



**Parent/Student Handbook 2016-2017**

**Concordia Lutheran Schools of Omaha Mission**  
***Faith Secure. World Ready. Kingdom Leaders.***

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## **Mission**

Concordia Lutheran Schools of Omaha exists to prepare faith secure, world ready, Kingdom leaders.

## **Values**

Concordia Lutheran Schools of Omaha values a welcoming community, Christian worldview, Kingdom mindset, Quality Christian Education, and servant leadership.

## **Philosophy and Beliefs**

“For I am not ashamed of the Gospel, for it is the power of God for the salvation of everyone who believes...” Romans 1:16

Concordia Lutheran Schools of Omaha is a Christian school. As an institution in close-working relationship with the Lutheran Church - Missouri Synod (LC-MS), we believe, teach and confess the unchanging truth of Holy Scripture as described in the Lutheran Confessions and the belief and practice of the LC-MS. At Concordia, we adhere to a credal view of all of life:

- It’s All His - God created the world and everything in it. Each individual is a unique creation of God. We are His people; our lives are not our own. We are God’s instruments dedicated to extending and advancing his kingdom, both here in Omaha as well as abroad.
- He [Jesus] Saves - Our God is a God who saves. He came to us in our sinful state and redeemed us lost and condemned people, with His holy precious blood. We are a school of sinners, for sinners, who live in a constant state of grace through faith in Jesus Christ. We actively seek to assist parents and parishes in nurturing the Christian faith in our students through a life of Worship, Prayer and Discipleship.
- His Will is What’s Best for Us - While we are washed in his blood and declared righteous before God, the battle still wages between our will and God’s will. We desire to create an atmosphere that is consistent to the will of God; one that is intellectually challenging, and a model of Christian living in a genuine Christian community - safe and accepting of all individuals regardless of race, religion or social background, dealing with one another in love, living purposefully, growing spiritually, intellectually and physically. We desire to train our students for a life of Christ-centered living in the world, proclaiming the Good News, through a life of servant leadership in all our interactions and relationships.

## **FACULTY AND STAFF**

Robert Cooksey .....	BS in Education, Concordia University NE MA Educational Administration PreK-6, Concordia University, NE MA Educational Administration 7-12, Concordia University, NE
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Ben Ersland .....	BA Concordia University NE MEd Athletic Administration, University of Nevada, Las Vegas
Oscar Gonzalez .....	BS Secondary Education, Barton College MS Curriculum and Instruction, Peru State University
Tom Hiegel .....	BA Elementary Education, Concordia University NE MS Administration, Texas A&I University MS Education Instructional Technology, Peru State College

Rebecca Jeseritz..... BA Middle Level Education, Concordia University WI  
MS Literacy and Reading Specialist, Concordia University NE

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MEd Creative Arts, Carthage College

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MEd Counseling, Wichita State University

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BS Secondary Education, Concordia University NE  
MS School Counseling, Creighton University, NE

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MA Educational Administration, Concordia University NE

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## SUPPORT STAFF

Dawn Cooksey ..... Admissions  
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MA Gifted Education, University of Nebraska at Kearney

Lisa Frith..... Jr.-Sr. High School Office  
BA Contemporary Theology, Christ For the Nations Institute, Dallas, TX

Randy Holmes .....	Maintenance Metropolitan Community College, Omaha, NE
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Glenn Rademacher .....	Maintenance AA in Nursing, Community College, Buffalo, NY
Stephanie Romero .....	Asst. to Activities Director / Athletic Trainer BS Athletic Training, Nebraska Wesleyan University MPA, Drake University

## **ADMISSIONS & ENROLLMENT**

### Non-Discrimination Policy

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, and does not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational policies, admissions, policies, scholarship and loans programs, and athletic and other school administered programs.

### Recruitment

Concordia High School promotes its program of Christian education to the greater Omaha community. Concordia High School complies with all Nebraska Department of Education and Nebraska School Activities Association (NSAA) requirements related to recruitment and enrollment.

### Admission Requirements

A student qualifies for admission to Concordia High School after successfully completing the course of study through 8th grade in an approved elementary school, and when reasonably assumed of successful completion of the required course of study at Concordia High School by the end of the senior year.

### Enrollment Priority and Requirements

Applications for admission for grades 9-12 will be accepted in the following order each year:

1. Current students and their siblings.
2. Children from Concordia Lutheran Schools of Omaha Association congregations and children enrolled in Concordia Lutheran Schools of Omaha Association congregation preschools.
3. Children of other Lutheran congregations which are not members of Concordia Lutheran Schools of Omaha Association congregations.
4. Children of families from the community.

### Registration

Beginning each January, current students are eligible to re-enroll for the following school year. This is completed through TADS, an online portal for admissions and enrollment and under the direction of the Concordia Lutheran Schools of Omaha Admissions Director. Families will be notified prior to re-enrollment being made available.

### Enrollment of Home School Students

Concordia High School will enroll home school students as part-time students under the following conditions: (1) Course and grade-level placement will be at the discretion of the school administration; (2) such students must provide evidence of previous course work and tests results, also accepted at the discretion of the school administration; and (3) payment of tuition and fees will be handled, as per school policy.

### Health Requirements

All students must comply with health requirements set by the state. Immunization and other required health forms are submitted as part of the Admissions process.

### Disclosure of Information

Concordia High School requires parents or guardians to share all necessary information throughout the admissions process. This includes information regarding academic, behavioral, psychological, medical and other concerns that could affect a student's successful completion of the academic program.

## **COMMUNICATION**

### Between School & Home

Positive, effective communication between school and home will have a beneficial effect on the education of students. Concordia High School makes every effort to keep parents informed. Parents are expected to read school communication and should contact the school when there is a question or concern. Parents are also expected to keep the school informed of information that could affect the successful education of their children.

### Between School & Students

Effective education is dependent on communication between school and students. Students are responsible for the information they receive from faculty and staff. Students are expected to be an information link between home and school.

### Between Teachers & Parents

Teachers will return phone calls, emails and other messages within one school day.

### Conflict Resolution

Even in a Christian learning environment, conflicts arise. When conflicts arise, members of the Concordia High School family should seek to resolve differences in a spirit of Christian love, characterized by the following: (1) Attempting to gather as much information as possible before rushing to judgment; (2) Confronting the person(s) with whom a conflict may be experienced in a respectful way; and (3) Looking for solutions that are in the best interest of all parties involved.

## **FINANCIAL INFORMATION**

### Tuition & Fees

The Board of Directors of Concordia Lutheran Schools of Omaha sets tuition and fees for the following school year no later than the month of December. Concordia Lutheran Schools of Omaha is committed to operating on a sound financial basis. Tuition reflects but remains less than the cost per pupil. Concordia Lutheran Schools of Omaha receives limited financial support from its 16 member congregations. Funding is accomplished primarily by tuition and fees.

### Payment of Tuition & Fees

Tuition and Fees are paid through TADS by automatic draft. Families are required to pay their tuition and fees in a timely manner. Late charges apply. Students will be dismissed when family financial obligations are not met.

### Financial Scholarship

Families may apply through TADS for need-based scholarships. Contact the Director of Admissions for information. Concordia Lutheran Schools of Omaha maintains a vibrant financial scholarship opportunity.

The Children's Scholarship Fund offers a limited number of scholarships each year for families needing tuition assistance. Applications, including an eligibility scale, may be obtained in the school office.

Work Study is a limited scholarship program. Concordia grants a student a scholarship of up to \$1,000 in exchange for service hours during the summer or school year.

### Fines/Replacement Costs

Students will be assessed a fine or replacement cost for damaged or missing textbooks or other curricular materials, computer hardware or software, library-media center materials, parking and driving violations, and other damaged or defaced school equipment and property.

## SPIRITUAL LIFE

### Chapel

Students gather weekly in worship through song, reading and reflecting on the Scripture, the message meditation and prayer. Messages and scriptures chosen may be in concert with a theme for the year, or, in response to the times in which we live. Chapel serves to further ground our students in the Word as well as be able to apply that Word to their lives and situations they face on a daily basis. All speakers and leaders will be approved by the chapel coordinator and must be in good standing with the LC-MS. Guests are welcome to attend.

