

# Student/Parent Handbook

## *Calvary Lutheran High School*

### 2009-2010

#### Table of Contents

Mission Statement.....	3
Introduction.....	3
Statement of Goals.....	3
Environment Provided for Students.....	3
Non-Discriminatory Policy.....	3
Harassment Policy.....	3
Student Safety.....	4
Fire Drills:.....	4
Tornado Drills:.....	4
Emergencies / Lock-Down:.....	4
Reporting Potential Child Abuse:.....	4
Attendance.....	4
Absence:.....	4
Absence - Excused:.....	4
Absence - Unexcused:.....	4
Appointments:.....	4
College Visits:.....	5
Excessive Absences:.....	5
Extra-Curricular Participation:.....	5
Extended Illness or Serious Injury:.....	5
Late to School:.....	5
Semester Exams Exemptions:.....	5
Tardiness to Class:.....	5
Truancy:.....	5
Academics/Graduation.....	6
Academic Expectations for Participation in Extra-Curricular Activities:.....	6
Class Participation:.....	6
Classes:.....	6
Grade Point Averages / Grading Scale:.....	6
Graduation Policy:.....	6
Graduation Requirements:.....	6
Homework Policy:.....	7
Honor Roll:.....	7
Incompletes:.....	8
Progress Reports:.....	8
Report Cards:.....	8
Transfers to Calvary:.....	8
Transcripts:.....	8
Student Files:.....	8
Submitting Scholarship Applications:.....	8
School Community Guidelines.....	9
Alcohol and Drugs:.....	9
Backpacks:.....	9
Cancellations:.....	9
Cars:.....	9
Cheating/Academic Misconduct:.....	10
Closed Campus:.....	10
Discipline:.....	10
Electronic Equipment:.....	11

CLHS Student/Parent Handbook

Eligibility Policy for Extra-Curricular Activities: ..... 11  
Gum/Candy/Food/Drink: ..... 11  
Lockers:..... 11  
Lost and Found: ..... 11  
Lunch: ..... 11  
Make Up Work: ..... 11  
Medication: ..... 12  
Off-Limits: ..... 12  
Physical Examination & Immunizations:..... 12  
Proper Manners ..... 12  
Public Display of Affection: ..... 12  
Searches: ..... 12  
Skateboards: ..... 12  
Stealing: ..... 12  
Study Hall: ..... 12  
Telephone:..... 12  
Textbooks:..... 13  
Tobacco:..... 13  
Vandalism: ..... 13  
Violence: ..... 13  
Visitors:..... 13  
Weapons / Fireworks / Forbidden Items: ..... 13  
Dress Code ..... 14  
Discipline ..... 15  
    Basic Principles..... 15  
    Acceptable Behavior ..... 15  
    Teacher/Staff Action ..... 15  
    Administrative Action ..... 15  
    Definitions of Consequences..... 16  
        Severe Disciplinary Infraction: ..... 16  
        Detention:..... 16  
        Saturday Detention:..... 16  
        Probation: ..... 16  
        In-School Suspension:..... 16  
        Out of School Suspension: ..... 16  
        Expulsion: ..... 16  
        Procedure for Expulsion:..... 16  
        Appeal Procedure:..... 17  
Due Process Procedures ..... 17

# **Student/Parent Handbook**

## *Calvary Lutheran High School*

### 2009-2010

## **Mission Statement**

By the grace of our Lord, Jesus Christ, Calvary Lutheran High School is building a lifelong network of young adults centered on spiritual growth, fellowship, stewardship, and learning.

## **Introduction**

This booklet of guidelines has been assembled to benefit all student, parents, and staff of Calvary Lutheran High School. It is our belief that rules, guidelines, and expectations are all very important to keep us safe and help us to grow to our fullest potential. Students are expected to follow these guidelines anytime they are at school or representing Calvary.

## **Statement of Goals**

Calvary Lutheran High School will maintain an educational environment so that each student may know God through His seeking and forgiving love in Christ. Therefore, each student will be encouraged to:

- Witness Christ by word and deed
- Be a responsible citizen
- Be concerned about the needs of others
- Understand who and what God wants him/her to be
- Develop proper attitudes toward work and the willingness and ability to adapt to changing conditions
- Establish work habits and skills necessary for the development of mental and physical abilities
- Participate in worthwhile and God-pleasing leisure activities
- Relate responsibly to God's whole creation while living in the Christian hope

## **Environment Provided for Students**

Calvary Lutheran High School is committed to providing each student with the opportunity for:

- Active involvement in a Christian community with daily exposure to God's Word and opportunities for applying Christian principles
- Close personal relationships with fellow students, faculty, and staff members
- An appropriately challenging academic program that will develop and strengthen the student's God-given abilities
- Involvement in activities, music, leadership and service

## **Non-Discriminatory Policy**

Calvary Lutheran High School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis or race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship program, and athletic and other school-administered programs.

## **Harassment Policy**

It shall be the responsibility of all members of the Calvary Lutheran High School family (students, teachers, parents, and staff) to respect the rights, feelings and sensitivities of others. All people shall be recognized and accepted as of equal value in the sight of God in the spirit of Christian love, even as Jesus Christ first loved us and gave His life for the sins of all mankind.

Calvary Lutheran High School will not tolerate any harassment of any person by any staff member or student relating to the person's sex, race, color, religion, age, or disability. The term "harassment" includes but is not limited to bullying, slurs, jokes, unwanted touching, and other verbal, graphic, or physical conduct relating to an individual's sex, race, color, religion, age, or disability.

Those individuals who believe that they have been a victim of any type of harassment or discrimination should immediately make a confidential report of the incident to any administrator, counselor, teacher, or coach.

