



Concordia Lutheran School

Parent Student Handbook
2021-2022

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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 affect 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. Academically, we do this through personalized mastery learning. Socially and emotionally, we do this through using Responsive Classroom and growth mindset techniques. Daily, we partner with each other and with you, the parents, to accomplish this mission. We pray that all of this leads to our desired outcomes of confidence, community, and academic mastery.

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 2021-2022 school year! Blessings on your year!

In Christ,

Christy Malone
Administrator

Elementary-Middle School Multi-Age Program Description

Our Elementary and Middle School 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 and middle school 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 2021-2022 school year are:

Team Roots (5-6 year olds) – Mrs. Abigail Williams

Team Sprouts (6-8 year olds) – Ms. Kayla Vrudny

Team Hawthorn (8-10 year olds) – Ms. Katie Kohring

Team Woodlands /Cardinals (10-11 year olds) – Ms. Kristin Lee

Team Cardinals (12-13 year olds) - Mr. Jin Lee

Specialists Teachers include:

Music and Art – Mrs. Elizabeth Schaff Hamaji

Physical Education, Character – Mr. Kendrick Holley

Spanish - Ms. Peyton Neal

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
Website: Epiphanyonline.org

Pastor Jacob Mueller

Director of Christian Edu, Alanna

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: lcs22@juno.com

Currently Vacant

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

Messiah Lutheran Church

7050 35th Avenue NE
Seattle, WA 98115-5917
206-524-0024/206-524-4119-fax
Email: 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 27th Avenue NE
Seattle, WA 98125-4309
206-363-0110
Email: lamb-of-god-seattle.org
Website: lambofgodseattle.org

Pastor Brad Malone

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 10th Avenue E
Seattle, WA 98102-4324
206-324-1066
Email: trinity@trinluthseattle.org
Website: 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 affect 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 and welcome 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 pray that as we fulfill our mission, students leave with the desired outcomes of confidence, community, and academic mastery.

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 comprises 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 and preschool director. 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 (closed March 2020 and a task force group is meeting to determine the reopening of the Lake City campus). Concordia’s elementary and middle school is 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 or a trained LCMS church worker. *Team Cardinals has 2 longer class periods rather than shorter everyday studies.

Chapel Services: Chapel Services are held on Wednesday mornings and occasionally on other church holidays. Association pastors, Concordia staff, or guest speakers conduct Chapel Services. We will be worshipping outside, virtually, or on cohort rotations at Messiah for the 2021-2022 school year.

Chapel Offerings: Offerings may be collected on Wednesdays in 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 Connections: In our working relationship with our association churches, churches may invite the school families to events, services, online opportunities, etc. When health and safety allows, the school often invites church members to attend Concordia events as well.

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 development of personal relationships.

Concordia's classroom teachers are certified by Washington state or other states. Those not certified by Washington are working towards Washington State Certification. The school's administrator and/or a certified teacher supervises a non-certified (for Washington state) teacher.

Elementary School Philosophy

Concordia Lutheran School provides a Christian based education for ages 2-13. Our faculty and staff view the learner as a whole child, striving to meet each child's developmental needs spiritually, mentally, physically and socially. Our teachers are committed to educational goals of excellence. We do this by providing 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 5-6

Students in Team Roots are at a stage of "grounding" themselves socially, academically, and spiritually. Children ages 5-6 soak up information and experiences that give them a solid foundation for further learning, development, and relationships.

Team Sprouts Ages 6-8

Now that students have been grounded, they can really start to grow and sprout on their own. Sprouts are visible for others to see, and at this age the academic progress flourishes for others to see.

Team Hawthorn Ages 8-10

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

Team Woodlands Ages 10-12

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 a 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 12-13

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?

Trees offer great connections to the ideas of growth, which is what the education experience for a child is all about. Growth in academic knowledge and abilities, social skills, reaching independence and community, and a personal relationship with Christ. Additionally, using the habitat (hawthorn tree) of our mascot, the Cardinal is fitting. Finally, these are also formative years of faith development and our prayer is to root all students (not just ages 5-6) 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 to develop and nurture their relationship
 - Looping also provides more in depth teacher knowledge of the student to support learning and growth

- Students learn to work with students different than themselves

Responsive Classroom and Social Emotional Skill Building: “*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”. (Excerpt from 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, Quiet Time, and Methods for Handling Misbehavior. Practices include:

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. Occasionally, there will be a virtual all-school meeting in place of a team meeting.

