



*Main Office
Concordia Lutheran Schools of Omaha
15656 Fort St. 68116*

*Concordia Academy
1821 N. 90th Street 68114*

www.concordiaomaha.org

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

Concordia Academy

Parent-Student

Handbook

Grades K-5 ■ 2021-2022

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 this school year.

Concordia is an association school of 16 Omaha congregations of the Lutheran Church-Missouri Synod. These congregations are Beautiful Savior Lutheran Church – Omaha, Divine Shepherd Lutheran Church – Omaha, First Lutheran Church – Papillion, Good Shepherd Lutheran Church – Gretna, GraceHill Lutheran Church – Omaha, King of Kings Lutheran Church – Omaha, Lord of Life Lutheran Church – Elkhorn, Mt. Calvary Lutheran Church – Omaha, Our Redeemer Lutheran Church – Springfield, Pacific Hills Lutheran Church – Omaha, River of Life Lutheran Church – Omaha, St. John Lutheran Church – Omaha, St. Mark Lutheran Church – Omaha, St. Paul Lutheran Church – Arlington, Trinity Lutheran Church – Fremont, and 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 produces great results!

Praying for God's blessings on our partnership,

Mr. Nathan Domsch, Academy Principal
Mrs. Amy Schwarting, Jr.-Sr. High Principal
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

CLSO MEMBER CONGREGATIONS

Beautiful Savior Lutheran Church – Omaha

7706 S 96th St, La Vista, NE 68128

Divine Shepherd Lutheran Church – Omaha

15005 Q St, Omaha, NE 68137

First Lutheran Church – Papillion

420 N Washington, Papillion, NE 68046

Good Shepherd Lutheran Church – Gretna

11204 S 204th St, Gretna, NE 68028

GraceHill Lutheran Church – Omaha

17121 Marcy St, Omaha, NE 68118

King of Kings Lutheran Church – Omaha

11615 I St, Omaha, NE 68137

Lord of Life Lutheran Church – Elkhorn

20844 Bonanza Blvd, Elkhorn, NE 68022

Mt. Calvary Lutheran Church – Omaha

5529 Leavenworth St, Omaha, NE 68106

Our Redeemer Lutheran Church – Springfield

305 N 3rd St, Springfield, NE 68059

Pacific Hills Lutheran Church – Omaha

1110 S 90th St, Omaha, NE 68124

River of Life Lutheran Church – Omaha

5151 NW Radial Hwy, Omaha, NE 68104

St. John Lutheran Church – Omaha

11120 Calhoun Rd, Omaha, NE 68152

St. Mark Lutheran Church – Omaha

1821 N 90th St, Omaha, NE 68114

St. Paul Lutheran Church – Arlington

8951 County Road 9, Arlington, NE 68002

Trinity Lutheran Church – Fremont

1546 N Luther Rd, Fremont, NE 68025

Zion Lutheran Church – Omaha

14205 Ida St, Omaha, NE 68142

CONCORDIA BELIEVES

“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.

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INTRODUCTION

Philosophy

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

The Role of the Staff

The Word of God is the basis for Christian Education. The challenge set before us is to establish an atmosphere for learning in which we communicate who we are as individuals, as well as 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 our main focus on a Christ-centered philosophy. Our Lord commands that we love one another and make disciples of all people. We permeate this message throughout our methods and materials, which also take into consideration the world from which the student comes as well as the world in which the student will function as an adult.

We believe that effective education incorporates aspects of spiritual growth, intellectual awareness, social training, emotional outlets and physical development. 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 is a ministry that begins at home. Therefore, parents are the primary educators of their children. Coordinated efforts by parents and staff are needed to reinforce the relationship between parent, school and child.

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

The Role of the Students

We recognize that we are all sinners, redeemed through the grace of God, who seek to learn through the doctrine of Law and Gospel. We believe that acquiring knowledge and developing skills towards self-discipline, maturity, and intellectual growth are the primary responsibilities of the student. In a world of increasing technology and self-fulfillment, it is imperative to think logically, creatively and critically. We utilize creative methods of discovery and scientific approaches of experimentation to gain the basics of knowledge, improve communication skills, and to develop an appreciation of diverse cultures and perspectives.

