

# 2023-2024 Student/Parent Handbook

## Faith Lutheran High School

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## Faith Lutheran High School

### Mission Statement

Faith Lutheran High School seeks to engage young adults in a Christ-centered environment where faith and knowledge grow as one.

### Introduction

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

### Statement of Goals

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

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

### Environment Provided for Students

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

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

### Family Commitment Statement

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

### Non-Discriminatory Policy

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

### Harassment Policy

It shall be the responsibility of all members of the Faith family (students, teachers, parents, and staff) to carry out our Savior's instructions to "Love Our Neighbor." All people shall be accepted and treated with equality as children of God. We expect that all members of Faith will be dealt with kindly and respectfully as described in the words of Martin Luther in his explanation of the Eighth Commandment, "We should fear and love God that we may not deceitfully belie, betray, slander, or defame our neighbor, but defend him, [think and] speak well of him, and put the best construction on everything." Any words or actions contrary to this definition will be dealt with through education and consequences to train God's children toward righteousness and holiness. Harassment is defined as any ongoing or intense neglect or disregard for our neighbor by an individual or a group. The term "harassment" includes but is not

limited to gossip, bullying, slurs, jokes, unwanted touching, or other verbal, graphic, or physical conduct. Harassment can occur through social media and without direct confrontation. Harassment is a serious offense and will be dealt with at a level equal to its severity. Those individuals who believe that they have been victims of any type of harassment or discrimination should immediately make a confidential report of the incident to any administrator, counselor, teacher, or coach.

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

## **Student Safety**

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

### **Fire Drills:**

When the fire alarm sounds, students are to calmly and quietly follow the directions given to them by Faith faculty or staff which will either reflect the fire exit route established for that room or reflect special circumstances being practiced. Students are to remain with their class at the assigned position so that attendance may be checked.

### **Tornado Drills:**

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

### **Emergencies / Lock-Down:**

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

### **Emergencies /Evacuation:**

In the event of this type of emergency, students are to calmly and quietly follow the directions given to them by Faith faculty or staff which will reflect the special circumstances being practiced. Students are to remain with their class at the assigned position so that attendance may be checked.

### **Reporting Potential Child Abuse:**

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

### **School Cancellation for Bad Weather or Sickness**

In case of cancellation or late school starts, Faith Lutheran High School faculty and staff will send out announcements by voice or text.

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

## **Attendance**

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

### **Absence:**

A student is "absent" if the student is not physically present in a class or present at the school-sponsored activity established by the school for that time period. A student's parent/guardian should report each absence to the school office no later than 8 a.m. on the day of the absence.

Students may not attend school if they have a fever of 100.4 or higher, or are vomiting. Students may not return to school until they have been fever-free for 24 hours without the use of medications and have gone 24 hours without vomiting. Students sent home from school due to a fever or vomiting, may not return to school at any point during the next school day.

Students who miss any part of the school day, except for approved appointments, may not attend school events or participate in the practice, game, or performance for any school-sponsored activity until they have attended a full day of school. Even with approved appointments, students must attend at least one half of the school day to participate. Examples of approved appointments include vision, dental, or other medical appointments, funerals, or college visits, etc.

### **Absence - Make-Up Work:**

Homework which was due on the first day the student is absent is due the day the student returns to school. Quizzes and tests which were taken on the first day the student was absent will be taken on the first day the student returns. Long-term projects and assignments are still due on the assigned date or, if absent that day, the first day that a student returns to school after the assigned date.

A basic rule to follow is that for each day a student is absent, they have the same amount of days plus one to complete missed work (i.e.: a student is absent 3 days and they have 4 days to complete all missed work.). It is the student's responsibility to contact the teacher to collect all missed academic information, assignments, and tests. Students are responsible for all work as if they were in class. Any work not completed during the appropriate time frame will result in a lunch detention.

