



**Concordia High School  
Parent-Student Handbook**

**2019-2020**

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 your family has been at Concordia for years, we are confident that you will find a school with a focus on academic excellence in a faith-filled community.

Located on two campuses, Concordia Academy and Concordia Jr.-Sr. High provides Christian education for Kindergarten - Grade 12. More than 560 students are enrolled at Concordia this school year.

Concordia Lutheran Schools of Omaha, founded in 1999, is an association school formed by 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, Jr.-Sr. High School Principal  
Mrs. Cristine Minneman, Director of Operations  
Mr. Robert Cooksey, Head of Schools

## 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 (LCMS), we believe, teach, and confess the unchanging truth of Holy Scripture as described in the Lutheran Confessions and the belief and practice of the LCMS. At Concordia, we adhere to a creedal 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, a 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 churches 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. We strive to deal with one another in love, living purposefully, growing spiritually, developing intellectually, and thriving physically. We desire to train our students for a life of Christ-centered living in the world, proclaiming the Good News, through a demonstration of servant leadership in all of our interactions and relationships.

## INTRODUCTION

### **Philosophy**

Concordia Lutheran Schools of Omaha is a ministry community. Concordia 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.

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**

The academic, moral, emotional, physical, and spiritual growth of children to be a ministry begins at home. 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 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 are all sinners, redeemed through the grace of God, who seek to learn through the doctrine of Law and Gospel. 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 of experimentation to gain the basics of knowledge, improve communication skills, and to appreciate the contribution inherent in our culturally diverse community.

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 High School.

## ACCREDITATION

The curriculum of Concordia Senior High School meets the requirements of the State of Nebraska Rule 14. Concordia Senior High School is recognized by the State of Nebraska and is accredited by National Lutheran Schools Accreditation and AdvancED.

## ADMISSIONS

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

**Returning Students:** Re-enrollment occurs in January. All tuition and fees must be current to re-enroll. In January, all families receive re-enrollment information with specified information about the re-enrollment process. Re-enrollment for the next school year is not automatic and can be denied to any student at the will of Concordia Lutheran Schools of Omaha.

**New Students:** New families will be put in contact with our Director of Admissions for information regarding the school. Those interested in applying to Concordia Senior 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 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 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 applicant may be placed on a waiting list. All final decisions rest with school leadership.

## ACADEMIC PROGRAM

**Course Guide:** Please refer to the Concordia Senior High Course Guide for course offerings, graduation requirements, Advanced Placement and Dual Credit courses, and the drop/add policy. The Course Guide can be found on our website at [concordiaomaha.org](http://concordiaomaha.org).

**Grading and Report Cards:** Concordia Senior High School issues report cards each semester. These reports are available on Sycamore Education and may be accessed via the parent account. The following is the academic grading scale:

### Concordia High School Grading Scale

100-93	A	4.0
92-90	A-	3.66
89-87	B+	3.33
86-83	B	3.0
82-80	B-	2.66
79-77	C+	2.33
76-73	C	2.0
72-70	C-	1.66
69-68	D+	1.33
67-66	D	1.0
65	D-	0.67
64-0	F	0

**GPA:** The sum of grade points earned in a course multiplied by the number of credits for that course. This sum is then divided by the total number of credits attempted for that semester.

- Honor Roll - 3.500
- Superior Honor Roll - 3.900

**Rounding:** GPA is rounded from the hundredth decimal place to determine Honor Roll or Superior Honor Roll eligibility.

**Dual Credit/Advanced Placement Courses:** Dual Credit and Advanced Placement courses are weighted by one GPA point, which means that earning an A = 5.0 points, B = 4.0, etc. Once a student takes a dual credit course, their entire GPA is considered “weighted” and an “unweighted” GPA is unavailable.

**Rank:** In close collaboration with local and national college admissions, Concordia Senior High School does not rank due to the nature of our small class sizes, except for Valedictorian and Salutatorian of the senior class. Instead, students are classified as follows:

- **Summa Cum Laude:** A graduating senior with a cumulative GPA of 4.0 or greater
- **Magna Cum Laude:** A graduating senior with a cumulative GPA between 3.800–3.999
- **Cum Laude:** A graduating senior with a cumulative GPA between 3.600 – 3.799

**Academic Success Center:** Concordia Lutheran Schools of Omaha provides an Academic Success Center to support students with varying needs of academic support.