### Christian Learning Environment

Concordia Lutheran Schools of Omaha provides a learning environment where students regularly hear the Good News of God's love through His Son Jesus Christ. They learn about His plan for holy living, and they are given the opportunity to grow in their relationship with Him. They are also given the opportunity to grow in their God-pleasing relationships with others. Theology courses are Bible-based and taught from a Lutheran understanding of the scriptures. Concordia emphasizes both content and application of that content. Worship and devotional activities are also Lutheran in nature. All students participate in theology and worship-devotional activities.

### Devotions

Daily devotions are held in classrooms. Generally they are student led, brief topical reflections based on scripture.

## ACADEMICS

### Academic Policy

- Any high school student with a failing grade at the end of a semester will be placed on academic probation for the following semester.
- If the student has another failing grade at the end of the academic probation semester they may be dismissed from Concordia Jr-Sr High School at the discretion of the administration.
- If the student is passing all classes at the end of the academic probation semester, they will be removed from academic probation status.

### Summer School / Additional Coursework

Students may find that they need to take additional coursework to meet either graduation or academic probation requirements.

- If a student has failed during two (2) consecutive semesters and would still like the opportunity to return to Concordia for the following semester, he or she may seek to take a course offered at another source. This course must be the same in course content as the last course failed.
- Students may wish to complete a course that is not offered at CHS. These courses may not be used to replace a required course at Concordia. They will count as electives if prior approval is given. All outside coursework is at the discretion of Concordia administration.
- Students must seek prior approval for courses taken at other institutions. Courses must be from an accredited school and approved by Concordia. Students should contact the guidance office for more information.

## ATTENDANCE

It is important for all Concordia High School students to establish a positive attendance record. When a student must be absent for illness or other emergency reason, parents are to contact the high school office (402-905-0219 or [absent@concordiaomaha.org](mailto:absent@concordiaomaha.org)). Excessive absences may lead to a loss of academic credit. Students may be released from school due to excessive absences. Nebraska Statutes pertaining to school attendance are in effect.

### Absence Policy

Absences should occur only for legitimate reasons. Medical and dental appointments should be scheduled outside school hours, if possible. Personal errands, including driving tests, should be scheduled outside of school hours. Family vacations should be planned to coincide with school holidays and summer vacation. College visits should involve no more than three (3) school days, if possible, for seniors, and no more than one (1) school day for juniors. College visit forms must be filled out and returned to the office upon the students return to school. College visit forms may be obtained from the guidance counselor or the school office.

### Planned Absences

If an absence is planned in advance, the school office is to be informed at least one week in advance. A note from the parent with dates and reason for absence, are to be given to the school secretary. The student will be given a Planned Absence Form to obtain assignments from teachers and make necessary arrangements to complete these assignments. The student is responsible for requesting and completing make-up assignments. Students have one additional day on return to school for every day missed to make up assignments. After that, a deduction in grade can be made by each teacher equivalent to the approved percentage per day listed in the course syllabus. Because Concordia Lutheran Schools of Omaha does not believe in high stakes grading or testing, the reduction must be within the guidelines of the campus. Regardless of the timing and/or deduction, missed work is still to be completed and reviewed since academic success is a critical goal.

### Absences & Participation in Co-curricular Activities

A student will not be allowed to participate in a co-curricular activity or event, including practices and contests of any kind, if he/she does not report to school by the beginning of Period five, is absent for more than half of the class periods that day, or leaves school early and does not return to class, due to illness or injury.

### Absences & Loss of Credit

If a student is absent from any class for more than ten of the days that class meets in a semester, for any reason other than a school-sponsored activity, student progress will be reviewed and monitored for the remainder of the term to determine if they are able to receive course credit. If it is determined that credit cannot be earned, the student may continue to audit any required course.

### Absence Procedures

Parent responsibilities when absence occurs:

1. Notify the school office by 8:30 a.m.
2. Provide the school secretary a signed and dated parent written excuse upon return.
3. For four or more consecutive days of absence due to injury or illness, provide a doctor's note to the school secretary upon return.
4. Provide a doctor's note for the student's file, if he/she has a chronic health problem.

### Student responsibilities:

1. Provide the secretary a signed parent note on the day following any absence.
2. Obtain assignments that have been missed.
3. Make up academic work following the one-additional-day rule.

### School responsibilities:

1. If no contact is received from a parent, the school will make a reasonable effort to contact the parent.
2. The school will monitor attendance, communicate attendance concerns to parents and students, and enforce policies regarding absences and tardies.
3. Faculty will provide homework to students or parents within one day of an absence, grade the homework when completed, and score it according to school policy.

### Early Dismissal and Return to Class

If a student needs to be dismissed from class for a medical or other necessary appointment, the following procedure will be in place:

1. A student should bring a signed note from parents to the school office before school.
2. The school office will issue an early dismissal pass in the student's planner, which the student is to show the teacher before leaving class.
3. The student checks out at the school office.
4. Parents meet the student in the office and sign them out of the building.

When a student returns to school following a dismissal, the following procedure will be in place:

1. The student must check-in at the office before returning to any class or other activity, including lunch.
2. The student planner will be signed for admittance back into class.

### Tardy Policy

1. When a student is late in arriving to school, he/she must report to the office for a pass. Students who are tardy to their first class will receive the following consequences:

The fourth and all subsequent tardies per semester will result in a two-hour Saturday School. A fee for Saturday school of \$25 is assessed through TADS.

2. If a student is tardy between classes, he/she should not report to the office but go directly to his/her class. The teacher will automatically mark the student tardy. If the teacher detains a student between classes, the student should get a pass from that teacher so the tardy can be excused. Teachers will establish a specific classroom tardy policy complete with consequences. Excessive tardiness is considered a serious violation of school policy and could result in Saturday School or in-school suspension.

### Truancy

Truancy is an absence that occurs without parental permission or as a result of leaving campus without proper permission. Students may not make up class work, assignments or tests that are missed. Zeroes are assigned. Truant students will be subject to a Saturday detention on the first offense and may be expelled on subsequent offenses.

### School Hours

School begins at 8:00am, and ends at 3:10pm. For specific reasons, the school day may end early; upcoming holiday, afternoon faculty meeting, special assemblies, pep rallies, and late starts due to inclement weather. Parents and students will be notified as early as possible of any deviation from the regular school schedule.

### Before & After School

Before School: Doors are usually open by 7:15am. A commons area will be open for students until it is time for class. Students may study, read, or visit quietly. They are not allowed to leave and return to campus or to exhibit inappropriate behavior once they arrive. Students are not allowed to be in the locker rooms, gymnasium, or any classrooms without faculty or staff supervision.

After School: Concordia High School is not responsible for supervising students after school unless they are involved in a co-curricular or other school-sponsored activity or event held on campus or are getting help from a faculty or staff member. All other students are expected to be off campus within 20 minutes of the conclusion of the school day. If transportation arrangements make this difficult to accomplish students will be asked to stay in the commons.

### Bell Schedules

#### **Regular Schedule**

7:10–7:56	Period 0
8:00–8:46	Period 1
8:50–9:41	Period 2
9:45–10:31	Period 3
10:35–11:21	Period 4
11:25–11:50	Lunch 5A
11:54–12:40	Period 5A
11:25–12:11	Period 5B
12:15–12:40	Lunch 5B
12:44–1:30	Period 6
1:34–2:20	Period 7
2:24–3:10	Period 8

#### **Early Release Schedule**

7:10–7:56	Period 0
8:00–8:41	Period 1
8:45–9:21	Period 2
9:25–10:01	Period 3
10:05–10:41	Period 4
10:45 –11:21	Period 6
11:25–11:50	Lunch 5A
11:54–12:30	Period 5A
11:25–12:01	Period 5B
12:05–12:30	Lunch 5B
12:34–1:10	Period 7
1:14–1:50	Period 8



**Chapel Schedule**

7:10–7:56	Period 0
8:00–8:40	Period 1
8:44–9:24	Period 2
9:28–10:08	Period 3
10:12–10:52	Period 4
10:56–11:45	Chapel/Mentor
11:49–12:14	Lunch 5A
12:18–12:58	Period 5A
11:49–12:29	Period 5B
12:33–12:58	Lunch 5B
1:02–1:42	Period 6
1:46–2:26	Period 7
2:30–3:10	Period 8

