



2017-18
PARENT/STUDENT HANDBOOK

LUTHERAN SCHOOL ASSOCIATION OF THE GREATER AUSTIN AREA

Mailing Address:
1500 Royston Lane, Suite A
Round Rock TX 78664



Table of Contents

Mission, Philosophy, & Belief Statements	3
Administration, Faculty, Staff, & Board of Directors	5
Admissions & Enrollment	6
Communication	7
Financial Information	7
Spiritual Life	9
Academics	9
Attendance	13
General Information & Guidelines	16
Standard of Dress & Grooming	26
Athletic & Extra-Curricular Activities	28
Behavioral Standards & Discipline	28
Uniform Code of Student Conduct & Disciplinary Response	31

Our Mission

The mission of Concordia High School is to instill in our students a commitment to life-long learning, leading, and living out God's Plan.

Philosophy

Concordia High School (CHS) exists to provide a college preparatory environment that has its focus the redeeming love of Jesus Christ, who lived, died and rose for all people, that life has purpose, meaning and joy. CHS provides a setting in which God's inerrant Word permeates all aspects of student life.

“May God who gives you endurance and encouragement give you a spirit of unity among yourselves as you follow Christ Jesus, so that with one heart and mouth you may glorify the God and Father of our Lord Jesus Christ.”
Romans 15:5

“Train a child in the way he should go and when he is old he will not turn from it.”

Proverbs 22:6

Belief Statements

Concordia High School is a distinctively Lutheran Christian school. We acknowledge that each student was created by God. It is our sincere prayer and specific calling to help each student come to know Jesus personally, through the power of God's Spirit. Though they have been alienated because of their sin, those who believe have been redeemed from that sin by the work of the Son of the Almighty, Jesus Christ, through His death on the cross and resurrection from the grave on Easter morning. Working through the Holy Scriptures, the Holy Spirit of God kindles faith in the hearts of those who believe and works in the hearts of those believers to sanctify their lives so that they may experience life according to God's purpose. Therefore, it is imperative that students at Concordia High School acknowledge the supreme authority of God and the Holy Scriptures that reveal Him to gain a thorough knowledge of the scriptures and to apply that knowledge to life.

Equipping Students

We believe that students can be completely and well equipped to function effectively in God's kingdom and in society only when they have a thorough working knowledge of the Holy Scriptures of God. Therefore, each student at Concordia High School will be given thorough instruction in the Word of God. Each will also be given opportunity to demonstrate the effectiveness of that instruction by intentional and unintentional interactions with people and with God through worship. (Ephesians 6:10-18).

Making the Equipment Effective

We also believe that students cannot be effectively equipped for life in this society without a concerted and cooperative effort from the home, the school, and the church. Therefore, Concordia High School will work together with the homes and congregations of the students, so that these three entities function together in a manner to teach and demonstrate with consistency and repetition the spiritual and moral attitudes to develop social assets in the lives of students which can assist them in coping with life. (2 Timothy 2:15; 2 Timothy 3:14-15).

Service as Christians

We believe that well-equipped Christians express faith in actions. Therefore, students at Concordia High School will be given instruction and opportunity for Christian service in several ways through both organized programs and informal opportunities. (James 2:14-18).

Christian Learning Environment

We believe that the Gospel of Jesus Christ should be the framework upon which the activities at Concordia High School, both curricular and Extra-Curricular, are built. Therefore, each course in the curriculum will be Christ-centered, carrying a spiritual dimension emphasizing the work of God the Father as Creator of all things visible and invisible; God the Son as

Redeemer of the sinful human race; and God the Holy Spirit as Sanctifier of the whole human race. Each Extra-Curricular program, activity, and event will point to the one true God in some positive manner. Each person at CHS will be encouraged to have all interactions between people give glory to God both explicitly and implicitly, as they are heard, seen, and experienced. Education in both the classroom and non-classroom areas is to be consistently Christian in character. (Ephesians 6:4; Deuteronomy 6:4-9).

Academic Excellence

We believe that academic excellence enables students to avail themselves of opportunities for further education and vocation. Therefore, each student will be challenged with a course of study designed to extend knowledge, attitudes, and skills in theology, mathematics, language arts, sciences, social studies, fine arts, practical arts, physical education, technology, and others. (1 Corinthians 9:24-25; 1 Corinthians 10:31; 2 Timothy 2:15; 1 Thessalonians 5:12-13; Colossians 3:17).

Self-Worth in the Gospel

We believe that human beings have self-worth only as children of God. Therefore, each student will be given instruction concerning the natural sinful condition of the human race and the redemption that comes from the person and work of Jesus Christ. They will be encouraged to see themselves as children of Almighty God, led by Jesus, the Good Shepherd. (John 10:14; John 15:5).

Fostering Mutual Respect

We believe that God's Holy Scriptures instruct Christians to love and respect one another. We also believe that the ability to demonstrate genuine respect is a valuable and powerfully effective tool for building relationships between the people of God. Therefore, each student will be expected and instructed to show respect to parents, teachers, administrators, and all other adults, as well as fellow students and younger children. (John 15:12; 1 Corinthians 12:12-13).

Encouraging Responsibility

We believe that, as children of God, all students should be encouraged to be responsible. Therefore, each student will be given responsibilities, and each will be expected to meet those responsibilities in a positive manner (The Parable of the Talents, Luke 19).

The following provisions of this handbook address only the specific areas referenced. **New situations may arise during the school year which could require the implementation of additional policies and disciplinary actions, as well as adjustment of existing policies, procedures, and this handbook. The administration expressly reserves the right to draft, institute and enforce any new policies, and to adjust existing policies, in order to better effectuate the education of our students. The students and their parents expressly waive any right to contest the administration's right to adopt new policies, approve additional disciplinary actions and change existing policies.** Additional policies pertaining to specific issues or activities may be made available through publications separate from this handbook.

2017-18 Administration – Faculty – Staff

Administration:

Mr. David Mueller, M.S. Ed. Ad.	Executive Director / Principal
Mrs. Traci Dube, B.A.	Registrar / RenWeb Advisor / Administrative Assistant
Mr. Kurt Westveld, B.A.	Development Director
Mr. Bill Stephenson, B.A.	Recruitment / Admissions Director
Mrs. Carla Knippa, B.S.	Activities / Athletic Director
Ms. Cynthia Harry, B.S.	Business Manager
Mrs. Shelly Guentzel	Administrative Assistant to Executive Director

Faculty:

Ms. Kendalin Burns, B.A.	U.S. History, Dual Credit U.S. History, Government, Dual Credit Government, Economics, & World History
Mrs. Lisa Fitzgerald, M.A.	Exploring Christian Faith, Dual Credit Speech, Dual Credit Public Speaking, Drama & Chapel/Praise
Mrs. Suzan Gabelmann, M.Ed.	Stars – Resource Program
Mr. Jim Genty, B.S.	Physics, A.P. Physics, Dual Credit Principles of Engineering, Algebra I, & Math Models
Mrs. Ralene Gideon, B.S.	Algebra II, Geometry, A.P. Calculus, & Pre-Calculus
Mrs. Marianne Rader, M.S., M.Ed.	Anatomy & Physiology, Biology, Chemistry, & Environmental Science
Ms. Sarah Radtke, M.S.	Spanish I, II, III, & World Geography
Mrs. Dian Repp, M.A.	College Coordinator, English I, & Dual Credit Psychology, & Sociology
Mrs. Barbara Snow, M.A.	English II, English III, English IV, & Dual English IV
Mr. Michael Weil, B.M.E.	Band, Choir, Debate/Speaking, & World Religions
Mrs. Linnea Wilkerson, B.A.	Stars – Resource Program
Mr. Matt Ziehr, B.A.	Christian Leaders, The Bible, Photo/Video/Yearbook, Art I & II, Family Group Coordinator

ADMISSIONS & ENROLLMENT

Non-Discrimination policy

Concordia High School (CHS) 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, and does not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational policies, admissions, policies, scholarship and loans programs, and athletic and other school administered programs.

Enrollment Priority and Requirements

Applications for admission/enrollment for grades 9-12 will be accepted in the following order each year within the time parameters specified:

1. Current students and their siblings.
2. Students of families from the general public on a first come basis.

Registration

Starting in November, current students are eligible to register for the following school year. This primarily involves paying the re-enrollment fee. The registration fee guarantees a place in the following year's enrollment. When the payment is submitted to the school administration, this is considered a commitment to enroll the student. The registration fee is non-refundable.

Re-Enrollment

Students will go through a re-enrollment process each year, usually beginning November. This process is necessary to help the school plan for staff, curriculum, and budget. The school administration reserves the right to deny re-enrollment to any student for factors that include, but are not necessarily limited to, unsatisfactory academic progress, or behavior, which is detrimental to the school's mission and ministry.

Permanent Records

Concordia High School will request the permanent school records from the previous school of any student planning to enroll. Permanent records usually include a transcript, birth certificate, immunization records, withdrawal grades, test results, attendance, psychological reports, special education, and other information.

Immunization Record

State law requires all students to be current on all immunizations and to have on file in the Admin Office a record of all immunizations received before the first day of school. Without this complete and up-to-date record a student will not be allowed to attend classes.

Disclosure of Information

Concordia High School expects that parents or guardians will share all necessary information throughout the admissions and enrollment process. This includes necessary information regarding academic, behavioral, psychological, and other issues that could affect a student's successful completion of the academic program. Failure to disclose such information could result in a student being released from enrollment.

Withdrawal from School

Parents should notify the school in writing at least two (2) weeks in advance of the date of withdrawal. Before a student is released, all forms for withdrawal must be completed. All appropriate fines, fees, and tuition must also be paid before a student is officially released.

New Student Transition Period:

Faculty and staff members at Concordia High School share the common goal of helping every student reach their full potential and realize their God-given talents and abilities. When a new student becomes a member of the CHS family, we seek to work with each student, making sure they succeed in adjusting to our expectations and demands both in and outside of the classroom.

Once a student begins their enrollment at CHS, that individual will go through a “Transition Period” during the semester they started. During that time, if the student experiences any kind of difficulty in their adjustment to the programs at CHS, a meeting will be set up with the parents and the administration to establish an action plan for success. If for any reason these expectations are not met, that student can/may be asked to leave for the reason stated by Concordia High School.

COMMUNICATION

Between School & Home

We believe that positive and effective communication between school and home will have a positive effect on the education of students. Concordia High School will make every effort to keep parents informed about school policies, programs, activities, events, and other news. Parents are expected to read the online information in RenWeb, school newsletters, bulletins, flyers, and letters from the school office, and are encouraged to contact us anytime there is a question or concern. Parents are also expected to keep us informed of family information that could affect the successful education of their children. Concordia High School personnel will always hold such information in the strictest confidence.

Between School & Students

Effective education is also dependent on effective communication between school and students. Students are responsible for the information they receive from faculty and staff, including announcements, bulletins, flyers, letters, etc. Students are expected to forward such information to their parents as appropriate.

Conflict Resolution

Even in a Christian learning environment, conflicts often arise. When conflicts arise, members of the Concordia High School “family” should seek to resolve differences in a spirit of Christian love, characterized by the following: (1) Attempting to gather as much information as possible before rushing to judgment; (2) Confronting the person(s) with whom a conflict may be experienced in a respectful way; and (3) Looking for solutions that are in the best interest of all parties involved. The Board of Directors has adopted policies regarding grievances and handling complaints. These policies reinforce the standards as explained above. A copy of these policies will be made available to families upon request.

