2009 Concordia Lutheran School opened as an association school formed by the merger of two other schools. St. Paul's, now Shadow of the Cross, in Farmington Hills, opened its school at the congregation's establishment over 125 years ago. Hosanna Tabor in Redford also started a school as soon as the church opened over 50 years ago. Those two congregations still host Lutheran education in their buildings: kindergarten through grade four in the Elementary Campus at Shadow of the Cross, and grades five through eight in the Middle School Campus at Hosanna Tabor.

Concordia is proud to be a part of the history of Lutheran schools, and proud to be a part of American heritage. We thank God for the freedom we have to live, teach, and serve according to the beliefs and principles of our religious faith

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. We are pleased that the teachers, parents, and students of Concordia continue to provide support and encouragement through their commitment to work together to provide a strong Christ-centered education.

School Theme for 2022-2023

Making Disciples for Life

Matthew 28:19-20

The school theme this year is “In All Things” and is inspired by Matthew 28:20: Jesus said “Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age.”

Lutheran schools make an eternal difference. This theme will encourage discipleship conversations and actions in the chapel setting, classroom, playground and every school context. Lutheran school disciples also follow Jesus from the school to the home and community. The mission outreach of Lutheran schools brings opportunities to ‘make disciples of all nations.’”

Administration of Concordia

The School Board includes three elected laypersons from each Hosanna-Tabor and Shadow of the Cross Lutheran congregations and at least one community member, a school parent who is not a member of either of the supporting congregations. The Board 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 congregations 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.

Procedures and Guidelines

Admission/Enrollment

These are the general procedures for enrollment:

The parent(s) and student(s) must agree to participate in the religious program of the school, including class lessons, chapel services, and the like.

Parents who are not affiliated with the Lutheran Church Missouri Synod are encouraged to attend an adult class with a Lutheran Pastor to become familiar with what their students attending a Lutheran Church - Missouri Synod School will be taught

The parent(s) and student(s) must cooperate with the school in all matters of program and policy.

The student(s) cannot have special needs which Concordia is not able to provide, or whose presence is detrimental to the other students. The school reserves the right to check on previous school experiences of the child. Final acceptance is at the discretion of the School Board.

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.

Students 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 Education.)

Parents who wish to enroll their child at Concordia Lutheran School will meet with the principal for an interview and tour. In addition, parent(s) may visit with the teacher of that grade level.

Students must have their immunizations updated and have a physical examination by a licensed physician. Proper forms are available from the school office.

At the time of application, an appointment will be made for the student to take a general academic test. This will help in providing the best plan for the student's success.

Generally, the order of acceptance of students is:

- a. Children enrolled from the previous year,
- b. Children whose families are members of a supporting congregation.
- c. Brothers and sisters of returning students,
- e. Children of families who are members of another church.
- f. Unbaptized and/or unchurched children in the community,

Concordia Lutheran School admits students of any race, color, national and ethnic origin, and religion 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, or religion in the administration of our educational policies, admissions policies, athletic, and other school-administered programs.

Daily Schedule

Transportation for students to and from school is the responsibility of the parents. Students will be dismissed to a parent or a person who is listed on the enrollment form. If someone else is going to take the student, parents must send a note with that person's name and the date.

Elementary Campus

Students may arrive between 6:30 AM and 7:45 AM and go to Extended Care (See Extended Care/Latch Key Programs). Students who come for Extended Care in the morning will enter at the Extended Care door.

Students in kindergarten, first, and second grades who come between 8:00 and 8:30 will enter the school at the far west doors of the building. Students in grades three and four who come between 8:00 and 8:20 will enter at the Extended Care Door. That door will be open from 8:00 to 8:20 AM. Students arriving after 8:00 AM will go directly to their classrooms. **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 and recess time are between 11:30 AM and 12:30 PM. Students will bring their lunch from home every day. Some teachers have a snacktime in the morning and will inform the parents. Be sure your student knows what is snack and what is lunch. If a student forgets lunch and a parent brings it, the lunch will be taken to the office to be delivered to the student at the proper time.

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 at the same door as drop off. 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

Students may arrive between 7:00 AM and 7:30 AM and go to Latch Key (See Extended Care/Latch Key Programs.) Enter the Orangelawn Street Door.