**Academic Probation:** Any high school student with a failing grade (below a 64.5%) at the end of a semester will be placed on academic probation for the following semester. Athletes who fail a second semester class must retake an approved summer school course (approved through Guidance) in order to be eligible for the first semester of the following school year. If the student has another failing grade at the end of the academic probation semester, they may be dismissed from Concordia 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. Seniors may not be a teacher’s assistant, have a late start, or have an early release if on academic probation.

**Homework:** 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 the individual student’s ability and work habits.

**Learning Management System:** Canvas provides the opportunity for both parents and students to view homework assignments online, but the responsibility for homework and homework assignments 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:** As a general rule, students 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 plan set up for the student.

**Late Work:** A student is expected to turn in all work that is due as part of the course requirements. Deductions due to turning in an assignment late will be handled on a class by class basis and will be noted in the class syllabus. Teachers make adjustments according to the individual needs of a student or the nature of the assignment, and input from the Academic Success Center.

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

**Academic Dishonesty - Cheating/Plagiarism:** The skills of learning from the work and writings of others, incorporating those ideas into an individual's own work, and documenting the sources of others' ideas are sometimes difficult to master. It is unacceptable for a student to intentionally represent the work of another as his or her own, access or utilize information inappropriately during an examination, or knowingly obtain and/or provide information about an assignment or examination to another student. Academic dishonesty may result in the loss of credit on the test or assignment for the students involved, and the teacher will notify the parents of the student involved. Additional disciplinary action may follow at the discretion of the teacher or principal.

**Forfeiture of Scholarship:** A student receiving financial scholarship assistance must maintain academic eligibility which is defined as passing each class. The financial scholarship for the semester is forfeited after a student becomes ineligible twice during the semester and is retroactive to the beginning of the semester. Exceptions due to student academic limitations are determined on a case-by-case basis.

**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.

## **ATTENDANCE POLICIES**

Regular attendance and punctuality is critical for success in school. Excessive tardiness and absenteeism will have a negative effect on learning and may result in academic or disciplinary consequences. Students may be excused from attendance for reasons of personal illness, illness or death in the student's family, medical or business appointments which cannot be scheduled outside of school hours, and for other reasons which can be justified from an educational standpoint and for which approval is given by the student's parents or guardians.

**School Hours:** School begins at 8:00am and ends at 3:10pm. The school day may end early due to early dismissal schedules. See Sycamore Education or our website, [concordiaomaha.org](http://concordiaomaha.org), for a full school schedule. Before school, doors open at 7:00am. Students must remain in the commons unless other arrangements have been made. After school, students are expected to be off campus within 20 minutes of dismissal unless receiving help

from a teacher or involved in a co-curricular or other school sponsored activity. If transportation arrangements make this difficult, students will be asked to stay in the commons.

**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) by 8:30 on the day of the child's absence. If there is a planned absence, please notify the office and necessary teachers prior to the absence. Students are responsible for obtaining assignments that were missed.

**Excessive Absences:** Concordia Senior High School follows the Nebraska attendance policy. Excessive absences may lead to loss of academic credit.

**Leaving/Returning to Campus:** If your child needs to leave the campus during the day, 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 or she is leaving, and the time the child is expected to return. Parents of non-drivers must sign children out through the office.

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

**Tardies:** Concordia Senior 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 to enter class. Excessive tardies may be handled as defiance and have consequences.

**Truancy:** Students who through their own actions are absent from school and/or their scheduled class(es) without the knowledge and/or permission of their parents or guardians and school administration are considered truant. Truant students may be subject to disciplinary action and may not receive credit for work done in class on the days of the absence.

**Participation in Co-Curricular Activities:** Students who miss the school day due to illness will not be allowed to participate in after school activities on the day of the absence. Students must be present for an academic half-day, four class periods, to be eligible for extracurricular activities - practice or play - on that day.

**Early Release/Late Start:** Seniors may be eligible for early release or late start schedules. For late start, students must arrive prior to Period 2 and sign into the office each day. For early release students must sign out at the office each day, leave school promptly, and avoid loitering in the building, parking lot, etc.

