

Concordia Is Rooted In Christ

Therefore, as you received Christ Jesus the Lord
so walk in Him, rooted and built up in him
and established in faith, just as you were taught,
abounding in thanksgiving.

COLOSSIANS 2:6-7

2026-2027

Parent/Student Handbook

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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/guardians:

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.

STATEMENT OF BELIEF

Concordia Lutheran School is part of The Lutheran Church—Missouri Synod (LCMS). The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God (Father, Son, and Holy Spirit), a faith built on "the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone" (Ephesians 2:20). With the universal Christian Church, The Lutheran Church—Missouri Synod teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world's redemption; and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity (Father, Son, and Holy Spirit) are coequal and coeternal, one God. "Go therefore and make disciples of all nations, baptizing them in the Name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age." (Matthew 28:18–20).

LCMS congregations voluntarily choose to belong to the Synod, and, although diverse in many ways, all hold to a shared confession of Jesus Christ as taught in Holy Scripture. We believe without reservation that the Scriptures of the Old and the New Testament are the written Word of God and the only rule and norm of faith and practice. In addition, the Synod accepts without reservation the writings contained in the Book of Concord: The Confessions of the Evangelical Lutheran Church. Believing in the authority of Holy Scripture and that the Lutheran Confessions are a correct interpretation and presentation of biblical doctrine, our congregations agree to conform all their teaching and practice to the Scriptures and the Confessions. "Follow the pattern of the sound words that you have heard from me, in the faith and love that are in Christ Jesus. By the Holy Spirit who dwells within us, guard the good deposit entrusted to you" (2 Timothy 1:13–14).

The Synod "is not an ecclesiastical government, exercising legislative or coercive powers" (LCMS Constitution, Article VII) concerning its member congregations and ministers. However, the voluntary association of member congregations and ministers includes their agreement to respect and honor and uphold (Bylaw 1.7.2, 1.8.1) decisions (resolutions) made by the Synod in its national conventions regarding the understanding of the teachings of Scripture and the Lutheran Confessions and practices that are consistent with such teaching. The Synod in convention is the "principal legislative assembly" of the LCMS (bylaw 3.1.1) and its resolutions and statements are the position of the Synod in matters of doctrine and life. The Constitution and Bylaws of the LCMS provide specific guidance for the implementation and supervision of the teaching and practice of its members (congregations and rostered church workers).

Congregations of the LCMS, while upholding teachings and practices that are consistent with Scripture and the Lutheran Confessions and while honoring Synod convention resolutions, are self-governed and establish policies based on local circumstance and expediency. An LCMS congregation or ministry operates according to its own constitution and bylaws – which are required by the Synod Bylaws to be reviewed by the District through which the congregation holds membership in the Synod – and therein establishes an orderly way of making decisions and determines which individuals or entities in the congregations (e.g., the pastor, church council, board of elders) will have authority to act on behalf of the congregation in specific circumstances. The Constitution and bylaws of Concordia Lutheran School govern our decision-making and policies. A copy is available upon request. "Let all things be done decently and in order" (1 Corinthians 14:40).

In regard to matters concerning human sexuality, we, at Concordia Lutheran School, believe that God wonderfully and immutably creates each person as male or female. In Genesis 1:26-27 God says, "Let us make man in our image, after our likeness… So God created man in His own image, in the image of God He created him; male and female He created them." These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. "Have you not read that He who created them from the beginning made them male and female, and said, 'Therefore a man shall leave his father and his mother and hold fast to his wife, and the two shall become one flesh?' So they are no longer two but one flesh. What therefore God has joined together, let not man separate" (Matthew 19:4-6).

We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. "Let marriage be held in honor among all, and let the marriage bed be undefiled, for God will judge the sexually immoral and adulterous" (Hebrews 13:4). After the fall into sin, another purpose for marriage is the avoidance of sexual sin. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. "But because of the temptation to sexual immorality, each man should have his own wife and each woman her own husband" (1 Corinthians 7:2).

We believe that any form of sexual immorality (including adultery, fornication, homosexual, bisexual, transgender behavior or conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. “Or do you not know that the unrighteous will not inherit the kingdom of God? Do not be deceived: neither the sexually immoral, nor idolaters, nor adulterers, nor those who practice homosexuality, nor thieves, nor the greedy, nor drunkards, nor revilers, nor swindlers will inherit the kingdom of God. And such were some of you. But you were washed, you were sanctified, you were justified in the name of the Lord Jesus Christ and by the Spirit of our God” (1 Corinthians 6:9-11).

In addition, for Christians, marriage is also a holy and sacred union between a man and a woman which reflects our Savior and His Holy Bride the Church. “Therefore a man shall leave his father and mother and hold fast to his wife, and the two shall become one flesh. This mystery is profound, and I am saying that it refers to Christ and the Church” (Ephesians 5:31–32).

We believe that in order to preserve the function and integrity of Concordia Lutheran School as the local Body of Christ, and to provide a biblical role model to the Concordia Lutheran School members and the community, it is imperative that all persons employed by the Concordia Lutheran School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. “In the same way, let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven” (Matthew 5:16). We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. “If we say we have no sin, we deceive ourselves, and the truth is not in us. If we confess our sins, He is faithful and just to forgive us our sins and to cleanse us from all unrighteousness... He is the propitiation for our sins, and not for ours only but also for the sins of the whole world” (1 John 1:8-9, 2:2).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. “We love because He first loved us. If anyone says, “I love God,” and hates his brother, he is a liar; for he who does not love his brother whom he has seen cannot love God whom he has not seen. And this commandment we have from Him: whoever loves God must also love his brother” (1 John 4:19-21). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of the Concordia Lutheran School. “Rather, speaking the Truth in love, we are to grow up in every way into Him who is the head, into Christ… Do not grieve the Holy Spirit of God, by whom you were sealed for the day of redemption. Let all bitterness and wrath and anger and clamor and slander be put away from you, along with all malice. Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you” (Ephesians 4:15, 30-32).

In regard to matters concerning the sanctity of human life, we, at Concordia Lutheran School, believe that all human life is sacred and created by God in His image. “For you formed my inward parts; You knitted me together in my mother’s womb. I praise you, for I am fearfully and wonderfully made. Wonderful are your work my soul knows it very well… Your eyes saw my unformed substance; in your book were written, every one of them, the days that were formed for me, when as yet there was none of them” (Psalm 139:13-14, 16). Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. “He has told you, O man, what is good; and what does the LORD require of you but to do justice, and to love kindness, and to walk humbly with your God” (Micah 6:8). “Open your mouth… for the rights of all who are destitute. Open your mouth, judge righteously, defend the rights of the poor and needy” (Proverbs 31:8-9).

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.

