

# Parent & Student Handbook

2023 - 2024

HONORING GOD THROUGH EXCELLENCE

Concordia  
ACADEMY

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## A Message from the Principal

Dear Parents and Students,

Welcome to the 2023-24 academic year! You have every reason to be excited about this new year. There is no doubt that our God will do great things in and through this year as we live, work, and play in Christian community.

This handbook is designed to set us up for success. It includes basic information to assist you with the daily routines of Concordia Academy as well as to inform you of various rules and policies. Please read through this entire handbook. Your attendance at CA implies your consent to everything in this handbook. Please don't hesitate to reach out to me if you have any questions or concerns about anything contained within.

In Christ's Service,

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

Tim Berner, Principal

## Quick Contact Chart

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## Mission and Values

### Mission Statement

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

### The Prayer of Concordia Academy

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

### Concordia Academy Community Values

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

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

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

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

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

### Admissions Policy

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

## Academics

[For more information on Concordia Academy’s Academic program, please see Concordia Academy’s *Academic Handbook and Course Catalog*.]

## 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	<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	

## Incomplete Grades

Incomplete grades 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 guidance counselor and teacher must approve any exceptions to this rule.

## Academic Probation

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

## Honor and Merit Roll

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

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

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

## Valedictorian and Salutatorian

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

## National Honor Society

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

Nominations to the National Honor Society of Concordia Academy are open to all juniors and seniors who have been in CA for one semester and 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 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.

## 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)** Any work generated-even only in part-by an AI tool, is not to be considered the student's own work. Therefore, 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.

### Cheating

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

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

- 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 parents, student, and administration which may result in expulsion. This meeting will take place even if the acts of academic dishonesty take place over multiple years.

## 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.

## Guidance and Counseling Support

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

### Academic and Career Guidance

- **Planning an academic program** – selecting appropriate courses to meet graduation requirements and to prepare for college or other post-secondary education and making any necessary schedule changes.
- **Assisting with post-secondary planning** – providing information about educational opportunities after high school: college brochures, catalogs, applications, financial aid and scholarship information, 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, Renaissance STAR for sophomores and freshmen. Career interest inventories, and placement tests for new students.

### Student Success Team

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

### Schedule Changes



The Guidance Counselor handles all student schedule concerns. A student must be enrolled in a minimum of six academic credits each year (generally three each semester). Classes may only be added or dropped, if necessary, within the first five days of a semester. Withdrawing from a course after ten days may result in a withdrawal failure grade and loss of credit for the semester. 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 with the counselor.
2. The counselor may send the change form to the student's parents for their approval.
3. The student will then seek the current teacher for approval. This gives the teacher opportunity to touch base with the student before the change.
4. The student will then seek the student's new teacher's approval.
5. The change will be finalized only after approval from the counselor, parents, and both teachers.
- 6.

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

## School Day

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

## Attendance

Scholastic achievement is directly related to the student's pattern of attendance. 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.

## 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 8:10 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.

## Notifying the School of an Absence & Arriving Late/Leaving Early during the School Day

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 or by emailing [attendance@concordiaacademy.com](mailto:attendance@concordiaacademy.com). ***Please include the reason for absence and also the time a student is arriving, leaving and whether or not they will be returning to school, if the absence is only for a part of the day.*** A student needing to leave during the school day will be issued a pass from the front office, allowing them to leave class at the time designated by the parent.

Any student arriving at school after 7:45 am must sign in at the main office. Students must sign out in the main office when leaving campus; failure to do so without permission may result in an unexcused absence.

## Cumulative Absences Count – Attendance and Academic Credit

Absence from class impacts student learning. This is true of all absences, regardless of their nature. The following responsive action will be applied at each threshold of cumulative absences. (An absence is defined as missing an entire class period, whether in or out of school – e.g. being in the Guidance Office, or participating in an on-campus event while regular classes are in session.)

- 4-6 absences in any one class in a semester

- o Parent/s and student 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
  - o A meeting will be called with the student, parent/s, and administration to address the issue.
- 11 or more absences
  - o The following may occur at the discretion of the Administration
    - 1 full letter grade drop in the affected classes
    - Forced withdrawal from class/es
    - Requirement to retake a course
    - OR
    - 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.

## Family Vacation and Other Travel

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.

**Absences due to travel are included in the cumulative absence count.**

## 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.**

## Detention

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

## Illness or Injury Related Absences

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 to develop a health plan.

**Absences due to illness or injury are included in the cumulative absence count.**

## 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.

## Tardies

A tardy is defined as arriving in the classroom after the bell. Students will be allowed four tardies per quarter with no consequence. With each tardy after four, a one-hour detention and \$20 fine will be issued. Detentions will be served after school. First 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 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.