Students arriving between 7:30 AM and 8:00 AM are to be dropped off at the gym door on the east side of the parking lot. Students arriving after 7:45 AM will go directly to their classrooms. **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 and recess time is between 11:50 AM and 12:40 PM. Students bring their own lunch to school. If a student forgets lunch and a parent brings it, the lunch will be brought to the office to be delivered to the student at the proper time.

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.

Emergency School Closing

Occasionally there may be times when school must close without a schedule. This may be for weather reasons, loss of power, or some other situation. In case of severe weather, Concordia frequently follows the lead of the public school districts: Clarenceville for the Elementary Campus, and Redford or Livonia for the Middle School Campus. **However that is not always the case.** For example, the public schools may close because of cold weather since some of their students walk or wait in the cold to ride the bus. Concordia students have door to door service in a warm car, so we do not close for cold weather.

Parents should receive an automated phone call from the principal notifying them that school is closed for the day as well as an email with the same information. If parents are in doubt, they should not just drop

off the child without checking to be 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.

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.

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.

The middle school office is staffed by 8:00 AM to receive information from parents whose children will be absent for that day. An answering machine enables parents to leave messages.

Parents of students at the Elementary Campus are requested to email their child's teacher by 8:30 AM if their student will be absent 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 Illness.**

The practice of taking children out of school for family vacation is becoming more and more common. Make-up work will be provided when the student returns so that the student will not be too far behind the class. However, 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/email of explanation to the School Office. Failure to provide written documentation will result in no makeup assignments being accepted.

Absence, Tardiness, and Time at School

For students to receive the best education they must be in school. We expect all students to be in their desk on time every day.

Absences will be recorded and will accumulate annually.

- Five (5) absences will result in a reminder 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 to discuss the absences and remediation suggestions. 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). Middle school 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 these procedures 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.**

Time at school during the day

Students are to remain on the school property from the time of their arrival until they are dismissed for the day unless special arrangements have been made for them to leave with a parent or other adult. 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 an email or written note to the student's teacher or to the main office. 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). The teacher's primary responsibility lies with the supervision of the children. Parents who need to speak to a teacher are asked to make an appointment for a mutually convenient time.

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 or just walking the perimeter of the playground to get the needed exercise.

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.

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.**

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 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, and Christian songs are important parts of this religious instruction, providing an inner foundation for later life. Little class time may be devoted to memorizing; most of this will be homework.

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.

Shared Time

Concordia participates in Shared Time subjects 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 district is responsible for providing certified 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.

Physical education

Each class has scheduled periods for physical education. 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.

Students who must be excused from Physical Education activities for a specific day will be excused with an email or note from the parent. This email/

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.

Field trips

Field trips are part of the curriculum that allows students to learn from many new sources. They are planned to coordinate with curriculum material when possible. When a field trip is planned, parents will receive pertinent information along with a permission form to complete. The Activities Fees pay for some of the field trip; there may be additional fees for admission and such.

Transportation may be provided by charter bus, school bus, or parents of students. Students under 4'9" tall or under 8 years of age must have a car seat. Parents who offer to drive for a field trip must give the teacher the completed school form along with a copy of their valid driver's license, car registration, and proof of insurance. Chaperones and drivers must be at least 21 years old.

Outdoor education

The fifth and sixth grade students spend five days in 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 to complete assigned work relating to the outdoor education curriculum.

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 brief worship service is conducted on the level of the children. Parents and other friends are always welcome to attend these services. The offerings our students bring 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. 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 8:30.

Christian Home

God has given the responsibility of teaching and guiding children to their parents. While the church has instituted a program of Christian education for children through the school, it does not intend to infringe upon the responsibilities of parents. Family devotions, parent interest in the church and school, regular attendance at worship services, Bible class and Sunday School involvement, as well as the example of Christian living given by parents, are all most important factors in the total Christian training of the child.

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

Homework

The challenging program at Concordia requires that some study be done at home. This is not only for accomplishing immediate educational goals, but it is also 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.

Memorization will often be something that is done at home. This may include tables of math 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 to the recitation of the assigned memory work.

Generally a "rule of thumb" for make-up work due to illness is that 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 if more time is needed.

Each teacher will establish a procedure for notifying parents of incomplete homework. Procedures that may be used include

- a. A note sent home using the daily planner provided by the school or by email.
- b. Missed or incomplete work will be identified in the online grading program for Grades 3-8.
- c. Some other written communication developed by the teacher.