## **BUILDING AND PROPERTY CARE**

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 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 or in a separate location in the classroom 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 child's phone becomes a distraction repeatedly, he or she will lose the privilege to use it in the classroom.

## 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 a report to the proper authorities for their investigation and review.

## COMMUNICATION

We welcome and value feedback. A strong relationship between home and school is vital to the success of each child and acts in the best interest of maintaining a positive school culture. In that light, we attempt to create several opportunities for families to communicate with us and we will make every effort to respond promptly to all communication.

If concerns or ideas arise, please share them personally with the individual responsible for the area of concern. Sending an electronic communication or using a C.A.R.E ('Concerns are Resolved Easily') Form are also good options. C.A.R.E Forms can be found in the office and can also be accessed through the school website. Please note: anonymous communication is not helpful for resolving concerns. In order for each concern or idea to be researched and followed up with, feedback must be accompanied with a name and contact information. When concerns 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 (e.g. attempt to resolve issues with the teacher before engaging an administrator). If a C.A.R.E. Form has been used, it will be forwarded to the staff member directly involved before being

reviewed by administrators. In most cases, this initial, direct communication will bring clarification to the question or issue.

- Step 2:** If, after the question or concern has been discussed with the immediate party, resolution does not take place, contact the building principal.
- Step 3:** If after the question or concern has been discussed with the building principal and immediate party and resolution does not take place, contact the Head of Schools.
- Step 4:** If the above steps do not resolve the issue, the concern may be taken to the Board of Directors. The Board of Directors will review the situation only under the policies of Board Governance.

**Parent/Teacher Conferences:** At the end of the first and third grading periods, parents are invited to come to the school for a parent-teacher conference. Please refer to the calendar available online at [concordiaomaha.org](http://concordiaomaha.org) or Sycamore Education 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. For other concerns, parents are encouraged to call or email teachers during the school day and leave a message about scheduling an appointment.

Parents are also able to visit Canvas for up-to-date grades, Sycamore Education for lunch and after school care 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.

## CO-CURRICULAR ACTIVITIES

Students are encouraged to participate in co-curricular activities offered by Concordia Senior 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 a variety of sports and other elective activities sponsored by staff or parents.

**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 in activity practice. A student's misbehavior may warrant a suspension from participation in activities 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- (70%) may be suspended from participation in athletics. Grades will be checked each week, starting after the first three weeks of a grading period. The senior high activities 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 school leadership, will receive a one week grace period to raise the ineligible 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 contests or games for one (1) week, at which time the grade will be reviewed to determine further eligibility. Ineligibility continues until the grade is a C- or better.
- d. Athletes must be in school four periods or an academic half day (unless it is an approved educational service absence) to participate in a practice or game.
- e. Student misbehavior may cause him or her to be ineligible for extracurricular activities.
- f. A completed Activities Handbook, including sports physical and current ImPact test, is required before students can participate in athletic activities.

**Travel/Transportation:** Whenever travel causes students to miss classes, coaches should remind athletes to turn in missed work ahead of time and communicate with their teachers regarding their absence. Planned Absence Forms are available in the school office. Team members are the only individuals that coaches should transport or assume responsibility. Other people (i.e. friends of athletes, spectators) should find their own way to the game.

For all away contests (outside of Omaha), vans/buses will be available. There are a few exceptions. Coaches are responsible for notifying parents of transportation changes. With parent permission, student athletes may transport only themselves and siblings to athletic events. For events where transportation is not provided, an athlete may transport another athlete with written, parent permission to the coach. Players riding the team bus/van to a contest must inform the coach if they are not returning from the contest on the bus/van.

## **DISCIPLINE POLICY**

Christian discipline is a part of the learning process and Concordia Senior High School. When parents enroll their children in the school, they agree to Christian training according to Biblical precepts. As Christians, we believe God has created each child as a unique individual with unique qualities and characteristics. Each child's actions and reactions tend to be very personal in nature. Therefore, we approach discipline on an individual basis with Christian love and concern at the heart of the response and any resulting consequences. Consequences will be designed to reflect our desire to enable the child to make more God-pleasing choices in the future.

**Discipline Guiding Principles:** Every disciplinary situation is unique in nature. Our school staff dedicates itself to this core set of beliefs that provides 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, be they good or bad.
4. Misbehavior will be handled with natural or logical consequences 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.

