



*Main Office*

*Concordia Schools of Omaha  
15656 Fort St. 68116*

*Concordia Academy  
1821 N. 90<sup>th</sup> Street 68114*

*[www.concordiaomaha.org](http://www.concordiaomaha.org)*

Concordia Lutheran Schools of Omaha admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

**Concordia Academy**  
**Parent-Student Handbook**  
**Grades K-5 ■ 2017-2018**



# Lutheran Schools

Christian Education

“Securing Each Child’s Future”

*Jeremiah 29:11*



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## FROM THE CONCORDIA LEADERSHIP TEAM

Welcome to Concordia Lutheran Schools of Omaha! Whether you are just becoming acquainted with our school or if your family has been at Concordia for years, we are confident that you will find a school with a focus on academic excellence in a faith-filled community.

Located on two campuses, Concordia Academy and Concordia Jr.-Sr. High provides Christian education for children kindergarten - grade 12. More than 500 students are enrolled at Concordia this school year.

Concordia is an association school of 16 Omaha congregations of the Lutheran Church-Missouri Synod. Those congregations are Atonement Lutheran Church, Beautiful Savior Lutheran Church, Divine Shepherd Lutheran Church, First Lutheran Church – Papillion, Good Shepherd Lutheran Church – Gretna, King of Kings Lutheran Church, Lord of Life Lutheran Church, Mt. Calvary Lutheran Church, Our Redeemer Lutheran Church – Springfield, Pacific Hills Lutheran Church, St. Mark Lutheran Church, St. John Lutheran Church, St. Paul Lutheran Church – Arlington, St. Paul Lutheran Church – Omaha, Trinity Lutheran Church – Fremont, and Zion Lutheran Church – West.

Our faculty and staff represent a group of dedicated educational leaders, faithful to the development of young people’s minds and hearts. Our families come from varied backgrounds, with the commonality of commitment to Christian education. Great kids coming from great families matched with great teachers produce great results!

Praying for God’s blessings on our partnership,

Mr. Nathan Domsch, Elementary Principal  
Mrs. Amy Schwarting, Junior High Principal  
Mr. Matthew Korte, Senior High Principal  
Mr. Robert Cooksey, Head of Schools

## Concordia Lutheran Schools of Omaha Campuses

### Concordia Academy

Grades K-5  
1821 N. 90<sup>th</sup> St.  
Omaha, NE 68114

### Concordia Jr - Sr High School

Grades 6-8 & 9-12  
15656 Fort Street  
Omaha, NE 68116

# CLSO Member Congregations

## **ATONEMENT LUTHERAN CHURCH**

4530 N 85th Street, Omaha, NE 68134

## **BEAUTIFUL SAVIOR LUTHERAN CHURCH**

7706 S 96<sup>th</sup> Street, LaVista, NE 68128

## **DIVINE SHEPHERD LUTHERAN CHURCH**

15005 Q St, Omaha, NE 68137

## **FIRST LUTHERAN CHURCH – PAPILLION**

420 N Washington, Papillion, NE 68046

## **GOOD SHEPHERD LUTHERAN CHURCH – GRETNA**

11204 S 204<sup>th</sup> St, Gretna, NE 68028

## **GRACE HILL CHURCH**

17121 Marcy St, Omaha, NE 68118

## **KINGS OF KINGS LUTHERAN CHURCH**

11615 I St, Omaha, NE 68137

## **LORD OF LIFE LUTHERAN CHURCH**

20844 Bonanza Blvd, Elkhorn, NE 68022

## **MT. CALVARY LUTHERAN CHURCH**

5529 Leavenworth St, Omaha, NE 68106

## **OUR REDEEMER LUTHERAN – SPRINGFIELD**

305 N 3<sup>rd</sup> St, Springfield, NE 68059

## **PACIFIC HILLS LUTHERAN CHURCH**

1110 S 90th St., Omaha, NE 68124

## **ST. MARK LUTHERAN CHURCH**

1821 N 90<sup>th</sup> St, Omaha, NE 68114

## **ST. JOHN LUTHERAN CHURCH**

11120 Calhoun Rd, Omaha, NE 68152

## **ST. PAUL LUTHERAN CHURCH – ARLINGTON**

8951 County Road 9, Arlington, NE 68002

## **ST. PAUL LUTHERAN CHURCH – OMAHA**

5020 Grand Avenue, Omaha, NE 68104

## **TRINITY LUTHERAN CHURCH – FREMONT**

1546 N Luther Rd, Fremont, NE 68025

## **ZION LUTHERAN CHURCH**

14205 Ida Street, Omaha, NE 68142

## **STATEMENT OF BELIEF**

**...We believe in the Triune God, Father, Son and Holy Spirit.**

*"Go & make disciples of all nations, baptizing them in the name of the Father & of the Son & of the Holy Spirit." Matt 28:19*

**...that God the Father has created the universe and everything in it.**

*"In the beginning God created the heavens and the earth." Genesis 1:1*

**...that Jesus Christ is both true God and true man; He suffered and died for us on the cross; He rose from the dead, ascended into heaven, and will return at the last day to judge the living and the dead.**

*"We believe that Jesus died & rose again & so we believe that God will bring with Jesus those who have fallen asleep in him." 1 Thess. 4:14*

**...that the Holy Spirit calls us to faith and leads us to a sanctified life here and on earth.**

*"Repent & be baptized, every one of you, in the name of Jesus Christ for the forgiveness of your sins. You will receive the gift of the Holy Spirit. The promise is for you & your children & for all who are far off -- for all whom the Lord God will call." Acts 2:38-39*