PRESCHOOL & PRE-KINDERGARTEN PROGRAMS

Our Preschool and 4-year-old Pre-Kindergarten program are both a school and Kindergarten readiness program. In our programs, 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; spiritually, 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 Preschool must be 3-years-old by September 1. Children enrolling in Pre-K4 must be 4-years-old by September 1. All students must be toilet-trained to attend. A copy of the child's birth certificate is required for enrollment by all new students.

ENTRANCE REQUIREMENTS

Children who enroll in kindergarten must be 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. In kindergarten and first grade a skills assessment is completed by the classroom teacher, and in grades 2 – 8 by the principal to help determine grade level readiness. 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 90-day probationary period. If, at the end of the 90 days, 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 90-day 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/guardians are invited to attend the services. Other yearly services in which parents/guardians are encouraged to participate with the students are the School Opening Service, the Children's Christmas Service, Concordia Sundays, and Closing Graduation Service.

Worship services are held at our supporting congregations, Faith Lutheran Church on Saturdays at 4:00 PM and Sundays at 9:00 AM and Sundays at Holy Cross Lutheran Church at 10:00 AM.

You are also welcome to worship at one of our sister congregations. Pentecost Lutheran worship is on Sundays @ 8:30 and 10:00AM in the summer (8:30 and 11:00AM in fall). Prince of Peace has a Saturday service at 4:00 PM and a Sunday service at 9:00 AM.

PARENT INFORMATION

Shortly before the school year begins the school provides information for parents/guardians. **PARTICIPATION IS REQUIRED** as a great deal of information is presented regarding school and classroom procedures and expectations. Forms provided as part of this presentation must be returned the first week of school.

Parents/guardians 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. If assistance is needed, call the office at 262-884-0991. Staff, students, volunteers, and delivery personnel are permitted in the building. Parents/guardians and visitors may enter the building by pre-arranged appointment only. Please contact the office or your child's teacher to set up an appointment.

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 an alternate location site communicated to parents/guardians by the school or law enforcement officials. If we are unable to reoccupy the building, all students will be transported by bus to our reunification site. Pick up details will be communicated through Parent Alert. At the reunification 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. For safety's sake, we will not dismiss your child to wait for you at the door or in the parking lot. You are also required to walk your child into the office if he/she is late and sign them as tardy.

CAR LINE

General Information

- **At the beginning of the school year, this is a new process that some students and parents/guardians are learning.**
- **Please be patient! The car line can become a bit lengthy for the first few weeks of school.**
- **Please do not get out of your vehicle.**
- **Make sure students know how to buckle and unbuckle their own seatbelts or booster seat harnesses.**
- **It would be helpful to start practicing now before school starts.**
- For your safety and the safety of our staff and students, do not talk or text on your phone while in the car line.
- A speed limit of 5 miles per hour or less must always be maintained in the car line.
- **Cars must only turn left (west) out of the parking lot onto Corliss Ave.**
- Be mindful of all students, staff, and cars in the car line.
- Never instruct your child to board your vehicle anywhere except the boarding area.
- Do not beckon to your child while the child is being escorted to cars as the child may try to run to the parent in front of other cars and drivers.
- Drivers are not allowed to park on Corliss Avenue and walk their children across the parking lot. Students may only be dropped off or picked up in the boarding area where staff is present.
- Please display your child's number on your visor for afternoon pickup. Teach your car line number immediately to your child to help speed up the afternoon loading. (If you need a new car line number sign for your visor, please contact the office at 262-884-0991).
- Transportation arrangements for your child should be made before she/he arrives at school. Only a written note or email specifying a change in the normal way home will be accepted. Please do not expect teachers or office staff to have checked messages that are sent at the end of the day as it is a busy time of day.
- If someone else will be picking up your child (such as a grandparent or childcare), they must also use the number and follow the procedures.
- Unfortunately, car line conversations with teachers or administration congest traffic. Parents/guardians are strongly encouraged to schedule a time with teachers for an extended conversation.
- Parents/guardians and visitors may enter the building by pre-arranged appointment only. Please contact the office or your child's teacher to set up an appointment.

Morning Drop-Off

1. **PLEASE PLAN AHEAD!** The car line will be open from 8:30 - 8:47 a.m. **The parking lot gate will be closed promptly at 8:47 a.m.** The final tardy bell rings at 8:47 a.m., and students will begin their day at 8:50 a.m. Please arrive early to ensure that your student has enough time to get into the classroom before 8:50 a.m. We recommend arriving early around 8:20 a.m.
2. Turn from Durand Avenue onto 84th Street (the stoplights by Farm & Fleet).
3. Follow the road around the bend onto Corliss Avenue.
4. As you round the bend, stay on the correct (right-hand) side of the street as close to the curb as possible. Please do not block the intersection by the bend, the condo entrances, fire hydrants, or the condo mailboxes. Remain in this lane until you reach the entrance of our parking lot.
5. Pull up to the school parking lot entrance (or as far as possible with the other cars).
6. When possible (due to other cars) and using your blinker, turn left into the school parking lot and remain on the left-hand side (sidewalk side). **DO NOT BLOCK CORLISS AVENUE.**

7. Pull up to the staff near the main doors and wait for staff to greet you. <u>For the safety of your child, do NOT let your child out of the car until given permission from one of the staff members.</u>
8. We will begin helping students exit vehicles at 8:30 a.m. Please remain in your vehicle.
9. For the car line to run smoothly and efficiently, please have your child ready to get out of your vehicle when instructed to do so.
10. Place your car in **PARK** before your child opens the vehicle's door.
11. Preferably, students should exit from the driver's (left side) of the vehicle. However, if a student exits from the right side, the student must walk **in front of your vehicle** toward the sidewalk and the grass.
12. Make certain your child is safely on the sidewalk before driving away.
13. When you pull away, please drive slowly, looking for other students and families.
14. Follow the cones as a guide around the parking lot to the exit by the playground. Please be cautious of oncoming traffic into the parking lot.
15. **Using your blinker, exit by *<u>TURNING LEFT</u>* (west) on Corliss Avenue**. **(<u>A right-hand turn is STRICTLY PROHIBITED during car line procedures.</u>)**

If you arrive after 8:47 a.m. (and please don't 😊) and the car line has already ended:

1. Please go around the block and enter the church parking lot from Durand Avenue.
2. You will need to park and ESCORT your child into the office and sign them in as tardy.
3. Exit out onto Durand Avenue as you leave (the gates will be blocking the Corliss Avenue exit at that time).

Noon Dismissal for Preschool:

1. Turn into the right side of Concordia's church parking lot from Durand Avenue.
2. Pull up to the church sidewalk leading to the church doors.
3. Make sure that your visor number is displayed.
4. Wait inside your vehicle until the teacher brings your child out to you.
5. Please put your vehicle into PARK before your child enters the car.
6. Before you pull away, make sure that your child is secured in their child seat.
7. You will turn around at the end of the parking lot.
8. Exit onto Durand Avenue.

