

**2009 – 2010  
PARENT/STUDENT HANDBOOK**

**Concordia Jr. / Sr. High School**

*NLSA Accredited*

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

**Principal: Matthew Korte  
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**The Lutheran Church-Missouri Synod**  
has strongly encouraged the establishment of  
Lutheran schools at all grade levels:

"The most effective agencies available to the church for  
equipping God's people for ministry are the  
Lutheran elementary and secondary schools."  
(Handbook, The Lutheran Church-Missouri Synod)

Revised May 2009

## **OUR MISSION**

### **“EQUIPPING STUDENTS FOR GODLY EXCELLENCE”**

Concordia Jr./Sr. High School seeks to equip young people for service as Christian disciples through the Gospel of Jesus Christ by providing a Christian learning environment that stresses academic excellence; builds self-worth in the Gospel; fosters mutual respect; and encourages responsibility. “To God be the glory.” Romans 16:27

#### **Philosophy**

At Concordia Jr./Sr. High School students are considered to be children of the Almighty God who created them. Though they have been alienated because of their sin, they have been redeemed from that sin by the work of the Son of the Almighty, Jesus Christ, through His death on the cross and resurrection from the grave on Easter morning. Working through the Holy Scriptures, the Holy Spirit of God kindles faith in the hearts of those who believe and works in the hearts of those believers to sanctify their lives so that they may experience life according to God’s purpose. Therefore, it is imperative that students at Concordia Jr./Sr. High School acknowledge the supreme authority of God and the Holy Scriptures that reveal Him to gain a thorough knowledge of the scriptures and to apply that knowledge to life.

#### **Belief Statements**

##### **Equipping Students**

We believe that students can be completely equipped and well equipped to function effectively in God’s kingdom and in society only when they have a thorough working knowledge of the Holy Scriptures of God. Therefore, each student at Concordia Jr./Sr. High School will be given thorough instruction in the Word of God. Each will also be given opportunity to demonstrate the effectiveness of that instruction by intentional and unintentional interactions with people and with God through worship. (SEE, Ephesians 6:10-18).

##### **Making the Equipment Effective**

We also believe that students cannot be effectively equipped for life in this society without a concerted and cooperative effort from the home, the school, and the church. Therefore, Concordia Jr./Sr. High School will work together with the homes and congregations of the students, so that these three entities function together in a manner to teach and demonstrate with consistency and repetition the spiritual and moral attitudes to develop social assets in the lives of students which can assist them in coping with life. (SEE, 2 Timothy 1:15; 2 Timothy 3:14-15).

##### **Service as Christians**

We believe that well-equipped Christians express faith in actions. Therefore, students at Concordia Jr./Sr. High School will be given instruction and opportunity for Christian service in several ways through both organized programs and informal opportunities. (SEE, James 2:14-18).

## **Christian Learning Environment**

We believe that the Gospel of Jesus Christ should be the framework upon which the activities at Concordia Jr./Sr. High School, both curricular and co-curricular, are built. Therefore, each course in the curriculum will be Christ-centered, carrying a spiritual dimension emphasizing the work of God the Father as Creator of all things visible and invisible; God the Son as Redeemer of the sinful human race; and God the Holy Spirit as Sanctifier of the whole human race. Each co-curricular program, activity, and event will point to the one true God in some positive manner. Each person at Concordia Jr./Sr. High School will be encouraged to have all interactions between people give glory to God both explicitly and implicitly, as they are heard, seen, and experienced. Education in both the classroom and non-classroom areas is to be consistently Christian in character. (SEE, Ephesians 6:4; Deuteronomy 6:4-9).

## **Academic Excellence**

We believe that academic excellence enables students to avail themselves of opportunities for further education and vocation. Therefore, each student will be challenged with a course of study designed to extend knowledge, attitudes, and skills in theology, mathematics, language arts, sciences, social studies, fine arts, practical arts, physical education, technology, and others. (SEE, 1 Corinthians 9:24-25; 1 Corinthians 10:31; 2 Timothy 2:15; 1 Thessalonians 5:12-13; Colossians 3:17).

## **Self-Worth in the Gospel**

We believe that human beings have self-worth only as children of God. Therefore, each student will be given instruction concerning the natural sinful condition of the human race and the redemption that comes from the person and work of Jesus Christ. They will be encouraged to see themselves as children of Almighty God, led by Jesus, the Good Shepherd. (SEE, John 10:14; John 15:5).

## **Fostering Mutual Respect**

We believe that God's Holy Scriptures instruct Christians to love and respect one another. We also believe that the ability to demonstrate genuine respect is a valuable and powerfully effective tool for building relationships between the people of God. Therefore, each student will be expected and instructed to show respect to parents, teachers, administrators, and all other adults, as well as fellow students and younger children. (SEE, John 15:12; 1 Corinthians 12:12-13).

## **Encouraging Responsibility**

We believe that, as children of God, all students should be encouraged to be responsible. Therefore, each student will be given responsibilities, and each will be expected to meet those responsibilities in a positive manner. (SEE, The Parable of the Talents, Luke 19).

The following provisions of this handbook address only the specific areas referenced. New situations may arise during the school year which require the implementation of additional policies and disciplinary actions, as well as adjustment of existing policies and procedures. The administration expressly reserves the right to draft, institute and enforce any new policies, and to adjust existing policies, in order to better effectuate the education of our students. The students and their parents expressly waive any right to contest the administration's right to adopt new policies, approve additional disciplinary actions and change existing policies. Additional policies pertaining to specific issues or activities may be made available through publications separate from this handbook.

## **Faculty – Staff – Administration**

<b>Peter Baye</b>	<b>BA K-12 Music, Concordia University NE</b>
<b>Mike Ellis</b>	<b>BS Secondary Education, Concordia University NE</b>
<b>Lori Gedwillo</b>	<b>BA Education, University of Northern Iowa</b> <b>MA Computers in Education, Lesley College</b>
<b>Rebecca Gudmundson</b>	<b>BA Middle Level Education, Concordia University WI</b>
<b>Gail Klemp</b>	<b>BA Education, Concordia University MN</b>
<b>Peter Klemp</b>	<b>BA Music, Concordia University MN</b> <b>MEd Creative Arts, Carthage College WI</b>
<b>Matthew Korte</b>	<b>BS Secondary Education, Concordia University NE</b> <b>MS Educational Administration, Kansas State University</b>
<b>Amanda Lee</b>	<b>BS Secondary Education, Concordia University NE</b>
<b>Dan Masters</b>	<b>BS Secondary Education, Concordia University NE</b>
<b>Paula McDonald</b>	<b>BS Secondary Education, University of NE Lincoln</b>
<b>Phil Meggers</b>	<b>BS Secondary Education, Concordia University NE</b> <b>BA Mathematics, Concordia University NE</b>
<b>Lori Plummer</b>	<b>BA Secondary Education, University of Nebraska Omaha</b>
<b>Karen Reynolds</b>	<b>BS K-12 Education, Concordia University NE</b>
<b>Darla Rosendahl</b>	<b>BS Secondary Education, Concordia University NE</b> <b>MEd Counseling, Wichita State University</b>
<b>Claudia Rowen</b>	<b>BM Institute of Technology, University of Minnesota</b>
<b>Martin Senechal</b>	<b>BS Secondary Education, Concordia University NE</b>
<b>Loren VanDenBerg</b>	<b>BA Secondary Education, Concordia University WI</b>
<b>Stephen Zehnder</b>	<b>BS K-12 Education, Eastern Michigan University</b> <b>MS Physical Education, Eastern Michigan University</b>
<b>Karen Maline</b>	<b>Administrative Assistant</b>
<b>Anna Cole</b>	<b>Receptionist</b>
<b>Terry Pfannenstiel</b>	<b>Maintenance Director</b>

### **Concordia Lutheran Schools of Omaha Associative Churches**

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

### **Concordia Lutheran Schools of Omaha Board of Directors**

Kermit Brashear, President	Darwin Rohde, Vice-president
Rachel Meinders, Secretary	Dean Warneke, Treasurer
Rev. Keith Grimm, Pastoral Advisor	Alan Meyer, Director
Roger Doehling, Director	Steve Gedwillo, Director
Don Klepser, Director	David Smith, Director
Todd Struble, Director	Michael Valerius, Director

## **ADMISSIONS & ENROLLMENT**

### **Non-Discrimination Policy**

The 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, and does not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational policies, admissions, policies, scholarship and loans programs, and athletic and other school administered programs.

### **Recruitment**

Concordia Jr./Sr. High School promotes its program of Christian education to a wide variety of individuals and groups in the Omaha, Nebraska area. Prospective students and their families are invited to consider the merits of our mission and ministry to receive an education that prepares our young people well for further education and vocation, while at the same time building and nurturing a relationship with Jesus Christ. Students are never recruited on the basis of their individual merits in regards to athletics or any other co-curricular programs, and no tuition assistance, scholarships, or grants are ever offered in regards to such merits. Concordia Jr./Sr. High School complies with all Nebraska School Activities Association (NSAA) requirements that prohibit such recruitment and financial assistance.

### **Admission Requirements**

A student qualifies for admission to Concordia Jr./Sr. High School's 7<sup>th</sup> – 9<sup>th</sup> grade if he/she has successfully completed the course of study in an approved elementary school. A student qualifies for admission to grades 10<sup>th</sup> -12<sup>th</sup> if he/she can reasonably be assumed to successfully complete the required course of study at Concordia Jr./Sr. High School by the end of his/her senior year. The school administration of Concordia Jr./Sr. High School will be responsible for the final decision regarding the enrollment of any student.

### **Enrollment Priority and Requirements**

Applications for admission/enrollment for grades 7-12 will be accepted in the following order each year within the time parameters specified:

1. Current students and their siblings.
2. Children from WOLSA congregations and children enrolled in WOLSA congregation preschools.
3. Children of other Lutheran congregations which are not members of WOLSA.
4. Children of families from the general public.

### **Registration**

Starting in late January current students are eligible to register for the following school year. This primarily involves filing of the registration forms and payment of the registration fee. The registration fee guarantees a place in the following year's enrollment. A student is considered officially registered when a registration form is completed and signed by at least one (1) parent and the student. When the registration form is submitted to the school administration, along with the appropriate fees, this is considered a commitment to enroll the student. The registration fee is non-refundable.

## **Re-enrollment**

Students will go through a re-enrollment process each year, usually beginning in late January. This process is necessary to help the school plan for staff, curriculum, and budget. The school administration reserves the right to deny re-enrollment to any student for factors that include, but are not necessarily limited to, unsatisfactory academic progress, or behavior, which is detrimental to the school's mission and ministry.

## **Enrollment of Home School Students**

Concordia Jr./Sr. High School will enroll home school students as part-time students (less than 25 credits per semester) under the following conditions: (1) Course and grade-level placement will be solely at the discretion of the school administration; (2) Such students must provide evidence of previous course work and tests results, also accepted at the discretion of the school administration; and (3) Payment of tuition and fees will be handled, as per school policy, with the exception that tuition will be pro-rated to account for part-time status (less than 25 credits per semester).

## **Enrollment**

Final registration, which occurs in early August, for the school year involves finalizing the student's schedule, distribution and collection of school and family information (as requested), registration for co-curricular and other activities and programs, payment of appropriate tuition and fees, etc. A student may not begin classes until he/she has completed registration, except at the discretion of the Principal.

## **Permanent Records**

Concordia Jr./Sr. High School will request the permanent school records from the previous school of any student planning to enroll. Permanent records usually include a transcript, birth certificate, immunization records, withdrawal grades, test results, attendance, psychological reports, special education, and other information.

## **Health Requirements**

All students must comply with health requirements set by the state. This includes up-to-date immunizations. New students must submit a health form, including a physical examination form dated within the last year. Failure to comply with health requirements may result in a student being suspended from school or denied enrollment or re-enrollment until such compliance is achieved.

## **Disclosure of Information**

Concordia Jr./Sr. High School expects that parents or guardians will share all necessary information throughout the admissions and enrollment process. This includes necessary information regarding academic, behavioral, psychological, and other issues that could affect a student's successful completion of the academic program. Failure to disclose such information could result in a student being released from enrollment.

## **Withdrawal from School**

Parents should notify the school in writing at least two (2) weeks in advance of the date of withdrawal. Before a student is released, all forms for withdrawal must be completed. All appropriate fines, fees, and tuition must also be paid before a student is officially released.

## **COMMUNICATION**

### **Between School & Home**

We believe that positive and effective communication between school and home will have a positive effect on the education of students. Concordia Jr./Sr. High School will make every effort to keep parents informed about school policies, programs, activities, events, and other news. Parents are expected to read e-mail messages, school newsletters, bulletins, flyers, and letters from the school office, and are encouraged to contact us anytime there is a question or concern. Parents are also expected to keep us informed of family information that could affect the successful education of their children. Concordia Jr./Sr. High School personnel will always hold such information in the strictest confidence.

