



Parent & Student Handbook

2018 - 2019

HONORING GOD THROUGH EXCELLENCE

Concordia
ACADEMY Roseville

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www.concordiaacademy.com

A Message from the Principal

Dear Students and Parents,

On behalf of the Concordia Academy faculty, staff, and administration: welcome to the 2018-19 academic year! We have every reason to be excited about this new year. We know that in all things – academics, arts, and athletics- our gracious Lord will work to transform us more and more into the glorious likeness of His Son.

This handbook includes the basic information to assist you with the daily routines at Concordia Academy as well as an explanation of various school policies. Please read through the entire booklet and don't hesitate to call us if you have any unanswered questions.

The mission of Concordia Academy is to lead, teach, and inspire students to become all that God would have them be.

In Christ's Service,

A handwritten signature in black ink that reads "Timothy Berner". The signature is written in a cursive style with a long, sweeping underline.

Tim Berner, Principal

Who to See

Phone extensions listed below. All phone numbers begin with 651-796-2xxx

Address Changes	Connie Voss	682
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Mission and Values

Mission Statement

Concordia Academy, a Lutheran high school, seeks to provide Christian learning opportunities that invite spiritual growth while nurturing academic excellence.

The Prayer of Concordia Academy

The prayer of Concordia Academy is that our students' "love may abound more and more in the knowledge and depth of insight, so that they may be able to discern what is best and may be pure and blameless until the day that Christ, filled with righteous fruit that comes through Jesus Christ – to the glory and praise of God." Phil. 1:9-10

Concordia Academy Community Values

All members of the Concordia Academy community, including board members, staff, volunteers, parents and students are expected to uphold, support, and encourage the following values:

Honor God in All That We Do (1 Corinthians 10:31; Mark 12:30) Knowing God and His Love for us, cherishing His Word, and seeking to please Him in all that we do is at the heart of the Concordia Academy experience. We seek to "live worship" in every aspect of life. This includes everything in and outside of school. All that we do is a reflection of *whose* we are.

Love and Serve Students and Families (1 Thess. 2:8; Ephesians 6:4; Psalm 78:1-4) Concordia Academy is open to all who desire a Christ-centered, Biblically informed and inspired educational experience for their children. All employees of Concordia Academy are first and foremost servants of our students and families. We are servants called to lead, feed, and protect sheep even as the Good Shepherd must continually lead, feed, and protect us. Families representing all of God's people (every tribe, language, nation, gifting, and ability) have equal opportunity to a place at Concordia Academy.

Live, Work, and Play in Christian Community (Romans 12:9-21; 1 Corinthians 12: 25-26) Principles rather than policies and relationships rather than rules, take precedence in the life and community of Concordia Academy. Repentance, forgiveness, grace, and joy are common marks of our school. Individuals are celebrated as children of God; recognized as having unique gifts, passions, and purposes in the Kingdom of God; and are encouraged to honor God in all that they do. We are a community that is always "considering how we may spur one another on toward love and good work" (Hebrews 10:24).

Become Better Than We Once Were (Colossians 3:23) Excellence is the hallmark of Concordia Academy's academics, arts, athletics, and relationships. Excellence is defined as a process measured by individual, team, and corporate improvement, not a specific outcome. *Honoring God through Excellence* (i.e., improvement) is encouraged and expected of all members of the Concordia Academy community.

Admissions Policy

Concordia Academy admits students of any race, color, nationality and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate in the administration of its education policies, admission policies, scholarship and grant programs, and athletic or other school administered programs.

Academics

[For more information on Concordia Academy's Academic program please see Concordia Academy's *Academic Handbook and Course Catalogue*.]

Graduation Requirements

A student must complete the following requirements for graduation:

English	4 credits
Social Studies	3 credits
Religion	4 credits
Mathematics	3 credits
Science	3 credits
Health	.5 credit
Physical Education	1.5 credits
Fine Arts/Applied Arts	2 credits
Freshman Seminar	.5 credits
Other electives	5 credits

Grading System

Grades for individual courses will be calculated as indicated below:

Semester grade		Letter grade
100-92	A	4.000 points
91-90	A-	3.667 points
89-88	B+	3.334 points
87-82	B	3.000 points
81-80	B-	2.667 points
79-78	C+	2.334 points
77-72	C	2.000 points
71-70	C-	1.667 points
69-68	D+	1.334 points
67-62	D	1.000 point
61-60	D-	0.667 point
59-0	F	0.000 point

Incomplete Grades

Incomplete grades must be made-up within one week of the end of a semester. If make up work is not completed within this time, exceptions to this rule in advance of the one-week the grade becomes an F. The guidance counselor, teacher, and principal must approve any period.

Academic Probation

Two "F" letter grades at the end of each nine-week period will make a student ineligible for co-curricular activities for the following nine-week period. An incomplete makes a student ineligible to participate in co-curricular activities until the incomplete is changed to a passing grade. A student who is ineligible may appeal the ineligibility pending a review of the student's grades. Parents may establish eligibility requirements that may be more stringent.

Honor and Merit Roll

To qualify for an Honor or Merit Roll, a student must meet a GPA requirement:

Honor Roll - 3.65 GPA

Merit Roll - 3.35 GPA

B Merit Roll - 3.00 GPA

Each semester the Honor, Merit Roll and B Merit Roll will be published for the Concordia Academy community.

Valedictorian and Salutatorian

The valedictorian and salutatorian for the graduating class are determined after the 1st semester of the senior year.

National Honor Society

The National Honor Society of Concordia Academy is an organization established to recognize and foster academic achievement while encouraging the development of character, service, and leadership.

Nominations to the National Honor Society of Concordia Academy are open to all juniors and seniors who have earned a cumulative GPA of 3.35 or higher following the 1st semester. Candidates are also evaluated on the basis of their ability to give examples supporting their development of character, service, and leadership. The committee evaluates the number and duration of examples given for each criterion.

Students who meet the criteria listed above are given the opportunity to fill out a completed "Student Activity Information Form." Guidelines, which may further define this process, are available from the guidance office.

Academic Dishonesty

Concordia Academy

As an academic institution, Concordia Academy is committed to supporting academic integrity through adherence to these policies.