After School Pick-Up

1. <u>Drivers need to display their car line number on the **driver's visor of their vehicle**. This speeds up dismissal!</u>
2. Turn from Durand Avenue onto 84th Street (the stoplights by Farm & Fleet).
3. Follow the road around the bend onto Corliss Avenue.
4. As you round the bend, stay on the correct (right-hand) side of the street as close to the curb as possible. Please do not block the intersection by the bend, the condo entrances, fire hydrants, or the condo mailboxes. Remain in this lane until you reach the entrance of our parking lot.
5. Pull up to the school parking lot entrance (or as far as possible with the other cars).
6. When possible (due to other cars) and using your blinker, turn left into the school parking lot and remain on the left-hand side (sidewalk side). **DO NOT BLOCK CORLISS AVENUE.**
7. Pull up to the staff in reflector coats near the main doors. Your children will be lined up behind colored cones as in the past waiting for their dismissal.
8. Place your car in **PARK** so your child can enter the vehicle.
9. Make certain your child is safely buckled in before driving away.
10. When you pull away, please drive slowly, looking for other students and families.
11. Follow the cones as a guide around the parking lot to the exit by the playground.
12. Please be cautious of oncoming traffic into the parking lot.
13. Using your blinker, exit by **TURNING LEFT** (west) on Corliss Avenue. **(<u>A right-hand turn is STRICTLY PROHIBITED during car line procedures.</u>)**

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 as determined by the church. 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.

A student arriving after the designated start time (8:50 AM) or leaving before the conclusion of the school day (3:55 PM) is considered tardy. Students that arrive after 10:30 a.m. or leave prior to 2:30 p.m. will be assessed a half-day absence. Note: Excused absences are allowed for illness only. Illness related absences will require a doctor's excuse after five occurrences. An excused tardy will be given for prior notice for dental or doctor appointments or a family emergency deemed excusable by the principal.

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).*** If a call is not received, the child must be marked truant. (By State law, once a child is truant for any or part of 5 days, they are considered habitually truant.)

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.

Please do not schedule extended weekend trips or vacations during the time school is in session. These trips cause a significant disruption in your children's learning. Missing school adversely affects your child's education. It is not the practice of the school to provide work prior to scheduled absences. Students will need to contact the teacher when they return to school to receive any missed assignments or schoolwork.

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

If a child is tardy/absent ten times and the tardy/absence is unexcused in each case, the parent(s) will be required to meet with the principal or assistant principal. Notifications of attendance concerns will be sent to the home prior to the required meeting in an effort to resolve the attendance problem. At fifteen days tardy/absent, an additional meeting will be required with the principal, and after 18 absences (10% of the school year), there will be strong consideration of retention.

Ongoing accumulation of unexcused tardies/absences will be reported to the proper authorities, as required by law.

STUDENT ILLNESS

If your child becomes ill at school (fever, flu-like symptoms, COVID 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 (100.4 degrees or greater), diarrhea, or vomit free without medication for 24 hours.** To protect all students and staff, students may be sent home at the discretion of administration.

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

HEALTH AND SAFETY PROTOCOLS

Strict health and safety measures to protect both staff and students will be applied.

- Students (and staff) who are ill (fever, vomiting, diarrhea, persistent coughing, etc.) must stay home from school. If these symptoms are present at school, your child will be sent home.
- Individuals who have been ill must be fever, vomit, and diarrhea free for 24 hours without the use of medications in order to return.
- If a student tests positive for COVID, he or she must follow CDC guidelines.
- When an Executive Order for wearing masks is in place, masks must be worn. If an exemption is required, a parent must request the exemption in writing. If a mask cannot be worn, a face shield is highly encouraged.
- Visitors may be restricted during a community health crisis.

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/guardians of a child who receives prescribed long-term medications will be contacted if the teacher suspects medication has not been administered. The parents/guardians may be required to bring the proper dosage into 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. A notice will also be posted on Class Dojo if the school is to close for the day. If transportation is available, Concordia may elect to remain open.

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 **262-631-7138**. 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 administration or teachers 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 - 8:30 AM for children enrolled in preschool through grade 8 on days school is in session. Students are expected to follow child care guidelines and show respect to care supervisors. Repeated disobedience or disrespect will necessitate a child's removal from care.

Afternoon Care is available for Preschool students of Concordia Lutheran School from 12:00 PM until 4:00 PM. **After School Care** for enrolled students in preschool through grade 8 is available after school until 6:15 PM on days school is in session for a limited number of students. The After School Care Program begins at 3:55 PM and runs until 6:15 PM (**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**).

Students not picked up following dismissal by 4:10 p.m. will be placed in After School Care and will be billed accordingly. Students are billed on the half hour for Before, Afternoon, and Afterschool care services. Students picked up after 6:15 PM will result in a per pupil late charge of $1 per five minutes of extended care. Monthly bills will be issued on Facts Management the first week of the following month after services are provided.

Payment is due 10 days after billing. If payment is not received by the due date, a late fee of $5 will be charged per student. The payment fee will accrue each month until payment is received.

For students with account balances that are two months behind or in excess of $300 for childcare, a payment of 50% or better must be made prior to the next billing statement or childcare services will be suspended until such is made.

Once the minimum payment is received, a weekly payment is required until the past due balance is paid in full.

Childcare 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. Childcare 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. Items considered nuisance items will be confiscated and held in the office for parent pickup.

EARLY STUDENT DROP-OFF

Students may be dropped off before school begins and picked up after school ends. Students are permitted to enter the classrooms at 8:30 AM. Students arriving before this time are **NOT** permitted to access their lockers or cubbies, wait outside, play on the playground, or enter the school, except to go to the Before School Care program.

LATE STUDENT PICK-UP

Students are to be picked up from school no later than 4:10

PM 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/guardians will be responsible for the payment of billable charges or assessed late pick-up fees.

STUDENT SAFETY AT PICK UP

Students will only be released into the custody of a person listed on our school information system. If anyone other than the student's parent/guardian or someone who is listed comes to pick up a child, the parent/guardian will need to notify the office in writing, through Class Dojo, or by email in advance of pick-up time. Administration, teachers, and staff have the right to ask for a photo ID of any person picking up a student at Concordia Lutheran School.

If the parent/guardian or other authorized person arrives to pick up a student and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the student, including offering to call another contact person. While legally a child cannot be withheld from the legal guardian, staff will not hesitate to call the local authorities if they feel the child is in danger.

Lunch Program

Students are expected to pack a lunch from home unless a school lunch is ordered in advance. Hot lunch order forms are sent home monthly with payment due at time of ordering. Payment may be made via FACTS.

Monthly bills will be issued on Facts Management in the first week of the following month after services are provided. Payment is due 10 days after billing. If payment is not received by the due date, a late fee of $5 will be charged per student. The payment fee will accrue each month until payment is received.