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 statement under ATTENDANCE for homework missed due to family vacations.

Report Cards and Grading

Teachers use a variety of assessment methods to determine if students are learning and making suitable progress with curriculum material. Those assessment results are most commonly reported to students and parents with letter grades. Those grades are posted online in the Gradelink program. For students in grades three through eight we use the following 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

In addition to homework and classwork grades, Report Cards are issued at the end of every quarter – about nine weeks. The school calendar lists the last day of each quarter; report cards are given to students during the following week.

Parents and teachers are encouraged to communicate throughout the school year regarding student progress. Parents are welcome to ask for a meeting with the teacher or the teacher and principal to discuss matters regarding students' welfare. **We do allocate school time for a MANDATORY parent-teacher conference at the end of the first quarter.** We try to schedule conferences when parents are available, including some evening times.

In order for the teachers to meet with all parents, the conference time may be too short for complete discussion. It is very likely that either the parent or teacher may wish to continue the discussion at a later time. . Make sure before leaving that an agreed upon time is set for when and where the conference is to be continued.

While the subject matter covered in parent-teacher conferences may vary according to need, the following may be part of the discussion:

1. The marks received for the previous grading period
2. A discussion of the gifts and talents God has given the student and the way the student is using those gifts and talents
3. The amount of homework done at home
4. The reaffirmation, or redevelopment, of cooperative plans between home and school to help the child
5. 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.

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.

Honor Roll

Students from grades 3 to 8 are given letter grades on their report cards. These grades determine placement on the Honor Roll. There are three levels to the honor roll: High Honors (3.8 +), Honors (3.5-3.8) and Honorable Mention (3.3-3.5). The honor roll 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.

Standardized Tests

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 identifying general areas of weakness that need improvement.

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.

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.

In addition, Concordia has a part-time Resource Room teacher contracted through Lutheran Special Education Ministry to provide services as time permits.

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.

Choir and Music Programs

Concordia Lutheran School provides opportunities for students to participate in vocal and occasional instrumental programs. Rehearsals are held during the school day. Sometimes the students have the opportunity to provide music for a worship service at a supporting congregation.

When a child's class is providing music for a worship service we want parents to make every effort to have the child there. Many congregations have special events on the first Sunday of the month; we will try to avoid those Sundays. Parents will be informed of those performance opportunities well in advance through the school newsletter or special email. If parents know about an absence in advance they should communicate that to the director.

Sports and Athletic Programs

Concordia is a member of the Western Lutheran Athletic League of nearby schools. 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.

The variety of sports Concordia students play depends on the number of students and the availability of coaches. These are the sports sponsored by the League:

Soccer Volleyball Basketball Cheerleading 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.

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 athlete 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.

Please see written handbooks/handouts provided by the Athletic Director for more information.

Additional opportunities for extracurricular activities may be offered. In the past we have had Chess Club and Drama Club.

Discipline

There are certain standards of behavior that the school requires to maintain the moral and legal responsibility to its constituents. It is understood that any staff member in the building has the authority to correct misconduct. Concordia students will conduct themselves in a Christian manner in all activities of the school.

Discipline is used as a teaching tool whereby staff members use various strategies to help children learn how to conduct themselves in situations that prove difficult to them. Teachers develop the strategies used in the classroom that put students back on task. These strategies will be progressively unpleasant if misbehavior continues. Students will also learn to accept the consequences and responsibility of unacceptable behavior.

Discipline Notice Most of the time misbehavior is corrected immediately in the classroom. However, when inappropriate behavior should be brought to the attention of the parents a **Discipline Notice Form** will be given to the student. This form will explain the behavior and what steps have been taken to correct it. A parent signature and comments, if desired, are required with the form returned to the teacher the next day.

If the misbehavior is continuing, additional steps may be taken including suspension or even expulsion. (See Appendix “Additional information”)

DRESS CODE

Students of Concordia will wear clothing that is modest and in good taste. As Christians we realize that our clothing as well as our actions reflect our relationship to Christ. All students will follow the dress code when at school or on field trips unless a special dress for the day has been previously announced.