**2-Hour Delay Schedule**

10:00–10:31	Period 1
10:35–11:11	Period 2
11:15–11:46	Period 3
11:50–12:15	Lunch 5A
12:19–12:50	Period 5A
11:50–12:21	Period 5B
12:25–12:50	Lunch 5B
12:54–1:25	Period 4
1:29–2:00	Period 6
2:04–2:35	Period 7
2:39–3:10	Period 8

**Half-Day Schedule**

7:10–7:56	Period 0
8:00–8:26	Period 1
8:30–8:56	Period 2
9:00–9:26	Period 3
9:30–9:56	Period 4
10:00–10:26	Period 5
10:30–10:56	Period 6
11:00–11:26	Period 7
11:30–11:56	Period 8

- The regular schedule is normally in place on Monday, Wednesday, and Friday.
- A chapel schedule is normally in place every Tuesday and Thursday.
- A late-start schedule begins with Period 1 starting at 10:00 a.m., and all classes meeting on an abbreviated schedule. This schedule will be announced on radio stations as early as possible on mornings when weather conditions make a late start necessary.
- Special bell schedules may be used for special events including orientation, assemblies, field trips, etc.

**Closing of School**

In the case of inclement weather, notification will be provided by Twitter and Facebook, as well as through select local media. Concordia controls Twitter and Facebook. They have no control over local media other than to make the call to the provider.

If Concordia Lutheran Schools of Omaha schools are listed as closed due to inclement weather, then all campuses are closed that day. If an early dismissal is necessary due to inclement weather, notification will be provided in the same manner as early as possible.

**Early Dismissal/Late Arrival for Seniors**

Seniors will be eligible for an early dismissal or late arrival to and from school, if the following criteria are met:

1. Student has no scheduled class during Period 1 or 8.
2. Student demonstrates that graduation requirements can be achieved.
3. Parental consent is obtained.
4. Academic warning, academic probation, and/or disciplinary probation are not in force.
5. For late arrival, student must avoid tardies to Period 2 class. Students must sign in at the school office before class.
6. For early dismissal, student must leave school promptly and may not loiter in building, parking lot, etc. Students must sign out in the school office.
7. Student may not leave and return for any afternoon co-curricular activity and/or event scheduled on school property without permission from the school administration.
8. No senior will be eligible for both late arrival and early dismissal.

This policy is administered on a mid-quarter basis and may be revoked at any time.

## **GENERAL INFORMATION & GUIDELINES**

### Asbestos

Concordia Jr.-Sr. High School maintains an asbestos-free facility. Asbestos management documentation is kept on file and is available for public examination. The Principal serves as the "Designated Person" for asbestos management.

### Facilities

Students will treat school property with Christian care and respect.

### Textbooks & Equipment

Textbooks and equipment issued to students for their use remain the property of Concordia High School. Students will treat this property with care and respect. Lost property results in replacement fees being assessed. Report cards may be withheld until such fines and/or replacement costs are paid.

### Calendar

A school calendar is provided to parents and students. Parents and students are responsible for noting special events, activities, deadlines, etc.

### Campus Boundaries

The Concordia High School campus is the school property, located at 15656 Fort Street in Omaha. The immediate campus is the educational building, front walk, and main parking lot (located on the west side of the building).

### Leaving Campus

Concordia High School operates a closed campus. Students are not allowed to leave and return to campus during the school day without permission. If a student needs to leave campus for a medical or other appointment, students and parents must notify the school according to the procedure specified in the attendance policy.

### Lunch

Microwaves are available. Refrigerators are not available. A hot lunch program is operated. Orders are placed in advance and local vendors provide lunch for student purchase. Parents are not allowed to excuse students for lunch. Students may not have lunch delivered by a vendor.

### Eating & Drinking on campus

Students are not allowed to eat or drink in any area of the building except the commons area before school, during lunchtime, and after school. Gum chewing is not allowed at any time in the building. Food, snacks, beverages, etc., are to be kept in student lockers.

### Personal Conduct

Public displays of affection, such as embracing, kissing, etc., as well as any other sexually inappropriate or immoral act are not allowed on the Concordia High School campus.

### Illness & Injury

Students who experience illness or injury while at school should report their condition to the school office or an appropriate teacher or staff member. School personnel will make a decision as to whether the student will remain in class, return to class, or be sent home. If it is decided that a student should be sent home, a parent will be contacted, and the student should be picked up as soon as possible. Parental consent will also be obtained before a student is allowed to drive himself/herself home.

### Blood Borne Pathogens

Students are to use caution and preventative measures involving all blood and other potentially infectious bodily fluids. Blood and bodily fluids should be treated as if they are infected. Any blood or other bodily fluids that are exposed on floors, tables, desks, clothing, etc., should be reported to school personnel immediately. Students should never handle blood or other bodily fluids. Exposed skin and hands should be thoroughly washed as soon as possible after exposure. Clothing which has become contaminated will be disposed of in a manner where others will not come into contact with it.

### Pregnancy & Abortion

If a student becomes pregnant, the Principal will be informed so that counseling and guidance can take place. Hiding a pregnancy from school administration will complicate the situation and make it more difficult for the school to provide appropriate care and counsel. When the Principal becomes aware of a pregnancy, a consultation with the student and parents or guardians will be held. The school will make every effort to accommodate the student's continued enrollment at Concordia High School, but each case will be handled on its own merits. The student's continued enrollment will be determined at the discretion of school administration. The same factors will be used for a male student who is responsible for a pregnancy. Concordia High School supports a pro-life position as taught by scripture and endorsed by the Lutheran Church-Missouri Synod.

### Christian Lifestyle

Concordia Jr.-Sr. High School does not condone the practice of "living together" without benefit of marriage. If a student is found to be living with his/her boyfriend/girlfriend, a consultation will immediately be held with the student and parents or guardians. Consequences may include expulsion from school.

Concordia Jr.-Sr. High School also condemns a homosexual lifestyle as being clearly prohibited by scripture. If a student is found to be practicing a homosexual lifestyle, the same procedures will be followed as outlined above.

### Marriage

A student considering marriage while enrolled will share those plans with the Principal. A consultation with the student and parents will be held. If marriage occurs, continued enrollment will be at the discretion of the school and considered on a case-by-case basis. A married student considering enrollment at Concordia High School must share that information with the Principal.

### Age of Emancipation

Students who reach the legal age of emancipation in the State of Nebraska while attending Concordia Jr.-Sr. High School are subject to all rules that apply to all students, if they wish to continue their education at Concordia Jr.-Sr. High School.

### Guidance

The Guidance office provides a direct service to students and a supportive service to faculty and staff. Our ministry at Concordia High School focuses on student personal, academic, and spiritual growth and development. Student achievement, attitudes, and behaviors are of interest to those in guidance roles. Concordia High School does not employ personnel who are trained to provide "therapeutic" counseling for special needs. If a situation requires such counseling, we will work with the student and family to provide a referral. In addition, the Academic Handbook describes our academic testing program, which provides guidance regarding academic achievement, placement in classes, college entrance, etc.

Additionally, Concordia Lutheran Schools of Omaha provides an Academic Success Center for students who need a variety of academic support.

### Speech and Expression

Concordia Lutheran Schools of Omaha encourages students to express themselves and to exchange thoughts and ideas. However, students have only a limited right of free speech and expression in the school setting, in keeping with the goal of Concordia Lutheran Schools of Omaha to educate students and teach them Christian values and behavior. Any form of speech or expression which is threatening, offensive, defamatory, vulgar, disruptive to the educational process, socially inappropriate, or out of line with the Christian values of Concordia Lutheran Schools of Omaha is prohibited.

### Guided Study Halls

Guided Study halls are classes where students learn and practice the concept of independent, quiet study. In a study hall setting, students are given the opportunity to conduct themselves with a proper level of maturity and trust. Study halls should be used wisely for such purposes as reviewing for quizzes and tests, completing homework assignments, completing make-up work, and quiet reading. The primary purpose of study hall is to focus on schoolwork.