For students with account balances that are two months behind or in excess of $300 for school incidentals such as lunch or childcare, a payment of 50% or better must be made prior to the next billing statement or lunch will be suspended until such is made.

Once the minimum payment is received, a weekly payment is required until the past due balance is paid in full. A missed payment will result in suspension of ordering privileges until full payment is received.

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 are also 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.

ACADEMIC GRADING SCALE

A+	100%
A	99-96%
A-	95-94%
B+	93-92%
B	91-87%
B-	86-85%
C+	84-83%
C	82-77%
C-	76-75%
D+	74-73%
D	72-67%
D-	66-65%
F	64-0%

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 and search a student's locker and its contents 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 damaged 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 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 damage to school property including textbooks, which exceed normal wear.

ASSIGNMENTS, GRADES, & ACADEMIC PROBATION

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/guardians should arrange to discuss this with the teacher. Parents/guardians 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/guardians promptly **notified via gradebook progress email notification**. This work will have to be completed outside of class time. Late work will result in a grade reduction**. A reduction of 10% will occur if the assignment is not turned in at the beginning of class. Assignments not received by the following day will result in a 50% reduction. If the assignment is not received on the third day, the grade will be recorded as a 0%.**

Students at Concordia 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 Fs 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 Fs or raise the GPA) until the next grade report. While on probation that student may still participate in extracurriculars. Any student not having a 2.0 grade point average or having any Fs 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 Fs.

Students new to Concordia are placed on an academic and behavioral probation for a 90-day period. Any student who has exhibited significant academic or behavior concerns will be admitted to a new 90-day probationary period. If the student fails to improve during this 90-day period, the parents/guardians may be asked to withdraw their child from Concordia. Students may be placed on academic or behavioral probation at any time during the school year.

ACADEMIC PROBATION

Students serving Academic Probation Level I:

1) The student has earned below a 2.0 GPA or has an F or Fs on a midterm or quarter report.
2) A 90-day academic probation contract will be signed by the student, parents/guardians, teacher, and administration within 5 school days. (The student remains extracurricular eligible at this time.)

Students serving Academic Probation Level II:

1) The student has earned below a 2.0 GPA or has an F or Fs on two consecutive marking periods. (The student is no longer eligible.)
2) A community meeting will be required within 5 school days including the student, parent/guardian, teacher(s), and administration.
3) An academic improvement plan will be established and signed by the above individuals.

Students serving Academic Probation Level III:

1) The student has earned below a 2.0 GPA or has an F or Fs on three consecutive marking periods.
2) The student will be required to serve an academic detention once-a-week after school with administration until the next marking period.
3) An updated academic improvement plan will be signed by the student, parent/guardian, teacher(s), and administration.
4) Consideration for retention is given at this time.

Students serving Academic Probation Level IV or higher:

1) The student has earned below a 2.0 GPA or has an F or Fs on four consecutive marking periods.
2) An in-school suspension will be served pending a hearing with the board (re-commitment project or expulsion).

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 not the practice of the school to provide work prior to scheduled absences. As such it is the responsibility of the student or parent/guardian to collect make-up work following absences.

PROMOTION/RETENTION

It is the intent of Concordia Lutheran School to ensure that students who are promoted to the next grade have the necessary skills to be successful at that level and beyond. When a student does not meet grade-level expectations a thoughtful, comprehensive process is put into place to evaluate whether retention or promotion is appropriate.

Wisconsin's Act 20 specifically requires that students who score below grade level on the 3rd grade reading portion of the Wisconsin Forward Exam undergo careful review for promotion/retention. While State exam scores are an important piece for consideration, Concordia will also meet with the family and look at additional factors before making a determination. Details for the process are outlined below.

Third Grade Promotion Determination Process

Concordia Lutheran School will enlist a team of individuals to evaluate whether promotion or retention is appropriate for a student who does not meet grade-level expectations on the Wisconsin Forward Exam. This meeting will be scheduled as soon as scores are available and include a parent/guardian, classroom teacher, and any additional resource staff (Special Education teacher, Title 1 teacher, etc.).

The follow data will be reviewed:

- Wisconsin Forward Exam Results
- Other reading assessments
- Classroom performance and progress monitoring of additional services utilized
- Observation and behavioral data that is relevant

Good cause exceptions for considerations:

- The student has an IEP, has received intensive reading intervention for 2+ years, and has already been retained.
- The student has an IEP that has determined that Forward Ezam testing is not appropriate.
- The student has limited English proficiency.
- The student has received a proficient reading score on a DPI approved alternate assessment.

Outcomes:

- Promotion with a required ongoing intervention plan, regular progress monitoring and adjusted instruction, and access to an intensive summer reading program. Written consent required.
- Retention with team agreement on a tailored plan designed to meet the student's ongoing academic and emotional needs.

Transfer students who enroll in 3rd or 4th grade after Forward Exam administration or without a Personal Reading Plan and/or an "at risk" identification shall not be subject to retention under this policy.

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. The Statement of Belief located at the beginning of this handbook covers many of the Lutheran teachings found in God's Word.

TESTING

Concordia administers the Northwest Evaluation Association (NWEA) MAP test in fall, winter, and spring in kindergarten through grade 8. Grades 3-8 also participate in the WI Forward Exam. Results are shared with parents/guardians 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/guardians and students. The use of technology will be permitted only after this signed form is received.

This policy outlines the following:

- ✓ I will keep my password private and not tell it to others.
- ✓ I will not change any setting on any school computer without permission.
- ✓ I will use only the computer assigned to me.
- ✓ I will only use my computer and the camera in it, if I have permission from a teacher to use it.
- ✓ I will only visit school related internet sites. (not game, music, etc. sites unless granted special permission)

- ✓ I will not download anything without permission.
- ✓ I will not visit any website or create any file that is inappropriate for school.
- ✓ I will log off the computer when I have finished using it.
- ✓ I will seek adult help if inadvertently entering an inappropriate site or page.
- ✓ I will not send, or post messages that are inappropriate, harassing, or bearing false witness.
- ✓ I will not violate copyright laws.
- ✓ I will not harm or destroy any equipment or information.
- ✓ I will not change or modify any of the computer cart equipment.
- ✓ I will not use any parts of the Google Drive to share work with others.
- ✓ I will abide by the **AI policy (given with back to school signature packets)**.
- ✓ I will keep only one desktop open and no more than one tab open, unless given permission

Improper use of technology will result in loss of computer privileges at school based on the type of violation that occurred:

1st offense – 3 day loss of computer privileges at school (assignments must be completed at home)*
2nd offense – 5 day loss of computer privileges at school (assignments must be completed be completed at home)*
3rd offense – Conversation with the school board (willful defiance)

*A school-issued Chromebook will be provided temporarily if needed, for use in the home.

