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Expectations for Concordia Lutheran School students are outlined in the following handbook. Please study the contents carefully as you are responsible to follow the enclosed instructions. (**Note:** This handbook is intended as an overview of school policy and is not all-inclusive. **Administration reserves the right to change and/or add policies, in order to promote the successful operation of this facility.**)

2011-2012 School Year

Our school is a ministry of Concordia Lutheran Church and, most importantly, our Lord Jesus Christ. We are a Christian ministry in which we teach in a quality, caring, and disciplined learning environment. We need and truly expect your help as parents through communication, parent/teacher organization, fiscal responsibility, and serving children with our staff in many educational ways. Together we pray for our school and our attending families. Today and tomorrow we will make a difference through learning and bonding together.

Philosophy of Education

A Christian Education in the Early Childhood Center and School is a ministry consistent with the Holy Word of God. Following our Savior, Jesus Christ, as the greatest teacher, we further His kingdom. God is the Creator of all things. All areas of study are considered important. We will nurture the emotional, spiritual, social, and academic well-being of the student.

We believe that parents have the primary responsibility for the education of their children. Teachers only assist parents in this responsibility. We use methods and materials that are academically sound, current, and God-pleasing. As Christian teachers, we witness our relationship with God at all times, in the classroom, and in all activities.

Our Mission

Concordia Lutheran School believes that children are precious gifts from God, and as such, we, in partnership with their parents, strive to nurture students to achieve academic excellence, spiritual growth, good citizenship, leadership and service to the community that both honor and glorify the Lord Jesus Christ.

Our Faith

- We believe in the Triune God; Father, Son, and Holy Spirit.
- We believe that God created the world and all things in it.
- Due to man's sin, we are separated from God.
- By His death on the cross, Jesus has restored our relationship with God, making us His people.

- This relationship is given to all that believe in Jesus as their Savior.
- We believe this relationship is created and sustained by the Holy Spirit working through the Bible, Baptism, and the Lord's Supper.
- As our relationship with God grows, the following fruits become evident:
 1. A life of service to God and other people.
 2. A desire to pray for self and others, study God's Word, and participate in worship.
 3. A desire to share our faith in God with other people.
 4. A desire to always follow God's will as expressed in the Bible; both on and off school grounds.

Pastor's Role

Concordia Lutheran School is a ministry of Concordia Lutheran Church; therefore the Pastor(s) of Concordia have an important role within the life of the school. In accordance with the Constitution and Bylaws of Concordia Lutheran Church, the Senior Pastor is the spiritual advisor for all the ministries of Concordia, including the school. He provides guidance for the principal and the teachers. He is available to meet with students and parents when appropriate. Frequently, the Senior Pastor leads the mid-week Chapel services for children. The Senior Pastor is the on-site representative of the congregation and the Ministry Leadership Board for all ministries of Concordia.

Administration of the School

The everyday management of Concordia Lutheran School is the responsibility of the principal. It is the responsibility of the Education Team to assist in making policies. This group is accountable to the Ministry Leadership Board (MLB). Concordia Lutheran Church ultimately controls the policies and activities of Concordia Lutheran School.

Financial Information

Concordia Lutheran School receives its income from tuition and fees and does not receive income from state or federal funds. Parents are asked to pay their tuition and fees when due. Records will not be processed and report cards will be withheld until all bills are paid in full. Delinquent payment may be cause for dismissal.

For your record keeping and to avoid any potential confusion, we ask that all payments be made by check, money-order, debit, or credit card. We accept Visa and Master card. All payments are due by the 15th of each month. You will receive monthly statements in the mail. **If tuition payments become delinquent (30+ days) during the school year without an explanation, steps will be taken such as ending enrollment.** Tuition checks are processed through an automated checking system. There will be a \$25.00 NSF charge for any returned checks. **Returning students must have a zero balance on their previous school year tuition account before admission will be allowed.**

Withdrawal

Withdrawals from school must be made in writing through the school office. It is understood that the tuition is due and payable until the official withdrawal form has been completed and delivered to the school office. Textbooks and other school owned material are to be returned at the time of withdrawal.

