



## **Concord Lutheran School School Handbook**

Updated August 2009  
Last Reviewed: July 2009

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## Contact Information

### Address:

Concord Lutheran School  
865 S. Church Road  
Bensenville, Illinois 60106

### Hours of Operation

#### School Hours:

Full day Kindergarten through 8<sup>th</sup> grade: 8:30 AM to 3:00 PM  
Full day Preschool 3 and Pre-K 4 8:30 AM to 2:50PM  
Half day Preschool 3 and Pre-K 4: 8:30 AM to 11:15 AM  
Half day Kindergarten: 8:30 AM to 11:30 AM

#### School Office Hours:

8:15 AM to 3:15 PM or by appointment (Monday through Friday)

#### Extended Care Hours:

Before School: 6:45 AM to 8:15 AM (Monday through Friday)  
After School: 3:00 PM to 6:00 PM (Monday through Friday)

#### Building Hours:

NOTE: School doors open at 8:15 AM. Students arriving before 8:15 AM or staying beyond 3:10 PM must participate in the Extended Care Program. **NO students may wait unsupervised before or after school.**

### Phone Numbers:

School Office: 630-766-0228  
School Fax: 630-766-3902  
Extended Care: 630-766-0228  
Zion Church Office: 630-766-1039

### E-mail Address:

Main School E-mail Address: [Concord\\_Lutheran@hotmail.com](mailto:Concord_Lutheran@hotmail.com)

## **Academic Excellence**

### **Philosophy of Christian Education at Concord Lutheran School**

Concord Lutheran School is a ministry of Zion Evangelical Lutheran Church, Bensenville to preserve and extend the kingdom of God through an educational ministry. Concord Lutheran School assists families to meet their parental responsibilities and challenges.

Concord's most important role is to proclaim the life, death, and resurrection of Jesus Christ. We believe that through the Holy Spirit, this proclamation changes hearts and lives of those who are unconditionally declared righteous for Christ's sake.

Christian education is applying God's Law and Gospel to every aspect of life and learning. We agree with The Lutheran Church-Missouri Synod, which stated that "the most effective education agencies available to the church for equipping children and youth for ministry are the full-time Lutheran elementary (including preschool) and secondary schools." (1983 Convention Proceedings, Res. 2-17)

Concord Lutheran School represents a significant portion of the congregation's efforts to fulfill each of the five functions of Lutheran congregations:

**EDUCATION** in all subjects prepares children to serve God and people throughout their lives. The Holy Spirit nurtures children's faith through God's Word. Unchurched children are accepted and taught God's Word so that the Holy Spirit can work faith in their hearts. Concord Lutheran School teaches Lutheran Christian doctrine as proclaimed by The Lutheran Church-Missouri Synod. Children are taught using a Law and Gospel approach. They learn the demands of God's law and are comforted by the Gospel of Jesus Christ. Students are encouraged and prepared to serve Christ and other people. Utilizing God's blessings, students and teachers endeavor to achieve excellence through use of current learning and teaching materials. Children are trained to become responsible stewards of their God-given gifts and accomplishments.

**WORSHIP** is a regular occurrence both in the classrooms as well as in other corporate settings. But worship is not limited to these occasions. Children grow through spontaneous worship experiences and learn to pray as opportunities and needs arise. Teachers model the Christian life by leading worship exercises and by active participation in congregational worship.

**EVANGELISM**, witnessing, and testifying of the Gospel of Jesus Christ is part of student and staff life. Through staff modeling and instruction, students give witness of Christ's love to each other, to the congregations, and to the communities. Children of unchurched families may doubly benefit as the student is brought to faith and then witnesses to his or her family.

**FELLOWSHIP** is another experience for the school community. As members of the body of Christ, students and staff accept, play, support, encourage, and witness to one another. Each individual is respected as unique and assisted to achieve his/her full potential. Each is recognized as a forgiven and saved member of God's family. Therefore, each member of the Concord family strives to create an environment of love and joy.

**SERVICE** is a natural outgrowth of Christian education. Children are prepared to respond to God's love as they interact with each other, their communities, and the world.

### **Objectives of Christian Education at Concord Lutheran School**

Our primary objective is to assist children to obtain greater knowledge of and closer union with God. We perceive the school as a partnership with parents and congregations in training children. We recognize six areas of growth within children: spiritual, intellectual, physical, social, emotional, and aesthetic. Our goal is to guide children to recognize their potential in these areas on a level commensurate with their God-given abilities. All teaching is subject to "the Holy Scriptures, which are able to make you wise for salvation through faith in Christ Jesus . . . and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work," (2 Timothy 3:15-17). Our specific objectives in each area are as follows:

SPIRITUAL GROWTH Concord Lutheran School provides spiritual growth experiences which enable children to:

- nurture their faith
- practice Christian service
- know God and His forgiving love in Jesus Christ and to respond to that love with lives of Christian faith, worship, love, service, and hope
- share the knowledge of their Savior with others
- develop skills in use of the Bible
- develop an understanding of the doctrines, history, and worship practices of The Lutheran Church-Missouri Synod
- grow in Biblical knowledge
- use Christian principles to deal with moral dilemmas

INTELLECTUAL GROWTH Concord Lutheran School provides intellectual growth experiences which enable children to:

- acquire a thorough grounding in the knowledge and skills of the common branches of learning
- develop an inquiring mind
- develop independent and critical thinking
- acquire problem solving skills
- cultivate desirable and useful work habits and study skills
- evaluate human knowledge in the light of the infallible Word of God
- progress and function at an appropriate ability level

PHYSICAL GROWTH Concord Lutheran School provides physical growth experiences which enable children to:

- regard his or her body as the "temple of the Holy Spirit"
- develop and maintain sound health habits
- learn the basic body movements and develop good motor coordination
- grow in awareness of physical fitness and develop recreational skills
- develop Christian attitudes of self-control, sportsmanship, and competition

SOCIAL GROWTH Concord Lutheran School provides social growth experiences which enable children to:

- evaluate current lifestyles and lead a godly life according to God's unchanging Word
- be understanding, compassionate, and helpful
- respect the God-given authority of home, school, church and state
- serve as useful and active citizens in the community as well as the church
- function in groups as leaders and as followers
- develop personal responsibility
- develop caring relationships by recognizing the rights, privileges, and individual differences of others
- be sharing persons

EMOTIONAL GROWTH Concord Lutheran School provides emotional growth experiences which enable children to:

- assimilate character traits into a logical pattern of self-discipline motivated by the Gospel and guided by God's law
- develop realistic self concepts
- handle stress in a positive way
- feel free to share feelings
- grow into emotionally mature Christian adults
- experience success but also learn from mistakes

AESTHETIC GROWTH Concord Lutheran School provides aesthetic growth experiences which enable children to:

- value the arts as avenues of self expression
- communicate in and with the arts by knowing the terminology and gaining skills in the arts -- music, drama, dance, and visual arts
- appreciate present artistic expression of others and gain awareness of the historical development of the arts become observers of and perceptually aware of the world God has given them

### **Chapel Services/Worship**

Weekly chapel services are held during the school day on Wednesday mornings. Parents are invited to attend chapel services with their children, if/when possible. Offerings are taken during the chapel services and are designated for various aspects of the Lord's work. We encourage families to help children to learn to give to God from their own allowances or money.

Regular participation in formal worship, outside of the school day, is expected of all children. This may be done at the church of your choice.

# Admission

## Admission policy

Concord Lutheran School admits students of any race, color, sex, national and ethnic origin to all the 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, sex, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and assistance programs, and other school administered programs.

To be admitted into kindergarten, a child must be five (5) years of age on or before September 1<sup>st</sup>.

