



Elementary School Handbook 2019-2020

A Handbook for Students and Parents



OUR MISSION

At Concordia, we view every student as a gift from God, entrusted to us by parents, and are committed in stewardship to educate students holistically in a nurturing environment that includes comprehensive and challenging opportunities in academics, creative arts, spirituality, athletics, co-curricular activities, and service.

IMPORTANT NOTICE

Failure to read this handbook does not excuse students from the rules, expectations and procedures contained in it. Personal factors, illness or contradictory advice from any source is not an acceptable reason for seeking exemption from the contents of this handbook.

PRINCIPAL'S WELCOME

Welcome to Concordia's Elementary School!



Dear Parents,

Welcome to Elementary School! The 2019-2020 school year theme is "Envision." This theme word is a great message for us as we come together as members of the Concordia family to imagine the future!

The world-renowned business consultant Peter Drucker shared this visionary truth, "The best way to predict the future is to create it." It is my hope that, together as partners, we can create a safe and enriching learning environment for our children's bright tomorrow!

I believe that your child and this community can make a positive difference in Shanghai, in China and across the world. During this school year, there may be an opportunity for your family to help others. You might be able to help a new family, a young child, or a charity that is making a difference in China. Let's envision us working together to make a positive difference. I agree with Mahatma Gandhi's famous quote, "You must be the change you wish to see in the world."

Concordia faculty and staff provide students age-appropriate opportunities for holistic learning in a nurturing environment. Active participation in the learning process is facilitated as students learn new content and further develop their skills. Our commitment to holistic education means children enjoy challenging opportunities in academics, creative arts, spirituality, athletics, co-curricular activities, and service. We view your child as a gift from God.

Finally, Concordia's Elementary School faculty and staff place a high value on partnering with parents. This handbook has been designed to provide you with essential information and guidelines, ensuring that your child thrives in a safe and nurturing environment. I look forward to working with you during the year as your child grows, learns, and develops at Concordia!

Just imagine what blessings and amazing opportunities each week will hold. I look forward to envisioning a wonderful year of growth and learning with you!

A handwritten signature in black ink, appearing to read "Eric Semler". The signature is fluid and cursive.

Eric Semler
Elementary School Principal

TABLE OF CONTENTS

ABOUT CONCORDIA	8-10
Concordia History	8
What We Believe	8
School Vision	9
Whole Child Philosophy	9
Character Development	9
Student Learning Outcomes (SLOs)	9
Elementary School Vision Statement	10
Accreditation	10
FACILITIES	10-11
Elementary School Building	10
Student Play Areas	10
Maker Spaces	11
STUDENT SERVICES	11-17
Health Offices	11
Required Health Forms	12
Emergency & Accidents	13
Medication Policy	14
Air Quality	15
Counseling Services	15
Language and Learning Support	16
ELEMENTARY SCHOOL PROGRAM	17-22
Organization	17
Class Description	18
Six-Day Schedule	19
Daily Schedule	19
World Language	20
Homework	21
Extra Help/Tutors	21

Standardized Testing Program	22
Measures of Academic Progress (MAP)	22
Placement Testing	22
Field Trips	22

ACADEMIC RECORDS 22-23

Three-Way Conferences	23
Academic Probation and Monitoring	23
Promotion to the Next Grade	23
Transcripts and Letters of Recommendation	23

GENERAL INFORMATION 24-31

Lost and Found	24
Cubbies	24
Lunch Services	24
ID Cards	24
Security Measures	25
Campus Access–Off hours	26
Transportation Services	28
Parking and Student Drop Off	28
Bicycles & Motorized Scooters	29
Emergency Procedure: Evacuation, Fire, Lock-down	29
Birthday Celebrations	29
Visitors on Campus/Shadowing	29
Movie Policy	30
Music Policy	30
Student Orientation	31

STUDENT CONDUCT 31-36

Attendance	31
Behavioral Expectations	32
Respect For Others and Property	34
Disciplinary Consequences	34
Behavioral Probation	34
Search of Person and Belongings	35
Dress Code	35

CO-CURRICULAR ACTIVITIES AND ORGANIZATIONS	37
INFORMATION AND TECHNOLOGY	37-38
ES Technology	37
ES Library	37
COMMUNITY	38
Get Involved	38
Assemblies	38
Support for Parents	38
Service and Fundraising	38
COMMUNICATION	39
Methods of Communication	39
Parent Feedback	40
APPENDIX 1: POLICIES AND PROCEDURES	42-44
APPENDIX 2: SAFETY POLICY	45-54
APPENDIX 3: TECH CODE	57-59
APPENDIX 4: BOARDING SCHOOL AND PRIVATE SCHOOL APPLICATION PROCESS	60-61
APPENDIX 5: 2019-2020 CALENDAR	62
APPENDIX 6: SCHOOL BUS POLICY	63-66
TRANSPORTATION AGREEMENT	67
ACKNOWLEDGEMENT OF RECEIPT OF STUDENT HANDBOOK	68

ABOUT CONCORDIA

Concordia History

Our school is steeped in heritage—our community finds its roots in the 150 year old educational traditions of the Lutheran Church Missouri Synod (LCMS) in the United States. The school's launch in 1998 followed considerable feasibility research and numerous requests from the Hong Kong corporate community for a school in China that offered the same level of educational support and community care as our sister school, Hong Kong International School (HKIS).

Jinqiao, Shanghai was selected as the perfect site—an emerging international residential area that would enable the school to develop and grow closely with the residential community. Concordia's first academic year opened with 22 students and a staff of 14, led by founding Head of School Dr. Allan Schmidt. Today the school educates more than 1,200 students and offers a complete program from Preschool to Grade 12.

As a coeducational day school, Concordia serves international families that are culturally diverse, achievement-oriented, and highly mobile who desire an American college preparatory education.

Concordia is a self-funded and financially independent entity. All daily operations, activities and investments are funded via tuition and/or gifts to the school. Additionally, all revenues (after taxes and debt service) have the sole purpose of providing a superior education for Concordia students in terms of expert and qualified faculty, world-class facilities, cutting-edge technology and educational materials.

With instruction in English, the school selectively admits students from around the world on the basis of academic performance and competency in English.

What We Believe

We believe that each child's enrollment is an invaluable trust. The administration, faculty and parents are active partners in ensuring that the entire family's experience as part of the community is a positive and lasting one.

From Shanghai, the world is at our fingertips, yet at Concordia we believe that our intentional focus on our host country, China, develops in students across all grades, a deep interest in China that enriches each student's learning experience and daily life. While our school is well known for academic excellence, a global perspective, and being an intellectual hub, we believe that establishing a reputation for fair play, good character, sense of fellowship and service learning provide the building blocks for our vibrant community.

We have found that modeling values positively affects our students and community, creating a sense of security where all can flourish. We strive to treat each other, and our children, with care, respect and equity—always. Our time-tested values are foundational to Concordia International School Shanghai and continue to shape the interaction and direction of our community.

School Vision

Concordia will be a **global platform** fostering **deeper learning** and transforming lives to lead change in a complex and dynamic world.

Whole Child Philosophy

At Concordia, it's not just about the grades. It's about balance. The school experience doesn't stop at the classroom door. Here, we educate the whole child which means that by finding their own unique balance at Concordia, each child wins. Whether at Concordia for one year or until graduation, the experience both in and out of the classroom will help each student achieve life success.

We continually seek to provide a wide range of what we term "co-curricular activities." They are not add-ons, or 'extra'. Rather, they are activities intentionally designed to coordinate with curriculum, creating the best results for the student both in and outside the classroom. Our co-curricular programs expand on each student's personal interests, while allowing for new experiences in a supportive and safe environment.

Character Development

One of the most important things home and school can do together is develop students who are of sound, thoughtful character. Often a person's character has far more to do with success in life than a person's intellect or academic achievement. Our work together in helping students develop character reflects Concordia's mission statement on educating the whole person.

Student Learning Outcomes

Our students will become:

- Insightful Learners
- Effective Communicators
- Reflective Spiritual Beings
- Active Global Citizens
- Principle-Centered Leaders and Team Members

Elementary School Vision Statement

Concordia Elementary School is a joy-filled, safe, energetic learning community, dedicated to supporting students' efforts to build a solid foundation for life-long learning. Using a variety of instructional practices, teachers serve to engage the whole student. Students leave the Elementary School ready to build upon their skills in Middle School. They are confident, happy learners committed to making a positive difference in the world around them.

Accreditation

Concordia is fully accredited through 2021 with the Western Association of Schools and Colleges (WASC) and National Lutheran School Accreditation Commission (NLSA). Accreditation is used by colleges in the United States and around the world when assessing a school's academic program.

FACILITIES

Studies show that great facilities can improve a student's learning. Concordia's state-of-the-art facilities are purposely built with an environmental, self-sustainable focus and are designed to give students the best possible environment in which to learn, play, and develop artistic passion.

Elementary School Building

Completed in 2006, the Concordia ES building is designed to support students in an engaging environment.

Open spaces with strategically located windows and doors allow class privacy while maintaining a sense of community with others who share the spaces. Classrooms are equipped with Touch Screen TVs, an assortment of learning tools, and classroom libraries with a variety of developmentally appropriate books. The building houses a Maker Lab, two music classrooms, two art studios, a motor skills room, and a library with over 18,000 books and resources to complement Concordia's curriculum.

Student Play Areas

During recess, students have the opportunity to enjoy a variety of play structures such as climbers, swings, and slides all within a beautifully landscaped setting. Concordia's student play areas have been intentionally designed to improve children's physical strength and develop their minds.

Maker Spaces

The Concordia Maker Spaces on our campus facility dedicated to tinkering, designing, programming, building, prototyping, and fabricating. 3-D printers, programmable robotics, an electronic cutter, and basic electronic and woodworking tools are available for student use. The Maker Space serves as the primary classroom for middle school Engineering and Robotics, and is used by other classes on an occasional basis to support special project work.

Beyond the school day, the Maker Space often houses co-curricular sessions, club meetings, and special events such as Maker Saturday. The Maker Space is designed to encourage learning by doing at appropriate places in a child's experience at Concordia. We believe that embracing this philosophy moves us forward in developing a vibrant, collaborative culture of problem-solvers.

Additional Spaces Used

Concordia's P-12 community provides learning resources most other elementary schools do not provide. In addition to the spaces in and around the ES building, ES students make of use the Middle School Gymnasium, the Rittmann Theater, outdoor track, field, learning spaces, and the campus Broadcast & Video Studio.

STUDENT SERVICES

Health Offices

The health, safety and security of your child is a priority at Concordia. Our Health Office is located in the Intermediate building on the first floor, Room M121 and a Nurses Station near the ES Office. We have four medical professionals whose main responsibilities are to provide first aid care, to administer medication, and to prevent communicable diseases. Questions related to student health should be sent to:

- health.office@concordiashanghai.org
- MS/HS questions may also be directed to Jenny Tan, RN ext. 1030 or Vivian Song, RN ext. 1031.
- ES questions may also be directed to Emily Yu, RN ext. 1032

The Health Office is supported by an athletic trainer who primarily serves the needs of student athletes.

Nut and Allergen Awareness

Concordia is aware that it is impossible to eliminate all nut products and ingredients that cause allergic reactions where food is served, but we are a "nut-and-allergen awareness" school.

Some of our students have severe and life-threatening food allergies. One of the most common causes of severe allergies is peanuts and nut products.

When bringing in baked goods for parties, PSO, or other special occasions for your child, please exclude foods with nuts.

Concordia's food-service provider strives to serve nut-free foods. Questions regarding Concordia's food-service program should be directed to the AHOS-FOS, curt.larson@concordiashanghai.org.

If your son or daughter has a nut or food allergy, please inform the Health Office. You will be asked to fill out a treatment plan with the Health Office for your student's particular allergy in the event an allergic reaction occurs. You are responsible for providing an Epi-pen to the Health Office for your student's use if indicated in the plan, and keeping the Health Office informed of any changes to the treatment plan. The Health Office currently uses Benadryl for common allergic reactions.

If you have any questions or concerns, please feel free to contact the Health Office. We are happy to provide and gather any information to help serve the students at Concordia.

Children with Medical Conditions

If your child has:

- a food allergy,
- an inhaler, or
- has other medical conditions that require additional medical support, such as asthma, diabetes, seizures.

Please notify the school nurse.

Parents are asked to keep children with fever at home until the child is fever free for 24 hours without medication and should report any contagious condition to the Health Office, such as flu, lice, pink eye, chicken pox, hand-foot-mouth. Protocols regarding how Concordia handles various contagious diseases is covered in detail in Notification of Health Concerns under Policy and Procedure on the Parent and Student pages of the website.

A student who is sick in the morning should not come to school. If a student arrives on campus in the morning and needs to visit the nurse due to illness, they should report first to class, obtain a pass from the teacher, and then report to the nurse. Reporting to the nurse before a class in such cases is not a valid excuse for missing that class and the absence may be counted as an unexcused class absence or tardy. If students do remain home, parents should notify the school at es.office@concordiashanghai.org.

