



Middle 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 Christian stewardship to educate students holistically in a nurturing environment that includes comprehensive and challenging opportunities in academics, creative arts, spirituality, athletics and co-curricular activities.

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 Middle School!

It is my pleasure to welcome you to the Middle School at Concordia Shanghai. Whether you're brand new or have called Concordia home for years, we are excited you'll be a part of our community.

At Concordia, we believe that the middle school years are a critical time for students as they transition into adolescents and gain a stronger sense of their identity. To support this transition, we strive to create a middle school community that fosters the growth of both the academic potential and social emotional well being of all our students. We do this, in part, through creating environments where learning is personalized and differentiated to meet the unique needs of each child, where classroom experiences are interdisciplinary, and students are known by their teachers and classmates in smaller communities.

In the following pages you'll see the many ways we've worked to build a middle school community that supports the unique needs of middle school learners while also fulfilling the commitments and aspirations of the Concordia Mission and Vision.

On behalf of the middle school faculty and staff, welcome to a new school year. We are so excited to have the opportunity to work closely with your child and family this year.

Warmly,

Dr. Andy Aldrich

Middle School Principal

Concordia International School Shanghai

Envision 2019-20 Word of the Year

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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 and enriches each student's learning experience as well as their 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

Middle School Vision Statement

Concordia's Middle School will engage the whole child—academically, emotionally, socially, physically, spiritually, and aesthetically—while educating them for the world in which they live and will be living.

Middle School Core Values

We believe that

- all people have inherent worth.
- all individuals are responsible for the choices they make.
- all people have potential to achieve.
- a community thrives when its members cooperate and contribute.
- there are universal moral values.
- creativity and effort are essential to progress.
- personal achievement and the recognition thereof are powerful motivators.
- proactive planning meets the challenges of change.

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 our students the best possible environment in which to learn, play, and develop artistic passion.

Educational Facilities

Library

Concordia has two libraries that meet the informational and recreational reading needs of our campus community. Between the Phoenix Center Library and the Elementary School Library, our diverse collection contains more than 32,000 in-house fiction and nonfiction resources. This collection includes books, audio books, CDs, and DVDs all of which are supplemented by electronic access to 45 subscription research databases and five electronic reading databases.

Because we have a school wide wireless network, students, teachers, and parents can access the library's web-based online catalog, electronic databases, and the Internet from within the building or from the visitor computers in both libraries. As many students have laptop computers, they have access to all of these references at their fingertips. Furthermore, our community can access both the online catalog and electronic databases remotely from home or the office.

A variety of study venues throughout the building assure that students can find quiet spaces that meet their needs and personal preferences for individual or group study.

Phoenix Center Library Hours: 7:45 AM - 5:00 PM, M - Th
 7:45 AM - 4:30 PM, F

Rittmann Center Theater

The David F. Rittmann Center for the Fine Arts (named for Concordia's second Head of School) was dedicated to the Concordia community on December 4, 2007. The Rittmann Center features a 400-seat theater, dressing rooms, scene shop, costume storage, choral, string, and band rehearsal rooms, 2D/3D computer graphics and photography studios, and a lobby/gallery area. Designed as a center of creativity and enrichment, the Rittmann Center for the Fine Arts frequently houses divisional assemblies, special events, guest speakers and theatrical performances.

Maker Spaces

The Concordia Maker Spaces are 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.

Broadcast & Video Studio

Two high-end Sony professional cameras, a teleprompter, a green screen and an HD live production, network-style virtual set (TriCaster) allow students to simultaneously broadcast, live stream, project and record production work. The video studio is designed to prepare students in multi-media production and improve their communication skills.

Recreational Facilities

Gym(s)

Concordia has two regulation-sized gymnasiums, as well as Intermediate School Gymnasium and the Elementary School's Motor Skills Room, which are used for physical education classes, large assemblies, and sports events. The gymnasiums are equipped to accommodate a wide variety of individual and team sports. Locker rooms for boys and girls are located adjacent to each gym.

Exercises/Fitness/Dance

The lower concourse of the High School building includes:

- The 250m² Dance/Aerobics Studio with a sprung wooden floor, opposing full wall mirrors, ballet bars, sound system and three TV monitors for instructional use; and,
- The 250m² Weight and Fitness Room that is equipped with professional level treadmills, elliptical, rowing, bicycle machines and both free weights and weight training (resistance, endurance, and balance) machines.
- The 100m² Spinning Room equipped with stationary bicycles and audio-visual equipment to enhance the exercise experience.

Tennis Courts

There are regulation-size tennis courts located between the Elementary and Middle Schools and two courts on the roof of the Middle School which are used by students during school hours, team play and practice after school.

Field & Track

Concordia has a state of the art, lighted athletic field and track complex. All materials for the field and track were imported from Germany and pass European safety standards. The space allows for an 11 a-side playing surface measures 90 meters by 65 meters and for two seven a-side pitches. The field passes the highest FIFA standard tests (two star rated field-certified for concussion impact testing) and is listed as a certified field on the FIFA website.

The four-lane track measures 345 meters and meets all the requirements for cushioning of the IAAF. A six-lane long/triple jump sand pit sits at the end of a 180 meter straight away. Shot and discus circles are located on the perimeter of the track. Also on the perimeter of the track is a 100 foot baseball/softball batting cage.

STUDENT SERVICES

Health Office

The health, safety and security of your child is a priority at Concordia. Our Health Office is located in the Middle School building on the first floor, Room M162 and a Nurses Station is in the ES Office (E101k). We have three 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 Yukki Zhang, 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 hs.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 M162) or ES Nurses Station (E101K.) 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 – All activities proceed as usual.
- Yellow – 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 – 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

We view students as unique individuals, operate from a position of respect for the student, and make confidentiality a priority in all counseling sessions. Concordia provides a comprehensive, developmental counseling program addressing the academic, personal, social, spiritual, and developmental

needs of all students. Our counselors work in partnership with parents, teachers, and administrators in the best interest of each student. Students are encouraged to take ownership of their choices and are taught to explore solution-based strategies for positive change. Concordia's counseling program flows from and reflects beliefs.

Each Concordia Middle School counselor serves as an advocate in assisting students with all academic, personal, social, spiritual, and developmental needs. Students are typically referred to their counselors in one of four ways: self-referral, parental-referral, peer-referral, or teacher-referral.

Reasons to see counselor include but are not limited to: Adjustment concerns, anxiety, cultural transitions, depression/outbursts of anger, family issues, interpersonal concerns with peer groups, grief, parent/teen communication, stress, healthy life choices, social skills and conflict resolution.

