

OUR HISTORY

Concordia College was originally founded in 1921 with the purpose of preparing young men for the preaching and teaching ministries of the Lutheran Church. In more than eight decades of service, Concordia has developed into a co-educational degree-granting institution known as Concordia University College of Alberta and an academic High School. Concordia High School accepts applications from all prospective students who demonstrate that they can benefit from the programs at Concordia.



OUR MISSION

It is the mission of Concordia High School to offer a quality education in a Christian context while sharing the Gospel of Jesus Christ, aiding students to develop a sense of vocation and preparing them for leadership in the world.

OUR VALUES AND VISION

Concordia High School, in keeping with its mission, values:

- the Gospel of Jesus Christ as the cornerstone of all its endeavours,
- the uniqueness, the potential, the integrity, and the well-being of each student,
- the opportunity for spiritual growth and enrichment,
- the opportunity for students to establish and nurture lifelong friendships, and
- the importance of encouraging all to use their knowledge and skills for the benefits of others.

Concordia confidently looks to the future by committing itself to:

- the highest standards of excellence in education, spiritual care and service,
- the goal of integrating the Christian faith with every area of teaching and learning,
- the ongoing improvement of the safety, security, health, and wholeness of every member of the Concordia community,
- the continuing search for ways to instil in the student the joy of learning, and
- the preparation of graduates who will serve the church and society as dedicated leaders, responsible citizens and competent professionals.

II. GENERAL INFORMATION

A. HIGH SCHOOL STAFF – 2009/2010

	<u>Phone</u>	<u>Room</u>	<u>E-Mail</u>
Gilbert Allan (Creative Director)	479-9223	H223C	gilbert.allan@concordia.ab.ca
Alan Fiebich (Athletic Director, CALM, P.E., Career Counselling, ESL)	479-9381	H203	alan.fiebich@concordia.ab.ca
Dave Eifert (Principal)	479-9391	H223A	david.eifert@concordia.ab.ca
High School Office (Attendance, Inquiries)	479-9390	H223	hsoffice@concordia.ab.ca
Gloria Elliot (Art)	479-9383	H313	gloria.elliott@concordia.ab.ca
Irene Keogh (Social Studies, Service Learning)	479-9380	H302	irene.keogh@concordia.ab.ca
Jenny Kim (Math)	479-9387	H303	jenny.kim@concordia.ab.ca
Michelle Chartier (Chemistry, Info Pro - Semester II)	479-9387	H303	michelle.chartier@concordia.ab.ca
Keith Kruse (Assistant Principal, Religious Studies)	479-9392	H223B	keith.kruse@concordia.ab.ca
Karen Lyons (Administrative Assistant)	479-9390	H223	karen.lyons@concordia.ab.ca
Carol Schmitke (Biology, Math Prep, Religion, Science 10, Info Pro)	479-9386	H309	carol.schmitke@concordia.ab.ca
Franco Imbrogno (Science, Drama)	479-9384	H310	franco.imbrogno@concordia.ab.ca
Amy Sanders (Chemistry, Biology, Calculus)	479-9389	H307	amy.sanders@concordia.ab.ca
James Park (English)	479-9382	H314	james.park@concordia.ab.ca
Jordan Van Biert (Choir)	479-9379	H203	jordan.vanbiert@concordia.ab.ca
Wayne Youngward (French, Physics, Student Council)	479-9385	H311	wayne.youngward@concordia.ab.ca



2009-2010 Academic Calendar

August – 2009

- 19 Returning Grade 12's: Course changes / Textbooks
- 20 Returning Grade 11's: Course changes / Textbooks
Residence students move into Dorms
- 21 Orientation for New Students
- 24 **Classes Begin - All Students**

September

- 1 *Last Day to add Semester I Courses*
- 7 Labour Day Holiday
- 11 Fall Celebration (6:00-7:30pm)
- 14 7th Annual Golf Classic
- 14 No Classes
- 18-19 * Men's & Women's Volleyball Tournament

October

- 8 Parent/Teacher Interviews (5:00-8:00 pm)
- 9 No Classes (Students)
Professional Development (am – Faculty)
Parent/Teacher Interviews (1:00-3:00 pm)
- 12 Thanksgiving Day Holiday
- 13 *Last day to withdraw from Semester I Courses*
- 23 End of First Quarter
- 29 Report Cards issued
- 30 No Classes

November

- 4 & 5 Graduation Pictures
- 11 Remembrance Day Holiday
- 13* Graduation Fundraising Dinner & Silent Auction

December

- 4 No Classes
- 4-5 * Women's Basketball Tournament
- 11-12 * Men's Basketball Tournament
- 18 Christmas Vacation Begins (2:30 pm)

January - 2010

- 4 Classes Resume
- 6 *Last Day to withdraw from Full Year Classes*
- 7-8 Semester I School Awarded Exams
- 11 New Student Orientation (am)/Timetable Changes/ Textbook Purchases – No Classes
- 12 **Semester II begins**
- 14-28** Provincial Exams
- 14 Report Cards Issued (Semester 1)
- 14 9:00-11:30 am-English 30-Part A
- 15 9:00-11:00 am -Social Studies 30-Part A
- 19 *Last Day to add Semester II Courses*
- 19 9:00-10:00 am- Math 30 -Part A
1:00-3:00 pm - Math 30-Part B

January – 2010 (continued)

- 20 9:00-10:00 am - Chemistry 30-Part A
1:00-3:00 pm - Chemistry 30-Part B
- 21 9:00-10:00 am - Biology 30-Part A
1:00-3:00 pm - Biology 30-Part B
- 22 9:00-10:00 am - Physics 30-Part A
1:00-3:00 pm - Physics 30-Part B
- 26 9:00-11:30 am - English 30-Part B
- 27 9:00-11:00 am Social Studies-Part B
- 29 No Classes

February

- 12 No Classes (Students)
Professional Development (am-Faculty)
Parent/Teacher Interviews (1:00-6:00 pm)
- 15 Family Day Holiday
- 26 *Last day to withdraw from Semester II Courses*

March

- 12 No Classes
- 18 Open House (6:00-9:00 pm)
- 20 Open House (10:00 am – 2:00 pm)
- 19 End of Third Quarter
- 25 Report Cards Issued
- 26 Spring Break Begins (2:30 pm)
- 28 Mission Trip to Mexico (Return April 4)

April

- 12 Classes Resume
- 15* Badminton Conferences
- 15 Open House (6:00-9:00 pm)
- 20 Spring Awards

May

- 7 No Classes
- 22 Graduation
- 24 Victoria Day Holiday
- 26-28 Semester II School Awarded Exams

