



Concordia Elementary School

15656 Fort St. 68116

www.concordiaomaha.org

Parent-Student Handbook

Grades K-5 ■ 2025-2026

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.

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 one campus, Concordia Elementary, Middle School, and High School provide Christian education for students in Kindergarten - Grade 12. More than 700 students are enrolled at Concordia this school year.

Concordia Lutheran Schools of Omaha is an association school formed by 17 Omaha congregations of the Lutheran Church-Missouri Synod. Those congregations are:

*Beautiful Savior Lutheran Church – Omaha
7706 S 96th St, La Vista, NE 68128*

*Mt. Olive Lutheran Church – Omaha
7301 N. 28th Ave, Omaha, NE 68112*

*Divine Shepherd Lutheran Church – Omaha
15005 Q St, Omaha, NE 68137*

*Pacific Hills Lutheran Church – Omaha
1110 S 90th St, Omaha, NE 68124*

*First Lutheran Church – Papillion
420 N Washington, Papillion, NE 68046*

*River of Life Lutheran Church – Omaha
5151 NW Radial Hwy, Omaha, NE 68104*

*Good Shepherd Lutheran Church – Gretna
11204 S 204th St, Gretna, NE 68028*

*St. John Lutheran Church – Omaha
11120 Calhoun Rd, Omaha, NE 68152*

*GraceHill Lutheran Church – Omaha
18751 Harney Street, Elkhorn, NE 68022*

*St. Mark Lutheran Church – Omaha
1821 N 90th St, Omaha, NE 68114*

*King of Kings Lutheran Church – Omaha
11615 I St, Omaha, NE 68137*

*St. Paul Lutheran Church – Arlington
8951 County Road 9, Arlington, NE 68002*

*Living Water Lutheran Church
4141 N 156th St. Omaha, NE 68116*

*Trinity Lutheran Church – Fremont
1546 N Luther Rd, Fremont, NE 68025*

*Lord of Life Lutheran Church – Elkhorn
20844 Bonanza Blvd, Elkhorn, NE 68022*

*Zion Lutheran Church – Omaha
14205 Ida St, Omaha, NE 68142*

*Mt. Calvary Lutheran Church – Omaha
5529 Leavenworth St, Omaha, NE 68106*

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,

Mrs. Sarah Harper, CEO
Mrs. Amy Schwarting, High School Principal
Mr. Preston Doerr, Middle School Principal

Mr. Nathan Domsch, Head of Education
Mrs. Kayla Marty, Elementary School Principal

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INTRODUCTION:

Purpose of the Student Parent Handbook

Concordia Elementary School establishes the expectations, procedures, and guidelines contained in this student-parent handbook to promote an environment deeply rooted in the school's mission and core values. These expectations are carefully created to be consistent with Scriptural teachings of the Bible with a concurrent emphasis on both grace and excellence. The governance of the school will provide the structure, support and order necessary for students to develop their God-given talents to the best of their ability.

Mission of Concordia

We prepare faith secure, world ready, kingdom leaders.

Through quality learning and relationships, Concordia prepares students to be:

- Secure in their faith in Christ and their identity as children of God.
- Academically and relationally equipped to navigate the world.
- Effective leaders, pointing others to Christ in their homes, church, community and world.

Concordia Core Values

To ensure quality learning and relationships, Concordia values:

- Deep Roots in God's Word
Faith comes through hearing the Gospel message, therefore Concordia provides ample opportunities in our classrooms, activities, and school programming to regularly hear and reflect on God's Word.
- Faith-Fueled Community
We reflect our unity in Christ through public-expressions of faith. This includes worship, prayer, supporting one another, and welcoming others.
- Maximizing God's Gifts
Each of us are blessed with different intellectual, spiritual, and physical gifts. We provide an environment for all members of our community to develop and use those gifts to the glory of God and for the benefit of their school and other communities.
- Academic Excellence
We are committed to high-quality programming, professional growth and the academic success of each student, ensuring that teachers and students are meeting or exceeding their personal goals.
- Meaningful Relationships
Our relationships with one another are what makes Concordia unique. We strive for healthy relationships between teachers, coaches, students, and parents where we value, encourage, support, and care for one another.
- Embracing Challenges
Our failures and mistakes give us opportunities to learn and grow. In the midst of these challenges, we strive to learn and improve, fostering resilience and perseverance.

Concordia Student Outcomes

Students demonstrate they are faith secure when they:

- Value the Word of God
- Profess and Defend an Identity in Christ
- Reflect Christ in Word and Action

Students demonstrate they are world ready when they:

- Achieve Academically
- Succeed in their Next Step
- Think Critically

Students demonstrate they are kingdom leaders when they:

- Collaborate with Others
- Demonstrate Accountability
- Possess a Servant-Heart

Traditions

- School Colors: Navy, Gold, and Gray
- School Mascot: Mustang
- School Song: The Mustang Fight Song

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 explicated in the Lutheran Confessions and the belief and practice of the LCMS.