FINANCIAL INFORMATION

Tuition & Fees

The school administration will set tuition and fees for the following school year as soon as possible prior to January 1st. Tuition and fees will be published via special brochures, online in RenWeb, flyers, letters, and/or other school publications. CHS is committed to operating its schools on a sound financial basis. The base tuition is planned to be the projected cost per pupil. Unlike parish schools, which typically receive a large subsidy from the church, Concordia High School is sponsored by an association of churches and must be as self-supporting as possible.

Discounts & Credits

Credits are provided for families who pay tuition annually or by semester. Other discounts and credits may be available; further information is available from the school office.

Payment of Tuition & Fees

Just as families are responsible to pay their bills on a timely basis, so Concordia High School is responsible to pay its bills. Our responsibilities include not only those companies with whom we do business, but also the faculty and staff who provide the ministry of Christian education for our students. We expect our families to pay their tuition and fees in a timely manner, as determined by the Board of Directors through the administration of the school.

All fees are expected to be paid by the beginning of the school term. Families will set up a FACTS account (via Renweb) and set up a payment plan.

When tuition or fees are past due, the student may be held out of class until a signed Confidential Personalized Payment Contract (CPPC) is submitted after a meeting with the Executive Director or Business Manager.

Tuition Assistance (Financial Aid)

FACTS Financial Aid: FACTS Financial Aid is an agency that assesses financial need based on information provided by each family. The assessment is primarily based on family income. FACTS applications may be obtained online at www.chsaustin.org under the Admissions Tab.

Penalties for Non-Payment

Concordia High School reserves the right to enforce penalties for late and/or non-payment of tuition and fees. Monthly tuition and additional fee payments are due on or before the 5th of each month. A \$25.00 late fee will be assessed for late payment. Families using FACTS will have the option of selecting a payment date during the month. Ultimately, a student can be released from school for non-payment. **If a financial need arises in a family which makes timely payment of tuition difficult, we encourage such family to contact the Business Manager as soon as possible so that a payment solution (Confidential Personalized Payment Contract) can be presented and discussed.**

Fiscal Responsibilities related to TAPPS/Extra-Curricular Activities

All families who have students participating in any TAPPS/Extra-Curricular related event(s) must be current with their tuition and fees they agreed to pay when enrolling/re-enrolling their child(ren) at Concordia High School. If a family is not current with their payment to CHS, their child(ren) will not be eligible to participate in their elected event(s). **HOWEVER, when a family completes a Confidential Payment Contract that outlines a plan to get financially current with tuition and fees, then a student will be eligible to participate in their elected event(s).** This policy applies to the following TAPPS/Extra-Curricular related activities: Academics, Athletics, Fine Arts, and Science Olympiad.

Records, Transcripts & Diploma

A student's transcript, diploma or other records will not be released until ALL tuition and fees have been completely paid-in-full. **Families of Seniors:** If your student is a senior the CHS College Coordinator will not release their final transcript to any institution until the account is paid-in-full. This stipulation can only be waived with a separate signed letter from the Executive Director and will be handled on a case by case basis.

Fines/Replacement Costs

Students may be assessed fines and/or replacement costs for damaged or missing textbooks or other curricular materials; damaged or missing computer hardware or software; damaged or missing library-media center materials; parking and driving violations; other damaged or defaced school equipment and property, etc. Report cards may be withheld until such fines and/or replacement costs are paid.

Additional Information

Please refer to the appropriate tuition and financial aid brochures available through the school office for more information on financial matters.

SPIRITUAL LIFE

Christian Learning Environment

Concordia High School provides a learning environment where students regularly hear the Good News of God's love through His Son Jesus Christ. They learn about His plan for holy living, and they are given the opportunity to grow in their relationship with Him. They are also given the opportunity to grow in their God-pleasing relationships with others. Concordia High School is an educational ministry of the Lutheran School Association of the Great Austin Area.

Theology courses are Bible-based and taught from a Lutheran Church – Missouri Synod understanding of the scriptures. We emphasize both content and application of that content. Worship and devotional activities are also Lutheran in nature.

All students participate in theology courses and worship-devotional activities. We expect all students to participate respectfully and reverently, regardless of their personal beliefs. If any problems of conscience should occur, we expect that the student and/or his/her parent will contact the appropriate teacher or administrator to help resolve the issue.

Chapel

Students participate in chapel worship and family groups each week. Typical chapel services include readings from Holy Scripture, a message, prayers, and songs. Students may be given the opportunity to assist with elements of the worship. A chapel schedule will be published, and guests are always invited and encouraged to attend.

Devotions

A daily devotion is held at the beginning of each school day. This devotion usually includes a scripture reading, brief message, and prayer. Students may be asked to assist with devotions. Devotions may also be read to all students via the intercom.

ACADEMICS

Academic Probation

Concordia High School expects students to earn at least a 2.00 GPA each grading period. If the student is on academic probation for two successive grading periods, an academic contract will be negotiated. If the contract is broken, the Principal will review enrollment. Students on academic probation are allowed to practice or rehearse but may not perform in any interscholastic activity (extra-curricular and Extra-Curricular activities). Band, Choir and Drama students who are on academic probation may participate in Extra-Curricular activities such as concerts at CHS and worship services at area congregations. They may not participate in competitions, events charging admission, or joint concerts with other schools. A student is eligible for Extra-Curricular participation by earning passing grades of 60% or higher.

Independent Study

There are certain situations where it may be necessary or beneficial for a student to complete an independent study course while attending Concordia High School. However, we believe this is a privilege and requires greater personal responsibility and maturity on the part of the student. Typically, independent study courses are reserved for upper classmen; underclassmen may be considered under extenuating circumstances. Students may be permitted to take independent study courses in the following situations:

- 1) The student desires to take a course above their grade level, and the course cannot be worked into their schedule. Students will only be allowed to complete core courses as independent study if there is no other way to fit the course into their schedule prior to their graduation date.
- 2) The student transferred in from another school and did not complete their courses in the same order as they are taught at CHS. Every effort must be made to find a way for the student to complete the coursework in traditional

CHS classes. If, however, the student will not be able to complete their required credits within their graduation date, they may be eligible to complete an independent study course.

- 3) The student desires to take a course which is not currently available at CHS, and does not count for core credit. An example would be a student who wishes to take Latin, which CHS does not currently offer.

In order for a student to be eligible to take an independent study course, they must meet one of the above situations, along with the following:

- 1) Passing grades in all of their classes
- 2) Maintain a 3.75 cumulative GPA
- 3) Receive approval from the corresponding CHS teacher (if applicable), the department head for that content area, the registrar, and the Principal.

Summer School / Additional Coursework

Students may find that they want or need to take additional coursework to meet either graduation or academic probation requirements.

Students must seek prior approval for courses taken at other institutions. Courses must be from an accredited school and approved by the CHS principal (see list below). Students should contact the Registrar or Principal for more information.

Approved Institutions: Austin area ISD schools (Austin, Pflugerville, Round Rock, Georgetown, Manor), Texas Tech ISD, Keystone School, University of Texas High School, Orange Lutheran Online and Austin Community College.

Honor Roll

Honor roll status each semester is earned by students who have attained a 3.5 GPA or above in that semester. No grade can be below a “B” for honor roll or academic letter qualifications.

National Honor Society

Membership in the National Honor Society at CHS is both an honor and a responsibility. Students selected for membership are expected to demonstrate the qualities of scholarship, service, leadership and character. Transferring students with NHS membership must meet the requirements of this chapter and all transfer students must attend CHS for one full semester before selection will be considered. All second semester juniors and seniors fulfilling the requirements for scholarship (3.5 GPA or higher) will be considered for membership by the faculty council. Requirements for selection to National Honor Society are published in a RenWeb document. Members of NHS can be dismissed for failing to maintain the standards of scholarship, leadership, service, and character.

Standardized Testing

In October, CHS administers the PSAT (9th), Pre-ACT (10th Grade), and PSAT (11th Grade) tests.

Study Hall

A student may choose to have a study hall as one of his or her course selections. However, the student will not be allowed to take two study halls in one semester. Study hall is for studying and completing homework. For this reason, study halls are quiet. Sleeping, card playing or simply wasting valuable time is not allowed.

Tests & Grades

The teacher in each class will schedule regular tests during each semester. The teacher, using a numeric system, keeps all grades in each class. All grades for each course are calculated as cumulative throughout the semester and do not start over at each grading period. Cheating or suspension from class will result in zeros. Grades will be posted by teachers in RenWeb on a weekly basis.

Advanced Placement (AP) Program

Advanced placement is a program of the College Board that provides high schools with course descriptions of college subjects and Advanced Placement Examinations in those subjects. CHS offers AP Calculus, AP Physics, and AP Statistics. AP examinations will be administered to enrolled students who have been recommended by their teachers. Most colleges and universities in the U.S. accept qualifying AP exam grades for credit, advanced standing, or both. There is a \$150 fee for each course taken. For more information on AP please see www.collegeboard.com.

Dual Credit Program

Concordia High School currently partners with Concordia University, Nebraska, University of Texas, Tyler and ACC in offering Dual Credit courses.

- Student will receive actual college credit for the work you produce over the course of the year.
- This option would allow the student to usually receive twice as many college credits as the AP exam
- A student's grade and college credit is based on the semester as opposed to AP based on one test.
- The tuition cost for Dual Credit Courses is cheaper than a majority of university and community college costs.
- Students will get a jump-start on college.

For additional information on the Dual Credit program, please contact Traci Dube, Registrar.

Class Promotion

Students are promoted based on the total number of credits earned:

7 Credits = 10th grade
14 Credits = 11th grade
21 Credits = 12th grade

Final Exams

Final exams will be administered at the end of each semester. The final exam grade will be averaged along with the cumulative course work grade to establish a semester average for each course. The semester average will be calculated as follows:

Cumulative course work weight:	80%
Semester final exam weight:	20%

Seniors may be exempted from a maximum of two finals. At the individual teacher's discretion, the exemption criteria are as follows:

- **Cumulative grade for the class, as of two weeks prior to the first day of final exams and maintained through finals, is an average of 93% or above.**
- **No behavioral issues as determined by the teacher involved.**
- **No more than three absences of any kind, excluding school activities and college visits.**
- **No more than five tardies, excluding school trips that return late.**

Graduation

Students who have fulfilled all the academic requirements set forth by the Board of Directors are eligible to receive a diploma. Seniors who are no more than one half credit short of their graduation requirement because of failure of the final semester, and who have declared the intention to finish during the summer will be allowed to participate in graduation exercises. During a senior's last semester, if the student is in jeopardy of failing a class, parents and students will be notified. Final notification of non-participation will be made after semester grades are turned in the Thursday prior to graduation. Should a student not earn all their credits, they will receive a copy of their diploma if they are allowed to

participate in the graduation ceremony. Upon completion of the unearned credits, they will receive their actual diploma via the U.S. mail. All graduating students are required to attend all school sponsored graduation activities.

A student's transcript, diploma or other records will not be released until ALL tuition and fees have been completely paid-in-full. The CHS College Coordinator will not release a senior's final transcript to any institution until the account is paid-in-full. This stipulation can only be waived with a separate signed letter from the Executive Director and will be handled on a case by case basis.

Grading and Grade Point Average (GPA)

High school credits earned in 8th grade will not be considered when calculating the student's GPA. The table below gives the grading scale and the points for regular classes used to calculate a student's grade point average.