Biblical Conflict Resolution

Whenever people work together, information is necessary. Because we are sinful, disagreements or confusion can happen. Therefore, if a situation involving confusion or a disagreement arises, please follow these guidelines:

If your child comes home with information that disturbs you, please contact the teacher or the person involved. You need to hear both sides of the story. Call and make an appointment with the person to discuss your concerns. (Matthew 18:15- "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over.")

If this meeting does not resolve the situation, request a meeting with that person, and the principal. (Matthew 18:16- "But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses.")

If you wish to address the issue to the Education Team, call the chairman or the Principal and state your concern. The education Team meets monthly. This step will be allowed only if steps 1 and 2 are followed first. (Matthew 18:17- If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as would a pagan or tax collector.")

Admissions Policy

New students wishing to enroll at Concordia Lutheran School are required to complete the following:

- **Application and Fees-** Completing the enrollment application and submitting the accompanying fees begins the process.
- **Academic Testing-** Concordia Lutheran School reserves the right to test the academic readiness of any new student in Grades K-8 at the teacher's discretion.
- **Health Forms-** All physical, dental, and eye examinations, and all immunization requirements must be met by the first day of school.

All new students are admitted on a nine week probationary standing. Once the student demonstrates Christian character, academic competence, and self-discipline, the probationary standing will be dropped. This policy is an attempt to help the transition and placement of new students. Concordia Lutheran School reserves the right to terminate the enrollment of any student at any time, during probation, or outside of the probationary period. Specific details of expulsion are outlined in the section of the Handbook dealing with discipline. Communication with the parents of probationary students will be ongoing during the nine week period. This probationary policy includes children that have identified special needs.

Non-Discrimination Policy

In compliance with the Internal Revenue Service and Christian principles, Concordia Lutheran School does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other school administered programs.

General Rules and Policies

Attendance

Regular attendance, punctuality, and participation in classes are necessary for success at Concordia Lutheran School. Therefore, students whose attendance falls below 75%, through either excused or unexcused absences throughout the school year, may be held at the same grade level during the following school year.

Concordia expects all students to attend class. The parents must report all absences to the school in writing or by telephone. If your child will be absent, please call the school office between 8:00 and 8:30 AM. We need to know the status of your child's attendance. If the student is less than 1 hour late, he or she will be counted as tardy. After 1 hour the student will be counted as half-day absent.

Tardiness

A tardy is defined as not being in the classroom at the beginning of the school day. No child should be allowed to be continually late. **For every five unexcused tardies in a quarter, the student will receive one absence.**

Students who arrive after 8:15 AM should report to the office for a tardy slip. Please help your child learn responsibility by insisting that he arrive on time for school.

Make-Up Work

When calling the office to notify of an absence, parents should request any make up work and advice as to whether the work is to be picked up **after school** in the office or sent home with a sibling or neighbor.

Please inform the teachers of planned absences at least one week ahead of time to allow proper listing and gathering of assignments. Habitual absences will be addressed on an individual basis. Please make every attempt to schedule appointments outside of school hours.

Early Arrival/Late Stay

Staff will be on duty at 7:50 AM each school day. Students arriving before 7:50 AM must report to Concordia Care. Students who remain at school after the regular dismissal time of 3:00 PM, must be involved in an official extra-curricular activity or be enrolled in the after school child care program. No student is to be in the school building before or after school hours without adult supervision.

Church and Sunday School Attendance

Concordia Lutheran School exists to help children grow in Christ. Our Lord directs us to worship and fellowship. Teachers will keep attendance records related to Church and Sunday School participation. These records will be found on the quarterly report card. Non-members have the same expectation placed upon them as members. If you are seeking a church home, we invite you to attend Concordia Lutheran Church. If you already have an active Christian worship life, may the Lord continue to bless you and your Church.

If you are a member of Concordia Lutheran Church, we do expect you to attend worship service at least 50% per month at our church, so please sign the attendance sheets during each service.

Chapel Worship

Weekly chapel services are from 9:00-9:30 a.m. on Wednesday. Parents and friends are always welcome. This service gives the students and teachers a time to worship the Lord together. Worship is a matter for the hands as well as for the heart and lips. Therefore, the children and teachers give an offering to God at each Chapel service. The faculty names the use of each quarter's offering. The Pastors, principal, teachers, and guest speakers lead the Chapel worship services. (The weekly chapel services do not count toward the quarterly Worship award.)