Following an investigation of the incident, which may include supervised confrontation, appropriate action will be taken. Those deemed to be guilty of harassment will meet with appropriate sanctions, which may include suspension, expulsion, termination, and/or prosecution by civil authorities.

## Student Safety

Any hazard to the safety and well-being of students and staff should be reported to the administration immediately. This includes hazards created by damage to buildings and grounds, spills, threats from students, and all other eventualities which could lead to injury. Any threat of physical harm, even if done in a joking manner, should be reported. All accidents which occur at school or as part of any school activity should be reported to the Principal.

### Fire Drills:

When the fire alarm sounds, students are to leave the building under the direction of teachers as specified on the chart located in each room. Students are to walk quickly and quietly to the designated location. Students are to remain with their class at the assigned position so that attendance may be checked.

### Tornado Drills:

Students and staff will be informed of the proper protocol in the event of a tornado. Full cooperation is expected.

### Emergencies / Lock-Down:

In the event of an emergency at school, instructions for the handling the situation and the expected action for the students will be provided. It is essential that all instructions be followed promptly and precisely.

### Reporting Potential Child Abuse:

In accordance with Missouri state law, our school staff is obligated, under penalty of fine or jail term, to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, sexual abuse, or exploitation. In this very serious and legally narrow area, the school will not contact the parents in advance of making a report to legal authorities. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report be made when there is reasonable suspicion of abuse.

## Attendance

Calvary Lutheran High School seeks to partner with families to provide a quality education for students. Attendance plays a critical role in the school's ability to identify and meet each individual's understanding of essential academic material. Although students who are absent can make up missing assignments, our curriculum is not designed to fit all learning into the context of these assignments alone. There is a great deal of learning that is irretrievably lost each day a student is not in attendance.

### Absence:

A student is considered to be "in attendance" if the student is physically present in a class or participating in a school-sponsored activity. A student's parent/guardian should report each absence to the school office no later than 9:00 a.m. on the day of the absence. Students who miss any part of the class day due to illness or unexcused reasons may not participate in any school sponsored activity, practice, or any form of activity preparation that day.

### Absence - Excused:

Students have one day for each excused school day absent to make up work. Work due on the first day absent is due the day the student returns to school. It is the student's responsibility to contact the teacher to collect all missed academic information, assignments, and tests.

### Absence - Unexcused:

Students absent without parental consent at any time are considered unexcused. Any absence that is unexcused means that the student must make up all work missed during that day, but will not receive credit for any assignment, project, or test due on that particular day.

### Appointments:

Whenever possible, medical appointments should be scheduled outside the school day. Appointments made during the school day should be varied in time to avoid repeated absences from the same classes.

**College Visits:**

It is important for students to do adequate research into any college they wish to attend. However, attendance at high school is very important also. Students are encouraged to make college visits during vacation days and to use school days only when necessary. College visits are considered normal excused absences counting toward a student’s total absences.

**Excessive Absences:**

Attendance is taken separately for each class. The following notification actions will be taken based upon the course with the greatest number of absences. Grade reductions will be applied to the semester grade on an individual class basis according to the number of absences to that course during that semester.

Number of Absences	Resulting Action by School
4	Parent/Guardian Contacted in Writing with the Attendance Policy and Student Records
6	5% Reduction in Semester Grade, Parent/Guardian Notified in Writing
8	Parent/Guardian Contacted in Writing with the Attendance Policy and Student Records
10	15% Reduction in Semester Grade, Parent/Guardian Notified in Writing
13	Parent/Guardian Contacted in Writing with the Attendance Policy and Student Records
15	Loss of Academic Credit for that Class, Parent/Guardian Notified in Writing

**Extra-Curricular Participation:**

Attendance at school is a prerequisite for attendance of and participation in extra-curricular activities. The principal has the right to grant leniency for special circumstances such as family emergencies, funerals, etc. Even under special circumstances, and approval from the principal, students must still be in attendance for a minimum of one half of that school day before they can participate in any extra-curricular activity that day. A team member is not allowed to practice or compete on a day in which the student is unable to attend school and will be unable to practice or compete until a full day of school is attended.

**Extended Illness or Serious Injury:**

Parents should contact the school in the event of extended illness or serious injury where a student is unable to attend school.

**Late to School:**

Students are to arrive at school with sufficient time to take care of necessary responsibilities and be in their first class period on time. School begins promptly at 8:00 A.M. Students not in their first class by the start of class are considered late to school. Late arriving students are disruptive to the rest of the class. Our goal is to have students in school, in class and ready to start – on time. Students arriving after this time will be marked tardy and dealt with according to the Tardy policy.

**Semester Exams Exemptions:**

Students will be allowed exemptions from semester exams (excluding dual credit courses) when the following criteria have been met:

- Students have no more than three (3) absences from that course in that semester.
- Students have no more than one (1) tardy to that class in that semester.
- Students have a semester grade of at least 93% in the course for that semester.
- Students have had no discipline referrals for that class during that semester.

Students who have earned semester exam exemptions may still choose to take the exam to benefit them. In this case, the final will not be recorded if it lowers the overall semester grade.

**Tardiness to Class:**

Punctuality is expected at all times and for all situations. Every student is expected to be ready for class when the teacher is ready to begin. The need to get materials for a class that were “forgotten” will result in a tardy. If a teacher detains a student, he/she must have a pass from the teacher to be excused from tardiness to the next class.

For tardiness during the school day: A detention will be assigned for each tardy after the first four tardies in the quarter.

**Truancy:**

A student is truant if the student leaves the school without consent of the office staff and administration. This also includes any students who purposefully “skip” individual classes or whole days. Truancy is considered an unexcused

absence and will be recorded on a student's permanent record. The student will be suspended from school until parents, student, and administration meet to resolve the situation.