### **Appointments:**

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

### **Communicable Diseases:**

It is important for the safety and education of all students at Faith Lutheran High School that the school office be informed immediately when any student is diagnosed with a communicable disease (i.e. Influenza, Strep Throat, Pink Eye, Covid-19, etc). Attendance at school may be denied to any child diagnosed as having a contagious or infectious disease that could make the child's attendance harmful to the welfare of other students. Faith reserves the right to require a statement from the student's primary care provider authorizing the student's return to school. Parents of other children attending the school may be notified that their child has been exposed to a communicable disease without identifying the particular student who has the disease.

After a positive case of Covid-19, no student may return to classes until proper, current Covid-19 protocols have been completed.

### **Exams Exemptions:**

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

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

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

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

### **Excessive Absences:**

Attendance is taken for every class each day. Attendance notifications will be sent via email from the administrator. Please contact Faith immediately if there is an inaccuracy in any attendance notification. Students must attend 90% of the class periods (no more than 9 absences per semester) in order to earn credit in a class.

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

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

## **Late to School:**

Students are to arrive at school with sufficient time to take care of necessary responsibilities and be in their homeroom promptly at 7:50 am. Students not in their homeroom by the start are considered late to school. Students arriving after this time will be marked tardy and dealt with through the *Tardiness to Class* policy.

Tardiness to school of more than 15 minutes will result in students missing a portion of any performance or competition on that day (i.e. equivalent to 1 volleyball set or 1 quarter of a basketball game). Tardiness of more than 30 minutes will result in students being unable to participate in extracurricular competition at all that day.

## **Post-Secondary Planning:**

It is important for students to research and complete tasks in preparation for their post-secondary plans. Attendance at high school is equally important. Students are encouraged to complete these tasks during vacation days and to use school days only when necessary. School-sponsored status will only be considered for physical visits to facilities greater than 75 miles away from Faith or for special dates mandated by the institution and approved by the administration. Up to two dates may be considered school-sponsored for juniors and seniors who present a fully completed Planned Absence form to the administrator prior to missing school and do not exceed the quantity of school-sponsored days permitted under the School-Sponsored Absences policy. If any of these criteria are not met, absences for post-secondary preparation will be considered normal absences and count toward a student's total absences.

## **School-Sponsored Absences:**

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

School-sponsored absences have the following limiting criteria:

- No more than 30 cumulative periods per quarter
- No more than five instances for any given course in a quarter
- No more than one-half, rounded up, of the periods that course meets that week

## **Tardiness to Class:**

Punctuality is expected at all times and for all situations. Every student is expected to be ready for class when the teacher is ready to begin. Students may be assigned a tardy and sent to their locker to retrieve necessary class materials. Students speaking to a teacher between classes must have their planner signed to excuse them from being late to their next class. A 15 minute after school detention will be assigned for each tardy after the first five cumulative tardies in the quarter. Additional disciplinary action will result after fifteen (15) tardies in a quarter. Additionally, a classroom teacher may have policies established to curb tardiness also.

## **Truancy:**

A student is truant if the student leaves the school without consent of the office staff and administration. This also includes any students who purposefully "skip" individual classes or whole days. Truancy is considered an unexcused absence and therefore students cannot make up missed material from that school day.

# **Academics/Graduation**

## **Academic Expectations for Participation in Extracurricular Activities:**

All students must meet the following points:

- Earned at least a 2.0 GPA in the previous grading period [1<sup>st</sup> Quarter, 1<sup>st</sup> Semester, 3<sup>rd</sup> Quarter, 2<sup>nd</sup> Semester]
- Have earned at least 3.5 credits and passed every course in the previous semester
- Have removed all Incompletes from the previous grading period
- Be on a program leading to graduation in 4 years of high school
- Follow all the TAPPS eligibility standards as stated in the Athletic Handbook

\* Students failing 1 course may request an appeal through the administration if passing at least 3.5 units of credit

\*\* Exceptions may be granted for non-TAPPS activities

## Accommodations of Instructional Programs:

Faith Lutheran High School will recognize Psychological and Psycho-educational evaluations from professionals holding a PhD, PsyD, EdD, LSSP (Licensed Specialist in School Psychology), or certified Educational Diagnostician, as long as the evaluation meets the current standards of practice and is not more than five years old. When possible, Faith will pursue testing through the student's public school district.

