



**UPPER SCHOOL
STUDENT-PARENT
HANDBOOK
2017-2018**

“Do not be conformed to this world, but be transformed
by the renewal of your mind.”

Romans 12:2a (ESV)

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Items to complete and/or sign:

- Parental Commitment Form (App. I)
- Student Commitment Form (App. II)
- Student Honor Pledge (App. IV)
- CPS Technology Acceptable Use Policy (App. VI)
- Senior Free Period – *seniors only* - (App. IX)
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- CPS Senior Off-Campus Lunch Form – *seniors only* – (App. XII)
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Please return completed forms to the Main Office.

Any matters not specifically addressed in this Handbook will be handled pursuant to the sole and absolute discretion of the Principal and/or Headmaster, subject to any applicable local, state or federal law. Any issue regarding the interpretation of any policy in this handbook will be determined pursuant to the sole and absolute discretion of the Headmaster, subject to any applicable local, state or federal law.

2017-2018 Faculty and Staff Directory

Mr. Brent Johnson	Headmaster, ext. 228
Mrs. Ruth Heilman	U.S. Principal/Dean of Faculty, ext.225
Mr. Curtis Miller	M.S. Principal/ Dean of Students, ext.242
Mrs. Kim Grill	Director of Guidance/Academic Dean, ext. 235
Mr. John Tucker	Director of Admissions, ext. 240
Mrs. Jane Ponton	Director of Communications (x. 224)
Mr. Joshua Ward	Director of Athletics (x.238)
Mrs. Ruth Heilman	Director of Student Resources (STAR) (x. 225)
Mr. James Carter	Business Office (x.227)

FACULTY

Please contact faculty members via email. Use “[firstnamelastname@concordiaprepschool.org](mailto:firstname.lastname@concordiaprepschool.org),” with no spaces between words (e.g. marthabainbridge@concordiaprepschool.org for Martha Bainbridge.)

Ms. Martha Bainbridge	Mrs. Lynee Edwards	Mr. Anthony Rinaudo
Mr. Gary Barth	Mrs. Cheryl Foley	Mrs. Jenifer Schildwachter
Mrs. Marcie Barth	Mrs. Joy Johnson	Mr. Philip Serrell
Ms. Grace Belz	Mr. Brendon Keene	Ms. Lauren Staehr
Ms. Megan Brunssen	Mr. Nathaniel Konkel	Mrs. Michelle Suggs
Mrs. Leslie Calheira	Ms. Audrey Mehl	Mrs. Danielle Tornabene
Mr. James Carter	Mr. Dennis Mercer	Mr. Joshua Ward
Mrs. Cindy Chrysam	Mrs. Julia Miller	Ms. Melissa Weldon
Mr. Brian Dahlke	Mrs. Tracie Pullen	Mrs. Sara Welinsky
Mr. Gary Doede		

SCHOOL STAFF

Mrs. Lucy Baker	Attendance/Admissions (x. 229)
Mrs. Ellen Marquardt	School Nurse (x. 244)
Ms. Martha Bainbridge	Registrar (x. 222)
Mr. Bill Kissinger	Maintenance (x. 245)

The Mission Statement of Concordia Preparatory School

Empowered by the Holy Spirit and in the Lutheran Tradition, Concordia Preparatory School partners with churches and families to equip students to grow spiritually as they succeed academically and develop socially and physically – All to the Glory of God!”

The School Theme for 2017-2018

“Do not be conformed to this world, but be transformed by the renewal of your mind.” Romans 12:2a (ESV)

The School Motto: “All to the Glory of God!”

The school motto is taken from I Corinthians 10:31(ESV): “So, whether you eat or drink, or whatever you do, do all to the glory of God.”

The School Colors – Red, White, and Gray

Red symbolizes the redemption which is ours through the atoning blood of Christ. It is based on John 1:7 (ESV), which says, “He came as a witness, to bear witness about the light, that all might believe through him.”

White symbolizes the forgiveness we receive through Christ. It is based upon Isaiah 1:18 (ESV), which says, “Come now, let us reason together, says the LORD: though your sins are like scarlet, they shall be as white as snow; though they are red like crimson, they shall become like wool.”

Gray symbolizes the Armor of God and the constant battle that the Children of God have against those powers that work to separate the saints from God and his unconditional love. It is based upon Ephesians 6:11 (ESV), which says, “Put on the whole armor of God, that you may be able to stand against the schemes of the devil.”

The School Philosophy

Concordia Prep School is a segment of the body of Christ that serves to educate students in grades six through twelve. The school’s philosophy of education is based on the Holy Scriptures as the Word of God and centers in Jesus Christ to whom all Scripture bears witness. The school was established to provide Christian education in keeping with the Lutheran tradition and heritage of the Reformation. The primary purpose of the Church as the body of Christ is to testify to God’s riches and promises through the Gospel and, by the means of grace, provide the opportunity for people to find their identity, meaning, purpose, and power for their lives. Faith in Christ finds fruitful expression in everyday life; therefore, the function of Concordia Prep as part of this body is to provide college preparatory Christian education designed to help the students live out the opportunities given to God’s people.

Concordia Prep is a Christian community where the assembly of believers, encouraged by the Word, works to strengthen their relationship with Christ. The role of the student is to develop his/her God-given gifts and abilities so that he/she may be equipped for his/her “life of good works” which God has already prepared for him/her. Such development requires spiritually secure and academically qualified staff members who are continually open to the Word and the Holy Spirit.

In this Christian setting we view all knowledge and learning as a potential channel for God’s grace and power. A college preparatory curriculum is determined by the requirements of a complex and changing society, by the needs and aptitudes of the students, and the spirit and substance of the Gospel of Christ. In this community, faculty members are able to witness their faith and use their gifts to equip the saints and build up the body of Christ. Students are given the opportunity to develop not only individual talents, but also the skills and attitudes to make thoughtful Christian decisions and take positive Christian action as they live out their varying roles in society as the people of God.

GENERAL SCHOOL INFORMATION

Concordia Prep School is affiliated with the Lutheran Church Missouri-Synod and offers a college-preparatory curriculum for students in grades 6-12.

The Upper School serves as a bridge to the college and adult years. It is vital that students are fully prepared for the challenges ahead, not only in college, but also in life. Concordia Prep instills a spiritual foundation centered on the teachings of Jesus Christ. With this foundation, students are equipped to go into “the real world” knowing the true importance of faith, prayer, and Christian friends.

ACCREDITATION

Concordia Prep is a member of the Commission on Secondary Schools Middle States Association of Colleges and Schools. Concordia Prep was recommended for recertification in March 2014. At the same time, Concordia Prep was recommended for accreditation by the National Lutheran Schools Association. Participation in this process serves to maintain the school’s commitment to high-quality service to our students in all areas as well as to continual growth and improvement in ourselves as professional Christian educators.

PROFILE OF A GRADUATE

Concordia Prep endeavors to maintain an educational environment where each student, through the Word of God and the work of the Holy Spirit, may know God and His forgiving love in Christ, responding in faith and love, identifying himself/herself as a child of God, and a member of Christ’s body. As such, it is our prayer that a Concordia Prep graduate will be prepared to enter the next phase in his/her life with the firm spiritual, academic, social and physical foundation developed during his/her years here.

Spiritually, a graduate

- actively participates in his/her congregation
- witnesses Christian faith to the world through word and deed
- makes God-pleasing decisions
- lives life as a gift from God

Academically, a graduate

- employs critical thinking, analytical, reading and interpretive skills
- utilizes verbal and written skills to communicate effectively with others
- takes initiative, accepts challenges, and embraces life-long learning
- possesses a broad knowledge base

Socially, a graduate

- reaches out to others as Jesus reached out to all
- appreciates the variety and value of all of God’s children
- demonstrates the caring love of Christ to all
- works as a team player respecting the opinions and ideas of others

Physically, a graduate

- regards his/her body as a gift from God and treats it accordingly
- maintains an active and fit lifestyle
- realizes the precious gift of life and that all people are created in God’s image

Our desire is to send forth a graduate who is a respectful, responsible, resourceful citizen and who demonstrates a life and work ethic that displays the abilities, talents, and resources God has given him/her. We work to produce graduates who live and serve, “All to the Glory of God.”

SCHOOL POLICIES

NON-DISCRIMINATION

Concordia Prep does not discriminate on the basis of race, color, sex, national or ethnic origin in the administration of its educational policies, admission policies, and athletic and other school-administered programs, and guarantees to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Concordia Prep will not discriminate on the basis of race, color, sex, or national or ethnic origin in the employment of the administrative, teaching, or custodial staffs necessary for the operation of the school.

ACADEMIC ACCOMMODATIONS

As a parochial school that does not receive federal or state funding, Concordia Prep does not make accommodations for students who have learning disabilities or other educational or behavioral differences (e.g. individualized educational plans, modified presentation of material, modified testing, reduced or alternate homework assignments, and other such modifications). However, for students with a diagnosed learning disability and who are a good fit with Concordia Prep and its college preparatory curriculum, the Student Aid and Resource Program (STAR) may be an option. This program is offered only to students with a diagnosed learning disability. Applicants to the program must apply through the Admissions Office. Class size is limited and applicants must meet specific admissions requirements.

HARASSMENT

Hazing Policy

Hazing or initiation activities on the part of Concordia Prep students or organizations sponsored by Concordia Preparatory strictly forbidden. Student participation in any activities that might be dangerous or construed as hazing and/or physical or sexual harassment may result in one or more of the following consequences:

- Immediate suspension or expulsion from school
- Suspension or removal from the school sponsored organization/team
- Law enforcement referral

Sexual Harassment Policy

Concordia Prep is committed to maintaining a learning environment that is free from all forms of sexual harassment and in which all employees and students can work and study together comfortably and productively. Concordia Prep prohibits and will not condone, permit or tolerate any form of sexual harassment. It shall be a violation of this policy for any student or employee of Concordia Prep to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy. The Administration of Concordia Prep will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment and will discipline any student or employee who harasses any student or employee of Concordia Preparatory School.

Racial Harassment Policy

The policy of Concordia Prep is to maintain a learning environment for all of its students free from any form of discrimination or harassment. Concordia Prep promotes educational programs and disciplinary procedures for the purpose of identifying and eliminating discrimination and harassment in all school activities. Concordia Prep will act to investigate all complaints of racial harassment.

Concordia Prep will take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged racial harassment or violence to any person who testifies, assists, or participates in an investigation, or who testifies, assists or participates in a proceeding relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Definitions

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct has the purpose or effect of creating an intimidating, hostile or offensive environment, or adversely interferes with an individual's academic performance.

Physical violence includes fighting, destruction of property, hitting, biting, and/or throwing objects. (In the judgment of the staff the behavior must be intended to harm another person or a deliberate attempt to deface property.)

Emotional or Verbal violence includes swearing, name calling, or any other intended affront to either an individual or the school. (In the judgment of the staff person the behavior must be intentionally aimed at tearing down another human being or the school)

BULLYING

Colossians 3:12, 13, 17 (ESV): “Put on then, as God’s chosen ones, holy and beloved, compassionate hearts, kindness, humility, meekness, and patience, bearing with one another and, if one has a complaint against another, forgiving each other; as the Lord has forgiven you, so you also must forgive. And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him.”

Concordia Prep is committed to providing a safe environment for its students. Thus, any conduct that interferes with a student’s school progress or creates an intimidating or hostile school environment is prohibited.

A student is *bullied* when he or she is exposed repeatedly and over time to intentional negative actions on the part of one or more students, and whose ability to participate in and benefit from the school’s educational programs or activities is adversely affected. Bullying causes harm from repeated negative conduct in a relationship with an imbalance of power.

Bullying refers to conduct that:

- Adversely affects a student’s ability to participate in or benefit from the school’s educational programs or activities;
- Is a result of repeated negative actions (intentional, aggressive behavior) by one or more other students over time; and
- Occurs in a relationship in which there is an imbalance of power.

A student is *harassed* when he or she perceives or actually experiences discomfort with identity issues in regard to race, color, national origin, gender, disability, sexual orientation, religion, or other identifying characteristics, and whose ability to participate in and benefit from the school's educational programs or activities is adversely affected. Harassment causes harm from discriminatory conduct that is pervasive or severe.

CYBERBULLING

In the state of Maryland a cyberbullying law, also known as "Grace's Law," makes it a criminal offense to use an interactive computer service, like Twitter or Facebook, to cause "serious emotional distress on a minor" or causes the minor to fear for his or her life or physical safety. Those found guilty of the misdemeanor offense face up to a year in prison in addition to a possible \$500 fine. The law is named after Grace McComas, a 15-year-old from Woodbine, Md., who committed suicide in 2012 after being bullied on Twitter.

Procedures for Bullying Concerns

It is the responsibility of students, staff, parents, volunteers, and visitors to report acts of bullying that occur at school, on the bus, or at a school-sponsored activity.

The principal and/or the principal’s designee will receive school bullying concerns. Upon being notified of a concern, the principal or designee will address the situation. All reports of bullying will be taken seriously.

Resolution

In the event that it is determined that a student has violated the above regulations, consequences will be imposed. Also, counseling will be available for all parties involved.