**...that the Bible is the divinely inspired Word of God in all its parts.**

*"All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work." - 2 Timothy 3:16-17*

**...that our salvation is assured when we acknowledge Jesus Christ as our personal Lord and Savior by accepting His death on the cross as the atonement for our sins.**

*"Then Peter, filled with the Holy Spirit, said to them: ... know this, you and all the people of Israel: It is by the name of Jesus Christ of Nazareth, whom you crucified but whom God raised from the dead, that this man stands before you healed. He is 'the stone you builders rejected, which has become the capstone.' Salvation is found in no one else, for there is no other name under heaven given to men by which we must be saved." Acts 4:8-12*

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## INTRODUCTION

### **Philosophy**

Concordia Schools is a ministry community which includes clergy, school staff, parents and students. Efforts have been made to make this document representative of all who comprise this community. Concordia Academy does not exist in isolation. We recognize our role and function in light of a larger congregational community, the local community and the Lutheran Church-Missouri Synod.

### **The Role of the Staff**

The Word of God is the basis for Christian Education. The challenge set before us is to establish an atmosphere for learning in which we communicate (1) who we are as individuals, as well as, (2) how we function as a faith community - both giving witness to Christ.

It is imperative that, with parents as partners, efforts are made to keep the central focus on a Christ centered philosophy. Our Lord commanded that we love one another and make disciples of all people. We permeate this message with methods and materials, which take into consideration the world from which the student comes, as well as the world in which the student will function as a young adult.

We believe that effective education incorporates aspects of spiritual growth, intellectual awareness, social training, emotional outlets and physical stimulation. Quality learning experiences relate the Christian faith to life experiences of the children.

### **The Role of the Parents**

We believe the academic, moral, emotional, physical and spiritual growth of children to be a ministry that begins at home. Therefore, parents are the primary educators of their children. The coordinated efforts by parents and staff are needed to reinforce the relationship between parent, school and child. Together we are partners effectively balancing the life of home and school.

Concordia Academy seeks to collaborate with parents for the benefit of the student. We strive to *“come together in oneness in our faith and in our knowledge of the Son of God...so we run straight towards the goal in order to win the prize, which is God’s call through Christ Jesus to the life above.” Phil. 3:14*

### **The Role of the Students**

We recognize that we are all sinners, redeemed through the grace of God, who seek to learn through the doctrine of Law and Gospel. We believe that acquiring knowledge and developing skills towards self-discipline, maturity, and intellectual growth are the primary responsibilities of the student.

In a world of increasing technology and self-fulfillment, it is imperative to think logically, creatively and critically. We utilize creative methods of discovery and scientific approaches to experimentation to gain the basics of knowledge, improve communication skills, and to appreciate the contribution inherent in our culturally diverse community.

We believe God has created men and women as social beings. We are committed to work toward the development of the child as a steward of His gifts in the home, church and community. The emotional, social and intellectual aspects of a student’s life are critical elements to their areas of growth that need to be addressed at the time of enrollment in Concordia. When placing a student into an appropriate grade level, Concordia considers the developmental aspects as well as intellectual needs to insure proper readiness.

## **The Mission of Concordia**

Concordia students: Faith secure. World ready. Kingdom leaders.

## **Concordia Core Values**

- A Welcoming Community
- Christian Worldview, Kingdom Mindset
- Quality Christian Education
- Servant Leadership
- World Ready, Faith Secure Students

## **Five Critical Goals**

- Enhance Academics
- Increase Value-added Programming
- Establish Additional Elementary Campus
- Improve the Funding Model
- Add Jr.-Sr. High Facilities

## **ACCREDITATION**

Concordia Academy is accredited by National Lutheran School Accreditation. The curriculum meets the requirements of the State of Nebraska and the guidelines for Lutheran schools. Concordia Academy is recognized by the State of Nebraska.

## **ACHIEVEMENT TESTS**

Students complete on-line testing in the fall and spring through Northwest Evaluation Association (NWEA). This testing measures the continuous growth of each child. Results are reported to parents so that they are aware of their child's academic progress.

## **ADMISSIONS**

**New Students:** All new families will be put in contact with our Director of Admissions for information regarding the school. Those interested in applying for Concordia will follow the online process using TADS. A link to the process can be found on our website at [concordiaomaha.org](http://concordiaomaha.org).

### **Entrance age requirements are as follows:**

Kindergarten: Must be five (5) years of age on or before July 30 of current school year.

Children who have attended a certified kindergarten or attended kindergarten in California may enter 1<sup>st</sup> grade.

**New Student Interview:** All new students and their parents may be asked to interview with the campus principal as part of the TADS process. This may happen during a school tour or during a separately established meeting. The purpose is to begin strengthening the home-school partnership and best understand how Concordia can help in this educational partnership. This is not a test of qualification for the child.

**Testing:** New students may be required to have a school readiness developmental screening assessment or an entrance test before completing the enrollment process. Once the interview process and testing have been completed, parents will be notified concerning the acceptance of their child into Concordia Academy.

**New Student Probation:** All newly accepted students are placed on academic and conduct probation during the first quarter they attend Concordia. At the end of the first semester, the principal may extend the length of the probationary period or ask the student to leave Concordia.