Social Emotional Learning (SEL) Competencies- These competencies were developed through a combination of recommended Responsive Classroom and the Collaborative for Academic, Social, and Emotional Learning (CASEL) competencies. Students are taught and held accountable to upholding and applying these competencies.

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, “body breaks” may be used. A “body break” 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 “body break” is ineffective (student not being safe, distracting others, etc), the student will be sent to a different adult supervised area (office). The goal is to have the student return to his/her team room as soon as possible. If a different location is ineffective, a student will be sent to the administrator. Parents will be notified if a student uses “body breaks” extensively or it becomes an area of greater concern.

Discipline Policy

In line with Responsive Classroom and helping students work on individual social and emotional skills, Concordia does our best to prevent disruptive behavior. Suspensions or Dismissal of a student could happen in the following scenarios at the discretion of the administrative staff with or without board assistance:

- 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) When repetitive misbehavior occurs and is not resolved with breaks or natural consequences, Concordia staff will create individual behavior plans for students. These plans could include a trial time period for improved behavior that if not met or worked on with cooperation of parents/guardians, could lead to the dismissal of enrollment.
- 3) Violent or unsafe behaviors that cause harm to self or others could result in a suspension, individualized plan, immediate dismissal of enrollment, or

expulsion.

School Year

Days: The school year is approximately 170 days for students. The total instructional hours meet state requirements (as opposed to 180 school days).

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: Occasionally, elementary and middle school students have early dismissal at 11:50/55 am. This is typically the first day, last day, twice for parent teacher conferences, and the day before Christmas break.

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 15th but could be mandated earlier.

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. Records will not be given to parents to transport to the school. School remains the right to withhold record transfers if the family owes unpaid tuition or fees.

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 15th, you may take a 5% reduction). (This will not be offered in 2022-2023 school year.) 2. Pay monthly over 10 months. 3. Depending on registration date, pay monthly over 12 months. For options 2 and 3, all monthly payments are due in the school office on or before the 15th of each month. If payment is not received by the 20th, a late fee of \$30.00 will be applied. We recommend setting up an automatic withdrawal with a one time fee of \$25. Contact the school office if you would like to sign up for this feature.

Tuition Refund Policy: To receive any tuition refunds, a family must submit a request to the board in writing stating the request and reasons.

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

Screening Process

Students and staff will be screened at entry each day using the MyTempTracker App.

Staff and students with any illness or that answer yes to any of the screening questions must stay home.

The following screening questions must be answered "no" in order to enter school. The MyTempTracker App will be used to track screening question answers.

1. Does your student have any of the following symptoms today or in the past three days?
 - a. Cough
 - b. Shortness of breath or difficulty breathing
 - c. A fever of 100.4°F or higher or have a sense of having a fever

- d. A sore throat
 - e. Chills
 - f. Headache
 - g. New loss of taste or smell
 - h. Muscle or body aches
 - i. Nausea/vomiting/diarrhea
 - j. Congestion/running nose- not related to seasonal allergies
 - k. Unusual fatigue
2. Has your student been in contact with anyone with suspected or confirmed COVID-19?
 3. Has your child had any medication to reduce a fever before coming to school?
 4. Has a public health or medical professional told your child to self-monitor, self-isolate, or self quarantine because of concerns about COVID-19 infection or tested positive for COVID-19?
 5. Has your child (unvaccinated) travelled via air travel and therefore is quarantining for 7 days, getting tested on day 3-5?

Drop Off Procedures

Before Leaving the House: Use the MyTempTracker WebApp to answer screening questions and take your child(ren)'s temperature. Be prepared to show the screening personnel at school the results for each child. The My TempTracker WebApp will not save the results screen for you, so please screenshot to show to screening personnel.

Times: Your family will be assigned a 10 minute window for dropping off, either 7:55-8:05 or 8:05-8:15. You must arrive during your assigned time period.