Consequences for Bullying and Harassment Behavior

Consequences depend on the nature and severity of the offense, which may include immediate suspension and/or suspension pursuant to expulsion by principal. The following are *examples* of potential consequences for bullying and harassment behaviors:

First Offense

- Complete Bully Reporting Form
- Verbal warning by staff, documented on Bully Reporting Form
- Contact parents

- Principal or designee meets with parents of aggressor
- Police involvement if necessary

Second Offense

- Complete Bully Reporting Form
- Bully Intervention Meeting (documented on Bully Reporting Form)
- Assigned detention or suspension
- If deemed serious, actions of the third offense

Third Offense and Beyond

- Complete Bully Reporting Form
- Bully Intervention Meeting with principal or designee – documented on Bully Reporting Form
- Meeting with principal
 - Suspension (1-5 days)
 - Administrative review for expulsion
 - Police involvement

ILLEGAL/HARMFUL ITEMS

ALCOHOL AND DRUGS

Students may not possess or use alcohol, tobacco, electronic cigarettes, drugs (prescribed or other), drug or alcohol paraphernalia, or any potentially harmful substance on the campus of Concordia Prep before, during, or after school or during any school sponsored event. All medications are maintained and dispensed by the school nurse; written doctor's orders must accompany all medication, prescribed and over-the-counter. Possession and/or use of medications by students is not permitted on school grounds. (See section HEALTH SERVICES)

- Improper use of non-illegal substances (i.e. sniffing agents and other chemicals) is prohibited.
- Use or possession of these substances on campus will result in suspension and possible expulsion from school. Parents of a student violating this policy will be notified immediately, and the proper authorities will be contacted.

WEAPONS

The act of having, using, or threatening to use a weapon or instrument capable of inflicting bodily injury is strictly prohibited. If it is determined that a student has brought a dangerous weapon to school or possesses a dangerous weapon at school or in a weapon-free school zone, that student shall be expelled.

Dangerous weapons include:

- any firearm, including a starter gun or BB gun
- any firearm muffler or firearm silencer
- any explosives, bombs, or poisonous gas device
- any dagger, dirk, stiletto knife, knives with a blade over 3-inches in length, pocket knife, switch blade, iron bar, or brass knuckles
- any instrument that is a “look-a-like” weapon or instrument (i.e. starter pistols, rubber knives, comb switchblades, souvenir or collectable weapons, toys guns, etc.)

A weapon-free school zone means school property and/or property used to sponsor a school event or a vehicle used by a school to transport students to or from school property. School officials are required to contact the parent or guardian and the local police agency when a student is found in possession of any weapon.

SEARCH

A student's person, locker, automobile, or other property may be searched while on school grounds if there is cause to believe the student is in violation of city, state, federal law, or school regulations.

MATERNITY/PATERNITY

Philosophy

It is the goal of Concordia Prep to have students follow God's code for sexual behavior as stated in I Thessalonians 4:3 (ESV), "For this is the will of God, your sanctification: that you abstain from sexual immorality," and in I Corinthians 6:13b (ESV), "The body is not meant for sexual immorality, but for the Lord, and the Lord for the body." However, Concordia Prep recognizes the reality that some students may become involved in a pregnancy situation. In such situations, we condemn the sexual immorality, not the resulting life. "For you formed my inward parts; you knitted me together in my mother's womb." (Psalm 139:13 ESV). We also desire to provide for the spiritual nourishment and continued care and love of students in maternal/paternal situations, recognizing the sin and providing for the restoration of the person(s) involved.

Policy

Maternal/paternal situations place stress on the individuals, families, and the school population. Concordia Prep is not normally equipped to handle these situations. Therefore, it may be best for the students, men and women, to continue their education in alternate locations. However, sometimes the overall welfare of the individual student and Concordia Prep may be best served if the student is allowed to continue enrollment at Concordia Prep.

Students who become involved in a maternal/paternal situation must report this condition to the school administration at the earliest possible opportunity. Students failing to notify the administration within the first trimester of pregnancy subject themselves to the possibility of expulsion. Once the school has been notified, the student will be placed on probationary enrollment status for a period of three weeks. During this time the students involved are to work through the procedures established by the school. The application of the procedures is designed to address how the spiritual, psychological, physical, and academic needs of the individual student can best be met, together with the overall welfare of the school and the other students. In order for enrollment to continue, a plan that includes scriptural study, clinical counseling, health care, and schooling must be approved by a standing committee appointed each year by the school administration. The composition of such committee is subject to the approval of the Board of Directors.

Former students wishing to re-enroll, who are married or in maternal/paternal circumstances, must receive approval from the administration-appointed committee.

MEDIA RELEASE AUTHORIZATION

During the course of the school year photographs of students participating in a variety of activities may be taken. The admission application gives parents the choice of whether to allow the use their child's photos and recordings for media purposes.

PHOTOGRAPHIC IMAGES OF CONCORDIA PREP

Any photographic image of Concordia Prep, its property, or its employees is strictly prohibited without expressed written permission of Concordia Prep.

ASBESTOS ABATEMENT

Federal law requires all schools to inspect their buildings for asbestos containing materials and to develop management plans for those materials found.

Concordia Prep has completed this Inspection/Management Plan and has submitted a copy to the Maryland Department of Education of the Environment.

The asbestos Inspection/Management Plan is available for review, by appointment, during our regular business hours. If you would like to review this report, please contact the school office for an appointment. The school maintenance and custodial staff survey the building every six months. Additionally, should asbestos removal be required, other than in-house small scale minor repairs, only fully EPA accredited contractors will be used. Asbestos removal will continue as normal.

ACADEMIC POLICIES

Beginning at the ninth grade level, credits are accumulated for graduation. The minimal number of credits needed to graduate is 26. Students may be given credit for high school courses taken during the middle school years; however, they are not counted as part of the 26 credits required for graduation.

26 CREDIT PROGRAM

Religion	4 credits
English	4 credits
Math	3 credits – Algebra I & II, Geometry (Concordia Prep strongly recommends coursework beyond the minimum requirements)
Social Studies*	3 credits (Concordia Prep recommends at least 4 credits)
Science	3 credits in lab sciences (Concordia Prep recommends 4 credits)
Physical Education**	1-1/2 credits
Technology	1/2 credit
Fine Arts	1 credit
World Languages	2 credits in the same language (Concordia Prep strongly recommends 3-4 credits of the same language)
Electives	4 credits (One of the four units must be in a core subject area: Math, Science, English, Social Studies)

** Full year classes receive one unit of credit. Semester classes receive one-half unit of credit. The required 1-1/2 units of Physical Education includes one semester of Health. Students must be academically involved in seven of eight class periods.

Early graduation is not a practice of Concordia. Accomplished students are encouraged to participate in Advanced Placement courses and to take advantage of dual credit college courses offered on campus through Concordia University.

Credits awarded by previous schools may be accepted if they are included in the Concordia Prep curriculum and are deemed to be of sufficient quality and level, or approved by the Principal. No course grade below “C” is transferable to Concordia Prep.

COLLEGE ENTRANCE REQUIREMENTS

College requirements vary depending upon the type of school, the type of majors offered, and the competitive nature of the college. Most competitive four-year colleges require the following *minimum*:

English	4 credits (Including one Composition, one American Literature, one British Literature)
Social Studies	3 credits (Including U.S. History and American Government)
Math*	3-4 credits (Algebra I, Geometry, Algebra II and higher level math courses)
Science	3 credits (Including Biology and Chemistry)
World Language	2-4 credits (Two years of the same language)

*Selective colleges and universities require math courses beyond Algebra II for admission.

HIGH SCHOOL COURSES TAKEN DURING MIDDLE SCHOOL

Placement into non-entry level high school courses (e.g., placement in Geometry instead of Algebra I) requires official documentation from a student’s former school that he/she successfully completed pre-requisite courses with a final grade of “C” or higher and satisfactory placement testing. Otherwise, the student will be placed in an entry level course.

Algebra I, Geometry, Algebra II

Students completing Algebra I, Geometry and/or Algebra II with a final grade of “C” or higher prior to the 9th grade year will receive high school credit; however, these credits are not counted as part of the 26 credits required for graduation.* Students taking Algebra I, Geometry, and Algebra II are required to take the end-of-course exam to receive high school credit. The grades earned in these courses will not be used to determine the student’s high school GPA or rank in class.

*Students must still complete courses earning three credits of Math during the high school years (grades 9-12).

World Language

Students completing a world language course with a final grade of “C” or higher prior to 9th grade will receive high school credit; however, these credits are not counted as part of the 26 credits required for graduation.* Students taking a world language are required to take the end-of-course exam to receive high school credit. The grade(s) earned in a foreign language course will not be used to determine the student’s high school GPA or rank in class.

*Students must still take two credits of a World Language during grades 9-12.

NOTE: No other courses taken during middle school count toward high school credit. Advanced courses taken during middle school do not count as part of the 26 credits for graduation.

UPPER SCHOOL TRANSFER STUDENT POLICY

Concordia Prep is sometimes able to accept transfer students from another school. In addition to meeting the admissions requirements for any new student, the following also apply to transfer students:

- Class standing is determined by credits previously earned and accepted by earned.
- The Religion requirement is waived for those years the student was attending another school. The student is only required to take Religion courses for those years in attendance at Concordia Preparatory. Religion credits earned at another school will be accepted.
- Credits are only accepted for courses where Concordia Prep offers a comparable course.
- Credits are only accepted for courses in which the student earned a “C”-equivalent grade or better.

DROPPING/ADDING A COURSE

Students are given a window of time to initiate course changes. New courses will not be added or substituted after two weeks of a semester have elapsed.

If a student is withdrawing from a course, he/she must complete and submit a course withdrawal form that is signed by his/her parent. The withdrawal form is placed in the student’s cumulative file. This form may be obtained from the Guidance Office. A student withdrawing from a course with a passing grade will receive a “WP” on their transcript that indicates the student was passing at the time of withdrawal. A student withdrawing from a course with a failing grade (0-64) will receive a “WF” on their transcript. A “WF” counts as a failure. Students may only drop a class if their schedule permits: Underclassman must be academically involved in seven of eight class periods (with study hall option). Seniors must be academically involved in six of eight class periods and may select two of three options—teacher assistant, study hall, free period.

After six weeks, withdrawal from a class results in a “WF” for that course regardless of the grade attained to date. Students may not withdraw from a semester course after the tenth week. For year-long courses, students may withdraw prior to the beginning of the fourth quarter and only if the schedule permits it.

Students in a full year (one credit) honors course may change to a regular section of that course at the conclusion of the first semester. However a student may not, after the first two weeks of the school year, change from a regular section of a full year (one credit) course to an honors section due to the content that has been covered and the advancement of teaching and learning that has already occurred in the course.

Please see the current Curriculum Guide and Appendix III of the Handbook for further information on course changes and adding/dropping a course.

GRADING

Academic grades are reported using a percentage grade system. The following scale is used:

<u>Percent</u>	<u>Grade</u>	<u>GPA</u>	<u>Percent</u>	<u>Grade</u>	<u>GPA</u>
98-100	A+	4.0	77-79	C+	2.33
94-97	A	4.0	73-76	C	2.0
90-93	A-	3.67	70-72	C-	1.67
87-89	B+	3.33	69	D+	1.33
83-86	B	3.0	66-68	D	1.0
80-82	B-	2.67	65	D-	1.0
			0-64	F	0.0

For Honors and AP Classes, points are added to the student's grade at the end of each quarter. Honors Points are not added to mid-term grade reports. Students taking AP courses are required to take the AP Exam.

Quarter Grade	Honors Course	AP Course
90% or better	+3%	+4%
80-89%	+2%	+3%
70-79%	+1%	+2%

HONOR/MERIT ROLLS

The honor and merit rolls are computed at the end of each quarter, using quarterly report grades. To be included in the honor roll, a student must have an average of at least 90% and no score less than 80%. Inclusion on the merit roll requires that a student have a quarterly average of at least 85% and no score less than 75%.

ACADEMIC LETTER AWARD

The criteria for receiving an academic letter/bar are as follows:

1. A student will receive an award when earning all A-grades (90% and above) for four (4) consecutive quarters, or
2. For earning all A- and B- grades (85% and above) for six (6) consecutive quarters, or
3. For earning all B-grades and higher (80% and above) for ten (10) consecutive quarters.

Transfer students may receive academic awards *after* having completed four (4) quarters at Concordia Prep, provided that the combined records at Concordia Prep and the previous school meet the above criteria.

AWARD PRESENTATION

Upper School students are recognized for various achievements while at Concordia Preparatory. Awards are given for academics, fine arts, athletics, and service. An academic evening awards ceremony is held in the spring.

FINAL EXAMS

Final exams are held at the conclusion of each semester. The final exam will count as 20% of the final grade if it is a semester course, or each semester's final will count as 10% of the final grade for a year-long course (unless otherwise stated in a course syllabus). Most courses have a final exam or project. Announcements will be made to the students regarding courses which will or will not require semester final examinations.

STANDARDIZED TESTING PROGRAM

A variety of standardized tests are used or recommended at Concordia Preparatory. The most common sequence is as follows:

- Grade 9 takes the PSAT in the fall of freshman year.
- Grade 10 takes the PSAT in the fall of sophomore year.
- Grade 11 takes the PSAT/NMSQT in October. Taken in Grade 11, this test is a student's first official step on the road to college. By taking the PSAT/NMSQT, juniors may be eligible to enter the National Merit Scholarship Corporation's scholarship competitions.
- Grades 11 and 12 may take the Scholastic Aptitude Test (SAT) and/or the American College Test (ACT), which are college entrance exams administered outside of Concordia Prep. It is strongly recommended that students take these college entrance exams beginning in the second semester of junior year.

