



Concordia Lutheran School

Parent Student Handbook  
2018-2019

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## **Elementary Age Program Description**

Our Elementary Age program is based on a multi-age philosophy that provides greater opportunities for teachers to celebrate each child's successes as well as providing appropriate challenges for academic and social emotional development. Therefore, our elementary teams are based on age and the best fit for each individual child's academic, social, and emotional development. We partner with parents to place each child in the most appropriate team each year for their individual success.

### **Our teams for the 2018-2019 school year are:**

**Team Roots (5-7 year olds)** –Ms. Katie Kohring

**Team Hawthorn (7-9 year olds)** – Mrs. Emily Pelayo

**Team Woodlands (9-11 year olds)** – Ms. Kristin Lee

### **Specialists Teachers include:**

Spanish – Maestra Pilar Uribe

Music – Ms. Elizabeth Schaff

Physical Education and Character – Mr. Kendrick Holley

We also have specialists who come in to teach other enrichment classes for a trimester or semester. Some of the enrichment classes we have offered include: art, drama, American Sign Language, dance, cooking, community service, etc.



Dear Concordia Parents and Students,

The mission statement of Concordia is as follows: “Concordia Lutheran School is a nurturing, Christ-centered community serving all Seattle area families by providing individualized academic, spiritual, and social development.” The staff, Administration, and School Board at Concordia uses this mission as our foundation for the decisions we make that effect you and your child’s education. The mission starts with Christ as the center and infiltrates all that we do. In our mission, we also promise to provide a holistic education for each student meeting the needs of each student at his/her level. Together we can accomplish this mission.

Concordia Lutheran School’s tagline is “your extended family.” At Concordia, there is truly a feel of “family.” The teachers, staff members, students, parents, board members, church members, and alumni have a sense of family about them. As an extended family member, we love and care for each other and also hold each other accountable. Much of this handbook discusses rules, guidelines, and academic expectations but let us never lose sight of Christ and how we are all united as a family in Him.

Welcome to the 2018-2019 school year! Blessings on your year!

In Christ,

Christy Malone  
Administrator

**CHURCHES OF THE LUTHERAN SCHOOL ASSOCIATION OF GREATER SEATTLE, INC.**

**Epiphany Lutheran Church**

16450 Juanita Drive NE  
Kenmore 98028-4208  
425-488-9606  
Email: [epiphany@epiphanyonline.org](mailto:epiphany@epiphanyonline.org)  
Website: Epiphanyonline.org

**Pastor Don Schatz**

**Director of Christian Edu, Emily Schatz**

Worship Services 8:00 & 10:30 am  
Christian Education 9:15 am

**Lutheran Church of the Good Shepherd**

2116 E Union St  
Seattle 98122-0639  
206-325-2733  
Email: [lcgs22@juno.com](mailto:lcgs22@juno.com)

**Currently Vacant**

Worship Service 11:00 am  
Adult Bible Study 10:00 am  
Sunday School 10:00 am

**Messiah Lutheran Church**

7050 35<sup>th</sup> Avenue NE  
Seattle, WA 98115-5917  
206-524-0024/206-524-4119-fax  
Email: [welcometo@messiahseattle.org](mailto:welcometo@messiahseattle.org)  
Website: messiahseattle.org

**Pastor Trevor Mankin**

Worship Services 8:00 & 10:45 am  
Christian Education 9:20 am

**Lamb of God Lutheran Church**

12509 27<sup>th</sup> Avenue NE  
Seattle, WA 98125-4309  
206-363-0110  
Email: [lamb-of-god-seattle.org](mailto:lamb-of-god-seattle.org)  
Website: lambofgodseattle.org

**Pastor Brad Malone**

**Pastor Marcus Lane**

Worship Service: Sun 10:30 am, 5:00 pm  
Adult & Youth Bible Study 9:00 am  
Sunday School 9:00 am

**Trinity Lutheran Church**

1200 10<sup>th</sup> Avenue E  
Seattle, WA 98102-4324  
206-324-1066  
Email: [trinity@trinluthseattle.org](mailto:trinity@trinluthseattle.org)  
Website: [tlcseattle.org](http://tlcseattle.org)

**Pastor Jonathan Priest**

Worship Service 10:00 am  
Adult Bible Study 8:45 am  
Sunday School 10:30 am

## **Concordia Mission**

“Concordia Lutheran School is a nurturing, Christ-centered community serving all Seattle area families by providing individualized academic, social, and spiritual development.”

The staff, Administration, and School Board at Concordia uses this mission as our foundation for the decisions we make that effect you and your child’s education. The mission starts with Christ as the center and infiltrates all that we do. While this is our center and we do teach Christ as truth we are available to all families despite religious beliefs. In our mission, we also promise to provide a holistic education for each student including your child(ren)’s academic learning, social and emotional learning, and spiritual learning. We aim to meet the needs of each student at his/her level whether they are below, at, or above the standard grade level expectations.

## **Accreditation**

Concordia Lutheran School is accredited with the National Lutheran Schools Accreditation Agency. The school is also registered as an “approved” school with the Washington State Superintendent of Public instruction.

## **Concordia Structure**

Association School and School Board: Concordia Lutheran School is an entity of the Association of Schools of Greater Seattle that is comprised of five association churches: Messiah Lutheran Church, Lamb of God Lutheran Church, Epiphany Lutheran Church, Trinity Lutheran Church, and Lutheran Church of the Good Shepherd.

The school board consists of a member from each of the 5 congregations, the administrator, preschool director, and a parent representative. Of this group, the members of the 5 congregations are voting members.

