

California Lutheran High School Student Handbook

Mission Statement

Molding the Christian Leaders of Tomorrow

Empowered by the Gospel of Jesus Christ, California Lutheran High School exists to educate, to encourage, and to equip young men and women for life and for eternity.

Objectives

In order to fulfill this mission, California Lutheran High School will:

- Promote spiritual growth and Christian service among all members of the campus family,
- Provide an exceptional faith-based, college-prep educational program,
- Preserve a distinctively Christian school culture,
- Prepare lifelong disciples of Christ who serve their future families, churches, and communities with their God-given gifts,
- Prompt the WELS/ELS students to consider the noble goal of the full-time teaching and preaching ministries,
- Propound opportunities for Christian service, athletic competition, and the arts through which students can develop varied interests, and
- Pilot students through a comprehensive program to equip them for Christian leadership in their future families, churches, and careers.

California Lutheran High School Philosophy

We believe that...

1. Holy Scripture is true, unified, and without error, for the Savior said, "The Scripture cannot be broken" (John 10:35). Therefore, it is the infallible authority and guide for everything we believe and do.
2. Jesus Christ, the God-man, was sent by God the Father to redeem all people, that is, to buy them back from the guilt and punishment of sin. Jesus came to fulfill the law on our behalf (Romans 5:18-19).
3. Christ's love compels all Christians through the Holy Spirit to serve others as He did (2 Corinthians 5:14) with their Spirit-given gifts.
4. Christian education is a team responsibility involving parents, school, and the Association.
5. High quality Christian education is an integral part of making Christian disciples of young men and women and of molding Christian leaders for reaching out into their respective communities with the gospel.

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California Lutheran High School Student Learning Outcomes (SLOs)

CLHS graduates are...

Christians who can articulate the foundational beliefs of the Lutheran faith, approach all disciplines in the light of this faith, and demonstrate their faith in their lives.

Hard-working learners with the necessary skills to pursue their chosen vocations after graduation.

Analytical and creative thinkers, who gather, synthesize, apply, and assess information.

Well-informed Christian citizens who demonstrate their faith by serving others with meaningful contributions to their congregations and communities.

Knowledgeable communicators who write, speak, and collaborate effectively while making use of current tools.

Much of what you will read in this student handbook is also required of us by the Lord in His Word. Some of it is required of you for the sake of good order at California Lutheran High School. We pray that you will desire to follow these guidelines out of your love for Christ. We know He will strengthen you to do so. "So whether you eat or drink or whatever you do, do it all for the glory of God" (1 Cor. 10:31).

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Admissions

California Lutheran High School offers Christian secondary education to anyone who desires a high school education based upon the Word of God. In view of the fact that the Bible teaches that “God does not show favoritism but accepts men from every nation who fear him and do what is right” (Acts 10: 34-35), CLHS admits students of any race, color, nationality, or 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, nationality, or ethnic origin in the administration of its educational or admissions policies, scholarship programs, and athletic and other school-administered programs.

After School Study Center

Homework is an integral component to the educational program. A study center is made available to help ensure that all assigned homework is being completed in a timely fashion.

Students who did not do their assignments on time may be required by their teacher to go to the after-school study center that same day. The study center period is thirty minutes following dismissal at the end of the day. If the incomplete assignment is completed by study center time, then additional work will be suggested by the teacher. In all circumstances, study center time is for academic work. If students arrive late, they will still serve the allotted time in study center. Failure to show will result in a full sixty-minute detention the next day, and the assignment must still be completed by the next class period. Athletes, or students involved in other activities after school, will have the academic detention postponed if it means missing a game or a scheduled activity. Postponed demerits and ABCs will add an additional 15 minutes; postponed detentions will add an additional 30 minutes to time served. The student must notify the teacher issuing the detention if such a situation occurs.

- If a student receives six ABC's within an eight-week consecutive period, he will then report to the study center for five days in a row in order to improve his study habits.
- If a student receives eight ABC's within an eight-week period, he shall serve an “after-school” suspension. See under “Christian Conduct” for those details.