<u>Grade</u>	<u>Grade Points</u>	<u>Score</u>
A	4	90 - 100
B	3	80 - 89
C	2	70 - 79
D	1	60 - 69
F	0	Below 60

Honors/AP Grading/Dual Credit

The table below gives the grading scale and the points for honors and advanced placement classes used to calculate a student's grade point average.

<u>Grade</u>	<u>Grade Points</u>	<u>Score</u>
A	5	90 - 100
B	4	80 - 89
C	3	70 - 79
D	1	60 - 69
F	0	Below 60

Honors/AP Classes

A student must earn A's in both semesters of the prior class in the sequence in order to be eligible for an honors class. For example, a student must receive an "A" in both semesters of Algebra 1 in order to be eligible for Geometry Honors. Also, a student must continue to earn A's in both semesters in order to remain in honors for the next class in the sequence. 9th Graders are not eligible for honors classes.

PREREQUISITES:

To gain admittance to the following classes, the guidelines listed below must be met:

- **AP Calculus:** The student must have successfully completed Pre-Calculus with at least an 80% (or higher) in both semesters.
- **Dual Credit English IV:** The student must have successfully completed English III with at least a 90% (or higher) in both semesters.
- **AP Physics:** The student must have successfully completed Algebra II with at least an 85% (or higher) in both semesters.
- **Office Aide:** The student must have a 3.5 GPA. Only one period is allowed. Must have teacher approval.

Report Cards to Parents

Since we are on a cumulative semester grading system, mid-semester report cards will not be generated. Renweb reflects the students cumulative grade throughout the semester. At the end of each semester, a final semester report will be disseminated electronically and placed in parents' RenWeb documents folder. Parents have access to their students' grades 24 hours a day, 7 days a week via RenWeb.

Transcripts

Requests for transcripts should be submitted, in writing, to the College Coordinator. Final transcripts will be mailed to your designated University of choice after graduation. NOTE: A student's transcript will not be released until ALL tuition and fees have been completely paid-in-full. The CHS College Coordinator will not release a senior's final transcript to any institution until the account is paid-in-full. This stipulation can only be waived with a separate signed letter from the Executive Director and will be handled on a case by case basis.

Valedictorian/Salutatorian

The valedictorian (4 years of attendance at CHS is required) and salutatorian (3 consecutive years of attendance at CHS is required) will be the two highest-ranking graduates. **The method in which RenWeb determines GPA penalizes students who take more non-Honors/AP classes than their classmates. Therefore, when determining valedictorian/salutatorian, class rank in RenWeb will be adjusted for fairness when students have differing numbers of credits.** If there is a tie after the GPA is carried to four decimal places, then co-valedictorians will be declared.

Cum Laude & Magna Cum Laude

Students who receive the Minimum Diploma cannot receive the Cum Laude or Magna Cum Laude.

ATTENDANCE

It is important for all Concordia High School students to establish a positive attendance record. Research consistently shows a strong relationship between attendance and achievement in school. Absence from school, whether excused or unexcused, often has an adverse effect upon a student's academic progress. Therefore, attendance is absolutely required and should never be considered optional. Learning takes place in many ways and places, and the best policy is to be in the right place at the right time. The learning atmosphere in a classroom is such that optimum conditions for education should result for the student. The exact situations, demonstrations, and activities can never be repeated for those pupils who miss a class or day of school.

Attendance and participation in classroom and school activities are considered essential to the educational process at Concordia High School. Substitute assignments for time missed will help, but keep in mind they are just that, substitute assignments. Each student at Concordia High School should be in every class or study hall for which he/she is scheduled each day school is in session. **When a student must be absent for illness or other emergency reason, parents are to contact the high school office (512-248-2547) or email attendance@chsaustin.org.** Excessive absences may lead to a loss of academic credit, as determined by school policy. Students may also be released from school due to excessive absences.

Texas statutes pertaining to school attendance are in effect.

Absence Policy

Absences should occur only for legitimate reasons, which include personal illness or injury, family emergency, legal obligations, death in the family, or school-related activity. Medical and dental appointments should be scheduled outside school hours, if possible. Personal errands, including driving tests, should be scheduled outside of school hours. Family vacations should be planned to coincide with school holidays and summer vacation. College visits should involve no more than three (3) school days, if possible, for seniors, and no more than two (2) school day for juniors. College visit forms must be filled out prior to the college visit and returned to the office. College visit forms may be obtained from the College Coordinator.

Planned Absences: If an absence is planned in advance, assuming it is for legitimate reasons, the school office is to be informed at least one (1) week in advance of the planned absence. IF THIS DOES NOT HAPPEN, it is up to the discretion of the school administration as to whether the student's absence will be considered unexcused, in which case a loss of credit will result for any work assigned or due throughout the absence.

Notes from parents, with dates and reasons for absence, are to be given to the school secretary. The student may pick up a Planned Absence form in the office workroom to obtain assignments from teachers and make necessary arrangements to complete these assignments. An excused absence allows the student to make up missed assignments and/or class time, but the student assumes responsibility for requesting and completing make-up assignments. Students are to complete and return the Planned Absence Form in advance of their absence. Teachers are not obligated to give credit for late or missing work when this procedure is not followed.

If a student misses final(s) for non-emergency reasons, those final(s) will be given a grade of "0".

Excused Absences:

Students are excused for:

1. Personal illness
2. Family Emergencies
3. Death in the immediate family
4. Maximum of three (3) days of prior planned college visits (seniors only).
5. Classes missed because of school sponsored activities.

Work missed because of excused absences may be made up for full credit. Students receive one day to make-up work for each day they are absent.

Unexcused Absences: Teachers are not obligated to give credit for academic work missed due to truancy, class cuts, suspension, or any other unexcused absence. If a question arises as to whether an absence is excused or not, the school administration will make the final decision. **Students who have unexcused absences will be allowed to retake tests for 50% of the grade they make. Suspensions count as unexcused absences.**

NOTE: Even if a parent gives a child permission to be absent from school, his/her absence may still be treated as "unexcused" if, in the opinion of the school administration, the absence is not for legitimate reasons. Going to haircut appointments, driver's license, job interviews, oversleeping, working during school hours, taking pleasure trips, taking care of personal business, using the excuse "needed at home," etc. are not acceptable excuses for missing school.

Absences & Participation in Extra-Curricular Activities: A student will NOT be allowed to participate in a Extra-Curricular activity or event, including practices and contests of any kind, if he/she: (1) does not report to school by the beginning of Period 3 (A Days) and 6 (B Days). We do not condone the practice of "sleeping in" following a late evening due to participation in a Extra-Curricular activity. If a student is late for school due to this reason, he/she will be given a warning. If it happens a second time, the student will not be allowed to participate in the next athletic contest or other Extra-Curricular activity.

Absences & Loss of Credit: **If a student is absent from any class for more than five (5) of the days that class meets in a semester, FOR ANY REASON OTHER THAN A SCHOOL-SPONSORED ACTIVITY, either excused or unexcused, the student will not receive academic credit for that course during that semester.** The grade earned is recorded on the official transcript and is a part of the student's GPA. The student may continue to audit any required course based on Principal approval. (Note: the school administration reserves the right to modify this policy in the case of extraordinary illness or injury.) Absence notifications will be emailed (via RenWeb) to parents for each absence that occurs during a school day.

Absence Procedures

Parent responsibilities when absence occurs:

1. **Notify the school office by 9:00 a.m. (by email or phone).**

2. Provide a written reason for the absence, signed and dated by a parent, presented by the student to the school secretary upon his/her return.
3. For **four (4) or more consecutive days** of absence due to injury or illness, provide a doctor's note, presented by the student to the school secretary upon his/her return.
4. Note: any absence not cleared with the school office will be treated as unexcused and appropriate penalties will be enforced. Classification of absences as "excused" or "unexcused", even when a written reason is provided, is at the sole discretion of the school administration.
5. Homework assignments may be given after the second day of absence. Assignments should be checked first on RenWeb. If assignments are not listed, the parent/student should contact the teacher directly.
6. Provide a doctor's note for the student's file, if he/she has a chronic health problem.

Student responsibilities:

1. If required by the school, deliver a note of excuse signed by a parent to the school office on the day following any absence.
2. Note: if an absence has not been excused, the student will receive a warning before proceeding to class. If this happens a second time, the student will be suspended from classes until a parent contact is made.
3. Obtain assignments that have been missed.
4. Make up academic work within a reasonable amount of time, as determined by the teacher.

School responsibilities:

1. If a student is absent from school but no contact is received from a parent, the school office will make a reasonable effort to contact the parent.
2. The school office will monitor attendance, communicate attendance concerns to parents and students, and enforce appropriate policies regarding absences and tardies.

Early Dismissal and Return to Class

If a student needs to be dismissed from class for a medical or other necessary appointment, the following procedure will be in place:

1. A parent should notify the school office in advance with a signed note or email to attendance@chsaustin.org.
2. After leaving class, the student must checkout at the school office.

When a student returns to school following a dismissal, the following procedure will be in place:

1. The student must check-in at the office before returning to any class or other activity, including lunch.
2. The student will be given a tardy slip to be turned into the teacher for the class period that they are returning.

NOTE: Students are never allowed to leave and return to campus during the school day without permission. Failure to follow these procedures will result in appropriate disciplinary or academic consequences, including receipt of an unexcused absence.

Tardy Policy

Punctuality is expected at all times and for all situations. Students are encouraged to exercise responsibility with respect to their arrival to school and to all classes.

1. **When a student is late in arriving to school, he/she must report to the office for a pass and to sign in on the attendance form.**
2. If a student is tardy between classes, he/she should not report to the office but go directly to his/her class. The teacher will automatically mark the student tardy. If the teacher detains a student between classes, the student should get a pass from that teacher so the tardy can be excused. Teachers will establish a specific classroom tardy policy complete with consequences. Excessive tardiness is considered a serious violation of school policy and could result in an in-school or out-of-school suspension.

3. 15 minutes late to a class equals an absence.
4. Every three tardies in a semester will result in a write-up. Three write-ups for tardies or behavioral incidences will result in a Saturday detention with a fee of \$30.
5. Ten tardies in a semester will result in a meeting with the student, parents, and administration.
6. Every three tardies will count as one absence. Please know the total number of absences allowed to pass a course.

Truancy

In cases of truancy, the truant officer of the appropriate county will be notified after school consultation with the parents. The officer shall investigate all cases of truancy or non-attendance at school. Unless the student is exempt from attending school under the compulsory attendance law, the truant officer may proceed with filing a misdemeanor for non-compliance against the parents or guardians of the student.

School Hours

School begins at 8:20 am and ends at 3:40 p.m. Periodically throughout the year school will end early for an upcoming holiday or other scheduled events. Hours may be adjusted occasionally for assemblies, pep rallies, and late starts (due to bad weather). Parents and students will be notified as early as possible of any deviations from the normal school schedule which are not reflected on the school calendar.

Before & After School

Before School: Doors will open at 8:00 am. If students arrive prior to 8:00 am, they will wait (unsupervised) on the deck of building #2 (Cafeteria). Students are not allowed to be rowdy, or leave and return to campus once they arrive.

After School: Concordia High School cannot be responsible for supervising students after school, unless they are: (1) involved in an Extra-Curricular or other school-sponsored activity or event held on campus; or (2) getting help from a faculty or staff member. Otherwise, students are expected to be off campus within 20 minutes after school dismisses. We will not offer supervision after 4:00 pm. Students still on campus at 4:00 pm, will wait on the deck of Building #7 (office building).