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

ACCREDITATION

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

ACHIEVEMENT TESTS

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

ADMISSIONS

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

Entrance age requirements are as follows:

Kindergarten: Must be five (5) years of age on or before July 31 of current school year or be granted an exception by school administrators.

Children who have attended a certified Kindergarten may enter 1st grade.

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

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

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

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

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

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

ALLERGY AWARENESS

Concordia Academy seeks to provide a safe and loving environment for every child at Concordia, including those with allergies. We have protocol in place to assist children with allergies, including, but not limited to, peanut allergies. If a doctor has determined your child to have allergies, please contact the school office and classroom teacher to inform them of the allergy and discuss steps that will be taken to protect your child. Office staff can assist the parent of any child who has dietary restrictions with processing the paperwork that must be submitted to Westside Schools so they can provide a safe meal for your student.

To protect students with nut allergies, all students who eat peanuts, peanut butter, or other tree-nut containing products will be asked to wash their hands with soap and water or clean them with a wipe after eating. Additionally, parents wishing to bring food from home to be handed out in the classroom should avoid foods containing nuts or gluten. If foods containing allergens to which a child in the classroom has a sensitivity are sent into school, the teacher may not allow them to be distributed.

ATTENDANCE POLICIES

Attendance at school is one of the most significant aspects of school success. Concordia Academy follows Nebraska Revised Statutes 79-201 through 79-210 as they relate to attendance at nonpublic schools.

Procedures for Reporting Student Absences and Tardies: If a child will be absent for all or part of the day, parents should notify the main school office at 402.592.8005 no later than 9:00 a.m. on the day of the absence. If there is a planned absence, we would appreciate prior knowledge. An answering system is available when a staff member is not present to take the call.

Permission to Leave School Grounds: If a student needs to leave during the day for appointments or family matters, a parent must enter the school and check them out at the school office prior to the student leaving the school grounds. Under no circumstances should a parent/guardian go to the classroom to pick up the student. They must sign the student out through the office.

Note on Tardiness: The beginning of the school day is an important time. Often the tone of the day is set in the first few minutes. Students need to be in class before it begins at 8:15 a.m. so they have time to organize themselves and settle down to focus on their day. When a student arrives late it creates a disruption to the class and causes them to miss instruction.

Concordia believes in letting the natural consequences of an action be motivation for behavior change. The natural consequence of being late to school/class is missing any work that is handed out or graded during the time that the student was not there. All teachers at Concordia may refuse credit to work that a student missed because of their tardiness to class/school. Exceptions may be made for family emergencies, medical appointments, or other approved educational appointments with a note signed by the responsible person. Continued tardiness may be handled as defiance.

If tardy, please go directly to the school office to receive an admission slip for the day so attendance can be recorded accurately. Excessive tardies (five or more per quarter) will result in the loss of recess to make up the time missed during that quarter.

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

1. Assignments missed must be made-up. One (1) day will be allowed for each day that the child is absent. Homework can be picked up at the end of the school day.
2. When a student has been absent because of illness for three (3) or more days, they must present a note from their doctor for readmission.
3. If a student will have a long term illness due to health related concerns alternative attendance opportunities may be able to be arranged.

Parents should use discretion in sending children back to school after an illness such as the flu, sore throat, cold, etc. A student must be fever-free for a 24-hour period before returning to school.

Truancy: Nebraska state regulations are in force at Concordia Academy. Students with more than 20 absences will be reviewed for promotion and may be retained if academic progress doesn't meet standards.

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

Students who miss the school day due to illness will not be allowed to participate in after school activities on the day of the absence. Students must be present for an academic half-day following the lunch hour to be eligible for extra- curricular activities – practice or play – on that day.

