

HANDBOOK  
FOR  
STUDENTS AND PARENTS  
2011-2012

CONCORDIA ACADEMY-ROSEVILLE  
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## **A Message from the Principal**

Dear Students and Parents,

On behalf of the Concordia Academy-Roseville faculty, staff, and administration, welcome to the 2011-2012 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 daily routines here at CA-Roseville, 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-Roseville continues to combine spiritual growth and academic excellence. We pray that this ministry continues to bless you and your family.

In Christ's Service,

Pastor Tim Berner  
Principal

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**PARENT/STUDENT  
HANDBOOK INFORMATION**

**ADMINISTRATION**

Principal	Rev. Tim Berner
Assistant Principal	Mike Aurich
Guidance Counselor	DeVon Lark
Athletic Director	Mike Aurich

**WHO TO SEE**

Address Changes	Connie Voss
Admissions	Marilyn Mick
Age Permits for Work	Mike Aurich
Alumni	Tim Berner
Athletics/Booster Club	Mike Aurich, Connie Voss
Attendance and Tardies	Connie Voss
Chorale/Choir/His People	Rebecca Fritz
Class Schedules/Report Cards	DeVon Lark
College & Vocational Counseling	DeVon Lark
College Scholarships	DeVon Lark
Curriculum and Instruction	Mike Aurich
Discipline	Mike Aurich
Drama	Sara Neel
Financial Aid	Tim Berner
Good Driver Certification	DeVon Lark
Individual Teacher Conferences	DeVon Lark
Lunch Program	Lauri Laughlin
Newspaper	Keith Esala
Student Activities Board	Kelly Mack/Micah Treichel
Technology Coordinator	Hal Schmidt
Thrivent Functions	Kim Duis
Transportation Reimbursements	Kim Duis
Tuition Billing	Kim Duis, Finance Manager
Yearbook	Keith Esala
Web Site	Hal Schmidt
Worship Program	Dean Dunavan

**CLASS ADVISERS**

Freshman	Kurt Vallin, Cindy Urban
Sophomore	Dave Boll, Stephanie Lundorff
Junior	Diane Bisping, Megan Obermueller, Matt Stefan
Senior	Rick Kuhlman, Bruce Urban

**EXECUTIVE COMMITTEE MEMBERS**

Chair	John Gisler
Treasurer	Richard Kruger

## CONCORDIA ACADEMY-ROSEVILLE MISSION STATEMENT

Concordia Academy-Roseville, a Lutheran high school, provides Christian learning opportunities that invite spiritual growth while nurturing academic excellence.

### THE PRAYER OF CONCORDIA ACADEMY-ROSEVILLE

The prayer of Concordia Academy-Roseville 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

### ADMISSIONS POLICY

Concordia Academy-Roseville 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.

### SCHOOL DAY

7:45 a.m. – 2:30 p.m.

### GRADUATION REQUIREMENTS

A student must complete the following requirements for graduation:

English	4 units
Social Studies	3 units
Religion	1 unit/year
Mathematics	3 units
Science	3 units
Health	1/2 unit
Physical Education	1 1/2 units
Fine Arts/Applied Arts	2 units
Keyboarding	1/2 unit
Other electives	4 1/2 units

### GRADING SYSTEM

Grades for individual courses will be calculated as indicated below:

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

**I** = Incomplete. An "I" will revert to an "F" one week after the conclusion of a grading period.

## INCOMPLETES

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 the grade becomes an F. The guidance counselor, teacher, and assistant principal must approve any exceptions to this rule in advance of the one-week period.

## HONOR AND MERIT ROLL

To qualify for the Honor/Merit/"B" Merit Rolls a student must have the following GPA:

Honor Roll - 3.65 GPA; Merit Roll - 3.35 GPA; "B" Merit Roll - 3.00 GPA

## ACADEMIC HONESTY

Christians are called to live in the truth. As an academic institution, CA-Roseville is committed to resisting all academically dishonest practices. Academic dishonesty is defined to include, but is not limited to, any of the following:

**Plagiarism:** Plagiarism includes, but is not limited to: 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-Roseville 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 such areas 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. *Writer's INC* is the official MLA reference used at CA. Copies are on reserve in the Library for easy student reference. Online citation generators such as *Citation Machine* or *EasyBib* should be compared to the *Writer's INC* text for accuracy.

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

- A. Obtaining help from another student during examinations.
- B. 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.
- C. The unauthorized use of notes, books, or other sources of information during examinations.
- D. Obtaining without authorization an examination or any part thereof.

**Forgery, misrepresentation, or fraud:**

- A. 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.
- B. Use of school documents or instruments of identification with intent to defraud.
- C. Knowingly presenting false data or intentionally misrepresenting one's work for personal gain.
- D. 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 all acts of academic dishonesty** will result in loss of credit for the assignment in which dishonest act took place and may result in additional disciplinary action including, but not limited to, behavioral probation.