A Brief History

Concordia Lutheran Schools of Omaha began in the mid-1990s as a dream of a few pastors and parishioners of Lutheran churches around the Omaha community who had a strong desire and vision to open a school that served the whole Omaha community and would make a difference in the lives of students in kindergarten through twelfth grades and their families. The dream developed into a vision that became a reality in December of 1996 when an association was created by seven Lutheran churches from the Omaha community. The association, originally named the West Omaha Lutheran Schools Association (WOLSA), was quickly changed to Wider Omaha Lutheran Schools Association to include the entire Omaha community.

Abundant Life Lutheran School opened in the fall of 1998 with 55 students in kindergarten through fourth grade. The following year Abundant Life added a fifth grade class and WOLSA opened another elementary school, Bread of Life Lutheran School. On May 8, 2000, a generous couple donated forty acres of land and a 50,000 square foot building, which was formerly a horse barn and training facility, to WOLSA with the intent of seeing Concordia Jr.-Sr. High School located on the site in the fall of 2001.

In August of 2001 Concordia Jr.-Sr. High School opened with 46 students in seventh through ninth grades. After adding a grade each year, the first graduating class of CHS was in May of 2005. In May of 2014, we celebrated the first graduating class to have graduates who attended Concordia schools from Kindergarten through 12th grade.

The Concordia Lutheran Schools of Omaha (CLSO) name was incorporated in the fall of 2007 and the two elementary schools, Abundant Life Lutheran School and Bread of Life Lutheran School, were consolidated to one location and adopted the name Concordia Academy. In 2023, Concordia Elementary joined the Middle and High School at the Fort Street campus placing all of our students at the same campus. Concordia Lutheran Schools of Omaha has grown from 55 students in 1998 to having a projected enrollment of 710 students in kindergarten through twelfth grades for the current school year and has three partitions - Concordia Elementary, Concordia Middle School, and Concordia High School. The association has grown along with the schools. From its original seven founding congregations in 1996, CLSO has grown to include seventeen Lutheran Church-Missouri Synod congregations.

Through this ministry thousands of students have been nurtured in a warm, caring environment, preparing them to be faith secure, world ready, kingdom leaders.

ACCREDITATION

Concordia Lutheran Schools of Omaha is accredited by National Lutheran School Accreditation and Cognia. Concordia operates as an approved nonpublic school system by the Nebraska Department of Education within the provisions of Rule 14: Regulations and Procedures for the Legal Operation of Approved Nonpublic Schools. The curriculum meets the requirements of the State of Nebraska and the guidelines for Lutheran schools.

ACHIEVEMENT TESTS

Concordia students in grades K-8 complete the online MAP (Measure of Academic Progress) Growth assessment 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 FACTS. 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.

Applications for new applications are considered beginning on January 20. After a class or section reaches capacity, applications may be placed in the wait pool.

All final acceptance decisions rest with school leadership.

New Student Interview: All new students and their parents may be asked to interview with the campus principal as part of the application 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 Elementary.

New Student Probation: All newly accepted students are placed on academic and conduct probation during the first trimester they attend Concordia. At the end of the first trimester, 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: Enrollment priorities for Concordia are as follows:

- 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

Re-enrollment: Re-enrollment begins in November, 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.

ALLERGY AWARENESS

Concordia Elementary seeks to provide a safe and loving environment for every enrolled student, including those with allergies. We have protocols in place to assist children with 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 the Westside Contract Lunch program, who prepares the meals Concordia K-5 students eat daily, 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 common allergies such as nuts or gluten. A parent may also inquire of the teacher of which foods to avoid. 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 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 using the "Concordia Elementary School Attendance Form" no later than 9:00 a.m. on the day of the absence. If there is a planned absence, prior knowledge is appreciated.. A link to the form can also be found on the Parents page of the Concordia website under "Attendance Reporting Links."

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 front office (just inside the main entrance on the SW corner of the school) 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 8:00 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 main school office to receive an admission slip for the day so attendance can be recorded accurately. Excessive tardies (seven or more per trimester) may result in the loss of privileges at school to make up the time missed during that trimester.

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 Elementary School. 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, the parents or doctor must provide a note, email, or call to notify the school. Students who are not participating in recess or PE may not remain in a classroom unsupervised and typically accompany their class and observe.

Students who miss the school day will not be allowed to participate in after school activities sponsored by Concordia or CLSO Foundation Youth Activities, LLC on the day of the absence. Students must be present for an academic half-day to be eligible for co-curricular or CLSO Foundation Youth Activities, LLC sponsored activities – practice or play – on that day. Exceptions to this will be made by an administrator.

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:

- Volunteer drivers may not have three or more minor infractions or one major infraction on their Motor Vehicle Report.
 - Minor infractions include but are not limited to minor speeding, driving without a seatbelt, etc.
 - Major infractions include excessive speeding, DWI, DUI, etc.
- 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 atypical or excessive 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 equipment or property 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. Parents are welcome. Chapel is typically held each Wednesday morning at 8:20 am.

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 by CLSO Foundation Youth Activities, LLC. The CLSO Foundation created the Youth Activities LLC to conduct sports and related extracurricular activities for students attending Concordia Lutheran Schools of Omaha. These activities expand the broad scope of learning experiences and fun available to Concordia Elementary students.

