Parent & Student Handbook

2026 - 2027

HONORING GOD THROUGH EXCELLENCE

Concordia ACADEMY

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www.concordiaacademy.com

Concordia ACADEMY

Dear CA Students and Families,

Christ's abundant blessings to you and your family as we begin another school year! It is with great excitement that I welcome both our returning families and those who are joining the Concordia Academy community for the first time. We are truly grateful that God has led you here, and we look forward to partnering with you throughout the year ahead.

At CA, we believe education is about much more than academic achievement. Our desire is to help each student grow intellectually, spiritually, socially, and emotionally through a Christ-centered learning environment. Every day, we strive to point students to Jesus while equipping them with the knowledge, character, and confidence they need to faithfully serve Him in their homes, churches, and communities.

Our theme for the 2026–2027 school year, "Backward Blessings" will seek to show our community just how blessed we are, because of His calling on our lives - even when those blessings seem backwards in our brokenness. It is our prayer that every student will deepen their relationship with Christ while discovering the unique gifts and opportunities He has prepared for them. It is our prayer that every student will deepen their relationship with Christ while discovering the unique gifts and opportunities He has prepared for them.

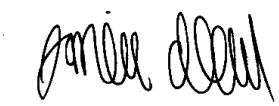
Thank you for the trust you place in us by allowing us to be part of your student's educational journey. We consider it a tremendous privilege to partner with your family as we encourage, challenge, and support each student throughout the year. I also invite you to stay connected, ask questions, and share your thoughts as we continue building a strong school community together.

As we prepare for the start of school, please review this handbook as it is designed to set our students up for success. It includes basic information to assist your family with the daily routines of Concordia Academy as well as to inform you of our various rules and policies. Your attendance at CA implies your consent to everything in this handbook. Please don't hesitate to reach out to me at jasmine.anderson@concordiaacademy.com, if you have any questions or concerns about anything contained within this handbook.

We look forward to another year filled with learning, worship, and community.

May the Lord bless you and keep you in this new season!

In Christ's Love,



Mrs. Jasmine Anderson, M.Ed, ATC
Principal

Quick Contact Chart

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Who We Are

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

Our Prayer
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 of, Christ, filled with righteous fruit that comes through Jesus Christ – to the glory and praise of God." Phil. 1:9-10

Our 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.

Our Roots
CA is part of the Lutheran Church – Missouri Synod (LCMS). The LCMS is a mission-oriented and Bible-based denomination that confesses the historical, orthodox Christian faith in the Triune God, Father, Son and Holy Spirit, a faith built on "the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone" (Ephesians 2:20). We believe without reservation that the Scriptures of the Old and the New Testament are the written Word of God and the only rule and norm of faith and of practice. In addition, the LCMS accepts without reservation the writings contained in the Book of Concord: The Confessions of the Evangelical Lutheran Church.

Our Admission 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.

Parents and their children who voluntarily join the Concordia Academy community agree to abide by all of the following policies, procedures, and rules. They also agree that the administration of Concordia Academy is the final authority in determining compliance or non-compliance with the following:

Doing Life Together

General Information

Family Service Hours: STAR program

CA's STAR program helps to keep overhead costs down while at the same time connecting parents to one another and building community. STAR stands for *Serving Together - Advancing Relationships*. Every CA family is required to commit a total of 10 hours of service to the school per year (must be completed or committed to by May 1st). Opportunities include serving at homecoming, the auction, concerts, plays, Vision4Life, the school-clean-up day, tutoring students, helping with office work and facilities maintenance, or working concessions at CA's athletic events.

Building and Office Hours

School days are Monday through Friday and take place from 8:35 a.m. – 3:00 p.m. The school building will be open at 7:30 a.m. each morning. Students in the building before 7:30 am and after 3:00 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 before/after school. Teachers will be available to students from 8:15 am to 3:00 pm daily. The building is normally locked every evening at 6:00 p.m.

Safety and Security

The safety of our students and staff is a top priority. During the school day, all exterior doors to the building are locked. Any individual requesting entrance must be "buzzed in" through the main school office. All guests and visitors must sign-in at the main office. All students arriving after school has started must also sign-in at the main office. The CA campus is equipped with cameras allowing surveillance of entrances, hallways, common spaces, and the parking lot.

CA is a Drug-free and Weapon-free Zone

CA is, by law, a drug-free and weapon-free zone. Anyone caught selling or possessing illegal drugs, or possessing a dangerous weapon, within one city block or 300 feet of CA may be prosecuted. CA's drug-free and weapon-free school zones include our 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. In addition to possible legal prosecution, the possession of illegal drugs, in any form, or possession of an unauthorized weapon at school or at any school related event may be grounds for suspension or expulsion.

Cars and Parking Lot

Concordia Academy provides limited parking space on campus. Students who wish to park in CA's lot must purchase and properly display a parking permit. Passes cost $40 for the year and $20 for second semester. (Upon written parental request, multiple passes will be given for the cost of one if a student drives multiple family cars.) Passes can be purchased online at www.concordiaacademy.com/parking and can be picked up at the front office once form and payment have been submitted. Passes must be displayed on the passenger side of the front windshield.

- 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 parking lot of King of Kings, the north side of County Rd. B2, Central Park School, or in the two lots behind Concordia Academy.
- Reckless driving, including excessive speed, in the parking lot will result in the loss of parking privileges.
- Concordia Academy cannot assume liability for damages to or loss of vehicles and/or their content.
- If you have a valid parking pass and are parked illegally, you will be fined $20 and parking privileges may be revoked.
- Cars parked without a valid pass, or parked in an unauthorized spot, will receive one written warning left on the windshield. If there is a second offense, the car may be booted and fined accordingly.