## **STUDENT ELIGIBILITY**

Two “Fs” at the end of each quarter will make a student ineligible for co-curricular activities for the following nine-week period. An incomplete makes a student ineligible to participate in extracurricular 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 after 4 1/2 weeks. At that time the student may no longer be failing any classes. Parents may establish eligibility requirements that may be more stringent.

## **GUIDANCE DEPARTMENT**

The Guidance Department strives to meet the individual needs of students in two major areas: guidance, which is providing information and advice helpful in making good decisions; and counseling, providing help with a variety of academic, personal, or spiritual problems. The following services are made available to all students:

### **GUIDANCE**

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

### **COUNSELING**

- Individual counseling relating to a variety of personal problems, spiritual concerns, relationship problems, concerns about one’s future plans, dealt with from a Christian perspective.
- Group counseling may be available to discuss common problems relating to family issues such as divorce, remarriage, a death in the family, difficulty in getting along with family members; or a wide range of problems related to chemical dependency, either with self or a family member.  
Students may meet with the Guidance Counselor, Assistant Principal, or Principal by making an appointment to meet during the school day (preferably when the student does not have class) or after school.

## **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 be added or dropped, if necessary, within the first ten days of a semester only.** 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:

- Students must initiate the schedule change *with* the counselor.
- The counselor will send the change form to the student’s parents for their approval.
- The counselor will then pass the form on to the student’s current teacher for approval. This gives the teacher opportunity to touch base with the student before the change.
- The counselor will then send the form to the student’s new teacher for that hour for his/her approval.

- The change will be finalized only after approval from the counselor, parents, and both teachers.

## **ATTENDANCE**

Scholastic achievement attained by any student 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.**

**Students with unexcused absences will receive a one-hour Saturday detention and \$25.00 fine for each class missed. If a student is unexcused for a full day, the student will serve two Saturday detentions from 7:45-9:45 with a \$50.00 fine. Students are expected to make up all assigned work. Failure to serve a detention will result in a double detention and fine. Failure to serve a double detention will require a meeting between the student, parents, and administration to determine continued enrollment.**

**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](mailto:attendance@concordiaacademy.com). Parents may also notify the school via telephone by leaving a message at ext. 305. 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 within five school days may result in an unexcused absence.**

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 1<sup>st</sup> 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 not be tolerated and will result in 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.

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. 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.

## **Tardy Detentions**

Students will be allowed 4 tardies per quarter with no consequence. With the fifth tardy the following consequences will commence:

- 4<sup>th</sup> tardy – parents and student will be notified
- 5<sup>th</sup> tardy – 1-hour Saturday detention and \$25 fine
- 6<sup>th</sup> tardy – 2-hour Saturday detention and \$50 fine
- 7<sup>th</sup> tardy – 3-hour Saturday detention and \$100 fine

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 on Saturday mornings beginning at 7:45 with a fine of \$25.

Students must arrive on time in order to serve the detention. Parents are notified of detentions by email.

Students will receive email notice as well as personal notice at school. Students who miss an assigned detention will receive a double detention and a double fine.

## **ARRIVING OR LEAVING 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 the Mrs. Voss **before first block**. 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 SCHOOL**

A student who is too ill to remain in class is to report to the nurse (when she is in the building), the attendance clerk, 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. Health and emergency cards 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 BUILDING BEFORE/AFTER REGULAR HOURS**

The school building will be open at 7:00 a.m. each morning. Students in the building before 7:30 a.m. and after 2:45 p.m. may not be under any direct supervision. Unacceptable behavior during this time may result in forfeiture of the privilege of remaining in the building after school. Teachers will be available to students from 7:15 a.m. to 3:00 p.m. daily. Students are encouraged to leave the school as soon as possible after 3:00 p.m., practices or events. The building is normally locked every evening at 6:00 p.m.

## **SENIOR RELEASE**

Early dismissal/late arrival is an earned privilege available only to seniors at Concordia Academy-Roseville. Criteria for being allowed early release are tied to the student's attendance and academic records. Interested seniors should contact the Guidance Counselor or the Assistant Principal.

Qualifying seniors must:

- Have a minimum GPA of at least 2.0 and earn a passing grade in all first and second semester classes.
- Be enrolled over two semesters in a minimum of 7 credits of regular coursework (not including student service/aide positions).
- Be enrolled in course work to meet all graduation requirements.
- In addition, seniors requesting the release privilege:

May request only morning or afternoon release. Students may not have release to leave the building during the day and then return for afternoon class.

Must have the signed permission from parent or guardian.

Must sign the agreement (available from the Guidance Office) to abide by the terms of early release.

May not take any independent study classes in order to clear their schedules.

May arrive in the building no earlier than 15 minutes before a scheduled class or must leave no later than 10 minutes after their last classes without special permission from the assistant principal. When students are waiting for class to begin, they should wait in the study center.