Each evaluation for Specific Learning Disability, ADD/ADHD or psychological disorder must contain a full (not brief form) cognitive evaluation using instruments such as the WIAT-III or WJ-IV. There must be more than one subtest per disability area. A diagnosis of ADD/ADHD from a MD or family doctor must be accompanied by the assessments described above. Behavior rating scales and teacher input must be included in an ADD/ADHD or psychological disorder report. Reports should include specific recommendations for accommodations in the school setting as well as justification for said recommendations. Faith will determine whether the recommended accommodations are workable within the context of our school on a case by case basis.

## Class Participation:

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

## Classes:

Students are not permitted more than 1 study hall each semester. Students are not permitted to drop or change classes after five academic days. All independent study courses or summer classes must be approved by the administration prior to taking the course.

## Course Completion:

All students are expected to complete each task assigned by their teacher to a satisfactory level. Students who do not complete their daily assignments will be assigned a homework detention (*see Homework Policy*) or students who have excessive absences may lose credit for the course (*see Excessive Absences*). The teachers at Faith will do everything they can to help each student successfully complete the course work during each semester. Students may be required to participate in an after school study hall or may be expected to attend school during breaks (*i.e. Christmas Break or Spring Break*) to complete a previous quarter's work or seat time. Summer school may be utilized on a case by case basis. Summer school will consist of up to 4 weeks of on campus instruction time with the teachers for students who may not have completed the required coursework and/or may have not completed the required amount of seat time. Summer school or attendance over breaks will incur additional costs at \$20 per day until the student has completed the requirements for successful completion of the course.

## Distance Learning

A student who is not permitted to attend school due to verified health and wellness concerns may be able to attend virtually through the use of Google Classroom and video technologies. Students must be actively engaged and participate in class virtually to be marked present. Teachers will mark students present with a "V" in iGrade. Distance learning requires administration approval.

## Grade Point Averages / Grading Scale:

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

Grade	GPA	%	Grade	GPA	%	Grade	GPA	%
A	4.00	96-100	B-	2.67	80-82	D+	1.33	67-69
A-	3.67	90-95	C+	2.33	77-79	D	1.00	63-66
B+	3.33	87-89	C	2.00	73-76	D-	0.67	60-62
B	3.00	83-86	C-	1.67	70-72	F	0.00	00-59

## Grade Reporting:

Under regular circumstances, grades will be updated within 7 days of the date collected. At the end of each mid-quarter, grades for all courses will be updated and families and activity sponsors / coaches will be notified regarding student progress.

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

## Graduation Policy:

Graduation recognition is calculated on the basis of 7 semesters and must be enrolled at Faith for at least their last four semesters. The valedictorian designation shall be awarded to the student who has the highest cumulative grade point average and the salutatorian designation shall be awarded to the students who has the second highest cumulative grade point average. Both titles will be awarded to students who have at least a 3.2 cumulative GPA on a 4.0 scale. A student honored in this way will reflect his/her Savior and this school through his/her academic drive and quality character through every semester of their career at Faith. Students at Faith Lutheran High School will not be ranked.

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

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

## Graduation Requirements:

As a fully accredited academic institution, Faith will meet or exceed all state requirements. Faith Lutheran High School will offer families a rigorous academic program, which is designed to prepare students for college or other career paths. Our elective courses provide the opportunity to explore different interests and career paths.