Plagiarism

Plagiarism refers to the submitting, without appropriate acknowledgement, a report, notebook, speech, outline, theme, thesis, dissertation, or other written, visual, or oral material that has been copied in whole or in part from the work of others, whether such source is published or not, including (but not limited to) another individual's academic composition, compilation, or other product, or commercially prepared paper.

- **Legitimate Sources:** Teachers routinely remind students to cite "legitimate or credible sources" in their assignments. Concordia Academy provides links from the Media and Technology web page to a number of online academic databases. SIRS (Social Issues Research Series), along with a number of other databases, provides full text articles in areas such as religion, science, literature, history and business. These resources are not limited to use on the CA campus; remote access information is available in the Library.
- **Citing Sources:** Unless otherwise noted, teachers at CA expect students to use the MLA format when citing sources for all schoolwork. The Purdue Online Writing Lab (OWL) serves as Concordia Academy's resource for current MLA style.

Cheating

Cheating consists of dishonest practices in connection with examinations, papers, and projects, including but not limited to:

- Obtaining help from another student during examinations.
- Knowingly giving help to another student during examinations, taking an examination or doing academic work for another student, or providing one's own work for another student to copy and submit as his/her own.
- Using notes, books, or other sources of information during examinations without authorization.
- Obtaining an examination or any part thereof without authorization.

Forgery, Misrepresentation, or Fraud

Forgery, misrepresentation, or fraud includes but is not limited to:

- Forging or altering, or causing to be altered, the record of any grade in a grade book or other educational record including permission forms and absence notes
- Use of school documents or instruments of identification with intent to defraud
- Knowingly presenting false data or intentionally misrepresenting one's work for personal gain
- Knowingly furnishing your daily work, the results of research papers, answers given in class or lab experiment notes for the inclusion in another's work without proper citation

Penalties for Academic Dishonesty

Parents will be notified in all cases of academic dishonesty. Students will lose all credit for the assignment in which the dishonest act took place. Repeated act of academic dishonesty will result in a meeting between parents, student, and administration which may result in expulsion. This meeting will take place even if the acts of academic dishonesty take place over multiple years.

Guidance and Counseling Support

The Guidance Department strives to facilitate the success of every student through ongoing planning and support:

Academic and Career Guidance

- **Planning an academic program** – selecting appropriate courses to meet graduation requirements and to prepare for college or other post-secondary education and making any necessary schedule changes.
- **Assisting with post-secondary planning** – providing information about educational opportunities after high school: college brochures, catalogs, applications, financial aid and scholarship information, and vocational school and military training programs.
- **Providing career information** – help with career exploration and decision-making, and assessing career interests, abilities, aptitudes, and values.
- **Coordinating testing services** – ACT and SAT College entrance exams, PSAT for juniors, ASPIRE for sophomores and freshmen. Career interest inventories, and placement tests for new students.

Student Success Team

The Student Success Team is a team of school professionals who meet regularly to respond to referrals of students who may be struggling. Student struggles might be academic, social, emotional, or spiritual. The team strives to respond in a way that will help a student have the best possible chance for success. If you have a concern about your child, please reach out to the chair of the Student Success Team (SST) Ms. Kelly Mack at kelly.mack@concordiaacademy.com or call 651-796-2669.

Schedule Changes

The Guidance Counselor handles all student schedule concerns. A student must be enrolled in a minimum of six academic credits each year (generally three each semester). Classes may only be added or dropped, if necessary, within the first five days of a semester. Withdrawing from a course after ten days may result in a withdrawal failure grade and loss of credit for the semester.

Procedure for making schedule changes:

1. Students must initiate the schedule change with the counselor.
2. The counselor may send the change form to the student's parents for their approval.
3. The student will then seek the current teacher for approval. This gives the teacher opportunity to touch base with the student before the change.
4. The student will then seek the student's new teacher's approval.
5. The change will be finalized only after approval from the counselor, parents, and both teachers.

There will be a \$20 fee for changes after the publicized deadline for schedule changes.

School Day

School days are Monday through Friday and take place from 7:45 a.m. – 2:30 pm. This may change depending on the student's participation in PSEO classes and whether or not a student is a senior who has requested late arrival or early dismissal.

Attendance

Scholastic achievement is directly related to the student's pattern of attendance. Students will not be excused from school without permission from their parents and the administration. All work missed as a result of excused absences should be made up in a like number of days. Teachers have the option of extending or shortening the number of days for making up work due to absence as the situation warrants. It is the student's responsibility to obtain the assignments and complete them on a satisfactory basis.

General Attendance Policy

Students are required to be in school for the entire day (except for doctor or dentist appointments or special circumstances cleared in advance by the administration) to be able to participate in co-curricular activities or practices that day. Students who check in after 8:10 will be considered absent for 1st period. Students must be in class for a minimum of 55 minutes for a block to be considered in attendance for that class period.

Students are required to attend all scheduled classes and study halls. Skipping classes and study halls will result in a detention. All students participating in co-curricular activities must be in attendance for all classes in the day in order to participate in the practices or events of that day.

Attendance and Academic Credit

The credit that Concordia Academy offers for its classes is based on more than just the work completed by the student. Credit also assumes that the student participated in the nontangible elements of the class which can only occur through regular attendance. If a student misses six or more periods of any class per semester a meeting will be called with the student, parents, and administration to address the issue. More than six absences per semester may result in a reduction in grade or loss of credit.

Notifying the School of an Absence

Parents are asked to notify the school by 9:00 a.m. of a student's absence. Please include the reason for the absence. Parents may notify the school by sending an email to attendance@concordiaacademy.com. Parents may also notify the school via telephone by leaving a message at 651-796-2711. If parents choose to use the telephone, we ask that they would also send a note or email to the school explaining the reason for the absence. The note or email is due at the beginning of the day on the student's first day back. Failure to send a note or email may result in an unexcused absence.

Family Vacation and Illness Related Absences

Families are encouraged to plan family vacations around the academic calendar. Students planning a trip during school time should contact each of their teachers well in advance and follow procedures as stated in the paragraph above. Parents should also notify the office of upcoming absences. Teachers cannot guarantee that students will receive assignments in advance of an extended absence. Students with extensive absences due to illness may be asked to provide a doctor's note and/or work with the school nurse to develop a health plan.