**Priorities for Acceptance:** Re-enrollment occurs during January, when current Concordia families have a chance to secure enrolled status for the upcoming school year. During this time, registration is considered complete and enrollment is secured once the application is completed and registration fee is paid. Failure to re-enroll during this period may result in the forfeiture of enrolled status. While new applications are welcomed at any time, they will not be officially considered until the end of re-enrollment period. After the re-enrollment period for returning students is complete, new applicants for admission are considered on the basis of enrollment priorities that are established by the administration:

- Siblings of member and community children currently enrolled in school
- New students from association member congregations without siblings currently enrolled
- New community students without a church home
- Other new non-member students

If no space is available for the appropriate grade level, the application may be placed on a waiting list. All final decisions rest with school leadership.

### **ATHLETIC PARTICIPATION POLICY**

Participating in a sports activity is a wonderful way to extend your child's education. We are committed to keeping academics as a high priority in your child's life. Therefore, the following policy will determine your child's eligibility to play in a school-sponsored sport.

- a. Athletes must maintain a C- in each subject during the athletic season.
- b. Athletes must be in school by noon to participate in a practice or a game.
- c. Student behavior may cause him/her to be ineligible for athletic activities.
- d. Ineligible athletes may not participate in games for one (1) week.
- e. The athlete's grades and or behavior will be reviewed at the end of one (1) week from the date the ineligibility started. If the grade average has risen to a C- or better in each class subject, the student will be allowed to return to practice and may participate in games. If the athlete's behavior has improved he or she will be allowed to resume practice and play.
- f. Students who are ineligible for a combination of three (3) weeks during a season shall be
- g. declared ineligible for the remainder of the respective season.
- h. Sports physicals are required before students can participate.

### **ATTENDANCE POLICIES**

Students with more than 20 absences will be reviewed for promotion and may be retained if academic progress doesn't meet standards. Concordia Academy follows the Nebraska attendance policy.

**Procedures for Reporting Student Absences and Tardies:** Please call or email the school as soon as possible to let us know of a tardy or absence. If there is a planned absence, we would appreciate prior knowledge. An answering system is available when a staff member is not present to take the call.

**Excused vs Unexcused Absences:** Concordia does not concern itself with the difference in absences. School is important and to be valued by the parent, student, and school. Absent students miss time with teachers and classmates that cannot be made up. For that reason, an absence is an absence without other designation. Planned absences (such as vacations) should be coordinated with the teacher prior to the absence so that important work can be completed in advance or during the time away.

1. Assignments missed must be made-up. One (1) day will be allowed for each day that the child is absent. Homework can be picked up at the end of the school day.
2. When a student has been absent because of illness for three (3) or more days, they must present a note from their doctor for readmission.

**Note:** Use discretion in sending your child back to school after an illness such as the flu, sore throat, cold, etc. A student must be fever-free for a 24-hour period before returning to school.

If a student is unable to participate in PE, we need a note, email, or call from the parents or doctor. Students are not permitted to remain in a classroom unsupervised.

**Permission to Leave School Grounds:** If a student needs to leave during the day for appointments or family matters, a parent must enter the school and check them out at the school office prior to the student leaving the school grounds.

**Note:** Under no circumstances should a parent/guardian go to the classroom to pick up the student. They must sign the student out through the office.

**Tardiness:** The beginning of the school day is an important time. Often the tone of the day is set in the first few minutes. Students need to be in class before it begins at 8:30 a.m. so that they have time to organize themselves and settle down to focus on their day. When a student arrives late it creates a disruption to the class and causes them to miss instruction.

Please go directly to the school office to receive an admission slip for the day so that attendance can be recorded accurately.

Excessive tardies (five or more per quarter) will result in the loss of recess to make up the time missed during that quarter.

**Truancy:** Nebraska state regulations are in force at Concordia Academy.

Attendance at school is one of the most significant aspects of school success. Parents will notify the main school office at 402.592.8005 by 9:00am on the day of the child's absence. Students who miss the school day due to illness will not be allowed to participate in after school activities on the day of the absence.

Students must be present for an academic half-day following the lunch hour to be eligible for extra-curricular activities – practice or play – on that day.

**Natural Consequences:**

Concordia believes in letting the natural consequences of an action be a motivation for behavior change. The natural consequence of being late to school/class is missing any work that is handed out or graded



during the time that the student was not there. All teachers at Concordia may refuse credit to work that a student missed because of their tardiness to class/school. Exceptions may be made for family emergencies, medical appointments, or other approved educational appointments with a note signed by the responsible person. Continued tardiness may be handled as defiance.

### **AUTOMOBILES**

Individual automobiles may be used to transport students on school-related activities at the owner's risk. In such cases the following should be distributed to all drivers:

During those instances when you drive your own vehicle for a school-related activity, please note the following:

- Concordia expects that no more passengers will be carried in the vehicle than the number of available working seatbelts.
- All passengers should have their own seatbelt and use it while the vehicle is being operated.
- The driver of the vehicle must have auto insurance for their vehicle.
- Concordia insurance does not insure the non-school owned or hired vehicles. (In other words, should an accident occur, the driver's insurance would be used.)
- Concordia does have insurance to protect the school against lawsuits brought against it should an accident occur and the school is found negligent.

### **BUILDING AND PROPERTY CARE**

Responsible students treat property with care and respect. Students are accountable for any intentional or accidental damage to school property. Textbooks become the student's responsibility when issued. While normal wear is expected, students will be charged replacement costs when unnecessary damage occurs. Students may be required to cover their books with a suitable book cover to reduce wear. Students who in any way damage or lose school or church equipment will be assessed a fee. Fees must be paid by the end of the year or student grades will not be released.

### **CHAPEL**

Students attend a weekly chapel service. Offerings are received at chapel to support local, regional and global missions. Parents are welcome. Chapel is held Wednesday morning at 8:45 a.m.