Preschools and Elementary Program: Concordia Lutheran School has 2 preschool campuses; the Wedgwood licensed campus offers half and full day options for ages 3-5 and the Lake City campus offers half day options for ages 2-5. Concordia also has an elementary school in Wedgwood.

## **Confessional Basis of the Association**

The Association accepts and acknowledges all the canonical books of the Old and the New Testaments as the inspired Word of God, all of the Confessional Books of the Lutheran Church Missouri Synod as a true and sound exhibition of the Christian doctrine taken from, and in full agreement with, the Holy Scriptures.

## **Spiritual Life at Concordia**

Concordia encourages the spiritual growth of the children and families that are part of our community.

Bible Study: Concordia students participate in Bible Study every day except chapel days. The Bible Studies are taught by the main classroom teachers.

Chapel Services: Chapel Services are held on Thursday mornings at 11:15 am and occasionally on other church holidays. Association pastors, Concordia staff, or guest speakers conduct Chapel Services. You are more than welcome to join our student body for chapel on any Thursday. We worship at Messiah Lutheran Church most Thursdays and in our gym the last Thursday of every month.

Chapel Offerings: Offerings are collected on Thursdays in the each classroom and the offering is then brought to the Chapel Service. These offerings are designated by the faculty or student body for a mission effort or some other worthy cause. Projects are announced as decided.

Association Church Adoption: Each elementary team and preschool campus will “Adopt a Church” for an entire school year. As a part of the adoption, the teams will pray for the congregation, pastor, and any special requests from the congregation, invite the congregation members/leadership team/elders to one event with your team (this could be a classroom activity, field trip, or other idea), serve the congregation in some way at least once during the school year. Team teachers will organize these events. During the administrator’s visits to the churches, he/she may ask the team teacher and/or a student from the teams to join him/her.

## **Non-Discrimination Policy**

Concordia Lutheran School admits students of any religion/creed, gender, race, color, national or ethnic origin, or age to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Further, the school does not discriminate on the basis of sex, race, color, national or ethnic origin, or age in the administration of its educational policies or school-administered programs.

## **Elementary School Staff**

The Church views our teachers as Ministers of the Gospel and God's representatives through whom God's Holy Spirit works.

Our teachers are dedicated Christians who pray daily for all the students in their class and for their students' families. Their presence in the classroom makes our school a powerful agent for conveying God's Word, the building of community, the witness of faith, and the developing of personal relationships.

Concordia's classroom teachers are certified, or in the process of certification, by the state of Washington. The school's administrator and/or a certified teacher supervise a non-certified teacher.

## **Elementary School Philosophy**

Concordia Lutheran School provides a Christian based education for ages 2-11. Our faculty and staff view the learner as a whole child, striving to meet each child's developmental needs in terms of spiritual, mental, physical and social education. Our teachers are committed to educational goals of excellence. Education is provided in a safe, loving, fun, engaging and God-pleasing setting that adheres to the Christ-like attitude. We teach from a carefully chosen curriculum, enhanced with creative teaching technique, varied learning opportunities and use of technology. Concordia's parents and teachers work hand-in-hand to prepare our students for life-long learning.

Multiage Teams: Our elementary program is intentionally a multiage program with teams divided by ages rather than traditional grade classes. The teams are as follows:

### *Team Roots Ages 5-7*

Students in Team Roots are at a stage of "grounding" themselves socially, academically, and spiritually. Children ages 5-7 soak up information and experiences that give them a solid foundation for further learning, development, and relationships.

### *Team Hawthorn Ages 7-9*

Students in Team Hawthorn are growing stronger in many areas of life. The trunk of a hawthorn tree is on the smaller end but its branches and leaves expand outward beyond what may be expected for the trunk to support. Similarly, children at this age are capable of more than what we may expect academically,

socially, and spiritually. Our goal is help this age group become stronger in their self-awareness, confidence, and skills in addition to academic growth.

#### *Team Woodlands Ages 9-11*

As children grow, they begin to recognize not only their personal traits (as a single hawthorn tree) but also the traits of others. Becoming more aware of others and comparing yourself to others you see can be extremely challenging. Growing in Team Woodlands serves as vital time for children to solidify who they are amongst many “individual trees” in the woodlands, build community with others, and experience the benefits of various relationships. Academically, this age group is also able to build better connections between academic content and the world around them.

#### *Team Cardinals Ages 11-13 Starting Fall 2019*

Team Cardinals will be the final team. With their root foundation in Christ and a continuing growth in social skills and academic knowledge, the Cardinals will graduate their final year equipped to be independent and confident in the world outside of Concordia.

#### *Why a tree or forest type theme?*

The education experience for a child is all about growth. Growth in academic knowledge and abilities, social skills reaching independence and community, and in a personal relationship with Christ. Trees offer great connections to the ideas of growth. Additionally, with the Cardinal as our mascot using the habitat (hawthorn tree) of the bird is fitting. Finally, these are also formative years of faith development and our prayer is to root all students (not just ages 5-7) in God’s Word and His truths about who they are in Christ.

#### *Benefits of Multiage*

- Students are met at their academic, physical, and social emotional level without being segmented by a standard grade level
- Students learn from older or mature classmates and are provided with leadership/teaching roles with younger students
- Students loop with the same teacher frequently allowing students and teachers a head start on their relationship and teacher knowledge of the student
- Students learn to work with students different than themselves

Responsive Classroom: “**Responsive Classroom** is an evidence-based approach to elementary and middle school teaching that focuses on the strong link between academic success and social-emotional learning (SEL). Independent [research](#) has found that the *Responsive Classroom* approach is associated with higher academic

achievement in math and reading, improved school climate, and higher-quality instruction. It has been described by the [Collaborative for Academic, Social, and Emotional Learning \(CASEL\)](#) as one of the most “well-designed evidence-based social and emotional learning (SEL) programs”. (Exert from [www.responsiveclassroom.org](http://www.responsiveclassroom.org))

### *Implementation at Concordia Lutheran School*

To ensure student academic and social emotional needs are met throughout the day, Concordia Lutheran School adopts and implements Responsive Classroom practices in our elementary school. Consistent implementations include Creation of School Rules, Morning Meetings, Social Emotional Learning Competencies, Common Teacher Language, and Methods for Handling Misbehavior.