Student Health-Physicals

As a member of the Minnesota State High School League (MSHSL) all participants must have a physical exam on file prior to participation in a sport. The physical is valid for three years from the date of the exam. Students will not be allowed to try-out or participate until the physical is submitted. Physicals are submitted when registering for sports. Dates for online registration will be open in the weeks before each athletic season. More information and the links themselves will be provided in CA's weekly Update.

Student Health-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.

Beverages, Food, and Lunch

Students are allowed to have water in the classroom. Other drinks and all food are prohibited. An exception to this may be made by a teacher for an educational purpose.

We strive to support CA families by providing healthy nourishment to keep students focused and ready for success. Please read this information carefully regarding the lunch program for the upcoming year, as some actions are required to participate.

1. We utilize Educate to support our lunch program. This is the same platform families use for grades and class schedules.
2. Payments can be entered online by parents from the Household portal in Educate *(available after Aug. 1)*:
   • From the dashboard, locate the Point of Sale Balance widget, and click the Add a Payment button
   • From the School > Cafeteria menu, click the Add a Payment button (this screen will show individual payments and orders, while the widget displays the current balance only). (*Your Boonli balance will be moved over into your Educate cafeteria account automatically.)*
   - For multi-student households, there are no longer separate accounts per student. All students in a household are linked to a single payment account.
3. Students wishing to purchase lunch will enter the cafeteria serving area and have their student IDs scanned. The lunch cost of $6 will be deducted from the student's Educate Account, and the student will proceed through the Cafeteria Serving Area to select from:
   - Hot entrée of the day
   - Soup/Salad or Sandwich Bar
   - Selection of other options, including items such as pizza, burgers, chicken sandwiches, wraps, and more

All meal options include fruit, beverage (water or milk), and dessert.

4. Supplemental items will be available for purchase at the à la carte store. These include fruit cups, nuts, cheese, beverages, dessert items, chips, and more. All purchases must be pre-funded through the Educate account. No cash or other forms of payment will be accepted.
5. The daily cafeteria menu will be available at www.concordiaacademy.com/lunch. If you have specific dietary requirements, please reach out to Julie Lynch (julie.lynch@concordiaacademy.com) to discuss possible accommodations.

Lockers

Lockers are available 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.

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.

All lockers remain the property of Concordia Academy. The Administration reserves the right to examine the content of any locker.

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.

Cell Phones

Students may use cell phones on-campus before and after school. The only time phones may be used during the academic day is during passing periods. (Students may, on occasion, be given special permission by their teacher to use their phone during class.) Phones must be completely silenced and unused from "bell to bell" in all classes, lunch, study halls, chapels, assemblies and in the commons. Any phone that is used or rings/vibrates during any of the above will be confiscated. Confiscated phones will be given to the Dean of Students 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. Cell phones may never be used in locker rooms or bathrooms.

School to Parent Communication

The primary way through which the school communicates with parents is through the weekly *CA Update*. This update is an email that is sent to all CA parents every Friday afternoon. Parents are also encouraged to follow CA on Facebook and Instagram. CA's website, concordiaacademy.com, also contains a wealth of information for parents. These include documents, links, bell schedules, calendars, and a link to report absences and early departures or late arrivals.

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) and television. A notification banner will also be placed on the school website and an email will be sent to all students and families.

Change of Address, Email, and Phone Number

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.) For changes in primary email address, please also notify rose.hexum@concordiaacademy.com.

If Your Child is Struggling

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.

Doing Life Together

Creating and Defending Kingdom Culture

Beacon Block

Concordia Academy students and faculty have the privilege of attending chapel twice a week on Mondays and Wednesdays. Tuesdays and Thursdays consist of other student-centric programming that students are required to attend as a part of the school day. Seniors with late-start are expected to arrive in time for all chapels/Beacon Blocks. No bags and books (other than Bibles) should be brought into the chapel. No food or drink of any kind (including water) may be brought into Chapel. Cell phones must be silenced and unseen during this time.

Chapel Expectations

Chapel is an important part of the Concordia Academy experience and provides an opportunity for our community to worship, reflect, and grow together in faith. Students are expected to demonstrate respect, attentiveness, and appropriate participation during chapel.

Students should:

- Give attention and respect to speakers, worship leaders, and those sharing.
- Participate appropriately and avoid distractions.
- Keep cell phones and personal electronic devices stored in their backpacks during chapel
- Use language and behavior that support the purpose of chapel.

Behaviors that disrupt or negatively impact the chapel environment, including excessive talking, inappropriate joking, cell phone use, misuse of technology, disrespect, or intentionally distracting others, may result in disciplinary action. **Any student removed from chapel due to behavioral concerns will receive detention.** Repeated chapel-related concerns may result in additional disciplinary action at the discretion of school administration.

Classroom Behavior Expectations

At Concordia Academy, every classroom should be a place where students feel safe, respected, challenged, and supported. Students are expected to contribute positively to the learning environment through their words, actions, and attitudes. The following expectations apply in every classroom and instructional setting.

- Arrive on time, prepared, and ready to learn.
- Follow teacher directions promptly and respectfully.
- Remain engaged and use class time appropriately.
- Respect classmates, staff, and school property.
- Use appropriate language and behavior that supports a positive learning environment.
- Keep electronic devices put away unless authorized for instructional purposes.
- Avoid behaviors that disrupt teaching or the learning of others.
- Demonstrate honesty and integrity in all academic work.

Students who fail to meet these expectations may first be addressed through classroom interventions, including redirection and teacher-managed consequences. Teachers will generally work to resolve classroom concerns before referring students to the Dean of Students. **However, any student who is removed from the classroom due to behavior concerns will receive detention.** Ongoing, serious, repeated, or significant behaviors may result in additional disciplinary action as determined by school administration based on the nature of the behavior, available information, and any necessary investigation.

Physical Safety Guidelines

Any act that is deemed by the school administration to be injurious, detrimental, or dangerous to the health, safety, spiritual welfare, emotional well-being, and physical well-being of any person(s) on or in the vicinity of school properties or present at any authorized school function or event is not permitted.