REMINDER: Think slow and go even slower when you come and go down 36th Ave!
car accidents are also dangerous

Parents of Elementary/Middle School Students Only or with Half Day Preschool Students

1. Arrive at school during your slotted 10 minute window.
2. Stop for screening personnel to check the results of the MyTempTracker WebApp and take child(ren)'s temperature at the car.

3. Parents continue driving when child(ren) have past screening process in item #2.

*Half day preschool students are to be dropped off for a 9 am start time following protocol given by preschool director.

Parents of Elementary AND Full Day Preschool students: Drop both students off upstairs at the main entrance.

1. Arrive at school during your slotted 10 minute window.
2. Stop at the stop sign for screening personnel to check the results of the MyTempTracker WebApp.
3. Park your car in the upper lot. Walk with your students to the main entrance.
4. Your elementary/middle school child may head to class. Sign in your preschool student, leave them with the adult attending to preschool students, and then you may leave.

Families that are walking

1. Arrive at school during your slotted 10 minute window.
2. Stop for screening personnel to check the results of the MyTempTracker WebApp and take child(ren)'s temperature.
3. Parents leave when child(ren) have passed this screening.

Tardiness: If you are tardy (past 8:15 am), you must come to the door with your child and wait with them until a screener can check the MyTempTracker App and temperature.

Tardiness is unacceptable and it is the parents' responsibility to make sure your child(ren) arrive(s) on time. Due to our staggered start and screening process for 2021-2022, it is even more critical that your student is on time. Students arriving late are less prepared for the remainder of the day and will miss some of the team morning meetings. 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:

Pick Up Procedures

1. Arrive during your 10 min pick up time slot.
 2. If your child(ren) is not already outside in the waiting zone, park your car and stay in your car to wait for them.
 3. When the students come out, teachers will help them safely get to your car.
- If you are walking to pick up your child(ren), be sure you are social distancing while waiting for your child(ren).

Parents of Elementary AND Full Day Preschool students:

1. Arrive during your 10 min pick up time slot.
2. Park and ring the doorbell to notify the administrative assistant that you are picking up the preschool child as well. Sign your preschool child out.
3. Wait, socially distanced outside for your children.
4. Safely walk them to your car.

If a student's ride arrives after 3:30 pm without notification to the school office of 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 3:30 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), ring the doorbell and wait outside for us to retrieve your child(ren). Parents are not allowed in the building in this circumstance.

Extended Care: Extended care options are available after school from 3:00-5:30 pm starting Sept 2nd. A family wanting to 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.

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

Absences due to Screening Process:

Notify the School: If your child cannot attend due to one of the questions in the screening process, fill out the MyTempTracker App and email admin@concordiaseattle.com and cmalone@concordiaseattle.com with the reason by 8:30 am. This is mandatory for tracking purposes as well as notifying you of when your child can return to school.

Remote Learning: If your child is healthy and home due to being a close

contact to someone who tested positive (not school related), awaiting test results from a symptom, or is quarantining after returning from travel, the school will contact you with Zoom meeting times and work for your child to do at home. Attendance to the meetings and getting the work done will result in a “Remote Attendance.” If the student does not participate in the meetings and/or does not do the work the student will be marked as “Absent.” Please do your best to help your child participate from home if they are healthy or healthy enough to do so. The school will aim for getting your student a schedule and work to do remotely by 9:30 am but it may come sooner.

When participating remotely, students must wear their uniforms. This helps the student still feel unified with the team and school as well as helps them have a “school is in session” mindset while at home.

Absence due to Student Sickness: If your student is at home and not well, they will have an excused absence. The school will send optional work home for the student to do but will not send a Zoom meeting schedule on the first day a student is home sick. They will have the same number of days to complete the missed work as the number of days they were absent.

Other Absences

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. If a student is absent for 5 or more days in the same month or 10 or more in a current year, the administrator must meet with this family. Absences due to the screening process and health & safety requirements will be taken into consideration for the 2021-2022 school year and the meeting may be waived. The meeting will not be waived if students are absent due to travel or vacations.

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 know reasons for absence to help teachers plan accordingly.

Students will be given make up work upon their return to school unless other arrangements have been made with the teacher.