Creation of School Rules- Students will help develop school wide rules that will be expected in the classrooms, hallways, special classes, playground, lunchroom, and field trips.

Morning Meetings- Each team will hold morning meetings to build a safe, fun, and engaging learning environment. Every Monday, all elementary teams will meet for an all school Morning Meeting.

Social Emotional Learning (SEL) Competencies- Students will be taught about and held accountable to the following SEL competencies. The competencies were developed with the combination of competencies recommended by Responsive Classroom and the competencies encouraged by the Collaborative for Academic, Social, and Emotional Learning (CASEL).

Concordia students in and out of school are:

*Aware*: Self aware of strengths/weaknesses, likes/dislikes, feelings  
Socially aware of others, surroundings, rules, how others perceive them

*Responsible*: Make responsible decisions with thought, reflection, and support

*Relational*: Relate to others with cooperation, communication skills, respect, empathy, conflict management

*Self Regulated*: Manage feelings, thoughts, impulses, behavior, time, and goals

Common Teacher Language: Teachers continue to work towards using common language for reminding, redirecting, and reinforcing behaviors as well as referring to the Social Emotional Learning competencies often.

Methods for Handling Misbehavior: In handling misbehavior, teachers will use logical consequences. Additionally, “time outs” and “Buddy

Classrooms” may be used. A “time out” is an ‘in classroom break’ for a student. It is not meant as a punishment but rather as a method for the student to reflect and regain his/her self-regulation in order to continue with the class. Students return to the class activities when ready. When a “time out” is ineffective (student not being safe, distracting others, etc), the student will be sent to a “Buddy Classroom.” A “Buddy Classroom” is another elementary team room. The procedure for the time in the “Buddy Classroom” follows the “time out” procedure. The goal is to have the student return to his/her team room as soon as possible. If a “Buddy Classroom” is ineffective, a student will be sent to the administrator. Parents will be notified if a student is sent to a “Buddy Classroom” or if a student uses “time out” extensively.

Violent or Repetitive Misbehaviors: For violent and repetitive misbehaviors, the teacher and administrator will work together with parents to create a behavior plan that will best assist the student.

## **School Year**

Days: The school year is approximately 180 days for students. The total Instructional hours meets state requirements. Teachers are scheduled mid August to mid-June.

School Calendar: Vacations, holidays and early dismissal days are listed in the most current school calendar.

Early Dismissal: From time to time, it is necessary for school to dismiss at 11:50 am for teacher in-service days, parent/teacher conferences, and some vacations.

## **Registration/Withdrawal**

Registration: In January, we will send an email asking you to indicate whether your child(ren) will be returning for the following school year. We appreciate your response as it enables the staff to know how many openings remain for new students, who may then apply for enrollment. The online registration and deposit should be submitted by March 15<sup>th</sup>.

Withdrawal from Concordia: When it becomes necessary for a child to be withdrawn from Concordia, parents are asked to submit, **in writing**, the reason and date of withdrawal. The administrator will set up an exit interview with the family. Financial responsibilities for the remainder of the year’s tuition are specified in the Financial Agreement.

Transfer of School Records: Student records will be transferred upon receipt of an official written request from the school.

## **Finances**

Concordia receives its financing from the Association congregations, tuition, gifts, and fees. Our tuition and fees do not reflect the figure which the school would have to charge if parents and staff did not share in the volunteering of time and effort to make Concordia work; therefore, we view our tuition and fees as a sharing in Christian education rather than merely the purchasing of a service. The Association Congregation's support helps the school maintain a fiscally responsible state.

For specific details, please refer to the current tuition and fee schedule.

Tuition: At registration, you will need to choose a payment option. Three options are available: 1. Pay tuition in full, to the school office before the start of school. (If payment is received in full before June 15<sup>th</sup>, you may take a 5% reduction). 2. Pay monthly over the 10 month (August-June). 3. Depending of registration date, pay monthly over 12 months (August-August). For options 2 and 3, all monthly payments are due in the school office on or before the 15<sup>th</sup> of each month. If payment is not received by the 20<sup>th</sup>, a late fee of \$30.00 will apply.

Tuition Refund Policy: Prepaid tuition will be refunded at a percentage of the total tuition for the year, providing the school has been notified in writing, prior to withdrawal. A table is provided in the Financial Agreement listing the percentages.

Tuition Assistance: Tuition assistance is possibly available for those in need. The first step is completing the online application at <https://secure.tads.com>. All tuition assistance information is strictly confidential.

## **Arrival/Tardiness/Departure/Early Departure/Extended Care**

Arrival/Tardiness: Students may enter their classrooms between 8:15-8:30 am. Before 8:15am, students must be supervised by a parent/guardian in the front hallway until the 8:15 am bell rings. At that time, they should walk to their classroom without parents and parents should not re-enter the classroom later. If you need to speak with a teacher please make special arrangements to do so, email the teacher, or leave a note for them in the main office.

