

2019-2020 Student/Parent Handbook

Calvary Lutheran High School

Last Updated on June 5, 2019

Table of Contents

Vision & Mission Statements	3
Introduction.....	3
Statement of Goals.....	3
Environment Provided for Students.....	3
Family Commitment Statement:.....	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
School Cancellation for Bad Weather.....	4
Attendance.....	4
Absence:.....	4
Absence - Make-Up Work:.....	4
Appointments:.....	5
Exams Exemptions:.....	5
Excessive Absences:.....	5
Extended Illness, Serious Injury, or Other Unavoidable Family Emergencies:.....	5
Late to School:.....	5
Post-Secondary Planning:.....	5
School-Sponsored Absences:.....	6
Tardiness to Class:.....	6
Truancy:.....	6
Academics/Graduation.....	6
Academic Expectations for Participation in Extra-Curricular Activities:.....	6
Class Participation:.....	6
Classes:.....	6
Grade Point Averages / Grading Scale:.....	6
Grade Reporting:.....	7
Graduation Policy:.....	7
Graduation Requirements:.....	7
Homework Policy:.....	7
Honor Roll:.....	8
Transfers to Calvary:.....	8
Transcripts:.....	8
Student Files:.....	8
Submitting Scholarship Applications:.....	9
Valedictorian and Salutatorian Recognition.....	9
School Community Guidelines.....	9
Activity Time:.....	9
Alcohol and Drugs:.....	9
Backpacks:.....	9
Cheating/Academic Misconduct:.....	10
Closed Campus:.....	10
Discipline:.....	10
Distracting Materials:.....	10
Electronic Equipment:.....	10
Eligibility Policy for Extra-Curricular Activities:.....	11
Gum/Candy/Food/Drink:.....	11

CLHS Student/Parent Handbook

Lockers: 11
Lost and Found: 11
Lunch: 11
Medication: 11
Off-Limits: 11
Parking Lot: 11
Physical Examination & Immunizations:..... 12
Proper Manners..... 12
Public Display of Affection: 12
Searches: 12
Skateboards:..... 12
Social Media Ethics / Values: 12
Stealing: 12
Study Hall: 12
Telephone: 12
Textbooks: 12
Tobacco:..... 12
Vandalism: 12
Violence: 12
Visitors:..... 13
Weapons / Forbidden Items / Acts of School Violence: 13
Dress Code..... 13
Discipline 14
 Basic Principles..... 14
 Acceptable Behavior 15
 Teacher/Staff Action 15
 Administrative Action..... 15
 Definitions of Consequences 15
 Severe Disciplinary Infraction: 15
 Detention:..... 15
 Saturday Detention: 15
 Probation: 16
 In-School Suspension: 16
 Out of School Suspension: 16
 Expulsion: 16
 Procedure for Expulsion: 16
 Appeal Procedure:..... 16
Due Process Procedures..... 16

2019-2020 Student/Parent Handbook

Calvary Lutheran High School

Vision & Mission Statements

Partnering with families at the intersection of education and faith development, Calvary Lutheran High School is a relational Christian community engaging the world as servant leaders.

Introduction

This booklet of guidelines has been assembled to benefit all students, parents, and staff of Calvary Lutheran High School. These rules, guidelines, and expectations have been instituted to keep us safe and help us to grow to our fullest potential. Students are expected to follow these guidelines any time he/she is on school property 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 and seek to understand who and what God wants him/her to be
- Be a responsible citizen who is concerned about the needs of others
- 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:

- Membership 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 academics, fine arts, activities, leadership, and service

Family Commitment Statement:

We as a Christian family at Calvary Lutheran High School strive to maintain harmony and resolve conflict in a way that glorifies God, takes personal responsibility, gently restores, and intentionally reconciles relationships in the spirit of God's Word: *Above all, love each other deeply, because love covers over a multitude of sins. Offer hospitality to one another without grumbling. 1 Peter 4:8-9*