Parents who wish to have their child enter Kindergarten who have not reached the age of five (5) by September 1<sup>st</sup> of the current school year, must be tested (at the parent's expense) prior to admission. This test would be done by Concord Lutheran School staff before the start of kindergarten, to determine if the child is developmentally ready to enter kindergarten.

Parent's who wish to have their child enter first grade who have not reached the age of six by September 1<sup>st</sup> of the current school year, must be tested (at the parent's expense) prior to admission. The test would be done by Concord Lutheran School staff before the start of first grade to determine if the child is developmentally ready to enter first grade.

Students entering kindergarten with no previous formal pre-school education may be tested, at Concord Lutheran School's expense, to determine the student's readiness to enter into a formal education setting.

Applicants could be given the Gesell Developmental Observation or a variety of evaluation tools. These assessments observe the child behavior and measures physical/neurological growth, language skills, and adaptive behavior. Adaptive behavior reflects that area of development that includes cognitive thinking, memory, perception, and attention to task. The Gesell does not measure I.Q. or academic skills. A child's performance on the Gesell tests is evaluated based on the development schedules, and he or she is assigned an overall "development age".

Testing should not take more than an hour, and results would be available within two weeks.

No exceptions will be made if the child does not reach the age of five (5) for kindergarten or six (6) for first grade by October 15th of the current school year.

Evidence of birth date must be presented by an official birth certificate, passport or visa.

The child must have a reasonable potential to benefit from the regular curriculum in operation at the time of enrollment.

Transfer students must present their report cards and sign a document to release student records from their previous school. Appropriate forms are located in the school office.

Concord will not accept students expelled from other schools except under unusual circumstances or middle school (grades 6-8) transfer students in the second semester unless they are new to the community or under unusual circumstances. In both cases, the School Board must give approval for admission.

### **Enrollment for Pre-school 3 through 8<sup>th</sup> Grade**

Enrollment priority is based on the following criteria:

- children of members of Zion Lutheran Church
- children of members of other LCMS congregations which do not operate schools
- children from unchurched or non Christian families
- children whose parent(s) are members of other Lutheran bodies or LCMS congregations which operate schools.
- children whose parents are members of other Christian denominations

The student and parents accept the purpose and policies of the school as outlined in the School Handbook and as evidenced by signing the agreement form.

All enrollments are subject to a thirty (30) day probationary period.

Each year, parents must complete the STUDENT EMERGENCY CARD which will assure prompt professional medical aid for your child in the event a parent cannot be reached at time of emergency. Illinois law requires that all students have a health examination administered by a licensed physician on or before the first student attendance day of the school term for all students entering preschool, kindergarten, first grade, or fifth grade, and every transfer student must present proof that he/she has received a current health examination and immunization against preventable communicable diseases regardless of the grade. (For current requirements and compliance, see Health Services)

Parents must reapply for enrollment each year. Enrollment for any given year does not guarantee future enrollment and all those who re-enroll are subject to the thirty (30) day probationary period. All fees from previous years must be paid in full before registration will be accepted.

### **Enrollment for Pre-School 3 and Pre-Kindergarten 4**

To enter Concord Lutheran School a child must:

1. Be three (3) or four (4) years of age by September first of the enrollment year.
2. Be independently sufficient in the bathroom. This means that a child can recognize that he/she needs to use the restroom as well as tell the teachers of his/her need to do so. The student should be able to independently handle his/her clothing, use toilet paper, get on and off the toilet, wash his/her hands, and return to the classroom. We are not staffed for changing diapers or pull-ups. While we understand and expect 3 or 4 year old children will have occasional accidents, we want our teachers to be able to teach and interact with your children in a way that allows them to benefit the most. Having them changing diapers on a regular basis would distract from this goal.
3. Have an enrollment form completely filled out and returned with the proper registration fees.
4. Have a certificate of immunization and a recent physical form obtained from a health care provider. Submit copy of birth certificate.

Parents should be aware of and agree to a one month (30 day) probation period, allowing the teacher(s) to make a decision whether the child can assimilate into the classroom.

### **Tuition Collection**

Tuition, if not paid in advance and in full, will be paid on a monthly basis. Pre-School tuition must be paid two-months in advance upon enrolling. All other fees need to be paid when due or before participation in an activity. Participation in the activity or further enrollment will be denied if payments are not current. The procedure for handling delinquent accounts describes the procedure used for payments that are past due.

## **Tabitha Fund**

### Purpose

In Acts 9:36, we read about a disciple named Tabitha who always is doing good and assisting those in need. Just as its namesake was always helping those in need, this program is designed to assist those families who need help educating their children by providing assistance with tuition.

There are four types of assistance depending on need; scholarships, delay grant, work grant, and waiver

The families applying to the Tabitha Fund Program must prepare an application package. The principal will assist them in the preparation of this package. To obtain an application package, please contact the school office or the principal.

Once the package is completed, the principal will forward it to the Tabitha Review Committee (made up of three school board members) for their evaluation. Then the Review Committee will make a recommendation to the Board of Education for their action. Once the Board of Education has acted on the application, the principal will inform the family of the Board's action. All of the Tabitha information within the application package remains confidential to the Review Committee.

**PROCEDURE FOR DEALING WITH DELINQUENT ACCOUNTS**

The following table defines how delinquent accounts will be handled for students in Kindergarten through 8<sup>th</sup> grade. Because of the “at will” nature of Preschool, we would require delinquent Preschool accounts to be handled within 30 days. The steps described in this table assume that there is no exception in place and that the guardians express no interest in paying the bills and/or is unwilling to communicate with the school regarding any financial issues that they may be faced with. Those people that are participating in the Tabitha fund are still responsible for making payments and are still affected by this procedure.

Timeframe (for K-8):	Steps taken:
30 days past due	Letter sent home with child reporting delinquent accounts. One month is given to pay off the bill.
45 days past due	Phone call made to let them know about the delinquent account and ask how and when payment may be expected. If person does not answer after two attempts to contact, letter is sent directly to house. One month is given to pay off the bill.
60 days past due	Letter is sent directly to home explaining that payment is needed and what will happen if payment is not received in the next 30 days (see next step). Included in the letter is information and forms for how to sign up for Tabitha support. Phone call is also made to explain the options and what will happen next.
90 days past due	Letter is sent directly to house stating that we cannot accept their child in school until the bills are paid. A phone call will be made to the parent to have them pick up their child every time that they are dropped off at school. They will not be allowed to attend class.

The following lists exceptions that are made to the above steps. References to guardian are meant to represent the person responsible for paying the tuition bills for the student. References to communication include either phone or letter; whichever works better for the office.

- If the guardian reports that they are not able to make a payment, a one month grace period is granted. If after that grace period, payment is not received in full, the steps listed above are followed as if the payment was due after the grace period. (For example, If 30 days had passed and the guardian reports a problem with the payment, they have another 30 days to pay before the first step is executed.) Included in the communication to the guardian is the reason that the grace period of one month was given and that full payment is expected after that grace period.
- If an alternative payment plan is agreed upon by both the guardian and the school board. To suggest an alternative payment plan, a letter will need to be sent to the school office detailing when payments will be made and for how much. This plan will be taken to the school board for review. If the board approves the new plan, a letter will be sent back to the guardian explaining the agreed upon payment plan. If at any point, the payment plan is not upheld, the above steps are followed as if no payments were received.
- The party that is past due on their tuition will be responsible for all legal attorney’s fees and more, to collect the dollars owed to Concord Lutheran School. A collection attorney may be used.