Students that arrive after the last bell at 8:30 am are considered tardy. He/she must go to the office, retrieve a tardy slip, and take it to his/her teacher in his/her classroom. *Tardiness is unacceptable and it is the parents' responsibility to make*

*sure your child(ren) arrive(s) on time.* Students arriving late are less prepared for the remainder of the day and will miss some of the team morning meeting. *Please make it a priority for your child(ren) to arrive on time. After a third tardy, the administrator will contact you to set up a meeting to help you form a plan to ensure timeliness.*

Departure/Late Pick Up: At dismissal time (3:00 pm or 11:50 on early dismissal days), teachers will dismiss students to their parents or may send them outside to look for parents (or walk home) once the administrator or designated person is outside. Students who are going to extended care will be sent to the multi-purpose room to check-in with the extended care staff person.

If a student's ride arrives before 3 pm (11:50 on early dismissal days), he/she must wait at the school entry way until your child(ren) is/are dismissed.

If a student's ride arrives after 3:15 pm without notification to the school office a special circumstance, students will be escorted to extended care.

Parents/guardians *will be expected to pay for the afternoon of extended care no matter how many minutes after 3:15 pm he/she is there.*

Early Departure: If you need to pick up your child(ren) during the school day for any reason, please notify the main office and the student's teacher at least one day prior or as soon as you know. When you arrive to pick up your child(ren), report to the main office. A message will be sent to send the student down to the office. The parent/guardian/pick up person is *not allowed* to retrieve the child(ren) on his/her own. This is the same procedure if you come to pick up an ill child.

Extended Care: Extended care options are available before school from 7 -8:15 am and after school from 3-6 pm. A family wanting use Extended Care options on a regular basis must fill out an Extended Care registration form, sign an acknowledgment of reading the Extended Care Handbook, fill out an Emergency Contact form, and fill out an Extended Care form for known times you will use the extended care options. All of this can be found in the main office. You will be expected to pay for the care that you sign up for and use. Extended Care is available on early dismissal days as well. Licensing requires that all students and parents utilizing Extended Care must leave the building and playground area by 6 pm. For more details about the Extended Care options, retrieve a form from the office or contact Pam Curry- 206-525-0871.

Designated People for Drop Off/Pick Up: As designated people with permission to drop off and pick up your child, it is the parent/guardian's responsibility to change

the forms immediately in the main office. Persons picking up that do not normally do so will be asked to show personal identification to ensure safety.

## **Student Absences**

Illness: A good guideline for consideration is this: sick children belong at home and well children belong in school. Students with a fever (temperature over 99°F) should stay home and must stay home until she/he is fever free for at least 24 hours without the aid of a fever reducer medication. Please notify the school office via phone or email and your child's teacher via email if your child will be absent due to illness **by 9:00 am**. This is very important as we need to account for every child not in attendance. If you do not contact the school, you can expect the school to call you. Please inform the school of the sickness so that if necessary we can watch for symptoms in other students. Students are allowed the same number of days to make up missed assignments for each day of parent-reported illness. It is the responsibility of the student and parents to find out what assignments were missed.

We place a high value on students being in school. When students are absent they miss core academic instruction that cannot be made up simply by completing the missed work. Washington State law (RCW 28.255) requires compulsory attendance and states that parents/guardians are required to have their "school-age children enrolled in an educational program and to ensure attendance, unless they are incapable of attending school due to medical or mental reasons." State law also requires schools to track and report attendance. Students who are absent for more than three consecutive days due to illness will need to submit a note from a physician.

Vacations: The school discourages parents from taking students out of school for vacation. Family vacations do NOT qualify as excused absences.

If a family vacation is taken, communication with the office and teachers is necessary to help ensure that missing work/curriculum can be completed. A parent must notify teacher(s) in writing at **least one week** in advance of an extended vacation absence and obtain the assignments before leaving. **Parents must assume the responsibility for teaching the concepts to their child(ren) during the vacation period.** All of the work is due the day the student returns to class unless other arrangements have been made with the teacher in advance.

Unexcused Absences: After five unexcused absences in a trimester, parents will need to meet with the administration team to help create a plan to ensure students are meeting the school's attendance requirements.

## Transportation

### Driving and Parking Expectations

- Be courteous and safe.
- Drive the speed limit.
- Stop at the stop sign.
- Turn off your engine when parking.
- If parking and entering the building, take your all your children with you. Please do not leave infants and toddlers in parked cars while you enter the building with other children.

Traffic Routing and Parking Policy for Elementary Students: For the safety of all students and parents and to facilitate the loading and unloading of vehicles, we ask that all Elementary and Preschool students who enter through the 36<sup>th</sup> NE entrance follow the following procedure. Note to elementary parents: Please abide by these rules to leave room for preschool parents to park and get out of the cars to sign their preschool student in.

- **All Elementary parents who ARE GETTING OUT** of their cars are asked to proceed to the parking lot above the staircase (do not park on the same level as the school building). Students will then come to the cross walk and wait until a teacher or crossing guard crosses them.
- **Elementary parents who ARE NOT** getting out of their cars, but simply pulling over to drop off, may do so using the northeast side of the drop off zone.
- **Preschool parents** may park on the southwest side of the drop off zone or in the parking lot and walk their children into class.

If your student (elementary) leaves or returns to the school during the day, please meet him/her in the school office, so you can sign him/her out. When a parent drops off an elementary student to return to school, remember that the parent will need to sign the student in at the school office.

Traffic Routing and Parking Policy for Extended Care and Preschool Students: The lower entrance and parking lot will be the pick-up, drop-off, and parking area for Extended Care and Preschool students and their families. Please park only in marked parking spaces. **Please do not park in any reserved parking areas, such as those for school vans, disability parking, or in designated fire lanes.** When you are using the back parking areas, please be particularly cautious of all

pedestrians who may be walking through the lot to reach the school buildings or their cars and of other vehicles that may be pulling in, backing out, or turning. This parking area can become very congested. Please exercise extreme caution when you are using it. Licensing requires extended care students to be picked up by 6 pm. Staff will lock the back gate at or before 6 pm.