Any student who is caught stealing computer related items will be subject to the school's disciplinary coed which could lead to permanent loss of the right to use technology equipment or suspension.

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.....$50
(*Plus, the following additional cost)
Damaged screen.....$60
Lost or broken charger $40
Broken top or bottom case $75
Broken keyboard (including missing keys).....$75
Lost, non-repairable, or stolen Chromebook.....$200 -$250

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 damage, the student may lose some Chromebook privilege.

No student is allowed to take the device home. It is for use at school only. In the event of an impending or actual school closure or virtual learning, the school may permit home use of Chromebooks. Please note that Chromebooks will be assessed upon their return and the charging cord must be present.

ONLINE GRADEBOOK ACCESS

Parents/guardians of students in grades 2-8 can use their FACTS Family Portal Username and Password to access student progress on a weekly basis. Updated grades will be posted by Wednesday of each week. Go to https://factsmgt.com/ and click on the blue FACTS Family login button in the upper righthand corner. Enter our **District Code** (CC-WI) and your **Username** and **Password** (this was established when you applied and enrolled online). 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 3-8, 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. Absences at the end of a quarter that impact the student's progress report will be handled by teachers and administration on a case-by-case basis.

Students participating in Preschool and Pre-kindergarten 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/guardians is held at the end of the first quarter, at which time the child's work and progress are discussed. Missed first quarter parent conferences must be completed no later than two weeks following the initial date for conferences or the student may not return to class until a rescheduled date is set. Selected Parent-Teacher Conferences are held at the end of the third quarter. The teachers attempt to keep in close contact with parents/guardians 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/guardians 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 them or return their call at his/her earliest possible availability.

If resolution of these concerns is not achieved after meeting with the teacher, parents/guardians are asked to contact the principal. The principal must refer them to contact the teacher involved if they 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/guardians 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/guardian 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/guardian within 10 school days. If the parent/guardian is satisfied with the response, the matter is considered to be resolved.
3. If the parent/guardian is not satisfied, he/she is asked to contact the Chairman of the Concordia School Board in writing, who will arrange a conference with the parent/guardian and her/himself and/or her/his designee. If the results of the conference are satisfactory, the complaint will be considered resolved.
4. If the parent/guardian is still not satisfied that the complaint has been resolved, the Chairman (or her/his designee) will make arrangements for the parent/guardian 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/guardian.

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, disrespectful, 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/guardians 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 students will show courtesy and respect to teachers, fellow students, and all others with whom they associate in school or online; 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, online, or school environment will not be tolerated and may result in suspension.

Teachers and administration will review behavior expectations and consequences with parents at Parent Information Night and with students at the beginning of the year.

PROCEDURES FOR DISRUPTIVE BEHAVIOR

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/guardians if a concern exists. Repeated disruptions, non-compliance, or lack of preparation may result in a student having a detention or being placed on RISE (Restoring Individual Student Excellence). Ongoing concerns will require a community meeting including the student, parent/guardian, teacher, and administrator and may be referred to the school board.

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.

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 will be put on RISE in the case of an ongoing or 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/guardians 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/guardians 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 may complete community service chores around the school during his/her recess.
- A reflection assignment may be completed by the student.
- An apology letter may be written by the student.
- If a student continues to be placed on RISE, further consequences will be given as outlined in the RISE levels, including possible 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 may communicate the deadline for meetings to occur.
- All parent observations must be scheduled 24 hours in advance (to be determined during restricted school access).
- 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 or restricted from special in school activities.

RISE LEVELS AND REQUIREMENTS

Students serving RISE Level I may have assigned:
1 day community service during recess
1 day RISE reflection assignment
1 day isolated desk and silent lunch
Community meeting within 5 school days
(Student, Parent, Teacher(s), Administration)
Apology letter

Students serving RISE Level II may have assigned:
2 days community service during recess
2 days of RISE reflection assignment
2 days of isolated desk and silent lunch
Community meeting within 5 school days
(Student, Parent, Teacher(s), Administration)
Apology letter
2 hours of parent observation within 5 days

Students serving RISE Level III may serve:
Out-of-school or in-school suspension and final behavior contract
3 day community service during recess
3 day RISE reflection assignment
3 day isolated desk and silent lunch
Community meeting within 5 school days
(Student, Parent, Teacher(s), Administration)
Behavior Plan put in place
Apology letter
4 hours of parent observation within 5 days

Students serving RISE Level IV or higher may have:
Out-of-school suspension pending hearing with the board (re-commitment project or expulsion)
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/guardians 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
Takes 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. Sexual harassment is a form of bullying characterized by the making of unwelcome or inappropriate sexual remarks and/or physical advances or contact. Students engaged in any such activities at school, school functions, under the supervision of school authority, 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, harassment, or making threats:

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 make record of the specifics of the 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
    - Detention
    - RISE
    - Exclusion from certain activities, i.e. recess or other
    - 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 defiance

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.

New students already on a 90-day academic and behavioral probation earning a suspension will be immediately referred to 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 regular 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 may not suspend a student unless they act as the agent for the assistant principal or principal. Teachers are to refer such disciplinary action to the assistant principal or principal who will determine what action should be taken. The assistant principal or principal will do this in consultation with the teacher involved. Following a suspension the student begins a 90-day 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.

PLEASE NOTE: 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. Furthermore, 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 extracurricular activities during the time of the suspension. A second disciplinary
suspension results in permanent withdrawal from all extracurricular 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, physical or mental health, or safety of others, while at school or under the supervision of a school authority.

Prior to expulsion, the School Board shall schedule a hearing within 2 school days of being notified by administration of the disciplinary matter. Written notice of the hearing shall be sent to the student and the student's parents/guardians. The written 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. Parents/guardians and the student are required to attend the hearing. The School Board shall deliver their decision to the parent or guardian within 2 school days following the hearing.

Appeal to Expulsion
A parent/guardian may submit a written appeal within 2 school days following the decision of the School Board. The School Board shall address the appeal and provide a final decision to the parent or guardian within 2 school days.

STEALING

The principal shall notify the offender's parents/guardians. 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, e-cigs, Juuls, vapes, pepper spray, alcohol, lighters, explosive devices, matches, 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 school 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 inappropriate or romantic in nature are deemed unacceptable in our elementary school setting. The school 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 required to wear a winter coat and encouraged to bring the other winter wear listed above for full access to the play areas.
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. Children may not play outside before school begins or after school is dismissed while waiting to be picked up by the bus or by their parents/guardians.

CLOTHING AND DRESS

At Concordia Lutheran School, we believe that our clothing should reflect who we are as children of God. The Bible encourages Christians to dress with modesty, humility, and self-control. Our goal is not to focus on fashion trends but to honor God and show respect for ourselves and others.