This includes but is not limited to the following:

Physical Force

Students may not use any other form of physical aggression to resolve disagreements. Fighting is defined as a blow or force striking another individual. It can include, but is not limited to, slap, punch, poke, shove, push, kick, jabs, or the throwing of any object. The school will not attempt to distinguish between play fighting, horseplay, boxing, contests, or other acts that are not intended to be harmful. Any application of force will constitute a fight.

Respecting Personal Boundaries

Unwanted touching, harassment, or any behavior that invades another person's personal space or sense of safety is not permitted, as it undermines a safe and respectful school environment.

Any violation of this behavior is strictly prohibited and will result in disciplinary action.

Unacceptable Behaviors

To be a student at CA is to commit yourself to creating and defending Kingdom culture as we live, work, and play in Christian Community. The following behaviors are incompatible with Kingdom culture and are thus unacceptable:

- 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 drugs;
- Possession, use, sale, or distribution of drugs, drug laced products, look alike drugs, misused prescription drugs, or drug paraphernalia;
- Smoking or possession of tobacco products including e-cigarettes, vaping, and/or other nicotine products;
- Any sexual behavior, language, texting, or social media posting or sharing not in accordance with this handbooks statement on Gender, Marriage, and Sexuality;
- Dress that is deemed inappropriate, offensive, or not in accordance with this handbooks statement on Gender, Marriage, and Sexuality;
- Attempting to use a restroom that is 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, the Beacon Block, and/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;
- Student pranks, and/or senior pranks that damage the campus, cause disruption to the school and/or students/staff/teachers, tease or defame any CA community member;
- Taking photos, videos, or recording someone on campus or at school sponsored events without their permission;
- Consistently indulging apathy.

Tobacco, Drugs, Vaping, and Alcohol

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/nicotine, alcohol, drugs, drug laced products, 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. This includes vaping and its implements.
- 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 tobacco/nicotine, drugs, alcohol, or drug/alcohol paraphernalia.
- In the event a student uses tobacco/nicotine, 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/nicotine, 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 co-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 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.

As a proactive measure, CA contracts with an outside provider to use drug dogs to randomly search our campus and parking lot.

Policy on Christian Community, Human Dignity, and Anti-Racism

Our Foundation

At Concordia Academy, we believe that every human being is created in the image and likeness of God (*Genesis 1:27*) and possesses inherent worth and dignity. Because Christ calls us to love our neighbors as ourselves, we are committed to cultivating a welcoming community where every student, staff member, and family—regardless of race, ethnicity, or cultural background—is valued and protected.

Our Commitment

Concordia Academy is committed to fostering a Christ-centered community where every student is treated with dignity, respect, and compassion. Students are expected to use words and actions that encourage, support, and build up others. Any behavior that intentionally or repeatedly harms, humiliates, intimidates, excludes, or threatens another person is inconsistent with the mission and values of Concordia Academy.

Racism, racial discrimination, harassment, and hate speech are fundamentally contrary to the Gospel, our Christian identity, and our educational mission. Concordia Academy maintains a **zero-tolerance policy** for racially motivated behavior. This includes, but is not limited to:

- **Racial Slurs & Expressive Harassment:** Using racial slurs, derogatory language, microaggressions, or hate symbols in person, online, or on social media.
- **Exclusion & Intimidation:** Excluding, bullying, or intimidating someone based on their race, ethnicity, or skin color.
- **Systemic Fairness:** Ensuring equitable opportunities and treatment across all academic, athletic, extra-curricular, and disciplinary practices.

Bullying, Harassment, Teasing, and Harmful Conduct

The following behaviors are prohibited and may occur **in person, online, through social media, text messages, group chats, or any other form of electronic or verbal communication** when they impact the school community:

- Bullying, intimidation, harassment, or threatening behavior.
- Repeated teasing, mocking, name-calling, or humiliating comments.
- Inappropriate jokes, pranks, or comments made at the expense of another individual.
- Profanity, slurs, discriminatory remarks, or language that is vulgar, degrading, intimidating, or otherwise detrimental to the emotional, social, or physical well-being of another student.
- Deliberately excluding, encouraging others to exclude, or participating in conduct intended to embarrass, isolate, or demean another student.
- Retaliation against any student who reports concerns or participates in an investigation.

Reporting & Accountability

Any student who experiences or witnesses an act of racial harassment or discrimination is strongly encouraged to report it immediately to a teacher, counselor, or school administrator. Reports will be thoroughly investigated with confidentiality and sensitivity.

Substantiated incidents will result in direct administrative action, which may include restorative dialogue, parental notification, counseling, suspension, or expulsion depending on the severity. Our goal in discipline is both the protection of our community and the restoration and transformation of the individual.

Reports of racism, bullying, harassment, teasing, inappropriate joking, harmful language, or other conduct detrimental to the well-being of students will be taken seriously. **School administration may initiate an investigation based on direct observation, reports from students, parents, employees, or other credible sources, as well as available evidence, including electronic communications or social media content when appropriate.** Conduct occurring off campus or online may be subject to school discipline when it materially impacts the school environment, disrupts the educational process, or affects the safety or well-being of members of the Concordia Academy community.

Following an investigation, disciplinary action will be determined **at the discretion of school administration based on the available information, findings of the investigation, the severity of the conduct, its impact on others, and any prior disciplinary history.**

Consequences may include, but are not limited to:

- Written and Verbal warning
- Parent/guardian notification
- Restorative meeting
- Detention
- Behavioral contract
- Loss of school or extracurricular privileges
- In-school or out-of-school suspension
- Expulsion for severe, repeated, or egregious violations

Students are expected to contribute to a school culture where all members of the Concordia Academy community are treated with dignity and respect. Claims of "just joking," "it was only online," or "it happened off campus" do not excuse conduct that undermines the safety, belonging, or well-being of others or disrupts the school community.