Closing of School

In the case of inclement weather, appropriate notification will be provided via RenWeb, text messaging, and the “Concordia High School (Pflugerville/Round Rock)” Facebook page as early as possible. Parents may call the school office, if they are unclear as to whether school will be in session. If an early dismissal is necessary, for any reason, notification will be emailed and texted to parents. Students will also be allowed to contact parents by phone.

GENERAL INFORMATION & GUIDELINES

Asbestos

Concordia High School leases facilities from Grace Christian Center. Grace Christian Center is compliant with all asbestos requirements for a school facility. Asbestos management documentation is kept on file and is available for public examination in the school office.

Facilities

Concordia High School leases facilities from Grace Christian Center. We are especially conscious of our status in the facility, and we expect our students to treat school property with the utmost care and respect. Various guidelines and procedures will be in force to help ensure that this happens. These guidelines are always shared with students, and they are responsible for knowing and following them

Medical Procedures

All known health problems should be reported to the Administrative Office at the time of registration or when a problem arises. All prescription medication must be left in the original prescription bottle and maintained in the Administrative Office. The following information should be sent by the family physician with the medication, along with a note from the parents:

1. Dosage to be given at one time
2. Time of day to be given
3. Duration of time that medication is to be taken

In the event of illness or accident, school personnel will give only emergency treatment. Parents will be notified and are responsible for any additional care. If a student finds it necessary to go to the hospital, parents will be notified.

Medication

CHS does not give students Tylenol, Motrin, or other non-prescription pain relievers without parent permission. Students may bring their own over-the-counter medication to school, but it must be kept in the Administrative Office for administration. Prescription drugs are also to be turned in to and administered by the Administrative Office. Students are not allowed to carry medication on them, in their backpacks, purses, etc. Students with Asthma – If an emergency inhaler needs to be kept with the student, the parent must send a note to the Administrative Office to be kept on file.

Textbooks & Equipment

Textbooks and equipment issued to students for their use remain the property of Concordia High School. Students are expected to treat this property with care and respect. If a student loses such property, he/she will be assessed the replacement cost(s). If a student damages such property, he/she will be assessed an appropriate fine at the discretion of the school administration. Report cards may be withheld until such fines and/or replacement costs are paid.

Calendar

A school calendar is provided to parents and students at registration. A “real time” calendar may be found on our website. It is always up to date. Parents and students are responsible for noting special events, activities, deadlines, etc., on all calendars, flyers, etc.

Leaving Campus

Concordia High School operates a closed campus. Students are never allowed to leave and return to campus during the school day without permission. If a student needs to leave campus for a medical or other appointment, students and parents must notify the school according to the procedure specified in the attendance policy hereof. Students are not allowed to leave campus to retrieve assignments, school materials, etc., without permission from the Principal. (Parental permission is also required.) We also have a closed campus for lunch.

Lunch

Microwaves are available; however, they are not to be used to make food, only to warm up food. Refrigerators are not available. CHS works with Campus Cuisine who caters with several restaurants in our area. The ordering process is on-line and very simple. Classes dismiss, students are to get their lunches and eat in the lunch room/commons area. They may not eat in any other areas of the building/campus without administrative approval. Students are always expected to pick up after themselves and dispose of their trash in an appropriate manner. Students are not to dispose of their lunch trash in the classrooms. All students are expected to eat lunch on campus and are **not allowed to “order out” for lunch.** Any lunches (other than school lunches) that are delivered for students are to be delivered by a parent or other family member. Parents are also not allowed to excuse students for lunch, even occasionally, as this circumvents the closed campus policy. However, students are allowed to meet their parents for lunch off-campus on special occasions, such as a birthday (with written parent permission ahead of time).

Eating & Drinking on campus

Students are not allowed to eat or drink in any area of the building except the commons area before school, during lunchtime, and after school. Food, snacks, beverages, etc., are to be kept in the cafeteria. Students are not permitted to carry such items around with them, nor are they permitted to snack between classes.

Personal conduct and Public Display of Affection (PDA)

Public displays of affection, such as embracing, kissing, etc., as well as any other sexually inappropriate or immoral acts are not allowed on the Concordia High School campus or at off campus school sponsored events. Rowdy or anti-social behavior is not allowed. Appropriate disciplinary consequences for behavior will be enforced.

Illness & Injury

Students who experience illness or injury while at school should report their condition to the school office or an appropriate teacher or staff member. School personnel will make a decision as to whether the student will remain in class, return to class, or be sent home. If it is decided that a student should be sent home, a parent will be contacted, and the student should be picked up as soon as possible. Parental consent will also be obtained before a student is allowed to drive himself/herself home.

Blood Borne Pathogens

Students are to use extreme caution and preventative measures involving all blood and other potentially infectious bodily fluids. In other words, all blood and bodily fluids should be treated as if they are infected. Any blood or other bodily fluids that are exposed on floors, tables, desks, clothing, etc., should be reported to school personnel immediately. Students should use extreme caution in handling such blood or other bodily fluids. Exposed skin and hands should be thoroughly washed as soon as possible after exposure. Cuts, abrasions, puncture wounds, etc., should be disinfected and bandaged as soon as possible. Clothing which has become contaminated must be disposed of in a manner where others will not come into contact with it. Failure to abide by these guidelines may result in disciplinary consequences.

Pregnancy & Abortion

If a student becomes pregnant, she should inform the Principal immediately, so that proper counseling and guidance can take place. Trying to hide a pregnancy from the school administration will only complicate the situation and make it more difficult for the school to provide appropriate care and counsel. When the Principal becomes aware of a pregnancy, a consultation with the student and parents or guardians will be held immediately. The school will make every effort to accommodate the student's continued enrollment at Concordia High School, but each case will be handled on its own merits. The student's continued enrollment will be determined at the discretion of the Principal. The same factors will be used for any male student who is responsible for a pregnancy. Concordia High School strongly supports a pro-life position as clearly taught by scripture and endorsed by the Lutheran Church-Missouri Synod. Any student considering an abortion should immediately seek the counsel of the Principal. When the Principal becomes aware that an abortion is being considered or has already taken place, the same procedures will be followed as outlined above.

Christian Lifestyle

Concordia High School does not condone the practice of "living together" without benefit of marriage. If a student is found to be living with his/her boyfriend/girlfriend, a consultation will immediately be held with the student and parents or guardians. Consequences may include expulsion from school.

Concordia High School does not condone homosexual lifestyle as being clearly prohibited by scripture. If a student is found to be practicing a homosexual lifestyle, the same procedures will be followed as outlined above.

Marriage

Any student considering marriage while enrolled at Concordia High School should share those plans with the Principal. A consultation with the student and parents or guardians will be held immediately. If a marriage does occur, continued enrollment will be at the discretion of the Principal and will be considered on a case-by-case basis. Any married student considering enrollment at Concordia High School must share that information with the Principal. The same procedures will be followed as outlined above.

Age of Emancipation

Students who reach the legal age of emancipation in the State of Texas while attending Concordia High School are subject to all rules that apply to all students, if they wish to continue their education at Concordia High School.

Counseling

Concordia High School does not provide professional counseling services for our students. Our ministry at Concordia High School focuses on the student's personal, academic, and spiritual growth and development. All student achievement, attitudes, and behaviors are of interest to our faculty; however, no faculty or staff member is allowed to provide "counseling" to a student. Administrators and faculty members in regards to individual student needs may meet with a student to better understand what may be affecting their behavior, grades, attitudes or other actions. Concordia High School does not employ personnel who are trained to provide "therapeutic" counseling for special needs. If a situation requires such counseling, we will work with the student and family to provide a referral to appropriate professional counseling services.

In addition, the Academic Handbook describes our academic testing program, which provides guidance regarding academic achievement, placement in classes, college entrance, etc.

Speech and Expression

CHS encourages students to express themselves and to exchange thoughts and ideas. However, students have only a limited right of free speech and expression in the school setting, in keeping with the goal of CHS to educate students and teach them Christian values and behavior. Any form of speech or expression, including verbal communication, student speeches, student newspaper, yearbook, flyers, use of bulletin boards, announcements, etc., which is threatening, offensive, defamatory, vulgar, disruptive to the educational process, socially inappropriate, or out of line with the Christian values of CHS is prohibited, and, when possible, may be subject to the prior approval of a faculty advisor or school administration. Such approval shall be based upon the appropriateness of the subject matter, relationship to the educational curriculum, maturity level of the audience, quality of the material and adherence to the above referenced limitations on speech. For example, speech that is poorly written, untrue, vulgar, based upon prejudice, or inappropriate for the intended audience in the context of a Christian school, will not be approved. Use of unapproved speech or other violations of this provision will be dealt with through disciplinary action.

Study Halls

Study halls are classes where students learn and practice the concept of independent, quiet study. In a study hall setting, students are given the opportunity to conduct themselves with a proper level of maturity and trust. Study halls should be used wisely for such purposes as reviewing for quizzes and tests, completing homework assignments, completing make-up work, and quiet reading. The primary purpose of study hall is to focus on schoolwork. It is not intended to be a place for socializing, nor is it a place for students to catch up on their sleep.

Computer & Internet Resources

Mobile Computer lab: The mobile lab is used for specific classes but is also available for some independent use by students. A set of guidelines is in force, and all students are expected to know and comply with these guidelines. Failure to abide by these guidelines will result in school disciplinary consequences, which may include restriction and/or loss of privileges to use this lab.

Classroom computers: Some computers are available for student use in some classrooms. Guidelines, which may vary by individual classrooms and teachers, are in force, and failure to abide by these guidelines will result in school disciplinary consequences, which may include restriction and/or loss of privileges to use these computers.

Internet use: Though the Internet provides an unlimited wealth of resources, we also realize the inherent danger and questionable morality of many Internet sites. Students will be expected to access the Internet in accordance with the technology policy set forth below, as well as any additional Internet guidelines which may be adopted. Failure to abide by these policies/guidelines will result in school disciplinary consequences, which may include restriction and/or loss of privileges to use the Internet.

Technology Policy

Computer technology is a gift from God to His people. As with all gifts, it is up to us to use the gift wisely to glorify God and advance His Kingdom. CHS acknowledges the blessings the Lord has bestowed on His church through technology and is committed to empowering our students to use this gift, as integral part of their education, in a way that is in keeping with our Christian faith.

In addition to any specific guidelines, the following will govern computer and Internet use at Concordia High School:

1. No student will have access to the Internet or computers unless supervised by a staff member and/or computer supervision volunteer.
2. Persons who use school equipment to access the Internet are expected to conform to the policies of this document. Users must read, understand and obey these rules. Users are expected to maintain high ethical standards in regard to technology use.
3. Students who use school computers to access the Internet must obtain parental permission and must sign the Internet User Agreement and Parental Permission Form and return it to the school office prior to any access.
4. Students are responsible for good Christian behavior on school computers just as they are in the classroom or hallways. General rules apply.
5. Computer/Internet use is a privilege granted by the school—not an automatic right. As such, computer privileges can be temporarily or permanently revoked at any time at the discretion of the Principal for any violations of this technology use policy.
6. No food, candy or beverages are permitted around any computer.
7. Computer use and access to the Internet is limited to class assignments or special projects. The levels of access to the network provided to students will vary according to educational purpose and student's age.
8. Use of the Internet is a shared responsibility. If you are aware of unacceptable use, it is your responsibility to report it to a teacher or faculty member.
9. Any message received that is inappropriate, or makes the user uncomfortable, must be promptly disclosed to a teacher or faculty member.
10. If inappropriate material is accessed mistakenly, the student must immediately notify a teacher or faculty member.
11. There will be routine maintenance and monitoring of any or all materials received, transmitted, or stored on the network by faculty/administration.
12. Games, personal programs or personal CD's are not permitted without authorization by a faculty member.
13. Computer/Internet users assume responsibility for their actions while using school computer equipment. Damages due to negligence, carelessness, or malicious acts may result in financial restitution.
14. Each student must receive training by school personnel on use of iPads/technology.

