

# ***CONCORDIA LUTHERAN SCHOOL***

## ***Concordia 2022/2023 Chapel Theme***

**Titus 2:7**

**In everything, set them an example by doing what is good. In your teaching show integrity, and seriousness.**

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## 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 C.L.S. to **abide** by the school **policies** and **regulations** carried out by the faculty, staff, and principal and enforced by the C.L.S. School Board. I affirm my support of the C.L.S. 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).

### *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 do my best to only schedule vacation trips during school holidays.**
- **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 provide** a healthy snack for my child that is not high in sugar or salt content.
- **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 email, written note, school agenda note, conference or via fast direct.
- **I will regularly monitor** my child's progress in school and sign progress reports, interim reports, and report card signature cards.
- **I will participate** to the best of my ability in school activities such as: school committees, volunteer at the school, complete required service hours, chaperone and attend "Back to School Night," report card pick-up conferences, and attend scheduled parent-teacher conferences.
- **I will refrain** from using my cell phone during school sponsored activities, such as Chapel.
- **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 not smoke** anywhere on the school campus or during school sponsored activities. **SMOKING is Banned on ALL School Campuses and Events!** A recently passed law will prevent parents from smoking in their cars when children are present in the car.
- **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.

Parents Signature \_\_\_\_\_

Date \_\_\_\_\_

***Mission Statement:***

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 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.

***Contact Information:***

**CONCORDIA LUTHERAN SCHOOL IS SPONSORED BY:**

Concordia Lutheran School  
6700 B Westbank Expressway  
Marrero, Louisiana 70072

GOOD SHEPHERD LUTHERAN CHURCH  
6700 B Westbank Expressway – Marrero, LA 70072  
(504) 347-4121

School Phone: (504) 347-4155  
School Fax: (504) 348-9345

TRINITY LUTHERAN CHURCH  
620 Eliza St. – New Orleans, LA 70114  
(504) 368-0411

Web Address: [www.clsmarrero.net](http://www.clsmarrero.net)

***Concordia School History:***

Plans for the Concordia Lutheran School were formulated in the latter part of 1963 when the West Bank 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 - 8<sup>th</sup> 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. 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 Lutheran School is a parochial school, not a private school. We are a support to a Christian home. Through our teaching of Bible verses, chapel services each Wednesday 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:

- 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
- Time is set daily for Christian instruction with the purpose of it transferring to students' thoughts, words and actions into an observable demonstration of one's Christian beliefs
- 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
- 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
- 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.
  - e. 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 need 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 of **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. C.L.S. 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** is taken by each homeroom teacher. Chapel service is held ***weekly*** for all grades on ***Wednesday*** morning at ***8:30 a.m.*** Parents are cordially invited to attend these services. Parents and guests are asked to silence their cell phones during the C.L.S. Chapel Service. Chapel Service offerings are received weekly for a designated charitable purpose with input from our students.



## ***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. His 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:***

Assist, the home in the development of Christian doctrine and Christian lifestyle for their children. Thus, each student at Concordia will have the opportunity to:

1. Develop a growing knowledge and trust of the Triune God through the study of Holy Scriptures
2. Develop an increased ability to apply God's Word to his life as an active member of the body of Christ
3. Experience a desire to gain the blessings of regular Christian worship, prayer, and the Sacraments
4. Cultivate the spiritual, mental, social, emotional, and physical powers needed to function effectively in relation to God, fellowmen, and all of God's creation
5. Realize that his whole life is to be used to praise, glorify, and please God.
6. 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:***

1. Acquire competency in oral and written expression, listening, reading for meaning, writing, speaking, memorizing, dictation, and digital literacy
2. Gain competency in basic mathematics including basic operations, geometry, algebraic equations, numeration, problem solving, and measurement
3. Develop competency in the mechanics of writing
4. Apply the processes of the scientific method
5. Appreciate the scope of global awareness, as a member of a family, neighborhood, region, state, nation, and world geography and cultures
6. Develop aesthetic values through self-expression in art, theater, dance, and music

### ***Emotionally:***

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

### ***Socially:***

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

### ***Physically:***

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

## ***REGISTRATION POLICIES***

### ***ENTRANCE REQUIREMENTS:***

1. A child is to be three (3) by September 1st to be admitted to Pre- Kindergarten and completely toilet trained. 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 and 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 out 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, social security card, and previous school records on file in the school office before the child begins classes.
6. \$150.00 non-refundable application fee and a meeting with the admission committee and the parents of the student /students must take place.

### ***APPLICATION PROCEDURES***

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

#### ***AGE REQUIREMENTS:***

- Pre-Kindergarten students are to be three (3) or four (4) years old by September 1<sup>st</sup>
- Kindergartners are to be (5) years old by September 1<sup>st</sup>
- New 1<sup>st</sup> Grade students are to be (6) years old by September 1<sup>st</sup>
- New 2<sup>nd</sup> Grade students are to be (7) years old by September 1<sup>st</sup>

#### ***REQUIRED RECORDS:***

- Birth Certificate
- Immunization(shots) up-to-date record: Every child must have on file in the school office.
- Social Security Card
- Most Recent Report Card
- Most Recent Standardized Test Results
- Parent or Guardian Identification
- Custody Papers (***if applicable***)
- Medical Form (***if applicable***)
- IEP Papers (***if applicable; We cannot accommodate the needs of the student without proper documentation***)

#### ***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 to the applicant.

#### ***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

#### Refund of Tuition and Fees:

**Application fees as well as registration fees are non-refundable. A cancellation fee of \$200.00 for nonpayment of tuition will also be imposed by Concordia Lutheran School. A \$35.00 NSF fee will also be charged for NSF checks per check. No checks will be accepted after April 1, 2023.**

#### TUITION PAYMENTS AND OTHER FEES:

##### ***Tuition Payments:***

- 1 child - \$5,250.00**
- 2 children - \$9,500.00**
- 3 children - \$12,750.00**
- 4 children - \$17,000.00**

