



CONCORDIA
LUTHERAN HIGH SCHOOL

STUDENT HANDBOOK 2017 – 2018

*“Building lives of excellence
upon the foundation of
Christ”*

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School Calendar

Concordia Lutheran High School 2017-2018 Academic Calendar

August 2017						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Staff & Student Holidays	
Labor Day – September 4	
Columbus Day – October 9	
Thanksgiving - November 20 - 24	
Christ's Birth – Dec 21- Jan 5	
MLK Day – January 15	
President's Day – February 19	
Spring Break – March 12 - 16	
Easter Break – March 30 – April 2	
Memorial Day – May 28	

Staff Growth/Workdays	
Student Holidays	
August 3-15, January 8	
May 4, May 25, 29, 30	

Noon Dismissal	
August 16, October 10 & 11	
December 18, 19, & 20	
February 16, March 9,	
April 13, May 22, 23, & 24	

Student E-Learning Days	
October 10, Nov 20 & 21,	
Feb 16, March 9, April 13, May 4	

Grade Check Dates	
September 21, November 2	
February 15, April 12	
Important Dates	

Final Registration – August 9	
First Day of School – August 16	
Meet the Teacher – August 30	
HOPEcoming – September 29	
Parent Conferences – October 10	
½ Day - All School Testing – October 11	
GALA dinner Auction – October 28	
Fall Finals – December 18 – 20	
Spring Semester Resumes – January 9	
Crusader BBQ Cookoff - April 14	
Class of 2018 Finals – May 14 - 16	
Spring Finals - May 22 - 24	
Graduation – Sunday, May 20	

THURSDAY SCHEDULE	
8:30 am Start – Periods 2, 4, 6, & 8	

Last Day of School (Noon Dismissal)	
Fall 12/20/17 Spring 5/24/18	

January 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018						
S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018						
S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Bell Schedules

Bell Schedules

Monday/Tuesday/Friday

1 st	8:00-8:45
2 nd	8:50-9:35
3 rd	9:40-10:25
4 th	10:30-11:15
A Lunch	11:20-11:55
A Class	12:00-12:45
B Class	11:20-12:05
B Lunch	12:10-12:45
6 th	12:50-1:35
7 th	1:40-2:25
8 th	2:30-3:15

Thursday

AAT	7:30-8:15
2 nd	8:30-9:55
4 th	10:00-11:25
A Lunch	11:30-12:10
A Class	12:15-1:45
B Class	11:30-12:15
B Lunch	12:20-1:00
B Class	1:05-1:45
8 th	1:50-3:15

Half-Day Schedule

1 st	8:00-8:26
2 nd	8:31-8:57
3 rd	9:02-9:28
4 th	9:33-9:59
5 th	10:04-10:30
6 th	10:35-11:01
7 th	11:06-11:32
8 th	11:37-12:03

Wednesday

1 st	8:00-9:25
Chapel	9:30-10:10
3 rd	10:15-11:40
A Lunch	11:45-12:15
A Class	12:20-1:45
B Class	11:45-12:30
B Lunch	12:30-1:00
B Class	1:05-1:45
Athletic Period	11:45-1:10
C Lunch	1:15-1:45
7 th	1:50-3:15

Pep Assembly Schedule

1 st	8:00-8:42
2 nd	8:47-9:29
3 rd	9:34-10:16
4 th	10:21-11:03
A Lunch	11:08-11:39
A Class	11:44-12:26
B Class	11:08-11:50
B Lunch	11:55-12:26
6 th	12:31-1:13
7 th	1:18-2:00
8 th	2:05-2:47
Assembly	2:52-3:15

Student Welcome

Welcome to the Concordia family! We are glad that you have decided to join us at what we feel is an excellent training ground for the rest of your life. With the welfare of the entire student body in mind, we have developed this handbook to act as a guide during your time with us. While enrolled, we expect you to follow the guidelines outlined in this handbook and to act and conduct yourself in a proper Christian manner. This is your school, so be proud of it! Take good care of it, and feel free to make suggestions for improvement. Above all, as you learn necessary and useful skills for the future, commit yourself to growing in the faith and knowledge that Jesus Christ is your Savior.

School Philosophy

Concordia Lutheran High School was established to provide a learning environment that has the redeeming love of Jesus Christ as its focus. This was true during the fall of the first school year in 1984, and it remains true today. Concordia Lutheran High School offers an opportunity to be educated in a Christian environment. We are not a public school alternative. We are very intentionally a Christian school.

While at Concordia, students will have many and varied opportunities. These will include the opportunity to practice their Christian faith without concern for any repercussions. Walking in faith alongside members of our staff will in turn lead to strong personal relationships between students and staff members. Students will have the opportunity to see the results of grace and love in the lives of others and will see lives changed by faith and love.

While these most important spiritual lessons are occurring, students will be presented with excellent preparation for college via the high expectations of teachers who will challenge them on a daily basis to achieve beyond their own expectations. Students will have opportunities to take risks and learn that failure is not fatal; instead, it is a chance to learn and grow. They will have many opportunities to develop and hone their leadership skills which will carry them through many challenging situations in the future.

All of these things will happen while the students are growing in their relationship with Christ. The words of the Bible verse which serves as

the basis for our mission statement, 1 Corinthians 3:11, states, “For no one can lay any foundation other than the one already laid, which is Jesus Christ.” An education at Concordia Lutheran High School will help our students understand the importance of basing their pursuit of excellence upon the foundation of Christ.

Mission Statement

Building lives of excellence upon the foundation of Christ.

Vision Statement

Concordia Lutheran High School is the school of choice for students and families in the Greater Houston area. We impact lives through a Christ-centered education focused on relationships, collaboration and stewardship generating excellence in Christian character, academics, competition and performance. Concordia graduates are discerning, well-rounded, motivated, accountable servant leaders.

CLHS Goal Statements

Concordia Lutheran High School will provide students with:

- The opportunity to practice their Christian faith while witnessing the same in others, thereby gaining trustworthy, responsible, close friends.
- Excellent academic preparation for college.
- Opportunities to excel in different areas while developing leadership skills.
- Challenges which will lead to achievement beyond expectations.

General Information

Class Schedule

Concordia uses an eight (8) period, modified block schedule. Every class meets Monday, Tuesday, and Friday. Odd-numbered periods meet Wednesdays in block format, and even-numbered periods meet Thursdays in block format.

Safety Drills

In the interest of safety, emergency fire drills are conducted monthly. These unannounced drills are held to acquaint students with the procedures for exiting the building. Emergency routes are posted in each room. Students are to walk quickly as they exit and are to remain quiet. Once assembled, students are to maintain silence until the roll call is taken and the “all clear” is given. Tornado drills will be conducted. Shelter locations are posted throughout the building. We also complete a building evacuation drill to prepare for situations that would force us away from the main campus (natural gas leak, bomb threat, etc.). Finally, there will be a lock-down drill each semester.

Health Services

IMMUNIZATION RECORD

State law requires all students to be current on all immunizations and to have a record of all immunizations received on file in the school office before the first day of school. In addition to the required infant and preschool series, this includes a Tetanus booster within the last ten years and a second Measles vaccine. The chicken pox vaccine (or statement from parents of history of disease) and the completed Hepatitis B vaccine series are required for all students. Students will not be allowed to complete the registration process and attend classes without this up-to-date information.

MEDICAL CONSENT & WAIVER FORM

All students must have a current, completed Medical Consent & Waiver of Liability form on file before attending classes. All known health problems should be properly recorded on the Medical Consent form, including any medication taken on a regular basis at home. This confidential information is kept on file in the clinic and is used to better assist the staff in understanding and caring for each student.

MEDICATION

All medication, whether prescription or over-the-counter, must be in its original labeled container and will be administered according to the label, unless accompanied by a current letter from the student's physician. Students are not allowed to carry or keep any medication on their person, including in purses, academic bags, lockers, sport bags, or sport

lockers (with the exception of asthma inhalers). All medication must be stored in the school clinic.

Concordia Lutheran High School maintains a supply of over-the-counter medication for student use. Families wishing to allow their student(s) access to over-the-counter ibuprofen, acetaminophen, antacids, and/or cough drops must complete a “Medication Authorization” form prior to distribution of such medication each year. This authorization form is the same one that families use to authorize Concordia employees to distribute prescription medication (per the instructions on the bottle/package). All prescription medications must be in their original containers. The container must list the patient’s name, the name of the medication, the dose to be administered, and the name of the prescribing physician. Parents/legal guardians must hand deliver the prescription medication to the front office. Finally, CLHS employees may not “borrow” medicine from someone else’s box for your child at any time.