Concordia Care

Concordia Lutheran School provides child care services for our students. The morning program accommodates students before school (6:00 AM – 8:00 AM). The aftercare program utilized the school facility and playgrounds (3:00 PM – 6:00 PM). All students receive a snack. During nice weather students will use the playground. Students must be signed out by an authorized person. **For the safety of each child, all students who are not picked up by 3:15 PM will be sent to Concordia Care.**

Visitors

Visitors are welcome at Concordia Lutheran School. We do, however, ask that all visitors report to the school office immediately upon arrival and sign the visitor form. You will need to wear the badge while you are in the building. If you are just dropping off something for your child, you may leave it in the office or deliver it. However, you still need to let the office personal know that you are in the building. We appreciate your cooperation with this security measure.

School Closings

If weather or any unexpected emergency requires that school be closed, attempts will be made to notify parents through the local news media. In order for parents to make arrangements for their children, the closing will be announced as early as possible. When it is snowy or icy, our first concern is for the welfare and safety of the students. If our parents feel conditions are too hazardous, please call school, and your child will be excused for the day.

Sign up for school closing text alerts at www.wrex.com or www.wifr.com.

Health Concerns

Illness or Injury

Students who become ill or injured during the school day will be assisted by one of our school staff. If a determination is made that paramedic assistance is necessary, 9-1-1 will be called. Every attempt will be made to contact the parent/guardian before the child is transported to the hospital.

Physical Examinations

Students entering preschool, kindergarten and sixth grade are required by the State of Illinois to have a current physical examination within one year prior to starting that grade level. Transfer students must meet the same requirement. Before participating in the interscholastic sports program, a student must have a physical exam within one year of the start of the specific sport.

Dental Examination

Effective *July 1, 2005* – Public Act 93-946 requires all Illinois children enrolling in kindergarten, second and sixth grade to have an oral health exam. Each child shall present proof of exam by a dentist prior to MAY 15th of the school year.

Vision Examination

Effective *January 1, 2008* – Public Act 95-671 requires all Illinois children enrolling in kindergarten in a public, private, or parochial school and any student enrolling for the first time in a public, private or parochial school shall have an eye examination. Each such child is to present proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist within the previous year before October 15 of the school year. If the child fails to present proof by October 15, the school may hold the child's report card until either (a) the child presents proof of a completed eye examination or (b) the child presents proof that any eye examination will take place within 60 days after October 15.

Immunizations

All immunizations must be current according to the requirements of the State of Illinois. Students who fail to comply with these requirements will not be allowed to attend. Transfer students are expected to meet the same requirements.

Records

All required health records are due by the beginning of school. If they are not submitted by November 1, a student may lose his privilege to attend Concordia Lutheran School.

Participation

As a general rule, if a student is well enough to attend school, he is well enough to attend physical education classes and recess. With written parental verification, a child may be excused from physical education or outdoor activities for a reasonable amount of time.

Cold Weather

Students will participate in outdoor recess throughout the winter months as long as the air temperature and/or wind chill is not below 15 degrees. It is the parent's responsibility to send the student to school with appropriate outdoor clothing.

Absences

Students must be kept home from school if they have any of the following:

- Fever: Fever is defined as a temperature over 100 degrees. Students may not return to school until he/she **has been fever free for 24 hours** without the aid of a fever reducer such as Tylenol or Advil.
- Diarrhea: Diarrhea is defined as 4-5 loose stools within a 24-hour period. Students may not return to school until 12 hours after the last episode.
- Vomiting: Students may return to school 12 hours after the last episode **and** only after they are able to tolerate food.
- Pink Eye (Conjunctivitis): Children must be treated with prescription antibiotic drops for a full 24-hours before returning to school.
- Acute Infections: This *could* include but is not limited to any infectious disease that can be transmitted to others such as: **upper respiratory infections, strep throat, scarlet fever, chicken pox, etc...** Any infection requiring an antibiotic will require that child be excluded from school until they are fever free **and** on the antibiotic for a full 24 hours.
- Persistent Cough: A persistent cough can be warring to a child; resulting in fatigue, disruption the classroom, and further spreading of germs. In this case, the child may need to stay home until the condition improves.
- Skin Conditions: Any undiagnosed sore that can not be covered or untreated skin eruptions will require a doctor's written clearance before the child may return to school.
- Chicken Pox: Student may not return to school until they are fever free for a full 24-hours and all the lesions are dry and crusted.