June - 2010

- 14-29** Provincial Exams
- 14 9:00-11:30 am-English 30-Part A
- 15 9:00-11:00 am-Social Studies 30-Part A
- 17 9:00-10:00 am-Math 30-Part A
1:00-3:00 pm-Math 30-Part B
- 18 9:00-10:00 am-Biology 30-Part A
1:00-3:00 pm-Biology 30-Part B
- 22 9:00-10:00 am Physics 30-Part A
1:00-3:00 pm Physics 30-Part B
- 23 9:00-10:00 am-Chemistry 30-Part A
1:00-3:00 pm- Chemistry 30-Part B
- 25 9:00-11:30 am-English 30-Part B
- 28 9:00-11:00 am Social Studies 30-Part B

* Tentative Dates for Events

** Dates/Times of Diploma Exams subject to change: confirm at www.education.gov.ab.ca

SEMESTER I

Block	Course	Room	Instructor
1	Math 10 Prep	309	CS
	Math 10 (Pure)	303	JK
	French 20	311	WY
	English 20-1	314	JP
	Chemistry 30	307	AS
2	Math 10 Prep	309	CS
	Math 10 (Pure)	303	JK
	French 20	311	WY
	English 20-1	314	JP
	Chemistry 30	307	AS
3	Science 10	310	CS
	Math 20	303	JK
	Physics 20	311	WY
	English 30	314	JP
	Social Studies 30	302	IK
4	Science 10	310	CS
	Math 20	303	JK
	Physics 20	311	WY
	English 30	314	JP
	Social Studies 30	302	IK
6	Choir 10/20/30	203	TBA
	ESL	203	AF
	Art 20	313	GE
	Chemistry 20	311	WY
	Religion 30	314	KK
	CTS	220	IK/DE
7	Art 10	313	GE
	Chemistry 20	311	WY
	CALM	203	AF
	Drama 10/20/30	204	FI
	Religion 20	310	KK
8	PE 10	203	AF
	Biology 20	309	CS
	Social Studies 20	302	IK
	Math 30	303	JK
	Biology 30	307	AS
9	PE 10	203	AF
	Biology 20	309	CS
	Social Studies 20	302	IK
	Math 30	303	JK
	Biology 30	307	AS

SEMESTER II

Block	Course	Room	Instructor
1	English 10	314	JP
	Math 10 (Pure)	303	JK
	Biology 20	309	CS
	Social Studies 20	302	IK
	Biology 30	307	AS
	Physics 30	311	WY
2	English 10	314	JP
	Math 10 (Pure)	303	JK
	Biology 20	309	CS
	Social Studies 20	302	IK
	Biology 30	307	AS
	Physics 30	311	WY
3	French 10-3y	311	WY
	Math 20	303	JK
	PE 30	203	AF
	Art 30	313	GE
	English 30-1	314	JP
	Math 31	307	AS
4	French 10-3y	311	WY
	Math 20	303	JK
	PE 30	203	AF
	Art 30	313	GE
	English 30-1	314	JP
	Math 31	307	AS
6	Art 10	313	GE
	Choir 10/20/30	203	TBA
	CALM	310	AF
	Religion 20	314	KK
	French 30	311	WY
	Social Studies 30	302	IK
	Info Pro	220	CS
7	Religion 10	309	CS
	Info Pro	220	MC
	Drama 10/20/30	204	FI
	French 30	311	WY
	Religion 30	203	KK
	Social Studies 30	302	IK
8	Social 10	302	IK
	Chemistry 20	309	MC
	English 20-1	314	JP
	Chemistry 30	307	AS
	Math 30	303	JK
9	Social 10	302	IK
	Chemistry 20	309	MC
	English 20-1	314	JP
	Chemistry 30	307	AS
	Math 30	303	JK

E. Programs of Study

1. ALBERTA HIGH SCHOOL DIPLOMA GRADUATION REQUIREMENTS

To attain an Alberta High School Diploma, a student must:

-Earn a minimum of 100 credits according to the following criteria:

-Complete and meet the standards of the following courses:

English Language Arts 30-1 or 30-2 or Francais 30 or 33

Social Studies 30 or 33

Math 20 or 23 or 24

One of Science 20 or 24, Biology 20, Chemistry 20, or Physics 20.

Note: Successful completion of a diploma examination is required for English Language Arts 30 or Francais 30 and Social Studies 30 or 33

Note: For those taking Mathematics 30 and 30 level science courses, successful completion of a diploma examination is required. However, successful completion of these courses is not a condition of Alberta High School Diploma graduation requirements.

-Complete and meet the standards of the following:

Physical Education 10 (3 credits)

Career and Life Management (CALM) (3 credits)

10 credits, in any combination from:

Career and Technology Studies (CTS)

OR

Fine arts or second languages

OR

locally developed/acquired and authorized courses in CTS, fine arts or second languages

-Earn, in addition to English Language Arts 30 or 33 and Social Studies 30 or 33,

10 credits in any 30-level courses, including:

locally developed/acquired and authorized courses

6000 series courses (advanced level) in career and technology studies or 35-level work experience*

2. CONCORDIA HIGH SCHOOL - PROGRAMS OF STUDY

<u>GRADE 10</u>	<u>CREDITS</u>	<u>GRADE 11</u>	<u>CREDITS</u>
Core:		Core:	
Religious Meanings 20	3	Religious Ethics 20	3
Physical Education 10	5	English 20-1	5
English 10-1	5	Social Studies 20	5
*Mathematics 10 (Pure)	5		
Science 10	5	At least one of:	
		a) French 10 (3 Year)	5
		b) French 20 (3 Year)	5
		c) French 30 (3 Year)	5
At least one of:		At least two of:	
a) French 10 (3 Year)	5	a) Biology 20	5
b) French 20	5	b) Chemistry 20	5
CALM	3	c) Physics 20	5
Service Learning	25 hrs	Service Learning	25 hrs

Fine Arts:
 At least one of:
 a) Art 10 3
 b) Drama 10 5
 c) Choral Music 10 3 or 5

Fine Arts & Physical Education:
 At least one of:
 a) Art 20 3
 b) Drama 20 5
 c) Choral Music 20 3 or 5
 d) Physical Education 20 5

Options:
 Information Processing (variable)

Options:
 Information Processing (variable)

*Students with Grade 9 Math below 65% are strongly encouraged to take Math 10 Prep in Semester I.

CTS modules will be available in conjunction with selected core academic courses. These modules are optional and are normally valued at one credit (see teacher for more information).

Minimum credits in Grade 10: 38

- (1) Credits in music may be available to students engaged in private lessons under a recognized program of studies. Please consult the Principal/Assistant Principal for details.
- (2) All students beginning their grade 10 or 11 program at Concordia High School are required to complete a minimum of 3 credits of CTS information Processing course prior to graduating.

