

CONCORDIA LUTHERAN SCHOOL

Family Handbook

I **acknowledge** having read and reviewed the Concordia Lutheran School policies and procedures with my child. By enrolling my child in Concordia Lutheran School, I **agree** during my child's years at CLS **to abide** by the school **policies** and **regulations** carried out by the faculty, staff, and principal and enforced by the CLS School Board. I affirm my support of the CLS School Charter. As a member of the Concordia Lutheran School community of learners, I realize that my actions and the actions of my child(ren) reflect on the school. I understand that my child will be held responsible and accountable for his actions. I understand that I, as well as my child, may be liable for my child's actions, or my actions, as a parent, if the school or public property is harmed or damaged through my actions or the actions of my child (ren.) (Signature required in the Form section)

Family Pledge:

As a Concordia Parent, Grandparent, or Guardian, I **agree** to carry out the following responsibilities to the best of my abilities:

- **I will pray** with and for my child, their class, teacher and school.
- **I will encourage** a strong relationship with our Lord, Jesus Christ.
- **I will teach** my child **God's Ten Commandments**, through my words, actions, deeds, and tutelage.
- **I will attend** School Chapel services periodically, and see that my child attends the church of my choice.
- **I will make** school attendance and promptness, a priority for my child. School age children are required to be in school, every school day, unless ill. I will provide the school with physician's notes, when my child's health requires seeing a doctor or a note to the teacher explaining why my child missed school.
- **I will make** sure my child eats breakfast and has a well-balanced diet, and I will provide a healthy snack for school.
- **I will make** sure that my child's shot records are up - to -date and follow the policies of the Louisiana Department of Health and Hospitals for school age children.
- **I will provide** a quiet time to support homework completion by my child. I promise not to do my child's homework. I will set aside a clean, well-lighted area, free of distractions for my child to complete homework assignments.
- **I will monitor** TV viewing, social media games, and social media tools on i-phones, cell phones, ipods, ipads and ipad mini's or other electronic devices. I will regularly monitor computer time and usage of all electronic devices.
- **I will read** to my child and with my child. I will listen to my child read aloud.
- **I will communicate** regularly in a positive manner with my child's teacher via e-mail, written note, school agenda note, conference or via fast direct.
- **I will regularly monitor** my child's progress in school. Sign progress reports, interim reports, and report card signature cards.
- **I will participate** to the best of my ability at school in activities such as: school committees, volunteer at the school, complete required service hours, chaperone and drive students to field trip locations, attend 'Back to School Night,' report card pick-up conferences, and attend scheduled parent-teacher conferences.
- **I will communicate** and reinforce the importance of getting a great Christian education and the importance of learning the curriculum at each grade level of school to my child.
- **I will show respect** for the school, staff, principal, school board, students, and families of CLS. If I disagree, "I agree to disagree agreeably."
- **I will first** try to resolve a concern with the person closest to the source of my concern, before **moving up the chain of command** to resolve the issue.

TABLE OF CONTENTS

SCHOOL INFORMATION - WHO ARE WE?	1
Congregation	3
School History	3
Why a Lutheran School?	3
Philosophy of Education	4
Church Attendance & Chapel	4
Objectives of Concordia Lutheran School	5
REGISTRATION POLICIES – HOW DO I ENROLL MY CHILD ?	6
Entrance Requirements	6
Application/Acceptance Procedure	6
Age Requirements	6
Open Registration	6
Required Records for Registration	6
Acceptance Procedure	7
SCHOOL ACCESS: WHAT ARE THE PROCEDURES I MUST FOLLOW?	7
Before School Home Visitation	7
Regular Morning Arrival	7
Lunch	8
Afternoon Dismissal	8-9
Bus Regulations	10
ATTENDANCE POLICY-HOW DO SCHOOL DAYS COUNT?	11
Attendance Policy - Bulletin 741 Non-Public Schools	11
Half- Day, Whole Day Absences	11
Absences	12
Attendance Matters	12
Attendance and Make- Up Work	12
Tardy	12-13
Who Are The School Counselors?	13
CURRICULUM & INSTRUCTION-WHAT IS TAUGHT?	14
Curriculum	14
Honor Roll and ABBIT Awards	14
Books	15
School Bags	15
School Supplies	15
GRADING POLICY – HOW SCHOOLWORK COUNTS?	16
Grading Scale	16
Conduct Grades	16
Graded Test Papers	17
Interim Reports	17
Report Cards	17
Criteria for Promotion and Retention Grades: 1-3	17
Criteria for Promotion and Retention Grades: 5-8	18
Records Request	18
Library	19
Homework	19
EXTENDED DAY PROGRAM- CHILD CARE AND SO MUCH MORE!	19
“Arts After-Hours School Program”-EDP	20

Student Code of Conduct- How to be a School Citizen!	20
Telling Your Side of the Story-Due Process	20
Communication is the Key	20
Pre-K and Kindergarten Behavior Plan	21-22
Middle School Behavior Plan	23
Expected Behavior at School	24
Conduct Chart Grades 2, 3, & 4	25
Conduct Chart Grades 5, 6, 7 & 8	26
Positive Behavior Equals Rewards	27
School Rewards	27
"GRACE Period"	27
Problem Solving – Student	27
Anti-Bullying	28
Levels of Consequences	29
Academic Detentions	29
Behavioral Detentions	29
Detention Chart	30
Probation	31
Suspension	32
Expulsion	33
Cheating	33
Dress Code Violations	33
Authority to Administer School Rules & Regulations	34
Dress Code Summary Chart- Remember to Dress for Success!	35
P.E. Uniforms	35
I.D. Badges	36
Shoes/Socks	36
Uniform Boys	36
Uniform Girls	36
Uniforms-General Information	37
Cold Weather Wear	37
Make-Up	37
Hair Styles	37
Fingernails	37
Purses	38
Jewelry	38
Other Types of Jewelry	38
Relaxed Dress Down Day	38
Electronic Devices and Cell Phones	38
Problem Solving – PARENTS	39
School Board Meetings	39
EMERGENCY – DO This!	40
Emergency Cards	40
Change of Address or Telephone Number	40
School Closing	40
Medication	41
Student Insurance	42
Field Trips Learning- Excursions Aligned to the Curriculum	42
Field Trips & Chaperones	42
Newsletters and Parent Communication Portals – Communication is the KEY!	43
Fast Direct	43
Non-Discriminatory Policy	44
Photographs and Recordings	44
School Pictures	

Parent/Teacher Conferences – Parents as Partners	44
Parent Teacher League (P.T.L.)	45
SERVICE HOURS	45
Student Extracurricular Activities	46-48
Athletics	46
Guidelines, Objectives, & Participate in Sports	46-47
Classroom Parties/Activities	47
Extra-Curricular – Clubs & Activities	48
Tuition Payments and Other Fees - <i>Christian Education at a Divine Cost!</i>	49
Other Fees	50
Back to School Night	50
Visiting the School	51
FORMS – Sign and Return indicated with a **	52
CLS Player Contract- Athletics	53
CLS Computer Use Policy	54
CLS Permission to Photograph Form	55
CLS Field Trip Permission Form	56
CLS Pre-K, K, and 1st Grade Behavior Management Plan	57-58
Uniform Notice	59
Notification of Student Detention	59
CLS Family Handbook Acknowledgement Page **	60
Note: Other forms will be printed and sent home as needed.	

Mission Statement
The Concordia Lutheran School

The mission of Concordia Lutheran School is based on the Lutheran Tradition of educational excellence for our school and community, as we combine spiritual and academic teachings. Our goal is to reinforce the Christian principles taught in the home by our students’ parents, as students grow in their understanding of God’s Unconditional Love and Grace.

Vision Statement
The Concordia Lutheran School

The vision of Concordia Lutheran School is to provide quality education so our children will realize their calling, as a child of God, grow in their understanding of their Christian faith and become educated, contributing members of our society.

Concordia Lutheran School
6700 B West Bank Expressway
Marrero, Louisiana 70072

School Phone: (504) 347-4155
School Fax: (504) 348-899

Web Address: concordianola.com

CONCORDIA LUTHERAN SCHOOL IS SPONSORED BY:

GOOD SHEPHERD LUTHERAN CHURCH

6700 B West Bank Expressway – Marrero, LA 70072
70114

(504) 347-4121

TRINITY LUTHERAN CHURCH

620 Eliza St. – New Orleans, LA

(504) 368-0411

FOREWORD

Concordia School History

Plans for the Concordia Lutheran School were formulated in the latter part of 1963 when the Westbank Lutheran churches felt the need for a Christian day school. In February of 1965, the Concordia Lutheran School Association was formed. Plans were finalized to start the school with a kindergarten in the fall of 1965 at the site of Good Shepherd Lutheran Church.

At the beginning of the 1966 school year, Concordia moved to the Parish Hall of Salem Lutheran Church in Gretna, where it expanded to a Kindergarten - 8th grade school. The school returned to its original site at 6700 B West Bank Expressway beginning with the 1978 school year. Members of Good Shepherd Lutheran Church and Trinity Lutheran Church continue to support the ministry of Concordia as an important means of providing Christian education for children on the West Bank of the Mississippi River in the suburbs of New Orleans, Louisiana.

Concordia Lutheran School meets the standards of the State of Louisiana and has been approved by the Louisiana Department of Education. In 2014 - 2015 school year, the school will begin work on re-accreditation through Advanced Ed. The school does not discriminate on the basis of sex, race, or religion.

Why a Lutheran School?

Many Bible passages point to the need for a Christian education. Among them are, "Train up a child in the way he should go; even when he is old he will not depart from it." (Proverbs 22:6). Concordia Lutheran School exists as an extension of the Christian family, assisting parents with the religious instruction that is their God given responsibility. The goal of Concordia is to provide the type of education and Christian atmosphere that will allow healthy development of the whole child.

The purpose of Concordia Lutheran School is to assist the home and church in developing the total child, mind, body, and soul. Concordia Lutheran School exists to prepare children for life on this earth and life in heaven. Concordia assists parents in their task of educating their children in Christian principles by continuing to base their education upon the Word of God, which is taught and applied daily. Therefore, all subjects at Concordia can be taught within a Christian framework.

Concordia is a parochial school. Concordia Lutheran School is not a private school. We are a support to a Christian home. Through our teaching of Bible verses, Chapel services, each Thursday morning, and religion classes our ministry attempts to train each child to reflect his true nature, as a redeemed child of God. Our desire and intent compels us to give every child a superior education in a Christian atmosphere.

Philosophy of Education

We believe that Christian education, as provided at **Concordia Lutheran School**, is the best and **most complete education** that a **Christian parent** can provide for their children because:

- a. Christian education, prepares parents and congregations, pastors, and teachers to see each other, as God's foremost creation, given definite: spiritual, emotional, social, mental, and physical needs that can be effectively met in a Lutheran school setting.
- b. Time is set daily for Christian instruction with the purpose of it transferring to a students' thoughts, works and actions into an observable demonstration one's Christian beliefs.
- c. Provision is made to cultivate Christian attitudes, Christian views, Christian motivation, Christian convictions, and Christian concepts of values in school and in daily life situations.
- d. There is the opportunity to nurture Christian growth and bring the transforming power of the Word of God to bear on all phases of the child's life.
- e. Daily training in a Christian day school assists parents to "train up a child in the way he should go" and to "teach him to observe all things" whatsoever our loving Lord has commanded.

To this end Concordia and all who are involved in its program will view:

- a. each child as God's foremost creation, who is both sinful and mortal;
- b. each child as redeemed by God and worthy of His love and forgiveness;
- c. each one of God's children needs to be led to repentance and nurtured in the Gospel
- d. each child as a responsible Christian being, who has an obligation toward his Lord, his fellow creatures, and himself.

Each child is a redeemed child of God and is the central focus of our learning process at Concordia. In our educational program we strive to recognize and meet each child's individual needs so the child may develop to his maximum potential. Our program strives to provide a variety of learning experiences that will meet the child's needs while nurturing the development of a positive Christian viewpoint and quest for knowledge. The interaction within the whole school environment will help the child function in an ever-changing world.

CHURCH ATTENDANCE AND CHAPEL - "THE SPIRIT"

By enrolling your child(ren) in Concordia Lutheran School, as a parent you are **affirming** the importance **religious instruction** in the school setting and as a part of your Christian home. It is important for all students to **attend worship services regularly** and faithfully with their family. Families are encouraged to attend worship services together. CLS students are recognized for **"Faithful Church Attendance"** at the **end of each quarter**, in addition to the **Perfect Church Attendance** recognition at the end of the year. **Worship attendance** will be taken on the **first day** of the school week by each homeroom teacher.

Chapel service is held **weekly** for all grades on **Thursday** mornings at **8:30 A.M.**. Parents are cordially invited to attend these services. At these services offerings are received weekly and designated for a charitable purpose.

Good Shepherd Lutheran Church (6700 B West Bank Expressway, Marrero) and Trinity Lutheran Church (620 Eliza St., Algiers) invite you to worship with them. Church services are:

Good Shepherd - 10:00 A.M. Sunday, Sunday School at 9:00 A.M.
Trinity – 10:30 A.M. each Sunday with Sunday School at 9:30 A.M.

OBJECTIVES OF CONCORDIA LUTHERAN SCHOOL

It is our belief that the one cardinal objective of education, to which all others point is to develop devotion to God as our Creator, Redeemer, and Sanctifier, whose love for us moves us to show our love for Him in every act, thought, word, and desire of our daily life. With this as our main objective Concordia will:

Spiritually:

- a. **Assist** the home in the development of Christian doctrine and Christian life-style for their children. Thus each student at Concordia will have the opportunity to:
- b. **Develop** a growing knowledge and trust of the Triune God through the study of Holy Scriptures
- c. **Develop** an increased ability to apply God's Word to his life as an active member of the body of Christ
- d. **Experience** a desire to gain the blessings of regular Christian worship, prayer, and the Sacraments
- e. **Cultivate** the spiritual, mental, social, emotional, and physical powers needed to function effectively in relation to God, fellowmen, and all of God's creation
- f. **Realize** that his whole life is to be used to praise, glorify, and please God.
- g. **Provide** a complete, unified education for each child. Concordia will especially help each child develop not only academically, but socially, emotionally, and physically as well.