<b>Automatic Multi-Disciplinary</b>	<b>Optional Arts &amp; Humanities</b>	<b>Optional STEM</b>
4--English Credits <ul style="list-style-type: none"> <li>• English I, II, III &amp; IV</li> </ul> 4--Math Credits <ul style="list-style-type: none"> <li>• Algebra I, Geometry, Algebra II are required</li> <li>• Pre-Calculus OR Math Models</li> </ul> 4—Science Credits <ul style="list-style-type: none"> <li>• Biology, Chemistry and/or Physics and two additional science electives</li> </ul> 4--Social Studies Credits <ul style="list-style-type: none"> <li>• World Geography, World History, US History, Government (.5 credit) &amp; Economics (.5 credit)</li> </ul> 4—Religion Credits <ul style="list-style-type: none"> <li>• Old Testament, New Testament, Christian Living (.5), Comparative Doctrine (.5), World Religions (.5), Applied Doctrine (.5)</li> </ul> <b>6 Credits of Electives Including:</b> 2—Foreign Language (in the same language) 1—Physical Education Credit 1—Fine Art Credit <ul style="list-style-type: none"> <li>• Art, Band, Choir or Drama</li> </ul> .5—Speech Credit .5— Personal Finance Credit 1— Life Skills Credit	All courses from the Multi-Disciplinary list are required in addition to the following options:  <b>To earn this endorsement, students may use their elective credits to satisfy any <u>one</u> of the following options:</b>  Two additional years in the same foreign language equaling 4 sequential years in one foreign language.  <b>OR</b>  Two additional years of a different language.  <b>OR</b>  One additional credit in Social Studies ( <b>Religion will count as extra Social Studies credits</b> )  <b>OR</b>  Three additional years of fine art credit. Choosing from one or two categories sequential credits must be taken in fine arts.	All courses from the Multi-Disciplinary list are required in addition to the following options:  <b>To earn this endorsement, students must choose two <u>additional</u> electives from the options shown below:</b>  <b><u>Additional Math Elective Options:</u></b> Calculus Math Models Dual-Credit Math Classes  <b><u>Additional Science Elective Options:</u></b> Environmental Science Anatomy & Physiology Dual-Credit Science Classes
<b>26 Total Credits</b>	<b>28 Total Credits</b>	<b>28 Total Credits</b>

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

Faith Elective Possibilities: Agricultural Science, Computers (Keyboarding, Desktop Publishing, Etc), Digital Photography, Mythology, Study Skills, Videography, and Yearbook



## **Homework Policy:**

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

In order to help students recognize the importance of completing their daily assignments, prevent students from falling behind in classes, and to give students the best chance for success, Faith has established that students will complete every homework assignment to a passing level. If an assignment is incomplete, not submitted on time, or does not receive a passing grade, the student will be assigned to serve a homework lunch detention.

Students will be notified when they are assigned a lunch detention and it will be the student's responsibility to serve the detention. Teachers will communicate those students who have a detention with the Administrator, and the Administrator will communicate with parents and students. Detentions will be served during the lunch period. Students will use the lunch period to complete the work, and may require additional days, with a maximum of 5 days, until the assignment is completed to a satisfactory level.

In an effort to promote student responsibility for their academic success, students who receive an excessive amount of homework detentions in a quarter or have a D or F at mid-quarter or at the end of the quarter will have additional requirements put in place to help promote student success. An after school study hall of 45 minutes may be required. Students will have the opportunity to complete their work, ask the teachers questions, and receive extra assistance to promote individual academic success. After two weeks, students' progress will be reassessed, and they may be released from the after school study hall.

## **Honor Roll:**

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

High Honor Roll: GPA = 3.750+ \*

Honor Roll: GPA = 3.300 – 3.749 \*

Faith seeks to grant recognition to students who demonstrate great academic achievement and honor their Savior and their school with their daily efforts and use of God-given talents. Students meeting the G.P.A. requirements and also the following conditions for any grading period will be recognized "with Distinction":

- Students have fewer than 20 periods absent during the quarter. (Attendance)
- Students demonstrate academic integrity by avoiding any activities outlined in the Cheating/Academic Misconduct policy in the student handbook. (Academic Honesty)
- Students display proper self-control by avoiding any Severe Disciplinary Infractions as outlined in the student handbook. (Discipline)
- Students challenge themselves academically by enrollment in at least four core classes. Core classes are defined as classes in the following subject areas: Language Arts, Math, Science, Social Studies, and Foreign Language. (Core Classes)

\*All courses are considered in determining a student's GPA.

