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2010-2011 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 the Savior Jesus 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

- To prepare students to live and work in a complex and interdependent society.
- To acknowledge diversity and build community by practicing hospitality, civility, and respect.
- To treat all people as Christian brothers and sisters equal, not just in God's eyes, but in ours.

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/or the teachers. He is available to meet with students and/or 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.

Payment of Fees

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.**

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 this meeting does not resolve the situation, request a meeting with that person, and the principal. (Matthew 18:16)

If you wish to address the issue to the Education Team, call the chairman 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.)

Curriculum

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:

Language Arts – Reading, Phonics, Literature, English,

Grammar, Spelling, Composition, Accelerated Reading (AR)

Mathematics – Number Usage, Arithmetic, Elementary Geometry, Algebra Terms, Nomenclature, Money/Time.

Religion

Science – Physical Science, Earth Science, Life Science, Health

Social Sciences – Geography, History, Map Study/Usage, Current Events/Citizenship, Illinois History

Physical Education – Coordination, Sports/Sportsmanship, Movements, Games

Music – Music Appreciation, Music Theory, Rhythm, Rhythm Instruments

The Arts – Drama, Visual Arts, Creative Writing/Communications, Computer Literacy and Usage.

Band/Orchestra: Instrument lessons will be available for students beginning in third grade. Lutheran High School staff will teach lessons after school in our facility.

Sports: We will offer soccer, volleyball, girls and boys basketball, and cheerleading. (All sports are dependent upon participation numbers.)

Concordia Lutheran School's Grading Scale:

LETTER GRADE	DEFINITION	PERCENTAGE RANGE
A	Excellent	90%-100%
B	Above Average	80%-89%
C	Average	70%-79%
D	Below Average	60%-69%
U	Unsatisfactory	0%-59%

Non-Discrimination Policy

In compliance with the Internal Revenue Service and Christian principles: Concordia 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.

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.

Admissions

All new students are admitted conditionally. A 30-day probationary period is mandatory for all new students. 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 30-day period. This probationary policy includes children that have identified special needs. Concordia Lutheran School reserves the right to test the academic readiness of any new student in Grades K-8 at the teacher's discretion.

Attendance Procedures

1. 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.
2. 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.
3. If a student needs to stay in during recess or not take part in PE class, a note is required. An adult will supervise the child during that time. If you have any questions, contact your child's teacher.
4. Students should not arrive at school before 8:00 AM unless you plan to wait with them. This is an issue of safety since children must be supervised at all times. Upon arrival students are to proceed directly to their classroom. If they need to go to the restroom, or office, etc. they must check-in with the teacher first. Children have to be picked up by 3:15 PM unless special arrangements have been made. Children who arrive before 8:00 AM and are not picked up by 3:15 PM will need to make arrangements with the Concordia's before and after school program (Concordia Care). For further information regarding this program, call or stop by the school office.

5. **Students who arrive after the 8:15 bell must report to the office for a tardy slip. Repeated tardiness may result in a detention or suspension.**
6. We ask that ill students not return to class until they have gone without fever for 24 hours (without fever-reducing medications; such as children's Tylenol.)

School Closings

Closings due to weather or school emergencies will be broadcast on the Rockford TV stations.

Concordia will follow the Harlem School District when closing due to weather. – Please however do not assume Concordia will be closed when Harlem School District is closed. 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 office staff. If a determination is made that paramedic assistance is necessary, 9-1-1 will be called and the child will be taken to a nearby hospital. Each village sets its own fees for ambulance transportation. Any student with a temperature of 100 degrees or above, or who has experienced vomiting or diarrhea within the previous 24 hours, will not be allowed to remain in school. The parents will be contacted and asked that the child be taken home or to a doctor.

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 six 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 up to three days following an illness or injury.

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.)

Use of School Telephone

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. Students are not permitted to make personal phone calls. If you must call your child during school, a message will be taken by the office and then passed on to the child.

Use of Student Cell Phones

All student cell phones must be turned off during school hours and they must remain in 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 school office until the parent can pick it up.

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.

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. * **As 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.** If you already have an active Christian worship life, may the Lord continue to bless you and your Church.

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.

PTL & Booster Club

Parents and teachers need to work together for the children. Attendance at our PTL meetings can increase the understanding between students, parents, and teachers. The Booster Club helps support the athletic program and defray its cost. Parents are encouraged to help with concessions and coaching.

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 teacher 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 (pending investigative outcomes) / final expulsion police may be contacted; charges may be filed. 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 other materials, and the Concordia Lutheran Website. In order for publication we must have consent (on 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 wholes, 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: 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.

Gym clothes must be worn during gym class in fourth – eighth grades. Gym clothes will be taken home every weekend to be laundered. You may purchase these in the school office for \$15.00.

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 cover 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 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.

• Consequences for Uniform Violations

1. **1st violation- written and verbal warning**
2. **2nd violation- written and verbal warning**
3. **3rd violation- Recess detention**
4. **4th violation- Detention and conference with parents**
5. **5th + violation- Detention and conference with Pastor**

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

Church Office	815-633-4983
School Office	815-633-6450
Early Childhood Center Office	815-654-8263

Pastor David Mumm	Pastor	dmumm@clc-mp.org
Mrs. Doris Holecek	School Principal	dholecek@clc-mp.org
Miss Marisa Cruz	Early Childhood Director	mcruz@clc-mp.org
Mrs. Ruth Brick	School Admin. Assistant	rbrick@clc-mp.org
Miss Tressie Nesemeier	Church Admin. Assistant	tnesemeier@clc-mp.org
Mrs. Joy Chappell	Student Accounts	jchappell@clc-mp.org
Mr. Royce Fringer	Maintenance	rfringer@clc-mp.org
Mr. Ben Russey	Maintenance	brussey@clc-mp.org
Mrs. Kathy Mumm	Concordia Care Director	kmumm@clc-mp.org
Mrs. Trina Gritzmacher	K/1 st Grade Teacher	kgritzmacher@clc-mp.org
Mrs. Doris Holecek	2 nd /3 rd Grade Teacher	dholecek@clc-mp.org
Mrs. Judy Hodge	4 th /5 th Grade Teacher	jhodge@clc-mp.org
Mrs. Amanda Norman	6 th /7 th /8 th Grade teacher	anorman@clc-mp.org