CLHS employees will not administer herbal medications, home remedies, or dietary supplements unless accompanied by a doctor’s note. Approved medication of this kind must also come to school in labeled, original containers.

All medication and medical equipment kept in the clinic must be picked up by the parent/legal guardian before the last day of the school year. All unclaimed medication may be destroyed after this date.

No CLHS employee may be held responsible if the student does not receive his/her scheduled dose of medicine—it is the student’s responsibility to come to the clinic at the appropriate time(s) to take medicine.

SCHOOL CLINIC

The purpose of the school clinic is to administer medication needed during school hours and to provide urgent or emergency care for problems that arise during school hours. Please direct any health concerns or questions to the clinic. In the event of an illness occurring at school, students should report to the clinic. If a phone call to parents is necessary, it will be made from the clinic. Students are not to call or text their parents from cell phones before reporting to the clinic. Any health problems that arise during the school year should be reported to the clinic, especially contagious diseases, surgeries, or injuries that may require follow-up care or special consideration at school. A student

needing to go to the clinic receives a signed pass from the teacher and then presents this pass to the clinic worker.

CHILD ABUSE REPORTING

Any person who has reason to suspect that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect shall make such reports as required by law to Children's Protective Services. Phone: 1-800-252-5400 FAX: 1-800-832-2090

Inquiries, Complaints, Appeals

In the event that students or parents have concerns about any matter pertaining to CLHS (situations that occur at school, administrative actions, school policies, etc.), the concerned individual(s) must follow the steps outlined below. If a satisfactory result cannot be reached at a particular level, concerned parties must move to the next level of authority within 5 school days. The levels of authority are as follows:

<i>Academic:</i>	<i>Athletic:</i>	<i>Discipline:</i>
1. Teacher	1. Coach	1. Teacher/Coach
2. Instructional Leader	2. Athletic Director	2. Asst. Principal
3. Principal	3. Principal	3. Principal
4. Head of School	4. Head of School	4. Head of School

If a person completes the previous steps and is not satisfied, a parent, legal guardian, or student may use the following process for appeal to the Board of Directors:

1. Complete the following items in writing and submit to the Board of Directors:
 - A. Explain what decision you are appealing
 - B. Explain why you disagree with the decision
 - C. Explain any special circumstances
 - D. Provide any pertinent documentation
 - E. Explain your expected outcome
 - F. Indicate if a hearing is requested before the Board

2. For the school employee whose decision is being appealed, complete in writing and submit to the Board of Directors:
 - A. Explain the incident in question
 - B. Explain what decision was made
 - C. Explain why the decision was made
 - D. Explain any special circumstances
 - E. Provide any pertinent documentation

The Board will consider the appeal based on the written material provided by the appealing party and the school employee. If an oral presentation is requested by the appealing party, the scope and length of the presentation will be limited and set by the Board of Directors.

Library

The Library is open from 7:30 A.M. to 4:00 P.M. on most school days. Occasionally, the Library will be reserved for meetings and therefore will not be available for normal use. Food and drink are not allowed in the Library.

Lockers

Each student will be assigned a locker for safekeeping of personal items and textbooks. Items not kept in safekeeping may be put into the Lost and Found. Lockers are to be locked at all times and are not to be rigged, defaced, or damaged in any way. Periodic inspections may be made. A fine may be assessed for any violation. Materials that are deemed to be offensive and/or inappropriate for a Christian educational setting may not be in or affixed to lockers. Prior to receiving report cards and/or transcripts, lockers must pass inspection. Locker damages may be assessed.

Lost and Found

Students that find lost articles are asked to take them to the attendance window so the owners can claim them. Unclaimed articles will be donated to local charities.

Meals/Food

Concordia provides an excellent, catered lunch program. The cost for a lunch is reasonable. Additionally, students are free to bring their own lunch, but food may not be ordered for delivery from area restaurants. Students may not leave campus to buy food during the school day. Students must pay for their lunches prior to leaving the Servery. Concordia does not offer a school-sponsored daily breakfast option.

Students are not allowed to leave campus without permission once they arrive on campus each day. This directive includes before and after school hours. Specifically, students are not to be walking across or along FM 2920 to retrieve donuts, gas station snacks, or other items from the businesses in our area once they have arrived on campus.

Hours of Operation

OFFICE HOURS

The School Office is open from 7:30 A.M. to 4:00 P.M. each school day. The School Office will usually be closed prior to 4:00 P.M. on early dismissal days. Summer hours are 9:00 A.M. to 3:00 P.M., Tuesday through Thursday.

SCHOOL HOURS

Classes begin at 8:00 A.M. and end at 3:15 P.M. unless otherwise communicated. Students arriving before 7:45 A.M. are to go to the Cafetorium. Students are not permitted to enter the building before 7:00 A.M. unless they are reported to the before-school detention room. Students are to leave school as soon after 3:15 P.M. as possible unless under the direct supervision of an adult. The doors to the Cafetorium (south parking lot) and main entrance will be locked at 4:00 P.M. each afternoon. Students must be picked up by 4:00 P.M. each afternoon unless they are with a school-sponsored team, squad, or group. Students may be required to wait outside after 4:00 P.M. if they are not with a school-sponsored team, squad, or group. Hallway gates will be lowered at 4:00 P.M. daily.

SCHOOL CANCELLATIONS OR SCHEDULE CHANGES

In the event of severe weather or other emergencies, cancellation or changes will be posted on the school website. Additional notifications will be made through local radio and television stations. Concordia Lutheran High School does not always follow Tomball ISD when it comes to schedule changes.

Spiritual Life

Demonstrating a strong commitment to our Christ-centered mission is essential to the spiritual life program at Concordia. The school focuses on activities which encourage spiritual growth for the staff, students, and families of the CLHS community.

We believe that gathering together regularly before the altar of God for worship constitutes the very lifeblood of our fellowship. We are united knowing that Jesus died and rose again for each and every one of us, thereby securing our salvation. We believe that whenever two or more are gathered together in the name of the Lord Jesus, He is present in the midst of them. The weekly worship services may vary, but each contains the Word of God.

Prayer

Prayer is a key component for nurturing spiritual growth at Concordia. Student leaders will say prayers over the PA system, and lunchtime prayers are also said. Teachers pray in their classrooms, and coaches often include prayers as a part of practices and games. Feel free to discuss specific prayer requests with the Spiritual Life Director.

Chapel Services

Chapel is on Wednesday. Teachers, students, area pastors, and youth ministers lead chapel services. They are joined by student-led music and/or drama presentations with praise teams and soloists from the student body who have volunteered to assist with worship.

Student Activities

Many clubs and organizations have been established at CLHS. Here is a sample of those that met last year: Academic Team, Athletics, Band, Chem Club, Choir, Fellowship of Christian Athletes, Ultimate Frisbee Club, Book Club, Handbells, Interact, The Messengers, National Honor Society, Student Council, Speech & Debate, Saders Joined For Hope, FFA/4-H, and Yearbook.

Telephones

After receiving permission, students may make phone calls from the attendance desk in the School Office. Students may not use cell phones during class periods unless they have permission from the teacher. Students may use cell phones during passing periods and during lunch. In case of illness, an emergency, or disciplinary action, an administrator or member of the faculty/staff will notify parents/guardians. Parents may call the school office and leave messages for their student(s). Messages will be given to the student(s) as soon as possible.

Emergency Management Plan

In the event of an emergency affecting the greater Houston area, students will be kept on campus until we hear from a parent or guardian. Concordia administrators will coordinate all efforts with local authorities.

The gates will be closed, the outer doors will be locked, and no student will be allowed off campus until a parent or guardian has called to request that their child be permitted to leave.

The gates and outer doors will remain locked until local emergency authorities declare an “all clear” or its equivalent for this area. Even after an “all clear” announcement, students will not be permitted to leave unless their parent or a guardian has contacted us. At the end of the regular school day, students whose parents or guardians have not contacted us will remain at the school.

Prior to the “all clear”:

1. Parents wishing to pick up their child from school early should call the office in advance of arrival, if possible.

2. A faculty or staff person will be stationed in the gate area with a two-way radio. The gate will be opened for police or emergency vehicles and, at the direction of the school office via radio, for parents desiring to pick up their children or for students whose parents have called requesting their release. A faculty or staff person will be stationed at the entrance doors to allow parents entrance into the building.
3. Office staff will assist in keeping phone lines manned so phones are answered as promptly as possible.