### **CHEATING / PLAGIARISM**

Cheating is defined as using, submitting, or attempting to obtain data or answers by deceit or by means other than those authorized by the teacher. Cheating does not exemplify Christian character development. The student who allows cheating to take place is as guilty as the student who cheats. Because work done from cheating is not a true reflection of a student's ability, cheating will result in the total loss of credit on the test or assignment for the students involved. The teacher will notify parents if their child is involved in cheating. Additional disciplinary action may follow by the teacher or principal.

### **CHILD ABUSE/NEGLECT**

In accord with Concordia policy and Nebraska State Law, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interests of the affected child and do not, once

reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## **CO-CURRICULAR ACTIVITIES**

Students are encouraged to participate in co-curricular activities offered by Concordia. These activities are an enriching and important part of the total school experience and contribute to the broad scope of learning experiences and fun. Co-curricular activities include the sports listed below as well as a variety of other elective activities sponsored by staff or parents.

**Interscholastic Athletics:** Concordia sponsors teams that compete in PALS and OSA leagues. Sports include volleyball and basketball.

**Eligibility Policy for Participation in Co-Curricular Activities:** To be eligible to participate in co-curricular events, the following requirements must be met:

As recognized representatives of Concordia Lutheran Schools of Omaha, participants on Concordia teams are expected to exhibit appropriate behavior during the activity season and out of season, in uniform and out of uniform, on campus and off campus. The established Code of Conduct from the Parent-Student Handbook applies to infractions that occur in or out of the season and in or out of the school year.

The student must display good citizenship and must display good effort both in the classroom and on the athletic field. Student misbehavior may warrant a suspension from participation in athletics at the final discretion of school leadership.

The student must meet academic eligibility qualifications. A student earning a cumulative quarterly grade in any subject lower than a C- may be suspended from participation in athletics. The principal will review the academic progress of all students who are involved in athletics on a weekly basis. Students earning a grade lower than a C- due to missing or incomplete assignments or a lack of effort, as concluded by teacher and principal, may be declared ineligible and placed on a weekly review. Students will be allowed to participate in practices, but they cannot wear a uniform or play in the games during the week. The principal exercises the right to reinstate eligibility when requirements are met. Students who are ineligible for a combination of three (3) weeks during a season shall be declared ineligible for the remainder of the respective season.

The appropriate participation forms and fees must be turned in during the sign-up period prior to the start of each season. A student who is absent from school (unless it is an approved educational service absence) is ineligible to participate in after-school sports for that day. To be eligible, the student must at least be in attendance by lunch.

## **COLD WEATHER POLICY**

We closely monitor the outdoor temperature and wind chill factor. Students will go outside daily and should come prepared by dressing accordingly. We go outside if the wind chill is above 10 and stay in if it is 10 or below. Teachers and the principal will use their own discretion on other weather related or safety issues.

## **COMMUNICATION**

It is the intent of Concordia to have honest, open communication between home and school. When concerns arise, we ask that the following procedures, based on Matthew 18, be followed:

- Step 1: Contact the person directly involved with the concern. In most cases this will bring clarification to the question or issue.
- Step 2: If after the question or concern has been discussed with the immediate party, resolution does not take place, contact the building principal.
- Step 3: If after the question or concern has been discussed with the building principal and immediate party and resolution does not take place, contact the Head of Schools.
- Step 4: If the above steps do not resolve the issue, it may be taken to the Board of Directors. The Board of Directors will review the situation only under the policies of Board Governance.

A student planner is a valuable tool for open communication in regards to assignments and class work. Parents may wish to get in the habit of checking a planner daily.

Parent/teacher conferences are held after the first quarter and towards the end of the third quarter of the school year. For other concerns, parents are encouraged to call or e-mail teachers during the school day and leave a message about scheduling an appointment.

Parents are also able to use the internet to visit Sycamore for up-to-date grades, and TADS for all billing information. Parents will be instructed as to the proper sign-in procedure so that they can have access to their child's information. Report cards will be sent home and a parent will sign and return one copy.

### **DISCIPLINE POLICY**

In an effort to ensure that students are Faith Secure, World Ready, Kingdom Leaders, we seek to employ discipline strategies that prepare students for the world while providing them reminders that they are forgiven children of God. It is our goal that students will do most of the thinking when finding solutions to the problems that they create.

We believe that students should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad. When students create problems they will be guided to solve those problems without making problems for anyone else. As such, student misbehaviors will be accompanied by logically connected, natural consequences instead of punishments whenever possible. Examples of such consequences include losing the privilege to use an item that was used improperly or unsafely, fixing or replacing items that are broken, making up for lost class time at another point during the school day, or being removed from class when behavior is disturbing their ability to learn or that of their classmates.

When a student repeats the same misbehavior multiple times or creates a significant disruption, teachers will communicate with a parent/guardian of the child and the principal so that they can also partner with the child to ensure the problem is solved. Teachers may also use their discretion to refer a child to the principal based on his or her behavior. The principal will work to support the child, parents, and teacher in finding a solution to the problem and has the authority to detain, suspend or where necessary refer to the Head of Schools or School Board. All office referrals will result in documentation and notification to parents. In situations where a detention or suspension is given, a written notification will be provided to parents. The school board is the only group with the authority to end a child's enrollment at Concordia through expulsion.

### **DRUG TESTING**

Concordia School does not require drug testing of students during the enrollment process and they do not test randomly after enrollment is complete. However, Concordia School retains the responsibility to assure

that students are drug free. To that end, if substantiated evidence is provided to the principal, a student may be required to undergo sufficient drug testing by a qualified medical officer. Once required, the student may be placed on a temporary suspension until conclusive results are made available. If testing is not completed within the time frame provided, the students continued enrollment will be reviewed by the Head of Schools.