Academically:

- a. **Acquire** competency in oral and written expression: listening, reading for meaning, writing, speaking, and memorizing
- b. **Gain** competency in basic mathematics including: basic operations, geometry, algebraic equations, numeration, problem solving, and measurement
- c. **Develop** competency in the mechanics of writing
- d. **Apply** the processes of the scientific method
- e. **Appreciate** the scope global awareness, as a member of a family, neighborhood, region, state, nation, and world geography and cultures
- f. **Develop** aesthetic values through self-expression in art, theatre, dance, and music

Emotionally:

- a. **Recognize** each person as unique with special God-given qualities
- b. **Learn** to trust in others, have self-respect and accept responsibility for personal actions
- c. **Develop** self-control and self-discipline appropriate for age level

Socially:

- a. **Realize** and accept all other children of God as their equal - regardless of race, creed, or socio-economic level
- b. **Realize** their attitudes and actions impact the lives of others and acquire proper manners to be used in public places

Physically:

- a. **Establish** good health and nutritional habits
- b. **Develop** the positive traits of sportsmanship
- c. **Participate** in and benefit from an organized, developmentally age-appropriate physical education program
- d. **Learn** to play and prepare for appropriate team and leisure time activities

REGISTRATION POLICIES

ENTRANCE REQUIREMENTS:

1. A child is to be four (4) by September 1st to be admitted to Pre-Kindergarten, and completely toilet trained.
2. A child is to be five (5) by September 1st to be admitted to Kindergarten.
3. All **new** applicants in Pre-K 4 through grades 1-8 must take placement tests **or** provide **recent achievement test scores** to determine their level of grade placement.
4. All **new** students should expect contact from their homeroom teacher prior to the start of the academic school year.
5. All applicants must fill emergency cards with **working** contact numbers to be used in the case of an emergency, bus card, **if applicable for bus riders only**, and have a current health record, birth certificate, and previous school records on file in the school office before the child begins classes.

APPLICATION PROCEDURES: How does registration work?

All fees and tuition for 1st Semester must be current in order to be *eligible* to register during the **Priority or Preferred** Registration period.

Priority Registration for currently enrolled students only will be offered **January 1st – 15th of the school year.**

Preferred Registration will open **January 16th – 31st** of the school year.

1. Students eligible to apply during **Preferred Registration**:
 - a. Students who are **currently enrolled** at Concordia
 - b. Students with brother/sister already attending Concordia
 - c. Children attending Good Shepherd Church or Trinity Lutheran Church
 - d. Children of Alumni of Concordia Lutheran School

Note: Applications received after the preferred registration date will be processed on a "first come, first served basis."

Listed below, items of information concerning **Application for Admission** into all classes (Pre- Kindergarten through (8th) Eighth Grade at Concordia Lutheran School.

AGE REQUIREMENTS:

- Pre-Kindergarten students are to be four (4) years old by September 1st
- Kindergartners are to be (5) years old by September 1st
- New 1st Grade students are to be (6) years old by September 1st
- New 2nd Grade students are to be (7) years old by September 1st

OPEN REGISTRATION:

Any child may register for any opening in all classes until maximum is reached. A **waiting list** will then be established with date and time and position on the list provided to parent/guardian.

Upon completion of application forms and payment of Application Fee, applicants will be listed and considered in order of **date** and **time** of application.

REQUIRED RECORDS:

- Birth Certificate
- Immunization record-shots: Every child must have on file in the school office. Immunizations must be up-to-date.
- Social Security Card
- Most Recent Report Card

ACCEPTANCE PROCEDURE:

Upon review of each Application by the Registration Committee, a decision will be made on each applicant and a letter of notification sent within two (2) weeks of the close of **Preferred** registration and approximately, every two (2) weeks, thereafter, during **Open** registration.

Evaluation of each applicant will include the following criteria:

1. Teacher recommendation
2. Christian conduct and behavior
3. Academic performance in previous grade
4. Achievement test performance in previous grade
5. Review or interview by Principal
6. Parental cooperation and service to the school
7. CLS Screening Test
8. Awards and recognition

BEFORE SCHOOL VISITATION:

Pre-K through 8th grade teachers will contact all students **prior** to **Back to School Night** to arrange for a home visit or meeting with the teacher **prior** to the start of school. This contact is to help foster a closer relationship between the home and school.

ARRIVAL-Morning Meeting:

Regular Arrival of students begins at **8:00 A.M.** Students must be in the gym seated by grade level for a **"SCHOOL WIDE MORNING MEETING and DEVOTIONS"** for **8:15 A.M.** During the Morning Meeting: Pledge of Allegiance to the U.S. flag, Pledge of Allegiance to the Christian Flag. Prayer: "Our Father" and the class of the week will recite a Bible Verse, the prayer family of the day will be recognized, and the class of the week will give **good news** based on classroom events. Attendance & Lunch will be taken by teachers in Morning Meeting. Anyone arriving late will go in the office and order lunch and be marked in tardy.

Regular Dismissal: Normal dismissal time is **3:30 P.M**

Emergency Dismissal: Students will be dismissed, as bus or parents arrive to take them home.

Extended Day Program (EDP)-May be dropped off at **Wallace St. Entrance**, beginning at **7:00 A.M.** or enter the gate and **walk** child to **Upper Grade building**.

Regular Arrival- 8:00 A.M.- 8:15 A.M.

Drop-off: Enter through the back gate (**Wallace St.**) and drive past the breezeway to the **far end** of the sidewalk, pull all the way forward to end of covered walk-way. **Children should exit only from the passenger side of the vehicle.** Traffic backs-up onto Wallace Street when children are not ready to exit the vehicle. If your child is not prepared to exit your vehicle you must pull over, park along the fence, and walk your child across at the cross walk area, to the **Breezeway Entrance**. Traffic is **one-way**, once you drive into the school yard during the morning. Remain in the car line and always **be alert for young students**.

School Gates will be locked promptly at 8:30 A.M. in keeping with the **School Safety Plan**.

LUNCH PROGRAM:

Our school participates in the Archdiocesan Hot Lunch Program. Funds must be placed in each students' lunch account prior to being served a lunch. A minimum of **\$35.00** is the recommended deposit per child at a time. All children will eat in the **Stibrich Dining Hall**. Students have a choice of white or chocolate milk with their meal.

If a student will arrive at school after **9:30 A.M.**, you must call the school office to order a lunch or your child must bring lunch from home. We will not be able to serve a lunch that has not been pre-ordered.

Extra milk, juice and or water may be purchased at an additional charge. These extra charges may mount up fast ! As a lunch, milk, juice, water deduct that day's purchase from the student's account. If a student uses all of his lunch credit, they may obtain up to \$3.50 of I.O.U.'s until a deposit is made. Lunch deposits may be sent to the school office any day of the week.

Lunch payments are to be made by check, please note your child's name on the check or credit card. Send the lunch account check enclosed in an envelope with your child's name on the front.

Students not eating hot lunches may bring lunch from home. Please pack a nutritional meal and/or snack for your child. Please avoid high sugar or sodium products. Glass bottles or carbonated beverages are not allowed.

The agreement with the Archdiocesan Lunch program prohibits parents from bringing any fast food, i.e. Wendy's, McDonald's Taco Bell, etc., lunches in the dining hall.

Breakfast will be served in EDP.

AFTERNOON DISMISSAL:

All, Bus, Car, and, E.D.P. students report to the CLS Gym for afternoon dismissal beginning at 3:25 p.m.

Bus Students: Students will line up in the gym against the wall closest to the lift gate exit. Students are expected to wait quietly for the bus. If the school bus does not pass prior to the start of EDP, bus students will be sent to Extended Day Program until the bus arrives. The bus students will not be charged for the E. D. P.

Walkers: Students who live in the **immediate vicinity** of school may, on a permanent basis, walk home from school with the signed permission of their parents. Please mark "walker" on the back of the emergency card. Students who walk home will be seated by number in the school gym. Walkers must be signed out by a parent or designee, sixteen (16) years of age or older. **Walkers will be escorted to the Walk Gate on the Church side of the school at 3:23 P.M.**

Lower Grades Students: Students are seated according to the number on their CLS Name Badge clipped to their collar and visible for the teacher on duty to properly place the child into their vehicle. Students are seated by number in the gym.

Upper Grade Students: Students must turn in their CLS name badge. If a student does not have his name badge the student will not be released to the car. The driver will be instructed to go through the double gates, park, enter the gym and sign the student out of school in the book. Replacement name badges may be purchased in the school office for a fee five (\$5) dollars.

Extended Day Program (EDP): Students who are normally in Extended Day Program will be released by row from the gym to their designated EDP area after all car riders/walkers are dismissed. All students remaining after car dismissal will be charged Extended Day Program fees.

E.D.P. students will wear stick-on E.D.P. name tags.

Traffic Pattern for Dismissal: (The route for parents to line-up in the **CAR Pick-Up Line** is as follows: **Enter** the pick-up line on **Berger St.** – located one (1) street west of **Westwood Dr.** off the **West Bank Expressway**, turn **RIGHT** on Progressive St., **RIGHT** on Magnolia St., **LEFT** onto Wallace St. to pick up point. Cars are not to enter the pickup line from Westwood Dr., St. Ann St., Oak St., or Bertucci St.)

Pick-up will occur outside the rear of the gym. All students must be loaded into the vehicle from the **passenger side** on **Wallace Street**. Once, the car is loaded the driver will continue down **Wallace St.** and may choose to turn towards the **West Bank Expressway** or towards **4th Street** at the corner of **Francis Street** and **Wallace Street**. Drivers will not be allowed to travel through the school lot or make a U-turn on Wallace Street.

All traffic for Concordia will proceed in **"one"** direction flowing from Westwood Dr. to Francis St. The car line begins in the early afternoon for those wanting to be first to have their students released from the gym.

Note: Two (2) special parking spots have been designated: one for **VOLUNTEER SERVICE Hours** above and beyond hours required, and the 2nd spot is for the **"FACULTY or STAFF MEMBER of the WEEK."** Only P.T.L volunteer and CLS faculty of week, may park in the first two (2) designated spots.

Concordia parents or their designee are asked not to block driveways or sidewalks.

Car Pool Number Placard: Each family will receive two (2) placards to be used in the vehicle of their choosing. If a placard is lost or must be replaced, a five dollar (\$5) replacement fee will be charged. It is the family's responsibility to make sure that the driver for that day has the placard posted in their car. **The Car Pool Number Placard must be visible for the child to be released to a vehicle in the Car Pool Line.**

In the event, a new parent or designee **NEW PARENT** or **NEW DESIGNEE** forgets the Car Pool Number Placard in another vehicle, the new parent or new designee must park in the **Good Shepherd Church** parking lot, proceed to the office and sign the child(ren) out.

If the parent is sending a designee to pick the child up, **he person's name must be on the child's emergency card.** The person signing the child out will be required to present a picture I.D.

Extended Day Program charges begin at completion of carpool. Charges end for each day, as the E.D.P. Director, notes on a cell phone the time of parent entering the Breezeway or E.D.P location.

Change Arrangements for Afternoon Pick-Up: In the event, **arrangements** for your child's afterschool transportation **change** or the child is going home with another child's family, the office must have **notice in advance**. In the written request include: the date and the person, the parent is granting permission to transport child.

Students who ride the bus may not invite other students to ride the school bus home with them.

SCHOOL BUS REGULATIONS:

School bus service is available on a limited basis to students in grades K-8 through the Jefferson Parish Public School System Transportation Department. All students who ride the school buses must follow the J.P.P.S.S. Bus Regulations:

1. The driver will contact parents with bus stop locations, and time-frame to be out at the bus stop. CLS students must be on time to the bus stop.
2. A Bus Card must be completed by the parent **before** a student may ride the school bus.
3. Only, Concordia students may ride the bus because of insurance coverage. CLS students must sit in the seat assigned by the driver until the bus comes to a complete stop.
4. CLS students must obey the driver promptly and courteously.
5. CLS students are expected to speak to the driver in a polite and respectful manner.
6. CLS students must stand in line on the sidewalk to wait for their bus. Students must respect neighborhood yards and private property. Students may not play games in the street while waiting for the school bus to arrive.
7. CLS students may not eat or drink on the school bus. Trash must be picked up and disposed of before exiting the bus.
8. CLS students who deface the bus seats or the school bus will cause their parents to be held responsible for damages.
9. CLS students are encouraged to sit back and enjoy a safe ride home without causing any unnecessary distractions for the driver.
10. CLS students must keep hands, arms, feet and objects inside the bus while the bus is in motion. Littering, throwing trash out of the school bus window is considered a serious offense.
11. CLS students must get on-and-off the bus at their **designated bus stop**.
12. CLS students must exit in front of the bus. CLS students are to walk on the left side of the road, facing traffic.
13. Pre-approval **at least 24 hours in advance** from bus driver/and principal is required for student to get off at a different stop for child care reasons. Only student with a completed Bus Card may ride the school bus.
14. If a CLS pupil persists in violating bus regulations, it shall be the duty of the driver to notify the Principal. If after due warnings and punishments, violations persist, the Principal may suspend the student from riding the bus.

Any complaints regarding bus service not specified in the above regulations should be reported promptly to the Principal. CLS students' safe, timely transportation to school is our first concern.

❖ **Thank you for stressing the importance of good behavior on the school bus!**

ATTENDANCE POLICY:
Attendance Summary

Bulletin 741 (Nonpublic Schools) Chapter 9, page 8–Revised November 2013

1. **901. Attendance:**
 - A. Students who have attained the age of seven years shall attend a public or private school or participate in an approved home study program until they reach the age of 18 years.
 - B. A student is considered to be in attendance when he or she:
 - is physically present at a school site or is participating in an authorized school activity;
 - and is under the supervision of authorized personnel.
2. **Half-Day Attendance:**
 - A. A student is considered to be in attendance for one-half day when he:
 - is physically present at a school site or is participating in an authorized school activity;
 - and is under the supervision of authorized personnel for **more than 25 percent but not more than half (26 percent-50 percent)** of the student’s instructional day.
3. **Whole Day Attendance:**
 - A. A student is considered to be in attendance for a whole day when he:
 - is physically present at a school site or is participating in an authorized school activity; and
 - is under the supervision of authorized personnel for **more than 50 percent(51 percent-100 percent)** of the student’s instructional day.

According to the Louisiana State Department of Education guidelines, a student who does not meet the minimum days of attendance in a school year may be retained in the current grade, even with “passing” current subject averages.

Elementary students shall be in attendance **a minimum of 160 days** a school year to be eligible for promotion. Exception to the attendance policy can be made only in the event of extended personal illness, verified by a physician, or at the discretion of the Principal.

Attendance Matters:

Punctual and regular attendance is essential in obtaining a quality education. Personal illness, medical and dental care, which cannot be arranged outside of school hours and emergencies, such as serious illness or death in the family, shall be the **only** valid reasons for an **excused** absence. The parent must provide a copy of: doctor’s notes, or the death notice from the newspaper in the event of the death of a family member. (If the child is ill but does not see a doctor, the parent should write a note explaining why the child missed school.) Please check with your child’s teacher(s) for make-up work. Parents may make arrangements to pick up assignments for extended absences with the homeroom teacher. **Family vacations during school are discouraged but arrangements may be made for students to complete a project for extra-credit about their travels.**

Absences:

Please send a *fastdirect* message or call the school office by **8:30 A.M.** to explain the reason for the absence. The State of Louisiana policy states that any student missing a total of **16 or more student days**, both excused and unexcused, may not be promoted. Each elementary school student is required to attend a **minimum of 160** school days per school year in order to receive grades.