Non-Discriminatory Policy

Calvary Lutheran High School admits students of any race, color, and/or 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 of race, color, and/or 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 family (students, teachers, parents, and staff) to carry out our Savior's instructions to "Love Our Neighbor." All people shall be accepted and treated with equality as children of God. We expect that all members of Calvary will be dealt with kindly and respectfully as described in the words of Martin Luther in his explanation of the Eighth Commandment, "We should fear and love God that we may not deceitfully belie, betray, slander, or defame our neighbor, but defend him, [think and] speak well of him, and put the best construction on everything." Any words or actions contrary to this definition will be dealt with through education and consequences to train God's children toward righteousness and holiness. Harassment is defined as any ongoing or intense neglect or disregard for our neighbor by an individual or a group. The term "harassment" may include, but is not limited to, gossip, bullying, slurs, jokes, unwanted touching, or other verbal, graphic, or physical conduct. Harassment can occur through social media and without direct confrontation. Harassment is a serious offense and will be

dealt with at a level equal to its severity. Those individuals who believe that they have been victims 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 calmly and quietly follow the directions given to them by Calvary faculty or staff which will either reflect the fire exit route established for that room or reflect special circumstances being practiced. Students are to remain with their classes at the assigned position so that attendance may be checked.

Tornado Drills:

Students and staff will calmly move to the designated area. Students will remain seated until the threat has passed.

Emergencies / Lock-Down:

In the event of this type of emergency, students will follow the directions of the teachers to move to the assigned locations in the classrooms away from the windows. The lights will be turned off, and the door will be closed until the threat has ended.

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.

School Cancellation for Bad Weather

In case of cancellation or late school starts, please tune into TV stations 8, 13, or 17 or radio stations: KWOS 950AM, KCLR 99.3FM, Y107 106.9FM, or KCMQ 96.7FM. Calvary also utilizes RenWeb to send out announcements by voice or text in instances of severe weather.

When there is bad weather or the threat of bad weather, students should exercise caution and common sense. If parents are concerned about the safety of traveling, students should stay home until the road conditions allow safe passage. Parents should call to inform us when students are going to be late or absent.

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 "absent" if the student is not physically present in a class or present at the school-sponsored activity established by the school. A student's parent/guardian should report each absence to the school office no later than 8:00 a.m. on the day of the absence. A student who misses more than 15 minutes of a class will be counted absent for that class.

Students absent for any part of the class day, except for approved appointments, may not attend school events or participate in the practice, game, or performance for any school-sponsored activity that day. Even with approved appointments, students must attend at least one half of the school day to participate. Examples of approved appointments include vision, dental, or other medical appointments, funerals, or college visits, etc. (*See Tardiness to Class*)

Absence - Make-Up Work:

Homework which was due on the first day the student is absent is due the day the student returns to school. Quizzes and tests which were taken on the first day the student was absent will be taken on the first day the student returns. Long-term projects

and assignments are still due on the assigned date or, if absent that day, the first day that a student returns to school after the assigned date. Other situations not covered above should be arranged by the student with the teacher outside of class time on the first day of return. It is the student's responsibility to contact the teacher to collect all missed academic information, assignments, and tests. Students are responsible for all work as if they were in class.

Appointments:

Whenever possible, medical appointments should be scheduled outside the school day. We encourage you to vary times of appointments which require students to miss school to avoid repeated absences from the same classes as possible.

Exams Exemptions:

Calvary maintains that it is beneficial and appropriate for all students to take cumulative semester finals in every core course. This is an academic expectation, not a punishment. We uphold that final exams are a beneficial tool to train students how to retain information through an entire course. In addition, students who may be considering ongoing education need to be prepared for these types of exams in college. Learning to prepare for multiple large exams at the same time is a useful skill which can be employed in other real-life scenarios to handle many large responsibilities at once. However, in order to encourage a full semester of hard work and to reward those who qualify, students may earn exam exemption privileges for some finals based upon excellence in attitude, attendance, and academic performance.