### **ELECTRONIC DEVICES/CELL PHONES**

Students are allowed electronic devices in the classrooms with teacher permission.

### **FAMILY COMMITMENT**

The family is an important partner of the ministry at Concordia. As such, the following is a reminder to all partners of the family:

- Parents are the primary instructors of their children, and parents are expected to volunteer around campus in some form.
- Students are responsible to themselves in the classroom, to the teachers, and to their parents to fulfill the learning process.
- The teachers and administrative team have a responsibility to the congregations to fulfill the ministry as commanded by our Lord.
- The association congregations have a responsibility to support the outreach in which it has been called to fulfill.

### **FIELD TRIPS**

Classes periodically may take field trips during the year. Parents sign a global permission form as the year begins and notes will be sent to remind of upcoming events. A field trip fee is billed through TADS at the beginning of the year to cover most transportation and entrance fees. Since field trips are an integral part of the curriculum, all students are expected to participate, except for in the case of disciplinary reasons. Students who show unsatisfactory behavior at school may be excluded from a field trip.

### **FINANCES**

Tuition is paid by automatic withdrawal through the online TADS program. Families are eligible for enrollment for each new semester by remaining current with tuition and fees. Delinquent accounts may be referred to collections.

### **GRADING AND REPORT CARDS**

Concordia issues report cards each quarter. These reports are available on the school management system and may be accessed via the parent account. Following is the academic grading scale.

A+	99-100%	C+	80-82%	F	Below 62%
A	95-98%	C	75-79%	I	Incomplete-Indicates work missing
A-	92-94%	C-	73-74%		
B+	89-91%	D+	70-72%		
B	85-88%	D	65-69%		
B-	83-84%	D-	63-64%		

### **HARASSMENT POLICIES**

Concordia School is committed to providing a compassionate, receptive and non-threatening atmosphere in which pupils can learn and succeed. Bullying is often used to describe negative interactions between students. At Concordia, our definition of bullying is limited to aggressive behavior that is intentional, physically

or psychologically hurtful, and often repeated. Bullying situations include an imbalance of power (physical, intellectual, or social). Bullying behavior is unacceptable in our school community. We also expect that anyone –student, educator, family member or other school party – who witnesses or has other knowledge of an incident of bullying will bring it to the attention of a school staff member. School personnel will work with the children involved to solve all problem associated with a bullying situation in accordance with the school’s discipline plan.

Harassment occurs when an individual is subjected to treatment that is hostile or intimidating because of the individual’s race, creed, color, national origin, physical disability, or gender. Harassment can occur anytime during school-related activities. It includes, but is not limited to verbal, physical, visual, sexual, or electronic harassment. Electronic harassment may include, but is not limited to, posting any content on the internet, including sites such as Facebook, Snapchat, Instagram, Twitter, or other social media sites, or communication via text messaging or email, that is un-Christian, reflects negatively on a student or employee of Concordia Lutheran Schools of Omaha, reflects negatively on the school, or constitutes any type of harassment as defined using the broadest interpretation of harassment.

Student-to-student harassment related to school activities or attendance is prohibited at any time, including but not limited to any of the following: while on school grounds, while going to or coming from school, during the lunch period, or during or while going to or coming from a school sponsored activity. Additionally, because student actions outside of school can affect the school environment, such actions may also be subject to school disciplinary response.

## HEALTH INFORMATION

New students entering Concordia are required by Nebraska State Law to have an updated immunization record on file for the student to start school. All students entering kindergarten, 7<sup>th</sup> grade, and all new students moving into Nebraska are required to have a school physical. The physical forms are available in the school office. For children beginning kindergarten, required immunizations should be administered according to the current ACIP Schedule. If your child wishes to participate in Concordia Athletics, they must have a sports physical on file. ([www.cdc.gov/vaccines](http://www.cdc.gov/vaccines))

1. All students must have 2 doses of measles vaccine.
2. All students must have 3 doses of Hepatitis B Vaccines.
3. All students must have 2 doses of varicella vaccine or a history of chicken pox.

Please help to reduce or prevent the spread of infectious disease by keeping sick children at home until they are well. Observe for signs of illness, such as tiredness, irritability, coughing, stomachache and fever. When these signs or others occur, use the following information when caring for your children. Keeping your child home while they are ill will protect them from further health risks. If your child is returning from an illness that requires medication to be given at school, please check the “Medication Policy” included in this handbook.

- FEVER** is a warning sign that something is not right. If your child has a temperature over 99.6 (or the forehead feels hot), keep the child at home so you can observe closely. If symptoms persist, consult with your doctor. Your child must be free of fever for 24 hours without medication before returning to school.
- STREP THROAT** must be doctor diagnosed. IF antibiotics are prescribed, they must be taken for 24 hours before returning to school.
- VOMITING or DIARRHEA** requires that your child stays home for 24 hours after it has stopped. If symptoms persist, consult with your doctor.

- ❑ **CHICKEN POX** is occurring even with vaccination. If your child has been exposed to chicken pox, be sure to watch them for early symptoms of the disease for 13-17 days from exposure. Symptoms include slight fever, crops of red raised eruptions that change to vesicles and then form scabs. Your child should be kept out of school and away from other children. He/she may return to school 5 to 7 days following the last onset of eruptions. Scabs need not be all gone, but they must be very dry.
- ❑ Symptoms of **PINK EYE** are itching, redness and swelling of eye lid, sensitivity to light, watering and discharge from the eyes. Check with your doctor for proper medication. Your child cannot come to school until after 24 hours on medication.
- ❑ Concordia School maintains a no nit / no lice policy. Children determined to have either nits or lice will be sent home for the day. They will be checked by a school professional before returning to school. The student will be checked again after 10 days. In the event that a case of active lice are found in a classroom, the entire class will be checked on that day. Head lice are a nuisance and not a contagious disease.