## **Online Courses:**

Students may have the option to take Dual Credit courses through one of our partner colleges or online High School courses through Genesis Academy. Students who enroll in dual credit courses will have a class period during the school day to complete the work for that course. Dual credit courses are an additional cost to the family, as FLHS will not cover any of the costs. Students who enroll in online High School courses through Genesis Academy will also have a class period during the school day to complete the work for that course. Students who successfully complete the course will incur no additional costs. However students who fail the course or withdraw will pay the full cost of the course, in addition to tuition.

## **Transfers to Faith:**

Credits earned at previous schools will transfer to Faith as long as they are approved courses from accredited schools. Letter grades earned at the previous school will be assigned values from our grading scale. Students must attend Faith, as a full-time student, for their last four semesters in order to be eligible to be valedictorian or salutatorian.

## **Transcripts:**

A transcript is the permanent cumulative record of each student's academic performance. It includes a listing of all courses, with grades, a student has taken. The transcript also includes the student's scores from such tests as PSAT, ACT, and SAT. Copies of transcripts for college admission, job application, etc. may be requested from the school office. Requests for official transcripts should be accompanied by an envelope, stamped and addressed to the appropriate college or agency.

## **Student Files:**

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

## **Submitting Scholarship Applications:**

Scholarship applications are the student's responsibility. Students will provide a stamped and addressed envelope for the appropriate college or agency. A student wishing to have an evaluation completed by a school official should give that person at least one week to complete the evaluation, and even more time is appreciated.

# **School Community Guidelines**

## **Activity Time:**

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

## **Backpacks:**

Students who use backpacks, book bags, drawstring bags, gym bags, purses, tote bags, or any other types or styles of bags must store them in their locker or other designated storage area during school hours.

## **Cheating/Academic Misconduct:**

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

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

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

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

- allowing another student access to your answers or work, in any form, for any assigned task;
- viewing, receiving, or copying work or answers that are not your own for any assigned task;
- using the internet or other resources when not given permission to do so for that task;
- using "cheat sheets" or other fraudulent contrivances to enhance grades;
- plagiarizing or turning in the work of another as your own;
- failing to cite sources used to explore concepts or gain information or accessing prohibited sources;
- acquiring or attempting to acquire a copy of, or the answers to a test ahead of time;
- accessing or manipulating student's grades;
- using prohibited technology that does the assigned work (e.g. translation devices in foreign language courses).

## **Closed Campus:**

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

## **Discipline:**

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

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

- A) Students must be in school dress code unless they are required to change for extra-curricular events.

- B) Food and drink should remain in the designated area.
- C) Students may not travel with another student without the consent of both sets of parents/guardians.

### **Distracting Materials:**

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

### **Electronic Equipment:**

Electronic equipment referenced in this policy includes, but is not limited to, laptops, cell phones, smart watches, music playing devices, gaming devices, cameras, video cameras, or personal digital assistants. Watches are permitted as long as they are not used for any of the following abilities: audio or video recording, internet access, or the ability to send/receive calls or texts, or receive social media or communication notices/notifications. All other electronic equipment should be turned off and stored in the student's locker, during the entire school day, unless there is express permission from the teacher for the equipment to be used for a specific task. Electronic equipment may not be used for entertainment at any time during the school day. Violations will result in the confiscation of the equipment and parents will be notified by email. It will be released at the end of the school day. Faith Lutheran High School and parents will work together for repeat offenders.

