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MISSION STATEMENT

Concordia Lutheran School exists for the purpose of "Bringing Christ and excellence in academics to our children for life and forever".

Scripture, God's Word found in the Bible, is the foundation for our Christian teachings. These teachings are the basis for the values we desire to live by and instill in the children at Concordia Lutheran School. Please review the core values we are committed to teaching and living by to shape lives for today and in preparation for eternity.

CORE VALUES

1. We are all beloved children of God, designed for a purpose. (Psalm 139:13-16; Galatians 3:26-27)
2. We will honor God, others and ourselves with our thoughts, words, and actions. (Matthew 5:16; Proverbs 15:1-4)
3. We will own our problems and seek solutions for them. (Galatians 6:4-5)
4. We will give our best in work and relationships. (Colossians 3:17; Matthew 22:37-40)
5. We will rejoice in our struggles because they develop perseverance and maturity. (James 1:2-4; Hebrews 12:7)
6. Our Christian discipline focuses on repentance and forgiveness. (Ephesians 4:31-32)
7. When we fail, we receive grace, mercy, and forgiveness. (Ephesians 2:4-5)

The aim of Concordia Lutheran School is to assist parents:

1. in helping their children grow in the love and knowledge of Christ, their Savior;
2. in giving their children a Christian education and training according to the Word of God, for daily living in service to God and their neighbor; and
3. in further equipping their children with the necessary knowledge and skills so they may become useful members of society.

SCHOOL INFORMATION

STATEMENT OF ADMISSIONS POLICY

“Concordia Lutheran School admits students of any race, color, or national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.” This historical position regarding its admissions policy and its future intent is in compliance with the Internal Revenue Service Revenue Procedure 75-50, regarding racial nondiscrimination.

PRE-KINDERGARTEN PROGRAM

Our 4-year-old Pre-Kindergarten program is both a school and Kindergarten readiness program. In our Pre-Kindergarten program, a wonderful balance of both play and academics is incorporated, creating a developmentally appropriate environment where play is learning, and learning is play! We strive to focus on developing the whole child; spiritual, physically, socially, emotionally, and mentally. Significant growth and enrichment occurs as these young children learn the following and much more: reading readiness skills, number concepts, social and emotional skills, fine and gross motor skills, artistic expression, to know Jesus as their best friend who loves and cares for them, to grow in knowledge and experience of the world around them through the use of creative curriculum that highlights age appropriate science and social studies concepts, and to develop an overall eagerness for school and learning.

Children enrolling in Pre-K4 must be 4 by September 1.

ENTRANCE REQUIREMENTS

Children who enroll in kindergarten must be five (5) years old and completely toilet trained by September 1. Records from the previous school attended will be required for children enrolling in other grades. A copy of the child’s birth certificate is required for enrollment by all new students. An admission test to help determine the child’s grade placement will be given to all new students entering grades two through eight. The school reserves the right to determine the grade placement.

NEW STUDENT PROBATION PERIOD

All new students enrolling in Concordia Lutheran School will be on a 9-week probationary period. If, at the end of the nine weeks, a student has met all of Concordia’s academic and behavioral standards as stated in this Handbook, the student’s probationary status will be removed. If during this 9-week period the student does not meet Concordia’s academic and behavioral standards, the Principal will meet with the parent(s) to discuss an alternative educational program for that student.

WORSHIP

At Concordia Lutheran School we encourage you to attend church regularly with your child. The teachers will keep a record of the child's weekly church attendance. A school chapel service for the children is conducted weekly. Pastors of congregations involved with the Association conduct these services. Offerings received at these services are given to various missions or agencies. Parents are invited to attend the services. Other yearly services in which parents are encouraged to participate with the students are the School Opening Service, the Children's Christmas Service, Concordia Sundays, and Closing Chapel Service.

Worship services are held each Sunday at Faith Lutheran Church at 8:00AM and 10:30AM; (summers only: Sunday at 9:00AM and Thursdays at 7:00PM), and at Holy Cross Lutheran Church at 9:45AM.

PARENT INFORMATION NIGHT

Shortly after the school year begins the school hosts an evening for parents to come and meet with the teachers. **ATTENDANCE IS REQUIRED** as a great deal of information is presented regarding school and classroom procedures and expectations. Out of consideration for the teachers' time, please make every effort to attend the scheduled meeting.

Parents that are unable to attend will need to reschedule this meeting with the teacher prior to the third Friday in September. Those families who have not met with the teacher by this date will be unable to send their children to class until this meeting is held.

SCHOOL SAFETY

In the interest of the safety of our students, the doors are locked during the school day. Entrance can be gained by ringing the buzzer.

Regular fire, tornado and lockdown/evacuation drills are held to prepare students to respond should the need arise. Should an evacuation of the building be needed, students will be transitioned to Tri City National Bank. If we are unable to reoccupy the building, all students will be transported by bus to our reunification site at Holy Cross Lutheran Church. At that location, students will be released to a parent or designated emergency pickup person.

If at any time you need to pick up your child during the course of the school day, you must come into the school office to sign your child out. You are also required to walk in your child if he/she is late and sign them in. For safety's sake, we will not dismiss your child to wait for you at the door or in the parking lot.

After 8:50 A.M., for the safety of all, parents and visitors are required to exit the building. If needed, individuals are invited to stop by the office to request a meeting.

The following measures must be observed for proper **parking lot safety**:

1. When entering, exiting, or moving through the parking lot, at any time of day, **move SLOWLY!**
2. **When dropping off or picking up children, please do not park or stop for extended periods in front of, or along the side of the sidewalk to the school entry.** This creates backups that are hazardous due to restricted traffic flow and limits the ability of others to get to the building or through the lot safely.

3. Use extreme caution when getting out of or into a parked vehicle. Others nearby are exiting or entering vehicles as well. Cars may be preparing to park in the vicinity. *Be aware of your surroundings for the safety of all!*
4. Please use the Corliss Ave. exit to leave the campus. NO ENTRY FROM CORLISS AVE!