Unexcused Absences

If a student skips a class, they will be assigned a one-hour detention with a \$15.00 fine; parents will also be notified. Further skipping of classes may result in suspension.

Tardy Detentions

Students will be allowed four tardies per quarter with no consequence. With each tardy after four, a one-hour detention and \$20 fine will be issued. Detentions will be served after school. First hour tardies are excused only at the discretion of the Assistant Principal for very limited reasons. Students should talk with their teachers about all other tardies. A student's tardy count restarts at the beginning of each nine-week period.

Detention

Detentions will be served after school and cost \$20. Students must arrive on time in order to serve the detention. Parents are notified of detentions by email and students will be notified at school. Students who miss an assigned detention will receive a double detention and a double fine.

Arriving Late or Leaving Early During the School Day

Any student arriving at school after 7:45 must sign in at the Main Office. A student who must leave the school during the day should turn in a parent note to Mrs. Voss before first block and get a pass to give to the teacher. Assignments will be due as scheduled. Students must sign out in the main office when leaving campus; failure to do so without permission may result in an unexcused absence.

Illness or Injury During the School Day

A student who is too ill to remain in class should report to the nurse or the main office. The student will be assisted in contacting the student's parents if the student is too ill to remain in school; students should not call their parents before seeing the nurse or going to the office. Health and emergency information must be on file before the first day of school in case of an emergency. In the event of an injury, the school will immediately contact the parent and/or seek emergency medical attention.

Student Use of the School Building Before or After Regular Hours

The school building will be open at 7:00 a.m. each morning. Students in the building before 7:30 am and after 2:30 pm will not be under any direct supervision. Unacceptable behavior during this time may result in the revoking of the privilege to remain in the building after school. Teachers will be available to students from 7:15 am to 3:00 pm daily. The building is normally locked every evening at 6:00 p.m.

Senior Early Dismissal/Late Arrival

Early dismissal/late arrival is an earned privilege available only to seniors at Concordia Academy. Criteria for being allowed early release are tied to the student's attendance and academic records. Interested seniors should contact the Guidance Counselor for an application. These guidelines also apply to PSEO students who arrive late or leave early during the day. All late start students must arrive in time to attend all chapels and assemblies. Failure to do so may result in the loss of the late arrival privilege.

Qualifying seniors must:

- Be enrolled over two semesters in a minimum of 6 credits of regular coursework (not including student aide positions).
- Be enrolled in coursework to meet all the graduation requirements.
- Have signed permission from the parent or guardian.
- Sign the release agreement.
- Release Rules:
- If you have a Late Start on Mondays or Thursdays, students **MUST** be in attendance at school *by the beginning of Chapel. Students do not have Release from Chapel.*
- Students with Release who remain on campus must be in the Commons.

- Students on Release who do leave campus must sign in/out on the attendance clipboard.
- Students will lose their Release privilege if there are problems with attendance, academic performance or behavior.
- The forged signature of a parent will nullify this release for the remainder of the semester and the student will be rescheduled into Study Hall.

When students are waiting for class to begin, they should wait in the Commons. Students may return for after-school activities (arriving no sooner than the closing bell), provided they abide by other team and school guidelines for attendance and participation. Students with late arrival are required to attend Chapel.

Tuition will not be adjusted for students with early or late release. Students may lose their Release privilege if there are repeat problems with attendance or academic performance.

Constructive Behaviors

Gender, Marriage, and Sexuality

We believe and teach that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders reflect the image and nature of God (Gen. 1:26-27).

We believe and teach that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe and teach that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, sexting, and use of pornography) is offensive to God and is destructive to both the individuals involved and to those who love those individuals.

We believe that in order to preserve the mission and integrity of Concordia Academy, and to preserve a faithful witness to the beliefs articulated above, and to truly serve our students, staff, and community at large, it is imperative that all persons employed by, volunteering at, or attending Concordia Academy as students, agree to act in accordance with this statement on Gender, Marriage, and Sexuality (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).

Public Displays of Affection

Students are to refrain from public kissing, embracing, and other close physical contact while at school or at school-sponsored events. If students who are warned about this offensive behavior continue, the school will contact the parent(s) or guardian(s) and detention(s) will be assigned.

Dress Code

At Concordia Academy, we believe that a student's appearance and dress have an impact on and reflect their attitudes and behaviors. Students are to dress in a manner that reflects modesty, good taste, and our witness as God's people. A distracting and/or provocative appearance is neither appropriate nor conducive to the learning environment. The school (represented by teaching faculty, staff and administration) reserves the right to determine what is acceptable or unacceptable regarding this dress code.

Should a student's clothing be determined inappropriate, the student will be asked to change clothes or will be sent home to change, if necessary. A student who is requested to change their clothing is expected to respond in a cooperative manner. If a student has questions about whether an item of clothing is within the school's dress code, the student should bring that item in for administrative approval prior to wearing it.

The dress code also applies to all school activities and whenever a student is on campus. Advisors or coaches of an activity or function may require additional guidelines.

The dress code is as follows:

- Immodest and/or revealing garments are not acceptable at Concordia Academy. Clothing with the following qualities is not permitted: low neckline, backless, sheer, halter or bare midriff shirts, blouses, or dresses; excessively short dresses or skirts; slip-like skirts or dresses; excessively baggy pants that leave underwear exposed; clothes with holes or tears.
- A girl's cleavage or bra-line should not be exposed; spaghetti straps or tank-top straps should be more than two inches wide.
- P.E. uniforms may not be worn during the school day except during PE classes.
- Clothing which depicts objectionable music groups, alcoholic beverages, skulls or evil imagery, or implies obscene, satanic, or sexually suggestive messages will not be permitted.
- Gang attire and clothing that gives the impression of membership in any gang is not permitted. This includes gang colors, styles, jewelry, and/or trademarks.
- Shoes or sandals must be worn at all times.