- Tuition may be financed through a First Bank and Trust Tuition Loan.
- Tuition payments are due monthly, payable to First Bank and Trust, beginning in July for a (10) ten-month loan term. **Tuition accounts are to be kept current at all times.** The bank assesses a \$20 fee for any late payments, and a \$30 fee for any returned payment.
- Tuition is expected and must be always paid in a timely fashion; this includes instruction on and off campus. Adjustments will be made according to circumstances.
- **Any tuition loan that is (60) sixty days past due will be “charged back to the school” or deducted from the school’s operating budget. At this time a \$200.00 cancellation fee will be imposed. The full balance of the loan including interest and fees due to Concordia Lutheran School should be paid directly to the school finance office by money order or cash only this includes the charge back fee. The student(s) will be withdrawn from the school and “drop papers” will be sent home. If necessary, further action may include but not be limited to the withholding of final report card, transcripts of records, and non-acceptance for the upcoming school year. (Students will not be allowed to take quarterly exams if tuition is not paid up to date.)**
- **“Payment in Full” is due by April 15, 2023.** Acceptable forms of payment: cash, money orders, and cashier’s checks. Visa and MasterCard payments are accepted with a \$3.00 service charge. **Any registered student with an unpaid tuition balance after May 15, 2023 at 3:00 pm will be assessed a \$200.00 late fee per student that will be added to the tuition balance.**
- **ALL Monies Paid to The School Must Be Paid in Cash, Cashier’s Check, Visa, Master Card with a \$3.00 service charge, or Money Order**
- **Personal Checks will not be accepted after April 1, 2023.**
- **Parents of 8<sup>th</sup> grade students must have tuition and fees paid by April 1, 2023, in order for the 8th grade student to graduate. 8th grade graduation fees must be paid by January 10, 2023.**
- **Important Reminder:** Repayment of NSF, NON-SUFFICIENT FUNDS, checks will be assessed at a rate of \$30.00 per check by the school. Any late fees or delinquent payments are subject to a finance charge of \$5.00 per day. Cash or Money Order made out to Concordia Lutheran School must be paid at the school financial office. Personal Checks will not be accepted.
- For those families not financing tuition through First Bank and Trust a payment of (½) one half tuition is due by July 15<sup>th</sup> and is considered delinquent on August 20<sup>th</sup>. The second half of the tuition is due January 15<sup>th</sup> and is considered delinquent on February 15<sup>th</sup>.
- If you decide to finance (½) half of your tuition through First Bank and Trust, the first (½) half of your tuition must be paid July 15, 2022 before school begins.

- If at any time, it becomes necessary to obtain a First Bank and Trust Tuition loan you may contact First Bank and Trust at (504) 584-5967 for information on setting up a tuition loan.
- First Bank and Trust tuition loans are available online through a secure web site and are readily available at your fingertips twenty-four (24) hours a day. The web address for First Bank and Trust is <https://tuitionportal.fbtonline.com>
- Tuition refunds for early withdrawal and dismissed/expelled students are based upon the academic Quarter. Tuition for the entire Quarter must be paid once a student has attended school on the first day of the Quarter. If a student withdraws or is expelled from school at any time, all financial obligations must be current before a transcript is issued. Loan cancellation fee of \$200.00 must be paid in cash or money order.

### **PENALTIES ASSOCIATED WITH DELINQUENT ACCOUNTS**

The school reserves the right to initiate appropriate action and to impose penalties upon parents to ensure the payment of accounts showing an outstanding balance following the designated due date. The following is by no means a comprehensive list of the penalties which may be imposed, but they do represent some of the most common situations encountered. Ordinarily, a student will NOT be permitted to attend school in the Fall of any academic term if his financial account for the previous year has not been paid in-full by the due date. After this deadline passes, the student will be automatically dropped from the school roll. **Final grades will not be released at the end of the year for any student whose financial account is not paid-in-full. Parents will receive written notification that the final report card is being retained by the school until the account is settled. - A student whose financial account is not paid-in-full to date will not be allowed to take midterm or final exams. In such instances, the student will receive a grade of "0" until the account has been paid and exams are made up. - If the mid-term exam is not made up by the date of the report card issue in January, the failing grade will become permanent and the student will be dismissed from the school. -**

#### *Other Fees:*

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

**Student Fee** is \$450 *per student (non-refundable)* insurance, textbook, workbook, and yearbook fees.

**Kindergarten Moving Up fee** -\$25 per student

**Building Fee** - \$250 *per family (non-refundable)*

**Technology Fee** - \$350 per family (non-refundable)

**8<sup>th</sup> Grade Graduation Fee** -\$150 per student

**The Parent Teacher League (PTL) Fee** - \$50 *per family (non-refundable)*

#### **Service Hours:**

**A per family service hour fee will be assessed: 20 Hours (at a value of \$300) hours served must be logged in and approved prior to May 1, 2023.**

**ALL Monies Paid To The School Must Be Paid in Cash, Cashier's Check, Credit Card, or Money Order**

**“Good Accounts, Good Friends!”**

## ***VISITING THE SCHOOL:***

For safety, **ALL persons** entering the Concordia Lutheran School grounds during operating hours, visitors must first register/sign-in in the **school office by ringing the bell on the gate to gain entrance**. Upon entrance to the office, visitors will sign in to document their presence on campus. At this time, a pass will be issued to visitors prior to entering any school building. All parents and visitors are asked to sign out in the school office at the conclusion of their visit. Throughout your visit, we ask that all visitors maintain a quorum of respect of person, property and our staff. If at any time our staff feels violated or threatened, you will be asked to leave the campus immediately. Be reminded that Louisiana Revised Statute 14.38.2 protects teachers, staff, and administration from being harassed or threatened in any manner. Any persons not cooperating or adhering to this policy, law enforcement will be contacted and the appropriate actions will be enforced. Be advised to maintain the security and safety of all students and employees of Concordia Lutheran School, visitors will not be permitted to use the restroom facilities.