### Mentor

The purpose of Mentor is to serve as an extension of, or enrichment for, the educational programs of Concordia High School. Teachers and students should view these seminars as an opportunity to further enhance classroom instruction and learning.

Mentor provides an opportunity for students to have time to receive help from teachers, complete make-up work, take tests and quizzes, work on projects, or just make sure they have their homework ready for the next day. Mentor meets opposite chapel once a week.

### Planners

Each student will be provided with a school planner at the beginning of the school year. Replacement cost will be \$10 and the student's responsibility.

### Library & Media Center

The library-media center is available for general student use. A set of guidelines will be in force, and all students will be expected to know and comply with these guidelines. Failure to abide by these guidelines will result in school disciplinary consequences, which may include restriction and/or loss of privileges to use this center. Each student is assigned a number that they will use to check out books.

### Technology Policy

Access to the Internet is a wonderful opportunity to interact with the world. The opportunity brings with it many responsibilities. To use the internet services at Concordia High School, a student must agree by signature to the following. (Form available in the school office.)

1. The use of any Concordia High School technology which provides access to the Internet is a privilege which may be revoked by instructors, staff, or administrators at any time for abusive or inappropriate conduct. Such conduct would include, but is not limited to, the placing of unlawful information on or through the computer system, accessing another person's files or e-mail, and the use of obscene, abusive, or otherwise objectionable language or images in either public or private files or messages.
2. Concordia High School reserves the right to inspect any material stored in files to which users have access and will edit or remove any material which the school staff, in its sole discretion, believes may be objectionable. Users of technology will not use their account to obtain, view, download, or otherwise gain access to potentially objectionable materials. This includes text materials, video images, or sound files that may be considered objectionable.
3. Internet access is provided primarily for educational purposes under the direction of the faculty. Non-educational use may be limited at any time by a member of the faculty.
4. Information services and features contained on the Concordia High School network are intended for the private use of its patrons. Any commercial or other unauthorized use of those materials, in any form, is expressly forbidden.
5. Concordia High School does not warrant that the functions of the infrastructure will meet any specific requirements you may have, or that it will be error-free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or profits) sustained or incurred in connection with the use, operation, or inability to use the system.
6. Rules and regulations of system usage will be added and posted from time to time by the network administrator. Users of technology are subject to these rules and regulations.
7. Technology at Concordia High School is intended for the exclusive use of its registered users. As a user, you are responsible for the use of your password and account. Any problems which arise from the use of a user's account are the responsibility of the account holder. Any misuse will result in suspension of the account privileges.
8. Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited.
9. Commercial software is placed on technology devices for the use and convenience of students and staff. Any unlawful use such as the copying of copyrighted material without the express written permission of the owner or the proper license is prohibited.
10. Any unauthorized, deliberate action which damages or disrupts any technology system (including the willful introduction of computer "viruses" or other disruptive/destructive programs), alters its normal performance, or causes it to malfunction is prohibited. Intentional attempts to "crash" network systems or programs are punishable disciplinary offenses.

### Telephones

Campus Phones: Students are not allowed to use school phones unless it is to call home in the case of illness, injury, or other emergency.

### Messages at School

The school will deliver messages from parents. Parents should indicate if a message involves an emergency.

### Cell phones and related devices

Students may use their phones any time and place except for in the restrooms, cafeteria, and classrooms. Each teacher will establish rules for use in the classroom. If a phone is taken from a student for improper use, it will be taken to the school office where it can be retrieved after the school day ends.

### Balloons, Flowers, Other Deliveries

Flowers, balloons or any other gift items will not be delivered directly to students at school. All such deliveries must come to the office. Students will be notified.

### Visitors

A student may be allowed to bring a guest for one school day under the following conditions:

1. Permission (non-enrollment based visit) is at the discretion of the Principal, who is to be informed at least one (1) week in advance and who may deny this request for any reason he/she deems appropriate.
2. Guests are limited to 9th-12th graders and alumni.
3. Guests are responsible for abiding by all school policies and guidelines.

When considering enrollment, the Admissions Director should be contacted and a Shadow Day will be arranged.

### Security

Although Concordia Jr.-Sr. High School provides a Christian learning environment, temptation is always present and thefts can occur. Students can help by:

1. Leaving large sums of money at home.
2. Placing names in their books and on valuables.
3. Keeping lockers locked, if possible.
4. Leaving other personal property, such as tapes, CDs, stereos, etc., at home.
5. Keeping personal property such as watches, calculators, jewelry, etc., on their person.

Concordia Jr.-Sr. High School will not be responsible for personal property that is lost, stolen, or damaged.

### Building Security

Students and parents/guardians wishing to enter the school after the school day has begun should use the main school entrance. All parents, guardians, and visitors to the school are requested to sign in at the office. No one is allowed to be 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.

### Lost & Found

The school maintains a lost & found. Students will be given opportunity in a reasonable manner to check the contents of lost & found if missing any items. Unclaimed items will be sold, donated to charity, or otherwise given away after a reasonable amount of time has been provided.

### Prohibited Items

Items that do not benefit the regular daily education are not necessary at school and should be prohibited unless specific permission is given. Such items may be confiscated, and disciplinary referral may result. The school may hold such items until a parent picks them up.

Backpacks, gym bags, book bags, purses, etc. are not allowed in class due to issues involving safety and security. Students are also not allowed to leave such items in the hallways, but should store them in their locker. Potentially dangerous and/or illegal items are prohibited from campus. Items include, but are not limited to, weapons and ammunition and items that could be used as such, matches, lighters, or other incendiary devices, noxious substances. Possession of items will lead to disciplinary action, including suspension and/or expulsion.

### Hallway Lockers

Each student is assigned a hallway locker. Lockers are the property of the school, and students will use them at the discretion of the school. Lockers are subject to search by the administration at any time for any reason. Students are not allowed to place their own locks on a hallway locker. Students are responsible for damages to their lockers. Pictures, magnets, etc., are allowed inside lockers if they can be affixed and removed without damage and they are not offensive in any way. Each student will receive a combination lock for his/her locker. This lock also remains the property of the school. Students will be responsible for lost or damaged locks.

### Gym Lockers

Students are assigned lockers in the locker rooms by the gym, as needed. Ordinarily, only students who are participating in P.E. classes or athletics will be assigned a gym locker, and then only when class is in session or during the appropriate season. These lockers also remain the property of the school, and students will use them at the discretion and under the guidelines of the school. The same guidelines are in force as for hallway lockers.

Locker rooms will be locked and off limits except for P.E. classes and athletic practices and contests. Students will be allowed in locker rooms as needed for P.E. and athletics.

### Access to Concordia Lutheran Schools of Omaha Property & Student Searches

For the safety of all, Concordia Lutheran Schools of Omaha and its designated authorities have the right to access, inspect and search Concordia Lutheran Schools of Omaha equipment used by a student. Items include but are not limited to desks, lockers, workstations, technology, filing cabinets, storage areas and other Concordia Lutheran Schools of Omaha property. This may be done at the discretion of Concordia Lutheran Schools of Omaha, with or without advance notice or consent. No individual will inspect or search such areas unless accompanied by the building Principal or an appointed representative. Access to these areas or materials by unauthorized persons is strictly forbidden.

Concordia Lutheran Schools of Omaha also reserves the right to conduct searches and inspections of students and their personal effects, including, but not limited to, purses, packages, backpacks, and lunch containers, as well as automobiles that are brought onto school property. Such searches and inspections of students and their personal effects may be conducted at Concordia Lutheran Schools of Omaha's discretion from time to time without prior announcement, but only on reasonable grounds and for legitimate purposes relating to the safety and welfare of students and staff, including as a part of a disciplinary investigation. By enrolling their student in a Concordia Lutheran Schools of Omaha school and entering onto school/church property, parents' consent to such searches and inspections of students. Only in extreme situations and if a threat to other Concordia Lutheran Schools of Omaha staff or students is suspected will a person of the same gender conduct a search of a student or his/her clothing.

Students who refuse to cooperate or submit to a search/inspection of school property, their person or personal effects will be subject to discipline, including dismissal from school.