HOMEWORK

Concordia Prep is a college preparatory school. As such, it is essential that students take personal responsibility for participation in their growth and achievement as they are challenged academically. An important indicator of academic success is a student's attitude and approach to daily assignments, projects, and tests. It is expected that every student will fully complete all homework assignments. Students who demonstrate a consistent lack of preparation for class are subject to disciplinary action, including detention, suspension, and expulsion.

Parents and guardians should allow students to learn from their own mistakes and rejoice in their own successes, which helps students become more independent in their coursework. By taking responsibility for their education, students become analytical and critical thinkers. Individual responsibility helps students become life-long learners.

HOMEWORK POLICY

Teachers are responsible for communicating homework policies to students at the beginning of a course through the syllabus. Teachers' syllabi include late-work policy, policy for work missed because of an absence, and their policy for extra-credit work.

Frequency and Amount of Homework

1. Students should be expected to complete an average of the following number of hours of homework for all their subjects combined:
 - a. Grade 9 = approximately 2 hours per night
 - b. Grades 10-12 = 2 to 3 hours per night
 - c. Grades 9-12: Additional time spent reviewing and preparing for quizzes and tests.
2. Weekends and holiday breaks may be used to complete make-up work and long-term assignments and projects.

Homework Requests Due to Absences

1. Students are responsible for gathering missed assignments and completing them upon return.
2. For absences of three days or longer, parents should contact the Attendance Office (ext. 229) before 9:00 a.m. to request their student's missing assignments. The Attendance Office will communicate with teachers to gather the assignments and classwork. Parents may collect the work from the Attendance Office after 3:00 p.m.
3. For school-approved extended absences, teachers will determine a reasonable due date and communicate it in writing to the student. Students should maintain a copy of the information.

Student Responsibilities

1. Carry assignment planner throughout the day.
2. Record all assignments in the planner every day.
3. Understand how to complete all homework assignments before leaving school. Take the time to question teacher(s) if unclear about assignment expectations.
4. Take home all necessary materials to complete the assignments.
5. Schedule and organize time for homework that is compatible with extra-curricular activities.
6. Complete all assignments, regularly observing high standards of neatness and quality.
7. Strive to turn in every assignment on time.
8. Understand consequences for late or missing assignments.
9. When returning from an absence, promptly complete all assignments that were missed.

Parent Responsibilities

1. Become familiar with all homework policies and procedures.
2. Provide a place for your student to study. Encourage him/her to develop good study habits.
3. Encourage the use of the Concordia Prep planner to increase organizational skills. Check the planner periodically.
4. Guide or assist in homework when unusual difficulties arise; never do the homework for the student.
5. Initiate regular communication with the student's teachers, especially when the student is having difficulty with assignments, concepts, and directions.
6. Make a homework request when the student will be absent for three or more days by contacting the Attendance Office (x.229).
7. Provide educational activities which broaden the student's interests while away from school.
8. Understand consequences for late or missing assignments.

MAKE UP WORK POLICY

Students are allowed one additional day for each day of an excused absence to make up daily work. Tests, quizzes, or work already assigned for the first day absent are due the first day back. Field trips, co-curricular activities, performances, planned absences and appointments do not merit an extra day to turn in work. Students are responsible for all work as if in class. Students should see their teachers before or after classes to obtain make-up work. Long-term projects are due on the assigned day even if a student is absent. (See course syllabi for additional homework policies.)

If a student is marked with an "unexcused absence," the student may not make up work and will receive zeros for those assignments.

STUDY HALL EXPECTATIONS

Study halls at Concordia Preparatory are designed to provide students time during the school day as follows:

- A quiet time to do homework or enrich themselves in a mentally stimulating way.
- An opportunity to take care of school related items which would otherwise detract from classroom time.

As such:

- All students are to be mentally active with quiet study, reading, or other approved enrichment activity.
- Adequate materials are brought to study hall class so that the entire time is used wisely.
- A classroom teacher, counselor, or administrator may use this time to meet with a student for class work, make-up work, or counseling. The student may also request to meet with a teacher, counselor, or administrator during the study hall period.

OUTSIDE TUTORING

Guidelines for Tutors Working with Concordia Prep Upper School Students

It is Concordia Prep's position that our students need to be actively involved in helping themselves in their academic success. Therefore, staff and administration have developed a protocol to assist students' proactive involvement in the tutoring arrangement.

First Step. In order to encourage the student's personal responsibility, the student should be actively involved in the process and be first in the line of assistance. Tutored students are expected to

- provide class syllabi, assignment protocol, and other relevant information to the tutor.
- provide an organizational tool, such as planner, assignment sheet, or assignment booklet that the tutor will monitor.
- provide class materials, such as texts, handouts, notes, etc. to the tutor.

Second Step. Because a parent has entered into a contract with a tutor, the parent must be the primary contact with the teacher. Parents play a crucial role in the tutoring equation. When contacting a teacher, a parent is asked to

- talk to their student first to identify what the student cannot provide for the tutor without parental intervention.
- initiate e-mails to teachers rather than asking teachers to keep them abreast of progress.
- limit the number of e-mails to once a week on their child's behalf.

CPS teachers have a goal of returning all emails as quickly as possible, most often within 24 hours.

Third Step. The tutor's direct involvement with Concordia Prep may be warranted after the student and parent have met their responsibilities as outlined above, but additional intervention/assistance is required. The tutor will

- first contact the student's school counselor to determine the need to contact teachers.
- file a *Mutual Exchange of Information* document with the counselor allowing tutors to be provided information on their client.

Only after these two steps have been completed should a teacher be contacted directly by a tutor. If a tutor does not follow this protocol, teachers have been instructed to forward e-mails and redirect phone calls to the student's counselor.

Definition of Tutor and Limitations

A personal tutor is defined as someone employed privately to augment a student's learning. Tutors may assist students in their quest to become academically successful through encouragement, support, clarification, inquiry, and alternative approaches to conveying concepts being taught.

With that in mind, Concordia Prep reminds tutors of their limitations in assisting a student. The following guidelines should be observed:

- The tutor may offer guidance in process and organization, provide additional examples/practice or alternate presentation of homework, but must not give students the answers.
- Academic work is foremost a student's responsibility and should be student driven.
- Work submitted by a student must resemble the level of their classroom work that has been shown previously.
- Homework and formal assignments must remain in control of the student.
- All tests are to be administered by the course instructor or the instructor's designee

At times, Concordia Prep provides space for a tutor to meet with a student during the school day, depending upon availability. Most tutoring must occur offsite, outside of the school day. If Concordia Prep facilities are used by the tutor, there is a fee assessed. Upon arrival to tutor a student, the tutor must check in at the school's office and submit their driver's license to obtain a visitor's pass. The tutor may not roam the school's hallways/grounds, observe classes, obtain materials from a student's lockers, or other actions which may be intrusive to the school's daily operations. If a tutor requests to sit in a student's class or help with organizing a locker, written parental permission must be given to the principal's office and the principal must consent before services are allowed. Permission is granted for a limited and not ongoing basis.

The tutor may not access to the school's work areas, such as copy machines, printers, phones, etc. All materials must be provided by the tutor and/or the student being tutored.

Tutors who fail to meet the onsite tutoring guidelines of Concordia Prep will lose permission to tutor onsite.

HONOR PLEDGE

Concordia Prep expects its students to uphold the highest standards of honesty and integrity. To affirm and reinforce this fundamental tenet, students are required at the beginning of each school year to sign the Student Honor Pledge.

Student Honor Pledge

"So, whether you eat or drink, or whatever you do, do all to the glory of God." I Corinthians 10:31

- *I will not improperly give or receive any material or information for any school assignment or test.*
- *I will not use or submit any material published or presented by any other person without proper citations (plagiarism).*
- *I will not alter or misuse any academic record.*
- *I will conduct myself honestly in all academic matters.*

As a student at Concordia Prep, I understand and accept my responsibility to uphold the Honor Pledge at all times.

The signed statement is kept on file. For each piece of work submitted for grading, the student's signature on the work indicates that the student has been faithful to the original pledge. At times during the year, a teacher may require that a student write and/or sign the Honor Pledge when submitting work or tests.

Student work, quizzes, tests, or exams found to be in violation of the Honor Pledge will be dealt with as per the "Cheating" section of the Concordia Prep Parent-Student Handbook. See Appendix IV for the *Honor Pledge* agreement.

CHEATING

In a Christian community the expectation is that cheating does not occur. Concordia Prep defines it in the following ways.

- Purchasing or obtaining materials already submitted and returned (tests, etc.)
- Copying homework, test, and/or quiz answers from others
- Submitting old assignments as new work, or cutting and pasting assignments from previous work and passing it off as new answers
- Plagiarism, which is "the taking of ideas and passing them off as one's own" (e.g. copying reports from the encyclopedia and other sources, but failing to include notation to indicate such). Please see Appendix V for more information.
- Using "crib sheets" during quizzes and/or tests
- Allowing anyone else, including family members or friends, to do projects for you
- Selling or providing old tests and term papers to other students
- Sharing answers, assignments, or other classwork with other students, voluntarily or by request
- Improper documentation of internet sources
- Intentionally or knowingly helping, or attempting to help, commit another act of academic dishonesty.
- Use of computer translator, or other translator, for foreign language help (unless specifically approved by the instructor for that course).
- **Cheating on a semester exam, which may result in immediate expulsion.**

The definitions and examples above are not meant to be exhaustive. Concordia Prep reserves the right to determine what action constitutes a violation of academic integrity. Students found to be cheating receive a zero for the assignment in question and face disciplinary consequences, including suspension from school. Subsequent cheating may result in failing the course in which the episode of cheating has occurred.

COMMUNICATION OF ACADEMIC PROGRESS

Academic progress is communicated as follows.

- **Assignment Planner.** An assignment planner is distributed to students for their regular use. Students and parents may track upcoming homework, tests, quizzes, projects, etc. Completion and accuracy of the planner is solely the responsibility of the student.
- **Online Reports.** Each student and parent is issued an online account at the beginning of the year to carry with them throughout their Concordia Prep career. Each class has a webpage to be used by teachers for their classes. Student grade reports are available online to parents and students between mid-term and quarter report cards.
- **Mid-Term Online Reports.** Mid-term reports are published at approximately the 4.5 week mark through each of the four quarters. Parents are encouraged to initiate contact with teachers during the quarter with concerns about their student's progress.
- **Report Cards.** Report cards are issued after each quarter of the school year. Final grades for semester classes are determined by using the first and second quarter report card grades and semester exam grades, where applicable. Final grades for full-year classes are determined by using all four report card grades and the semester exam grades, where applicable.

Concordia Prep reserves the right to withhold release of current report cards until time-sensitive student commitments (e.g., library fines, sports uniform turn-ins, etc.) have been satisfied.

STUDENT-PARENT-TEACHER CONFERENCES

These conferences occur during the school year by appointment and should be viewed as a time for parents to meet with teachers to discuss their student's academic progress. Dates and times of conferences appear on the school calendar. The Concordia Prep Weekly Update will communicate instructions for online registration.

ENROLLMENT, PROMOTION AND SUMMER SCHOOL

CONTINUED ENROLLMENT

Continued enrollment in Concordia Prep is subject to any and all of the following:

- Parental and student support of the mission of the school as documented in the handbook
- Consistent display of appropriate Christian behavior
- Observation of all school rules as set out in the school handbook including--but not limited to--general behavior, academic performance, and attendance.
- Evidence of an effective and supportive relationship between the school, parents/guardians, and student
- Adherence to Concordia Prep's academic policy

ENROLLMENT AND RE-ENROLLMENT

Re-enrollment in any subsequent year is subject to mutual agreement. That agreement may be withheld with or without cause by either the school or the parents/guardians. Also, each student's attendance, academic record and disciplinary record will be evaluated during the school year for continuing enrollment during the current school year, and at the end of the school year to determine whether a student has successfully progressed to be re-enrolled. (The Concordia Prep administrative team examines school records to make such determination.) If a student is deemed ineligible for re-enrollment, all fees paid to that point will be forfeited.

Students who fail three courses (three semester-long, three year-long, or any combination thereof) may not re-enroll for the following year.

Concordia Preparatory reserves the right to determine any exceptions to this policy.

ACADEMIC PROMOTION

Concordia Prep expects students to be diligent in their pursuit of academic excellence. Students who do not show sufficient academic progress indicate that their educational needs may be better addressed in another institution.

Students are promoted on the following basis:

- all courses are completed successfully with passing grades (65% or better).
- all academic failures in courses required for graduation must be made up in Summer School.

Class standings for each upper school level are as follows:

0-6 credits freshman status	14-20 credits junior status
7-13 credits sophomore status	21 credits and above senior status

SUMMER SCHOOL

Concordia Prep does not conduct its own summer school program (except for Upper School Religion) but will provide information on available programs. Physical Education and many elective courses are not offered in Summer School. Parents are responsible for making Summer School arrangements.

Any failure of a Religion class must be taken through Concordia Prep. If a student fails to make up a Religion failure in Summer School, he/she may not be readmitted to Concordia Prep.

Students may take a maximum of two classes in Summer School. Please contact the Academic Dean regarding acceptable Summer School course options in the Baltimore area and online through accredited educational institutions. A student must earn a “C” or better in the approved Summer School course to receive credit from Concordia Prep.