## Student Use of the School Building Before or After Regular Hours

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

## PSEO 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. 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.

## PSEO Attendance Paperwork

Juniors and Seniors in PSEO classes may complete an application (this is separate from the Senior Release application) and have it signed by a parent to be allowed to arrive late or leave early in the **event that a college class in blocks 1, 2, 7 or 8 is not meeting on a given day**. The Release Rules below also apply to PSEO students.

## Senior "RELEASE"

"RELEASE" is an earned privilege **available only to seniors** at Concordia Academy. It is an option to turn a study hall in blocks 1, 2, 7 and/or 8 into a RELEASE block. Criteria for being allowed RELEASE are tied to the student's attendance and academic records. Interested seniors should contact guidance for an application.

### CRITERIA FOR SENIOR RELEASE

- Be enrolled over two semesters in a minimum of 6 credits of regular coursework.
- Be enrolled in coursework to meet all the graduation requirements.
- Have signed permission from a parent or guardian.
- Read and sign the release agreement.

### RELEASE RULES

- A student MAY NOT arrive late or leave early until their schedule in Educate shows RELEASE instead of study hall.
- If a student has RELEASE on Mondays or Thursdays, they MUST attend school by the beginning of Chapel and Family Life Groups. **Excessive tardiness to chapel or FLG could result in the revoking of RELEASE for the rest of the semester.**
- Students with RELEASE who remain on campus must be in the Commons.
- Students on RELEASE who do leave campus must sign in/out at the front office.
- Students who leave are not permitted to return until 2:30 pm.
- Students will lose their RELEASE privilege if there are problems with attendance, academic performance or behavior.
- The forged signature of a parent will nullify this release for the remainder of the semester and the student will be rescheduled into Study Hall.

# Constructive Community Behaviors

## Gender, Marriage, and Sexuality

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

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

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

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

## Public Displays of Affection

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

## 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

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.

## **Dress Code Violation Consequences**

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

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

## **Drug-free and Weapon-free Zones for Minnesota Schools**

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

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

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

## **Concordia Academy Community Values**

(Our school values are listed on page 4 of this handbook.)

### **Antithetical to the CA Community Values are the following behaviors:**

- Disrespectful, crude, racist, threatening, or otherwise harmful speech or action directed at self or others. This includes what takes place on campus, off-campus, and on all forms of social media;
- Attending or hosting a party where minors use alcohol or illegal drugs;
- Possession, use, sale, or distribution of illegal drugs, look alike drugs, misused prescription drugs, or drug paraphernalia;
- Smoking or possession of tobacco products including e-cigarettes and vaping;
- Any sexual behavior, language, sexting, or social media postings not in accordance with this handbooks statement on Gender, Marriage, and Sexuality;
- Dress that is deemed in inappropriate, offensive, or not in accordance with this handbooks statement on Gender, Marriage, and Sexuality;
- 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 or other assemblies;
- Theft or vandalism;
- Irresponsible or dangerous behavior (This includes reckless driving and the possession, on campus, of any kind of weapon);
- Behavior off-campus that is deemed to hurt or hinder the mission or reputation of Concordia Academy;
- Disruptions in the classroom or otherwise hindering the learning of others;
- Consistently indulging apathy.

## **Discipline**

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

## **Disciplinary Consequences**

### **Detention**

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

result in a doubled detention. Failure to serve a doubled detention will require a meeting among the students, parents, and administration to determine continued enrollment.

## **Behavioral Probation**

In the event that a student develops a pattern of inappropriate behavior or has been disciplined for a more serious infraction, a student will be placed on behavioral probation. During a period of behavioral probation, a student may be asked to forfeit enrollment at Concordia Academy if there are additional violations. Specific conditions may be outlined in a contract signed by the administration, student and parent(s) or guardian(s). If a student satisfactorily reaches the end of a probation period, the contract will be ended.

## **Suspension**

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

## **Expulsion**

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

## **Withdrawing from Enrollment**

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

# **Day to Day Procedures, Routines, and Policies**

## **Chapel**

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

## **Lunch**

Concordia Academy partners with Boonli to provide a secure, fast, and easy-to-use online ordering system that allows you to view our lunch menu, order, prepay and manage student lunches from a smartphone, tablet, or computer. For registration and ordering please do the following:

- Go to <https://concordia.boonli.com>. (Please bookmark this page.)
- Click "Create an Account." The password is "CA1".
- Enter your information and click "Submit."
- Enter information for your students by clicking "Add Profile." Repeat this step for any additional students.

- Click "I'm Done." You can now sign in.