Students that are not transported by bus or picked up by a parent must have written permission to walk, ride or go home with another family or child.

FINANCIAL MATTERS

All registration fees must be paid before students will be permitted to attend any classes.

During the summer, you will need to make online payment arrangements for your student. This will include providing information through our FACTS Tuition Management for private pay tuition or those receiving a Choice Voucher. In addition, arrangements for payment methods for incidental school costs such as milk, childcare, etc. will be noted in this system. Tuition may be paid in full prior to August 1st with a 5% discount. 10-month payment plans are available beginning in August through May on the 1st or the 15th of each month.

A fee will be assessed by FACTS Tuition Management if tuition becomes delinquent. If more than two (2) payments become past due, Concordia Lutheran School may suspend the child(ren) from school until the tuition account is current. No diploma will be awarded, progress reports issued, or any records forwarded to a new school if tuition or any other financial obligation is unpaid.

Families receiving the Association tuition rate are required to maintain membership in good standing in their congregations. Failing to satisfy the member in good standing requirements of the church will result in being assessed the non-member tuition rate until the member in good standing status is again achieved. The regular rate will be retroactive to the beginning of the school year.

If additional **tuition assistance** is needed through the school, an application for such can be obtained online at <https://online.factsmgt.com/signin/4JLFD>. Grants are managed by FACTS Grant and Aid and are based on financial need and availability of funds. Please notify the school office that you have made application for prompt follow up.

Any check returned to us by the bank for any reason is subject to a \$40 redemption fee. Electronic payments that are unable to be drawn due to nonsufficient funds will be charged a \$5 fee.

No transcripts/records will be issued while any debts to Concordia Lutheran School are outstanding. This includes tuition, Before/After School charges, fundraising activities, library fines, sports uniforms, and book fines, etc.

STUDENT LIFE

ATTENDANCE

It is important that your child attends school regularly and arrives at school on time. Wisconsin Statute Sec. 118.15(1)(a) requires children between the ages of 6 and 18 to be regular in school attendance. We believe good attendance habits are critical from the very beginning, even as early as preschool and kindergarten. According to State law, a student is considered truant if he/she is absent without an acceptable excuse for all or part of a school day.

Please do not take your child out of classes except for emergencies. When your child has an appointment with a doctor, please send a note the day before the appointment. To assure the safety and welfare of your child, we request that **if your child is going to be absent please phone the school office prior to the start of the school day. Please call the school office at 884-0991, ext. 112 (the attendance line) or send a note with a sibling.**

We strongly discourage taking children out of school for extended weekends or vacations during the time school is in session. It can adversely affect your child's education.

Under Wisconsin law, any person having control over a child between the ages of 6 and 18 could be fined up to \$500 and/or imprisoned for not more than 30 days for failing to ensure that the child attends school regularly during the full period and hours. There is a powerful link between attendance and academic success. Your support is necessary and critical.

Frequent or repeated tardiness and absences will result in the following action being taken:

Tardies: If a child accumulates five unexcused tardies, one additional volunteer hour will be assessed to the family. A student arriving after the designated start time (8:50AM) or leaving before the conclusion of the school day (3:55PM) is considered tardy. Should a student accumulate ten tardies, the parent will be required to meet with the Principal to discuss a plan for improvement. Ongoing accumulation of unexcused tardies (absences) will be reported to the proper authorities, as required by law.

An excused tardy will be given for prior notice for dental or doctor appointments or a family emergency deemed excusable by the principal.

Absences: When a child has been absent for 10 school days, a letter will be sent to the parents regarding the number of absences. At fifteen days absence, a meeting will be required with the principal and after 18 absences (10% of the school year), there will be a strong consideration of retention.

STUDENT ILLNESS

If your child becomes ill at school (fever, flu-like symptoms, etc.) the school will call you and ask you to pick up your child. Please pick up your child promptly, for the wellbeing of all. **Please refrain from sending your child back to school until they have been fever or vomit free for 24 hours.** To protect all students and staff, students may be sent home at the teachers discretion.

Physical Education (gym) excuses must specify restrictions and include starting and ending dates. All excuses must be signed by a physician.

SCHOOL MEDICATION POLICY

Pupils requiring regular medication at school shall be identified by the parent to the principal, who will then assume responsibility in designating school personnel in the administration of the medication. Written statements, on file, shall be required of the parent, who shall request and authorize the designated school personnel to administer the medication in the dosage prescribed by the physician. This statement shall indicate the student's name, date of birth, name of medication to be administered, the time(s) to be administered, length of time medication is to be administered, dose, route frequency, reason for medication and duration it is to be taken. A written statement from the child's practitioner must also be on file with the above information. The necessary paperwork may be obtained in the school office.

The prescribed medication will be kept in a secure place in the school. The medicine shall be brought to school in properly labeled containers. The label on the medication shall contain the name and telephone number of the pharmacy, the pupil's name, name of the physician, name of the drug, dosage to be given, and time(s) to be given. An accurate and confidential system of record keeping is kept for each student receiving medication.

Under no circumstances will school personnel provide aspirin or any other medication to students unless the criteria above have been met. The diagnosis, treatment of illness, or the prescribing of drugs is never the responsibility of school personnel.

Parents of a child who receives prescribed long-term medications will be contacted if the teacher suspects medication has not been administered. The parents may be required to bring the proper dosage in to school promptly.

Temporary over the counter medication, including cough drops, must come to school in the original manufacturer's packaging with ingredients and recommended therapeutic dose. A written, signed statement from the parent/guardian must be on file at school authorizing school personnel to administer. Cough drops and other over the counter medication must be kept by the teacher to dispense as directed.

Students with asthma may possess and self-administer metered dose inhalers. The student must have the written approval of the physician and parent for this purpose. An inhaler should be kept at school at all times for students with known need for its use.