The Summer School grade does not replace any failing grade earned during the regular school year, including any fourth quarter grade. The grade will be printed on the student’s transcript as a separate Summer School grade.

ACADEMIC SERVICES AND ACTIVITIES

TECHNOLOGY USE

The presence of a wireless network at Concordia Prep provides a virtually unlimited supply of resources and information to the school community; it also places a great deal of responsibility on users. All Concordia Prep policies apply to all uses of computers and related technologies. Ethical, legal, and Christian standards that apply to information technology resources are derived directly from our relationship with God and to others through Him. Users must adhere to the same code of conduct that governs all other aspects of behavior within the Concordia community. Users of information technology resources are expected to communicate in a responsible, polite, and Christ-centered manner.

Students may use technology and/or access wireless network when they have expressed permission from the appropriate instructor(s). Students may use technology devices for the purpose of completing assignments, doing review work, or supplementing classroom lessons. Each student and a parent must read and sign a “Technology Use Agreement” before being allowed access to the Concordia Prep computer network. See Appendix VI for the *Technology Acceptable Use Policy*.

LIBRARY

The purpose of the library is to promote study and selection of books and educational resource materials. During school hours, students may visit the library with a teacher’s permission. Each student must obtain a library pass from the teacher of his/her class, sign in upon arriving at the library, and sign out when returning to the original class. The library is available before and after school for student use. Talking is kept to a minimum. Students are sent back to class if they disturb others or the librarian. Books normally circulate for a three-week period.

Upon admission to Concordia Prep each student receives a school library account. When a student checks out a book he/she agrees to:

1. Return the book(s) by the due date or pay \$.25 per book per day for each day the item is overdue.
2. Pay for a lost book.

Failure to comply with the agreement will result in the student’s report card being withheld until the situation is resolved. Library privileges may be suspended or revoked.

STAR PROGRAM

The STAR (Student Aid and Resource) Program was developed in 1975 by Mrs. Irene Giguere. It is designed to assist students with mild, diagnosed, learning disabilities to successfully complete the course work requirements at Concordia Prep. Students are fully integrated into the college preparatory curriculum program and must fulfill school and state requirements. The services provided in the STAR Program are varied and depend upon student needs and the recommendations contained in a current psychological/educational evaluation. The student must have a diagnosed learning disability to be considered for the program. STAR services may include test-taking modifications, organizational skills, study strategies, monitoring of homework, assistance with written work, tutoring in difficult subject areas, regular review of progress, and computer resources. The STAR Program is not a remediation service, but rather assists the student to “learn how to learn.” All accommodations occur through the STAR Program.

NATIONAL HONOR SOCIETY

The National Honor Society inducts into membership Concordia Prep Upper School students who have demonstrated excellence in the four areas of scholarship, leadership, character, and service. Those students in grades 10, 11, and 12 who have attended Concordia Prep for at least one semester and who have maintained a 3.3 GPA are nominated by the faculty for membership in the Society each year. Nominated students must submit a written application, personal references, and an essay referencing their qualities of leadership, character, scholarship and service to the NHS Sponsor by the given due date. Personal references must each submit a letter affirming the applicant by the due date. Failure to submit any of the required material by the due date will prevent the applicant from being considered. Prospective members must also submit a record of a minimum of 30 hours of service outside of the Concordia Prep community. As part of the nomination process, the faculty council also evaluates prospective members in the areas of leadership and Christian character. Once inducted into the National Honor Society, members must continue to maintain a 3.3 GPA and to strengthen their Christian character by seeking further opportunities for leadership and service. To ensure that each of the four standards is upheld, memberships are re-evaluated by the faculty council at the end of each semester.

STUDENT GOVERNMENT

One way to be involved in school is to be elected to the Student Government Association (SGA). The SGA represents the student body’s ideas and feelings to the school. The representatives meet to discuss ideas and plan school events. In addition to the SGA, students may also run for a class office. Class officers organize class events and work closely with the SGA to provide school-wide events.

Requirements for SGA and class officers:

1. Candidates must hold a cumulative GPA of 2.67 or greater.
2. Candidates must exhibit the qualities expected of a Concordia Preparatory Student.
3. Candidates must have shown previous interest by serving on a committee or participating in a class activity.
4. Candidates must present the completed nomination form with the proper number of teacher and student signatures. One of the signatures must be an advisor from the present class. If a student is running for a 10th grade office, the 9th grade advisor must sign the form.
5. Candidate endorsements must be from the candidate’s current grade.

See Appendix VII for the *Student Government Candidate Nomination Form*.

DISCIPLINE

CHRISTIAN DISCIPLINE

Concordia Prep is a specific community within the Body of Christ and, as such, is bound by the Word of God in all things. The rules and regulations of the school are to be considered as extensions of the Law of God and codes of conduct that enable the church body to do all things decently and in order. The Scriptures describe persons as being incapable of perfect obedience to any set of laws. Therefore, the Concordia Prep community will confront the problems caused by the sins and offenses of sinful people.

Christian discipline does not force or coerce correct behavior by the use of power. Christian discipline aims at a change in the individual’s heart so that he/she will no longer desire to engage in the improper behavior.

Unfortunately, there are those who do not respond with repentance and who maintain an attitude of rebellion. For such God has offered His people the guidelines presented in Matthew, Chapter 18. These guidelines for Christian discipline emphasize the need for repentance, honest sorrow over the offense, and a sincere desire to change. Repeated failure to respond with repentance results in the removal of the individual from the community of believers. Such removal is an act of love inasmuch as it states that the community has exhausted its resources in attempting to lead the person to repentance and now removes the individual in order to show him/her that an unrepentant life has already separated him/her from God and fellow believers.

Concordia Prep trusts that each student desires to grow in the area of Christian self-discipline. It is our desire and intent to assist the student and work with the student until the student indicates that he/she either does not desire the help or is incapable of living within such a self-disciplined community. At that point, the student will be counseled to find another school.

Should Concordia Prep become aware of behaviors that endanger a student's own spiritual, physical, or emotional health, safety, or reputation or those of another person, or the reputation of Concordia Prep whether the student is or is not directly under the jurisdiction of the school, Concordia Prep reserves the right to inform the student and parents. Should knowledge of such behavior—even though it may occur outside the jurisdiction of the school—negatively affect the school community, Concordia Prep reserves the right to take disciplinary action, including dismissal.

DISCIPLINARY ACTION

School rules are in effect whenever a student is on campus or participating in a school event. Disciplinary measures are taken when the student's behavior warrants such action. Parents will be contacted by the Dean of Students or designee when a referral has been received. Parents will be contacted when a referral is issued.

Additional contact with parents may take the form of an e-mail, letter, phone conference, or in-person conference with the parent(s) and student. Contact takes place at the discretion of the Dean of Students or when requested by the parent. Parents are contacted each time a student is suspended from school, leaves school property without permission, or cuts classes.

For continued inappropriate behaviors, automatic detention results for class disruptions, insubordination, or continued violations of CPS rules or policies.

DETENTIONS

Saturday Detention is the only detention offered at Concordia Prep School. Students who cannot or will not attend Saturday detention choose to suspend themselves. If a student is ill on the scheduled detention date, a parent/guardian must contact the school to schedule another detention date.

- One-hour detentions are from 9-10 a.m. Saturday morning with a \$5 fee.
- Two-hour detentions are from 9-11 a.m. Saturday mornings with a \$10 fee.
- The date and location of the detention will be given directly to the student or placed upon the student's locker. Parents will be notified by email or phone.
- Students must arrive on time and be in proper school uniform in order to be admitted to detention. If a student arrives late or is out of dress code, an additional detention with an additional fee will be given.
- The teacher on duty will collect the fee from each student. Students arriving without the fee will be sent home. An additional detention will be assigned with an additional fee. Students who do not serve their scheduled detention will be subject to suspension. The Dean of Students or designee will determine excused absences for Saturday detentions. Please note: work, athletic events, or other activities do not constitute an excused absence.
- Detentions are of two types: working and study hall. Working detentions have the students performing various tasks around campus (picking up trash, cleaning out the buses, wiping down lockers and desks, helping teachers organize classrooms/closets etc). Study hall detentions consist of silent work on homework/schoolwork for the duration of the detention. No reading of magazines or books for pleasure, no sleeping, no headphones, etc. is allowed. The detention teacher will determine the schedule for the day.
- Students receiving an excessive number of referrals may be suspended or expelled from Concordia Prep.

SUSPENSION FROM SCHOOL

Suspensions remove a student from all school sponsored activities on the day suspended. A suspension will result in a 2% reduction in the student's grade for each day of suspension served during the marking period. All work missed during suspension needs to be made up. The following carry a minimum automatic multiple-day suspension from school, but may also result in a longer suspension or even expulsion:

- Fighting—in the judgment of the teacher, physical contact was made with another student out of anger
- Stealing
- Vandalism—including but not limited to willful or malicious destruction of property
- Smoking /possession of tobacco and/or tobacco products; use of illegal substances including Electronic Cigarettes—on and around school grounds
- Items not listed above but deemed by the upper school principal to be so serious in nature to warrant such a discipline action

Please Note: Concordia Prep does not condone pranks, including but not limited to senior pranks, and will deal with them in disciplinary terms.

A student receiving three suspensions in a school year, or a cumulative total of five suspensions while at Concordia Prep, is subject to expulsion.

EXPULSION

Students exhibiting the following behavior subject themselves to possible expulsion:

- Failure to respond to the disciplinary structure
- Using, possessing, selling, or being under the influence of any illegal drug (including alcoholic beverages) on campus or during a school function or activity. Parents and the proper law enforcement authorities will be notified as part of the procedure
- Verbal and/or physical threat or assault
- Cheating on semester finals
- Any other severe negative behavior
- Five or more suspensions, cumulative, while at Concordia Prep

DISCIPLINARY APPEALS PROCESS

Concordia Prep Appeal Procedure for Multiple Day Suspension or Expulsion:

Within three school days following the disciplinary procedure, the student or his/her parent(s)/guardian(s) may, by written request to the Headmaster, appeal the disciplinary decision. The Headmaster will convene a panel of three administrators, which may include the Headmaster, but will not include the administrator initiating the disciplinary procedure. The review panel will convene no more than three school days after the appeal has been received. The panel will hear information presented by the student/family as well as information submitted by the administrator initiating the disciplinary action. The review panel may affirm the disciplinary action, increase or decrease the disciplinary action, or reverse the disciplinary action. The review panel will make a decision within two school days following the review by the panel. If the review panel affirms or determines a disciplinary action, the disciplinary action will be placed on the student's disciplinary record.

REPORTING OF DISCIPLINE TO COLLEGES/UNIVERSITIES

Many colleges/universities request information from applicants regarding their prior major disciplinary history that may have resulted in suspension and/or expulsion from any current or previous school. Should a college/university to which a student has formally applied for admission request information from Concordia Prep regarding the student's/applicant's disciplinary record, such factual information will be released by the school. Also, should a significant change in an applicant's academic status or qualifications—including disciplinary record—occur between the time of formal application (and/or acceptance) and graduation, the school will report such information to the college/university to which a student has formally applied.

SCHOOL DECORUM

Students will respect all people, including themselves, and all property, including their own, at all times. School rules are in effect whenever the student is on campus or participating in a school event.

CLASSROOM STANDARDS

Respect for teachers and classmates is paramount.

- Each student is expected to be on time and properly prepared for each class.
- Each teacher establishes the rules for classroom behavior that shall prevail in his/her classroom.
- Students must adhere to these expectations, both academically and behaviorally.
- Proper courtesy is required when addressing staff. Teachers, administration, and all other staff are addressed as Mr., Mrs., Miss, Ms., or Coach.

APPROPRIATE LANGUAGE

Language and gestures which are crude, profane, or obscene, in written, visual, or verbal form, are rude and do not bfit a member of a Christian community. Such behavior will result in an automatic one-hour detention. Continued use demonstrates insubordination and may result in suspension. Depending upon the severity, such behavior may result in a suspension or even expulsion.

CUTTING CLASSES

Cutting class is defined as an unexcused departure from the school schedule and warrants immediate disciplinary action. Students may not leave class unless given a pass from the teacher to do so, except in emergencies. A student who is in another location during class hours must have written permission from a teacher. A student who is more than five minutes late for a class (without an excused pass) is regarded as cutting class. Students who cut a class may be suspended from school.

HALLWAYS

At all times, students will:

- Walk in an orderly fashion.
- Keep an open path in hallways.
- Use waste containers to dispose of trash.
- Speak in moderate tones and comport themselves in a dignified manner.
- Refrain from possessing open containers of food, snacks, or drink (except water) in the hallways or lockers before, during, or after school. A location is designated for consumption of beverages and food before and after school.

SCHOOL LOCKERS

School lockers are provided to each student at Concordia Preparatory. Students will:

- Not share lockers.
- Not tell anyone their combinations nor set the locker to stay open during the day.
- Not deface their lockers in any way, including stickers, glue, or tape on the interior or exterior of the lockers.
- Keep magnets on the interior of lockers only.
- Never store open containers of food or drink in their lockers.
- Ensure belongings fit in the locker to avoid jams.
- Not leave backpack straps or other items hanging from their lockers.