Transportation

Driving and Parking Expectations

- Be courteous and safe. As a member of the Concordia community, you become a neighbor with the neighbors on 36th Ave. Be a good neighbor by driving slow.
- Drive **under** the speed limit.
- Stop at the stop sign.
- If you need to talk with school personnel, please park and get out to do so that the drop off line does not get too congested.
- Turn off your engine when parking.
- If parking and entering the entrance of the building, take all of your children with you. Please do not leave infants and toddlers in parked cars while you enter the building with other children.
- If your student (elementary) leaves or returns to the school during the day, please meet him/her outside the main entrance. You will be asked to sign him/her out. When a parent drops off an elementary student to return to school, ring the doorbell at the front entrance for the screening process and to sign your child in.

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 for shirts and sweaters exclusively through the website. Pants, skorts, skirts, and shorts of a similar style may be purchased elsewhere. No cargo pants are allowed.

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

Shoes/Socks/Leggings/Tights/Undershirts/Pants/Skirts 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 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 Roots, Sprouts, Hawthorn, Woodlands, and Cardinal Team Members*

Tops

Mandatory

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

Optional

- ALL: Concordia logo zip up or button up red, white, or black cardigan (must wear logo polo underneath)

-ALL: Concordia logo sweatshirt in red or black

-*Woodlands and Cardinals Only:* Concordia logo short or long sleeve athletic fit, Concordia logo fleece zip up

- 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- Should be a solid color. 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.

Students will need to bring back the borrowed clothes clean.

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

Physical Education: Students may need to keep a pair of non-black bottom shoes at school for days recess in the gym and for days when students have Physical Education in the gym. School will notify you if your child needs to bring gym shoes to keep at school. Team Woodlands and Cardinals should bring athletic shorts and wear given Cardinal tshirts to change into for PE class.

Free Dress Days: On free dress days, students may wear jeans, non-uniform shirts, and 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 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.*

During Remote Learning: Uniforms **are required** for remote learners: short term individuals doing remote (home due to screening questions), and in the case that the school moves to remote learning.

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 each month. We will also communicate via email with occasional stories, reminders, photos, or videos throughout the month.

Sycamore: Sycamore is Concordia Lutheran School's student management system. Parents can use Sycamore to submit Parent in Participation hours.

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 late assignments, has academic, physical, or social emotional concerns pertaining to your child. 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. In case of a fire or earthquake, we may contact you to follow our reunification plans (listed below).

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 moves to remote learning for the entire day (no in person school).* *Notify the school office if you would need a device at home for remote learning purposes. If the forecast guarantees or it is highly plausible that school will be closed, the school will send a device home with your student. If school is in person despite the forecast, students will need to return with the device.

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) or Sycamore for updates. However, checking your email will be the most consistent.

During the School Day: If there is a safety, positive COVID-19 test, 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.

Reunification Plan: If students are unable to use the building for hazardous or unsafe conditions and have evacuated, the school will text or call you with the reunification location. The reunification sites will be either the back field of the school, Messiah Lutheran Church on 35th, or the Northeast Branch Public Library on 35th. Signs will be posted as well in case technology cannot be accessed to notify you. When you or the person you designate to pick up your child comes, they will need identification and will need to be on your list of approved emergency pick ups. We will not release a child to anyone not on the list even if it is another parent from the school. Please think ahead about who should be on your list.

Academics

Personalized Learning: Personalized learning at Concordia means students being appropriately challenged at their personal level whether that is at, below, or above the traditional level expected for a student at a particular age. Teachers and

students work together to master learning objectives and strive for growth. Mastery of a concept means that students “get it and can use it” (it = learning objectives). This happens by using a variety of resources, assessments and reflection. Teachers commit to continuous observation and evaluation to fill in and prevent any academic gaps. Our aim is to help students take more ownership in mastering objectives by identifying and creating personal learning goals.

Project Based Learning: Project based learning at Concordia is defined as the process of students learning content and using their knowledge to create, solve problems or display learning with ownership, accountability, and authenticity. Refining and improving our proficiency in project based learning is one of the professional development goals of Concordia’s staff for the 2021-2022 school year.