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

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

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

Faith Lutheran High School's primary focus is Christian academic education. Participation in an extra-curricular activity is a privilege that is subject to attendance, academic, and discipline requirements. These extra-curricular organizations include student government, athletics, drama, academic team, etc. Students who are ineligible may attend regular practices, but are unable to participate in activities and performances or miss school for that extra-curricular activity.

Requirements for participation in any extra-curricular activity are:

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

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

All food, drink, candy, etc. must be consumed in the designated dining areas and only during designated eating times (which does not include between classes). Students may not have open food or drink containers in their locker. Eating and drinking in class will not be permitted because it is often educationally disruptive and occasionally results in additional custodial work. Gum will not be allowed. Breath mints without individual wrappers, such as Altoids, Tic Tacs and Certs, are allowed. Water only will be permitted at each teacher's individual discretion. When allowed, water will need to be carried in containers with lids that seal. The only substances students may have in water bottles are water and fresh fruit, no added powders or colorings are allowed.

### **Human Sexuality**

Based on God's Word, we believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Students will be referred to based on the gender of which they were born.

### **Illegal Substances:**

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

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

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

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

As always, the purpose of this policy is to be faithful to the mission of the school. In 1 Corinthians 6:19-20, the apostle Paul writes, “Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought with a price. Therefore, honor God with your body.” Later, in 1 Corinthians 10:13, he writes, “God is faithful; He will not let you be tempted beyond what you can bear. But when you are tempted, He will also provide a way out so that you can stand up under it.” It is our belief that this policy is faithful to these Scriptures. It supports the truth that our bodies are temples of the Holy Spirit and, as such, should be treated with great care and also provides a way out for young people who are tempted to get involved in activities which can harm them.

### **Lockers:**

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

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

Each student is responsible for keeping his/her assigned locker clean both inside and outside. Damage caused by misuse, tape, stickers, etc. will be charged to the student. If your student wants to have a combination lock, one can be borrowed from the school office. If you have your own, a copy of the key must be kept in the school office.

### **Lost and Found:**

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

### **Lunch:**

All students must eat lunch in the designated area. Students should bring their lunches to school with them each morning. Students should not be leaving school to get lunch. A student should not be missing class to come to the office to meet anyone delivering food. Families may deliver food to the office for the student immediately prior to the lunch period; however, food should not be delivered to the office by local businesses for an individual student.

### **Medication:**

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

### **Off-Limits:**

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

### **Parking Lot:**

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

## **Physical Examination & Immunizations:**

A physical examination is to be submitted to the school office before the first day of classes of all students entering Faith Lutheran High School. A written verification of immunization records will be required to comply with state law. According to state law, students whose immunization records are incomplete or missing cannot attend classes. Each student who participates in any athletic extra-curricular activities or participates in a physical education class must have a physical examination by a physician of his/her choice. Examinations for the current school year must be dated after February 1 of the previous school year.

## **Proper Manners**

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

## **Public Display of Affection:**

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

## **Searches:**

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

## **Social Media Ethics/Values:**

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

## **Stealing:**

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

## **Study Hall:**

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

## **Telephone:**

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

## **Textbooks:**

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

## **Vandalism:**

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

## **Violence:**

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

## **Visitors:**

Visitors are welcome at Faith. If you would like to bring a visitor to school, you are to request permission from the office at least one school day before the visit. You must register your guest at the office when they arrive. (Guest registration for school social activities is also required.) Your guest must follow your schedule and the general school guidelines.

## **Weapons / Forbidden Items / Acts of School Violence:**

Weapons, including but not limited to all firearms, explosives, knives, or any other item not designed as a weapon but that could be used to hurt, intimidate, or threaten others, are prohibited. This includes the possession, conveyance, use, or storage of any of these weapons or look-a-likes on school property, at school-sponsored events, or in or around a school vehicle. Violators will be suspended for at least one year or be expelled.

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

## **Dress Code**

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

The dress code applies throughout the entire school day, that is, from the time a student first arrives on campus and until the student leaves the campus after school. Students needing to change into other clothes, prior to leaving school, must have a valid reason and administration permission. If you are uncertain if an item of clothing is acceptable, get approval before wearing it.