- Head Lice: Students may return to school once the first treatment is complete and verification has been made that the child is nit (egg) free.
- If your child has any of the conditions listed above, please inform the school when calling in your student as absent. Certain conditions, such as Chicken Pox, must be reported by the school to Winnebago County Health Department.

Medications at School

Medications should be limited to those required during school hours which are necessary to maintain the student in school and those needed in the event of an emergency. Medication will be stored in the school office. An adult must supervise the student as he/she administers his/her own medicine. Documentation concerning medications must be provided to the school administrative assistant. All medicines need to be in the original pharmacy container. This policy includes, but is not limited to prescription and non-prescription medications. Medications that need to be kept cold will be kept in a refrigerator. Students will not have direct access to medications. All medications administered during the day will be recorded and signed by the adult giving the medicine. The State requires a permission slip from the parent or guardian to allow Concordia Staff to dispense over the counter medicines such as Tylenol, Advil, and Ibuprofen to your child. Please send in a permission slip which is signed and dated by the parent/guardian of the child. Please be sure to include the time it is to be administered to your child. You will also need to provide the over-the-counter medicine such as Tylenol, Advil, or Ibuprofen. We will put your child's name on it and keep it locked in school office. Only bring unopened medications (i.e. Tylenol, Ibuprofen, etc.)

If your child needs cough drops during the day, please send them to school in a zip locked bag with the child's name on it. They will be given to the teacher who will administer them as needed. We cannot provide students with cough drops.

Safety Drills

Safety drills are scheduled periodically at different times during the school year. It is important that students move quickly and safely to the assigned area as soon as the alarm is sounded. Specific directions are posted in all classrooms.

In case of severe weather or other emergency, student will remain in the building in safe areas. In full cooperation with the local and state safety officials, precautions will be taken for the safety and protection of the students. Parents who choose to remove their student from the

premises against the recommendations of Concordia Lutheran School, must sign a release and are assuming all liability and responsibility for their student.

Telephone Use

Phone calls to parents will be made only in cases of illness, injury, or at the discretion of the teacher. All phone calls will be made under the supervision of a secretary or teacher and require written permission from a teacher. Students are not permitted to make personal phone calls. Phoning home for books, lunches, clothes, and field trip money does not constitute an emergency. If you must call your child during school, a message will be taken by the office and then passed on to the child.

Cell Phone Use

All student cell phones must be turned off during school hours and they must remain in the student's backpack or with the teacher during the day. If a student's cell phone is used improperly, it will be taken away and stored in the school office until the parent can pick it up.

Lunch/Lunch Room Policies

Concordia Lutheran School does not provide students with a lunch option. Students are expected to bring a nutritional cold lunch. Microwaves are not available for student use. Reminder: Students may not call home if they forget their lunch. They will be provided with a cold lunch at the cost of \$2.50.

Lost and Found

All lost articles will be placed in the bin in the hallway located near the school entrance. Items not claimed by the end of the school year will be donated.

Textbooks

Textbooks that are loaned to the student for the year belong to the school and must be cared for. Students should put their name in the front of the book as soon as it is issued to them. If, in the event a book becomes lost or damaged beyond normal usage, the student will be subject to fines or the replacement cost. This includes library books.

Open House

During Open Houses, we open our school to parents and friends for a viewing of the accomplishments made by our students. Student work will be on display. This would be an excellent opportunity for parents to invite friends and neighbors.

Volunteer

We need your help! We encourage parents to help in a volunteer capacity. There are many times when a volunteer parent can help make a difference in the life of the school. Below is a list of a few of the ways you can help:

- Field trip chaperones.
- Help organize and run classroom parties.
- Help organize and run events during Lutheran Schools Week.
- Special programs.
- Various clerical/janitorial tasks.

A new volunteer information form must be completed each school year.