# Attendance

## **Absence and tardiness**

Excessive absence is harmful to the complete development of a child. Absences in excess of 25 days annually may result in retention at grade level and/or referral to county truancy officials. In order to provide an orderly start to the school day, students are expected to arrive on time. Tardiness will not be tolerated, and excessive tardiness will be reported to the principal and/or school board. Three unexcused tardies of over 15 minutes will be considered one unexcused absence.

## **Reporting absences**

Parents are required to notify the school office by telephone prior to 8:30am on the school day when a student is going to be absent. The school will make a reasonable effort to telephone parents if a child is absent and no call is received or there is no record of a valid cause for the absence. The Illinois School Code includes the following valid causes for student absence:

- illness
- death in the immediate family
- family emergency
- situations of reasonable concern for the health or safety of the student
- a cause beyond the control of the student

The call must be placed by the parent rather than the child. This procedure helps to protect your child. Please faithfully adhere to it. Note: Make all absence calls to the main office. All classroom teachers will be notified by the school office as to which students are absent.

## **Prearranged absences**

Absences for family vacations, lessons, work, etc., although considered on an individual basis, are discouraged. Absence from school may be detrimental to the child's educational progress.

## **Make-Up work**

In the event that a prearranged absence is unavoidable, the child's teachers will provide assignments that have been missed to be turned in within a reasonable time after the child returns to school. Teachers are generally unable to provide any special tutoring services for concepts missed during such a leave.

## **PE absences/excuses**

It is important that students attend and participate in physical education classes. A doctor's note, with written guidelines which specify the kinds of activity in which the student may and may not participate, is required for a physical education excuse.

Parent notes are requested for short term excuses (3 days or fewer). The note must include the reason and duration of the excuse. Notes must be submitted to the teacher at the start of class.

Students excused from physical education class will not be allowed to participate in extracurricular athletics or active recess.

## End of the day dismissal procedures

Students whose last name begins with a letter between A-H will be dismissed to the south parking lot. Students whose last name begins with a letter between I-Z will be dismissed to north parking lot. Driving parents are asked to line up, pulling forward to meet their children. Supervising teachers will direct traffic flow and assist children entering cars. Under no circumstances are children allowed to walk to cars outside the immediate loading zone.

Parents of children who are walking home must give prior permission to allow a child to leave the school grounds unattended.

## Educational Program

### **Homework and helping your child**

Homework is an important part of Concord's instructional program. The satisfactory completion of all homework assignments is the responsibility of students, if they are to maintain their best possible level of academic achievement. Homework is prescribed by teachers according to the needs of a student or the class and is to be completed during study periods or at home. It is usually an extension of the classroom instruction, which may take the form of drill, work not completed in school, make-up work, or projects that require more time for completion. Assignments are expected to be neatly and carefully completed. Homework policies and procedures may differ among teachers.

Homework is important because it establishes a communication link between home and school, provides opportunities for children to practice new skills, and assists children in developing good study habits and self-discipline.

You can help your child in the following ways:

- determine the best time to do homework
- find a quiet, well-lit spot where your child can study
- make sure your child has the necessary supplies—books, paper, pencils, crayons, etc.
- help your child organize a list of assignments and a calendar so that long-term projects can be completed over a period of time
- follow up on your child's work by asking about assignments a few days later
- praise and encourage your child
- set aside a regular family reading time
- make books, newspapers, dictionaries, puzzles, and other learning tools available to your child
- explore reference books with your child
- encourage your child to think through the answers to questions
- ask your child to explain answers to you

### **Curriculum**

The curriculum of Concord Lutheran School follows the curriculum guides adopted by Concord's faculty.

Our program of study has as its motivation the command of God, "Train up a child in the way he should go; and when he is old he will not depart from it," (Proverbs 22:6).

While we place great emphasis on regular religious study, we do not neglect other learning areas. Using the requirements or guidelines of The Missouri Synod's Integrating the Faith, Northern Illinois Lutheran schools, and the State of Illinois, a well-rounded program is presented. We regard it as a traditional program which reflects current trends in educational practice.

## **Some Special Curriculum notes:**

### **Outdoor Education**

Outdoor Education at Walcamp is a regular part of the curriculum for upper grade students. This usually involves a four day, three night stay at our Lutheran outdoor education camp in Kingston, Illinois. Failure to participate in outdoor education for other than medical reasons is considered equivalent to refusing participation in other subject areas such as social studies or science. Therefore, the following are consequences for failure to participate for other than medical reasons: student must be at home and will be marked absent during the outdoor education days; no special assignments will be given; and non participating students miss bonding among students that normally occurs within the context of close living and cooperation.

### **Sex Education**

Sex Education can be a part of the curriculum for students in kindergarten through eighth grade. These classes can be scheduled at various times throughout the year, and teachers inform parents of the specific dates when a sex education unit is scheduled. Parents are welcome to inspect the books. If a parent does not wish his/her child to participate in such classes, notification must be made in writing. It is understood that no alternative education is provide for children not participating in these classes, and parents must arrange for supervision during the presentations. All sex education is influenced by a Bible based values system and quality Christian publishers are sought to provide texts and materials.

### **Computer Education Technology**

Computer Education Technology is taught in the computer lab and offers practical experience with the types of tools that are used in today's society. Times in which the lab is available for general student use will be posted outside of the lab.

### **Field Trips**

Field Trips serve to enhance the educational experience. Teachers schedule them to enrich classroom learning. These trips are usually taken at a nominal cost to the student and require a parent request for participation. Children are expected to take field trips with their class unless medical problems dictate otherwise. A note from the parent is necessary in such cases.

### **Confirmation Classes**

Confirmation Classes are conducted by the pastor or other Called personnel in Fifth, sixth, seventh and eighth grades. Participation in these classes is mandatory, but participation in the actual Rite of Confirmation is not required. Religion classes are a regular part of the curriculum at all grade levels and may not be exempted.

### **Choir and music classes**

Choir and music classes are part of the curriculum in kindergarten through eighth grade. Students in first through eighth grades can participate in a combined choir. Parents are requested to cooperate when this choir sings for Sunday services. Participation in the Concord Choir is an after school activity and students may sign up to join. Choirs will sing at Zion and may also schedule singing dates at other Lutheran churches (Missouri Synod) or public events.

### **Religion Curriculum**

Our religion curriculum is based on the New International Version of the Bible and the Lutheran teachings as documented in the Book of Concord. Fourth grade students will be given a Faith Alive Bible. This Bible becomes the personal property of the student and is used with the religion curriculum. Replacement Bibles are available for purchase in the school office.

**Junior Achievement**

Junior Achievement in all of the grades exposes students to business and economic principles during the social studies period on selected days. Local business people teach several sessions. These programs are organized and operated by Junior Achievement of Chicago with the cooperation of classroom teachers.

**Electives**

Electives are offered to students in fourth through eighth grades and change on a quarterly basis. The student chooses which elective he/she would like to enroll in. A nominal fee is charged at the time of registration.

**Physical education**

Physical Education is an important subject in the educational program. Students in fourth through eighth grades are expected to change into gym clothes for PE. Standard gym uniforms are sold only through the school office and may be ordered or purchased at any time. Students must have their names printed in indelible cloth marker on both the shirts and shorts. Students are not permitted to participate in physical education class unless attired in this uniform. JEWELRY SUCH AS NECKLACES, BRACELETS, AND DANGLING EARRINGS MAY NOT BE WORN IN PE CLASS. Students may opt to wear sweat pants instead of gym shorts. Other clothing is unacceptable. Failure to dress in appropriate gym clothing precludes participation in PE classes.

See PE absence/excuses for excuse/waiver information

**Testing program**

Combined achievement and ability tests are administered using the IOWA achievement tests to first through eighth grade students in late winter. The assessments are used to provide an achievement profile for each student and to trend progress of classes from year to year. Each student's scores are shared with the parents during their spring parent/teacher conference.