Dress Code Violation Consequences

Should a student violate the dress code, the first offense will be a warning and parents may be notified. Further offenses will result in detention or suspension.

Pregnancy

The Lutheran Church-Missouri Synod and Concordia Academy endorse a pro-life position and the need to nurture a deep reverence and gratitude for God's gracious gift of human life. Therefore, students who are pregnant or become parents while enrolled at Concordia Academy should share that information with the administration in order that counseling and the ministry of repentance, forgiveness, reassurance, love, and support may be given to the student and the student's family.

Because the situation is not of the norm and may be disruptive to the educational process, the continued enrollment of the pregnant student and/or fathering student shall be reviewed on an individual basis by the administration. Failure to inform the administration or to follow the recommendations of the administration may also jeopardize continued enrollment at Concordia Academy.

Children of student parents are not permitted to be on the campus during the regular school day, but are welcome at other activities.

Tobacco, Drugs, and Alcohol

As His redeemed children, Concordia Academy students aim to live sanctified lives that honor God through substance-free choices. Students must be responsible and accountable in their actions, knowing that consequences will follow the possession, distribution, sale, or use of tobacco, drugs, or alcohol. The Gospel then compels the school to offer forgiveness and to seek restoration. Concordia Academy's mission also compels the school to provide assistance and support to students who find themselves involved in the use of alcohol, drugs, or tobacco.

Concordia Academy abides by the laws of the United States and the State of Minnesota and by the regulations of the Minnesota State High School League (MSHSL).

The following policy applies to incidences of student substance use:

- The use, possession, distribution, and/or sale of tobacco, alcohol, drugs, and/or drug paraphernalia on campus or at any school event or activity is prohibited. Failure to comply may result in suspension, expulsion and/or police intervention.
- The school reserves the right to conduct searches of a student's person, locker or vehicle if there is reasonable suspicion that a student is in possession of drugs, alcohol, or drug/alcohol paraphernalia.

- In the event a student uses drugs and/or alcohol, the student must permit referral to competent professional assistance. Failure to comply will result in immediate forfeiture of enrollment at Concordia Academy.
- Students believed to be under the influence of illegal drugs or alcohol (e.g., displaying signs such as smelling of alcohol, slurred speech, impaired skills, etc.) while at school or a school-sponsored activity may be asked to submit to an immediate urine, hair, or Breathalyzer test to determine level of influence. Failure to cooperate in this testing will be treated as an admission of guilt.
- All financial costs for substance testing or assessment are the responsibility of the student or the student's family
- If a student has used or possessed tobacco, drugs or alcohol, or has willfully remained at a place where alcohol and/or drugs were being used, the student may be ineligible to take part in all school and state sponsored extra curricular activities for a period of up to nine weeks. Students with multiple violations may face longer suspensions or dismissal from Concordia Academy. Coaches and advisors may impose additional expectations and/or consequences for their activities.
- A student shall be suspended from all inter-scholastic activities for double the student's original period ineligibility when the student denies violation of the rule, is allowed to participate, and then is subsequently found guilty of the violation. (Minnesota State High School League).
- Any student who is challenged and/or troubled by their own substance use, by that of friends, or by that of family members, is encouraged to seek counsel and support from a teacher, counselor, or administrator. If appropriate, the student will be referred to competent professional assistance. Students are reminded that the school's goal is not to punish, but to offer aid and encouragement to make positive choices.

Drug-free and Weapon-free Zones for Minnesota Schools

This state law is tough on anyone caught selling or possessing illegal drugs when they are within one city block or 300 feet of any Minnesota school, park, public housing project or school bus carrying students. The law is also tough on anyone caught possessing or using a dangerous weapon in these areas. Juveniles convicted of these crimes who are at least 14 years old can be treated as an adult and sentenced in an adult court.

Drug-free and weapon-free school zones include the school campus, the parking lot, King of Kings church property, the townhomes property and the Buddhist temple property. All of these areas are considered "on-campus" when it comes to rule infractions.

Concordia Academy, in the interest of the safety of its students and staff, prohibits the unsanctioned use, possession, or storage of weapons. Possession and storage of any kind of a weapon, or articles that may be used as a weapon on campus or at any school related event or activity may be grounds for suspension, expulsion and/or police intervention.

Concordia Academy Community Values

All members of the Concordia Academy community, including board members, staff, volunteers, parents and students are expected to uphold, support, and encourage the following values:

Honor God in All That We Do (1 Corinthians 10:31; Mark 12:30) Knowing God and His Love for us, cherishing His Word, and seeking to please Him in all that we do is at the heart of the Concordia Academy experience. We seek to "live worship" in every aspect of life. This includes everything in and outside of school. All that we do is a reflection of *whose* we are.

Love and Serve Students and Families (1 Thess. 2:8; Ephesians 6:4; Psalm 78:1-4) Concordia Academy is open to all who desire a Christ-centered, Biblically informed and inspired educational experience for their children. All employees of Concordia Academy are first and foremost servants of our students and families. We are servants called to lead, feed, and protect sheep even as the Good Shepherd must continually lead, feed, and protect us. Families representing all of God's people (every tribe, language, nation, gifting, and ability) have equal opportunity to a place at Concordia Academy.

Live, Work, and Play in Christian Community (Romans 12:9-21; 1 Corinthians 12: 25-26) Principles rather than policies and relationships rather than rules, take precedence in the life and community of Concordia Academy. Repentance,

forgiveness, grace, and joy are common marks of our school. Individuals are celebrated as children of God; recognized as having unique gifts, passions, and purposes in the Kingdom of God; and are encouraged to honor God in all that they do. We are a community that is always “considering how we may spur one another on toward love and good work” (Hebrews 10:24).

Become Better Than We Once Were (Colossians 3:23) Excellence is the hallmark of Concordia Academy’s academics, arts, athletics, and relationships. Excellence is defined as a process measured by individual, team, and corporate improvement, not a specific outcome. *Honoring God through Excellence* (i.e., improvement) is encouraged and expected of all members of the Concordia Academy community.