Attendance

Regular attendance is an important part of academic success. More importantly, the Lord expects faithfulness from His servants in using the learning time He has given. This is Christian stewardship.

When a student is absent, his parent is to notify the office no later than 9:00 A.M. on the day of the absence. Extended absences due to health-related reasons must be additionally explained by a note from a local physician (no online physician's notes accepted). Failure to comply will result in a student's absence being considered unexcused.

Unexcused absences are those absences for which (1) CLHS is given no explanation, (2) the explanation is not valid as an excuse, or (3) the absence was not pre-excused (other than illness or emergency). An unexcused absence from a single class will merit an automatic detention. If a student is unexcused from more than two class periods per semester, the parents will be notified of the student's ineligibility or suspension.

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An “excused” absence indicates that it has been confirmed; it still counts toward total absences. The following table indicates allowable limits of absenteeism and the consequences for exceeding those limits.

Credit number	Total absences	Consequences
1 or 2	3	Semester grade lowered one third (e.g., A- to B+)
	5	Semester grade lowered another third
	6	Semester grade lowered another third; call from advisor
3	7	Loss of credit
	4	Semester grade lowered one third
	6	Semester grade lowered another third
	8	Semester grade lowered another third; call from advisor
	9	Loss of credit
5	8	Semester grade lowered one third
	10	Semester grade lowered another third; call from advisor
	13	Semester grade lowered another third; call from advisor
	15	Loss of credit

For school policies regarding tardiness, please see “Tardiness.”

If a student misses a whole school day, or any part of it, due to illness or other reasons which are not acceptable to the school’s administration (not including doctor appointments), that student will not be allowed to participate in any extracurricular activities (e.g., sports, music groups, student activities, etc.) for that day.

Automobiles

Students need to register their cars in the school office at the beginning of the school year. Because of the serious responsibilities connected with operating a motor vehicle, CLHS prohibits any other use of student vehicles during the normal school day without both the explicit permission of the parent or legal guardian and the consent of the principal. For students to transport passengers, written permission must be obtained from parents or guardians (both for the student driver and the student passengers).

Improper use of the vehicle or infractions involving speeding or driving recklessly in the school parking area or in our neighboring residential areas may result in a student losing his permission to bring his car on campus.

Student drivers will be advised of assigned parking and may park in designated areas only. Extreme caution must be exercised at all times when entering and exiting the parking lot. No blowing of horns or squealing of tires will be permitted. Appropriate speed limit must be observed at all times. Students may not spend time in parked cars in the CLHS parking lot before,

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during, or after the school day, or during CLHS-sponsored events on our campus or at other locations.

Books

In an effort to maintain the quality of textbooks, teachers will record the condition and the number of the textbook issued to each student. When the books are returned, they will be checked for abnormal wear or damage. If the condition of the book indicates misuse, the students will be billed accordingly. When a book is lost or simply not returned, the student will be charged for the cost of a new textbook.

Students are required to cover their textbooks the first week of school and keep them covered throughout the school year. Newspaper, notebook paper, folders and contact paper are not acceptable covers. If a student withdraws from CLHS during the year, it is his responsibility to return his books to his counselor.

Bullying

It is the policy of California Lutheran High School to maintain a safe learning environment that is free from bullying. Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner, and demonstrate a level of respect and dignity toward others. All forms of bullying are prohibited.

Definition: Bullying is intentional, harmful behavior initiated by one or more students and directed toward another student. For CLHS's purposes, it takes place in the school, on school property, in the van, or during any school event off campus. Examples of bullying are as follows:

- Verbal: name-calling, put-downs, racist remarks, teasing, threats, spreading rumors, sarcasm, sending inappropriate (violent, sexual, malicious, etc.) notes or pictures in any medium (magazine, over a cell phone or internet, etc.)
- Physical: pushing, hitting, shoving, biting, hair-pulling, scratching, spitting, tripping, damaging or stealing the victim's property, locking a person in a room, making mean faces or rude gestures, initiating or forcing inappropriate touching, etc.
- Social: ostracism or exclusion, ignoring, being unfriendly, alienating, etc.
- Psychological: acts that instill a sense of fear or anxiety, etc.
- Any act that insults or demeans an individual in such a way as to cause distress, reluctance to attend school, a decline in work standards or problem behaviors.