OFF-LIMITS AREAS

There are certain areas of the campus that are off limits to students. These areas include the woods, the stream, the parking lot, areas behind school buildings, teacher workrooms (except when given a pass by a teacher), the gym more than ten minutes before school begins or when not in P.E. class, and the lunchroom (except when it is that student's lunchtime). Students who are found in off-limits area face disciplinary action. The CPS campus is off limits during non-school hours except during school-sponsored activities, which are supervised by appropriate school personnel.

PUBLIC DISPLAYS OF AFFECTION

Respect for oneself and for others makes kissing, embracing, and other types of public display of intimate behavior inappropriate for school and school activities. The school's disciplinary policy is followed for public displays of affection.

REMAINING ON SCHOOL GROUNDS

Once a student comes onto school grounds, he/she must remain until he/she leaves for home. Students not participating in an after-school activity should depart from campus by 3:30 p.m. Students are not required to remain on campus after their last class while waiting for an after-school activity to begin. The Media Center is open from 3:05-4:30 for students to study.

SENIOR LUNCH

Seniors who have submitted proper paperwork are allowed to travel off-campus for lunch when Concordia Prep operates on a Regular Schedule, Day 0 Schedule, or a One Hour Late Start schedule. See Appendix XII.

CHEWING GUM

Chewing gum is destructive to school property and is not permitted on campus. Chewing of gum results in an automatic detention. Continued use demonstrates insubordination and may result in suspension.

EATING AND DRINKING IN CLASS OR SCHOOL BUILDINGS

Food products and beverages other than water may not be consumed in the hallways or school buildings during the school day. Students may consume water from clear water bottles or from water fountains located throughout the school. Eating and drinking is permitted in the lunchroom during school or in designated areas on the grounds during assigned lunch periods. Open drinks and food containers may not be placed into lockers.

Exceptions to the above policy may be approved by the principal or designee upon request from a teacher.

LUNCHROOM

Students remain in the cafeteria for the entire lunch period. Students must arrive on time to lunch and may use the restrooms or phone with permission from the lunchroom supervisors. The cleanliness and good order of this area are the responsibility of the individual student. Conversational tones are expected. Seniors are permitted to eat lunch in the area outside the lunchroom when weather permits. This privilege is dependent upon proper care of the outside area and furniture. Seniors electing to eat in the lunchroom must remain there until prayer and dismissal by the supervising teacher. Students may not have lunch delivered or leave campus during the lunch period unless the principal or designee gives prior approval.

BOOK COVERS AND BOOK FINES

All school-owned books must be covered with a paper substance that will not damage the cover of the textbook. Book socks may not be used to cover school-owned books. Fines are assessed at the end of the course for abused or missing books. Fines are assessed as a percentage of the total price of the text—textbook prices usually range from \$20-\$120. Students must pay the purchase price of an issued book that is missing at the end of the course.

FIELD TRIPS

Students are expected to represent Concordia Prep admirably while on field trips. Students should follow the school sponsored dress code guidelines when attending school field trips unless otherwise announced by the principal or supervising teacher. All other guidelines of behavior and decorum will be enforced on field trips. Students who have not demonstrated proper behavior or who are deficient academically may be denied the opportunities of off-campus field trips.

DANCES AND SOCIAL ACTIVITIES

There are currently three scheduled dances for the school year: Homecoming, Junior Ring Dance, and Prom. At least four faculty and one administrator must be scheduled as chaperones in order to hold the dance.

- Students and their dates must dress in an appropriate fashion, according to the guidelines in Appendix VIII.
- Students may only bring one guest to the dance. He/she must be of the opposite sex. The guest may not exceed 20 years of age.
- All coats and bags/purses must be checked in the lunchroom for dances held in the gym. Nothing may be carried downstairs. If a student needs something from a bag or purse, he/she must remove it in front of the chaperone and return it as soon as he/she is finished with it.
- No one may leave the quad area immediately outside the upstairs door of the LAC.
- Students must remain once they enter a social activity. If students leave the activity, they may not return to school grounds.
- Loitering in cars on the parking lot and returning to cars during the dance are not permitted.
- Smoking is not permitted on school grounds.
- Anyone in possession or under the influence of drugs or alcoholic beverages is subject to expulsion from school. Parents will be called immediately to come for the student, and the police will be contacted.
- There is a two-strike policy for inappropriate dancing. Students will be asked to stop the first time. If they have to be reminded again, they will be asked to leave.
- Rules are printed on the tickets and apply to Concordia Prep students and their dates. The purchase of a ticket indicates student and guest acceptance of the rules.
- Middle School students may not attend Upper School socials and dances. Likewise, Upper School students may not attend Middle School socials and dances.
- Only bottled water, which will be provided, may be consumed.

All dance styles must comply with standards of Christian morality, standards that include modesty and safety. School personnel will be the final judges of the appropriateness and safety of dance style. School personnel will confront any student behavior or dancing deemed inappropriate. Inappropriate dancing includes, but is not limited to “grinding,” slam dancing, break dancing, moshing, “freaking,” suggestive, dangerous or otherwise inappropriate dancing.

Parents of students violating any of these rules will be contacted, and students may be asked to leave the dance. Students in violation of school policies are subject to school disciplinary procedures. Behavior regulations and school policies apply to all school dances, on or off campus.

GUEST PASS PROCEDURE FOR DANCES AND SOCIAL ACTIVITIES

A student wishing to bring a guest who is not a current Concordia Prep student to a Concordia Prep dance or social activity must proceed as follows:

- Two weeks prior to the dance/social activity, guest passes will be available from the principal or main office designee.
- The pass must be filled out completely. The guest must obtain appropriate signatures.
- The guest pass must be returned to the principal or main office designee one week prior to the dance/social activity.
- The principal or main office designee will verify information on the guest pass and approve or deny the guest pass. All completed passes will be at the door of the dance.
- The guest must present his/her school photo ID or driver’s license at the door to gain admittance.
- Guest age is grades 9-12; the guest may not exceed 20 years of age.
- Guests must adhere to the same dress, school policies, and eligibility as Concordia Prep students.

STUDENT PROCEDURES

FIRE DRILLS/EMERGENCY PROCEDURES

When the fire alarm sounds, students will leave the building under the direction of teachers as specified on the chart located in each room. Students will walk quietly until well away from the building. Students stand quietly with their class at the assigned position so that attendance may be checked.

PROCEDURES FOR EARLY RELEASE

Students who find it necessary to depart during the school day for medical or other acceptable reasons must be given permission to do so from office personnel. Parental permission is required for early dismissal.

PLEASE NOTE:

- Office personnel must speak with parent or receive a note from the student's parent requesting an early release for an approved reason.
- Student will receive a pass to present to his/her teacher
- Student must sign the check-out sheet in the Attendance Office
- If a student leaves during the school day, he/she is responsible for all missed work.
- A signed slip from the doctor must be given to the attendance secretary immediately upon the student's return. The absence will be counted as unexcused until a slip from the doctor is provided.
- If a student returns to school during the same school day, the student must sign in with the Attendance Office.

Failure to follow this procedure may result in disciplinary action.

SENIOR FREE PERIOD

Seniors are allowed to schedule a free period during the last class of the school day, and if their schedules allow the time. Seniors requesting a free period must submit the *Senior Early Release and Permission Form* from the principal or main office. A senior who receives a failing grade on his/her report card will lose the free period and be assigned to a study hall. The student will be notified in writing and the change will take effect the second week of the following quarter. (See Appendix IX.)

PETS ON CAMPUS

For health and safety reasons, no one is permitted to bring pets into the buildings, or onto the grounds of Concordia Prep during the school day and/or for any school sponsored event or activity. Administrative exception is needed for any special circumstances (e.g., visual assistance animals).

PERSONAL ITEM USE

BOOK BAGS

Backpack style book bags must be stored in lockers and may not be carried to class. Students may carry sling type bags, and laptop/messenger style bags.

PERSONAL COMMUNICATION AND ELECTRONIC DEVICES

Cell phones and other electronic can enhance the classroom environment but can be disruptive to the educational process. Cell phones may also compromise the academic integrity of an educational institution or be used for bullying.

ELECTRONIC DEVICE POLICY

- Devices must be in silent mode during the school day and should not cause a distraction.
- Devices must be kept in a student's locker, pocket, or purse.
- Devices may be used during class with teacher permission for educational purposes only.
- Cell phones in a student's possession must be kept in his/her pocket or purse unless otherwise instructed.
- Students may not take electronic devices to restrooms.
- Devices may be used within policy guidelines, between classes and during lunch.

Devices disruptive to the learning process may be confiscated. The devices will be returned at the end of the instructional day, and disciplinary action may result. Students needing to speak with their parents during the school day should report to the main office for permission to use the phone. Concordia Prep is not responsible for stolen, misplaced, or damaged electronic devices.

Taking photographic images of students or faculty during the school day is prohibited. Cell phones and other devices capable of taking photographs are expressly prohibited in bathrooms and locker rooms. Students who take pictures of themselves or others in prohibited areas may be suspended and/or expelled. Posting such photographs on social media and/or sharing these images may result in expulsion.

PERSONAL LISTENING DEVICES, ETC.

Playing any noisemaking device or instrument is prohibited during the school day, except when explicit permission by a teacher is given, and only for academic purposes. Personal listening devices with headphones may be used before/after school only. Concordia Prep discourages bringing these devices to school and is not responsible for breakage, theft, or loss of such items.

SKATEBOARDS, ROLLER-SKATES, ETC.

Skateboards, roller-skates, roller-blades, scooter, or other non-health related mobility devices with potential for injury are not permitted on campus.

SCHOOL-SPONSORED DRESS CODE

GENERAL RULES

All students at Concordia Preparatory School wear a school uniform. The uniform is a symbol of pride in, and identification with, Concordia Preparatory School. There are several important reasons why uniforms are required at Concordia Prep.

- Uniforms provide a standard of neatness, simplicity and modesty in dress.
- Uniforms contribute to better academic performance and improved student behavior.
- Uniforms help shape the overall climate of the school as a place of learning and social interaction.
- Uniforms help to emphasize inner qualities and character development and de-emphasize outward appearance.

Dress code is in effect whenever a student is on campus. This includes after school hours while awaiting pick-up for home and for all supervised academic activities immediately before or after school hours. Students are expected to attend Concordia Prep sponsored field trips in dress code unless otherwise stated by the instructor. Dress guidelines for co-curricular activities are listed separately and supersede the daily school-sponsored dress at the applicable time of day. All uniforms must fit properly and no additions to the uniform may be made. Upon arriving at school, students are to place coats in lockers during throughout school day.

All clothing items must be in good fit and repair. As a student grows, new clothing should be purchased to maintain good fit. Articles of clothing should not need alterations once received from Lands' End. Unauthorized alteration of clothing will result in disciplinary action.

The Upper School Principal or designee is the final authority on the acceptability of a dress code item.

Overview

Lands' End is the sole provider of uniforms for Concordia Preparatory School. Uniform items purchased from Lands' End are short-sleeve or long-sleeve white, red, and gray polo shirts for Upper School, white long-sleeve button-down "School Uniform Long Sleeve" Oxford shirt (boys) and white long-sleeve button-down "School Uniform Long Sleeve" Oxford shirt (girls); sweaters, khaki pants, shorts (middle school), skorts, and proper fitting black or brown belts. Shorts may be worn only on designated Out of Uniform Dress Days in the Upper School. Shorts may be worn by Middle School students every day. All polos and sweaters must have the approved Concordia Prep logo.

Upper School

Shirts/Boys – White, Red, or Gray short-sleeve or long-sleeve polo shirts with the Concordia Prep logo, purchased from Lands' End only; or white Long-Sleeve button-down "School Uniform Long Sleeve" Oxford shirt white shirt from Lands' End. Optional: an appropriate tie may be worn with the white Long-Sleeve button-down "School Uniform Long Sleeve" Oxford shirt. School approved sweaters purchased from Lands' End and with the Concordia Prep logo may be worn any time of year. All shirts must be tucked-in. All polos and sweaters must have the approved Concordia Prep logo.

Shirts/Girls – White, Red or Gray short-sleeve or long-sleeve polo shirts with the Concordia Prep logo, purchased from Lands' End only; or white Long-Sleeve button-down "School Uniform Long Sleeve" Oxford shirt from Lands' End. School approved sweaters purchased from Lands' End and with the Concordia Prep log may be worn any time of year. All shirts must be tucked-in. All polos and sweaters will have the Concordia Prep logo.

Pants: Khakis/Boys and Girls – Lands' End khakis are the only acceptable uniform wear for pants. Black or brown Lands' End belts must be worn with tucked in shirts. Shorts are not part of the Upper School uniform.

Skorts – Khaki, Gray, or Black "Top of Knee" chino blend skort no shorter than 3-inches above middle kneecap.

Undergarments/Socks – plain white short-sleeved T-shirts only; solid black or white socks only—no visible logos, writing, or patterns; only black or white tights or ankle-length leggings—no visible logos, writing, or patterns. No Under Armour style long sleeve garments may be worn under short sleeve shirts.

Shoes – solid brown or solid black leather/pleather boat shoes, Oxfords, and loafers are acceptable—no suede, patent leather, or metallic/shiny finishes; no athletic shoe bottoms. Use the following Sperry Authentic Original 2-Eye Boat Shoe colors as the guide for all leather boat shoes as well as Oxford and loafer style shoes: Sahara Leather, Classic Brown Leather, Tan Leather, Oatmeal Leather, Black Leather. No boots, backless/toeless shoes; maximum 2-inch heels.