#### Van Rules:

Students are to respect the van driver, who is responsible for their safety. They are to:

- a) Remain seated and not change seats.
- b) Use quiet voices.
- c) At the van drivers discretion, food may be allowed.
- d) Make every effort to keep the van clean.
- e) Use seat belts.

Children less than eight years old must be restrained in child restraint systems, unless the child is four feet nine inches or taller. A child who is eight years old or older, or four feet nine inches or taller, must be properly restrained with the motor vehicle's safety belt or an appropriately fitting child restraint system.

### **Dress Code and Uniforms**

Philosophy: Concordia Lutheran School's uniform dress code adheres to our commitment of fostering our students' academic, spiritual, and social development. Academically, uniforms provide a mindset of success for the student and lessens the distractions a student has in order for them to focus. (i.e. less pictures, items to distract and students less likely to compare clothes and determine worth and success based on these comparisons) Spiritually, the cross logo reminds students daily of their identity in Christ. Socially, students develop pride in themselves, pride and unity in their school community, and in representing Concordia and Christ in the world.

Ordering/Brand: Families must order from Lands' End (shirts, skirts, skorts, sweaters, and pants) exclusively through the website or bulk ordering through the school office when offered.

Lands' End provides high quality items, great customer service, and 100% Guaranteed Return Policy that allows you return an item with no questions asked.

Shoes/Socks/Leggings/Tights/Undershirts may be purchased outside of Lands' End but must follow the dress code below.

### To Order through Lands' End:

*Using eScrip:* Consider purchasing an eScrip card electronically for Lands' End before purchasing online. Using Scrip will help the school receive up to 16% back in "Scrip funds." See the "ScripNow" document at the end of the handbook to follow this process.

*Purchasing Uniforms:* Go to [landsend.com/school](http://landsend.com/school) and create or sign in to your account. Include your student and school information in My Account (or find your School using the Preferred School Number Search: 900182700). Start shopping with your personalized product checklist.

Shop now via the direct link:

<http://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900182700>

Phone: Call 1-800-469-2222 and reference your student's Preferred School Number 900182700, grade level and gender. Our team of consultants are available 24/7 for assistance.

Uniform Dress Code *All White, Red, Black, Gray, and Cardinal Team Members*

#### **Tops**

Mandatory

- Concordia logo long sleeve or short sleeve polos in red, white, or black tucked in

Optional

- Concordia logo zip up or button up red, white, or black cardigan (must wear logo polo underneath)
- White undershirt underneath polo tucked in (undershirt short sleeves should not be showing)
- White or black plain (no print) long sleeve shirt underneath polo tucked in

#### **Bottoms**

Boys

- Lands' End black, gray, or khaki pants or shorts
- Black belt should be worn if necessary to keep pants at appropriate waistline

Girls

- Lands' End black, gray, or khaki pants, skorts, or skirts. Skirts must be worn with black or gray leggings, tights, or biker shorts (biker shorts not seen below skirt hem)

#### **Shoes/Socks**

Shoes- Black, Closed toe and a back to the shoe, clean

*Permitted:* tennis shoes, sturdy dress shoes, flats, Velcro shoes

*Not Permitted:* shoes with lights or wheels, sandals, flip-flops, cumbersome hiking boots, high-heeled shoes or boots, cowboy boots

Socks- Must be worn at all times unless girls are wearing closed toe tights

#### **NOTES:**

Not in Uniform: For students not in uniform, parents will be contacted to bring the appropriate uniform clothing. If extra uniform clothing is available, students may be asked to wear those until a parent comes with the students' own outfit. Student will need to bring back the borrowed clothes clean.

Golashes: may be worn to school but students must change into other shoes upon arrival

Physical Education: Students will need to keep a pair of non-black bottom shoes at school for days recess is in the gym and for days when students have Physical Education in the gym. Please label these shoes with your child's name.

Free Dress Days: On free dress days, students may wear jeans, non-uniform shirts, nonblack shoes. However, students may not wear: pajamas or pajama pants (unless that is the theme for a spirit day), tank tops, midriff shirts, profane/inappropriate logos or graphics, open toed shoes, or short skirts/skorts/shorts/dresses (when you hang your arms to your side, the bottoms you wear must hang below your fingertips). The administration reserves the right to ask a students to wear something different if the outfit deems inappropriate.

Label Items: *Please write your child(ren)'s names in uniform pieces of clothing (especially sweaters) in order to prevent confusion.*

### **Communication**

Monthly Concordia News: The school office and administration will send a monthly calendar and newsletter describing the events of the upcoming month in detail near the end of the each month. We will also communicate via email with occasional stories, reminders, photos, or videos throughout the month.

Weekly Team News: Teachers will send out weekly Team News comprised of "3 Questions" to ask your student based on learnings in the classroom, "2 Happenings" of news or stories, and "1 or More Upcoming Events." For weeks that it is necessary teachers will also have a "Must Read" section. If you prefer this update in paper copy, please communicate with your child(ren)'s teacher.

Sycamore: Sycamore is Concordia Lutheran School's student management system. Parents can use Sycamore to check on updated school news, team news, find consistent documents, and use it as an online directory. Individual team teachers may use it for other purposes as well.

Changes to Information: As soon as a parent or guardian email, phone number, address, or designated student pick up or drop off person changes, parents/guardians must contact the main office. This is critical for communication and the safety of your child(ren).

Situational Communication: Teachers will contact you if your student has a late assignment (after a 2<sup>nd</sup> late assignment a meeting will be set up), has academic, physical, or social emotional concerns pertaining to your child, or if your child uses a “Buddy Classroom” to regain self-regulation. Teachers or the administration will contact you about injuries. Administration will contact you about tardies and unexcused absences.