Therefore, Calvary has adopted the following policies concerning exams exemptions:

- Any course which is being taken for college credit may not earn an exam exemption receipt.
- Students may redeem half of the exam exemption receipts they have earned. They make their own selections of which receipts to redeem. In the event of an odd number of exemptions earned, round up.
- Students are permitted to take exams for courses in which they redeemed exam exemptions, and those results will only be counted if they improve the student's grade. (The student must make this arrangement with the teacher.)
- Students may earn an exam exemption receipt for each course in which the student achieves the following criteria.

<u>Criteria</u>	<u>Value in that Semester</u>
Class Attendance:	No more than 3 absences
Punctuality:	No more than 2 tardies
Academic Discipline:	Earn at least a 90%
Good Student Conduct:	No discipline referrals or cheating

Excessive Absences:

Attendance is taken for every class each day. Missing a class nine or more times in a semester will trigger an automatic e-mail from RenWeb. We want to have excellent communication and accurate attendance reporting, so please contact us immediately if there is an inaccuracy in any attendance notification. Students must attend at least 82% of the class periods (no more than 15 absences) in order to earn credit in a class.

Extended Illness, Serious Injury, or Other Unavoidable Family Emergencies:

Parents should contact the school if an extended illness, serious injury, or other unavoidable family emergency prevents a student from attending school. Extenuating circumstances will be dealt with on an individual basis at the end of the semester by the administration.

Late to School:

Students are to arrive at school with sufficient time to take care of necessary responsibilities and be in their first period classes promptly at 8:00 a.m. Students not in their first classes by the start of class are considered late to school. Students arriving late 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 through the Tardiness to Class policy.

Post-Secondary Planning:

It is important for students to research and complete tasks in preparation for their post-secondary plans. Attendance at high school is also important. Students are encouraged to complete these tasks during vacation days and to use school days only when necessary. School-sponsored status will only be considered for physical visits to facilities greater than 60 miles away from Calvary or for special dates mandated by the institution and approved by the principal or college guidance coordinator. Up to two days per semester may be considered school-sponsored for juniors and seniors who present a fully completed Planned Absence form to the principal or college guidance coordinator prior to missing school, present proof of visit the day of return, and do not exceed the quantity of school-sponsored days permitted under the School-Sponsored Absences policy. If any of these criteria are not met, absences for post-secondary preparation will be considered normal absences and count toward that student's total absences.

School-Sponsored Absences:

Calvary seeks to help students balance their time between important academic and extra-curricular activities which are both valuable parts of the whole-child education we seek to provide. Attendance in class is not only important for the student, but also for the teacher, and for the other students in the class. We will continually strive to minimize conflict with academic classes where reasonable. Students may receive school-sponsored status when participating in Calvary events, academic classes, clubs, organizations, teams, or activities as determined by the principal when faculty sponsors or the athletic director seek this designation at least seven calendar days prior to the activities. A Planned Absence Form will be required whenever a student will miss any time equivalent to more than two class periods. School-sponsored absences do not count as regular school absences toward academic consequences.

School-sponsored absences have all of the following limiting criteria:

- No more than 35 cumulative periods per quarter
- No more than six instances for any given course in a quarter
- No more than one-half, rounded up, of the periods that course meets that week

Tardiness to Class:

Punctuality is expected at all times and for all situations. Every student is expected to be ready for class, in the manner prescribed by the teacher, when the teacher is ready to begin. A student may be assigned a tardy and sent to his/her locker to retrieve necessary class materials. A student speaking to a teacher between classes must have his/her planner signed to excuse him/her from being late to the next class. A student will be counted tardy to 8:00 a.m. assembly if the student has not properly prepared for class by storing cell phone, food and drinks, bookbags, and coats appropriately and be seated in their family groups promptly at 8:00 a.m. A detention will be assigned for each tardy after the fourth cumulative tardy in any quarter. Students who miss more than 15 minutes of class will be marked absent, rather than tardy. Tardiness of more than 15 minutes will result in students missing a portion of any performance or competition on that day (i.e. equivalent to 1 volleyball set or ½ of a basketball game). Tardiness of more than 30 minutes will result in students being unable to participate in extra-curricular competition at all that day.