Field Trips

At various times during the year classes may take field trips. Teachers will send permission slips home. Parents must sign and return the permission slip before a student can proceed on the field trip. If a student does not return a signed permission slip, he or she will be unable to attend the field trip and may be supervised at school if the trip is for part of the day. If the field trip is an all-day event, the student will need to stay home and will be counted absent.

Parents who will be driving students on field trips need to complete the insurance and drivers license information portion of the Volunteer Information Form.

Sports/ Extra-Curricular Activities

At Concordia Lutheran School we offer a variety of after-school sports and clubs. For a student to participate in these activities, parents must complete permission slips. There is a sports fee associated with each sport. Only Concordia Lutheran students may participate in these activities as to follow insurance requirements. For any Concordia student to be eligible to participate in sports, proper documentation of a recent sport physical needs released to the school office.

Academic Information

Concordia Lutheran School's curriculum complies with the standards set forth by the State of Illinois. Our school received the State Accreditation in December of 2005. We received the National Lutheran School Association Accreditation of the Lutheran Church – Missouri Synod in August of 2008.

The curriculum at Concordia Lutheran School includes the following elements:

Religion- Daily instruction and practice is given through God's Word, memorization, and recitation of Scripture.

Language Arts – Students are taught the principles of sentence structure, parts of speech, penmanship, writing and speaking skills, and correct every day use of the English language.

Mathematics – The study of numbers and their order are taught through problem solving, speed drills, and computation.

Reading – Students will be trained in recognizing and pronouncing the vowels, consonants, and their various combinations. This decoding process is combined with vocabulary enrichment and comprehension skills.

Science – Students learn to appreciate God's world through the study of physical, earth, and life sciences as well as health.

Social Studies – Instruction is given to teach the students God's purpose for our family, community, nation and world. Geography and map skills are also emphasized.

Physical Education – Keeping our bodies fit as the temple of God is the emphasis of our physical education program. Students develop coordination, endurance and agility as well good sportsmanship.

Music – Students will develop an appreciation for making a joyful noise. Basic principles of music theory, rhythm, and harmony are studied. Students will perform various musical presentations throughout the year.

Art – Students will obtain a basic understanding of art elements and principles. They will be exposed to a variety of art techniques through an assortment of fun projects and activities.

Computer – Each classroom is equipped with several computers for student use. In the computer lab, computer literacy and usage is practiced.

Band/Orchestra: Instructors from Lutheran High School will teach lessons after school in our facility. Instrument lessons will be available for students beginning in third grade. Students develop basic skills of instrumental competency through daily practice and special concerts.

Report Cards and Grades

Our reporting system is designed to give parents and students an indication of the progress which is being made. Students are evaluated in their academic subjects and on their conduct. Academic grades are based on the quality and accuracy of work done on homework, quizzes, exams, projects, etc.

Academic Grading Scale

Grading Key (Grades K-1)

E = Excellent
S = Satisfactory
P = Progressing
N = Needs Improvement

Grading Key (Grades K-8)

92-100%	A
83-91%	B
74-82%	C
65-73%	D
Below 64%	F

Effort Grading Key

+ Satisfactory
✓ Needs Improvement

Honor Roll

An honor roll is compiled each nine week grading period and is made up of the following:

High Honors- Students who receive all A's

Honors – Students who receive all A's and/or B's

Retention

Students receiving an "F" in three academic subjects, including math, and either reading or English, in any given quarter are subject to retention.

Cheating

Cheating is obviously a serious infraction. The student will receive an automatic "zero" on their work, and parents will be notified. Disciplinary action will be determined on a case by case basis.

Homework

Homework is a necessary and vital part of each child's education. The work assigned to be done outside the classroom is not "busy work," but a supplement to the regular classroom work.

The purposes for homework are as follows:

For Drill – most students require solid drilling to master material essential to their educational progress.

For Practice – following classroom explanation, illustration and drill on new material, homework is given so that the material will be mastered.

For Remedial Activity – as instruction progresses, various weak points in a student's grasp of subject matter become evident. Homework is given to overcome such difficulties.

Students are expected to accept the responsibility for completing their homework as follows:

- Have the necessary materials to complete their homework.
- Ask questions as needed to clarify their assignments.
- Complete their assignments with minimal help from parents.
- Complete their homework in a thorough and thoughtful manner.
- Complete their assignments by the due date.