Required Health Forms

Student Physical Examination-completed by doctor

All new students and current students who are completing their third year since submitting their last doctor-completed medical exam are required to submit the form, [Doctor-Completed Physical Examination](#), before the start of the new school year. This includes testing for Tuberculosis.

Annual Medical & Emergency Information and Authorization—completed by parent

This information is required to be on file prior to the start of school for new students and must be updated annually as part of student re-enrollment. The information is updated:

- online, or
- as part of the orientation program prior to the first day of classes each year.

Medical forms and additional information are contained in the following PDF files accessible from the Health Service section of the school website:

- [Doctor-Completed Physical Examination](#) (must be completed within six months of the student's first day of school.)
- [Frequently Asked Questions](#)

Please note that your child will not be allowed to attend classes without these health forms on file in the Health Office.

Emergencies and Accidents

Emergencies and accidents do happen in spite of careful supervision of activities. That is why it is important that the school have your child's most up-to-date health information available while they are in the school's care.

In case of minor accidents, the school nurses are equipped with first aid supplies. In the event of a more serious accident, the school will first try to contact the parents or emergency contact and they will be asked to meet the child in the designated hospital.

Unless directed by the parent or emergency contact, students will generally be transported to one of the hospitals/clinics listed below. In the case of a serious accident, the child (with a staff member) will be evacuated to the nearest hospital.

If your child's emergency contact telephone numbers change, please be sure to update the information on file with the school so the appropriate person can be contacted quickly.

- Parkway Health Medical Center | 新加坡百汇医疗集团
997 Biyun Rd., Jinqiao | 浦东新区, 金桥, 碧云路997号
+86-21-6445-5999
- Shanghai East International Medical Center | 上海东方国际医疗中心
551 S. Pudong Rd, Pudong | 浦东南路551号
+86-21-5879-9999
- Shanghai Ruidong Hospital | 上海瑞东医院
120 East Jinxiu Road, Pudong | 浦东金桥, 锦绣东路120号
+86-21-5833-9046

- United Family Hospital and Clinics | 上海和睦家医院
1139 Xian Xia Road, Changning District | 长宁区, 仙霞路1139号
24-Hour Emergency Hotline (Shanghai): +86 (21) 5133 1999
- Yosemite Clinic | 优仕美地医疗
No. 1398 Fangdian Road, Pudong | 浦东芳甸路1398号
4008-500-911
- Shanghai Children's Medical Center | 上海儿童医学中心
No. 1678 Dongfang Road, Pudong | 浦东东方路1678号
86-21-3862-6161

Note: The school does not provide personal accident insurance for students who have an injury at school.

Medication Policy

Whenever possible, medication should be given at home. However, if your child needs to take medication during school hours, the Health Office requires the following:

1. All medication must be brought to school in the original container and delivered to the Health Office (Room M121) or ES Nurses Station (Room E103) Students needing inhalers for the treatment of asthma will be allowed to carry inhalers in their bag for immediate use.
2. Non-prescription medication must be delivered to the Health Office/ ES Nurses Station along with the Written Consent to Administer Medication Form and written instructions that include the following information:
 - Student's name
 - Name of medication
 - Dosage of medication
 - Duration of medication
 - Written consent to administer the medication for a parent/guardian
3. Prescription medication must be brought to school in a pharmacy labeled container with the student's name on it. The Health Office/ ES Nurses Station must receive the Written Consent to Administer Medication Form and written instructions from your doctor for prescription that includes the following information:
 - Student's name
 - Name of medication
 - Dosage of medication
 - Duration of medication
 - Physician's signature, and
 - Written consent to administer the medication for a parent/guardian

Air Quality

Concordia can ensure through a customized air filtration system that internal air quality remains well below US EPA standards in regard to 2.5 particulate and other pollutants even when the external air quality is poor.

External air quality levels are checked throughout the day and reported via color coded signs by entrances to each division using our own monitoring equipment on the roof of the HS Building. This equipment is the same as what is used by the US Consulate.

- Green (AQI 0-150) All activities proceed as usual.
- Yellow (AQI 151-200) - Scheduled activities will be modified so that children avoid prolonged exertion while outdoors. Students with medical notes on file in the nurse's office for AQI sensitive conditions will be provided alternate locations during outside activities.
- Red (AQI 200+) - Outdoor activities including recess and PE will be moved indoors.

For complete details refer to Air Quality Guidelines under the Policies and Procedures section, Student and Parent pages of the school website.

Counseling Services

Guidance Counseling(Grade 1-4)

Concordia guidance lessons involve developmentally appropriate, culturally responsive education to help create a positive learning environment for each child in the classroom.

The goal of Concordia's counseling program is to help all students develop the skills and attitudes they need to succeed in school and beyond. Our program is both preventative and responsive and is shaped by the needs of our students.

Our counseling program includes:

- classroom guidance lessons (Grade 1-4)
- small-group counseling
- individual counseling
- consulting services for parents and teachers

The guidance counselor consults with teachers, parents and students on a variety of issues and concerns. The aim is to be proactive to ensure that each child is developing to his or her potential.

Consultation may take many forms: small student groups to focus on a particular skill, discussions to address parent and/or teacher concerns, and individual counseling on a short-term basis as required.

Child Protection

As of March 2016, Chinese law mandates schools to report to the Public Security Bureau (PSB) any case or suspected case of child abuse or neglect.

In keeping with practices from a variety of countries, Concordia recognizes four major types of maltreatment: neglect, physical abuse, sexual abuse, and emotional abuse. Although any of the forms of child maltreatment may be found separately, they often occur in combination.

Chinese law defines Neglect as a getting little or no attention from parents.

- Physical Abuse is contact intended to cause feeling of pain, injury or suffering. This includes family discipline justified as, “Beating you is for your own good.”
- Sexual Abuse is forcing a child into having intercourse with someone against his or her will. Note that Concordia’s definition is broader—see full policy in Appendix 2.
- Emotional Abuse is verbal abuse and constant criticism—through intimidation and manipulation.

Concordia acknowledges that although many families come from different cultural backgrounds, with varying disciplinary practices, maltreatment of a child is never justified. It is the goal of Concordia International School Shanghai to maintain a school environment for all students free from abuse. No Concordia-Shanghai employee or volunteer may engage in any activity constituting abuse.

For further information on how we define abuse and neglect refer to the complete Child Protection found in Policy Appendix 2.

Language and Learning Support Services

Student Support Services is committed to Concordia’s mission and vision of enriching the learning environment for all students at Concordia. This includes supporting both our English Language Learners and students who have identified academic, social, and/or emotional needs. The goal of Student Support Services is to foster individual student success by collaborating with administration, teachers, students, and families to develop a holistic, student-centered approach to learning.

English Language Learner (ELL) Program

Program Objective: The ELL program focuses on supporting students who are non-native English speakers to function successfully in the regular classroom setting in the areas of reading, writing, speaking, and listening. We currently provide support services in P3-8. It is important to note that no ELL services are provided at the high school level. .

Model of Delivery: Support can be provided through a combination of teaching models including in class support, small group pull-out instruction, co-teaching, and one-on-one instruction as necessary. In the Middle School,

a specially designed English Language Learner (ELD) course provides extra support for those students that need targeted English language instruction. The ELD course replaces the Mandarin class.

Assessment: Non-native speakers of English in grades K-8 are assessed for English language proficiency in the areas of reading, writing, speaking, and listening. Review of the assessment results, along with any of the student's past records are part of the process to determine whether a student qualifies for ELL services. Preschool students are screened at admissions to determine English proficiency in listening and speaking and may be admitted with beginning English skills. New students applying for grades 9-12 must have an advanced proficiency of the English language for admission to Concordia. Formal assessment of all identified ELL students takes place at the end of each school year, in addition to ongoing informal assessments.

There are limited spaces available for direct ELL support in grades 1-4. Once all spaces are filled, any new ELL students applying for grades 1-4 may be placed on a wait list for admission. New students applying for grades 5-12 must have an advanced proficiency of the English language for admission to Concordia.

Learning Support (LS) Program

Program Objective: The Learning Support Program strives to ensure that individual students will find personal and academic success to reach their potential in the regular classroom setting.

Model of Delivery: The school is able to provide limited services, through a referral process, for currently enrolled students who have mild learning needs. In the Elementary School Support can be provided through a combination of teaching models including in class support, small group pull-out instruction, co-teaching, and one-on-one instruction as necessary. The Middle School provides support in class through small group instruction, one on one conferencing or consultation with teacher in providing accommodations. A specially designed Core Support (CS) class helps provide more targeted support for developing self-advocacy skills, behavior/social emotional support, and academic instruction. CS often takes during the Mandarin block. Designated study hall classes are offered by the LS Coach in the HS. These classes provide the extra support that the students would need in collaboration with individual subject teachers.

Assessment: Assessment/s by a certified professional are required for entry into the Learning Support (LS) program. All students identified as Learning Support receive either an Accommodated Support Plan (ASP - similar to a US 504 plan) or a Specialized Plan (SP) which includes accommodations and goals to meet their needs. Admission to Concordia is contingent upon a match between the student's learning needs and levels of service available at the time of application.

ELEMENTARY SCHOOL PROGRAM

Organization

Concordia follows an American curriculum with an international focus. The curriculum is adaptable within limits to the academic needs of individual students.

We recognize academic growth to be a result of the efforts between students, teachers and parents engaged in a stimulating environment and challenged by a rigorous academic program appropriate to all levels of learning.

Problem-solving and interactive learning experiences are necessities in developing students who are independent, creative, responsible and reflective.

Assessment is continuous, multifaceted and used to make adjustments in the academic program to ensure student success.

Class Descriptions

The course of study at Concordia parallels school subjects taught in the United States.

Balanced Literacy: Reading workshop, writing workshop, word study and handwriting.

Social Studies: Civics, culture, history, economics, geography.

Mathematics: Bridges in Mathematics – Develop Mathematical Practices that invoke Problem Solving, Modeling, and Conceptual Understanding. Domains of study are: Counting and Cardinality, Operations and Algebraic Thinking, Numbers to Base Ten, Decimals and Fractions, Geometry, Measurement and Data.

Science: Skills and Practices of Observations, Investigations, Communication and Problem Solving are developed through physical, life, earth, and engineering content areas.

Spiritual Exploration: Students recognize how spirituality relates to moral and ethical behavior.

Health: Physical, mental, emotional and social aspects of health.

Mandarin: Chinese culture, traditions, festivals and Mandarin language instruction.

Music: A comprehensive, balanced and sequential program of music instruction that integrates Kodaly, Orff, Dalcroze and traditional methods. Music literacy is developed through singing, moving, playing instruments, listening, creating, music reading and critical thinking.

Art: The development of art production, art history, art criticism and aesthetics, through studio work and integration with classroom projects. Use of a wide range of media: drawing, painting, printmaking and three-dimensional work.

Physical Education: Physical development, team games, group activities, recreational skills.

Technology: Technology is not a class at Concordia. Instead, we integrate technology into instruction.

Six-Day Schedule

The six-day schedule allows us the flexibility in our scheduling to deliver Concordia's curriculum. All school days are numbered consecutively, one through six, one six-day cycle following the other. Students will always have assigned specialist classes on a given day of the cycle (i.e. if art is on Day 2 and Day 5, it will always be on these days rather than the same two days of the week—Monday-Friday).

If a day is missed due to weather or other unexpected change in the calendar, the numbering of days will remain the same. They will not be renumbered.

Daily Schedule

Students should arrive at 7:45 a.m. and go directly to their classrooms and get organized in time for class to start at 8:00 a.m. Prompt student attendance allows the entire school community to maximize student learning potential.

Students arriving after 8:00 a.m. are to check in at the office and then proceed to class, thereby avoiding classroom disruption.

Students arriving between 7:30 a.m. and 7:45 a.m. will be supervised in the Motor Skills Room (MSR) until dismissed for class. Students are to use the school guidelines for acceptable common space behavior.

Dismissal begins after classes end at 3:20 p.m. Bus riders leave with bus monitors when all are present and accounted for. Students are to show respect for those supervising them and to their fellow students.

Students being collected by others to walk or ride home will be dismissed from the Motor Skills Room (MSR). Those collecting the students are to avoid collecting children from hallways or wait outside of the classrooms with the exception of Preschool and Kindergarten students who are collected in the hallway outside of their classrooms. Students in G1-G4 who are not collected by 3:30 p.m. (or after 4:30 p.m. during Co-curricular Activity (CCA) times) will be brought to the ES Office where they can be collected. Once students are released to their parents or designees, they are the responsibility of the parents or designees.

Unless special written permission is granted by the parent and/or teacher or unless involved in a Co-curricular Activity, students are to leave the school premises by 3:30 p.m. Students may not play on the playgrounds or be on the field after school without adult supervision.

Students participating in Co-curricular Activities should follow the same transportation procedures at dismissal from Co-curricular Activities.