## **HOMEWORK**

Homework is an integral part of the educational process. Homework helps students develop responsibility, independence, and time management skills. Homework is assigned when work required for concept mastery cannot be completed in the available time.

Regular attendance and conscientious homework completion are two essential ingredients for success. Students should expect to have homework on most school days. The amount of homework will depend upon the courses the student is taking, the specific units being covered, an individual student's ability and work habits. Faculty members will also follow homework expectations as related to length of assignments and writings.

The responsibility for homework and homework assignments rests with the student.

**Absent Work:** A student will have one day per day missed to make up the work due to an absence, unless the parents make other arrangements with the teacher. Absences of greater length than one day will likely result in a special plan set up for the student.

**Late Work:** A student is expected to turn in all work that is due as part of the course requirements. Individual elementary school teachers will have specific rules regarding this.

**Planned Absences:** In the case of a long-term planned absence, parents must notify the office and contact their child's teachers well in advance of their departure. Teachers are not required to have all assignments ready to be given in advance, but some may be able to be given. Some assignments, tests, etc., will have to be made up upon the student's return. It is the student's responsibility to obtain assignments and schedule any make-up tests. If for any reason a child must leave school prior to the last day of school, an "incomplete" will be given in any affected subject area, and all work necessary to clear the "incomplete" from the transcript must be completed in order for grades to be entered for the fourth quarter and the year.

## **ILLEGAL SUBSTANCES/ITEMS**

The use of tobacco, liquor, illegal substances, weapons, and dangerous items is prohibited in school buildings and on surrounding church properties. Concordia Lutheran School administrative personnel have the right to search students, lockers, and other personal effects.

## LEAVING CAMPUS

If your child needs to leave the campus during the day for an appointment, please send a note to the child's teacher, noting the time the child is to leave, the purpose, and the time the child is expected to return. Be sure to date and sign the note. Parents must sign their children out at the school office.

## LEARNING CENTER

Students are to be picked up by 3:40pm (or 10 minutes following the completion of a special or shortened schedule day). Student safety and welfare is always our principle concern, therefore, students must be supervised if they remain in the building after 3:40 pm.

Students may not arrive at the Academy campus until 7:00am because there is no formal supervision until that time. When students arrive at school in the morning, they report directly to the Learning Center. The Learning Center is available to all students every morning before school. The fee is \$4.50 per hour and billed through TADS.

**Before School:** The Learning Center will operate from 7:00-8:05 A.M. Students who arrive early (before 8:05 A.M.) **must be checked in** to the Learning Center Program if not accompanied by an adult. There will be no charge from 8:05 – 8:20 a.m. But students will need to stay in the learning center area until dismissed.

**After School:** Learning Center offers after school care from 3:30-6:00 p.m. Children will be helped with homework, given a snack, and allowed free time with other children. Students who cannot be picked up by 3:40 p.m. **must be checked in** to the Learning Center Program and charges start from 3:30 p.m. Parents must enter the building and check out their student with a member of the Learning Center staff.

**Students not picked up by 6:00 p.m. will be assessed a \$1.00 per minute late fee.** Parents will be billed through TADS. Bills will no longer be mailed. Past due accounts will result in non-participation..

Students may not leave and return to the Concordia campus during the school day or after school unless under direct teacher, parent or school sponsor supervision. Students carpooling with athletes may not 'watch' practice and assume supervision by the athletic coach.

Students may not leave the campus when staying for co-curricular activities unless under the direct supervision of their parent or a school sponsor. This is of special concern regarding inter-scholastic athletic contests. Parents are responsible for their children when staying for athletic contests.

## LUNCH/CAFETERIA

Lunch is provided by District 66 and the Concordia order must be called in by 9:00 a.m. If arriving late in the morning, please call in lunch orders before 9:00 a.m. Students may purchase individual milk with their cold lunch. Lunch charges are billed through TADS monthly and payments are collected according to the specified billing cycle. Applications for free and reduced lunch pricing are available through the school office.

Please notify the office ahead of time to let us know if you will be coming to eat lunch with a student. Soda pop is not allowed with your child's lunch. No student lunches will be microwaved. Parents of children with food allergies must notify the teacher and school office where information will be kept on file.

The lunchroom is supervised each day by at least two teachers. Students are expected to be respectful to cafeteria staff. Students are responsible for keeping their lunch table neat and orderly. They will be required to clean up the area where they eat. Students will be dismissed from their table when it is clean.

No food or drink is permitted outside the cafeteria. Food brought in for homeroom celebrations must remain in the homerooms.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individual who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877- 8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; or
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

### **MEDICATION POLICY**

We are happy to assist you in the administration of acetaminophen, ibuprofen, cough drops, and antibiotic ointment when consent has been provided via the TADS system. The school will also assist in the administration of over-the-counter or prescription medication for your child in accordance with your doctor's instructions. Since this is a service which the school is not legally obligated to perform, we require you fill out a Medication Permission Form for medications brought from home that lists dosage, time of dosage, and dates for which the medication shall be given. We cannot assist you without this form on file. **All medications must be in their original containers.** Medication is kept in the office. Unless specifically required by a doctor issued medication plan, students are not allowed to have any medication in their pockets, purses, backpacks, lockers, lunch bags, etc.