Students may return for afternoon 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.

**Late arrival or early release students will only be allowed in the ITC with a pass from a teacher to work on a specific assignment.**

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

These guidelines also apply to PSEO students who arrive late or leave early during the day.

## **APPROPRIATE BEHAVIOR**

Concordia Academy-Roseville is a pro-life community of peace and respect based upon the teachings of Jesus Christ. All students, parents, faculty, and staff are expected to contribute positively to the building of community spirit within our school and at all activities in which we participate. In such a community, there is no place for speech or attire or actions that would show disrespect for us, for those around us, for our facilities, or our learning materials. The basis for our own self-worth and for the equally high regard we afford everyone else with whom we interact is that Christ lived and died for each of us, and by His becoming one of us, He invites us all to participate in His divine way of living.

There is no excuse or tolerance for anyone at Concordia Academy-Roseville to be subjected to taunting, sexual comments, theft/vandalism of personal or school property, intimidation, harassment, fighting, disrespect, rudeness, or any other type of behavior that would make anyone feel unsafe, unwelcome, or less than equal. It is also incumbent upon each individual to promote caring and respectful behaviors and to work actively against allowing unacceptable actions to occur within our community.

Concordia Academy-Roseville also exists because of a strong partnership with parents and guardians who are making great sacrifices to provide the opportunity of a Christ-centered education for their children. Therefore, when a student demonstrates serious and/or repeated unacceptable behavior, the student will be relocated to home care so the parents will have some time to reorganize their child's priorities. The length of at-home suspensions will be determined by the degree of the behavior and by the number of past suspensions that have been given to the student. Serious and/or multiple suspensions may result in the removal of the student from enrollment at Concordia Academy-Roseville.

It is not possible to list every conceivable inappropriate behavior that a student might possibly attempt or a consequence that could result from that behavior. Educators are highly trained professionals and their judgment in observed situations will be given high priority just as it is in evaluating academic and other student performance. Some examples of seriously inappropriate behavior are:

- Disrespectful/intimidating/harmful speech, attire, action or harassment directed toward staff or student (This includes all forms of electronic harassment including web postings, email and text messaging.)
- Disruptive, disrespectful behavior at any chapel service, school event or assembly
- Tampering with any kind of safety device or disrupting an emergency evacuation drill
- Endangering in any way the occupants of our building or surrounding grounds; this includes, but is not limited to reckless driving, possession of any kind of weapon or explosive device
- Disruption of the classroom learning process
- Theft/vandalism of school or personal property
- Sexual behavior or language
- Skipping school; leaving campus without parent and school permission
- Hosting and/or attending a party at which alcohol or other drugs are being used or consumed
- Possession, use, sale, or distribution of illegal drugs or drug paraphernalia
- Leaving bags unattended on the hall or classrooms
- Failing to use assigned lockers and locks for valuables
- Propping outside doors open
- Skateboarding on campus anywhere

This sampling is not intended to be an inclusive list of inappropriate behaviors and should not be seen as such. It is merely a sampling of behaviors that may result in suspension or expulsion from school.

## **DISCIPLINE**

Students, parents, teachers, and administrators follow the principles of Matthew 18. Parents should talk to the teacher first; the assistant principal and principal will get involved if requested.

Because we are sinners, both Law and Gospel must be used by teachers and administrators in school discipline. The teacher will first handle classroom discipline problems with the student. If problems continue, the teacher will contact parents about the problem.

The counselor may be notified for assistance. The administration will be contacted after the above steps or immediately in emergency or major discipline situations. Conferences with students, parent, teacher and counselor may be recommended. Discipline decisions must follow this appeal process with the principal and assistant principal as the final arbitrators. Suspensions or expulsions from school will require the administration to notify the parent to pick up their student immediately. A conference will be scheduled with all concerned before the student will be readmitted.

## **DEFINITIONS OF 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 on Saturday morning between 7:45 and 8:45 and will require a fine of \$25.00. 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.

**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, are: theft, harassment, fighting, smoking or tobacco on campus, insubordination, and so on. Students are expected to make up all work that is due or is assigned during a period of suspension.

**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-Roseville if there are additional violations. Specific conditions may be outlined in a contract signed by the administration, student and parent. If a student satisfactorily reaches the end of a probation period, the contract will be ended.

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

## **PUBLIC DISPLAY 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 parents and detentions will be assigned.

## **PREGNANCY AND RELATED ISSUES**

The Lutheran Church-Missouri Synod and Concordia Academy-Roseville 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-Roseville 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 the parent shall be reviewed on an individual basis by the administration. Failure to inform the administration or not following the recommendations of the administration may also jeopardize continued enrollment at Concordia Academy-Roseville.