**Harassment constitutes verbal or physical harassment, phone calls, emails, or text messages.**

Conferences may be scheduled with teachers before 7:00 A.M. and after the school day (3:00 P.M.)

Note: Pre-K 3 - 4 and Kindergarten students nap between the hours of 12:30 P.M. and 1:30 PM. Class visits are suspended during nap time.

**Parents, please note at no time while visiting are you permitted to bring firearms on campus.**

## ***SCHOOL DAY ARRIVAL:***

**Child Care:**

**6:45 A.M. - 7:30 A.M**

***CAR DROP OFF:***

**6:45 A. M.-7:30 A.M.**

**Any student arriving after 7:30 A.M. will be marked TARDY!**

***HOMEROOM TIME: 7:30 A.M. - 7:40 A.M.***

**All students report directly to the gym to begin the school day and actively participate in the recitation of the Pledge of Allegiance to the U.S. flag, Pledge of Allegiance to the Christian Flag and Prayer, and the "Our Father." All Students Must Participate in the Pledge of Allegiance to the U.S. Flag as well as the Christian Flag. No Exceptions....**

**LUNCH:**

**10:30 A.M. - 11:00 A.M. Pre-K, K, 1st grade**

**11:00 A.M. - 11:30 P.M. – 2nd - 4th**

**11:35 P.M. - 12:05 P.M. - 5th -8th**

## ***LUNCH PROGRAM:***

Our school participates in the Hot Lunch Program. All children will eat in the Dining Hall. Any student allergic to milk products must bring a doctor's note for apple juice to be substituted for milk.

A student arriving at school after **8:00 A.M**, should plan to bring lunch from home. Lunch orders are placed at 8:30 A.M.

Students not eating a school hot lunch 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 and carbonated***

*beverages are not permitted. Sunflower seeds or Ramen Noodles are not permitted, as a snack or a snack. Chewing gum is not permitted. Students will not be permitted to use the microwave. It is discouraged to send your child with peanuts, peanut butter, hazelnut spread or any other nut products, due to severe allergies with students who are enrolled.*

***AFTERNOON DISMISSAL:***

All Bus and Car Riders will be dismissed from the gym beginning at 2:35 P.M. (In the event the child has not been picked up by 3:00 P.M. the student will report to E.D.P. in the school library.)

***IMPORTANT NOTICE:***

***Traffic Pattern for Drop Off & Pick Up of Students***

***Drop off in the morning will be as follows:*** You will not be able to enter Wallace Street from Frances due to one way restriction in the morning.

***Traffic Pattern to Avoid Long Line: Pick up in the evening is as followed:***

The route for parents to line-up in the **CAR LINE** follows: **Enter** the pick-up line on **Berger Street** – located one (1) street west of **Westwood Drive** off the **West Bank Expressway**, turn **RIGHT** on Progressive St., **RIGHT** on Magnolia Street, **LEFT** onto Wallace Street to pick up points. Cars **are not** to enter the pickup line from Westwood Dr., St. Ann Street, Oak Street or Bertucci Street. This route helps disperse the cars, so they do not pile up in the surrounding neighborhood.

***Please do not get out of your car in the DRIVE LINE or leave your car unattended with the motor running.*** If you must enter the office; you must first park along the fence before exiting your car with your child.

***EDP Extended Day Program:***

Concordia Lutheran provides **before** and **after** school care services or E.D.P. which stand for the Extended Day Program for children enrolled at Concordia.

Families desiring to use the EDP service are required to pay weekly beginning on Monday of that week. Any hours not used will result in that money rolling over to the next week. Balances and times the student was in EDP can be checked on fast direct weekly.

**Before school care is from 6:45 A.M. through 7:30 A.M.**

After-school care begins at **3:00 P.M.** Dismissal and ends at **5:00 P.M.**

The rate for this service is **\$5.00 per child per afternoon**, regardless of the time picked up. **E.D.P. payments are to be paid WEEKLY, each Monday morning.** If a family has more than one student weekly payments are as follows: 2 children \$27 per week, 3 children 30 per week, and 4 or more children 40 per week.

**E.D.P. Fees must be kept current. *If the student's EDP account has an outstanding balance the child(ren) may not attend EDP until the balance has been paid in full. We will not allow students to attend with a balance.***

Any student not picked up on time from Afternoon Dismissal or after scheduled school activity will be signed into EDP and the parent will be charged accordingly. **Any student not picked up by 5:00 P.M. will be assessed a late charge of \$5.00 for every minute after 5:01 pm for students not picked up.** Siblings of students involved in extracurricular activities must be supervised by a parent or sign in EDP.

**Note: In the P.M. of E.D.P. The first (30) minutes will be devoted to homework and study.**

**Afternoon Pick-Up/Change of How child is getting home:**

In the event, arrangements for your children after school car pick-up changes or the child is going home with another child's family, or the child should go to E.D.P. the office must be given notice *in advance*. In an emergency, if you are sending someone not on the child's emergency card, the person must have a picture I.D. and the request must be written and include: the date and the name of the person you are granting permission to transport the child. The person you designate must be on your child's **EMERGENCY CARD!**

#### **SCHOOL BUS REGULATIONS:**

- School bus service is available on a limited basis to students in grades 1-8 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:
- The driver will contact parents with bus stop locations, and timeframe to be out at the bus stop. CLS students must be on time to the bus stop.
- A Bus Card must be completed by the parent **before** a student may ride the school bus.
- Only, **Concordia students with a completed bus gain form** 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.
- CLS students must obey the driver promptly and courteously.
- CLS students are expected to speak to the driver in a polite and respectful manner.
- 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.
- CLS students may not eat or drink on the school bus.
- CLS students who deface the bus seats or the school bus will cause their parents to be held responsible for damages.
- 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.
- CLS students must get on-and-off the bus at their **designated bus stop**.
- CLS students must exit in front of the bus. CLS students are to walk on the left side of the road, facing traffic.
- Pre-approval **at least 24 hours in advance** from the bus driver and principal is required for students to get off at a different stop for childcare reasons. Only students with a completed Bus Card may ride the school bus.
- 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

##### **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 person

##### **Half-Day Attendance:**

C. 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;
- 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.

***Whole Day Attendance:***

D. 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. Exceptions 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.