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; therefore, students cannot make up missed material from that school day.

Academics/Graduation

Academic Expectations for Participation in Extra-Curricular Activities:

A student must meet all of the following at the end of each grading period [1st Quarter, 1st Semester, 3rd Quarter, 2nd Semester]:

- Earned at least 2.0 GPA
 - Earned at least 3.5 credits and passed every course
 - Removed all Incompletes
 - Be on a program leading to graduation in 4 years of high school
- * Students meeting MSHSAA, but not Calvary, requirements may request a one-time appeal through the principal.
** Exceptions may be granted for non-MSHSAA activities

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 or other consequences as outlined in each class's course requirements.

Classes:

A student is not permitted more than one study hall each semester and may not take a study hall during the 4th hour period. A student must be enrolled in Calvary courses for at least seven periods each day unless attending Nichols Career Center. A student is not permitted to change classes after the class has met for five periods. All independent study courses or summer classes must be approved by the principal or academic counselor 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 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	%
A	4.00	95-100
A-	3.67	90-94
B+	3.33	87-89
B	3.00	83-86

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

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

Grade Reporting:

Under regular circumstances, grades will be updated within 7 days of the date the assignment is collected. At the end of each 3-week grading period, grades for all courses will be updated, and progress reports will be e-mailed out to families and activity sponsors/coaches. Report cards are issued at the end of each 9-week quarter. Report cards will be printed and handed out at Parent/Teacher Conferences and the 2nd semester report card will be mailed home.

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.

Graduation Policy:

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:

As a fully accredited academic institution, Calvary will meet or exceed all state requirements. Families may choose between two rigorous academic programs. The Calvary Standard Requirements meets all state minimum requirements in addition to our religion class requirements. Students who complete the College Prep requirements with at least a 3.0 cumulative GPA will receive the Calvary College Preparatory Studies Certificate which is designed to prepare students more fully for college.

	Standard	College Prep	Description of Difference
Communication Arts	4	4.5	plus 1 semester of Speech
Social Studies	3	4	plus Psychology & Economics
Mathematics	3	3	3 credits above Algebra 1
Science	3	4	plus 1 credit of Science
Fine Arts	1	1	
Practical Arts	1	2	plus 1 credit of Practical Arts
Physical Education	1	1	
Health Education	0.5	0.5	
Personal Finance	0.5	0.5	
Electives	7	3	subtract 4 credits
Foreign Language	0	2	plus 2 credits of Foreign Language
Religion	4*	4*	
Total	28	29.5	

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

Calvary Fine Arts: Art, Band, Choir, Digital Photography, Theatre Arts, and Videography

Calvary Practical Arts: Agricultural Science, Cadet Teaching, Computers, Family & Consumer Science, Leadership & Service, Study Skills, and Woodshop

Homework Policy:

Homework is assigned as an essential complement to the material learned in class. Each student is 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 to develop essential work habits.

In order to help the student recognize the importance of completing his/her daily assignments, prevent her/him from falling behind in classes, and to give her/him the best chance for success, Calvary has established that he/she 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 within the next two school days. The teacher will notify the student of the detention, and the student will sign the document. Homework detentions must be served for a minimum of 45 minutes and may extend 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 for 90 minutes. The student and parents will be contacted by text message through RenWeb if the student does not report to the homework detention supervisor the day he/she receives the detention to communicate the plan. Repeated homework detentions will result in automatic text notifications and a more detailed e-mail to the parent. If the student does not serve his/her detention by the assigned date an additional 15 minutes will be assigned. Further delays may incur additional consequences. Rescheduling to delay serving the assigned detention will not be permitted under all regular circumstances including work schedules, extra-curricular activities, or inconvenient transportation situations. Each student is encouraged to make arrangements to serve any assigned detention early.

Assignments must be submitted on time, or the student may not receive credit for that tardy assignment. If an assignment is incomplete, the student 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 homework detention to a level acceptable to the teacher even though further credit will not be received for that assignment. A teacher may assign this same academic detention to any student who returned a failed homework assignment. Each student will be required to redo the assignment to a passing grade and resubmit it to the teacher.