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, 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).

For the above reasons, the following shall be in place when accessing school facilities and programs:

- Any student enrolled at Concordia Academy shall, when utilizing a multiple-occupancy restroom, utilize the facility corresponding to that student's biological sex, as recorded on the student's original birth certificate.
- Any student enrolled in Concordia Academy shall, when participating in an athletic program offered by the school, participate on the team that corresponds with the student's biological sex, as recorded on the student's original birth certificate, except that a biologically female student may seek to qualify to participate on a male team if a female team is not available for that sport. Exceptions will also be made when, due to low enrollment, a co-ed team is needed to be formed for the school to participate in a sport during a particular season.
- Students will not be addressed by a pronoun or a description that does not align to their biological sex at birth, including "they" or "them".
- When traveling on overnight field trips, students will stay in accommodations with students of the same biological sex at birth.
- In circumstances when students are divided by gender for class activities, they will be classified by their biological sex at birth.
- Established uniform policies for male and female students will be required by biological sex at birth.

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)/other consequences may be assigned.

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.

Dress Code

CA's dress code is meant to encourage an environment that is conducive to learning.

The following is not permitted:

- Clothing that depicts alcohol, drugs or contains sexually suggestive or violent images or words
- Clothing with tears, rips, or holes
- Low necklines, backless, sheer, halter or bare midriff clothing
  (All shirts should be able to be tucked into one's pants.)
- No cleavage, bust, or undergarments may be exposed at any time
- Excessively short clothing
- Pajama pants

Additionally:

- Shoes or sandals must be worn at all times
- Shirts must be worn at all CA practices and events
- Students should dress in ways traditionally considered appropriate in accordance with their sex

CA's administration makes the final decision regarding what is in or out of compliance with the 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. A student who is requested to change their clothing is expected to respond in a cooperative manner.

The dress code also applies to all school activities and whenever a student is on campus. Separate dress code policies will be communicated in regards to school dance attire. Advisors or coaches of an activity or function may require additional guidelines.

Doing Life Together

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 goal of student discipline at Concordia Academy is to promote accountability, restore relationships, and maintain a safe, respectful, and Christ-centered learning community.

Disciplinary responses are determined based on the nature, severity, frequency, and impact of the behavior, as well as available information and the results of any potential investigation. School administration, in partnership with faculty and staff, reserves the right to determine the appropriate disciplinary response in each situation based on our professional judgment.

Consequences may include, but are not limited to:

- Warning or student conference
- Parent/guardian communication
- Restorative meeting or intervention

- Detention
- Loss or restriction of privileges
- Behavior contract
- Removal from class or school activities
- In-school suspension
- Out-of-school suspension
- Probation
- Expulsion
- Any other disciplinary action deemed appropriate by school administration

Any online activity, including social media posts, messages, images, videos, or other digital content, that is determined to be inconsistent with the mission, values, or culture of Concordia Academy and adversely affects the school community may be addressed through the school's disciplinary process. A student's digital footprint extends to **all** online activity—including personal social media accounts, private group chats, direct messages, photos, and videos, regardless of whether it was posted on or off campus.

Disciplinary Consequences Index

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 outside of school hours and may 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 the 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. Tuition may be refunded only for prepaid educational services that have not yet been provided. Once educational services have been rendered, tuition is non-refundable.

Being Together (Attendance)

Scholastic achievement is directly related to the student's pattern of attendance. 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 intangible elements of the class which can only occur through regular attendance.

When Absent, Arriving Late, and Leaving Early

Please report absences, late arrivals and early dismissals to the school by 8 am. All absences must be reported to the school office by a parent or guardian, not by a student, even if they are 18 years old. This can be done through the attendance page on our website (www.concordiaacademy.com/attendance) or by emailing attendance@concordiaacademy.com. **Please include the reason for absence and also, if the absence is only for part of the day, include the time a student is arriving, leaving and whether or not they will be returning to school.** A student needing to leave during the school day can pick up a pass from the front office, allowing them to leave class at the time designated by the parent. Any student arriving at school after 8:35 am must sign in at the main office. Students must sign out in the main office when leaving campus prior to 3:00 pm. Failure to do so without permission may result in an unexcused absence.

Attendance and Co-curricular Activities

In order to be eligible for any form of co-curricular activities (practice, performance, game, activity, scrimmage, dance, etc.), students must arrive to the first block of the day no later than 9:00 am. Excessive tardies may impact involvement in co-curricular activities. Exceptions to the rule are granted on an individual basis by the athletic department, and will be based on timely communication to the attendance office by a parent/guardian.

Attendance and Academic Credit

Absence from class impacts student learning. This is true of all absences, regardless of their nature. The following responsive action may be applied at each threshold of cumulative absences.

- 4-6 absences in any one class in a semester
    - Parents/guardians and students will be notified by email to inform them that the student is approaching the next threshold of absences and which classes are impacted.
- 7-10 absences
    - A meeting will be called with the student, parents/guardians, and administration to address the issue and the student will be placed on an attendance enrollment contract.
- 11 or more absences
    - The following may occur at the discretion of the Administration and as outlined in the attendance contract.
        - 1 full letter grade drop in the affected classes
        - Forced withdrawal from class/es
        - Requirement to retake a course

        OR

- A student may be withdrawn from school and the administration will reassess if the student could return to Concordia Academy at the start of a future term, if certain criteria can be met.

All work missed as a result of 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 who have a study hall or are on campus during a release time **must be in the commons and signed in**. Students may sign out of the commons and sign into the places below to allow us to properly track student presence on campus.

- Counseling office
- Front office
- Teacher's classroom (if a teacher has given the student a pass prior to the start of the class).
- Athletic office

Students in any class who are not in the appropriate spaces may receive an unexcused absence, tardy, or other disciplinary consequence. Students in hallways during class time must be carrying a CA pass.