School Curriculum: Common Core Standards are used as our base for English Language Arts and Math. Math in Focus is also used for math standards and curriculum in grades kindergarten-4th grade. The Next Generation Standards are used as our base for Science. The Washington State Standards and Core Knowledge Sequence for Social Studies serve as our base for social studies. Concordia uses the Washington State Standards for Music, Art, and Physical Education. The Bible and an outlined Bible Study curriculum objectives serve as our base for Bible Study. The Summit Learning Platform and Curriculum used in 5th grade and up and also aligns with the standards listed above.

Summit Learning: Summit Learning is a program that intertwines project based learning, mentoring, and self directed/personalized learning using a versatile and rigorous curriculum that leads to the student outcomes of content knowledge, habits of success, and cognitive skills. Summit Learning is used in 5th grade and up.

Resources: Resources used to accomplish teaching this curriculum include but are not limited to Math In Focus, IXL, Discovery Education, Reading A-Z, SplashLearn, YouCubed, Martin Luther’s Small and Large Catechism. Summit Learning Curriculum used in Team Woodlands and Team Cardinals.

Daily Five: Concordia implements some aspects of the Daily Five format for English Language Arts (Reading, Writing, Spelling) for Team Roots, Team Sprouts, and Team Hawthorn 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. 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

Concordia Lutheran School values each student's desire to learn, each individual's pacing, strengths/weaknesses, goals and their need to learn time management, self regulation, and responsibility. We also understand family time, extracurricular activities, and how hard we expect students to be working and learning during the school day. We also find it important for parents to understand what their students are learning.

Team Roots, Sprouts, Hawthorn

We limit homework to a reading assignment, spelling work, limited math practice and when:*

- 1) A student did not use time wisely in class to work
- 2) A teacher recognizes a particular struggle on an objective and feels that homework on that particular skill is necessary
- 3) A student wants to bring an item home to work on more
- 4) Work on a project from home

*Team Woodlands and Cardinals will have homework each night.

Homework Communication Sheet: To communicate if a student has homework for a particular day, students will bring home a Homework Communication Sheet each night for you to review and initial. There may be many evenings where there is no homework but you need to still initial the communication sheet. If at any point you have questions, notify your child's teacher.

Absent Work: Students that are absent when the student is sick, they 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).

Team Woodlands and Team Cardinals

Students should expect to have up to an hour of homework after school, although the specific amount of time will vary depending on the student. Homework assigned in class is expected to be completed at night and returned the following

day unless otherwise noted. It will consist of completing assignments not finished in school, review activities (as needed to supplement the student's progress), and completing their Work Time goals. Students will write all assignments in their planners and check off when they have completed it. Parents will need to sign off each day that they have seen the planner and the assignments are completed (unless a lengthened due date is specifically mentioned).

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 and the student will use recess time to complete the work. 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 when the student is sick, they 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 ("get it and use it") of academic concepts and formats instruction and assessment in the form of Personalized Learning (as described in the Academics section). However, the time it takes to reach mastery will vary from student to student. Therefore, we use various forms of 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 learning objectives have been mastered.

Standardized Achievement Testing: Concordia administers NWEA MAP Standardized tests three times a year to 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. The

results are not shared with parents directly but you can set up a meeting to talk with your child's teacher about the tests if you desire.

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

Our goal in the formal report card is to clearly communicate with parents what your child has mastered, is working on, and areas for improvement. Traditional letter grades (A, B, C, D or F) and attribute grading cannot fully accomplish that goal. Therefore, Concordia Lutheran School provides parents with a Narrative Report Card per quarter that lists objectives mastered, objectives students are working on and any that are a struggling area for Math and English Language Arts as well as shares what has been mastered in Social Studies and Science.* This may be different for Summit students.

*Concordia will be sending out a survey requesting feedback about report cards and this format may change depending on results.

Student Portfolios: Students will share his/her portfolio with his/her parents at the May Student-led Parent Teacher Conferences to showcase their learning and growth throughout the year. Students take the physical artifacts of 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 showcasing to their parents their learning throughout the year. This conference will also include a time for parents and teachers to

discuss student achievement without the student present. All the conferences will be held over video conferencing in 2021-2022.