### **Between School & Students**

Effective education is also dependent on effective communication between school and students. Students are responsible for the information they receive from faculty and staff, including announcements, bulletins, flyers, letters, etc. Students are expected to forward such information to their parents as appropriate.

### **Between Teachers & Parents**

Teachers will make every effort to return phone messages and emails within two school days of receiving the message.

### **Conflict Resolution**

Even in a Christian learning environment, conflicts often arise. When conflicts arise, members of the Concordia Jr./Sr. High School “family” should seek to resolve differences in a spirit of Christian love, characterized by the following: (1) Attempting to gather as much information as possible before rushing to judgment; (2) Confronting the person(s) with whom a conflict may be experienced in a respectful way; and (3) Looking for solutions that are in the best interest of all parties involved. The Board of Directors has adopted policies regarding grievances and handling complaints. These policies reinforce the standards as explained above. A copy of these policies will be made available to families upon request.

## **FINANCIAL INFORMATION**

### **Tuition & Fees**

The Board of Directors of Concordia Jr./Sr. High School will set tuition and fees for the following school year as soon as possible after January 1. Tuition and fees will be published via special brochures, flyers, letters, and/or other school publications. Concordia Lutheran Schools of Omaha is committed to operating its schools on a sound financial basis. The base tuition is planned to be the projected cost per pupil. Unlike parish schools, which typically receive a large subsidy from the church, Concordia Jr./Sr. High School is sponsored by an association of churches and must be as self-supporting as possible.

### **Discounts & Credits**

Credits are provided for families who pay tuition annually or by semester. Other discounts and credits may be available; further information is available from the school office.

## **Payment of Tuition & Fees**

Just as families are responsible to pay their bills on a timely basis, so Concordia Jr./Sr. High School is responsible to pay its bills. Our responsibilities include not only those companies with whom we do business, but also the faculty and staff who provide the ministry of Christian education for our students. We expect our families to pay their tuition and fees in a timely manner, as determined by the Board of Directors through the administration of the school.

All fees are expected to be paid by the beginning of the school term. Families who pay tuition annually or by semester may pay their tuition directly to the school office. Families who pay monthly are expected to enroll in FACTS, a tuition management company, and make their payments via direct withdrawal from a bank account.

## **Tuition Assistance (Financial Aid)**

FNA: Financial Needs Assessment (FNA) is a Christian agency that assesses financial need based on information provided by each family. The assessment is primarily based on family income. FNA applications may be obtained in the school office. There is an initial scholarship deadline of April 1<sup>st</sup>. Scholarships may be awarded after April 1<sup>st</sup> if funds are still available.

Children's Scholarship: Children's Scholarship Fund offers a limited number of new scholarships each year for families who need tuition assistance. Seventh and eighth grade students may be eligible for Children's Scholarship. Applications, including an eligibility scale, may be obtained in the school office.

Work Study: Work Study is a scholarship program. Concordia will grant a student a specific dollar amount scholarship in exchange for service hours. Students will need to work out a regular schedule of hours to be worked. These hours could be in the summer or during the school year. The type of work and the schedule needs to be approved by the Principal for each student. Some of the work may include vacuuming, sweeping, lawn work, cleaning, shoveling, etc.

## **Penalties for Non-Payment**

Concordia Jr./Sr. High School reserves the right to enforce penalties for late and/or non-payment of tuition and fees. Ultimately, a student can be released from school for non-payment. If a financial need arises in a family which makes timely payment of tuition difficult, we encourage such family to contact the Principal as soon as possible so that a payment solution can be discussed.

## **Fines/Replacement Costs**

Students may be assessed fines and/or replacement costs for damaged or missing textbooks or other curricular materials; damaged or missing computer hardware or software; damaged or missing library-media center materials; parking and driving violations; other damaged or defaced school equipment and property, etc. Report cards may be withheld until such fines and/or replacement costs are paid.

## **Additional Information**

Please refer to the appropriate tuition and financial aid brochures available through the school office for more information on financial matters.

## **SPIRITUAL LIFE**

### **Christian Learning Environment**

Concordia Jr./Sr. High School provides a learning environment where students regularly hear the Good News of God's love through His Son Jesus Christ. They learn about His plan for holy living, and they are given the opportunity to grow in their relationship with Him. They are also given the opportunity to grow in their God-pleasing relationships with others. Concordia Jr./Sr. High School is an educational ministry of the Concordia Lutheran Schools of Omaha. Theology courses are Bible-based and taught from a Lutheran understanding of the scriptures. We emphasize both content and application of that content. Worship and devotional activities are also Lutheran in nature.

All students participate in theology courses and worship-devotional activities. We expect all students to participate respectfully and reverently, regardless of their personal beliefs. If any problems of conscience should occur, we expect that the student and/or his/her parent will contact the appropriate teacher or administrator to help resolve the issue.

### **Chapel**

Students participate in chapel worship each week. Typical chapel services include readings from Holy Scripture, a message, prayers, and song. Students may be given the opportunity to assist with elements of the worship. A chapel schedule will be published, and guests are always invited and encouraged to attend. Junior High Chapel will be held on Tuesdays at 8:45 a.m. Senior High Chapel will be held on Thursdays at 8:45 a.m.

### **Devotions**

A daily devotion is held during homeroom. This devotion usually includes a scripture reading, brief message, and prayer. Students may be asked to assist with devotions. Devotions may also be read to all students via the intercom.

## **ACADEMICS**

### **Academic Policy**

Any high school student with a failing grade at the end of a semester will be placed on academic probation for the following semester.

- If the student has another failing grade at the end of the academic probation semester they will be dismissed from Concordia Jr./Sr. High School.
- If the student is passing all classes at the end of the academic probation semester, they will then be removed from academic probation status.

### **Summer School / Additional Coursework**

Students may find that they need to take additional coursework to meet either graduation or academic probation requirements.

- If a student has failed during two (2) consecutive semesters and would still like the opportunity to return to Concordia for the following semester, he or she may seek to take a course offered at another source. This course must be the same in course content as the last course failed.

- Students may also want to complete a course that is not offered at CHS. These courses may not be used to replace a required course at Concordia. Rather, they will count as electives if prior approval is given. All outside coursework is at the discretion of Concordia administration.

**Students must seek prior approval for courses taken at other institutions. Courses must be from an accredited school and approved by Concordia. Students should contact the guidance office for more information.**

### **Academic Handbook**

Please consult the Academic Handbook for additional academic policies and information, including topics relating to the course of study, testing program, promotion and retention, conferences, report cards, and homework.

## **ATTENDANCE**

### **Attendance**

It is important for all Concordia Jr./Sr. High School students to establish a positive attendance record. Research consistently shows a strong relationship between attendance and achievement in school. Absence from school, whether excused or unexcused, often has an adverse effect upon a student's academic progress. Therefore, attendance is absolutely required and should never be considered optional. Learning takes place in many ways and places, and the best policy is to be in the right place at the right time. The learning atmosphere in a classroom is such that optimum conditions for education should result for the student. The exact situations, demonstrations, and activities can never be repeated for those pupils who miss a class or day of school. Attendance and participation in classroom and school activities are considered essential to the educational process at Concordia Jr./Sr. High School. Substitute assignments for time missed will help, but keep in mind they are just that, substitute assignments. Each student at Concordia Jr./Sr. High School should be in every class or study hall for which he/she is scheduled each day school is in session. When a student must be absent for illness or other emergency reason, parents are to contact the high school office (445-4000), as more fully set forth below. Excessive absences may lead to a loss of academic credit, as determined by school policy. Students may also be released from school due to excessive absences.

Nebraska Statutes pertaining to school attendance are in effect.

### **Absence Policy**

Absences should occur only for legitimate reasons, which include personal illness or injury, family emergency, legal obligations, death in the family, or school-related activity. Medical and dental appointments should be scheduled outside school hours, if possible. Personal errands, including driving tests, should be scheduled outside of school hours. Family vacations should be planned to coincide with school holidays and summer vacation. College visits should involve no more than three (3) school days, if possible, for seniors, and no more than one (1) school day for juniors. College visit forms must be filled out and returned to the office upon the students return to school. College visit forms maybe obtained from the guidance counselor.

Planned Absences: If an absence is planned in advance, assuming it is for legitimate reasons, the school office and Principal are to be informed at least one (1) week in advance of the planned absence. IF THIS DOES NOT HAPPEN, it is up to the discretion of the school administration as to whether the student's absence will be considered unexcused, in which case a loss of credit will result for any work assigned or due throughout the absence.

Notes from parents, with dates and reasons for absence, are to be given to the school secretary. The student will then be given a Planned Absence Form to obtain assignments from teachers and make necessary arrangements to complete these assignments. An excused absence allows the student to make up missed assignments and/or class time, but the student assumes responsibility for requesting and completing make-up assignments. Students are to complete and return the Planned Absence Form in advance of their absence. This form will be given to students only when a note from parents is turned in to the office. Teachers are not obligated to give credit for late or missing work when this procedure is not followed.

Unexcused Absences: Teachers do not give credit for academic work missed due to truancy, class cuts, suspension, or any other unexcused absence. If a question arises as to whether an absence is excused or not, the school administration will make the final decision.

NOTE: Even if a parent gives a child permission to be absent from school, his/her absence may still be treated as “unexcused” if, in the opinion of the school administration, the absence is not for legitimate reasons. Going to haircut appointments, job interviews, working during school hours, taking pleasure trips, taking care of personal business, using the excuse “needed at home,” etc. are not acceptable excuses for missing school.

Absences & Participation in Co-curricular Activities: A student will NOT be allowed to participate in a co-curricular activity or event, including practices and contests of any kind, if he/she: (1) does not report to school by the beginning of Period 5; (2) is absent for more than half of the class periods that day; or (3) leaves school early and does not return to class, due to illness or injury. Exceptions to this policy may only be granted by the school administration.

We do not condone the practice of “sleeping in” following a late evening due to participation in a co-curricular activity. If a student is late for school due to this reason, he/she will be given a warning. If it happens a second time, the student will not be allowed to participate in the next athletic contest or other co-curricular activity.

Absences & Loss of Credit: If a student is absent from any class for more than ten (10) of the days that class meets in a semester, FOR ANY REASON OTHER THAN A SCHOOL-SPONSORED ACTIVITY, either excused or unexcused, the student will not receive academic credit for that course during that semester. A grade of WP or WF will be recorded for the grading period, regardless of any other grades received in the class. The student may continue to audit any required course. (Note: the school administration reserves the right to modify this policy in the case of extraordinary illness or injury.)

## **Absence Procedures**

### Parent responsibilities when absence occurs:

1. Notify the school office by 8:30 a.m.
2. Provide a written reason for the absence, signed and dated by a parent, presented by the student to the school secretary upon his/her return.
3. For four (4) or more consecutive days of absence due to injury or illness, provide a doctor’s note, presented by the student to the school secretary upon his/her return.
4. Note: any absence not cleared with the school office will be treated as unexcused and appropriate penalties will be enforced. Classification of absences as “excused” or “unexcused”, even when a written reason is provided, is at the sole discretion of the school administration.
5. Homework assignments may be given after the second day of absence. Requests must be made by notifying the school secretary before 7:30 a.m. of the first day. Assignments can be picked up following afternoon classes after the second day.
6. Provide a doctor’s note for the student’s file, if he/she has a chronic health problem.

### Student responsibilities:

1. If required by the school, deliver a note of excuse signed by a parent to the school office on the day following any absence.
2. Note: if an absence has not been excused, the student will receive a warning before proceeding to class. If this happens a second time, the student will be suspended from classes until a parent contact is made.
3. Obtain assignments that have been missed.
4. Make up academic work within a reasonable amount of time, as determined by the teacher.

### School responsibilities:

1. If a student is absent from school but no contact is received from a parent, the school office will make a reasonable effort to contact the parent.
2. The school office will monitor attendance, communicate attendance concerns to parents and students, and enforce appropriate policies regarding absences and tardies.

### **Early Dismissal and Return to Class**

If a student needs to be dismissed from class for a medical or other necessary appointment, the following procedure will be in place:

1. A student should bring a signed note from parents to the school office before school.
2. The school office will issue an early dismissal pass in the student's planner, which the student is to show the teacher before leaving class.
3. After leaving class, the student must checkout at the school office. Parents must meet the student in the office and sign them out of the building. This will be noted in the student's planner.

When a student returns to school following a dismissal, the following procedure will be in place:

1. The student must check-in at the office before returning to any class or other activity, including lunch.
2. The student planner will be signed for admittance back into class.