Following an “all clear” announcement, parents may pick up children as usual or call to give permission for their children to be released.

Textbooks

Textbook rental is included in the registration fee. Upon completion of each course, books must be returned to the school in acceptable condition. Students will be charged for books that are damaged or not returned. Late fees of \$25/book will be assessed for books turned in after the collection deadline. Students need to provide their own Bibles.

Families will be provided with a “Book List” so they can purchase requisite consumable paperbacks on their own.

Vehicles

Students that wish to drive and park on campus must register their vehicle(s) with the school. Student-drivers will need to provide the school with make-model and license plate for each vehicle, as well as valid automobile insurance information (names of those insured, carrier, etc.). The student must be one of the named individuals on the insurance policy. Students will be assigned a parking location and corresponding parking tag. Students are required to park in that spot during the school day. Students must display their parking permits on their rear-view mirrors. Unpermitted vehicles may be ticketed and/or towed at the owner’s expense. Students are not permitted to return to their vehicles or the parking areas at any time during the school day.

Students may enter campus from the stoplight on 2920 or via Timkin Rd running parallel to 2920 between main and south campuses. Students may not use the front loop as a drive-thru to access the student parking

lot. Any student who operates a vehicle on school property in a dangerous manner (speeding and/or other reckless driving) will be subject to school discipline including loss of on-campus driving privileges. Sound systems are not to be played loudly in any on-campus vehicle. The on-campus speed limit is 15 miles/hour.

It is important to note that driving to school is a privilege, not a right, and the school reserves the right to suspend that privilege of any student. Safety is always the top priority. The school reserves the right to have improperly parked vehicles towed at the owner's expense and to issue fines and disciplinary consequences for parking/driving violations.

Visitor parking is available in the front of the building. Students are to be dropped off and picked up in the parking lot immediately behind the school. The loop in the front of the school is a fire lane and therefore should never be used for drop-off/pick-up or drive-thru purposes.

Visitors

All visitors should park in the spaces located in front of the building and report to the School Office immediately upon arrival. Visitors must present their driver's license to the Receptionist, and their license will be scanned to create a visitor's pass to be worn during the time they are at CLHS. Visitors are expected to conduct themselves according to CLHS standards. Alumni are always welcome to visit after they first check in through the Office (per the steps above).

Students who desire to bring a prospective student to school must receive permission at least one day in advance from an administrator. Other non-Concordia students who are not accompanied by a parent/guardian are not allowed to visit at any time during school hours.

Work Service

All Concordia Lutheran High School families are required to participate in the Work Service Program. The purpose of the Work Service Program is to serve Christ through a variety of opportunities and assist Concordia at the same time. This program benefits the students and the school. Families commit to serving through the office staff and other school personnel. If a family does not fulfill a pre-arranged commitment, the family may be billed for the time they committed to for that service. Twenty-four (24) hours of service are to be performed during each

school year (12 each semester), and the dollar value attached to each hour of service is \$16.50. Your service and commitment to the Work Service Program aids the entire Concordia family, and we sincerely appreciate your willingness to serve in this manner.

ACADEMICS

Please refer to the CLHS Curriculum Guide for additional policies and procedures pertaining to Academics. Questions may also be directed to the CLHS Registrar and/or the Guidance Counselors.

ACADEMIC GUIDANCE

The guidance counselors are available by appointment for educational planning, interpretation of standardized test scores, occupational information, and assistance in applying for college and scholarships.

FINAL EXAMS

Final exams constitute 15% of the semester final grade. Final exams take place the last three days of each semester. These days are scheduled as half days. A final exam schedule will be available a few weeks prior to the end of the semester. Failure to appear for a final exam may result in a score of zero (0) on that exam. Unless otherwise communicated, students are to be in normal dress code during finals. A student is not required to be on campus if they don't have a final exam during a specific testing period.

FINAL EXAM EXEMPTIONS

For first semester finals, students may exempt from a one-semester course. During second semester, they may exempt in all courses. Teachers will communicate with qualifying students regarding their ability to exempt exams. Students may be exempt from final exams as long as all of the following criteria are fulfilled:

1. Teacher approval. Teachers may have their own exemption policies or choose not to allow exemptions.

2. The student's grade in the class is a 90% average or above for the semester.
3. The student does not exceed 10% absences coded as "Absent" in the course per semester.
4. The student's dress code violations shall not exceed three (3) for the semester.
5. The student's number of discipline referrals shall not exceed three (3) for the semester.
6. The student has not earned an OSS during the academic year.
7. The student has not earned an ISS during the semester of the exam.

REPORTS TO PARENTS/GUARDIANS

Academic progress reports (except for dual credit courses) will be available via *Rediker* approximately every six weeks throughout the semester. The teacher will contact the parents/guardians at any time during the reporting period when there is a clear indication the student is doing unsatisfactory work. Parent-Teacher Conferences will be held on a given date by appointment in the middle of the first semester. Parents are encouraged to check our online resources for updates and to email teachers with any questions that might arise during the academic year.

ACADEMIC SERVICES

Concordia Lutheran High School's Academic Services exist to assist students with special learning needs, thereby providing families and teachers with information, evaluations, resources, and compensation strategies. This program strives to aid and support teachers and to enable students to learn in a mainstream environment. A modified curriculum is not available. The school is not professionally prepared or equipped to effectively help students with certain learning disabilities or certain attention disorders which inhibit the educational process. If needed, students may receive a full individual evaluation to determine eligibility for services. Accommodations may include:

- Oral administration of tests
- Extended time for tests
- Separate room to take tests

- Assistance in study and organizational skills

If a student is eligible for accommodations based upon an appropriate evaluation, Concordia Lutheran High School has the authority to determine the need for and the development of a formal plan of services.

AAT AND FAME

Academic Assistance Time (AAT) is time specifically set aside to help those students who have 74% or below in one or more courses. AAT takes place on the 2nd, 3rd, and 4th Thursdays of each month prior to school from 7:30 – 8:15 A.M. AAT attendance is mandatory for those students whose teachers have instructed them to be present. On these days, school will begin at 8:30 A.M. Students that are maintaining at least a C average in all of their classes may arrive at their normal time, or they may arrive for the later start. Students that are required to be present but choose to not attend AAT may receive a Wednesday detention for doing so.

Freshmen Achieving More Excellence (FAME) is a program that all freshmen participate in on selected Thursday mornings. The counseling department uses the FAME meetings to help our Freshmen with the transition to high school by focusing on relationship building, honing organization and study skills, and setting academic goals for their high school years. On FAME mornings, all Freshmen must report to the gym by 7:45 A.M.

CO-CURRICULAR PARTICIPATION ATTENDANCE REQUIREMENT

In order for students to participate in an activity held on a regular school day, they must be present for at least four full periods (two full periods on a block day) on the day of the event. Students excused for illness may participate if the above requirement is met and they are in their last scheduled class. In cases where travel requires students to leave prior to the end of the school day, students must attend classes up to the time of departure. If an event is cancelled, school attendance is required.

SCHOLASTIC ELIGIBILITY

A student becomes ineligible when he/she receives a failing grade (F – 69% or lower) in any class when grades are checked during the

semester. Grade Checks are done twice during each semester. Official Grade Check dates will be posted on the school website.

* * The State Association (TAPPS) requires that a student is ineligible for a full two weeks for failing more than one class at an official grading period (which for CLHS is the semester).

The student is responsible for re-establishing eligibility by proving that he/she is passing the class(es) failed at the progress report time. This will be completed by having the teacher(s) sign off on the Scholastic Eligibility Form indicating that the student is currently passing the class(es). **The ineligibility period begins at 3:15 pm the Monday following the 6 and/or 12 week grade check.**

The length of the ineligibility period is a minimum of one week and is dependent upon the student's ability to be passing the failed class(es). If the student has not established a passing grade by the next Monday at 3:15 pm, he/she would remain ineligible until the following Monday. This process would continue for 2 additional weeks until the student re-established his/her eligibility by passing the failed class(es). **If the student has not re-established his/her eligibility after 3 weeks, they will remain ineligible until the next official grade check.**

PLEASE NOTE:

- The teacher is not required to advance or alter the curriculum and/or assignments, quizzes, tests, projects, etc. just so the student can regain his/her eligibility.
 - It is each teacher's discretion to allow a student to make-up, complete, or redo any academic work which has already been previously assigned. The teacher is not mandated to do so.
- Any academic work submitted to the teacher by the student may take at least a few days to grade and to recalculate the student's grade.