Referrals are occasionally made to outside therapists, if deemed necessary.

To make an appointment, please contact the counselors via email or through the Middle School secretary.

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

Language and Learning Support Services is committed to enriching the learning environment at Concordia. This includes supporting both our English Language Learners and students who have identified academic, social, and/or emotional needs. The goal of Language and Learning 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.

Model of Delivery: Students in our middle school ELL program may participate in an English Language Development (ELD) course, which meets every other day and focuses on the English language skills needed to find success in the content of the core classes. This course traditionally replaces the world language option in the student schedule.

It is important to note that no formal ELL services are available at the high school level at this time.

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. Formal assessment of all identified ELL students takes place at the end of each school year, in addition to ongoing informal assessments throughout.

New students applying for grades 1-12 must have an advanced proficiency of the English language for admission to Concordia. Although a student may initially be accepted to Concordia without ELL support, the student may be placed in the ELL program based on teacher's recommendation and other classroom indicators.

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. 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. It is important to note that no Learning Support services are available at the High School level.

Assessment: Outside assessments by a certified professional are required for entry into the Learning Support (LS) program. All students identified as Learning Support receive an individualized 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.

THE MIDDLE 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.

Seven subject areas are studied each year: mathematics, science, English, history/social studies, physical education, modern language, and the fine arts. Classes meet Monday through Friday. They begin at 8:00 a.m. and are dismissed at 3:20 p.m.

Placement Testing

Placement testing for Math and Language courses will be given at new student orientation. Level advancement in these courses is not based solely on one placement test, but rather a combination of factors throughout the year.

A placement assessment will also be given to students who are beyond an introductory level of Mandarin proficiency.

Daily Schedule

2018-2019

MS Sample Schedule		
	DAY 1	DAY 2
8:00-9:25 A	Block A1	Block A2
9:30-10:55 B	Block B1	Block B2
11:00-11:30	Lunch	Lunch
11:35-12:00	Advisory	Advisory
12:05-1:30 C	Block C1	Block C2
1:35-1:50	Break	Break
1:55-3:20 D	Block D1	Block D2

Elec – Includes Music, Art, Religion, Drama and electives

Lang – Includes Mandarin, Spanish

Electives

In addition to taking one semester of drama and one semester of visual arts, students in Grades 5 and 6 have the opportunity to choose the music course they would like to participate in for the year. Their choices are band, choir, or orchestra.

Beginning in Grade 7, students have the opportunity to choose from a variety of classes that allow them to create and explore. One of their choices is a music class: band, choir, or orchestra **Students then chose one semester of Art or Drama, and one semester of a STEM elective. Electives have included:**

Cadet Band	Intermediate Band
Concert Band	Arts & Performance
Culinary Arts	Computer Design
Applied Art & Design	Awesome Acting
Engineering 1 & 2	Treble Choir
Girl's Choir	Boy's Choir
Robotics 1 & 2	Big Data
Media & Film Studies	

Elective choices vary from year to year based on the talents and interests of the faculty.

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 Six, Concordia students can opt for Spanish 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 Policy

Students spend almost half of their waking hours in school, so schools must be aware of the amount of homework assigned, in order not to encroach too much on a student's home life. Homework, at its best, should be a natural, worthwhile extension of meaningful work being done in the classroom. As such, teachers in Concordia Middle School assign homework only when, in the teacher's professional judgment, it is necessary to achieve the educational goals of the curriculum.

With this in mind, the recommended maximum time spent on homework should be based on a student's grade level multiplied by a factor of ten minutes (i.e. 50 minutes for 5th grade; 60 minutes for 6th grade; 70 minutes for 7th grade, 80 minutes for 8th grade, excluding reading). Actual homework time may vary for individual students, depending on the level of courses being taken, student study skills, and time management skills.

Late Work Policy

When a child is missing an assignment, the teacher should try at least three intervention strategies before entering a mark of "F" into the grade book.

Teachers can choose from the following intervention options:

- Student emails parents
- Student stays in at break time to complete assignment
- Student has parents and teachers sign the student planner daily
- Student must attend an after school study lab (after parent permission is given)
- Student submits a plan (agreed upon by teacher) of when the assignment will be completed
- Student goes to a designated area (i.e. Principal's office) and completes the assignment (ex. When other students are getting free time, playing math games, etc.-not when teacher is facilitating a lesson)
- Student meets with teacher after school to finish the assignment (after parent permission is given)
- Student completes an alternative assignment that is assigned by the teacher

If an assignment is still not turned in after at least three intervention strategies are tried, then a "L" may be entered.

A grade of “L” may be entered if the student does not turn in work before a natural unit break (end of unit test, end of topic, end of quarter).

Percentage points will not be taken away for late assignments.

Student Planners

Students are expected to grow in terms of independence and responsibility throughout their middle school years. With this in mind, the school provides and expects students to use a student planner to help keep them organized. Other organizational tools may be employed in addition to the student planner according to grade level. Please see examples below:

Grade 5/6: The student planner provided by the school will be the primary method used for recording homework, as we want students to develop a sense of ownership. In addition to the student planner provided by school, some teachers may keep and publish a homework blog that can be accessed by students and parents. It is the expectation that students and parents will rely on the student planner, but if a student is having difficulty using their planner effectively other tools may be used to support their organizational efforts.

Grade 7: All students will begin the year using the student planners. However, since all students now have their own laptop computer they may graduate to an electronic planner (iConcentrate or stickies) with permission from their teachers.

Grade 8: Students may choose which device they will use to record their homework and to help them keep organized. This may be the school supplied student planner or an electronic device such as iConcentrate or stickies. If for some reason the organizational device that is chosen is not working, the teacher may impose an alternative method.

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.

Writing Assessment

All Middle School students take a Writing Progression Assessment. The name is ours, but we owe full credit to the Teachers College Reading and Writing Project at Columbia University for the well-researched writing progression rubric on which our scores are based. Administered each fall and spring, this writing assessment will require students in Grade 5 to write a narrative piece and students across Grade 6-8 to write a research based argument essay. This ties precisely to our writing standards and provides us with direct and timely feedback to help increase and assess student learning.

Extra Help/Tutors

Teachers are willing to provide extra help to clarify classroom and assignment activities to students. There are times when a student requires more extensive help than is available from the student's teacher, and the student may require a tutor. Adult and secondary school student tutors are available but there is a 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.

Textbooks and Supplies

Textbooks are supplied to students on a loan basis. If a textbook is lost or damaged, the student is required to pay for its replacement at the business office prior to receiving another book. Further, a student will not receive credit for the school year if, at the end of the year, a student has not reimbursed the school for missing materials. The total bill includes the replacement cost inclusive of all shipping and duties.