**In Order for students to be successful in school, students must arrive on time everyday. No student will be admitted into school after 8:30 am on the school day and no student can be checked out prior to 2:15pm. Instruction is still being taught and the student is missing out on a promotional subject. In case of doctor's appointments, please try to schedule those after school, if appointments must take place in the morning, please provide the doctor's note upon return to school.**

***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 makeup work. Parents may make arrangements to pick up assignments for extended absences with the homeroom teacher.

***Absences:***

**Please send a 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 167 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.
  - a. Natural catastrophe and/or disaster
  - b. For any other extenuating circumstance, parents must make a formal appeal to the school Principal.

**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.

### ***ATTENDANCE and MAKE-UP WORK***

When the absent student returns to school, the teacher will assign makeup work for the days missed and give the student a deadline for returning the completed work. 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 classwork or homework which was assigned during an absence. Please provide enough time for the teacher to gather what is needed for the student before coming to pick the make-up work.

**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 the report card given as soon as the test is taken. Tests and assignments not completed within the given time limit will result in an "F" for the grade. Students' report cards may also be held for non payment of tuition. Students will not be allowed to test if tuition is not paid up to date.**

#### ***Tardy:***

*The tardy "warning bell" will ring at 7:50 A.M. Homeroom morning bell is TARDY. Tardy students must be signed-in by the parent in the office.* The student must be issued an admit slip and place their lunch order in the office before going to their classroom.

**Tardy Minutes Accrued to a Day of Absence - Warning: 360 tardy minutes will result in a one day absence.**

#### ***Early Check-Out:***

**The latest a parent may check his/her child out on a typical school day is 2:15 p.m.**

**ALL school employees are MANDATORY REPORTERS of suspected child abuse.**

### **INSTRUCTIONAL PROGRAM:**

The instructional program of Concordia is designed to give each child a balanced education recognizing his academic, 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 instructional program and using a range of engaging instructional strategies. Incorporation of Digital Literacy to prepare students for their lives in the 21st Century will be stressed. The faculty strives to find teaching methods which address the students' learning styles. The Louisiana State Standard for each subject area provides a benchmark for what Louisiana Students should know and be able to demonstrate mastery of at each grade level.

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

Grade Level Curriculum for each grade level may be viewed in the principal's office.

### **Honor Roll:**

#### ***ALL "A" High Honor Roll-***

A student in **grades 1-8**, who earns all **As** or an **Excellent** in every subject and an **A in Conduct** is recognized with an Honor Roll Certificate/Ribbon. The A Honor Roll student demonstrates mastery of the skills taught at his/her grade level.

#### ***ALL "A/B" Honor Roll-***

Students in **grades 1-8**, who receive **B or better in all academic areas and Good or Excellent in Conduct** for a nine-week period are given an "A/B" Honor Roll Certificate/ Ribbon.

**The Most Improved Student** is selected for each grade level each quarter to recognize the effort and motivation of a student to do better in class and earn higher grades. The most improved student receives a certificate.

**ALL students achieving Honor Roll for all four (4) quarters of the school year will be given special recognition during the final Awards Day Ceremony 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.*

**An Awards Assembly is scheduled each marking period following Chapel.**

### ***BOOKS:***

All textbooks, school supplies, backpacks, and contents of Middle School lockers become the student's 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. 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.** Book Covers may need to be replaced. **Book Fines** may be assessed on damaged, destroyed, or lost books at the end of the school year. **Students who fail to bring books to school will be given an academic detention to be served on the following Wednesday with a fee of \$10.**

#### ***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.
- **ALL Students MUST have clear book bags.**

### ***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, 1 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.

***GRADING POLICY:***

The numerical grading scale for 1<sup>st</sup> – 8<sup>th</sup> grade:

A =	100-92
B =	91-83
C =	82-72
D =	71-65
F =	64-0

***CONDUCT GRADES:***

Conduct grades indicate how your child is behaving in the learning environment. The basis for your child's grade is:

- **Cooperation** with teachers and classmates.
- **Attention** given to classroom instruction.
- **Responsibility** assumed for one's own academic and social actions.
- **Self-discipline** in respecting rights and property of others and CLS.

**Conduct Pre-K4- 8th grades are:**

***Letter Grade:***

A =	100-92
B =	91-83
C =	82-72
D =	71-65
F =	64-0

***Graded Test Papers:***

- Graded test papers will be sent home weekly each Tuesday in the primary grade student's weekly test folder.
- Parents must sign the grade card and return the test folder, the next school day.
- Check fast direct weekly for test grade entries.
- Test grades, interim reports, and report card grades may be reviewed using the Fast Direct communication system.
- Note: When the grading window opens at the end of each marking period, the parental viewing window will temporarily close. Check grades throughout the week.
- If tuition and or fees are not paid up to date, the viewing window will temporarily close until all fees and tuition are brought up to date.

***INTERIM REPORTS:***

Interim Reports are issued to ***ALL*** students in promotional subjects at the midpoint of each grading period. Please check the calendar for dates.

The Acknowledgement Card for grades PK-8 should be signed by the parent or guardian and returned the following school day.

***REPORT CARDS:***

quarter.

The Acknowledgement Card for grades PK-8 should be signed by the parent or guardian and returned the following school day.

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

***Grades 1, 2, 3***

**PROMOTIONAL SUBJECTS:**

**A. Reading, English and Math**

Student must earn a D (60) or better semester average

**B. Religion**

Student must earn a D (60) 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 schedule 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 Concordia faculty member or a tutor.** 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 **F (59 or below)** in the fourth quarter in reading, english, or math will be required to receive **ten (10) hours of tutoring** conducted by a **certified Concordia faculty member or a tutor recommended by the principal.**
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.**
4. **The Principal and teacher(s) concerned will review all conditions and failures placed on a student.**

***Policy: Retention/Conditional promotion for Grades 3,4,5,6,7 & 8:***

***PROMOTIONAL SUBJECTS:***

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

- The student must earn a **D (60)** or better semester average.
  - All scores will be recorded using the school grading scale (homework, class work, and effort), 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 Concordia faculty member or a tutor recommended by the principal.** The remediation must be properly documented before promotion will result. We strongly recommend that tutoring begin immediately.