Students using the school computers/Internet are NOT permitted to do the following:

1. Access offensive messages or pictures.
2. Use obscene or defamatory language.
3. Harass, insult, defame or attack others.
4. Damage computers or alter computer systems.
5. Violate copyright laws.
6. Use another person's password.
7. Give out his/her or anyone else's name, address, phone number or any other personal information.
8. Give out information about the school.
9. Trespass in another person's folders, work or files.
10. Intentionally waste limited resources.
11. Employ the computer for commercial purposes or financial gain.
12. Use technology to harm other people.
13. Interfere with the work of another student or teacher.
14. Use technology to steal.
15. Use the resources of others without permission.
16. Use the computer to propagate computer viruses.
17. Violate any local, state or federal statutes or laws.
18. Vandalize, damage or disable the property of the school.
19. Access, upload, download or distribute pornographic, obscene or sexually explicit material.
20. Transmit or receive obscene, abusive or sexually explicit language.
21. Establish unauthorized e-mail accounts.
22. Enter chat rooms.
23. Make purchases.
24. Fill out surveys or questionnaires.
25. Agree to meet with anyone online without parental or teacher approval and participation.

Disciplinary action for violation of the foregoing rules will result according to the disciplinary code of the Concordia High School.

Telephones

Concordia High School considers telephone usage to be a matter of privilege, not a right. We believe that telephone usage can distract from and disrupt the educational program of our school. Therefore, use of the telephone is monitored and restricted as deemed appropriate by the faculty and staff.

Office/Faculty Workroom Phones: Students are not allowed to use any school phones without permission. They should not expect to use the office phone unless it is to call home in the case of illness, injury, or other emergencies. Using the phone to arrange for transportation or lunch is not considered an emergency, since such arrangements should be made in advance of school.

Messages at School: The school will only be responsible for delivering messages from parents. Such messages will be delivered in a timely and appropriate manner, as determined by the school office. Parents should indicate if a message involves an emergency. Emergency messages will always be handled as expediently as possible.

Cellular Phones: Cell phones are a blessing from God and are helpful to students in maintaining communications with parents. However, to minimize the disruption caused by the use of cell phones, students are allowed to use them only in the Cafeteria during lunch (does not apply if a student is serving a lunch detention) or the in Administrative offices. The use of cell phones and other electronic devices in classrooms, hallways, stairwells and bathrooms is strictly prohibited. This includes phone calls and other communications with parents/guardians. Electronic devices not required for classroom instruction are not to be seen, heard or used during chapel and family groups. This includes cell phones, beepers, CD players, iPods, headphones, radios, cameras, etc. **Cell phones and other devices (including iPads) that have been confiscated during the course of the school day will be returned to students, at the end of the day. A \$25 fine will be due at the end of the day or billed to the student's FACT's account.**

Balloons, Flowers, Other Deliveries

We do not allow flowers, balloons or any other gift items to be delivered directly to students at school. All such deliveries must come to the office. Students will be notified, as appropriate, and may pick up such items at the end of the school day.

Visitors & Pets

All visitors should report to the Administrative Office immediately upon arrival. Visitors are required to sign in and will be given a name tag to wear while on the campus. Visitors are expected to conduct themselves in accordance with CHS standards, including the dress code.

All visits of prospective students must be coordinated through the Director of Admissions. Students may not ask non-student friends to visit them at any time during school hours. Alumni may make advance arrangements to visit during a regular school lunch period. CHS prohibits any loitering on school grounds. Pets are not to be brought to campus for any purpose.

Security

Although Concordia High School provides a Christian learning environment, temptation is always present, and thefts can occur. Students can help by:

1. Leaving large sums of money at home.
2. Placing names in their books and on valuables.
3. Keeping lockers locked, if possible.
4. Leaving other personal property, such as tapes, CDs, stereos, etc., at home.
5. Keeping personal property such as watches, calculators, jewelry, etc., on their person instead of unattended.

Concordia High School will not be responsible for personal property that is lost, stolen, or damaged.

Building Security

Students and parents/guardians wishing to enter the school after the school day has begun should use the main school entrance. All parents, guardians, and visitors to the school are requested to sign in at the office. No one is allowed to be in the school without permission. Unidentifiable visitors will be stopped, and I.D. may be checked, or the police may be called to protect the safety of the students.

Lost & Found

The school office will maintain a lost & found. Students will be given the opportunity in a reasonable manner to check the contents of lost & found, if they are missing any personal property, articles of clothing, etc. All clothing should be marked. Unclaimed items will be sold, donated to charity, or otherwise given away after a reasonable amount of time has been provided. **We believe that high school students should be responsible enough to take care of their items, and Concordia High School will not be responsible when it disposes of items that are left behind by students.**

Prohibited Items

The following items are not allowed to be used during the school day on campus without permission from the administration or a faculty member: laser pointers, cd players, video/regular cameras, electronic games, skateboards, roller blades, toys or any other items that are potentially distracting or disruptive. Faculty and staff may confiscate such items at their discretion, and a disciplinary referral may result. The school may hold such items until a parent picks them up. Others items than those specified in this Handbook may also be prohibited at the discretion of the school administration.

- Card playing is not allowed on campus. This includes lunch and study halls. A disciplinary referral may result.

- Offensive reading materials are not allowed on campus. A disciplinary referral may result.
- Offensive music recordings are not allowed on campus. A disciplinary referral may result.

Potentially dangerous and/or illegal items are absolutely prohibited from campus! Such items include, but are not limited to, weapons and ammunition; items intended to be used as weapons and ammunition; matches, lighters, or other incendiary devices; noxious substances and devices. Possession of such items will lead to strong disciplinary action, including immediate suspension and/or expulsion. Note: These items are also not permitted to be stored in vehicles, even if locked in a glove compartment or trunk.

Please refer to the Discipline section of this Handbook for additional details on prohibited items.

Access to CHS Property & Student Searches

For student, staff and community safety, CHS and its designated authorities shall have the right to access, inspect and search CHS equipment used by a student. Items include but are not limited to desks, lockers, workstations, computers, filing cabinets, storage areas and other CHS property. This may be done at the discretion of CHS, with or without advance notice or consent. No individual, either CHS member or staff member will inspect or search such areas unless accompanied by the Executive Director, the building Principal or an appointed representative. Access to these areas or materials by unauthorized persons is strictly forbidden.

CHS also reserves the right to conduct searches and inspections of students and their personal effects, including, but not limited to, purses, packages, backpacks, and lunch containers, as well as automobiles, that are brought onto school property. Such searches and inspections of students and their personal effects may be conducted at CHS's discretion from time to time without prior announcement, but only on reasonable grounds and for legitimate purposes relating to the safety and welfare of students and staff, including as a part of a disciplinary investigation. By enrolling their student in a CHS school and entering onto school/church property, parents' consent to such searches and inspections of students. Only in extreme situations and if a threat to other CHS staff or students is suspected will a person of the same gender conduct a search of a student or his/her clothing.

Students who refuse to cooperate and/or submit to a search or inspection of school property, their person or personal effects will be subject to discipline, up to and including dismissal from school.

Liability

Students responsible for damage to school property, grounds, or equipment, including textbooks, will be assessed the cost of repairs or replacement. Failure to assume this responsibility in a timely manner may result in disciplinary action or other sanctions, including withholding of report cards. Concordia High School assumes no liability for the personal property of any student and will not be held responsible for damaged or stolen property.

Fire & Tornado Drills

Periodic fire and tornado drills will be held. Procedures and exit diagrams will be posted in each room and other appropriate areas, and students will receive instruction in such procedures. Students are always expected to handle such drills in a serious and cooperative manner.

Vehicles, Parking, Driving

Students who drive to school are required to register their vehicles with the school office and purchase a parking pass. Failure to comply with this guideline may result in appropriate consequences, including loss of privilege to drive and park on campus.

Parking passes: Parking passes are to be in plain sight at all times and displayed in a manner that is consistent with a Christian school. Parking passes will be \$10.00 per vehicle and \$10.00 for replacements.

Parking on campus: Students are only allowed to park in the marked parking spots in the parking lot. This rule is in effect at all times, including after school hours and on weekends. Students are not allowed to return to, move, or use their vehicles during school hours.

Driving on campus: Students are always expected to drive their vehicles with the utmost safety and responsibility. We expect that students will exercise good judgment and safe-driving practices at all times, especially when pavements are slick, and gravel is loose. Reckless driving, which includes excessive speed and peeling out, will not be tolerated on campus. Driving on campus is a privilege, not a right, and the safety of others is of paramount concern. Students, who drive inappropriately, as determined within the sole discretion of school administration, will lose their driving privileges, and other disciplinary consequences may apply.

Rides: Those who provide rides for our students are also expected to comply with our guidelines for driving and parking on campus. We reserve the right to restrict and/or take away on-campus driving-parking privileges for those “guests” who abuse our guidelines.

Driving off campus: When careless or otherwise inappropriate driving is reported or otherwise observed off campus, we will report this behavior to the student’s parents. This includes illegal use of a school permit. Besides the obvious danger to both people and property, poor driving off campus creates a poor image for Concordia High School and its ministry and demonstrates a disregard for safe and appropriate driving practices.

Consequences: Failure to comply with any the foregoing guidelines will result in appropriate consequences, including fines, restrictions on or loss of privileges to drive and/or park on campus, as well as disciplinary action. The school administration expressly reserves the right to revoke driving and parking privileges at any time and for any reason it determines to be appropriate, in its sole discretion.

Fund-Raising

No student or organization may engage in fund-raising of any kind on campus without permission from the Principal. All auxiliaries, athletic teams, other Extra-Curricular organizations, individual classes, and any other school-affiliated groups or individuals are also required to have permission from the Principal before engaging in fund-raising of any kind on campus and/or on behalf of Concordia High School.

Special Events

Concordia High School typically sponsors the following activities and events. Regardless of where such school-sponsored activities and events are held, all school policies and guidelines will be in effect at the discretion of the Principal.

- Field Trips
- Activity Days
- Service events and other related activities
- Spirit Days/Weeks
- Dances, Prom & other social events
 - Any guests who would like to attend a CHS Dance/Prom must complete and submit a “Guest Registration” form and be under the age of 21.
 - The CHS Prom will be held each year at The Oasis on Lake Travis. Should the need of a different venue arise in the future, the CHS administration, faculty, and staff will select the location.

Student Employment during the School Year

Students and parents are encouraged to use discretion regarding employment during the school year. This is especially true of working during evening hours on school nights. Experience has shown that academic and Extra-Curricular problems can often result from too many and too late hours worked outside the school day. Concordia High School will contact parents and, if necessary, employers, if, in the administration’s judgment, a student’s performance in school is

suffering due to his/her employment. A student's employment should never interfere with his/her involvement in school activities.

Safety Management

Concordia High School maintains a safety management plan, which would be in force in a variety of school emergencies (natural disaster; serious illness, injury, or death; gas or chemical leaks; etc.). We pray that these plans never need to be in force, but Concordia High School faculty and staff are familiar with them and prepared to use them. We also recognize that no manner of careful foresight and planning can possibly anticipate all crises. School personnel will always use their best professional discretion in handling such matters.