Summer textbook loans, if approved, must be arranged one week prior to the last day of the school year. The book must be paid for in full and all funds will be refunded with the return of the book in the same condition that it was loaned. The loaning of any book is at the discretion of the teacher. Concordia provides students with the classroom supplies (paper, notebooks, writing utensils, etc.) they need for the school year.

Semester Final Exams

All grade eight students participate in semester exams.

To align with High School standards, Algebra I exams are worth 15% of a student's semester grade, and Geometry exams are worth 20% of a student's semester grade. All other semester exams are worth 10% of the student's semester grade. The first semester final exam will be administered before the Christmas break, and the second semester final exam will be administered near the end of the school year.

Semester exams are intended to provide a cumulative assessment of student learning for that semester, as well as, give students practice preparing and writing these types of exams before they enter High School.

Academic Probation

Any student who has experienced a dramatic decrease in his/her cumulative average, has extremely low grades, or has at least one failing grade may be placed on academic probation by the principal. The principal and assistant principal will then set minimum acceptable standards for each student on academic probation. If these standards are not met, then the principal may end the student's enrollment in Concordia.

The process is as follows:

1. Teacher identifies possible area(s) of concern(s) and works with student towards addressing concern(s).
2. Teacher notifies parents of academic concern (ongoing).
3. Teacher notifies counselor if concern persists.
4. Teachers, assistant principal, and counselor monitor progress in Care and Concern Meetings.
5. Teachers, assistant principal, and counselor will collaborate with parents and student to help advise, support, and plan student improvement.
6. If concern persists, principal will place student on probation.
7. Teachers, student, and parents will be informed of probation.
8. Teachers, assistant principal, and counselor will continue to monitor student progress regularly through Care and Concern Meetings.
9. Assistant principal and counselor will present information that will assist the principal to determine if the student will
 - be taken off of probation
 - remain on probation
 - discontinue enrollment.

By March 31, principal, assistant principal, and counselor will meet with parents to confirm the decision for the following school year regarding probationary status or the necessity of enrollment in another school. Additionally, the principal will issue a letter to the parents formalizing the action taken.

ACADEMIC RECORDS

Academic Transcripts

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.

For a transcript to be official, it must be delivered directly from institution to institution. No official transcripts will be delivered to a parent or student. Full details on this process can be found in the student recommendations policy found on the parent page of the school website.

Report Cards

Report cards are created at the end of each semester. Parents have daily access through the Aspen portal to view regularly updated progress reports in every class their child is taking. Parents are encouraged to communicate first with their child about their progress and then the teacher if clarification or guidance is needed.

Conferences

Our fall conferences are a time for parents and students to meet with all teachers to set goals for the coming year. Concordia values partnership with its parents and students and our conferences are a time for those relationships to strengthen. Our spring conferences are a student-led conference to celebrate student success throughout the year.

Progress Reports

Aspen provides parents with daily progress reports. If you do not have access to the Aspen website, then please contact the Middle School secretary.

Parents are expected to discuss student progress with their child. If a conference is needed, an appointment should be made with the teacher. The appointment can be arranged directly with the teacher.

Grading Scale

Code	Value	Cutoff
A	100	93
A-	92.99	90

B+	89.99	87
B	86.99	83
B-	82.99	80
C+	79.99	77
C	76.99	73
C-	72.99	70
D+	69.99	67
D	66.99	63
D-	62.99	60
F	59.99	59.99

Promotion to the Next Grade

Unless there are exceptional circumstances, all students must complete semester requirements in order to earn semester credits.

Before students may checkout, they must return all school materials. Any fees, or replacement costs for lost or damaged books and/or other school equipment, must be paid to the Business Office.

STUDENT RECOGNITION

Grade 8 Commencement

On the last full day of the academic year, Grade 8 students are recognized for their successful completion of their Middle School years. Parents are invited to attend this celebration held in the Rittmann Center Theatre, which is both a look back and look forward. A reception follows.

National Junior Honor Society (NJHS)

The following was taken from the NJHS website:

The National Junior Honor Society (NJHS) is the... premier organization established to recognize outstanding middle level students. More than just an honor roll, NJHS serves to honor those students who demonstrate excellence in the areas of scholarship, leadership, service, citizenship, and character. These characteristics have been associated with membership in the organization since its beginning in 1929.

Today, it is estimated that more than one million students participate in activities of the NJHS and its High School counterpart, the National Honor Society (NHS).

All Grade 7 students completing their second semester at Concordia and grade 8 students who have completed at least one semester at Concordia and with a qualifying GPA of 3.50 are eligible for consideration. Membership decisions are made by a committee, and are based on an application and teacher evaluations. Induction ceremonies are held in May. Membership is transferable if a student moves to another school with an NJHS chapter, and Concordia accepts previously inducted members.

STUDENT EDUCATIONAL TRAVEL

Beginning in Middle School, Concordia students have opportunities to travel throughout China. Class trips occur in the first quarter, and destinations complement classroom learning and give students hands-on exposure to the rich history and culture of the ancient country in which they live. Class trip nights, listed on the school calendar, are provided to give basic information and to afford parents a chance to ask about trips.

All students are required to participate in class trips. They are a part of the school curriculum, as well as an important opportunity for personal growth and relationship building. To provide the proper level of supervision necessary for each grade level, parents and others in the Concordia Community are sometimes invited to apply for positions as trip sponsors. The Middle School Assistant Principal posts notification of these openings early in the school year.

Grade 5: Nanbeihu

Grade 5 students participate in an annual class trip to Nanbeihu, a private park, two and a half hours drive south of Shanghai. The purpose of the trip is to expose students to team building skills, develop a sense of community, and foster confidence and independence in the students through a series of outdoor adventure activities.

Students travel by bus for this two-night, three-day trip. Participants explore activities including kayaking, rappelling and the leap of faith from the top of a 10-meter pole. The students, through a variety of activities, model and see modeled the six pillars of character. They return to the classroom after this trip with a renewed enthusiasm for what they will be able to accomplish during the rest of the school year and a deeper understanding of their classmates and teachers.

Grade 6: Moganshan

Grade 6 will be visiting scenic Monganshan for a four day, and three night trip by bus. The Moganshan program will help students work on outdoor survival skills, build relationships as a group, and strengthen their personal esteem. Students will enjoy unique challenges in the beautiful Moganshan scenery, hike up Moganshan mountain, and participate in a variety of team challenges. In addition, students will enjoy science activities in the

surrounding bamboo forest.