Concordia welcomes people to socialize, gather, and build community after children are brought to school in the morning and while waiting for their children in the afternoon.

Co-curricular activities and scout groups use the ES Commons after school and have priority for the use of the space. Parents are welcome to continue conversations and meetings in the Phoenix Center when the ES Commons must be used.

Students to MSR	7:30 a.m.
Students to class	7:45 a.m.
Class begins	8:00 a.m.
Class ends	3:20 p.m.
Walkers/riders	3:20-3:30 p.m.
Buses depart	3:35 p.m.

World Language

Language and communication are at the heart of the human experience. At Concordia, we believe we must educate students who are linguistically and culturally equipped to live successfully in a global society, with particular attention given to the language of our host country. To this end, mandatory Mandarin classes from Preschool through Grade Seven, and elective Mandarin courses beyond that, provide opportunities for students to either learn Mandarin as a foreign language or deepen it at the heritage levels.

A World Language program would not be complete however without an alternate world language courses for students to investigate. Beginning in Grade Eight, Concordia students can opt for Spanish or Latin and then continue with that same language throughout high school.

To establish common expectations of language learning proficiency in reading, writing, speaking, and listening, we have recently aligned all our world language courses to the American Council on the Teaching of Foreign Languages (ACTFL) proficiency guidelines and other literacy standards. These both guide instruction in speaking, writing, listening, and reading. Furthermore we have adapted, and aligned to these guidelines, specific Can-DO statements and standards and benchmarks, which clearly identify what students will be expected to know and do within each course.

These foundational expectations assure that the content in courses vary in terms of their rigor, curricular content, and instructional and assessment approaches. The strength of the foundation then supports varied unit-driven curriculum, authentic activities, differentiated instruction, and performance-based or other assessments.

Homework

Concordia's homework policy is based on educational research and effective instructional practices. The purpose of homework and seatwork or classwork is to enhance student learning.

Concordia's ES teachers use the following general guidelines when developing homework activities for students:

- Homework activities are developed to ensure that students are reaching learning objectives and goals.
- Homework may be assigned to a whole class or to individuals or smaller groups within the class at the teacher's discretion.
- Homework will not be given daily in all content areas. Larger projects, such as research or experiments, are given an appropriate time for completion. During those periods other practice work or homework activities may be decreased in order for families to continue to have quality social time as well as to support student brain development and health.

To receive homework when a student is absent, parents should call or email the school office before 1:30 p.m. to request homework to be sent home with a sibling or have work ready to be collected in the school office at dismissal.

Extra Help/Tutors

The ES offers Homework Club as a CCA to students who would like extra help with completing daily homework. Homework Club is available on Monday, Tuesday, and Thursday of each six-week CCA season and is led by Concordia teachers and high school student volunteers. Students may sign up to attend the Homework Club CCA on more than one day.

There are times when a student requires more help than is available from the student's teacher, and the student may benefit from a tutor. Adult and high school students are available, but there is limited supply in the community.

Parents are responsible to make all arrangements (salary, hours, etc.) directly with the tutor. Concordia teachers are willing to assist tutors to understand the needs of the students. Concordia teachers are prohibited by the law governing their work visa to work for pay outside of school. School policy also prohibits such enterprise. Outside tutoring may not occur on campus.

Standardized Testing

Standardized testing is one method used to provide feedback to the students, the parents, and the teachers about a child's academic strengths and challenges. Concordia uses the Measures of Academic Progress (MAP) to assess a student's academic growth in the areas of language, reading and mathematics. Questions about the standardized testing program should be addressed to the Director of Curriculum.

Measures of Academic Progress (MAP)

The MAP is a computer-based external standardized test. It is an adaptive assessment, meaning that the test adjusts its difficulty based on whether a student answers questions correctly or not. This adaptive nature enables MAP to hone in on a child's instructional level in language, reading and mathematics. MAP is administered in the fall and spring. MAP scores provide a snapshot of the student's general achievement in language arts and mathematics at one point in time; looking between fall and spring scores give a snapshot of a child's growth within subject areas over time. MAP scores do not count towards a student's grade at school; the data helps teachers plan instruction to meet the needs of each student in the classroom.

Placement Testing

Placement Testing is done at the time of enrollment, as needed, to determine the academic fit with the program offered at Concordia. The goal is to ensure that the agreement between Concordia and the school family can be honored given the student's needs and the school's services.

Field Trips

As a part of the total learning experience, classes take field trips. These field experiences fit into the objectives of the curriculum and are not considered optional for students.

Teachers research the field experience sites to ensure they are safe for children. Concordia encourages parents to participate as chaperones on these field experiences. Notification of the experience will be given in advance and signed permission slips are required.

ACADEMIC RECORDS

We help students become reflective, self-directed, life-long learners who take ownership for their learning. We use ongoing assessments within the classrooms, portfolios, three-way conferences, and semester reports. Goal setting is a priority during three-way conferences.

Three-Way Conferences

Students review and reflect upon their learning in meaningful and age-appropriate ways in preparation for three-way conferences. By providing children the opportunity to lead and participate in the three-way conferences, we instill life-long learning habits. Teachers help the child structure the conference by offering practical and age-appropriate support. In addition, teachers provide positive and constructive feedback, so that the students lead the conference with confidence.

Academic Probation and Monitoring

A student experiencing difficulties with social or academic success may be placed on probation. The ES Principal will make this decision and notify the parents during a Student Review Team meeting with the parents present. A plan of success will be written during the probation period and evaluated at future Student Review Team meetings.

The ES Principal, along with the Student Review Team, may decide that Concordia is not a match for this student if there is not continued academic and/or social growth as outlined by the team.

Parents will receive a letter by spring indicating if the probation period will continue or has been lifted. Students who enter on probation second semester will continue on probation for the following school year and receive notification the following spring.

Promotion to the Next Grade

Students are promoted to the next grade level when their progress demonstrates mastery of curricular content and skills at a level commensurate for overall student success. Counselors, working with classroom teachers, the family, and school administration monitor the progress of all students, through the Care and Concern process, who may be in need of repeating a grade or accelerating a grade level. On rare occasions it may be necessary to have a student either repeat or to accelerate a grade level. Questions about retention or acceleration should be made to the Counselor.

Transcripts and Letters of Recommendation

Families can request a transcript of the student's current academic progress from the Admissions Office. The transcript, provided on school letterhead and signed by the principal, will be available in two to three working days.

Requests by families for letters of recommendation must also be made through the Elementary Office.

No official transcript or recommendation will be delivered to a parent. Full details can be found in the Student Recommendations Administrative Policy found on the Parent Page of the school website.

GENERAL INFORMATION

Lost and Found

The Lost & Found area is in the ES Commons. Smaller or more valuable items are taken to the ES Office. It may take up to two days for items to arrive in the Lost & Found. Every couple of months the items are removed, washed or laundered, and either given to Concordia's re-sale program or to charity. Please alert ES Office staff if assistance is needed.

Cubbies

Students are assigned cubbies for storing outerwear, book bags, and lunches. Additional items should not be brought, so as to keep the cubbies neat and organized.

- Students are to keep cubbies clean and organized.
- Teachers periodically "inspect" cubbies to support students' efforts to be neat and organized.

Lunch Services

Aramark, a major international caterer, provides a voluntary hot lunch service at Concordia. On a daily basis, Aramark sells lunches using a smart card system. Money may be added to a student's card at any of the food stations.

Students select from a set menu or choose items from a variety of stations. If you have questions or comments regarding the lunch program, please address them to one of the ES secretaries or CFO.

If parents would like to deliver lunch for their children, they should drop the lunch off in the ES Office. Please do not deliver lunch to the child's classroom as this disrupts instruction.

Students may not order food or drinks to be delivered to campus during school hours. Microwaves are available in the ES Commons for reheating meals brought from home.

It is possible to check the history and funds available by setting a Self Service Account Number. To set this up contact Aramark at aramark@concordiashanghai.org.

ID Cards

The Concordia Photo ID Card

- is required for students and employees
- is available for parents who regularly need to be on campus

- enhances campus security by restricting access to the campus and providing additional data regarding who is on campus
- incorporates the need for a lunch card, library card, security card, and ID card into a single electronic card.

For complete details refer to the Photo ID Card Procedure under the Policies and Procedures section, Student and Parent pages of the school website.

Security Measures

Concordia is committed to the safety and security of students, faculty, staff, and visitors on its campus. Ideally, members of the Concordia community and guests should feel both welcome and safe. In order to support that commitment, Concordia has undergone a thorough review of emergency mitigation/prevention, preparedness, response, and recovery procedures relevant to natural and human caused disasters. Security at the school uses a combination of ID cards, cameras, guards from an out-sourced security company, and school personnel to maintain a safe yet inviting environment.

The Concordia Campus is open to:

- Members of the Concordia Community, which is defined as persons allowed to obtain an Employee, Student, Parent, or Relative Concordia ID, guests on campus with persons allowed to obtain an Employee, Student, Parent, or Relative Concordia ID, and guests of the School.
- Contracted staff such as guard service staff, cleaning staff, food services staff, etc.
- Visitors to a School Office, e.g., potential family, vendor, school representative, etc.
- Member of a school group visiting Concordia, e.g., sports team, or a group that has rented Concordia facilities.
- Vendors, staff of delivery companies, staff of construction companies, etc. as required to perform work for the benefit of Concordia.

Families should plan to present at least one Concordia ID or follow the procedures defined in the Security Policy when entering the campus. The exception is during Drop-off (7:00am-8:30am) and Pick-up (3:00pm-5:00pm) on school days. During school hours (8:30am-3:00pm) a Concordia ID or a Visitor badge must be worn by anyone on campus other than a student. Staff may wear their name badge in lieu of the ID.

Those not in possession of a valid Concordia ID must exchange a photo ID for a visitor's badge at the visitor gate on Huangyang Road. The Mingyue Gate will be accessible only to Concordia ID holders between 8:30 and 3:00 p.m. A person may sign in/out by:

- Tapping his or her valid Concordia ID Card on a card reader at a school gate. Younger than school age children are exempt if accompanied by a person with a valid Concordia ID.
- Presenting a valid name tag for an administrator-approved on campus conference, event, or activity to a guard at a school gate.
- Exchanging a government issued photo ID for a Concordia ID and signing a paper ledger at a school gate.

The times and requirements governing access to the Concordia Campus are available in detail in the Security Policy under the Policies, Procedures & Forms on the Student and Parent Portals of the school website.

Campus Access–Off hours

Campus hours:

- Between 10 p.m. and 7 a.m. the campus is closed and no one other than an employee with a Concordia ID will be allowed to enter unless authorized by a school administrator.
- Students, families, and their visitors may be on campus on school evenings and on weekends between 7:00 a.m. and 10:00 p.m. by following the sign in procedures and requirements established by the school and available in the Security Policy under the Policies, Procedures & Forms on the Student and Parent Portals of the school website.
- On official holidays and other non-school days, students/families are not allowed on campus unless authorized by a school administrator.

CCTV Cameras

If a safety or security issue arises, members of the Concordia community should make divisional administrators or the Operations Department operations@concordiashanghai.org aware of the concern.

CCTV footage from school cameras may be reviewed by school administration to better understand the circumstances related to the concern. Footage is not available for public viewing and members of the Concordia community do not have a right to view CCTV footage. An administrator, with approval from the AHOS-PA, may choose to use CCTV footage as a tool in addressing a concern if:

- There is an educational opportunity with the student(s).
- The administrator determines that the footage is conclusive and will assist in clarifying a profound disagreement.

Supervision by Concordia Staff: All employees should participate in ensuring that students conduct themselves in a manner that reflects school's philosophy, policies and procedures.

All employees and volunteers must review, acknowledge, and agree to observe the policies and procedures in the Safety Handbook annually prior to supervising students.

Supervision by Parents: Parents bear primary responsibility for the supervision of their children on school grounds based upon the following conditions:

- Before 7:45 a.m., after dismissal on school days and on weekends, unless the student is participating in a Concordia school-sponsored activity.
 - Elementary aged students must be accompanied by a parent or adult chaperone.
- ES students may be picked up at the end of the day, or after CCAs, by an adult (parent, grandparent, aunt/uncle, driver, helper) or by a sibling who is in Grade 8 or above.
- ES staff will remain with students until the last student has been returned to the appropriate chaperone identified above or to the ES Office.
 - Parents may choose to allow MS and HS students to remain on campus afterschool to use the school's facilities for research and group study in an unsupervised capacity until 7:00p.m. Open, unsupervised spaces are identified as the PC Lounge, Café, or Commons.
- After 7:00p.m. students should only be on campus as part of a supervised school activity.
- MS students who arrive on campus before 7:45 a.m. on school days should report to the PC commons unless they have an appointment with a teacher.
- At no time should a student be in a classroom unless a teacher is present or in an athletic/fine arts facility without proper supervision.
- If a Concordia community member feels the student is conducting him/herself inappropriately, they may ask the student(s) to leave the campus. The student's name and photo may also be taken and reported to the division administrators.
- Access to school grounds is limited to public outdoor locations: the playground and field and the following indoor open spaces--Phoenix Lounge, Phoenix Café, and Phoenix Commons.
 - The Intermediate Building Gym is available for student use after school on school days until 5:00 p.m./, if not being used for school activities.
 - Practice studios are for MUSIC class-related use only and will remain locked each morning unless a student has requested and received permission by their MUSIC teacher to use the facility. All practice studio sessions must be scheduled with MUSIC teachers within the Fine Arts Department.
 - Use of any other space requires permission through the school facilities reservation system and/or supervision by a Concordia employee

- Activities that pose a significant injury hazard are not allowed. This includes, but is not limited to,
 - The flying of commercial/hobbyist drones and other similar products on/over the school.
 - Hoverboards are also not allowed on campus.
- School guards and/or other Concordia staff may request anyone on campus to stop an activity that they feel is posing a safety concern.