Awareness: Annually, as part of the required in-service training for all school staff, the principal shall arrange for Bullying Awareness and Response Training.

- Because adults must take the initiative in combating bullying, they must be watchful for bullying warning signs by closely supervising students on the campus, in the classrooms, hallways, rest rooms, gym, etc.
- Students will be made aware that without reporting, we cannot improve the situation.
- Students will be trained each year in reporting options: verbal, written, or anonymous.
- Yearly training in methods to prevent being bullied is part of the religion curriculum.

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Reporting: Any member of the faculty or staff that witnesses a suspected bullying incident shall address the matter immediately. The faculty/staff member shall assess the situation to determine if the behavior meets the criteria for bullying or if the behavior is an isolated incident that can be resolved immediately. (Not all conflict constitutes bullying.) If the behavior meets the criteria for bullying, the faculty/staff member must report this to the principal or designee immediately in order to protect the alleged victim. The faculty/staff member is to immediately forward a *Bullying Incident Report* to the principal for investigation.

Bring-Your-Own-Device Policy

Students at CLHS are expected to have a student-owned computer with functioning charger available for use in class. An uncharged/non-functioning device may result in a demerit as the student is unprepared for class. It is up to the individual instructor as to how devices will be used in their classrooms. Not every instructor will use the devices on a daily basis, but only when it enhances the learning experience in some way.

Campus

Students are expected to exercise good and proper care of the grounds and facilities, and should make an effort to keep the classrooms, restrooms, and campus free of litter.

Our students are to remain on campus during regular school hours until they leave for home. Once non-boarding students leave for the day, they may not return to campus without prior permission.

When a student has arrived on the school premises prior to first period, he may leave before first period again only after having been granted permission from the office. The administration may also request that students have parental permission.

It is the policy of California Lutheran High School that students are not permitted to be off campus at any time during the school day (including lunch hour) unless they have permission from the principal. Special permission may be considered only upon written request from the parent releasing CLHS from liability during this time.

Office hours: M-F 8:00 A.M.-4:30 P.M.

Summer Office Hours: M, T, Th 9:00 A.M.-12:00 P.M.

The campus closes at 9:00 P.M. unless school-sponsored events are occurring.

Cell Phones and Other Electronic Devices

Students will not be allowed to use these devices during class unless the teacher has expressly given permission; however, they may check their devices during the passing periods and use their cell phones or iPods with earphones in the cafeteria or on the quad during lunch. Parents are asked to refrain from calling or texting during school; emergency situations should be handled through the office. Misuse of these items will result in a demerit and the following consequences:

1st infraction: Demerit; device is turned in to the office and may be claimed at the end of the day.

2nd infraction: Demerit; device is turned in to the office and parent must then claim it.

3rd infraction: Detention; device is turned in to the office; parent must conference with the principal.

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4th infraction: Detention; privilege of using this device is lost.

Beyond: One-day suspension is served the following school day.

Chapel

We have the great privilege to worship the Lord daily in chapel. It is an opportunity to show thankfulness to the Lord and love for His Word in the way we show respect and concern for His house.

Cheating & Plagiarism

Satan works especially hard in Christian environments. This is true in the context of homework as well. In the case of cheating on a test or committing plagiarism, discipline action will be taken. For the first offense, the student will receive a detention and no credit for the assignment. For the second offense, the student will fail the quarter in that specific subject area. Any other cheating going beyond the limits set above will become a matter for faculty and administrative consideration and may lead to the student's dismissal. For all instances of cheating, a report will be placed in the student's file.