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

### **CAMPUS COURTESIES FOR STUDENTS**

- Upon entering the classroom, take your seat promptly and quietly.
- Speaking out or expressing disapproval when another has the floor is both rude and unfair.
- Bring all proper equipment to class: books, notebook, homework, paper, pen or pencil.
- The teacher, not the bell, will dismiss class. Do not be discourteous by getting up before you are dismissed.
- Students should knock before entering a class – wait to be recognized by the teacher before making a request.
- You are expected to be in your classroom seat when the bell rings. Four tardies are allowed per nine-week period.
- Please turn off all pagers and cell phones.
- Windows, lights, heat, and drapes are to be adjusted by teachers only.
- No gambling on campus.
- The use of profanity is not permitted. Language used by staff and students is to reflect mutual respect.
- The personal property of others' is to be respected. The unlawful taking of or tampering with someone else's property will not be tolerated.

### **DRESS CODE**

At Concordia Academy-Roseville, we believe that a student's appearance and dress have an impact on his/her 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 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 sent home to change, if necessary. A student who is requested to change his/her dress 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 may bring that item in for administrative approval prior to wearing it.

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

#### **The following specifics apply:**

- Immodest and/or revealing garments are **not acceptable** at Concordia Academy-Roseville: low necklines; backless, sheer, halter or bare midriff shirts, blouses or dresses; excessively tight or short pants, shorts, or skirts; slip-like skirts or dresses; excessively baggy pants that leave underwear exposed; clothes with holes or tears.

EXAMPLES: A girl's cleavage or bra-line is exposed; spaghetti straps or tank-top straps less than two inches wide; tops that do not allow freedom of movement for midriff and waist to be covered when

bending, sitting, or raising arms; torn knees on jeans or pants. Shorts, skirts and dresses may be no shorter than fingertip length (including slits in skirts).

- P.E. uniforms are not permitted to be worn during the school day except during PE classes.
- Clothing which advertises objectionable music groups, alcoholic beverages or has obscene, skulls, satanic, or sexually suggestive messages will not be permitted.
- Gang attire is not permitted: clothing which gives the impression of membership in any gang; gang colors, styles, jewelry or trademarks.
- Shoes or sandals must be worn at all times.
- Tights/leggings are not appropriate outer garments. Acceptable clothing at fingertip length should be worn over them.

#### **Consequences for violating the dress code shall include:**

- First offense: Student will be referred to the Assistant Principal until parent is contacted for delivery of acceptable clothing or the student changes into appropriate clothing to wear for the remainder of the day. Parents will be notified and students will be given a written warning.
- Second offense: In addition to the above, the student will receive a one-hour detention, along with a \$25.00 fine.
- Third offense: In addition to the above, the student will receive two-hour detention, along with a \$50.00 fine.
- Fourth offense: Parents will be contacted and the student will be suspended.

Circumstances beyond the fourth offense will be handled on an individual basis.

To list all the possibilities involved in a dress code is not practical. If there are any questions concerning the dress code, please contact the Assistant Principal at 651-484-8429, ext. 113.

### **TOBACCO, DRUGS, AND ALCOHOL**

The real problems of substance abuse and addictions in our society are not mere external issues. This complex issue is understood more clearly when it is seen as a struggle of the entire person (body, mind, soul, and spirit). **As His redeemed children, CA-Roseville 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 use of tobacco, drugs, or alcohol. The Gospel then compels the school to offer forgiveness and to seek restoration. CA-Roseville's mission also compels the school to provide assistance and support to students who find themselves involved in the casual or regular use of alcohol, drugs, or tobacco.

Concordia Academy-Roseville abides by the laws of the United States and the State of Minnesota and by the regulations of the Minnesota State High School League.

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 these substances.
- 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-Roseville.
- Students believed to be under the influence of illegal drugs or alcohol while at school or a school-sponsored activity (e.g., physical symptoms such as smell of alcohol, slurred speech, impaired skills, etc.) may be asked to submit to an immediate urine, hair, or breath testing to determine use. 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's family.
- **Participation in Activities.** If a student has used tobacco, drugs or alcohol, has had tobacco, drugs or alcohol in his/her possession, 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 curriculums for a period of up to nine weeks. Students with multiple violations may face longer suspensions or dismissal from Concordia Academy-Roseville. Coaches and advisors may impose additional expectations and/or consequences for their activities.
- **Denial Disqualification.** 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).
- Students with issues of substance use will be assigned to work with a faculty member that will hold them accountable throughout the restoration process.
- Any student, who is challenged and/or troubled with his/her own substance use, or by that of friends or 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 ZONE FOR MINNESOTA SCHOOLS**

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.

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.

A hotline has been established to report crimes committed in a school zone. Within the metro area the number for reporting is 651-643-2187.

Concordia Academy-Roseville, 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.

### **CONCERN FOR PROPERTY**

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

### **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-Roseville. In addition to the building network, the instructional computer lab, and the Internet Lab, each classroom is equipped with a computer for teacher and student use. Since so many students and teachers depend each day on the computers and the network to complete their class activities, the security and integrity of the system are of major concern.