Minimum credits for Grade 11: 38

Students taking 3 sciences may have the Fine Arts/Physical Education requirements modified by the Principal/Assistant Principal.

<u>GRADE 12</u>	<u>CREDITS</u>
Core:	
World Religions 30	3
English 30	5
Mathematics 30	5
Social Studies 30	5
At least one of:	
a) Biology 30	5
b) Chemistry 30	5
c) Physics 30	5
At least one of:	
a) French 30	5
b) Mathematics 31	5
c) Drama 30	5
d) Art 30	5
e) Physical Education 30	5
f) Choral Music 30	5
g) Service Learning	25 hrs

- NOTES: - Minimum credits in Grade 12: **28**
- Students must take at least two of the following courses:
 - Biology 30, Chemistry 30, Physics 30, French 30
 - French Language Arts 30, Mathematics 31.
 - Students may be able to take one or more University courses in their grade 12 year. (Consult with Principal or Assistant Principal if you are interested in this option.)
 - *Work experience or Registered Apprenticeship Program (RAP). Credits may be available to students who are working in part-time jobs after school hours or during school vacation breaks. Contact the principal for details.

CONCORDIA HIGH SCHOOL CERTIFICATE

Students who have successfully completed the above requirements will receive a Concordia High School Certificate in addition to their diploma from Alberta Education. All exceptions to the above requirements must be approved and documented by the school administration.

3. PARTICIPATION IN GRADUATION CEREMONIES

In order to participate in the Graduation Exercises, a student must have:

- i. Completed a minimum of 80 credits by the end of Semester I in the year of intended graduation
- ii. Completed required service learning hours for each year of attendance
- iii. Cleared all accounts (education/tuition-related, books, library fines)

4. COURSES AT CONCORDIA UNIVERSITY COLLEGE OF ALBERTA

Grade 12 Students are encouraged, where their timetable permits, to schedule a university course in their program. Concordia High School will only allow students with an average of 65% and no single mark below 55% to consider this option. (Average is based upon midterm in Semester I or Final marks in Semester II of the previous year.)

F. REGISTRATION

(Students must re-enroll each academic year.) Information and re-enrollment forms are distributed in the Spring. To re-enroll for the following school year, a student must have a 60% average, with no mark below 55% in the following courses:

- a) Religion
- b) English
- c) Mathematics
- d) Social Studies
- e) A Science Course
- f) A Matriculation Course or P.E.

- Note:
- (a) Students who achieve a mark lower than 65% in Math 20 will be registered in full year Math 30 for the following year.
 - (b) Any exceptions to the above re-admission requirements must be approved by the School Administration.

G. DIPLOMA EXAMS

- (1) Students who are registered in a diploma course are automatically registered to write the diploma examination at Concordia High School.
- (2) Rewrites: Students who are planning to rewrite a diploma examination must complete a rewrite registration form and pay a \$25.00 (plus GST) fee to Alberta Education for each exam. Forms are available from the school secretary. Deadlines apply.
- (3) Special accommodations: Students with diagnosed learning needs can apply for special accommodations when writing diploma exams. An application must be filed with Alberta Education at least three months prior to the exam. Each application must include a recent (no older than 3 years) report from a medical doctor, psychologist, or recognized educational testing service. The report should contain specific recommendations that would assist the student. (For example, a counselor might recommend that a student receive additional time to assist in processing exam questions). Deadlines apply.

NOTE: A separate application must be filled out each semester.

H. COURSE CHANGES

All registration changes must be approved by the High School Administration. New courses may be added only during the first six days of each semester. Withdrawals from single semester courses can be made up to one week prior to the mid-term of the course. Exact dates for all changes are included in the academic calendar.

I. PROGRESS REPORTS

1. Report Cards are issued four times annually. These reports include numerical grades, class averages, brief instructor comments or library fines.
NOTE: In the case of unpaid student accounts, Report Cards may be withheld.

2. Students Achieve
Concordia High School is offering parents an opportunity to utilize a powerful new tool in their classes called **Students Achieve (SAS)**. Students Achieve is a web enabled software application designed for parents to provide a portal into the classroom. Students Achieve enables you to monitor your child's daily lessons, marks, attendance, and behaviour.

A significant improvement in performance was consistently noted when parents accessed the Students Achieve website on a regular basis. Students and parents who frequently accessed the site to monitor classroom and academic progress made academic gains of as much as 20 %.

To Access the SAS Site, please follow the following steps carefully:

1) Provide the school with a valid e-mail address. This can be sent to school coordinator Amy Sanders, e-mail: amy.sanders@concordia.ab.ca

2) Point your internet browser to http://www.studentsachieve.com/SASPublicWeb_1

3) Navigate to the Student/Parent site (usually done by clicking the button under the logo)

4) Important: If a Message Box comes up saying that you are entering a secure site click "yes" or "ok" (to ensure secure access)

5) If you and/or your spouse's name appears below in the login box below, enter your current Login Name and password in the login screen as indicated in the picture to the right.

6) If your name or your spouse's name doesn't appear in the login list box below, then you may add yourself to the system by clicking the "Add a new parent" button as indicated in the picture to the right. This will allow you to add an account for yourself by using "the student's" login info (which should appear in the login list box below)

7) Once you're in, please ensure you enter a valid Email address as this will be the primary means of direct communication that your child's teachers will use.

If you have trouble accessing the site, please make sure you are following the instructions properly. If you continue to have problems, please contact the Help Desk at: helpdesk@studentsachieve.com

Your child's teachers will monitor whether you've been accessing the site while tracking their progress. If you do not wish to participate in this opportunity, simply do not follow the above steps to activate your account.

J. WITHDRAWAL FROM SCHOOL

Students who withdraw from the high school are required to fill out a withdrawal form and meet with the Assistant Principal. Any fee refunds will be in accordance with the Refund Policies as outlined on the Financial Information page of the application package (see website).

K. FINANCIAL AID AND STUDENT AWARDS

1. Tuition Reduction

Students registering in Grade 10 may be eligible for a tuition reduction for every year they are continuously registered in the High School. The rates are as follows:

- a) Up to 50% reduction in tuition for a student who has a sibling currently enrolled in the High School and that sibling has been continuously enrolled since Grade 10.
- b) Up to 25% reduction in tuition for a student who has a sibling that has graduated from the High School and that sibling had been continuously enrolled for three full years.
- c) Up to 50% reduction in tuition if either parent is a full time permanent Lutheran Church worker.

The reductions cannot be combined with each other or with any previously existing reductions. The tuition reduction is in the form of a grant awarded by application only. Application forms for tuition reduction are available at the Main Office.