In addition to these scheduled conferences, the school will host parent and teacher events or send other communication to help explain items like the Homework Communication Form, report cards, and more.

Teachers and parents can request to set up conferences at any point 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. 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. Please pack students with all necessary utensils they will need to eat the parent provided lunch. The school will **not** provide spoons, forks, etc. There may be opportunities where parents may sign up for a hot lunch option provided by a service outside of our school community. These opportunities will be communicated through email by the school.

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) must bring a **closed lid, easy to open** water bottle with a straw or spout (not twist top) to school with him/her to drink throughout the day and at lunch. Individual teachers will teach students the water bottle

procedures for their classroom. Students will be able to refill water bottles but will not be able to get drinks directly from the water fountain spouts.

Health and Safety*

1. By Washington State Law, all students must be vaccinated for the measles with MMR vaccination to attend school. Vaccination forms showing complete vaccinations or exemptions must be turned in before the first day of school. Incomplete vaccinations may cause the student to not be admitted the first day or the creation of conditional status.
2. Concordia is in full compliance with the Governor Inslee's proclamation 2--15.13 requiring COVID 19 vaccination of staff and volunteers of the school. Concordia strongly encourages all eligible students to also be fully vaccinated. A determination will be made if Concordia requires vaccination for student attendance.
3. 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.
4. The school has current fire drill, lock down, and disaster preparedness procedures.
5. 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.
6. **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.
7. All oral medications are required to be kept in the school office and to be administered by school personnel.
8. Epi Pens will be kept in the office or in a designated safe spot in the student's classroom.
9. All staff are certified in First Aid and CPR.
***See Health & Safety Requirements & Remote Learning for health and safety related to COVID-19 pandemic and in place for 2021-2022.**

Earthquake/Emergency Preparedness Packs: You must provide an Earthquake/Emergency Preparedness Pack by the end of the 2nd week of school. If this is not brought in following the strict list given by the office, a fee of \$200 will be added to your tuition bill and we will collect necessary items for your child's kit. However, it will not be personalized with a picture or other items.

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. (with projects outside, virtually, or at home)
- 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.
- Follow the parent expectations in the Health & Safety Requirements document.
- Support student remote learning if/when necessary.

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 15 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.

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

- Students will use sanitizer before and after eating lunch.
- Students must remain seated at their assigned seats for the entire lunch period except:
 - to go to the bathroom with permission
 - to refill their water bottle with permission
- No sharing or trading food.
- Lunch room chat and behavior should build up other students and staff.
- Students should dispose of trash in appropriate bins after being excused, retrieve their 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)
- **Only** elementary aged children allowed on Spider structure
- Respect self, others and property
- At the end of recess, immediately clean up all equipment in appropriate bins and line up quietly.

The first time a student is not 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. If students are found viewing, listening to, researching inappropriate material, will have consequences depending on the content (this could be up to an expulsion from school). Refer to the Technology Use Policy

Sports and Extracurricular 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 of the season.

*Extracurricular Activities: The school or Parent Teacher League will offer a variety of after school extracurricular opportunities throughout the school year. You will be notified of these opportunities and the 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).

*Note: Modifications to these activities may be necessary in 2021-2022 due to Health & Safety Requirements for 2021-2022 or staffing shortages.

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

Volunteering at School: Volunteering in the classroom or school building may be possible pending vaccination status and background check results. There are other ways to volunteer: outside possibilities, projects for the school and/or teachers to do from home.

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 an "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. Please write your child(ren)'s names in uniform pieces of clothing

(especially sweaters) in order to prevent confusion. During 2021-2022, there may be days lost and found items are placed outside for parent viewing and claiming items.

Remote Learning Procedures

When remote learning needs to occur, here is what you can expect.