NOTE: Students are never allowed to leave and return to campus during the school day without permission. Failure to follow these procedures will result in appropriate disciplinary or academic consequences, including receipt of an unexcused absence.

### **Tardy Policy**

Punctuality is expected at all times and for all situations. Students are encouraged to exercise responsibility with respect to their arrival to school and to all classes.

1. When a student is late in arriving to school, he/she must report to the office for a pass. Students who are tardy to their first class will receive the following consequences:
  1. after three tardies: one hour before or after school detention.
  2. the fourth and all subsequent tardies will result in a two hour Saturday School. The cost is \$10.00 or a parent can come and supervise their child free of charge. First hour tardies will start over at second semester.

2. If a student is tardy between classes, he/she should not report to the office but go directly to his/her class. The teacher will automatically mark the student tardy. If the teacher detains a student between classes, the student should get a pass from that teacher so the tardy can be excused. Teachers will establish a specific classroom tardy policy complete with consequences. Excessive tardiness is considered a serious violation of school policy and could result in an in-school or out-of-school suspension.

### **Truancy**

In cases of truancy, the truant officer of the appropriate county will be notified after school consultation with the parents. The officer shall investigate all cases of truancy or non-attendance at school. Unless the student is exempt from attending school under the compulsory attendance law, the truant officer may proceed with filing a misdemeanor for non-compliance against the parents or guardians of the student.

### **School Hours**

School begins at 8:00 a.m. and ends at 3:10 p.m. Periodically throughout the year school will end early for an upcoming holiday or an afternoon faculty meeting. Hours may be adjusted occasionally for assemblies, pep rallies, and late starts (due to bad weather). Parents and students will be notified as early as possible of any deviations from the normal school schedule which are not reflected on the school calendar.

### **Before & After School**

Before School: Doors are usually open by 7:00 a.m. A commons area will be open for students until it is time for class. Students may study, read, or visit quietly. They are not allowed to leave and return to campus once they arrive or exhibit inappropriate behavior. However, students are not allowed to be in the locker rooms, gymnasium, or any classrooms without faculty or staff supervision.

After School: Concordia Jr./Sr. High School cannot be responsible for supervising students after school, unless they are: (1) involved in a co-curricular or other school-sponsored activity or event held on campus; or (2) getting help from a faculty or staff member. Otherwise, students are expected to be off campus within 20 minutes after school dismisses. If transportation arrangements make this difficult to accomplish, an after school supervision alternative is offered. Parents are asked to contact the school office for more information.

## Bell Schedules

### Regular Schedule

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7:10 - 7:56	Period 0
8:00 - 8:46	Period 1
8:50 - 9:41	Period 2
9:45 - 10:31	Period 3
10:35 - 11:21	Period 4
11:25 - 11:50	Lunch 5A
11:54 - 12:40	Period 5A
11:25 - 12:11	Period 5B
12:15 - 12:40	Lunch 5B
12:44 - 1:30	Period 6
1:34 - 2:20	Period 7
2:24 - 3:10	Period 8

### Early Release Schedule

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7:10 - 7:56	Period 0
8:00 - 8:41	Period 1
8:45 - 9:21	Period 2
9:25 - 10:01	Period 3
10:05 - 10:41	Period 4
10:45 - 11:21	Period 6
11:25 - 11:50	Lunch 5A
11:54 - 12:30	Period 5A
11:25 - 12:01	Period 5B
12:05 - 12:30	Lunch 5B
12:34 - 1:10	Period 7
1:14 - 1:50	Period 8

### Chapel Schedule

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7:10 - 7:56	Period 0
8:00 - 8:40	Period 1
8:44 - 9:24	Period 2
9:28 - 10:08	Period 3
10:12 - 10:52	Period 4
10:56 - 11:45	Chapel/Mentor
11:49 - 12:14	Lunch 5A
12:18 - 12:58	Period 5A
11:49 - 12:29	Period 5B
12:33 - 12:58	Lunch 5B
1:02 - 1:42	Period 6
1:46 - 2:26	Period 7
2:30 - 3:10	Period 8

### 2-Hour Delay Schedule

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10:00 - 10:31	Period 1
10:35 - 11:11	Period 2
11:15 - 11:46	Period 3
11:50 - 12:15	Lunch 5A
12:19 - 12:50	Period 5A
11:50 - 12:21	Period 5B
12:25 - 12:50	Lunch 5B
12:54 - 1:25	Period 4
1:29 - 2:00	Period 6
2:04 - 2:35	Period 7
2:39 - 3:10	Period 8

### Half Day Schedule

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7:10 - 7:56	Period 0
8:00 - 8:26	Period 1
8:30 - 8:56	Period 2
9:00 - 9:26	Period 3
9:30 - 9:56	Period 4
10:00 - 10:26	Period 5
10:30 - 10:56	Period 6
11:00 - 11:26	Period 7
11:30 - 11:56	Period 8

The regular schedule is normally in place on Monday, Wednesday, and Friday.

A chapel schedule is normally in place every Tuesday and Thursday.

A late-start schedule begins with Period 1 starting at 10:00 a.m., and all classes meeting on an abbreviated schedule. This schedule will be announced on radio stations as early as possible on mornings when weather conditions make a late start necessary.

Special bell schedules may be in force for special events, such as orientation, assemblies, field trips, etc.

## **Closing of School**

In the case of inclement weather, appropriate notification will be provided to Omaha radio stations as early as possible. Parents may call the school office, if they are unclear as to whether school will be in session. It should be noted that if any of the Concordia Lutheran Schools of Omaha schools are closed due to poor weather, then all of the schools will be closed that day. If an early dismissal is necessary, also due to inclement weather, notification will be provided to Omaha radio stations as early as possible. Students will also be encouraged or required to contact parents by phone.

The following radio and TV stations will carry our school closings:

<b><u>TV:</u></b>	KMTV	Channel 3	<b><u>Radio:</u></b>	KGBI-FM	100.7
	KETV	Channel 7		KFAB-AM	1110
	WOWT-TV	Channel 6			
	KPTM-TV (FOX 42)	Check TV or cable listing for channel.			

## **Early Dismissal/Late Arrival for Seniors**

Seniors will be eligible for an early dismissal or late arrival to and from school, if the following criteria are met:

1. Student has no scheduled class during Period 1 or 8.
2. Student demonstrates that graduation requirements can be achieved.
3. Parental consent is obtained.
4. Academic warning, academic probation, and/or disciplinary probation are not in force.
5. For late arrival, student must avoid tardies to Period 2 class. Students must sign in at the school office before class.
6. For early dismissal, student must leave school promptly and may not loiter in building, parking lot, etc. Students must sign out in the school office.
7. Student may not leave and return for any afternoon co-curricular activity and/or event scheduled on school property ***without permission from the school administration.***
8. No senior will be eligible for both late arrival and early dismissal.

This policy is administered on a mid-quarter and quarterly basis and may be revoked for any senior at any time. Concordia Jr./Sr. High School will not intentionally work to make a student's schedule convenient for this purpose.

## **GENERAL INFORMATION & GUIDELINES**

### **Asbestos**

Concordia Jr./Sr. High School maintains an asbestos-free facility. Asbestos management documentation is kept on file and is available for public examination. The Principal serves as the "Designated Person" for asbestos management.

### **Facilities**

Concordia Jr./Sr. High School moved into its new classroom facility at 15656 Fort Street in August 2001. We are especially conscious of the newness of our facility, and we expect our students to treat school property with the utmost care and respect. Various guidelines and procedures will be in force to help ensure that this happens. These guidelines are always shared with students, and they are responsible for knowing and following them.

## **Textbooks & Equipment**

Textbooks and equipment issued to students for their use remain the property of Concordia Jr./Sr. High School. Students are expected to treat this property with care and respect. If a student loses such property, he/she will be assessed the replacement cost(s). If a student damages such property, he/she will be assessed an appropriate fine at the discretion of the school administration. Report cards may be withheld until such fines and/or replacement costs are paid.

## **Calendar**

A school calendar is provided to parents and students at Orientation Day. Updated calendars are published as needed and forwarded to parents and students. Parents and students are responsible for noting special events, activities, deadlines, etc., on all calendars, flyers, etc.

## **Campus Boundaries**

The Concordia Jr./Sr. High School campus is the school property, located at 15656 Fort Street in Omaha. The immediate campus is the educational building, front walk, and main parking lot (located on the west side of the building).

## **Leaving Campus**

Concordia Jr./Sr. High School operates a closed campus. Students are never allowed to leave and return to campus during the school day without permission. If a student needs to leave campus for a medical or other appointment, students and parents must notify the school according to the procedure specified in the attendance policy hereof. Students are not allowed to leave campus to retrieve assignments, school materials, etc., without permission from the Principal. (Parental permission is also required.)

## **Lunch**

Microwaves are available, however, they are not to be used to make food, only to warm up food. Refrigerators are not available. Periodically local food establishment will provide lunch for the students to purchase. These proprietors include Little Ceaser's, Popeye's, Blimpie, Godfather's, Taco John's, Valentino's, Runza, Arby's and possibly others. After Period 4 classes dismiss, students are to get their lunches and eat in the commons area. They may not eat in any other areas of the building without administrative approval. Students are always expected to pick up after themselves and dispose of their trash in an appropriate manner. Students are not to dispose of their lunch trash in the classrooms. All students are expected to eat lunch on campus, and are not allowed to "order out" for lunch. Any lunches (other than school lunches) that are delivered for students are to be delivered by a parent or other family member. Parents are also not allowed to excuse students for lunch, even occasionally, as this circumvents the closed campus policy. However, students are allowed to meet their parents for lunch off-campus on special occasions, such as a birthday.

## **Eating & Drinking on campus**

Students are not allowed to eat or drink in any area of the building except the commons area before school, during lunchtime, and after school. Gum chewing is not allowed at any time in the building. Food, snacks, beverages, etc., are to be kept in student lockers. Students are not permitted to carry such items around with them, nor are they permitted to snack between classes.

## **Personal Conduct**

Public displays of affection, such as embracing, kissing, etc., as well as any other sexually inappropriate or immoral act are not allowed on the Concordia Jr./Sr. High School campus or at school events. Rowdy or anti-social behavior is also not allowed. Appropriate disciplinary consequences for either type of behavior will be enforced.

## **Illness & Injury**

Students who experience illness or injury while at school should report their condition to the school office or an appropriate teacher or staff member. School personnel will make a decision as to whether the student will remain in class, return to class, or be sent home. If it is decided that a student should be sent home, a parent will be contacted, and the student should be picked up as soon as possible. Parental consent will also be obtained before a student is allowed to drive himself/herself home.

## **Blood Borne Pathogens**

Students are to use extreme caution and preventative measures involving all blood and other potentially infectious bodily fluids. In other words, all blood and bodily fluids should be treated as if they are infected. Any blood or other bodily fluids that are exposed on floors, tables, desks, clothing, etc., should be reported to school personnel immediately. Students should use extreme caution in handling such blood or other bodily fluids. Exposed skin and hands should be thoroughly washed as soon as possible after exposure. Cuts, abrasions, puncture wounds, etc., should be disinfected and bandaged as soon as possible. Clothing which has become contaminated must be disposed of in a manner where others will not come into contact with it. Failure to abide by these guidelines may result in disciplinary consequences.

## **Pregnancy & Abortion**

If a student becomes pregnant, she should inform the Principal immediately, so that proper counseling and guidance can take place. Trying to hide a pregnancy from the school administration will only complicate the situation and make it more difficult for the school to provide appropriate care and counsel. When the Principal becomes aware of a pregnancy, a consultation with the student and parents or guardians will be held immediately. The school will make every effort to accommodate the student's continued enrollment at Concordia Jr./Sr. High School, but each case will be handled on its own merits. The student's continued enrollment will be determined at the discretion of the Principal. The same factors will be used for any male student who is responsible for a pregnancy. Concordia Jr./Sr. High School strongly supports a pro-life position as clearly taught by scripture and endorsed by the Lutheran Church-Missouri Synod. Any student considering an abortion should immediately seek the counsel of the Principal. When the Principal becomes aware that an abortion is being considered or has already taken place, the same procedures will be followed as outlined above.

## **Christian Lifestyle**

Concordia Jr./Sr. High School does not condone the practice of "living together" without benefit of marriage. If a student is found to be living with his/her boyfriend/girlfriend, a consultation will immediately be held with the student and parents or guardians. Consequences may include expulsion from school.

Concordia Jr./Sr. High School also condemns a homosexual lifestyle as being clearly prohibited by scripture. If a student is found to be practicing a homosexual lifestyle, the same procedures will be followed as outlined above.