Students who are under a doctor's care and need to take prescribed medicine during the school day should follow the Medication Policy of the school:

1. Fill out Medical Permission Form or written order from a physician, parent, or guardian detailing the name of the drug, dosage, and time interval.
2. The parent or guardian must request in writing that the school comply with the physician's medication order.



3. All over-the-counter medications **must** be kept in the office in original packaging.
4. Cough drops can be kept in the classroom with the teacher.

### **MUSIC EDUCATION**

Grade 5 may participate in band for an additional fee. The band is under the direction of Mr. Peter Klemp from Concordia Jr.-Sr. High School. Strings are available for an additional fee for grades 3-5 under the direction of Mrs. Kesar. Choir is available for students in grades K-2 and grades 3-5 under the direction of Mrs. DeBoer. Handbell choir is available for students in grades 4-5 under the direction of Mrs. DeBoer.

### **NON-DISCRIMINATION POLICY**

Concordia Lutheran School does not discriminate in any manner contrary to law or justice on the basis of race, color, gender, sexual orientation, age, religion, disability, veteran's status or national origin in its educational programs or activities, including employment and admissions. At the same time, Concordia Lutheran School cherishes its right and duty to seek and retain a student body and personnel who will make a positive contribution to its religious character, goals, and mission.

### **P.A.L.S.**

Concordia maintains a parent-teacher organization known as PALS. The focus of the PALS organization is to work toward accomplishing the mission of Concordia School. The PALS organization works under the direction of school leadership.

### **PARENT CONFERENCES**

At the end of the first grading period and during the third quarter, parents are invited to come to the school for a parent-teacher conference. Please refer to the calendar available online for more information regarding schedule changes. Additional conferences during the year are encouraged, and may be requested by either the parents or the teacher.

### **PEANUT ALLERGY**

Concordia Academy has determined a peanut protocol to meet the needs of all Concordia families. If a doctor has determined your child to have peanut allergies, please contact the school office.

### **PICTURE DAYS**

One picture day is scheduled each year, in the fall. Students will wear Concordia uniform attire.

### **PLEDGES AND CLASSROOM DEVOTIONS**

At the beginning of the day during homeroom, the Pledge to the Christian Flag and the Pledge of Allegiance are recited. Each classroom also will have devotions during this homeroom time. At the close of the day, a brief devotion and/or prayer is done just prior to dismissal.

### **RE-ENROLLMENT**

Re-enrollment occurs in January. Re-enrollment for the next school year is not automatic. Re-enrollment can be denied to any student at the will of Concordia Lutheran Schools of Omaha. Situations in which Concordia may deny re-enrollment include, but are not limited to, families with past due tuition and fees and/or students who do not seem to be benefiting from the instructional program at Concordia.

### **RELEASE OF STUDENTS**

Students given to the care of Concordia School for a regular session school day and for all school-sponsored activities will be released to custodial parents or legal guardians and up to 4 additional designated individuals. Other individuals will be noted by parents or guardians in the TADS system.

A custodial parent will only be denied access to their child when court documentation is shared with the school. This documentation must be specific enough that the school can clearly determine which privileges have been revoked and should include beginning and ending dates.

A member of the Concordia leadership team will communicate with district-provided or independent counsel if questions remain unanswered after viewing official documentation.

In such cases a copy of the court order will be kept on file in the school office. The faculty will be informed, in confidence, of the court order, and in knowing will share the responsibility to see that every effort is made on behalf of the school to uphold the official ruling.

### **RETENTION AND PROMOTION**

Concordia School believes in educating the whole child. Thus, retention and promotion are based on the child's age, ability to work at a given grade level, attendance and behavior. A child will be placed each year at that grade level which is most appropriate to that level of his or her academic skill and ability to succeed socially. All reasonable interventions shall be considered before a decision is made to retain a student. This policy is in effect for all Concordia Academy students. If a child is retained, a specific plan will be created and implemented for that individual child to ensure the child has a successful experience.

If a student receives two quarter F's in any subject area, he/she will be required to show proof of some type of remedial work in the subject area before being promoted to the next grade level. Remedial work could include tutoring, summer school, learning centers, etc. Remedial work must be approved by the building principal. It is the responsibility of the parent to initiate a plan.

Promotion of students to the next grade level requires:

- 90% daily attendance and 90% of daily assignments completed to the student's ability level.
- 95% of projects and tests completed to the student's ability level.
- Promotion requires at least a "D" average for all courses in grades 4 and 5.

### **SAFETY**

Concordia maintains a Crisis Plan and Building Security Plan for each campus. Procedures keep students, faculty and staff safe and assure parents of our care and concern.

Doors will be locked once school has begun. Students and parents wishing to enter the school must use the upper level entrance (doors facing East) from 8:30am-3:30pm. Parents and visitors are required to sign in at the office. No one is allowed in the school without permission. Unidentifiable visitors will be stopped, and I.D. may be checked, or the police may be called to protect the safety of the students.