AUTOMOBILES

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

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

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

BUILDING AND PROPERTY CARE

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

CHAPEL

Students attend a weekly chapel service. Offerings are received at chapel to support local, regional and global missions. Parents are welcome. Chapel is held each Wednesday morning at 8:30 a.m.

CHEATING / PLAGIARISM

Cheating is defined as using, submitting, or attempting to obtain data or answers by deceit or by means other than those authorized by the teacher. Cheating does not exemplify Christian character development.

The student who allows cheating to take place is as guilty as the student who cheats. Because work done from cheating is not a true reflection of a student's ability, cheating will result in the total loss of credit on the test or assignment for the students involved. The teacher will notify parents if their child is involved in cheating. Additional disciplinary action may follow by the teacher or principal.

CHILD ABUSE/NEGLECT

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

CO-CURRICULAR ACTIVITIES

Students are encouraged to participate in co-curricular activities offered on Concordia's campus. These activities are an enriching 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.

Athletics: Concordia students may participate on teams that compete in the Parochial Athletic League. Sports include volleyball and basketball.

Eligibility Policy for Participation in Activities: To be eligible to participate in activities, students must display good citizenship and effort, both in the classroom and in their activities. Specifically, the following requirements must be met:

- a. Students must be present at school by noon to participate in after-school activities on a school day. Exceptions may be made for absences related to educational services with advance notification to the school principal.
- b. Students must be meeting or progressing toward grade level expectations to participate in athletic or club activities on Concordia's campus. Student effort and work completion will also be taken into account in regard to eligibility. If a teacher and the principal agree that a student's academic progress is not being appropriately prioritized, the student will not be allowed participate in co-curricular activities for one week. The student's performance will be reviewed at the end of one week from the date the ineligibility started. If appropriate progress has been made, the student will be allowed to return to full participation in the activity.
- c. Student behavior may cause him/her to be ineligible for activities for a period of one week or may warrant a full suspension from participation in athletics at the final discretion of school leadership. Weekly behavior ineligibility will be reviewed by the principal and terminated or extended at his or her discretion.
- d. Students who are ineligible for a combination of three weeks during an activity's season shall be declared ineligible to participate in that activity for the remainder of the season.
- e. The appropriate participation forms and fees must be turned in during the sign-up period prior to the start of each season. Sports physicals are required before students can participate in athletic contests.

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

COLD WEATHER POLICY

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

COMMUNICATION

We welcome and value your feedback. We believe that a strong relationship between home and school is vital to the success of your child and in the best interest of maintaining a positive school culture. In that light we attempt to create several opportunities for you to be in communication with us and will make every effort to respond to you promptly when you reach out directly to a staff member.

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

Parent/teacher conferences are held twice per school year. For other concerns, parents are encouraged to call or electronically message teachers during the school day and leave a message about scheduling an appointment.

Parents are also able to use the internet to visit Sycamore for viewing student records and TADS for all billing information. Parents will be instructed as to the proper sign-in procedure to gain access to their child's information. Report cards will be shared electronically on Sycamore and at least one parent should verify receipt with an electronic signature.

When you have concerns or ideas for improvement we encourage you to share that personally with the person responsible for the area about which you have a concern. If you do not know who that is, the principal or office personnel can help direct you. 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 that anonymous communication is not helpful for resolving concerns. In order for the school to research your concern and follow-up with you, your name and contact information must accompany your feedback.

When concerns arise, we ask that the following procedures, based on Matthew 18, be followed:

- Step 1: Contact the person directly involved with the concern (e.g. Work with your child's teacher before engaging the administrator). If you use a C.A.R.E. Form 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, resolution does not take place, contact the Head of Schools.
- Step 4: If the above steps do not resolve the issue, it may be taken to the Board of Directors. The Board of Directors will review the situation only under the policies of Board Governance.

DISCIPLINE POLICY

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

We believe that students should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad. When students create problems they will be guided to find solutions that do not make problems for anyone else. As such, student misbehaviors will be accompanied by logically connected, natural consequences instead of punishments whenever possible. Examples of such consequences include losing the privilege to use an item that was used improperly or unsafely, fixing or replacing items that are broken, making up for lost class time at another point during the school day, or being removed from class when behavior is disturbing their or their classmates' ability to learn.