PLAGIARISM AND CHEATING

Plagiarism is the intellectual theft of a person's ideas, opinions, research, and/or specific language without giving the original speaker or writer appropriate credit. This includes both direct quotes and paraphrasing of any information from a secondary source. Students must use the

appropriate citation method required by their classroom instructors. When in doubt, cite the source. Students engaging in plagiarism shall receive a zero for the work and/or additional disciplinary consequences.

Copying, providing answers, or any other form of cheating will not be tolerated. Homework sharing among students will be considered cheating unless approved by the teacher. Any student who engages in cheating shall receive a zero for the work. There may be additional consequences, e.g., dismissal from National Honor Society and/or other disciplinary consequences. Teachers may have individual policies and consequences in addition to what is listed here.

Attendance

ABSENCES

Consistent attendance is of prime importance for the educational development of each student. State law ([Senate Bill 1 Sec 25.092](#)) requires that students be in attendance for 90% of classes in a semester to earn credit for a course. When a student is not present in class, the absence will be coded as “**Absent**,” “**School Activity**,” or “**Administrative Permission**.” Absences coded as **School Activity** or **Administrative Permission** count towards a student's 90% attendance requirement. Absences coded as “**Absent**” count against a student's 90% attendance requirement. Although the following is certainly not an exhaustive list, here are some examples of absences that fall into these three (3) categories:

Absent	School Activity*	Administrative Permission**
Illness	Participation in CLHS co-curricular activities/competition	Worship services on religious holy days
Appointments		Funerals
DMV commitments	School-sponsored field trips	Mission trips
Court appearances	Approved college visits (per the Guidance Dept.)	Extended situations where the CLHS student is working with an academic liaison elsewhere
Vacation or other discretionary travel	Service in other schools/settings (i.e. Chem Club demo. team, science fair judging,	
Time away from school to rectify a dress code issue		Extenuating

Class periods missed while serving OSS	Christian Social Action volunteering, reading to students in feeder schools, etc.)	circumstances approved by the administration
Truancy	Representing CLHS at community functions *these are pre-approved and do not require communication from parents	**granted after communication with and approval by CLHS administration

Concordia runs attendance reports on a very regular basis. A CLHS student that is “**Absent**” for more than eight (8) class periods/course has surpassed the 10% allowed absences threshold for a course. Therefore, CLHS will communicate with families at the following thresholds throughout each semester:

- When a student is **Absent** five (5) times in a course
- When a student is **Absent** seven (7) times in a course
- When a student has reached the 10% **Absent** threshold in a course

When a student is **Absent** more than 10% in a course, Academic Recovery Time must be completed or that student:

- may not be allowed to participate in those activities that are privileges, namely the activities that are coded “School Activity” above.
- will not be eligible to exempt the semester final exam in that course (see “Final Exam Exemptions”).
- will lose credit for the course at the end of the semester.

ACADEMIC RECOVERY TIME

Academic Recovery Time (ART) allows students to recover academic time missed due to being Absent. 45 min of ART is required for each class period beyond the 10% threshold. Calculation and communication of required ART will come from the Attendance Office when a student surpassed the 10% threshold.

To qualify as ART, students must work outside the normal school day, under the supervision with a CLHS faculty or staff member on academic material and/or tasks. This may include but is not limited to:

- Working with a teacher on material missed due to absence, including assignments, quizzes, labs, or tests.
- Working independently on academic tasks under the supervision of a CLHS faculty or staff member, including
 - In the test/quiz proctor rooms on Tuesday mornings (7:10-7:55, must be pre-arranged with proctor)
 - During AAT Thursday mornings (7:30 – 8:15, must be pre-arranged with a teacher)
 - In the detention room Wednesday and Friday mornings (pre-arranged with attendance office)

LOSS OF CREDIT

As discussed above, State law requires that students be in attendance for 90% of classes in a semester to earn credit for a course. If credit is lost in a course due to excessive absences, a grade of F for the course is recorded on the transcript and is factored into the student's GPA.

ABSENCE PROCEDURES

As a nationally accredited school, Texas attendance laws require student absences be justified and properly documented (i.e. direct communication with parents/guardians, Doctor's notes, etc.). The list above includes, but is not limited to, reasons a student may not attend school within compulsory education regulations. Students absent without proper documentation may be considered truant (see "Truancy").

Concordia requires families to follow the steps below when a student is to be absent from school.

1. The student's parent or guardian will email (domanni@clhs-tx.org) or leave a voicemail (281-351-2547 ext. 520) with the Attendance Office by 9:00 A.M. each day the student is absent, unless the absence or duration of absence has been communicated in advance with the School Office (see "Planned Absences").
2. When the student returns to school following the absence, he/she must report to the Attendance Office before attending class. He/she must present documentation that gives the date(s) and specific reason(s) for the absence.

PLANNED ABSENCES

1. Planned absences should be discussed with an Assistant Principal and the teacher(s) involved prior to the absence.
2. At the teacher's discretion, students will take tests/quizzes and turn in homework either before the absence or within two days of returning. Make-up tests are to be taken at a time arranged with the teacher.
3. Planned absences may, but do not automatically, count as **Administrative Permission**.

STUDENT SIGN IN/OUT

Students arriving after their first scheduled class must sign in at the attendance office. See "Tardies" below for information regarding whether a student will be granted an Excused or Unexcused tardy for their late arrival to school. Students who do not check in before going to class may be given an Unexcused tardy regardless of reason or documentation.

Students may not leave during the school day for any reason without first following proper sign-out procedures at the attendance desk. Students will not be allowed to leave campus without direct communication between parents or guardians and the attendance office. If sign-out procedures are not followed, the resulting absence may be treated as truancy (see "Truancy").

ILLNESS/EMERGENCIES DURING THE SCHOOL DAY

If a student becomes ill during the school day, he/she should obtain permission from his/her teacher to go to the clinic. If it is determined that the student needs to be sent home, a member of the office staff will contact a parent or legal guardian. In the case of other emergencies,

administration must be notified and students must be signed out through the Attendance Office before they leave campus.

Tardies

Students are expected to be on time to their classes, and they have five (5) minutes between classes with a warning bell after four (4) minutes. Students arriving late to school or to a class may be considered tardy. The teacher may also determine what is considered “tardy” in his/her classroom (i.e. not inside the classroom, not seated and working on the bell ringer activity, etc.).

1. Late arrival due to traffic, trains, oversleeping, and undocumented medical appointments/excuses will be “Unexcused,” regardless of parental/guardian notification.
2. Tardies with appropriate documentation for absence (see Absences above) will be “Excused”. A student that misses more than half of a class period is considered absent.
3. If a CLHS staff member prevents a student from arriving to their next class on time, the staff member will send the student with a completed “Student Pass.” directly to the attendance office. The student will then be given an Excused Tardy slip and sent to their class.
4. Students who have been in the clinic but are returning to class may be given an Excused Tardy slip.

The office will keep cumulative records of Unexcused tardies. A student’s total number of Unexcused tardies in a 6 week progress period will accumulate across all of his/her classes. The student will serve the following disciplinary consequence(s) as their total number of unexcused tardies in a 6 week progress period accumulates:

- 3 Unexcused tardies will be a 1-hour detention
- 5 Unexcused tardies will be a 2-hour detention
- 7 Unexcused tardies will be a 4-hour detention
- 9 Unexcused tardies will be placed on an Attendance Contract

A student-driver that receives 3 tardies in his/her first scheduled class will be referred to the school administration.

Truancy

Truancy is defined as: “The act or condition of being absent without permission.” Students who do not follow the procedures outlined above may be considered truant. Students determined to be truant will be referred to the school administration. In addition, all homework, tests, or projects that were due on the date of the truancy may receive a zero. Repeated truancy may result in dismissal from school.

Academics and Absences

1. When academic work is missed due to an absence, the teacher will work with the student to determine a new appropriate due date for that work. If work is not completed by that due date, the student may receive zeros for that work. This includes homework assignments, projects, quizzes, and/or tests.
2. If work is due on the first date of an absence, the work is expected to be turned in/completed the next day the student is in attendance.
3. Academic work missed due to unexcused tardy, truancy, or OSS may not be allowed to be made up, turned in, or given credit.