## **Marriage**

Any student considering marriage while enrolled at Concordia Jr./Sr. High School should share those plans with the Principal. A consultation with the student and parents or guardians will be held immediately. If a marriage does occur, continued enrollment will be at the discretion of the Principal and will be considered on a case-by-case basis. Any married student considering enrollment at Concordia Jr./Sr. High School must share that information with the Principal. The same procedures will be followed as outlined above.

## **Age of Emancipation**

Students who reach the legal age of emancipation in the State of Nebraska while attending Concordia Jr./Sr. High School are subject to all rules that apply to all students, if they wish to continue their education at Concordia Jr./Sr. High School.

## **Guidance**

The Guidance Office provides a direct service to students and a supportive service to faculty and staff. Our ministry at Concordia Jr./Sr. High School focuses on the student's personal, academic, and spiritual growth and development. All student achievement, attitudes, and behaviors are of interest to those in guidance roles. Concordia Jr./Sr. High School strives to maintain at least a part-time guidance counselor. Administrators and faculty members in regards to individual student needs will also often provide guidance services. Concordia Jr./Sr. High School does not employ personnel who are trained to provide "therapeutic" counseling for special needs. If a situation requires such counseling, we will work with the student and family to provide a referral to appropriate professional counseling services.

In addition, the Academic Handbook describes our academic testing program, which provides guidance regarding academic achievement, placement in classes, college entrance, etc.

## **Speech and Expression**

Concordia Lutheran Schools of Omaha encourages students to express themselves and to exchange thoughts and ideas. However, students have only a limited right of free speech and expression in the school setting, in keeping with the goal of Concordia Lutheran Schools of Omaha to educate students and teach them Christian values and behavior. Any form of speech or expression, including verbal communication, student speeches, student newspaper, yearbook, flyers, use of bulletin boards, announcements, etc., which is threatening, offensive, defamatory, vulgar, disruptive to the educational process, socially inappropriate, or out of line with the Christian values of Concordia Lutheran Schools of Omaha is prohibited, and, when possible, may be subject to the prior approval of a faculty advisor or school administration. Such approval shall be based upon the appropriateness of the subject matter, relationship to the educational curriculum, maturity level of the audience, quality of the material and adherence to the above referenced limitations on speech. For example, speech that is poorly written, untrue, vulgar, based upon prejudice, or inappropriate for the intended audience in the context of a Christian school, will not be approved. Use of unapproved speech or other violations of this provision will be dealt with through disciplinary action.

## **Study Halls**

Study halls are classes where students learn and practice the concept of independent, quiet study. In a study hall setting, students are given the opportunity to conduct themselves with a proper level of maturity and trust. Study halls should be used wisely for such purposes as reviewing for quizzes and tests, completing homework assignments, completing make-up work, and quiet reading. The primary purpose of study hall is to focus on schoolwork. It is not intended to be a place for socializing, nor is it a place for students to catch up on their sleep.

## **Mentor**

Philosophy and Purpose of Mentor: The purpose of Mentor is to serve as an extension of, or an enrichment for, the educational programs of Concordia Jr./Sr. High School. Teachers and students should view these seminars as an opportunity to further enhance classroom instruction and learning.

Mentor provides a great chance for students to have time to receive help from teachers, work in writing or computer labs, complete make-up work, take tests and quizzes, work on projects, or just make sure they have their homework ready for the next day.

It is the student's responsibility to make sure he/she uses this given time wisely. It is the teacher's responsibility to make sure that the students do just that.

Procedures and Organization of Mentor: Mentor will meet opposite chapel once a week on Tuesday or Thursday at 8:45 – 9:26. High School Mentor classes will be composed of proportionate numbers of freshmen, sophomores, juniors, and seniors. Junior High classes will be composed of proportionate numbers of seventh and eighth graders. Each student will be randomly assigned to a teacher and that student will remain with that teacher for the duration of Junior High or High School.

Students will use brightly colored Mentor passes for Mentor. This pass will be left with the Mentor teacher. Every time a student leaves the assigned Mentor room, he/she must have the exit time and the date noted along with the teacher's signature on the Mentor pass. Likewise, every time a student arrives at a destination, he/she must have the date, arrival time, and the receiving teacher's signature.

### Appropriate Activities for Mentor:

- Working on homework
- Peer tutoring or collaborative work to complete a group assignment.
- Taking tests/making up quizzes.
- Reading books or educational magazines.
- Using the computer lab for school work.

## **Planners**

Each student will be provided with a school planner at the beginning of the school year. Students will receive orientation in how to use their planners, which include schedules, "to do" lists, assignment pages, pages on which to record grades, copies of school rules, etc. These planners will be used for passes to and from the offices, restrooms, and other classrooms and areas of the building. **All pages of the planner must stay intact in the planner. Students must use their own planner.** Cost of the planner is incorporated into tuition and fees, but if a student loses his/her planner, or destroys it, replacement cost will be \$10 and the student's responsibility.

## **Library & Media Center**

A new library-media center was dedicated in January 2001, and is available for general student use. A set of guidelines will be in force, and all students will be expected to know and comply with these guidelines. Failure to abide by these guidelines will result in school disciplinary consequences, which may include restriction and/or loss of privileges to use this center. A computerized library card is required for all students in order to check materials out of the library. Loss of this card will result in a replacement fee.

## **Computer & Internet Resources**

Computer lab: Concordia Jr./Sr. High School dedicated its new computer lab in January 2001. This lab is used for specific classes but is also available for some independent use by students. A set of guidelines is in force, and all students are expected to know and comply with these guidelines. Failure to abide by these guidelines will result in school disciplinary consequences, which may include restriction and/or loss of privileges to use this lab.

Classroom computers: Some computers are available for student use in some classrooms. Guidelines, which may vary by individual classrooms and teachers, are in force, and failure to abide by these guidelines will result in school disciplinary consequences, which may include restriction and/or loss of privileges to use these computers.

Internet use: Though the Internet provides an unlimited wealth of resources, we also realize the inherent danger and questionable morality of many Internet sites. Students will be expected to access the Internet in accordance with the technology policy set forth below, as well as any additional Internet guidelines which may be adopted. Failure to abide by these policies/guidelines will result in school disciplinary consequences, which may include restriction and/or loss of privileges to use the Internet.

## **Technology Policy**

Computer technology is a gift from God to His people. As with all gifts, it is up to us to use the gift wisely to glorify God and advance His Kingdom. WOLSA acknowledges the blessings the Lord has bestowed on His church through technology, and is committed to empowering our students to use this gift, as integral part of their education, in a way that is in keeping with our Christian faith.

In addition to any specific guidelines, the following will govern computer and Internet use at Concordia Jr./Sr. High School:

1. No student will have access to the Internet or computers unless supervised by a staff member and/or computer supervision volunteer.
2. Persons who use school equipment to access the Internet are expected to conform to the policies of this document. Users must read, understand and obey these rules. Users are expected to maintain high ethical standards in regard to technology use.
3. Students who use school computers to access the Internet must obtain parental permission and must sign the Internet User Agreement and Parental Permission Form and return it to the school office prior to any access.
4. Students are responsible for good Christian behavior on school computers just as they are in the classroom or hallways. General rules apply.
5. Computer/Internet use is a privilege granted by the school—not an automatic right. As such, computer privileges can be temporarily or permanently revoked at any time at the discretion of the Principal for any violations of this technology use policy.
6. No food, candy or beverages are permitted around any computer.
7. Computer use and access to the Internet is limited to class assignments or special projects. The levels of access to the network provided to students will vary according to educational purpose and student's age.
8. Use of the Internet is a shared responsibility. If you are aware of unacceptable use, it is your responsibility to report it to a teacher or faculty member.
9. Any message received that is inappropriate, or makes the user uncomfortable, must be promptly disclosed to a teacher or faculty member.
10. If inappropriate material is accessed mistakenly, the student must immediately notify a teacher or faculty member.
11. There will be routine maintenance and monitoring of any or all materials received, transmitted, or stored on the network by faculty/administration.
12. Games, personal programs or personal CD's are not permitted without authorization by a faculty member.

13. Students will be granted e-mail only through a classroom account.
14. Computer/Internet users assume responsibility for their actions while using school computer equipment. Damages due to negligence, carelessness, or malicious acts may result in financial restitution.
15. Each student must receive training by school personnel on use of computers/technology.

Students using the school computers/Internet are NOT permitted to do the following:

1. Access offensive messages or pictures.
2. Use obscene or defamatory language.
3. Harass, insult, defame or attack others.
4. Damage computers or alter computer systems.
5. Violate copyright laws.
6. Use another person's password.
7. Give out his/her or any one else's name, address, phone number or any other personal information.
8. Give out information about the school.
9. Trespass in another person's folders, work or files.
10. Intentionally waste limited resources.
11. Employ the computer for commercial purposes or financial gain.
12. Use technology to harm other people.
13. Interfere with the work of another student or teacher.
14. Use technology to steal.
15. Use the resources of others without permission.
16. Use the computer to propagate computer viruses.
17. Violate any local, state or federal statutes or laws.
18. Vandalize, damage or disable the property of the school.
19. Access, upload, download or distribute pornographic, obscene or sexually explicit material.
20. Transmit or receive obscene, abusive or sexually explicit language.
21. Establish unauthorized e-mail accounts.
22. Enter chat rooms.
23. Make purchases.
24. Fill out surveys or questionnaires.
25. Agree to meet with anyone online without parental or teacher approval and participation.

Disciplinary action for violation of the foregoing rules will result according to the disciplinary code of the Concordia Jr./Sr. High School.

### **Telephones**

Concordia Jr./Sr. High School considers telephone usage to be a matter of privilege, not a right. We believe that telephone usage can distract from and disrupt the educational program of our school. Therefore, use of the telephone is monitored and restricted as deemed appropriate by the faculty and staff.

Office/Faculty Workroom Phones: Students are not allowed to use any school phones without permission. They should not expect to use the office phone unless it is to call home in the case of illness, injury, or other emergency. Using the phone to arrange for transportation or lunch is not considered an emergency, since such arrangements should be made in advance of school.

Messages at School: The school will only be responsible for delivering messages from parents. Such messages will be delivered in a timely and appropriate manner, as determined by the school office. Parents should indicate if a message involves an emergency. Emergency messages will always be handled as expediently as possible.

Beepers, Pagers, Cellular Phones, Palms: These devices are not allowed to be used during the school day. If a student must bring such a device to school, it should be kept in the student's locker. We strongly discourage our students from bringing these items to school. Cellular phones are permitted, but must remain in the student's locker during the school day. Their use is permitted **after** school hours only. If a phone is found outside of the locker during school hours, it will be confiscated. First time: goes to the office for one week or may pay \$25.00, second time: goes to the office for one month, third time: the phone will remain in principal's office for the remainder of the semester.

### **Balloons, Flowers, Other Deliveries**

We do not allow flowers, balloons or any other gift items to be delivered directly to students at school. All such deliveries must come to the office. Students will be notified, as appropriate, and may pick up such items at the end of the school day.

### **Visitors**

A student may be allowed to bring a guest for one school day under the following conditions:

1. Permission is only at the discretion of the Principal, who is to be informed at least one (1) week in advance and who may deny this request for any reason he/she deems appropriate;
2. Teachers must be informed at least one (1) day in advance. Teachers may choose not to allow a guest to be present in class.
3. Guests are limited to 7<sup>th</sup>-12<sup>th</sup> graders and alumni (those who have graduated from CHS).
4. Guests are responsible for abiding by all school policies and guidelines.

### **Security**

Although Concordia Jr./Sr. High School provides a Christian learning environment, temptation is always present and thefts can occur. Students can help by:

1. Leaving large sums of money at home.
2. Placing names in their books and on valuables.
3. Keeping lockers locked, if possible.
4. Leaving other personal property, such as tapes, CDs, stereos, etc., at home.
5. Keeping personal property such as watches, calculators, jewelry, etc., on their person instead of unattended.

Concordia Jr./Sr. High School will not be responsible for personal property that is lost, stolen, or damaged.

### **Building Security**

Students and parents/guardians wishing to enter the school after the school day has begun should use the main school entrance. All parents, guardians, and visitors to the school are requested to sign in at the office. No one is allowed to be 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.

## **Lost & Found**

The school office will maintain a lost & found. Students will be given the opportunity in a reasonable manner to check the contents of lost & found, if they are missing any personal property, articles of clothing, etc. All clothing should be marked. Unclaimed items will be sold, donated to charity, or otherwise given away after a reasonable amount of time has been provided.