2. Any student who receives an **F (59 or below)** in the fourth quarter of **ANY** promotional subject will be **required to receive ten (10) hours** of tutoring conducted by a certified Concordia faculty member or a tutor recommended by the principal.
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.**

**Probation:**

A student can be placed on academic probation if the student's GPA falls below a 2.0 in any given quarter. Students will not be allowed to participate in any extracurricular activities until the GPA returns to a 2.0.

**HOMWORK:**

- **Homework is an important part of learning.**
- **Homework is meant to reinforce new skills introduced in the classroom, and to help maintain the skills taught by the teacher, as the year progresses.**
- **Homework is the responsibility of the student.**
- **When students leave for the day, it is the student's responsibility to make sure they have all the necessary books, notebooks, worksheets, etc. to complete their homework.**
- **Students should use their planners to write down the day's assignments and check off assignments and material before they leave the classroom. Parents are to sign students' agenda daily to ensure open communication about assignments between home and school. Teachers will check for signatures daily.**
- **If a student has problems with homework, please speak to the teacher that issued the assignment**
- **Students who do not complete homework assignments will have to serve a \$10.00 detention on the following Wednesday. Students who fail to serve the detention will serve an In-School – Suspension. The assignment will receive a partial credit grade for late submission. If the detention is not served, the student will receive a zero for the assignment, and a parent conference will be scheduled.**

**RECORD REQUEST:**

If a student is withdrawn or not returning for the upcoming school year, records will only 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.
- All copies requested will be made at a cost of **\$1.00** per copy. Payment must accompany the request.

**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.

**Concordia Students who demonstrate Christian Behavior will be recognized during each monthly awards ceremony and for outstanding behavior for all four quarters.** The philosophy which guides our Behavior Management Policy works in concert with the 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. Consequences will be determined, depending on the age of the student, the nature of the behavior infraction, its severity, and whether the behavior is repeated. If a teacher witnesses the behavior incident, or the student is reporting an incident, or a parental report of an incident is made, certain consequences may be given. 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, and as a last resort, the parent will be told to pick up transfer papers so the parent may register their child in another school.

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 surrounding the incident(s) of misbehavior.

Our objective is for each CLS student to learn self-control, how to filter the spoken word in anger, and practice responsible behavior. Students will be asked to document their behavior by "writing, telling, drawing, or acting out their side of the story". Students must take responsibility for their actions, learn to always tell the truth, and refrain from making the same mistake over, again.

#### **Communication is the key:**

Feel free to email or send a note, if a problem arises or if you feel the need to discuss a situation involving your child. Together, we will work to help your child grow in grace and gain the ability to think before acting by 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, class work, homework, and/or all school-sponsored activities. **No portion of the tuition and fees will be refunded.**

***Any student on a Special Behavior Probation must be accompanied by a parent on all Field Trips during the probation period.***

#### ***Communications with Teachers :***

- 1) During the school week teachers will have 24 hours to reply to a communication from an authorized parent or guardian.***
- 2) If a communication is sent on Friday teachers will have 72 hours through the weekend with the reply being sent at the earliest on Monday after 11 am.***

#### ***Cell Phone Policy***

**Students must turn cell phones off before entering the campus. All cell phones must be turned into the office. If a student is caught with his/her cell phone on campus, the phone will be confiscated and turned in to the office. 1st offense; Parents will have to come to the office to retrieve and pay a \$50 fine, 2nd offense parents will be charged a fine of \$75.00, 3rd offense will result in a fine of \$100 and a conference to be held with administration. Cell phones will be returned at dismissal. No tablets, I pads, or any other electronic game devices are allowed at school.**

#### ***Cyber-Bullying Policy***

Any student:

- Spreading rumors or untruths about someone, cyberbullying on Kik, Instagram, Snapchat, Facebook, Twitter, or other social media outlets, etc.
- 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 will result in harsh consequences to be determined by the principal and the board of CLS
- Students who use social media to criticize the faculty or CLS Lutheran School on school media sites will result in harsh consequences to be determined by the principal and board of CLS.

**Parents; The Administration will not tolerate any negative comments made against Concordia, the faculty, staff or students either verbally or on social media. This applies to adults and children.**

### *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 of Bullying:**

**Bullying happens whenever someone *repeatedly* uses his or her power unfairly and repeatedly to hurt, threaten, scare, or leave someone out on purpose. This also applies to ALL adults; Parents who engage in or issue any threats towards coaching staff, team members, or attendees will result in you being ejected from the event and banned from attending all other sporting events at Concordia Lutheran School.**

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, cyberbullying on Kik, Instagram, Facebook, Snapchat, Twitter, What’s App, 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: counseling, detention, in- suspension with a parent 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 that manifests itself at school and results in a disruption of the educational process or opposes the Christian values taught at Concordia Lutheran School.**

#### *LEVELS OF OUTCOMES (CONSEQUENCES):*

Outcomes may consist of removal from the situation (sent to the principal's office), loss of recess or privileges, detention served before school, in-school suspension, suspension out of school or expulsion. The severity of the infraction determines the consequence:

### ***ACADEMIC DETENTION:***

Teachers may elect to issue academic detention for:

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

***All detentions are held on the following Wednesday and will result in a \$10 fee.***

### ***BEHAVIORAL DETENTION:***

Detentions are served one hour before afterschool. A PROCTOR FEE of \$10.00 will be assessed for *each* detention. Students serving detentions must be in full uniform and report on time. ***All detentions are held on the following Wednesday. Rescheduling of detentions for parents' convenience will result in a doubling of the fee required.***

- **Failure to report to detention will result in a suspension.**
- 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 notice. **Three detentions will result in an in-school suspension.**

### **Academic Deficiency 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. 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 student and parent.