A few general guidelines:

- Students will dress in clothes that fit. Students grow fast at times, so it’s important for parents to check routinely if clothes are still the right size.
- Students will go outside to play throughout the school year. This means warm jackets, boots, hats, and gloves or mittens will be necessary at times. When boots are required, students should have a pair of shoes to wear inside the building.

- Clothes should be clean and neat, with no holes, rips, or frayed edges.
- All outwear should be labeled with the student's name.
- Shorts and skorts may be worn from the first day of school to October 15 and from April 15 to the last day of school.
- Comfortable, closed toe and heel shoes will be work with socks. If shoes have shoe laces, they will be tied. Students in grades 1-8 should have a pair of gym shoes at school for gym class.
- The only guideline for kindergarten students besides these general ones is to wear comfortable play clothes. Kindergarteners are busy sitting on the floor, experimenting with paint and other materials, and generally moving while learning.

The last day of the school week will be Spirit Wear/Jeans Day.

Students may wear blue jeans as long as they have a Spirit Wear top. Spirit Wear is Concordia Lutheran School t-shirts, shirts, sweatshirts, etc.

Guidelines for Grades 1-8

1. Tops must have a collar. They may be pullover style with collar (polo or golf shirt), shirt that buttons down the front, or turtleneck. Tops should have no writing or pictures; very small manufacturer's logo will be allowed.
2. Sweaters, cardigans, and Spirit Wear (Concordia zipped sweatshirt) are allowed, with regular school attire underneath.
3. Pants, shorts, skorts, dresses and jumpers will be in solid colors of khaki, navy, black, brown, gray, or hunter green.
4. Skirts, shorts, skorts, dresses, and jumpers may be no shorter than 3" above the knee when the student kneels on the floor.
5. Students in grades 5-8 will have a t-shirt and shorts in their locker for gym class. These will be in good taste, proper fitting, and clean.

Clothing not allowed

If the above guidelines are followed, all will be well. However, in order to help answer some questions that are frequently raised, here is a list of some things students will not wear:

- No jeans, except on Jeans Day.
- No T-shirts except for gym class or Spirit Wear day.

- No tank tops, halter tops or midriff shirts. All shirts must be long enough to tuck into pants.

Wearing shorts

Students are allowed to wear shorts that fit the previous descriptions from the first day of school in the fall until **November 1**, and from **April 1** to the end of the school year in the spring.

Concordia staff members reserve the right to make final decisions about the appropriateness of student clothing.

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.

Health and Safety

Each student at Concordia Lutheran School will have an annual physical examination as specified by the Michigan Department of Education. The student's physician must sign the health form which is distributed to all families.

Immunizations must be in compliance with state law. 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 if there is any reason to suspect that the services of a medical professional may be necessary, the parent or guardian 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

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

Illness

A student should be kept home from school when he or she is ill. **This is especially true this year with COVID 19 still making people 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.
- **any symptoms of COVID 19**

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 who are ill will be kept away from the other students in the class while waiting for the parent or guardian to arrive.

The school will follow current guidelines from the Wayne County Department of Health regarding COVID quarantine and isolation.

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.

Life-threatening Communicable Diseases

A student who wishes to enroll or who is enrolled in Concordia Lutheran School who develops or who has a life-threatening communicable disease shall be admitted following recommended best practices.

Medication

In order to comply with Oakland and Wayne Counties and the state of Michigan, school personnel WILL NOT dispense any prescription medication unless a physician prescribes it and the school has a copy of the prescription indicating the name of the medication and dosage directions as well as the completed authorization form from the school. Over-the-counter medication such as Tylenol, cough medicine, Neosporin, etc. will be allowed only with the proper completed authorization form. 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 or the principal's 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 kept 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.

Safety and Mental Health

Bullying

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.

Sexual Harassment

Sexual harassment is a specific form of bullying, and Concordia has specific definitions and procedures to insure the safety of the students and staff.

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. Rejection of such conduct is met with threats of harm or ridicule.
3. Acceptance or rejection of such conduct by an individual is used as a basis for enrollment, grading or advancement.
4. 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

Any student or adult who is the victim of such harassment should report it to an adult on the staff: teacher, principal, pastor, or office personnel. Parents or guardians who become aware of such harassment should report it to one of the same persons listed above.

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.