Grade 7: Beijing

The Grade 7 class trip is a five-day, four-night adventure to Beijing, China's capital city. This non-traditional trip visits various historical sights, but the emphasis is on cultural experiences like sampling authentic Peking duck and visiting traditional hutong alley neighborhoods that extend their classroom learning about changes in modern China. An extended hike on the Great Wall is a highlight. The life skills of responsibility, independence, cooperation, and leadership are emphasized.

Grade 8: Dali

Grade 8 students will travel to Dali in the beautiful Yunnan region of China. Yunnan—which literally means “South of the Clouds” due to its location just south of the Tibetan Plateau—is home to some of the most diverse cultures, ecology, and terrain in China. Students will experience local culture, nature, food, as well as participate in multiple service opportunities throughout the week.

GENERAL INFORMATION

Visiting Students—Students wishing to have friends visit campus must arrange these through the Middle School office. Visiting students are responsible for following all aspects of the student code of conduct. In addition, students are responsible for their own lunch on their visiting day.

Lost and Found

The lost and found boxes are located in two places. Most clothing articles are placed in a box outside of the Intermediate School Gym. Valuable or fragile items such as eyeglasses or wallets are kept in the Middle School office. See the Middle School Assistant Principal to claim them. You are encouraged to use a permanent marker to write your name inside of your school clothing items.

Lockers

Every Middle School student is issued a locker with a combination lock. Students are to treat the locker respectfully, including reporting any damage to the secretary in the Middle School office so that repairs can be undertaken immediately. Students may tape personal pictures, of an appropriate nature, inside their lockers but may not write or paint on the exterior or interior of lockers. Students may not post anything to the exterior of their lockers unless posted material encourages community building and is removed in a reasonable amount of time.

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. Funds may be loaded onto a student's card at the Aramark terminals in the PC Commons (cafeteria) to be used to purchase food and/ or drinks on campus. 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. Students may not run a deficit on their lunch cards. If there are insufficient funds, they will not be allowed to buy lunch.

Students select from a set menu or choose items from a variety of stations, including salads, sandwiches, the grill, pasta, pizza, and carved meat. If you have questions or comments regarding the lunch program, please contact the division secretary or CFO.

Microwaves are available in the PC Commons for reheating if students wish to bring their own lunch. If parents would like to deliver lunch for their children, they should either drop the lunch off in the Middle School office for pick up, or meet their child in the PC Commons. 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. The only exception is that Grade 7/8 students have the privilege of ordering lunch to be delivered on Fridays if they choose.

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 Procedures under the Policies and Procedures section, Student and Parent pages of the school website.

Visiting Students

Students wishing to have friends visit campus must arrange these through the Middle School Office. Visiting Students are responsible for following all aspects of the student code of conduct. In addition, students are responsible for their own lunch on their visiting day.

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 (H330) or at extension 1062 regarding daily bus service and the activities bus.

Parking & Student Dropoff

Private vehicles and taxis are not allowed on-campus on school days from 7:30 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 Mingyue Entrance at other times. Students may be dropped off on 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 & 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 Huangyang Guard House. Motorized scooters should never be driven on the campus.

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

Each homeroom teacher sets his/her own policy regarding birthdays in the classroom. Please contact the teacher directly to arrange for birthday celebrations involving snacks and/or drinks. Please check with your child's homeroom teacher regarding potential allergies in the class.

Visitors on Campus-Shadowing

Permission for guests must be obtained from the middle school administration prior to the visitor arriving on campus. Further, a teacher may decline to have a visitor in their classroom.

All visitors are expected to abide by the school's rules and regulations. Students are expected to escort their visitor all day.

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

Literature Guidelines

Literature is an integral part of our lives. It inspires, entertains and educates. We believe that literature should encourage healthy moral, spiritual, aesthetic, and intellectual development, challenge students' thinking and values and illuminate the human experience. We encourage students to discover literature that:

- reflects a student's choice, yet is age appropriate
- reflects a variety of genres
- is written by a variety of authors
- reflects diverse cultures, traditions, and experiences

We avoid literature that

- contains gratuitous violence or language
- contains graphic depictions of sex.

Furthermore, we strive to have students read with comprehension and enjoyment within texts that are at their independent reading level.

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 PG for ES and Grades 5,6 or PG-13 or higher 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.

Classroom Disruptions

Learning is our priority at Concordia, and as such, we seek to reduce those interruptions. Teachers may choose to limit the use of anything they feel disrupts their classroom, and this may vary from teacher to teacher. Students are expected to respect the individual rules of each teacher.

Other Disruptions:

Food delivery: Food should never be delivered to students during the school day. If food needs to be given to the students, parents must bring the food to the Middle School office. Students may collect delivered items during passing periods. Office staff or teachers will not pick up food from the guard house for families.

Parental Interruptions: If parents need to speak with a teacher during the school day, please arrange a meeting through email or the office staff. During the academic day, please refrain from standing outside classrooms, looking in the windows, or interrupting instructional time. For emergencies, please see the Middle School office for assistance.

Technology Disruptions

Cell Phones: Student Cell Phones are to remain off during the school day. Cell phones that are visible or ring during any part of the school day are to be confiscated and turned into the Middle School office for collection by a parent. Confiscated cell phones will not be returned to the student.

Smart Watches: Any item deemed a distraction to a student or classroom, may be confiscated by the teacher and returned at the teacher's discretion.

STUDENT CONDUCT

1. 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 regarding the steps taken when infringements occur.
2. Disciplinary action follows a 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).

3. The immediate purpose of discipline is to modify the behavior of a student. The long-range goal is for the student to be inwardly motivated through an understanding of good citizenship and scholarly pursuit for its own reward. Disciplinary actions also serve as a deterrent for the rest of the student body such that they realize that there are consequences for violating community expectations.

Academic Honesty

As a member of the Concordia Community, I will not lie, cheat, or steal, nor will I tolerate such behavior from anyone who does.

Lying is making a self-serving statement that one knows is false. Secondly, a student is in violation of the Honor Code if the is found to lie by omission. Lying by omission is an act where a student does not reveal the whole truth or withholds knowledge that reveals the truth.

If a student initially makes a false statement and, before being accused of an honor violation and within a reasonable period of time then gives the true explanation of the same matter, this act of honesty will be taken into consideration.

Stealing is taking or appropriating another person's property or the school's property without permission. Stealing should not be confused with borrowing. Borrowing is the taking or receiving of an item without a clear understanding between the borrower and owner of the condition under which the item will be returned or replaced. Never assume that it is acceptable to take anything without express permission from the owner.