**Harassment/Bullying:** Concordia Senior 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 obtains 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 a 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 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 which reflects negatively on a student or employee of Concordia Lutheran Schools of Omaha or reflects negatively on the school, constitutes any type of harassment as defined using the broadest interpretation of harassment. Refer to the aforementioned Harassment/Bullying section for the school disciplinary action.

**Fighting:** Fighting on campus will not be tolerated and the administration of Concordia Senior High School retains the discretion for suspension or expulsion for all violations.

**Weapons:** Concordia Senior High School maintains a no-weapons policy during school and at all school-sponsored activities. When the school leadership determines a student possesses a weapon or any item likely intended for use to harm another, the student shall be suspended from school immediately. In addition, students found in possession of any weapon shall immediately be referred to the appropriate law enforcement agency. The administration of

Concordia Senior High School retains the discretion for suspension or expulsion for all violations of this policy.

A definition of weapons includes, but is not limited to - firearm, knife, 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.

**Liquor and Illegal Substances:** The use, possession, or distribution of liquor and illegal substances is prohibited in school buildings and on surrounding school properties. Concordia Senior High School administrative personnel have the right to search students, lockers, and other personal effects; administration also retains the discretion for suspension or expulsion for all violations of this policy.

**Tobacco and E-Cigarette Free Zone:** Use, possession, and distribution of tobacco, smokeless tobacco, or tobacco products, electronic cigarettes, vape cigarettes, or similar products on school property or at any school function is strictly prohibited. Concordia Senior High School administrative personnel have the right to search students, lockers, and other personal effects; administration also retains the discretion for suspension or expulsion for all violations of this policy.

**Other Disciplinary Action:** Other disciplinary action may be taken including but not limited to the following behaviors - improper language, insubordination, theft, false fire alarms, or other aggressive acts.

**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:

- Counseling with a student or group of students
- 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 of upcoming events will be sent to parents. 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.

## HEALTH INFORMATION AND MEDICATION POLICY

**Immunizations:** New students entering Concordia Senior 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 school 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.

**Return to School:** 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, stomach ache, and/or fever. When these or other signs occur, use the following information when caring for your children. Keep your child home while they are ill to protect him or her from further health risks. Once your child is fever free for 24 hours, they may return to school. If your child is returning from an illness that requires medication to be given at school, please see the following Medication section.

**Medication:** 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 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 medications must be kept in the office, and must be in their original containers.

**Peanut/Nut Allergy:** If a doctor has determined your child to have nut allergies, please contact the school office. Accommodations will be made accordingly.

## INCLEMENT WEATHER

School closing announcements are first posted on 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 Senior High School. 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 School operates a hot lunch program. Orders are placed in advance through Sycamore Education. 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. Gum chewing is not allowed in the building.

## **RELEASE OF STUDENTS**

Students given to the care of Concordia Senior 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 your 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**

Grade 6 through Grade 12: 8:00 am - 3:10 pm

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 and WORSHIP**

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

Worship (Chapel) is an integral part of faith life education at Concordia Senior High. Worship - which includes Word, Prayer & Praise, Devotions and Life Groups - is typically held each day at 10:21am. Occasionally, Worship is held for the entire school. In this case, staff, parents and students will be notified of the change. Parents and visitors have a standing invitation to attend anytime. The calendar on Sycamore Education notes times and dates for the weekly worship schedule.

## **STUDENT DRESS**

Concordia Senior High School has adopted a uniform standard of dress. We believe school is where students prepare for success in and the challenges of the real world. When a student is not in dress code, they will be guided to solve the problem before attending/returning to the classroom.

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

- Purchased from the Concordia vendor
- Navy, Gray, and White
- Includes Concordia logo
- T-shirts with no visible writing or design may be worn under polos or sweatshirts; white, navy, gray or black only
- Shirts must be tucked in at all times
- Concordia sweatshirts and fleece may be worn over 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
- 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 color tights/leggings may be worn under skirts; navy, white, gray and black - no writing or sheer areas
- Items with belt loops require belts

### **Footwear**

- Any dress shoe, tennis shoe, or dressy 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.
- Undergarments should not be visible.
- Hair must remain a natural color.
- Ears are the only acceptable body piercings that may be visible during school hours.
- Male students must keep hair length and style neat and orderly, maintained at collar length. Facial hair must be kept neat and trimmed.
- Body art and tattoos must not be visible. Students should wear clothing that covers the body art or tattoo.
- Head coverings are not allowed during the school day.