Antithetical to these values are, though not limited to, the following behaviors:

- Disrespectful, crude, racist, threatening, or otherwise harmful speech or action directed at self or others. This includes what takes place on campus, off-campus, and on all forms of social media;
- Attending or hosting a party where minors use alcohol or illegal drugs;
- Possession, use, sale, or distribution of illegal drugs, look alike drugs, misused prescription drugs, or drug paraphernalia;
- Smoking or possession of tobacco products including e-cigarettes;
- Any sexual behavior, language, sexting, or social media postings not in accordance with this handbooks statement on Gender, Marriage, and Sexuality;
- Dress that is deemed in inappropriate, offensive, or not in accordance with this handbooks statement on Gender, Marriage, and Sexuality;
- Leaving campus or missing class without permission;
- All forms of cheating/plagiarism including any contribution to the cheating/plagiarism of others;
- Disrespectful behavior during chapel or other assemblies;
- Theft or vandalism;
- Irresponsible or dangerous behavior (This includes reckless driving and the possession, on campus, of any kind of weapon);
- Behavior off-campus that is deemed to hurt or hinder the mission or reputation of Concordia Academy;
- Disruptions in the classroom or otherwise hindering the learning of others;
- Consistently indulging apathy.

Discipline

Behavior antithetical to the values of Concordia Academy is addressed through an application of Law and Gospel. This process is very personal and recognizes that every situation is unique. The intent of discipline is to benefit the individual while protecting and strengthening the community of Concordia Academy. It is the hope that all discipline encourages repentance leading to greater and healthier life.

Consequences

Detention

Detentions may be assigned by the administration for attendance-related issues (e.g., tardies and unexcused absences) and for other infractions or violations. All administrative detentions will be served after school and will require a fine of \$20. Students may be asked to complete work tasks around campus during detention. Failure to serve detention will result in a doubled detention. Failure to serve a doubled detention will require a meeting among the students, parents, and administration to determine continued enrollment.

Behavioral Probation

In the event that a student develops a pattern of inappropriate behavior or has been disciplined for a more serious infraction, a student will be placed on behavioral probation. During a period of behavioral probation, a student may be asked to forfeit enrollment at Concordia Academy if there are additional violations. Specific conditions may be outlined

in a contract signed by the administration, student and parent(s) or guardian(s). If a student satisfactorily reaches the end of a probation period, the contract will be ended.

Suspension

In the event of more serious infractions or violations, a student may be suspended from school for one or more days. Examples of instances where a student would be suspended include, but are not limited to: theft, harassment, fighting, smoking tobacco, drinking, insubordination, and other similar misconduct. Students are expected to make up all work that is due or is assigned during a period of suspension.

Expulsion

When there are serious and/or repeated offenses, a student may be required to forfeit enrollment at Concordia Academy. Examples of instances where a student would be expelled include, but are not limited to: theft, harassment, possession of a weapon, having alcohol or other controlled substances on campus or at school-sponsored activities, and being under the influence of alcohol or other controlled substances. In some circumstances parents may also elect to withdraw a student rather than continuing with expulsion.

Withdrawing from Enrollment

Parents of students withdrawing from Concordia Academy should directly contact either the Principal or Guidance Counselor to begin the transfer process. There are checkout procedures with teachers, and business office. All materials and equipment must be turned in and all financial accounts current before any transcripts and health records are transferred. Failure to follow these procedures may delay any tuition refunds due.

Day to Day Procedures, Routines, and Policies

Chapel

As a Christian school, Concordia Academy students and faculty attend regular chapel services. Chapels are regularly scheduled for Monday and Thursday. Seniors with late start are expected to arrive in time for all chapels. It is our hope that your love for your Savior will prompt the maintaining of a worshipful attitude during chapels and that His message will strengthen you and bring you peace. All students will attend chapel. No bags and books (other than Bibles) should be brought into chapel. No food or drink of any kind (including water) may be brought into chapel. Cell phones should be turned off during this time. Boys should remove their hats. Offerings may be taken during this time.

Lunch

Student lunches can be brought from home or purchased through an electronic student lunch account. Parents are able to access account activity online through the school's website at <http://www.concordiaacademy.com>. Contact Kim Duis at 651-796-2678 if you have questions about your account. Please note that no cash is accepted during the lunch period.

During the lunch period, all food is to be eaten in the lunchroom. All students are asked to remove their lunch items from the tables when finished.

Food and Drink in Classrooms

Students are not to consume food or drinks in classrooms. Exceptions being water in clear, re-sealable containers or food as part of a specific lesson.

Medication

A signed permission form must be on file with the office for students requiring medication during the school day. The medication will be locked in the office. All medication must be in the original container and labeled with the student's name. If it is a medication for use longer than two weeks, both doctor and parent signatures are required. Concordia Academy does not have any medications available for students. Parents must provide medication for their student and must sign a permission form to allow the student to receive the medication at school. Students are allowed to carry inhalers for asthma.

Cell Phones

Students may carry cell phones in school and may use them before and after school, during lunch, and passing periods. Phones must be completely silenced and unused from "bell to bell" in all classes, study halls, chapels, and assemblies. Any phone that is used or rings/vibrates during the above will be confiscated. Confiscated phones will be given to the Athletic Director or Principal where they will be held for a week or until the end of the academic day if a \$20.00 fine is paid. Students may, on rare occasions, be given special permission by their teacher to use their phone during class.

Cell phones may never be used in locker rooms or bathrooms.

Backpacks

Students must attend to their backpacks and other personal property at all times. Unattended backpacks and other items will be collected and relocated to the lost and found.

Restrooms

Students may use the restrooms before and after school, between class periods, and during lunch periods. Students are expected to keep restrooms clean and to not loiter or damage the facilities in any way. When feeling ill, students should report to the attendance clerk and not remain in the restroom. Cell phones may never be used in locker rooms or bathrooms.

Office Telephone

Students will not be called to the telephone except in the case of an emergency, and all calls will be handled through the administrative office. Students may not use personal cell phones during regular class periods. The office telephones are not to be used by students for personal calls without permission.

Concern for Property

Thousands of Christians through their prayers and gifts have made this building and Concordia Academy's programs possible. Students should consider it a privilege to attend Concordia Academy and therefore do all in their power to keep the building attractive and treat school property with respect. Any student known to deface or destroy school property will be assessed the full cost of repairs and be subject to disciplinary action.