Cheating is providing or receiving an unfair advantage on an exam, test, quiz, or other graded in-class evaluation. This includes copying from another student, bringing illicit notes into the examination area, plagiarism, sharing information about a test with another student who has yet to be evaluated, receiving information about an upcoming test, or conversing with another student during a quiz, test, or exam, or any other similar activity.

It is every student's responsibility to understand their obligation to uphold the integrity of the honor code: meaning students will not tolerate violations of the code by themselves or their peers.

Explanation of Terms

Academic dishonesty at Concordia is a serious offense. Specific cases that will be considered violations of the school Academic Honesty policy include, but may not necessarily be limited to, the following:

- **Cheating**

The action of providing or receiving an unfair advantage on an exam, test, quiz, or other graded in-class evaluation is cheating. This

includes copying from another student, bringing illicit notes into the examination area, sharing information about a test with another student who has yet to be evaluated, receiving information about an upcoming test, conversing with another student during a quiz, test, or exam, or any other similar activity.

- **Plagiarism**

Plagiarism is the presentation of someone else's ideas or statements as one's own. This includes, but is not limited to, copying written answers verbatim from any source (electronic, book, magazine, etc.), not citing another person's ideas or copying another student's work. Students who knowingly allow their own work to be copied are just as guilty as the student copying it. Students are not allowed to give their work to another student without the prior approval of their teacher.

Collaboration versus Copying

Collaboration is a teacher-sanctioned activity where ideas are shared for the purpose of greater understanding for all participants.

Copying is a form of plagiarism where one is taking someone else's words or ideas and presenting them as one's own.

Unless directly specified by the teacher, it is expected that every submitted assignment will be the unassisted work of an individual student. Students who collaborate on an assignment without the consent of the teacher will be considered guilty of academic dishonesty.

In determining the severity of the consequence(s), the administration will consider the circumstances of the incident as well as the student's past disciplinary record.

Process for Handling a Reported Incident of Academic Dishonesty

- The teacher will notify the administration in writing of all incidents of Academic Dishonesty.
- The administration investigates the incident.
 - Speaks with student(s) and teacher(s)
 - Reviews evidence
- The administration notifies parents by email if their child has violated school policy and invites parents to meet with administration to discuss the incident.
- An incident report is created that forms part of the student's official discipline file.
 - The student discipline file is used to track patterns of student behavior.
 - The student discipline file is used for internal use but will be shared as required by receiving schools or universities.
 - The existence of a disciplinary record may prohibit a student's eligibility for membership in certain school groups

e.g., Student Council, Honor Societies, etc., for a full 12 month period following the incident

- The incident is referred to the student's counselor for student support and follow-up.

Consequence

- The student fails the assignment
- Any consequence of academic dishonesty may include: suspension, behavioral probation, or expulsion.

Attendance

Excessive Absenteeism

Excessive absenteeism is identified as a pattern of absence from class.

Credit for the course may be lost if more than 15% of any class is missed. All absences, excused or unexcused, are included in the 15% calculation.

Notifying the School of Student Absence

If a child will miss school due to illness or an appointment, the family must notify the school by phone or via email at ms.office@concordiashanghai.org. Each morning, the secretaries contact the families of children who are reported absent by their homeroom teacher, when no notification of absence was received.

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. 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.

NOTE: Families who plan trips during the academic year should keep the 15% excessive absenteeism limit in mind.

Work Missed During an Absence

It is the student's responsibility to complete work missed during an absence. Students may either email their teachers or check with teachers when they return to school to make up the work that they have missed. As well, students are expected to keep up with present work being taught. Some work will be able to be made up. However, some work will not be able to be made up as the work was integrated into the lesson for that day.

Guardianship Form

Parents who leave their children in the care of another while away from Shanghai MUST provide guardianship information to the Middle School 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 Middle School office, the lower right hand corner of the Parent page of the website, on the home page of Aspen.

Late Arrival to Class–Tardy

Students are expected to be on time for class. Teachers are expected to start and end classes on time. Attendance is taken by the homeroom teacher promptly at 8:00 a.m. Any student who arrives after this time must stop by the Middle School office to ensure that they are marked as “tardy” instead of “absent.”

If tardiness becomes a problem for a group or individuals, teachers should announce that tardiness is being tracked. After 5 tardies a student will serve a lunch time detention for each unexcused tardy.

In addition to whatever classroom management tools the teacher elects to use, students should be reported to the office if they are: in excess of 5 minutes late; late twice in the same week; late on a regular basis (3 or more times a month).

Students reported to the office will receive counseling from the administration and will spend a time-out from one of their morning breaks on the first incidence of reporting. Further incidences of tardiness will result in additional sanctions.

Late Arrival to School–Missed test

A student arriving late to school that has missed a test as a result of the absences must see the teacher and write the test that day. Failure to do so may result in a referral to an administrator.

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.

Behavioral Expectations

Student Conflicts

Student conflicts are natural part of growing up. At Concordia, we view student conflicts as a learning opportunity and work with all students to resolve and restore relationships when conflicts arise.

Sometimes conflicts escalate and further action is required. The counselors and principals use the following guidelines for determining the scale of the conflict in order to best address the issues.

Normal Conflicts		Bullying
Students will often have minor conflicts with peers or friends. Often these conflicts occur because of miscommunication or because students want different things.		Intentional, aggressive behavior that features a real or perceived power imbalance and takes place over a period of time.
<p>Rude Behavior</p> <p>Inadvertently saying or doing something that hurts someone else. Can be:</p> <ul style="list-style-type: none"> • Spontaneous • Inconsiderate • Thoughtless • Poor Manners 	<p>Mean Behavior</p> <p>Purposefully saying or doing something to hurt someone once or maybe twice.</p>	<ul style="list-style-type: none"> • Repeated actions/threats (verbal, electronic, or physical) • Imbalance of power • Intent to embarrass, harm, hurt • No effort to resolve the issue or empathy for victim

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.

Students are required to clear their eating utensils, plates, and garbage; and return tables and chairs to their proper positions.

School Bus Safety

All students must complete a School Transportation Agreement for Concordia confirming that the students and parents are aware of the bus rules (available from in the Middle School office). 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 provides a transportation safety manual for all students. The manual outlines bus safety; 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. A student's cell phone will be confiscated and turned in to an administrator if the phone is used during the school day or if it rings during class.

If parents need to contact a child during the school day, parents should call the Middle School Office, and the secretary will make sure the student receives the message. If a student needs to contact home during the day, he or she will be directed to the Middle School office where a phone with an outside line is provided to everyone.

Use of Elevator

Students are not permitted to use the elevators in any of the buildings of Concordia without an official pass from the Middle School office.