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

- Violating copyright laws by unauthorized 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.
- Using unauthorized copies of any software on computers belonging to the school or installing personal software on school computers.
- Deleting, renaming, moving, copying or changing any file or its properties other than his/her personally owned files.
- Removing or exchanging any hardware or software component.
- 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.

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**

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the program.

The use of Internet and related technologies at Concordia Academy-Roseville 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 obviously inappropriate for school will face the same penalties assessed for other violations.

Examples of unacceptable use of the Internet at Concordia Academy-Roseville may include (but is not limited to): game playing, unauthorized "chat" or e-mail, pornography, information on bombs, inappropriate language and communications, flame letters, etc.

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

### **1. NETIQUETTE**

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

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Illegal activities are strictly forbidden.
- Do not reveal your personal address or phone numbers of students or colleagues.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. 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.

### **2. PENALTIES**

If a student violates any provisions of the school policy, the student:

- May be denied access to all of the school's computer facilities, 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, which the violation occurs if the majority of class assignments are centered on the computer.
- May also 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.)

If a student violates any provisions of the school policy, that person will be denied access to all computer facilities, equipment, and software belonging to the school for an appropriate time period.

### **3. STUDENT RESPONSIBILITIES**

Students using the school's computers will:

- 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 him/her.
- 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.

## **ATHLETICS/ACTIVITIES**

### **VALUE OF ATHLETICS**

Our athletic program is an integral part of our high school program. As such, it provides certain opportunities and emphasizes definite aims, which are difficult to duplicate in other high school activities or in later life. Our athletic objectives are as follows:

1. To always put Christ first in all athletic endeavors, and in whatever we do, "Do all to the Glory of God."
2. To 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.
3. To develop strong team spirit and loyalty to the school; to work with the individual athlete to develop these attitudes.
4. To encourage and develop in each athlete self-confidence, responsibility, initiative, and feeling of belonging.
5. To emphasize the importance of success (winning) but to remember that the welfare and development of each individual athlete takes priority.

### **THE YEAR-AROUND ATHLETE**

Any young man or woman participating in athletics at Concordia Academy-Roseville should seriously consider the values of being a year-around athlete. To be an athlete means more than being a player on a particular team for one season only.

Being an athlete means following training rules and a conditioning program during the off-season. **The best way is to be involved with at least one other sports team here at CA-Roseville.** Our athletes are expected to present themselves as a redeemed child of God who is representing his/her school and team throughout the year.

Concordia Academy-Roseville provides its facility on a year-round basis. Opportunities for the use of the gym, weight room, and outside practice fields are available many times during the year. 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-Roseville 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 his/her athletes and their parents.

## **ATHLETIC FEES**

**Concordia Academy-Roseville assesses a \$150 fee per athlete per sport, 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 for co-op sports such as hockey and wrestling will be assessed separately as they are run in cooperation with other schools. Fees will be assessed once a student athlete makes a team. You may return your fee for the fall season along with the required forms for athletic participation. Please make checks payable to Concordia Academy-Roseville and include student's name and sport in memo line. If your son or daughter tries out, but does not make a team, your check will be returned to you.

## **SUMMARY OF ELIGIBILITY FOR SENIOR HIGH SCHOOL STUDENTS (MSHSL)**

The Minnesota State High School League governs the participation of all the high schools in the state. Concordia Academy-Roseville is a member of the league and follows all the 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 in detail the rules of eligibility.

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

## **CONCORDIA ACADEMY-ROSEVILLE GUIDELINES FOR TEAM SPORTS**

### **I. CITIZENSHIP**

1. All athletes, as well as other CA-Roseville students, should at all times exhibit the kind of conduct and personal habits which suggest Christian ethics and morals and show respect for their school, church, and community.
2. General conduct in and out of school shall be such as to bring no discredit to athlete, parents, school, church, or team.
3. Disrespectful speech or actions towards teachers, coaches, or opponents should never take place.
4. Profane or vulgar language has no place in the life of a Christian athlete especially during practice sessions, game situations, or while representing the school in the community.
5. **Good sportsmanship is required of all athletes. Respect for teammates, officials and opponents is expected.**

## II. PHYSICAL APPEARANCE AND WELL-BEING

1. Athletes are to be clean, neat, and well groomed since you are constantly in the public eye and are representatives of Concordia Academy-Roseville.
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.

## III. 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 however, 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.

## IV. ATTENDANCE

1. **All athletes must be in attendance 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 per the student handbook.
2. All athletes taking a P.E. class must dress out and 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 where 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 the athlete has missed practice.

## V. 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 are to be taken during study hall or after school on the next school day after the early dismissal. They also can be taken earlier if arranged by the teacher.
4. Athletes are dismissed early when absolutely necessary as a privilege - not a right of membership on a team. If abused, this privilege will be revoked.