Any student accumulating **16 or more** student days of absences must show proof of extenuating circumstance based on the state criteria listed below:

1. Extended personal or emotional illness as verified by a physician
2. Extended hospital stay as verified by a physician
3. Extended recuperation from an accident as verified by a physician
4. Extended contagious disease within a family as verified by a physician
5. Prior written school administration approved travel for education
6. Death in the family (absences not to exceed one week) A copy of death notice or funeral program is required.
7. Natural catastrophe and/or disaster
8. For any other extenuating circumstance parents must make a formal appeal to the school Principal.

Please note: Regularly scheduled doctor, dentist, or orthodontist visits will not be considered extenuating circumstances. Students who are verified as meeting extenuating circumstances are eligible to receive grades. Students will not receive those grades until they are able to complete makeup work and pass the course of study.

Students shall not be excused for any absence that is a result of an *Out of School Suspension* and may be given failing grades in those subjects tested on days missed with no makeup work allowed.

ATTENDANCE and MAKE-UP WORK

Upon the return of the absent student, he is to make-up the missed work within the time given by the teacher(s). Teachers will automatically collect work for any absent student. Assignments and books for students who are out as a result of an illness are available upon request of the parent. Parents may make arrangements to pick the assignments up from the office front counter. It is the parent's responsibility to arrange for picking up any class work or homework which was assigned during an absence.

A student's report card may be held or he may be given a grade of "**I**" for **incomplete** if he has failed to complete work during the nine week marking period. The "**I**" will be removed or report card given as soon as the test is taken. Test(s) and **assignments not completed** within the given time limit will result in an "**F**" for the grade.

Tardy:

The tardy warning bell will ring at 8:15 A.M. A student arriving after the 8:20 A.M. Homeroom Morning bell is TARDY. And students must be signed-in by the parent in the office. The student must have an admit slip and place their lunch order in the office before going to their classroom.

Students with frequent tardiness will receive behavioral consequences which may include punish work, detention, and /or mandated parent and student conference with the school Principal.

On the **5th tardy** a written notice will be sent to parents. A parent/student/teacher/principal conference will be held to determine if the student or parent is the cause of the student being tardy to school.

On the 6th and each subsequent tardy of the semester student will serve a one (1) hour **detention** on the next scheduled detention day if the student is found to be responsible, for example: child refuses to get ready for school, or child does not report to classroom but lingers at lockers or in restroom.

If the **parent is determined to be the cause of the tardy**, the parent will be charged with an additional 30 minutes of Service Hour Time or pay a fine of **\$7.50**.

A proctor fee of \$5.00 will be charged for each school detention caused by the student.

Check Out Policy: Students may be checked out after 3:15 P.M. only in **EMERGENCY situations.**

If you have questions regarding this attendance policy, please inquire in the school office at **347-4155**.

Who Are School Counselors?

School counselors, referred to as "guidance counselors" in the past, help every student improve their academic achievement, personal and social development, and career planning with services designed to assist the child and/or family. School counselors in the 21st Century are highly trained mental health professionals who uphold ethical and professional standards to design implement and manage comprehensive, developmental, results-based school counseling programs that promote and enhance student success.

School counselors are certified or licensed professionals who possess a master's degree or higher in school counseling, meet state certification/licensure standards and abide by the laws of the states in which they are employed.

Concordia's School Counselor is Marrienne Terrebonne, LPC-S, LMFT, CCFC-Licensed Professional Counselor Supervisor, Licensed Marriage and Family Therapist, and Clinically Certified Forensic Counselor.

Ms. Terrebonne will supervise two (2) School Counselor Interns during the 2014-15 school year. Bess B. Albritton, Master's Level Counselor, M.A. Our Lady of Holy Cross College, working toward her LPC licensure.

Chanell Baptiste, Counseling Intern from Nicholls State University, working towards a Masters' in Counseling.

ALL school employees are MANDATORY Reporters of suspected child abuse.

"There are six things the LORD hates, seven that are detestable to him: haughty eyes, a lying tongue, hands that shed innocent blood, a heart that devises wicked schemes, feet that are quick to rush into evil, a false witness who pours out lies and a man who stirs up dissension among brothers."

Proverbs 6:16-19 (NIV)

CURRICULUM:

The curriculum of Concordia is designed to give each child a balanced education recognizing his mental, physical, social, and spiritual needs. In keeping with this function, all subjects are taught in the light of God's Word. All subjects are taught to instill Christian principles of conduct, citizenship, and love of others. Concordia's faculty is committed to providing a developmentally appropriate curriculum and using a range of engaging instructional structures. The faculty strives to find teaching methods which address the students' learning styles and will make our instruction appropriate and engaging.

Concordia's faculty works to help maximize academic success, by working on the individual development of each student's God-Given Talents. Each student brings to class a unique ways of learning, interacting and child-specific needs. Our goal is to understand the student's needs and to help each student learn responsible ways to realize his potential.

To learn to work well with others, students will often work in teams, have class meetings, and collaboratively solve problems. As students, work together they practice social skills needed for successful teamwork. Our goal is to maximize both academic success and the acquisition of positive character values for each student. The teaching faculty wants every student to learn to find ways to interact with others so everyone's needs are met.

Our goal is for every student to reach his academic potential, develop his unique talents and grow in his Christian faith.

Honor Roll and ABBIT AWARDS:

Students in **grades 1-3** who receive **B's or better in all academic areas and satisfactory** in conduct for a nine-week period are given **ABBIT (A's and B's Because I Try) Awards**. Each students' achievement will be properly recognized at an Awards Assembly following Chapel each marking period.

Students in **grades 4-8** who receive a **B's or better average, no D's or F's or Unsatisfactory (F) or Needs Improvement (D)** in coursework and conduct for the nine-week grading period are placed on the **Honor Roll** and their achievement properly recognized.

Honors are earned for an **86-93** average and **High Honors** for a **94 or above**.

Most Improved Student is awarded each quarter to recognize the effort and motivation of a student to do better in class.

Any student achieving **Honor Roll or ABBIT for all 4 quarters** of the school year will be given special recognition during the Awards Day Program following the final Chapel Service of the school year.

Perfect School Attendance - Note: In order to receive perfect attendance a student must be in attendance, **every day without tardiness, early checkouts or absences.** **Students with no absences and no tardiness will be invited to a NO TARDY PARTY once per marking period.**

**“This is how we know that we love the children of God:
by loving God and carrying out his commands.”
John 5:2 (NIV)**

BOOKS:

All books and CD's used by the students are the students' responsibility. Teachers will give each student a textbook that is numbered and signed out to the student, with the condition of the book noted: new, used good, used fair, used poor condition noted on the book card.

Any student damaging a book in any way will be required to pay the current price for the replacement of that book.

To help the child care for textbooks, parents are asked to put book covers or book socks **on all textbooks, no later than the end of the first full week of school.** Please be sure that your child keeps their books covered throughout the school year. **Book Fines** may be assessed on damaged, destroyed, or lost books at the end of the school year.

School Book Bags:

Students MAY NOT HAVE SUITCASES or LUGGAGE CARRIERS.

Students who require a rolling school bag must have a doctor's note stating the medical reason for the rolling school bag.

School bags and/or backpacks should be sturdy and well made to last the entire school year.

SCHOOL SUPPLIES:

Supply lists have been issued to every student and are available on fast direct.

It is each student's responsibility to have an adequate number of all necessary supplies.

Students are expected to go to class with **no less than (3) three** sharpened pencils, subject notebooks, loose-leaf paper and subject folders each period. Please be sure all items are marked for easy identification.

In the middle grades, consider buying a plastic, accordion folder with tabbed dividers, in which students may place incomplete academic paperwork and/or new assignments. Teach your child a simple organization routine.

“O my Strength, I sing praise to you; you, O God, are my fortress, my loving God. “

Psalm 59:17 (NIV)

GRADING POLICY:

- A. Academic grades are an indication of how well your child is learning. The basis for your child's earned grade will be:
1. marks received on daily lessons, quizzes, and tests.
 2. the amount of assistance necessary to complete all learning.
 3. the students' participation in class discussions and activities.
 4. an understanding of the process skills taught and application of what is learned.
- B. The grading scale used by 1st – 8th grade teachers is:

94-100 = A
86-93 = B
78-85 = C
70-77 = D
0-69 = F

CONDUCT GRADES:

- C. Conduct grades indicate how your child is behaving in the learning environment where he is not the center of attention but a member of a whole class. The basis for your child's grade is:
1. cooperation with teacher and classmates.
 2. attention given to classroom instruction.
 3. responsibility assumed for one's own academic and social actions.
 4. self-discipline in respecting rights and property of others and CLS.

Conduct grades are:

Letter Grade

E
G
S
N
U

EQUIVALENT:

Excellent (A)
Good (B)
Satisfactory ©
Needs Improvement (D)
Unsatisfactory (F)

“Humble yourselves therefore under the mighty hand of God, so that he may exalt you in due time. Cast all your anxiety on him, because he cares for you. Discipline yourselves, keep alert. Like a roaring lion your adversary the devil prowls around, looking for someone to devour. Resist him steadfast in your faith, for you know that your brothers and sisters in all the world are undergoing the same kinds of suffering.”

Psalm 68: 1-10 (NIV)

Graded Test Papers:

- **Graded test papers will be sent home weekly each Tuesday in the student's weekly packet in ALL grades administering a subject area. In the event that the test papers are not returned to school in a timely manner, parents will have to make an appointment with the homeroom teacher to view test papers.**
- **Parents must sign the grade card and return the Nicky folder, the next school day.**
- **Test grades, interim reports, and report card grades may be reviewed using Fast Direct communication system. Note: When the grading window opens at the end of each marking period, the parental viewing window, temporarily closes. Check grades throughout the week.**

INTERIM REPORTS:

Interim Reports are issued to ALL students in a promotional subjects at the mid –point of each grading period. These will be available on **Fast Direct** and a copy sent home with the students mid-way through each nine-week period. Please check the calendar for dates. The **Acknowledgement Card** for grades **PK-8** should be signed and **returned the following school day.**

REPORT CARDS:

Report cards are issued once each quarter. **Acknowledgement Cards must be signed** and returned to the homeroom teacher within **two (2) school days** after receipt of report card.

CRITERIA FOR PROMOTION/RETENTION: Is Your Child Going to Make the Grade(s) to Pass?

Grades 1, 2, 3

PROMOTIONAL SUBJECTS:

A. Reading, English and Math

Student must earn a C (74) or better semester average

B. Religion and Language Arts

Student must earn a D (64) or better semester average

Policy: Retention/Conditional promotion for Grades 1,2,3:

All scores will be recorded using the school grading scale as stated in the handbook. (See Grading Scale) If a student's semester average does not meet the criteria stated above, the following remediation is to be followed.

1. Failure of the **first** or **second semester** of a promotional subject would cause **conditional promotion** of the student. Only four (4) semesters of any promotional subject or combination of promotional subjects may be remediated. The remediation would consist of fifteen (**15**) **hours of tutoring per semester per subject** and **conducted by a certified teacher**. The remediation must be properly documented before promotion is considered. Tutoring should begin at the first documented evidence that the student is not keeping up with classmates.

2. Any student who receives a **D (77 or below)** in the fourth quarter in reading, English, or math or an F (69 or below) of any promotional subject will be required to receive **ten (10) hours of tutoring** conducted by a **certified teacher**.
3. **A student will not be promoted if he is required to have more than sixty (60) hours of tutoring or remediation in any combination of promotional subjects.**

The Principal and teacher(s) concerned will review all conditions and failures placed on a student.

Policy: Retention/Conditional promotion for Grades 4,5,6,7 & 8:

PROMOTIONAL SUBJECTS:

Reading, Mathematics, Language Arts, Science, Social Studies, Religion, P.E.

Student must earn a **D (77)** or better semester average

All scores will be recorded using the school grading scale as stated in the handbook. (See Grading Scale) If a student's semester average does not meet the criteria stated above, the following remediation is to be followed.

1. Failure of any semester of a promotional subject would cause conditional promotion of the student. **Only four (4) semesters of any promotional subject or combination of promotional subjects may be remediated.** The remediation would consist of **15 hours of tutoring per semester per subject and conducted by a certified teacher.** The remediation must be properly documented before promotion will result. We strongly recommend that tutoring begin immediately.
2. Any student who receives an **D (77 or below)** in the fourth quarter of **ANY promotional** subject will be required to receive **ten (10) hours of tutoring** conducted by a certified teacher.
3. A student will not be promoted if he is required to have more than sixty(60) hours of tutoring or remediation in any combination of promotional subjects.

The Principal and teacher(s) concerned will review all conditions and failures placed on a student.

RECORD REQUEST:

- If a student is withdrawn or not returning for the upcoming year records will be released when: All financial obligations have been met.
- All academic works, as of the date of withdrawal must be complete. A grade of **Incomplete** will be recorded as an **"F."**
- All disciplinary consequences have been fulfilled, both time served and payment of proctor fees.
- All requests for permanent records should be submitted to the office in writing **five (5)** days prior to the date requested.
- The first copy will be at no charge. Any additional copies will be made at a cost of **\$5.00** per copy. Payment must accompany the request.

LIBRARY:

Library Books may be checked out of the library for a (1) one-week time period. Each class will have at least one (1) opportunity per week to visit the library for reading and/or reference time. Overdue books are subject to a **Late Book Fine**. Fines are also charged on damaged or lost books. Failure to pay fines or return books will limit a pupil's library privileges.

The librarian is available before and after school to assist students who need extra help with their studies or homework.

HOMEWORK:

- Homework is an important part of learning.
- Homework is meant to reinforce new skills introduced in the classroom, and to help maintain skills taught, as the year progresses.
- Homework is the responsibility of the student.
- When students leave for the day they should make sure they have all the necessary books, notebooks, worksheets, etc. to complete their work.
- Students should use their planners to write down the day's assignments and check off assignments and material before they leave the classroom.
- If a student has problems with homework, please speak to the teacher that issued the assignment
- Primary Grades Homework - "a good rule of thumb" is thirty (30) minutes.
- Intermediate grades, fifteen (15) minutes per promotional subject or (1) one hour and thirty (30) minutes total is recommended.
- Weekend Homework must be first approved by the Principal. Approval will be based on the purpose of the intended homework, and if it is project-based connected.

E.D.P. Extended Day Program:

- Concordia Lutheran provides **before** and **after** school care services for children enrolled at Concordia.
- Families desiring this service may **register** during **Open House or upon enrolling in CLS**. Registration is **\$20.00** per family.
- Before school care is from **7:00 A.M. through 8:15 A.M.**
- After school care begins immediately after dismissal and ends at **6:00 P.M.**
- The rate for this service is **\$2.00** per child per hour or a **15 minute fraction of an hour**.
- Any student not picked up on time from Afternoon Dismissal or after a scheduled school activity will be signed into EDP and the parent will be charged accordingly.
- Any student not picked up by 6:00 P.M. will be assessed **\$10.00** for every **ten (10)** minutes or fraction of an hour in fifteen (15) minute intervals. **After 6:30 P.M.**, the rate is **\$20.00** for every **ten (10)** minutes.
- Siblings of students involved in **extra-curricular activities** must either be supervised by a parent or sent to EDP with charges added for the extra child.
- **Fees must be kept current.**
Note: In the P.M. of E.D.P. the first (30) minutes will be devoted to homework and study. A snack break will be provided.