### **Spirit Days**

- Designated Spirit Days occur throughout the year. All Concordia tops with denim or uniform bottoms are allowed, unless otherwise specified. Spirit Days are often used as a fundraising opportunity and may have a minimal fee attached.

### **Game Days**

- Team uniform and/or warm-up tops may be worn on game days with uniform bottoms. For Saturday activities, uniform and/or warm-up tops may be worn on Friday.

## **STUDENT SAFETY**

Concordia Lutheran Schools of Omaha maintains an 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. Teachers are trained at the beginning of each school year and throughout the year in emergency and safety procedures for various crisis events; parents are welcome to contact the school for more information at any time.

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 and show valid ID. Unidentifiable visitors will be stopped, identification may be checked, and the police may be called to protect the safety of our students.

Each campus has established customized emergency response plans and procedures designed to protect the well-being of students and staff during emergency situations. Fire drills, safety drills, and tornado drills 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 reunification 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

### **LOCKOUT! SECURE THE PERIMETER**

#### **STUDENTS**

Return in side  
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

HAZARD	SAFETY STRATEGY
Fire	Evacuate to safe area
Tornado	Evacuate to shelter area
Hazmat	Seal the room

### TEACHER

Lead safety strategy  
Take attendance

## STUDENT RECORDS

The student record procedure of Concordia Senior 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 or she may review his or her own files. All court ordered parenting plans will be followed.
- Records will not be furnished to individuals outside the school instructional staff without written authorization from the parents, guardians, or student himself or herself if he or she has reached the age of 18.
- Parents, guardians, or students over 18, upon examination of student records, may file a request with the principal that objectionable information be removed from the student records.

## TECHNOLOGY

### iPad

The individual use of iPads is a way to empower students to maximize his or her full potential and prepare for the next level of education. Providing students with a 1:1 environment will enhance each student's overall learning experience. Utilizing iPads at Concordia Senior High School gives students the access to learn anywhere, anytime - both in classrooms and at home. This 1:1 personalized learning also increases access to educational technology during the school day and promotes responsible use of today's ever-changing technologies.

To ensure the accessibility, safety, and performance of the iPad, Concordia recommends the following:

- Name your iPad first name, underscore, last name (ie. john\_smith)
- Come to school with your device completely charged.
- Keep your device away from food and drink.
- Put a protective case on your device.
- Put a personal passcode on your device, so you can keep it locked and only you can unlock it and access content.
- Keep your device locked in your locker when it is not in use.
- Keep your Apple ID and password confidential.
- Keep all applications and content organized and ensure that all are up to date.
- Activate the "Find my iPad" application on your device so that you are able to track down and locate it in the event that it goes missing.
- Uphold the "Acceptable Use of Technology" school policies as stated below.

**Applications:** Concordia has established key applications and/or textbooks that will be required for download for specific academic courses. Each student will be informed of required applications at the beginning of each school year.

**Saving Documents:** It is the responsibility of the student to manage and monitor the content and internal storage of their iPad efficiently and effectively.

**Printing Documents:** Teachers will give instructions for submitting assignments online, when possible. There are times when a student may need a printed copy. In these situations, students should talk with their teacher about which printer to use and for instructions on how to print to that printer.

**iPad at School:** iPads will be used at school each day. In addition to teacher expectations for use, school messages, announcements, independent reading, calendars, and schedules may be accessed using the device. Students are responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

When a student leaves their iPad at home or fails to maintain a fully charged battery, they are responsible for getting all coursework completed just as if they have the iPad at school. Devices should be brought to school each day fully charged.

## **Digital Citizenship**

**Student Digital Communication:** A student should never say something through electronic means of communication that he or she would not say in person. Generally, any mode of communication used on an electronic device should be reserved for the exchange of information rather than for personal correspondence. When a student engages in modes of electronic communication, he or she is acting as an ambassador of Concordia Lutheran Schools of Omaha. Correspondence should take place outside of class time, and be courteous and appropriate.

Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, parents, teachers, or a future employer to see.

**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 which reflects negatively on a student or employee of Concordia Lutheran Schools of Omaha or reflects negatively on the school, constitutes any type of harassment as defined using the broadest interpretation of harassment. Refer to the aforementioned Harassment/Bullying section for the school disciplinary action.

**Photos and Videos:** Photos, audio and video recording may not be taken of teachers, staff, or students without their permission. The nature of all photos and videos must align with the school's philosophy and mission.

**Gaming:** Students may not access games, music, and other apps during class time, homeroom, or study hall that are not intended for educational use. Teachers have the right to determine what constitutes educational use and may remove the device from the student if necessary.

**Network Access:** Students will connect their iPads to Concordia Senior High's secure wireless network and will be subject to web-content filtering. Creating and using a VPN (virtual private network) is not allowed.

**Downloading:** Students may download, distribute, transmit, or receive copyrighted material while honoring copyright laws, following proper citation procedures, and coinciding with the values, beliefs, and practices of Concordia Lutheran Schools of Omaha.

**Internet Safety:** Students are responsible for their devices. To ensure the safety and privacy of all members, students should not share device passwords and personal login information with others. In addition, students should be cautious about disclosing any personal information, such as phone number, home address, or other sensitive information, to any entity over the Internet. It is the expectation of Concordia Senior High that students exercise good judgment while being wise stewards of the gift of discernment.

### **Acceptable Use of Technology**

The use of technology and its many resources is a privilege. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the terms and conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and appropriate disciplinary action shall be applied, including confiscation of the student's iPad.

### **Parent/Guardian Responsibilities**

Talk to your children about values and the standards your children should follow regarding the use of the iPad and other technology, just as you do on the use of all media information sources such as the Internet, television, movies and radio. If your child fails to comply with the guidelines you have in place, do not hesitate to take away the iPad for a period of time. In addition:

- Monitor your child's treatment and care of the iPad or other technology in order to help instill in them a pattern of responsible ownership.
- Encourage your child to refrain from participating in negative social networking and all types of cyber bullying and harassment.
- Monitor your child's access to applications and websites.

### **School Responsibilities**

- Provide Internet (at school) and email access.
- Provide staff guidance to aid students in doing research and assignments.
- Help assure student compliance with the acceptable use policy.

### **Student Responsibilities**

- Use technology tools in a responsible and ethical manner.
- Follow policies and recommendations with regard to responsible care of the iPad and accessories.
- Obey school rules concerning behavior and communication that apply to technology use.
- Turn off and secure his or her iPad after work is finished to protect work and information.
- Backup all work.

### **Student Activities Strictly Prohibited**

- Illegal installation, appropriation, or transmission of copyrighted materials.
- Using the iPad during academic classes for non-academic purposes (ie. play games, send messages, view movies).
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials or those that can be interpreted as harassing or demeaning.
- Using the iPad camera, video, FaceTime, or other apps in any way that is offensive, profane, threatening, obscene, or damaging to another person.
- Taking photographs, audio or video of other students, guests, or school personnel without his or her permission.
- Use of a screen protector that prohibits others from viewing the screen.
- Use of illegal file-sharing sites.
- Spamming, sending mass or inappropriate emails.
- Gaining access to other students' accounts, files, and/or data.
- Use of any form of anonymous and/or false communications.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including but not limited to the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment.
- Bypassing the school's web filter through a proxy server or VPN
- Using the *airdrop* feature without permission from a faculty or staff member.
- Using another student's iPad without permission.

## **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.

## **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 collection.

## **VEHICLES**

**Parking:** Student parking at Concordia Senior High is a privilege for students who have been issued a parking pass. Parking passes may be obtained through the school office.

- Concordia Lutheran Schools of Omaha does not assume liability for theft of damage sustained to vehicles in the use of its parking facilities.
- Students may not go to the parking lot during the school day without prior permission.
- Vehicles on the Concordia Senior High campus are subject to search by school officials at any time.
- Students may park in one parking stall and may not park in stalls marked for donors, visitors, or handicapped parking.

**Parent Drivers:** 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 parents drive their own vehicle for a school-related activity, parents should 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 his or her 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.