## VI. EQUIPMENT AND LOCKER ROOM

1. **Each athlete is responsible for athletic equipment issued. All lost equipment must be paid for.**
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. An athlete should only wear the equipment issued to him/her and 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.

## **VII. MEDICAL TREATMENT AND INJURIES**

1. **Athletic injuries should be reported to the coach or trainer immediately.** Minor injuries can lead to major problems.

2. The coach or trainer may contact parents or guardians about injuries that might need medical attention but are not emergency cases.

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

## **VIII. VARSITY LETTER AND AWARDS**

1. 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, & 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.

2. Letter jackets can be purchased at any time through MECA (651) 638-3800.

## **IX. 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 parents, personal contact should be made with the coach or a note from parent should be given to the coach or Athletic Director in advance.**

4. On rare occasion athletes may need to ride in cars to events. We will always try to notify and get permission for the driver and riders. This is done only when there is no other alternative.

5. Parents are asked to make arrangements to pick up athletes as soon as possible at conclusion of events or return of team buses.

## **X. INSURANCE**

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

## **XI. ATHLETIC ELIGIBILITY**

Student athletes, who are failing more than one class at the end of a nine-week period, will be ineligible for four weeks until the mid-nine week period of the next grading period. Any student may be declared ineligible by the school principal.

## **MSHSL ACTIVITIES OFFERED AT CONCORDIA ACADEMY-ROSEVILLE**

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>	<b>Fine Arts</b>
Football	Boys' Basketball	Baseball	Drama
Volleyball	Girls' Basketball	Softball	Band
Cross-Country (Boys'/Girls')	Dance Team	Track (Boys'/Girls')	Choir
Girls' Soccer	Boys' Hockey	Boys' Golf	His People
Boys' Soccer	Wrestling		Art
Cheerleading			Speech

### **FAN CONDUCT AND SPORTSMANSHIP CONCORDIA ACADEMY-ROSEVILLE SPORTSMANSHIP STATEMENT**

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

#### **CODE OF CONDUCT**

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

#### **SPECIFIC BEHAVIORS**

1. We will treat the officials, opposing teams, and spectators as guests of our school.
2. We will cheer the strengths and victories of our team and not criticize the performance of our opponents, officials, or supporters of our opponents.
3. We will respect the property and reputation of our competitor as well as that of our own school.
4. We will remain quiet during free throws and serving and will not bring noisemakers to indoor events like basketball and volleyball.
5. We will stay off the playing fields and courts during events including half times.
6. We will accept the decisions of the officials and will not protest them publicly or to the media.
7. We will as players, coaches, or spectators respect the officials.

## **MISCELLANEOUS INFORMATION**

#### **ANNOUNCEMENTS**

The daily announcements will be read during lunch each day. All announcements must be on official announcement forms, signed by the appropriate advisor, and submitted to the office no later than 7:30. They will also be posted on the announcement page for current students at [www.concordiaacademy.com](http://www.concordiaacademy.com).

#### **ASSEMBLIES**

Students should observe the following standards of good conduct during assemblies:

1. Enter and leave the assembly area in a quiet and orderly manner.
2. Give courteous attention to the program.
3. Express approval by applauding.
4. Refrain from conversation with your friends.
5. Any talking should cease as soon as the program begins.

6. Books should be left in the locker.

## CARS

CA-Roseville 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-Roseville 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 at King of Kings (in the marked spaces); 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, Central Park School, the north lot at King of Kings or in the two lots behind CA-Roseville.
- Cars parked on public streets should leave at least fifteen (15) 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 Assistant Principal.
- Concordia Academy-Roseville cannot assume liability for damages to or loss of vehicles and/or their contents.
- All students and staff must display a valid **CA-Roseville parking ID** on the backside of their review mirror. Stickers may be purchased for \$20.00 each in the front office. Failure to show the parking ID will result in the vehicle being ticketed or towed. IDs are available for purchase in the front office and at the pre-school parent and student meetings (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 (no regular schedule will be maintained) with citations issued to vehicles that are illegally parked, unregistered, violating traffic regulations or for improper handling of the vehicle 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; and \$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

When families change their address, email address, or telephone number, it is imperative that such changes be reported to the main office as soon as possible. Please also report any changes in parent work numbers, emergency contacts, etc.

## CHANGE OF ENROLLMENT

Parents of students withdrawing from Concordia Academy-Roseville should directly contact either the Principal or Guidance Counselor to begin the transfer process. There are checkout procedures with teachers, the media center, 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.

## **CHAPEL**

*“That you may with one mind and one mouth glorify God” – Romans 15:6*

As a Christian school, CA-Roseville students and faculty attend regular chapel services. Chapels are regularly scheduled for Monday and Thursday. It is hoped 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. Students, faculty, and area Lutheran pastors and teachers are encouraged to lead the chapels. 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. Offerings may be taken during this time.