### ***Behavioral Probation:***

Any student PreK-8 may be placed on Behavioral Probation.

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

### ***SUSPENSION:***

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**

The principal will determine the terms and duration of the suspension, which will be served at home. - **out of school suspension**

**After 3 suspensions a mandatory parent conference will be held, and students will be placed on behavioral probation. Any student placed on behavioral probation this will last for one 9 week school period. Any student who is placed on behavioral probation will be under consideration for an invitation to return next school year.**

***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 behaviors deemed detrimental to any individual(s) in the school.



### ***CHEATING:***

Cheating is totally unacceptable and conflicts with the Christian values affirmed at CLS. Copying homework or lending homework to be copied, constitutes cheating for all students involved.

Plagiarism in any form is considered a major offense. Conduct points will be deducted.

A student caught cheating, plagiarizing, talking, or looking at anyone's paper during a test, quiz, etc. may be punished by:

The grade (of the test, quiz, homework, etc.) will be recorded as an "F."

Teachers or the office issues a severe behavioral consequence, such as suspension.

### ***Authority to Administer School Rules & Behavior Outcomes:***

***Parents please help us make it clear to our students they must listen and follow directions.***

***Accept corrections from ALL adults on this campus, not just from their homeroom teacher or principal.***

Every faculty and staff member, part-time and full-time, 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 for action.

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 both sets of parents will be notified by the Principal.

**Written Notices of Behavior Outcomes are for the parent's information, not for parental approval. Each parent and child will sign a Behavior Contract in the C.L.S. Family Handbook.**

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

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

**The decision of the CLS Principal is final with CLS BOARD APPROVAL.**

Concordia Lutheran School is preparing our students to be well-educated, polite, Christian, young men and women, who are contributing members of society.

### ***ID BADGES:***

- **ID TAGS MUST BE WORN AT ALL TIMES** during the school day.
- **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. A dress code infraction with an automatic detention for a defaced name tag will be issued.
  - LOSS or DAMAGE to the ID Badge requires replacement with a **\$10.00 cash fee only** for each replacement.
  - Behavioral Outcomes will be enforced when ID Badges are not properly worn or displayed.

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

***Uniforms are mandatory. If your child is not in a complete C.L.S. uniform, a warning will be issued. Each morning homeroom teachers will conduct a uniform check.***

### ***PHYSICAL EDUCATION:***

All students must wear athletic shoes for P.E.

**During extremely cold weather, students may wear the C.L.S. sweatshirts only.**

### *Uniforms - General Information:*

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

- Boys' and girls' waistbands must always be visible. Students in grades 2<sup>nd</sup> -8<sup>th</sup> must wear a belt. Boy's Belts must be visible at all times.
- Students in Pre-K, Kindergarten and 1<sup>st</sup> grade *are not* required to wear a belt for ease of using the restroom and avoiding restroom accidents.
- Students in Grades 2<sup>nd</sup>- 8<sup>th</sup> belts are required.
- Skirts, and Pants must be worn on the waist.
- Undershirts must be a plain white.
- A belt must be worn with pants at all times in grades 2 – 8th.
- All clothing must be clearly marked with the child's name and grade.
- Shoes:

Completely navy or black athletic shoes. No other color may be present, including logos.

- Socks:

Students may wear Green or navy blue crew socks , calf or knee length socks ( Ankle Socks or socks that stop below the ankle may not be worn.)

#### Elementary Uniform Boys Grades Pre K 3 - 4th:

- **Shirt:** Green or Navy Blue Concordia Polo Shirts
- **Sweater:** Green or Navy Blue Concordia sweater or sweatshirt. **NO HOODIES, NO HOODS ON SWEATSHIRTS OR SWEATERS**
- **Pants:** Standard Navy Blue school uniform pants; **No Cargo Pants, Shorts, Cell Phone Pocket Pants, Skinny Pants or Navy Blue Jeans**
- **Belts:** Black or Brown Belts (1st – 4th)

#### Middle School Boys Grades 5th - 8th:

- **Shirt:** Green or Navy Blue Concordia Polo Shirts
- **Sweater:** Navy blue Cardigan or Navy blue Concordia sweatshirt. **NO HOODIES, NO HOODS ON SWEATSHIRTS OR SWEATERS.**
- **Pants:** Standard Navy Blue school uniform Navy Blue pants: **No Cargo Pants, Shorts, Cell Phone Pocket Pants, Skinny Pants or Navy Jeans**
- **Belts:** Black (5th - 8th)

#### Uniform Girls: Grades PreK 3 -4th

- **Shirt:** White peter pan shirt may only be worn with a jumper (PK – 1<sup>st</sup> Grade).
- Green or Navy-blue Concordia Polo Shirts (2nd - 4th grade.)
- **Regulation plaid jumper:** Jumper (knee length)

#### Uniform Girls: Grades 5-8

- **Shirt:** Green or Navy-blue Concordia Polo Shirt
- **Skirt:** Regulation plaid skirt (knee length when standing).
- perfume, body glitter, and aerosol deodorants, etc. may not be brought to school because of allergies.

### **Where do I Shop?**

**Skobels Uniform Shop 1742 Stumpf Blvd. Gretna**

### **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. We understand and support the culture of hairstyles, extensions can be worn but must not be a disruption to students and learning.**

- Boys' hairstyles may not cover their ears, eyebrows, eyes or collar of their school uniform shirts.

- Girls' hairstyles may not cover their eyebrows or eyes.

***Cold Weather Wear:***

For comfort in cold weather, only **Concordia sweatshirts or sweaters may be worn in the classroom. (No other color sweater, sweatshirt or jacket without the Concordia logo can be worn).** For cold weather use, girls may wear only C.L.S. sweatpants or leggings (dark green, black, navy blue,) under school skirts or jumpers. Outerwear: heavy jackets may be any color. Outerwear may not be worn in the classroom. **Hoods on sweatshirts or sweaters are not allowed.**

***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. (Headbands, barrettes, ribbons, etc. may be used by girls to hold hair back from the face.)
- 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.
- Weaves and hair extensions may be worn but cannot obstruct the view of the student. Example hair covering the eyes.