**We believe that high school students should be responsible enough to take care of their items, and Concordia Jr./Sr. High School will not be responsible when it disposes of items that are left behind by students.**

## **Prohibited Items**

The following items are not allowed to be used during the school day on campus without permission from the administration or a faculty member: radios, cassette decks, walkmans, laser pointers, cd players, video/regular cameras, electronic games, skateboards, roller blades, toys or any other items that are potentially distracting or disruptive. Faculty and staff may confiscate such items at their discretion, and a disciplinary referral may result. The school may hold such items until a parent picks them up. Others items than those specified in this Handbook may also be prohibited at the discretion of the school administration.

No student may use or have in possession a pocket pager or similar electronic signaling device, and/or any cellular telecommunications device while in school or on the school grounds. Exceptions may be granted only with express permission of the principal. In addition:

Gum chewing is not allowed on campus. This includes lunch and study halls. A disciplinary referral may result.

Card playing is not allowed on campus. This includes lunch and study halls. A disciplinary referral may result.

Offensive reading materials are not allowed on campus. A disciplinary referral may result.

Offensive music recordings are not allowed on campus. A disciplinary referral may result.

Backpacks, gym bags, book bags, purses, etc. are not allowed to be brought to class due to issues involving both safety and security. Students are also not allowed to leave such items in the hallways, but should store them in their locker.

**Potentially dangerous and/or illegal items are absolutely prohibited from campus!** Such items include, but are not limited to, weapons and ammunition; items intended to be used as weapons and ammunition; matches, lighters, or other incendiary devices; noxious substances and devices. Possession of such items will lead to strong disciplinary action, including immediate suspension and/or expulsion. Note: These items are also not permitted to be stored in vehicles, even if locked in a glove compartment or trunk.

Please refer to the Discipline section of this Handbook for additional details on prohibited items.

## **Hallway Lockers**

Each student is assigned a hallway locker. These lockers remain the property of the school, and students will use them at the discretion and under the guidelines of the school. Lockers are subject to search by the administration at any time for any reason. **Students are never allowed to place their own locks on a hallway locker.** Students are responsible for any damages to their lockers. Pictures, magnets, etc., are allowed inside lockers if: (1) they can be affixed and removed without damage; and (2) they are not offensive in word, picture, representation, etc. Each student will receive a combination lock for his/her locker. This lock also remains the property of the school, and students will use them at the discretion and under the guidelines of the school. Students will be responsible for lost or damaged locks.

## **Gym Lockers**

Students are also assigned lockers in the locker rooms by the gym, as needed. Ordinarily, only students who are participating in P.E. classes or athletics will be assigned a gym locker, and then only when class is in session or during the appropriate season. These lockers also remain the property of the school, and students will use them at the discretion and under the guidelines of the school. The same guidelines are in force as for hallway lockers. **Students will be issued a school combination lock for their gym lockers. They will not be allowed to use their own personal locks. Lost or damaged locks will result in a \$5 replacement fee.**

Locker rooms will be kept locked and remain off limits except for P.E. classes and athletic practices and contests. Students should assume that they will not be allowed in locker rooms during the school day, except as needed for P.E. and athletics.

## **Access to Concordia Lutheran Schools of Omaha Property & Student Searches**

For student, staff and community safety, Concordia Lutheran Schools of Omaha and its designated authorities shall have the right to access, inspect and search Concordia Lutheran Schools of Omaha equipment used by a student. Items include but are not limited to desks, lockers, workstations, computers, filing cabinets, storage areas and other Concordia Lutheran Schools of Omaha property. This may be done at the discretion of Concordia Lutheran Schools of Omaha, with or without advance notice or consent. No individual, either Concordia Lutheran Schools of Omaha member or staff member will inspect or search such areas unless accompanied by the Executive Director, the building Principal or an appointed representative. Access to these areas or materials by unauthorized persons is strictly forbidden.

Concordia Lutheran Schools of Omaha also reserves the right to conduct searches and inspections of students and their personal effects, including, but not limited to, purses, packages, backpacks, and lunch containers, as well as automobiles, that are brought onto school property. Such searches and inspections of students and their personal effects may be conducted at Concordia Lutheran Schools of Omaha's discretion from time to time without prior announcement, but only on reasonable grounds and for legitimate purposes relating to the safety and welfare of students and staff, including as a part of a disciplinary investigation. By enrolling their student in a Concordia Lutheran Schools of Omaha school and entering onto school/church property, parents consent to such searches and inspections of students. Only in extreme situations and if a threat to other Concordia Lutheran Schools of Omaha staff or students is suspected will a person of the same gender conduct a search of a student or his/her clothing.

Students who refuse to cooperate and/or submit to a search or inspection of school property, their person or personal effects will be subject to discipline, up to and including dismissal from school.

## **Liability**

Students responsible for damage to school property, grounds, or equipment, including textbooks, will be assessed the cost of repairs or replacement. Failure to assume this responsibility in a timely manner may result in disciplinary action or other sanctions, including withholding of report cards. Concordia Jr./Sr. High School assumes no liability for the personal property of any student and will not be held responsible for damaged or stolen property.

## **Fire & Tornado Drills**

Periodic fire and tornado drills will be held. Procedures and exit diagrams will be posted in each room and other appropriate areas, and students will receive instruction in such procedures. Students are always expected to handle such drills in a serious and cooperative manner.

## **Vehicles, Parking, Driving**

Students who drive to school are required to register their vehicles with the school office and purchase a parking pass. Failure to comply with this guideline may result in appropriate consequences, including loss of privilege to drive and park on campus.

Parking passes: Parking passes are to be in plain sight at all times and displayed in a manner that is consistent with a Christian school. Parking passes will be \$20 per year and \$5 for replacements.

Parking on campus: Students are only allowed to park on the south lot of the school. This rule is in effect at all times, including after school hours and on weekends. Students are not allowed to return to, move, or use their vehicles during school hours without permission from the school administration.

Driving on campus: Students are always expected to drive their vehicles with the utmost safety and responsibility. We expect that students will exercise good judgment and safe-driving practices at all times, especially when pavements are slick and gravel is loose. Reckless driving, which includes excessive speed and peeling out, will not be tolerated on campus. Driving on campus is a privilege, not a right, and the safety of others is of paramount concern. Students who drive inappropriately, as determined within the sole discretion of school administration, will lose their driving privileges, and other disciplinary consequences may apply.

Rides: Those who provide rides for our students are also expected to comply with our guidelines for driving and parking on campus. We reserve the right to restrict and/or take away on-campus driving-parking privileges for those “guests” who abuse our guidelines.

Driving off campus: When careless or otherwise inappropriate driving is reported or otherwise observed off campus, we will report this behavior to the student’s parents. This includes illegal use of a school permit. Besides the obvious danger to both people and property, poor driving off campus creates a poor image for Concordia Jr./Sr. High School and its ministry, and demonstrates a disregard for safe and appropriate driving practices.

Consequences: Failure to comply with any the foregoing guidelines will result in appropriate consequences, including fines, restrictions on or loss of privileges to drive and/or park on campus, as well as disciplinary action. The school administration expressly reserves the right to revoke driving and parking privileges at any time and for any reason it determines to be appropriate, in its sole discretion.

## **Fund-Raising**

No student or organization may engage in fund-raising of any kind on campus without permission from the Principal. All auxiliaries, athletic teams, other co-curricular organizations, individual classes, and any other school-affiliated groups or individuals are also required to have permission from the Principal before engaging in fund-raising of any kind on campus and/or on behalf of Concordia Jr./Sr. High School.

## **Special Events**

Concordia Jr./Sr. High School typically sponsors the following activities and events. Regardless of where such school-sponsored activities and events are held, all school policies and guidelines will be in effect at the discretion of the Principal.

- Field Trips.
- Activity Days.
- Service events and other related activities.
- Spirit Days/Weeks.
- Dances & other social events.

Policies and procedures have been developed by the Board of Directors to govern special events. The faculty and staff of Concordia Jr./Sr. High School administer these policies and procedures, and all CHS students and their applicable guests are expected to abide by them at all times.

## **Class Activities**

Students will participate in special activities planned and coordinated for and by each class (freshmen, sophomore, etc.). Classes will also select their own officers and representatives to student government, as provided by school guidelines. Regardless of where such school-sponsored events are held, all school policies and guidelines will be in effect at the discretion of the Principal.

## **Student Employment During the School Year**

Students and parents are encouraged to use discretion regarding employment during the school year. This is especially true of working during evening hours on school nights. Experience has shown that academic and co-curricular problems can often result from too many and too late hours worked outside the school day. Concordia Jr./Sr. High School will contact parents and, if necessary, employers, if, in the administration's judgment, a student's performance in school is suffering due to his/her employment. A student's employment should never interfere with his/her involvement in school activities.

## **Safety Management**

Concordia Jr./Sr. High School maintains a safety management plan, which would be in force in a variety of school emergencies (natural disaster; serious illness, injury, or death; gas or chemical leaks; etc.). We pray that these plans never need to be in force, but Concordia Jr./Sr. High School faculty and staff are familiar with them and prepared to use them. We also recognize that no manner of careful foresight and planning can possibly anticipate all crises. School personnel will always use their best professional discretion in handling such matters.

## **Foreign Exchange Students**

Concordia Jr./Sr. High School admits foreign exchange students on a case-by-case basis. A policy and process for admitting such students is in force. The Principal should be contacted for more information.

## **Student Records**

Temporary student records will be destroyed one (1) year after the student has transferred, graduated, or otherwise permanently withdrawn from the school.

Permanent records are maintained for a period of ten (10) years after the student has transferred, graduated, or permanently withdrawn from school.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are outlined below:

1. The right to inspect and review the student’s education records within 45 days of the day Concordia Lutheran Schools of Omaha receives a request for access. Parents or eligible students should submit to the school Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Concordia Lutheran Schools of Omaha to amend a record that they believe is inaccurate or misleading. They should write the school Principal, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If Concordia Lutheran Schools of Omaha decides not to amend the record as requested by the parent or eligible student, it will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student by the Executive Director or designee when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by Concordia Lutheran Schools of Omaha as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors; a person or company with whom Concordia Lutheran Schools of Omaha has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Concordia Lutheran Schools of Omaha discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by Concordia Lutheran Schools of Omaha to comply with the requirement of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue S. W.  
Washington, DC 20202-4605

Upon request, Concordia Lutheran Schools of Omaha may disclose directory information about former students.

## **Graduation**

The Board of Directors has developed policies and procedures governing all aspects of graduation. The faculty and staff administer these policies and procedures. All eligible seniors are required to participate in the graduation rehearsal, ceremony, and all other related events. Participation in commencement may be revoked according to the policy in force. Please consult the Academic Handbook for additional information.

## **DRESS CODE**

### **Standards of Dress/Dress Code**

School dress should support the educational program and Christian witness of Concordia Jr./Sr. High School. Extremes in attire and manner of dress, including that which is meant primarily to shock or draw attention to oneself, can be distracting, disruptive, and offensive. It is our strong conviction that the better the standard of dress, the better the overall attitude and performance in school. Concordia Jr./Sr. High School emphasizes attire and manner of dress, which follow principles of safety, appropriateness, neatness, cleanliness, modesty, and positive Christian witness. Dress which calls undue attention to itself is to be avoided. We expect and appreciate dress, which promotes a positive learning environment and gives a positive witness to others. We expect that all attire will be devoid of offensive wording, pictures, graphics, etc. We expect students to comply with the dress code while they are on campus or otherwise under the supervision of the school. We recognize that it is unlikely to be able to anticipate all possible dress code violations. If a student's attire or manner of dress is in question, he/she will be referred to the school office for administrative action. In many cases, a conflict may be avoided if a student checks with the office in advance before wearing an article of clothing that may be questionable.

**Boys pants and shorts** – Must be worn at the waist. Length of shorts cannot go lower than five inches below the crease in the back of the knee. This is referred to as the **“Five Inch Rule”**. Long pants cannot hang below the sole of the shoe or touch the ground. If pants are bunching at the shoes, pants are TOO long.

**Girls skirts, shorts** – Must be measured while standing, garment high on the waist and hem parallel to the ground. They are not to be higher than five inches from the crease in the back of the knee. This is referred to as the **“Five Inch Rule”**. Allow extra length for student growth.

**BOYS'** attire consists of:

- **Slacks:**
    - Docker style twill** dress slacks
    - Solid navy or khaki
    - No visible pocket stitching or flaps
  - **Shorts:**
    - Docker style twill** dress shorts
    - Solid navy or khaki
    - No visible pocket stitching or flaps
    - Must comply with the Five Inch Rule**
  - **Shirts:**
    - Purchased only at School Store
    - Three button polo
    - Solid navy, white or gray with Concordia logo
  - **Sweatshirts/sweaters:**
    - School Wear only
    - Available at the School Store or Booster Club
    - Only school polo shirts or solid white t-shirts may be worn under sweatshirts and sweaters
- 
- Facial hair and ponytails are prohibited.
  - Sideburns may not extend below ear lobes.