SCHOOL CLOSINGS

In case of inclement weather, especially in the winter, listen to your local television stations to broadcast any closings. When Racine Unified Schools are closed or go to a 2-hour delay in the opening of school due to the weather, then Concordia will NOT have classes.

BUSING AND PARENT TRANSPORTATION

The transportation department of Racine Unified School works out the bus routes and schedules. Any questions relating to this should be referred to their office at **631-7138**. Bus rules established by them must be followed. A child is only permitted to ride his/her own bus and be dropped off at the designated stop. No exceptions will be permitted. Students that do not have a transportation stop will NOT be permitted to ride the bus under any circumstances.

The teacher should know the adult picking up a child. If someone else is to pick up a child, advance communication from the parent is necessary.

BEFORE-AFTER SCHOOL CARE

Concordia Lutheran School provides **Before School Care** from 6:45 - 8:40 A.M. for children enrolled in grades Pre-School 3 through grade eight on days school is in session.

After School Care for enrolled students in grades Preschool through grade eight is available after school until 6:15 P.M. on days school is in session. **Afternoon Care** is available for Preschool students of Concordia Lutheran School from 12:00 P.M. until 3:50 P.M. The After-School Care Program begins at 3:55 P.M. and runs until 6:15 P.M. (Should you need to reach the childcare provider in the Before or After School Care Program, while the school office is closed, you may dial 884-0991, ext. 118/Cafeteria).

An extra charge is assessed for Before, Afternoon and Afterschool care services. Students picked-up after 6:15 P.M. will result in a per pupil late charge of \$1 per five minutes of extended care.

Child care is available on scheduled days off which are held for staff development, records days and conferences. Students must be registered by noon the day prior to receive care. Child care may be cancelled on these days if there is not sufficient need.

Electronics and other personal items noted under Nuisance Items in this handbook may not be used in Before or After School Care.

EARLY STUDENT DROP-OFF

Students may be dropped off before school begins and picked up after school ends. Students are permitted to enter the building at 8:40 A.M. to enter the classrooms. Students arriving before this time are **NOT** permitted access to their lockers or cubbies, wait outside, play on the playground, or enter the school, except to go to the Before School Care program. Any students arriving before the doors open will be placed into the Before School Care program and assessed the charge for the care provided. Billing is assessed by half-hour segments.

LATE STUDENT PICK-UP

Students are to be picked up from school no later than 4:00 P.M. on regular school days or within 10 minutes of dismissal on an early release day. Students remaining after this time will be placed into the After School Care Program and parents will be responsible for the payment of Day Care charges or assessed late pick-up fees.

CURRICULUM

All subjects are taught with a Christian approach and interpretation. All pupils receive daily instruction in the Word of God, which embraces Bible Study and the chief doctrines of the Lutheran Church-Missouri Synod. The children also are taught reading, phonics, language, spelling, writing, mathematics, social studies, science, technology, health, physical education, art, and music. Band instruction for students in grades 4-8 is available at an additional cost.

LOCKERS

All students will be assigned a locker or cubby. Each pupil is responsible for caring for their locker or cubby. Please note that students are not permitted to put anything on the outside of their cubby or locker. If they wish to “style” the inside of the locker only magnetic items can be used. As a rule, no adhesive items can be used. On special occasions, an exception may be made. Students will be assessed for any damages to the locker. The school reserves the right to enter a student’s locker at any time. At no time should a student enter another student’s locker or use a vacant locker unless given specific permission. Students are permitted to bring a combination lock if they choose, providing the lock combination is given to their homeroom teacher prior to its use.

Gym lockers will be assigned to students in grades 5 – 8. These students will use a combination lock which the school has purchased. Students who have lost or damage a lock will be assessed a replacement fee.

CARE OF TEXTBOOKS AND SCHOOL PROPERTY

The school supplies all textbooks. Each pupil is responsible for caring for these materials. Providing that proper care is taken we expect these books to last approximately 7 years. Properly fitted book covers may be used to preserve the condition of the book. Any markings in the book should be avoided. The student will be assessed for any damages to school property including textbooks, which exceed normal wear.

SCHOOLWORK, ASSIGNMENTS, HOMEWORK

Pupils are given ample time in school to complete most of their assignments. When a child consistently brings home a large amount of work, parents should arrange to discuss this with the teacher. Parents are expected to show an interest in the work of their child and ask about his/her activities. Children should be encouraged to prepare their work accurately and neatly and submit assignments on time.

When a student does not complete the work, he/she will be warned and the parents promptly notified that the work will have to be completed outside of class time. Late work will result in a grade reduction. After 10 days, a late or missing assignment will result in a 0%.

Students will have 2 school days for each day missed due to illness to complete assignments. Students will have 1 day for each day missed due to extended weekends or vacations to complete assignments. Homework not submitted within these time frames may receive a grade of “0”. It is the responsibility of the student or parent to collect make up work following absences.

After-school detentions may be given for homework not completed and/or submitted on time. If a child serves such an after-school detention, transportation arrangements are the responsibility of the parent.

TEACHING THE FAITH

The students are instructed in God’s Word on a daily basis according to the doctrines of our church. Religious instruction and regular Memory Work are part of the curriculum and required of all students.

TESTING

Concordia administers the Northwest Evaluation Association (NWEA) MAP test in fall, winter and spring in kindergarten through grade 8. Grades 3 through 8 also participate in the WI Forward Exam. Results are shared with parents and students and assist the school with tailoring instruction to improve performance.

TECHNOLOGY USE

The use of technology can enrich the education of students immensely when used properly. Expectations for acceptable use are outlined in the Technology Use Policy distributed to all parents and students. The use of technology will be permitted only after this signed form is received.