***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 cleanliness and safety reasons, please keep students' nails trimmed.
- ***Fingernail polish is permitted.***

***JEWELRY:***

- Students are allowed to wear a **wristwatch**. If the watch has an alarm, it must be **turned off**, at all times in school. **NO APPLE WATCHES OR SMARTWATCHES ARE ALLOWED IN SCHOOL.**
- **One single pair of matching earrings-girls only**—in the lower lobe of the ear (post, stud, only, no larger than the width and thinness of a dime NO loops, hoops, or dangles allowed.
- **Boys are not allowed to wear earrings.**
- All other 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.
- Facial body piercing other than for a single earring on each ear is not allowed.
- CLS is not responsible for any loss or damage to any jewelry worn by a student.

***DRESS CODE VIOLATIONS:***

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

Wear your CLS uniform with pride:

Shirts must be tucked in

Pants; Long Pants only. **NO SHORTS**

Belts: black, khaki, brown

Shoes: Solid black tennis shoes (logos must be the same color of shoe ie. black shoe, black logo)

CLS socks: Navy blue, or black crew socks or knee or calf socks only. **(No Ankle Socks or socks that stop below the ankle or footies).**

Hair should be neatly combed; Hair dye that does not look natural may not be worn. Highlights are acceptable. **(No Colored Hair or Colored Hair extensions or weaves ie. blue, purple, pink, green, red etc....)**

Natural nails should be clean, and shaped. Girls may wear polish. Nails are to be shaped in their natural shape. No pointed shaped nails or long nails. If girls are participating in sporting events, beauty Salon (sculptured, artificial nails) are not to be worn.

Make up is not allowed. **(Clear Lip balm is allowed, No Lip gloss)**

**Boys hair should be neatly groomed, no hair color green, orange, red, pink, or highlights, only natural hair color; bangs should be above the eyebrows.**

#### ***RELAXED DRESS CODE DAYS:***

- On any day the principal designates as “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. Blouses or shirts with the stomach out or showing are not allowed. No see-through shirts or blouses are allowed.
- Select shoes that are appropriate for the dress down day and provide for safety in the classroom and playground. Closed toe shoes or tennis shoes. (No heels, flip flops, or sandals, for safety reasons.
- If a child is not dressed appropriately, the parent will be notified and is expected to bring the child a school uniform immediately.
- Any child that enters school grounds dressed inappropriately will not be allowed to participate in the next scheduled “Dress Down Day.”

***The LOST and FOUND is located in the Primary Building. Please label all of your child’s clothing.***

#### ***CONCORDIA LUTHERAN SCHOOL BOARD -C.L.S.B.:***

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 C.L.S. 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. Debates will not be had nor will any decision(s) be made by the Board in the presence of a non-member guest. The C.L.S.B. feels it is vital to the harmony and unison of Concordia and C.L.S.B. to handle all discussion and decisions in the privacy of the C.L.S. Boardroom.
5. Any actions taken/decision(s) made by the C.L.S.B. will be announced later to all parents concerned simultaneously at a later date.
6. Any parent wishing to address the C.L.S.B. 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 C.L.S.B. The School Secretary will forward any correspondence brought to the C.L.S. School Office to the Board Chairman.

#### ***PROBLEM SOLVING PROCESS-PARENTS:***

1. If a parent has a problem or concern with a teacher, he/she should first take up the issue with the teacher (or person closest to the child during an incident/accident).
2. If the issue is not resolved, the next step is to contact the principal.
3. If the matter cannot be satisfactorily resolved after speaking with the principal, then the matter may be presented to the Concordia School Board.
4. The parent must contact the school by phone call or in writing asking for the request to appear before the C.L.S.B. at the next regularly scheduled meeting.

5. The school secretary will forward any correspondence and request to appear before the C.L.S.B. to the C.L.S.B. Chairman. The parent will be notified by the school secretary of the date and time of the C.L.S. Board Meeting.
6. The decisions of the C.L.S.B. are final and may not be appealed.

**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):  
Will 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 canceled for flood, hurricane, etc., Concordia will be closed whenever the Jefferson Parish Public School System closes. Official information may be heard on **WWL-AM (870 AM)** or on **Channel 4 TV Fox 8 News, WDSU Channel 6 TV or Channel 3 on Cable**. We also ask that parents check fast direct for information about school closures. 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 or the designated emergency management official.

**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* addresses to the office and homeroom teacher. You may update your information with the office.**
- **Please notify the office if you make changes. It is important for the school to be able to always contact a parent or guardian.**

**MEDICATION:**

- Prescription Medication *may 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 cannot be given by any staff of Concordia Lutheran School
- **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 are provided.**
- **Scrapes and bumps, ice bags and band aids handed out.**

- If your child reports being **hit in the head, the parent is notified to come to observe the child.**
- If your child takes a bad fall, your child will be assessed and ***not moved*** until it is determined to ***call 911*** and call the parent to notify the parent that an ambulance is on the way, so they may come to school to check on the child.
- If your child is ***running a fever or throws up***, parents will be 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.***
- ***Notify the office in any change of medication dosages, airborne allergies, i.e. peanuts, or other serious allergic conditions on the C.L.S. Emergency Card.***
- A daily Medication Log will be kept on ***fast direct***.
- Concordia is not obligated to treat injuries that occur ***outside of school***.
- **An EPIPen will be kept in a safe location in the classroom where the student and teacher can find it or as close to the student while on campus with a medical doctor's orders.**

#### ***FIELD TRIPS:***

- Field trips require written permission of a parent or guardian. Students share in the cost of transportation for each trip.
- Field trips are learning excursions. Parents are asked to help supervise to make these trips both rewarding, educational, and aligned to the student's grade level instructional program.
- 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.

#### ***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
- Pre-K and Kindergarten students must be chaperoned by parents or guardians.