"Likewise also that women should adorn themselves in respectable apparel, with modesty and self-control..." – 1 Timothy 2:9

While this passage specifically addresses women, the principle of modesty applies to everyone. We believe both boys and girls should dress in ways that are neat, modest, and appropriate for a Christian school environment. This does **not** mean that girls are expected to wear dresses or skirts. Rather, all students should avoid clothing that is excessively tight, revealing, or inappropriate. Midriffs should remain covered at all times, and shorts and skirts should be an appropriate length.

Students are expected to come to school wearing clothing that is clean, neat, and in good repair and in accordance with one's biological sex.

This dress code applies to all school days and school sponsored events.

Preschool (Age 3) through Grade 3

We recognize that our youngest students are still developing independence with bathroom routines and other self-care skills. Because of this, the dress code for Preschool through Grade 3 is intentionally more flexible while still maintaining Christian standards of modesty and appropriate appearance.

Students in Preschool through Grade 3 should:

- Wear clean, neat, and comfortable clothing that allows them to learn and play (no holes, frays, or tears).
- Wear clothing that can be easily managed during bathroom breaks (elastic waistbands are encouraged).
- Wear clothing that <u>always covers the midriff</u>.

- Avoid clothing that is excessively tight or revealing.

- Wear shorts and skirts that provide appropriate coverage during sitting, playing, and movement.
- Wear shoes that are safe for recess and classroom activities. Footwear must have a back strap or enclosed heel. Crocs must have the back strap in place. Flip-flops, slippers, slides, and similar footwear are not permitted. (see 4 - 8 dress code)
- Avoid clothing with inappropriate messages, images, or graphics that conflict with the school's Christian beliefs. (see 4 - 8 dress code)
- Face glitter/gems, fake nails, colored hair, and make-up are not permitted.

Grades 4-8 Dress Code

1. Hair

Hair should be clean, well-groomed, and maintained in a natural color. Only natural hair colors and natural-looking highlights are permitted. Unnatural colors such as blue, green, pink, purple, bright red, or similar colors are not allowed. (**Temporary** exceptions are made for special occasions.

2. Makeup

Excessive or extreme facial makeup or face paint is not permitted. Face glitter/gems are not permitted. Fake nails must be at a reasonable/natural length that does not interfere with work. Eyelashes must be of a natural length.

3. Shirts, Tops, and Dresses

All tops must be at least collarbone height. Tank tops are not permitted. (A tank top is any shirt that does not cover from the neckline to the rounding of the shoulder.) Tops may not be tight fitting. Midriffs must always remain covered while standing, sitting, or raising the arms.

4. Pants and Clothing Condition

Clothing must be neat, clean, and in good repair. Ragged, torn frayed, or clothing with holes are not permitted. Sagging or low-rise pants are not allowed. Undergarments must never be visible while standing, sitting, or bending. Excessively tight-fitting pants are not allowed. Pants with writing/words across the front or back are not permitted.

5. Messages, Images, and Logos

Clothing, backpacks, gym bags, and school-related items may display appropriate writing, logos, or images.

Items may **not** display messages or images including, but not limited to: political messaging, beer or alcohol, tobacco/vaping/drugs, vulgar language, sexual innuendo or double meanings, guns or messages promoting guns, skulls and crossbones, gothic-related themes, social media influencers, music-related clothing (bands, concerts, artists, album covers, etc.), except Christian artists or groups.

If Concordia Lutheran School determines that clothing or other items promote ideas or messages that conflict with the school's Statement of Faith or Christian values, the school reserves the right to require the student to change or remove the item.

6. Leggings and Yoga Pants

Yoga pants and leggings may be worn **ONLY** underneath dresses or skirts that are of an appropriate length. Leggings and yoga pants **MAY NOT** be worn as pants, even with oversized shirts or sweatshirts. If a dress or skirt is too short (**no shorter than 5 inches above the bend of the knee**) to be worn by itself, it is also too short to be worn with leggings.

Administration reserves the right to determine whether clothing is excessively tight or too short.

7. Loungewear

Students may not wear clothing classified as lounge wear, including: pajama pants, slippers, similar lounge clothing. Exceptions may be made for approved school spirit days or special events.

8. Shorts

Students may not wear: spandex shorts, biker shorts, biker style shorts, tight-fitting athletic shorts.

NOTE: All shorts must be **no shorter than** 5 inches above the bend of the knee. Shorts may be worn from April 1st to October 31st.

9. Biological Sex

Students are expected to dress in accordance with their biological sex. Students shall use locker rooms, changing facilities, and restrooms designated for their biological sex.

10. Footwear

Footwear is required at all times. All footwear must have: a back strap, or a fully enclosed heel. The following are not permitted: slides, flip-flops, slippers, UGG-style mules, clogs without heel straps, scuff slippers. Crocs are permitted only when the back strap is worn behind the heel.

11. Jewelry and Piercings

Students may wear small, modest earrings in their ears. The following are not permitted: nose piercings, septum piercings, facial piercings, gauge earrings. Administration reserves the right to require removal of jewelry that is considered distracting or inconsistent with school expectations.

12. Tattoos

Visible tattoos, whether permanent or temporary, are not permitted.

13. Head Coverings

Students may not wear hats, caps, skull caps, bandanas, bonnets, hoods, or similar head coverings inside the building during regular school hours.

Exceptions may be made for approved spirit days or special events, when specifically authorized by administration, when earned or purchased through an approved school incentive program (such as Dojo Dollars).

14. Winter Clothing

Appropriate winter weather clothing must be worn when outside at 40 degrees Fahrenheit or below. Boots, snowpants, and gloves must be worn to play in the snow.

Concordia's Discretion

Since fashion trends continually change, it is impossible for any dress code to address every situation. Concordia reserves the right to determine whether clothing, hairstyles, accessories, or personal appearance are appropriate for a Christian educational environment.

Students may be required to change clothing or remove accessories that are deemed distracting, unsafe, immodest, or inconsistent with the mission and values of Concordia Lutheran School.

Our goal is not simply to enforce rules but if chiefly to help students grow as Christian young men and women who honor God in every aspect of life, including how they present themselves to others.

> "Do not let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith and in purity." – 1 Timothy 4:12

1 Corinthians 10:31 states: *"So whether you eat or drink or whatever you do, do it all for the glory of God"* (NIV). This verse reminds believers that even everyday actions can be purposeful acts of worship and honor when done with a heart aligned with God's will.

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. Appropriate clothing will be given to wear.
- **2nd offense -** Student will call a parent to request appropriate clothing to be brought to school. A note is sent again requiring parent signature.
- **3rd offense -** Student will call a parent to request appropriate clothing to be brought to school. A note is sent again. RISE consequences are applied.

Ongoing refusal to follow school dress code may result in suspension as an act of willful defiance. Please review to the non-negotiable behavior as established by the School Board, noted previously in the handbook.