Transportation Services

Families may sign up for, at an additional cost, the school sponsored bus/van service to transport students to and from school. There is an after school activities bus as well, but this service is separate from the daily bus service and does not provide door-to-door service. Please contact the Operations Office, in the Business Hub, regarding daily bus service and the activities bus.

Bus safety for students riding the bus is outlined in Behavioral Expectations..

Parking and Student Dropoff

Private vehicles and taxis are not allowed on-campus on school days from 7:00 a.m. to 4:45 p.m.

In order to ensure the safe arrival and dismissal of all students no parking/waiting adjacent to campus entrances is permitted. Instruct your driver to stay in the driver's seat while you or your children open your car doors. This helps ensure efficient traffic flow during these peak traffic periods. If your driver drops you or your children outside a campus entrance, instruct your driver to find an alternate place to wait for you and arrange to call for a pick-up when you are ready to leave campus.

Entrances are open only to pedestrians and bicycles on school days from 7:30 a.m. to 4:45 p.m. Cars and taxis are allowed to enter campus through the Main Entrance at other times. Students may be dropped off on either side of the road at the school's two entrance gates.

Crossing guards are posted at each gate. Instruct your driver to follow the directions of the crossing guards and to drive cautiously for the safety of all.

Full details regarding the Parking and Student Drop-off under the Policies and Procedures section, Student and Parent pages of the school website.

Bicycles and Motorized Scooters

All bicycles and scooters/motorcycles must be walked on campus between 7:30 a.m. and 4:00 p.m. and parked in the designated area in the breezeway between the Phoenix Center and the High School, and next to the Huangyang Guard House. Motorized scooters should never be driven on the campus. Concordia does not permit ES students to ride motorized scooters to campus, unless operated by an adult driver.

By Shanghai ordinance, students under age 12 are not permitted to ride bicycles on the street and prohibits students from operating a motorized bike of any kind. Students and parents are encouraged to wear helmets on their rides to and from school.

See complete details in Bicycles and Motorized Scooters under the Policies and Procedures section, Student and Parent pages of the school website.

Emergency Procedures: Evacuation, Fire, Lock-down

Students are drilled on emergency procedures and trained for evacuation, fire, lock-down and shelter-in-place emergencies that may include departing from a space other than their homerooms. Staff members are equipped and trained to safely care for students in the event of an emergency. For more details, please contact the school office.

Birthday Celebrations

Teachers set their own procedures regarding birthdays in the classroom. Please contact the teacher directly to arrange for birthday celebrations involving snacks and/or drinks. Party bags are not advised.

Please check with your child's homeroom teacher regarding allergies in the class.

Visitors on Campus-Shadowing

Permission for guests must be obtained from the elementary school administration prior to the visit. After approval, the homeroom teacher will coordinate with parents to determine the best time.

ES students may bring one student guest with admin permission. Parents must provide emergency contact information to ES Office. Students are expected to escort their visitor throughout the day. All visitors are expected to abide by the school's rules and regulations.

A Shadow-Day release form is available on the Parent page of the school website under Forms.

Movie Policy

Concordia's actions should reflect leadership in moral and ethical choices. Therefore when movies are shown on campus they must comply with intellectual property rights.

At Concordia we believe that the films we watch should reflect our community values and beliefs. Therefore, we hold to the following guidelines, encouraging films/film clips that

- promote values
- exemplify Concordia's core values.

We avoid full-length films/film clips that

- promote or encourage drug use or inappropriate use of alcohol.

- contain scenes of excessive blood or gore.
- encourage the degradation of a culture, gender or religion
- contain explicit or implicit sex scenes.
- have an MPAA (Motion Pictures of America) rating of no higher than PG for ES and Grades 5,6 and no higher than PG-13 or lower for older students.
- have the purposeful intent to cause strong fear such as horror movies.

Furthermore, we will strive to have all full-length films pre-screened by at least two teachers and to publish use of the film ahead of time so that parents are aware of what is being viewed. If a full-length film is used that does not meet these guidelines a permission form must be signed by the parent/guardian.

Music Policy

Music is an integral part of our lives. It can inspire, entertain and educate. At Concordia we believe that the music we play and listen to should reflect our community values and beliefs. Therefore, we hold to the following guidelines:

- conveys positive messages
- is representative of a variety of genres, eras and artists with consideration given to the majority of the audience
- is considerate of its purpose and is appropriate for its audience
- encourages unity.

We avoid music that

- has an edited version containing “bleeped” material
- contains swear words
- is sexually suggestive
- demonstrates an intolerance towards race, religion or gender.

Student Orientation

Please visit the Admissions page of the school website to access information pertaining to New & Returning Student Orientation.

For students and families that arrive mid-term, Concordia’s counselors, classroom teachers, and members of the administration will help to assimilate the students and families into the Concordia community.

STUDENT CONDUCT

No community, large or small, can exist without fundamental rules that define the limitations of personal freedom and action. In the simplest form, these rules encompass the “do’s and don’ts” of the group, with clear statements of steps taken when infringements occur.

Attendance

Attendance is taken by the homeroom teacher at 8:00 a.m. Students are expected to be in the classroom and ready for class by this time. Students arriving at or after 8:00 a.m. are to check in at the ES Office prior to heading to the classroom.

If a child will miss school due to illness or appointment, the family should notify the school at es.office@concordiashanghai.org or by phone. Each morning the secretaries will contact the families of absent children when notification of absence is received.

Work Missed During an Absence

It is the student's responsibility to make up work missed during an absence. Some work will be able to be made up. However, some work will not as it was integrated into the lesson for that day. Missed assignments due to illness or appointment will be given appropriate time for submission. Generally, one day of illness permits the student one day of additional time to submit the missing work.

Consequences for Excessive Absenteeism

Excessive absenteeism is identified as a pattern of absence from class. Excused absences may also be a factor if 15% of a semester's classes are missed. Credit for the course may be lost after this level of absenteeism.

Families who plan trips during the academic year must do so with this limit in mind.

Leave of Absence

Families should give as much notice as possible when their child will be missing school due to travel. Teachers will do their best to help accommodate for missed days when the student returns to school. However, it should be understood that some learning will simply be lost as the work was integrated into the lessons taught on the days missed.

Late Arrival to Class-Tardy

Students are expected to be on time for class. Teachers are expected to start and end classes on time. If tardiness becomes a problem for a group or individuals, teachers should announce that tardiness is being tracked.

Withdrawal from Concordia

All students leaving Concordia need to request a "Student Check-Out" form from the Admissions Office. The form must be completed before records will be released. Included in the checkout process is the return of all school material, payment of all fees including replacement cost for lost or damaged books or other school equipment, and sign-off by the Finance Office. The school will not release any transcripts to receiving schools prior to completion of the checkout process and Finance Office clearance.

Guardianship Form

Parents who leave their children in the care of another while away from Shanghai must provide guardianship information to the ES Principal for both emergency and legal considerations. **Students may not be left in the care of siblings or aunts.** The guardian form may be obtained from the ES Office or the lower right corner of the Parent page on the website or on the Homepage of Aspen.

Behavioral Expectations

Respectful Conduct

As part of the Concordia community, students are considered to be responsible members who demonstrate respectful behavior in all interactions with cleaning staff, guards, peers, secretaries, teachers, etc.

The behavior patterns of the students determine the overall tone and spirit of the school. The first imperative is, therefore, to build a Concordia community spirit that fosters appropriate behavior as the norm and regards poor behavior as the exception.

Cafeteria Expectations

Concordia provides excellent eating facilities for its students. Student behavior must be respectful of the cafeteria staff, cleaners, property and the other students.

School Bus Safety

All students must complete a School Transportation Agreement for Concordia (available from division offices) confirming that the students and parents are aware of the bus rules. Students may ride on school buses for field experiences, athletics, and other school events in addition to those who select to ride to and from home. Concordia expectations for bus riders are outlined below.

Consequences

Offence	Action Steps
1st	<ul style="list-style-type: none"> Written warning using bus discipline form. Give copy of the form to the divisional office for discipline record. Note sent home and phone call to parents from division office.
2nd	<ul style="list-style-type: none"> Written warning using bus discipline form. Give copy of the form to the divisional office and student to see the Assistant Principal. Note sent home and phone call to parents that the next issue will result in one-week suspension from the bus.
3rd	<ul style="list-style-type: none"> Written warning using bus discipline form. Give copy of the form to the divisional office and student to see the Assistant Principal. Student receive one-week suspension from the bus. Note sent home and phone call to parents that the next issue will result in expulsion from the bus for the rest of the school year.

4th	<ul style="list-style-type: none"> • Written warning using bus discipline form. • Give copy of the form to the divisional office and student to see the Assistant Principal. • Student expelled from the bus for the remainder of the semester with NO refund.
-----	---

Notice of expulsion to be given by the Transportation Department. Concordia provides a safety manual for all students, which outlines bus safety; procedures for boarding, riding, and exiting the bus; school bus rules, what parents must know, emergency plans, and a phone directory.

Cell Phones

Student use of cell phones is restricted to before and after school hours. We understand that an international setting motivates parents to provide their child with a cell phone so that they can be in contact if needed. However, please note, cell phones are not permitted to be turned on during the school day, and should be left in the student's cubbies. Teachers are instructed to confiscate a student's cell phone and turn it in to the administration if the phone is used during the school day or if it rings during class.

If you need to contact your child during the school day, call the ES Office, and the secretary will make sure the student receives the message. If a student needs to contact home during the day, they will be directed to the ES Office where a phone with an outside line is provided to everyone.

Smart Watches:

The use of smart watches is restricted to before and after school hours. Students should not be receiving calls on their smart watches during the school day. If the watch becomes a distraction to the student or disrupts instruction it will be confiscated by the teacher.

Use of Elevator

Students are not permitted to use the elevators in any of the buildings of Concordia without permission.

Respect for Others and Property

Violence, fighting, physical or verbal abuse or intimidation (whether in person or through any electronic /digital means) are not in harmony with the Concordia philosophy of respect for one another. All of the above are considered serious offenses and will be punished accordingly. This policy against violence extends beyond the school to any interaction between students who are members of the school to any validated report that a student has acted violently towards a student from another school.

Should a student not embrace the culture of respect at Concordia, he/she will be held accountable for his/her actions.

Please be aware of the following terms and their descriptions.

- Theft— the act of taking another person’s property without consent.
- Vandalism—the willful damaging of property.
- Weapons— are objects that can be used offensively or defensively for fighting and include but are not limited to knives and guns.

Concordia maintains a weapons-free campus. Students may not bring weapons of any kind on campus. Objects that are dangerous or disruptive are prohibited on campus (e.g. firecrackers, water pistols).

Disciplinary Consequences

All disciplinary action follows the progressive discipline model. With each additional incident recorded in a student’s discipline record, the disciplinary action taken may become more severe (depending on the type of incident being recorded). Students must realize that disciplinary action is taken to serve as a lesson for the student so that they do not repeat such behavior again in the future. Disciplinary actions also serve as a deterrent for the rest of the student body such that they realize that there are consequences for breaking school rules.

Suspension

When a student’s behavior seriously and adversely affects another student’s ability to learn or when it is a serious affront to Concordia community norms (such as cheating, violence, theft, vandalism, repeated violations of school policy, other), that student may be disciplined through suspension. Suspension is used to emphasize the student’s responsibility to himself/herself, others, and the school. Suspensions may be either in-school or out-of-school depending on the severity of the offense.

Out-of-School Suspension

For an out-of-school suspension, a student may not appear on campus or at any school-sponsored event/activity for any reason during the day(s) for which he/she is suspended. The out-of-school suspension will be recorded as an “Unexcused Absence”.

No credit will be given for classes missed and any work assigned or written while on suspension. However, students are required to complete all assigned work during their suspension—no credit will be given.

Expulsion

Expulsion of a student from Concordia will occur when a student is unwilling or unable to respond satisfactorily to either the academic or disciplinary requirements.

Expulsion is sometimes the best way for student to learn responsibility for the consequences of his/her actions and the best way to protect the educational process for the other students in the school.