### Liability

Students responsible for damage to school property, grounds, or equipment, including textbooks, will be assessed the cost of repairs or replacement. Failure to assume this responsibility in a timely manner may result in disciplinary action or other sanctions, including withholding of report cards. Concordia Jr.-Sr. High School assumes no liability for the personal property of any student and will not be held responsible for damaged or stolen property.

### Fire & Tornado Drills

Periodic fire and tornado drills will be held. Procedures and exit diagrams will be posted in each room and other appropriate areas, and students will receive instruction in such procedures. Students will handle such drills in a serious and cooperative manner.

### Vehicles, Parking, Driving

Students who drive to school are required to register their vehicles with the school office and purchase a parking pass. Parking passes are to be in plain sight at all times and displayed in a manner that is consistent with a Christian school.

Parking on campus: Students are allowed to park on the south lot. This rule is in effect at all times, including after school hours and on weekends. Students are not allowed to return to, move, or use their vehicles during school hours without permission from administration.

Driving on campus: Students are expected to drive their vehicles with safety and responsibility. Irresponsible driving, which includes excessive speed and peeling out, will not be tolerated. Driving on campus is a privilege, not a right, and the safety of others is of paramount concern. Students who drive inappropriately, as determined within the sole discretion of school administration, will lose their driving privileges, and other disciplinary consequences may apply.

Rides: Those who provide rides for our students are also expected to comply with our guidelines for driving and parking on campus. We reserve the right to restrict and/or take away on-campus driving-parking privileges for those "guests" who abuse our guidelines.

#### Fund-Raising

No student, parent, or organization may engage in fund-raising of any kind on campus without permission from the Director of Operations. All auxiliaries, athletic teams, other co-curricular organizations, individual classes, and any other school-affiliated groups or individuals are also required to have permission from the Director of Operations before engaging in fund-raising of any kind on campus and/or on behalf of Concordia High School.

#### Special Events

Concordia Jr.-Sr. High School typically sponsors the following activities and events. Regardless of where such school-sponsored activities and events are held, all school policies and guidelines will be in effect at the discretion of the Principal.

- Field Trips
- Activity Days
- Service events and other related activities
- Spirit Days/Weeks
- Dances & other social events

#### Class Activities

Students will participate in special activities planned and coordinated for and by each class (freshmen, sophomore, etc.). Classes will also select their own officers and representatives to student government, as provided by school guidelines. Regardless of where such school-sponsored events are held, all school policies and guidelines will be in effect.

#### Student Employment During the School Year

Students and parents are encouraged to use discretion regarding employment during the school year. This is especially true of working during evening hours on school nights. A student's employment should never interfere with his/her involvement in school activities.

#### Safety Management

Concordia High School maintains a safety management plan or Crisis Plan, which would be in force in a variety of school emergencies (natural disaster; serious illness, injury, or death; gas or chemical leaks; etc.). Concordia High School faculty and staff are familiar with and prepared to use them. We also recognize that no manner of careful foresight and planning can possibly anticipate all crises. School personnel will always use their best professional discretion in handling such matters.

#### International Students

Concordia Jr.-Sr. High School admits International students on a case-by-case basis. A policy and process for admitting such students is in force. The Director of International studies should be contacted for more information.

#### Student Records

Temporary student records will be destroyed one year after the student has transferred, graduated, or permanently withdrawn from the school. Permanent records are maintained for a period of ten years after the student has transferred, graduated, or withdrawn from school.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are outlined below:

1. The right to inspect and review the student's education records within 45 days of the day Concordia Lutheran Schools of Omaha receives a request for access. Parents or eligible students should submit to a written request that identifies the record(s) they wish to inspect.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Concordia Lutheran Schools of Omaha to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If Concordia Lutheran Schools of Omaha decides not to amend the record as requested by the parent or eligible student, it will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student by the Executive Director or designee when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by Concordia Lutheran Schools of Omaha as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors; a person or company with whom Concordia Lutheran Schools of Omaha has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Concordia Lutheran Schools of Omaha discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by Concordia Lutheran Schools of Omaha to comply with the requirement of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue S. W.  
Washington, DC 20202-4605

### Graduation

The Head of Schools has developed policies and procedures governing all aspects of graduation. The faculty and staff administer these policies and procedures. Eligible seniors are required to participate in the graduation rehearsal, ceremony, and related events. Participation in commencement may be revoked according to the policy in force.

## **DRESS CODE**

### Standards of Dress/Dress Code

School dress should support the educational program and Christian witness of Concordia Jr.-Sr. High School. Extremes in attire and manner of dress, including that which is meant primarily to shock or draw attention to self, can be distracting, disruptive, and offensive. It is our strong conviction that the better the standard of dress, the better the overall attitude and performance in school. Concordia Jr.-Sr. High School emphasizes attire and manner of dress, which follow principles of safety, appropriateness, neatness, cleanliness, modesty, and positive Christian witness. Dress which calls undue attention to itself is to be avoided. We expect and appreciate dress which promotes a positive learning environment and gives a positive witness to others. We expect that all attire will be devoid of offensive wording, pictures, graphics, etc. We expect students to comply with the dress code while they are on campus or otherwise under the supervision of the school. We recognize that it is unlikely to be able to



anticipate all possible dress code violations. If a student's attire or manner of dress is in question, he/she will be referred to the school office for administrative action. In many cases, a conflict may be avoided if a student checks with the office in advance before wearing an article of clothing that may be questionable.

Boys pants and shorts – Must be worn at the waist. Length of shorts cannot go lower than five inches below the crease in the back of the knee. This is referred to as the "Five Inch Rule". Long pants cannot hang below the sole of the shoe or touch the ground. If pants are bunching at the shoes, pants are TOO long.

Girls skirts, shorts – Must be measured while standing, garment high on the waist and hem parallel to the ground. They are not to be higher than five inches from the crease in the back of the knee. This is referred to as the "Five Inch Rule". Allow extra length for student growth.

Team uniforms and warm-ups may be worn only on the day of the team contest. For Saturday activities uniforms and warm-ups may be worn on Friday. School letter jackets may be purchased from School Traditions and worn as part of the school uniform.

BOYS' attire consists of:

• Slacks and Shorts:

Navy or khaki Docker style twill dress slacks or shorts No visible pocket stitching or flaps

Shorts must comply with the Five Inch Rule

• Shirts:

Approved by and purchased from Concordia vendor

• Sweatshirts/sweaters:

Approved by and purchased from Concordia vendor

• School polo shirts or solid white t-shirts worn under these garments

• Facial hair and ponytails are prohibited.

• Sideburns may not extend below ear lobes.

GIRLS' attire consists of:

• Slacks and Shorts:

Navy or khaki Docker style twill dress slacks No visible pocket stitching or flaps

Shorts must comply with the Five Inch Rule

• Shirts:

Approved by and purchased from Concordia vendor

• Skorts and Skirts:

Navy, khaki or Dennis plaid Docker style twill skorts Purchased through Dennis uniforms

Must comply with the Five Inch Rule

• Tights/Leggings:

May be worn under skirts.

Acceptable colors include: navy, white, gray, black

• Sweaters/sweatshirts:

Approved by and purchased from Concordia vendor

School polo shirts or solid white t-shirts worn under these garments

\* Plaid clothing must be purchased from Dennis School Uniform Company. The approved plaid for Concordia Jr.-Sr. High School can be located by using school code: PTD. Dennis School Uniforms is at 726-740 North 109th Court. Phone: 402-496-9911 Website: [dennisuniform.com](http://dennisuniform.com)

• Fleece Jacket

Must be worn over school polo shirt

### All Students:

- Slacks, shorts, and skirts may not be altered in any way
- Waistbands: Must be at waist level
- Belts: Must be a latching belt and within the belt loops and must be worn with pants or shorts that have belt loops
- Shirts: Must be tucked in
- Plain white t-shirts may be worn under polos
- Shoes: Any dress shoe, tennis shoe, or leather sandal that gives an appropriate appearance may be worn. Shoes or sandals that reveal toes are prohibited.