Questions and Concerns: Communication with you is of utmost importance to ensure your child is receiving the best education possible. We encourage you to communicate with your child(ren)’s teacher with any concerns or questions pertaining to behavior, classmate interactions, homework, academic challenges, student boredom, etc. Teachers will do their best to respond to you within 24 hours. Teachers will also be communicating with you about any concerns or questions they have.

## **Emergency School Closure**

Most school closures are due to inclement weather or equipment failure. At times of inclement weather, Concordia may choose not to conduct school while other schools may be in session. The safety of the children to and from the school will be our prime consideration. Decisions to close the school will be made in the best interest of students and drivers, as well as other travelers.

School Closure or Delayed Opening: In the event of severe weather and/or **snow**, the school **may** be closed. If the weather is predicted to improve, school may have a delayed start. In these situations, school will open at 10 am. Therefore, in the case of severe weather there are 3 options: 1) normal operating hours, 2) delayed opening to 10 am, or 3) school is closed for the full day.

An automated system will be used to call and/or text families in the event of a school closure or delay due to weather or other emergency. If school will be closed or delayed, expect a phone call as early as 6:00 am to your family’s designated number. Please remember to keep contact information up-to-date in Sycamore.

Announcements may also be made on: KING 5 TV, KOMO 4 TV. You can also check the website ([www.concordiaseattle.com](http://www.concordiaseattle.com)) or Sycamore for updates. However, checking your email will be the most consistent.

During the School Day: If there is a safety or weather related reason that school must be closed during the school day, the main office will contact the main parent/guardian as soon as possible. If the main office is unavailable to reach the parent/guardian, the school will contact the listed emergency contacts.

## **Academics**

School Curriculum: Common Core Standards are used as our base for English Language Arts and Math. The Next Generation Standards are used as our base for Science. The Washington State Standards for Social Studies serve as our base for social studies. Concordia uses the Washington State Standards for Music and Physical Education as well. The Bible and an outlined Bible Study curriculum objectives serve as our base for Bible Study.

Resources: Resources used to accomplish teaching this curriculum include but are not limited to Math In Focus, IXL, Discovery Education, Reading A-Z, Martin Luther's Small and Large Catechism.

Daily Five: Concordia implements the Daily Five format for English Language Arts (Reading, Writing, Spelling) in order to meet the needs of our diverse group of students in our multiage teams.

Field Trips: Students will take various field trips throughout the year to supplement and engage students in more learning. Teachers will send home permission slips for you to return for each new field trip. Repetitive walking trips may not have a separate slip each time. If you would like to chaperone a trip, talk with your child's teacher and fill out paper work in the office for a routine background check. If a trip is financially difficult for your family, please contact your child's teacher or the administration. Other arrangements can be made.

## **Homework Policy/Make Up Work\***

\*Homework will not begin until October. The administration and staff are also in the process of evaluating the effectiveness of traditional homework. You will be notified of changes made the following as it is decided.

Goals: The goal of homework is threefold: Communicate to parents the objectives being taught at school, give students practice on a particular skill, and foster the sense of responsibility. Teachers will assign daily homework Monday – Thursday to provide students with meaningful and effective work that meets the goals

listed above. It is expected that students are given homework that is differentiated to meet their needs. Homework may include long term projects, studying for weekly or occasional tests or memory work, or reflective work.

Time Increments: The amount of time your student spends on homework should match the time increments listed below.

Team Roots: 10-15 minutes maximum

Team Hawthorn: 20-25 minutes maximum

Team Woodlands: 30-40 minutes maximum

Communication with Teachers: Please communicate with your child's teacher about homework difficulties (whether it is too hard or too easy) as well as if homework is taking longer than the increments above on a regular basis.

Late Work: Homework that is not turned in or completed on time, must be completed by the next school day. Parents will be notified via email of any work not turned in the same day. After 2 late assignments, teachers will schedule a meeting with the parents and student to determine why the work is not being turned in and develop a plan and contract to be signed by all attending the meeting to solve the problem of late work.

Absent Work: Students that are absent have the same number of days they were absent to make up the work they missed in class. (Gone Monday and Tuesday-Monday's work should be in by Thursday and Tuesday's work by Friday)

## **Assessment**

Philosophy: Concordia believes each student can and will reach mastery of academic concepts and formats instruction and assessment in the form of Personalized Learning (also known as Proficiency or Competency Based Learning, or Mastery Learning). However, the time it takes to reach mastery will vary from student to student. Therefore, we use assessment to guide teachers on what knowledge each student has or does not have in order to work towards goals that fit each student personally. Assessment also provides a method of communication to parents on what their child is achieving.

Standardized Achievement Testing: Concordia administers NWEA Map Standardized tests three times a year the entire student body. Once in the fall to inform teachers of what students know, once in the winter to check on progress, and once in the spring to celebrate the progress made. These tests serve as an informational base for teachers to fully understand the level of each child

academically so that they may plan and teach accordingly. The tests also serve as a tool to assess school and student progress throughout the year.

Grading System & Report Cards: A variety of methods are used to determine progress for students. Concordia uses attributes created from the curriculum standards listed above to assess student knowledge of subject areas and mastery of skills. Concordia issues a formal report card at the end of each trimester to inform parents of student progress.

Traditional letter grades (A, B, C, D or F) are vague in communicating actual student understanding each topic. The following letters accompanying specific attributes will inform parents more fully.