Family Vacations

Families are encouraged to plan family vacations around the academic calendar. Students planning a trip during school time for vacation, club sports or other reasons should contact each of their teachers at least two weeks in advance. Parents should also notify the main office in a similar time frame. Teachers cannot guarantee that students will receive assignments in advance of an extended absence or guarantee all assignments can be made up. Absences due to travel are included in the cumulative absence count.

Absence Due to Illness or Injury

A student who is too ill to remain in class or who has sustained an injury should report to the main office. A student is not allowed to leave school without checking in with an adult on campus. 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.

Students with extensive absences due to illness may be asked to provide a doctor's note and/or work with the school nurse and director of guidance and academics to develop a health plan. Absences due to illness or injury are included in the cumulative absence count. If an illness or injury results in potential academic accommodations or modifications needed, families may contact the director of guidance and academics.

Final Exams

Cumulative final exams for every class are given at the end of each semester during finals week. Final exams will only be given on the dates scheduled according to our academic calendar, which is provided well in advance of each academic year. **Students who are absent will not be allowed to schedule a make-up exam, with the exception of an excused absence due to illness. Final exams not taken will receive a score of "0."** Students who must miss finals due to severe illness will be required to provide a doctor's note.

Unexcused Absences

If a student skips a class, they will be assigned a one-hour detention with a $20.00 fine. Parents will also be notified. Further skipping of classes may result in suspension. Unexcused absences are included in the cumulative absence count.

Tardies

A tardy is defined as arriving in the classroom after the bell. Students will be allowed four tardies per quarter with no consequence. After four tardies (per quarter), a before school working detention will be issued (7:30-8:30 AM). After eight tardies (per quarter), a one-hour Saturday detention (with a $20 fine) will be issued. First block tardies are excused only at the discretion of the Dean of Students for very limited reasons. A student's tardy count restarts at the beginning of each quarter/nine-week period.

Occasionally throughout the winter months, the administration will decide to waive tardies based on weather and road conditions. On other days, this will not be a valid excuse for tardiness. Student drivers: plan your commute to school accordingly.

College Classes and Attendance

Students are expected to attend all of their college classes unless being too ill to attend. Anytime students are absent from a college class, the student must email the professor prior to their absence with the reason for their absence. Families must also report those absences to the CA attendance email. Professors reserve the sole right to deduct any credit or percentage for the class based on attendance issues. Any medical issue that may result in attendance issues should be formally filed with the University through Ms. Mack. Absences in college classes also count towards a student's cumulative absences.

RELEASE

RELEASE is an earned privilege available to the following:

- Seniors who have a study **hall** in first or last block. This will show up as release in Educate.
- Students taking college classes in the first or last block of the day that do not meet that day.
- Any student taking an online class where your open period falls into the first or last block of the day.

Release rules:

1. On chapel/Beacon Block days, students **MUST** be present and on time to all chapel/Beacon Block. Students must also be on time to every assembly, Beacon Block, family life group, or other school event. **It is the student's job to know the daily schedule.**

   Please **plan ahead** for inclement weather or finding a parking space to ensure you arrive on time.

2. Students with release who choose to stay on campus must be in the Commons and having properly signed in. Students who are on campus at the first bell may not leave campus even if they have release (show up, leave, and come back). Students who leave for early arrival may not return on CA's campus until the last bell.

3. Students with release **must sign in or out at the front office**.

4. Students will **lose their release privilege** if there are any academic, attendance, or behavioral issues.

5. Imitating or forging parental permission will nullify this release for the semester.

6. This goes into effect once a parent or guardian has completed the form. If you are unsure, you must check in with attendance in the front office.

Working Together (Communication)

Sequence of Communication

In an effort to promote Biblically based communication (Matthew 18) and personal responsibility/self-advocacy, students are encouraged to first discuss all questions and concerns with the teacher, coach, and/or involved party before progressing to the next step that includes parent/guardian support/involvement. Direct and respectful communication with the parties involved is our expectation and yields best results. If additional support is needed to resolve an area of concern, the following sequence of communication is followed to facilitate efficient responses and to ensure matters are processed fully with the associated parties.

Academics	Athletics	Discipline & Attendance	Other Extracurricular Activities/Programs	Tuition/Fees
1. Teacher 2. Director of Guidance and Academics 3. Principal	1. Head Coach 2. Athletic Director 3. Principal	1. Teacher / Staff 2. Dean of Students 3. Principal	1. Leader / Coach 2. Appropriate Administrator 3. Principal	1. Director of Finance 2. Principal

Learning Together (Academics)

For more information on Concordia Academy's Academic program, please see Concordia Academy's *Course Catalog* which can be downloaded from the school website.

Graduation Requirements

A student must complete the following requirements for graduation:

English	4 credits
Social Studies	3.5 credits
Religion	4 credits
Mathematics	3 credits
Science	3 credits
Health	.5 credit
Physical Education	1 credit
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 may be issued with the school counselor's approval and must be made-up within two weeks of the end of a semester. If make-up work is not completed within this time, the grade becomes an F. The school counselor and teacher must approve any exceptions to this rule.

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.

Academic Integrity

Concordia Academy is committed to teaching and expecting academic integrity. Academic dishonesty includes, but is not limited to, the following:

Plagiarism

Plagiarism refers 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 provides links in our *Online Databases* web page to several 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.
- **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.

- **AI (Artificial Intelligence)** Teachers in each class have AI policies in regard to how a student may or may not utilize it in their work. Any work generated-even only in part-by an AI tool not in alignment with the teacher's policy, is not to be considered the student's own work and may receive academic consequences if misusing it. As with any quote or material from another source, students must properly cite in the text and bibliography any AI generated text, image or graph. Please note that electronic assignments must be completed in one original document.