1. This policy outlines the following:
2. Students will keep their passwords private and not share them with others.
3. Students will not change any setting on any school computer without permission from a school official.
4. Students will only use the computer they have been assigned.
5. Students will only use their computer when given permission to do so.
6. Students will not download anything without permission.
7. Students will not visit any website or create any file that is inappropriate for school.
8. Students will logoff the computer when finished using it.
9. Students will seek adult help if inadvertently entering an inappropriate site or page.
10. Students will not send or post messages that are inappropriate, harassing, or bearing false witness.
11. Students will not violate copyright laws.
12. Students will not harm or destroy any equipment of information.

A student who violates the Technology Use Policy could permanently lose the right to use school technology equipment and tools. Further disciplinary action may also result.

Any misuse or damage of school technology may be financially assessed to the student and parent/guardian. Students are responsible for maintaining a working Chromebook at all times and shall use care to ensure the Chromebook is not damaged. Concordia Lutheran School reserves the right to charge the student or parent up to the full cost for repair or replacement when damage/loss occurs.

COST OF REPAIRS FOR CHROMEBOOKS

Students will be held responsible for any and all damage to their Chromebook including, but not limited to: broken screens, cracked plastic pieces, missing keys, broken trackpad, inoperable device, etc. All reports will be investigated and addressed. Any hardware repairs that are not due to misuse or damage will be covered without cost, however any accidental or intentional damage to the device will incur a cost.

The fixed rates for repair/replacement are set as follows:

Flat repair fee for second and subsequent damage/replacements.....	\$20
(*Plus, the following additional cost)	
Damaged screen.....	\$40
Lost or broken charger	\$15
Broken Top or Bottom Case.....	\$55
Broken Keyboard (including missing keys)	\$45
Lost, non-repairable, or stolen Chromebook.....	\$100-\$200

CHROMEBOOK REPAIR

Devices are property of Concordia Lutheran School and are only to be repaired by school authorized personnel. Students will take the device to their teacher to report any damages. Upon receiving the damaged device and details, the school will assess the damage and then determine any applicable repair/replacement fees. If a loaner device is available, one will be issued to the student until the original device is repaired. After two incidents of accidental damage, the student may lose some Chromebook privilege.

No student is allowed to take the device home. It is for use at school only.

ONLINE GRADEBOOK ACCESS

Parents of students in grades 2 – 8 can use their ParentsWeb User Name and Password to access student progress on a weekly basis. Updated grades will be posted by Wednesday of each week. It's easy to login. Simply go to www.renweb.com and click on the orange LOGIN button in the upper righthand corner. From the dropdown choices there, choose ParentsWeb Login. Provide our **District Code** (CC-WI) and your **User Name** and **Password** (This was established when you applied and enrolled online.) Under *School Information* you will find: a Weekly Summary of Progress, Grades, Attendance, Schedules and more! For questions regarding grades or homework for a specific subject, be sure to contact the teacher for that subject.

PROGRESS REPORTS AND PARENT CONSULTATION

Progress Reports are issued at the end of each nine-week quarter. In grades 3 through 8, mid-term reports are also sent home half-way through each quarter. The mid-term reports are to be examined by the parent, signed, and returned to the teacher promptly.

Students participating in Preschool and Prekindergarten will receive progress reports three times during the school year. The first and final reports will coincide with the timing of the K-8 grade reports. The mid-year report will be issued in February.

A mandatory consultation with all parents is held at the end of the first quarter, at which time the child's work and progress are discussed. Selected Parent-Teacher Conferences are held at the end of the third quarter. The teachers attempt to keep in close contact with parents throughout the school year to discuss health, scholastic, emotional, spiritual, or any concerns that may arise.

School Board Policy prohibits end of quarter progress reports being given to any student whose financial accounts are not current and up-to-date.

PARENTAL CONCERNS AND COMPLAINTS

As a Christian school with Christ as our Leader, our actions are to be directed by His Word. Christ speaks to us in Matthew 18:15-16 on conflict resolution, a guide which we expect our families to follow. "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. 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 parents have any questions or concerns during the school year, we expect them to make an appointment with their child's teacher to discuss these concerns. The teacher will meet with you, or return your call at his/her earliest possible availability.

If resolution of these concerns is not achieved after meeting with the teacher, parents are asked to contact the Principal. The Principal must refer you to contact the teacher involved if you have not yet done so prior to contacting him/her. If, after contacting the teacher/staff member and Principal, a resolution to the concerns is not achieved, the parents may choose to complete a **Complaint Form** and present it to the Principal. The following procedures will then be followed.

1. Any complaint must be brought within 10 school days after the event in question occurred providing the parent knew or should have known about the event in question; otherwise it may, at the discretion of the principal be dropped.
2. The principal will respond in writing on the reverse side of the Complaint Form and return it to the parent within 10 school days. If the parent is satisfied with the response, the matter is considered to be resolved.
3. If the parent is not satisfied, he/she is asked to contact the Chairman of the Concordia School Board, who will arrange a conference with the parent and himself and /or his designee. If the results of the conference are satisfactory, the complaint will be considered resolved.
4. If the parent is still not satisfied that the complaint has been resolved, the Chairman (or his designee) will make arrangements for the parent to meet with an appropriate committee of the School Board. The designated Committee will report in writing to the School Board on the complaint. The School Board may accept the Committee's report or take whatever action it deems appropriate and report back to the parent.

The School Board believes this will provide an opportunity for concerns to be dealt with quickly and responsibly in an orderly Christ-like manner.

STUDENT BEHAVIOR

RULES OF CONDUCT/DISCIPLINE

Discipline begins in the home between parent and child and continues in the school. There must be rules governing the conduct and behavior of all who work and learn in our school. These rules must be firmly and consistently enforced throughout the school, school bus, and activities of the school.

It is the objective and policy of the School Board to recognize, to preserve, and to protect the individual rights of all students and teachers, and yet at the same time encourage and enforce the exercise of these rights within the necessary framework of an orderly, efficient, and continuing school process. Within this framework it is the duty of the School Board and staff to prohibit and to prevent types of student conduct that constitute a menace to the continuing educational process. **Dangerous, disruptive, and destructive behavior cannot and will not be tolerated.**

Therefore, the School Board has adopted the following rules and procedures. These rules set out some fundamental guidelines concerning student behavior in certain specified instances and do not attempt to cover all instances where student conduct may present problems.