Lockers

A locker is assigned to each student who enrolls in Concordia Academy. This locker is for the student's use only and, as such, the sharing and changing of lockers is discouraged. Notes and other reminders are often posted on a student's assigned locker.

Lockers should be kept neat and clean at all times. As lockers are individually assigned to students, only the student knows the combination. The student will be responsible for any damage to that locker. Items may be posted on the inside of the locker if mounted with masking tape or removable Scotch tape. No decals are allowed.

Lockers are to be shut and locked at all times. At the end of the school year each student is responsible for removing all materials and decorations from his/her locker. Do not kick or force your locker to close or open over a large book bag or coat. You will be charged if you damage your locker or if personal items are left in the locker at the end of the year.

This locker remains the property of Concordia Academy. The Administration reserves the right to examine any locker, if necessary.

Textbooks

All textbooks are the property of Concordia Academy and/or the Roseville School District and are assigned to students for their use. Students are responsible for the care of their books and will be charged for any books that are lost or willfully damaged.

Technology and Acceptable Use Policy

The use of computers and other technologies has become an integral part of the administration and curriculum at Concordia Academy. In addition to the building network, the instructional computer lab, and the computer carts. Since students and teachers depend on the computers and the network to complete their class activities each day, security and integrity of the system are of major concern.

The provisions of this policy apply to all school employees, all students, and any members of the community at large using computer facilities, equipment, or software belonging to Concordia Academy. In order to prevent damage to any school equipment, including hardware and software, users are prohibited from:

- Violating copyright laws by unauthorized downloading and/or copying of software (A summary of that law is available in the Information Technology Center.)
- Using school computers to download files for personal recreational use
- Unauthorized copies of any software on computers belonging to the school or installing personal software on school computers
- Rename, move, copy, or change any file or its properties other than those personally owned files
- Removing or exchanging any hardware or software components from Concordia Academy computers
- Using security passwords or access codes belonging to the school to access or attempting to access data files, a network, or data systems either local or in remote locations
- Installing, copying, or knowingly infecting a computer system with a virus or viruses

Anyone witnessing the violation of any of the above provisions is expected to report the violation to the teacher in charge at the time of the violation or to the appropriate administrator.

Internet Terms, Conditions, and Regulations

The use of Internet and related technologies at Concordia Academy must be in support of education and research and consistent with the educational objectives and Christian mission of Concordia Academy-Roseville. Use of any other organization's networks or computing resources while connected to the Internet must comply with the rules appropriate for these networks. Any student using the Internet in a manner inappropriate for school will face the same penalties assessed for other violations.

Examples of unacceptable use of the Internet at Concordia Academy may include (but are not limited to): game playing, unauthorized "chat" or e-mail, pornography, information on the construction or use of weapons, inappropriate language and communications, flame letters, and any similar activities or subjects.

Students desiring Internet privileges must have an Acceptable Use Agreement signed by both a parent or guardian and the student on file.

Technology Use Expectations

Computer users are expected to abide by generally accepted rules of etiquette. These include (but are not limited to) the following:

- Do not communicate abusively in your messages to others.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Avoid illegal activities; they are strictly forbidden.

- Do not reveal the personal address or phone numbers of yourself, other students, or staff.
- Note that email is not guaranteed to be private. School administrators have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- Do not waste technology resources including bandwidth, file storage space, printers, or paper.

Penalties

If a student violates any provisions of the school technology policies, the student:

- may be denied equipment and software for the remainder of the school year. Therefore, when class assignments require the use of school computer equipment and/or software, the student must make alternative arrangements for completing the assignments.
- will be removed from the class in which the violation occurred (if the majority of class assignments are centered on the computer).
- may be assigned to detention or suspended from school for a period of time, at the discretion of the appropriate administrator.
- will be held responsible for the costs of repair and/or replacement of any technology items (computer hardware/software, projector, television, etc.) that are damaged or altered.

Student Responsibilities

Students using the school's computers are expected to:

- adhere to the school's computer policy without exception or deviation.
- refrain from bringing unauthorized software or disks into the school building.
- use only equipment, software, data files, and access codes assigned to them.
- refrain from bringing food, drinks, or chewing gum around the school's computer equipment.
- report any equipment damage or problems using equipment or software to the teacher in charge and make no attempt to "fix" it themselves.

Student Activities

The Student Activities Board is a group of students who volunteer to advise and assist in the organization of school social, service, and spirit events. Examples include: homecoming assemblies, blood drive, charitable fundraising, dance.

Dances

Dances (except the Jr./Sr. Prom) are open to all Concordia Academy students and their guests. Adult sponsors will supervise dances. Once a student enters the building to attend a dance, the student may be refused reentrance after leaving. Except for prom and other designated events, the school dress code is in effect at all dances.

All guests from other schools (non-Concordia Academy students) are required to pre-register by completing a dance guest contract and turning it into the school office. This contract indicates that the CA student accepts responsibility for the actions of his/her guest and must be turned in to the CA office by noon of the school day preceding the dance. In some cases the contract may be required before purchasing tickets. All guests must provide picture ID to verify their identification.

Student Ambassadors

Concordia Academy's student ambassadors group has a mission "to represent the student body of Concordia Academy through personal interaction with potential students, families and supporters of the school." CA student ambassadors include members of the sophomore, junior and senior classes. To be a CA student ambassador, students are nominated by teachers and then complete an application process each spring.

Worship Team

The Prayer and Praise Band, Concordia Academy's worship team, leads the music during many of the chapels and sponsors a weekly Prayer and Praise time. Any student with musical talent is encouraged to audition for and participate in this volunteer activity.

Cars and Parking

Concordia Academy students are allowed to drive to school and should consider driving and parking on school property to be a privilege. Students who drive are to observe safe-driving practices and rules of courtesy.

Concordia Academy provides limited parking space on campus, and not all students or staff who drive to school or register their vehicles are guaranteed a parking space. On-campus student parking is permitted in the main parking lot on the paved area only. Students should park only within marked areas and must observe all signs for handicapped or visitor parking.