## Academics/Graduation

### Academic Expectations for Participation in Extra-Curricular Activities:

All students must:

- Maintain a minimum GPA of 2.0 for that grading period
- Have earned at least 3.5 credits and passing every course in the previous semester
- Have removed all Incompletes from the previous grading period
- Be on a program leading to graduation in 4 years of high school

### Class Participation:

Student participation in all classes is expected and required. Failure to do so may result in a lowering of the student's grade as outlined in each class's course requirements.

### Classes:

Students are not permitted more than 1 study hall each semester.

Students are not permitted to drop or change classes after five academic days.

All independent study courses or summer classes must be approved by the principal prior to taking the course.

### Grade Point Averages / Grading Scale:

Grade point averages are computed by dividing the total number of grade points by the total number of credits attempted. The cumulative GPA, which is computed using all the semester grades earned in grades 9-12. Grade point averages for transfer students will be accepted as earned at the student's previous school.

Grade	GPA	%
<b>A</b>	4.00	96-100
<b>A-</b>	3.67	90-95
<b>B+</b>	3.33	87-89
<b>B</b>	3.00	83-86

Grade	GPA	%
<b>B-</b>	2.67	80-82
<b>C+</b>	2.33	77-79
<b>C</b>	2.00	73-76
<b>C-</b>	1.67	70-72

Grade	GPA	%
<b>D+</b>	1.33	67-69
<b>D</b>	1.00	63-66
<b>D-</b>	0.67	60-62
<b>F</b>	0.00	00-59

### Graduation Policy:

Graduation recognition is calculated on the basis of 7 semesters. The valedictorian is the student ranked #1 and the salutatorian is the student ranked #2, provided there is appropriate behavior and achievement through every semester of their career at Calvary and enrolled at Calvary for at least their last four semesters.

Realizing the anxiety related to graduation and being sensitive to family activities surrounding graduation, Calvary Lutheran High School will allow participation in commencement exercises under the following conditions:

- A) All academic requirements are met for graduation as specified by Calvary Lutheran High School. NOTE: Diplomas and final records, including report cards and transcripts, will be withheld until all financial obligations are resolved.
- B) Students lacking one semester (1/2 credit) of a course needed for graduation may still participate in commencement exercises, but will not receive a diploma until all requirements are completed.
- C) Students lacking more than one 1/2 credit of required courses or electives needed for graduation WILL NOT BE ABLE TO PARTICIPATE IN THE COMMENCEMENT, but can still graduate and receive a diploma when the course work is completed.

### Graduation Requirements:

The State Board of Education approved new and tougher minimum requirements for high school graduation that apply to all of Missouri's high schools. The new policy applies to all students who will graduate high school in 2010 and beyond. At this point, the state intends to offer only this single graduation certificate. Calvary Lutheran High School will comply with the new standards for all students.

Calvary Lutheran High School will offer families choice between two rigorous academic programs. The first is the Calvary Standard Requirements which will meet all state minimum requirements in addition to our religion class requirements. The second is the Calvary Recommended College Preparation Requirements which is designed to prepare students more fully for college.

	Calvary Standard Requirements	Calvary Recommended College Preparation
Communication Arts	4	+ ½ - plus 1 semester of Speech
Social Studies	3	+ 1 - plus Psychology & Economics
Mathematics	3	+ 0 - 3 units above Algebra 1
Science	3	+ 1 - 4 units of Science
Fine Arts	1	+ 0 - same as Standard Program
Practical Arts	1	+ 1 - plus 1 unit of Practical Arts
Physical Education	1	+ 0 - same as Standard Program
Health Education	1/2	+ 0 - same as Standard Program
Personal Finance	1/2	+ 0 - same as Standard Program
Electives	7	- 4 - reduced to 3 units of Electives
Foreign Language	0	+ 2 - 2 units of Foreign Language
Religion	4*	+ 0 - same as Standard Program
Total	28	29.5

\* 1/2 unit of credit is required in religion for each semester a student attends CLHS

Fine Arts: Music, Visual Arts, Dance, or Theater

Practical Arts: Keyboarding, Computer Applications, School Publications, Technology, Career, and Technical Courses

### Homework Policy:

Homework is assigned as an essential complement to the material learned in class. Students are expected to complete every assignment in a quality fashion and submit it on time in order to reinforce new material, demonstrate mastery of important concepts, enable the teacher to consistently and accurately evaluate student progress, and develop essential work habits.

In order to help students recognize the importance of completing their daily assignments, prevent students from falling behind in classes, and to give students the best chance for success, Calvary has established that students will complete every homework assignment to a passing level. If an assignment is incomplete, not submitted on time, or does not receive a passing grade, the student will be assigned to serve a homework detention on the assigned detention date. Homework detentions will be served on Tuesdays and Fridays (or the last day of school in the week) from 3:30 – 4:15pm, or as long as necessary until the assignment is completed. If a student accumulates more than one homework detention to be served on the same day, the student will be required to stay until 5:00pm. It will be the student’s responsibility to notify parents/guardians regarding their academic detention. Rescheduling will not be permitted under all regular circumstances including work schedules, extra-curricular activities, or inconvenient transportation situations.

Assignments must be submitted on time or the student will receive no credit for that assignment. If an assignment is incomplete, students must turn in the part that is completed for the teacher to give them partial credit for the portions completed correctly. The remainder of the assignment must be completed in after school homework detention to a level acceptable to the teacher even though no further credit can be received for that assignment. Teachers may assign this same academic detention to any student who is returned a failed homework assignment. Students will be required to redo the assignment to a passing grade and resubmit it to the teacher.

Students are allowed to participate in school related activities following completion of their assigned detention if time remains to do so. Tardiness or absence to any school related activities due to a homework detention is considered unexcused and can carry consequences as outlined by the coach or activity coordinator.