### General Information

- Jackets, coats, caps, hats and sunglasses may not be worn in school.
- Hairstyles, which are extreme, including unnatural coloring or shading, are not allowed for either boys or girls. Hair should be clean and neatly groomed.
- Earrings/body piercing/tattoos: Girls are allowed to wear earrings only in the ear as long as they are not excessive or extreme in number and/or style. Boys are allowed to wear one single stud in the left ear.
- Necklaces and bracelets are allowed as long as they are not excessive or extreme in number and/or style.
- No body piercing or tattoos are to be visible for either boys or girls.
- Gang-related colors and styles are not permitted.
- Chains of any kind are not permitted.
- Back packs and purses must be kept in lockers.

Dress code remains in effect from the time the student pulls into the parking lot until the time he/she leaves the campus. Only students in after-school sports or activities may change clothes.

The Principal shall have final authority in all dress code enforcement.

### Violations

If a student is in violation of the dress code, he/she will correct the problem before returning to class.

## **BEHAVIORAL STANDARDS AND DISCIPLINE**

### Standards of Behavior

Students are expected to conduct themselves in a manner which demonstrates respect for God, others, and self. Students will be familiar with and observe school policies and guidelines.

Students engaging in the types of behaviors set forth below are subject to disciplinary action according to the Uniform Code of Student Conduct and Disciplinary Response found in this Handbook.

School jurisdiction includes the campus, its immediate vicinity, and school events, co-curricular activities and athletics, including those off-campus and outside of the regular school day. Even if a student attends a school event as a spectator, he/she is subject to school jurisdiction. In certain cases, the school may also take action with respect to activities which occur outside the school jurisdiction, but which the administration determines may indicate a risk to students and faculty on-campus, such as criminal activities, reckless driving, etc.

Controlled Substances: Where there is evidence to indicate that a student possesses, has purchased, has used, has sold or distributed, or is under the influence of a controlled substance or behavior affecting substance, including, but not limited to, alcoholic beverages, legal, illegal, designer or look-alike drugs or narcotics, any tobacco product, inhalants or other substances which use is intended for "getting high", anabolic steroids, improperly used prescription medication, and related substances, or that a student possesses drug or drug look-alike paraphernalia, including, but not limited to items utilized for or associated with the use of drugs or alcohol, such as pipes or flasks, on the school grounds or at a school sponsored activity, the student will be suspended immediately and the student and parents/guardians will be requested to meet with the Principal. The Principal will report all such occurrences to the Head of Schools, a plan of remedial activity will be developed which may include options such as counseling, suspension, expulsion and/or notification of law enforcement agencies.

NOTE: Concordia High School has a Medication Policy which covers the use and/or possession of over-the-counter and prescription medications.

**Aggressive Acts:** Unacceptable aggressive acts include intimidation or threats of physical harm to students, self, faculty, and staff; fighting and/or other physically aggressive acts; provoking a fight or other physically aggressive act; and possessing or carrying weapons or other dangerous or potentially dangerous items or materials of any kind. (NOTE: Students are not allowed to have such items in their vehicles, even if they are locked in a glove compartment or trunk.) "Jokes" about potentially violent or other aggressive behavior are also prohibited. If a student makes inappropriate comments of this nature, even if they are not meant to be taken seriously, he/she will be confronted and disciplinary consequences, including suspension or expulsion, may be enforced.

**Bullying:** Bullying occurs when a person uses superior strength or influence to intimidate another person, typically to force him or her to do what one wants.

**Computer & network misuse:** Any unauthorized use of computers and/or school network will be treated as a major misconduct. This includes (but may not be limited to) using any school computer w/o permission; being in the computer lab w/o permission; using someone else's password to access a computer and/or the school network; knowingly allowing someone else to use your password to access a computer; accessing inappropriate sites; blogging, emailing, etc. (unless administrative permission has been granted for a class assignment non-school use); attempting to or actually "hacking" into the school network; tampering with or vandalizing any school computer and/or other hardware; using any school computer and/or other hardware to "create" and/or distribute any inappropriate content; attempting to install or remove software. (Note: If this behavior is deemed malicious, consequences could include immediate suspension pending expulsion.)

**Harassment:** Sexual and other forms of harassment are prohibited.

**Scholastic Dishonesty:** Cheating, plagiarism and any other deceptive practice to earn credit without effort is prohibited, and disciplinary responses will be strictly enforced. This includes copying from or allowing another person to complete any assignment, paper, project, quiz, or test for you or knowingly allowing someone to copy from you; using unauthorized help or resources, or collaborating with others without permission, in order to complete any assignment or to answer any question on any quiz or test; viewing a test or test answers in advance of its administration; copying another person's words or ideas and giving the impression that they are one's own, including missing and/or misleading documentation of sources; unacknowledged appropriation and incorporation of another's work into one's own work for credit; and similar activities which dishonestly assist a student in completing a test or assignment. (NOTE: In addition to disciplinary action teachers may withhold full or partial credit for work involving cheating/plagiarism. This could result in a failing grade for the course.)

**Theft/Stealing:** This includes taking or attempting to take without permission school property or personal property of any student or school employee, as well as illicit use of school or personal property. Theft is a violation of law. A student who becomes involved in a theft may be suspended or expelled. Appropriate law enforcement authorities may also be notified.

**Vandalism:** This includes damaging, defacing, mutilating, or otherwise destroying school property or personal property of any student or school employee. Law enforcement authorities may be contacted, and suspension or expulsion may result. Full restitution is required by the student and/or their family.

**Lying/Improper Language/Insubordination:** Lying includes forging any type of school document, such as a pass, teacher's note, parent's note, etc. Improper language includes profanity, swearing, vulgar and offensive language, obscenity, and language that is degrading and/or disrespectful to other students, faculty, staff, or Concordia Jr.-Sr. High School in general. Insubordination includes willful disregard and/or disrespect for any faculty or staff member, including threatening, profane, or obscene comments or gestures.

**Truancy/Cutting Class:** This includes being absent from school and/or individual classes (including study halls and lunch period) without legitimate and proper excuse. Please refer to the Attendance section of this Handbook for specific procedures and violations.

False Fire Alarm: Any student setting off a false fire alarm will be suspended or expelled. Setting off a false fire alarm is a violation of state law. A criminal complaint will be signed with the proper legal authorities.

Gangs or Secret Societies are prohibited at Concordia High School. Any student participating in activities of a gang or secret organization will be referred to the principal for appropriate discipline. If a student violates this policy, a conference between a school administrator and the student's parents/guardians will be held. The student may be suspended or expelled.

Publication/Distribution of Materials: The general public, students and staff members may not use school facilities for the promotion of any group or vested interest without Head of Schools approval. Materials not directly related to the school or Concordia Lutheran Schools of Omaha's churches may not be distributed on school premises without Head of Schools approval. Exceptions may be made to this rule in order to cooperate with community or church organizations or services.

Weapons: Students who bring to school any type of article designed to cause bodily harm will be suspended or expelled. Law enforcement authorities may also be notified when the possession, use or sale of articles violate civil law. Articles include, but are not limited to; knives, fireworks, firearms and other dangerous items.

#### Harassment policy:

Concordia strives to maintain an environment where all individuals are treated with respect and dignity. Therefore, we have established a policy which defines harassment as any situation which creates aggressive pressure or intimidation directed toward another individual. Concordia also maintains a sexual harassment policy concerning unwelcome sexual advances, requests for sexual favors, repeated derogatory sexist remarks, and other verbal, visual, and/or physical conduct of a sexual nature directed toward an individual or group.

Harassment occurs in these conditions:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education.
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting the individual.
3. Such conduct has the purpose and/or effect of substantially interfering with an individual's academic or teaching performance and/or creating an intimidating, hostile, and/or offensive educational environment.

Examples of harassment include (but may not be limited to) the following:

1. Verbal: Sexually demeaning comments, sexually explicit statements, questions, slurs, jokes, anecdotes, epithets.
2. Written: Suggestive or obscene letters, notes, invitations, or any other correspondence.
3. Physical: Sexual assault, touching, impeding or blocking movements.
4. Visual: Leering, gestures, display of sexually suggestive objects or pictures, cartoons, posters, etc.
5. Continuing to express sexual interest after being informed that this interest is unwelcome and/or inappropriate.
6. Reprisals or threats of reprisal following a negative respond to sexual advances or following a sexual harassment complaint.