Hairstyles/All - Hair must be clean, neat, and combed at all times. Hair cannot interfere with direct eye-contact. For both male and female students, odd, unusual, or extreme hairstyles are not to be worn. No part of the head may be shaved beyond that of a traditional haircut. Only natural hair colors are permitted. Wigs/hairpieces/head coverings of any kind are not permitted without specific permission from an administrator.

Hair/Girls - Odd, unusual, or extreme hairstyles are not to be worn. Only natural hair colors are permitted. Wigs/hairpieces/head coverings are not permitted without specific permission from an administrator.

Hair/Boys – For male students, hair may not extend below the bottom of the ear nor below collar length in the back, and must remain above the eyebrows; no extreme hairstyles (e.g. excessively bushy, bowl cuts, cornrows, dreadlocks, twists, dyed, page boy, shaved heads). Natural hair colors only.

Facial hair – Male students shall have no sideburns below the earlobe and must be clean-shaven at all times.

Jewelry - Only watches, rings, necklaces, and bracelets are permitted. No earrings for male students. Female students may wear hoops and/or studs on ears. Earrings may not dangle below the earlobe and may not be excessive in size or number. No body and/or facial piercings of any kind are allowed. Jewelry may not be extreme or excessive. The size/design must be within good taste, as determined by the Upper School Principal or Principal's designee.

Accessories - Non-uniform items such as coats, jackets, scarves, sunglasses, and hats may not be brought into classrooms nor worn during the school day unless express permission is granted (i.e. spirit dress day, class assignment, etc.).

Body Art - Visible tattoos and other body art (e.g. body and/or facial piercings of any kind) are NOT allowed, whether permanent or temporary.

DRESS CODE VIOLATIONS

The administration reserves the right to interpret the Uniform Dress Code to ensure modesty and appropriateness, including determining what is considered size-appropriate. It is the parents' responsibility to ensure that their students are in complete compliance with the school's Uniform Dress Code standards. Should a student arrive at school out of compliance, or become out of Uniform Dress Code compliant during the school day, the student may be removed from class until the situation is corrected. It may be necessary for the student's parents to bring appropriate clothing so the student may attend class. If the student is absent from class because of a Uniform Dress Code violation, the absence will be considered unexcused. To ensure that the student will not miss valuable instruction time, strict observance of the Uniform Dress Code is essential. Certain behaviors and repeated offenses will result in further disciplinary action. These cases will be handled at the Principal's discretion.

DRESS FOR ON CAMPUS CO-CURRICULAR ACTIVITIES

Whenever students are on campus, dress code is in effect unless an activity warrants changing. Permission for such changes will be given by the supervising teacher. When attending casual social events or athletic events on campus that occur after normal school hours, the clothing must be neat, clean and in good repair. Clothing choices should reflect the Christian values and teachings of Concordia Prep. Logos, words, phrases, and pictures displayed on clothing must be in good taste.

DRESS FOR RELAXED/CASUAL DRESS DAYS

The Concordia Prep School student government association periodically sponsors a relaxed dress day. The proceeds from these days go to the CPS scholarship fund or to an outside charitable organization. On relaxed/casual dress days students may wear appropriate jeans or pants, and when the weather permits shorts, athletic shorts with visible compression shorts. Apparel shall be adequate in both length and coverage to be considered appropriate for school. The appropriate length for shorts—including athletic style shorts—is mid-thigh, which is the distance between the upper leg crease and the top of the kneecap. T-shirts and tops must also be in good condition and school-appropriate (no distasteful messages, images, etc.). Tops must cover shoulders, stomachs, and backs. Tennis shoes/athletic shoes in good condition are acceptable. All clothing items must be clean, neat, modest, and of good fit and repair (e.g., not sagging, form-fitting, clinging, and/or torn.) Please note: Dress code disciplinary policy as referred to in the *Upper School Handbook* is in effect during dress down days. The Upper School Principal or Principal's designee is the final authority on the acceptability of a dress code item.

ATTENDANCE POLICY

SCHOOL HOURS

School begins at 8:05 a.m. Front lobby doors to the building open at 7:30 a.m. The school day ends at 3:00 p.m. Unless students are remaining after school for supervised co-curricular activities, they should be transported from the school grounds no later than 3:30 p.m. The Media Center is open until 4:30 p.m. There is no Concordia Prep supervision of students in common areas beyond 3:30 p.m. Parents are responsible for their child's safety.

Upper School Students may access their lockers or restrooms between 7:30 a.m. and 3:15 p.m. on school days.

Students awaiting transportation must be outside of the school building. Students are expected to conduct themselves in an orderly and responsible manner at all times.

Students are permitted to attend athletic contests as spectators; however, attendance as a spectator at athletic practices is not permitted.

SWIPE CARDS

All students are issued a security swipe card to gain entry to campus buildings. Students should keep their swipe cards on their person at all times. Students should not share swipe cards or knock on doors for entry in the event of a lost card. Replacement cards are available for \$10.00. Upper School Swipe Cards are operational from 7:30 a.m. until 5:30 p.m.

SCHOOL CLOSING, EARLY DISMISSAL, LATE OPENINGS

To receive any special schedule (i.e., early dismissal or late starts) change information or instructions, please use the following sources of information: WBAL Radio, WBAL-TV, the school website (www.concordiaprepschool.org), the Concordia Prep weather-related information line at 410-825-2323 *500 and through www.schoolsout.com.

ATTENDANCE

All students are expected to be in attendance every day that school is in session and to be on time to all classes. If a student is too ill to attend classes, the parent **must** call the school at extension 229 prior to 9:00 a.m. Do not have the student call to report his/her own absence. If the school does not receive a call and the student is not in school, truancy inquiries will be made.

Students who become ill at school and need to leave must report to the school nurse, who will notify the parents. Parents should not pick up their child during the school day without first talking to the nurse or the school office.

Concordia Prep reserves the right to determine whether absences will be considered excused or unexcused. Circumstances that will be considered for excused status are illness, death in the family, emergencies, and other instances as determined by the school. In general, other absences are considered unexcused. **Any student who is absent for more than three class periods may not participate in co-curricular activities nor attend a school-sponsored activity for that same day, unless the principal makes an exception.** An authorized doctor's note is required for exceptions to the policy.

Chronic absenteeism may result in loss of credit or failure for that marking period. A student who misses 20% or more of a class will not receive credit for that class. Students who are absent ten or more days during one semester may not be allowed to re-enroll. Decisions involving prolonged absenteeism associated with a documented medical condition will be determined on an individual basis.

A student whose absence is unexcused will be given a failing grade of zero for any assignment, project, test, etc. due that day. Requests for non-emergency excused absences should be made to the upper school main office in writing *at least* five days in advance (goldenrod sheet). Parental permission for a student to be absent does not necessarily constitute an excused absence.

Appointments with doctors and dentists should be made outside of school hours. In the event this is not possible and an appointment is scheduled during the day, the student should get the proper form from the upper school secretary prior to the appointment and return it the following day. Concordia Prep reserves the right to determine any exceptions to the above stated attendance policy.

TARDIES

Students arriving at school after 8:05 a.m. report to the Concordia Prep attendance office immediately upon arrival at school.

Attendance is recorded at the start of each class, and students are expected to arrive to each class on time. Documenting excused tardies is solely the responsibility of the student. The student must get written approval, usually from the previous teacher, on his/her own time.

If a student receives five tardies (to school and/or class) for the quarter, he/she will be subject to detention. Additionally, any tardies for the beginning of the school day (excused or unexcused) will be documented. After five such tardies during a semester, all subsequent tardies will be considered unexcused and will warrant disciplinary action. A detention will be assigned for tardies #5-8. Starting with the ninth tardy, a one-day suspension may result per infraction. Any student receiving five suspensions in a school year will be subject to expulsion.

In addition:

- Seven (7) tardies are equivalent to one (1) unexcused absence.
- Three (3) unexcused absences yield a one-day suspension and 2% points are deducted from the student's quarter grade for each course.
- Three (3) unexcused absences for tardies may result in the student being removed from Concordia Prep and/or the loss of credit for some/all courses for the semester in which the tardies occur.

GUIDANCE-SPONSORED COLLEGE/CAREER DAYS

Students may take up to five (5) college/career days. Two days may be used in the Junior year and 3 days may be used in the Senior year. Students may not take all 5 days in one school year. These days may be used for visits to colleges, vocational schools, testing, armed forces recruiting, etc. College/career days must be approved by both the principal and the school counselor and will be counted as an attendance day. These days will not count toward the semester absence limit. **Proof of the visit must be presented to the attendance office and school counselor when the student returns to school or the excused absence will not be counted.** A non-emergency absence form must be filled out at least one-week prior to the day of the college visit. **Juniors** must use college/career days during the first 8 months of the school year and may not use them during the final month of any semester. **Seniors** may use these days during the last month of the school year for prescheduled testing and/or registration at a school to which they have been accepted. Seniors accepted to local colleges with a testing center/registration office open during the evening will be expected to complete testing and registration on non-school time. Students must be academically eligible to take college/career days. Failure to meet these requirements may result in disciplinary action.

FAMILY TRAVEL/TRIPS AND PERSONAL DAYS

Absences during the school year due to family travel, trips, or student personal days should be avoided. For a non-emergency absence to be excused, the parents must notify the school office in writing at least five days before the absence. Non-emergency absences that have not been approved through the correct process will be considered unexcused. (See Appendix X)

One of the greatest roadblocks to academic success is absence from school. Prolonged absence generally results in a substantial decrease in student academic achievement. Therefore, parental permission for such absenteeism does not constitute an excused absence. The administration of Concordia Prep reserves the right to determine whether or not an absence is excused.

STUDENT SERVICES AND PROTOCOL

CHAPEL AND ASSEMBLIES

Weekly Chapel, traditionally held on Wednesday of each week, is a vital aspect of the Concordia Prep community. There are also several assemblies during the school year. Appropriate behavior, decorum, and participation are expected.

HEALTH SERVICES

Concordia Prep provides a registered nurse during school hours. All health services for the school, including the following, are coordinated through the health office:

- Health records are maintained on all students; adaptations are made for those students with special needs when possible.
- Vision and hearing screening is administered yearly by Baltimore County Department of Health to specific grades and referrals made when indicated.
- A certified athletic trainer is provided free of charge by Towson Sports Medicine Clinic on a regular basis throughout the school year. The nurse and athletic trainer coordinate care of injured athletes.
- A Health information column is periodically included in Concordia Prep's Weekly Update.
- A variety of health educational programs are planned each year to encourage good health practices and prevention of illness. Health fairs are scheduled when possible.
- Students who become ill and wish to see the nurse must get a pass from their teacher before reporting to the health room. Students who wish to go home due to illness must first see the nurse and should not call home on their own.

To help in planning for the student's well-being, all new enrollees must submit a physical and dental examination form signed by the doctor and by the dentist. Students participating in any interscholastic athletic activity must submit an annual preparticipation physical evaluation, completed during the summer months prior to the opening of school in August to be eligible for practice or competition. In addition, all students must show proof of proper immunizations to attend school as required by Maryland State Law.

Any medication, including over-the-counter medicines, must have a written order from the physician along with parent authorization to administer in school. Medications must be kept in the health room. Students may not possess any prescription or non-prescription medication on campus, unless it is an emergency medication (EpiPen or inhaler) the the physician has authorized for the student to self-carry.

COUNSELING

The purpose of the counseling program at Concordia Prep is to provide personal, academic, college, and career counseling to students. CPS's goal is to help students achieve success through personal growth. Growth requires struggle, and the counselor at Concordia Prep is available to assist students as they go through this process. All counseling is coordinated through the school counselor. It is not within our realm to provide therapy. Individuals with more pervasive difficulties will be referred to outside agencies for consultation.

DAILY ANNOUNCEMENTS

Daily announcements will be shared via CPS TV or faculty during Advisory and will be posted on the school website and "On Campus." Students may submit items for announcements to their faculty advisor for approval.

LOST AND FOUND

Articles found in and around the school should be turned in to the attendance office where their owners may claim them. Periodically unclaimed items will be given to charity or disposed.

CHANGE

Students should carry change for their daily needs.

VISITORS

Generally, visitors are only permitted if they are considering Concordia Prep as a possibility for their education. Prospective student visits are arranged through the Director of Admissions. Other visitors must make arrangements through the principal or designee. Advance notice must be given and the parents' written consent is required. Visitors should first report to the attendance office and secure a pass for the time they are on campus. Visitors need to provide an official form of identification for an instant background check. All visitors must dress appropriately, in a clean, neat and modest manner.

PARKING LOT PROCEDURE

Students' parents or guardians, not Concordia Preparatory School, are responsible for damages that resulting from driving and parking on school property. Students may not ride in, drive, or sit in any motor vehicle during school hours. Students who violate these rules, or who engage in any unsafe act, may lose the privilege of parking on school grounds.

Parking Regulations:

- Upon arriving at school, vehicles are to be vacated until school is dismissed or special permission is granted by the principal or the principal's designee to leave in the vehicle,
- Driving in a reckless manner is prohibited. Violators of this regulation will be denied permission to operate a motor vehicle on school property.
- Students who wish to park on campus must park in the lower lot. Failure to park in the designated area may result in disciplinary consequences or loss of parking privileges.
- Parking in the service drive or on Concordia Drive is not permitted.
- Loitering/socializing in the parking lot, or in cars, upon arrival or departure is not permitted.
- Students who leave campus without permission are subject to the loss of parking privileges as well as other disciplinary consequences.