### Honor Roll:

Calvary seeks to grant recognition to students who demonstrate great academic achievement and honor their Savior and their school with their daily effort and use of God-given talent. Students meeting the following conditions for any grading period will be distinguished through inclusion on Calvary Lutheran High School Honor Roll:

- Students have fewer than 20 periods absent during the quarter. (Attendance)
- Students demonstrate academic integrity by avoiding any activities outlined in the Cheating/Academic Misconduct policy in the student handbook. (Academic Honesty)

- Students display proper self-control by avoiding any Severe Disciplinary Infractions as outlined in the student handbook (Discipline)
- Students challenge themselves academically by enrollment in at least four core classes. Core classes are defined as classes in the following subject areas: Communication Arts, Math, Science, Social Studies, and Foreign Language. (Core Classes)

Calvary Lutheran High School has established the recognition of two levels of academic honors. Any student, who has met all of the above conditions, may be eligible for honor roll based upon the following GPA requirements:

High Honor Roll: GPA = 3.75 +\*  
Honor Roll: GPA = 3.3 – 3.749\*

\*All subjects, including Nichols Career Center and principal-approved courses, are considered in determining a student's GPA.

### **Incompletes:**

An incomplete (I) in any course must be removed within three weeks after the close of a quarter or a student will receive a failing grade in that course. The principal may extend this time for unusual circumstances. Incompletes are permitted only when a student has a valid reason for not completing work within the required time.

### **Progress Reports:**

Progress Reports are sent at the 3-week and 6-week marks in each 9-week semester. Progress reports are sent to students whose average in a particular class is below 80% at that time.

### **Report Cards:**

Report cards are issued at the end of each 9-week quarter with percentage grades and teacher comments. Semester grades are determined at the end of each semester by averaging the quarters and applying results of course finals according to the percentage outlined for that course. Semester grades are entered on a student's permanent record. Any outstanding fees will result in holding of report cards or records until all financial obligations are resolved.

### **Transfers to Calvary:**

Credits earned at previous schools will transfer to Calvary Lutheran High School as long as they are approved courses from approved/ accredited schools. Grade point averages will be computed using the standard 4 point system. The letter grades earned at the previous school according to their grade scale will be used. Students must attend Calvary for their last four semesters in order to be eligible to be valedictorian or salutatorian.

### **Transcripts:**

A transcript is the permanent cumulative record of each student's academic performance. It includes a listing of all courses, with grades, a student has taken. The transcript also includes the student's attendance record and scores with ratings from such tests as PSAT, ACT, and Achievement Tests. Copies of transcripts for college admission, job application, etc., may be requested from the school office. This request must be accompanied by an envelope, stamped and addressed to the appropriate college or agency. Calvary encourages students to complete applications for continuing education and will gladly send the first three transcripts free; further requests will be charged a \$5 fee to cover staff time and school resources.

### **Student Files:**

Student files generally contain up-to-date academic, testing, health, and progress records and are confidential. Parents or students over 18 year of age may review their files in the presence of a school official. Educational records can be sent to another educational agency without a parent signature (Federal Law 99.31). Records can be released to other agencies with consent of parent and/or student of legal age.

### **Submitting Scholarship Applications:**

Scholarship applications are the student's responsibility. Thus, copies and postage to mail scholarship applications and recommendation letters will be paid by the student. As described in the Transcripts section above, students will provide the person making the recommendation an envelope, stamped, and addressed to the appropriate college or agency.

A student wishing to have an evaluation completed by a school official should give that person at least one week to complete the evaluation and even more time is appreciated.

# School Community Guidelines

## Alcohol and Drugs:

One of the great concerns for all schools is the continued problem of substance abuse among teenagers despite ongoing education regarding the dangers of drugs, alcohol, and tobacco. It has become increasingly evident that education alone is not enough in stemming this tide. Consequently, Calvary Lutheran High School takes a strong proactive stance in regard to the possession, use, or sale of harmful, illegal, or illicit substances.

The primary purpose of Calvary Lutheran High School is to provide a safe, conducive learning environment for all students. In order to achieve this goal, steps have been taken to promote, enhance, and maintain a drug-free school and student body. Along with the parents, Calvary takes an active role in helping students to remain drug-free.

In that regard, the following substance abuse policies have been established:

- The possession, use, delivery, transfer, or sale of illicit drugs, narcotics, or alcohol in or on school property or while attending school functions is expressly forbidden. Any student in violation of this policy can expect to be suspended and/or expelled from school and reported to the appropriate law enforcement agency.
- The school reserves the right to conduct random searches of a student's book bags, lockers, or vehicles as warranted by student's behavior or suspicion of use by the student. All searches will be conducted by an administrator and another staff member and/or law enforcement officials.
- The school reserves the right to require any student who at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage as determined by the administration to submit to a hair analysis (which detects drug use over the past 90 days) and/or urinalysis drug test for suspected narcotics use and breath scan for suspected alcohol consumption. If the test is verified "positive", the principal will meet with the student and his/her parent/guardian to discuss the results and further action.
- An essential feature of this policy is that students and their family members are encouraged to contact school administration for help with alcohol and other drug-related problems, with the assurance that such contacts will be handled sensitively and confidentially. A student who self-refers to the school, and is making satisfactory progress in following the recommendations of a certified program, will be encouraged by the school.

As always, the purpose of this policy is to be faithful to the mission of the school. In I Corinthians 6:19-20, the apostle Paul writes, "Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought with a price. Therefore, honor God with your body." Later, in I Corinthians 10:13; he writes, "God is faithful; He will not let you be tempted beyond what you can bear. But when you are tempted, He will also provide a way out so that you can stand up under it." It is our belief that this policy is faithful to these Scriptures. It supports the truth that our bodies are temples of the Holy Spirit and, as such, should be treated with great care, and also provides a way out for young people who are tempted to get involved in activities, which can harm them.