Public Displays of Affection (PDA)

The school recognizes that genuine feelings of affection may exist between students; however, students must refrain from inappropriate intimate behavior. Appropriate student behavior and decorum is expected at all school related functions. This rule applies to all school functions or school related activities.

Respect for Others

Violence, fighting, physical or verbal abuse and/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 and 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, she/he will be held accountable for her/his actions.

Please be aware of the following terms and their descriptions.

Theft— the act of taking another person's property without their consent.

Vandalism—the willful damaging of property.

Weapons— any object 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, etc.

Prohibited Substances

Tobacco

Concordia is a tobacco-free campus. Students may not smoke or be in the possession of tobacco products on the campus or at school-sponsored events at any time (including matches and lighters.)

Alcohol

Students may not be under the influence of alcohol or in the possession of any alcoholic beverages on campus or at school-sponsored events, at any time.

Drugs

The illegal use of any controlled substances or paraphernalia related to illegal substance use is prohibited. No student shall possess, use, traffic attempt to possess, use, or distribute; or be under the influence of any illegal substance.

List of Substances

- Any controlled substance or dangerous drug, as defined by either the United States or Chinese law, including but not limited to marijuana, all narcotic drugs, hallucinogens, stimulants, depressants, amphetamines, or barbiturates.
- Any pharmaceutical used or possessed without knowledge and permission of parents or guardians.
- Any use of glue, aerosol or other chemical substance for used through inhalation.
- Any intoxicant or mood-changing, mind-altering, or behavior-altering drugs.

Definitions

“Use” is defined as an specific time where a student has voluntarily introduced a prohibited substance into his/her body that is detectable by the student’s physical appearance, actions, breath, speech, or chemical analysis.

“Under the influence” is defined as not having the normal use of mental or physical faculties due to the use of an illegal substance. Students do not need to be legally intoxicated (by Chinese or United States laws) to be considered “under the influence.”

Implementation

Students who violate this rule will be immediately suspended from Concordia while due-process procedures are followed.

Concordia reserves the right to require drug testing providing there exists reasonable suspicion that the student has used an illegal substance.

Conducting drug testing of a student requires prior approval by the Head of School (or his/her designate) and the division principal in charge of the High School.

Parent Pledge Program

The purpose of the Concordia International School Parent Pledge Program is to provide support for

- parents who agree that alcohol should not be served to minors.
- teens who would rather attend parties where NO illegal, underage drinking, and/or drug use takes place.

If you are interested in being a part of the Parent Pledge Program, please inquire at the High School office for additional information. Parent pledge forms are available at the Middle School office or in the Aspen home page under "Group Resources".

Dress Code

It is our school policy that all children wear a school uniform when attending school. The policy on school uniforms is based on the belief that the school uniform:

- Promotes a sense of pride in the school and creates a sense of community/belonging within 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.

Find the Uniform Policy under the Policies and Procedures section, Student and Parent pages of the school website or by entering this URL: http://www.concordiashanghai.org/download/policies/AP-UNIFORMS-policy_&_procedure.pdf

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.

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.

Enforcement Policy

As the Uniform Policy is clearly stipulated, any student who comes to school "out of uniform" may be sold a new uniform and the child's account will be charged; parents notified; and the infraction will be recorded in the student's behavioral record.

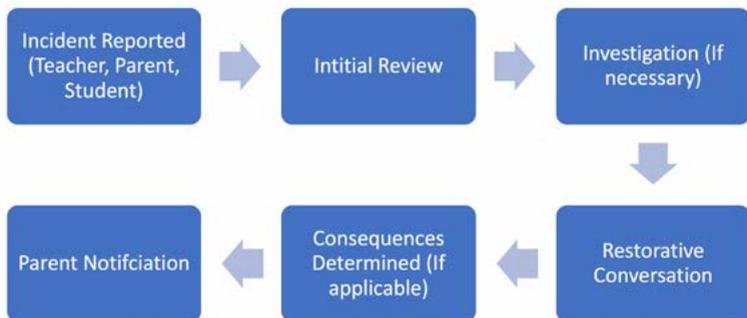
Any action taken by the administration to enforce the Uniform Policy will reflect the student's intent and history. Should a student be a chronic dissident when it comes to the Uniform Policy, the parents will be involved in discussions for rectifying the situation.

Free Dress Days

Free dress days are determined in advance of the school year start and are designated on the school calendar that is distributed in spring. Students are able to wear comfortable, clean, and modest clothing.

Theme days are sometimes called where a student is expected to show school spirit by giving forethought to their costume. These are not free dress days and the students who choose not to dress up in costume are required to wear their school uniform.

Discipline Flow Chart



Descriptors for each box

Box 1: Teachers, parents, or students should report a violation of the school code of conduct to counselors of administration.

Box 2: An initial review to determine the accuracy of the report is done to determine if an investigation should occur or a restorative conversation should just be facilitated.

Box 3: In Middle School (and maybe HS) investigations include written accounts of all parties involved.

Box 4: In keeping with Restorative Justice philosophy, private conversations focused on restoring the relationship and building empathy are an essential part of our process.

Box 5: Consequences will be determined and explained if necessary. In the case of student suspension, Administrators will meet with the students and families.

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 students so that they do not repeat such behavior again in the future. Disciplinary action also serves as a deterrent for the rest of the student body so all students realize there are consequences for breaking school rules.

Detention

Staff members may assign detentions when students violate school rules. Factors such as transportation and a student's schedule will be considered when determining when and how detentions will be served.

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 or frequency of the offense.

In-School Suspension

In-School suspensions will be served on the next school day after they are assigned.

- If a semester exam is being given, the suspension will be served on the first full day of classes.

- If a long-term assignment is due on the day that a student is suspended, it must be given to the teacher or the principal in the morning before the suspension begins to receive full credit.
- All assigned work, on the day a student is suspended, must be completed while in suspension. The student will receive credit for all work completed during an in-school suspension.

Out-of-School Suspension

For Out-of-School suspensions, 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.

- A student on suspension is expected to complete all work assigned daily for credit and to submit it to their teachers electronically or in hard-copy as necessary.
- Any missed assessment will need to be addressed as soon as a student returns to school. Teachers will make arrangements with the Middle School office to administer these assessments before a suspended student is given a pass to return to class.

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.

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 a 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.

It will be determined by the administration on a case by case basis whether an expelled student may or may not be permitted to come back onto campus for any reason. This restriction will be stipulated in the student's expulsion letter.

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 lockers, 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.