In addition to the standardized testing program, special needs evaluations through the public schools, Concordia University, and/or private practitioners are available on a limited basis.

Screenings conducted by the DuPage County Health Department normally include vision (preschool, kindergarten, grades 2, 4 and 8) and hearing (preschool, kindergarten, grades 1, 2, and 3).

**Internet policy**

The goal of Concord Lutheran School is to include the Internet in the school's instructional program and administrative operations in order to promote educational excellence by facilitating resource sharing, innovation and education.

The use of the Internet is part of the curriculum and is not a public forum for general use. Use is a privilege, not a right. Electronic communications and downloaded material may be monitored or read by school personnel. The failure of any student to adhere to the guidelines on the use of the Internet will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

The school is not liable or responsible for: any information that may be lost, damaged or unavailable; the accuracy or suitability of any information that is retrieved through the Internet; breaches of confidentiality; or defamatory material. The school will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The Conduct Code for Internet Access must be signed by each student and parent.

### **Academic mid-term reports**

Academic progress reports are prepared and distributed at mid-quarter. Distribution dates appear on the monthly school calendar. Reports are sent for students who are earning a C-, D or an F in any subject area in fourth through eighth grades, or who otherwise are doing poorly in first through third grades. These notices must be signed by the parent and returned on the next school day. Academic progress reports are intended to promote beneficial communication and cooperation between teachers and parents.

### **Academic Progress reports**

Student progress reports are issued quarterly, normally in October/November, January, March, and May.

### **Honor roll**

Children in fourth through eighth grades are eligible for the Honor Roll. The purpose is to recognize those students whose achievement and effort have been above standards throughout the grading period. To qualify for the *High Honor Roll*, a student must earn an A average in each of the six major subjects and have no grade lower than a C- in any other subject. To qualify for the *Honor Roll*, a student must earn no lower than a B average in each of the six major subjects and have no grade lower than a C- in any other subject. The six major subjects are Religion, English, Mathematics, Reading or Language Arts, Science, and Social Studies. Quarter grades are used to determine the Honor Rolls. Quarter grades are based on the average of each of the 6 main subjects for the quarter. High Honor Roll and Honor Roll recipients will be published at the end of each quarter. Certificates of achievement will be presented at the each quarter during chapel.

### **Promotion/retention**

Students who have shown satisfactory progress during the school year will be promoted to the next level. In cases where a student's retention (repeat of a level) would serve to assist the student in his/her overall educational experience, the parents will be informed and will have the opportunity to discuss the matter with the classroom teacher or principal. These discussions will take place well before the end of the school year.

### **Graduation**

Participation in year-end activities and graduations is earned through appropriate student achievement, behavior, and citizenship. Students who do not comply with these levels may be excluded from participation. This determination is made by the principal in conjunction with the classroom teacher.

## **School – Home Communications**

Adults, and especially parents, through their words and actions, create powerful models for children. By modeling good communication skills, we teach our children how important it is to ask questions, to be considerate of others, to be good listeners, and to offer helpful advice. Keeping the channels of communication open between home and school is important to the success of all students. Parents can assist in the learning process by keeping teachers informed about issues that may impact their child's success at school. The classroom teacher is the best source of information concerning a child's school performance. Parents are encouraged to confer with teachers during the school's regular conference schedule or at any time during the year.

### **Classroom Visits**

Parents are invited to make an occasional visit to their child's classroom, but advance appointments approved by the principal are required.

### **Parent-teacher conferences**

Mandatory parent-teacher conferences are scheduled following the end of the first quarter, generally in November. The end of semester consultation is optional at either teacher or parent discretion which usually occurs in late January or early February. Parent-teacher conferences may be scheduled at any other time a need is expressed by either the parent or the teacher.

### **Parental concerns**

When parents have a concern relative to their child's progress or adjustment to activities related to the school, the first contact should be with the classroom teacher. If disagreement arises, we encourage thoughtful reflection upon the issue before initiating further verbal or written communication. Under no circumstances should school personnel or parents be subjected to verbal abuse or disrespect of any kind. If this occurs, the conversation or meeting should be quickly and courteously brought to an end. If, after appropriate consultation with your child's teacher and principal, your concerns have not been addressed to your satisfaction, the principal will advise you of the appropriate person to contact. This determination will depend on the issue under discussion and the grade level of the student.

### **Communication goals**

Our goal is to provide an excellent instructional program for the children of Concord Lutheran School. We welcome your comments and suggestions on how we can provide every student with the very best education possible.

### **Newsletters**

Concord regularly publishes the Concord Chronicle which is distributed via students (the oldest child in each family on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of the month). A weekly communication envelope, the Mid-Week Messenger, is also sent home each Wednesday. The envelope is to be signed and returned the next school day. Be sure to ask your child for these important documents.

### **Academic Deficiency Notices**

Academic Deficiency Notices are meant to help to communicate a specific deficiency a child may be having on a specific topic. The following describe how the notices should be handled:

- A. ACADEMIC DEFICIENCY NOTICES will be issued midway through each quarter at all grade levels to communicate academic problems to parents before report cards are issued.
- B. ACADEMIC DEFICIENCY NOTICES are to be issued to any student having a C-, D or F, or doing unsatisfactory work for the time period covered. The teacher issuing the report is the one to whom the report should be returned following parental signature.

- C. Included with the NOTICE, a plan should be documented on what will be done to assist the student in the classroom along with ideas for how the parents may help the student at home.

## **Extracurricular Activities**

Extracurricular activities are an important part of the educational experience.

Students must be present in school all day to be eligible for participation in extracurricular activities on that day. Any student with more than two unexcused absences from any extracurricular activity will result in termination of the right to participate.

### **Athletics**

Concord provides a diverse competitive athletic program for students in fifth through eighth grades with participation in Lutheran athletic leagues and tournaments, sometimes including fourth grade students. Practices and contests are normally conducted after school or on Saturday. Participants agree to the following regulations:

- At least one parent or guardian of participants must attend a "Parents of Participants" meeting
- An extracurricular participation form must be signed for each sport.
- Parents are required to update physical examinations before participation in any athletic program.
- Payment of a participation fee for each sport.
- Students expecting to participate in extracurricular athletic practice or contests on any given date must have all assignments completed for that date. Missing practice or contests for the above reason constitutes an unexcused absence. Students receiving an F in any subject as reported on the current Academic progress report or report card are ineligible to participate in extracurricular team athletics until the F is removed.
- Students are expected to maintain a "C" average in all their course work.
- On the day of serving a detention, students may not participate in practice or contests.
- Participants are expected to attend every practice the coach establishes in advance unless they are sick or previously excused by the coach. More than two unexcused absences from practices and contests will result in expulsion from the team. Team members are expected to be picked up immediately after practices and contests. Team members are also expected to attend every contest unless they are sick or have been previously excused by the coach.
- Participants are expected to be coachable and cooperative.
- There is a "no cut" policy for all extracurricular activities.
- Participants are responsible for their own transportation to and from practices and contests.
- Jewelry such as earrings, necklaces, bracelets, etc. which pose safety hazards may not be worn during athletic practices or contests.
- Hairstyles must be no lower than above the eye brows in front.
- No food or drinks will be allowed in the gym area with the exception of water.
- Only team members are allowed in the gym area during practices.
- Students must practice proper respect for coaches, teammates, opponents, and athletic officials. Students who openly criticize their teammates, coaches, or officials will be immediately benched for a time determined by the respective coach.
- No participant may curse or use vulgar language.
- No participant is to engage in fighting.
- Participants must not endanger teammates or spectators by uncooperative, belligerent, or ignorant behavior.
- Consequences for disobedience include suspension or removal from the team. The purpose of the extracurricular athletic program is to teach high character ideals as well as physical skills in athletic techniques.