Standards of Dress and Grooming

Dress Code

Even though our identity is ultimately found in Jesus’ death and resurrection, our clothing and appearance communicates much to those around us. It is our desire that students at CLHS will reflect respect for themselves as children of God, respect for their peers and teachers, and respect for education in how they dress each day. We hope that the following 5 Principles will help students make appropriate decisions when representing Jesus at school and outside of school. Each student’s appearance and clothing must be neat, clean, modest, and appropriate for a professional, Christian educational setting. Any clothing or “look” which is determined to be disruptive to the educational process by a Concordia faculty member will be restricted.

PRINCIPLE #1 - Students should wear apparel and accessories that are inoffensive to our Christian standards.

Examples of offensive dress:

- a. any picture or message that gives offense (i.e., vulgar, suggestive, advertising drugs or alcohol, etc.)

PRINCIPLE #2 - Students should dress appropriately for school.

Examples of inappropriate clothing:

- a. clothing which is torn or frayed
- b. shorts that are considered athletic
- c. leggings or “jeggings” and yoga/exercise pants even if the top falls to the top of the thigh
- d. sleeveless shirts or tops worn without another sleeved garment
- e. visible body piercing for boys and girls (exception: female ears and nose)
- f. visible tattoos
- g. hats or bandanas

PRINCIPLE #3 - Students should dress with modesty and restraint (appealing not revealing).

Examples of immodesty and/or lack of restraint:

- a. dresses, skirts, skorts, and shorts with hemlines that are above finger tips (as a rule of thumb), even if colored leggings or flesh colored pantyhose are worn
- b. any top that exposes the midriff and/or has an inappropriate neckline, sides, or back
- c. undergarment that is exposed or visible through clothing
- d. clothing that is see through

PRINCIPLE #4 – Hairstyle and grooming should reflect moderation and careful grooming.

Examples of inappropriate hairstyles:

- a. hair that is unkempt
- b. facial hair is visible and unshaven
- c. boys’ hair length that extends below the collar of a dress shirt or bangs that pass the eyebrows (hair may be restrained in a ponytail or bun)
- d. inappropriate or unnatural hair color or style

PRINCIPLE #5 - Footwear must be worn at all times.

Examples of inappropriate footwear:

- a. sandals without a solid leather sole
- b. footwear that is not being worn per the design

Dress Code on SPIRIT DAYS:

Students will be expected to dress according to the THEME for that day. Leggings and/or yoga/exercises pants may be worn on campus with a long “top” that falls at least thigh-high in length in circumference as part of their THEMED attire. If any part of the outfit does not fit the theme or is deemed as inappropriate, the student is culpable of a dress code violation.

Dress Code at School Events and Dances:

When attending school dances and other school events, your apparel should be neat, clean, modest, and appropriate for the occasion and a Christian setting. Ladies should be especially mindful of skirt length and slits as well as necklines when selecting attire for dances. Gentlemen should dress appropriately for the event, including pants, dress shirts, and/or suits. Students who are deemed to be inappropriately dressed may be removed from the dance or school event.

The lists above is not comprehensive. Concordia reserves the right to modify these standards as necessary.

CONSEQUENCES for DRESS VIOLATIONS:

Students who are out of dress code will not be permitted to attend or continue attending class until the problem has been corrected. If the problem cannot be corrected immediately, the student will be sent to the office after which the student/parents will have the following options:

1. For dress violations, the student may be sold/rented appropriate clothing for which the family will be billed, including Concordia approved t-shirts or grey cover-all's.
2. If a male student needs to shave, he will be given a disposable razor and shaving cream.

3. For other violations, the student may be sent home to correct the problem after a parent/guardian has been contacted. Time spent out of class in this manner will be treated as an absence.

A student will receive a detention for their 3rd documented violation in a semester. There will be additional disciplinary consequences for each dress code violation beyond three (3) in a semester, which may include loss of final exam exemption, additional detentions, and/or suspension.

Student Conduct

General Behavior Expectations

Your behavior is important to your success at Concordia. Respectful, considerate behavior demonstrates a cooperative spirit and a desire to grow and mature. It reflects a healthy relationship with God and with authority.

Students are expected to be familiar with Concordia's behavior guidelines and comply with them. In all matters, including any not specifically addressed, students are expected to behave respectfully, with integrity, and in a God-pleasing manner.

Cafetorium Manners

Food and beverages are to be consumed in the Cafetorium. Additionally, students will bus their own tables after lunch and will be responsible for leaving their eating area (tables, seats, and floor) clean.

CORRIDOR PASSES

Students must obtain a corridor pass from a staff member if they are in the hall during classes. Valid passes include the colored, laminated passes from CLHS personnel, "student pass" slips from CLHS personnel, admit slips from the Attendance Office, and admit slips from the Counseling Office.

CELL PHONE AND WIRELESS COMMUNICATION DEVICE POLICY

Students may use wireless communication devices (including cell phones and Smart watches) during passing periods and in the Cafetorium during lunch. Upon entering a classroom, each student must place their cell phone(s) and/or Smart watch(es) in the designated location in the classroom (i.e. a device holder hanging on the door/wall, a basket or other receptacle, placed on a specified desk/table/counter, etc.). Furthermore, these devices must be in “airplane mode” throughout the class period. These devices may not be used during chapel/assemblies unless a faculty member grants permission for use. Devices (including Smart watches) and cell phones that are used at inappropriate times or in inappropriate ways may be confiscated and given to the Attendance Secretary. Confiscated items will be returned to families when the following conditions are fulfilled:

First Offense = CLHS will hold the communication device until the end of the student’s school day.

Second Offense = CLHS will hold the device until the end of the student’s school day. The parent/guardian or student may claim the item after paying a \$20.00 fine.

Third Offense = Further violations may result in added consequences including suspension and the inability to exempt final exams.

Note: The School Office staff will keep confiscated items locked up. Nevertheless, Concordia Lutheran High School may not be held responsible for damage to or loss of confiscated communication devices.

Public Displays of Affection

Public displays of affection should be appropriate to the school setting. Hand holding or brief hugging would be appropriate in most circumstances. Some examples of inappropriate displays of affection include, but are not limited to, excessive hugging/embracing, sitting on laps, excessive body contact, hand to body contact, or prolonged kissing. Students engaged in inappropriate displays of affection will be subject to disciplinary consequences.

Academic Expectations

Concordia Lutheran High School students will:

1. Take ownership of their education
2. Be prepared for class

3. Turn assignments in on time
4. Be on time to class
5. Seize opportunities while utilizing available resources
6. Work diligently from the very first day of the semester until the last day of the semester

School Activities

Attendance at school activities, whether on or off campus, is a privilege (not a right). Students are expected to dress modestly and appropriately for all activities. Cooperative, respectful behavior is expected at all activities. Inappropriate behavior may result in the student being required to leave or sit-out an activity. In such instances, parents/guardians will be contacted. Depending on the situation, additional consequences may apply. Once a student leaves an activity, he/she will not be allowed to return.

Computer/Internet Use Policy

Concordia Lutheran High School offers its students and staff access to computers and the Internet. While both offer great opportunities for educational use, they also offer the possibility for misuse. It is our goal, therefore, to assist everyone in making correct and informed decisions regarding computer and Internet usage and the value of the information they discover.

1. At Concordia Lutheran High School, access to computers and the Internet is a privilege provided to enhance education.
2. Access to computers and the Internet carries responsibilities that should be observed at all times:
 - a. Computers and the Internet are to be used for school-related purposes only.
 - b. Students may not share their account or password with anyone.
 - c. Students are required to log out whenever they leave their computer.
 - d. Students may not install software on computers.
 - e. Students are required to respect all copyright and license agreements.

- f. Students may not view publications showing pornographic, explicit, violent, or illegal activities.
 - g. Any action that would disrupt computer or Internet use by others is prohibited.
3. Students are expected to observe proper network etiquette:
- a. Be polite.
 - b. Use appropriate language: swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language is prohibited.
 - c. Harassment or any other offensive behavior is not acceptable.
 - d. Students may not misrepresent themselves (pretend to be someone else).
 - e. Revealing personal addresses or phone numbers is prohibited.
4. Students should not expect computer, Internet, and/or network usage to be private. Concordia Lutheran High School reserves the right to monitor computer and Internet usage in order to protect the school's interests and to ensure appropriate use of computers, the Internet, and our network on campus.
5. Students assume responsibility for their actions while using computers and the Internet. This includes following all applicable federal, state, and local laws. Violations of policy may result in disciplinary action (including loss of Internet and/or computer privileges) and criminal prosecution. Additionally, damage due to negligence, carelessness, and malicious acts may be assessed.
6. Concordia Lutheran High School reserves the right to modify these rules as needed to ensure ethical and safe use of computers and the Internet.

