



## **Parent-Student Handbook**

**Grades 6-8**

**2017-2018**

Lutheran Schools

Christian Education

“Securing Each Child’s Future”

Jeremiah 29:11

## **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 provide Christian education for children kindergarten - grade 12. More than 500 students are enrolled at Concordia each school year.

Concordia Lutheran Schools of Omaha, founded in 1999, is an association school of 16 Omaha congregations of the Lutheran Church-Missouri Synod. Those congregations are:

Atonement Lutheran Church - Omaha	Beautiful Savior Lutheran Church - Omaha
Divine Shepherd Lutheran Church - Omaha	First Lutheran Church - Papillion
Good Shepherd Lutheran Church - Gretna	King of Kings Lutheran Church - Omaha
Lord of Life Lutheran Church - Elkhorn	Mount Calvary Lutheran Church - Omaha
Our Redeemer Lutheran Church - Springfield	Pacific Hills Lutheran Church - Omaha
St. John Lutheran Church - Omaha	St. Mark Lutheran Church - Omaha
St. Paul Lutheran Church - Arlington	St. Paul Lutheran Church - Omaha
Trinity Lutheran Church - Fremont	Zion Lutheran Church - Omaha

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 School Principal  
Mrs. Amy Schwarting, Junior High School Principal  
Mr. Matthew Korte, Senior High School Principal  
Mrs. Cristine Minneman, Director of Operations  
Mr. Robert Cooksey, Head of Schools

**CONCORDIA LUTHERAN SCHOOLS OF OMAHA  
CAMPUS STRUCTURE**

**Concordia Academy**

St. Mark Lutheran Church  
1821 N 90th Street  
Omaha, NE 68114  
(402) 592-8005

**Elementary School**

- Kindergarten
- Grade 1
- Grade 2
- Grade 3
- Grade 4
- Grade 5

**Concordia Jr.-Sr. High**

15656 Fort Street  
Omaha, NE 68116  
(402) 445-4000

**Middle School**

- Grade 6
- Grade 7
- Grade 8

**High School**

- Grade 9
- Grade 10
- Grade 11
- Grade 12

## THE MISSION OF CONCORDIA

Concordia Students Are: 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

### CONCORDIA 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, unashamedly, 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 creedal view of all of life:

- **It is 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.

## INTRODUCTION

### **Philosophy**

Concordia Lutheran Schools of Omaha is a ministry community. Efforts have been made to make this document representative of all who comprise this community. Concordia Junior High School does not exist in isolation. We recognize our role and function in light of the larger congregational community, the local community and the Lutheran Church-Missouri Synod.

### **Role of the Staff**

The Word of God is the basis for Lutheran 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 Junior High School collaborates 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 Junior High.

### **ACCREDITATION**

The curriculum of Concordia Junior High meets the requirements of the State of Nebraska and the guidelines for Lutheran schools. Concordia Junior High School is recognized by the State of Nebraska, and is accredited by National Lutheran Schools Accreditation and AdvancED.

### **ADMISSIONS**

**Returning Students:** Re-enrollment occurs in January. All tuition and fees must be current to re-enroll. In January, all families will receive re-enrollment information with specified information about the re-enrollment process. 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.

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

**New Student Interview:** All new students and their parents may be asked to interview with the campus principal as a part of our enrollment process.

**Testing:** New students will take a math placement test upon completing the enrollment process.

**Priorities for Acceptance:** Re-enrollment occurs in 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. New applications are welcomed at any time and will be considered at the end of the re-enrollment period. The following priority order is given to enrollment:

- Siblings of children currently enrolled in school
- New students from association member congregations without siblings currently enrolled
- Local and international community students without a church home
- Other local and international 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.

### **AFTER/BEFORE SCHOOL ACCOMMODATIONS**

**Before School:** Students may not arrive onto the Concordia Jr.-Sr. High School campus until 7:00am. When students arrive at school in the morning, they will report directly to the commons, unless they have a Zero Hour class. An area of the commons is designated for junior high students.

**After School:** Students are to be picked up by 3:30pm (or 20 minutes following dismissal on early release days.) Student safety and welfare is our primary concern, therefore, junior high students must be supervised if they remain in the building after 3:30 pm. Concordia Junior High School offers after school supervision from 3:30 - 6:00pm. This is required for all junior high students who remain at school after 3:30, including all who are participating in a practice and need to remain at school until the start of an event. **No after school care is available on early release days, so all students must be picked up within 20 minutes of the dismissal time.**

The fee for after school care will be invoiced through TADS. Charges will not apply to students waiting for coaches to arrive for practice. **Students not picked up by 6:00p.m. will be assessed a \$1.00 per minute late fee.**

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 interscholastic athletic contests. Parents are responsible for their child(ren) when staying for athletic contests. Additionally, students carpooling with athletes may not watch practice and assume supervision by the athletic coach.