Students and parents must be aware that students face disciplinary action, including after school detention, suspension, and expulsion, any time they engage in conduct at school or while under the supervision of a school authority if such conduct endangers the property, health, or safety of others or disrupts the educational process.

EXPECTED BEHAVIOR IN THE CLASSROOM AND OTHER SCHOOL ENVIRONMENTS

As redeemed children of God, students are personally responsible for their behavior. This means that: They will show courtesy and respect to teachers and fellow students and all others with whom they associate in school; discourtesy or disrespect will not be tolerated. Profanity, vulgar, degrading or disrespectful language, verbal threats, bullying, sexual harassment and any other disruptive behavior that affects the operation of the classroom or school will not be tolerated and may result in suspension.

Students may not bring coffee products or soft drinks to school. Beverages may only be consumed during break and lunch periods. Eating of candy is permitted only at lunch, breaks or special occasions permitted by the teacher. Gum chewing by students is prohibited unless permitted by the classroom teacher as a behavior reward.

PROCEDURES FOR DISRUPTIVE BEHAVIOR & LACK OF PREPARATION

Tools for success at school include: arriving to class on time and prepared, wise use of time in class, working quietly, respecting classmates and teachers, and following directions promptly. These expectations are required to ensure an optimal learning environment exists.

The teacher will correct a student who is disruptive and/or not following school procedure. Communication will be sent to the home notifying parents or guardians if a concern exists. Repeated disruptions, non-compliance or lack of preparation may result in a student being placed on RISE (Restoring Individual Student Excellence).

RISE: Restoring Individual Scholar Excellence

RISE, a behavioral intervention program, designed to mentor students to make choices aligned with our behavioral expectations. RISE provides students with the time needed to reflect on the impact of their behavior on themselves, their peers, and the rest of the Concordia learning community.

Rationale: Upholding high expectations for behavior is fundamental to the success of every student at school. Through consistency in our expectations and consequences at the school-wide level, we can create an environment in which student learning can be the central focus of both students and teachers. Should a student consistently make choices that harm the community, the RISE system provides a structure for behavioral consequences, goal-setting, and feedback on behavior through which the student may demonstrate they are ready to be a Concordia student again. RISE is meant to be a challenge for students, and thus, the expectations for RISE students must be managed with consistency across the entire school.

Students will be placed on RISE if they have a negative ClassDojo balance prior to lunch and/or the end of the school day. RISE is an opportunity for students to re-learn the expectations of being a member of Concordia Lutheran School, and it is a consequence that reinforces the values of making good decisions. A student may also be put on RISE in the case of a serious behavior infraction. There are three reasons why we have RISE.

1. RISE reflects the basic reward and consequence system of Concordia Lutheran School: Positive things happen when individuals make the right choices, and consequences occur when an individual makes poor choices. In other words, demonstrating responsibility earns freedom, while demonstrating a lack of responsibility loses freedom.
2. Concordia Lutheran School places an extremely high value on the concept of family, which means students are expected to contribute positively to the classroom and those around them.
3. Concordia Lutheran School believes that in order to ensure success we must help students by teaching them strategies, such as growth-mindset, that they can use to help them be successful problem-solvers.

What Happens During RISE?

When a student earns RISE, parents will be notified with an explanation of the actions that led to RISE as well as what the student must do to earn her/his way off RISE. When a student is having a difficult time, it is vital that teachers and parents work as a team to ensure improvement. The student on RISE will be removed from the classroom for reflection time and he/she will be asked to reflect on his/her behavior with the Assistant Principal.

General Requirements:

- A student on RISE will not interact with other students. The student will still participate in all instructions.
- The student will sit at an isolated desk near the teacher while on RISE.
- A student on RISE must complete community service chores around the school during his/her recess.
- A reflection assignment will be completed by the student.
- An apology letter will be written and shared with the class.
- If a student continues to be placed on RISE further consequences will be given as outlined in the RISE levels, including parent observation time and possible suspension.

Parent Meeting and Observation Hours

- All parent/guardian meetings for RISE must occur in-person within 5 school days. Each RISE referral will communicate the deadline for meetings to occur.
- All parent observations must be scheduled 24 hours in advance.
- In the event that a parent fails to complete the meeting and observations by the deadline, the student may not return to school until parent/guardian meets with an administrator. After the meeting, the child may return to school and the parent/guardian must complete all observation hours upon return.
- In the event that a parent/guardian continues to fail to meet the deadlines and observations outlined by Concordia Lutheran School, the child may be placed on a final contract or removed from school.

Students participating in RISE intervention may be excluded from off campus trips.

RISE LEVELS AND REQUIREMENTS

RISE LEVELS AND REQUIREMENTS	
<p>Students serving RISE Level I:</p> <ol style="list-style-type: none"> 1) 1 day community service during recess 2) 1 day RISE reflection assignment 3) 1 day isolated desk and silent lunch 4) Community meeting within 5 school days (Student, Parent, Teacher, Administration) 5) Apology Letter to Class 	<p>Students serving RISE Level III:</p> <ol style="list-style-type: none"> 1) 1 day out-of-school suspension and final behavior contract 2) 3 day community service during recess 3) 3 day RISE reflection assignment 4) 3 day isolated desk and silent lunch 5) Community meeting within 5 school days (Student, Parent, Teacher, Administration) 6) Apology Letter to Class 7) 4 hours of parent observation within 5 days
<p>Students serving RISE Level II:</p> <ol style="list-style-type: none"> 1) 2 days community service during recess 2) 2 days RISE reflection assignment 3) 2 days isolated desk and silent lunch 4) Community meeting within 5 school days (Student, Parent, Teacher, Administration) 5) Apology Letter to Class 6) 2 hours of parent observation within 5 days 	<p>Students serving RISE Level IV or higher:</p> <ol style="list-style-type: none"> 1) Out-of-school suspension pending hearing with the board (re-commitment project or expulsion) 2) Community meeting within 5 school days (Student, Parent, Teacher(s), Administration)

It is the desire of the school to work with the family to correct behavior that disrupts the learning environment. Our prayer is that with parent, teacher, Principal and Pastor working together with the child the above steps will not be needed.