Behavioral Probation

Behavioral Probation may be invoked at the Principal's discretion and the terms of probation will differ depending on the specific circumstances. During a behavioral probation, the student must not be involved in further disciplinary action for the term of the probation or risk losing their enrollment at Concordia.

Search of Person and Personal Belongings

Concordia maintains the right to conduct a search of a student's person and personal belongings while on campus and when sufficient suspicion warrants such action.

Searches may include but are not limited to cubbies, book bags, computers, other personal possessions, and the emptying of pockets or handbags. Searches are to be conducted with utmost respect for the individual, respect for gender, with provisions for timely notification of parents.

Dress Code

It is our school policy that all children wear a school uniform when attending school. Our policy on school uniforms is based on the notion that the school uniform

- promotes a sense of pride in the school and creates a sense of community/ belonging towards the school.
- is practical and smart.
- identifies the children with the school.
- prevents children from coming to school in fashion clothes that could be distracting in class.
- makes children feel equal to their peers in terms of appearance.
- is designed with health and safety in mind.

Accountability

The uniform policy reflects the entire Concordia community and thus it will be the responsibility of the student, parents, teachers, and the administration to uphold.

- It is the student's responsibility to choose the appropriate clothing to wear to school.
- It is the parent's responsibility to scrutinize the uniform before the student leaves for school.
- It is the teacher's responsibility to monitor and enforce the uniform policy during the day.
- It is the administration's responsibility to monitor and enforce the uniform policy.

Uniform Upkeep

Should an article of uniform clothing become tattered, torn, discolored, ill fitting, etc., the student/family is required to mend or replace the article.

Enforcement Policy

Students will be inspected for uniform conformity when they arrive at the school and are entering through the doors.

As the uniform policy is clearly stipulated, any student who comes to school "out of uniform" will be given something to wear from the "old uniforms" box for the remainder of the day and the infraction will be noted in the student's disciplinary record.

Any action taken by the administration to enforce the uniform policy will reflect the student's intent and history of inappropriate dress.

Should a student be a chronic dissident when it comes to the uniform policy, the parents will be involved in discussions for rectifying the situation.

Uniform Sizing and Cleaning Information

All clothing must be appropriately sized and conform to Concordia's norms of modesty. Failure to comply with the dress code will result in an incident report in the student's permanent file. The consequences will escalate in severity should a student be a regular offender.

Free Dress Days

During Free Dress Days, students are able to wear comfortable, clean, modest clothing. Please remember that students will be in PE/Art/Music, sitting on the floor in classrooms and the like. It is important for them to relax and have fun, yet also to wear appropriate clothing. Participation in free dress days is optional. Please avoid slippery shoes, heels, or flip-flops. Pajamas or swimsuits are not permitted on free dress days, unless otherwise specified.

Smart Watches

The use of smart watches is restricted to before and after school hours. Students should not be receiving calls on their smart watches during the school day. If the watch becomes a distraction to the student or disrupts instruction it will be confiscated by the teacher.

CO-CURRICULAR ACTIVITIES (CCA) AND ORGANIZATIONS

Concordia values a holistic education for its students, therefore, we offer co-curricular activities (CCA) for students in Grade 1-4. CCA are primarily

taught by Concordia staff with additional support from some outside vendors. There are three sessions of CCA each school year, one in fall, winter, and spring. Each session lasts for 6 weeks.

Students are expected to demonstrate appropriate behavior before, during, and after the CCA, as they are during the school day. Participation in CCA is a privilege, as is participating in any extra-curricular activity.

Concordia also provides opportunities for certain organizations to meet on our campus for additional activities, such as the Scouts program, as we strive to be a global learning platform for the community.

Scouts

Concordia sponsors the largest Scout organization in China. The program includes Cub, Boy, Daisy, and Girl Scout troops. Parent volunteers serve as troop leaders enabling children to experience scouts in Shanghai. This program is completely parent led and parent organized.

INFORMATION AND TECHNOLOGY

Elementary School Technology

We live in the age of technology, and computer and information literacy are essential for success in society. Students have access to computers and iPads in the classroom, to be used in accordance with teacher instructions.

Each year students and parents are asked to review and sign to indicate their agreement with and acknowledgement of Concordia's Tech Code. See APPENDIX 3 at the end of this handbook.

Elementary School Library

The ES Library is a flexible learning environment where students come weekly with their teachers to explore, find exciting books related to student interest. Students work with the librarian to learn information literacy skills when they appropriately fit into the curriculum thus allowing the students to apply those skills right away. The library has a flexible schedule for Grades 1-4 that allows the librarian to spend focused time with each grade level as the curriculum dictates. Pre-School and Kindergarten classes come to the library once a week for a scheduled library class with the Librarian and their teacher. During this time the Librarian introduces different types of literature that fits with the current curriculum and teach simple age appropriate information literacy lessons.

The ES Library is open from 8:00 a.m. -11:30 a.m. and 12:00 p.m. – 3:15 p.m. After school, the library is open every afternoon but Wednesdays from 3:30 p.m. – 4:00 p.m. for students to come with their parents.

Students may come throughout the day by themselves to checkout books, provided they have a pass from their teacher. Teachers are encouraged to send their students to library in small groups to do book shopping for “Just Right” books to add to their current “Reading Book Bag” in the classroom. Parents are welcome throughout the day.

COMMUNITY

Get Involved

Concordia is community. The reason for this is found in one simple word, involvement. Teachers, students and parents are involved in the school and not simply watching from the sidelines. Concordia is not a school where parents simply drop their child off and disappear. Parents are welcomed into the school and their talents are valued. Students welcome new students to the school because they understand keenly, what it means to be the new kid. Similarly, the PSO and other parent groups make a special effort to welcome and include new parents and families. There are many ways to get involved and we hope you will.

Assemblies

All-School Assemblies

Six times per year, the school holds all-school assemblies to open and close the school year and to celebrate Thanksgiving, Christmas, CNY and Easter. Parents are invited to attend.

Elementary School Assemblies

These assemblies are held every Tuesday throughout the school year. Assemblies can be hosted by individual class groups, faculty members, student groups or others. Some of the assemblies are geared toward celebrating birthdays, welcoming new students, or saying farewell to departing students. It is one of the favorite days of the week for students and parents. Parents are welcome to join all assemblies.

Support for Parents

Parent Support Organization (PSO)

The PSO was instituted to give parents an organization through which they can support the school and each other. Watch the calendar for all upcoming activity dates.

Parents in Touch

This group of parents meets regularly to pray for the school. Please contact the ES Office for more information.

Service and Fundraising

All students, student groups, and teachers must complete a Service Proposal and submit it to the Service Committee for approval for any service effort. The Service Committee is composed of the Service Learning Coordinator and the Family Life Counselor.

COMMUNICATION

A student's school life is greatly enriched by a family that is well informed and active in the school. Concordia welcomes involvement and encourages close ties between parents and school. Here are a few ways a family can communicate within the Concordia community.

Methods of Communication

Face to Face / Telephone

The most important form of communication is always face to face. Parents may request personal conferences with any faculty or staff member, at any time, to seek information or clarification, share concerns or suggestions, or to assist with the overall education of their children. Whether to praise or complain, eye contact makes a huge difference. However, it is recognized that we are all busy and that a face-to-face meeting is not always possible.

Please do not call the teacher during school hours as this may disrupt the class program. Messages for teachers may be left with the school office to be forwarded to the teachers. The teacher will return calls or email as soon as possible. Time-sensitive requests should be made to the school office, as teachers may not always be able to check email before the day's end.

Aspen

Aspen is the name of the student information system. This web-based tool is an information resource for families.

The Family Portal in Aspen's student information system provides parents with one login to access the information for all of your children. If you have difficulty or questions about how to use Aspen please contact aspen@concordiashanghai.org. Aspen is also where you can access the Family Directory—contact information for families at Concordia.

Concordia Website

Concordia's website is an information resource accessible from around the world. Families are able to access calendars, photos, videos, Teachers do not have web pages any longer and newsletters are sent to families. They are no longer posted on a site. Library databases and subscription services, and much more. Please invest some concentrated time to get to know this valuable resource. Questions may be directed to marketing@concordiashanghai.org

Newsletters/E-News

The FOCUS Email Newsletter is published every week and serves as the primary communication tool for the entire Concordia Community. It is formatted to allow easy access to information from different departments and divisions within the school and includes information regarding notices which impact the entire community, upcoming events, calendar reminders, celebrations, class projects, and much more. The goal of The FOCUS is to provide key information to all groups in a consistent and clear way. The FOCUS can also be accessed from the Parent page of the website.

The Teacher Newsletter is the primary communication tool for the individual teacher and includes notices that impact a specific class. Important events, current units of study and reminders are shared with parents through the newsletter on a regular basis.

The **Head of School** office communicates through bi-weekly videos and/or occasional newsletters providing the opportunity to review topics of strategic or community interest.

WeChat

WeChat is intended as a communication channel for Concordia parents. The purpose of this channel is to pose school-related questions, or share school-related announcements and information.

Email

Email is the most often used form of direct communication. Staff email addresses are available on our website (<http://www.concordiashanghai.org/parents/faculty-staff-directory>). Please note that all staff email addresses follow the format of `firstname.lastname@concordiashanghai.org`.

Emails to the Concordia Community will contain in the subject line information to help you quickly determine the actions that need to be taken.

If parents are being asked to act upon a request that impacts the child's ability to be in school, translations of the email are made available in Mandarin and Korean, when possible.

Parent Feedback

Communication between families and the school administration is welcomed and encouraged.

Each year the administration schedules group events to develop relationships and increase face-to-face communication to respond to the needs of families.

Parent Coffees

Parent Coffees serve a number of purposes: to inform, to instruct, to listen and to respond. The Elementary School holds a parent coffee about once per month. Most meetings are held at 8:15 a.m.

Annual Survey

Each year the community is invited to provide feedback anonymously in a climate survey.

Back-to-School Night

At the beginning of each year, a Back-to-School Night is held. This evening is designed for parents to meet all of their child's teachers. The process is simple: parents are given their child's schedule and move from class to class. Teachers discuss expectations, philosophy and practice.

Procedures for Handling Questions or Concerns

Concordia endorses one-to-one conversations through an Open Door Policy for all stakeholders.

When an individual or group has an idea, concern, or request, they are encouraged to start with the person most directly impacted, i.e. student-teacher, parent-teacher, teacher-administrator, etc.

If the issue or concern is not able to be resolved directly with the person, the next step would be to request a meeting with an immediate supervisor. The Organizational Structure, available on the school website, lays out the reporting structure of the school.

Final point of appeal in all issues related to the management and operation of the school is the Head of School.

To ensure that teachers, the counseling staff or administration are available, please make an appointment via e-mail or contact the Division or Office and ask the secretary to schedule a meeting.

APPENDIX POLICIES & PROCEDURES

Policies, Admin Regulations, Procedures

All policies, procedures and forms are available on both the parent and student sections of the Concordia website.

- Policies & Procedures (Students) (Parents)*
- Access to Student Records
- Activation Process-for Subs, Contracted Staff, Vendors & Volunteers
- Admission Guideline-with definitions
- Advanced Degree Assistance-for PRC Nationals
- Air Quality Guidelines
- Bicycle/Scooter Regulations in Shanghai
- Bus Transportation Rules
- Cash & Other Valuables: Protection on Campus
- Child Protection
 - Chinese
 - Korean
 - see also Safety
- Class Sizes
- Cleaning & Disinfection at School
- College Applications
- Communication Between Parents and School
 - Parent Communication & Privacy
- Contract-Change of Classification
- Copying Video Materials
- Criminal Background Checks & Abuse Training for Contracted Staff-Agreement
- Discipline: Philosophy and Approaches
 - Chinese
 - Korean
- Distribution of Commercial Materials
- Email Communication
- Emergency Drills
- Employee Websites & Online Resources
- Facility Use & Booking Process
- Fapiao Guidelines
- Field Trip Experiences
- Fire Drills & Safety—see Emergency Drills
- Fitness Center-Expectations Protocol for Use
- Gifts
- Guardianship
 - Form (F): Parents Out of Shanghai-temporary guardianship
- Harassment
- Laptop Program for Students
- Letters of Recommendations to Students
 - Korean
- Medical/Health
 - Accident/Injury Guidelines: Requesting Assistance
 - AED-Automated External Defibrillator
 - Annual Medical and Emergency Information and Authorizations –Parent completed online
 - Athletics Emergency Action Plan
 - Blood Donor List
 - Cleaning & Disinfection at School
 - Emergency Medical Info/Plan
 - Forms (F)