E	Exceeds academic standard
M	Mastered academic standard
D	Developing towards mastering academic standard
NT	Not taught this trimester

Progress Reports: Throughout a trimester, teachers track student progress on the attributes and standards. Teachers are available to discuss student progress via email, phone, or in person. Please contact your child's teacher to schedule a meeting.

Student Portfolios: Students will share his/her portfolio with his/her parents at the May Student-led Parent Teacher Conferences to display the progress they achieved through the year. Students take their portfolios home at the end of the school year.

Retaining Students: The school, in consultation with parents, may retain a student in a team for academic performance, attendance, level of non-academic development, or upon parent request. Conditional passing may be granted under special circumstances and for a specific time frame.

## **Parent Teacher Conferences**

Two parent teacher conferences are scheduled during the school year. The first conference time is set in the fall with teachers and parents only as a way to check in with parents about student behavior and academics. The second conference time is set in the spring and is a Student Led Parent Student Teacher conference with the goal of students sharing with parents their progress throughout the year using their portfolio as a tool.

In addition to these scheduled conferences, teachers and parents can request to set up conferences with each other as necessary (late work, behavior, academic concerns, social concerns).

## **Food**

Peanut Free: Concordia is a completely peanut free campus due to a severe student allergy to peanuts. Peanut products are not allowed anywhere in the building including the earthquake emergency kits. Please abide by this rule for the safety of our children. Students may bring alternatives to peanut butter including almond, soy, or sun butter. If you send your student with these types of butter please label the bag or food in some way. If staff members suspect a peanut product (peanut butter and jelly sandwich or other), they will take the item away and give them an alternative food.

Snacks/Lunches: Parents provide lunches and a healthy snack. Snacks should be easily portable. Team Woodlands and Hawthorn will eat their morning snack outside before playing at recess. Lunches need to be well balanced. No soda or candy. Students are not permitted to leave campus to purchase their lunch. There is no sharing of food allowed due to health and allergy concerns. Microwaves may be used with adult supervision during lunch. Please pack student with all necessary utensils they will need to eat the parent provided lunch.

Forgotten Snack/Lunch: The school will provide a lunch or snack for the occasional forgotten snack or lunch. If forgetting a lunch or snack becomes a habit, teachers or the administrator will contact the family to work out a better plan.

Water Bottles: Your child(ren) is more than welcome to bring a **closed lid, easy to open** water bottle to school with him/her to drink throughout the day. Individual teachers will teach students the water bottle procedures for their classroom.

Pizza Order: Families may order slices of pizza from Jet City pizza at the beginning of each month to be delivered to students on Thursdays. Order forms are sent out through the main office.

## **Health and Safety**

1. Bringing, possessing or using illegal substances or any weapon at school or any school activity will result in a suspension and possible expulsion from school as determined by the Administration Team.
2. The school has current fire drill, lock down, and disaster preparedness procedures.

3. Students must have the Administrator's permission or permission from the school office to leave school during school hours. Parent permission is needed in writing.
4. Students with a fever (temperature over 99°F) should stay home and must stay home until she/he is fever free for at least 24 hours without the aid of a fever reducer medication.
5. **Oral medication** may be administered to students as per RCW 28A.210.260. If you would like your child to be able to take oral medication at school, **you will need to provide** the school with a **completed authorization form**. The form, which is available in the school office, requires both an authorization from your child's physician and your signed permission for your child to receive the oral medication at school. Authorizations are required for **both prescription and non-prescription** (over the counter, such as Tylenol, Advil, cold remedies, etc.) medications.
6. All oral medications are required to be kept in the school office and to be administered by school personnel.
7. Epi Pens will be kept in the office or in a designated safe spot in the student's classroom.
8. All staff is certified in First Aid and CPR.

## **Parent Involvement**

General Involvement: Parents are encouraged to:

- Support objectives of the school by regular family devotions and church attendance. (Support the school—students, parents, faculty, staff and school board—through word and prayer.)
- Volunteer when the school needs assistance.
- Scrip- Buy and use Scrip cards in order to help the school raise additional funds. These are available for places you typically shop even for needs including grocery stores, Amazon, and gas stations as well as Lands' End.
- Follow the school's Conflict Resolution process if you have a concern.
- Read and understand school policies and procedures.
- Attend parent/teacher conferences.
- Support the school's Parent Teacher League (PTL).
- Keep the school office informed of current telephone numbers, addresses, and any other information that the school should have on file.
- Support their student's academic work to promote good work habits.
- Communicate with teachers about concerns or blessings regularly.

Parent Teacher League: Concordia Parent Teacher League (PTL) is a group made up of dedicated parents, teachers and administrators whose mission is to support the needs of our school community by A) Strengthening the relationship between home and school B) Facilitating communication between home and school C) Raising funds for supplemental materials, supplies, equipment or services to help provide students with the best learning environment D) Providing fun activities for students and their families throughout the year. PTL meets regularly throughout the school year and you are encouraged to be involved.

Parents in Participation (PIP): PIP is a program intended to help parents become more involved in the life of Concordia and also support the mission, community, and growth of our school. The program requires each family to give 30 hours (or more) per year in school activities or to pay \$20.00 for each hour not worked. This program runs from July 1st through the last day of school. Chaperoning field trips, assisting teachers, running afterschool enrichment activities, volunteering at school events and fundraisers, helping with building maintenance, and being a lunch or recess monitor are some of the ways to earn PIP hours.

## **Student Standards**

Social Emotional Learning: Students from Concordia Lutheran School are Aware, Responsible, Relational, and Self-Regulated in and out of school.