Procedures for Processing an Incident Report

- Incident is brought to the administration's attention.
- The administration investigates the reported incident by
 - asking the student to provide a written account of the events.
 - obtaining a written report of the incident from the referring person/teacher.
 - gathering other evidence as applicable.
 - depending on the severity of the incident, the Head of School is included in the discussion of the evidence and possible consequences.
- An incident report is written by the administration and a determination of the consequence(s) is made.
- Parents are notified if their child has violated school policy and invited to meet with administration to discuss the incident.
- The incident is referred to the student's counselor for follow-up and on-going support.
- The school may be obligated to report any drug-related incident to the Public Security Bureau (police). In most cases, this will result in the deportation of a child (and possibly, the family) from China; however, a prison sentence is possible depending on the severity of the crime.
- Appeal Process: Students and/or their parents may appeal the decision of the school by making an appointment with the next level of supervisor up through to the Head of School.
- The Board of Directors does not entertain appeals.

CO-CURRICULAR ACTIVITIES AND ORGANIZATIONS

Co-Curricular Activities

Concordia has a number of organizations, clubs, athletic, visual and performing arts activities through which students extend their classroom learning and in which, they are encouraged to participate as a part of their holistic education. Updated information on all activities can be found by checking under Co-Curricular Program on the website, newsletters, school calendar, and other email notifications.

Middle School Student Government

Overseeing the Student Government are one or two faculty sponsors. As well, the Parent Support Organization is also instrumental in supporting

many of the events sponsored by the government.

Much of the Student Government's energy focuses on providing social activities for the Middle School student body. However, they will also be involved in some service projects throughout the year and may also represent student concerns or ideas to administration.

The National Junior Honor Society

Concordia International School Shanghai has membership in the National Junior Honor Society (NJHS), the Middle School branch of the National Honor Society (NHS), and abides by the NHS constitution and governance rules. The NHS states:

The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage good citizenship in the students of secondary schools.

At Concordia, all these goals are also understood to be nurtured within the ethos of our school. While a member of the NJHS, students should be expected to attend planning meetings regularly, to be involved in service projects, and to attend leadership workshops.

To be a member of the NJHS, students need to be in grade 8 or going into grade 8 for their next semester of study. They need to produce a grade point average of 3.50 or higher, to be endorsed by the majority of their teachers, and to be selected by the NJHS selection committee, which rates the students using service, leadership, character and citizenship as their criteria. Students who are part of Concordia's chapter of the NJHS will be students who the school trusts to do an exemplary job at the tasks given to them with little supervision. Past NJHS activities have included welcoming parents at Back to School Nights and leading groups of younger students on Elementary Sports Day.

Ambassador Program

The Ambassador Program is a leadership opportunity which began in 2006; the program has been established on many international school campuses, as well as on college campuses in the United States. Students apply from grade 5-8 and are chosen through an application process. Service for the community is a desirable quality in our candidates. The student ambassadors apply their leadership skills in various settings and venues, modeling the ESLR's (Expected Student Learning Results) of responsible, reflective global citizens and principled leaders. Developing character with an emphasis on servant-style leadership are foundational pieces for participating in the program. The sponsors are counselors and faculty members.

Middle School Clubs and Activities

Concordia Middle School offers a variety of clubs and activities. They are based on student interest and can vary from an organization or activity that arises to address one event or situation to a traditional club that meets on a regular basis throughout the year. Additional activities are offered in the

summer months.

Here is a list of clubs and activities that have been offered in previous school years:

Other clubs have been offered in the past and, if student interest and adult support is available, could be added at any time including:

Chess Club	Speech and Debate	Odyssey of the Mind
Tennis Club	Roots and Shoots	
Cooking Club	French Club	

To organize any club or try a new activity interested students should contact the assistant principal. If there is sufficient student interest and adult sponsorship, the school will try to make it happen!

Fine Arts Offerings

As a part of their daily studies, all Middle School students take performing and visual arts classes. Exhibition of newly learned and practiced performance skills are an important part of the arts curriculum. These performances are scheduled throughout the year, often around holiday celebrations or at the end of the semester. They generally occur in the evenings so that working parents are able to attend. These performances are a part of the course, and no excused absences will be given for missing them. Families should make travel plans accordingly. Performances are scheduled on the school calendar, and teachers will send out reminders close to the event.

Sports Programs

Students participate in a variety of sports. In grades 5 and 6, students participate primarily in intramural activities, though interscholastic games are sometimes available. Grades 7 and 8 students compete against other schools through the China International School Sports Association (CISSA). The sports presently offered are:

Co-ed Teams

- Cross Country
- Table Tennis
- Badminton
- Track and Field

Boys and Girls Teams

- Soccer
- Volleyball
- Basketball

In weekly games during the season students from Concordia travel by bus, after school, to other international schools in our area that are in the CISSA organization for friendly games. Buses returning from the weekly games return to campus between 5:30 and 6 p.m.

Concordia also provides transportation to season ending tournaments, usually on Saturdays, in most sports. Parents are invited to accompany the teams to away games on a space available basis.

Students must have parent permission to participate in after school sports, and that permission includes travel to weekly games and the season ending events.

Student Writing and Publishing Center
EcoClub
Marine Ecology (summer)
Model United Nations
National History Day – Junior Division
Service Club
Scripps National Spelling Bee
Spanish Club
Character Creation
Yunnan Education Project
Colorado Mountain Climbing (summer)
Math Competitions
Drama/Middle School Play
First Lego League
Shanghai Student Festival
24 Hour Film Festival
Holiday Crafts

TECHNOLOGY

We live in the age of technology. Even more so for this student generation than for generations past, computers and information literacy are essential for success in society. Each Concordia student in Grade 5 through 12 is required have an Apple laptop computer for use on a daily basis. With proper use and dedicated instruction, laptops open up a whole new world of learning and expression for students.

To lay a foundation for the most productive use of technology for learning at Concordia, we require each new student and one parent/guardian to attend an on-campus Tech Orientation. Orientation sessions will be offered during Student Orientation at the beginning of each school year and at other times as needed.

In addition, every student is required to also sign the Tech Code form that acknowledges the proper use of technology. The form can be obtained from the school website. (See Appendix 3 to review the Tech Code which you will be asked to acknowledge that you have read and understood.)

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, Chinese New Year and Easter. Parents are invited to attend.

Middle School Assemblies

Weekly meetings allow faculty and students to share personal stories and messages with their peers.

Support for Parents

Parent Support Organization (PSO)

The Parent Support Organization was instituted to give parents an organization whereby 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 undergird the school in prayer. Please contact the principal 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 at Concordia

Face to Face / Telephone

The most important form of communication is always face to face. 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; therefore, telephone calls are welcome.