### **ATTENDANCE POLICIES**

**Procedures for Reporting Student Absences and Tardies:** Please notify the school office by calling 402-905-0219 or emailing at [absent@concordiaomaha.org](mailto:absent@concordiaomaha.org). on the day of the child's absence by 8:30. If there is a planned absence, please notify the office and all necessary teachers prior to the absence. Students are responsible for obtaining assignments that were missed.

**Excessive Absences:** Students with more than 20 absences will be reviewed for promotion. Concordia Junior High follows the Nebraska attendance policy.

**Leaving/Returning to Campus:** If your child needs to leave the campus during the day, please notify the office by calling 402-905-0219 or emailing at [absent@concordiaomaha.org](mailto:absent@concordiaomaha.org), noting the time the child is to leave, the purpose for which he/she is leaving, and the time the child is expected to return. **Parents must sign children out through the office and return them to the office.**

**Tardies:** Concordia Junior High School feels it is of vital importance that students are in their classrooms ready to learn at the start of the school day and at the beginning of each class period. Tardy students must go directly to the school office to receive an admission slip for the day so attendance can be accurately recorded. Excessive tardies (five or more per quarter) may be handled as defiance.

**Truancy:** Nebraska state regulations are in force at Concordia Junior High School. 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 also be present for an academic half-day to be eligible for extracurricular activities - practice or play - on that day.

**Natural Consequences:** Concordia believes in letting the natural consequences of an action be a motivation for a behavior change. The natural consequence of being late to school or class is missing any work that is handed out or graded during the time the student was not there. Teachers at Concordia Junior High School may refuse academic credit to work that a student missed because of their tardiness to class/school. Exceptions may be made for family emergencies, medical appointments, and approved educational service appointments.

### **AUTOMOBILES**

Individual automobiles may be used to transport students on school-related activities at the owner's risk. Willingness to drive, proof of insurance, and number of seatbelts is recorded in TADS *During those instances when you drive your own vehicle for a school-related activity, please note the following:*

- 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.
- 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 held responsible for any intentional or accidental damage to school property. Textbooks become the student's responsibility when issued. While normal wear and tear is expected, students will be assessed replacement costs when unnecessary damage occurs or when a textbook is not returned to the school. Students may be required to cover textbooks with a suitable book cover to reduce wear. Students who in any way damage or lose school equipment will be assessed a fee. Fees will be assessed through TADS.

### **CELL PHONES**

Cell phones may be in each student's possession and used for learning during the day. Their use for personal communication during class time is prohibited. Students carrying phones may be asked to place them on their desks when they come into class so that teachers may monitor their use. If a child's phone becomes a distraction it will be taken by his or her teacher and can be picked up from the principal's office after the school day has ended. If a student's phone becomes a distraction repeatedly he or she will lose the privilege to use it during the school day.

### **CHAPEL**

Chapel is an integral part of faith life education at Concordia Junior High. Chapels are typically held once a week on Tuesdays, at 8:45am. Parents and visitors have a standing invitation to attend anytime.

### **CHILD ABUSE/NEGLECT REPORTING OBLIGATIONS**

In accord with Nebraska State Law, school staff is obligated 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 Junior High School. 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 Junior High School sponsors athletic teams that compete in the PAL (Parochial Athletic League) League. PAL sports include football, volleyball, and basketball. Track and cross-country are also available, however they do not compete in the PAL league.

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

- A. The student must display good citizenship at all times, and must display good effort both in the classroom and on the athletic field. A student’s misbehavior may warrant a suspension from participation in athletics at the final discretion of school leadership.
- B. The student must meet academic eligibility qualifications.
  - a. A student earning a cumulative quarterly grade in any subject lower than C- may be suspended from participation in athletics. Grades will be checked each week, starting after the first three weeks of a grading period. The junior high athletic director will review the academic progress of all students who are involved in athletics on a weekly basis.
  - b. Students earning a grade lower than C- due to missing/incomplete assignments or a lack of effort, as concluded by teacher and administrator, will receive a one week grace period to raise the grade.

- c. After the grace period, the grade will be reviewed. If the grade continues to be below a C-, the athlete is considered ineligible and may not participate in practice or games for one (1) week.
- d. Athletes must be in school by fifth period (unless it is an approved educational service absence) to participate in a practice or game.
- e. Student behavior may cause him/her to be ineligible for extracurricular activities.
- f. Sports physicals are required before students can participate.