- Overflow parking will be on Lovell Avenue, in the South lot of King of Kings, the south side of County Rd. B2 (the school side); and at the Buddhist temple two blocks east of the school on Lovell. Parking is not allowed during the school day on the north side of County Rd. B2, the north lot of King of Kings, Central Park School, or in the two lots behind Concordia Academy.
- Cars parked on public streets should leave at least fifteen feet between the car and any mailboxes or driveways.
- Reckless driving, including excessive speed, in the parking lot will result in the loss of parking privileges.
- Students may not be in the parking lot or in their cars during the school day without permission from either the Principal or the Athletic Director.
- Concordia Academy cannot assume liability for damages to or loss of vehicles and/or their contents.
- All students and staff must display a valid Concordia Academy parking ID on the backside of their rearview mirror. Stickers may be purchased for \$20.00 from Mrs. Duis.
- Failure to show the parking ID will result in the vehicle being ticketed or towed. IDs are available for purchase from Mrs. Duis (please have information on make/model/year of vehicles and license plate numbers available at time of purchase).
- The parking lot is checked at various times with citations issued to vehicles that are illegally parked, unregistered, violating traffic regulations, or for improperly handled on the premises (including parking and driving violations at King of Kings).
- Parking fines for those with a valid school ID are as follows:
 - \$20.00 for the first offense
 - \$40.00 for the second offense
 - \$60.00 for the third offense.
 - More than three parking offenses may result in the suspension of parking privileges.
- Parking fines for those without a valid school ID are as follows:
 - Cars may be booted for a fee of \$25.00.
 - Inappropriately parked vehicles may be towed at the owner's expense. Towed cars will be impounded at East Metro Towing, located at 1581 White Bear Avenue 651-774-2869.

Change of Address, Email, and Phone Numbers

When families change any primary contact information, including address, email, or phone number, it is imperative that parents log into their TADS account and make the necessary changes. (This is the account that all parents use to register for CA.) Any changes made here will be forwarded on to the appropriate locations.

Emergency Drills

State law requires periodic emergency drills. Sheets are posted in each room giving evacuation procedures to follow in an emergency.

School Closings in Inclement Weather

In the event of bad weather, Concordia Academy will announce closings, early dismissals, or cancellation of events on WCCO radio (830 AM). The school will be announced as “Concordia Academy-Roseville.”

Athletics

Concordia Academy Fight Song

On Concordia, On Concordia, Let your colors fly.
On we sail through storm and gale, All obstacles defy. Rah, Rah, Rah!
Prance around them and confound them, Till the green and white
Comes through with victory. Fight, team, tonight.
C-O-N-C-O-R-D-I-A
C-O-N-C-O-R-D-I-A
C-O-N-C-O-R-D-I-A
Go Beacons!

Value of Athletics

- Our athletic program is an integral part of our high school. As such, the program endeavors to promote the best in our athletes, both personally and professionally. Our athletic objectives are as follows:
- Concordia Academy always puts Christ first in all athletic endeavors, and in whatever we do, “Do all to the Glory of God.”
- We develop within each athlete the individual and team skills necessary to compete successfully and to encourage each athlete to reach for that individual’s God-given potential.
- We develop strong team spirit and loyalty to the school; to work with the individual athlete to develop these attitudes.
- We encourage and develop in each athlete self-confidence, responsibility, initiative, and feeling of belonging.
- We emphasize the importance of success (winning) but to remember that the welfare and development of each individual athlete takes priority.

The Year-Round Athlete

Any young man or woman participating in athletics at Concordia Academy should seriously consider the values of being a year-around athlete. Our athletes are expected to present themselves as a redeemed child of God who represents their school and team throughout the year.

Concordia Academy provides its facility on a year-round basis. Opportunities for the use of the gym, weight room, and outside practice fields are available via permissions obtained from the administration. In addition, area colleges and universities provide summer programs and clinics for the purpose of continued growth on the part of each athlete. The head coach for each sport will have information on such programs.

Non-School Participation

It is strongly recommended that athletes participate on one team per season. By MSHSL policy, an athlete may not be on a team outside of school in a sport that is in season for high school. For example, a high school basketball player may not play on an outside basketball team during the high school season.

In addition, Concordia Academy gives coaches the right to limit outside school athletic participation during playoff periods of the high school season. Each coach will hold parent meetings at the beginning of each season to make this clear to the coach’s athletes and their parent(s) or guardian(s).

Athletic Fees

Concordia Academy requires a \$150 participation fee be paid per sport by athletes, with a limit of \$300 in fees for each athlete.

The fees offset the normal operational expenses of athletics, and will be assessed outside of tuition and the other regular fees that are regularly collected in July. We will continue to work with families facing financial hardship. Fees are paid at the time you turn in all required forms. Please make checks payable to Concordia Academy and include the student's name and sport in memo line. If your student tries out, but does not make a team, your check will be returned to you. Fees for co-op sports such as hockey, wrestling and boy's lacrosse will be assessed separately as they are run in cooperation with other schools.

MSHSL Eligibility

The Minnesota State High School League (MSHSL) governs the sports participation of all the high schools in the state. Concordia Academy is a member of the league and follows all state guidelines. With the start of each school year/season parents will be required to read and sign the MSHSL Athletic Eligibility Information Bulletin that will explain the rules of eligibility in detail.

Prior to the start of the fall and winter seasons, the coach is required to have an informational meeting with parents and guardians to explain the program and the expectations of the athletes. At this time, MSHSL and other applicable rules, which may be specific to the particular sport, will be explained. It is strongly recommended that all parents/guardians and athletes be present for this very important meeting.

Guidelines for Team Sports

Students are expected to be aware of and adhere to the following guidelines should they participate in Concordia Academy sports teams:

Citizenship

1. All athletes, as well as other Concordia Academy students, should exhibit the kind of conduct and personal habits which suggest Christian ethics and morals and show respect for their school, church, and community at all times.
2. The athlete's general conduct in and out of school may not discredit other athletes, schools, churches, or the athlete's parent(s)/guardian(s), coach(es), or team.
3. The athlete should never use disrespectful speech or actions towards teachers, coaches, or opponents.
4. The athlete should never use profane or vulgar language, especially during practice sessions, game situations, or while representing the school in the community.
5. All athletes are expected to exemplify good sportsmanship and respect for teammates, officials and opponents.