2. Joint Tuition Rates Between Concordia High School and Faith Lutheran School

- Concordia High School
 - 1st child \$5450
 - 2nd child 50% if the first child began in Grade 10 and still enrolled
 - 3rd child 25% reduction if first child began in Grade 10 and Graduated from Concordia High School same as for 2nd child
- Faith Lutheran School*
 - 1st child \$2600
 - 2nd child \$2400
 - 3rd child \$700
 - 4th child negotiable
- Children in Both Schools*
 - Two children \$5670
 - Three children \$6195
 - Four or more \$6405

* To be ratified by Faith Lutheran School Board

3. Awards and Scholarships

Financial Aid

A limited amount of financial aid is available to families. Amounts will depend upon the number of applicants and the financial need of each applicant. Applications are available at the school office. Deadline for application is July 31st.

Alexander Rutherford Scholarship for High School Achievement

Value: Up to \$2500 Number: Varies
Criteria: Based on academic achievement in grades 10, 11, and/or 12, minimum 75% average required in five designated matriculation subjects. Up to \$400 is available for grade 10, \$800 for grade 11 and \$1300 for grade 12 qualified students.
Apply: Spring of Grade 12. Applications are available in the office.

Top Student Award

Value: \$100 Number: Three (one per grade)
Criteria: Academic excellence; highest academic student in each grade. No application necessary.

Carpe Diem Scholarship

Value: \$100 Number: One
Criteria: Grade 10 student returning for Grade 11, campus involvement and leadership, Christian character, citizenship, all round student.

Alumni Memorial Scholarship

Value: Varies Number: One
Criteria: Grade 11 student returning for Grade 12, academic excellence, average of 70%, campus leadership, Christian character.
Donor: Concordia High School Alumni Association

Student of the Year Award

Value: \$100 Number: One
Criteria: Chosen by student body, campus leadership, involvement in campus activities, Christian character, academic excellence.
Donor: Concordia High School Student Council.

Daniel Ares Memorial Scholarship

Value: Varies (2007 Award \$500.00) Number: One
Criteria: Grade 11 student who shows significant improvement and perseverance academically between grade 10 and 11.
Donor: Ares Family

Rev. Don Unterschultz Citizenship Award

Number: One
Criteria: High School student who promotes good citizenship by outstanding contribution to school spirit.
Donor: Unterschultz Family

Harold F. Witte Scholarship

Value: Varies Number: One
Criteria: Grade 12 student entering Faculty of Science at Concordia University College of Alberta for the following year, Christian character and academic excellence.

Donor: Witte Family

E.C. Gergens Bursary

Value: Varies

Number: One

Criteria: Grade 12 student entering Concordia University College of Alberta in the fall following graduation, Christian commitment.

Donor: Gergens Family

Entrance Awards

Eifert Family Bursary

Value: \$500

Criteria: Grade 10 student who demonstrates financial need has shown Christian leadership and has demonstrated average to above average grades as evidenced by a minimum admission average of 70% or above.

Donor: Members of the family of the late Dr. and Mrs. W.C. and Ida Eifert.

Mary S. Dahlseide Memorial Scholarship for Young Women

Number: One

Criteria: A young women beginning her grade 10 year who has shown academic excellence, Christian leadership, volunteerism, an aptitude for Arts, Science or both and has a financial need.

Donor: Dahlseide Family

Gerald F. Keogh Memorial Bursary

Value: \$3000 annually. Renewable for up to three successive years.

Criteria: Grade 10 student graduating from either Faith Lutheran School or St. Matthew Lutheran School who demonstrates financial need and have the ability to maintain an average of 70% in core subjects with no grade below 65%. This student must be an ambassador to his/her school as well as Jesus Christ.

Donor: Irene Keogh and family/friends of the late Gerald F. Keogh.

Note: New awards will not be granted while another student is currently receiving the Gerald F. Keogh Memorial Bursary.

Kinsmen – Salute to Youth Award

Application: Student must apply to K.C. of Edmonton by the end of March.

Criteria: Grade 12 student entering post-secondary studies that has shown significant service in school and community.

Donor: Kinsmen Club of Edmonton

Athletic Awards

Most Valuable Player Awards

Criteria: Given to the athlete whose skills were central to the success of the team. This person has leadership qualities that include responsibility, self-control, cooperation, sport etiquette, and the ability to motivate. One each for of the male and female athletes in volleyball and basketball.

Donor: Athletics Department

Silver Medallion Award

Criteria: Given to a starting/first string player who has demonstrated athletic ability, sportsmanship, leadership skills, an outstanding work ethic, and is the recipient of a major award in one sport.

Donor: Athletics Department

Choral Awards

Bel Canto – Excellence in singing

Cantabile – Outstanding choral leadership

Value: Plaque

Selection made by Choral conductor

Honors and Honorable Mention

Following each reporting period, Concordia High School publishes a list of students who have achieved First Class Honors, Honors, or Honorable Mention standing.

First Class Honors standing is awarded to students who hold an academic average of 90% or above. Averages of between 80% and 90% are given Honors standing and those with averages between 75% and 80% receive Honorable Mention recognition.

Certificates are presented to students who have maintained one of the above standings through the first three quarters of the year. To be eligible, a student's average must include a mark in Religion, English, Math, Social Studies, a Science course and a sixth matriculation (or Physical Education) course taken in the current school year.

Exceptions to the above criteria must be approved by the faculty on an individual basis.

4. Valedictorian/Salutatorian

The Valedictorian shall be the student with the highest blended academic average who qualifies for the award according to the following criteria. The Salutatorian shall be the student with the second highest blended academic average who also qualifies according to the following criteria.

Criteria

1. He/she must qualify academically by achieving an overall academic average for grade twelve in the top ten percent of the graduating class. (Based on English Language Arts 30-1, Social 30, Math 30, a 30-level science course, a 5th 30 level subject, and the highest Religious Studies course taken).
2. He/she must qualify by having participated on a regular basis in at least two co-curricular activities from the following list:
 - a) Athletics
 - b) Drama Productions/Performances
 - c) Student Council
 - d) Graduating Class Activities
 - e) Yearbook
 - f) Mission and Service
 - g) Other activities deemed admissible by the faculty
3. He/she must have been a full-time student at Concordia High School for at least two semesters immediately preceding graduation.
4. If no candidates qualify under the above guidelines, the activities requirement will be relaxed to only one activity. If again no candidates qualify, the academic restriction is to be relaxed to include the top fifteen percent. If still no candidates are found to qualify, the faculty will rule on acceptable substitutes to the requirements above.