Note: A single incident of sufficient severity may constitute harassment. The circumstances of each complaint will be carefully considered when determining whether a specific act or pattern of behavior violates this policy.

Harassment may occur from employee to student; student to employee; or student to student. Harassment between students is prohibited when it is related to any school activity or attendance, and when it occurs at any time including (but not limited) to any of the following:

1. While on school grounds.
2. While going to or returning from school.
3. During or while going to or returning from any school sponsored activity or event, including those activities and events that are not held on CHS school grounds.

Any student who feels that he/she is being harassed should first confront the harasser and inform him/her that the conduct in question is unwelcome and must stop immediately. If the student does not feel comfortable doing this or is unable to do so, he/she shall direct the complaint to the Principal who will inform the alleged harasser that the behavior in question must stop immediately. More serious consequences will be imposed, if appropriate.

### Purpose of Disciplinary Policy

At Concordia Jr.-Sr. High School we operate under the premise that it is a privilege to teach and train the children of God, entrusted to our care, and that it is equally a privilege for these students to attend Concordia and benefit from this teaching and training. Therefore, in order for this educational experience to be most effective, it is essential for faculty and staff to provide instruction and discipline in a positive, fair, caring and loving environment. It is equally important for students to receive that instruction and discipline in a willing and cooperative manner. An important part of this educational experience is learning the skills necessary to live in a community. Among these skills are self-discipline, positive interaction with others (young people and adults), appropriate behavior, willingness to cooperate, and personal sacrifice for the good of the whole community.

We realize that we live in an imperfect world and that our Concordia Jr.-Sr. High School community is no different. However, we also realize that we live under the forgiveness and love of Jesus Christ, and it is through our relationship with Him that our instruction, learning, discipline, and respect for one another is established, nurtured, and strengthened.

We provide discipline and guidance through natural consequences and effective follow-up. The purpose of discipline is to help an individual recognize the error of his/her behavior, show proper contrition, recognize the love and forgiveness of Jesus, recognize also the consequences that occur regardless of that forgiveness, and learn from the experience. God tells us in Proverbs 29:19, "A servant cannot be disciplined by mere words; though he understands, he will not respond."

### Concordia High School's "Four For Success"

1. Be respectful and considerate of the rights and responsibilities of yourself and others.
2. Be respectful and considerate of the school's property and the property of others.
3. Have the opportunity to make good decisions and live with the consequences, be they good or bad.
4. Conduct yourself in a Christ-like manner.

### School and Classroom Disciplinary Codes

The School Disciplinary Code is expected to be followed and enforced consistently and uniformly. Staff members shall consider mitigating circumstances prior to disciplinary action and ensure due process for each student.

Mitigating circumstances include, but are not limited to, the following factors:

- |                          |                            |
|--------------------------|----------------------------|
| 1. Prior conduct.        | 4. Seriousness of offense. |
| 2. Student attitude.     | 5. Repetitiveness.         |
| 3. Willingness to amend. | 6. Parental cooperation    |

A Classroom Action Plan (CAP) is supplementary to the school disciplinary code and designed by each teacher to keep the "CAP on minor classroom control problems". Corrective action, which is within the sole judgment and discretion of the teacher based upon the circumstances of the action, may include but is not limited to the following:

1. Verbal encouragement.
2. Teacher-student conference.
3. Teacher-student-parent conference.
4. Separation from the main group.
5. Essay on specific proper conduct.
6. Privilege denial.
7. Detention.
8. Written notice home.
9. Referral to principal.

The type of CAP disciplinary issues typically be decided at the classroom level include, but are not limited to the following: Disrupting classroom procedure; speaking without permission; being disrespectful toward a teacher; standing or walking around without permission; leaving class without permission; coming to class unprepared; incomplete assignments; failure to have appropriate books and materials; disobeying classroom rules; failure to return requested materials or forms to school on time; chewing gum or candy; being late for class; running in the hallways; and minor physical display of affection. Flagrant or repetitive infractions will be reported first to the parents/guardians in written format then, if continued, to the administration for further consideration and action.

### Challenged Student Consideration

Special education students with mental or physical handicaps may have the behavioral consequences enumerated herein modified if, and only if, it can be determined that their acts of misbehavior or misconduct are directly related to their certified handicapped condition. The same consideration may be afforded to students who are under physician care and are taking medication that can be documented as having behavioral effects on a student's action.

### Corporal Punishment

Physical punishment is not an option. Reasonable force is used only when the situation warrants such for the imminent protection of the person or property of others.

### Behavioral Detention/Saturday School

When a student violates the guidelines outlined in this Handbook, the student may be assigned a Detention/Saturday School. Parents will be notified and the consequence will be served on an assigned day. Detention is held from 3:30 - 4:15pm. Saturday School is held from 8:00-10:00am and the fine is \$25.00. Students serving Detentions and Saturday School may do homework. No other activity will be allowed. Students must come equipped with everything needed to study. Talking will not be permitted.

If a student has a valid conflict with the assigned date, they need to contact the office to reschedule the date. If a student does not contact the office regarding the conflict and then does not attend Saturday School, a fine of \$40 will be assessed through TADS.

If conflict with student schedules cannot be overcome for Saturday School fulfillment, students have an option to contribute equivalent hours to the maintenance team after the close of a school day.

### Behaviors Requiring Disciplinary Action

General disciplinary behavior is defined in the following categories:

1. Misbehavior
2. Misconduct
3. Willful Insubordination
4. Unlawful Misconduct

"Repeated" misbehavior or misconduct requires additional reaction. "Flagrant" misbehavior or misconduct demonstrates a particular disregard for rules and discipline and may accelerate the disciplinary action to a more severe level.

### Misbehavior

Misbehavior is often, but not always, related to minor non-premeditated actions that indicate lack of common courtesy and consideration or unpreparedness. Examples: non-conformity to a positive learning environment and depriving self or others of effective educational and/or emotional development. It is typified by, but not inclusive of, the following examples: gum chewing; running in hallway; excessive noise in restricted area; mildly disruptive classroom behavior; eating in other than designated areas; throwing typically harmless objects (ex. snow balls, erasers); assignment cheating; copying another student's homework; minor rebelliousness; class unpreparedness; occasional tardiness; non-profane verbal abuse to others; dishonesty; speaking without permission; disrespectful action; standing or walking around classroom without permission; failure to have appropriate supplies or books; inappropriate locker decor or condition; disrupting class; minor physical display of affection or intimacy which is inappropriate to the school setting; general class disturbance; inattention in class.

### Misconduct

Misconduct differs, in certain instances, from misbehavior by its intensity and/or indication of purposeful or premeditated action. Examples: conduct that is relatively severe in nature and potentially or actually threatens physical harm to self or others and/or is disruptive to the normal classroom or school procedure. It is typified by, but not inclusive of, the following examples: obvious disobedience, rebelliousness, disrespect, impertinence toward staff; vulgar language or gestures; verbal abuse; throwing potentially harmful objects (ex. stones metal, glass); fighting; possession of semi-dangerous weapons (sharp object, small knife, club, matches). Also considered misconduct and potentially flagrant misconduct are: leaving school grounds without permission; fighting that does not result in obvious physical harm; extortion; intimidation; minor theft or vandalism (under \$25.00) cheating on major assignments and/or tests; false emergency alarms; loitering before or after school.

### Willful Insubordination

Willful Insubordination is often harmful to persons or property and premeditated. Examples: willful and spiteful disrespect for the educational, religious, physical or emotional well being of staff or students and disregard for a safe and effective learning environment. It is typified by, but not inclusive of, the following examples: defiance of school authority; refusal to follow logical emergency directions; physical abuse of staff; harmful fighting with another student; severe extortion or intimidation; use of smoking materials; gang association or promotion (evidenced by such activity as solicitation of members, wearing of symbolic jewelry or clothing, the drawing or distribution of literature, signs, symbols or other insignia); possession of alcohol, controlled substances or illegal drugs; flagrant obscenity; possession of objects or weapons capable of severe harmful intent; repeated or flagrant misconduct.