### **Spectator behavior**

Good spectator behavior is expected in the gym. Student spectators are not allowed in the gym until the contest is ready to begin. Gum, food, drinks, and candy cannot be brought into the gym. A child forfeits the right to be a spectator through discourteous behavior. Loitering or running in the hallway will result in the child being dismissed as a spectator.

### **Choir**

Students in first through eighth grades have the opportunity to participate in the Concord Chorale. A cooperation contract is mandatory for participation in this choir. Expectations include the following:

- Participants agree to cooperate during all rehearsals. These are normally conducted one day per week after school.
- Students are expected to memorize music as assigned by the director.
- Participants agree to purchase required clothing for church and other performances. Required clothing is prescribed by the choir directors.

### **Band**

Students in first through eighth grades are offered string instrument lessons, and students in fourth through eighth grade are offered band lessons during the school day through instruction from Walther Lutheran High School. The instruments are the responsibility of the parent and are available for lease/purchase from area music shops, but parents shouldn't lease or purchase the instrument until after consulting with the band director. The parent and student expectations are made available from Walther Lutheran High School prior to registration into the program. There is an additional fee for participation which is assessed from Walther and charged through the periodic collection from the school office.

# Rights and Responsibilities

## Teacher Rights and Responsibilities

Teachers' rights and responsibilities:

- work in a school environment which promotes friendliness, care for one another, and especially to serve and witness for Christ
- provide every child with an effective learning environment that will enhance academic and spiritual growth
- provide consistent disciplinary practices

## Student Rights and Responsibilities

Students' rights and responsibilities:

Students have a right to...

- feel responsible
- learn and study within an orderly classroom
- be respected
- work and play in a church and school that is pleasant and safe
- receive forgiveness from fellow students and teachers

Students have a responsibility to...

- complete class work on time
- give respect to fellow students and teachers
- to forgive others
- observe the rules of the school and act in a manner that is respectful of the rights of others

# Student Property

## Bicycles

Students are permitted to ride bicycles to school. Bicycles should be maintained and in good mechanical condition. Locks or chains should be used and riding safety rules upheld. Bike helmets are recommended. The school is not responsible for lost or damaged bicycles. Motorized bikes and vehicles are not permitted. Bicycles are to be walked on to and off of school property.

## Telephones

Cell phones and pagers are not encouraged, but are permitted to be brought to school. They must, however, be turned off and put away upon entering the building and may not be taken out again until students are dismissed for the day. Students who do not comply will have their telephone taken away, and parents will need to pick the cell phone or pager up from the teacher or principal. Students bring these at their own risk.

## Laptops

Laptops are permitted only for academic purposes when authorized by a teacher and supervision is available. A parent waiver and permission sheet is required. Students bring these at their own risk.

### **Radios and other electronic devices**

Hand held games, devices with earphones, and other electronic devices are discouraged, but are permitted to be brought to school. They must, however, be put away upon entering the building and may not be taken out again until students are out of the building. Students who do not comply will have their devices taken away, and parents will need to pick the devices up from the teacher or principal. Teachers and staff personnel may make exceptions for field trips on the bus, extended school day, early room, etc.

### **Lost and found**

Misplaced and lost items are placed in the lost and found. Valuable items are turned into the school office. Your child's name should be on jackets, gloves, boots, etc. Students are asked not to leave money or valuables lying around unattended at any time. After the last day of school, all unclaimed items will be donated to charity.

### **Absolutely prohibited**

Possession of drugs and/or alcohol is forbidden. Those in possession are subject to immediate and automatic suspension and recommendation for expulsion.

Articles including but not limited to weapons, tobacco, matches, and lighters are prohibited and will subject those in possession to immediate and possibly severe disciplinary action.

## **School Property**

The Lord has provided us with a beautiful setting to learn more about Him. Property shall be respected in all instances. Students should not write on, deface, or otherwise destroy property that is owned by the school and congregation. This includes school books, equipment, and the building. We have a desire to keep things nice for those who follow us and must demand that all property be treated accordingly as we become good stewards of what God has provided for us. Students will be assessed/ billed for any damage done by them to the property or to textbooks.

# Discipline

Children need certain ground rules and limitations established for them, but good discipline is more than simply strict control. It is based on respect and high expectations for responsible behavior. Good discipline can best be developed through cooperation and communication between parents and the school.

Misbehavior is divided into two categories - Major and Minor.

## **Major Violations**

"Majors" are rules considered as high priority rules of order and carry more severe consequences when a student CHOOSES not to follow them. Major violations include but are not limited to the following severe disturbances through behaviors such as:

- fighting, threatening, intimidating, or harassing
- disrespect or disobedience
- lying to any person in charge
- throwing objects in such a way as to endanger another person
- acts of vandalism or stealing
- use of profane language and/or other vulgar behavior
- possession and/or use of tobacco, alcohol, fireworks, weapons, etc.
- cheating
- cutting class
- leaving school grounds without permission

## **Major Consequences**

Students who violate Major rules will receive a DISCIPLINE SHEET and will be referred to the principal who will decide the action the school will take. Based on circumstances, a student may be assigned the following:

- multiple detentions (1-5 days)
- in-school suspension (one-half to five days)
- out-of-school suspension (1-5 days)
- loss of privileges for extracurricular activities
- Expulsion may be recommended to the school board. The school board, acting upon the advice of the principal, may expel a student. Parents are notified that such a recommendation will be made to the school board, and parents will also be notified of the date, time, and place of the hearing. Parents and the student are welcome to attend the hearing. Expulsions may be appealed through the pastor.

Parents must sign and return the DISCIPLINE SHEET on the next school day.

## **Minor Violations:**

"Minors" are rules important to the smooth functioning of the school. Repetitive misbehavior in the following areas is considered Minor violations:

- unprepared and/or late for class
- disobedience of basic rules of respect, order, language and safety. Basic rules are the following:
  1. No "putdowns" or disrespect
  2. Follow directions
  3. No disruptions
  4. Hands off what is not yours
  5. No food, candy, gum, or foreign objects in mouth except as approved by teachers or supervisory staff for lunch, snacks, etc.
- failure to handle basic responsibilities as assigned
- failure to walk bicycles off school grounds

- throwing objects such as snowballs, rocks, sticks, etc.
  - violation of dress code
- (Violation of any school rule may be considered major depending on the degree of severity, malicious intent, or if there is a refusal to repent. Repentance is defined as being sorry for misbehavior and working to correct that misbehavior.)

**Minor Consequences:**

Students who violate Minor rules will receive a DISCIPLINE / MISSING ASSIGNMENT NOTICE. Make-up of missed assignments is at the discretion of the classroom teacher, and missed assignments will affect the student's grade for that subject. Additional consequences may be administered by the classroom teacher and/or the principal.

DISCIPLINE/MISSING ASSIGNMENT NOTICES inform parents of violations. Parents must sign and return the notice on the next school day. If a student receives three notices, a detention will be issued.

Students who persistently misbehave or fail to complete assignments pay greater consequences.

Please note that all of Concord's staff has the authority to enforce rules for all children. Rules apply during all school functions including extracurricular activities for participants and spectators, extended school day, school bus, etc.