**GIRLS'** attire consists of:

- **Slacks:**
  - Docker style twill** dress slacks
  - Solid navy or khaki
  - No visible pocket stitching or flaps
- **Shorts:**
  - Docker style twill** dress shorts
  - Solid navy or khaki
  - No visible pocket stitching or flaps
  - Must comply with the Five Inch Rule**
- **Shirts:**
  - Purchased only at School Store
  - Three button polo
  - Solid navy, white or gray with Concordia logo
- **Skorts:**
  - Docker style twill** skorts
  - Solid navy, or khaki
  - No visible pocket stitching or flaps
  - Must comply with the Five Inch Rule**
- **Skirts:**
  - Docker style twill** skirts
  - Solid navy, or khaki
  - No visible pocket stitching or flaps
  - Must comply with the Five Inch Rule**
- **Sweaters/sweatshirts:**
  - School Wear only
  - Available at the School Store or Booster Club
  - Only school polo shirts or solid white t-shirts may be worn under sweatshirts and sweaters

**All Students:**

- Slacks, shorts, and skirts may not be altered in any way
- Waistbands: Must be at waist level
- Belts: Must be a latching belt and within the belt loops  
Must be worn with pants or shorts that have belt loops
- Shirts: Must be tucked in at all times  
Plain long sleeve white t-shirts may be worn under polos
- Shoes: Any dress shoe, tennis shoe, or leather sandal that gives a dressy appearance may be worn. Any type of rubber athletic or beach sandal (flip flops) would not provide a dressy appearance.

**General Information**

- Jackets and coats may not be worn in school.
- Caps, hats, and sunglasses are not to be worn in the building at any time.
- Hairstyles, which are extreme, including unnatural coloring or shading, are not allowed for either boys or girls. Hair should be clean and neatly groomed.
- Earrings/body piercing/tattoos: Girls are allowed to wear earrings only in the ear as long as they are not excessive or extreme in number and/or style. Boys are allowed to wear one single stud in the left ear.
- Necklaces and bracelets are allowed as long as they are not excessive or extreme in number and/or style.
- No body piercing or tattoos are to be visible for either boys or girls.
- Gang-related colors and styles are not permitted.
- Chains of any kind are not permitted.
- Back packs and purses must be kept in lockers.
- Cell phones are not allowed in school. If a phone is found outside of the locker during school hours, it will be confiscated.
  - First time: student may pick phone up after school.
  - Second time: parent will need to pick phone up.
  - Third time: the phone will remain in the principal's office for the remainder of the semester.

**Dress code remains in effect from the time the student pulls into the parking lot until the time he/she leaves the campus. Only students in after-school sports or activities may change clothes.**

***The Principal shall have final authority in all dress code enforcement.***

**Violations**

If a student is in violation of the dress code, an immediate correction is expected. A disciplinary referral may result, and inappropriate attire may be confiscated. If an immediate correction is not possible or if the student resists, he/she will be referred to the school office. The student may be suspended from classes until a correction is made. Such absence from class will be considered unexcused.

## **ATHLETICS AND CO-CURRICULAR ACTIVITIES**

Concordia Jr./Sr. High School is a member of the Nebraska School Activities Association (NSAA) and abides by all policies of the NSAA in regards to athletics and all other relevant co-curricular activities and programs.

### **Athletics**

Proposed interscholastic athletic opportunities for 2009-2010, by season (teams determined by interest and available coaching):

<u>Season</u>	<u>Boys</u>	<u>Girls</u>
Fall	Cross-Country (7-12) Football (7-12) Golf Club (7-12)	Cross-Country (7-12) Volleyball (7-12) Golf Club (7-12) Softball Cooperative(9-12) (host school DC West)
Winter	Basketball (7-12) Swimming Cooperative (9-12) (host school Brownell Talbot) Wrestling Cooperative (9 – 12) (host school Roncalli)	Basketball (7-12) Swimming Cooperative (9-12) (host school Brownell Talbot)
Spring	Soccer Cooperative (9-12) (host school Brownell Talbot) Golf Club (7-12) (host school Burke – must reside with –in OPS school district) Baseball Cooperative (9-12) (host school Roncalli)	Soccer Cooperative(9-12) (host school Concordia) Track & Field (7-12)
Summer Sports Camps	Basketball (4-8)	Basketball (4-8) Volleyball (4-12)

Cheerleading and dance team will also be offered for fall and winter. Teams determined on available participants.

### **Other Activities**

Speech	Yearbook	Theatre/Musical
Journalism	Quiz Bowl	
National Honor Society	Student Government	

2009-10 league schedules are already in place for surrounding districts. We hope to join other teams where appropriate or have club teams.

In order to participate in Concordia Jr./Sr. High School team sports, students must: (1) have a current physical on file before participating in a sport; (2) health, insurance, permission to participate and Christian Sports Pledge forms must be completed and on file with the Activities Director; and (3) abide by Concordia Jr./Sr. High School eligibility requirements (see below).

## **Eligibility Requirements**

Eligibility standards for athletics and co-curricular activities are determined on a quarterly and semester basis. Our goal is to help identify academic problems and intervene in a timely manner, as well as to provide greater incentive for students to set and maintain a high standard for their academic progress. Concordia Jr./Sr. High School enforces for all students participating in athletics and other co-curricular activities the following requirements. It will be the Activities Director's responsibility to administer these responsibilities. The Principal and/or Activities Director may grant exceptions.

All students are eligible to participate in athletics and other co-curricular with the following restrictions:

Mid-Quarter Review: Students receiving an "F" grade at mid-quarter will be placed on athletic/co-curricular academic review for the next half quarter (approximately 4.5 weeks). In order to remain eligible, a student on co-curricular/athletic academic review must:

1. Meet with the Activities Director and appropriate coach(es) or sponsor(s).
2. Submit a weekly grade report to the Activities Director, showing progress.
3. Give up a week of eligibility if the above guideline is not met, on a week-to-week basis.

Quarter and Semester Review:

1. Any student receiving a first or third quarter "F" will remain ineligible until that grade is improved to a "D-" or better. (Implement steps 1-3 of mid-quarter review process.)
2. A student receiving a semester grade of "F" will be ineligible for the following semester. A student who receives a second semester "F" may take a class during the summer to replace that failing grade. The class must be approved by school counselor prior to registering for the class.

## **Additional Eligibility Requirements**

A comprehensive Co-curricular Policy has been adopted, which addresses additional issues of eligibility. These primarily regard use/possession of controlled or otherwise illegal substances; behavior of an illegal nature; and any other behavior, which is judged by the administration of the school to interfere with the mission and ministry of the school.

All students who plan to participate in any co-curricular or athletic activity will be given a copy of the Co-curricular Policy. This policy must be reviewed by students and parents, signed, and returned before the student is allowed to participate in any such activity.

Nebraska School Activities Association requirements apply to all students participating in the NSAA activities of journalism, speech, debate, play production and music. To be eligible a student must earn at least 20 credit hours of schoolwork for the immediate preceding semester. The preceding semester rule does not apply to students who are entering high school for the first time and have not competed or practiced with a high school team.

A student who does not earn 20 credit hours during the spring semester may take 10 credit hours during the summer in an accredited program. Such work must be completed and the grades recorded on the school records prior to September 1 or the opening day of school, whichever comes first, in order for that student to be eligible for varsity interscholastic participation for the fall semester. If incomplete grades are the determining factor, the student remains ineligible until the incomplete is replaced by passing grades.

## **Participation of Home School Students in Co-Curricular Activities**

Home school students who are enrolled at Concordia Jr./Sr. High School as part-time students may participate fully in co-curricular and athletic activities and programs of the school, except that participation in Nebraska School Activities Association activities and programs shall further be governed by policies of the NSAA. These policies state that to be able to participate in NSAA activities and programs, home school students must be enrolled in 20 semester credit hours, and they must have completed 20 hours the previous semester, unless they are enrolled as incoming freshmen.

## **Attendance Requirements**

A participant must be in attendance at school for one-half day (start of 5<sup>th</sup> period) immediately prior to the scheduled event in which he/she is to participate, practice or contest. NOTE: exceptions may be made in the case of previously scheduled professional appointments (medical or dental) or other unforeseen circumstances.

Any student who fails to complete daily homework assignments must stay at school and complete the assignments before he/she can practice or participate in that day's activities. This includes students who would be missing regularly scheduled classes for the purpose of participating in an extra-curricular activity.

## **Awards Night**

At the end of the year an Awards Night will be held. Letters and certificates of participation will be given to participants. Each athlete should attend this event. Parents are also invited to attend this night to honor our athletes.

## **Insurance**

Concordia Lutheran Schools of Omaha does not provide insurance coverage for its activities participants. It is the responsibility of the parents to provide adequate insurance coverage for any medical expenses which may result in injury while the athlete is participating in athletics.

## **Concordia Athletics Philosophy**

Concordia High School is proud of the students and coaches who contribute to make the extra-curricular activities program a positive experience for its participants. Success in the activities program cannot always be measured by its wins and losses, but must be measured by the satisfaction and educational experiences received by the participants. The element of competition and winning, though it exists, is controlled to the point that it does not determine the success of the program. The activities program at Concordia Jr./Sr. High School provides experiences to help men and women grow physically, mentally, emotionally and most importantly, spiritually. Its main purpose will be to prepare our students to compete in today's world with Christian values. Our students will learn that winning at "any cost" is not serving our Lord Jesus Christ. Students are stimulated to want to win and excel, but our Christian principles prevail at all times to enhance the educational values of the contest.

The coaching staff at Concordia Jr./Sr. High School believes that participation in activities, both as a participant and spectator, is an integral part of the student's educational experience. Such participation is a privilege that carries with it responsibility to the school, team, student body, community and the students themselves. In their participation and conduct, they are representing all of these groups, thereby making Christian witness to those they encounter.

But thanks be to God. He gives us the victory through our Lord Jesus Christ.

1Corinthians 15:57

### Athlete's Conduct:

- To be the best student possible.
- To pass every class.
- To be a Christian witness at all times.
- To be loving, honest, and trustworthy.
- To give unselfishly to coaches and teammates.
- To give 100% effort.
- To glorify God with all abilities.

### Coach's Conduct:

- To be loyal.
- To be honest and trustworthy.
- To treat the athletes as a special gift from God.
- To use the gifts of each athlete to the fullest.
- To love their athletes with all their heart.

Conduct Violation: Possession, distribution or use of tobacco, alcohol or any other drugs or controlled substances, as defined herein, will not be tolerated and the following sanctions will apply:

1. First offense: Two week suspension from interscholastic contests, performances, or activities.
2. Second offense: Forfeiture or privilege to participate in any interscholastic contests, performances, or activities.

Coaches have the right to establish more severe penalties of suspension and other rules for their sport by informing the athlete in writing.

NOTE: The disciplinary policies in effect for Concordia Jr./Sr. High School apply to participants and spectators of all co-curricular activities and athletic practices and events occurring both on or off campus. Disciplinary action resulting from violations of school policy or the disciplinary code, even if unrelated to participation in co-curricular or athletic activities, may include loss of privileges to further engage in such activities. Suspensions from school or detentions for any reason normally include suspension from such activities as well.

## **BEHAVIORAL STANDARDS AND DISCIPLINE**

### **Standards of Behavior**

Students are always expected to conduct themselves in a manner which demonstrates respect for God, others, and self. This means behaving in a way, which seeks to build and maintain positive relationships, always seeking to promote the welfare of others. Students are expected to be familiar with and observe school policies and guidelines. In addition to this Handbook, such policies and guidelines may be published in newsletters, daily bulletins, or other official documents. The administration, faculty, and staff in homeroom, assembly, etc. may also announce them.

Students engaging in the types of behaviors set forth below are subject to strong disciplinary action according to the Uniform Code of Student Conduct and Disciplinary Response found in this Handbook. This may include suspension and/or expulsion.

School jurisdiction includes the campus, its immediate vicinity, and school events, co-curricular activities and athletics, including those off-campus and outside of the regular school day. (Note: Even if a student attends a school event as a spectator, he/she is subject to school jurisdiction.) In certain cases, the school may also take action with respect to activities which occur outside the school jurisdiction, but which the administration determines may indicate a risk to students and faculty on-campus, such as criminal activities, reckless driving, etc.

