



15656 Fort St. 68116

www.concordiaomaha.org

Concordia Academy

Parent-Student

Handbook

Grades K-5 ■ 2024-2025

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 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.

Concordia Lutheran Schools of Omaha provides Christian education for children Kindergarten - Grade 12. More than 700 students are enrolled at Concordia this school year. This Concordia Academy Parent-Student Handbook includes information on the operation and policies of our graded and Ignite programs for students in grades K-5.

Concordia is an association school of 18 congregations of the Lutheran Church-Missouri Synod in and around 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 & Interim Head of Schools

Mrs. Amy Schwarting, Jr.-Sr. High Principal

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

20275 Honeysuckle Drive, Elkhorn, NE 68022

King of Kings Lutheran Church – Omaha

11615 I St, Omaha, NE 68137

Living Water Lutheran Church

4141 N 156th St. Omaha, NE 68116

Lord of Life Lutheran Church – Elkhorn

20844 Bonanza Blvd, Elkhorn, NE 68022

Mt. Calvary Lutheran Church – Omaha

5529 Leavenworth St, Omaha, NE 68106

Mt. Olive Lutheran Church – Omaha

7301 N. 28th Ave, Omaha, NE 68112

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 Lutheran Schools of Omaha is accredited by National Lutheran School Accreditation and Cognia. Concordia operates as an approved as a 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.

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 Academy.

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 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.

Applications for new applications are considered beginning on January 16. After a class or section reaches capacity, applications may be placed on a waiting list.

All final acceptance 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 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 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 using the "Concordia Academy Attendance Form" no later than 9:00 a.m. on the day of the absence. If there is a planned absence, we would appreciate prior knowledge. 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 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 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, 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 due to illness 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.

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. Offerings are received at chapel to support local, regional and global missions. Parents are welcome. Chapel is held each Wednesday morning at 10:00 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 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 Academy students.

Athletics: Concordia students may participate in CLSO Foundation Youth Activities, LLC sponsored teams that compete in the Parochial Athletic League for volleyball (fall league for girls) and basketball (winter league for girls and boys).

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 35 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 Academy 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 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.

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. Parents may register their students for Concordia Club through the office. Participation is billed at the rate of \$5.00 per hour through FACTS for the time students participate, rounded to the next minute.

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 10 minutes of dismissal **must be checked in with the activity supervisor** and charges start from the end of the school day. 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.

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 Schools for further disciplinary action. When the principal gives a student formal consequences, he will document the referral and notify parents.

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 Schools will review the student's enrollment.

ELECTRONIC DEVICES/CELL PHONES AND SMARTWATCHES

Students' personal communication and gaming devices, including phones and smartwatches, may only be out of backpacks or in use if specific permission is given by Concordia staff. If a child has a medical or other exceptional need for the daily use of an electronic device, his or her parent must request written permission from the principal. If no specific permission has been issued to a student, his or her devices must be in a backpack and powered off while under the supervision of Concordia staff.

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.

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 Academy 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 Academy 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. Required immunizations should be administered for children beginning Kindergarten 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 chickenpox.

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, keep the child at home so you can observe closely. Academy 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 Academy 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.

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.

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 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, parents should notify the main school office using the "Concordia Academy 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 \$3.75, 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, audiotope, 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:

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

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). **Please fill out [this Medical Consent Form](#) for each of your students**, which includes name of the student, name of the drug, dosage, time interval, and how it should be administered. We cannot assist you without this form on file. **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 the 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.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 operates under the direction of school leadership.

PARENT CONFERENCES

Concordia Academy modifies the school schedule for two days in the fall and two days 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 AND CLASSROOM DEVOTIONS

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

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.

RELEASE OF STUDENTS

Students given to the care of Concordia Academy 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 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 or she will be required to show proof of some remedial work in the subject area before being promoted to the next grade level. Concordia Academy's 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.

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

SECURE! 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

Follow hazard safety strategy
Fire

TEACHER

Lead safety strategy
Evacuate to safe area
Take attendance

Tornado

Evacuate to shelter area

Hazmat

Seal the room

HOLD! IN YOUR CLASSROOM OR AREA

STUDENTS

Clear the hallways and remain in
Their area or room until the
“All Clear” is announced
Do business as usual

TEACHER

Close and lock the door
Account for students and adults
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. 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 these days, although Concordia may alter the traditional daily schedule to match the best interest of students and teachers.

SCHOOL HOURS

Concordia Academy’s school 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 reasonable modifications to 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.

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.

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.

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 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 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.
- 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.

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 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

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 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 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.