Note: Breakfast will be served in morning EDP.

The "ARTS AFTER-SCHOOL" Program:

(TBA) during the school year EDP will incorporate the "The Arts After-School Program," as a part of EDP. A small fee for materials may be charged. Some of the offerings: Painting for Kids program, Ballroom Dancing, Music Class, Art for serious art students, Board Games etc.

STUDENT CODE OF CONDUCT:

The goal at Concordia is to develop within each child a Christian set of values and morals. Christian values will lead to the development of Christian self-discipline, which the child will carry through life. All classroom rules and playground policies and procedures are designed to foster this goal, and to provide for a safe, orderly, learning environment, well-maintained classrooms, and a Christian atmosphere.

The philosophy which guides our Behavior Management Policy works in concert with teachings of the Law and the Gospel found in the Bible.

Repeated misbehavior cannot be tolerated for the success of the child or others in the classroom. Depending on the age of the student, the nature of behavior infraction, its severity, and whether the behavior is repeated, teacher witness to behavior incident or student reporting of the incident, or parental report of an incident, certain punishments may be given. Behavioral Outcomes may vary based on the age of the student, the nature of the offense; minor or severe and the progressive nature of the unwanted behaviors. Behavioral Outcomes may include but are not limited to the following: conferences between the student and teacher and/or Principal, phone conferences, separation within the classroom, time out (one minute for each year of student's chronological age,) denial of privileges, lunch detentions, behavioral detentions, isolation from the classroom and other students (in-school suspension,) out of school suspension of various durations, and as a last resort, expulsion from school.

Toys, comic books, cigarettes, e-cigarettes, matches, lighters, squirt guns, radios, electronic devices etc., may not be brought to school, as they generally may cause problems. These items will be confiscated if brought to school unless they are part of a class activity or project. Should the parent wish to reclaim a confiscated items, the parent may call and set a time to retrieve the item and learn the appropriate fee that will be charged per item. Illegal substances, weapons or other inappropriate paraphernalia will be confiscated, the proper authorities notified and the items immediately turned over to the appropriate authorities.

Preventive procedures are being used in each class to minimize discipline problems and prevent them from occurring. Teachers will respond to disruptions with outcomes tailored to the circumstances when students misbehave. Our objective is for each student to learn self-control, filter the words they speak in anger, and practice responsible behavior. Students will be asked to document their behavior. Students must take responsibility for their actions and work to support the learning environment they are a part of during the school day.

Telling Your Side of the Story:

Due process procedures have been set up to insure fairness. A student will be given an opportunity to write down "his side of the story." Students will be interviewed separately and may be called in together to verify accuracy of their reporting to the Principal.

Communication is the key. Feel free to e-mail us or send a note if a problem arises or if you feel the need to contact us. Together, we will work to help your child become a mature individual and gain the ability to self-regulate behavior using the gifts God has given him.

Any student who fails to cooperate with school personnel may be forced to withdraw after proper consultation with the child's parents/guardians. This cooperation includes: all classroom procedures, classwork, homework, and/or all school-sponsored activities.

Concordia Lutheran School

Pre-Kindergarten, Kindergarten, and 1st Grade Behavior Management Plan

As your child's Early Childhood teacher's, we desire to provide a safe and happy learning environment. Academic growth will include learning how to work with others. The following discipline plan will set the framework for your child to learn, grow, and build relationships with classmates.

Classroom Rules

1. We are nice to others.
2. We play safely.
3. We keep our classroom clean.
4. We listen to the teachers.

To encourage students to follow the classroom rules we will use Positive Reinforcement. Good choices are rewarded in our Early Childhood classrooms by moving clothes pins up the behavior chart as follows:

1. **Green**- Means your child is ready to learn.
2. **Orange**- Orange means your child is making wise choices.
3. **Purple**- Means your child is a "Superstar" student.

Rewards-Prize Box (contains an array of prizes), stickers/sticker charts, stamps, certificates, call parents, parties, verbal praise, non-verbal gestures, and special treats

If a student chooses to break a rule, however, there will be outcomes (consequences.) In our Early Childhood classrooms, students who are not cooperating with teachers or teacher assistants will be asked to move their clothes pin. The following is a list of Outcomes:

Disciplinary Outcomes:

1 st Time		Warning
2 nd Time	Yellow	Time Out
3 rd Time	Blue	Time Out
4 th Time	Pink	Time Out/Call Home
5 th Time	Off Of Chart	Time Out/Call Home/Parent Meeting
6 th Time	Off Of Chart	Call Home/Morning Detention/Parent Meeting

Time-out is one (1) minute for each year of a child's chronological age. (Example 4 years old= 4 minutes of time out)

Every day is a new day and children begin on green "Ready to Learn."

Actions that require **SEVERE OUTCOMES** are: **Biting, Bullying, Cursing, Fighting, or any other action that stops learning.**

Actions that require SEVERE OUTCOMES will be handled in the following manner:

1. Taken to Principal
2. Parents notified immediately
3. Appropriate action taken

Please note the detention policy in the Parent Handbook.

In any nine week period, students who accumulate 5, 6, or 7 pinks or "off of charts" will receive a one (1) day out of school suspension. On the 8th pink, a student will receive a three (3) day out of school suspension. **Any student on a Special Behavior Probation must be accompanied by a parent on all Field Trips during the probation period.**

We will be discussing this policy on the first day of school, and through the first few weeks, we would appreciate, if you would review the plan with your child. Your help is needed on this important matter. We will be communicating with you daily to keep you aware of your child's progress. If you have any questions concerning this policy, please contact us via Fast Direct or by calling the school office at **(504)-347-4155**.

Sincerely,
Mrs. Monique Henderson- Pre-K teacher
Ms. Alaina Becnel- Kindergarten teacher
To BE ANNOUNCED - First Grade teacher

"Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It is not rude, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, always perseveres. Love never fails. But where there are prophecies, they will cease; where there are tongues, they will be stilled; where there is knowledge, it will pass away."

Corinthians 13:4-8 (NIV)

Middle School Behavior Management Plan:

As you know the Board of Education at Concordia Lutheran School desires that every student is afforded the opportunity for positive academic growth. Every student at the school has three (3) basic rights: the right to be safe, the right to feel safe, and the right to learn. To ensure that all students enjoy these rights, each student must strive to produce their best school work, accept responsibility for his actions, and respect all faculty, staff, peers, and the environment. At all times, cooperative and appropriate behavior is expected in both classroom and non-classroom activities such as assemblies, athletic events, cafeteria, and other school-sponsored activities.

Positive Behavior Management:

A program of positive reinforcement is used to encourage, reward, and recognize good citizenship. It must be remembered that the vast majority of students obey all school rules all of the time. It is important that parents and students understand the connection between demonstrating self-discipline and the positive results of following the rules. Examples of positive reinforcement activities in place at Concordia include: verbal praise, dress down day, five (5) minutes extra at recess, movie treat, and snacks.

Behavioral Outcomes:

When students exhibit inappropriate behavior, teachers and/or staff will use staff interventions that may include: teacher student conference, verbal warning, time-out in the classroom, time-out in another teacher's classroom, (time out is one (1) minute for each year of the students' chronological age,) loss of part or all of a recess period, conference with the Principal and parent and/or deduction of points on weekly conduct grade.

The following outcomes are typically followed when inappropriate behavior is observed:

- Student's first behavioral problem in the classroom results in a teacher/student conference or verbal warning.
- A second minor incident may result in a teacher/student conference, followed by a second consequence such as deduction of points from the weekly conduct grade or lunch detention. A conference with the counselor may be scheduled.
- Serious or repeated behavior problems will result in a detention and/or will be referred to the Principal. Written documentation will accompany students who are sent to the office.
- The Principal will determine consequences, which could include: detention, and in or out of school suspension.
- The Principal will notify parents by telephone, fast direct and/or a parent conference may be necessary. The teacher will be notified of the action taken by the Principal via fast direct.
- When in-school outcomes are not successful, a conference will be arranged that usually will involve the student, teachers, parents, counselor, and the Principal.

“He who spares the rod hates his son, but he who loves him is careful to discipline him.”

Proverbs 13:24 (NIV)

Expected Behavior at School – ALL Students:

- Follow directions the first time they are given.
- Keep hands, feet, and objects to yourself.
- Name calling, put downs, threatening another student verbally or in writing, cyber-bullying will warrant a severe behavioral outcome.
- Treat each other with respect and acceptance.
- Wear the CLS name tag with pride at all times.
- Enter a classroom only when a teacher is present in the room.
- Speak and filter your words before opening your mouth in anger.
- Help keep our school clean, and our school yard free of litter.
- Keep silent during prayer, and pledges, Morning Meeting and announcements.
- Cell phones, during school hours or at school-sponsored activities, must be turned in to the office before the student goes to class. The student's name must be attached by label to the phone. Parents of students, who fail to turn in their cell before proceeding to class **will incur a \$10 fine for the parent** and a **\$25 fine for return of the cell phone**.
- Gum chewing is not permitted.
- **Be respectful of all adults on campus.**

“Only be careful, and watch yourselves closely so that you do not forget the things your eyes have seen or let them slip from your heart as long as you live. Teach them to your children and to their children after them.”

Deuteronomy 4:9 (NIV)

Responsibility/Behavior Management /ALL Grades Point Grading System

Each student begins, each week with a conduct grade of 100 points. Points will be deducted from the conduct grade according to the infraction on the chart below. There will be a **"GRACE PERIOD"** in which the **student may work to gain lost points back.** The weekly grade is recorded in the student planner. Any school personnel may ask to see a student's planner and record a behavior infraction.

A parent or guardian must sign the student planner each week after the conduct grade has been recorded by the homeroom teacher.

A weekly Conduct Grade below 78% three (3) times in the same quarter results in a **"minor"** detention. **A weekly conduct grade below 78% six (6) times** in the same quarter results in a **"MAJOR"** detention.

2nd, 3rd, and 4th Grade RESPONSIBILITY/OUTCOMES

Points Deducted	INFRACTIONS
1	U1 Uniform infraction -1st offense
3	U2 Uniform infraction – 2nd offense
5	U3 Uniform infraction – 3rd offense
3	B1 Excessive talking
3	B2 Out of seat without permission
5	B3 Interfering with instruction
3	B4 Chooses not to follow the teacher's directions
5	B5 Continued failure to follow the teacher's directives
5	B6 Inattentive, unfocused, lack of participation
10	B7 Disrespect to a classmate, or another student
15	B8 Disrespect to an adult
15	B9 Harassment or repeated hurtful behavior
5	B10 Breaking Class/School Rules
5	B11 Inappropriate behavior in or out of classroom
5	B12 Misconduct at chapel, special functions, fieldtrips, Morning Meeting or during safety drills
5	B13 Defacing agenda/name tag/ book bag, etc.
10	B14 Improper language (written/oral/gestures/pictures)
10	B15 Continued harassment/bullying
10	B16 Dishonesty (cheating, lying, forgery, etc. - 1st offense
15	B17 Habitual violation of classroom/school rules
25	B18 "minor" detention
35	B19 "MAJOR" Detention
50	B20 Suspension
1	O1 Book(s) not covered
1	O2 Missing Agenda – 1st offense
3	O3 Missing Agenda – 2nd offense
1	O3 Missing books/class materials -1st offense
3	O4 Missing books/class materials -2nd offense(s)
3	O5 Unsigned papers-1st & 2nd offense(s)
10	O6 Unsigned papers—3rd or more offenses(s)
5	O7 Unsigned Interim Report, Report Card Signature Card, or Official School Notification requiring parental/guardian signature – 1st offense
10	O8 Unsigned Interim Report, Report Card Signature Card, or Official School Notification requiring parental/guardian signature – two (2) or more offense(s)

5th 6th 7th & 8th Grade
RESPONSIBILITY/OUTCOMES

Points Deducted	INFRACTIONS	
5	U1	Uniform infraction -1 st offense during the 9 wks. Period
10	U2	Uniform infraction – 2 nd offense during the 9 wks. Period
5	B1	Improper behavior outside of class
5	B2	Interfering with instruction
5	B3	Excessive talking
5	B4	Not following the directions
5	B5	Lack of cooperation
5	B6	Disrespect toward other’s
5	B7	Disrespect toward other’s belonging
10	B8	Improper language, profanity
10	B9	Reading, writing, or passing notes
10	B10	Chewing gum or eating in classroom
10	B 11	Defacing, writing on textbooks, backpacks, desks, nametags
15	B12	Habitual violation of school or classroom rules
25	B13	Bullying (repeat harassment: verbal, physical, cyber-bullying)
25	B14	Repeated Disrespect to a teacher or an adult
15	B15	Misconduct at chapel/safety drills/fieldtrips
25	B16	“minor” Detention assigned for a specific infraction
	B17	“minor” Detention for conduct grade below 78 (3) times/quarter
35	B18	“MAJOR” Detention assigned for a specific infraction “MAJOR” Detention for conduct grade below 78 (6) times/quarter
50**	B19	Suspension
5	O1	Lack of class materials
5	O2	Books not covered
5	O3	Unsigned papers
5	O4	Unsigned planner
5	O5	Missing planner – 1 st offense
10	O6	Missing or lost planner – 2 nd offense
20	O7	Unsigned papers not returned signed within the week
20	O8	Unsigned planner not returned within a week

These are ***SUGGESTED*** point deductions. Consideration should be given: the age of the student, the frequency of the unwanted behavior, the ‘antecedent trigger’ which caused the behavior in the first place. The faculty/staff member will treat the child with fairness, firmness, and use the incident, as a “teachable moment” to help the student learn, a better way to behave. The teacher will consider: if the child is remorseful, a first time rule breaker, reported problems with the individual prior to this incident, off medication, frustrated by constant bullying, and the student understands what rule has been broken before administering a consequence. The faculty/staff member will get the child’s side of the story verbally and in writing before sending the child to the Principal. The school counselor will be consulted if the problem is escalating.

Any statements from eye witnesses, i.e. other students or faculty or staff will, also, be sent to the Principal.

KEY: Letter indicates category of infraction

B Behavior O Organization U Uniform

POSITIVE BEHAVIOR EQUALS Rewards both: Intrinsic and Extrinsic REWARDS!

Intrinsic Rewards are the good feelings one gets from knowing that they did "the right thing because it is the right thing to do." An Intrinsic Reward is "God's Grace" helping one do what is right instead of making a wrong choice!

Extrinsic Rewards are external rewards that recognize a student's positive behavior and reward the child for using "God's Grace" in difficult situations.