**Detention:**

- hours are from 3:00pm until 4:00pm in an assigned room under supervision
- students must work independently
- students may not leave assigned seat without supervisor's permission
- students must observe good work posture -- both feet on floor and head off desk
- students may not talk or otherwise communicate with other students
- violation of rules will result in an additional detention or other more severe disciplinary action
- Teachers do not wish to cause parents undue inconvenience, but the effectiveness of detentions is directly related to parental cooperation. Most detentions will require "next-day" service, but alterations may be made for unusual circumstances. Parents who cannot arrange to pick up students on detention at 3:55pm have the option of contracting Extended School Day service. It is suggested that if Extended School Day service or special transportation is necessary, the student be required to pay for these from their allowance. Thus, students rather than parents pay for parental inconvenience.
- Students who cannot participate in extracurricular practices or contests due to detentions are considered absent without an excuse. Students missing practice or contests for such reasons may find their playing time reduced to compensate especially for missed or partially missed practices.

# Dress Code Policy

## **Policy statement:**

Concord Lutheran School believes education is a special, formal activity. We also believe that in establishing a climate in which learning can thrive, dress which draws undue attention to a person, represents a fashion extreme, or has objectionable content has no place in school. Clothing worn to school must not conflict with Concord's philosophy of Christian education. Concord reserves the right to determine what constitutes acceptable dress, hairstyles, jewelry, or other clothing accessories. ***This dress code policy is in effect for students in grades 1 through 8.***

***If a student comes to school in clothing that is not dress code approved clothing, the student will receive two (2) separate written notices to be signed by a parent. If the student continues to come to school after the written notices, a parent will receive two (2) calls from the principal explaining dress code policy. If after the calls are made and a student still comes to school with improper dress code two (2) consecutive days of lunch detentions will be served by the student. Improper dress code after serving lunch detentions will result in the student being removed from class and his/her parent will be called to bring appropriate clothing. The student will not be allowed to return to class until he/she is wearing approved dress code clothing. When the student does return to class, it will be marked as an unexcused tardy.***

## **Spirit wear:**

Approved clothing with Concord or the CLS logo that is sold by the school and not Land's End is considered Spirit Wear and is acceptable to wear on dress down days or Spirit days. ***The school recommends purchasing CLS logoed items from Land's End that are acceptable attire for everyday wear.*** Please see the school office for more information and a catalog to order Land's End clothing. Coaches may designate days on which it is permissible for athletes to dress in team uniforms.

## **Dress code:**

### Physical Appearance:

- False fingernails are not to be worn to school.
- Make-up is only allowed for students in fifth through eighth grade. Make-up must not draw attention to the student.
- Hair coloring must be of a "natural" color or shade and must not call undue attention to the student or prove disruptive to the class.
- Hats may not be worn in the building, except when entering or preparing to exit the building.
- Visible physical markings on the skin are not allowed. Examples include but are not limited to tattoos (temporary or permanent), drawings, or marking on clothing or skin.

### Foot wear:

- must be worn at all times.
- must be securely attached to the feet with a back and no open toe.
- must not have a heel that exceeds 1.5" in height measured from the front of the heel.
- must not have any built in wheels.
- must be in good condition. (In tact and no pieces falling apart.)
- Socks (or stockings for girls) must be worn at all times.
- Gym shoes must be worn for Physical Education class.
- Foot wear must have all laces, buckles, and other methods to secure the foot implemented at all times. (Examples include but not limited to: shoes laces must be tied and buckles must be buckled at all times.)

**Examples of Allowed:** Gym shoes, Pumps, Loafers, Crocks (with strap on the back)

**Examples of Not Allowed:** Sandals, Sling back, Flip-Flops

Shirts/Tops (for males and females) or Blouses (for females):

- must be a solid color, plaid, or striped and must have a collar. No other print/pattern options are allowed.
- must not contain any logo, graphic, or writing other than the Concord logo.
- must be a polo, turtle neck, or button down shirt.
- must cover the shoulder and boys shirts must have a sleeve.
- must cover all of torso. Midriff must be covered.

**Examples of Allowed:** Turtle Necks, Polo shirts,

**Examples of Not Allowed:** Tube Tops, Tank Tops, Spaghetti-strap shirts

Sweaters/Sweatshirts:

- must be a solid color, plaid, or striped.
- must not contain any logo, graphic, or writing.
- must be a V-neck cardigan, pullover, or sleeveless pullover vest (plain, with buttons or with zippers).
- must not be used to cover items that do not comply with the dress code.
- must have a collared shirt underneath
- lined outerwear must not be worn in the classroom.

**Examples of Allowed:** Cardigan, Vest, unlined jackets

**Examples of Not Allowed:** Leather Jacket, Sweatshirt with a hood, coats

Slacks:

- must be twill, relaxed fit (Dockers-style), corduroy, cargo style, or other dress slack.
- must be of a solid color except white. No Denim, Nylon or Leggings.

**Examples of Allowed:** Dockers, Cargo Pants

**Examples of Not Allowed:** Camouflage. Flowered pants, Colored Jeans, may not be frayed, cut-off, have tares or rips in pants

Shorts (for males or females) or Skorts (for females):

- must be of a solid color.
- cannot be made of denim.
- must be longer than the student's arms and hands extended to their side.

**Examples of Allowed:** Bermuda shorts, walking shorts, gym shorts for P.E. class

**Examples of Not Allowed:** Short shorts

Jewelry:

- must not call undue attention to the student or prove disruptive to the class.
- Visible body piercing other than of the ears is unacceptable.
- No more than 2 (two) earrings per ear are acceptable (females only).

**Examples of Allowed:** cross necklace or chain

**Examples of Not Allowed:** Dog collar, Spiked collar, heavy chain, skull and bones, or any other item deemed inappropriate for school

Skirts, Dresses and Jumpers (for females):

- must be Polyester, wool blend, corduroy, or cotton twill.
- must be any solid color or plaid. No Denim.
- must be longer than the student's arms and hands extended to their side.
- DRESSES must cover shoulders and have a collar.

- JUMPERS must be one-piece button or pull-over style.
- JUMPERS must be worn with an appropriate blouse underneath.

## Student Records and Information

Every effort is made to ensure the rights of parents and students as provided under the Family Education Rights and Privacy Act and the Illinois School Student Record Act.

Student records, classified as either permanent or temporary, are maintained to ensure a continuous educational program for each student. Parents are granted access to all official records pertaining to their children.

In cases where parents are divorced, the non-custodial natural parent has rights to records, notice of meetings, conferences, etc., upon request to the school principal. If there is a court order to the contrary, it is the responsibility of the custodial parent to inform the school of such restrictions.

“Student Permanent Record” means the minimum personal information necessary to a school in the education of the student. Student records shall consist of the following:

- Basic identifying information, including the student’s name and address, birth date and place, gender, and names and addresses of the student’s parents
- Academic transcript, including grades, graduation date, grade level achieved
- Attendance record
- Accident reports and health record
- Record of release of permanent record information

“Student Temporary Record” means all information not required to be in the Student Permanent Records and MUST contain:

- Copy of certified birth certificate (indicate on copy “Copy of Certified Certificate”)
- Baptismal date
- Sibling names and birthdates
- K-8 assessments
- Serious disciplinary information
- Transfer files from other schools
- If applicable, custody/divorce information
- If applicable, copies of all special education records

Parents have the right to inspect, copy, or challenge the information in the permanent or temporary student records. Parents may obtain the procedure for records challenges by contacting the principal.

Five years after graduation, transfer, or other permanent withdrawal of the student, temporary records are destroyed. Permanent records are maintained for 60 years.