Students may also be subject to said disciplinary actions if parents and/or other family members engage in any of the following:

- engaging in insubordinate and/or disorderly conduct.
- engaging in conduct that endangers the safety, morals, health, or welfare of self or others.
- engaging in violent, disruptive, and/or threatening conduct.

BULLYING, FIGHTING, THREATS, SEXUAL HARASSMENT

Concordia Lutheran School does not tolerate students fighting, making threats, engaging in sexual harassment, or bullying. Conflict is normal. Bullying is not normal conflict. Use the chart below to note the difference between normal conflict and bullying.

Normal Conflict	Bullying
Equal power between friends	Display of power, not in friendship
Occasional	Frequent
Accidental	Purposeful
Demonstrates concern	Demonstrates pleasure
Take responsibility	Blames others
Tries to solve the problem	No effort to resolve issue
Occurs anywhere	Occurs where bully is not seen by teacher

Bullying is defined as promoting negative stereotyping that degrades or flagrantly demeans any individual through verbal or physical means. It also includes, but is not limited to, any negative references to another student's socio-economic status, race, gender, national origin, creed, ancestry, parental status, or physical, mental, emotional, or learning abilities of an individual or group. It also includes such things as disturbing an individual by repeated name calling, pestering, or threatening. Students engaged in such activities at school or via social media will be reported to the principal and will face disciplinary action, suspension, and/or possible expulsion, depending upon the seriousness of the incident.

The following steps will be taken as appropriate when dealing with incidents that involve bullying:

1. A clear account of the incident will be recorded and given to the principal or assistant principal.
2. An administrator will interview individual concerns and record incident.
3. Parents/Guardians will be informed.
4. Corrective measures will be used as appropriate and in consultation with teachers and parents/guardians but not limited to:
 - Official warning
 - RISE
 - Exclusion from certain activities, i.e. recess
 - In or out of school suspension
 - Expulsion

All adults in the school, including administrators, teachers, office personnel, aides, and cafeteria staff recognize their role in the prevention of bullying.

NON-NEGOTIABLE BEHAVIOR

Please note that the following behaviors have been established by the School Board as non-negotiable:

1. Fighting or intent to harm
2. Willful disrespect

These behaviors will be handled in the following manner:

- 1st offense – Suspension and 90-day probation
- 2nd offense – Suspension and Behavior Plan Contract
- 3rd offense – Suspension, pending expulsion hearing with the School Board.

SUSPENSION/EXPULSION

Suspension (a function of the principal) and expulsion (a function of the School Board) are serious disciplinary sanctions which may be imposed against a student for non-compliance of school rules, when he/she has materially and substantially interfered with the maintenance of good order in the school, or engaged in conduct while at school or under the supervision of a school authority, which endangers the property, health or safety of others.

Suspension is the temporary removal from the school (or classroom) for a designated period of time. All suspensions by the principal will be reported to the School Board at its next regularly scheduled meeting. A suspension that is reported to the Board will state the name of the student suspended, the reason for the suspension, and the length of the suspension.

Teachers, other than the principal or an individual acting as his/her agent, may not suspend a student. Teachers are to refer such disciplinary action to the principal who will determine what action should be taken. The principal will do this in consultation with the teacher involved. **Following a suspension the student begins a four (4) week period of behavioral probation.**

Weekends, vacation days, or days when school is not in session shall not be included as parts of days served as suspension days. Suspension days are counted only when school is in session.

A student who has been suspended from school will be responsible for all work missed during the suspension to maintain continuity in the learning process. However, assignments issued will receive a zero credit in the teacher's gradebook as a consequence of their actions. Assignments must be submitted or the student will receive an incomplete until the work is received. This work is due when he/she returns to school. He/she is not allowed to participate in any extra-curricular activities during the time of the suspension. A second disciplinary suspension results in permanent withdrawal from all extra-curricular activities for the school year.

Expulsion is the permanent removal of a student from the school rolls. The School Board may expel a student when it determines that the student has repeatedly refused or neglected to obey rules or has engaged in conduct which endangers the property, health or safety of others, while at school or under the supervision of a school authority. Prior to expulsion, the School Board shall hold a hearing. Written notice of the hearing shall be sent to the student and the student's parents or guardian. The notice shall specify the particulars of the alleged refusal, neglect, or conduct; the time and place of the hearing; and that the hearing may result in the student's expulsion.

STEALING

The principal shall notify the offender's parents or guardian. The offender or his/her legal guardian shall be expected to make restitution. The principal, in his/her discretion, will decide whether or not to suspend the student.

VANDALISM

Students committing vandalism to property of others or to the school textbooks, school furniture, equipment or building shall pay for the damage and may face suspension or expulsion.

ZERO TOLERANCE ITEMS

Possession and/or use of the following items by students: tobacco, drugs, alcohol, lighters, explosive devices, matches, and weapons (this includes toy guns, knives, swords, etc.) or pornographic material may result in suspension and possible expulsion of the students. Possession of these items falls under Concordia's "Zero Tolerance" rule. The faculty reserves the right to search school lockers and possessions of student property to ensure school safety if zero tolerance items are suspected for any reason.

PUBLIC DISPLAYS OF AFFECTION

While we are a Christian school and our desire is to in all ways display a loving spirit to one another, we also do not want our actions to offend or embarrass others. Gestures which may be perceived to be of an inappropriate or romantic nature are deemed unacceptable in our elementary school setting. The faculty reserves the right to determine the appropriateness of such gestures.