### Lunch Room Standards

- All teams walk around the basketball court when entering the lunch area on their way to recess, drop off their lunch box at their spot, and reline up to exit around the basketball court to the playground.
- After recess students line up in their allotted lines, they should walk quiet in the building, walk around the basketball court, and receive hand sanitizer
- Students must remain seated at their assigned seats for the entire lunch period except:
  - to go to the bathroom with permission
  - to get a drink
  - to use the microwave
- No sharing or trading food.
- Lunch room chat and behavior should build up other students, guests and parents.
- Students should dispose of trash in appropriate bins after being excused, retrieve lunch box, and head to their team line.

- Students line up in appointed team lines and wait for their teacher to escort them to their next activity.

#### Playground Standards

- Stay on playground unless given permission to leave.
- Play is allowed only on the blacktop and playground area (not behind/beside the shed or up the hillside).
- Use play structure appropriately (only go down slide on bottom, 1 person on each slide at a time, no climbing on top of the tunnel, sandbox toys & sand stay in sandbox, etc.)
- **Only** elementary aged children allowed on Spider structure
- Respect self, others and property
- At the end of recess, immediately clean up all equipment and line up quietly.

The first time a student isn't meeting a standard the recess teacher will remind him/her of the appropriate behavior. The second time, the student will take a break from playing. If the student is still struggling to follow the playground standards the recess teacher on duty can assign consequences or talk with the student's team teacher, but those consequences will be consistent with the philosophy of the school and the discipline code.

Student Technology Use: All technology should be used for educational purposes during the school day. Teacher supervision will ensure proper care for and use of school technology. Students who bring in their own devices (phones, tablets, laptops, etc.) must ensure these devices are silent and that they are only used for educational or health approved purposes.

### **Sports and Extra Curricular Activities**

Sports: Depending on the size and age of the student body, various sports may be offered throughout a school year. Eligibility Policy will be given to athletes at the beginning season.

Extracurricular Activities: The school or Parent Teacher League will offer a variety of afterschool extracurricular opportunities throughout the school year. You will be notified of these opportunities and their cost as they occur.

Student Birthdays: If you want to celebrate your child(ren)'s birthday in the classroom, you may arrange a time with the classroom teacher. The "celebration time" will not exceed 10 minutes. During this celebration or if you send your child with something to share with classmates, we strongly encourage you to consider

a non-food item. Many students have food allergies or dietary restrictions that result in students not being able to eat foods provided and feeling left out. If you do send food items, they will be sent home with the students and not be eaten at school or during class time. Birthday “treat” suggestions include birthday favors that cost under \$2/student: pencils, small toys, small stuffed animal, erasers, etc).

## **Conflict Resolution Procedures**

When differences occur within our Christian family, God expects us to act and react in a manner that is pleasing to Him. The school has adopted the direction of Holy Scripture as outlined in Matthew 18 as the method for dealing with our differences:

**First**, one should go directly to the person with whom he has a difference, whether it is a teacher, the Administrator, another parent, Board member, or pastor. The issue should be clarified in a non-accusatory manner and an attempt made to reach a resolution. It is not proper or acceptable to discuss the issue with persons not directly involved, as Matthew 18 directs.

**Second**, if conversation with the person directly involved does not bring resolution, the concern should be discussed with the Administration Team, who may arrange a meeting of all persons involved to discuss the issue.

**Third**, any unresolved issues may be requested to be brought before the School Board. In order to have the matter considered, an appointment should be made with the Board Chairman to meet with the Executive Committee, who, after hearing the issue and the determination of the Administrator, will then decide if the issue should be put on the Board agenda; if the issue is placed on the agenda, the Board reserves the right to decide whether or not to give a hearing to the issue.

## **Other**

Visiting/Volunteering at School: If you would like to volunteer with or visit a classroom, please coordinate with the administration or your child’s team teacher. You will be asked to fill out paper work for a background check before visiting or volunteering. Once the times are coordinated, you must sign into the office upon arrival. Other children should not be brought along.

### Bell Schedule:

8:15 a.m.	Students allowed to go to their classroom.
8:25 a.m.	2 <sup>nd</sup> Bell
8:30 a.m.	Tardy Bell

10:00 a.m. – 10:15 a.m.	Morning Recess Bell
11:50 a.m.	Recess Bell
12:10 p.m.	Lunch Bell
12:30 p.m.	End Lunch Bell
2:00 p.m. – 2:15 p.m.	Afternoon Recess Bell
3:00 p.m.	Dismissal Bell

Student Photographs/Video/Work: During the current school year, your child's work, photograph/image or filmed video may be included in a classroom or school project that could be used to inform parents of school happenings or promote the school to the community. While your child's first name may accompany the work (not photo or video), no last name or address will be included. There is no monetary compensation for the use of your child's photo, video or work. Your child's photo, video or work may be used in paper documents (brochures), within Concordia's building or with association churches, or on the World Wide Web (school website, Sycamore, school Facebook page, Twitter, etc). If you want to limit these permissions for your child, you must contact the school office for a "opt out" form.

Lost and Found: Articles of clothing and other miscellaneous items are usually placed in the lost and found container located on the bench near the front entrance or in the lost and found container on the lower level. Small articles, such as watches, rings, pins, etc., are kept in the school office. Unclaimed articles will be donated to the school rummage sale or charity during the school year. Please write your child(ren)'s names in uniform pieces of clothing (especially sweaters) in order to prevent confusion.

***Parent Statement of Acknowledgment***

This is to acknowledge that I have read a copy of the 2018-2019 School Handbook, and have read the standards and procedures of Concordia Lutheran School. I understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established. I further understand that Concordia Lutheran School reserves the right to modify, supplement, or rescind portions of this handbook, as it may become necessary.

Please detach and return this signed Statement of Acknowledgment to the school office by Thursday, September 13. Thank you.

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Name of Student (s)

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Name of Parent (s) Printed

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Signature of Parent (s)

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Date