Information may be released without parental consent in the following situations:

- In an emergency to appropriate persons if the knowledge of such information is necessary to protect the health and safety of the student or other persons, provided that the parents are notified as soon as possible of the information released.
- Request by another school: The records of a student shall be transferred by the records custodian of a school to another school in which the student has enrolled or intends to enroll upon the request of the records custodian of the other school or the student, provided that the parent receives prior written notice of the nature and substance of the information to be transferred and opportunity to inspect, copy and challenge such information.
- To persons authorized or required by state or federal law to gain access

Student Records are reviewed at second, fifth, and eighth grades

### **Publication of student names and addresses**

By parent request, family names and addresses may be excluded from any listing published by the school for general distribution.

### **Photo-video-website release**

During the school year, children are occasionally photographed or video taped for school publicity. These are shared with local newspapers, displayed in the school, or placed on the web site. Videos may be used in the classrooms, at school-sponsored events, or for cable television. Images are not used for commercial purposes.

## **Safety/Emergency Services**

Concord Lutheran School has prepared a comprehensive Crisis Management Plan which is reviewed annually by the faculty. The Plan is available in the school office or from the classroom teacher.

### **Telephone**

Children are permitted to use the school phone under supervision, for necessary school business or for an emergency. No child may use the school phone to conduct personal business or personal conversations. This includes phone usage during the extended school day.

### **Emergency closing of school**

In the event that bad weather or other emergency conditions might cause the temporary closing of school, the school office will attempt to notify parents by use of room parent callers. In questionable winter weather, it is advisable to listen to the radio, or television for a broadcast of school closings. Detailed information about school closings is released through the Concord Chronicle prior to the snow season.

### **School security**

All visitors to the school, including parents, are required to register/sign-in at the school office. The entire building is under video/DVR camera security. Access to the school and a classroom is at the discretion of the principal. Teachers review with the children information about recognizing suspicious persons, potential personal danger, and safe behavior.

### **Civil defense and disaster plans**

Fire and disaster drills are conducted periodically during the school year. The school building is considered to be the safest area in the event of a disaster other than fire. Children will remain in the safest area of the building or be directed to homes or designated shelters away from the building, depending on the character of the disaster. In order to maintain communication facilities and to prevent traffic congestion, parents are asked not to telephone or attempt to meet their children at school. The school will attempt to notify the parents of the plan.

### **Bus accident**

If a bus accident occurs, paramedics would be called to the scene. Emergency medical service personnel will determine the nature of injuries and take appropriate action. Parents will be notified.

## **Building Safety**

### **No smoking policy**

Smoking and the use of tobacco products are prohibited at all times in school buildings. This applies to employees, students, parents and visitors.

### **Asbestos inspections**

The school has complied with mandated asbestos inspections as required by the Asbestos Hazard Emergency Response Act (AHERA) and has completed abatement proceedings. Detailed reports of the asbestos program (including the Management Plan) are available for public inspection. Please contact the school office for an appointment.

## **Health Services**

### **When to Keep Your Child at Home:**

Children with any of the following symptoms should be kept home for the duration of their illness:

1. acute cold, sore throat, or earache
2. nausea or vomiting
3. rash or skin eruptions
4. sign of listlessness, weakness, drowsiness, flushed skin, chills, fever or headache
5. swollen glands
6. red, inflamed or watering eyes
7. excessive watery discharge from nostrils, sneezing, or coughing
8. head lice/pink eye

Should signs of acute illness arise while the child is in school, the teacher or school office will contact the parent who must arrange for transportation home. It is understood that teachers may administer first aid.

**\*\*Children should be free of fever for 24 hours without fever reducing medication prior to returning to school\*\*.**

For illnesses that require antibiotics, the child must be on antibiotics a full 24 hours prior to returning to school.

A Reminder: When a child is to be absent from school, the PARENT must call the school office prior to 8:30 A.M. to report the absence and the reason for it. If your child should contract a communicable disease, please promptly notify the school office. Parents should always inform the school office if the child is to be removed from school grounds either by themselves or someone else.

No written excuses are necessary unless the child has had a communicable disease. In such cases, a note or call from the doctor's office is necessary.

Please schedule doctor and dentist appointments at times other than school hours.

### **Immunizations and health examination information**

The current requirements are described on a separate information sheet entitled IMMUNIZATIONS AND HEALTH INFORMATION and is available in the school office.

Children not in compliance with health regulations by the first day of school following Labor Day will be excluded from attendance. During a child's exclusion from school for noncompliance, the state considers the child's parents or legal guardians in violation of state law and subject to prosecution for a Class C misdemeanor.

If the physical condition of the student is such that any one or more of the immunizing agents should not be administered, the examining physician responsible for the performance of the health examination shall endorse such fact upon the health examination form. Concord does not accept exemptions based on religious objections.

**Concord requires all students participating in interscholastic sports have an annual health examination prior to participation in that sport.**

### **Medications**

No medications will be given at school except those which have been prescribed by a physician and which are needed to maintain the child in school. Parents should make every effort to adjust medication schedules so that medication may be administered under parent supervision. Before medication is given at school, parents should consult with their child's physician to see if midday medication schedules can be adjusted so that medication is given at a time that the child is not in school.

### **Medications during school hours**

Any medication that is taken to school shall be brought to the school office or the classroom teacher in a container appropriately labeled by the pharmacist or physician. Children may not keep medicines in their possession during school. A STUDENT MEDICATION FORM, to be signed by the parent, must be obtained. A physician's order is to be attached to the form. This form must be on file at the school office. No over-the-counter medications will be given unless prescribed by a physician or a parent requests dispensation of such medication each time it is requested by the student.

Students may not carry any type of medicines, pills, inhalers, etc. unless the physician has a prescription on file with the school office stating that he/she needs to keep the medicine on their person. If a student is to take medication at school, the parents should bring the medication to school and not send it with their child. The parent is also responsible for picking up their child's medication if it has been discontinued and on the last day of school. Medicine that needs to be distributed during school hours will be distributed by the office staff or teachers out of the school office.

### **Students with chronic communicable diseases**

#### Section 1: PLACEMENT

If a child has AIDS, ARC, is HIV positive, or has some other chronic communicable disease seeks admission to Concord Lutheran School, a pre-enrollment conference including the child's parents, physician, teacher, and the principal will be conducted to determine the following:

- AIDS induced impairment of the child's mental function
- psychological impairment manifested in assaultive behavior and the potential exposure of others to infected blood
- the immunization status of the child
- the necessary limits on the child's curricular and extracurricular school participation
- the potential effect on other children in the school

Currently enrolled students with chronic communicable diseases may attend school in the regular classroom setting whenever, through reasonable accommodation, the risk of further injury to the student is minimized. If not, the student's placement will be into a more restrictive setting. If the student is required to be placed in a non-school setting, the student will be directed to their local school district that, in consultation with Concord Lutheran School staff, shall provide an appropriate alternative education program. The determination of whether a student with a chronic communicable disease may attend school in the regular classroom setting shall be made in accordance with Section 2 of this Policy.

## Section 2: PLACEMENT PROCEDURES

Temporary Exclusion Upon being informed that a student has, or is reasonably suspected of having, a chronic communicable disease, an employee shall inform the principal or designee responsible for convening the multidisciplinary team. Pending determination of placement, a student with a chronic communicable disease, or a student reasonably suspected of having a chronic communicable disease, may be temporarily excluded from school if a medical situation exists warranting temporary exclusion. Concord Lutheran School may require the student to submit to a physical examination, conducted by a physician selected by Concord Lutheran School and provided at Concord Lutheran School's expense. If a student refuses to submit to such an examination, that student may be excluded pending a medical examination showing that the child poses no risk. During the period of temporary exclusion, the student will be directed to their local school district that, in consultation with Concord Lutheran School staff, shall provide an appropriate alternative education program.