Athletics: Concordia students may participate in CLSO Foundation Youth Activities, LLC sponsored teams.

Eligibility Policy for Participation in Activities: CLSO Foundation Youth Activities, LLC works in partnership with Concordia and expects that students are healthy and display good citizenship and effort, both in the classroom and in their activities. Specifically, the following requirements must be met:

1. Students must be present at school for a minimum of half the school day (3 hours and 30 minutes or more) 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.
2. Students must be meeting or progressing toward grade level expectations to participate in CLSO Foundation Youth Activities, LLC teams or events. 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 to participate in 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.
3. 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 in conversation with CLSO Foundation Youth Activities, LLC. Weekly behavior ineligibility will be reviewed by the principal and terminated or extended at his or her discretion.
4. 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.
5. 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 CLSO Foundation Youth Activities, LLC and 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.

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 your child's success and in the best interest of maintaining a positive school culture. In that light, we attempt to create several opportunities for you to communicate with us and will make every effort to respond to you promptly when you reach out directly to a staff member.

Class Dojo is a tool for teachers and administrative staff to share information with parents; parents may also use the tool to send messages to school staff. Email communication is also utilized, with the school sending out a more extended form update and newsletter each week. A student planner is a valuable tool for open communication regarding 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 the school or message staff using Class Dojo or email to schedule a conversation. Generally, staff will respond to your calls or messages only during regular business hours; staff will typically respond to early morning or late evening communications the next school day.

Parents can also use the internet to visit FACTS to view student records and billing information. Parents will be instructed on the proper sign-in procedure to access their child's information. Concordia Elementary School will share report cards electronically on FACTS, 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 are concerned. The principal or office personnel can help direct you if you do not know who that is. Sending an electronic communication or using a C.A.R.E. ("Concerns Are Resolved Easily") Forms are also good options. C.A.R.E. Forms can be found in the office and are linked electronically through the school website and newsletter. Please note that anonymous communication limits our ability to discuss the resolution of concerns. 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 elementary principal.

Step 3: If after the question or concern has been discussed with the principal and immediate party, resolution does not take place, contact the Head of Education.

Step 4: If the above steps do not resolve the issue, it may be taken to the CEO.

Step 5: If the above steps do not resolve the issue, it may be taken to the school board. The Board of Directors will review the situation only under the policies of Board Governance.

CONCORDIA CLUB

Student safety and welfare is always our principal concern; therefore, students must be supervised in the building before or after school hours. Concordia Club meets every morning before school and most days after school. Students in Concordia Club participate in activities supervised by Concordia staff. Participation is billed at the rate of \$6.00 per hour through FACTS for the time students participate, rounded to the next minute. No registration is required.

Before School: Before school supervised activities begin at 7:00 a.m. Students may not arrive at school until 7:00 a.m. because there is no formal supervision until that time. Students who arrive early (before 7:45 a.m.) must go directly to the auxiliary gym and be checked in with the supervisor if not accompanied by an adult. Concordia Club activities end at 7:45 a.m. each day as school arrival begins. However, students will still be supervised in the auxiliary gym until their teacher comes to walk the class to their room.

After School: Concordia Club activities are provided immediately following the conclusion of the school day until 6:00 p.m. Children will have time to complete homework, eat a snack provided by

the school (or an alternative healthy snack brought from home), and participate in outdoor and indoor games and activities. Students who cannot be picked up within 15 minutes after the end of the school day must be checked in with the Concordia Club supervisor and charges start from the end of the school day (3:00 pm). Parents, or other approved adults listed in FACTS, must enter the building and check out their student with a member of the staff.

Concordia Club ends promptly at 6:00 p.m. Students not picked up by 6:00 p.m. will be assessed a \$1.00 per minute late fee. Parents will be billed through FACTS. Past due accounts will result in non-participation.

COUNSELING SERVICES

Concordia partners with GracePoint to provide short-term, solution-focused counseling for students. These services are designed to assist students in their personal, social, and academic development. If you do not wish for your child to participate in the counseling program with GracePoint, email Head of Education Nathan Domsch at nathan.domsch@concordiaomaha.org.

DISCIPLINE POLICY

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

We believe that students should be allowed to make decisions and live with the results, whether the consequences are good or bad. When students create problems, school staff will guide them to find solutions that do not cause problems for anyone else. Student misbehaviors will result in 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 Education for further disciplinary action. When the principal gives a student formal consequences, he will document the referral and notify parents.

Behavior Outside of School: Students whose behavior outside of school or school-sponsored activities is deemed inconsistent with the mission, values, or expected conduct of Concordia Lutheran Schools of Omaha, including behavior resulting in pending legal charges, may be subject to disciplinary action up to and including expulsion.

Review of Continued Enrollment: The administration reserves the right to deny continued enrollment for students who repeatedly engage in behavior inconsistent with the expectations and atmosphere of Concordia Lutheran Schools of Omaha.