- F: Accident/Incident Report
- F: Action Plan for Anaphylaxis
- F: Administering Medication to Students
- F: Asthma Management Plan
- F: Athletic Behavior Code and Participation
- F: Emergency Contact & Personal Information
- F: Family Emergency Plan
- F: Food Allergy Management Plan
- F: From the Health Office
 - Medical Exams
- F: Student Athletic Physical Exam
- F: Student Medical-FAQ
- F: Student Physical Exam-Dr. completed
 - Notification of Health Concerns
 - Travel Out of Shanghai
- F: Health Insurance Coverage-student (on file in Admissions Office)
- F: Student Travel Health Form
- Movie-on campus viewing
 - F: Movie parent Permission Form
- Music-playing and listening on campus
- Notification of Health Concerns
- Parking and Student Drop-off
- Parent Communication & Privacy
- Photo ID Card
 - Chinese
 - Korean
- Posting Hard Copy on Campus
- PSO Service Grant Guidelines
 - F: PSO Grant Application
- Retention of Email Records
- Safety
 - Accident/Injury Guidelines:
 - Requesting Assistance
- Bicycle/Scooter Regulations in Shanghai
- Bus Transportation Rules
- Cash & Other Valuables: Protection on Campus
- Child Protection
 - Chinese
 - Korean
- F: Counselor: Abuse Action Form
- F: Letter to Parents (English, Chinese, Korean)
- F: Abuse Report & Action Plan
- F: Harassment Report & Action Plan
 - Emergency Drills
 - Employee Websites, Online Resources, & Social Media
 - Field Trip Experiences
 - F: Field Trip Experience Parent Letter (HS, MS, ES)
 - F: Field Trip Experience Request Form
 - Guardianship
 - F: Parents Out of Shanghai-temp guardianship
 - Harassment, Intimidation, Bullying, and Discrimination
 - Parking and Student Drop-off
 - Photo ID Card
 - Chinese
 - Korean
 - Security
 - Chinese
 - Korean
 - Service
- Facility Use & Booking
- Communication Between Parents and School
- Fapiao Guidelines
- PSO Grant Guidelines
- Posting Hard Copies on Campus
- Form (F): Service Proposal
- F: Service Project-After Report

- F: PSO Grant Application
 - Safety Handbook
- Criminal Background Checks & Abuse Training for Contracted Staff-Agreement
- F: Contracted Staff Statement of History & Agreement to Code of Conduct
- F: Criminal Background Check-Disclosure & Authorization for Employees
 - Supervision of Students
 - Travel Out of Shanghai
- F: Co-curricular Travel Planning Checklist and Guidelines—Student Travel Expense Form
- F: Health Insurance Coverage-student (on file in Admissions Office)
- F: No Receipt Form
- F: Student Travel Health Form
- F: Student Travel Permission Form
- F: Travel-Parent Letter Template
- F: Teacher-Initiated Student Travel Planning Guidelines & Student Travel Proposal Form
- F: Agreement/Release Form & Behavior Contract
- F: Vehicle Request Form
- Sale of Used School Uniforms
- School Partners and Sponsors
- Security
 - Chinese
 - Korean
- Service
 - Facility Use & Booking
 - Communication Between Parents and School
 - Fapiao Guidelines
 - PSO Grant Guidelines
 - Posting Hard Copies on Campus
 - Form (F): Service Proposal
 - F: Service Project-After Report
- F: PSO Grant Application
- Sponsorship of Events
- Student Learning Support
 - Guideline for Admission
- Student Safety Handbook
- Student Teacher Guidelines & Procedures
- Substitute Teacher Guide
- Supervision of Students
- Technology
 - Copying Video Materials
- Employee Websites, Online Resources, & Social Media
- Laptop Program for Students
- Tech Code for Students
- Form (F): Tech Code Violation
- Travel Out of Shanghai
 - Student Safety Handbook
 - Forms (F): Agreement/Release Form & Behavior Contract
 - F: Co-curricular Travel Planning Checklist and Guidelines—Student Travel Expense Form
 - F: Health Insurance Coverage-student (on file in Admissions Office)
 - F: No Receipt Form
 - F: Student Travel Health Form
 - F: Student Travel Permission Form
 - F: Travel-Parent Letter Template
 - F: Teacher-Initiated Student Travel Planning Guidelines & Student Travel Proposal Form
 - F: Vehicle Request Form
- Tutoring
- Uniforms
- Vendor Application Flow Chart
- Who to Contact
- Working with a For-profit Organization and/or Distribution of Commercial Materials

APPENDIX 2

SAFETY POLICY

The Child, Family & Community

Child abuse is a multi-faceted issue that involves dynamics of the child, the family and the community. The Concordia child protection policy responds to all three levels.

The Child

At-risk children include those with difficult temperaments, defiance, health issues, social or academic difficulties and those unaware of their rights to protection.

Concordia promotes self-respect, study and social skills, healthy relationships, assertiveness and using support systems.

The Family

At-risk community characteristics include parental stress, social isolation, unfamiliarity with community resources, unrealistic expectations of children and history of abuse.

Concordia works with parents to understand appropriate discipline strategies and trains and supports parents in protective behaviors.

The Community

At-risk characteristics include limited community resources and acceptance of corporal punishment.

Concordia strictly implements the Child Protection Policy, trains teachers to recognize abuse, has counselors to support families and connects families with community resources.

Child Protection Policy

All staff employed at Concordia International School Shanghai must report suspected incidences of child abuse or neglect whenever the staff member has reasonable cause to believe that a child has suffered or is at risk of suffering abuse or neglect. Reporting and following up of all suspected incidences of child abuse or neglect will proceed in accordance with administrative regulations respective to this policy. Chinese Law mandates schools report to the Public Security Bureau (PSB) any case or suspected case of child abuse or neglect.

Concordia International School Shanghai endorses the United Nations Convention on the Rights of the Child, UNCRC of which the host country, China, is a signatory. Concordia seeks to be a safe haven for students who may be experiencing abuse or neglect in any aspect of their lives. Concordia will distribute this policy annually to all parents and applicants, communicate this policy annually to students, provide annual training for all staff and make every effort to implement hiring practices to ensure the safety of children.

In the event that a staff member is reported as an alleged offender, Concordia International School Shanghai will conduct a full investigation following a carefully designed course of clue process as defined in the student safety handbook for faculty, staff and volunteers.

Concordia follows specific steps when investigating reports of harassment, intimidation, bullying, discrimination, and abuse. These are clearly defined in the policy statement: Safety Handbook.

To see the complete policy and procedure related to child protection go to the safety handbook–Parent webpage under Policies & Procedures.

Important Notice

What does a Child Protection Policy mean for the Concordia community?

Child abuse and neglect are of growing concern in schools throughout the world. Child abuse and neglect are violations of a child's human rights and are obstacles to the child's education as well as to his/her physical, emotional and spiritual development.

Schools fill a special institutional role in society as protectors of children. Schools need to ensure that all children in their care are afforded a safe and secure environment in which to grow and develop. Educators, having the opportunity to observe and interact with children over time, are in a unique position to identify children who need help and protection. As such, educators have a professional and ethical obligation to identify children who are in need of help and protection and to take steps to ensure that the child and family avail themselves of the services needed to remedy any situation that constitutes child abuse or neglect.

Child protection standards defined by Concordia encompass all cultures, as well as Chinese and international law. Concordia acknowledges that although many families come from different cultural backgrounds, with varying disciplinary practices, maltreatment of a child is never justified. When given reasonable cause to believe that these rights are violated, Concordia will seek all available resources to restore those rights.

Reporting Suspicious, Inappropriate, or Abusive Behavior

Concordia follows specific steps when investigating reports of harassment, intimidation, bullying, discrimination, selfharm and abuse. These are clearly defined in the policy statement: Safety Handbook.

Initiating a report of harassment, intimidation, bullying, selfharm, and/or discrimination requires filling out a Harassment Report and Action form, available from the Parent and Student pages of the website under Forms.

Steps for Reporting Abuse

STEP 1

The counselor will take initial steps to gather information regarding the reported incident. In all cases, follow up activities will be conducted in a manner that ensures that information is documented factually and that strict confidentiality is maintained.

These steps will typically include the following:

1. Discussion between the child and counselor in order to gain more information.
2. Report to principal.
3. Observations of the child by the teacher, counselor, nurse and /or administrator.
4. Interview staff as necessary and document information relative to the case.
5. Consult with school personnel to review the child's history in the school.
6. Report status of case to the Head of School.
7. A consultation with the school attorney or other legal services if deemed appropriate.
8. Determine the course of follow-up actions.

In the event that the abuse or neglect allegation involves a staff or faculty member at Concordia, the administration will follow policy to ensure ethical professional behavior.

STEP 2

Based on acquired information, a plan of action will be developed to assist the child.

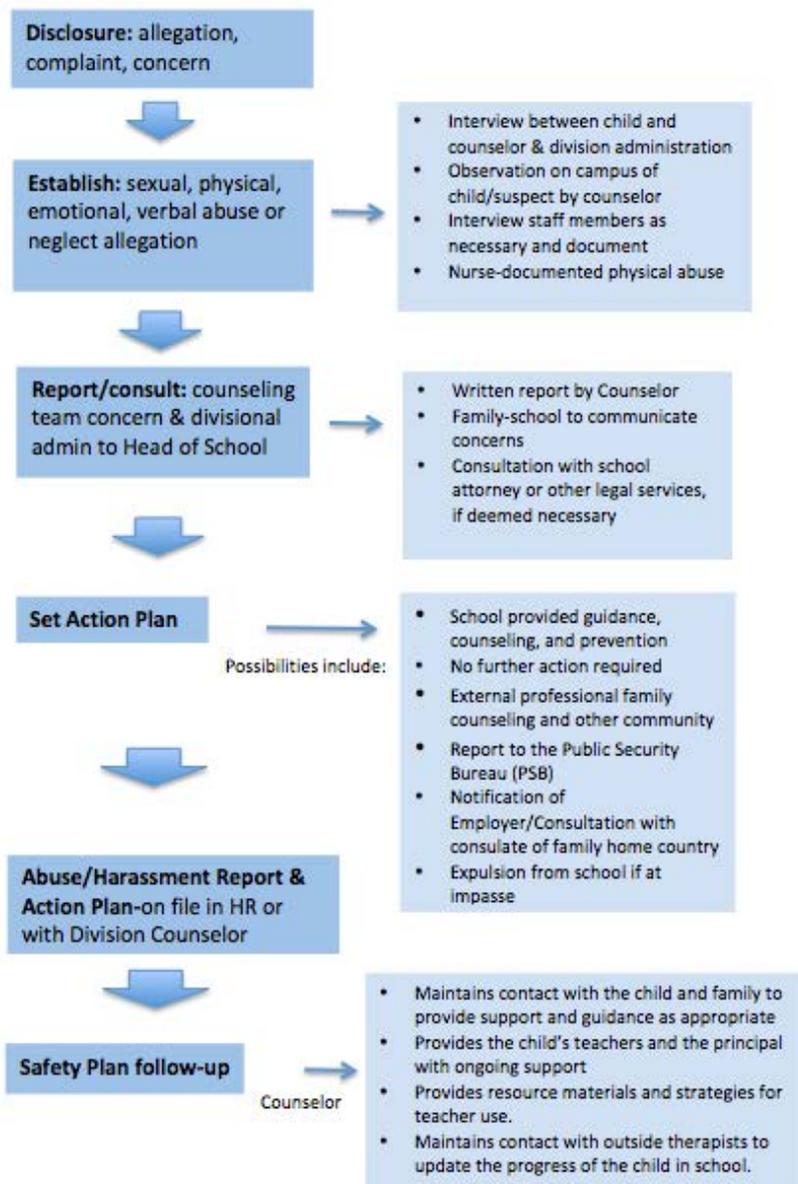
Actions may include any/all of the following:

- Meeting with the family to present the school's concern and set action plan
- School provided guidance, counseling, and prevention education
- Referral of the student and family to external professional counseling.
- Report to the Public Security Bureau (PSB)
- Notification to the employer and/or consultation with the consulate of the country of the involved family.
- No further action required
- Expulsion from school if at an impasse

An Abuse or Harassment Report and Action Plan (forms) will be completed and kept on file in the HR Dept. for staff and in the division counselor's office for students following each report.

Child Protection Policy Flowchart

Action at a Glance



Neglect

Definition: Neglect is failure to provide for a child's basic needs. These situations do not always mean a child is intentionally neglected. Sometimes cultural values, the standards of care in the community, and poverty may be contributing factors, indicating the family is in need of information or assistance from the school. When a family fails to use information and resources, and the child's health or safety is at risk, then intervention may be required. Neglect may be:

- Physical (e.g., failure to provide necessary food or shelter, or lack of appropriate supervision—this would include failure to provide proper adult guardianship such as leaving children unsupervised at home for any extended period of time.*
- Medical (e.g., failure to provide necessary medical or mental health treatment)
- Educational (e.g., failure to educate a child or attend to special education needs)
- Emotional (e.g., inattention to a child's emotional needs, failure to provide psychological care, or permitting the child to use alcohol or other drugs. Specific examples may include verbal humiliation, refusing to acknowledge presence of child invasion of privacy for no specific reason, violent threats, a pattern of actions that show contempt)

Indicators of neglect:

- Unkempt appearance
- Often hungry
- Low academic performance
- An unwillingness to go home
- Depression
- Complaints of extended parental absence*

* Concordia Shanghai requires one parent be a full-time resident of Shanghai. Should parents/ guardian leave the country for any reason, the responsibility for informing the school of all appropriate contact details lies with the parent or guardian. A form allowing temporary changes of guardian is available from the School and is to be completed prior to parents/guardians leaving the country.