### **CODE OF CONDUCT**

Concordia Junior High School is committed to providing a compassionate, receptive and non-threatening atmosphere in which each of our students can learn and succeed. We expect that anyone – student, educator, family member or other school party – who witnesses or has other knowledge of an incident of harassment/bullying will bring it to the attention of a staff member. All incidents will be addressed quickly, thoroughly and effectively. A timely, diligent investigation will take place and will focus on open communication, conflict resolution, and appropriate discipline.

Harassment/bullying occurs when an individual is subjected to treatment or school environment that is hostile or intimidating. Harassment can occur anytime during school-related activities, and can be a one-time occurrence, or multiple occurrences.

This policy prohibits student-to-student harassment whenever it is related to school activity or attendance, and occurs 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. Because student actions outside of school can affect the school environment, such actions may be subject to school disciplinary response.

#### **Electronic Harassment**

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.

### **COMMUNICATION**

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

- Step 1:** Contact the person directly involved with the question or 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 and resolution does not take place, contact the 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 and it cannot be resolved in any other way, it may be taken to the Board of Directors. The Board of Directors may review the situation only under the policies of Board Governance.

Parent/Teacher conferences are held at the end of the first and third quarters 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 visit Sycamore Education's website for up-to-date grades, lunch account information, 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.

## **CURRICULUM**

### **Grade 6**

Discipleship: Positive Action for Christ - Winning the Race; Sadlier – Vocabulary Workshop;

Language Arts: Pearson - The Reader's Journey;

Science: Carolina Biological: Science and Technology for Children; Project Lead the Way  
STEM Science

Math: Houghton Mifflin Harcourt - Saxon Math, Course 1

Social Studies: Macmillan/McGraw-Hill - World Adventures in Time and Place

Health/PE: Ten Content Areas of Health Education

### **Grade 7**

Discipleship: Positive Action for Christ - Route 66, Old Testament

Language Arts: Pearson - The Reader's Journey; Sadlier – Vocabulary Workshop; Prentice Hall – Writing Coach

Science: Carolina Biological: Science and Technology for Children; Project Lead the Way  
STEM Science

Math: Houghton Mifflin Harcourt - Saxon Math, Course 2

Social Studies: Glencoe/McGraw-Hill - American Journey: Reconstruction-Present

Health/PE: Ten Content Areas of Health Education

### **Grade 8**

Religion: Positive Action for Christ – Route 66; New Testament, Summit Ministries -  
LightBearers

Language Arts: Pearson – The Reader's Journey; Sadlier – Vocabulary Workshop; Prentice Hall – Writing Coach

Science: Carolina Biological: Science and Technology for Children; Project Lead the Way  
STEM Science

Math: Houghton Mifflin Harcourt - Saxon Math, Course 3, Algebra

Social Studies: Glencoe/McGraw-Hill – Geography: The Human and Physical World

Health/PE: Ten Content Areas of Health Education

## DISCIPLINE POLICY

At Concordia Junior High we believe in partnering with parents to raise responsible, successful kids. We believe the choice and actions of kids have natural consequences, and kids learn best from their mistakes and not from lectures or threats. We treat poor choices as vital learning experiences for everyone involved keeping our focus on accountability and responsible decision-making is our goal.

We also believe a safe and orderly environment is key to academic success. Our school has established policies and procedures to ensure our school is a safe and secure place for our students, teachers, and staff.

**Discipline Guiding Principles:** Every disciplinary situation is unique in nature. Our school staff dedicates itself to this core set of beliefs that provide a guide for dealing with student discipline. These principles guide our individual classroom plans and help students see reasonable connections between their behavior and the resulting consequences.

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
2. Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else.
3. Students will be given opportunities to make decisions and live with the consequences, whether good or bad.
4. Misbehavior will be handled with natural or logical consequences instead of punishment, whenever possible.
5. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.

**Weapons:** Concordia Junior High maintains a no weapons policy at school and at all school-sponsored activities. When the school administration determines a student possesses a weapon or any item likely intended for use to harm another, the student shall be suspended from school and may also be referred to the Board of Directors for consideration of expulsion. In addition, students found in possession of any weapon shall immediately be referred to the appropriate law enforcement agency. The administration of Concordia Junior High School retains the discretion for expulsion for all other violations of this policy.

A definition of weapon includes, but is not limited to: firearm, knife, dagger, metal knuckles, or other dangerous weapons as defined by 18 United States Code Section 930(g)(2), or any other object capable of being used as a weapon. The use or threat of use of any normally non-dangerous implement as a weapon also falls within this definition.