When a student repeats the same misbehavior multiple times or creates a significant disruption, teachers will communicate with both a parent/guardian of the child and the principal so they can also partner with the child to ensure the problem is solved. Teachers may also use their discretion to refer a child to the principal based on his or her behavior. The principal will work to support the child, parents, and teacher in finding a solution to the problem and has the authority to detain, suspend or where necessary refer to the Head of Schools for further disciplinary action. All office referrals will result in notification to parents and all discipline issued by the principal will be documented.

DRUG TESTING

Concordia School does not require drug testing of students during the enrollment process and they do not test randomly after enrollment is complete. However, Concordia School retains the responsibility to assure that students are drug free. To that end, if substantiated evidence is provided to the principal, a student may be required to undergo sufficient drug testing by a qualified medical officer. Once required, the student may be placed on a temporary suspension until conclusive results are made available. If testing is not completed within the time frame provided, the students continued enrollment will be reviewed by the Head of Schools.

ELECTRONIC DEVICES/CELL PHONES

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

FAMILY PARTNERSHIP

The educational ministry at Concordia is a partnership between the student, home, school, and the Church. As such, the following is a reminder to all partners:

- Parents are the primary instructors of their children, and it is vital parents be engaged in the education that takes place at Concordia. As such, communication and volunteering around campus in some form are encouraged for all parents.
- Students are responsible to themselves in the classroom, to the teachers, and to their parents to fulfill the learning process.
- The teachers and administrative team have a responsibility to our member congregations and parents to fulfill the ministry with which we have been entrusted.
- The association congregations have a responsibility to support the ministry of Concordia.

FIELD TRIPS

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

FINANCES

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

GRADING AND REPORT CARDS

Concordia issues report cards each trimester. These reports are available on the school management system and may be accessed via the parent account. Rather than using traditional letter grading, our report card lists standards and students are assessed on their progress toward mastering each standard. We hope this system will be helpful for you to know what it is that we are working on in each content area and give you a little more detail about how your child is progressing through the curriculum.

Our grading scale is as follows:

E	Meeting grade level expectations with distinction. Self-motivated student producing accurate, high quality work independently.
3	Consistently meeting grade level expectations, with little or no support. Thoroughly understands concepts and skills.
2	Progressing toward grade level expectations with increasing success. Performance varies in accuracy, quality, or support needed.
1	Not meeting grade level expectations. Performance is inconsistent with guidance and support.
[BLANK]	Not introduced or assessed
*	Added to 3, 2, 1, or E to indicate "with modifications"

Students will not receive a 3 or an E until they have been able to demonstrate mastery of that skill in the classroom. Some standards may be consistently met by students mid-year, but for other standards students are not expected to have achieved mastery until our final grading period when they have met grade level expectations for that standard.

You may see a 2 and be inclined think your child is not doing well or something is wrong. In our system, a two means students are progressing appropriately toward mastery of a skill. Approaching could mean they are still working on that standard or possibly that they haven't done it enough to consider that particular skill mastered. It still rings true that this is an area where they will be doing more work in the classroom before the teacher knows they have mastered the content for that standard. A 1 indicates that a student is struggling to make progress toward a goal and teachers and parents should discuss as a learning team how to get them back on track.

HARASSMENT POLICIES

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

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

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

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

HEALTH INFORMATION

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

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

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

- FEVER** is a warning sign that something is not right. If your child has a temperature over 100, keep the child at home so you can observe closely. Temps may be taken at school; when a student’s temperature is over 100, the student will be kept in the office until picked up by a parent. Parents must pick up ASAP to help prevent the spread of infectious disease. If symptoms persist, consult with your doctor.
Your child must be free of fever for 24 hours without medication before returning to school.
- STREP THROAT** must be doctor diagnosed. IF antibiotics are prescribed, they must be taken for 24 hours before returning to school.