All students shall be required to park in an orderly manner. The service drives must be kept clear at all times. Any student vehicle parked inappropriately or in any other area may be towed away at the student's expense. Traffic laws and safety rules must be observed while driving on school property. For the safety of all students, the school administration has the right to take appropriate measures to provide for the safe travel and/or transportation of students to and from school, immediately before or after the school day. Therefore, the administration may take disciplinary action upon receipt of reports of unsafe or reckless driving involving students entering or leaving

campus or within the general vicinity of the school campus. This action may include, but shall not be limited to, the removal of driving privileges. (See Appendix XI.)

Please note that any car parked on school property may be subject to a periodic search by school officials and local authorities.

PICK-UP AND DROP-OFF PROCEDURES

To allow for smooth and swift drop-off and pick-up of students, Concordia Prep requests that parents and guardians remain patient and attentive to the directions provided by staff in charge of traffic supervision. **There is no parking within the entrance plaza during drop-off and pick-up times.**

Morning procedures for dropping off students are as follows:

- The lower parking lot is open for staff, student, parent, and visitor parking.
- Students should be dropped off in the entrance plaza. Do not use Concordia Drive, the service drive, or any other location to allow students to disembark.
- Pull in along the curb and as far forward as possible. Once the curb area is completely filled, cars may form another lane on the left side of the driveway, leaving the center lane completely clear. Do not “double park,” as this creates a safety hazard. Please pay close attention to instructions given by staff members.
- Do not use Concordia Drive, the service drive, or any other location for drop off.

Afternoon procedures for picking up students are as follows:

- Parents picking up students are asked to park for no more than two minutes at a time in the entrance plaza while waiting for their student. They may park for as long as needed in the lower parking lot.
- Pull in along the curb and as far forward as possible. Once the curb area is completely filled, cars may form another lane on the left side of the driveway, leaving the center lane completely clear. Do not “double park” as this creates a safety hazard. Please pay close attention to instructions given by staff members.
- Do not use Concordia Drive, the service drive, or any other location for pick up.

CO-CURRICULAR ACTIVITIES

ELIGIBILITY

If a student wishes to participate in co-curricular activities, that student will meet the following criteria:

- The student will maintain a GPA of at least 70% each quarter.
- The student will have no more than one failure per quarter.

Eligibility is reviewed at the end of each marking period. Grades from the previous quarter are used to determine eligibility for the current season. These eligibility standards also follow the “carry over” rule. This means fourth quarter grades may be used to determine eligibility for the first quarter of the following school year. In cases where credit is recovered through Concordia Prep approved summer courses prior to the beginning of the fall semester, a student may apply for co-curricular eligibility reinstatement.

Students who are ineligible at the close of a quarter will have their eligibility status reviewed at midterms of the next quarter. Any student has the option of requesting an eligibility review two weeks after the issuance date of report cards as published in the school calendar. The student, not coaches, teachers, or administrators, must make this request from the Athletic Director. If an ineligible athlete is deemed to have become eligible, he/she may return to competition beginning on the Monday of the new school week. The student’s eligibility will be reviewed each week through a report form that the student presents to each of his/her teachers for written comments and again when midterm reports are issued to students to determine continual academic eligibility for the present quarter.

A student may not miss a class in which he/she is receiving a failing grade in order to attend a co-curricular activity.

In extraordinary cases, school administration may, upon the recommendation of a faculty member and the student’s parents, ask that a special waiver be awarded. Specific guidelines including but not limited to class preparation, class participation, and academic achievement, will be monitored on a weekly basis by a teacher supervisor. A progress report will be submitted to the principal and athletic director who will decide eligibility on a weekly basis. This waiver may be granted only once during a student’s time at Concordia Prep.

Any student demonstrating serious negative citizenship may be removed from membership in a co-curricular activity. Disciplinary probation or suspension from school is at the discretion of the principal.

The above standards apply to all co-curricular activities. These include athletic teams, drama, choir tours, band tours, and any other school sponsored groups. Questions about eligibility may be directed to the appropriate principal.

ATHLETICS

SPORTS MEDICAL FORMS

A sports medical form must be on file with the school nurse for the current school year in order for participation (practice or competition) in any interscholastic athletic activity. A new physical must be on file each school year before an athlete may attend practice or compete. **Note:** *Student Athletic Handbooks* are available from the Athletic Department.

ATHLETIC AWARDS

Athletic awards are presented to our students at the seasonal athletic awards program.

CLUBS

A variety of clubs meet on a regular basis during the school day on a special schedule. Students are encouraged to become active members in clubs or to help in organizing clubs that pertain to their interests. All clubs need a faculty supervisor and administrative approval. Each year, a list of clubs, meeting locations, and faculty supervisors will be made available to students.

DRAMA

Concordia Prep offers several opportunities for students to participate in theater and forensics (speech and dramatic interpretation). Each spring the drama department puts on a major production, with smaller production offerings in the fall and occasionally in the winter. In addition, students may participate on the forensics team, competing against students from other schools in a variety of areas from oral (dramatic) interpretation to debate and extemporaneous speech. The same eligibility rules apply to students participating in drama as those competing in athletics. There are also several drama course electives as part of the curriculum.

MUSIC

In addition to multiple course offerings for music in the curriculum, students are encouraged to use the musical gifts God gave them in a variety of ways, including a vocal group and worship band which performs in weekly CPS Chapel services. Occasionally, drama and musical groups will also be organized to conduct chapel services at Concordia Prep and at area Lutheran grade schools.

VOLUNTEER ACTIVITIES FOR PARENTS

SAINTS IN SERVICE

This parent organization is a group for parents, teachers, grandparents, friends, and alumni. The purpose of the group is to provide fellowship, education, and support for its members and encouragement and supplemental equipment for the school. Please contact the Main Office for more information and to get involved in "Saints in Service."

MOMS IN TOUCH

This weekly prayer group meets every Friday morning to pray for the needs of students, families, congregations, and the staff of Concordia Prep. Prayer needs may be submitted to the main office.

APPENDIX I

PARENTAL COMMITMENT TO CONCORDIA PREP AND MY STUDENT

As an essential part of the Concordia Prep community working with my son/daughter to assist in his/her academic, social, physical, and spiritual growth, I agree:

1. To do my best to work with Concordia Prep based on the premise that decisions made by Concordia Prep concerning my student, are intended to assist with student growth. I will do my best to begin discussions with a positive premise.
2. To be a daily contributing member of the Concordia Prep community by
 - providing an appropriate place of study for my student;
 - encouraging and supervising a minimum two-hour block of study time for my student;
 - communicating directly with the teacher first or an administrator if appropriate (before discussing the matter with anyone else) when any concern arises with my student;
 - carefully reading letters, fliers, the Concordia Prep Weekly Update, newsletters and other communications from the school;
 - closely monitoring the social activities of my student, including being physically present to supervise any activities occurring at my home to avoid the underage use of alcohol, the use of illicit drugs and the unsupervised freedom which encourages inappropriate sexual behavior
 - supporting the ministry of Concordia Prep and including the school in my daily prayers
 - attending school-related programs for parents
 - making every effort to collect my student within twenty minutes of the conclusion of a school sponsored event
3. To comply with the guidelines established by Concordia Prep (as printed in the *Student-Parent Handbook*) to help maintain an environment of learning and caring that is God-pleasing.
4. Photographs and recording of my student may be used in school projects, programs, and promotional materials. **YES NO** (please circle one)

Student Name: _____ Grade: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

APPENDIX II

CONCORDIA PREPARATORY SCHOOL STUDENT COMMITMENT TO RESPONSIBLE CHRISTIAN LIVING

As an important and vital member of the student body of Concordia Prep School, I agree:

1. to accept the assistance given me by my parents and teachers as they fulfill their obligations
2. to work with my parents and teachers as they assist me in my academic, social, physical, and spiritual growth
3. to comply with the guidelines established by Concordia Prep School (as printed in the *Student-Parent Handbook*) to help maintain an environment of learning and caring that is God-pleasing
4. to follow Scripture when conflict arises in order to help in the building of Christian relationships
5. to treat the teaching/learning process at Concordia Prep with respect by giving my best effort in my daily class work and in my preparation for each academic subject
6. to try my best to be honest with myself and those in authority over me as my first step in beginning to solve problems
7. to find a respectful way to communicate with those in authority over me when I feel they have made a mistake or have treated me unfairly
8. to treat the property and good name of others with respect and further to defend and protect them with my best efforts
9. that, in order to give my best efforts, I will spend a minimum of two hours per day (during the school week) in preparation for my classes
10. that the inappropriate use of God's name, foul language, vulgar talk, and disrespectful behavior is unacceptable at Concordia Prep, and I will actively work toward the elimination of these behaviors in both myself and others
11. that, to lie, cheat, or steal is contrary to God's will for my life; therefore, I will be truthful in my dealings with others including honesty within my academic activities and social contacts
12. that, behavior that intimidates or threatens the well being or good name of Concordia Prep or any individual has no place in a Christian environment, and I agree to abstain from such behaviors
13. that, the use of illegal substances is unacceptable and dangerous to the Concordia Prep community; therefore, I will abstain from the use or possession of such substances
14. that, the possession of any weapon or even the threat to bring a weapon on school grounds or to any school activity is unacceptable and dangerous to the Concordia Prep community; therefore, I agree to abide by the law which prohibits such activity
15. to seek adult intervention (assistance) if I have first-hand knowledge of the involvement of any student or staff member engaging in inappropriate behavior as outlined above

Signature of Student: _____ Date: _____

APPENDIX III

Drop/Add Timetable for Course Changes

The following chart details policies governing course changes in the Upper School. Students and parents may not request a particular subject area teacher when adding or dropping courses. Course change requests may be denied at the discretion of the Registrar in order to maintain the schedule and to balance sections.

Time Period	Credit	Transcript	Credit
Until the end of the second week of school in each semester.	<ul style="list-style-type: none"> - Drop any course - Add one semester, or full-year course - Switch to a different section of the same course 	No notation Course appears on transcript	None Credit
Start of the third week of school year until end of sixth week.	<ul style="list-style-type: none"> - Drop semester course (schedule permitting) - Only one semester course may be dropped after Drop/Add period 	WP- withdrawal with passing mark WF- withdrawal with failing mark ME- withdrawal for medical reasons	None
Start of seventh week until end of tenth week	Student may drop course	WF regardless of grade to date	
Eleventh week until semester/ exam is complete	May not drop course		
Upon completing semester/exam	Change from ADV/Honors to regular section of same course	Courses appear on transcript Final grade is the average of work in both honors and regular classes	Full
After start of Second Semester - semester courses may not be dropped after tenth week in course (schedule permitting)	Full-year courses dropped after the end of the semester/exam	WP- withdrawal with passing mark WM- withdrawal for medical reasons WF- withdrawal with failing mark	
Year-long courses may not be dropped once fourth quarter begins			

APPENDIX IV

Student Honor Pledge

“So, whether you eat or drink, or whatever you do, do all to the glory of God.”
I Corinthians 10:31

Honor Pledge

- I will not improperly give or receive any material or information for any school assignment or test.
- I will not use or submit any material published or presented by any other person without proper citations (plagiarism).
- I will not alter or misuse any academic record.
- I will conduct myself honestly in all academic matters.

As a student at Concordia Prep, I understand and accept my responsibility to uphold the Honor Pledge at all times.

Student Name (Print)

Student Signature

Date

APPENDIX V

PLAGIARISM POLICY

The following Plagiarism Policy has been adopted by Concordia Prep. It is the responsibility of students and parents to read and understand the consequences for plagiarism. Plagiarism is a very serious offense. Copying or paraphrasing material/text from the work of another student, from published sources, and/or from the Internet without proper documentation constitutes academic theft.

Plagiarism: “The unauthorized use of someone else's material, which is then presented as being the result of the plagiarist's own primary research, creative impulse or insight. Plagiarism technically encompasses the borrowing of ideas of others, as well as their exact words...” Laurie Henry, *The Fiction Dictionary*, p. 219.

When a teacher reasonably believes, based upon significant evidence, that a student has plagiarized part or all of an assignment or infringed upon copyright protection, the teacher shall evaluate the nature and extent of the plagiarism or copyright infringement, advise the student of the existence of the violation, and advise the student that he or she is, or may be, subject to the following penalties:

VIOLATION	PROCEDURE	RESULTING PENALTY
First offense	Teacher reports the plagiarism on a conduct report. It will be included in your discipline record.	The student may earn a zero for the work in question. A conference will be held with the guidance counselor or with the Dean of Students. The parent(s) will be notified of the incident.
Second offense	Teacher reports the plagiarism on a conduct report. It will be included in the student's discipline record.	The student will earn a zero for the work in question. The Dean of Students will determine a disciplinary action which may include suspension. The parent(s) will be notified of the incident and the disciplinary action. If the student is suspended, a parent conference must be held before the student may return to school.
Third offense	Teacher reports the plagiarism on a conduct report. It will be included on the student's discipline record.	The student will earn a zero for the work in question. The Dean of Students or designee will process the student's suspension, which may be a multiple day suspension, from school as warranted. Student will receive a failing grade for the course for the semester. Parent(s) will be notified of the incident, of the student's suspension, and that the student will receive an "F" for the semester. The required parent conference will be held before the student may return to school.