Choirs

In keeping with the Scriptural teachings on fellowship (Hebrews 10:23-25; 2 John 9-10; Romans 16:17) and in order to maintain a consistent and sound practice of participation by non-WELS/ELS students in school-sponsored worship activities, California Lutheran High School shall adhere to the following guidelines:

All students at California Lutheran High School are encouraged to participate in all worship activities at CLHS. Students who are not members of the Wisconsin Evangelical Lutheran Synod (WELS) or the Evangelical Lutheran Synod (ELS) will be permitted to participate in choirs and chapel services under the direction and tutelage of our teachers, but will not be eligible for leadership roles in any spiritual activity (i.e. solo singing, reading Scripture, etc.) in any worship activities, either at school or in any congregation. Before non-WELS students participate in worship services at an association church, the student and parent(s) will be contacted by the campus pastor or administration to assure the student's status as a willing learner under the spiritual direction of called staff at CLHS. Students who are involved in school groups that participate in worship activities away from CLHS are under the direction of the group's leader who will monitor their involvement and participation in worship activities.

Christian Conduct

All of us at CLHS represent our school and our Lord and Savior at all times. While attending extracurricular events, church services, athletic activities on other campuses, or while traveling to and from California Lutheran High School, our students will want to reflect Christian conduct.

Our students' Christian conduct will also be apparent to our Wildomar neighbors. Our witness as Christians will be noticed by individuals who may not know Jesus as their Savior. As God's children, let's make use of this opportunity to let our light shine so that we glorify our Father in heaven.

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Living and working together in Christian love involves a mutual commitment to be doers of God's Word (James 1:22). Our discipline program nurtures discipleship by helping young people obey what our Savior commands (Matthew 28:20). We ask all of our students to contribute to the atmosphere of mutual love and respect on the CLHS campus. Let Christian behavior be evident at all times. There should be no fighting, damage to school property, or disrespect to others. Individual teachers' classroom rules and campus rules should be followed without exception.

If misbehavior warrants it, a teacher will verbally correct the student and may additionally issue a consequence: a demerit, a detention, or one of the teacher's own choosing. Standard demerits will consist of staying after school for thirty minutes the same day as the offense occurred. The student reports to the room designated for the day and will sit quietly at the desk, or the supervising teacher may assign a work duty. If a student receives more than one demerit on the same day, he will serve each one, up to two, the same day. If there are more than two, service continues the next day. A standard detention requires the student to do the same as listed above, but for sixty minutes.

Demerits are served the same day they are received; detentions may be served the same day or the following day. If a student has an after-school activity (e.g., a game [but not a practice], school outing, or an appointment which would be missed by serving the demerit or detention), the student may choose to have the demerit/detention postponed until the next day. The student must communicate his request for postponement to the issuing teacher. A postponed demerit will result in serving an additional fifteen minutes. A postponed detention will result in serving an additional thirty minutes. The demerits and detentions may be postponed only once. Failure to report for a demerit or detention will result in serving the original demerit/detention and an additional detention; moreover, the student may be subject to further disciplinary action to be determined by the administration.

For sufficient cause such as dishonesty, disrespect, or openly defiant behavior, a student may be escorted immediately to the principal or superintendent. Expulsion from a class for disciplinary reasons will be recorded as an unexcused absence and an automatic detention. One unexcused absence could affect a student's eligibility for extracurricular activities. Two expulsions from any class period will endanger the student's completion of that subject. A student who is expelled from the classroom is expected to meet with his instructor to offer a verbal apology for his conduct. If a student fails to follow this course of action, he will be ineligible to attend further classes until the matter has been settled.

At times the school may determine that a student can no longer remain at CLHS because his behavior persistently defies the Lord's Commandments and His called teachers. Serious matters for which a student may be suspended or expelled include the following:

1. Immoral conduct (profane or obscene speech, writing, or action contrary to Christian decency)
2. Possessing, furnishing, using, transporting, or selling narcotics or other hallucinogenic drugs or intoxicants (including e-cigarettes) on campus, off campus, or at any school-sponsored activity
3. Showing disrespect to any faculty member by speech, gesture, behavior, attitude, or writing