Bring Your Own Device (BYOD)

Concordia Lutheran High School will be launching the incorporation of Bring Your Own Device (BYOD) for the 2017-2018 academic school year. Students in grades 9-12 will be required to supply a personal student device for educational use in and out of the classroom. Student

devices will be used as a required classroom supply and are student-owned.

What is BYOD?

The Concordia BYOD Program gives freedom to the student and their family to tailor their choice of technology to their own budget and educational needs. This program will be facilitated between student and school in accordance to BYOD Policy and Acceptable Use Agreement.

Bring Your Own device (BYOD) allows students to bring their own devices into the classrooms to support improving student learning outcomes. BYOD allows the students greater access to tools that may help them in learning throughout lessons. While the purpose of BYOD is not to transform lessons, it will aid in giving students greater and more immediate access to online and productivity tools that they may already be using with their phones, classroom iPads, chrome books and laptops in the classroom. The use of BYOD in the classroom is to support the student in enhancing his/her own learning outcomes while allowing potential opportunities for differentiation for learning within classrooms. Like any technology integration into the classroom, the incorporation of BYOD should be a tool to enhance a more student-driven, creative, and collaborative classroom environment.

Educational Use

Student devices will be used to access resources, complete assignments, create presentations, work collaboratively, and for personal organization and management. Educational activities may include researching information, producing documents, analyzing data, producing videos, taking notes, creating blogs, or using digital texts. The use and frequency of the device is at the sole discretion of the teacher.

Safe and Secure

To maintain a safe and secure learning environment, a filtered internet connection will be provided for students through the Concordia Student Network. Students will not be permitted to use a personal broadband connection such as hot spots, personal 3G/4G networks. Students will only be able to use their device under the direct supervision of their

teacher. Any unauthorized use can result in the device being confiscated, searched and privileges revoked.

Device Requirements:

The device must meet all requirements listed under Device Requirements. This includes meeting any physical device characteristics as well as listed software installments. Other devices not specified in accordance to the listed requirements are not permitted in the BYOD Program. In past years, CLHS has allowed the use of cell phones, net books, and iPads as an option of BYOD so why laptops? Laptops possess the ability of the power of most desktops but with portability. The incorporation of digital textbooks is an ongoing trend for both High School and College classes that may soon be a reality at CLHS.

- * Minimum 4GB RAM, 8GB RAM recommended (expandable memory slot suggested based on personal preference)
- * Operating System: Windows 7,10 or higher, or MacOSx10.10 or higher, iOS 9 or higher (Not Supported: distributions of Linux)
- * Minimum Screen size: 11 inches
- * Storage Capacity: 128Gb or more
- * webcam, keyboard, USB port (multiple suggested), headphone port, built in microphone
- * Maximum Device Age: 2 years
- * Minimum Battery Life: 7 Hours
- * Personal Gaming devices are not allowed under the CLHS BYOD program
- * No wireless 802.11B (should be N,G,Z)
- * Suggested: virus protection
- * CD-RW/ DVD-R not required

+These minimum specifications are used to best support the student's personal device on the CLHS Student Network.

Care and security of Personal devices

Students are solely responsible for the care and maintenance of their devices. Part of being prepared for class will mean bringing a computer that is fully charged every day. Similar to other personally owned items, CLHS is not liable for loss, damage, misuse, and/or theft.

Student Device Care and Security

- + The security of a student-owned device is the responsibility of the student at all times.
- + Most devices come with a one year warranty (generally with an option to purchase a 3 year warranty). Please note that most warranty's usually only cover the hardware and not damage to the device. Warranty and Insurance options are the sole responsibility and choice of the consumer.
- + Portable devices should be protected by a username and password that is undisclosed to other students.
- + Student should keep their portable device in a protective case in a protective bag.
- + Devices should be kept with the student at all times unless locked in a locker. Devices should never be left in cars.

Saving and Backup

All Students are responsible for their own data as well as any backups at all times. This may be accomplished through USB, SD card slots, external hard drives or 'cloud based' services. All students have been equipped with a CLHS Google account that allows for unlimited storage through Google Drive.

Student Network

Students are to connect their device to the designated wireless network only. Students are not to connect their device to other wired, wireless or cellular networks while at school.

Printing from personal devices

Printing from personal devices to the Library printer will be available. Because students will have access to Google Drive, printing from a school computer will not require the need to purchase any USB or SD devices to transfer data.

Acceptable Use Policy (AUP):

Students and parents/guardians will sign an Acceptable Use Policy Agreement document at the beginning of each school year. Please contact the Educational Technologist to receive this agreement.

Media Release Notification

As a CLHS student, I understand that Concordia has my permission to use my photograph(s)/video media for use in CLHS publications (i.e. admissions materials, newsletters, yearbooks, school newspapers, etc.), to use my photograph(s) on display boards, and to use my photograph(s)/video media in electronic versions of the same publications or on the Concordia Lutheran High School website or other electronic forms. Where appropriate, I understand that my name may also be used along with the photograph(s)/video media.

I understand that I waive any right to inspect or approve the finished photograph(s)/video media or printed/electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown. Additionally, I understand that I waive any right to royalties or other compensation arising from or related to the use of the photograph(s)/video media.

Discipline

Philosophy of Discipline

The essence of school discipline is to foster an environment that is safe, consistent, and conducive for learning. For this to occur, the philosophy of discipline must reflect the culture and climate of Concordia Lutheran High School.

From a foundation of love for the student, the intent of discipline at Concordia is to train students to be godly (2 Timothy 4:7-8). The first step in discipline is to acknowledge, “all have sinned and fall short of the glory of God” (Romans 3:23). This means students will violate expectations and guidelines, so action must be taken to re-direct student behavior and restore students to the community. This action is defined as discipline with the goal of training students to:

1. Acknowledge their inappropriate behavior, and
2. Accept responsibility for their actions and any consequence that may apply,
3. Re-direct their behavior in an appropriate manner, and
4. Restore broken relationships.

Discipline at Concordia is based on Scripture. The Biblical account of David's sin with Bathsheba, found in 2 Samuel 11-12, is used as a foundation for the disciplinary process. In this account, David commits adultery with Bathsheba and covers up that sin by murdering her husband, Uriah. God sends Nathan to David to confront David about his sin. David acknowledges his sin (part 1) when he says, "I have sinned against the Lord" (2 Samuel 12:13). David's repentance is also evident in the divinely inspired words he writes in Psalm 51. David accepts responsibility for his sin (part 2) by accepting God's consequences for his sin. David's son dies and David is ultimately kept from building the temple in Jerusalem (2 Samuel 12:10-12).

Though there are consequences, David's sins are forgiven. The result of forgiveness is a change in behavior (part 3). He no longer committed adultery nor did he continue to murder. Finally, David had his relationships restored (part 4). First, God restored His relationship with David by forgiving his sins (2 Samuel 12:13, Psalm 51:12), then David restored his relationship with Bathsheba (2 Samuel 12:24-25).

Consequences occurred to train David in godliness. David is a sinner, yet God does not abandon him. God demonstrates His Grace and Mercy to David by granting him another son, Solomon. Both David and Solomon share in the lineage leading up to their Savior, Jesus Christ (Matthew 1:6). This demonstrates that although David sinned, he is still declared righteous and part of God's kingdom.

A similar process happens with students. It is important to recognize that discipline changes behavior and develops character, but it does not judge or define a student. Consequences are intended to mold a student's behavior. The end result is positive behavior and action in accordance with the expectations/rules. Hebrews 12:5-13 teaches us that discipline is wholesome and beneficial. This passage quotes Proverbs 3:11-12 which states, "The Lord disciplines those He loves." It is the responsibility of the school acting as the agent of the parent/guardian to discipline students in order to train them in godliness. Though discipline is sometimes a difficult, painful process, CLHS faculty and staff members reflect God's love by not allowing students to engage in behaviors, activities, or attitudes that are harmful, inappropriate, and/or may result in danger.

The Bible is full of passages about discipline. A common theme is that discipline may be temporarily difficult, but it ultimately leads to growth and development. It is a clear teaching of Scripture that discipline is an

act of love. Each Concordia faculty member, staff member, and administrator demonstrate the love of Christ by taking action to ensure each student has the opportunity to grow in the grace and knowledge of our Lord and Savior, Jesus Christ.