DRUG TESTING

Concordia School does not require drug testing of students during enrollment, and they do not test randomly after enrollment is complete. However, Concordia School is responsible for ensuring that students are drug-free. To that end, if the principal has substantiated evidence, 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 Head of Education will review the student's enrollment.

ELECTRONIC DEVICES: CLSO Device Policy (K-12)

Explanation: At Concordia, we are committed to fostering an environment where students thrive with academic excellence and build meaningful relationships. To help support these priorities, we have thoughtfully reviewed our approach to electronic device use, aiming to create a school culture that encourages focus, presence, and intentional connection.

We invite parents to explore the growing research on how mindful use of smartphones and social media can positively impact children's mental health and overall well-being. By working together, we can help our students develop healthy habits that support their learning, spiritual growth, and social development.

- [*Teens, Social Media and Technology 2024*](#)
- [*Teens, Social Media and Technology 2022*](#)
- [*The Common Sense Census: Media Use by Tweens and Teens, 2021*](#)
- [*Social Media and Youth Mental Health: The U.S. Surgeon General's Advisory*](#)
- [*The Anxious Generation: How the Great Rewiring of Childhood is Causing an Epidemic of Mental Illness, 2024*](#)
- [*Prevalence and Characteristics of Manipulative Design in Mobile Applications, 2022*](#)
- [*Addictive Features of Social Media/Messenger Platforms and Freemium Games against the Background of Psychological and Economic Theories, International journal of environmental research and public health, 2019*](#)

The connection between home and school is vitally important, and Concordia provides connections through office personnel to facilitate any necessary communication during the school day. Furthermore, according to school safety experts, personal cell phones make children less safe in a school emergency because students using them during an emergency can distract them from essential instructions from school staff or safety professionals. Cell phone use can also make it easier for someone who intends harm during an emergency to be heard or seen.

Policy: All Personal Electronic Communication Devices, other than those approved by Concordia for student use, must be turned off and stored in the student's locker, cubby, or outside of the school building for the entire school day, including all breaks and lunch.

K-8 students participating in Concordia Club between 7:00 AM - 6:00 PM are prohibited from using any personal electronic communication device unless the adult leader gives specific permission for using a device for educational purposes (homework completion).

Personal Electronic Communication Device Definition: Personal Electronic Communication Devices include any portable electronic equipment capable of providing voice, messaging, or other data communication between two or more parties or devices or capable of connecting to a smartphone, the internet, or a cellular or Wi-Fi network, including but not limited to:

- smartphones,
- cellular phones,
- Bluetooth enabled devices,
- tablets,
- personal headphones,
- smartwatches or other wearables, and
- gaming devices.

Approved Use: Students may use devices intended explicitly for learning facilitation, including school-required iPads or Chromebooks, school-owned devices, or other school-approved devices during school hours only for educational purposes specifically approved by the teacher. These devices are intended for work that requires shared documents, emails, or the internet for the completion or enhancement of homework assignments and the electronic submission of assignments.

Exceptions to the limitations on device usage during the school day or at Concordia Club include the use of devices in the following circumstances:

1. When a licensed physician determines that the possession or use of a personal electronic communication device is necessary for the health or well-being of the student;
2. When the possession or use of a personal electronic communication device is required by a student's Individual Education Plan (IEP) or Concordia Learning Plan.

Prohibited Use: Student use of devices not explicitly approved by Concordia or access to social media, messaging, or gaming platforms during school hours or while participating in Concordia Club is expressly prohibited. Concordia recommends that parents remove or restrict social media, messaging, and gaming apps on iPads purchased for school use. Concordia will not utilize social media for communications that must be received before the end of the school day. If any communication is necessary for students to receive during the school day, it will be relayed through the school office. Concordia is also happy to assist parents in getting time-sensitive information to students during the school day if they call the front office. Similarly, students may request to use a school phone in case of emergencies or unplanned events. Non-urgent communication should be conducted outside of school hours.

Expectation of Student Compliance: Concordia students are expected to abide by these expectations for their benefit, exemplifying Christian character by demonstrating self-discipline, respect for authority, and consideration for their peers. Students adhering to the policy contribute to academic excellence and meaningful relationships at Concordia.

Enforcement: Student use of technology on Concordia's campus may be revoked by any member of the Concordia administrative team at any time. Generally, consequences for breaking this policy will begin at tier one below and progress through the steps for any subsequent violation of this policy, regardless of the device involved.

- Tier 1:
The student's device is confiscated and taken to the office. The infraction is documented in the student's FACTS discipline record and emailed home. The student may retrieve the device from the school office at the end of the school day.
- Tier 2:
All student personal electronic devices* are confiscated and returned only to a parent or guardian during a meeting with a Concordia administrator. The student and at least one parent or guardian must sign an agreement regarding device use.
- Tier 3:
The student will serve a one-day in-school suspension. All personal electronic devices* will be confiscated, and the student will not be allowed to possess personally owned electronic devices in Concordia's building during school hours during the next 10 days they are present for classes.**
- Tier 4:
The student will serve a two-day in-school suspension. All personal electronic devices* will be confiscated, and the student will not be allowed to possess personally owned electronic devices in Concordia's building during school hours during the next 20 days they are present for classes.**

Students may be expelled from Concordia for repeated violations.