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4. Misuse of electronic media to bully, threaten, or injure the reputation of another. This includes the posting of any online material related to school events, faculty, or other students. In these situations, faculty may work with parents to facilitate discipline.
5. Serious vandalism: "Any pupil who willfully cuts, defaces, or otherwise injures property, real or personal, belonging to the school is liable to suspension or expulsion, and the parent or guardian shall be liable for all damages caused by such a pupil" (Calif. Ed. Code 16074). A fine may be assessed, depending on the nature of the offense. In addition, the student must make good any property damaged.
6. Any theft involving the following: (a) opening another student's locker; (b) opening a teacher's desk or book bag; (c) taking any property (in such a case, full restitution must also be made); (d) taking school keys without permission
Please note: Students guilty of theft or vandalism may be referred to juvenile authorities.
7. Scandalous conduct on or off campus which is a serious violation of Christian behavior (including use of illegal substances, pre-marital sex, homosexuality)
8. Lighting fires or possessing or using any explosive device or weapon (Lighters and matches are not allowed on campus.)
9. "Continued willful disobedience, open persistent defiance of the authority of the teacher, habitual profanity or vulgarity, and smoking or having cigarettes upon the school premises constitute good cause for expulsion or suspension from school" (Calif. Ed. Code 48915).

In cases of suspension, the student is under the jurisdiction of his parents and may not enter school grounds or attend any school function.

If a student receives eight academic detentions (ABC's), seven demerits, or three detentions during an eight-week consecutive period, which starts when the first one is issued, he will receive an "after-school suspension," which is serving three detentions in a row, plus the original discipline for the last offense. This will follow notification of both the student and his parents. On those days, he may not participate in or attend any extra-curricular activity. After reaching these limits, the cumulative record will reset to zero. Behavior and academic records will be reset separately. If these limits are reached a second time, another "after-school suspension" will be served but will consist of four detentions plus the original. Upon a third suspension, his continued enrollment will be reviewed by the faculty. When a student indicates by his repeatedly poor behavior and attitude that he no longer wishes to remain at CLHS, and when this attitude is later confirmed by conference with the individual and his parents, the student will be asked to leave California Lutheran High School.

"The board of school trustees and all city boards of education shall have the power to suspend or expel students for misconduct when other means of correction have failed to bring about proper conduct" (Calif. Ed. Code 16071).

Class Dues, Meetings and Officers

Annual dues for each class are part of the registration fee and are non-refundable. Class officers should schedule or hold meetings or assemblies only with the advisor's prior consent and presence at the meeting. All class officers must maintain academic eligibility.

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Classrooms

Unoccupied classrooms will be locked. Students are asked to stand quietly near the classroom door if a teacher is delayed. Only water in non-breakable containers is permitted in the classrooms. Individualized classroom rules will be provided by the various instructors and should be followed respectfully.

Computer Room and Internet Use

Computers and the Internet are available to students for educational purposes. The computer lab is available for student use before school and after school. The lab is not available during lunch or study halls. All students will read and sign the Responsible Use Policy (available on the school website).

Student Internet activity may be filtered to prevent inadvertent access to objectionable material. Sites visited and search queries may be logged and reviewed. If a student inadvertently stumbles upon objectionable material, he should leave that website immediately and report the occurrence to the technology coordinator by the end of the school day in order to avoid the appearance of impropriety.

Dances

Prom: Seniors and juniors may bring dates to the prom dinner and dance. The dance following the dinner is open to all freshmen and sophomores. Those dates may be from any of the classes within the CLHS student body.

Prom is a very formal occasion, and students are asked to dress accordingly, reflecting also the Christian values of modesty and decency. A dress code for prom will be published by April. A random breathalyzer may be administered the night of the prom; this is a practice first implemented by the Student Council in the spring of 2010 in an effort to keep everyone safe and comfortable.

All School Dances: Students who have dates from outside the student body must receive permission from the superintendent or principal to bring those dates.

Specific guidelines regarding appropriate music, conduct, and supervision have been established for these dances and will be reviewed with the student body prior to each event. All music played at dances must be approved by the school administration in advance. DJ's for dances must also be approved by the administration.