Surveillance Camera Use

Video surveillance cameras are used on Concordia's property primarily for the purposes of establishing and maintaining a safe and orderly environment, for identifying disciplinary issues, minimizing theft and vandalism, and for enforcing school rules. Video cameras may be used in any place on campus where the public, students, and staff have no reasonable expectation for privacy, such as, but not limited to, entrances, hallways, classrooms and office spaces. Footage from school cameras may be viewed by school and church leaders and other authorities to better understand the circumstances of a concern or situation. Footage is not available for public viewing.

SUPPORT INFORMATION

SUPPORT SERVICES

Academic Support

Concordia Lutheran School is committed to helping your child succeed in school. For that reason, we are available to assist students with managing their daily assignments through our SHINE (Supplemental Help for Individuals Needing Enrichment) Program. This service is provided twice a week through a referral process by the teacher in grades 2-4 and in an as-needed basis in grades 5-8.

Social Emotional Support

Kids and teenagers may express mental health or behavioral issues in a variety of ways. Occasional outbursts are a part of growing up, but if a pattern emerges and is affecting schoolwork, peer relationships, or family dynamics, it may be time for discreet and professional evaluation. Some areas of concern include:

- Depression or withdrawal lasting more than a week
- Anxiety and anxious behaviors
- Attention deficit
- Displaced anger and defiance
- Self-harming behavior
- Bullying
- Refusing to participate and other anti-social behaviors.

To support our families, Concordia Lutheran School partners with Lutheran Counseling and Family Services (LCFS) to provide in-school counseling. LCFS is a community, family, and faith-based organization that works to help individuals and families with mental health concerns, alcohol, and drug addictions, as well as with adoption services and counseling.

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, track, and cross country for boys; volleyball, basketball, track, cross country and cheerleading for girls; and co-ed soccer.

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 Athletic 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/her parent/guardian.

Parent/guardian support is a necessary component for a successful athletic program. Parents/Guardians are required to take an active role in participating in the duties necessary to support the programs (door admissions, hallway supervision, concession help, score keeping, book keeping, etc. for home games). A minimum commitment of athletic volunteer time must be provided by each family participating in athletics. The child will be eligible to participate providing this commitment is met. Specific guidelines for participation will be communicated by the athletic director at the required Sprots Information Meeting for each sport. A sports and/or uniform fee will be assessed.

All parents, guardians, and other adults associated with the Concordia student athletes must set the example for Christ-like behavior when supporting our teams. Support of coaches, players, and all individuals involved with athletics must be positive and encouraging in order to create an environment and culture that is fun for student athletes, allows them to grow in their athletic abilities, and represents their Lord and Savior Jesus Christ. Any concerns must be brought to the person in conflict after a 24-hour waiting period in order for a resolution to be made.

Students at Concordia 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 Fs or a grade point average lower than 2.0 will result in the student being placed on academic probation (a warning that the student must remove any Fs and raise the GPA) until the next grade report. While on probation that student may still participate in extracurriculars. Any student not having a 2.0 grade point average or having any Fs 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 Fs.

Parents/guardians 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.

If a student athlete is to practice or play in a game, he/she must have participated fully in all educational classes, including gym classes that day. (Unusual circumstances may warrant special consideration from the athletic director, assistant principal, and principal.) Any student who has received two or more disciplinary suspensions from school will be ineligible to participate in any extracurricular activities for the balance of the school year.

Students may be issued uniforms for use during their participation on an athletic team. Parents/guardians 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. A fees will be assessed for loss or damage. Students will not receive another uniform until they have reconciled the cost for the lost or damaged uniform.

BICYCLES

Locks should be utilized 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 bicycle riding on the playground before, during, or after school. Students riding bicycles will be released after the end of the car line or when staffing is available to supervise departure in order to avoid vehicular interactions.

PERSONAL INFORMATION

The personal information of students and parents/guardians (telephone number, address, email, etc.) cannot be provided by the school to others under any circumstances. This includes information for planning birthday parties. Party invitations may not be distributed at school unless all students in the child's class are included.

OUTSIDE INFLUENCES ON SCHOOL LIFE

We strongly encourage parents/guardians 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 media sites (Snapchat, Twitter, Instagram, Facebook, TikTok, etc.) has expanded and with that the inherent risks they present. Most of these social media sites 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 behavior that impacts 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 RISE, suspension, and/or expulsion depending on the severity of the situation.

Parents/guardians are reminded that of their responsibility to set the example for positive use of social media and other technology. Postings that reflect poorly on the school, the congregation, staff, students, or other stakeholders will be addressed by the school.

Cyber Issues – 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 media 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.

SOCIAL MEDIA

The use of social media by **students and parents/guardians** of Concordia Lutheran School is understandably widespread, ongoing, and largely personal. It can be a valuable tool for collaboration, learning, and communication. However, when social media **is used to cause harm to relationships, reputations, or the school in general**, we as a community of believers in Christ must consider the outcome.

Social media conflicts or cyber bullying that are brought to the attention of the Concordia staff, whether posted on Concordia-managed pages or personal accounts, will be reviewed by the administration, whether the posting occurred during or outside of school hours. Those posts that are deemed to impact education or disrupt the classroom environment, school culture or atmosphere will result in disciplinary action as stated.

Law enforcement may also be contacted, depending on the nature of the post. **This applies to Concordia staff, students, parents/guardians, or other stakeholders who violate the social media policy.**
Specifically prohibited behaviors include but are not limited to:

1. Comments designed to harass or bully Concordia students, parents/guardians, school personnel, or other stakeholders; derogatory language that demeans or condemns.
2. Statements or images posted that are threatening, slanderous, or hostile in nature toward an individual(s) or group(s) sponsored or supported by Concordia.
3. Sexually explicit, profane, lewd, indecent or defamatory language or actions; nude, sexually-oriented or indecent photos, images or altered pictures.
4. Statements or images that demonstrate poor sportsmanship toward teammates, opponents, coaches, or officials.
5. Use of school computers to view social media postings; students accessing social media on their own devices during school hours, in before/after school care, while on Racine Unified buses, or during school sponsored events.
6. Posting of confidential information: email addresses, phone numbers.
7. The re-posting or re-communication of above violations to other Concordia students or parents/guardians.
8. Postings that reflect poorly on the school, the congregation, staff, students, or other stakeholders.
9. Parents/guardians or students may not create social media pages, groups, or profiles that could be interpreted as representing the school or church without authorization from the principal.
10. Parents/guardians, students, and staff are encouraged to use internal and face-to-face communication when they have complaints or concerns. Face-to-face communication is generally more effective than communicating via social media, which is liable to misunderstanding or misinterpretation.
11. Information posted should be **honest and accurate and not contain rumors or gossip about another student, family, or staff member.**

"A dishonest person stirs up conflict, and gossip separates close friends." Proverbs 16:28

"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

For students in Preschool – Grade 4 who are bringing money to school for Fab Food, Hot Lunch, Hot Dog Tuesdays, etc., please put the money in a Ziploc bag or envelope with their name printed on the front. We ask for 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. Parent/Guardians may not bring along siblings or young children when accompanying classes on field trips.