Controlled Substances: Where there is evidence to indicate that a student possesses, has purchased, has used, has sold or distributed, or is under the influence of a controlled substance or behavior affecting substance, including, but not limited to, alcoholic beverages, legal, illegal, designer or look-alike drugs or narcotics, any tobacco product, inhalants or other substances which use is intended for “getting high”, anabolic steroids, improperly used prescription medication, and related substances, or that a student possesses drug or drug look-alike paraphernalia, including, but not limited to items utilized for or associated with the use of drugs or alcohol, such as pipes or flasks, on the school grounds or at a school sponsored activity, the student shall be suspended immediately and the student and parents/guardians will be requested to meet with the Principal as soon as possible. The principal will report all such occurrences to the Executive Director, a plan of remedial activity will be developed which may include options such as counseling, expulsion and/or notification of law enforcement agencies.

NOTE: Concordia Jr./Sr. High School has a Medication Policy in force, which covers the use and/or possession of over-the-counter and prescription medications. Failure to abide by this policy may result in serious disciplinary consequences, including expulsion. A copy of this policy is distributed to families at or before registration each year.

Aggressive Acts: Unacceptable aggressive acts include intimidation or threats of physical harm to students, self, faculty, and staff; fighting and/or other physically aggressive acts; provoking a fight or other physically aggressive act; and possessing or carrying weapons or other dangerous or potentially dangerous items or materials of any kind. (NOTE: Students are not allowed to have such items in their vehicles, even if they are locked in a glove compartment or trunk.) “Jokes” about potentially violent or other aggressive behavior are also strictly prohibited. If a student makes inappropriate comments of this nature, even if they are not meant to be taken seriously, he/she will be confronted and serious disciplinary consequences, including expulsion, may be enforced.

Harassment: Sexual and other forms of harassment are prohibited. Concordia Jr./Sr. High School has a policy in place, available through school administration, that defines harassment, and explains the consequences and due process which accompanies this issue.

Scholastic Dishonesty: Cheating, plagiarism and any other deceptive practice to earn credit without effort is prohibited, and disciplinary responses will be strictly enforced. This includes copying from or allowing another person to complete any assignment, paper, project, quiz, or test for you or knowingly allowing someone to copy from you; using unauthorized help or resources, or collaborating with others without permission, in order to complete any assignment or to answer any question on any quiz or test; viewing a test or test answers in advance of its administration; copying another person’s words or ideas and giving the impression that they are one’s own, including missing and/or misleading documentation of sources; unacknowledged appropriation and incorporation of another’s work into one’s own work for credit; and similar activities which dishonestly assist a student in completing a test or assignment. (NOTE: In addition to disciplinary action teachers may withhold full or partial credit for work involving cheating/plagiarism. This could result in a failing grade for the course.)

Theft/Stealing: This includes taking or attempting to take without permission school property or personal property of any student or school employee, as well as illicit use of school or personal property. Theft is a violation of law. A student who becomes involved in a theft may be suspended and referred to the Board of Directors for expulsion consideration. Appropriate law enforcement authorities may also be notified.

Vandalism: This includes damaging, defacing, mutilating, or otherwise destroying school property or personal property of any student or school employee. Law enforcement authorities may be contacted, and suspension or expulsion may result. Full restitution is required by the student and/or their family.

Lying/Improper Language/Insubordination: Lying includes forging any type of school document, such as a pass, teacher's note, parent's note, etc. Improper language includes profanity, swearing, vulgar and offensive language, obscenity, and language that is degrading and/or disrespectful to other students, faculty, staff, or Concordia Jr./Sr. High School in general. Insubordination includes willful disregard and/or disrespect for any faculty or staff member, including threatening, profane, or obscene comments or gestures.

Truancy/Cutting Class: This includes being absent from school and/or individual classes (including study halls and lunch period) without legitimate and proper excuse. Please refer to the Attendance section of this Handbook for specific procedures and violations.

False Fire Alarm: Any student setting off a false fire alarm will be suspended and/or recommended to the Board of Directors for an expulsion hearing. Setting off a false fire alarm is a violation of state law. A criminal complaint will be signed with the proper legal authorities.

Gangs or Secret Societies: Any student participating in activities of a gang or secret organization will be referred to the principal for appropriate discipline. No student on or about school property or at any school activity shall:

1. Wear, possess, use, distribute or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang.
2. Commit any act or omission, or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
3. Use any speech or commit any act or omission in furtherance of the gang interests or gang activity, including, but not limited to:
  - A. Soliciting others for membership in any gang.
  - B. Requesting any person to pay protection or otherwise intimidate or threaten any person.
  - C. Commit any other illegal act or other violation of school policy.
  - D. Incite other students to act with physical violence upon any other person.

If a student violates this policy, a conference between a school administrator and the student's parents/guardians will be held. The student may be suspended and/or recommended for an expulsion hearing.

Loitering: Unnecessary loitering, congregating, or standing in the corridors between classes without the intent of getting to an assigned location promptly will not be allowed. Students observed loitering will be warned and/or assigned disciplinary action.

Publication/Distribution of Materials: The general public, students and staff members may not use school facilities for the promotion of any group or vested interest without administration or Board of Directors approval. Materials not directly related to the school or Concordia Lutheran Schools of Omaha's churches may not be distributed on school premises without administration or Board of Directors approval. Exceptions may be made to this rule in order to cooperate with community or church organizations or services.

Weapons: Students who bring to school any type of article designed to cause bodily harm will be suspended and may be also referred to the Board of Directors for consideration of expulsion. Law enforcement authorities may also be notified when the possession, use or sale of articles violate civil law. Articles include, but are not limited to, knives, fireworks, firearms and other dangerous items.

Repeated Violations of School Policies & Guidelines: Violations of any other policies and guidelines publicized in this and other Handbooks, newsletters, daily bulletins, or other announcements may result in disciplinary action. Other behaviors not specifically enumerated but which do not conform to the values held by Concordia Lutheran Schools of Omaha may also be subject to disciplinary action. Such determinations, as well as interpretations of school policy, are always in the discretion of school administration.

## **Purpose of Disciplinary Policy**

At Concordia Jr./Sr. High School we operate under the premise that it is a privilege to teach and train the children of God, entrusted to our care, and that it is equally a privilege for these students to attend Concordia and benefit from this teaching and training. Therefore, in order for this educational experience to be most effective, it is essential for faculty and staff to provide instruction and discipline in a positive, fair, caring and loving environment. It is equally important for students to receive that instruction and discipline in a willing and cooperative manner. An important part of this educational experience is learning the skills necessary to live in a community. Among these skills are self-discipline, positive interaction with others (young people and adults), appropriate behavior, willingness to cooperate, and personal sacrifice for the good of the whole community.

We realize that we live in an imperfect world and that our Concordia Jr./Sr. High School community is no different. However, we also realize that we live under the forgiveness and love of Jesus Christ, and it is through our relationship with Him that our instruction, learning, discipline, and respect for one another is established, nurtured, and strengthened.

Discipline is a part of our discipline ministry, whereby we use God's tools of instruction and correction to help provide growth and maturity as disciples. The faculty and staff of Concordia Jr./Sr. High School strive to make that happen by clearly and effectively communicating with students, so that they have an understanding of acceptable behavior, their underlying purposes, resulting consequences (both good and bad), and God's ongoing process (sanctification) to change our lives for the better. We also strive to shepherd our students by providing a consistent learning environment, which includes constant and consistent reinforcement of behavior policies and procedures. Finally, we seek to provide discipline and guidance through fair consequences and effective follow-up.

Discipline becomes necessary when a member of the school community behaves in a way that is contrary to God's will and/or disruptive to the learning environment. The purpose of discipline is to help an individual recognize the error of his/her behavior, show proper contrition, recognize the love and forgiveness of Jesus, recognize also the consequences that occur regardless of that forgiveness, and learn from the experience. God tells us in Proverbs 29:19, "A servant cannot be disciplined by mere words; though he understands, he will not respond." Therefore, consequences will often go beyond verbal reprimands. The purpose of such consequences is to help the individual learn from his/her mistake and grow from the experience. Concordia Jr./Sr. High School seeks both to protect the health and welfare of the members of its community, and to enhance the moral education of its students.

Consequences for inappropriate behavior may take a variety of forms, including detentions, school service, loss of certain privileges at school, suspensions, probation, and/or expulsion. If a student's conduct is dangerous to others, illegal, threatens to disrupt school, or considered a serious moral violation in the context of a Christian school, suspension may be immediate, and a conference will be held as soon as possible to determine the student's punishment and/or continued enrollment at Concordia Jr./Sr. High School.

In the event that the student refuses to accept the ministry offered concerning his/her Christian life at Concordia Jr./Sr. High School, the student by virtue of his/her own attitude and behavior, disqualifies himself/herself from continued enrollment. Students represent their Lord, their families, and their school in all their activities. Therefore, Concordia Jr./Sr. High School expects its students to conduct themselves as Christian young people wherever they may be. Remember: school jurisdiction includes the campus and its immediate vicinity, as well as all school activities and events, including those off-campus and outside the regular school day.

We recognize and appreciate our partnership with parents and guardians in our educational and discipline ministry, and we expect them to cooperate with us in the areas of instruction and discipline. We also expect and appreciate their active involvement in solving problems that may arise involving their children's behavior. This may include a willingness to meet with appropriate faculty, staff, and administrators; reinforcing consequences imposed by the school; and encouraging their children to do their best to develop skills and attitudes which allow them to contribute positively to Concordia Jr./Sr. High School and our community at large.

### **Concordia's "Give Me Five"**

1. All will respect and be considerate of the rights and responsibilities of ourselves and others.
2. All will respect and be considerate of the school's property and the property of others.
3. All will follow their class schedule and be on time.
4. All students will follow the dress code in a modest and respectful manner.
5. All will conduct themselves in a Christ-like manner.

## **UNIFORM CODE OF STUDENT CONDUCT AND DISCIPLINARY RESPONSE**

A successful and effective school is characterized by its positive qualities. All effective educational institutions have one important positive quality in common: good student discipline. The existence of discipline facilitates the development of the school climate necessary for other positive attitudes and qualities to flourish.

It is the intent of our school to promote an educational climate that encourages positive school qualities to grow, thrive and succeed. Good student discipline is possible only when expectations for student behavior are clearly set forth and consequences for failure to meet expectations are explicit and consistently administered.

The establishment of rules and procedures to govern student conduct is a responsibility that the school shares with its parents. To meet that responsibility, the Uniform Code of Student Conduct and Disciplinary Response has been created to govern matters of student discipline. The school and parents also share the responsibility to communicate expectations, rules, procedures and consequences of infractions to students. This shared responsibility in the context of mutual support and understanding, linked by timely communications and cooperation is critical to the success of an effective student discipline program.

A school discipline program, however well intentioned and directed, can never approach the degree of influence that a parent has on a child. If this influence is neglected, the school's task becomes more difficult. When the objectives of the school and family are mutually consistent, the task of the school becomes obvious to the student.

Students, likewise, are expected to understand and abide by the expectations and consequences established for their safety and welfare by maintaining a personal code of proper behavior. The cooperation of students, parents and the school is the basis for good student discipline and a positive learning climate.

Our faculty, in keeping with God's Word, strives toward positive relationships. A student who makes a mistake will be dealt with in a loving, caring manner so that change and self-discipline become possible.

Sometimes, however, caring and forgiveness fail. A student may continue to choose inappropriate behavior. When this first becomes evident, the progressively oriented discipline policy will take effect.

The Disciplinary Code is intended to assist in both the uniform and proportionate administration of disciplinary action. Interpretation of school policy, disciplinary and otherwise, is within the sole discretion of the school administration and Board of Directors, and the policies set forth herein may be liberally construed or deviated from when appropriate under certain circumstances.

Up to date records will be maintained regarding disciplinary referrals and accompanying corrective disciplinary actions. Such actions will be taken into consideration on a cumulative basis over the total enrollment period of the student at the school.

### **School and Classroom Disciplinary Codes**

The School Disciplinary Code is expected to be followed and enforced consistently and uniformly. Staff members shall consider mitigating circumstances prior to disciplinary action and ensure due process for each student. Mitigating circumstances include, but are not limited to, the following factors:

1. Prior conduct.
2. Student attitude.
3. Parental cooperation.
4. Willingness to amend.
5. Seriousness of offense.
6. Repetitiveness.
7. Mental/physical handicap.

A Classroom Action Plan (CAP) is supplementary to the school disciplinary code and designed by each teacher to keep the "CAP on minor classroom control problems". Corrective action, which is within the sole judgment and discretion of the teacher based upon the circumstances of the action, may include but is not limited to the following:

1. Verbal reprimand.
2. Teacher-student and/or teacher-student-parent conference.
3. Separation from the main group.
4. Essay on specific proper conduct.
5. Privilege denial.
6. Detention.
7. Written notice to home.
8. Referral to Principal: This is the final step in each CAP although the teacher may immediately utilize this action due to the severity of the discipline situation. The office will then choose the consequences based on the level and repetitiveness of the student's actions, as set forth herein.