Dress Code

Ours is a Christian school in which we train our students to live in the world and be lights, which reflect their Christianity to the world. I Corinthians 6: 19-20 states, "Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore, honor God with your bodies." We are further instructed in I Corinthians 10:31: ". . . whatever you do, do it all for the glory of God." Proper attire has a definite bearing in providing an atmosphere conducive to study and reflective of the Christian attitude. Students are asked to abide by the judgment of our school's faculty and staff at all school activities on or off campus in compliance with the following directives:

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1. Students are not to wear clothing or accessories (or display stickers) mentioning music groups, alcoholic or drug substances, weaponry, or any un-Christian concept.
2. Students may not wear sleeveless or backless (including cutouts) tops or dresses unless the entire top is covered by another opaque top that has sleeves.
3. Students are not to wear frayed or torn clothing. Midriffs should be covered.
4. Skirts and dresses must be at least knee length. Shorts must be neat and at least fingertip length.
5. Clothes which give the appearance of being undergarments may not be worn as outer garments.
6. Boys must not wear low-hanging pants.
7. Students must wear shoes or sandals (no slippers) on campus for health and safety reasons.
8. Flannel pants, sleeping attire, yoga pants and other tight-fitting legwear (unless covered by another layer) are not to be worn as daytime clothing.
9. Caps, visors, bandanas, hoods, beanies, or sunglasses may not be worn inside.
10. Any mode of dress that gives the appearance or impression of gang involvement should not be worn.
11. Students may not dye their hair to a color that is not a natural hair color. Hair must not hang in the eyes, and must be kempt. Extreme hair styles are not allowed.
12. Students may not have body piercings other than earrings; gauges and plugs are not allowed.
13. Getting tattoos is discouraged. If a student has one, it must be covered.

If there is a dress code infraction, the office will be informed, and the infraction will be included as part of the announcements at the end of the day. Consequences will be incurred in the following manner:

1st infraction: A warning is given to the student.

2nd infraction: A demerit is issued.

3rd infraction: A detention is issued.

4th infraction: A detention is issued; parents and student must meet with the principal.

A teacher may also decide to send a student to the office for a change of clothing. Students should note that the school's policy on the number of demerits and detentions also applies to dress code violations.

Dropping or Adding Classes

Adding or dropping classes requires written permission from the parent/guardian, the counselor, and the instructor, regardless of the age of the student. Students may drop a course without penalty through the second week of the fall or spring semester. Classes may not be changed after this period unless the decision to add/drop is initiated by the class instructor and the administration in consultation with the student's parents. If the student is allowed to withdraw from a course after the drop period, a grade of WP (withdrew passing) or WF (withdrew failing), depending on the student's grade on work due by the time of the drop, will be issued by

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the course instructor and placed on the student's transcript. For online courses, students may drop a course without penalty through the fourth week of the fall or spring semester.

Early Departure

Requests to leave campus for medical appointments should be presented in writing to the office a day in advance. A student who has received permission from the office to leave campus for a period of time during the school day must report to the office upon leaving and returning.

Students who have study halls the last hour of the day and are not involved in any after-school activities may obtain permission from the principal to leave school early on a regular basis. Before the principal will consider such a leave, parents must submit a written request (student release form). A student who is given permission to leave early must follow a specific procedure. He will remain in study hall until his study supervisor is informed by the office secretary that the student's transportation has arrived. Students who provide their own transportation are to report to the office immediately after their last class. After checking out at the office, the student must leave directly.

If a student must stay at school on a particular day and not leave early as usual, he must inform the office. If a student receives a detention, he must stay after school to serve it and will forfeit his early leave for the day.

The CLHS administration reserves the right to refuse or cancel any early leave if it is felt that the reduced study time negatively affects the student's academic performance. A student who has less than a 2.0 GPA will not be allowed to have an early leave.

Eligibility

CLHS maintains the following eligibility standards:

1. Students must maintain a 2.0 GPA to be eligible for extracurricular activities.
2. Eligibility will be reviewed at mid-term for those students who fall below the 2.0 average. Such students are ineligible for a four-week period. They are required to consult their instructors frequently during this time for academic assistance and make a diligent effort to improve.
3. If an ineligible student's grades have achieved the minimum standard at the mid-term review, his eligibility will be reinstated for the remainder of the term; this may happen only once a year.
4. If a student who regained his eligibility at mid-term becomes ineligible at the end of the term, the ineligibility will then last for a full quarter.
5. Returning students who finished the fourth quarter of the previous year with less than a 2.0 GPA are ineligible for the first four weeks.
6. If a student on academic probation has less than a 2.0 GPA at the mid-term of the first quarter, he will then become ineligible for the remainder of the first quarter. He may regain his eligibility at the end of the first quarter or even at the mid-term point of the second quarter.
7. After the grades have been archived, the school secretary will release information regarding eligibility status to the relevant counselors and the principal. The principal will consult with the athletic director. Together, they will determine the best method for

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notifying the student, coaches, and parents. An ineligible student may not participate in any extracurricular competition or performance until the counselor or coach receives official notification from the office that the student has regained eligibility.