School Rewards:

POSITIVE BEHAVIOR DANCE for the Family

POSITIVE Behavior MOVIE NIGHT for the Family

POSITIVE Behavior GAME TRUCK for Students

POSITIVE BEHAVIOR STORE:

The PBS store is where students may purchase items with their behavior grade points of a C or Better. A weekly behavior grade of A will earn the student \$3 of "**Crusader Store Bucks**", a weekly behavior grade of B will earn the student \$2 of "**Crusader Store Bucks**" and a weekly behavior grade of C will earn the student a \$1 "**Crusader Store Bucks**". Students may elect to spend their Crusader Bucks, as they go or to save them up for a bigger store purchase.

GRACE PERIOD:

Students will be given a "grace period" to earn behavior points back during the school week. There may be some behaviors that an "apology cannot undo." The apology must be sincere and not forced, and must be specific; the apology may not cancel out consequences for severe behaviors.

PROBLEM SOLVING – STUDENTS

- ALL students, who have a problem, a concern, a suggestion, or who may be worried about their safety, etc. must go to the nearest adult for assistance.
- **ALL Adults are on duty at all times when it comes to assisting a child who is worried, afraid or frustrated by the actions of another student.**
- If the student is concerned about making a report to the teacher because classmates will label the child a "snitch," "a rat," or a "cry baby," etc. the parent is encouraged to notify the teacher and/or principal by fast direct, phone call, or stopping by the office.
- **If the student is being bullied (must be repeated unacceptable behavior):**
 1. **Yell, "STOP"** in a *loud* voice, if other requests have failed.
 2. **Move closer** to the adults on duty or ask to be moved away from the offending student.
 3. **Making a fact based report is not tattling. The authority is in the hands of the teachers and principal in school.**
 4. **It is only acceptable to "fight back" if there are no adult supervisor(s) present or if the student is being attacked by more than one (1) offending student.**
 5. **Do what it takes to get away from the attacker(s) and immediately go to the nearest adult for assistance. Parents do not tell your child to "fight back!"**

Anti-Bullying Policy

Concordia Lutheran School is committed to making our school a safe and caring learning environment for all students. Concordia Lutheran School will not tolerate behavior that infringes on the safety of any student and/or disrupts the educational process. A student shall not bully, intimidate, extort, or harass another student through words, actions, written, drawn, text-messaged, or spoken. **Repeated acts**, of misconduct, meant to scare another student into doing something out of fear or against their will, constitute bullying.

Definition: Bullying happens whenever someone **repeatedly** uses his or her power **unfairly** and **repeatedly** to hurt, threaten, scare, or leave someone out on purpose.

Bullying behaviors include, but are not limited to, the following:

- Hurting someone physically by: hitting, kicking, tripping, choking, or pushing
- Stealing or damaging another person's things
- Ganging up on someone
- Teasing someone in a hurtful way
- Using put-downs, such as insulting someone's ability, intelligence, race, or making fun of the way someone looks, or how a member of their family looks
- Spreading rumors or untruths about someone, cyber bullying on Kik, Instagram, Face Book, or other social media outlets, etc.
- Leaving someone out on purpose, or trying to get other kids not to play with someone

Depending on the severity and nature of the incident, **outcomes for bullying** may include the following: loss of conduct points, interventions, warnings, counseling, detention, suspension or in extreme cases expulsion.

This policy applies to students on school grounds or at school-sponsored activities. The policy also includes conduct occurring off campus which manifests itself at school and results in a disruption of the educational process or opposes the Christian values taught at Concordia Lutheran School.

“All your sons will be taught by the LORD, and great will be your children's peace.”

Isaiah 54:13 (NIV)

LEVELS OF OUTCOMES:

Outcomes may consist of removal from the situation (sent to Principal's Office), loss of conduct points, time-out in another class, written work, loss of recess or privileges, "minor" detention served before school and "MAJOR" detention, suspension, or expulsion. The severity of the infraction determines whether the student receives a minor or Major detention.

ACADEMIC DETENTION:

Teachers may elect to issue an academic detention for:

- failure to complete work
- need to make up test or quiz
- extra help or academic concern

The time and date of academic detentions will be determined by the teacher issuing the detention. There is no charge for academic detentions.

BEHAVIORAL DETENTION:

- **Minor Detentions** are served one hour before school in the library from 7:15 a.m. – 8:15 a.m. (3 minor Detentions within one (1) marking period are equivalent to one (1) Major Detention or Work Detention.) A PROCTOR FEE of \$5.00 will be assessed for each minor detention.
- **Major Detentions** are work detentions and are served for three (3) hours on designated Saturday mornings from 8:00 a.m. to 11:00 a.m. Students who must serve major detention will be charged \$20.00. (Three (3) Major detentions within one (1) marking period will result in a suspension.) This detention includes a work detail, which may include cleaning projects and yard work, and a proctor fee is charged. A faculty member/staff member will monitor this detention. Failure to be present for an assigned work detention will result in a full day **out of school suspension** and the student will receive an "F" in all work. The student will not be eligible for makeup work.
- **Students serving detentions must be in full uniform and report on time. Rescheduling of detentions for parents' convenience will result in doubling the time and the fee required.**
- **Failure to report to detention will result in a more severe consequence determined by the Principal.**
- **Students must return the signed detention slip, and the fee, signed by the parent or guardian the next day. The detention will be served as indicated on the detention. Three (3) Minor detentions are equivalent to one (1) Major Detention. Three (3) Major detentions or the equivalent for example, (Habitual Violation of School or Class rules) in a marking period will result in suspension.**

"Fathers, do not embitter your children, or they will become discouraged.." Colossians 3:21 (NIV)

Detentions may be assigned for the following infractions:

Excessive Tardiness to class or school	Disrespect toward others verbal abuse by making racial, ethnic, gender, or religious slurs.
Cheating	Looking at another's test or quiz
Communicating with another student during a test or quiz	Breaking class rule (s) following a warning
Inappropriate behavior in chapel/dining hall/playground/fieldtrips/EDP/Morning Meeting, or extra-curricular activities	Inappropriate language (written, or verbal) or inappropriate gesture
Using or taking what belongs to another without first asking.	Continued violation of the Dress Code 2nd offense - the student will be issued a detention. 3rd offense- a conference will be held with the parent and student and the parent must bring the appropriate uniform for the child to be released to class. On the 6th and each subsequent tardy of the semester student will serve a one (1) hour detention on the next scheduled detention day.
Skirmishes/scuffles/spats	Forging a parent's/guardian's signature(s) 1st offense
Failure to serve a detention	Note-writing, passing (continued violation)
Gum chewing, eating in class without permission	Defacing ID badges, book bags, uniforms, pencil cases, school books or property
Failure to turn in signed punish work the next day	Conduct Card points below a 74%: 3 times in a marking period=minor detention; 6 times in a quarter=a major detention
Being in an unauthorized area without permission, entering a classroom with no teacher present without permission.	Any action by the student that warrants this consequence, as deemed appropriate by the Principal.
Late to Class	Public Display of Affection: kissing, holding hands, embracing (Middle Grades)
Insubordination refusing to carry out request of a staff member, or give one's name.	Use of Over the Counter Drugs during class or school without adult supervision.

PROBATION:

New Student Probation:

Students **new** to Concordia will be placed on academic and behavioral probation for a 9-week period. This gives the school and family an opportunity to observe the child's adjustment, behavior and academic ability. Probationary status may be evaluated anytime during that 9 week period. Parents will be notified when the New Student Probation has been satisfied.

Academic Notice:

Any student exhibiting academic problems during the school year will be notified in writing by the school office. Continued academic difficulties may result in the student being placed on Academic Probation.

Academic Deficiency & Probation:

This probation will identify specific goals that must be reached in order for the student to remain at Concordia. Each probation will be written on an individual basis for the best possible results. We will only be able to supply the student with the best education with the full cooperation and assistance from both the child and parent.

Behavioral Probation:

Any student PreK-8 may be placed on Behavioral Probation. Specific goals will be identified. Failure of the probation could result in movement to the Special Behavioral Probation.

*****Behavior Probation**

Any student who has a weekly Conduct Grade Below a **sixty-nine (69) F for three consecutive** weekly grades will be placed on Behavior Probation for 4 weeks.

Continued misconduct will result in the following:

- 1 day out of school suspension
- 3 day out of school suspension
- dismissal from school – expulsion

Any student placed on Behavior probation **will not** be allowed to represent the school in athletic events or participate in extracurricular activities including, field trips and school dances.

Special Behavioral Probation:

This probation will identify specific goals that must be reached in order to remain at Concordia. These goals will be individually written for each student. This policy is adopted out of concern for the children involved. The full cooperation and assistance of both child and parent is required. If cooperation and progress is not made, it may become necessary to seek a different academic environment for the child who has failed to comply and adapt to CLS.

Students on Probation during the school year will have their discipline files reviewed at the end of the year by the Principal. If it is determined that there has been no improvement, the student may not be allowed to return to the school the following year.

SUSPENSION:

Students receiving three (3) Major Detentions in a marking period, or the equivalent of three (3) major detentions, will be suspended.

While suspension is a very serious punishment, it may be used when a student fails to cooperate with school authorities or gravely violates school regulations.

The Principal will determine the terms and duration of the suspension, which will be served at school – in-school suspension, or out-of-school suspension served at home. Parents will be notified of these terms in writing.

Grades for tests and quizzes during the period of suspension are determined at the discretion of the teacher in collaboration with/ and approval of the Principal.

Suspension carries with it an automatic probation period. When the suspension is over, the parents must bring the student back to school. The parents and student will meet with the Principal and teachers to determine a course of action to prevent a recurrence of the unwanted behavior. During the probationary period, a student will not be allowed to participate in any extracurricular activities, field trips, teams, or clubs. The Conduct grade for the marking period in which the child was suspended will be no higher than an “N” (Needs Improvement.) If the student proves by continued misconduct that he is unwilling to correct his behavior, he is liable for expulsion.

The following choices made by a student may result in an automatic SUSPENSION:

Any action opposing the Christian values of our school that promotes (i.e. plagiarism, cheating, stealing, fighting, profanity, theft and vandalism, etc.)	Bullying, threatening, harassment or mistreatment of another student or faculty/staff member.
Accumulation of three (3) major detentions within a marking period.	Leaving the campus or classroom without the Principal’s or teacher’s permission either before school, during school, or in after school activities.
Disrespect to any faculty/staff member or visitor to the school.	Bringing obscene or pornographic books, pictures, items, or texting the same, etc. to classmates.
Use of graphic and/or obscene language, either in written or spoken form or obscene gestures, at school or school-sponsored functions.	Forging signatures of parents or teachers. (second, and subsequent infractions within the year.)
Possession and/or use of tobacco products, electronic cigarettes and/or lighters, matches, etc.) on the school campus or at school sponsored functions.	Having a pager, laser pointer, cellular phone, PDA, MP3, voice recorder, and/or any type of electronic device or communication device deemed inappropriate by the Principal in one’s possession the school grounds or at a school-sponsored event. (Cameras may be allowed on certain field trips, per teacher discretion and instruction with principal approval.)
Students are not allowed to carry, use, or possess cell phones during the school day, E.D.P., nor any school sponsored after-school activity. If the student chooses to break this rule the cell phone will be held in the office to be picked up by the parent at a time designated by the principal. The parent will be fined \$10 and a \$25 fee for return of the device.	Students who break the established Acceptable Use Policy for using school technology.
Any action by the student which calls for severe consequences, as deemed appropriate by the Principal.	

EXPULSION

Expulsion is an extreme measure used for certain acts of misconduct that are flagrantly opposed to Christian behavior. **Concordia Lutheran School reserves the right to expel any student exhibiting behavior(s) deemed detrimental to the other students in the school.**

The reasons for an Expulsion include, but are not limited to:

Having any item considered by the Principal to be a weapon on the school grounds or at any school sponsored event.	The possession, distribution, and/or use of any mind-altering substances (including prescription medication) or drug paraphernalia either on campus or at any school-sponsored function.
Vandalism of any property belonging to other students, the school, its personnel, or vandalism of property belonging to other schools or private property when representing our school (Example: in a CLS uniform, on school bus, on field trip, at an athletic event.	Physical harassment, sexual harassment or aggressive behavior or threat of these toward any student or staff member.
Law Enforcement Officials will be contacted for any person (student or adult) perceived by the school to be in violation of the law and a potential danger to self or other in the school.	

ADDITIONAL RULES, REGULATIONS, & INFORMATION

CHEATING:

Cheating is totally unacceptable and conflicts with the Christian values affirmed at CLS. A student caught cheating, plagiarizing, talking, or looking at anyone's paper during a test or quiz may be punished by:

- The grade (of the test, quiz, homework, etc.) is to be recorded as an "F."
- Teacher or office issues a severe behavioral consequence, such as suspension.
- Copying homework or lending homework to be copied constitutes cheating for all students involved.
- Conduct points will be deducted.

DRESS CODE VIOLATIONS:

More than two (2) violations in a nine-week marking period may be considered a habitual rule infraction and may result in more serious consequences.

**“So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets.”
Matthew 7:12 (NIV)**

Authority to Administer School Rules & Behavior Outcomes:

Every faculty and staff member, part-time, full-time, certificated, non-certificated have the full authority and permission and responsibility to correct, and level behavior outcomes to any student who violates the rules of the school. The more serious problems are referred to the school Principal and/or school counselor for action.

The faculty/staff member who observes the infraction will handle minor problems and make a note/deduct points on the weekly behavior grade chart in the school planner.

More severe behavioral situations are handled by the principal with input from the teacher.

Confidentiality of the child's behavior management file prevents the principal from discussing the behavioral outcomes of other students involved in an incident. If the child's parent consents to a joint meeting the parties will be notified by the Principal.

Written Notices of Behavior Outcomes are for the parent's information, not for your approval. Each parent and child will sign a Behavior Contract in the CLS Family Handbook.

Homeroom teachers will inform parents and students of their individual classroom behavioral policy, behavior outcomes, and rewards.

Application and admission of a child, as a CLS student, indicates parental support of all the policies and procedures set forth by the CLS School Board.

The decision of the CLS Principal is final.

Concordia Lutheran School is preparing our students to be well-educated, civilized, and contributing members of society. Most important CLS is shaping our students to be good Christian men and women, who will lead our world in the 21st Century.

"For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life."

John 3:16 (NIV)

DRESS CODE SUMMARY: Are you in full uniform & dressed for success?