## Backpacks:

Students who use backpacks, gym bags, or book bags of any kind must store them in their locker during school hours. They may not be taken to any classes except Physical Education. In order for students to be able to bring athletic clothes or other items which may be needed after school, students will be allowed to bring one duffel bag. This duffel bag must fit inside either their school locker or the sports locker provided for them.

## Cancellations:

When there is bad weather, or the threat of bad weather, students should exercise caution and common sense. It will be announced when school will not be in session due to bad weather. Students should stay home until the road conditions allow safe passage. Parents should call to inform us when students are going to be late.

If school must be cancelled due to bad weather conditions, Calvary will follow the lead of the JC Public Schools. For Calvary cancellations, tune into many stations including KOMU TV (8), KRCG TV (13), and KWOS Radio 950AM.

## Cars:

All cars driven to school must be registered in the school office, and display the proper purchased parking sticker. Students may be assigned specific parking areas. Illegal parking may result in a car being towed. Calvary Lutheran High School administration reserves the right to collect keys from students upon arrival to school when deemed necessary.

### **Cheating/Academic Misconduct:**

Cheating is defined as giving or copying answers, tests, homework, or other assignments or improper access to answers or grades or violating rules or agreements of an academic nature. See *Honor Code*. Any academic scenario in which an individual is deemed guilty of cheating will be assigned a value of zero in the gradebook.

- A) The teacher will confront the student with the problem, send a discipline referral to the office, and the student will meet with the principal.
- B) Should a student ever have a second offense, there will be a conference between the student, the student's parent/guardian, and administration. The student will enter into an academic contract and probation.
- C) Repeated involvement with cheating is considered grounds for expulsion.

Obviously cheating deprives that student of the learning experience but it is also grossly unfair to the students who work honestly and diligently. A student's placement on the class curve, class rank, qualification for honors and scholarships, etc. are negatively affected by those who cheat to score higher grades.

While all of the following constitute cheating, it is important to note that this list is neither all-inclusive nor absolute. Other dishonest behaviors not outlined here which are still considered cheating and will be dealt with as such:

- copying any number of answers from another student on any assigned task;
- using "cheat sheets" or other fraudulent contrivances to enhance grades;
- giving/receiving test answers to/from another student in any form;
- plagiarizing or turning in the work of another as your own;
- failing to cite sources used to explore concepts or gain information or accessing prohibited sources;
- acquiring or attempting to acquire a copy of, or the answers to, a test ahead of time;
- accessing or manipulating student's grades;
- using prohibited technology that does the assigned work (e.g. translation devices in foreign language courses).

Individual teachers are encouraged by the administration to provide more definition for their specific situations.

Any violations of the honor code should be documented in the discipline referral system. The offending student will meet with the administration to answer questions and explain his/her behavior. The teacher, with the approval of the principal, will determine the negative effect on the student's grade as a result of the violation. In addition, school discipline will be assigned (ranging from detention to expulsion) as appropriate for the offense. The administration will be the record keeper for situations involving violations of the honor code. Punishments will increase in severity as subsequent violations are committed.

Honor Code offenses are cumulative for a student's career at Calvary Lutheran High School and previous violations will be considered in determining appropriate disciplinary measures.

### **Closed Campus:**

Calvary Lutheran High School maintains a closed campus. This means students may not leave school before designated closing times without permission from the school office. Students who arrive by car should immediately, upon arrival, come into the building. Students are not to leave the campus or return to any vehicle after arrival unless specific permission is first obtained from the office. There is to be no loitering in or around parked cars before or after school. Insurance liability requires that students who wish to return to campus after school must receive permission from the principal prior to leaving.

### **Discipline:**

The individual teacher handles discipline in each class. If a student extends a teacher past the point of tolerance, or if the behavior inappropriately infringes on the learning of others, the teacher will remove the student from the class. Appropriate disciplinary action will be taken by the administration. Please see additional information under the Discipline section of this handbook.

Before and After School: Students are responsible to all school rules plus the following:

- A) Students dropped off by parents are expected to remain on school grounds until parents/guardians pick them up.
- B) Students must remain dressed according to the school dress code unless they are required to change for participation in an extra-curricular event.
- C) Food and drink should remain in the dining area.

### **Electronic Equipment:**

Due to constant changes in technology, we will set rules that protect the privacy, integrity, and honesty of all involved. Electronic recording, entertainment, or communication devices are not to be carried or used in the school building during the school day. This list does include, but is not limited to, cellular phones, beepers, music playing devices, portable gaming devices, cameras, video cameras, or personal digital assistants that are used for anything other than acceptable educational purposes. Violations will result in the confiscation of the equipment. It will be released only after a parent or guardian has been contacted and a \$10.00 fee has been collected. Calculators may be carried to classes in which they will be used, but games may not be played during school.

### **Eligibility Policy for Extra-Curricular Activities:**

Calvary Lutheran High School's primary focus is Christian academic education. Participation in an extra-curricular activity is a privilege that is subject to attendance, academic, and discipline requirements. A student must be in good standing to be eligible to participate in the following activities except as part of a class:

- Student government
- All extra-curricular activities
- All interscholastic activities, including athletics, music, speech, debate and drama

Requirements for participation in any extra-curricular activity are:

- Meet all attendance requirements
- Meet all academic requirements
- Be in good disciplinary standing
- Have a valid Physical Exam form in the office
- Meet all (MSHSAA) and/or other appropriate organizations' eligibility requirements

### **Gum/Candy/Food/Drink:**

Due to the mature behavior of the students at Calvary, gum is allowed to be chewed on the school premises before, during, and after school. This privilege will last until it is abused. All food, drink, candy, etc. must be consumed in the dining area and only during designated eating times (which does not include between classes). Eating and drinking in class will not be permitted because it is often educationally disruptive and occasionally results in additional custodial work. Breath Mints without individual wrappers, such as Altoids, Tic Tacs and Certs, are allowed. Water will be permitted or disallowed at each teacher's individual discretion.