Please see your child's teacher for late work policy.

Parent Involvement

A child's education is a partnership between school and family. To that end it is our deepest desire to work with parents to provide an opportunity for exemplary, God honoring education. Strong parental involvement is essential to your child's education. Parental involvement shall include, but not limited the following:

- Promotion of clear two-way communication between school and the family concerning the child's educational development and progress through progress reports and parent teacher conferences.
- Teachers or parents may arrange for a conference at any time that one is needed.
- Weekly school newsletters with important school updates will be distributed to each student through the email system. Newsletters contain important dates and information regarding upcoming events.
- Folders with classroom updates and communication from teaching staff will go home and should be reviewed by parents on a weekly basis.
- Regular involvement in the Parent Teacher League (PTL) places special emphasis on strengthening our Christian faith through service. PTL holds regular meeting throughout the school year. PTL efforts help provide students with learning materials, special assemblies, and much more.

School Discipline

Each teacher will establish discipline guidelines for their classroom. These guidelines will be appropriate for the age of the child and will be shared with the principal. When the student has exhausted the guidelines for the classroom, they may receive a detention from the principal.

Any student who gets three detentions during the school year may be suspended for an indefinite time period. Any student who receives three suspensions during the school year may be expelled. For minor infractions of school and classroom rules, students and parents will have enough warning so as not to fear being suspended or expelled from school.

Some violations of school rules may lead to immediate detention. Some examples are: use of foul language, flagrant disrespect for authority, physical or emotional abuse of another person, dress code violations, severe temper displays, restroom abuse, unacceptable playground behavior, lying, and verifiable threats to other students.

Some violations of school rules may lead to immediate suspension from school. Examples of such behavior are: physical fighting at school, deliberate damage to school property, transportation/ possession or use of any illegal substances, unacceptable behavior while serving detention, theft, or the use/ exchange/sale/ transportation or possession of indecent or obscene material. Some violations of school rules may lead to immediate expulsion. Examples of such violations include: the sale/ exchange/ possession of/ transportation or use of alcohol, tobacco, or drugs; knives or other weapons; striking any staff member; making bomb threats; and any second violations of previously mentioned offenses.

Detentions will be served under the supervision of a staff member. The staff member supervising the detention will determine whether the detention will be a work detention, a written assignment, or a quiet time. A detention notice will be signed by the student's supervisor. It must be signed by the parent and returned to that supervisor within 24 hours. The supervisor is any adult in charge of your child at Concordia Lutheran School.

Definition of misconduct: Any physical, spoken or written act of abuse, violence, harassment, intimidation, extortion, the use of vulgarity, cursing, making remarks of a personally destructive nature toward any other person, unacceptable public display of affection, and any restriction or prevention of free movement of an individual. This prohibition applies whether the act is deliberate, intentional, or unintentional or is directed toward an individual or group regarding race, color, national origin, physical or mental disability, or political ideology.

Corrective action can include, but is not limited to: discipline file entry, parent notification, counseling, detention, in-school suspension, short or long term suspension (in or out of school), emergency expulsion. Suspensions and expulsions will be reported to the Education Team.

PLEASE NOTE: To protect the interests of our students, Concordia Lutheran School reserves the right to inspect all desks and possessions. A parent will be called in before we begin any search of a student's person.

Publications

Concordia Lutheran School students' photo, art work, or written work may be published in Concordia related material; such as the Church bulletin, school newsletters, and the Concordia Lutheran website. In order for publication, we must have consent, which is on the registration form. A parent/guardian must notify the school office in writing to opt out of publications for Concordia.

Dress Code

Our students are in a Christian setting. They are expected to dress properly. Clothing must be neat and clean, without tears, rips, or holes, and must fit properly. We expect parents to follow the school uniform policy when preparing their child for school. **We do recommend students keep a sweater on campus, with their name on it, for cool temperatures inside and outside the classroom.**

Bottom Pieces: pants, shorts, skirts, capris, jumpers will be of solid colors - navy, black, and khaki. The bottom pieces are to be uniform material (polyester/cotton). Students are not allowed to wear cargo type pants or cargo type shorts. Uniforms can be found in stores like JC Penny's, Target, Sears, and Wal-Mart. Brand names include Dockers, French Toast, Lands End, and Dennis. All bottom pieces must be **at least knee-length.**

Top Pieces: polo shirts, buttoned shirts (oxford style), mock turtlenecks and turtlenecks will contain no emblems, designs, or insignias other than Concordia's logo. Sweaters, cardigans, vests, pullovers, and sweatshirts can be worn over the uniform shirt. Shirts do not need to be tucked in, but they must be the appropriate size for the child. Top pieces should overlap bottom pieces, so skin is covered. All Top Pieces will be of solid colors (except black).