A student is 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:

Students earn honor roll distinction, dependent solely upon their G.P.A. of that quarter or semester.

High Honor Roll:	GPA = 3.750+ *
Honor Roll:	GPA = 3.300 – 3.749 *

Calvary seeks to grant recognition to any student who demonstrates great academic achievement and honors his/her Savior and school with daily effort and use of his/her God-given talents. A student meeting the G.P.A. requirement and also the following conditions for any grading period will be recognized “with Distinction”:

- Fewer than 20 periods absent during the quarter (Attendance)
- Academic integrity by avoiding any activities outlined in the Cheating/Academic Misconduct policy in the student handbook (Academic Honesty)
- Proper self-control by avoiding any Severe Disciplinary Infractions as outlined in the student handbook (Discipline)
- Academically challenged 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)

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

Transfers to Calvary:

Credits earned at previous schools will transfer to Calvary as long as they are approved courses from accredited schools. Letter grades earned at the previous school will be assigned values from our grading scale. Students must attend Calvary, as a full-time student, 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 A+ completion if applicable as well as scores 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 or from the college guidance counselor. Requests for official transcripts should be accompanied by an envelope, stamped and addressed to the appropriate college or agency.

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. Students will provide a stamped and addressed envelope for 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.

Valedictorian and Salutatorian Recognition

Graduation recognition is calculated on the basis of all eight semesters, and a student honored in this way reflects his/her Savior and this school through his/her academic drive and quality character. The valedictorian is the student ranked #1, and the salutatorian is the student ranked #2, provided he/she has completed the College Prep curriculum and has been enrolled at Calvary for at least the last four semesters. The following factors modify the G.P.A. to identify the top two students:

- Add: 0.01 per semester of challenging elective courses*
- Subtract: 0.02 per semester of study hall
- Subtract: 0.10 per severe disciplinary infraction

* ACT Prep, Advanced Math, Anatomy, Chemistry, College Algebra, College Biology, College Calculus, College Composition, College History, College Literature, Computer Programming, Economics, Physics, Psychology, Spanish 2, Spanish 3, and Speech

School Community Guidelines

Activity Time:

During the school year, Calvary-sponsored activities should end by 6:00 p.m. on Wednesdays and not occur on Sundays at all. Occasional exceptions will be granted for unique situations.

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 consequences up to suspension and/or expulsion from school and reported to the appropriate law enforcement agency.
- The school reserves the right to conduct searches of a student and his/her possessions. (see Searches)
- The school reserves the right to require any student at any time to submit to a hair analysis (which detects drug use over the past 90 days) and/or urinalysis drug test for suspected narcotics use or a 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 1 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 1 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:

A student who uses backpacks, book bags, draw string bags, gym bags, purses, tote bags, or any other types or styles of bags must store them in his/her locker or other designated storage area during school hours.

Cheating/Academic Misconduct:

Cheating deprives the student of the learning experience and is grossly unfair to the students who work honestly and diligently. Individual teachers are encouraged by the administration to provide more definition for their specific situations.

The following steps will be taken when a student is found guilty of any type of Academic Misconduct:

- A) The teacher will confront the student with the problem and send a discipline referral to the office.
- B) The student will meet with the principal, and the student's parents will be notified.
- C) The student will receive a value of zero for that assignment or test, 3 hours of detention, be ineligible to earn an exam exemption receipt in that course, and will be unable to earn "distinction" on honor roll that grading period.
- D) Academic Misconduct events are cumulative for a student's career at Calvary. Upon a second offense, the student will enter into an academic contract. Repeated involvement with cheating is considered grounds for expulsion.

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 are still considered cheating and will be dealt with as such (see also the *Honor Code*):

- allowing another student access to your answers or work, in any form, for any assigned task;
- viewing, receiving, or copying work or answers that are not your own for any assigned task;
- using the internet or other resources when not given permission to do so for that task;
- accessing a cellphone during tests or quizzes or using the internet or other resources without permission to do so;
- using "cheat sheets" or other fraudulent contrivances to enhance grades;
- plagiarizing with deceptive intent to falsely claim ownership;
- 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).