Initial Case Study Evaluation Each student with a chronic communicable disease, or a student reasonably suspected of having a chronic communicable disease, shall then be evaluated by a multidisciplinary team, convened by the principal that may consist of appropriate school personnel and a physician or other consultants selected by the principal or designee, the student's physician(s), public health personnel, legal counsel, the student's parents or guardians and the student, where applicable. Every effort shall be made to complete the evaluation in a prompt and timely manner.

Placement Decision Upon completion of a case study evaluation, one or more conferences shall be convened for the purpose of formulating program and service options. Recommendations concerning the student's placement shall be determined in accordance with the standard set forth in Section 1 of this Policy and is based upon the following factors:

- the risk of transmission of the disease to others
- the health risk to the particular student
- reasonable accommodations which can be made without undue hardship to reduce the health risk to the student and others
- the provision of educational services in the least restrictive environment

The placement decision shall be communicated in writing to the student, the parents or guardians, and the principal.

Appeal Process: A decision on a student's placement or individualized educational program may be appealed to the Voters Assembly of Zion Lutheran Church, Bensenville. Parents or guardians have the opportunity to be heard within thirty (30) days of their written appeal.

Subsequent evaluations The student shall be reevaluated on a regular basis by the multidisciplinary team to determine whether the student's placement and program continue to be appropriate. The frequency of the reevaluations shall be determined by the team, but in no event shall the student be reevaluated less frequently than twice per school year. In the event a change in the student's medical condition occurs, or a change in the school environment occurs, the multidisciplinary team shall determine if a change in placement is appropriate. If, however, an emergency occurs, the principal shall have the right to take appropriate action. Any such action will be reviewed by the multidisciplinary team as soon as possible.

## Section 3: CONFIDENTIALITY

Students with Chronic Communicable Diseases Other Than Acquired Immune Deficiency Syndrome The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student and others. The number of personnel aware of the student's condition will be kept at the minimum needed to assure proper care of the student and to detect situations in which the potential for transmission of the diseases may increase. Persons deemed to have "a direct need to know" will be provided with the appropriate information; and, these persons shall not further disclose such information.

The multidisciplinary team responsible for making initial evaluations and placement decisions will be responsible for determining who has "a direct need to know." The principal or designee shall report, by mail or telephone, each suspected or diagnosed case of Class I or Class II communicable disease to the local health authority.

Students With Acquired Immune Deficiency Syndrome (AIDS) Upon learning that a student has AIDS or AIDS Related Complex, or has tested positive on a Western Blot Assay or on a more reliable test, the principal shall convene the multidisciplinary team. Members of the multidisciplinary team may be provided with the child's identity and any other appropriate information. The principal may then disclose the identification of a student with AIDS to the school nurse. Classroom teachers of the child in question deemed to have a "direct need to know" by the multidisciplinary team will be provided with the appropriate information. However, the principal, multidisciplinary team members, the school nurse and classroom teachers shall not further disclose any information provided to them. (The principal will, however, reveal the presence of a child infected with AIDS or ARC so long as the child's identity is not revealed.)

#### Section 4: ADDITIONAL RULES AND REGULATIONS

The principal may establish additional rules and regulations designed to implement this Policy.

##### **Student insurance**

It is advisable that all students at Concord be covered by some accident/health insurance plan at the parent's expense.

## **Lunch Program/Services**

##### **Lunch dismissal**

Children are not permitted to leave the school premises during the day for lunch at a location other than home unless accompanied by a parent. A written request from the parent is also required. Children leaving school before official dismissal time must be picked up by the parent, guardian, or appointed person in the school office and a sign-out log must be signed. If anyone other than the parent or guardian is to pick up a child, that person must be identified in writing by the parent or guardian. Parents who expect their child home for lunch on a daily basis should inform both the teacher and the office in advance.

##### **Lunch service**

An optional hot lunch program is available on selected days. The menu and order form are sent home each month for the following month. The order form and payment are due by specified deadlines or orders can not be placed. Students who participate in the hot lunch program will eat their lunch along with the students who bring their own. Milk may be purchased for the entire year at the beginning of the school year.

##### **Lunchroom expectations**

Students are expected to behave appropriately, show respect for fellow students and supervisors, and follow lunchroom rules and procedures. Repeated violation of these expectations (after warnings) could result in removal from the lunch room and disciplinary action will be taken.

## **Extended Care Service**

Concord operates an extended school day as part of its school program. This program gives supervised care and activity at an extra cost to children of parents unable to care for their child before or after classes. Service is available before school from 6:45am until 8:15am and after school from 3:00pm until 6:00pm. Fees for extended school day are collected in advance of service. Please go to the school office to purchase an extended care punch card.

Service to uncooperative students may be suspended or terminated by the principal upon the recommendation of the extended care workers.

## **Volunteer Drivers**

Volunteer drivers should complete a Driver Information Form for office records that includes insurance information. This form is available in the school office. Our athletic program often depends on the good will of volunteer drivers, but such drivers must also be aware that primary insurance responsibility lies with the volunteer driver. In order to assure minimum protection for such drivers, it is mandatory that auto insurance carry a liability of \$100,000 to \$300,000, property damage of \$25,000, and medical payment of \$2,000 for each passenger.

## **Parental Involvement**

### **Volunteers**

Volunteer helpers and coaches are most appreciated and needed. There are many areas in which volunteers are needed. If you or anyone you know would like to volunteer, contact the school office. Volunteers used in a classroom must be approved by the principal prior to assisting a class. During school hours, volunteers are asked to sign in at the office before entering any classrooms. Volunteers and coaches are asked to dress appropriately.

### **Parent Teacher League (PTL)**

The objectives of the PTL are to:

- provide an auxiliary ministry
- disseminate knowledge concerning current needs of Christian education
- promote cooperation between parents and teachers, home and school and church
- support any worthy endeavors to further Christian education
- assist in promoting Concord Lutheran School

All faculty members, pastors, and parents of children enrolled in Concord Lutheran School are members. Meetings of the organization are held as necessary and are published in the Concord Chronicle. All parents are encouraged to participate in the PTL and volunteer for PTL functions.

### **Booster Club**

This club is an organization that supports Concord by raising funds. Everyone is encouraged to participate. Meeting dates and activities will be published in the Concord Chronicle.

### **Room Parent Guidelines**

Any parent may volunteer to be a room parent. Ideally, it is best to have a 1:5 parent to student ratio for each classroom.

Room parents:

- may chaperone field trips at the teachers' discretion
- will be provided with a list of designated families to call. The room parents will assist in an emergency situation or in the event of an unscheduled school closing. \*Note, if a room parent finds that they are unable to contact a family due to a change in phone number, please contact the school office for an updated number.
- will complete other tasks as requested by the teacher
- when requested by the teacher, will plan, implement, serve and/or staff classroom parties for specific occasions and school functions. The teacher will consult with the principal prior to the event.
- from 7<sup>th</sup> grade shall plan, implement, and staff the 8<sup>th</sup> grade banquet in consultation with the 8<sup>th</sup> grade teacher and the principal.

## **Programs and activities**

We feel that informed parents are our best resource for maintaining our reputation for outstanding Lutheran education. You are invited and encouraged to participate actively in our school. Your opinions are welcome.

- Open house programs are a special opportunity to visit and view the results of our tradition of excellent schooling.
- Our PTL frequently holds programs/functions that offer social interaction between parents, staff, and students; highlight student performance; or feature knowledgeable speakers on topics of current interest.
- The Booster Club is an organization that supports Concord by raising funds, providing volunteers and holding the Concord Classic Tournament

## **Fundraising**

Permission to conduct fund raising sales or promotions on school grounds are granted only to church and/or school affiliated organizations or by special approval of the School Board and/or the governing Voters Assembly.

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