Physical Abuse

Definition: Physical abuse is inflicting injury on a child by other than accidental means or creating a substantial risk of physical harm to a child's bodily functioning. It also includes committing acts that are cruel or inhumane regardless of observable injury. Such acts may include, but are not limited to instances of extreme discipline demonstrating a disregard of a child's pain and/or mental suffering. Physical abuse is also assaulting or criminally mistreating a child, engaging in actions or omissions resulting in injury, or creating a substantial risk to the physical or mental health or development of a child. Failure to take reasonable steps to prevent the occurrence of any of the above would also fall under the category of physical abuse.

Indicators of physical abuse:

- Unexplained bruises and welts on any part of the body
- Bruises of different colors (various colors)
- Injuries reflecting shape of article used (electric cord, belt buckle, paddle, hand)
- Injuries that regularly appear after absence or vacation
- Unexplained burns, especially to soles, palms, back or buttocks
- Burns with a pattern from an electric burner, iron or cigarette
- Rope burns on arms, legs, neck or torso
- Injuries inconsistent with information offered by the child
- Immersion burn with distinct boundary line
- Unexplained laceration, abrasions or fractures

Sexual Abuse

Definition: Undesired sexual behavior by one person upon another. This includes both contact and non-contact forms. Contact action involves intentionally touching (either directly or through clothing) the genitals, anus, or breasts of a child other than for hygiene or childcare purposes or forcing the child to touch the adult in this manner. Non-contact sexual abuse includes making the child listen to or engage in inappropriate sexual talk or view sexually explicit materials.

Indicators of Sexual Abuse:

- Sexual knowledge, behavior, or use of language not appropriate to age level
- Unusual interpersonal relationship patterns
- Venereal disease in a child of any age
- Evidence of physical trauma or bleeding to the oral, genital, or anal areas
- Difficulty in walking or sitting
- Refusing to change into PE clothes or fear of bathrooms
- Running away from home and not giving any specific complaint
- Not wanting to be alone with an individual
- Pregnancy, especially at a young age
- Extremely protective parents

Emotional Abuse

Definition: Any pattern of behavior that impairs the child's emotional development, sense of self-worth, or self esteem such as constant criticism, threats, verbal rejection, name-calling, insults, bullying or put-downs on a regular basis. The non-verbal patterns of behavior can include isolation, ignoring, or rejection on a regular basis.

Indicators of Emotional Abuse:

- Speech disorders
- Delayed physical development
- Substance abuse
- Asthma or severe allergies
- Sucking, rocking, biting or head banging
- Antisocial or destructive behaviors
- Sleep disorders
- Inhibition of play
- Passive or aggressive behaviors
- Developmental delay in academics
- Delay in fine or gross motor skills

The severity of an indicator or statements by the child as to the non-accidental nature of the injury may indicate possible abuse. Staff members, as a guideline for reporting, should use these indicators of abuse and neglect. It is not necessary to know the details of the possible abuse or to be certain whether or not an indicator means that abuse has taken place in order to report. A report should be made when a staff member has reasonable cause to believe that a child has suffered abuse or neglect. Reasonable cause/suspicion exists when it is objectively reasonable for a person to entertain a suspicion based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect child abuse.

Breaking the Cycle

Warning Signs

- You may be crossing the line into abuse if:
- You can't stop the anger
- You feel emotionally disconnected from your child
- Meeting the daily needs of your child seems impossible
- Other people have expressed concern

Tips for Change

- Learn what is age appropriate
- Have realistic expectations of your child
- Learn how to get your emotions under control
- Develop new parenting skills
- Take care of yourself
- Get professional help

Remember

You are the most important person in your child's world. It is worth the effort to make a change and you don't have to do it alone. Help and support are available.

Resources

UN Convention on the Rights of the Child

<http://www.everychild.ca/uncrc>

http://www.unicef.org/rightsite/484_s40.htm

Student Suicide Attempt, Suicidal Ideation and/or Self Harm Policy

Self-harm occurs when an individual chooses to inflict wounds upon themselves because of psychological distress. Although it is difficult to understand this behavior, it becomes a coping mechanism for some people. Feelings of anxiety and distress, feeling outside of one's body, and the need for self-punishment are among the reasons self-injurers cite for their behavior. Self-Harm left unaddressed may lead to more serious suicidal ideations and/or suicidal attempts.

Suicidal ideation refers to when someone has suicidal thoughts. Most people who have suicidal thoughts do not take action. A student with suicidal thoughts may be dealing with abuse, depression, anxiety, eating disorders, or gender confusion. Families with medical histories of mental illness could be prone to suicidal ideation.

Ideation can be vague (simply a wish) to a more serious degree with a specific plan. The following factors can be risks adding to the situation: intrapersonal thoughts, social context (family system), and cultural norms (regarding mental health).

Here are some of the symptoms a student might express to a teacher, peer, or counselor:

TEACHER RESPONSIBILITY

1. Any staff member who is informed by a person that a student may be suicidal is to immediately notify the school counselor or an administrator and assure that the student is not left alone. The school encourages that any concern regarding suicide or self harm be shared with the school counselor or administration.
2. A school counselor or school administrator will see the student immediately and continue to ensure constant supervision of the student.
3. If the student is violent and is in danger of hurting him/herself or others, the school administrator is notified.
4. The school counselor or school administrator will attempt to conduct an interview. The purpose of the interview is to provide staff with information to determine how to best ensure the safety of the student. The student is informed that appropriate actions will be taken and that confidentiality can and will be breached. The students may be given appropriate choices on how the suicidal ideation, action, and or plan is disclosed.

* The counselor may adjust the procedures in emergency situations if in professional judgment modifications are necessary to ensure the safety and welfare of the student or student body.

SCHOOL COUNSELOR/ ADMINISTRATOR RESPONSIBILITIES

Based on the interview, one of the following procedures is initiated:

A. If the student's responses indicate that he/she may not be at imminent risk: 29

1. The school holds a Signs of Safety Meeting with parents to create a safety plan. Parents are advised of the need to supervise and support their child. School team shares resources with the parents. The meeting is documented and follow up meetings are set.
2. The grade level principal and the assistant head of school or the head of school are notified.

B. If the student admits to being suicidal or his/her responses result in suspicions of immediate risk, the following steps are suggested to ensure the student safety:

1. The parents are notified immediately of the seriousness of the concern and informed that the student is not allowed to leave the school unless accompanied by a parent or guardian or another person for whom the parent permits to pick up the student. Parent's permission to release the student to another person is documented.
2. The grade level principal and the assistant head of school or the Head of School are notified.
3. The student is not to be left alone and remains with the support staff member until a parent/guardian or person identified in an emergency takes charge of the student. The parents are advised to take the student immediately to the nearest emergency room and/or to a licensed mental health provider for a crisis evaluation.
4. Before the student is discharged, school staff deliver the child to the caregiver and advise for continued supervision and support for the student.
5. The student can safely return to school only after being evaluated by a licensed professional mental health provider. The school team holds a Signs of Safety meeting and an action plan is established prior to the student's return to his or her classes. The school administrator is aware of students return and re-entry/safety plan. The safety plan must be completed which advises parents of the school's concern for their child and their responsibility to ensure the safety of every student. The plan is then signed by the parent and the school official and serves as documentation of the consultation and the parent's acknowledgment of the school concern for their child suicidal ideation, suicidal threats and or self-harm. A copy is kept by the school. The plan notes if the family is resistant to school safety processes.
6. If the student returns to school without evidence that an evaluation occurred, the support staff member immediately consult the administrator. Supervision of the student is reinstated until the parent/guardian picks the student up and/or provides a safety clearance document from a licensed mental health professional. The student may not return to school unless the parents/guardians seek out a licensed mental health professional.

APPENDIX 3

Tech Code for Students

Purpose: Concordia students are expected and encouraged to use various technologies and information systems as tools to enhance learning. The Concordia Technology & Information Use Code (Concordia Tech Code or Tech Code) is a guide to help ensure that use of technology and information, both at school and at home, is a positive and productive part of the learning experience. The Tech Code also highlights the fact that technology and information use at Concordia is a privilege, not a right, and that this privilege comes with responsibilities. Concordia seeks to partner with parents in all aspects of school. Supporting the Technology Code is one of the places we appreciate parent support. Each student and his/her parent/guardian must agree to the Tech Code each year.

Definition of Technology & Information: Technology covered under this Tech Code includes, but is not limited to, computers, networks, & applications (computer or internet-based programs, etc.); cameras, phones, tablets (e.g., iPads), lab equipment; TVs, projectors, visualizers, interactive whiteboards; microphones, sound systems, CD/DVD recorder/players; and any physical infrastructure (classroom facilities, buildings, and grounds) related to the above. Information includes information/data (digital and non-digital files of any kind including text, audio, imagery, video, etc.). The Tech Code applies to all devices used at Concordia whether they are personal or School-owned.

Summary: The Concordia Tech Code can be summed up in a few key points.

- I commit myself to think before I act, to learn the implications of my actions, and to willingly take responsibility for my actions, including making appropriate apologies and restorations
- I commit myself to the Golden Rule, that is, to treat other persons as I would have them treat me
- I commit myself to acting harmoniously within the Concordia community, by which I voluntarily place certain restrictions on my own behavior for the benefit of the group

Details: The Concordia Tech Code seeks to help ensure respect for self, other persons, and Concordia. The Tech Code also explicitly provides for Concordia Administrative control over student devices while on campus or school-related trips.

Respect for Myself: I will have respect for myself. I will not visit objectionable Internet sites (e.g., pornographic, hate-based, or offensive to our host country China). I will be vigilant when using the Internet because I understand that the Internet is neither private nor secure

(e.g., websites or applications that appear harmless may, in fact, collect information that compromises my privacy and/or might install software that compromises the security or integrity of digital devices or the school network). I will regularly make a backup copy of my data. I will not waste time playing computer games during times set aside for schoolwork.

Respect for Other Persons: I will be respectful, encouraging, and helpful to each person. I will only use technology and information for purposes that are beneficial, that are not harmful (emotionally, physically, financially or otherwise) to another person or their property, and that are within the law. I will respect the right to privacy of each person (individual, organization, or company). I will not access (look at, copy, transfer, share, post, use, alter, or delete) applications or information that belong to another person unless that person gives me permission. I will respect the physical property of each person. I will not damage or take another person's property or prevent them from using it. I will respect the electronic property of each person. I will not access, attempt to access, make changes to, block, or delete applications or information belonging to another unless that person gives me permission. I will respect the intellectual property of each person. I will obey Copyright law, including giving proper payment and attribution. [Note: one may not simply share "ripped" software, music, or video with another; each person requires a legitimate license.]

Respect for Concordia: I will only participate in activities and access, display, or divulge materials that do not compromise the integrity of School technology, information, community, or reputation. I will not attempt to circumvent school network security or system/software access policies and will not attempt to access or tamper with the Concordia Administrative account on School or student devices, including my own, if any. I will not add, upgrade, or modify software on School or student devices, including my own, if any, without permission of the Director of Technology. I will not waste school resources (e.g., use school bandwidth to download/play non-school related materials such as network games, music, or video). I will properly maintain and use School facilities and School and personal technology and information. I will not eat or drink in Tech facilities or near School or personal equipment. I will avoid technology-related distractions while at School. I will only use school technology & information when authorized and will not modify these unless given permission to do so by the Director of Technology. I will exercise good judgment in selecting and changing passwords and will never disclose my password(s) to anyone other than my parent or a teacher or administrator. I will not use Concordia technology or information for personal financial profit. I will not hide my activities or act in secret.

Respect for the Concordia Laptop Program: I will follow all the requirements of the Laptop Program. I will only purchase a laptop model and configuration that is approved by the School, register my laptop

with the School, not use a non-registered laptop while at School, and not add or alter software or configurations on the laptop without permission from the Director of Technology. I will submit my laptop to administrative control of the School. I will bring my laptop to the Tech Hub to delete School-supplied software from my laptop when I no longer use it as my primary computer at Concordia or when directed to do so by a School administrator.

Administrative Control: Administrative control means in part that teachers and administrators may, when deemed necessary, search the data on any personal device or account of a student (such as files and browser, chat, and Skype history, etc. on a phone, iPad, and/or laptop) and on Concordia systems (such as email, photo/video galleries, class websites, etc.) and/or temporarily impound a personal device pending a discussion with parents. I agree to Concordia administrative control of my personal devices when I am on campus or school-related trips.