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. (See the Discipline section of this handbook.)

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

- A) Students must be in school dress code unless they are required to change for extra-curricular events.
- B) Food and drink should remain in the designated area.
- C) Students may not travel with another student without the consent of both sets of parents/guardians.

Distracting Materials:

Students should refrain from taking distracting materials to class with them that are not for educational purposes, such as toys, stuffed animals, etc. Students will be asked to put away any personal item that is deemed distracting at each teacher's individual discretion. (i.e. stress balls, fidget spinners, etc.)

Electronic Equipment:

In order to carry electronic equipment to class, a student must have permission from the teacher and may only use the equipment in a manner and for the purpose of educational activities directed by the teacher. Electronic equipment may not be used for entertainment at any time during the school day. Electronic equipment referenced in this policy includes, but is not limited to, laptops, cell phones, smart watches, music playing devices, gaming devices, cameras, video cameras, or personal digital assistants. Violations will result in the confiscation of the equipment. It will be released only after a parent or guardian has been contacted, and a detention has been served, or a \$10.00 fee has been collected.

Accessing prohibited electronic devices during a test or quiz shall be considered an attempt to cheat.

To protect privacy, no electronic recording devices may ever be used without full consent of all parties being recorded and must have the express permission of the appropriate Calvary employee. At no time will any camera, audio, or video recording devices be used to take still pictures or recordings in any restroom, dressing room, locker room, or any other area with a reasonable expectation of privacy. Any misuse of equipment of this type will result in additional consequences.

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. These extra-curricular organizations include student government, athletics, drama, academic team, etc. Students who are ineligible may attend regular practices but are unable to participate in activities and performances or miss school for that extra-curricular activity.

Requirements for participation in any extra-curricular activity:

- Meeting all attendance requirements
- Meeting all academic requirements
- Being in good disciplinary standing
- Having a valid physical exam form in the office (for athletic participation)
- Meeting 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 designated dining areas and only during designated eating times (which does not include between classes). A student may not have an open food or drink container in his/her locker. 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 only will be permitted or disallowed at each teacher's individual discretion. When allowed, water will need to be carried in clear containers with lids that seal. The only two substances a student may have in his/her container are water and fresh fruit. No added powders or colorings are allowed.

Lockers:

Each student is issued a locker. The school cannot be responsible for lost or stolen items. Calvary Lutheran High School reserves the right to conduct searches of student lockers. We recommend the following:

- A) Leaving special valuables or large sums of money at home when possible or in the school office.
- B) Putting names in books and on other valuables.
- C) Not leaving personal items outside of your locker.

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. If your student wants to have a combination lock, one can be borrowed from the school office. If you have your own, a copy of the key must be kept in the school office.

Lost and Found:

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

Lunch:

All students must eat lunch in the designated cafeteria area unless they are attending a lunch meeting held by a Calvary club or organization under faculty or staff supervision or unless a student is assigned a specific eating location. Students should bring their lunches to school with them each morning. Students should not be leaving school to get lunch. A student should not be missing class to come to the office to meet anyone delivering food. Families may deliver food to the office for the student immediately prior to the lunch period; however, food should not be delivered to the office by local businesses.

Medication:

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

Parking Lot:

To ensure safety and set a positive school tone, all drivers and pedestrians must display proper responsibility. Drivers must operate vehicles slowly and cautiously, following directional signs and safe driving practices. All parked vehicles must be neatly aligned inside of the defined parking spaces in the assigned areas at all times. Students may not remain inside of parked cars or loiter in the parking lot. Once students have arrived at school in the morning, they must receive faculty or staff permission to enter the parking lot or drive their vehicles except to leave school at the end of the day.

Physical Examination & Immunizations:

A physical examination is to be submitted to the school office before the first day of classes of each student entering Calvary Lutheran High 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. Each student who participates in any athletic extra-curricular activity or participates in a physical education class must have a physical examination by a physician of his/her choice. Examinations for the current school year must be dated after February 1 of the previous school year.