## **DIRECTORIES**

All families receive a complete student directory with names, parent names, and addresses, home phone numbers, and church membership. Unlisted or unpublished numbers will be so noted upon request. In August all families receive a directory listing names and addresses by zip code to assist in forming carpools. The personal information about Concordia Academy-Roseville students and families found in directories (Zip code and Phone Directories) should not be distributed, sold, or used for any purpose other than for communication between families and staff of Concordia Academy-Roseville. Thank you for respecting the privacy of our families.

## **FIRE/TORNADO DRILLS**

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

## **HALL PASSES**

Students are not permitted in the halls during class periods unless accompanied by a teacher or have a hall pass from an authorized staff member. Students are responsible for obtaining the written pass.

## **INCLEMENT WEATHER/SCHOOL CLOSINGS**

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

## **INFORMATION TECHNOLOGY CENTER AND INTERNET LAB**

The use of the Information Technology Center (ITC) and the Internet Lab is a privilege for Concordia Academy-Roseville students who exercise common courtesies and use it for its intended purposes. It is a place for reference work, for getting materials to prepare assignments, or to satisfy personal reading interests. Entry to the ITC may be obtained by having a hall pass signed by a classroom teacher or study hall supervisor. Students should report to study hall before going to the ITC Center. The ITC and Internet lab may be closed during some periods when in use by other classes. All students must have a signed Acceptable Use Agreement on file before they are permitted to use school computer equipment.

## **LOCKERS**

A locker is assigned to each student who enrolls in Concordia Academy-Roseville. 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-Roseville. The Administration reserves the right to examine any locker, if necessary.

### **BACKPACKS**

Students must attend to their backpacks and other personal property at all times. Unattended backpacks and other items will be collected and returned to students after they pay a \$10 dollar fine.

### **LOST AND FOUND**

Students are responsible for their personal items. The unsecured coatroom on the lower level is available on a daily basis for student items. Lost textbooks will be kept in a box in the Media Center. Lost clothing, bags, etc. may be claimed in the custodian's office. Unclaimed items are periodically disposed of or donated to charity.

### **LUNCH**

Student lunches can be brought from home or purchased through an electronic student lunch account. Parents who set up a student lunch account can access account activity online through Parent Access. Contact Kim Duis at extension 135 to set up a student lunch account. Please note that no cash is accepted during the lunch period.

During the lunch period, all food is to be eaten in the multi-purpose room. All students are asked to remove their lunch items from the tables when finished with their noon meal so that tables can be cleaned for the following lunch and/or class period.

### **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-Roseville 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.

### **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.

### **TELEPHONES**

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. Messages will be put on student lockers from 8 a.m. – 2:30 p.m. Because we cannot guarantee that your student will receive the message after 2:30, parents are requested to call before 2:30. Students may not use personal cell phones during regular class periods. **The office telephones are not to be used by students for personal calls.**

### **CELL PHONES**

Students may carry cell phones in school and may use them before and after school, during lunch, passing periods, and activity periods. Any phone used during chapel, class, or **when a student's class is taking place** will be confiscated (i.e., a student who is excused to the restroom and uses their phone along the way will have

their phone confiscated.) Restricted use includes, but is not limited to, talking, texting, playing games, and taking pictures. (Students and parents should also note that the Minnesota State High School League has prohibited all picture cell phones in locker rooms during league-sponsored events.) Administrators and teachers are expected to confiscate all cell phones used inappropriately. Confiscated phones will be given to the Assistant Principal. **All confiscated phones will be held for a week and will cost \$20 dollars to retrieve after that week.** Repeated cell phone violations may result in suspension and a meeting with the Principal.

As with all other valuables and personal items, cell phones should be locked in regular or athletic lockers when students are not able to stay with their belongings.

## **TEXTBOOKS**

All textbooks are the property of Concordia Academy-Roseville and/or the Roseville School District and are assigned to students for their use. The student is responsible for the care of his/her books and will be charged for any books that are lost or willfully damaged. Students should use book covers for the texts.

## **VISITORS**

Except for prospective students, friends of students are discouraged from visiting classes during the regular school day. Any visitors must be approved by the administration at least 24 hours prior to the visit and are asked to check in at the office for a visitor's pass. Student visitors are also required to provide a note of permission from parent or guardian and emergency phone information.

## **STUDENT ACTIVITIES**

Students are encouraged to form special interest and service organizations to complement their academic and physical education program at Concordia Academy-Roseville. Newly formed groups must have faculty supervision and a constitution submitted for approval by the Principal. All funds held by the organizations are maintained by the individual treasurers through the Business Office. Such monies are used only for organization and School related functions. The advisers will distribute a schedule of student organizational meetings.

- Advisers must enter all events on the master calendar in the principal's office.
- All school events and student sales for fund-raising activities must be cleared through the principal.