	Shirt	Pants/Skirt	Shoes	Socks	Belt	Cold Weather Wear	Cold Weather wear- Girls
Girls Pre- K – 1st	Green school shirt or white Tulane shirt only w/ jumper Under shirt must be white or a CLS PE Shirt	Plaid jumper, Plaid skirt, khaki uniform pants, or khaki uniform shorts – NO cargo style Please wear shorts under skirt	SOLID white or black- must have soft non-scuff sole	CLS socks- purchased from CLS	N/A May wear a belt, belts are not required.	Blue, gray, dark green or white sweater or CLS Sweatshirt Only white long sleeve under shirt	Under skirt – navy, gray, black or white leggings- or CLS sweatpants only Socks must cover end of legging.
Girls 2nd -8th	Green CLS shirt – purchased at CLS Under shirt must be white or a CLS PE Shirt	Plaid skirt, khaki uniform pants, or khaki uniform shorts – NO cargo style Please wear shorts under skirt	SOLID white or black- must have soft non-scuff sole	CLS socks- purchased from CLS	2nd-4th grade girls May wear belt, belts are not required 5th -8th must wear a belt	Blue, gray, dark green or white sweater or CLS Sweatshirt Only white long sleeve under shirt	Under skirt – navy, gray, black or white leggings- or CLS sweatpants only Socks must cover end of legging.
Boys 2nd-8th	Green CLS shirt – ALL purchased at CLS Under shirt must be white or a CLS PE Shirt- ALL	Uniform khaki shorts or long pants- NO cargo style - ALL	SOLID white or black- must have soft non-scuff sole- ALL	CLS socks- purchased from CLS- ALL	2nd-4th grade boys May wear belt, belts are not required. 5th -8th boys must wear a belt Brown, black, khaki – must be worn with pants	Blue, gray, dark green or white sweater or CLS Sweatshirt Only white long sleeve undershirt	Name tag worn on collar of shirt so name and picture clearly visible. ALL

PHYSICAL EDUCATION UNIFORMS:

- All students must wear athletic shoes for P.E. (school's regulation shoe is an athletic shoe.)
- P.E. Uniforms are sold from school. Students must dress out for P.E. class
- During extremely cold weather students may wear the CLS sweat pants and sweat shirt.
- On Dress Down Days students are required to dress out for P.E. Class

Uniforms are mandatory. If your child is not in a complete CLS uniform a warning will be issued. Each morning homeroom teachers will conduct a uniform check. See page 33.

ID BADGES:

- **ID TAGS MUST BE WORN AT ALL TIMES during the school day.**
- ID BADGES must be **attached to the shirt collar of every student in the primary and upper grade classes each school day;** with the student's picture and information clearly displayed.
- **Students may not alter the appearance of the ID badge in any way.** Stickers, teeth marks, non-school related pins, graffiti or the like may not be added to the ID Badge.
- **LOSS or DAMAGE to the ID Badge requires replacement with a \$5.00 fee for each replacement.**
- **Behavioral Outcomes** will be enforced when ID Badges are not properly worn or displayed.

Shoes: Completely white or black athletic shoes

(no other color may be present, including logos) or dark, leather soft-soled shoes (must have non-scuff soles)

Socks: **CLS socks** must be purchased from the school. These are the only socks allowed.

Uniform Boys:

Shirt: Green Concordia Polo Shirts (purchased at CLS)

Pants: Standard khaki school uniform pants; no cargo pants; no cell phone pockets
Shorts: Standard khaki school uniform shorts.

Belts: Black or brown (Middle School ONLY)

Uniform Girls:

Skirt: Regulation plaid skirt (knee length when standing)
(Skirts may be purchased from:

- Kajan's Uniforms – 371-8540, 1981 Baratavia Blvd. in Marrero, La.
- Johnson's Uniform Shop, 340-6061 619 Westwood Drive in Marrero, LA.
- J&L Uniform – 366-6887, 1742 Stumpf Blvd. Gretna, LA.

Shirt: Green Concordia Polo Shirts must be purchased at school. White shirt may only be worn with jumper (PK – 1st Grade).

Regulation plaid jumper (knee length) and white collared blouse or green shirt with collar & Concordia logo for Gr. PK-2

(Jumpers may be purchased from:

- J&L Uniform, 1742 Stumpf Blvd. in Gretna, LA.
 - Kajan Uniform, 1981 Baratavia Blvd. Marrero, LA.
 - Johnson's Uniform, 619 Westwood Drive in Marrero, LA.
- and shirts may be purchased at school.

Pants: long standard khaki school uniform pants or khaki knee-length uniform shorts. Belt must be worn with pants and shorts. No cargo pants or shorts.

Uniforms - General Information:

Boys' shirts and Girls' blouses must be tucked in at all times on the school grounds, including arrival, dismissal, and during the school day.

- **Boys' and girls' waistbands must be visible at all times. Middle Grades Boy's & Girl's Belts must be visible at all times.**
- **Students in Pre-K, Kindergarten and 1st grade are not required to wear a belt for ease of using the restroom, and avoiding restroom accidents.**
- **Students in Grades 2nd- 4th belts are optional.**
- **Skirts, Pants, and Shorts must be worn on the waist.**
- **Undershirts must be a plain white or a CLS PE shirt.**
- **A belt must be worn with pants or shorts at all times in Middle Grades ONLY.**
- **All clothing must be clearly marked with the child's name and grade.**

The LOST and FOUND is located in the School Gym across from the restrooms.

Cold Weather Wear:

For comfort in cold weather, dark green, navy blue or white sweaters or Concordia sweatshirts may be worn. For cold weather use, girls may wear only CLS sweatpants or leotards (dark green, black, navy blue or white) under school skirts or jumpers or uniform khaki pants.

MAKEUP:

Make-up may not be worn at school. Eye shadow, eye liner, lip stick, lip liner, blush etc. may not be worn to school. **Students with acne may wear concealer foundation and medication.**

Perfume, cologne, hair spray, lotions and aerosol deodorants, etc. must not be brought to school and will be confiscated.

HAIR STYLES:

Hair (including cuts, colors, and styles) should not interfere with the learning process or values being upheld at Concordia Lutheran School. Hairstyles for boys and girls should be neat, clean, conservative, and the **natural** color at all times.

- Boys' hairstyles may not cover their ears, eyebrows, or collar of their school uniform shirts.
- Girls' hairstyles may not cover their eyebrows. (Headbands, barrettes, ribbons, etc. may be used by girls to hold hair back from the face.)
- Boys are not allowed to have facial hair (mustaches, beards, sideburns below mid-ear, goatees, etc.
- Hair accessories for girls (ponytail holders, barrettes, etc.) must be worn correctly (not on wrists, hands, clothing, etc.) and must not interfere with the learning process or draw undue attention to the student.

FINGERNAILS:

Long natural fingernails, fake or sculpted nails, or nail tips are not allowed because of the safety risk, posed to other students. For both sanitary and safety reasons, please keep students nails trimmed.

Fingernail polish is permitted.

PURSES:

Purses are allowed in the primary grades. Students in grades 5th -8th are allowed to use any form of book bag or back pack to carry their personal items. Feminine products are available from the school office at no charge upon request.

JEWELRY:

Students are allowed to wear a **single wristwatch in grade 5, 6, 7, and 8.** Any watch with an alarm must be **turned off** at all times in school.

OTHER TYPES of JEWELRY allowed in all grades are:

- **One single pair of matching earrings-girls only**—in lower lobe of ear (post, stud, only, no larger than the width and thinness of a dime) NO loops, hoops, or dangles allowed. Gold, silver or pearl only. Boys are not allowed to wear earrings).
- **Christian religious medal, cross, or crucifix on a chain around the neck** (boys or girls) (Cross may be no bigger than an inch.)
- **Jewelry must not be excessive or a nuisance. If it becomes a nuisance, the privilege of wearing jewelry will be forfeited by the student.**
- **Participation in athletics or physical education classes will require the removal of all jewelry.**
- **CLS is not responsible for any loss or damage to any jewelry.**

RELAXED DRESS CODE DAYS:

On any day the Principal designates "Dress Down Day"; all children must wear attire that is appropriate for a Christian school. Students **may wear** shorts on Dress Down Day. All shorts must be MID-THIGH in LENGTH and shirts must have a sleeve. Please select shoes that are appropriate for the dress down day and provide for safety in classroom and playground.

If a child is not dressed appropriately, the parent will be notified and expected to bring that child a school uniform immediately. Any child that enters school grounds dressed inappropriately will not be allowed to participate in any other dress down day for the remainder of the school year.

ELECTRONIC DEVICES AND CELL PHONES:

Electronic games, i-pods, etc. are not allowed at school. These items may be confiscated by a teacher and will only be returned to the parent/guardian. The parent will be FINED \$10 for the child's failure to turn in the phone or other device, and a fee of \$25.00 will be charged for return of the electronic device or phone.

Cell phones are not allowed on campus or school-sponsored events. If a student must have a cell phone, it must be turned into the office first thing in the morning. Phones must have a name sticker with your child's name and grade. Any cell phone found on campus will be confiscated. The parent will be notified, a fee of \$25.00 will be charged to retrieve the phone and the parent will be fined \$10. The phone will only be returned to the parent or guardian.

Concordia will not be responsible for broken, lost or stolen cell phones.

PROBLEM SOLVING PROCESS-PARENTS:

If a parent has a problem or concern with a teacher they should first take up the issue with the teacher (or person closest to the child during an incident/accident).

- If the issue is not resolved, the next step is to contact the Principal.
- If the matter cannot be satisfactorily resolved after speaking with the Principal then the matter may be presented to the Concordia School Board.
- The parent must contact the school by phone call or in writing asking for the request to appear before the CLS School Board at the next regularly scheduled meeting.
- The School Secretary will forward any correspondence and request to appear before the CLS Board to the CLS School Board Chairman. The parent will be notified by the school secretary of the date and time of the CLS Board Meeting.
- The decisions of the CLS School Board are final and may not be appealed.

SCHOOL BOARD MEETINGS:

In the interest of harmony and unity between Concordia Lutheran School's faculty, staff, principal, School Board and parents, the Board has implemented the following guidelines for parents wishing to address the Board:

1. Parents are welcome to approach the School Board of Concordia Lutheran School to address any issue or voice concerns, questions or praise for any member of the faculty/staff.
2. A minimum of a two (2) week notice, if possible, shall be given to the CLS Board Chair, prior to the requested appearance. The topic(s) to be addressed at the meeting will be given at the time of such notification.
3. Any parent addressing the Board will be welcomed at the beginning of a Board meeting. The party(ies) addressing the Board will be allowed, as much time as necessary, to thoroughly address the issue at hand. However, once the issue is presented all non-Board members will leave the meeting.
4. No debates will be had nor will any decision(s) be made by the Board in the presence of a non-member. We feel it is vital to the harmony and unison of the School and CLS Board to handle all discussion and/or debates and decisions in the privacy of the CLS Board Room. Any decision(s) made will be announced later to all parents concerned simultaneously.
5. Any parent wishing to address the CLS School Board may request permission to address the School Board at their next regularly scheduled meeting by putting the request in writing to the Chairman of the CLS School Board. The School Secretary will forward any correspondence brought to the CLS School Office.

“But Jesus called the children to him and said, “Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these.”

LUKE 18:16 (NIV)

EMERGENCY CARDS: IN AN EMERGENCY-DO THIS!

- All parents **new** to Concordia Lutheran School must fill out an **Emergency Card before** school begins.
- Parents of returning students must review and make any changes necessary on their child's **Emergency Card**. Throughout the school year, as phone numbers or a change of address, the emergency card must be updated.
- In order for the child to attend class on the first day of school the Emergency Card must be completed and on file in the school office.
- The information on the **Emergency Card** is used to contact the parent/guardian/designee responsible for the child in the event of an emergency at school: injury, illness, change of clothes needed, or to come and get the child from school.
- The **Emergency Card** is the place to list any potential health concern: allergies, bee stings, peanut allergy, asthma, etc.
- **Custody Decrees** (most recent) may be flagged on the **Emergency Card** to indicate who is legally able to check the child out in keeping with the **Court Order**.
- **SCHOOL CLOSING POLICY**-In the event school is cancelled for flood, hurricane, etc., Concordia will be closed whenever the Jefferson Parish Public School System closes. Official information may be heard on WWL-AM (870AM) or on Channel 4 TV. If students are at school and transportation is not available, children will be held at school until parents can pick them up. All students must be signed out through the school office.

CHANGE OF ADDRESS OR TELEPHONE NUMBER:

- Accurate and up to date telephone numbers, cell phone numbers, or e-mail addresses are essentially important in the event of a school emergency, or if your child is injured or ill while at school.
- If you get **new contact numbers** or move to a **new address**, we appreciate your notifying the school office, as soon as possible.
- Any change of address or telephone number **may** be given to the school office or homeroom teacher. Send an Email through **fast direct** addressed to the office and homeroom teacher. You may update your information on fast direct at any time.
- Please notify the office if you make changes. It is important for the school to be able to contact a parent or guardian **at all times**.

**"No one can serve two masters. Either he will hate the one and love the other, or he will be devoted to the one and despise the other. You cannot serve both God and Money. "Therefore I tell you, do not worry about your life, what you will eat or drink; or about your body, what you will wear. Is not life more important than food, and the body more important than clothes?"
Matthew 6:24-25 (NIV)**

MEDICATION:

- Medication **will not** be given to a child **without prior parental WRITTEN consent.**
- **All prescription medications** must be in **the pharmacist's labeled container with the child's name clearly indicated on the container along with the dosage to be administered.**
- **A dated parental consent form or note should accompany the medicine.**
- Non-prescription medication such, as cold and cough syrup, cough drops, etc. must also, be dispensed by office staff and logged in by office staff.
- **Medication may not be in a student's possession. ALL medication** must be delivered to the school office by the parent or guardian and signed in at the office.
- **A Medication Release Statement** is included on the **Emergency Card** to be signed by parent/guardian, regarding the administration of **non-prescription medication.**
- If your child has an **upset stomach, peppermints provide.**
- **Scrapes and bumps, ice bags and band aids handed out.**
- If your child reports being **hit in the head, parent notified to come to observe child.**
- If your child takes a bad fall, your child will be assessed and **not moved** until it is determined to **call 911** or call the parent to come to school to check on the child.
- If your child is **running a fever or throws up**, parent called to check the child out of school.
- Hand washing, and the use of hand sanitizer is encouraged to prevent the spread of germs and viruses.
- **It is important that if your child is sick with a contagious condition you are required to keep your child home while the illness is in the "active phase" and can rapidly spread.**
- **A student must be fever free for twenty-four (24) hours before attending school or returning to school.**
- **A First Aid Fee of \$2.00** per child will be collected and will include the dispensing of **Children's Chewable Tylenol** if permitted. This fee will be included on the Back to School Fee Bill.
- **Notify the office in any change of medication dosages, air-born allergies, i.e. peanuts, or other serious allergic conditions on the CLS Emergency Card.**
- **A daily Medication Log will be kept in the Medication Log Binder in school office.**
- **Concordia is not obligated to treat injuries that occur outside of school.**

STUDENT INSURANCE:

All students are covered by a pro-rata school insurance policy. It is not a primary coverage. This policy covers each child while at school and during school related activities. It is also in effect while the child travels to and from school sponsored events. In the event of an injury, claim forms are available in the school office. An accident/injury report will be completed by the school personnel, who were on duty at the time of the accident. The parent will be given the insurance form to complete and send to the insurance provider.