Please do not call the teacher during school hours as this may disrupt the class program. Messages for teachers may be called into the school office to be forwarded to the teachers. The teacher will return calls and 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

The Family Portal in Aspen's student information system provides parents with one login to access the information for all of your children. You can spot red flags early with real-time access to your child's academic information. Choose to receive email notifications when grades drop below a certain level. The flip side to this is the ability to praise your child when they are having success. Either way, every parent and student can build an on-going relationship with the teacher with live-data. Progress reports and report cards become redundant when you can be in touch on an as-needed basis.

If you have difficulty or questions about how to use Aspen please contact aspen@concordiashanghai.org. It is also where you can access the Family Directory—contact information for families at Concordia (see the Home page).

Canvas

Canvas is a learning management systems teachers use to help deliver curriculum. Canvas is used in a variety of ways including posting of course content, providing dropboxes for assignments, housing feedback, and hosting online discussions.

Students and parents have access to canvas using their Concordia email login information. The Tech Hub is a resource for the community regarding any questions with Canvas.

Concordia Website

Concordia's website is an information resource accessible from around the world. Families are able to access calendars, photos, videos, teacher web pages, newsletters, 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 that specific class. Each teacher maintains a website that shares information and resources relative to their classrooms. Parents generally use these sites most frequently.

The **Head of School** 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 are made available in Mandarin and Korean, when possible.

Parent Feedback

Communication between families and the school administration is welcome 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

The Middle School holds a parent coffee once per month. Meetings are at 8:30 AM. These meetings serve a number of purposes: to inform,

to instruct, to listen, and to respond. The greatest value however is the personal connection that is developed with the Middle School leadership team of administration, counselors and directors.

Each parent's voice is valued and this forum is provided for parents to have the opportunity to address the Middle School administration. Please attend the parent coffees so that your voice can be heard and so that you can hear other parents' views.

Annual Survey

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

Back to School Night

Every year in the fall, parents are invited to attend a Back to School Night presentation by the Middle School. This is a time for parents to learn about their student's Middle School experience, deepen their understanding of curriculum, and connect with other parents in the same grade level. Participation in this event is strongly encouraged.

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, self-harm, discrimination, and abuse. These are clearly defined in the policy statement: Safety Handbook.

Initiating a report of harassment, intimidation, self-harm, bullying, 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.

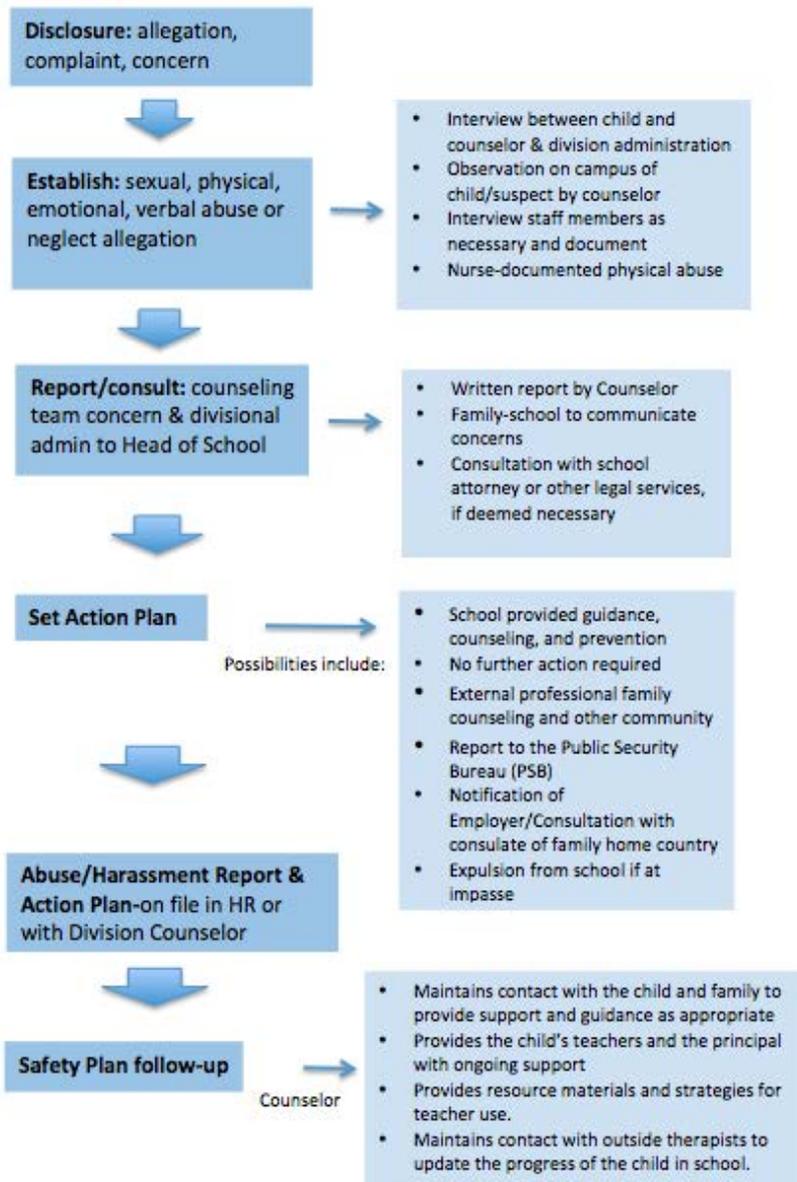
Actions may include any/all of the following:

- 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 sages (various colors)
- Injuries reflecting shape of article used (electric cord, belt buckle, paddle, hand)
- Injuries that regular 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 HS 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
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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
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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
 7 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
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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

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29	30	31				

APRIL 2020

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MAY 2020

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31						

JUNE 2020

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28	29	30				

JULY 2020

S	M	T	W	T	F	S
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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 _____

STUDENT ACKNOWLEDGEMENT

I acknowledge that I have received, read, and understood my responsibilities as a student at Concordia International School Shanghai as explained in the Student Handbook and its Appendices and I agree to abide by the principles stated therein and to accept the consequences for not honoring those principles.

Student First Name (Print):

Student Last Name (Print):

Grade Level: _____

Student Signature:

Date: _____

PARENT ACKNOWLEDGEMENT

I acknowledge that I have received, read, and understood the responsibilities of my student at Concordia International School Shanghai as explained in the Student Handbook and its Appendices* and I agree to support the principles stated therein.

* Due to the costs associated with the laptop program, please carefully review the laptop purchase section of the Tech Code to make sure you purchase a school-approved laptop.

Parent First Name (Print):

Parent Last Name (Print):

Parent Signature:

Date: _____

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