FOOD, SNACKS, AND BEVERAGES

Students may not bring coffee products or soft drinks to school. 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.

We encourage students to bring a clear, reusable water bottle from home. It is also important for students to bring healthy, nutritious snacks and lunch to school so they can maintain their energy and mental focus.

A monthly lunch menu is sent home with the students towards the end of the previous month. Lunches are ordered and paid for in advance when the form is submitted. 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 (Grades 1-8) or white 1% low-fat (PS – Grade 8) 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.

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! Students **MAY NOT** bring cameras, laser pointers, audio equipment, electronics, Apple or SMART watches, META glasses (or like styles), trading cards, skateboards, toys, slime, or other items deemed inappropriate by the school. Such items will be confiscated and returned only to the parent/guardian 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. Parents/guardians are not obligated to purchase pictures. 8th grade graduates also have graduation pictures taken before/after the graduation ceremony. Athletic team photos will be established by the school and cannot be rescheduled to accommodate individual conflicts.

A Photo Release Authorization is provided during the enrollment process whereby a parent/guardian can designate how photographs taken by the school may be utilized.

USE OF TELEPHONE & CELL PHONES

Students may not use the school phone except when permitted by a teacher. Arrangements for after-school activities are to be made prior to coming to school.

Parents/guardians are discouraged from allowing their child to bring a cell phone or other wireless devices (Apple or SMART watches) to school. If a parent feels it is absolutely necessary for his/her child to have a cell phone at school, the office is to be so informed, and the required paperwork completed. Regardless, cell phones and other forms of technology may not be out, 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.

Students will be required to stow wireless devices in a designated location determined by the school upon their arrival. Designated locations may be a cell phone holding box or other container, hanging pocket holder or other device. Unauthorized use of wireless communication devices (cell phones, Apple or SMART watches) will result in disciplinary action, including confiscation of the device, loss of privileges, detention or suspension dependent on circumstances. Confiscated devices will be released or returned to a parent, unless the violation involves potentially legal activity. In that case, the parent will be informed and the device may be turned over to law enforcement.

A cell phone policy/agreement must be in place for any child permitted by a parent/guardian. Failure to sign the agreement does not affect the enforceability of the policy.

PARENT-TEACHER LEAGUE

It is vitally important that parent/guardian 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/guardians, 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/guardians 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! Parents that attend PTL meetings may include this time on their volunteer recording sheet.

VOLUNTEERS

Volunteer efforts on the part of parents/guardians, 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. See the volunteer handbook for further suggestions of ways to volunteer off campus.

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. Families that volunteer time in excess of the requirement will be recognized at the conclusion of the school year.

VOLUNTEER & EMPLOYEE COMMUNICATION WITH STUDENTS (ACT 89)

Concordia Lutheran School is committed to maintaining appropriate professional boundaries between employees, volunteers, and students. Clear standards for communication help protect students from grooming, exploitation, and other professional boundary violations while supporting our educational mission.

Communication standards established as appropriate:

- Professional in tone and appropriate for an adult-student relationship;
- Relate to legitimate educational, extracurricular, safety, or school-related purposes;
- Not secretive, suggestive, or romantic in nature
- By way of school approved platforms only such as Google Classroom, School email or extracurricular apps (i.e. Team Reach, etc.) when necessary

Any person who becomes aware of communication that may violate these expectations must promptly report the concern to the principal or individual designated by the principal. The matter will be investigated, reported to the parents/guardians, and if appropriate reported pursuant to Wisconsin's mandated reporting requirements. The School Board will be informed of and address any concerns.

PARENT/GUARDIAN NOTIFICATION OF MISCONDUCT REPORTS (ACT 57)

The safety and well-being of our students is of paramount importance. Concerns of misconduct of any sort should be brought to the attention of the principal immediately. All incidents reported will be investigated to determine reasonable cause so that steps can be taken as appropriate.

Wisconsin's Act 57 requires that if the school receives a report that alleges certain acts of sexual misconduct by a school staff member, the principal (or reporting designee) must notify the parent or guardian if he/she believes there is reasonable cause to suspect that the alleged conduct occurred. The notification will be provided to the parent or guardian by phone, including voicemail, and shall be provided either by 5:00 p.m. the same day the report is received, or if the report is received after the end of the school day, then by noon of the next calendar day.

CONTACT INFORMATION

School Telephone Number: (262) 884-0991

Jeannine Klein	Principal	jeannine.klein@concordialutheranschool.net	Ext. 113
Becky Biesanz	Assistant Principal	becky.biesanz@concordialutheranschool.net	Ext. 117
Elena Kramer	Preschool	elena.kramer@concordialutheranschool.net	Ext. 109
Danielle Kosterman	4-yr-old Kindergarten	danielle.kosterman@concordialutheranschool.net	Ext. 120
Melissa Eberhardt	Kindergarten	melissa.eberhardt@concordialutheranschool.net	Ext. 110
Lori Ratkovec	1st Grade	lori.ratkovec@concordialutheranschool.net	Ext. 101
Abby Luerssen	2nd Grade	abby.luerssen@concordialutheranschool.net	Ext. 102
Hannah Heckert	3rd Grade	hannah.heckert@concordialutheranschool.net	Ext. 103
Kimberly Hughes	4th Grade	kimberly.hughes@concordialutheranschool.net	Ext. 104
Mary Pidsosny	5th Grade	mary.pidsosny@concordialutheranschool.net	Ext. 105
Tom King	6th Grade Homeroom / MS Language Arts	tom.king@concordialutheranschool.net	Ext. 106
Chris Drager	7th Grade Homeroom / MS Social Studies & Religion	chris.drager@concordialutheranschool.net	Ext. 107
Kate Martinez	8th Grade Homeroom / MS Math & Science	kate.martinez@concordialutheranschool.net	Ext. 108
Becky Demuth	Gym	becky.demuth@concordialutheranschool.net	
Shannon Link	Resource Teacher	shannon.link@concordialutheranschool.net	Ext. 119
Trisha Holst	Athletic Director	trisholst@aol.com	
Main Office		office@concordialutheranschool.net	Ext. 111
Main Office/Attendance Line			Ext. 112
Afternoon Care (12:00-4:00)			Ext. 109
Before/After School Care (Kitchen)			Ext. 118
Resource Room			Ext. 119
Athletic Director/Gym Office			Ext. 115

***The best way to contact teachers is through Class Dojo. ***

(While we attempt to respond as promptly as possible, please allow up to 24 hours for a response.)