L. **SECURITY**

Students are encouraged to keep valuables on their person or locked in lockers provided for them by the school. When leaving personal belongings in locker room lockers, locks should be used at all times. The building is used by others on campus and by community organizations.

III. **SERVICES**

A. **TEXTBOOKS AND SUPPLIES**

High School textbooks can be purchased, with a buy-back policy, from the Administrative Assistant at the High School Office. Prior to the 10th day after Semester II begins and at the end of the academic year, students are able to return their HARDCOVER textbooks for a 60% refund. All soft-cover textbooks are final sale. Payment for textbooks is required at time of purchase. School supplies can be purchased at the College Bookstore (located in the Hole Academic Centre).

B. **LOCKERS**

Lockers (locks provided) are available at a rental cost of \$25. Arrange for a locker when purchasing books from the Secretary. Locks are to be returned at the end of the school year for a \$5 refund.

C. **PHOTOCOPYING**

Copy cards can be purchased from the College Bookstore. Copy cards come in \$5, \$10, \$20 and \$50 denominations. Photocopying machines for student use are located in Alumni Hall and the Library. The high school copier operates on access codes. Mrs. Lyons will copy personal materials for students at a cost of \$0.10 per copy during lunch hour or after school.

D. **STUDENT ID CARDS**

School ID cards will be produced in late August. A fee of \$10.00 will be charged for replacement cards.

E. **COMPUTERS**

All Students will be issued logon IDs and Passwords allowing them access to the school's computers. Library computers are intended for use by university students.

F. **FEE PAYMENT**

Fees are payable at the High School Office during regular business hours (8:00 am – 4:00 pm). **Fees are due on the first day of classes.** Minimum payments (50% of balance) must be paid by the last business day of September and the remaining 50% by the last business day of January, to avoid interest charges and late payment penalties. Payment may be made by cash, cheque, credit card (MasterCard, Visa) or debit card. Please note that report cards are withheld if school fees have not been paid or if there are outstanding Library fines. Once their financial responsibility has been cleared up, the report card(s) will be released. Please contact the Assistant Principal, Keith Kruse, if you are not able to pay your account on time.

NOTE: Accounts that have not been paid by the mid-point of each semester may be turned over to pre-collection and collection agencies.

G. PARKING

Student parking is available at the Bellevue Community Hall (north of 112 avenue), at the lots north of Alumni Hall west of Faculty House and south of the High School building. The daily fee can range from \$3- \$5. Most neighbourhood areas have parking restrictions (normally a one hour limit) and are regularly patrolled by the police. A limited number of reserved parking spaces (with plug-ins) are available for a fee of \$475 per year. (Rates subject to change for 2009-2010.) Some free parking may be available in the Northlands parking lot immediately to the north of CHS.

H. CAFETERIA

Cafeteria: open Monday – Friday from 7:30 am – 7:30 pm (Lower Founders Hall)
Kiosk: open Monday – Friday from 7:30 am – 3:00 pm (Robert Tegler Student Centre)

I. LIBRARY

Monday-Thursday	7:45 am – 10:00 pm*
Friday	7:45 am – 5:00 pm*
Saturday	11:00 am – 6:00 pm*
Sunday	1:00 pm – 9:00 pm*

*New Library hours for 2009-2010 will be posted in early September.
Library hours change during holiday weekends and when the University is not in session.
Check with the Library for possible changes in hours of operation.

J. ATHLETICS

1) **Co-curricular Sports**

Concordia's teams (Thunder/Lady Thunder) compete against similar sized 1A/2A high schools in the North Central Zone of the Alberta Schools Athletic Association. Our primary competition includes schools from Evansburg, New Sarepta, Redwater, and Fort Saskatchewan. The level of competition is excellent and a number of athletes from this zone have gone on to compete in college and university athletics.

Athletes coming to Concordia have an obvious advantage: the opportunity to play on one or more athletic teams is greater than it would be in a large public school. Our athletes also benefit from being part of a close knit Christian community on a day-to-day basis.

Concordia's gymnasium provides our high school teams with one of the top facilities in the province. All of Concordia's teams (with the exception of the golf team) practice after school on Tuesdays and Thursdays. Additional practices and training sessions are arranged by individual coaches. All transportation to and from games is provided by Concordia.

Volleyball

Coaches: Men – Alan Feibich Women – Kent Johnson

The season runs from September to late November. Both teams play 20 – 25 games, including our own invitational tournament, and two or three other tournaments. Most games are played in and around Edmonton.

Basketball

Coaches: Men – Keith Kruse Women – Alan Feibich

The season runs from late November to mid-March. Both teams play 20 – 25 games, including our own invitational tournament, and two or three other tournaments. Although most games are played within a half hour of Edmonton, the team(s) will likely travel to one or two tournaments outside the city.

Golf

Coach: Keith Kruse

Tryouts and practices for the golf team begin immediately in August in preparation for the Zone tournament that is held in mid-September. Top golfers from this competition move on to provincial level competition.

Badminton

Coach: Alan Feibich

The season begins with tournament play-downs in late April. Our team will normally take part in one or two invitational tournaments prior to the Zone Championships.

2) **Intramural Sports**

This program operates during lunch hour. Information is available from the school's Athletic Director.

3) **Fitness Centre**

The Fitness Centre is open for student use throughout the school day and early evening. Students who have not used the centre previously are requested to meet with a PE instructor/coach to discuss safe operation procedures prior to using equipment.

K. HOURS OF CAMPUS SERVICES

High School Office: Monday - Friday 8:00 am – 4:00 pm
(Closed for Chapel: Tuesday and Thursday 11:15 am – 12:00 noon)

Main Buildings: (CUCA) Monday - Friday 7:00 am – 10:30 pm
(Limited hours during the weekend)

Most Other University College Campus Offices: Monday - Friday 8:30 am – 4:30 pm
(Closed for Chapel 10:40 am – 11:10 am)

L. COUNSELLING

a) Personal Counselling: Students may meet with the Principal or the Assistant Principal. Limited counselling services may be available through Edmonton Student Health Initiative.

b) Educational Testing: Parents who desire educational testing for high school students may book appointments within the University of Alberta's Clinical Services Office at (780) 492-3746. Testing is conducted by Graduate students under supervision of their Graduate Advisors. A nominal fee is charged. It is also

possible to see the Administrator for Private Education Psychologist referrals (at the client's family expense. The Principal or Assistant Principal can also recommend other professionals who will do educational assessments.

- c) Career and Post-Secondary Counselling: All high school students will have the opportunity to meet with the school's career counsellor throughout the school year.

M. PROTECTION OF PERSONAL INFORMATION

Your personal information at Concordia High School is protected under the *Personal Information Act* of Alberta (PIPA).