## **STUDENT ACTIVITIES BOARD**

The Student Activities Board is a board of elected students who are charged with advising the administration and assisting in the organization of school social, service, and spirit events.

## **DANCES**

Dances (except the Jr./Sr. Prom) are open to all Concordia Academy-Roseville 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-CA-Roseville 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. All guests must provide picture ID to verify their identification.

## **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. (Dave Boll, adviser)

## **NATIONAL HONOR SOCIETY**

The National Honor Society of Concordia Academy-Roseville 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-Roseville 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 principal’s office. (Bruce Urban, adviser)

## **STUDENT AMBASSADORS**

CA-Roseville’s student ambassadors group has a mission “to represent the student body of Concordia Academy-Roseville through personal interaction with potential students, families and supporters of the school.” CA student ambassadors include 30 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, CA-Roseville’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.

## **CA-ROSEVILLE BOOSTERS**

The Booster Club is the parent volunteer organization that supports athletic activities at Concordia Academy-Roseville. The Boosters’ primary activities are working the concession stands at athletic events, selling tickets and spirit wear, and providing support for the individual coaches and teams. Parents wishing to participate in Booster activities are encouraged to call any of the individuals below.

Mike Aurich, Athletic Director and Booster Liaison  
Marlene Killa Booster Club President

651-484-8429, ext. 113  
651-298-0719

CA spirit wear (sweatshirts, t-shirts, hats, mittens, etc.) may be purchased during most home athletic events and in the Main Office (see Connie Voss).

# Bell Schedule



## 2011-2012 Schedule

Monday	Tuesday	Wednesday	Thursday	Friday	Morning Assembly	Afternoon Assembly
1 7:45-9:03	2 7:45-9:13	1 7:45-9:13	2 7:45-9:03	1 / 2 7:45-9:13	1 / 2 7:45-8:59	1 / 2 7:45-8:59
Chapel 9:08-9:43			Chapel 9:08-9:43		Assembly 9:04-9:55	3 / 4 9:08-10:22
3 9:52-11:10	4 9:22-10:50	3 9:22-10:50	4 9:52-11:10	3 / 4 9:22-10:50	3 / 4 10:04-11:18	5 / 6 10:31-11:45
Lunch 11:10-11:40	Lunch 10:50-11:20	Lunch 10:50-11:20	Lunch 11:10-11:40	Lunch 10:50-11:20	Lunch 11:18-11:48	Lunch 11:45-12:15
5 11:45-1:03	6 11:25-12:53	5 11:25-12:53	6 11:45-1:03	5 / 6 11:25-12:53	5 / 6 11:53-1:07	7 / 8 12:20-1:34
7 1:12-2:30	8 1:02-2:30	7 1:02-2:30	8 1:12-2:30	7 / 8 1:02-2:30	7 / 8 1:16-2:30	Assembly 1:39-2:30

# 2011/2012 Calendar



## 2011-2012 Academic Calendar

AUGUST				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

- 15 Fall Sports Begin
- 23 Parent Mtg (all) 7:00 pm
- 24 New Student Orient. & Pictures
- 24 Returning Student Sched. & Pics
- 29 School Begins

FEBRUARY				
M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29		

- 7 Open House
- 20 No School-President's Day

SEPTEMBER				
M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

- 2 No School
- 5 No School-Labor Day
- 19 Parent Back-to-School Night
- 20-21 Vision-4-Life
- 26 Grandparents Day
- 26-30 Homecoming Week

MARCH				
M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

OCTOBER				
M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

- 20-21 No School-Lutheran Ed Conf
- 30 Open House

APRIL				
M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

- 2-9 No School-Spring Break
- 12 Open House
- 28 Prom

NOVEMBER				
M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

- 3 Parent-Teacher Conf. 5-9 pm
- 4 No School-Parent Teacher Conf
- 5 Celebration Dinner Auction
- 15 Open House
- 17-20 Fall Drama
- 23-25 No School-Thanksgiving Break

MAY				
M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	<del>29</del>	30	31	

- 23 Honors Convocation 7:00 pm
- 28 No School-Memorial Day
- 29 Green & White-all classes meet
- 30-31 Finals

DECEMBER				
M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

- 1 No School-Day@CA
- 22-31 No School-Christmas Break

JUNE				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- 1 Finals Graduation

JANUARY				
M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	<del>17</del>	18	19	20
23	24	25	26	27
30	31			

- 2-3 No School-Christmas Break
- 16 No School-Martin Luther King, Jr. Day
- 17 Green & White-all classes meet
- 18-20 Finals
- 23 2nd Semester Begins

- No School
- Green Day (periods 1,3,5,7)
- White Day (periods 2,4,6,8)
- Green & White Day-all classes meet
- Final Exams

- Day 1: periods 1,3,5
- Day 2: periods 2,4,6
- Day 3: periods 7,8