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

- ✗ Acceptable shirts include t-shirts, polos, long sleeves, button down shirts, or sweatshirts. Tank tops, sleeveless tops, spaghetti straps, and strapless shirts are unacceptable. No undergarments, cleavage, or torso should be visible at any time.
- ✗ Acceptable bottoms include shorts, skirts (for ladies), athletic shorts/pants, jeans, capris and dress pants. Leggings are unacceptable. Bottoms should extend fingertip length plus three inches at the shortest point.
- ✗ Students must wear shoes at all times. Acceptable shoe choices include tennis shoes, loafers, deck/boat shoes, flats, dress shoes, boots and sandals. Sandals must have a back.
- ✗ Hair is to be modest in style, clean, and neatly combed or brushed. Hair may not be dyed or bleached beyond a natural color. Hair style and color should not be distracting. Hair should not fall below the eyebrow in the front.
  - For males, hair length should not fall below the middle of the ear, cover the middle of the collar, or must remain in a ponytail. Facial hair is not permitted, and sideburns should not extend below the bottom of the ear.
- ✗ Drawing and/or writing on skin, clothing, or shoes is not permitted.
  - For females, fingernail polish and make-up may be worn when it is applied moderately.
- ✗ Visible tattoos or body piercing (beyond single post earrings for ladies) is unacceptable.
- ✗ Jewelry, if worn, must be simple and appropriate for educational activities.
- ✗ Sunglasses, bandannas, hats, headwear, gloves, and arm bands are not allowed to be worn in the school building.
- ✗ PE clothes – Students will be expected to wear t-shirts, athletic shorts/pants and tennis shoes each day for P.E. Students may wear their P.E. clothes to school. A full description of expectations will be reviewed in P.E. class.

## **Chapel Day Dress Code**

Out of respect for our Lord through the worship setting, students are expected to dress up on chapel days. All school dress code rules apply, in addition to the following guidelines:

### **Ladies**

- Acceptable shirts are knit polo, button-up dress shirt with a collar, or other dress shirts. Shirts may be long or short sleeve, in any solid color, striped, discreetly patterned, or plaid. Shirts must be buttoned to within 2 inches of the collar bone and must cover all cleavage. Shirt sleeves are expected to completely cover the shoulder. Shirts that are tight fitting or expose the mid-section of the torso when hands are raised are not acceptable. Manufacturer's emblems and logos are permitted when they are no larger than one inch in width and height. Large patterned or Hawaiian styled shirts are not acceptable. If a camisole is worn, it should not be visible.
- Acceptable pants or capris should be traditional style dress pants, neatly pressed, not casual, not form-fitting, skin tight, or skinny style pants. Pants should be of a single traditional solid dress color of khaki, brown, black, gray, navy blue, olive, maroon or plaid. Rivets and corduroy are not permitted. Acceptable pants should have no more than four pockets (no cargo pockets or pockets sewn on the outside of the pants) and be without ankle elastic (jogger style).

- Acceptable skirts or skorts include: pleated skirts, circle skirts, asymmetrical (high-low) skirts, full-length skirts, maxi skirts, or A-line skirts. Skirts should extend to fingertip length plus 3 inches at the shortest point. All skirts should be of traditional dress solid colors (same colors as the pants), plaid, florals or printed patterns. No pencil skirts or form-fitting skirts. Any leggings, tights, or hose worn with skirts should be of solid colors, same as traditional pants colors.
- Dresses are acceptable as long as they cover the shoulder, cover all cleavage, extend fingertip length plus 3 inches, and may not be tight fitting.