### **Lockers:**

Lockers are issued to students at the beginning of the year. The school cannot be responsible for lost or stolen items. We recommend:

- A) Putting names in books and on other valuables.
- B) Purchasing a combination lock and keeping lockers locked at all times.
- C) Not showing others your lock combination.
- D) Not leaving personal items outside of your locker.
- E) Leaving special valuables or large sums of money at home when possible or in the school office.

Each student is responsible for keeping his/her assigned locker clean both inside and outside. Damage caused by misuse, tape, stickers, etc. will be charged to the student.

Calvary Lutheran High School reserves the right to conduct searches of student lockers.

### **Lost and Found:**

Articles found in and around the school should be turned in to the school office where their owners may claim them. Unclaimed items will be thrown away or given to charity.

### **Lunch:**

Students are to remain in the dining area for the entire lunch period. Students are to be on time to lunch and may use the rest rooms or office phone, only with permission from the lunchroom supervisors.

### **Make Up Work:**

Students have one day for each day absent to make up daily work. Tests, quizzes, or work assigned for the first day absent are due the first day back. Field trips, extra-curricular activities, performances, planned absences and appointments do not merit an extra day to turn in work. Students are responsible for all work as if they were in class.

Students should see their teachers before or after classes to obtain make-up work. Long-term projects are due on the assigned day even if a student is absent.

**Medication:**

All medications, prescription and over-the-counter, will be stored in the school office. Medication may be distributed by the office only with written consent from the parent.

**Off-Limits:**

Once students arrive in the morning they are expected to remain in the building unless they are participating in a school-sponsored activity. Students must remain in the building until they leave school for the day, unless given specific permission. Off-limits is defined as being “anywhere one is not supposed to be at a given time, or not being where one is supposed to be at a given time.”

**Physical Examination & Immunizations:**

A physical examination is required of all students entering Calvary Lutheran High School for the first time. A health form is available in the registration packet and is to be submitted before the first day of classes. Transfer students will need to request transfer of health records from their former school. A written verification of immunization records will be required to comply with state law. According to state law, students whose immunization records are incomplete or missing cannot attend classes. All students who participate in extra-curricular activities or participate in a physical education class must have a physical examination by a physician of their choice. The results of this examination must be recorded on a form provided by Calvary Lutheran High School. Only examinations dated after June 1 of the current school year are valid.

**Proper Manners**

Calvary maintains that young adults should learn good manners and use them consistently. Cursing, vulgar language, or other inappropriate comments, verbal or written, or gestures are not to be used in this community and, if used, will result in disciplinary action. Students will be expected to be polite, courteous, and respectful to all faculty, peers, and visitors. Students are expected to understand and respect personal space, learning to keep their hands to themselves.

**Public Display of Affection:**

Respect for yourself, and for others, makes kissing, embracing, and other types of public display of intimate behavior inappropriate for school and school activities.

**Searches:**

The school reserves the right to conduct random searches of student lockers or student operated vehicles. Specific searches may also be made on a student’s person and possessions if there is a reasonable suspicion (i.e., reliable eyewitness reports) that a student may be in possession of controlled substances or any items that may cause harm to others or the school. All searches will be conducted by at least two Calvary staff members with full approval of a school administrator and may involve the use of police.

**Skateboards:**

Skateboarding is not permitted anywhere on the school property.

**Stealing:**

Stealing is defined as taking, without permission, property that does not belong to you. Stealing will be dealt with as a very serious matter. Parents will be contacted and authorities may be contacted. Stealing can result in expulsion.

**Study Hall:**

Attendance policies apply to study halls. Students must bring appropriate materials for the entire period because study halls are for work and study – not talking, socialization, lunch, rest, or play.

**Telephone:**

Students are not called out of class for phone calls. Only messages from parents will be delivered to students. When given permission, students are allowed to make important, local phone calls using the office phone. Phone calls should be made before school, during lunch (with permission), or after school.

**Textbooks:**

Textbooks are the property of Calvary Lutheran High School and are loaned to each student. Be sure to put your name inside the front cover of each textbook and keep only the textbooks assigned to you for the semester or the year. Proper care and concern for upkeep is important. The student to whom the book has been assigned will pay for books that are lost or abused.

**Tobacco:**

Students are not permitted to possess or use tobacco products at school or at school functions. Any tobacco products found will be confiscated. Students smoking or using tobacco products on school grounds or at a school activity will be referred to the administration for disciplinary action.

**Vandalism:**

Students who destroy or vandalize school property will be required to pay for losses and/or damages. Accidental damage should be reported to the office immediately.

**Violence:**

Aggression or violence toward any person is unacceptable behavior. Students who demonstrate this type of disrespect toward others will be dealt with through detentions or other more severe disciplinary action. Any student who engages in a physical confrontation will be sent home and not allowed to return until parents and administration have met to resolve the matter. Depending upon severity, violence may result in expulsion.

**Visitors:**

Visitors are welcome at Calvary Lutheran High School. If you would like to bring a visitor to school, you are to request permission from the office at least one school day before the visit. You are to register any guests at the office where they will be issued a visitor's pass before you take them to any classes. (Guest registration for school social activities is also required.) Your guest must follow your schedule and the general school guidelines. Student visitors must present written permission from the school's administration in order to visit.

**Weapons / Fireworks / Forbidden Items:**

Possession of weapons (as defined in the Missouri Safe Schools Act), fireworks, lighters, and matches on campus is forbidden. This includes paint ball guns, water guns, mace, pepper spray, or other chemical deterrents. Any student who brings such items to school is subject to disciplinary measures up to expulsion.