Safety Drills

Following the recommendations and laws of the State of Michigan, Concordia students practice three kinds of safety drills during the school year: Fire Drills, Tornado Drills, and Lockdown Drills.

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.

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

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.

General information

Newsletter, School

The weekly newsletter (*The Knightly Knews*) 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.

The newsletter is also available at the school website at www.concordials.org.

PIE

No, this isn't a description of dessert. The parent organization of Concordia Lutheran School is named "Partners In Excellence," or PIE. All parents are encouraged to be an active participant in the group to help with a variety of activities and assistance. Meeting dates and times are included in the weekly newsletter.

Family Service Hours

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)
- Special events: movie night, school lunch, etc.

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 or a parent volunteer. 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.

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

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.

Students who must call home are to use the phone in the office. Please note the Cell Phone rules in the following paragraphs. All phone calls to be made by students must be approved by the classroom teacher. Teachers will be asked to give a signed phone pass to students needing to use the phone.

Cell Phone Policy

Students in grades kindergarten through 4 will not bring cell phones to school. There is not a need for them, and the students tend to use them as distracting toys during school time. If a student does not follow this policy, the same procedures listed in the fourth item below will be followed.

Students in grades five through eight may bring cell phones with the following requirements.

1. Students will put their cell phones into the box, basket, or bag the teacher has provided as soon as they enter the classroom in the morning before 8:00 a.m.
2. The phones must be turned off during the school day.
3. Students will retrieve their phones at the end of class as they leave the classroom.
4. If a student does not follow this procedure and is discovered hiding a cell phone, the procedures listed below will be followed:
 - First offense: the phone will be confiscated and held by the Assistant Principal until a parent can come to the school to retrieve it. The parent and student will sign the form, and the student will not be allowed to bring the phone to school for two weeks. Because we are a Christian school, and we teach forgiveness, the student will be allowed a second chance.
 - Second offense: The phone will again be confiscated and held by the Assistant Principal until a parent can come to the school to retrieve it. The parent and student will sign the form, and the student will not be allowed to bring the phone to school for the rest of the school year.
 - Third offense: The phone will be confiscated and held until a parent and the student meet with the school board to discuss whether the student may remain at Concordia Lutheran School.

Technology, Acceptable Use Agreement

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 agreement for computer use in our lab and classrooms. This form must be reviewed and signed by a parent/guardian yearly.

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 bulletin 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.

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 or held until it can be retrieved by a parent or guardian.

Grievances

As sinful human beings, from time to time we have concerns and disagreements with one another. God has told us in Matthew 18 how we are to resolve those issues. "If your brother offends 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. We try to teach the students to resolve their issues in the same way.

With adults that initial conversation might be between a teacher and a parent. Notice "between you and him alone." Not other parents, not on Facebook, not in the parking lot, not the principal or the school board. Frequently that face to face discussion is all that is need for resolution.

However, if this first step is taken and it seems that the efforts are unsuccessful, move to the next step in Matthew: go with the person and talk to one more person. At school that meeting will probably be the parent, the teacher, and the principal or pastor.

Then, if the second step also does not bring about a resolution, a third meeting involving the previous parties as well as the School Board will be held.

Each of these meetings/discussions should be entered into with prayer and a sincere desire to resolve the issue for the benefit of the students and families.

Financial matters

Concordia Lutheran School is funded through the commitments of several churches, tuition charged to the families of students, fundraisers, and donations.

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

The congregations determine which families are members and tell the business manager. The business manager then informs the parents of their tuition cost.

Other congregations support through help with member tuition and specific donations to Concordia.

Tuition and Fees

All payments of tuition and school fees will be made to the main school office at the Middle School campus. Michelle Doumont is the business manager who will record payments and answer any questions parents may have. The office phone is 313-937-2233.

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 TO THE SCHOOL WILL BE DEPOSITED PROMPTLY!

Payments can be made by credit/debit card (Visa and MasterCard only).

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

Fundraisers

Throughout the year a variety of fundraisers are held to provide additional money to Concordia. Some are special one time annual events, while others are ongoing, like Box Tops, Scrip, and Kroger donations.

Some events, like the Golf Outing, add money to the general funds of the school. Others, like the Christmas Greens sale, are for a specific activity, in this case the Outdoor Education for grades five and six and the trip to Washington, D.C. for the seventh and eighth grades in alternate years

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.)