FIELD TRIPS:

Field trips require written permission of a parent or guardian. Students are also to share in the cost of transportation of each trip.

- Field trips are learning excursions. Parents are asked to help supervise to make these trips both rewarding and educational and aligned to the students' grade level curriculum.
- Siblings not currently enrolled in Concordia may attend field trips or parties at the teacher's discretion.
- Siblings currently enrolled in Concordia may not attend a sibling's class party or field trip.
- If you would like to take a student home early from the school upon return he must be checked out through the school office or if you only brought your child on the trip you must sign the child out at the location with the homeroom teacher.

Field Trips and Chaperones:

As a chaperone on a field trip, the parent or guardian is there to supervise a small group of children assigned to the parent by the homeroom teacher. The chaperone is responsible for the active supervision and safety of the students at all times.

The homeroom teacher will provide you with Field Trip Instructions which include: the names of the students in your group, copies of the signed field trip permission form with emergency contact numbers for the students you are transporting. The designated meeting spot, once you arrive at the field trip destination, lunch arrangements, and the designated meeting location, prior to departure back to school. If directions are needed to the field trip destination, the teacher will provide the drive directions from Map Quest along with the Field Trip Instructions.

The following guidelines have been set to help us reach our goals:

- Follow the procedures outlined in the Field Trip Packet. It is very difficult to explain to a student why they may not do something other students are doing, especially, if that student and/ or chaperone and is not following rules.
- Follow the field trip timeline for arrival to the destination and return to school. Side trips, or stops while in route to or from the trip are not permissible. If you must stop because of an emergency, notify the school Principal, immediately by calling (504) 347-4155.
- Chaperones should dress modestly and appropriately for the occasion and if possible wear a: CLS Parent Volunteer Shirt, CLS School Shirt, or Chapel Shirt to help identify you, as a representative of the school.
- As a CLS Chaperone you serve, as a role model, you are expected to embody a Christian example, for the students in your care. Smoking is not permitted. Nor is using inappropriate language, playing questionable music or gossiping with students

in your care. Your attitude and example will be remembered by the young people in your care long after the field trip.

- Souvenirs/treats, etc. are not to be purchased, unless the Field Trip Packet stipulates that treats and souvenirs may be purchased by students or by the chaperone for the students in their group. If you are not sure, ask the teacher in charge. The homeroom teacher is the final decision-maker on events during a field trip.
- Students may be signed out from off campus locations by their parent or guardian, if the parent is not driving other students. The teacher will have the sign-out sheet for the fieldtrip. The teacher must account for all students when the groups return to school with their designated chaperone.
- Use common sense, remember you are transporting very precious cargo, another person's child, as well as your own family member.
- Complete the CLS Service Hour Volunteer Form, if you transport your child's classmates in your car. In order to earn service hours you must transport at least one (1) other child in the classroom besides your own child.

NEWSLETTERS AND PARENT COMMUNICATION PORTAL:

In an attempt to keep parents informed, we have established two (2) methods of communication: our weekly print newsletter and **fast direct**, a web-based portal, is available for parents and students to log onto through the internet. **Fast direct** may be accessed anywhere by any personal computer, cell phone, smart phone, ipod, ipad, mini-ipad which has internet access.

**Portal address: www.fastdir.com/clsmarrero
Web Address: clsmarrero.com**

While there is a public section in the portal from which much information can be obtained, every parent needs to obtain a screen name and password to get to any private information. **New parents** to Concordia must obtain a **screen name** and **password** through the school office. After you have received this information you may log on anytime and become an active participant. You also **may change** your **screen name** and **password** to make it more convenient for you to remember and also to **make it secure**. Once logged in you will be able to find lunch menus, bulletin boards from each individual teacher, a school calendar that will not only list the general master calendar for the school year but also any up to the day changes to events and schedule due to weather or other necessary updates, progress reports and report cards. **You may also communicate with the school office and your child's teacher(s) through the portal.** Messages sent to the office or individual teachers or staff members will be the first they see in the morning when they log on to the system.

PLEASE READ ALL NEWSLETTERS AND NOTICES. Note: Generally, notices and newsletters are sent home on **Tuesday each week** in their packets. If your child has a packet please sign and return the packet, as directed by the homeroom teacher. Middle School parents are asked to **view the newsletter on Fast Direct**. If the family does not have access to a personal computer, you may request a paper copy of the newsletter.

Caution: The fast direct system is provided to give parents ease, in communicating with school faculty and staff, and other parents. Any parent abusing the fast direct home/school portal to spread gossip or to criticize the school will immediately lose the connection to fast direct, your subscription will be deactivated.

NON-DISCRIMINATORY POLICY:

Concordia Lutheran School admits students of any race, color, 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, national and ethnic origin in administration of its educational and admission policies, and athletic and other school-administered programs.

Should you have a concern or complaint, first discuss it with the Principal.

PHOTOGRAPHY/RECORDINGS:

Concordia Lutheran School may utilize photography, recordings, and/or taping of children such as digital photography, printed pictures, digital recordings, videotaping and audio recordings while at school or a school sponsored event for observation and security purposes. These pictures may be published in the newspaper, etc. as deemed appropriate.

SCHOOL PICTURES:

Individual school pictures will be taken in **August**. Retakes will be taken at the discretion of the Principal. Additional pictures will be taken throughout the year. This will include class pictures, sports pictures, eighth grade graduation pictures, and spring pictures.

PARENT/TEACHER CONFERENCES:

- Open communication between CLS parents, students, teachers and the Principal is very important to the academic success of all of our students.
- During class time it is extremely important for teachers to concentrate on teaching and learning for our students. Parents are asked to honor instructional time without interruption by attempting to have an impromptu, unscheduled parent conference.
- CLS teachers must be able to provide their undivided attention to their students especially in the morning when teachers have so many tasks to complete.
- Parents and guardians will not be allowed to conference with a teacher between the hours of 8:30 a.m. and 3:30 a.m. unless arranged by the teacher during his off period. Arranged conferences will take place in the office area only, to provide the highest level of privacy possible.
- Parents may elect to send a teacher a brief message using a computer in the library made available for you, so you may send a **fast direct** message. The teacher will follow-up with you after the message is viewed by the teacher either in writing or via a phone call.
- Each teacher will make a conference schedule available to parents for personal conference times.

During the school year there are scheduled conferences to discuss student progress, problems, and achievements. Please check the **calendar for Parent-Teacher** Conference dates.

- Parents may call to schedule a conference with their child's teacher(s) or the teachers may request a conference with the teacher be scheduled.
- Whenever you have a problem or concern you may meet with your child's teacher by calling the school office for an appointment or sending the teacher a message through the fast direct program.
- Parent/teacher conferences will also be used if a problem arises that requires immediate attention.

- The Parent-Teacher relationship is very important especially for **new** families. Any student entering after the first day of school must set an appointment with the homeroom teacher to establish the initial rapport between school and home.

Morning	Scheduled Conferences	Fast direct	Arranged Conferences	Afterschool
7:45 a.m. or earlier as arranged by teacher and parent	1. Open House-PTL Meeting 2. End of Semester (mandatory)	Anytime	Arranged during off period or as per the teacher's schedule allows	3:50 p.m. or later as arranged by teacher and parent

PARENT TEACHER LEAGUE (P.T.L.):

This parent organization provides opportunities for mutual growth and communication between home and school. The P.T.L. through special projects provides for many "extras" which make learning interesting and fun. Check your school calendar for P.T.L. activities and meetings. You will receive one (1) Service Hour for attending a P.T.L. meeting. Homework passes will be issued for the children of parents attending the monthly P.T.L. meetings.

The P.T.L. dues of **\$50.00** per family are due at Back to School Night and families are asked to pay for this separately on Back to School night. The P.T.L. established a **\$35.00** fee per child for **classroom parties** throughout the school year. This fee is also due at Back to School Night and should be paid in the same check as the P.T.L. dues. Room mothers are asked to budget all parties for the school year with these funds as well as teacher gifts.

SERVICE HOURS:

Each family of Concordia students will be assessed either **twenty (20) service hours or a fee of \$300.00**. It is the school's hope that no family will need to pay this fee. Each service hour is valued at **\$15.00 per hour**. These hours must be worked by an immediate family member.

Service hours may be performed anytime, **June 1st- to - May 15th**. Service Hours equate to volunteer time spent performing services such as: help with painting, carpentry, handyman jobs, preventative maintenance, working in classrooms or the Stibrich Dining Hall, serving as room mother, gardening, serving as a guest speaker in your child's classroom, driving for field trips, chairmanship of a fair booth, or serving on the school board. This list is not inclusive and other projects or jobs will certainly be considered. The hope is to get all of our families involved with the school.

Eighth Grade Families Service Hours must be turned in no later May 10th.

Hours must be submitted by the end of the month in which the hours were performed. **Service hour "forms" are available in the school office.** This form must be signed by the person authorizing or supervising the activity and include date and time of service. If at any time during the school year you need a count of the total hours, credited to your account, you may call the school office and we will let you know, your balance within a short time.

An assessment will be made after May 15 on any hours not served.

Field trips or special activities during the final week of school will ONLY apply for families still having an outstanding service hour balance for the current school year. Hours earned the last

week of school must be turned in by the homeroom teacher. Additionally hours earned the last week of school will not roll over to the new school year.

Report cards and records will be held until the assessment is paid just as with any tuition, fee, or fine.

STUDENT EXTRA-CURRICULAR ACTIVITIES:

Athletics:

Concordia, with other Lutheran schools, participates in volleyball, soccer, basketball, cabbage ball, soft ball, and track. Girls may also try out for the CLS Cheerleading Team. These sports are generally open to students in grades 4 through 8, who meet the eligibility criteria. Students must maintain an academic average of **77 or above** to be eligible. Students on Behavioral Probation will not be allowed to continue with their team until their probation is complete. Our goals are to enjoy the games, to learn teamwork, and to develop sportsmanship. The best team will always win regardless of the score.

Check the School Newsletters for dates of the seasons. Practices generally begin two (2) weeks before the season. Please be prompt to pick up children or they will be placed in E.D.P. and charged a fee and registration if this has not already been paid. Siblings and non-participating students may not remain for practices or games unless, supervised by an adult other than the Coach. The Coach may call a closed practice for the good of the team. Students that stay after school will be placed in EDP and charged the appropriate fees.

Guidelines, Policies and Objectives to Participate in Athletics:

- 1. The Purpose for Sports:**
 - a. To develop a Christian love of great sportsmanship**
 - b. To promote a spirit of team work**
 - c. To learn the skill sets and rules required to play a sport**
 - d. To help students understand that winning is only one reason to play the sport**

- 2. The Objectives and Attitudes required to play sports:**
 - a. To instill the value of cooperation with teammates, coaches and officials**
 - b. To teach the rules and develop the skills of the sport**
 - c. To build leadership capacity through teamwork**
 - d. To promote respect for the authority of coaches and officials**

- 3. The Commitment to Play the Sport:**
 - a. To be a model of Christian conduct in actions, words, and cooperation and sportsmanship at all times**
 - b. As a student athlete, to be a role model in all phases of school life**
 - c. To respect that only the coach or team captain has the authority to confer with game officials**
 - d. To congratulate the opposing team in a spirit of great sportsmanship at the end of the contest**
 - e. To demonstrate self-control and manage anger during a game or contest**
 - f. To be on time for all games and practices**

4. Transportation Arrangements:

- a. Transportation to and from practice is the responsibility of the parent/guardian.
- b. All transportation arrangements must be made in advance. Students will not be allowed to use the school phone to make transportation plans.

5. Sportsmanship:

- a. To display great sportsmanship and deportment at all times
- b. To set a good example for the student athletes, ALL parents/guardians, coaches and other spectators must be respectful of opponents. Obscene, words, actions, and gestures will not be tolerated
- c. All cheers and cheering must be positive in nature

6. Criteria for Player Suspension:

- a. A student athlete may be suspended from the team for failure to follow school, classroom, or sportsmanship & game rules.
- b. Gross disrespect for coaches, officials, team mates, opposing players during practice or a contest
- c. Failure to keep the terms of the student athlete contract
- d. Improper conductor or poor attitude in school or during any school activities.

7. Parent/Guardian Responsibilities:

- a. The parent or guardian will see that their child(ren) are prompt to all practices and games
- b. The parent or guardian will not use the removal of the student athlete from the team or a game, as a punishment
- c. The parents or guardian will make transportation arrangements and ensure the student athlete is picked up promptly from practice and games.

CLASSROOM PARTIES/ACTIVITIES:

Several classroom parties will be held during the school year. A (PTL) Parent Teacher League “Party Fee” of \$35 per student is due at Back to School Night. The fee will be kept in the school account for each grade level. Each grade level will select “a lead room mother” who will coordinate with the grade level teacher the schedule of class parties. The Lead Room Mother is responsible for setting and keeping a budget for all the class parties. During the school year, no other fees for parties or teacher gifts will be assessed. The PTL Party fee does not include: field trips, special activities, or eight 8th grade graduation activities.

All parents, grandparents, or guardians are invited to all class parties, and activities. R.S.V.P. – Regrets only to the homeroom teacher.

All parents assisting with class parties must secure a visitor pass before going to the classroom.

NOTE: Service hours may be earned for parents who actively help set up the party, wrap gifts, decorate, serve food and drink, and help clean up at the conclusion of the party.

DISMISSAL on a Party Day:

At the end of the school day on party days, an announcement will be made from the office informing parents that they may escort their children from the school premises.

"Private" PARTY INVITATIONS:

Invitations to personal parties or home events may not be distributed at school unless everyone in the class gets an invitation. This policy is meant so as not to disappoint any child who may be left out. Our school communication fast direct system provides the directory and contact information for classmates and their parents. If it is an all boy party, ALL boys in the class must be invited, and the same for an ALL girl party, all girls in the class must be invited in order to hand the invitations out at school.