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, extended or prolonged physical contact, and other types of public display of intimate behavior inappropriate for school and school activities.

Searches:

The school reserves the right to conduct searches of a student and his/her possessions including, but not limited to, book bags, lockers, or vehicles. All searches will be conducted by at least two Calvary staff members with full approval of a school administrator and, if warranted, may involve the use of police.

Skateboards:

Skateboarding and rollerblading are not permitted anywhere on the school property.

Social Media Ethics / Values:

We as a Christian community in Calvary Lutheran High School believe our students should be respectful, encouraging, responsible, positive, and honest, in a loving Christian way while they are using any social media outlets in the spirit of God's Word: *Be devoted to one another in love. Honor one another above yourselves.* – Romans 10:12

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. The student's parents will be contacted, and authorities may be contacted. Stealing can result in expulsion.

Study Hall:

The tardy policy applies to study halls. Students must bring appropriate materials for the entire period because study halls are for work and study – not talking, socialization, eating, rest, or play. Students may not play music or use laptops for any type of entertainment.

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 calls using the office phone before school, during lunch, or after school.

Textbooks:

Textbooks are the property of Calvary Lutheran High School and are loaned to each student. Each student should write his/her name inside the front cover of each textbook and return all textbooks assigned for the course at the end of that course. Proper care and concern for upkeep are important. The student to whom the book has been assigned will be required to pay for any books that are lost or abused.

Tobacco:

Students are not permitted to possess or use tobacco products or any vaping devices on campus or at school functions. Any tobacco products or vaping devices found will be confiscated. Students possessing or using these 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 and/or legal action.

Visitors:

Visitors are welcome at Calvary. 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 must register your guest at the office when they arrive. (Guest registration for school social activities is also required.) Your guest must follow your schedule and the general school guidelines.

Weapons / Forbidden Items / Acts of School Violence:

The Missouri Safe Schools Act outlines banned weapons with the following list: “a blackjack, a concealable firearm, an explosive weapon, a firearm, a firearm silencer, a gas gun, a knife*, knuckles, a machine gun, a projectile weapon, a rifle, a shotgun, a spring gun, or a switchblade knife.” The possession, conveyance, use, or storage of any of these weapons or look-a-likes on school property, at school-sponsored events, or in or around a school vehicle is prohibited. Violators will be suspended for at least one year or be expelled.

Other weapons that could be used to hurt, intimidate, or threaten others, which are not listed above, must still be kept safely stored out of the reach of others and used only in appropriate circumstances under faculty/staff supervision.

The Missouri Safe Schools Act defines acts of school violence in the following manner: “Act of school violence means the exertion of physical force by a student with the intent to do serious physical injury to another person while on school property or while involved in school activities.” Any act of school violence will be dealt with severely and may include law enforcement as well as parents and administration.

Chemical deterrents are no longer forbidden to be possessed at school. It is the owner’s responsibility that these items are safely stored away from other students, and they are never discharged.

* Pocket knives and dining cutlery are permitted when the blades are less than 4” and being used only in responsible ways and at appropriate times. They should never be given to other students or be taken out when not in appropriate use.

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. 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 both appreciated and necessary.

The dress code applies through the entire school day, from the time a student first arrives on campus and until the student leaves the campus after school. Students needing to change into other clothes, prior to leaving school, must have valid reason and administration permission. 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. A standard dress belt will be worn with all pants, shorts, and capris that have belt loops.
2. All shirts must be tucked into the slacks or skirt so that the belt and/or waistband is visible at all times.
3. A Calvary letter jacket, Calvary fleece, Calvary shell jacket, or sweater may be worn over approved dress code. No jersey material, sweatshirts, hoodies, jackets, or coats may be worn during the school day. Approved sweaters include pullover crew neck or V-neck styles, cardigans, sleeveless pullover vests, and quarter zip sweater-style pullovers in sweater knit or Dri-Fit style in approved pants colors.
4. 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.
5. Drawing and/or writing on skin, clothing, or shoes is not permitted.
6. Visible tattoos or body piercing (beyond single post earrings for ladies) is unacceptable.
7. Jewelry, if worn, must be simple and appropriate for educational activities.
8. 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.
9. Sunglasses, bandanas, headwear, gloves, and arm bands are not allowed to be worn in the school building.
10. Restrooms must be used in a manner which is respectful of others. Therefore, the use of the restrooms should never be a disruption to class, should not be a storage location for student’s personal property or clothing, and must be used in a manner that takes into consideration that other students will share that space.