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 or assignments unless a teacher directly states a student may collaborate with another on that specific assessment.
- 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.
- Using any form of technology not explicitly approved by the instructor on homework, quizzes, or exams. This includes using the internet to lookup answers or translations not approved by the instructor at home, utilizing smart watches/phones, or any other method not expressly approved by the instructor.

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. Students may also lose eligibility for National Honor Society or be removed from CA's chapter of National Honor Society. They may also lose eligibility to enroll in college classes. Repeated acts of academic dishonesty will result in a meeting between parent, 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. Academic contracts will occur if a pattern of dishonesty takes place.

College Class Academic Dishonesty
All students enrolled in a college class will be accountable to Concordia University, St Paul's academic dishonesty policies. Academic dishonesty in a college class is reported to the university and may result in a permanent note on the student's college file.

Counseling Support
The Counseling 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, 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, IXL diagnostics for sophomores and freshmen. Career interest inventories, and placement tests for new students.

Class Schedule Changes

The counseling office handles all student schedule concerns. A student must be enrolled in a minimum of 6.50 academic credits each year. Classes may only be added or dropped, if necessary, within the first five days of a semester. Please note the counseling office shares deadlines and process for this in weekly communication. Fees may be applied if deadlines are not met. Withdrawing from a course after ten days may result in a withdrawal failure grade and loss of credit for the semester. Students should note there are different deadlines and consequences for college course add/drop dates.

Procedure for making schedule changes:

1. Students must initiate the schedule change in the schedule change request form communicated.
2. The counseling office will process requests as they are received.
3. Requests will be entered on the student's Educate account. Please note that not all requests can be accommodated.

There will be a $20 fee for changes after the published deadline for schedule changes or for requests above the one allowed per semester.

Athletic Eligibility Guidelines

Any student with one or more failing grades (F) at any official grading period becomes immediately ineligible for athletic competition starting the next school day.

Ineligible students may continue practicing if: All school grading and academic expectations are being actively addressed and the student is working hard to restore passing status.

- *Note: Coaches may impose additional team-specific academic expectations.*
- Athletes are allowed a maximum of two appeals during their four-year high school career.

Eligibility Appeals:

Appeals are evaluated on: Academic improvement plan, Teacher and administration input, and Student behavior and commitment

Restoring Eligibility:

Reinstatement occurs once the next Grading period is reached AND:

- All grades are verified as passing at the official grade check.
- The academic records office issues official confirmation.

The Athletic Department partners with the Guidance Office to verify all data.

Grading Periods:

Semester 1: August 24th-December 22nd

- August 24th- October 2nd
- October 5th-November 5th
- November 6th-December 22nd

Semester 2: January 2nd - May 26th

- January 6th-February 19
- February 22nd - April 9th
- April 12th - May 26th

Students failing to complete a semester course successfully shall maintain athletic eligibility, contingent upon their continued progress toward graduation requirements and ongoing consultation with the guidance department.

Online Together

Internet and Electronic Resources Acceptable Use and Safety

I. Purpose

The purpose of this policy is to define acceptable use of Concordia Academy's technology system, provide guidelines for use of personal devices, and set forth policies establishing acceptable and safe use of the Internet and cloud-based tools, including electronic communications.

II. General Statement of Policy

In making decisions regarding student access to Concordia Academy's technology system, which includes, but is not limited to, electronic resources, cloud-based tools, access to the Internet, and electronic communications (referred to throughout this policy as simply the "technology system", Concordia Academy considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the technology system and to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. Concordia Academy expects that faculty will blend thoughtful use of the technology system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use to become empowered citizens capable of critical thinking, collaborative global citizenship, and faithful stewards of all that God has entrusted.

III. Definitions

A. *Electronic Resources* include but are not limited to network systems and components, computers and peripherals, printers, telephones, network systems and components, and the applications they support and/or access. These items may or may not be owned by Concordia Academy.

B. *Cloud-Based Tools* refers to websites and applications within the World Wide Web that focus on user collaboration, sharing of user-generated content, and social networking rather than simply displaying static content.

IV. Limited Educational Purposes

Concordia Academy provides students access to the technology system. The purpose of the technology system is more specific than providing students with general access to the Internet. The technology system has a limited purpose for education, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the technology system to further educational and personal goals consistent with Concordia Academy's mission and school policies and handbooks. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

V. Use of System is a Privilege

The use of the technology system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the technology system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school policies, including suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

Use of personal (student owned) electronic resources, (including personal cell phones or other personal devices) during time while students are on school property, is subject to all school policies and handbooks, as applicable, in addition to any state and federal laws related to Internet use, including copyright laws.

VI. Unacceptable Uses

A. The following uses of the technology system and Internet resources or accounts on or off school property and/or personal electronic resources while at school or on school property and/or the technology system are considered unacceptable:

1. Users will not use the technology system to create, access, review, upload, download, store, print, post, receive, transmit, or distribute:

a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;

b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;

c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;

d. information or materials that could cause damage or danger of disruption to the educational process;

e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

2. Users will not use the technology system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

3. Users will not use the technology system to engage in any illegal act or violate any local, state, or federal statute or law.

4. Users will not use the technology system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the technology system software, hardware, or wiring or take any action to violate the school's security system, and will not use the technology system in such a way as to disrupt the use of the system by other users.

5. Users will not use the technology system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.

6. Users will not use the technology system to record, photograph or video students or school employees on school property, on a school bus or at school-sponsored activities without their knowledge and consent, except for activities considered to be in the public arena (e.g. sporting events, public meetings, academic competitions or public performances). School social events, activities sponsored by student clubs, team building retreats, and activities that take place during the school day are not considered to be in the public arena.

7. Users will not use the technology system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message. Doxing is strictly prohibited..