APPENDIX VI

Concordia Preparatory School Technology Acceptable Use Policy

Student Name _____ Grade _____
(Please Print)

Concordia Preparatory School students are expected to use school resources in a manner consistent with the philosophy of the school. All Concordia Preparatory School technology systems and the information stored on them are governed by school policies and are subject to school supervision, inspection, and monitoring. Students are expected to use school resources in a considerate, ethical, moral, and legal manner. Any student who violates this policy is subject to disciplinary action and a loss of technology privileges.

Additionally, the following activities may result in permanent loss of technology privileges at Concordia Preparatory School:

- Attempting to bypass the web proxy-server and/or firewall
- Downloading music and/or software
- Visiting sites of questionable content
- Saving any copyrighted material (music files, mp3, etc.) to the school network
- Saving videos or music to the school network
- Using the network/computer ID of another student or teacher
- Deliberately altering computer settings
- Modifying or damaging network/computer hardware, including keyboards, mice, screen settings, screens, etc.
- Playing games or watching videos on the Internet without specific instructor permission
- Listening to music without prior, written permission
- Using any technology without permission from a teacher and for an educational purpose
- Other, non-school related activities

Student Signature

Parent Signature

Date

Date

APPENDIX VII

**STUDENT GOVERNMENT ASSOCIATION
CANDIDATE NOMINATION FORM**

Your Name: _____

Office desired: _____

Endorsements:

Class Advisor (teacher):

1. _____

Two teachers from whom you are currently taking a course:

1. _____

2. _____

Five students from your current grade:

1. _____

2. _____

3. _____

4. _____

5. _____

Requirements (in addition to the above) for SGA and class officers:

6. Candidates must hold a cumulative GPA of 2.67 or greater.
7. Candidates must exhibit the qualities expected of a Concordia Preparatory Student.
8. Candidates must have shown previous interest by serving on a committee or participating in a class activity.
9. Candidates must present the completed nomination form with the proper number of teacher and student signatures. One of the signatures must be an advisor from the present class. If a student is running for a 10th grade office, the 9th grade advisor must sign the form.
10. Candidate endorsements must be from the candidate's current grade.

APPENDIX VIII

DRESS CODE FOR DANCES AND SOCIAL ACTIVITIES

GENERAL ATTIRE REQUIREMENTS

Students are expected to be clean and neat in their personal appearance, observing standards of modesty and good taste. Clothing should be clean, hemmed, and in good repair (no torn clothing). Clothing displaying offensive or sexually suggestive graphics, or anything related to tobacco products, alcohol, or illegal drugs, is not permitted. Any interpretation and judgment in these matters lies with school personnel supervising the dance or social activity. Please see the appropriate Administrator if questions arise.

FOR ALL DANCES IN THE CPS GYMNASIUM: High-heeled shoes may *not* be worn in the gymnasium, even when floor mats are used, because the heels damage the wooden gymnasium floor. Wedge heels and flats *may* be worn. For student safety, flip-flops, whether dressy or not, are **NOT allowed.**

BOYS:

- Wear tucked in, sleeved shirts.
- Wear pants (short or long) secured at the waist (shorts must be dress style, not athletic or team shorts).
- Wear shoes at all times and remove hats for the duration of the dance.

GIRLS:

- Refrain from wearing overly tight (spandex) pants or shorts, as well as shorts, skirts, and dresses shorter than the midpoint between the crease of the upper leg and top of the knee.
- If a dress has a slit, the slit should end above the midpoint between the crease of the upper leg and the top of the knee.
- Wear blouses, dresses, and tops which have straps or sleeves, and which are **NOT** low cut, off the shoulder, or showing bare back or midriff.
- Wear shoes at all times and remove hats for the duration of the dance.

ADDITIONAL DANCE ATTIRE REQUIREMENTS

Casual Dances: General dress guidelines.

Semi-Formal: In addition to the general dress guidelines, **BOYS** must wear a shirt, tie, and full-length dress pants, with or without a sweater/sweater vest. **GIRLS** must wear either dress pants and appropriate top, or floor-length, knee-length or cocktail-length dress. Spaghetti and strapless dresses are allowed, with **NO** visible midriff, bare back, or laced-up dresses, or dresses with high slits (see above).

FOR BOYS and GIRLS: No shorts, no blue jeans, no athletic shoes, no sagging clothing, and no hats.

Formal: In addition to the Semi-Formal guidelines, appropriate **BOY'S** attire includes suits and tuxedos with dress shoes. Appropriate **GIRL'S** attire includes semi-formal and formal outfits with dress shoes. Follow general guidelines above regarding length, slits, etc. Formal dresses may **not** show bare midriff or sides, and must have three inches of material from the natural waistline in the back. Spaghetti and strapless dresses are allowed. Transparent material must have lining fabric beneath.

FOR BOYS and GIRLS: No shorts, no blue jeans, no athletic shoes, no sagging clothing, and no hats.

Dance Attire: For the duration of the dance, students are expected to remain in compliance with the standards of dress stated above.

APPENDIX IX

SENIOR FREE PERIOD

Senior Early Release Policy and Permission Form 2017-2018 School Year

The following rules are in effect regarding the Senior Early Release Policy:

- Students must either leave school property or be in an approved location. Loitering in the parking lot and/or wandering around the school building or school grounds are not permitted. Such actions, and any other actions deemed inappropriate by school personnel, may lead to revocation of this privilege, for the offending student and possibly for all students participating in this privilege.
- Class Eight attendance will not be taken for students participating in this program.
- The school will not be liable for student activity during this free period. By signing this permission form, you are assuming responsibility and liability for your son/daughter’s actions during this time. This is a choice that you as a parent/guardian have. If the form is not approved and signed by parent(s)/guardian(s) and the student is not already assigned to a specific class, the student will be assigned to a study hall during Class 8.
- School Administration reserves the right to make any changes and/or additions to this policy at its discretion.
- Students participating in the Class Eight Free Period must sign-out in the office daily when departing school before 3:00.

I understand that my son/daughter is a senior who has last period free. I further understand that school policy allows a senior with such a schedule to be off campus during this time period. I hereby give permission for my son/daughter to exercise his/her option to be off campus during this time period.

I understand the rules of this policy and take total and complete responsibility and liability for the actions and activities of my son/daughter during this free period, both on and off campus.

Parent/Guardian name (printed) _____ Date: _____

Parent/Guardian signature _____ Date: _____

Parent/Guardian name (printed) _____ Date: _____

Parent/Guardian signature _____ Date: _____

Student name (printed) _____ Date: _____

Student signature _____ Date: _____

APPENDIX X

NON-EMERGENCY EXCUSED ABSENCE

A written request for a non-emergency excused absence must be made to the Principal at least five (5) school days before the first day of the requested absence. While Concordia Prep School recognizes that there may be a need for a student to be absent from school for reasons other than illness, we discourage this practice. However, if a situation arises, the student must follow the procedure below.

1. **Student** fills out **Section One**. Parent and student sign the bottom of the form.
2. **Student** acquires the signatures of all teachers in **Section Two**.
3. **Student** delivers the completed and signed form to the Principal, who will forward it to the Attendance Office.

SECTION ONE:

_____ Student's Name	_____ Grade
_____ Date(s) of Requested Excused Absence	
Reason for absence (please explain): _____ _____ _____	

SECTION TWO:

CLASS	SUBJECT	EXCUSED YES/NO	TEACHER'S SIGNATURE
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____

If one or more teacher indicates a concern about a student's absence, the student will be notified by the school office; an appointment will be set for the student to speak with the Upper School Principal and/or the teacher(s) regarding the concern(s). The Administration of Concordia Prep reserves the right to determine whether such an absence is excused or unexcused.

PARENTS PLEASE NOTE: The student is responsible to make up all school work as stated in the *Upper School Parent-Student Handbook*. If the work is not made up according to this schedule, or if the absence is unexcused, the student will receive zeros for the missed work. **IMPORTANT:** Return the completed form to the Principal no less than FIVE (5) school days prior to the first excused absence date. Failure to do so may result in the absence being considered unexcused (see above).

Parent Signature	Date
Student Signature	Date
Principal Signature	Date

APPENDIX XI

Parking Contract 2017-2018

Students must read and complete all of the following information. A parent or guardian and school principal or designee must sign the permission slip in order for it to be valid. Please list the Year, Make, and Model of all vehicles the student will be bringing onto the CPS Campus.

Name of Student: _____ Grade: _____

Year, Make and Model of Vehicle 1: _____

Color: _____ License Plate #: _____

(If Needed)

Year, Make and Model of Vehicle 2: _____

Color: _____ License Plate #: _____

(If Needed)

Year, Make and Model of Vehicle 3: _____

Color: _____ License Plate #: _____

- The school reserves the right to restrict parking to designated areas and will enforce those restrictions on a daily basis. Students who fail to observe parking regulations may lose the privilege of having a vehicle on campus.
- Drivers must observe all traffic direction signs and speed regulations, and drive with great caution at all times. Pedestrians always have the right of way on the Concordia Prep campus.
- Offensive bumper stickers, decals, etc. may not be displayed on vehicles.
- Students may not enter the school parking lot or their vehicles during the school day without permission from the Upper School office. Students may not leave campus in vehicles once they arrive at school without first signing out in the upper school office, with parent permission.
- In general, students who are participants in an off-campus, school-sponsored event are not allowed to drive their own vehicles nor ride with another student to or from the event. Under special circumstances students may seek permission from the principal or designee.
- Parking is allowed only in areas designated for student use. Spaces reserved for handicapped parking must be respected.
- Students who fail to abide by the rules governing vehicle use on the campus will face the suspension or revocation of driving privileges, and/or other disciplinary action.
- Music may not be played in a loud manner, nor may it be profane, crude, obscene, or offensive.

I request permission to drive to school and park my vehicle on the Concordia Prep campus. I agree to drive in a safe and courteous manner at all times. I will obey the rules of Concordia Prep School's Parking Contract at all times. I realize that violation of these rules will lead to the suspension or revocation of driving privileges, and other disciplinary action. I acknowledge that I park at Concordia Prep at my own risk and Concordia Preparatory School is not responsible for damages that could incur to my vehicle while on Concordia Prep's campus. I understand the responsibilities associated with driving to school and using Concordia Prep's parking area.

Student Signature

Date

I give permission for my child to drive to and from school and use Concordia Prep's parking area. I understand that this permission is contingent upon my child obeying the rules governing student use of vehicles on campus.

Parent Signature

Date

Upper School Principal/Designee

Date

APPENDIX XII



**Concordia Preparatory School
Senior Off-Campus Lunch Form**

Concordia Prep seniors are given the privilege of going off-campus for lunch during lunch and advisory time. Off-campus lunch will occur on regular schedule days. Seniors may not leave for lunch on days with no Advisory period, such as Chapel or Two-hour delays, nor on days when class meetings are scheduled.

The privilege of leaving campus for lunch is reserved for students who are classified as seniors and meet the following criteria:

- Parent Permission Form is signed and on file.
- Student is academically eligible to participate in activities.

Students transporting other students without appropriate permission, bringing outside food on campus, or violating any other school policies and/or procedure, may have their off-campus lunch and/or driving privileges revoked, as determined by the principal or designee. While off-campus, students are not under the supervision of Concordia Prep personnel; however, CPS students are expected to behave appropriately.

Other CPS off-campus policies:

- Students must sign in and out in the main office.
- Students may not loiter in the parking lot.
- Students who return early should return to advisory period.
- Students who are tardy returning from off-campus lunch may lose this privilege.
- Students may not bring off-campus food into any Concordia Prep building.

I, as the parent or legal guardian of _____, give him/her permission to leave Concordia Preparatory School campus during his/her assigned lunch period according to the above stated criteria. By granting this permission, I understand that my child may drive, transport other students, and/or be transported by other students off-campus during his/her assigned lunch period. I understand that Concordia Preparatory School is not responsible or liable for the actions or events that may occur while my child is off-campus. I understand this privilege may be revoked at any time at the discretion of an administrator.

Student Signature

Date

Parent/Guardian Signature

Date

Seniors: Please return this form to the school office.

APPENDIX XIII

Acknowledgement of Policies of Concordia Prep

I, (print student's name) _____
have read and consent to the policies of the *Concordia Prep Upper School Student-Parent Handbook 2017-2018*.

Student Signature: _____ Date: _____

I, (print parent's name) _____
have read and agree to consent to the policies of the *Concordia Prep Upper School Student-Parent Handbook 2017-2018*.

Parent Signature: _____ Date: _____

Items to sign/complete and return to the Main Office:

- ___ Parental Commitment Form (App. I)
- ___ Student Commitment Form (App. II)
- ___ Student Honor Pledge (App. IV)
- ___ CPS Technology Acceptable Use Policy (App. VI)
- ___ Senior Free Period – *seniors only* - (App. IX)
- ___ Parking Contract – *student drivers only* – (App. XI)
- ___ CPS Senior Off-Campus Lunch Form – *seniors only* – (App. XII)
- ___ Acknowledgement of Policies of CPS (App. XIII)

Please remove this form from the Handbook and return it to the school office.

Helpful CPS Phone Numbers

Absentee Line 410-825-2323 ext. 229

Weather Hotline 410-825-2323 *500

Athletic Hotline 410-825-2323 *400

School Nurse 410-825-2323 ext. 244

Athletic Director 410-825-2323 ext. 238

Guidance 410-825-2323 ext. 235

EDP 443-465-3771