The type of CAP disciplinary issues that will typically be decided at the classroom level at the initial offense include, but are not limited to the following: disturbing classroom procedure; speaking without permission; being disrespectful toward a teacher; standing or walking around without permission; leaving class without permission; coming to class unprepared; incomplete assignments; failure to have appropriate books and materials; disobeying classroom rules; failure to return requested materials or forms to school on time; chewing gum or candy; being late for class; running in the hallways; and minor physical display of affection to another student.

Flagrant or repetitive infractions will be reported first to the parents/guardians in written format then, if continued, to the administration for further consideration and action.

### **Challenged Student Consideration**

Special education students with mental or physical handicaps may have the behavioral consequences enumerated herein modified if, and only if, it can be determined that their acts of misbehavior or misconduct are directly related to their certified handicapped condition. The same consideration may be afforded to students who are under physician care and are taking medication that can be documented as having behavioral effects on a student's action.

### **Corporal Punishment**

Physical punishment is not an option in school disciplinary procedure. Reasonable force is used only when the situation warrants such for the imminent protection of the person or property of others.

### **Behavioral Detention**

When a student violates the guidelines outlined in this Handbook, the student may be assigned a detention. The parents will be notified and the detention must be served the designated day unless a parent note requires a later date for a valid reason. Detentions will be held from 3:30 P.M. to 4:15 P.M. Students serving detentions may do homework. No other activity will be allowed. Students must come equipped with everything needed to study. Talking will not be permitted. Teacher assistance will not be given. Repeated infractions may result in detentions with no homework allowed or in further disciplinary action. Multiple detentions may be assigned to a student at the faculty's discretion in flagrant or repetitive situations.

A detention telephone call will be issued to the student and parents/guardians. The offense which warrants the detention will be noted. Transportation must be arranged by the parents/guardians for the student after the detention. School transportation is not available. Detentions will take precedence over any extra-curricular activity. Detentions must be served on the day they are assigned.

### **Behaviors Requiring Disciplinary Action**

General disciplinary behavior is defined in the following categories:

1. Misbehavior
2. Misconduct
3. Willful Insubordination
4. Unlawful Misconduct

"Repeated" misbehavior or misconduct requires additional reaction. "Flagrant" misbehavior or misconduct demonstrates a particular disregard for rules and discipline and may accelerate the disciplinary action to a more severe level.

## **Misbehavior**

Misbehavior is often, but not always, related to minor non-premeditated actions that indicate lack of common courtesy and consideration or unpreparedness. Examples: non-conformity to a positive learning environment and depriving self or others of effective educational and/or emotional development. It is typified by, but not inclusive of, the following examples: gum chewing; running in hallway; excessive noise in restricted area; mildly disruptive classroom behavior; eating in other than designated areas; throwing typically harmless objects (ex. snow balls, erasers); assignment cheating; copying another student's homework; minor rebelliousness; class unpreparedness; occasional tardiness; non-profane verbal abuse to others; dishonesty; speaking without permission; disrespectful action; standing or walking around classroom without permission; failure to have appropriate supplies or books; inappropriate locker decor or condition; disrupting class; minor physical display of affection or intimacy which is inappropriate to the school setting; general class disturbance; inattention in class.

## **Misconduct**

Misconduct differs, in certain instances, from misbehavior by its intensity and/or indication of purposeful or premeditated action. Examples: conduct that is relatively severe in nature and potentially or actually threatens physical harm to self or others and/or is disruptive to the normal classroom or school procedure. It is typified by, but not inclusive of, the following examples: obvious disobedience, rebelliousness, disrespect, impertinence toward staff; vulgar language or gestures; verbal abuse; throwing potentially harmful objects (ex. stones metal, glass); fighting; possession of semi-dangerous weapons (sharp object, small knife, club, matches). Also considered misconduct and potentially flagrant misconduct are: leaving school grounds without permission; fighting that does not result in obvious physical harm; extortion; intimidation; minor theft or vandalism (under \$25.00) cheating on major assignments and/or tests; false emergency alarms; loitering before or after school.

## **Willful Insubordination**

Willful Insubordination is often harmful to persons or property and premeditated. Examples: willful and spiteful disrespect for the educational, religious, physical or emotional well being of staff or students and disregard for a safe and effective learning environment. It is typified by, but not inclusive of, the following examples: defiance of school authority; refusal to follow logical emergency directions; physical abuse of staff; harmful fighting with another student; severe extortion or intimidation; use of smoking materials; gang association or promotion (evidenced by such activity as solicitation of members, wearing of symbolic jewelry or clothing, the drawing or distribution of literature, signs, symbols or other insignia); possession of alcohol, controlled substances or illegal drugs; flagrant obscenity; possession of objects or weapons capable of severe harmful intent; repeated or flagrant misconduct.

## **Unlawful Misconduct**

Unlawful misconduct includes actions not in accordance with the school code and the municipal or state governing laws. It is typified by, but not inclusive of the following examples: possession, sale or use of controlled substances or illegal drugs; possession or use of dangerous weapons (ex. firearm); use or distribution of alcohol; obtaining extortion money (over \$25.00) or services; severe physical damage to a person; theft or vandalism (over \$25.00); purposely turning in a false fire or emergency alarm; harmful, physical or intimidating gang activity; use of a pager or similar electronic signaling devices; gambling; arson; trespassing. All municipal, state and federal laws also apply to unlawful misconduct. The school will cooperate with law enforcement authorities by reporting appropriate cases of unlawful misconduct.

### **Possible Consequences for Misbehavior**

- First Office Referral: Verbal reprimand  
Parent contact  
Detention (1-3 sessions)
- Second Office Referral: Verbal reprimand  
Parent contact  
Detention (3 sessions)
- Third Office Referral: Detention (2-5 sessions)  
In-School Suspension (ISS) and/or Suspension  
Parent contact mandatory
- Continued Referrals: Same as third violation with possible referral to Principal and/or Executive Director for recommended counseling and/or suspension.

Misbehavior comprises the type of minor disciplinary offenses previously mentioned in this handbook or established in the CAP classroom rules. Faculty members will include proper guidance and counseling in any "verbal reprimand" in an attempt to help the student understand proper behavior. Typically misbehavior situations, especially in the initial stages, will be handled at the classroom level unless the misbehavior becomes flagrant or severe. In these cases it will be referred for further action first to the principal and then to the Principal or Executive Director. Flagrant, severe or repetitive misbehavior may be upgraded to misconduct.

### **Possible Consequences for Misconduct**

- First Office Referral: Verbal reprimand  
Detention (3-5 days)
- Second Office Referral: Detention (5 days)  
ISS (1-5 days)
- Third Office Referral: ISS (5-10 days)  
Possible recommendation for expulsion
- Continued Referrals: ISS (10 days)  
Recommendation for expulsion

Parent may be notified on the first misconduct violation, but must be notified on second and consequent violations. Flagrant or severe misconduct will be dealt with in an accelerated manner. Reparations are applicable in some cases. Police notification is possible for severe or harmful misconduct. Loss of athletic or co-curricular activity privileges may apply.

## **Possible Consequences for Willful Insubordination and Unlawful Conduct**

First Office Referral:	Suspension (1-5 days) Possible recommendation for expulsion (in cases of unlawful misconduct)
Second Office Referral:	Suspension (5-10 days) Possible recommendation for expulsion
Third Office Referral:	Suspension (10 days) Recommendation for expulsion
Continued Referral:	Expulsion

Parents must be notified of every violation. Willful insubordination/unlawful misconduct is a serious behavioral problem and will be dealt with quickly and severely. Reparations are mandatory. Many cases of willful insubordination and most cases of unlawful misconduct, except those with significant mitigating factors, merit immediate suspension, including, but not limited to, use and/or possession of controlled substances or related paraphernalia, being under the influence of such substances, possession of a weapon or dangerous instrument, intent to cause bodily harm to another person, vandalism, and theft. Severe or flagrant willful insubordination/unlawful misconduct may be upgraded in disciplinary response to expulsion recommendation, even, depending upon the circumstances, in cases of first offense. Police notification is mandatory in **some** cases. Loss of athletic or co-curricular activity privileges applies.

## **Repetitive Flagrant Actions and Term of Disciplinary Response**

Repetitive actions describe repeated same or similar misbehavior or misconduct. Repetitive actions will be dealt with in a progressive disciplinary plan as previously outlined. Flagrant actions indicate a particular willingness to perform the misbehavior or misconduct, a particular disregard for the disciplinary code, rebelliousness, defiance, unmanageable conduct or other such attitude. Flagrant actions may be dealt within a more severe disciplinary manner in response to the attitude of the student who committed the infraction. The severity of the infraction will determine, at the discretion of the principal and/or Executive Director, the length of severity of the corrective action in cases in which the corrective action has discretionary penalties (ex. 1 - 3 days suspension). The term of discipline is limited to the school year. Although certain corrective and punitive disciplinary actions will be noted in the student's permanent record as well as the type of disciplinary problems prevalent to the student, the actions taken against the misbehavior, misconduct or willful insubordination activity will not be prolonged past the end of the school year.

## **Due Process**

The law states that a fundamental goal is educational development of all persons to the limits of their capacities. However, when citizens act irresponsibly, violate the rights of others, or present an actual or threatened danger to persons or property, they are subject to the loss of some of their rights. Such is the case with the right to an education. When a student commits an act of gross disobedience or misconduct as defined by the Discipline Policies, the student's right to an education may be temporarily withheld.

The school may not, however, deprive a student of rights via suspension or expulsion without due process of law. A student is entitled to and shall receive procedural due process and will be allowed to present a defense, to explain the circumstances of the actions in question, or to attempt to prove innocence.

Most incidents involving a disciplinary response will include a reasonable and appropriate investigation based upon the circumstances and severity of the action. In more severe cases, such investigation may include interviewing other students as witnesses, conducting informal hearings or meetings, securing written statements, performing searches of students and/or lockers and personal effects, in accordance with the policies set forth herein, and contacting authorities.

### **Suspension and Expulsion**

“Suspension” is defined as a period of time during which a student is barred from attending school, or from attending a school activity. An "in-school suspension" (ISS) involves a period of time when the student attends school, but does not attend classes. The time is spent in a supervised room that allows student to work on assignments from the regular class subjects, but not attend the instruction period with other members of the class.

The first suspension is usually considered an excused absence and the student will receive credit for work that is given by the teacher and completed during the suspension. Likewise, credit will be withheld from students who do not complete assignments. Subsequent suspensions will be considered an unexcused absence.

The offenses meriting suspension include, but are not limited to: repetitive or flagrant disobedience, misbehavior or misconduct; excessive disruption of classroom procedures; use of obscene or vulgar language (written, verbal or gestured); cheating; disrespect toward staff; intimidation; stealing; physical harm to others; vandalism; drug or alcohol possession or use; possession of dangerous weapons; activating false fire alarm. School administration will determine constituting factors.

“Expulsion” is defined as the barring of a student from classes for an extended period of time without any possible association with the school or credit for missed assignments.

Offenses constituting expulsion include, but are not limited to: continued repetitive or flagrant misbehavior or misconduct listed under offenses constituting suspension; willful insubordination; unlawful misconduct.

A suspension does not exceed ten (10) days dismissal from school. An expulsion exceeds ten (10) days up to and including the end of the current school year; however, it may not exceed the remainder of the current school year.

The Principal may suspend a student. Only the Board of Directors can expel a student. A student may be suspended before an informal hearing; however, a student may not be expelled until after a formal hearing.

Prior to a suspension, a school official will give the student oral or written notice of the charges and evidence to support the charges. If the student denies the charges, he/she will be given an opportunity to present an explanation in a conference with school officials and parents/guardians. The school official will then inform the student whether or not the suspension is imposed.

A student has the right of due process in cases of suspension or expulsion. The student or parent/guardian must make the request for an official review within five (5) days after the notice of disciplinary action. Failure to request review within the time limit constitutes a waiver of the right. Request must be in writing to the Principal.

Immediate suspension is imposed, without conference, if the student is deemed a present or continuing danger to persons, property, or an ongoing disruption threat of the academic process. In such case, the student will be segregated from other students and removed from the school building as soon as possible. The student's parents will be notified immediately and will receive a written statement of the reasons for suspension, the number of days of suspension, and the right of review of the suspension by the Executive Director or a hearing officer appointed by the Executive Director.

Parents/guardians will be notified in writing of suspension or expulsion within 72 hours of the decision to suspend or expel.

At hearings conducted by the Executive Director or his hearing officer, the student will have the right to question the person who made the decision to suspend, the right to present and question witnesses, and the right to make a statement in his/her own behalf. If requested by the student, parent, or representative, a written or taped record will be kept of the proceedings.