We will collect and use your personal information only for the purposes of delivering and supporting education services we provide to you or your child, including:

- Education activities and programs
- Enrolment development
- Assessing enrolment eligibility
- Student counselling
- Learning Assessments
- Student and employee health and safety, including emergencies
- Marketing, fundraising and special events
- Communication with student families
- Financial administration.

With the exception of certain specific emergency or statutory circumstances, you will be asked for your consent before we release your information to anyone.

For more information, please contact the Principal at (780) 479-9391.

N. CHAPEL ATTENDANCE

All students must attend Chapel each Tuesday and Thursday. Students in various groups - including student council, choir, and drama - will have the opportunity to lead chapels.

O. RESIDENCE

- A) The high school dormitory rooms are open to visitors on Saturday and Sunday from 1:00 pm – 5:00 pm. The door to the rooms must remain open when entertaining visitors.
- B) Home Stay: Homes stays may be arranged through organizations such as Beacon Home Stay (www.beaconhomestay.com).

IV. POLICIES

Summarized versions of selected school policies are outlined on the following pages. (Detailed policies are available from the High School Office.)

A. ATTENDANCE POLICY

Policy Statement: Research has shown that there is a direct relationship between time on task and achievement. Therefore, regular attendance is an important part of learning.

Guidelines:

1. The following reasons are acceptable for absences to be excused:
 - a) medical appointment which could not be arranged during non-school time;
 - b) illness of not more than two days which is verified by a parent or guardian;
 - c) illness of more than two days which is verified by a doctor's certificate;
 - d) serious illness, death, or emergency in the family;
 - e) representing the school at athletic, choir, drama, education or public relation events approved by the High School Faculty;
 - f) extended vacations which have been approved by the instructors and Principal FOUR WEEKS prior to the vacation, and
 - g) other circumstances approved by the parent(s) and Principal or teacher and Principal.

2. On occasion a student may be absent from a class for a reason which is understandable but not excusable, such as:
 - a) sleeping in
 - b) employment or volunteer work
 - c) illness of less than a half day in length
 Students may have two such absences per course per quarter in a three-credit course or a full-year course and three such absences per course per quarter in a semestered five-credit course.

3. Three lates of less than 10 minutes will be considered an absence.
4. A student late more than 10 minutes will be considered absent.
5. Students who exceed the limit in any quarter for unexcused absences may not be allowed to write the final examination in the course and/or be requested to withdraw from the course.
6. Students who are absent (for any reason) more than 15% of the classes may be asked to withdraw from the course.
7. Students who withdraw from two courses because of poor attendance may be asked to withdraw from school.
8. Students who have a temporary condition which prevents them from participating in physical activities during Physical Education are still required to attend class.

Procedures

1. The High School Secretary must be informed of any absence which is excusable prior to or within two school days of the absence.
2. Students with one unexcused absence in a quarter will be counselled by the instructor. After counselling the student, the instructor will provide this information to the High School Secretary and a letter will be prepared for the Assistant Principal's signature. Copies of the letter will go to the parent(s)/guardian(s).

3. Students exceeding the limit for unexcused absences in a quarter:
 - a) will be counselled by the instructor and/or the Assistant Principal.
 - b) will be barred from the final examination in the course.
 - c) will have their attendance and its consequences reported to their parent(s) or guardian(s).
 - d) may be required to withdraw from the course.
4. At the request of the instructor(s), the High School Secretary will contact the parent(s) or guardian(s) regarding unexplained absences.

Chapel Attendance

Attendance in Chapel is treated the same as a regular three-credit course. Teachers will report any unexcused absences to the High School Secretary. The Assistant Principal and/or the Principal will counsel students who exceed the allowed number of absences and will arrange for whatever action is deemed appropriate under the circumstances.

B. DISCIPLINE

The staff of Concordia High School encourages students to adopt a lifestyle and behaviour which is consistent with Christian values. We encourage our students to develop personal discipline in their academic studies, time management, and interpersonal relationships. We will counsel and/or intervene when circumstances warrant.

The objective of corrective measures is always to help the student understand the seriousness and consequences of irresponsible actions and to assume responsibility for the consequences. Specifically, we believe:

1. The holistic education of each student includes a strong emphasis on the academics and co-curricular activities. Both are important to an individual's overall development in becoming a fully functioning member of society.
2. Each individual student is unique and this uniqueness will be the foundation of all relationships between faculty and students.
3. The faculty should help foster the development, growth, and maintenance of responsible attitudes for all areas of the student's life.
4. The spirit of our commitment is demonstrated by a concern for the individual's intellectual, social, spiritual, or physical and emotional needs.

Inappropriate student behaviour which may result in a suspension or the cancellation of registration includes: disrespect to persons or property; threats; the possession, consumption, or distribution of banned substances; possession of a weapon; swearing; sexual harassment; endangering others; refusal to abide by other forms of discipline; or any behaviour which is contrary to the Christian values of the institution.

The High School administration will investigate the circumstances surrounding the student's behaviour. This investigation will include conferring with the student as well as the parent(s)/guardian(s) and other persons relevant to the situation.

The high school administrator may, at his/her option, convene and chair a hearing of a disciplinary committee to hear the case. The committee will consist of:

- A High School administrator (non-voting chair)
- The High School Student Union President
- Two High School students – one selected by the administration; one selected by the student in question
- Two High School faculty members – one appointed by the high school administration; one selected by the student in question

The administrator (or the committee if one is convened) may suspend the student or may recommend the cancellation of the student's registration (Level II). The suspension will begin at a date set by the administrator.

If cancellation of the registration is recommended, the student will be suspended until there is a review by the full High School Faculty (Level III). The full High School Faculty, with the high school administrator chairing, must meet within three days of the start of the suspension. The High School Faculty may call witnesses, parents and/or other persons relevant to the situation. A decision will be rendered at the meeting.

C. SOCIAL RESPONSIBILITY OF STUDENTS

Classroom Environment: We recognize that teachers are highly trained professionals as well as unique individuals and that their teaching styles and subject areas require they be allowed reasonable latitude in determining proper student conduct in their classrooms. As well, teachers are charged with the responsibility of ensuring that students of Concordia

uphold the Christian values of the institution at any school function or event whether on or off campus.

A teacher may, at his/her discretion, determine that the behaviour of a student is inappropriate and, using professional judgment, may implement such corrective measures as he/she sees fit. This may include asking the student to leave the classroom, placing the student in detention, assigning community work, or any other appropriate exercises. If the student's behaviour is considered severe enough or is not an isolated incident, it is strongly suggested that the teacher contact the student's parent(s) as well as advise the Principal of the situation. As well, the teacher is strongly encouraged to document any noteworthy incidents and any action taken in the matter in a secure file kept in the Secretary's office. This file would not be accessible to anyone other than High School staff and would not be a part of the student's official school file.