Ladies and Gentlemen:

Shirts: Acceptable shirts are knit polo, button-up dress shirt with a collar, or turtleneck. Shirts may be long or short sleeve, in any solid color, striped, checkered, or plaid. Dress shirts with small, uniform professional patterns are acceptable (excluding frivolous prints: flamingos, graphics, emblems, logos, etc.). Shirts that are tight fitting or expose the mid-section of the torso when hands are raised are not acceptable. Manufacturers' emblems and logos are permitted when they are no larger than one inch in width and height. Multi-colored, large patterned, or Hawaiian styled shirts are not acceptable.

Pants: Acceptable pants should be traditional style dress pants, neatly pressed, not casual, not form-fitting, skin tight, or skinny style pants. Pants should be of a single traditional solid dress color of khaki, brown, black, gray, navy blue, olive, or maroon. Rivets, corduroy, and jean material are not permitted. Acceptable pants should have no more than four pockets (no cargo pockets or pockets sewn on the outside of the pants) and be without ankle elastic (jogger style).

Shorts: Students are allowed to wear solid colored dress shorts that follow the same pants guidelines and extend to within 3 inches of the knee.

Shoes: Acceptable shoes will be clean and in good condition and will fully cover the toes and heel and have a hard sole. Tennis shoes, dress shoes, cowboy boots, or dress boots are permissible, but full length dress pants must be worn over the boots. No sandals, work boots, snow/rain boots, Crocs, toe shoes, yoga socks, etc. may be worn.

Ladies

- Shirts must be buttoned to within 2 inches of the collar bone and must cover all cleavage. Shirt sleeves are expected to completely cover the shoulder. If a camisole is worn, it should not be visible.
- Ladies may wear capris which follow the same pants guidelines.
- Acceptable skirts should be uniform-style skirts or skorts: pleated skirts, circle skirts, or A-line skirts. Skirts should extend to within 3 inches of the center of the knee cap. All skirts should be of traditional dress solid colors (same colors as the pants) or plaid. No florals, printed patterns, or jeans materials for skirts. No pencil skirts, form-fitting skirts, asymmetrical (high-low) skirts, full-length skirts, or maxi skirts. Any leggings, tights, or hose worn with skirts should be of solid colors, same as traditional pants colors.
- Fingernail polish and make-up may be worn when it is applied moderately.
- Booties may be worn with appropriate pants that go over the boots. All footwear must have heels less than 1 ½ inch. No mules, Ugg-style boots, etc., may be worn.

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.

Penalties for dress code violations.

When a dress code deficiency is noted, the student will be given the 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 is not corrected before the school day 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 should create 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.
- Corporal punishment or any type of physical punishment inflicted upon the body of the student is prohibited.

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.
- The teacher will meet with the student privately to discuss and resolve the behavior problem.
- Teachers may temporarily remove students from a classroom or an activity for disruptive behavior.
- Parents may 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 any or all of the following:

- Conferences: student or student and parent with or without additional staff members
- 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, or 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/her 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 will be notified in advance of school-assigned detentions, and parents will be contacted as necessary. Detentions will include physical labor as service back to the school. Regular detentions will be served from 6:50 – 7:50am within three days of receiving the detention. During the last few weeks of each semester, detentions will accumulate and be served shortly after finals with times arranged mutually with the principal and the family.

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 8:00 a.m. – 11:00 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, typically for nine weeks. Violation(s) of these prescribed behaviors will result in recommendation for expulsion. 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 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 student involved is 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.
- D. 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.