PLAYGROUND RULES

1. Orderly and quiet entering and exiting of the school building are required.
2. A child must have a parent's written excuse to remain inside during the recess period.
3. Once children are outside they must stay outside unless they have permission of the playground supervisor to re-enter the building.
4. Children are to play only in designated school areas.
5. No tackle games will be allowed.
6. During the winter, students will be going outside. Boots, snow suits/pants, mittens/gloves, and hats/caps are required for outdoor play by students in Pre-K through Grade 4. Upper grade students are encouraged to wear these items as they go out to play.
7. Children not on the playground are required to remain in a supervised classroom.
8. Rock, gravel and snow throwing are prohibited at all times.
9. No children are to play outside before school begins or after school is dismissed while waiting to be picked up by the bus or by their parents.

CLOTHING AND DRESS

The student's dress should reflect good judgment and modesty. Clothing that distracts students from learning compromises our mission. High expectations regarding appropriate dress is an important aspect of overall training in Christian living. "Set an example for the believers in speech, life, in love, in faith, and in purity". ~ 1 Timothy 4:12

The following dress code is required and will be strictly enforced:

1. Clothing should be neat and clean, not frayed or torn.
2. Caps, hats, scarves, any other head apparel and sunglasses are not to be worn in the building.
3. Tank tops and spaghetti string shirts are not permitted. Sleeveless shirts, or dresses, must have a minimum two-inch shoulder width. Muscle shirts or bare midriffs are not suitable for classroom wear. Shirts must fully cover any undergarments.
4. Shorts and capris may be worn after March 31 until October 31.
5. Cutoffs, short-shorts, biker (skins) shorts, mini-skirts or spandex exercise wear are not permitted. Shorts and skirts must reach the child's fingertips when their arm is fully extended alongside the leg.
6. Pants must be worn at the waist and completely cover undergarments. Leggings/jeggings may be worn, providing the top, tunic or dress covers the student's entire front and back at fingertip length. Pants must be worn forward at all times.
7. No alcohol, tobacco, drug, rock group, wrestling, demeaning or offensive slogans will be permitted on any worn apparel; including jewelry.
8. Lounge pants, yoga pants, or pajama pants are not appropriate for school.
9. Clothing straps, suspenders and belts must be fastened and in the proper place. At no time should a student's pants appear to be falling off.
10. Shoes should be appropriate for indoor as well as outdoor activities. Sandals, if worn, must have a back-heel strap.
11. Sexually suggestive clothing will not be permitted.
12. Students are responsible for their own clothing. Please label all totes, jackets, lunch boxes, mittens, scarves, hats, backpacks, etc.

The faculty reserves the right to determine the appropriateness of clothes worn. If a child wears inappropriate clothing, parents may be called to bring appropriate clothing to school.

All students are required to have a pair of tennis shoes designated for use in the gym only. **Gym attire** is also required for students in grades 5 – 8. Required gym clothing includes: t-shirt, sports shorts (no spandex or short-shorts) and socks. Gym clothing must follow the dress code outlined previously.

To make our **chapel days** more special, we encourage the children to wear "better clothing" on those days.

DRESS CODE CONCERNS

When student dress does not meet expectations, a note will be sent home with the child. Repeat offenses will be handled as outlined below.

- ❖ **1st offense** = student will be given a warning and copy of the dress code with a form stating the violation. The form will need to be signed and returned.
- ❖ **2nd offense** = student will call a parent to request appropriate clothing to be brought to school. A form is sent again requiring parent signature.
- ❖ **3rd offense** = student will call a parent to request appropriate clothing to be brought to school. A form is sent again. The student will serve RISE.

TATTOOS, BODY PIERCING, HAIR COLORING & COSMETICS

Visible tattoos, scarring, and writing to simulate tattoos are prohibited. Visible body piercing (other than the ear) is not permitted. Excessive cosmetics and lip gloss (makeup, hair color) that might distract from the learning atmosphere are not acceptable for boys or girls. Wild and extreme hair colors do not reflect the image we desire our students to portray. Thus our rule concerning this is, that if you, as a parent, feel hair coloring for your child is necessary, only naturally occurring hair colors may be applied to the child's hair. Reds, blues, greens, purples, are not appropriate for school or school functions. Exceptions to the above may be made for special activities. Students with these colors/items applied to their hair will be sent home to have the colors washed out.

SUPPORT INFORMATION

INTERSCHOLASTIC SPORTS TEAMS

Children in grades 5 through 8 (and occasionally grade 4) have an opportunity to participate on interscholastic teams that compete against similar teams from other schools in the area. These teams include basketball and track for boys; volleyball, basketball, track, and cheerleading for girls.

Concordia Lutheran School does not provide individual insurance coverage for those students involved in interscholastic sports sponsored, organized or supported by Concordia Lutheran School or the Concordia Athletics program.

The well-being of all student athletes is of the utmost importance. Concordia adheres to the requirement of WI Act 172 relating to head injuries/concussions. No person may participate in the Concordia Lutheran School athletic program unless all information sheets are signed and returned to the school by the athlete and his or her parent or guardian.

Parent support is a necessary component for a successful Athletic Program. Volunteers are needed to take admissions, supervise hallways, run concessions, score keep, book keep, etc. for home games. A schedule of game dates and opportunities to volunteer will be provided on a signup sheet at the beginning of each season. A minimum two-hour commitment of athletic volunteer time per child must be provided by each family participating in athletics. The child will be eligible to participate providing this commitment is met. Unfulfilled volunteer time in this program deems the student ineligible.

Students participating in extra-curricular activities are expected to have passing grades in all subjects and maintain a 2.0 ("C") grade point average. The grades of all students will be reviewed at the mid-term and quarter grading periods. An initial F or F's or a grade point average lower than 2.0 will result in the student being placed on probation (a warning that the student must remove any F's or raise the GPA) until the next grade report. While on probation that student may still participate in extra curriculars. Any student not having a 2.0 grade point average or having any "F's" on two consecutive grade sheets, will be declared ineligible to practice or participate in any extracurricular activities until a subsequent grade sheet shows a 2.0 average and no "F's".