In demonstrating Christ's love, the school will take all prudent action necessary to ensure the safety and well-being of each student. Concordia Lutheran High School faculty and staff members do not stop caring for students outside of school hours. Out of concern for the well-being of each student, the school administration may investigate any student behavior or activity that might endanger the well-being of any person. When information comes to the attention of the school about behavior or activity that is dangerous or inappropriate, even when it occurs outside the school day or school activity, administration will investigate the matter and take action to ensure the well-being of the student and all individuals involved. School administration may impose consequences as a means of deterring inappropriate behavior.

Disciplinary Consequences

Consequences for attitudes and/or actions that inhibit success may include:

- Verbal/Written warning from a teacher/coach
- Referral to a professional counselor/mental health caregiver
- Verbal/Written warning by an administrator or designee
- Lunch detention
- Wednesday/Friday morning/afternoon detention (1 hour)
- Friday detention (2 hours)
- Saturday detention (4 hours)
- In-School Suspension (ISS)
- Out of School Suspension (OSS)
- Mandated monthly drug testing
- Suspension from specific activities/events
- Disciplinary Probation and/or signed contracts between CLHS and the student/family
- Expulsion

The school may impose appropriate consequences as determined by an administrator or his/her designee.

With all discipline, failure to serve/fulfill an assigned consequence at the designated time may result in the student being assigned the next level consequence.

Detention

Lunch Detention

CLHS faculty members may assign students to lunch detention. Student behaviors that may result in lunch detention include (but are not limited to):

- Inappropriate classroom behavior
- Inappropriate chapel/assembly behavior
- Violating cafeteria regulations
- Repeatedly arriving to class unprepared
- Accumulation of tardies
- Not complying with the teacher's directives concerning the use/storage of technological items

Lunch detention will take place each Monday, Wednesday, and Friday. Students assigned to lunch detention will attend the next available lunch detention date. Students that need to serve will report to the lunch detention room as quickly as possible after retrieving their food from their locker and/or the Served. Students will remain silent during lunch detention, and they will not have access to their cell phones/Smart watches during this time. Students are encouraged to work on homework during lunch detention.

Wednesday/Friday/Saturday Detentions

Detention can be served Wednesday and Friday mornings from 6:55 A.M. to 7:55 A.M., Wednesday afternoon from 3:20 P.M. to 4:20 P.M. and Friday from 3:25 P.M. to 5:25 P.M. Saturday detentions are four hours long and will be served as scheduled. Students must make all transportation arrangements for their detention and will not be excused for co-curricular practices/rehearsals or games. Students serving weekday detentions must be in dress code. Students serving Saturday detentions may be working around the school and should dress appropriately. An Assistant Principal or his designee will meet with a student to schedule his/her detention. Parents will be notified when detention is assigned. Detention fines will be assessed at a cost of \$10 per hour assigned.

Although this is certainly not a comprehensive list, these are some examples of behaviors/actions/decisions that may result in the various detentions:

- Unruliness, inattention, and/or disrespect during chapel
- Violating cafeteria regulations
- Accumulation of tardies (See attendance policies for details)
- Accumulation of dress code violations
- Parking violations
- Skipping FAME or a mandatory AAT session
- Disrespectful behavior
- Being in the halls without a pass
- Being in any area of the building without supervision or permission
- Public displays of affection
- Cursing, swearing, or any improper speech
- Littering, defacing, and/or damaging school property. Additional consequences (cleaning the area, repairing the damage, paying for repair of damage, etc.) may also apply.
- Repeated violation of classroom behavior expectations (at the discretion of the teacher)
- Any other infraction considered sufficient by the administration

Suspension

In-School Suspension (ISS)

If a student is assigned to in-school suspension (ISS), a parent/guardian will be notified. The student will be required to attend school from 8:00 A.M. to 3:15 P.M. on the suspension day. Failure to be at school the assigned day will make it necessary for the student to serve the suspension the next school day the student is present. Students in ISS will not attend classes, be allowed to eat in the Cafetorium, or participate in any school activity on the day they serve their ISS. Students assigned ISS may no longer be allowed to exempt their finals in the semester of the ISS.

Out of School Suspension (OSS)

Concordia Lutheran High School has several school policies that when violated shall result in immediate out of school suspension (OSS) which may be followed by removal from school. A parent/guardian will be notified.

A student assigned to out-of-school suspension will not be permitted on campus. The student will not participate in or attend extracurricular activities during the day(s) of suspension. Time away from school is coded as “Absent”; all class work or homework missed is at risk of being given a zero, and the student may no longer be allowed to exempt their finals during the remainder of the academic year.

Although this is certainly not an exhaustive list, the following chart shows some examples of behaviors/actions/decisions that may result in suspension:

Although this is certainly not an exhaustive list, the following chart shows some examples of behaviors/actions/decisions that may result in suspension:

ISS	OSS (with possible expulsion)
<p>Truancy</p> <p>Accumulation of tardies</p> <p>Repeated parking violations</p> <p>Items in a student’s constructive** possession:</p> <ul style="list-style-type: none"> • Tobacco/nicotine • E-cigarettes • Vaporizers • Vaping supplies and/or paraphernalia • Knives with a blade 5.5 inches or longer <p>Theft</p>	<p>Possession and/or use of:</p> <ul style="list-style-type: none"> • Alcohol • Illicit drugs and/or paraphernalia • Weapons (i.e. clubs, brass knuckles, any sort of firearm, stun guns, etc.) • Significant amounts of explosives (i.e. fireworks, <i>Tannerite</i>, bombs, etc.) <p>Items in a student’s “actual” possession (on person):</p> <ul style="list-style-type: none"> • Tobacco/nicotine • E-cigarettes • Vaporizers • Vaping supplies and/or paraphernalia • Knives with any size blade

A threat of physical violence	Using physical violence
Harassment	Willfully creating hysteria/unrest (i.e. pulling the fire alarm, posing a bomb threat, etc.)
Vandalism	Harassment
Other actions/situations determined at this level by the administration	Vandalism
	Other actions/situations determined at this level by the administration

**Constructive possession is defined as having control of an item but not having actual possession of it at that exact moment.

The administration will determine the length of suspension after considering all aspects of the situation. Students that are suspended may also be suspended from the equivalent of 10% of the games/contests/competitions in the co-curricular area(s) that they participate in.

Students found under the influence of illicit drugs and/or alcohol or found to have used tobacco/nicotine while on school property or while attending school functions are immediately referred to the school administration. The parents/guardians will be notified. The student may be suspended and/or expelled.

Students found in possession of and/or are involved in the delivery, transfer, and/or sale of illicit drugs, alcohol, weapons, and/or tobacco/nicotine while on school property or while attending school functions are immediately referred to the school administration. The parents/guardians will be notified, and the police may be involved. The student may be suspended and/or expelled.

Students known to have committed any criminal behavior punishable as a felony are immediately referred to the school administration. The parents/guardians will be notified, and the police may be involved. The student may be suspended and/or expelled.

Disciplinary Probation

Repeated or willful violation of rules may result in disciplinary probation. For the period of such probation, an Assistant Principal will place the

student on a behavior contract/signed agreement. If the student/family breaks the terms of the contract/agreement, the administration may impose additional consequences and/or they will review enrollment.

Expulsion

When certain serious violations are confirmed or when other approaches to curtail inappropriate behavior are unsuccessful, the administration will determine the enrollment status of the student. If the end decision is expulsion, the administration will offer the family a final meeting to discuss the decision.

Harassment

Concordia Lutheran High School is committed to providing an environment for learning where each individual is valued as a child of God. Each individual deserves to be treated with respect, kindness, and politeness. Behavior that falls outside this expectation may be considered harassment, which has no place at Concordia.

Definition of Harassment

Harassment is behavior that is unwelcomed, offensive, and/or inappropriate toward an individual or group typically based on gender, race, religion, ethnic origin, or disability that creates an environment that is intimidating, hostile, and/or offensive. The target is the person or persons who are the victim(s) of the behavior. Behavior becomes classified as harassment based upon the effect on the target. Teasing or joking becomes harassment when it negatively impacts the target.

Harassment types include bullying, cyber-bullying, sexual harassment, religious harassment, racial harassment, and general harassment.

- Bullying is unwanted action that is targeted, repeated, and creates an imbalance of power. The action may be verbal, physical, written, spoken, visual, and/or via other non-verbal means. Some examples include, but are not limited to, name calling, slurs, negative stereotypes, pushing, shoving, punching, posturing, excluding, isolating, staring, leering, giving inappropriate gifts, inappropriate written notes, inappropriate pictures (drawn, cartoon, published, etc.), demanding money, demanding services, taunting, publicly humiliating, manipulating friends and relationships, ranking, threatening gestures (verbal, non-verbal, and/or written), and intimidating acts.