**If a student misuses a personal electronic device other than their school-required device (i.e. iPad or Chromebook), their consequence will include all personal electronic devices other than their school-required device. If a school-required device is misused, the consequence will include their school-required device as well as all other personal electronic devices.*

***If a student must have access to a particular device before or after school during the 10 or 20 consequence period, the device must be checked into the office when the student arrives at school and checked out after the school day has ended. If the consequence period coincides with the start of a semester, an exception may be made to give the student access to devices required to complete critical in-class assignments at the discretion of the principal.*

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 their children's primary instructors and must 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, their teachers, and their parents, and must actively engage in the learning process.
- The teachers and administrative team are responsible to our member congregations and parents to fulfill the ministry entrusted to us.
- The association congregations have a responsibility to support the ministry of Concordia.

FEES

We have two annual fees for elementary students. The first is a field trip fee This is to cover transportation and admissions for a typical scope and frequency of field trips. Sometimes a trip may be outside of this, but any fees will be clearly communicated prior to billing. There is also an

activities fee. This money supports classroom parties and other activities to prevent us from charging families multiple times throughout the year.

FIELD TRIPS

Classes periodically may take field trips during the year. Parents sign a global permission form as the year begins and receive reminders concerning upcoming trips. A field trip fee is billed through FACTS 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 will participate, except when excluded for school disciplinary reasons.

FINANCES

Families pay tuition through the online FACTS platform. 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 FACTS through each family's parent account. Rather than traditional letter grading, our report card lists standards and assesses students' progress toward mastering each goal. The system is designed to help parents know what students are working on in each content area and how the child is progressing through the curriculum.

The Concordia Elementary School grading scale is as follows:

E	Meeting end of year grade level expectations with distinction
3	Consistently meeting end of year grade level expectations, with little/no support
2	Progressing toward end of year grade level expectations with increasing success
1	Not meeting grade level expectations even with 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 demonstrated mastery of that skill in the classroom. Students may consistently meet some standards by mid-year. Still, 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 to think your child is not doing well or something is wrong. In this system, a 2 means students are progressing appropriately toward mastery of a skill. Approaching could mean they are still working on that standard or possibly 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 progress toward a goal, and teachers and parents should discuss how to get them back on track as a learning team.

HARASSMENT POLICIES

Concordia Lutheran Schools of Omaha is committed to providing a compassionate, receptive, and non-threatening atmosphere where pupils can learn and succeed. Bullying is often used to describe general negative interactions between students. At Concordia, we limit our definition of bullying to aggressive behavior that is intentional, physically or psychologically harmful, 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 another school party – who witnesses or has knowledge of an incident of bullying will bring it to the attention of a school staff member. Concordia Elementary personnel will work with the children involved to solve problems associated with a bullying situation, following the school's discipline plan.

Harassment occurs when an individual receives 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 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 or CLSO Foundation Youth Activities, LLC 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 or foundation 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

Nebraska State Law requires new students enrolling at Concordia 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, must have a school physical.

Students starting kindergarten need the following vaccines, based on Nebraska DHHS rules:

- 3 doses of DTaP, DTP, DT, or Td vaccine (one dose given after the child turns 4 years old)
- 3 doses of polio vaccine
- 2 doses of MMR vaccine
- 3 doses of pediatric hepatitis B vaccine
- 2 doses of varicella (chickenpox) vaccine

If immunizations are not up to date a waiver needs to be on file in the school health office.

Please help reduce or prevent the spread of infectious disease by keeping sick children at home until they are well. Observe signs of illness, such as tiredness, irritability, coughing, stomach ache, and fever. When these signs or others occur, use the following information when caring for your children - keeping them home while ill will protect them from further health risks. If your child is

returning from an illness requiring medication administration at school, please check the "Medication Policy" included in this handbook.

- FEVER is a warning sign that something is not correct. If your child has a temperature over 100.4, keep the child at home so you can observe closely. CLSO staff may take student temperatures at school; when a student's temperature is 100°F, the student will be kept in the office until picked up by a parent. Parents must pick up as soon as possible to help prevent the spread of infectious diseases. 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 the doctor prescribes antibiotics, the child must complete 24 hours of the dosage schedule 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. Parents should watch children exposed to chickenpox to develop symptoms of the disease for 13-17 days following 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 or 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 eyelids, sensitivity to light, watering, and discharge from the eyes. Check with your doctor for proper medication. If the doctor prescribes medication, the child must complete 24 hours of the dosage schedule before returning to school.
- Concordia Elementary School maintains a no NITS/no LICE policy. Concordia staff will send children determined to have either nits or lice home for the day. They will be checked by a school professional before returning to school. Concordia staff will recheck the student after 10 days. If staff identify or learn about an active case of lice in a classroom, Concordia staff will check the entire class on that day. Head lice are a nuisance but are not known to spread disease.