### **Gentlemen**

- Acceptable shirts are knit polo or full-button button-up dress shirts with a collar. Shirts may be long or short sleeve, in any solid color, striped, discreetly patterned, or plaid. Gentlemen may elect to wear a tie with long pants, but ties should coordinate with the shirt. Shirts that are tight fitting or expose the mid-section of the torso when hands are raised are not acceptable. Manufacturer's emblems and logos are permitted when they are no larger than 1 inch in width and height. Large patterned or Hawaiian styled shirts are not acceptable. Shirts will be buttoned completely other than the top button.
- Acceptable pants should be traditional style dress pants, neatly pressed, not casual, not form-fitting, skin tight, or skinny style pants. Pants should be of a single traditional solid dress color of khaki, brown, black, gray, navy blue, olive, or maroon. Rivets, plaid coloring, and corduroy are not permitted. Acceptable pants should have no more than four pockets (no cargo pockets or pockets sewn on the outside of the pants) and be without ankle elastic (jogger style).

### **Penalties for dress code violations.**

When a dress code deficiency is noted, the student will be given the opportunity to correct the deficiency immediately, and he/she will be expected to maintain proper dress from that point forward. If a student persists in a noted dress code deficiency, his/her rights to continue in class the balance of that school day may be forfeited, or other school disciplinary measures may be applied. Students who have violations that require a change of clothes will be allowed to telephone home. Clothes are to be brought to school within the hour. Repeated violations will result in additional discipline measures.

## **Discipline**

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

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

### **Basic Principles**

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

### **Acceptable Behavior**

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

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

### **Teacher/Staff Action**

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

- All discipline incidents shall be recorded for future reference by Faith administration.

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

## **Administrative Action**

Administrative action may include any or all of the following:

- Conferences
  - Conference with the student
  - Conference with the student and parent
  - Conference with the student, parent, and staff member
- Loss of Any Elected or Appointed Leadership Position
- Application of the following disciplinary actions:
  - Detention
  - Saturday Detention
  - Probation
  - In-School Suspension
  - Out of School Suspension
  - Expulsion

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

Only the administrator may suspend, place on probation, or recommend expulsion for a student. She may, in her absence, delegate authority to suspend a student to his/her designated representative.

## **Social Media Usage**

Students and families are to take extreme caution when communicating electronically, understanding that any statement made is a direct reflection of themselves, and oftentimes will be seen as a direct reflection of Faith Lutheran High School. This would include communication by, but is not limited to: email, instant messaging, text messages, blog, cell phone, social media, and websites. Any electronic communication that causes issues or disruptions at school will be disciplined as if they occurred at school. It is the intent of Faith Lutheran High School that all will treat others in the way Jesus has modeled for us, and so each situation will be responded to, investigated, and if necessary, remediated and disciplined on a case by case basis. Any concerns regarding electronic communication should be shared with the Administrator.

## **Definitions of Consequences**

### **Severe Disciplinary Infraction:**

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

### **Detention:**

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

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

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

- 1-Hour: first-time removal from class, excessive tardiness, first-time violation of dress code, first-time violation of language, etc.
- 3-Hour: skipping class, blatant disrespect toward school authority figures, first-time fighting, or any excessive violations receiving 1-hour detentions, etc.

### **Saturday Detention:**

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



**Probation:**

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

**In-School Suspension:**

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

**Out of School Suspension:**

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

**Expulsion:**

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

**Procedure for Expulsion:**

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

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

**Appeal Procedure:**

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

## Due Process Procedures

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

1. Talk directly to the person: The most direct route to resolving a concern is to confer directly with the person involved, whether it is a teacher, coach, parent, or student.
2. Contact the supervisor (for issues with students): Occasionally the person involved is not receptive to what you have to say. The next step would be to contact the proper supervisor. (Club Sponsor, Coach, Teacher, Activity Coordinator, Athletic Director, etc..)
3. Contact the Administrator: The administrator is in charge of the campus and is responsible for concerns that may arise from the school's operation. Explanations of policies and procedures, various clarifications, and all types of campus information are available in the administrator's office. Starting at this level would result in being sent back to the appropriate level. At the administrator's discretion, the administrator may gather input from the Board of Directors.

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