**Tobacco, Liquor, and Illegal Substances:** The use of tobacco, liquor, and illegal substances is prohibited in school buildings and on surrounding school properties. Concordia Junior High School administrative personnel have the right to search students, lockers, and other personal effects.

**Enforcement:**

Unless otherwise stated, students who are found to have violated one of the policies concerning safety in this handbook are subject to the following range of consequences:

- Conference with Parents
- Restitution for Damages
- Required Counseling Program
- In School Suspension
- Out of School Suspension
- Expulsion

**Forfeiture of Scholarship:** A student receiving financial scholarship assistance forfeits their financial scholarship for the semester if they serve a suspension, of any type, for any reason during the semester. Such is retroactive to the beginning of the semester. Exceptions will be determined on a case-by- case basis.

**FIELD TRIPS**

Classes may take field trips during the year. Parents give permission to go on field trips as a part of the enrollment and re-enrollment process through TADS. Reminders will be sent to parents to remind of upcoming events. Students in good standing will be eligible for participation. Transportation and entrance fees will be billed through TADS. Since field trips are an integral part of the curriculum, all students are expected to participate.

**GRADING and REPORT CARDS**

Concordia Junior High School issues report cards each quarter. These reports are available on Sycamore Education and may be accessed via the parent account. Following is the academic grading scale:

<b>Concordia Junior High Grade Scale</b>		
<b>Upper</b>	<b>Lower</b>	<b>Letter Grade</b>
100	97.5	A+
97.49	94.5	A
94.49	91.5	A-
91.49	88.5	B+
88.49	85.5	B
85.49	82.5	B-
82.49	79.5	C+
79.49	76.5	C
76.49	73.5	C-
73.49	70.5	D+
70.49	67.5	D
67.49	64.5	D-
64.49	0	F

## HEALTH INFORMATION

New students entering Concordia Junior High School are required by Nebraska State Law to have an updated immunization record on file for the student to start school. All students entering 7th grade and all new students are required to have a physical and be up-to-date on vaccinations. The physical forms are available in the school office. All students who wish to participate in Concordia Athletics must have a sports physical on file. Please see [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines) for a list of vaccines needed.

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. 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.

## HOMework

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, and individual student's ability and work habits. Concordia Junior High teachers attempt to prevent the overlap of tests and large assignments. Faculty members will also follow homework expectations as related to length of assignments and writings.

Sycamore Education and Canvas provide opportunities to view homework assignments online, but the responsibility for homework rests with the student. Unless specified otherwise, all homework is due at the beginning of the class period for which it was assigned.

**Absent Work:** A student will have one day per day missed to make up the work due to an absence, unless the student or parent(s) make other arrangements with the teacher. Assignments of greater length will likely result in a special created up for the student.

**Late Work:** A student is expected to turn in all work that is due as part of the course requirements. Students may be asked to fill out a Late Work Form which will need to be signed and returned. As a general rule, late work will be reduced by 20% the first day it's late, and will be reduced to the lowest passing grade (64.5%) after the first day. Teachers may adjust this policy according to the individual needs of a student or the nature of the assignment.

**Planned Absences:** In the case of a long-term planned absence, parents are asked to notify the office and their child's teachers well in advance of their departure.

**Cheating/Plagiarism:** Cheating will result in the 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.

**Planners:** Each student will be provided a school planner at the beginning of the school year. This is a useful tool to record and track assignments. Replacement cost will be the student's responsibility.

### **INCLEMENT WEATHER**

School closing announcements are first posted social media - Concordia Lutheran Schools of Omaha's Facebook and Twitter accounts. Local television and radio stations will also be notified. ***An announcement stating that Concordia Schools is closed means ALL campuses are closed/canceled.***

**Concordia respects and supports the parents' decisions 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 teachers.

### **LOCKERS**

Lockers are the property of Concordia Junior High. Each student is assigned a locker for the storage of books and personal belongings. Only the student has the combination, and it is the student's responsibility to see that the combination remains confidential. Students may not share lockers. Concordia is not responsible for property that is stolen from student lockers. The school retains the authority to examine the contents of the locker at any time and for any reason. Student lockers should be kept free of materials which adhere to the surface and are difficult to remove.

### **LUNCH /CAFETERIA**

Concordia Jr.-Sr. High operates a hot lunch program. Orders are placed in advance and local vendors provide lunch for student purchase. For those students who do not wish to order hot lunch, microwaves are available. Refrigerators are not available for student use. Food, snacks, beverages, etc., are to be kept in student lockers. Students may purchase individual milk with their sack lunch.