## Dress Code

Calvary Lutheran High School students should take pride in their appearance. Generally, our dress and appearance should be one which reflects a healthy respect for self and also respect for those around us and with whom we associate as we conduct our anticipated duties and relationships. Clothing and/or appearance which brings undue attention to the individual or which may distract others and draw attention away from the general educational purposes we share at Calvary Lutheran High School is to be avoided. An even higher concern relates to our being bold and effective witnesses of the love of Christ for all mankind. Our dress and appearance is to be one which complements that opportunity. Daily parental support and assistance in upholding the school dress code is needed.

The dress code applies through the entire school day, that is, from the time a student first arrives on campus and until the student leaves the campus after school. If you are uncertain if an item of clothing is acceptable, get approval before wearing it.

All clothing and accessories must fit properly, be neat, clean, in good condition, and worn as designed at all times. Baggy or tight fitting clothing is unacceptable. Clothes with holes, patches, frays, stains, or wrinkles may not be worn to school. To this purpose, the following guidelines are presented as expectations of Calvary students:

1. Acceptable pants should be traditional style dress pants or Dockers style slacks either pleated or flat front. All pants should be dress style, not casual, neatly pressed, without cargo pockets, and worn with a standard dress belt of appropriate style and color to secure pants at the waist level. No plaid coloring or jean material is allowed.
2. Acceptable shirts and blouses must have a collar and buttons which are buttoned to within 2 inches of the collar bone. All shirts must be tucked into the slacks or skirt so that the belt and/or waistband is visible at all times. Shirt sleeves are expected to extend midway between the shoulder and the elbow. Shirts that are tight fitting or expose the mid-section of the torso when hands are raised are not acceptable. Manufacturer's emblems and logos are permitted when they are no larger than 1 inch in width and height. Multi-colored, Hawaiian styled shirts are not acceptable.
3. Acceptable shoes include tennis shoes, dress shoes (less than inch-and-a-half heel), dress flats, dress sandals with a back strap, and polished cowboy boots.
4. Coats, jackets, and sweatshirts are not permitted in the classroom. Some students get cold more easily and have these options worn over normal dress code to keep them warm: Calvary letter jackets, Calvary embroidered jackets, long-sleeved shirts that meet shirt requirements, and traditional styled sweaters (no zippers and no sweatshirt material).
5. Hair is to be modest in style, clean, and neatly combed or brushed. Hair may not be dyed or bleached beyond a natural color. Hair style and color should not be distracting. Hair should not fall below the eyebrow in the front.
6. Drawing and/or writing on skin, clothing, or shoes is not permitted.
7. Visible tattoos or body piercing (beyond ear piercing for girls) is unacceptable.
8. Jewelry, if worn, must be simple and appropriate for educational activities.
9. Chains, wristbands, chokers, clothing with metal studs, and other gothic accessories, including make-up and nail polish of black or other excessive amounts of dark colors in clothing and/or accessories, are not allowed.
10. Sunglasses, bandannas, headwear, gloves, and arm bands are not allowed to be worn in the school building.

### Ladies

- Modest skirts may be worn but should extend to remain less than three inches above the knee at all times.
- Fingernail polish and make-up may be worn when it is applied lightly and elegantly.
- Ladies are welcome to wear solid colored, knee-length shorts or Capri's which follow the same pants guidelines.

### Gentlemen

- Hair length should not fall below the middle of the ear or cover the middle of the collar. Extreme contrasts in hair length between the side and the top are not permitted.
- Facial hair is not permitted and sideburns should not extend below the bottom of the ear.
- Fingernail polish and make-up may not be worn.
- Men are allowed to wear solid colored, knee-length dress shorts which follow the same pants guidelines.

### Penalties for dress code violations.

When a dress code deficiency is noted, the student will be given opportunity to correct the deficiency immediately, and he/she will be expected to maintain proper dress from that point forward. If a student persists in a noted dress code deficiency, his/her rights to continue in class the balance of that school day may be forfeited or other school disciplinary measures may be applied. Any deficiency that cannot be corrected before class begins will result in a lunch detention. Repeated violations will result in additional discipline measures.

# Discipline

In John 8:31-32, Jesus said, "If you hold to my teaching, you are really my disciples. Then you will know the truth, and the truth will set you free." Being a disciple really means holding to the teaching or being an adherent of the doctrines of another; a follower. Discipline, in this sense, will be recognized as training through instruction and practice to assist each student in developing self-discipline necessary to function appropriately in all personal and social relationships.

Students are subject to the supervision and discipline of all school personnel at school and at school activities as set forth in school policies and expectations. In disciplinary matters, the administration reserves the right to make the final decision. The administration will always do its best to be fair and consistent (while recognizing differences between students and specific situations) and to make decisions on the basis of what is best for the entire student body.

## Basic Principles

- A positive school/classroom environment is important for both teacher and student success.
- The teacher is responsible for creating a positive classroom environment. Students are expected to respond promptly and politely.
- Good behavior is fostered by as few rules as possible but established rules are to be observed.
- Positive student behavior should be recognized and acknowledged as often as possible.
- Punishment for infractions is needed but it should be fairly, consistently, quietly, and promptly administered without anger.

## Acceptable Behavior

It is assumed that all students will show respect and honor to God. In addition to this they will:

- Obey (follow) classroom/activity rules and procedures as directed by the teacher or supervisor.
- Be seated and ready to work when the class/activity is to begin.
- Be safety conscious.
- Be respectful and polite to all people.
- Respect the property of others, the school, and the community.