Graduation

The Board of Directors has developed policies and procedures governing all aspects of graduation. The faculty and staff administer these policies and procedures. All eligible seniors are required to participate in the graduation rehearsal, ceremony, and all other related events. Participation in commencement may be revoked according to the policy in force. Please consult the Academic Handbook for additional information.

STANDARD OF DRESS & GROOMING

Philosophy

CHS is primarily interested in the spiritual growth of each student. We are also vitally interested in having each student acquire the intellectual, physical and social skills that make for effective participation in Christian living. As a Christian community, CHS encourages and expects proper speech, dress and manners, so that each student reflects the person he/she is and is becoming as a child of God.

CHS requires students to adhere to a standard uniform code. Just as employees represent the company or corporation for whom they work, so we represent the Christian church on earth. Therefore, the uniform code emphasizes cleanliness, modesty, good taste, and neatness. Students will quickly learn that being well dressed boosts self-esteem and earns the respect of others. Within the limits of these guidelines, students have the opportunity to express themselves as unique creations of God with various styles of dress and grooming. We strive to project a distinctive, bold and positive image to the community.

Application

The uniform code applies every school day, including final exam days and specially designated “school spirit” days approved by the administration. On special “school spirit” days, students who choose not to participate in the activity must follow the uniform code. The uniform code is in effect during the academic hours of the school day, on every part of the campus. This means that students arriving late or departing early are expected to observe the uniform code the entire time they are on the campus. Although certain aspects of the uniform code will not be enforced before or after school, students will be expected to present a good appearance whenever they are on campus. In addition, the uniform code may apply on field trips and at other times determined by the administration, a faculty member, or coach. Parental cooperation is essential if our school is to maintain a quality educational environment.

Uniform Dress Code

Uniforms for Concordia High School are required for all students. These uniforms must be purchased through our CHS Cardinal Cart Spirit Store Order Form. Clothing must be clean, presentable and without holes, tears or frayed items. Any clothing or accessory that gives offense to our Christian community will not be allowed. Clothing that endorses alcoholic beverages, drugs, gangs, musical performers, or tobacco products will not be allowed during school or at school sponsored activities.

Violations

If a student is in violation of the dress code, an immediate correction is expected. A disciplinary referral may result, and inappropriate attire may be confiscated. If an immediate correction is not possible or if the student resists, he/she will be referred to the school office. The student may be suspended from classes until a correction is made. Such absence from class will be considered unexcused.

Uniform Providers

CHS uniforms may be purchased through Cardinal Cart Spirit Store.

Shirts	<ul style="list-style-type: none"> ▪ CHS Polo ▪ CHS Oxford ▪ CHS Women's blouse 	<ul style="list-style-type: none"> • Students are required to wear a CHS Polo, Oxford, or Blouse (w/ CHS logo) Monday through Thursday. • Ties are optional and may only be worn with Oxford shirts. • Polo colors: Red, Black, or White • Oxford Colors: White or Light Blue (must be tucked in) • Women's blouse: White only (ladies are recommended to wear a tank underneath)
T-Shirts	<ul style="list-style-type: none"> ▪ CHS T-Shirts 	<ul style="list-style-type: none"> • Long/Short sleeve CHS T-Shirts can only be worn on Fridays. Students who opt not to wear a CHS T-Shirt must follow Monday – Thursday uniform code. • CHS team, family groups, or other groups are only allowed on Fridays.
Sweaters & Sweatshirts	<ul style="list-style-type: none"> ▪ CHS V-Neck Sweater ▪ CHS Cardigan Sweater 	<ul style="list-style-type: none"> • Sweatshirts with hoods are NOT ALLOWED to be worn on campus. • Sweaters must have a collared shirt underneath (or a T-Shirt on Fridays only).
Pants & Shorts	<ul style="list-style-type: none"> ▪ Slacks ▪ Capri Pants ▪ Cargo Pants/Shorts 	<ul style="list-style-type: none"> • Pants MUST be “Dockers-style”. Slacks should not be skin tight. Pants with elastic around the waist and ankles are not allowed. Colors: Black or Tan only • Pants are to be worn at the waist. • Cargo pants/shorts must be neat and presentable. • Shorts must be 3” from the floor when kneeling.
Skirts		<ul style="list-style-type: none"> • Colors: Red/black plaid, black, or tan (from Parker Uniforms only) • Solid white or black tights may be worn under skirts. • No leggings or tights without feet are allowed. • Skirts are not allowed to be rolled at the waist. • Skirts must be 3” from the floor when kneeling.
Shoes		<ul style="list-style-type: none"> • All shoes must be closed-toe and have a secure back. • Not allowed: crocs, flip-flops, slippers, aqua socks
Outer Garments	<ul style="list-style-type: none"> ▪ CHS Fleece Jacket ▪ CHS Nylon Jacket ▪ CHS Letter Jacket ▪ Outerwear from Cardinal Cart Spirit Store 	<ul style="list-style-type: none"> • These options are available for students to wear in classrooms, cafeteria, and in the worship center. • Students are NOT allowed to wear non-CHS outerwear on campus. • All outerwear must be CHS garments.
Hair		<ul style="list-style-type: none"> • Must be well groomed and kept out of the eyes • All colors should be natural. No unusual hair styles such as Mohawks, etc... are allowed! • Boys' hair may touch the ears, but must present a neat, clean-cut image. No ponytails or braids. • Boys must be clean shaven; sideburns are not to extend below the earlobe.
Accessories		<ul style="list-style-type: none"> • Jewelry and accessories must not be a distraction. • Girls - may only have piercings on the ears. • Boys – make-up, earrings and painted fingernails are not allowed • Not allowed: Bandanas, chains, hats, sunglasses, plugs, gauges, and visible tattoos.

ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

SEE THE ATHLETIC AND EXTRA-CURRICULAR ACTIVITIES RULES AND REGULATIONS HANDBOOK

BEHAVIORAL STANDARDS AND DISCIPLINE

Standards of Behavior

Students are always expected to conduct themselves in a manner which demonstrates respect for God, others, and self. This means behaving in a way, which seeks to build and maintain positive relationships, always seeking to promote the welfare of others. Students are expected to be familiar with and observe school policies and guidelines. In addition to this Handbook, such policies and guidelines may be published in newsletters, daily bulletins, or other official documents. The administration, faculty, and staff in homeroom, assembly, etc. may also announce them.

Students engaging in the types of behaviors set forth below are subject to strong disciplinary action according to the Uniform Code of Student Conduct and Disciplinary Response found in this Handbook. This may include suspension and/or expulsion.

School jurisdiction includes the campus, its immediate vicinity, and school events, Extra-Curricular activities and athletics, including those off-campus and outside of the regular school day. (Note: Even if a student attends a school event as a spectator, he/she is subject to school jurisdiction.) In certain cases, the school may also take action with respect to activities which occur outside the school jurisdiction, but which the administration determines may indicate a risk to students and faculty on-campus, such as criminal activities, reckless driving, etc.

Controlled Substances: Where there is evidence to indicate that a student possesses, has purchased, has used, has sold or distributed, or is under the influence of a controlled substance or behavior affecting substance, including, but not limited to, alcoholic beverages, legal, illegal, designer or look-alike drugs or narcotics, any tobacco product, inhalants or other substances which use is intended for “getting high”, anabolic steroids, improperly used prescription medication, and related substances, or that a student possesses drug or drug look-alike paraphernalia, including, but not limited to items utilized for or associated with the use of drugs or alcohol, such as pipes or flasks, on the school grounds or at a school sponsored activity, the student shall be suspended immediately and the student and parents/guardians will be requested to meet with the Principal as soon as possible. The principal will report all such occurrences to the Executive Director, a plan of remedial activity will be developed which may include options such as counseling, expulsion and/or notification of law enforcement agencies.

NOTE: Concordia High School has a Medication Policy in force, which covers the use and/or possession of over-the-counter and prescription medications. Failure to abide by this policy may result in serious disciplinary consequences, including expulsion.

Aggressive Acts: Unacceptable aggressive acts include intimidation or threats of physical harm to students, self, faculty, and staff; fighting and/or other physically aggressive acts; provoking a fight or other physically aggressive act; and possessing or carrying weapons or other dangerous or potentially dangerous items or materials of any kind. (NOTE: Students are not allowed to have such items in their vehicles, even if they are locked in a glove compartment or trunk.) “Jokes” about potentially violent or other aggressive behavior are also strictly prohibited. If a student makes inappropriate comments of this nature, even if they are not meant to be taken seriously, he/she will be confronted and serious disciplinary consequences, including expulsion, may be enforced.

Harassment: Sexual and other forms of harassment are prohibited. Concordia High School has a policy in place, available through school administration, which defines harassment, and explains the consequences and due process which accompanies this issue.

Scholastic Dishonesty: Cheating, plagiarism and any other deceptive practice to earn credit without effort is prohibited, and disciplinary responses will be strictly enforced. This includes copying from or allowing another person to complete any assignment, paper, project, quiz, or test for you or knowingly allowing someone to copy from you; using unauthorized help or resources, or collaborating with others without permission, in order to complete any assignment or to answer any question on any quiz or test; viewing a test or test answers in advance of its administration; copying another person's words or ideas and giving the impression that they are one's own, including missing and/or misleading documentation of sources; unacknowledged appropriation and incorporation of another's work into one's own work for credit; and similar activities which dishonestly assist a student in completing a test or assignment. (NOTE: In addition to disciplinary action teachers may withhold full or partial credit for work involving cheating/plagiarism. This could result in a failing grade for the course.)

Theft/Stealing: This includes taking or attempting to take without permission school property or personal property of any student or school employee, as well as eliciting use of school or personal property. Theft is a violation of law. A student who becomes involved in a theft may be suspended and referred to the Board of Directors for expulsion consideration. Appropriate law enforcement authorities may also be notified.

Vandalism: This includes damaging, defacing, mutilating, or otherwise destroying school property or personal property of any student or school employee. Law enforcement authorities may be contacted, and suspension or expulsion may result. Full restitution is required by the student and/or their family.

Lying/Improper Language/Insubordination: Lying includes forging any type of school document, such as a pass, teacher's note, parent's note, etc. Improper language includes profanity, swearing, vulgar and offensive language, obscenity, and language that is degrading and/or disrespectful to other students, faculty, staff, or Concordia High School in general. Insubordination includes willful disregard and/or disrespect for any faculty or staff member, including threatening, profane, or obscene comments or gestures.

Truancy/Cutting Class: This includes being absent from school and/or individual classes (including study halls and lunch period) without legitimate and proper excuse. Please refer to the Attendance section of this Handbook for specific procedures and violations.

False Fire Alarm: Any student setting off a false fire alarm will be suspended and/or recommended to the Board of Directors for an expulsion hearing. Setting off a false fire alarm is a violation of state law. A criminal complaint will be signed with the proper legal authorities.

Gangs or Secret Societies: Any student participating in activities of a gang or secret organization will be referred to the principal for appropriate discipline. No student on or about school property or at any school activity shall:

1. Wear, possess, use, distribute or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang.
2. Commit any act or omission, or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
3. Use any speech or commit any act or omission in furtherance of the gang interests or gang activity, including, but not limited to:
 - A. Soliciting others for membership in any gang.
 - B. Requesting any person to pay protection or otherwise intimidate or threaten any person.
 - C. Commit any other illegal act or other violation of school policy.
 - D. Incite other students to act with physical violence upon any other person.

If a student violates this policy, a conference between a school administrator and the student's parents/guardians will be held. The student may be suspended and/or recommended for an expulsion hearing.