8. Users will not use the technology system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

9. Users will not use the technology system to engage in bullying or cyberbullying. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

10. Users may not add or remove any software nor modify the equipment, software configuration, or environment. Users will not install any personal equipment or software on any school-owned system.

11. Users will not attempt to circumvent the restrictions named herein through the use of proxies, circumventors, hot-spots, tethering, virtual private networks (VPNs), or any other means while at school or on school property or while using the technology system. Other expressly prohibited activities for students include:

    a. Using, accessing, or attempting to gain access to the staff or guest networks. Students must always use the student network.

    b. Tunneling in or attempting to tunnel in to other devices, including personal devices, with the expressed intent of circumventing filter restrictions.

    c. Engaging in distributed denial-of-service (DDoS) attacks, bandwidth hogging, excessive streaming, or any other use that substantially interferes with the school technology system's upload or download streams and technology resources.

    d. Creating or using unauthorized or "rogue" access points (APs).

    e. Playing unauthorized online games or video games while on the school's premises and/or while using the technology system and resources. Unauthorized games are those not adhering to Concordia Academy's values, handbooks, codes of conduct, and are not educational in value.

B. A student engaging in the foregoing unacceptable uses of the Internet when off school premises also may be in violation of this policy as well as other school policies and handbooks. Examples of such violations include, but are not limited to, situations where the technology system is compromised or if a school employee or student is negatively impacted. If Concordia Academy receives a report of an unacceptable use originating from a non-school computer or resource, the school may investigate such reports to the best of its ability. Students may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school computer system and the Internet and discipline under other appropriate school policies, including suspension, expulsion, or exclusion.

C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done

with the prior approval of and with appropriate guidance from the appropriate teacher or school administrator.

VII. Limited Expectation of Privacy

A. By authorizing use of the technology system, the school does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files, browsing history, and activity on the technology system.

B. Routine maintenance and monitoring of the technology system may lead to a discovery that a user has violated this policy, another school policy, or the law.

C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school policy. This may include a search of a student's personal cell phone or other portable electronic devices, if there is reason to believe the student used the device during working hours and/or on school property.

D. Parents, in accordance with school policy and state and federal laws, have the right at any time to investigate or review the contents of their child's files and email files. Parents have the right to request the termination of their child's individual account at any time.

E. Students should be aware that the school retains the right at any time to investigate or review the contents of their files, history, and email files.

F. The school will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school policies conducted through the technology system.

VIII. Internet and Electronic Use Agreement Consent

By choosing to be a student of CA one agrees to abide by all the policies here described in this Internet and Electronic Resources and Acceptable Use and Safety policy, as well as the school's related Chromebook Policy.

IX. Limitations on School Liability

Use of the technology system is at the user's own risk. The system is provided on an "as is, as available" basis. Concordia Academy will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. The school is not responsible for the accuracy or quality of any advice or information obtained through or stored on the technology system. The school will not be responsible for financial obligations arising through unauthorized use of the technology system or the Internet. The school assumes no responsibility for theft, loss, or damage of a personal electronic device brought to school and will not assume responsibility for investigating loss or theft of such items.

X. Student Online Code of Ethics

At Concordia Academy, it is important to use information and technology in safe, legal, and responsible ways. We embrace these conditions as facets of being a digital citizen and strive to help students develop a positive digital footprint.

1. Students accessing or using cloud-based tools including, but not limited to, blogs, wikis, podcasts, Google applications, Google Classroom and Educate for student assignments are required to keep personal information out of their postings.

2. Students must select online names that are appropriate and will consider the information and images that are posted online at an age appropriate level.

3. Students must not log in to the network as another classmate.

4. Students using cloud-based tools must treat these tools as a classroom space. Speech that is inappropriate for class is not appropriate on cloud-based tools; this includes speech that is disguised or where spelling has been intentionally altered to avoid triggering school filters. Students are expected to treat others and their ideas online with respect.

5. Assignments on cloud-based tools are like any other assignment in school. Students, in the course of completing the assignment, are expected to abide by policies and procedures in the student handbook, including those policies regarding plagiarism and acceptable use of technology.

6. Student blogs are to be a forum for student expression; however, they are first and foremost a tool for learning. Concordia Academy may restrict speech for valid educational reasons as outlined in policies.

7. Students must not use the Internet to harass, discriminate, bully or threaten the safety of others. If students receive a comment on a blog or other cloud-based tool used in school that makes them feel uncomfortable or is not respectful, they must report this to a teacher, and must not respond to the comment.

8. Students accessing cloud-based tools from home or school, using the technology system, must not download or install any software without permission, and not click on ads or competitions.

9. Students should be honest, fair and courageous in gathering, interpreting and expressing information for the benefit of others. Always identify sources and test the accuracy of information from all sources.

10. Students must treat information, sources, subjects, colleagues and information consumers as people deserving of respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people. Care should be taken to ensure that Christian love is considered at all times when expressing a thought or idea.

11. Students are accountable to their readers, listeners and viewers and to each other. Students should admit their mistakes and correct them promptly, while also exposing the unethical information and practices of others.

12. Students shall not record, photograph or video other students or school employees on school property, on a school bus or at school-sponsored activities without their knowledge and consent, except for activities considered to be in the public arena (e.g. sporting events, public meetings, academic competitions or public performances). School social events, activities sponsored by student clubs, team

building retreats, and activities that take place during the school day are not considered to be in the public arena.

13. School policies concerning acceptable use of electronic technology include the use of these cloud based tools for school activities.

14. Failure to follow this code of ethics will result in academic sanctions and/or disciplinary action.

XI. Guidelines for Classroom Use of Social Media Tools

The school provides teachers with webpages and password-protected, online social media tools that can be used for communication and instruction. Teachers may also elect to use other social media tools for the purpose of instruction in accordance with the Internet and Electronic Resources Acceptable Use and its appendices.