Gym shoes are the recommended footwear since they must be used for PE class and recess. If your child wears gym style shoes all day, they do not need to bring extra shoes for gym as long as they are non-marking. For safety reasons open-toed shoes and skate-shoes are not acceptable. Boys and girls may wear any colored sock.

The Concordia T-shirts and sweatshirts are sold by the PTL. Order forms are available in the office.

Additional Guidelines

1. Hair must be neat, clean, not covering the eyes, and your natural color. Boy's hair must be neat and cut above the collar.
2. Earrings may be worn by girls, but cannot dangle more than 1/2" from the post. Boys may not wear any earrings.
3. Students may not wear items such as jackets, snow/rain boots, coats, hats, sunglasses, hoods, and snow pants, etc. in the classroom.
4. Body piercing, other than the ears, is not allowed.
5. Tattoos (real or fake) are not allowed. This includes writing and cutting on the body with any object.

Dress-Up Days:

Boys: Shirts with collars, dress pants or slacks, and dress shoes (Tie is optional)

Girls: Dresses or blouses, skirts, culottes, or dress slacks, and dress shoes. Dresses, shorts, and skirts must be knee length. Shirts and blouses cannot have writing on them. They must be appropriate for the event.

Dress code for school programs and concerts will be specified by program director in advance.

Final option is to wear the regular uniform.

Non-Uniform Days:

Shirts: with words appropriate for occasion and "pleasing to the Lord",

Jeans: no wording or holes.

Final option is to wear the regular uniform.

Student Personal Items

Some athletic items will be allowed during recess. Please check with the adult in charge. Electronic games/ devices are not allowed. Please leave these items at home. The school will not be responsible for any lost or damaged item.

Respect Policy

Put a stop to bias and disrespect:

Step One: When you as a parent, student, or guest witness behavior that is in violation of our Respect Policy, tell the person to stop. Apathy, silence, or laughter encourages the abuse and further disrespects the victims.

Step Two: Contact the administrator and inform him/her of what you witnessed. An inappropriate incident cannot be dealt with if we are not aware of it.

Step Three: Follow-up your meeting with the administrator to see what corrective action was taken.

Incidents of bias and disrespect are intolerable. With your help, we will make Concordia an even safer and more secure place for Christian young people to learn.

Concordia Lutheran School Directory

School Office		815-633-6450
Church Office		815-633-4983
Early Childhood Center Office		815-654-8263
Rockford Lutheran School		815-877-9551
Pastor David Mumm	Pastor	dmumm@clc-mp.org
Mrs. Doris Holecek	Assistant Principal 2 nd /3 rd Grade Teacher	dholecek@clc-mp.org
Mrs. Amelia Tuttle	4 th & 5 th Grade Teacher	atuttle@clc-mp.org
Miss Andrea Garrison	School Admin. Assistant P.E. Teacher	agarrison@clc-mp.org
Mrs. Trina Gritzmacher	Kgn./1 st Grade Teacher Music Teacher	kgritzmacher@clc-mp.org
Mrs. Gayle Edge	Art Teacher/Librarian	redge@yahoo.com
Pastor Spangler	Spanish Teacher	revjspang@yahoo.com
Mrs. Shelia Felder	Orchestra Teacher	tsfelder@comcast.net
Mr. John Schmidt	Band Teacher	aikeas@hotmail.com
Ms Marisa Cruz	Early Childhood Director	mcruz@clc-mp.org
Mrs. Tressie Nesemeier	Church Admin. Assistant	tnesemeier@clc-mp.org
Mrs. Joy Chappell	Student Accounts	jchappell@clc-mp.org
Mr. Ben Russey	Maintenance	brussey@clc-mp.org