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

## **Food and Drink in Classrooms**

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

## **Medication**

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

## **Cell Phones**

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

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

## **Backpacks**

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

## **Restrooms**

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

## **Office Telephone**

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

## **Concern for Property**

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

## **Lockers**

A locker is assigned to each student who enrolls in Concordia Academy. This locker is for the student's use only and, as such, the sharing and changing of lockers is discouraged.



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.

## **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 PURPOSE**

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 RESOURCES USE AGREEMENT**

- A. The proper use of the Internet and the technology system and the educational value to be gained from proper use of the Internet and technology system, is the joint responsibility of students, parents, and employees of the school.
- B. This policy requires the permission of and supervision by the school’s designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet and Electronic Resources Use Agreement form and the addendum for students must be read and signed by a parent or guardian in grade 9 or when the student is first enrolled at Concordia Academy. The Internet and Electronic Resources Use Agreement form and the addendum for students must be read and signed by the user student in grade 9 or when a student is first enrolled at Concordia Academy. The agreement is effective throughout the child’s education at Concordia Academy.

**IX. LIMITATION 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.

**Addendum I**

**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.

## **Addendum II**

### **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.

## **Student Activities**

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

## **Dances**

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

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

## **Student Ambassadors**

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

## **Worship Team**

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

## Cars and Parking

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

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

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

## Change of Address, Email, and Phone Numbers

When families change any primary contact information, including address, email, or phone number, it is imperative that parents log into their TADS account and make the necessary changes. (This is the account that all parents use to register for CA.) For changes in primary email address, please also notify [rose.hexum@concordiaacademy.com](mailto:rose.hexum@concordiaacademy.com).

## Emergency Drills

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



## **School Closings in Inclement Weather**

In the event of bad weather, Concordia Academy will announce closings, early dismissals, or cancellation of events on WCCO radio (830 AM) and television. A notification banner will also be placed on the school website and an email will be sent to all students and families.

## Athletics

### Concordia Academy Fight Song

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

### Value of Athletics

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

### The Year-Round Athlete

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

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

### Non-School Participation

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

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

### Athletic Fees

Concordia Academy requires a \$150 participation fee be paid per sport by athletes, with a limit of \$300 in fees 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. We will continue to work with families facing financial hardship. Please pay using our website or make checks payable to Concordia Academy and include the student’s name and sport in the memo line. If

your student tries out, but does not make a team, your payment will be returned to you. Fees for co-op sports such as hockey, wrestling and boy's lacrosse will be assessed separately as they are run in cooperation with other schools. Athletic fees will be added to tuition unless families prefer to pay by check or online through the school's website.

## **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 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.

## **Guidelines for Team Sports**

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

### **Citizenship**

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

### **Physical Appearance and Well-Being**

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

### **Dropping or Changing Sports**

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

## Attendance

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

## Early Dismissal

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

## Equipment and Locker Room

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

## Medical Treatment and Injuries

1. Any athletic injuries should be reported to the coach(es) or trainer(s) immediately; minor injuries can lead to major problems.

2. The coach or trainer may contact the parent(s) or guardian(s) about injuries that might need medical attention but are not considered emergency cases.
3. Athletes with serious injuries will be taken directly to the hospital. The parent(s) or guardian(s) will be contacted as soon as possible. Athletes will be taken to hospital of parent's choice if possible.

## Team Transportation

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

## Varsity Letters and Awards

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

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

## Insurance

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

## MSHSL Activities Offered at Concordia Academy

### Fall

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

### Winter

Boys Basketball  
Girls Basketball  
Girls Dance  
Boys Hockey  
Wrestling

### Spring

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

### Fine Arts

Theater  
Band  
Choir  
His People

## **Conduct and Sportsmanship**

### **Sportsmanship Statement**

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

### **Code of Conduct for Athletes and Fans**

Concordia Academy athletes are expected to:

- Keep cheering positive
- Respect the opposing team and fans
- Respect the integrity and accept the judgment of officials
- Learn and understand the rules of the game
- Be gracious in victory and defeat

Concordia Academy sports fans are expected to:

- Treat the officials, opposing teams, and spectators as guests of our school
- Cheer the strengths and victories of our team and not criticize the performance of our opponents, officials, or supporters of our opponents
- Respect the property and reputation of our competitor as well as that of our own school
- Remain quiet during free throws and serving and not bring noisemakers to indoor events like basketball and volleyball
- Stay off the playing fields and courts during events including half times
- Accept the decisions of the officials and not protest them publicly or to the media
- Respect the officials

### **Intramural Basketball**

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

### **The Booster Club**

The Booster Club is the parent volunteer organization that supports athletic activities at Concordia Academy. 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.