### **SAFETY:IN AN EMERGENCY**

#### LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

##### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

##### **TEACHER**

Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Take attendance

### LOCKOUT! SECURE THE PERIMETER

#### **STUDENTS**

Return Inside  
Business as usual

#### **TEACHER**

Bring everyone indoors  
Lock perimeter doors  
Increase situational awareness  
Business as usual  
Take attendance

### EVACUATE! TO ANNOUNCED LOCATION

#### **STUDENTS**

Bring your phone  
Leave your stuff behind  
Follow instructions

#### **TEACHER**

Lead everyone to evacuation location  
Take attendance  
Notify if injured, missing or extra  
Students

### SHELTER! HAZARD AND SAFETY STRATEGY

#### **STUDENTS**

<b>HAZZARD</b>	<b>SAFETY STRATEGY</b>
Fire	Evacuate to safe area
Tornado	Evacuate to shelter area
Hazmat	Seal the room

#### **TEACHER**

Lead safety strategy  
Take attendance

### **SCHOOL CLOSING**

Concordia uses social media to announce school closings. Watch the website, Facebook, and Twitter. Alternately, you can tune in to local TV and radio to hear announcements. These announcements are reported by school and then out of our control.

**Concordia respects and supports the parents' decision regarding attendance on any inclement weather day.** Concordia will remain open whenever possible to accommodate those families that can safely commute to school and work. Education will take place on these days, although the traditional daily schedule may be altered to match the best interest of students and teacher.

### **SCHOOL HOURS**

Kindergarten—Grade 5: 8:30 a.m. - 3:30 p.m.

### **SODA POP**

Students are not to consume soda pop while on school campus during school hours (8:30 a.m. - 3:30 p.m.).

### **STUDENT DRESS**

Concordia Lutheran School has adopted a policy of dressing for success. We believe school is where students prepare for success in, and the challenges of, the real world. Dress is part of the balance of success and challenge. When a student has a dress expectation problem, they will be guided to solve the problem in a loving way before attending/returning to the classroom.

### **Shirts, Sweatshirts, and Fleece**

- Purchased from the Concordia vendor
- Variety of solid colors
- Includes Concordia logo
- Shirts must be tucked in at all times
- All fleeces and sweatshirts worn on campus must have a Concordia logo, and they may be worn inside the classroom over a school polo.
- Solid white, gray, or navy long-sleeve t-shirts may be worn under a school polo.
- Solid navy or white sweaters may be worn over a school polo.

### **Slacks, Capris, Shorts, Skorts, Skirts, Scooters, and Jumpers**

- Solid color khaki, navy, or plaid
- Approved Concordia plaid is DD Plaid and is purchased from Dennis Uniform.
- Tailored or elastic back casual dress or dress slacks (twill)
- Worn at the natural waistline
- Skirts/scooters/skorts/jumpers/shorts worn at an appropriate length (mid-thigh and not more than 4" above the knee)
- Modesty shorts must be worn under skirts and jumpers.
- Solid color tights and leggings may be worn under uniform bottoms.
- For grades 2-5, items with belt loops require belts.

### **Footwear**

- Closed toe, closed heel, and closed sides
- Non-marking soles
- No heels
- Appropriate athletic shoes must be worn for physical education class.
- If snow-boots are brought for outside play in the winter an appropriate pair of school shoes must also come to school for use inside the building.

### **Spirit and Free-Dress Days**

- Every Friday is Concordia Spirit Day and students may wear Concordia t-shirts and other Concordia logo wear
  - On the first Friday of every month, spirit tops may be worn with denim bottoms.
  - All other Fridays are spirit tops and uniform bottoms.
- Free dress days are occasionally held during the school year. On free-dress days we continue to hold our students to a Biblical, high standard for their dress. Students may not wear tank tops or clothing with spaghetti straps. Shoes must always be in accordance with dress code.

### **Additional Notes**

- All clothing and shoes should be neat, clean, and in good repair.
- Socks must be worn at all times.
- Hair must be kept clean and groomed. Hair remains one of the four natural colors.

The faculty will guide students to solve dress expectation problems in a way that encourages personal responsibility and without using anger or lectures. Faculty may refer students to the office where students can change inappropriate clothing or contact the parent for help getting appropriate clothing to school.

## **STUDENT RECORDS**

The student record procedure of Concordia School is:

- Parents or guardians of students are allowed to review their child's files upon request, and if a student is over 18, he/she may review his/her own files.

- Records will not be furnished to individuals outside the school staff without written authorization from the parents or guardians
- Parents, guardians, or students over 18, upon examination of student records, may file a request with the Head of Schools that objectionable information be removed.

### **TEACHER REQUESTS**

Parents are not encouraged to request a specific homeroom teacher. The opportunity is never presented publicly. Any request must be in writing and to the Principal whose decision is final.

Following publication of the annual class lists, Concordia makes changes only in cases of extreme circumstance. The decision of the building principal will be final and without appeal.

### **TELEPHONE USE AND MESSAGES TO STUDENTS**

Students may use room phones if under the direct supervision of a teacher. The office phone will be available in case of emergencies and unplanned events, not for simple forgetfulness. Phone messages from parents will be communicated to the rooms so they are received in a timely fashion.

### **VALUABLES**

Concordia requests that students not bring valuable items to school. Distracting items are subject to confiscation. Valuable items should not be left unattended. All items should be clearly marked with the owner's name. Concordia is not responsible for lost or stolen items.

### **VOLUNTEER GUIDELINES**

Concordia Academy maintains volunteer guidelines that are available by contacting the principal.

### **VISITORS TO CLASSROOMS**

We welcome and encourage parents to visit the school for a part of the day. This will allow the parents to observe many things. The visit will not be for evaluative purposes and parents should not disrupt the room when they are present. Please phone in to the office, one day in advance, to schedule your visit. Parents should remember that discussion of their visit with a teacher would probably require them to make an appointment outside normal school hours. We will allow for a prospective student to visit our classrooms as a 'shadow' of a current student. When this happens, prior arrangements are made through the Admissions Director.

### **WELLNESS POLICY**

Concordia Academy maintains a wellness policy that can be made available by contacting the principal.