When all Teams/School is on Remote Learning

Platforms

- Team Roots, Sprouts, Hawthorn - SeeSaw
- Team Woodlands, Team Cardinals - Summit Learning Platform, Google Doc
- All - Zoom Video Conferencing

Live Meetings

- All teams will have a morning meeting at 8:30 am
- Daily Math Live for 10-30 minutes in small groups
- Meetings on the topics of reading, writing, grammar, science or social studies may be scheduled by Team teachers
- At least 1 one on one meeting with the Team Teacher each week (or as needed)
- Teacher office hours (on Zoom) available for more one on one time, lessons, answering questions

Schedules

- All teams will have a morning meeting at 8:30 am
- Schedules for other Zoom meetings will vary from Team to Team and per student
- Teachers will communicate a daily schedule for your child

Lessons

Students will have the following daily:

- Reading lessons/activities
- Math lessons/activities
- Writing lessons/activities
- Grammar/Mechanics lessons/activities depending on age level

For Social Studies and Science

- Students will continue to work on current project with different activities and lessons - may or may not be daily

*Wednesdays may be a different schedule to allow for more options in learning activities and time to work on specials classes work if prolonged quarantine

Remote Learning for Individual Students at Home

When a child has to stay home due to the screening questions but is healthy/able to do work from home, our goal is to have them continue their learning as much as possible.

What to Expect:

- On the first day of absence, school will communicate with parents of what activities students can do from home to keep learning. There will be no Zoom calls during the first day of absence.
- On the second day of absence, teachers will communicate when students can log into Zoom to join the class for certain learning activities as well as have supplies and curriculum students need in the bin outside for parents to pick for learning this day.
- Once determined the minimum and/or maximum amount of time the student will need to be at home, teachers will communicate a more detailed schedule and plan for what students can do at home and will get students assignments via SeeSaw.
- If your family needs a device for the student to use at home, this will be coordinated depending on the reason for absence.

Vacation Absences:

- If your student is absent due to a vacation, no remote learning is offered when you are away. The absences are unexcused. Students will need to make up work upon their return.
- If a travel quarantine is necessary after travel, students will be able to participate in remote learning.

Parent Statement of Acknowledgment

This is to acknowledge that I have read a copy of the 2021-2022 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 **Wednesday, September 15**. Thank you.

Name of Student(s): _____

Name of Parent(s) Printed: _____

Signature of Parent(s): _____

Date: _____

Concordia Lutheran School

TECHNOLOGY ACCEPTABLE USE POLICY

The use of technology is an important part of education in the 21st century. Safety and responsibility is also necessary when using technology. Please read each of these agreement statements as students and parents together. Students and parents must sign the agreement.

1. Use of computer technology shall be limited to educational and instructional purposes related to the class curriculum.
2. Students will use the Internet and all forms of school technology responsibly and with Digital Citizenship (principles of media balance, privacy and security, digital footprint/identity, relationships and communication) as specified but not limited to statements listed below. School technology includes, but is not limited to, computers, tablets, printers, copiers, cameras, and interactive web resources that serve educational purposes. This agreement extends to use of technology that students may be able to use off site.
 1. Students may only download files, attachments, etc that teachers have given permission to.
 2. Students should only be on websites the teacher assigns or approves.
 3. Content (written, video, music, email, blog, etc) should be respectful and appropriate (anything inappropriate in the classroom is also inappropriate online or technology). This includes no bullying.
 4. Students will report any inappropriate images or content that appears on the computer.
 5. Students may not log into or use another student's accounts (IXL, Summit, Discovery Edu, email or any other account with a log in).
 6. Students are responsible for not sharing passwords except with teachers and parents.
3. Students shall understand that school provided access to the Internet has to be filtered. If they need access to a blocked site, they shall work with their teachers to explore options available. Students shall not attempt to bypass any blocked sites or circumvent the filter in any manner.
4. Students shall understand that files, services, and devices provided by and/or managed by the school are not private. There is no expectation of privacy when students use the school's network, devices, and services and anything they do can be viewed by administration at any time.
5. Students and their families shall understand that with the assessment of the administration, they could be responsible for part/full repair and replacement costs for damage to school property, whether intentional or through negligence, including electronic devices.

6. Students shall understand that attempts to override, disable, alter, or circumvent security restrictions, management systems, or device firmware will be considered intentional damage.

Students shall understand that should they be found in violation of this policy, the consequences could include, but are not limited to; restricting access to the device, disabling device features or applications, the revocation of all network access, suspension or exclusion from school, or legal action by the authorities. Students or parents should contact the school administration if they have any questions about this agreement.

Student Name (print): _____

Student Signature: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____