Loitering: Unnecessary loitering, congregating, or standing in the corridors between classes without the intent of getting to an assigned location promptly will not be allowed. Students observed loitering will be warned and/or assigned disciplinary action.

Publication/Distribution of Materials: The general public, students and staff members may not use school facilities for the promotion of any group or vested interest without administration or Board of Directors approval. Materials not directly related to the school or association churches may not be distributed on school premises without administration or Board of Directors approval. Exceptions may be made to this rule in order to cooperate with community or church organizations or services.

Weapons: Students who bring to school any type of article designed to cause bodily harm will be suspended and may be also referred to the Board of Directors for consideration of expulsion. Law enforcement authorities may also be notified when the possession, use or sale of articles violate civil law. Articles include, but are not limited to, knives, lighters, matches, fireworks, firearms and other dangerous items.

Repeated Violations of School Policies & Guidelines: Violations of any other policies and guidelines publicized in this and other Handbooks, newsletters, daily bulletins, or other announcements may result in disciplinary action. Other behaviors not specifically enumerated but which do not conform to the values held by CHS may also be subject to disciplinary action. Such determinations, as well as interpretations of school policy, are always in the discretion of school administration.

Purpose of Disciplinary Policy

At Concordia High School we operate under the premise that it is a privilege to teach and train the children of God, entrusted to our care, and that it is equally a privilege for these students to attend Concordia and benefit from this teaching and training. Therefore, in order for this educational experience to be most effective, it is essential for faculty and staff to provide instruction and discipline in a positive, fair, caring and loving environment. It is equally important for students to receive that instruction and discipline in a willing and cooperative manner. An important part of this educational experience is learning the skills necessary to live in a community. Among these skills are self-discipline, positive interaction with others (young people and adults), appropriate behavior, willingness to cooperate, and personal sacrifice for the good of the whole community.

We realize that we live in an imperfect world and that our Concordia High School community is no different. However, we also realize that we live under the forgiveness and love of Jesus Christ, and it is through our relationship with Him that our instruction, learning, discipline, and respect for one another is established, nurtured, and strengthened.

Discipline is a part of our discipline ministry, whereby we use God's tools of instruction and correction to help provide growth and maturity as disciples. The faculty and staff of Concordia High School strive to make that happen by clearly and effectively communicating with students, so that they have an understanding of acceptable behavior, their underlying purposes, resulting consequences (both good and bad), and God's ongoing process (sanctification) to change our lives for the better. We also strive to shepherd our students by providing a consistent learning environment, which includes constant and consistent reinforcement of behavior policies and procedures. Finally, we seek to provide discipline and guidance through fair consequences and effective follow-up.

Discipline becomes necessary when a member of the school community behaves in a way that is contrary to God's will and/or disruptive to the learning environment. The purpose of discipline is to help an individual recognize the error of his/her behavior, show proper contrition, recognize the love and forgiveness of Jesus, recognize also the consequences that occur regardless of that forgiveness, and learn from the experience. God tells us in Proverbs 29:19, "A servant cannot be disciplined by mere words; though he understands, he will not respond." Therefore, consequences will often go beyond verbal reprimands. The purpose of such consequences is to help the individual learn from his/her mistake and grow from the experience. Concordia High School seeks both to protect the health and welfare of the members of its community, and to enhance the moral education of its students.

Consequences for inappropriate behavior may take a variety of forms, including detentions, school service, loss of certain privileges at school, suspensions, probation, and/or expulsion. If a student's conduct is dangerous to others, illegal, threatens to disrupt school, or considered a serious moral violation in the context of a Christian school, suspension may be immediate, and a conference will be held as soon as possible to determine the student's punishment and/or continued enrollment at Concordia High School.

In the event that the student refuses to accept the ministry offered concerning his/her Christian life at Concordia High School, the student by virtue of his/her own attitude and behavior, disqualifies himself/herself from continued enrollment. Students represent their Lord, their families, and their school in all their activities. Therefore, Concordia High School expects its students to conduct themselves as Christian young people wherever they may be. Remember: school jurisdiction includes the campus and its immediate vicinity, as well as all school activities and events, including those off-campus and outside the regular school day.

We recognize and appreciate our partnership with parents and guardians in our educational and discipline ministry, and we expect them to cooperate with us in the areas of instruction and discipline. We also expect and appreciate their active involvement in solving problems that may arise involving their children's behavior. This may include a willingness to meet with appropriate faculty, staff, and administrators; reinforcing consequences imposed by the school; and encouraging their children to do their best to develop skills and attitudes which allow them to contribute positively to Concordia High School and our community at large.

Concordia's Code of Conduct

Students must adhere to the following guidelines in order to maintain a good relationship with the staff and their fellow students:

- When entering the classroom, find your seat and conclude conversations so that you are ready to work when the tardy bell sounds.
- Bring the materials needed for each class every day. Be responsible for and take good care of your textbooks.
- DO NOT TALK during class time so that you do not miss information and instructions or disturb others.
- Do not use combs and make-up in the classroom. Plan your restroom breaks and use the restroom for personal grooming.
- Turn your work in on time in order to avoid penalties.
- Do not allow others to make use of your work. Cheating is a **serious offense**.
- Stay alert and participate in class activities. If ill, obtain a pass to the office.
- In order to have a clean building and grounds students must not litter, deface or damage school property.
- The teacher, not the bell, dismisses classes. Do not be late to class - it is disruptive and irresponsible.
- Cursing, swearing, or any improper speech is prohibited. This includes the thoughtless use of God's name when God is not being praised, such as in phrases like "Oh my God..."

UNIFORM CODE OF STUDENT CONDUCT AND DISCIPLINARY RESPONSE

A successful and effective school is characterized by its positive qualities. All effective educational institutions have one important positive quality in common: good student discipline. The existence of discipline facilitates the development of the school climate necessary for other positive attitudes and qualities to flourish.

It is the intent of our school to promote an educational climate that encourages positive school qualities to grow, thrive and succeed. Good student discipline is possible only when expectations for student behavior are clearly set forth and consequences for failure to meet expectations are explicit and consistently administered.

The establishment of rules and procedures to govern student conduct is a responsibility that the school shares with its parents. To meet that responsibility, the Uniform Code of Student Conduct and Disciplinary Response has been created to govern matters of student discipline. The school and parents also share the responsibility to communicate expectations, rules, procedures and consequences of infractions to students. This shared responsibility in the context of mutual support and understanding, linked by timely communications and cooperation is critical to the success of an effective student discipline program.

A school discipline program, however well-intentioned and directed, can never approach the degree of influence that a parent has on a child. If this influence is neglected, the school's task becomes more difficult. When the objectives of the school and family are mutually consistent, the task of the school becomes obvious to the student.

Students, likewise, are expected to understand and abide by the expectations and consequences established for their safety and welfare by maintaining a personal code of proper behavior. The cooperation of students, parents and the school is the basis for good student discipline and a positive learning climate.

Our faculty, in keeping with God's Word, strives toward positive relationships. A student who makes a mistake will be dealt with in a loving, caring manner so that change and self-discipline become possible.

Sometimes, however, caring and forgiveness fail. A student may continue to choose inappropriate behavior. When this first becomes evident, the progressively oriented discipline policy will take effect.

The Disciplinary Code is intended to assist in both the uniform and proportionate administration of disciplinary action. Interpretation of school policy, disciplinary and otherwise, is within the sole discretion of the school administration and Board of Directors, and the policies set forth herein may be liberally construed or deviated from when appropriate under certain circumstances.

Up to date records will be maintained regarding disciplinary referrals and accompanying corrective disciplinary actions. Such actions will be taken into consideration on a cumulative basis over the total enrollment period of the student at the school.

School and Classroom Disciplinary Codes

The School Disciplinary Code is expected to be followed and enforced consistently and uniformly. Staff members shall consider mitigating circumstances prior to disciplinary action and ensure due process for each student. Mitigating circumstances include, but are not limited to, the following factors:

1. Prior conduct
2. Student attitude
3. Parental cooperation
4. Willingness to amend
5. Seriousness of offense
6. Repetitiveness
7. Mental/physical handicap

A Classroom Action Plan (CAP) is supplementary to the school disciplinary code and designed by each teacher to keep the "CAP on minor classroom control problems". Corrective action, which is within the sole judgment and discretion of the teacher based upon the circumstances of the action, may include but is not limited to the following:

1. Verbal reprimand
2. Teacher-student and/or teacher-student-parent conference
3. Separation from the main group
4. Essay on specific proper conduct
5. Privilege denial
6. Detention
7. Written notice to home
8. Referral to Principal: This is the final step in each CAP although the teacher may immediately utilize this action due to the severity of the discipline situation. The office will then choose the consequences based on the level and repetitiveness of the student's actions, as set forth herein.

The type of CAP disciplinary issues that will typically be decided at the classroom level at the initial offense include, but are not limited to the following: disturbing classroom procedure; speaking without permission; being disrespectful toward a teacher; standing or walking around without permission; leaving class without permission; coming to class unprepared; incomplete assignments; failure to have appropriate books and materials; disobeying classroom rules; failure to return requested materials or forms to school on time; chewing gum or candy; being late for class; running in the hallways; and minor physical display of affection to another student.

Flagrant or repetitive infractions will be reported first to the parents/guardians in written format then, if continued, to the administration for further consideration and action.

Challenged Student Consideration

Special education students with mental or physical handicaps may have the behavioral consequences enumerated herein modified if, any only if, it can be determined that their acts of misbehavior or misconduct are directly related to their certified handicapped condition. The same consideration may be afforded to students who are under physician care and are taking medication that can be documented as having behavioral effects on a student's action.

Corporal Punishment

Physical punishment is not an option in school disciplinary procedure. Reasonable force is used only when the situation warrants such for the imminent protection of the person or property of others.

Behavioral Detention (Saturdays)

When a student violates the guidelines outlined in this handbook, the student may be assigned a detention. The parents will be notified, and the detention must be served the designated day unless a parent note requires a later date for a valid reason. Students serving detentions will either do campus work (cleaning, working, or outside work) or must do homework (teacher assigned). No other activity will be allowed. Students must come equipped with everything needed to study. Talking will not be permitted. Teacher assistance will not be given. Cell phones are not allowed during any detention time. Repeated infractions may result in detentions with no homework allowed or in further disciplinary action. Multiple detentions may be assigned to a student at the faculty's discretion in flagrant or repetitive situations.

Behaviors Requiring Disciplinary Action

General disciplinary behavior is defined in the following categories:

1. Misbehavior
2. Misconduct
3. Willful Insubordination
4. Unlawful Misconduct

"Repeated" misbehavior or misconduct requires additional reaction. "Flagrant" misbehavior or misconduct demonstrates a particular disregard for rules and discipline and may accelerate the disciplinary action to a more severe level.

Misbehavior

Misbehavior is often, but not always, related to minor non-premeditated actions that indicate lack of common courtesy and consideration or unpreparedness. Examples: non-conformity to a positive learning environment and depriving self or others of effective educational and/or emotional development. It is typified by, but not inclusive of, the following examples: running in hallway; excessive noise in restricted area; mildly disruptive classroom behavior; eating in other than designated areas; throwing typically harmless objects (ex. snow balls, erasers); assignment cheating; copying another student's homework; minor rebelliousness; class unpreparedness; occasional tardiness; non-profane verbal abuse to others; dishonesty; speaking without permission; disrespectful action; standing or walking around classroom without permission; failure to have appropriate supplies or books; inappropriate locker decor or condition; disrupting class; minor physical display of affection or intimacy which is inappropriate to the school setting; general class disturbance; inattention in class.