Extra-Curricular Activities:

- a. **National Elementary & Middle School Honor Society**
- b. **Middle School Student Council – President – 8th Grade, Vice President – 7th Grade, Recording Secretary – 6th Grade, Corresponding Secretary, and 5th Grade – Parliamentarian**
- c. **Sportsman or Sportswoman --8th : Flag Football, Volleyball, Basketball, Softball, Cabbage ball, and Track & Field -3rd-8th**
- d. **MVP for each Sport 4th – 8th**
- e. **School Field Day**
- f. **CLS Cheer Team- Middle Grades 5th-8th**
- g. **CLS Chorus**
- h. **CLS Christmas Program: alternating year- Even years –Middle Grades, Odd years- Primary Grades**
- i. **School Counseling Services**
- j. **Academic Rally – Lutheran High**
- k. **Script's Spelling Bee**
- l. **Math Club**
- m. **Book Club – 1st semester Middle Grades, 2nd semester primary grades**
- n. **Year Book Club – 5th – 8th**
- o. **Music- all grades**
- p. **Art- all grades**
- q. **Spanish**
- r. **Grandparents Day**
- s. **Family Literacy Night**
- t. **Family Movie Night**
- u. **National Geography Bee**
- v. **Science Night**
- w. **Social Studies Fair**
- x. **Water Day**
- y. **School Fair**
- z. **FAIR COURT**
- aa. **BINGO – Azalea Hall adults, &Christmas School Bingo, children**
- bb. **8th Grade Graduation**
- cc. **Kindergarten Moving Up**
- dd. **Scouting**

TUITION PAYMENTS AND OTHER FEES:

Tuition Payments:

1 child - \$3,880.00

2 children - \$6,930.00

3 children - \$9880.00

4 children - \$12,730.00

- ASI Credit Union tuition loans may be financed through ASI Credit Union.
- Tuition payments are due at the beginning of each semester and are considered delinquent any time after the first day of the semester. Tuition accounts are to be kept current at all times to avoid "**charge backs**" of **\$50** when ASI charges back tuition to the Concordia School account.
- When an ASI Tuition account is in arrears **two (2) months**, and payment is not forthcoming or a satisfactory written payment schedule has not been made with the financial secretary, the child(ren) will be withdrawn from the school and drop papers will be sent home.
- ASI School Loan payments **one (1) month** in arrears are charged back and deducted from Concordia's ASI checking account. Any payments charged back to Concordia are due immediately to the school (not ASI) and a **\$50 "Charge Back Fee"** is assessed *each time* payments are charged back to the school. **Re-Payment of your child's tuition that was taken from Concordia's checking account must be paid directly to the Concordia financial secretary by cash or money order, along with the \$50 charge back fee.**
- All tuition must be cleared by **April 30th** or students will not be allowed to attend classes until satisfactory arrangements have been made.
- **ASI payments not satisfied by April 30th** will revert to Concordia and a **\$50 late fee will be added.**
- **Tuition accounts are to be kept current at all times.** Tuition payments not paid by the end of the year will result in the **withholding of the final report cards**, transcripts of records, and acceptance for the up-coming school year.
- Parents must bring delinquent payments to school in person or mail them. **For security purposes, please pay with money order or cash.**
- **For those families not financing tuition through ASI, a payment of (1/2) one half tuition is due by August 15th and is considered delinquent on September 15th. The second half of the tuition is due January 15th and is considered delinquent on February 15th.**
- **All late tuition accounts will be subject to service charge of 1 1/2% per month or an annual rate of 18%**

"Good Accounts, Good Friends!"

Other Fees:

Application Fee is \$150 per student and is payable when a child registers for Concordia. **The Application Fee is non-refundable.**

The **Student Fee is \$300 per student** and is payable within **thirty (30) days of acceptance** as a Concordia student. The Student Fee includes: student insurance, textbook, workbook, and yearbook fees. (The student acceptance letter states the date due and the terms under which a partial amount of this fee may be refunded.)

- The **Parent Teacher League (PTL) Fee is \$50 per family.** The PTL Fee is due by **August 15th.**
- **The PTL Classroom Party Fee is \$35.** The party fee is due at **Back to School Night.**
- **Service Hours** - Each family will also be assessed either **20** service hours or **\$300.** (See the Service Hour section for further explanation of Service Hours.)
- **NSF checks will be assessed at a rate of \$25.00 per check. Any late fees or delinquent payments are subject to a finance charge of 1.5% per month.**

BACK TO SCHOOL NIGHT

- **This is an evening to pay tuition and other fees due at the beginning of the school year.**
- **A Back to School Fee Bill is mailed with the Concordia Summer Newsletter.** If you still have any questions you may call the school office before **"Back to School Night."**
- Back to School Night provides parents with an opportunity to: purchase P.E. uniforms, sweats, school socks, Chapel T- Shirt, and school shirts. Student Bibles are, also, sold on Back to School Night.
- A representative for Parent Teacher League will be at **Back to School Night** to sign CLS families up for Parent Teacher League, family memberships.
- **Registration requirements are considered met once tuition, fees and emergency cards have been completed and turned in by the parent.**
- **All families are required to attend Back to School Night.**

"Whoever believes in him is not condemned, but whoever does not believe stands condemned already because he has not believed in the name of God's one and only Son."

John 3:18 (NIV)

VISITING THE SCHOOL:

For safety, any person entering the school area during the school day must **first register in the school office. Visitors may only enter through the doors in the breezeway.** A pass will be issued to you to allow your entrance into the classroom building. **No one will be admitted into the classroom building nor will children be excused from the classroom building to anyone without a visitor's pass from the school office.** This includes parties and field trips. When leaving the school area after your visit, please check out in the school office.

Conferences must be scheduled with teachers before 7:45 A.M. and after 3:40 P.M.

Only volunteers scheduled for classroom activities will be allowed a pass to enter the classroom building. Passes will be available for volunteers scheduled for classroom activities.

Note: Pre-K 4 and Kindergarten students nap between the hours of 12:30 P.M. and 1:30 PM. Class visits during nap time are not permitted.

“The living, the living--they praise you, as I am doing today; fathers tell their children about your faithfulness.”
Isaiah 38:19 (NIV)

FORMS

Sign and Return Concordia Lutheran School Player Contract:

For the Student-

It is my desire to be a member of the _____ team at Concordia Lutheran School during this school year.

1. I will meet all the requirements for participation as listed in the Concordia Family Handbook.
2. I will promptly attend ALL practices and games.
3. I will notify the coach if an emergency arises that I keeps me from attending a practice or game.
4. I understand that if my team must forfeit a game for my absence, I will be assessed the referee fee.
5. I will show team spirit and support for all of the players and coaches.
6. I will demonstrate self-control and proper Christian conduct toward all opponents, their families, and officials.
7. I will display Christian conduct at school and during all school activities.
8. I will follow all rules as stated by the coach and referees.
9. I will be appropriately dressed for practices and games.
10. I will maintain a passing grade point average in all my subjects and a Satisfactory in Conduct to maintain my team membership.

I realize that it is a privilege to represent my school on this athletic team. I also know that I must abide by this Player Contract in order to remain a member of the team.

Student Name, Print _____

Student Signature _____ **Date** _____

For the Parent/Guardian:

I request that my child be allowed to be a member of the _____ team at Concordia Lutheran School. I will support the athletic program and abide by its guidelines, policies, and objectives as listed on page 1 of the contract. I also understand that I may not take my child off the team for disciplinary action, as this would affect the whole team and jeopardize the team's future.

Parent's Name if different from the child, Print _____

Parent/Guardian Signature _____ **Date** _____

For the Teacher:

This student meets the requirements for participation on an athletic team at Concordia Lutheran School as listed in the Family Handbook.

Teacher Signature _____ **Date** _____

Sign and Return

COMPUTERS-USE POLICY

Concordia Lutheran School provides student access to computers in their classrooms. All the computers in the school also have access to the Internet. Students are required to sign a "**Computer Usage and Internet Access Permission Form**" prior to access to the school computer system:

This agreement involves parental consent: "I hereby grant permission for _____

Student Name

to be allowed to participate in classroom activities, which involve use of the computers and computer network of Concordia Lutheran School. This also includes permission to participate in classroom activities, which involve the accessing of the Internet. I understand that although the Internet in general provides a vast resource of material that serves an educational purpose, it is possible to access material that may be considered inappropriate. I also understand that the Internet is an open network that is not self-regulated. I further understand that students accessing the Internet will be under the direct supervision of a responsible adult conducting supervised activities. I hereby acknowledge that any use of telecommunications services for illegal, inappropriate, or obscene purposes, or in support of such activities, is prohibited and that violators will be held accountable and will be subject to disciplinary measures. I understand that Concordia Lutheran School Association assumes no liability for the content of any advice or information acquired over the Internet, or any cost or charges incurred from this advice or information."

It also has a student contract:

"I, _____, **pledge to follow these rules while using the computers**
Student Name

and the Internet at school. If I break these rules, I agree to the following consequences:

1st Offense - Loss of privilege, to use the computers and the Internet at school unless individually supervised by an instructor for two (2) weeks.

2nd Offense - Loss of use of the computers and Internet at school for the remainder of the school year"

The rules are as follows:

- ❖ I will never give out personal information such as my home address, telephone number, or the name and location of my school without my teacher's permission.
- ❖ I will tell my teacher immediately if I come across any information that makes me feel uncomfortable.
- ❖ I will never send a person my picture or anything else without first checking with my teacher.
- ❖ I will always treat people online with respect and treat them, as I would like to be treated.
- ❖ I will not reply to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell my teacher right away.
- ❖ I will not search for any inappropriate site on the Internet. If one is accidentally found, I will immediately terminate access to the site and tell my teacher about the event.
- ❖ I will honor the Acceptable Use Policies for computer and Internet usage of Concordia Lutheran School:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, attacking, or bullying others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work, or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Using the internet to contact chat rooms, blogs, unauthorized activities

Student Signature _____ Date _____

Parent Signature _____ Date _____

Sign and Return

PERMISSION TO PHOTOGRAPH Form:

I do, hereby, grant Concordia Lutheran School permission for my child to be photographed, video-taped or filmed while participating in typical school day activities. I fully understand that this film will only be used for school purposes.

I hereby release Concordia Lutheran School and its' employees from all claims and liabilities resulting from the use of such pictures.

Parent's Name if different from the child, PRINT _____

Signature of Parent/Guardian

Date

I do not give permission for my child to be photographed or video-taped for the above, described purposes.

Signature of Parent/Guardian

Date

PERMISSION TO BE INTERVIEWED BY THE NEWS MEDIA

Date _____

Dear Principal,

My child, _____, has permission to be interviewed, photographed, and/or video-taped by members of the news media or school staff during instructional time and/or extra-curricular activities. The products of these media may be published: in the newspaper, television, bulletin, or picture releases, yearbook, etc.

I am aware that this permission may be revoked at any time.

Parent's name if different from the child, PRINT _____

Signature of Parent/Guardian

Date

I do not give permission for my child to be photographed or video-taped for the above, described purposes.

Parent's name if different from the child, PRINT _____

Signature of Parent/Guardian

Date

Sign and Return to School

FIELD TRIP PERMISSION FORM

Date _____

Field Trip Permission Form is issued

_____ & _____
LAST Day to turn in Signed Form & Money Time

Teacher's Name: _____ Grade _____

Sign and Return to your Child's Homeroom Teacher

FIELD TRIP DATE _____ Time of Departure from Campus _____

Cost _____

_____ My child will bring lunch.

_____ My child will eat school lunch.

I agree to hold the Concordia Lutheran School and its representatives free and harmless against any and all injuries which the above-mentioned child may sustain, as a result of this trip to which I hereby grant permission, except such injuries which the above child may sustain, as a result of the gross negligence or willful misconduct of Concordia Lutheran School.

List any information you consider vital for your child's health: allergies, epilepsy, medications, physical disabilities, or other illnesses on the back of this form.

My Child has permission to attend the field trip.

Parent's Name if different from the child's, Print _____

Signature of Parent/Guardian (Signature Required)

Date

Hospital/Emergency Permit:

The Field Trip Chaperone has my permission to admit my child for hospitalization and treatment in an emergency, in the event I am not available to provide consent.

Signature of Parent/Guardian (Signature Required)

Date

Home Phone: _____ Cell Phone _____ Emergency Phone _____

I am interested in being a chaperone. I can be reached at _____ Cost _____

I am willing to drive my child and a classmate for Services Hours _____ or _____
YES NO

Note: Parental Signature is required in two places on form.

- All Pre-Paid Field Trip Money is NON-REFUNDABLE. The cost of the field trip is calculated based on the confirmed number of participants.
- Field Trip Money must be placed in a sealed envelope with the child's name, teacher name or room number and labeled "FIELD TRIP."

Concordia Lutheran School Pre-Kindergarten, Kindergarten, 1st Grade Behavior Management Plan

As your child's Early Childhood teacher's, we desire to provide a safe and happy learning environment. Academic growth will include learning how to work with others. The following discipline plan will set the framework for your child to learn, grow, and build relationships with classmates.

Classroom Rules

- We are nice to others.
- We play safely.
- We keep our classroom clean.
- We listen to the teachers.

To encourage students to follow the classroom rules we will use Positive Reinforcement. Good choices are rewarded in our Early Childhood classrooms by moving clothes pins up the behavior chart as follows:

- Green- Means your child is ready to learn.
- Orange- Orange means your child is making wise choices.
- Purple- Means your child is a "Superstar" student.

Rewards-Prize Box (contains an array of prizes), stickers/sticker charts, stamps, certificates, call parents, parties, verbal praise, non-verbal gestures, and special treats

If a student chooses to break a rule, however, there will be consequences. In our Early Childhood classrooms, students who are not cooperating with teachers or aides will be asked to move their clothes pin. The following is a list of Consequences:

Disciplinary Consequences

1 st Time		Warning
2 nd Time	Yellow	Time Out
3 rd Time	Blue	Time Out
4 th Time	Pink	Time Out/Call Home
5 th Time	Off Of Chart	Time Out/Call Home/Parent Meeting
6 th Time	Off Of Chart	Call Home/Morning Detention/Parent Meeting

Time out is one minute for each year of a child's chronological age. (Example 4 yr old= 4 min. time out)

Every day is a new day and children begin on green "Ready to Learn."

Actions that require SEVERE CONSEQUENCES are: Biting, Bullying, Cursing, Fighting, or any other action that stops learning.

Actions that require SEVERE CONSEQUENCES will be handled in the following manner:

4. Taken to Principal
5. Parents notified immediately
6. Appropriate action taken

Please note the detention policy in the Parent Handbook.

In any nine week period, students who accumulate 5, 6, or 7 pinks or "off of charts" will receive a one (1) day out of school suspension. On the 8th pink, a student will receive a three (3) day out of school suspension. **Any student on a Special Behavior Probation must be accompanied by a parent on all Field Trips during the probation period.**

We will be discussing this policy on the first day of school, and through the first few weeks, we would appreciate if you would review the plan with your child. Your help is needed on this important matter. We will be communicating with you daily to keep you aware of your child's progress. If you have any questions concerning this policy, please contact us via Fast Direct or by calling the school office at 504-347-4155.

Sincerely,
Mrs. Monique Henderson- Pre-K teacher
Ms. Alaina Becnel- Kindergarten teacher
- First Grade teacher

I acknowledge that I have read and understand the CLS Early Childhood Behavior Management plan.

Student's Name: _____

Parent's Name if different from student _____

Parents Signature: _____ **Date:** _____

ACKNOWLEDGMENT

Return form to your child's homeroom teacher

**As the Parent/Guardian of _____
I have read the information contained in Concordia
Lutheran School's Family Handbook.**

**Our family agrees to work with the school to ensure
that our child has a successful school year.**

**Our family will abide by the school policies, and
procedures outlined in the Concordia Family
Handbook, so that our Child will have a successful
school year.**

Name of Student: _____

**Name of Parent of Guardian if different from child,
Print _____**

Signature of Parent/Guardian: _____

Date: _____

Phone# _____

Cell# _____

Work# _____

Other# _____