HOMWORK

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 age of the child, the courses the student is taking, the specific units being covered, and the individual student's ability and work habits.

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 more than one day will likely result in the arrangement of a plan to complete missed work.

Late Work: Concordia staff expect students to turn in all work 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 before their departure. Teachers are not required to have all

assignments prepared in advance, but some may be able to be provided. Some assignments, projects, 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 Concordia Lutheran Schools of Omaha administrative personnel have the right to search students, lockers, and other personal effects. Limited exceptions may be made for security or event hosting with explicit permission from the CEO.

LEAVING CAMPUS

If your child needs to leave the campus during the day for an appointment, parents should notify the main school office using the "Concordia Elementary School Attendance Form". A link to the form can also be found on the Parents page of the Concordia website under "Attendance Reporting Links". Parents must sign their children out at the school office.

LUNCH/CAFETERIA

Lunch is provided by the Westside Contract Lunch program, and the Concordia order must be called in by 9:00 a.m. If arriving late in the morning, please call in lunch orders before 9:00 a.m. Students may purchase individual milk with their cold lunch. Lunch is ordered on credit. Hot lunch costs \$4.15, extra entrée is \$1.75, and milk costs \$0.50. Lunch charges are billed through FACTS 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 the school will keep information on file. Office staff can assist the parent of any child with dietary restrictions in processing the paperwork that parents must submit to Westside to guide them in providing a safe meal for their child.

The lunchroom is supervised each day by at least two qualified adults. 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.

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. Individuals 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:

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

This institution is an equal opportunity provider.

MEDIA RELEASE

As a condition of enrollment, all parents approve the use of student photos and videos in Concordia Lutheran Schools of Omaha (CLSO) publications, on the school website, and on official school social media to highlight school programs and activities. Media shared by the school may include the first name and last initial of students, but images will not be paired with full student names or other personally identifiable information in media released by CLSO.

MEDICATION POLICY

Concordia staff are able to assist parents in administering acetaminophen, ibuprofen, cough drops, and antibiotic ointment to students. It is required by the state that we have a medication permission slip for both scheduled and non-scheduled/over-the-counter and prescription medications for all students on file. This includes ibuprofen (Advil) and acetaminophen (Tylenol). For over the counter medications, permission can be authorized in FACTs or via a signed [medication permission form](#). For prescription medications a medication administration form or doctor's note/prescription must be provided. All medications must be in their original containers. This applies to both over-the-counter and prescription medicines. Medication is kept in the office. Unless specifically required by a doctor-issued medication plan, students cannot have any medication in their pockets, purses, backpacks, lockers, lunch bags, etc.

OPTIONAL MUSIC EDUCATION OPPORTUNITIES

5th-grade students may participate in band for an additional fee. Strings instruction is available for an additional fee for students in grades 3-5. Vocal choir is available for students in grades K-5, with participation for kindergarten students limited to after the Christmas break. Handbell choir is available for students in grades 4-5; depending on numbers, the director may also extend an invitation to participate to 3rd-grade students.

NON-DISCRIMINATION POLICY

Concordia Lutheran Schools of Omaha admits students of any race, color, national or 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 the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

P.A.C.

Concordia maintains a parent-teacher organization known as PAC (Parent Association of Concordia). The focus of the PAC organization is to work toward accomplishing the mission of Concordia Lutheran Schools of Omaha. The PAC organization operates under the direction of school leadership.

PARENT CONFERENCES

Concordia Elementary School will have no school on one day in the fall and one day in the spring, providing 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. Other 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

During each school week, students recite the Pledge to the Christian Flag and the Pledge of Allegiance.

RE-ENROLLMENT

Re-enrollment for current students and siblings will open on November 15th of the current school year. A protected enrollment window for current families in good financial standing will run from November 15 through January 15. On January 16, application and enrollment will open to new families. Re-enrollment for current families is still welcomed but not guaranteed. Registration is considered complete and enrollment is secured once the enrollment packet is complete and the registration fee paid.

New student applications for the current school year are welcomed at any time and will be considered throughout the year. If no space is available for the appropriate grade level, the applicant may be placed on a waiting list. All final enrollment decisions rest with school leadership.

Review of Continued Enrollment: The administration reserves the right to deny continued enrollment for students who repeatedly engage in behavior inconsistent with the expectations and atmosphere of Concordia Lutheran Schools of Omaha.

RELEASE OF STUDENTS

Students given to the care of Concordia Elementary for a regular session school day and all school or CLSO Foundation Youth Activities, LLC 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 FACTS 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, office personnel will keep a copy of the court order on file and inform only staff members who will share in the responsibility of ensuring the order, 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 most appropriate for his or her academic skill and ability to succeed socially. All reasonable interventions shall be considered before deciding to retain a student. This policy is in effect for all Concordia Elementary 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 or she will be required to show proof of some remedial work in the subject area before being promoted to the next grade level. The Concordia Elementary School Principal must approve remedial work, which may include tutoring, summer school, learning centers, etc. It is the responsibility of the parent to initiate a plan.