Consequences of Violating the Tech Code

Violation of the Tech Code will result in appropriate consequences that might include:

- apology to injured parties
- monetary payment to repair/replace lost/damaged equipment/systems/data/facilities
- deletion of software, videos, etc. if there is sufficient doubt that these were legally obtained
- loss of privileges, e.g., email, network, system account, iPad/laptop/computer/camera use
- suspension or expulsion from Concordia (for severe violations)

In any specific instance, the School administration makes the final determination as to what is and is not a violation of the Tech Code and also decides the consequences of a violation.

Questions?

Submit questions to tech@concordiashanghai.org

APPENDIX 4

Boarding School and Private School Application Process

Concordia encourages students to continue through graduation. However, we recognize that some families choose to make applications for boarding schools or private schools. The counseling departments and faculty provide limited support for students applying to boarding schools or private schools. The following guidelines must be followed at Concordia:

- Students and parents must set an initial appointment with their counselor to discuss boarding school applications and process. The required meeting is to take place prior to the request for recommendations from Concordia teachers or counselors. The meeting is for the family and school officials only.
- This appointment must be scheduled for no later than November 15.
- Recommendation requests and paperwork must be given to the divisional counseling office and or teacher no later than December 1 and allow 10 working days for the recommendation to be written.
- Concordia has a limit of 3 recommendation requests total for boarding schools and/or private schools per student. (this may include Gateway or SAO as one request)
- All transcripts requests must be sent through Concordia's Admissions Office.

Parents may not make requests after these deadlines.

Withdrawal Process

It is always difficult when families depart from Shanghai! To assist in the withdrawal process, please follow the guidelines below:

- Parents are to respond to the re-enrollment survey to indicate if they are returning or departing for the following school year.
- Parents are to notify the admissions office if they are withdrawing during the year or for the next school year.
- The admissions office will send notifications to the divisional offices and finance office.
- Parents will be sent by email an electronic copy of the check-out form.

- Middle and high school students will be responsible for this check out form. Elementary's form will be completed by parents. This needs to be completed before the last day of enrollment.
- Parents are requested to fill out an exit survey at the admissions office.
- Middle, elementary and early childhood parents' request for copies of transcripts sent to any school, is to be made at the admissions office.
- High school transcripts will be sent through the high school counseling office.
- If parents request a confidential teacher recommendation to be sent, this request may be made to the teacher directly however a hard copy recommendation **MUST** be sent to the receiving school through the admissions office. If this is an electronic recommendation, the teacher will notify admissions after sending directly to the receiving school.
- Parents must allow 5 working days for a recommendation to be completed by a teacher. There is a maximum of 3 recommendations requests per student allowed.

Summer School Recommendation Requests

Students often want to continue learning over the summer months. Requests for summer school recommendations must be made by April 1. Families are limited to five recommendation requests per student.

2019-2020 School Calendar

Updated May 22, 2019

AUGUST 2019

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2020

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

IMPORTANT DATES

July 29 Arrival Date for New Faculty

AUGUST

5 First Day for All Faculty
 9 New Student Orientation & Testing
 12 New & Returning Student Orientation
 14 First Day of School
 All-School Opening Assembly

SEPTEMBER

4 Half Day for EC/ES Students/Faculty Collaboration
 13 Mid-Autumn Festival
 27 Early Release for Students and Staff
 30 Chinese National Day Holiday

OCTOBER

1-6 Chinese National Day Holiday
 Employee Retreat (No School)
 23 Half Day for EC/ES Students/Faculty Collaboration
 30 Faculty Collaboration (No School)

NOVEMBER

20 Half Day for EC/ES Students/Faculty Collaboration
 29 Faculty Collaboration (No School)

DECEMBER

16-31 Christmas Holiday

JANUARY

1-5 Winter Holiday
 17 No School for MS/HS (CISSMUN)
 Half Day for EC/ES Students/Faculty Collaboration
 Early Release for Students and Staff
 24-31 Chinese New Year Holiday

FEBRUARY

1-2 Chinese New Year Holiday
 3 Faculty Collaboration (No School)
 26 Half Day for EC/ES Students/Faculty Collaboration

MARCH

6 Faculty Collaboration (No School)
 25 Half Day for EC/ES Students/Faculty Collaboration
 30-31 Spring Break

APRIL

1-5 Spring Break
 4 Qing Ming Tomb Sweeping Day
 12 Easter Sunday

MAY

1 Labor Day Holiday
 4 Faculty Collaboration (No School)
 23 HS Graduation (Faculty Work Day)
 27 Half Day for EC/ES Students/Faculty Collaboration

JUNE

10 Last Day of School

LEGEND

- First Day of School/Last Day of School
- Holiday, No School for Students and Staff
- Early Release for Students and Staff (11:30 AM)
- EC/ES Students Only Early Release (11:30 AM)
- Students No School/Faculty Collaboration
- EC/ES Students Only Early Release (11:30 AM); No School for MS/HS; Staff work day
- Faculty Collaboration (no school)/ School closure exchange day

FEBRUARY 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY 2020

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APPENDIX 6

School Bus Policy

Morning and 3:35pm Regular Bus:

Government Policies about Bus Stops and Bus Routes

- Approximate three months are needed for arranging/rearranging the school bus routes.
- If you are moving, please contact the transportation office at transportation@concordiashanghai.org once you know your new address.
- School ONLY changes the bus routes two times a year during Christmas and Summer holiday.
- Parents/guardians or other adults are NOT allowed to take school bus. Exceptions include school staff who are required to be registered as bus monitors and parents who chaperone divisional approved field trips.
- Every individual school bus route will be monitored and recorded with the related government department. Any request of changing a bus stop temporarily by parents/guardians/responsible adults will NOT be considered without the consent of Concordia's transportation office.
- Bus monitors and bus drivers DO NOT have the authority to make temporary changes to bus stops or bus routes.
- There is no guarantee that parents can pick a specific pickup or drop off spot. If you have an issue with your assigned[CS1] Regular drop off or pickup spot, please contact the Transportation office.
- There will be no buses on "non-school" days; including Faculty Work Days, Parent-Teacher Conference Days and Holidays.

Boarding and drop off

- Morning Regular Bus pick up
 - Students should be at the bus stop at least FIVE minutes BEFORE the scheduled pick up time.
 - The bus monitor has NO responsibility to call for late students.
 - The school buses are NOT obligated to wait for late students. The buses are on very tight schedules.
- Afternoon Regular Bus dismissal
 - All school buses leave at 3:35PM on regular school days and 11:45AM on early release days.
 - MS and HS students should go directly to school buses and are to remain seated.
 - EC and ES students will be picked up from an assigned area.

- Seating assignments
 - Front seats are reserved for the youngest students, while older students sit in the rear.
 - If requested, older siblings can sit together with the younger siblings.
- Drop off
 - EC and ES parents/guardians/home ayis are asked to wait for the student(s) at the bus stop FIVE minutes before the scheduled drop off time.
 - If parents wish for a non-family member to pick up their students, parents must specify which adults are able to pick up their students[CS2] by notifying the Transportation Office by email.
 - Any EC or ES student not met at the bus stop by a responsible adult will be kept on the school bus until we reach the responsible adult unless we receive permission from parents by email. Meanwhile, the school bus will go on to the next stop. That student will be dropped off after the route is completed if we are able to reach a responsible adult, otherwise the student will be brought back to campus for the parents/guardian to pick up.
 - MS and HS students can go directly their home when school buses arrive at the stop.

Temporary Regular Bus changes (Bus Riders Only)

	Early Childhood and Elementary School students	Middle School & High School students
Go home with friends/classmates	Requested by a parent/guardian SIX hours or more in advance	Approved by division offices or requested by parents/guardians FOUR hours or more in advance
Go ALONE to another bus stop or bus route	Requested by a parent/guardian SIX hours or more in advance transportation office SIX hours or more in advance	Approved by division offices or requested by parents/guardian FOUR hours or more in advance. Bus route and Bus stop must be specified by division office or parent/guardian

Expected behaviors

- Waiting at the bus:
 - Use the sidewalk and crosswalks whenever possible.
 - Always walk and stay away from the edge of the street.
 - Be at the bus stop five (5) minutes before the scheduled arrival time.
 - Always use caution and do not play games or run near the bus stop.
 - When the bus approaches, stand away from the street until the bus comes to a complete stop.
- Boarding the bus:
 - Form a line and enter the bus with the younger students in the front of the line.
 - Move along carefully and use the handrail when you are entering the bus.
 - Watch your step and go directly to the seat and sit down.
 - Fasten your seatbelt and keep your seatbelt fastened until the journey is completed.
- Riding the bus:
 - Always use a considerate tone and volume when communicating on the bus.
 - Be courteous to the driver and monitor and listen carefully for their instructions.
 - Always keep your arms, legs and belongings inside the bus.
 - Animals, including pets on leashes are not allowed on the bus.
 - Keep your feet directly in front of you on the floor.
 - Keep your hands and feet to yourself and do not bother your neighbor.
 - Do not eat snacks and do not drink anything except water.
 - Keep sharp objects like pens, pencils and makeup tools in your bag. Only reading is allowed.
 - Always treat others with respect and kindness. Unkind behavior is not tolerated.
- Exiting the bus:
 - Always look both ways for pedestrians, bikes, or cars before exiting the bus.
 - If you drop something, notify the bus driver so they know where you are and can wait for you to clear the area before they leave. The bus driver cannot see you directly in front of or behind the bus.
 - Always remain at least 10 steps away from the bus to be out of the "Danger Zone" where the driver cannot see.
 - Never speak to strangers at the bus stop or get into a car with a stranger. If you feel uncomfortable leaving the bus, notify the bus monitor and they will notify the Transportation Office.
 - Always go straight home and be aware of your surroundings.

- Only exit the bus at your assigned bus stop. The driver and monitor are not allowed to allow students off at another stop without written permission from a parent / guardian[CS3] or notification from the division office.
- Parents should wait for students at the assigned bus stop location five (5) minutes before the bus is scheduled to arrive.
- Parents should wait on the same side of the street as the bus stop. Students often get excited and may dash across the street without thinking.

Consequences

Offence	Action Steps
1st	<ul style="list-style-type: none"> • Written warning using bus discipline form. • Give copy of the form to the divisional office for discipline record. • Note sent home and phone call to parents from division office.
2nd	<ul style="list-style-type: none"> • Written warning using bus discipline form. • Give copy of the form to the divisional office and student to see the Assistant Principal. • Note sent home and phone call to parents that the next issue will result in one-week suspension from the bus.
3rd	<ul style="list-style-type: none"> • Written warning using bus discipline form. • Give copy of the form to the divisional office and student to see the Assistant Principal. • Student receive one-week suspension from the bus. • Note sent home and phone call to parents that the next issue will result in expulsion from the bus for the rest of the school year.
4th	<ul style="list-style-type: none"> • Written warning using bus discipline form. • Give copy of the form to the divisional office and student to see the Assistant Principal. • Student expelled from the bus for the remainder of the semester with NO refund.

4:35PM & 5:40PM Activity Bus:

- Activity Bus routes will run at 4:35 PM and 5:40 PM every school day except Wednesday
- Elementary School students are only allowed to ride the 4:35 PM Bus during the CCA period specified on the school calendar.
- Elementary School CCA participants will have first priority so our youngest riders have a reserved seat on the bus during the CCA period.
- **MS and HS students MUST book a seat by 1 PM on the day they wish to ride the bus. If no seats are reserved on a bus by 1 PM, the bus may be cancelled[CS6].**
- Booking a spot using the Bus APP can be made up to one month in advance.
- Please use the Bus APP to find the bus route closest to your location. If you need any help choosing a bus drop off point, please notify the Transportation Office transportation@concordiashanghai.org.

TRANSPORTATION AGREEMENT FORM

This form must be signed and returned into the respective school office during the first week of school in order for you/your child to ride school transportation.

NOTE: This form must be returned for every student as these rules also apply for all school transportation; including, but not limited to, field trips, athletics, etc.

Students: Name (Print Style): _____

- I, the undersigned, agree to follow the bus conduct and safety rules established by the school. I agree to be respectful to students, bus/van drivers and monitors, and to others who may ride school transportation.
- I understand that if I am not respectful or if I do not abide by the bus conduct and safety rules,
- I may be suspended and /or removed from use of school transportation without refund of fees.

Student Signature _____

Grade _____ Date _____

Parents:

As parent or legal guardian of a school transportation user, I, the undersigned, understand the bus conduct and safety rules, as well as the need for respect for all riders, drivers and monitors.

I further understand that if my child is not respectful of all riders, drivers and monitors or does not abide by the bus conduct and safety rules, s/he may be suspended and/or removed from use of school transportation without refund of fees.

Parent/Guardian Signature _____

Date _____

ACKNOWLEDGEMENT OF RECEIPT OF STUDENT HANDBOOK

I acknowledge that I have received,
and understood my rights and
responsibilities as a student or
parent at Concordia International
School Shanghai as explained in
2019-2020 Student Handbook.

Name (Print):

Grade Level: _____

Date: _____

Student Signature: _____

Parent Signature: _____

Phone +8621 5899 0380 or visit www.concordiashanghai.org