Parents of a student deemed academically ineligible will receive written notification of such ineligibility. A student may be reinstated and deemed eligible for extracurricular activities only when grades are reviewed at the mid-term report or end of the quarter report card time. A "fresh start" is given at the beginning of each school year.

A student who is on a sports team and is absent from school on the day of a game will not be allowed to play in the game. (Unusual circumstances may warrant special consideration from the Athletic director and Principal.) Any student who has received two or more disciplinary suspensions from school will be ineligible to participate in any extra-curricular activities for the balance of the school year.

Students may be issued uniforms for use during their participation on an athletic team. Parents and students are responsible for these uniforms. At the end of each sport season uniforms are to be returned cleaned and in good condition. Coaches and/or the Athletic Director will provide information on uniform turn in time and procedures. All uniforms lost and/or damaged will be assessed the prevailing replacement cost. Students will not receive another uniform until they have paid for the previous one.

BICYCLES

Locks should be provided for all bicycles that are ridden to school. They should be securely fastened to the bicycle racks provided. Bicycles will not be permitted in the building. There is to be no riding of the bicycles on the playground before, during, or after school.

OUTSIDE INFLUENCES ON SCHOOL LIFE

We strongly encourage parents to reinforce and model Christian values and behavior by monitoring your child's use of:

1. TV
2. Music
3. Telephone
4. Clothing
5. Appropriate language/slang
6. Computer games
7. Internet
8. Social Media

Regarding Internet Use – The use of social network sites such as Facebook has expanded and with that the inherent risks they present. Most of these social networks are designed for students 13 years or older. Unsupervised participation on these sites can lead to inappropriate access to your children by sexual predators, cyber bullies and the like. Cyber bullying or social media conflicts that impact education, classroom management, school atmosphere or relationships will be brought to the attention of the principal. Local law enforcement may be contacted. Discipline may be incurred including detention, suspension, and/or expulsion depending on the severity of the situation.

Cyber Issues – Please discuss and establish guidelines with your child for personal information that may be requested by predators on social media. (Names, social security numbers, address and telephone numbers, age, birth date or school should **never** be made available on social network sites.)

The Internet is a tremendous resource that has been used for numerous positive purposes. However, with new technology and opportunities come responsibilities. We encourage you to engage in serious dialogue with your child(ren) about the benefits and dangers of this resource.

"Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things".
~ Philippians 4:8

MONEY

We ask your cooperation in discouraging students from having large amounts of money at school.

FIELD TRIPS

At various times during the year classes may visit community resources. Teachers will send home Field Trip

Request Forms to be signed and returned before a child may join the class excursion. A background check authorization form must be completed by any parent/guardian desiring to attend as a chaperone. This must be done a minimum of one week prior to the field trip. All field trip costs must be paid in cash.

LUNCH PROGRAM

A monthly menu is sent home with the students towards the end of the previous month. Lunches are ordered and paid for when ordered, in advance. Additional lunches are not available for purchase after the original order has been placed. Since we try to keep the cost as low as possible, we cannot refund money for lunches ordered but not eaten.

Fat free chocolate or white 1% low-fat milk is available for the morning break and for the lunch period. Students are not to bring carbonated beverages to school except on special days designated in advance by the teacher. We encourage you to pack healthy lunches and snacks for your children.

If a parent chooses to take his/her child out for the lunch period, the teacher is to be informed in advance of this occurrence.

NUISANCE ITEMS

The rule of thumb is: If it is not a school supply, please leave it at home! Please **DO NOT** allow your child to bring cameras, laser pointers, audio equipment, electronics, trading cards, skateboards, toys, slime, or other items deemed inappropriate by your child's teacher. Such items will be confiscated and returned only to the parent upon request. This also applies to students participating in Before/After School Care.

STUDENT PICTURES

Arrangements are made annually with a photographer to take individual pictures of all pupils. There is no obligation for parents to purchase any pictures. 8th grade graduates also have graduation pictures taken before/after the graduation ceremony.

USE OF TELEPHONE & CELL PHONES

Students are not to use the phone except when permitted to do so by a teacher. Arrangements for after school activities are to be made at home before coming to school, never over the school phone.

Cell phones are not to be brought to school. If a parent feels it is absolutely necessary for his/her child to have a cell phone in school, the office is to be so informed and the necessary paperwork completed. Regardless, no cell phones are to be on or used during Before/After School Care or during school hours. If a student needs to make a call, he/she must obtain permission from a teacher to use a school phone.

Cell phones that are visible or audible during the times noted above will be confiscated and retained in the school office until a parent comes to retrieve the phone.

PARENT-TEACHER LEAGUE

It is vitally important that parent and teacher work closely together for the benefit of the child. Attendance at

our Parent-Teacher League (PTL) meetings can do much to build better relationships between our students, parents, and teachers. Since our PTL helps defray the cost of field trips and busing and purchases items used by the students in our school, it is imperative that **ALL** parents participate in the various fund-raising activities sponsored by the PTL. Numerous opportunities will be made available – please select at least one to support whole-heartedly!

VOLUNTEERS

Volunteer efforts on the part of parents, grandparents, and friends of Concordia are expected and always greatly appreciated. Some of the areas where volunteer help is always needed are: library help, field trip chaperones, hot lunch servers, classroom aides, stage set up/take down, Winterim, PTL, and Athletic Booster Club project workers.

A background check authorization form must be completed by any parent/guardian desiring to volunteer in the school.

Upon arriving at the school to complete volunteer activities, individuals are required to report to the office for sign-in and a visitor badge.

All families are expected to donate a minimum of 10 hours (7 hours for single parent families and 5 hours for 3-year-old preschool families) of volunteer time to the school, PTL, or to Athletics, or remit \$10 per hour of service not completed. This will be billed at the end of the school year.