#### ***Field Trip Guidelines:***

- Chaperones should dress ***modestly*** and ***appropriately*** for the occasion and if possible, wear a: ***C.L.S. Parent Volunteer Shirt, C.L.S. School Shirt, or Chapel Shirt to help identify you, as a representative of the school.***
- As a C.L.S. Chaperone you serve, as a role model, you are expected to embody a Christian example, for the students in your care. Smoking tobacco products is not permitted while on a field trip. Use of bad language-curse words, playing questionable music, or gossiping with students in your care is not acceptable. 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 during a field trip.
- ***The homeroom teacher is the final decision-maker on events during a field trip.***
- ***The teacher must account for all students when the groups return to school with their designated chaperones.***

#### ***NEWSLETTERS AND PARENT COMMUNICATION PORTAL:***

In an attempt to keep parents informed, we have established two (3) methods of communication: our weekly print newsletter ,class dojo and **fast direct**, a web-based portal, which is available for parents and students to log onto through

the internet. **Fast direct** may be accessed anywhere by any personal computer, cell phone, smartphone, iPod, iPad, mini-iPad which has internet access.

**Portal address:** [www.fastdir.com/clsmarrero](http://www.fastdir.com/clsmarrero)

**Web Address:** [www.clsmarrero.net](http://www.clsmarrero.net)

**Classdojo is an app that we strongly encourage you to download to your smartphones.**

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. **Parents new to the C.L.S** school community 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 in the primary grades in the students' **Tuesday packet, each week**. If your child has a packet please sign and return the packet, as directed by the homeroom teacher. 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.

***The fast direct system is provided to give parents ease, in communicating with school faculty and staff, and other parents.***

#### ***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 immediately call 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, or on the private FaceBook page that only current C.L.S. parents and staff have access.

#### ***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.

#### ***PARENTS AS PARTNERS:***

When may I conference with the teacher?

- "fast direct"- secure email anytime
- Schedule a conference during school day on teacher off period

- Before School - 7:00 a.m. or earlier when scheduled with teacher(s)
- After School - 3:00 P.M. or later when scheduled with teacher(s)
- Required Meetings - August “Back to School Night, Class Meeting Night & at the conclusion of the first semester(mandatory). It is highly recommended that both parents or guardians attend all meetings and parent teacher conferences in person held at Concordia Lutheran School.

When may I conference with the principal?

- The principal has an Open Door Policy and parents are welcome when it is convenient for the parent. In the event the principal is in a meeting, observing in a classroom or away on Concordia business, the school secretary will set up an appointment with the principal for the parent.
- “fast direct” messages will be answered the same day before midnight.

### ***What is the PARENT TEACHER LEAGUE (P.T.L.)?***

This parent organization provides opportunities for mutual growth and communication between home and school. The P.T.L. dues of **\$50.00** per family are due when registration fees are paid.. The P.T.L. through special projects provides for many "extras" which make learning interesting and fun.

### ***SERVICE HOURS:***

- Each Concordia family will be assessed either twenty (20) **service hours or a fee of \$300.00 due on Back to School Night if the parent elects not to work the required service hours.**
- 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. Service hours equate to volunteer time spent performing services such as: help with painting, carpentry, handyman jobs, preventative maintenance, working in classrooms or the school 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.
- **Service Hours must be turned in no later than May 15th.**
- 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 can check fast direct or you can call the school office and we will let you know your balance within a short time.
- **An assessment will be made after May 1st 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.
- **Report cards and records will be held until the Service Hour assessment is paid, as with any tuition, fee, or fine.**
- **All Fees and Tuition Must Be Paid By April 30,2020.**

### ***CLASSROOM PARTIES/ACTIVITIES:***

- **Classroom parties must be approved by the front office NO Exceptions.**

**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.**

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

### ***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 sign their child out in the classroom and escort their child(ren) 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. 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.
- Outside of school party invitations may be handed out at the end of the school day to grade-level classmates, only.

***STUDENT EXTRA-CURRICULAR ACTIVITIES:***

***Athletics:***

Concordia, with other Lutheran schools, participates in: **volleyball, soccer, basketball, cabbage ball, softball, and track.** Girls may also try out for the C.L.S. Cheerleading Team (open to students of all ages). These sports are generally open to students in grades 4 through 8, who meet the eligibility criteria. Students must maintain an academic average of **70 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 E.D.P. and charged the appropriate fees.

***Guidelines, Policies, and Objectives to Participate in Athletics:***

***A. The Purpose for Sports:***

- a. To develop a Christian love of great sportsmanship
- b. To promote a spirit of teamwork
- 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

***B. 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

***C. 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 the contest.
- d. To congratulate the opposing team in a spirit of great sportsmanship at the end of a game
- e. To demonstrate self-control and manage anger during a game or contest
- f. To be on time for all games and practices

***D. Transportation Arrangements:***

- a. Transportation to and from practice is the responsibility of the parent/guardian
- b. All transportation arrangements must be made in advance.

***E. 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

c. Obscene, words, actions, and gestures will not be tolerated

d. All cheers and cheering must be positive in nature

**F. *Criteria for Player Suspension:***

a. A student-athlete may be suspended from the team for failure to follow school or classroom rules, incomplete school assignments, poor grades.

b. Gross disrespect for coaches, officials, teammates, and 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

**G. *Parent/Guardian Responsibilities***

a. The parent or guardian will see that their child(ren) are prompt to all practice 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.

***Extra-Curricular Activities:***

a. Flag Football, Volleyball, Basketball, Softball, Cabbage Ball, and Track & Field 4th-8<sup>th</sup> Metro League and Lutheran League

b. CLS Field Day

c. CLS Cheer Team- Grades K-8<sup>th</sup>

d. CLS Christmas Program

e. Academic Rally – Lutheran High

f. Art- all grades

g. Chapel

h. Drama Club

i. Entrepreneur Arts Club

j. Choir

k. School Fair - Spring Fling

l. Lutheran High Invitational Track Meet

m. Lutheran School Week Activities