Students are only allowed to eat and drink in the commons area before school, during lunchtime, and after school. Gum chewing is not allowed in the building.

### **MEDICATION POLICY**

We are happy to assist you in the administration of 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 ask that you fill out a form, found in the office, which lists doctor information,

dosage, time of dosage, and dates for which the medication shall be given. We cannot assist you without this form on file.

Under no conditions will we give aspirin or other pain medications to students without consent of parents through TADS. Students are not allowed to have any medication in their pockets, purses, backpacks, lockers, lunch bags, etc. All medication must be kept in the office, and must be in their original containers.

### **NON-DISCRIMINATION POLICY**

Concordia Junior High 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 Junior High 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.

### **PARENT CONFERENCES**

At the end of the first and third grading periods, all 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 as a result of conferences. Additional conferences during the year are encouraged, and may be requested by either the parents or the teacher.

### **PEANUT/NUT ALLERGY**

If a doctor has determined your child to have nut allergies, please contact the school office. Accommodations will be made accordingly.

### **RELEASE OF STUDENTS**

Students given to the care of Concordia Junior High School for a regular session school day and for all school-sponsored activities will be released to custodial parents or legal guardians. Authorization for others to pick up you child is given through TADS.

A custodial parent will only be denied access to their child when court documentation shared with the school administration specifies such. 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 administrative 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. 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.

## **SCHOOL HOURS**

Grades 6 -12: 8:00 a.m. - 3:10 p.m.

The school occasionally maintains abbreviated schedules that may affect dismissal times. Please note the school calendar which can be found on our website at [concordiaomaha.org](http://concordiaomaha.org) or on Sycamore Education.

## **SPIRITUAL LIFE**

Jesus Christ is central to who we are as a school. Concordia Junior High School supports this as a faith-integrated environment led by Lutheran Christian teachers. Daily devotions, religion class and weekly chapels further accentuate that Jesus Christ is the focus of all we do.

## **STUDENT DRESS**

Concordia Junior High School has adopted a Biblical standard of dress. We believe school is where students prepare for success in, and the challenges of, the real world. 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.

### **Polos, Sweatshirts, and Fleece**

- Purchased from the Concordia vendor
- Variety of solid colors
- Includes Concordia logo
- Plain white t-shirts may be worn under polos
- Shirts must be tucked in at all times
- Concordia sweatshirts, sweaters and fleece may be worn over or school polo shirts

### **Slacks, Capris, Shorts, Skorts, Skirts**

- Solid color khaki, navy, or Concordia vendor plaid; Approved Concordia plaid is DD Plaid Hipstitched and may be purchased at Dennis Uniform
- Tailored or elastic back bottoms (twill)
- Worn at the natural waistline
- Skirts/skorts/shorts worn at an appropriate length (mid-thigh and not more than 5 inches above the knee)
- Modesty shorts must be worn under skirts
- Solid colored tights/leggings may be worn under skirts (navy, white, gray and black)
- Items with belt loops require belts

### **Footwear**

- Any dress shoe, tennis shoe, or leather sandal that gives an appropriate appearance may be worn
- Must have closed toes

### **Additional Notes**

- All clothing and shoes should be neat, clean, and in good repair.
- Hair must remain a natural color.

## **STUDENT HEALTH AND SAFETY**

Concordia Lutheran Schools of Omaha maintains a Emergency 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 well-being 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 Emergency 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 off campus evacuation, please do not immediately proceed to the school, a re-unification site will be established by the school for 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

### **Partial Lockdown! Lock Classroom Doors**

#### **STUDENTS**

Stay in classrooms/Return inside  
Business as usual

#### **TEACHER**

Bring everyone indoors  
Lock classroom doors  
Increase situational awareness  
Business as usual  
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

## STUDENT RECORDS

The student record procedure of Concordia Junior High 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 instructional staff without written authorization from the parents, guardians, or student himself/herself if he/she has reached the age of 18.
- 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 from the student records.

## TELEPHONE USE and MESSAGES TO STUDENTS

The office phone will be available for student use in case of emergencies and unplanned events, and not for simple forgetfulness. Forgotten lunches, PE uniforms, band instruments, etc., are not considered emergencies. Phone messages from parents will be communicated to the teachers so they are received in a timely fashion. **Parents are encouraged to refrain from texting students during the school day.** When students become ill during the school day, they will be asked to call home using the school phone to ensure the office/school staff know the student will be leaving campus.

## TESTING

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

### **TUITION AND FEES**

Tuition and fees are 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.

### **VALUABLES**

Concordia Junior High School requests that students not bring excessively valuable items to school.