- Cyber-bullying is bullying behavior by an electronic act. An electronic act is communication of a message via an electronic device. Examples include, but are not limited to, text messages, web postings, social media/network sites, changing/hijacking passwords or accounts, and cell phone/Smart watch communication. Actions may include, but are not limited to, social networking exclusion; creating web pages or groups that taunt, isolate, humiliate, and/or reject individuals or groups; sending harmful, threatening, or intimidating messages; repeated contact when the recipient has asked the messages to stop; and/or inviting others to join in on inappropriate treatment of another.
- Sexual harassment is any unwelcomed action that is sexual in nature or is based upon a person's gender, sexual preference, or perceived sexual preference.
- Religious harassment is any unwelcomed action that is based on an individual's religious beliefs.
- Racial harassment is any unwelcomed action that is based on a person's race, ethnicity, ethnic origin, or national heritage. Examples of this type of harassment include, but are not limited to, racial slurs, stereotypes, use of demeaning language, references to historic events (such as the Holocaust, slavery, ethnic genocide, etc.), or images negatively portraying an ethnic group.
- General harassment is any inappropriate action not otherwise specified. It may include any repeated, unwelcomed behavior that is not respectful, kind, or polite.

Any act of retribution or reprisal as a result of information being reported to school officials will be considered an elevated act of harassment.

Rude...Mean...Bullying/Harassment

Bullying/harassment is a serious matter, and for optimal support, it is important to help students, parents, and school personnel use language that helps identify the type(s) of harm that the student(s) has experienced. Not all incidents that result in harm to a student should be classified as bullying/harassment, yet all students who have been hurt deserve support. To help this process, hurtful behavior may fit on a continuum with the label "rude" at one end, "mean" near the middle, and "bullying" at the other end.

Rude behavior is defined as inadvertently saying or doing something that hurts someone else. Mean behavior is defined as saying or doing

something that hurts someone else that appears intentional and has occurred a few times. Bullying/harassment is defined above. The purpose of this continuum is to provide language to help students who have been hurt better define what has happened.

Effects of Harassment

Harassment is disruptive and negatively impacts the learning environment. This behavior affects both the target of harassment and those that are witnesses. Harassment may be considered a form of violence. It is important to report any behavior that may be considered harassment.

Reporting Harassment

Any student who is subject to inappropriate behavior should report this behavior to a CLHS staff member. If possible, it is best to report this information in writing directly to a member of the administration. The student(s) may also ask a parent to share this information with school officials. An Assistant Principal or designee will investigate any reports of inappropriate behavior. When such behavior is reported, the administration will take immediate action to provide for a safe campus environment. In cooperation with the target of the harassment, the administration will create a plan of intervention to take corrective action to stop the harassing behavior. This plan will include scheduled follow-up to ensure the behavior has stopped and no retribution or reprisal has occurred.

Consequence(s)

Students who are found to have engaged in harassing behaviors will be subject to disciplinary consequence(s). Likely consequences may include a warning, a written contract of behavioral expectations, detention, suspension, and/or expulsion. The administration will determine the appropriate consequence(s) on an individual basis. The administration will use witnesses, circumstances of the incident(s), the perceived intent of the student(s) involved, the effect of the incident(s) on others, academic and disciplinary history, and all other information related to the incident(s) to determine the appropriate consequence(s).

SOCIAL MEDIA

Every student at Concordia Lutheran High School is responsible for the content of his/her social media account(s). All posts are subject to the discovery and review by the CLHS administration to ensure the safety and well-being of all students at Concordia. Any student who

participates in a social media posting or portrayal that threatens or endangers the health, safety, spiritual welfare, emotional well-being, and/or physical well-being of any person will be subject to disciplinary action. (See Harassment Policy) The administration reserves the right to determine and take disciplinary action if any social media posting or portrayal is a disruption or threat to the daily activities/procedures at school or at school-authorized functions or events.

CLHS students are prohibited from taking photographs, video recordings, or audio recordings of any Concordia Lutheran High School employee without explicit permission. Students are further prohibited from any social media posting or portrayal (including any photo, video recording, or audio recording) of any Concordia employee without prior explicit approval. Any student who participates in a social media posting or portrayal that the administration determines is demeaning, malicious, inflammatory, or otherwise derogatory toward a Concordia Lutheran High School employee will be subject to disciplinary action that may include suspension and/or expulsion.

Students that are involved in co-curricular programs at Concordia participate voluntarily and represent CLHS through participation in these programs. In representing CLHS, students agree to take responsibility for the content of their social media accounts and to represent themselves, their program, and their classmates in a manner consistent with the purpose, values, and standards of Concordia Lutheran High School through social media. All social media posts are subject to the discovery, review, and monitoring by other members of the program, the faculty member(s) leading the program, and the CLHS administration. If the post of a student is deemed inappropriate by the program leader(s) and/or the administration, the student will immediately remove the post(s) and may be subject to disciplinary action. Students involved in a co-curricular program are responsible for the appropriate representation of the names, logos, uniforms, and other identifying marks associated with Concordia Lutheran High School.

Morals Clause

Concordia Lutheran High School reserves the right, within its sole discretion, to refuse admission of an applicant and/or to discontinue enrollment of a current student participating in, promoting, supporting, and/or condoning: pornography, sexual immorality, homosexual activity or bisexual activity; or displaying an inability or resistance to support the qualities and characteristics of a Biblically-based and Christ-like lifestyle.

Student Searches

The school is co-tenant of lockers and desks and reserves the right to conduct searches or inspections of personal effects, lockers, baggage, vehicles, and/or other student property as a general deterrent to the possession of any illegal or unauthorized items (i.e. illicit drugs, alcohol, tobacco, and/or weapons). These searches may be conducted from time to time without prior announcement. School officials reserve the right to a canine search with or without reasonable suspicion. Specific searches may also be made on a student's person, locker, baggage, or vehicle if there is a reasonable suspicion (i.e. reliable eyewitness reports) that a student is in possession of such items. All specific searches are conducted by two persons, at least one of whom is a member of the administrative staff, and may involve the use of police.

Specific Testing

Where there is reasonable suspicion (i.e. physical symptoms such as the smell of alcohol, slurred speech, bloodshot eyes, impaired motor skills, and/or reliable eyewitness reports) that a student is under the influence of illicit drugs and/or alcohol and that student denies any use, breath scan and/or urinalysis tests may be utilized to determine use. Failure to cooperate in this testing is treated as an admission of use.

Each person attending a CLHS-sponsored dance will blow into a breath scan device prior to being allowed to enter the dance (regardless of whether there is reasonable suspicion or not).

Random Testing

Recognizing the possibility of illicit drug and alcohol use by students and the threat such use poses to the safety and health of both students and families, CLHS has a program of random drug testing for all students. Participation in this program is a condition of enrollment at CLHS. The collection of samples is done under the supervision of the school administration. Careful protocol is followed and a fully certified laboratory does the testing. Positive results are communicated to the administration and are kept confidential, to be shared with the student and parents only.

Should a student test positive (first time offense), the student and parents are notified. To remain at CLHS, the student and family must

agree to a drug and alcohol assessment by a state-approved alcohol/drug agency and enrollment in an educational or counseling program. Where fees for service are involved, parents must accept responsibility for payment. In addition, the student is subject to appropriate disciplinary action and periodic drug testing for a probationary period of 12 months from the first testing. Should no additional positive tests be made during the 12-month period, the student is removed from probation.

If a student tests positive for a second time during the 12-month probationary period, that student is immediately suspended and faces possible expulsion. At the expulsion conference, the school administration determines the length of the expulsion and the conditions (assistance plan) for re-admittance at the conclusion of the expulsion.

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 Scripture verses. It both 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 that can harm them.

Student Encouragement Program

A Student Encouragement Program is available to parents/guardians and students at any time prior to a random screening. This program is designed to encourage students to come forward and admit to some degree of drug or alcohol use in anticipation of a positive test result if tested. Essentially, a student enrolled in this program is seeking to distance himself/herself from substance temptations. A 12-month review period begins once the student comes forward seeking help. Monthly drug testing is performed beginning 30 days from the start of the review period. Parents/guardians will pay the fees for these monthly drug tests. The student may participate in school co-curricular programs without penalty, assuming there are no other extenuating circumstances. Should a student test positive during this period, it is considered a first offense.

Athletics

Please refer to the CLHS Athletic Handbook for all policies and procedures pertaining to Athletics.