SAFETY

Concordia places a high priority on student safety and maintains a Crisis Operations Plan. 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 main office doors from 8:00 a.m. - 3:00 p.m. Parents and visitors are required to sign in at the office and show I.D.. 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.

The following include Concordia's Emergency protocols:

SAFETY: IN AN EMERGENCY

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

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

SECURE! SECURE THE PERIMETER

STUDENTS	TEACHER
Return Inside	Bring everyone indoors
Business as usual	Lock perimeter doors
	Increase situational awareness
	Business as usual
	Take attendance

EVACUATE! TO ANNOUNCED LOCATION

STUDENTS	TEACHER
Leave your stuff behind	Lead everyone to evacuation location
Follow instructions	Take attendance
	Notify if injured, missing or extra students

SHELTER! HAZARD AND SAFETY STRATEGY

STUDENTS	TEACHER
<i>Follow hazard safety strategy</i>	Lead safety strategy
- Fire	Evacuate to safe area
	Take attendance
- Tornado	Evacuate to shelter area
- Hazmat	Seal the room

HOLD! IN YOUR CLASSROOM OR AREA

STUDENTS	TEACHER
Clear the hallways and remain in their area or room until the adults "All Clear" is announced	Close and lock the door
Do business as usual	Account for students and Do business as usual

SCHOOL CLOSING

Concordia uses FACTS Parent Alert Messages and social media channels to announce school closings. Watch the website, Facebook, and Twitter. Alternatively, you can tune in to local TV and radio to hear announcements. The school can only report closings to local media and does not control when local media partners share them.

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 these days, although Concordia may alter the traditional daily schedule to match the best interest of students and teachers including the possibility of a delayed start.

SCHOOL HOURS

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

SERVICE ANIMALS

The Americans with Disabilities Act ("ADA") and Section 504 of the Rehabilitation Act of 1973 require Concordia's policies, practices, or procedures to permit the use of a Service Animal by a student, faculty, staff or visitor with a disability.

Definition of Service Animal: The ADA defines a Service Animal as "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability." Other animals are not Service Animals for ADA purposes.¹ When assessing whether a dog is a Service Animal, the dog must be trained to do work or perform tasks that are directly related to the individual's disability. Examples of work or tasks include, but are not limited to, the following:

- assisting blind or low vision individuals with navigation and other tasks;
- alerting deaf or hard of hearing individuals to people or sounds;
- pulling a wheelchair;
- assisting an individual during a seizure;
- alerting individuals to the physical trauma, potential seizure, or allergens;
- retrieving items such as medicine or the telephone;
- providing individuals with physical support, balance, and stability; or
- assisting persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

Verification of Service Animal: We will not ask about the nature or extent of an individual's disability. However, when it is not readily apparent that the dog identified by the individual with a disability is trained to do work or perform tasks for him or her, Concordia may ask the individual with the disability if the dog is required because of a disability and what work or task the dog has been trained to perform. However, Concordia will not require documentation, such as proof that the dog has been certified, trained, or licensed as a Service Animal.

Care And Supervision Of Service Animal: The individual with the disability using a Service Animal is responsible for the care or supervision of a Service Animal. The Service Animal must be under the control of the individual at all times and must have a harness, leash, or other tether, unless the use of such a harness, leash, or other tether would interfere with the Service Animal's performance of work or tasks or is impractical because of an individual's disability. In such a case, the individual must be able to control the Service Animal by voice controls or signals.

¹ However, under certain conditions, a miniature horse that has been individually trained to do work or perform tasks for the benefit of the individual with a disability may be acceptable.

A Service Animal is generally permitted to accompany the individual with a disability to all facilities where members of the public, students, staff, and faculty are allowed. However, Concordia may ask the individual with a disability to remove a Service Animal from any of its facilities if:

- 1) the Service Animal is out of control and the individual with a disability does not take effective action to control it; or
- 2) the Service Animal is not housebroken.

Concordia may also ask the individual with a disability to remove a Service Animal from any of its facilities if the use or presence of the Service Animal poses a direct threat to the health or safety of others or if the animal's behavior, such as barking, is unreasonably disruptive to the other participants within the facility. Concordia may impose legitimate safety requirements on the use or presence of a Service Animal that are necessary for safe operation of its facilities. There are some facilities (laboratories, for example) that are not safe for use or presence of Service Animals and from which Concordia may exclude Service Animals on a case-by-case basis based on actual risks.

The individual with a disability must abide by current city, county, and state ordinances/laws/regulations pertaining to licensing, vaccination, and other requirements for animals (It is the individual's responsibility to know and understand these ordinances, laws, and regulations). If necessary, the individual with a disability is responsible to clean up after and properly dispose of the animal's feces in a safe and sanitary manner.

Concordia will not ask for or require an individual with a disability to pay a surcharge or to comply with other requirements generally not applicable to people without pets. However, an individual with a disability may be charged for any damage caused by his or her Service Animal.

[Requesting a Reasonable Modification:](#) Students wishing to utilize a Service Animal on campus should contact Concordia Human Resources for approval.