### Unlawful Misconduct

Unlawful misconduct includes actions not in accordance with the school code and the municipal or state governing laws. It is typified by, but not inclusive of the following examples: possession, sale or use of controlled substances or illegal drugs; possession or use of dangerous weapons (ex. firearm); use or distribution of alcohol; obtaining extortion money (over \$25.00) or services; severe physical damage to a person; theft or vandalism (over \$25.00); purposely turning in a false fire or emergency alarm; harmful, physical or intimidating gang activity; use of a pager or similar electronic signaling devices; gambling; arson; trespassing. All municipal, state and federal laws also apply to unlawful misconduct. The school will cooperate with law enforcement authorities by reporting appropriate cases of unlawful misconduct.

### Possible Consequences for Misbehavior

First Office Referral: Verbal reprimand

Parent contact

Detention

Second Office Referral: Verbal reprimand

Parent contact

Detention/Saturday School

Third Office Referral: Detention/Saturday School

In-School Suspension (ISS) and/or Suspension

Parent contact mandatory

Continued Referrals: Same as third violation with possible referral to Principal and/or Head of Schools for recommended counseling and/or suspension.

Misbehavior comprises the type of minor disciplinary offenses previously mentioned in this handbook or established in the CAP classroom rules. Faculty members will include proper guidance and counseling in any "verbal reprimand" in an attempt to help the student understand proper behavior. Typically misbehavior situations, especially in the initial stages, will be handled at the classroom level unless the misbehavior becomes flagrant or severe. In these cases it will be referred for further action to the Principal. Flagrant, severe or repetitive misbehavior may be upgraded to misconduct.

### Possible Consequences for Misconduct

First Office Referral: Verbal reprimand

Detention/Saturday School

Second Office Referral: Detention/Saturday School

ISS (1-5 days)

Third Office Referral: ISS (5-10 days)

Possible recommendation for expulsion

Continued Referrals: ISS (10 days)

Recommendation for expulsion

Parents may be notified on the first misconduct violation, but must be notified on second and consequent violations. Flagrant or severe misconduct will be dealt with in an accelerated manner. Reparations are applicable in some cases. Police notification is possible for severe or harmful misconduct. Loss of athletic or co-curricular activity privileges may apply.

#### Possible Consequences for Willful Insubordination and Unlawful Conduct

First Office Referral: Suspension (1-5 days)

Possible recommendation for expulsion (in cases of unlawful misconduct)

Second Office Referral: Suspension (5-10 days)

Possible recommendation for expulsion

Third Office Referral: Suspension (10 days)

Recommendation for expulsion

#### Continued Referral: Expulsion

Parents must be notified of every violation. Willful insubordination/unlawful misconduct is a serious behavioral problem and will be dealt with quickly and severely. Reparations are mandatory. Many cases of willful insubordination and most cases of unlawful misconduct, except those with significant mitigating factors, merit immediate suspension, including, but not limited to, use and/or possession of controlled substances or related paraphernalia, being under the influence of such substances, possession of a weapon or dangerous instrument, intent to cause bodily harm to another person, vandalism, and theft. Severe or flagrant willful insubordination/unlawful misconduct may be upgraded in disciplinary response to expulsion recommendation, even, depending upon the circumstances, in cases of first offense. Police notification is mandatory in some cases. Loss of athletic or co-curricular activity privileges applies.

#### Repetitive Flagrant Actions and Term of Disciplinary Response

Repetitive actions describe repeated same or similar misbehavior or misconduct. Repetitive actions will be dealt with in a progressive disciplinary plan as previously outlined. Flagrant actions indicate a particular willingness to perform the misbehavior or misconduct, a particular disregard for the disciplinary code, rebelliousness, defiance, unmanageable conduct or other such attitude. Flagrant actions may be dealt within a more severe disciplinary manner in response to the attitude of the student who committed the infraction. The severity of the infraction will determine, at the discretion of the principal, the length of severity of the corrective action in cases in which the corrective action has discretionary penalties (ex. 1 - 3 days suspension). The term of discipline is limited to the school year. Although certain corrective and punitive disciplinary actions will be noted in the student's permanent record as well as the type of disciplinary problems prevalent to the student, the actions taken against the misbehavior, misconduct or willful insubordination activity will not be prolonged past the end of the school year.

#### Due Process

Students suspended for more than one day of school are entitled to an informal hearing with parents or guardians present to discuss the reasons for and the length of the suspension. Students expelled for violations of the student code of conduct may appeal that decision to the Head of Schools who will convene a hearing to review the circumstances leading to the expulsion. The decision of the Head of Schools is final.

#### Suspension and Expulsion

"Suspension" is defined as a period of time during which a student is barred from attending school, or from attending a school activity. An "in-school suspension" (ISS) involves a period of time when the student attends school, but does not attend classes. The time is spent in a supervised room that allows student to work on assignments from the regular class subjects, but not attend the instruction period with other members of the class.

The first suspension is usually considered an excused absence and the student will receive credit for work that is given by the teacher and completed during the suspension. Likewise, credit will be withheld from students who do not complete assignments. Subsequent suspensions will be considered an unexcused absence.

The offenses meriting suspension include, but are not limited to: repetitive or flagrant disobedience, misbehavior or misconduct; excessive disruption of classroom procedures; use of obscene or vulgar language (written, verbal or



gestured); cheating; disrespect toward staff; intimidation; stealing; physical harm to others; vandalism; drug or alcohol possession or use; possession of dangerous weapons; activating false fire alarm. School administration will determine constituting factors.

“Expulsion” is defined as the barring of a student from classes for an extended period of time without any possible association with the school or credit for missed assignments.

Offenses constituting expulsion include, but are not limited to: continued repetitive or flagrant misbehavior or misconduct listed under offenses constituting suspension; willful insubordination; unlawful misconduct.

A suspension does not exceed ten (10) days dismissal from school. An expulsion exceeds ten (10) days up to and including the end of the current school year; however, it may not exceed the remainder of the current school year.

The Principal may suspend a student. The principal and Head of Schools must agree to dismiss a student.

Prior to a suspension, a school official will give the student oral or written notice of the charges and evidence to support the charges. If the student denies the charges, he/she will be given an opportunity to present an explanation in a conference with school officials and parents/guardians. The school official will then inform the student whether or not the suspension is imposed.

Immediate suspension is imposed, without conference, if the student is deemed a present or continuing danger to persons, property, or an ongoing disruption threat of the academic process. In such case, the student will be segregated from other students and removed from the school building as soon as possible. The student's parents will be notified immediately and will receive a written statement of the reasons for suspension, the number of days of suspension, and the right of review of the suspension by the Principal or a hearing officer appointed by the Principal.

Parents/guardians will be notified in writing of suspension or expulsion within 72 hours of the decision to suspend or expel.

#### **STUDENT HEALTH AND SAFETY**

Concordia Lutheran Schools of Omaha maintains a Crisis Management Plan for each campus. These procedures keep our students, faculty and staff safe and assure our school parents that everything possible is being done to assure the safety of their student.

All doors will be locked once the school day has begun. Students and parents/guardians wishing to enter the school must use the main school entrance. All parents, guardians, and visitors to the school are required to sign in at the office. Unidentifiable visitors will be stopped, identification may be checked, and the police may be called to protect the safety of the students.

Each campus has established and customized emergency response plans and procedures designed to protect the wellbeing students and staff during emergency situations. Safety Drills Fire drills and tornado alerts are held at regular intervals throughout the year and are an important safety precaution. It is essential, when these drills are held, that everyone follows directions promptly. The staff in any area of the building will give the students instructions according to Concordia safety procedures. All students will follow the system of drills and safety procedures stated in the Crisis Management Plan. Inappropriate behavior during any safety drill will result in disciplinary action.

In order to ensure the safety of every student, Concordia safety and security practices are rooted in the four phases of emergency management **1) Mitigation, 2) Preparedness, 3) Response, and 4) Recovery**. In the event of a school-wide emergency, school officials will communicate with parents in every form possible. In the event of an offcampus evacuation, please do not immediately proceed to the school, a reunification site will be established by the school or first responders and the location will be communicated to parents as soon as possible.

## 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**

##### **HAZZARD**

Fire  
Tornado  
Hazmat

##### **SAFETY STRATEGY**

Evacuate to safe area  
Evacuate to shelter area  
Seal the room

#### **TEACHER**

Lead safety strategy  
Take attendance