Concordia Environment: Inappropriate student behaviour which may involve the High School administration includes, but is not limited to: disrespect to persons or property, threats, the possession, consumption or distribution of banned substances, swearing, sexual harassment, endangering others, refusal to abide by other forms of discipline, or any behaviour which is contrary to the Christian values of the institution. In the event that a student believes the assigned description is not fair/just, they may appeal the decision.

Appeals: A decision can only be appealed on one of the following grounds:

1. The action taken was not in accordance with existing school policy.
2. The information on which the decision was made was inaccurate or incomplete.
3. The student was not given sufficient opportunity to present his/her point of view.

The appeal must be made in writing, within seven days of the decision being rendered, and must be directed to the person(s) who implemented the decision. If the outcome of that appeal is unacceptable to either party, one additional written appeal to the next highest level is permitted.

D. SERVICE LEARNING

Each student at Concordia High School is expected to complete 25 hours of Service Learning time each year. Students will receive faculty assistance in finding one or more suitable volunteer placements in community organizations such as churches, schools, social service agencies, and charitable works. The faculty will also oversee the evaluation of the placement(s). If a student is already volunteering in a suitable placement, he or she may use this to satisfy the time requirement. Students will also be able to use leadership positions in the school (for example yearbook or student council), as well as Missions and Service work, to satisfy the requirement. Students will be required to share their volunteer experience with the rest of the school community, and will be given a choice of ways to do this. Students who have not previously done so, will be able to earn a single Career Technology Studies (CTS) credit for the volunteer work they complete providing they finish a number of accompanying assignments.

E. UNIFORM CODE

Policy: Concordia High School sets high expectations for its students. We pride ourselves on maintaining the highest personal standards of conduct and dress. Therefore, students will be neatly attired at all times and in the authorized school attire except during officially declared casual-dress days.

The school uniform consists of:

1. A formal school-approved uniform, which is worn by all students on chapel days and other days to be designated by the school staff or administration.

2. A selection of school-approved casual items to be worn by students on all other days.
3. Physical Education apparel is to be worn by students during P.E classes or during intramural and casual sports activities around the school.
4. **Students will arrive at and leave from the school property wearing their uniforms.**
5. Teachers will check uniforms during morning announcements and at the beginning of classes.

International and Out-of-Province students who are able to book appointments before August 24 are asked to make arrangements with the High School for appointments and transportation to “Needle in a Haystack” Uniform Supplier. All other students should communicate with “Needle in a Haystack” directly. Please contact “Needle in a Haystack” (780-915-6495) to make arrangements for fitting and purchasing your uniform from the “Needle in a Haystack” store.

Uniform Specifications

Formal Uniform

▪ **Girls**

- White cotton/Poly Blouse and black tie
- Approved black blazer (collegiate or oxfordian cut)
- Slacks or approved skirt or Kilt (Kilt must be no shorter than four inches above the knee)
- Natural coloured nylons
- Black knee length socks
- Footwear (see page 23)

Students may purchase a black, oxfordian (collegiate) cut blazer from any reputable retail outlet.

▪ **Boys**

- White cotton/poly dress shirt and black tie
- Approved black blazer (collegiate or oxfordian cut)
- Dress Pants (Wool Blend or Cotton/Poly)
- Black socks
- Footwear (see next page)

Students may purchase a black, oxfordian (collegiate) cut blazer from any reputable retail outlet. A black suit is also acceptable.

Casual Uniform

- White tops, shirts, blouses
- Black pants/slacks or approved skirts

The white tops are available at our uniform supplier, “A Needle in a Haystack”. Students are free to select any white top that has a CHS logo on it (excluding Phys. Ed. wear). The black skirts and pants will be purchased by students at any retail store of their choosing. Denim and leather will not be permitted. These pants and skirts are meant to be in keeping with Concordia High School’s high standards and teachers will determine, on a case by case basis, if student choices have been appropriate.

Athletic Uniform

- CHS T-shirts
 - CHS Sweat tops
 - CHS Sweat pants or shorts
- Or approval by the Creative Director.

Casual Uniform Footwear

- Sandals may be worn with casual wear.
- Athletic shoes may be worn with the casual uniform. They should be non-marking and predominantly black or white.

Formal Uniform Footwear

- Casual dress shoes
- Non-scuffing soles
- Black leather or canvas
- Maximum two inch heel

'Pride Wear'

- Concordia "Pride Wear" (team & co-curricular attire) may be worn on game days, by team members only (subsequent to arrangements with coaches). All pride wear will be approved by the Creative Director, Gilbert Allan.

Physical Education Footwear

- Non-marking athletic shoes should be worn during P.E. classes.

Appearance

Concordia prides itself for our tolerance and faith-based learning environment. Therefore, any items of body adornment that could be interpreted by Concordia staff or administrator as, violent, illegal, prejudicial, anti-religious, morally offensive, dangerous to others or defamatory will not be accepted as appropriate while on our property. Anyone wearing items deemed inappropriate will be asked to remove them or face disciplinary consequences.

Enforcement

Students not in the appropriate uniform will be asked to return to dormitory/home to change, or parents may be called to bring the appropriate uniform items to the school. If a student continually disregards the uniform policy, parents will be called to the school for a conference and students may face suspension. Uniform infractions will result in the offender performing 'in school' community service or paying a cash fine.

For any uniform policy questions, please contact Gilbert Allan at 780-479-9233.

F. ELECTRONIC DEVICES

iPods, MP3's or telecommunication devices should not be brought into classrooms unless approved by faculty members for use in designated areas. Cell Phones and Pagers must not be used in classrooms.

With the emergence of text-messaging and cameras on cell phones, teachers have expressed concerns about the presence of cell phones in the classroom. During a recent Diploma Examination sitting, at least one school in Edmonton reported problems with students communicating with each other via text messaging during the examination. With the understating that many students bring cell phones to school in order to communicate with parents or for use in emergency situations while commuting, we are asking that students who bring cell phones to school do not bring them into our classrooms or chapel. Students who do so will be asked to hand the device to the supervising teacher, who will only return the device to the student's parent, guardian, or an adult designated by the parent or guardian. Parents are asked to discuss the procedure with students in order to avoid potential problems.

This policy is similar to that of other Edmonton-area schools.

G. SMOKING

Background: Many parents and students have requested that the staff of Concordia High School eliminate or significantly decrease student privileges regarding smoking. Consequently, we manage smoking according to the following guidelines.