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

HOMEWORK

Homework provides additional practice for students as they work toward mastery of concepts. Homework can also help students develop responsibility, independence, and time management skills. 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. Faculty members will also follow homework expectations as related to length of assignments.

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

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

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

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

ILLEGAL SUBSTANCES/ITEMS

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

LEAVING CAMPUS

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

LEARNING CENTER [BEFORE AND AFTER SCHOOL CARE]

Supervised care is available to all students every morning before school and most days after school. The fee is \$4.50 per hour and is billed through TADS. Students may not arrive at school until 7:00 a.m. because there is no formal supervision until that time. Students are to be picked up by 3:10 p.m. or 10 minutes following the completion of a special or shortened schedule day. Student safety and welfare is always our principal concern, therefore, students must be supervised if they are in the building before or after school hours.

Before School: The Learning Center will operate from 7:00 - 8:00 a.m. Students who arrive early (before 8:00 a.m.) **must be checked in** to the Learning Center Program if not accompanied by an adult. There will be no charge from 8:00 – 8:15 a.m. However, students will need to stay in the learning center area until dismissed. Students riding the shuttle from the Jr/Sr High campus will not be billed for before school care.

After School: Learning Center (and Concordia Club for students who ride the shuttle) offers after school care from 3:00 - 6:00 p.m., with extended hours on early dismissal days. Children will have time to complete homework, eat a snack, and enjoy free time with other children. Students who cannot be picked up by 3:10 p.m. **must be checked in** to the Learning Center Program and charges start from 3:00pm. Parents, or other approved adults listed in TADS, must enter the building and check out their student with a member of the staff.

Students not picked up by 6:00pm will be assessed a \$1.00 per minute late fee. Parents will be billed through TADS. Past due accounts will result in non-participation.

Students carpooling with athletes may not 'watch' practice and assume supervision by the athletic coach. Students may not leave and return to the Concordia campus during the school day or after school unless under direct teacher, parent or school sponsor supervision. Students may not leave the campus when staying for co-curricular activities unless under the direct supervision of their parent or a school sponsor. This is of special concern regarding inter-scholastic athletic contests. Parents are responsible for their children when staying for athletic contests.

LUNCH /CAFETERIA

Lunch is provided by District 66 and the Concordia order must be called in by 9:00am. If arriving late in the morning, please call in lunch orders before 9:00am. Students may purchase individual milk with their cold lunch. Lunches are ordered on credit. Hot lunch costs \$3.30, extra entrée is \$1.25, and milk costs \$0.40. Lunch charges are billed through TADS monthly and payments are collected according to the specified billing cycle. If lunch charges go unpaid, parents will be notified that students may not order hot lunch until the account balance has been paid. Applications for free and reduced lunch pricing are available through the school office at any time during the school year.

Please notify the office ahead of time to let us know if you will be coming to eat lunch with a student. Soda pop is not allowed with your child's lunch. No student lunches will be microwaved. Parents of children with food allergies must notify the teacher and school office where information will be kept on file. Office staff can assist the parent of any child with dietary restrictions in processing the paperwork that must be submitted to Westside so they can provide a safe meal for your student.

The lunchroom is supervised each day by at least two teachers. Students are expected to be respectful to cafeteria staff. Students are responsible for keeping their lunch table neat and orderly. They will be required to clean up the area where they eat. Students will be dismissed from their table when it is clean. No food or drink is permitted outside the cafeteria without explicit staff permission. Food brought in for homeroom celebrations must remain in the homerooms.

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

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

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

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

This institution is an equal opportunity provider.

MEDICATION POLICY

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

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

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

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

MUSIC EDUCATION

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

NON-DISCRIMINATION POLICY

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

P.A.L.S.

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

PARENT CONFERENCES

In the fall and spring our schedule is modified to provide time for teachers and parents to meet at the school for a parent-teacher conference. Please refer to the calendar available online for more information regarding schedule changes. Additional conferences during the year are encouraged, and may be requested by either the parents or the teacher.