## Teacher/Staff Action

Unacceptable behaviors will be addressed by teachers and staff members in any of the following manners, to include but not be limited to:

- All discipline incidents shall be recorded for future reference by Calvary administration.
- The teacher will verbally address the student to correct his/her behavior.
- Teachers may temporarily remove students from a classroom or an activity for disruptive behavior.
- The teacher will meet with the student privately to discuss and resolve the behavior problem.
- Parents will be contacted by the teacher as necessary and a conference may be scheduled.
- The teacher may assign and administer detentions.
- The teacher will refer the student to the principal, as appropriate.

## Administrative Action

Administrative action may include one, any, or all of the following:

- Conference with the student
- Conference with the student and parent.
- Conference with the student, parent, and staff member.
- Unacceptable behavior may result in the loss of any elected or appointed leadership position.
- Application of the following disciplinary actions:
  - Detention
  - Saturday Detention
  - Probation
  - In-School Suspension
  - Out of School Suspension
  - Expulsion

The administration is charged with making decisions regarding application of disciplinary action. The principal reserves the right to contact the student's parents and/or pastor, as appropriate in each case.

Only the principal may suspend, place on probation, or recommend expulsion for a student. He may, in his absence, delegate authority to suspend a student to his designated representative.

## **Definitions of Consequences**

### **Severe Disciplinary Infraction:**

Any words, actions, behaviors, or attitudes which result in a consequence greater than a weekday detention.

### **Detention:**

The principal may assign detentions to students for violations of school rules and unacceptable behavior. Students and parents will be notified in advance of school-assigned detentions.

If a student must ask for a change of date for an assigned school detention, the request must be made to the principal no later than before school begins on the day of the assigned detention. Work schedules, extra-curricular activities, and athletic practices are not valid reasons for requesting a change of date for detentions.

Length of detention will match the severity of the offense. Examples of some behaviors for which students will receive detention are listed below, these are simply examples and detentions are not limited to only items from this list:

1-Hour: first-time removal from class, excessive tardiness, first-time violation of dress code, first-time violation of language, etc.

3-Hour: skipping class, blatant disrespect toward school authority figures, first-time fighting, or any excessive violations receiving 1-hour detentions, etc.

### **Saturday Detention:**

Saturday Detentions are served from 8 a.m. – 11 a.m. and are accompanied by a fee of \$30 to pay for the monitor. Some Saturday detentions will be served as work days in which students will be expected to complete specified work projects under staff supervision. If a work day is not scheduled, students are expected to dress in normal school uniform to serve their Saturday detention.

### **Probation:**

A student is placed on prescribed expected behavior for a period of time. Violation(s) of these prescribed behaviors will result in recommendation for expulsion. A probationary period will normally be for nine weeks. The probation may also be specified for the remaining portion of a school year. Probation may include academic, attendance, and/or disciplinary stipulations. Probation may also be accompanied by limited or denied privileges such as school events or extra-curricular activities.

### **In-School Suspension:**

A student is separated from class and classmates (social isolation) and placed in a designated area for a specified period of time. No credit and no make-up work will be permitted. No extra-curricular activities will be permitted for that specified period of time. Students who serve In-School Suspension are expected to remain at school the entire school day. They will serve from the time they arrive that day until the time they leave the school premises that day.

### **Out of School Suspension:**

A student is separated from the school for a period of time not to exceed ten consecutive school days. During that time, the student cannot receive academic credit, participate in extra-curricular activities, attend school activities, or be present on school grounds. Parents must be present before school, for a meeting on the scheduled day of re-admission or make special arrangements to meet with the principal before that day.

### **Expulsion:**

A student is removed from the school, at minimum, for the remainder of the current semester. During that time, the student cannot receive credit, cannot participate in school activities, and may not be on school grounds. Removal from school does not mean the students involved are not forgiven. Rather, it is intended to emphasize the seriousness of the offense.

### **Procedure for Expulsion:**

The principal will through both verbal and written form notify the parents of the expulsion. This notice will include reasons for the expulsion.

Upon request, the student and parents will have an opportunity to appear before the principal to question the action or explain student behavior. This hearing must be held within 5 days of the notification of expulsion.

**Appeal Procedure:**

Any student and/or constituent of Calvary Lutheran High School may seek to appeal a decision. In order to gain resolution and to promote healing, appeals should be presented as quickly as possible. The constituent must submit a written request within one week of the decision, to the proper individual at the next level of Due Process Procedure. Each appealed situation may not be appealed to more than two levels above the initial decision maker.

## Due Process Procedures

Situations may arise at Calvary Lutheran High School throughout the school year, which may cause parents, teachers, and students concern. Resolving those situations quickly is beneficial for all parties involved. The following steps are the quickest and necessary methods for reaching satisfactory solutions. Unless there is immediate physical safety concerns, these steps must be attended to in the proper order.

- A. Talk directly to the person: The most direct route to resolving a concern is to confer directly with the person involved, whether it is a teacher, coach, parent, or student.
- B. Contact the supervisor (for issues with students): Occasionally the person involved is not receptive to what you have to say. The next step would be to contact the proper supervisor. (Club Sponsor, Coach, Teacher, Activity Coordinator, Athletic Director, etc..)
- C. Contact the Principal: The Principal is in charge of the campus and is responsible for concerns that may arise from the school's operation. Explanations of policies and procedures, various clarifications and all types of campus information are available in the principal's office.

Contact the Administrator: This step should be taken only when steps one; two, and three have not resolved the concern. Starting at this level would result in being sent back to the appropriate level. At the administrator's discretion, the administrator may gather input from the Association Board of Directors.

In any of the student handbook issues, the school administration reserves the right to make the final decision and will always do its best to make decisions on the basis of what is best for the entire student body. Calvary Lutheran High School reserves the right to respond as it sees fit to the behavior of its students, even if those actions take place outside of school hours and away from school property. The administration has the right to mitigate penalties prescribed in this handbook.