Physical Appearance and Well-Being

1. Athletes are to be clean, neat, and well groomed.
2. The use of drugs, alcohol, or tobacco is strictly forbidden at all times. Violation of this rule will result in up to a nine-week suspension from all extracurricular activities. You also may be suspended if you remain at a party where alcohol or drugs are being used.
3. All athletes should give diet and sleeping habits special attention; coaches may set basic guidelines.

Dropping or Changing Sports

1. Any athlete choosing to withdraw from one sport must notify the head coach, parents, and the athletic director. Failure to do so may jeopardize one's eligibility to participate in other sports.
2. An athlete cut from one sport may try out for another sport during the same season with the consent of the coach from the second sport, provided the athlete was not cut from the first sport for disciplinary reasons.

Attendance

1. All athletes must be in attendance before 8:10 am for all classes in the day in order to participate in the practices or events of that day. Exceptions may be made for pre-approved appointments.
2. All athletes taking a P.E. class must participate in the class in order to participate in athletics that day.
3. Practice is very important and it is expected that an athlete will regularly attend practice. Coaches will have specific policies regarding missed practices. However, athletes who have makeup work or need help from a teacher with notification of the coach may miss practice.
4. Except instances when a player has missed practice to receive academic help, the coaches have the right to restrict the athlete's playing time in a game because of the missed practice.

Early Dismissal

1. When dismissed early from school because of an athletic contest, an athlete is to turn in work for the classes missed before leaving for the contest. The teacher does not have to accept it the next day.
2. A student/athlete who is dismissed from class early is responsible for all work missed. No extensions are given.
3. Tests and quizzes missed due to sports events are to be taken during study hall or after school on the next school day after the early dismissal. They may also be taken earlier if arranged by the teacher.
4. Athletes are dismissed early when absolutely necessary as a privilege – not as a right of membership on a team. If abused, this privilege will be revoked.

Equipment and Locker Room

1. Each athlete is responsible for athletic equipment issued. The athlete or the athlete's family must pay for all lost equipment.
2. Concordia athletic equipment is to be worn or used for practice sessions and athletic contests only. Issued athletic equipment is not to be used for physical education classes.
3. Only the athlete to whom the equipment was issued should wear the equipment issued to him/her and the athlete should not permit another person to use it.
4. All equipment is to be turned in promptly at the end of the season. Equipment from the previous season must be returned or paid for before an athlete may participate in the next season. Varsity lockers should be emptied and cleaned within three school days after the conclusion of the season.
5. Care for the locker room is just as important as care for the equipment. Athletes should keep their lockers locked and their part of the room clean and neat.

Medical Treatment and Injuries

1. Any athletic injuries should be reported to the coach(es) or trainer(s) immediately; minor injuries can lead to major problems.
2. The coach or trainer may contact the parent(s) or guardian(s) about injuries that might need medical attention but are not considered emergency cases.

3. Athletes with serious injuries will be taken directly to the hospital. The parent(s) or guardian(s) will be contacted as soon as possible. Athletes will be taken to hospital of parent's choice if possible.

Team Transportation

1. Athletes are to ride the team bus to any practice or contest that is not held on Concordia's property if a bus is provided.
2. Coaches may arrange for the students to meet at the site if it proves more convenient and has prior approval of athletic director or principal.
3. If an athlete is to ride home with their parent(s) or guardian(s), personal contact should be made with the coach or a note from parent/guardian should be given to the coach or Athletic Director in advance.
4. Parents and guardians are asked to make arrangements to pick up athletes as soon as possible at conclusion of events or return of team buses.

Varsity Letters and Awards

The coaches for each varsity sport have set guidelines for earning a varsity letter. Generally, an athlete must make an appearance in half the varsity quarters, innings, or periods. Cross Country, wrestling, and track have other regulations that the coaches will share with you in advance of the season. Contact the individual coach or athletic director if there are any questions.

Letter jackets can be purchased at any time through Harold's Shoe Repair on Rice St. in Little Canada. Their phone number is 651-484-6109.

Insurance

All students participating in athletics must have accident and health insurance. The school does not carry this insurance for the athletes.

MSHSL Activities Offered at Concordia Academy

Fall

Football
Volleyball
Cross Country
(Boys/Girls)
Girls Soccer
Boys Soccer

Winter

Boys Basketball
Girls Basketball
Girls Dance
Boys Hockey
Wrestling

Spring

Baseball
Softball
Track (Boys/Girls)
Boy's Lacrosse

Fine Arts

Theater
Band
Choir
His People
Art

Conduct and Sportsmanship

Sportsmanship Statement

Concordia Academy is committed to cultivating and exhibiting good sportsmanship as an extension of our Christian faith.

Code of Conduct for Athletes and Fans

Concordia Academy athletes are expected to:

- Keep cheering positive
- Respect the opposing team and fans
- Respect the integrity and accept the judgment of officials
- Learn and understand the rules of the game
- Be gracious in victory and defeat Concordia Academy sports fans expected to:
- Treat the officials, opposing teams, and spectators as guests of our school
- Cheer the strengths and victories of our team and not criticize the performance of our opponents, officials, or supporters of our opponents
- Respect the property and reputation of our competitor as well as that of our own school
- Remain quiet during free throws and serving and will not bring noisemakers to indoor events like basketball and volleyball
- Stay off the playing fields and courts during events including half times
- Accept the decisions of the officials and not protest them publicly or to the media
- Respect the officials

Intramural Basketball

Starting in February, any non-winter athlete may participate in 6-8 weeks of basketball games (one game per week) on a team of 5-10 people that they select. Teams may be co-ed.

The Booster Club

The Booster Club is the parent volunteer organization that supports athletic activities at Concordia Academy-Roseville. The Booster's primary activities are working the concession stands at the athletic events, selling tickets and spirit wear, and providing support for the individual coaches and teams. Parents wishing to participate in Booster Club activities are encouraged to contact the Athletic Director at 651-796-2681.