Policy: We actively encourage students to adopt healthier lifestyle choices. Further, out of respect for the health of staff and students, students who smoke must indulge themselves at times and locations least likely to affect non-smokers.

1. Registration:
 - 1.1 Students may register by applying in writing to the High School Principal/Assistant Principal and paying the designated fee. A parent signature will be required on the application. Only registered smokers may smoke at Concordia High School.
 - 1.2 The Secretary will keep, and make available upon request, a list of all registered smokers.
 - 1.3 We will contact the parents of all unregistered students who smoke and those students must
 - a) register;
 - b) stop smoking, or
 - c) withdraw from the school if you are unwilling to adhere to (a) and (b) above.
2. Smoking Area:
 - 2.1 Students may smoke in the designated area only (exterior South East Corner of the building)
 - 2.2 All material associated with smoking (cigarettes, lighters, matches, butts, packaging, etc.) must remain out of sight except in the designated area.
 - 2.3 Students may smoke before the start of the school day, at lunch hour, and after school only.
 - 2.4 Smokers must keep their smoking area clean.
 - 2.5 Members who fail to uphold the standards for membership may face fines, be removed from membership rolls, or be suspended from school.

** Please note that Alberta Law allows Police to lay charges against minors smoking in PUBLIC places.

H. INCLEMENT WEATHER

1. School Closure: If the campus closes because of bad weather, the information will be broadcast on 880 1-News-AM.
2. Diploma Exams: Concordia High School will remain open regardless of weather conditions on Diploma Exam days. Students unable to attend diploma exams due to inclement weather must make individual appeals to Alberta Learning to obtain permission to write the exam.

I. ACADEMIC PROBATION POLICY

The Concordia High School faculty believes that all who meet the entrance requirements and become students of Concordia High School should be allowed all the responsibilities and privileges of the school. In the event that a student's academic standing should, for any reason, fall below the standards for admission/readmission at the end of any quarter, the faculty of Concordia High School will proactively intervene in accordance with the following Academic Probation Schedule:

- a) Students with an average below 65%:
 - i) interview with the Principal/Assistant Principal/Designated Counsellor
- b) Students with an average below 60%:
 - i) interview with the Principal/Assistant Principal/Designated Counsellor
 - ii) mandatory study hall during spares

J. OFF-CAMPUS RESIDENCE

Concordia High School recognizes students - for residency purposes - as being either day students or residence students. Day students are those who commute to the school and reside with their parents or legal guardians. Residence students are those who have arranged for accommodations in the campus dormitories.

Students may request school authorization to be independent day students. Independent day students are not required to reside with parents or legal guardians. Authorization will only be considered under the following conditions:

- a) The student is 18 years of age at the beginning of the school year. (This age requirement may be removed in cases where the Concordia residence is unable to meet special needs of a student.);
- b) The parent(s) or guardian(s) provide the school with a letter indicating their consent to independent residency, and
- c) The student has had exemplary behaviour during the previous year(s) in the Concordia residence, or, in the case of a new student, the student provides written references from clergy, teachers, counsellors, or other professionals attesting to his/her ability to succeed in an independent living environment.

Requests for independent day student status must be presented to the Assistant Principal at least two weeks prior to the beginning of a term. The Assistant Principal, upon consultation with the high school faculty, will render a decision on any application before the first day of classes in that term.

K. COMPUTER USE AGREEMENT

(Formal copy to be signed by the student)

As a computer user, I agree to abide by the following code of ethics in all my computer activities while attending Concordia High School:

1. I recognize that all computer users have the same privilege to use the equipment, therefore:
 - I will not play games or use the computer resources for other non-academic activities.
 - I will not take food or drink near the computers.
 - I will follow all 'boot' and 'shut down' procedures carefully so as not to harm the equipment.
 - I will not waste or take supplies such as paper, diskettes, etc.
 - I will not vandalize equipment or data. Vandalism includes any attempt to take, harm, or destroy hardware or data of another user, or of other networks connected to Concordia either willfully or as a result of inappropriate behavior. This includes, but is not limited to the uploading or creation of computer viruses.
 - I will not bring to school and/or use home programs on school computers. I will not take school programs or data disks home for personal use.
2. I recognize that software is protected by copyright laws, therefore:
 - I will not make unauthorized copies of software found on school computers or on the Internet, either by copying them onto my own diskettes or onto other computers through emails or bulletin boards.
 - I will not give, lend, or sell copies of software to others unless I have the written permission of the copyright owner or the original software is clearly identified as shareware or public domain software.
3. I recognize that the work of all users is valuable, therefore;
 - I will protect the privacy of others' area by not trying to learn their passwords,
 - I will notify the system administrator if I am aware of or suspect that others' passwords have been discovered or that system security is at risk.
 - I will not copy, change, read, or use files in another user's area without that user's prior permission.
 - I will not attempt to gain unauthorized access to system programs or computer equipment.
 - I will not use computer systems to disturb or harass other computer users by sending unwanted or hate mail or by other means.
 - I will not use inappropriate language.
4. I recognize that the Internet is to be used for academic purposes only. Therefore, I will not bring into the school materials which are inappropriate to the school setting. These include, but are not limited to, pornography, hate literature, and anarchy literature.
5. I recognize that the Internet is a "network of networks" and, as such, is not administrated by any agency. Therefore, for personal safety and security, I will not give out my personal address, phone number or those of others.
6. I understand that any violation of this agreement will be dealt with seriously and will result in the immediate suspension of all computer privileges, and possible disciplinary action according to the school's discipline policy or the law.

V. SUPPORT ORGANIZATIONS

A. BOARD OF GOVERNORS

A Board of Governors oversees the operation of Concordia High School. Watch the monthly [Parent Newsletter](#) for more information.

B. PARENT COUNCIL

All parents of Concordia High School students are automatically voting members. The primary function of the Parent Council is to advise and support students and staff of Concordia High School. Three general meetings will be held during the school year: Fall, Winter and Spring. The Parent Advisory Committee Executive will meet on a more regular basis. Any parent interested in serving on the Executive Committee is encouraged to call the Office.

C. “MOTHERS WHO CARE”

“Mothers Who Care” is an international ministry of Campus Crusade for Christ. It is composed of Christian mothers who feel called to pray for their children’s school one hour per week. The group supports students, staff and their families through prayer and encouragement. For more information call Karen at the High School Office.

D. VOLUNTEERS

Volunteer opportunities are available in a wide variety of areas including

- Governance – Specialty Subcommittees
- Athletics – Coaching, Chaperones
- Programs – Drama, Choir
- Parent Council – Executive and Committees
- Office Assistance – Mailings, Database Maintenance
- Fundraising

Please consider where you can help, and contact the Office at your convenience, if you’re interested in volunteering.