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 and meeting the challenges of the real world. Dress is part of the balance of success and challenge. When a student has a dress expectation problem, Concordia staff will guide them to solve the problem in a loving way before allowing them to return to their daily school schedule.

- **Shirts, Sweatshirts, and Fleece**
 - Uniform tops must be purchased from a Concordia vendor. If supply or student needs prevent the wearing of vendor supplied options, parents may have alternatives approved by the principal.
 - 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 plaid number 87 and is purchased from DiGiorgio's Uniform.
 - Tailored or elastic back casual dress or dress slacks (twill)
 - Worn at the natural waistline
 - Skirts/scooters/skorts/jumpers/shorts must follow the fingertip rule (the length of the garment must be at or below the fingertips of the student while standing with arms extended straight down).
 - Modesty shorts must be worn under skirts and jumpers.
 - Solid color tights and leggings may be worn under uniform bottoms.
- **Belts**
 - 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 (no holes/rips).
 - All other Fridays students may wear spirit tops, but uniform bottoms are required.
 - 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.
 - Skirts/scooters/skorts/jumpers/shorts must still follow the fingertip rule.
 - No holes/rips in jeans.
 - 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.

STUDENT DRESS VIOLATION POLICY

During the first few days of school during the first semester (until the first weekend), we will have a grace period. This means that teachers will kindly remind students of the dress code expectations and help guide them in making good choices.

After the grace period, if a student's clothing does not meet the dress code, and they are sent to the office:

- They will be asked to change into clothing that meets the policy, whenever possible.
- Students may borrow used clothing and belts from the school to help students meet dress expectations.
- Borrowed items will be tracked.
- Students must return any borrowed items, laundered, within one week. If not returned, the family will be charged \$5 per item to help cover the cost of replacement

The following steps will also be taken when students are sent to the office for dress code violations:

- **First Violation**
The student will receive a verbal reminder of the dress code.
- **Second Violation**
The student will be documented in FACTS and parents will be notified.
- **Third Violation**
Parents/guardians will be contacted to send in a dress code conforming change of clothes for that school day.
- **Fourth Violation**
A parent/guardian will be required to come to the school with a change of clothes for their child and sign a dress code contract acknowledging the ongoing issue and agreeing to support their child in following the school's dress policy.
- **Subsequent Violations (5th and beyond)**
Each additional violation will be handled on a case-by-case basis and may include a parent conference, behavior plan, or administrative consequences as needed.

STUDENT INTERACTION WITH HS/MS STUDENTS

One of the unique blessings of Concordia, as a K-12 Christian school, is the positive interaction between students of all ages, fostering a sense of community where younger students can look up to older peers as role models and older students develop essential leadership skills. This interaction is intentionally integrated into the high school curriculum through roles such as teacher aides in elementary classrooms, Intro to Education students who observe and teach sample lessons, and psychology students who learn by observing student behavior. Concordia staff closely monitor all interactions to protect student safety and confidential student information.

STUDENT RECORDS

The student record procedure of Concordia Elementary School is:

- Parents or guardians of students are allowed to review their child's files upon request, and if a student is over 19, he or she may review his or 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.

SUPERVISION BEFORE AND AFTER SCHOOL

Students must be supervised at all times on Concordia's campus. Supervision must be provided by adults; staff, parents, or other adults identified by parents may provide supervision. Students carpooling with students participating in school or CLSO Foundation Youth Activities, LLC activities may not "watch" practice and assume supervision by coaches or directors. 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 school or CLSO Foundation Youth Activities, LLC activities unless under the direct supervision of a parent or a school sponsor. Student supervision is of special concern regarding athletic contests on Concordia's campus; parents are responsible for their children when attending athletic contests.

SUSPENSION AND EXPULSION

Upon a student's suspension, parents or guardians will receive written notification including the reason for the consequence, duration (number of days), and location (in-school or out-of-school).

For all out of school and multiple day in-school suspensions a probationary enrollment period is initiated. Some suspensions will come with specific conditions that the student must meet upon returning. In such cases, a meeting involving the student, parents, and relevant school administrators may be necessary before the student returns to class. The meeting would include a review of the circumstances of the suspension, a discussion of the probationary conditions, and the signing of an agreement outlining expectations and support measures. Non-compliance with behavior expectations during the probationary enrollment period will result in a review of enrollment in addition to further disciplinary action.

The principal may suspend for up to 10 consecutive school days and recommend expulsion to the Head of Education. The Head of Education may expel a student.

The student being expelled may request a hearing. A hearing includes the student, his or her parent(s) or guardian(s), the principal, the campus pastor, Head of Education, and CEO. 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 may apply to a specific program, but requests for specific teachers are not encouraged. Several factors are considered in the placement of students in programs with multiple teachers per grade and requests presented by parents may not be honored.

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

TELEPHONE USE AND MESSAGES TO STUDENTS

Students may use a school phone if under the direct supervision of Concordia staff. These phones are available in the event 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 Elementary maintains volunteer guidelines that are available by contacting the principal.

VISITORS TO CLASSROOMS

We welcome 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 Elementary maintains a wellness policy that can be made available by contacting the principal.