A. School Online Social Media Tools

1. Content and use must adhere to school policies and guidelines.

2. The platform for instruction must indicate that views expressed on the social media site are that of the student, and do not necessarily reflect the views of Concordia Academy.

B. Non-School Social Media Tools

1. Content and use must adhere to school policies and guidelines.

2. Content and use must not violate the "terms of service" for the social media tool.

3. The platform for instruction must indicate that views expressed on the social media site are that of the student, and do not necessarily reflect the views of Concordia Academy.

4. The platform must not use official school logos or images without the permission of (1) the director of communications, (2) the school principal, (3) the dean of students, or (4) the technology administrator.

A. Concordia Academy reserves all of its rights, copyrights, and trademarks. Unauthorized use is strictly prohibited.

Competing, Performing, Serving, and Playing Together (Co-Curriculars)

Dances

The homecoming event is open to all Concordia Academy students and their guests (guest attendance requires a completed and approved guest contract). The Concordia Academy Prom is reserved for CA junior and seniors 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. The school dress code is in effect at all CA sponsored events, including dances.

All guests from other schools (non-Concordia Academy students) are required to pre-register by completing a dance guest contract and submitting it to the school office (no later than 7 days prior to the date of the dance). This contract indicates that the CA student accepts responsibility for the actions of his/her guest. The contract must be completed, turned in, and approved by CA administration before guest tickets can be purchased. All guests must provide a picture ID to verify their identification.

Clubs

The following clubs have been offered at various times over the last few years. However, not all of the following are offered every year. The determining factor is ultimately student interest.

Archery
CA Archery follows the NASP guidelines, which allows an archer to compete at a state and national level. Students learn focus, self-control, discipline, patience, and the life lessons to be successful in school and in life. No previous experience is necessary.

Beacons4Life
Beacons4Life is a student-led pro-life club that seeks to build awareness surrounding pro-life issues while supporting pro-life organizations.

Berean Order
This is CA's biblical literacy contest, with a focus on selected books of the Bible each year. The competitions take place during second semester.

Bible Studies
Led by staff and/or students, men's and women's Bible studies regularly meet during lunch or before school.

Dirt Diggers
This club focuses on creating green spaces, both indoors and outside, to honor God and his amazing creations.

Games Club
Board games of all kinds (Monopoly, Balderdash, Sorry, and Apples to Apples, to name a few) are available to play at this bi-weekly after-school gathering. You're welcome to bring your favorite games, too.

Global Partners
This club is for all students who enjoy learning about different cultures from all over the world and sharing about their own culture. Members participate in fun after-school activities every year that help them grow in their understanding of different cultures.

Prayer Team
Throughout the week, a student-led prayer team lifts up prayer requests from students and staff members. In addition, a prayer gathering occurs regularly.

Scholastic Shooting Club
In the fall and spring, participants learn about shooting sports (trap, skeet, sporting clays, and steel) while having a lot of safe fun! This is an informal group that does not compete as part of the Minnesota State High School League.

Tech Team

Concordia Academy's Tech Team is a group of tech-interested students building peer relationships and critically solving technology problems.

Weightlifting
The weight room is open to all interested students looking to improve their fitness level. Top lifters compete in the Skyline Weightlifting Competition each spring.

Yarn Club
Students who are interested in the basics of knitting or crocheting gather together twice monthly to work on projects. No experience is required, and beginning materials are provided to get students started.

Youth in Government
Youth In Government (YIG) is a hands-on civic learning program where students immerse themselves in government and politics through focused discussions on current issues and activities. Program areas include social events, engaging activities, small-group reflection, and hands-on leadership development, such as Youth Day At The Capitol and the four-day YIG conference where students run a state model government in the Capitol Complex.

Intramurals
At different times throughout the school year, students may participate in 6-8 weeks of games. Teams will play approximately one game per week. Past intramurals have included basketball, badminton, tennis, and volleyball.

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.

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 considered to be a CA Student Ambassador, students complete an application process each spring.

National Honor Society (NHS)
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 been in CA for one semester and have earned a cumulative GPA of 3.5 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 will be invited to be part of Concordia Academy's NHS chapter. Further guidelines can be found in the National Honor's Society membership packet.

Peer Support

This select group is chosen from all demographics of our student body. These students are trained to support their classmates through all of life's ups and downs.

Theatre

Concordia Academy's Theatre Department sponsors two productions during the year, a play in the fall and a musical in the spring. All students are invited to try out for dramatic or musical roles or join the stage crews for set design, sound and lighting, makeup, and costuming. Theatre, like athletics, includes an additional $200 fee per performance.

Athletic Offerings:

Fall Sports	Winter Sports	Spring Sports
Boys Cross Country	Boys Basketball	Boys Baseball
Girls Cross Country	Girls Basketball	Boys Golf
Boys Football	Girls Dance Team (Co-op)	Girls Golf
Boys Soccer	Boys Hockey (Co-op)	Boys Lacrosse (Co-op)
Girls Soccer	Boys Wrestling (Co-op)	Girls Softball
Girls Volleyball	Boys Weightlifting	Boys Track & Field
	Girls Weightlifting	Girls Track & Field

Athletic Fees

Concordia Academy requires a $200 participation fee be paid per sport by athletes, with a limit of $400 in fees per athlete, per academic year.

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. The athletic fee will be paid during the online registration process before each sport season. If your student tries out, but does not make a team, your payment will be refunded 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. This form is part of the online sports registration process.

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.

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.

Parent Booster Club

The Booster Club is the parent volunteer organization that supports athletic activities at Concordia Academy. The Booster's primary activities are working the concession stands at the athletic events, selling tickets, 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.

Code of Conduct for CA Athletes and Fans

- Keep cheering positive (We cheer for our team not against the other team)
- Treat the opposing team and their fans as honored guests
- Respect and accept the judgment of officials
- Be gracious in victory and defeat

School 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