Misconduct

Misconduct differs, in certain instances, from misbehavior by its intensity and/or indication of purposeful or premeditated action. Examples: conduct that is relatively severe in nature and potentially or actually threatens physical harm to self or others and/or is disruptive to the normal classroom or school procedure. It is typified by, but not inclusive of, the following examples: obvious disobedience, rebelliousness, disrespect, impertinence toward staff; vulgar language or

gestures; verbal abuse; throwing potentially harmful objects (ex. stones metal, glass); fighting; possession of semi-dangerous weapons (sharp object, small knife, club, matches). Also considered misconduct and potentially flagrant misconduct are: leaving school grounds without permission; fighting that does not result in obvious physical harm; extortion; intimidation; minor theft or vandalism (under \$25.00) cheating on major assignments and/or tests; false emergency alarms; loitering before or after school.

Willful Insubordination

Willful Insubordination is often harmful to persons or property and premeditated. Examples: willful and spiteful disrespect for the educational, religious, physical or emotional well-being of staff or students and disregard for a safe and effective learning environment. It is typified by, but not inclusive of, the following examples: defiance of school authority; refusal to follow logical emergency directions; physical abuse of staff; harmful fighting with another student; severe extortion or intimidation; use of smoking materials; gang association or promotion (evidenced by such activity as solicitation of members, wearing of symbolic jewelry or clothing, the drawing or distribution of literature, signs, symbols or other insignia); possession of alcohol, controlled substances or illegal drugs; flagrant obscenity; possession of objects or weapons capable of severe harmful intent; repeated or flagrant misconduct.

Unlawful Misconduct

Unlawful misconduct includes actions not in accordance with the school code and the municipal or state governing laws. It is typified by, but not inclusive of the following examples: possession, sale or use of controlled substances or illegal drugs; possession or use of dangerous weapons (ex. firearm); use or distribution of alcohol; obtaining extortion money (over \$25.00) or services; severe physical damage to a person; theft or vandalism (over \$25.00); purposely turning in a false fire or emergency alarm; harmful, physical or intimidating gang activity; use of a pager or similar electronic signaling devices; gambling; arson; trespassing. All municipal, state and federal laws also apply to unlawful misconduct. The school will cooperate with law enforcement authorities by reporting appropriate cases of unlawful misconduct.

Possible Consequences for Misbehavior

First Office Referral:	Verbal reprimand Parent contact Detention (1-3 sessions)
Second Office Referral:	Verbal reprimand Parent contact Detention (3 sessions)
Third Office Referral:	Detention (2-5 sessions) In-School Suspension (ISS) and/or Suspension Parent contact mandatory
Continued Referrals:	Same as third violation with possible referral to Principal and/or Executive Director for recommended counseling and/or suspension.

Misbehavior comprises the type of minor disciplinary offenses previously mentioned in this handbook or established in the CAP classroom rules. Faculty members will include proper guidance and counseling in any "verbal reprimand" in an attempt to help the student understand proper behavior. Typically, misbehavior situations, especially in the initial stages, will be handled at the classroom level unless the misbehavior becomes flagrant or severe. In these cases, it will be referred for further action first to the principal and then to the Principal or Executive Director. Flagrant, severe or repetitive misbehavior may be upgraded to misconduct.

Possible Consequences for Misconduct

First Office Referral:	Verbal reprimand Detention (3-5 days)
------------------------	--

Second Office Referral:	Detention (5 days) ISS (1-5 days)
Third Office Referral:	ISS (5-10 days) Possible recommendation for expulsion
Continued Referrals:	ISS (10 days) Recommendation for expulsion

Parent may be notified on the first misconduct violation but must be notified on second and consequent violations. Flagrant or severe misconduct will be dealt with in an accelerated manner. Reparations are applicable in some cases. Police notification is possible for severe or harmful misconduct. Loss of athletic or Extra-Curricular activity privileges may apply.

Possible Consequences for Willful Insubordination and Unlawful Conduct

First Office Referral:	Suspension (1-5 days) Possible recommendation for expulsion (in cases of unlawful misconduct)
Second Office Referral:	Suspension (5-10 days) Possible recommendation for expulsion
Third Office Referral:	Suspension (10 days) Recommendation for expulsion
Continued Referral:	Expulsion

Parents must be notified of every violation. Willful insubordination/unlawful misconduct is a serious behavioral problem and will be dealt with quickly and severely. Reparations are mandatory. Many cases of willful insubordination and most cases of unlawful misconduct, except those with significant mitigating factors, merit immediate suspension, including, but not limited to, use and/or possession of controlled substances or related paraphernalia, being under the influence of such substances, possession of a weapon or dangerous instrument, intent to cause bodily harm to another person, vandalism, and theft. Severe or flagrant willful insubordination/unlawful misconduct may be upgraded in disciplinary response to expulsion recommendation, even, depending upon the circumstances, in cases of first offense. Police notification is mandatory in **some** cases. Loss of athletic or Extra-Curricular activity privileges applies.

Repetitive Flagrant Actions and Term of Disciplinary Response

Repetitive actions describe repeated same or similar misbehavior or misconduct. Repetitive actions will be dealt with in a progressive disciplinary plan as previously outlined. Flagrant actions indicate a particular willingness to perform the misbehavior or misconduct, a particular disregard for the disciplinary code, rebelliousness, defiance, unmanageable conduct or other such attitude. Flagrant actions may be dealt within a more severe disciplinary manner in response to the attitude of the student who committed the infraction. The severity of the infraction will determine, at the discretion of the principal and/or Executive Director, the length of severity of the corrective action in cases in which the corrective action has discretionary penalties (ex. 1 - 3 days suspension). The term of discipline is limited to the school year. Although certain corrective and punitive disciplinary actions will be noted in the student's permanent record as well as the type of disciplinary problems prevalent to the student, the actions taken against the misbehavior, misconduct or willful insubordination activity will not be prolonged past the end of the school year.

Due Process

The law states that a fundamental goal is educational development of all persons to the limits of their capacities. However, when citizens act irresponsibly, violate the rights of others, or present an actual or threatened danger to persons or property, they are subject to the loss of some of their rights. Such is the case with the right to an education. When a student commits an act of gross disobedience or misconduct as defined by the Discipline Policies, the student's right to an education may be temporarily withheld.

The school may not, however, deprive a student of rights via suspension or expulsion without due process of law. A student is entitled to and shall receive procedural due process and will be allowed to present a defense, to explain the circumstances of the actions in question, or to attempt to prove innocence.

Most incidents involving a disciplinary response will include a reasonable and appropriate investigation based upon the circumstances and severity of the action. In more severe cases, such investigation may include interviewing other students as witnesses, conducting informal hearings or meetings, securing written statements, performing searches of students and/or lockers and personal effects, in accordance with the policies set forth herein, and contacting authorities.

Suspension and Expulsion

“Suspension” is defined as a period of time during which a student is barred from attending school, or from attending a school activity. An "in-school suspension" (ISS) involves a period of time when the student attends school but does not attend classes. The time is spent in a supervised room that allows student to work on assignments from the regular class subjects, but not attend the instruction period with other members of the class.

The first suspension is considered an unexcused absence. All homework and testing rules, for unexcused absences, are listed on page 14 of the handbook. The student will receive credit for work that is given by the teacher and completed during the suspension. Likewise, credit will be withheld from students who do not complete assignments. Subsequent suspensions will be considered an unexcused absence.

The offenses meriting suspension include but are not limited to: repetitive or flagrant disobedience, misbehavior or misconduct; excessive disruption of classroom procedures; use of obscene or vulgar language (written, verbal or gestured); cheating; disrespect toward staff; intimidation; stealing; physical harm to others; vandalism; drug or alcohol possession or use; possession of dangerous weapons; activating false fire alarm. School administration will determine constituting factors.

“Expulsion” is defined as the barring of a student from classes for an extended period of time without any possible association with the school or credit for missed assignments.

Offenses constituting expulsion include but are not limited to: continued repetitive or flagrant misbehavior or misconduct listed under offenses constituting suspension; willful insubordination; unlawful misconduct.

A suspension does not exceed ten (10) days dismissal from school. An expulsion exceeds ten (10) days up to and including the end of the current school year; however, it may not exceed the remainder of the current school year.

The Principal may suspend a student. Only the Board of Directors can expel a student. A student may be suspended before an informal hearing; however, a student may not be expelled until after a formal hearing.

Prior to a suspension, a school official will give the student oral or written notice of the charges and evidence to support the charges. If the student denies the charges, he/she will be given an opportunity to present an explanation in a conference with school officials and parents/guardians. The school official will then inform the student whether or not the suspension is imposed.

A student has the right of due process in cases of suspension or expulsion. The student or parent/guardian must make the request for an official review within five (5) days after the notice of disciplinary action. Failure to request review within the time limit constitutes a waiver of the right. Request must be in writing to the Principal.

Immediate suspension is imposed, without conference, if the student is deemed a present or continuing danger to persons, property, or an ongoing disruption threat of the academic process. In such case, the student will be segregated from other students and removed from the school building as soon as possible. The student's parents will be notified immediately and will receive a written statement of the reasons for suspension, the number of days of suspension, and the right of review of the suspension by the Executive Director or a hearing officer appointed by the Executive Director.

Parents/guardians will be notified in writing of suspension or expulsion within 48 hours of the decision to suspend or expel.

At hearings conducted by the Executive Director or his hearing officer, the student will have the right to question the person who made the decision to suspend, the right to present and question witnesses, and the right to make a statement in his/her own behalf. If requested by the student, parent, or representative, a written or taped record will be kept of the proceedings.

The Executive Director will review the suspension and may uphold the suspension, modify it or reverse it. If the suspension decision is reversed, all references to it in the student's records will be removed, and the school will give the student whatever assistance is necessary to make up missed school work.

In the case of expulsion, the student and the student's parents/guardians will be notified in writing of the reasons for the expulsion, including a full statement of the reasons for dismissal, the length of the expulsion, and the date, time and place of the Board of Directors' hearing. A student, however, may be suspended for the benefit and/or safety of the school and student body, until the Board of Directors holds an expulsion hearing.

At the expulsion hearing, the student will have the right to a lawyer at the student's own expense, the right to question the person who made the recommendation to expel, to present evidence, to call and question witnesses, and to make the statement in his/her own behalf. If requested by the student, parent or representative, a record of the proceedings shall be kept.

The Board of Directors or an officer acting by the authority of the Board as a whole shall hold an expulsion hearing in an executive session. The Board of Directors' representative may make a sole decision regarding the issue or may consult with the Board of Directors in whole.

Strict rules of evidence will not be required. The student may be represented at the hearing by parents/ guardians and/or a lawyer. When a record of the proceedings is requested, the school shall provide a recorder of testimony. The student shall be offered an opportunity to purchase a copy of the tape recording or transcript record.

The student's disciplinary/scholastic record is admissible at the hearing. This record may be made available to the Board of Directors.

Only the following persons may be present at the hearing: The student, parents/guardians, legal representatives, Board of Directors member(s), witnesses, administrator and/or involved staff member(s), school official, and a member of the Department of Mental Health (when required by law or the situation).

The determination of the Board of Directors or its representative as to whether a student shall be expelled, shall be made after discussing the evidence in executive session. The Board of Directors will notify the student and the parents/guardians in writing as to the final decision.

The school may assist in providing or locating alternative educational opportunities for the expelled student. These alternatives could include homebound or telephone instruction, reading lists, evening classes, or alternative school settings.

Updated as of 2/9/2018