PICTURE DAY

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

PLEDGES AND CLASSROOM DEVOTIONS

During the school day during homeroom, the Pledge to the Christian Flag and the Pledge of Allegiance are recited. Each classroom also will have devotions during homeroom time.

RE-ENROLLMENT

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

RELEASE OF STUDENTS

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

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

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

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

RETENTION AND PROMOTION

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

Promotion of students to the next grade level without remediation requires:

- 90% daily attendance and 90% of daily assignments completed to the student's ability level.
- 95% of projects and tests completed to the student's ability level.
- A minimum of a 2 for each standard on the third trimester report (Progressing toward grade level expectations with increasing success. Performance varies in accuracy, quality, or support needed.)

If a student does not meet the promotion criteria, he/she will be required to show proof of some type of remedial work in the subject area before being promoted to the next grade level. Remedial work could include tutoring, summer school, learning centers, etc. Remedial work must be approved by the building principal. It is the responsibility of the parent to initiate a plan.

SAFETY

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

Doors will be locked once school has begun. Students and parents wishing to enter the school must use the upper level entrance (doors facing East) from 8:15 a.m.-3:00 p.m. Parents and visitors are required to sign in at the office. No one is allowed in the school without permission. Unidentifiable visitors will be stopped, and I.D. may be checked, or the police may be called to protect the safety of the students.

SAFETY: IN AN EMERGENCY

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

TEACHER

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

LOCKOUT! SECURE THE PERIMETER

STUDENTS

Return Inside
Business as usual

TEACHER

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

EVACUATE! TO ANNOUNCED LOCATION

STUDENTS

Bring your phone
Leave your stuff behind
Follow instructions

TEACHER

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

SHELTER! HAZARD AND SAFETY STRATEGY

STUDENTS

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

TEACHER

Lead safety strategy
Take attendance

SCHOOL CLOSING

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

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

SCHOOL HOURS

Concordia Academy's school hours for all students are 8:15 a.m. - 3:00 p.m. on typical school days. Please see the school calendar for information on early dismissal days.

SODA POP

Students are not to consume soda pop while on campus during school hours.

STUDENT DRESS

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

Shirts, Sweatshirts, and Fleece

- Purchased from the Concordia vendor
- Variety of solid colors
- Includes Concordia logo

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

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

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

Footwear

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

Spirit and Free-Dress Days

- Every Friday is Concordia Spirit Day and students may wear Concordia t-shirts and other Concordia logo wear
 - On the first Friday of every month, spirit tops may be worn with denim bottoms.
 - All other Fridays are spirit tops and uniform bottoms.
- Free dress days are occasionally held during the school year. On free-dress days we continue to hold our students to a high standard for their dress. Students may not wear tank tops, clothing with spaghetti straps, or leggings without shorts or skirts over the top. Shoes must always be in accordance with dress code.

Additional Notes

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

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

STUDENT RECORDS

The student record procedure of Concordia Academy is:

- Parents or guardians of students are allowed to review their child's files upon request, and if a student is over 18, he/she may review his/her own files.
- Records will not be furnished to individuals outside the school staff without written authorization from the parents or guardians

- Parents, guardians, or students over 18, upon examination of student records, may file a request with the Head of Schools that objectionable information be removed.

SUSPENSION AND EXPULSION

The campus principal may suspend for up to 10 consecutive school days and recommend expulsion to the Head of School.

The Head of School may expel a student. The decision is final.

The student being expelled may request a hearing. A hearing includes the student, his or her parent(s) or guardian(s), the campus principal, the campus pastor and Head of School. Hearings are held as soon as is mutually agreeable.

An expelled student may apply for re-enrollment after a period of one year from the date of expulsion. The decision of the school concerning re-enrollment is final.

TEACHER REQUESTS

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

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

TELEPHONE USE AND MESSAGES TO STUDENTS

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

VALUABLES

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

VOLUNTEER GUIDELINES

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

VISITORS TO CLASSROOMS

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

WELLNESS POLICY

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