8. Eligibility after first semester will be based on GPA for second quarter only; likewise, eligibility after fourth quarter will be based on GPA for fourth quarter only.

Fire and Earthquake Drills

Fire drills will be scheduled at varying times that will not be announced. When the fire alarm sounds, these procedures will be followed:

1. Students will exit the room in an orderly fashion in single file without talking.
2. The teacher appoints a student to lead the class to the nearest exit. The teacher ensures that the lights and HVAC are turned off, and that the classroom doors are closed (but left unlocked) after the last student exits.
3. Students will proceed to the outdoor basketball court, line up by class alphabetically, and the roll call will be taken by the secretary.
4. When the "All clear!" announcement is made, students will follow their teachers' instruction.

During an earthquake drill or at the first sign of ground shaking, the following action will be taken:

1. The teacher will order students to "Drop and cover." Students will take cover under tables, desks, or counters away from windows, shelves, heavy objects, or furniture that may fall. They should turn away from all windows and cover their eyes. In the chapel, shelter will be taken under the cushioned blue chairs.
2. In an area where no cover is available, students will move to an interior wall. They will turn away from windows, kneel alongside the wall, bend their heads close to their knees, cover the sides of their heads with their elbows, and clasp their hands firmly behind their necks. In the gymnasium, students should move to the locker room (southeast) wall and follow these steps.
3. In an outdoor area, students will move to an open space away from buildings and overhead power lines. They will lie down or crouch low to the ground.
4. Throughout the drill, students will remain silent and listen to instructions. They will remain in a sheltered position until the teacher asks them to evacuate the buildings.
5. During evacuation, students will leave buildings in single file (no running) and proceed quietly to the specified exit areas where roll will be taken by the instructor. Students will await instructions for further action.

Grading System Grade point averages will be calculated according to the following grading system:

A = Superior	4 grade points/ 5 for AP classes
B = Above average	3 grade points/ 4 for AP classes
C = Average	2 grade points/ 3 for AP classes
D = Below average, but passing	1 grade point/ 2 for AP classes
F = Failing	No credit
I = Incomplete	No credit until work is done

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An incomplete grade (I) will be used when a student has an excused absence for a certain period of time and is unable to complete the work required in a course by the close of a quarter or a semester. The grade will not be used to give a student an extension of time for work not completed by a given deadline when no excused absence has occurred. If this work is not done within the specified time, the grade on the assignment, test, or project will remain an I (0%). When the work is completed within the specified time, the earned grade will be entered into the grade book and a letter grade will be calculated for the term. Late penalties may be assessed at the teacher's discretion.

Honor roll candidates are determined quarterly. Grade point averages of 3.60 or higher are classified in the A honor roll. GPAs of 3.0 to 3.59 are in the B honor roll category.

The percentage grading scale generally used at California Lutheran is as follows:

100 – 97	A+	86 - 83	B	72 - 70	C-
96 - 93	A	82 - 80	B-	69 - 67	D+
92 - 90	A-	79 - 77	C+	66 - 63	D
89 - 87	B+	76 - 73	C	62 - 60	D-
				59-below	F

Gym and Weight Room

Unsupervised use of the gymnasium and/or weight room is not allowed. The weight room and gym may be available for use after school and in the evenings provided there are no school-related activities. A supervising member of the CLHS staff must be on hand for the hours of use and must communicate with study hall teachers. No outdoor street shoes or outdoor athletic shoes will be permitted on the gym floor.

The weight room and gym may be open during selected hours of the school day. Students' use of the facilities is contingent on their academic and behavioral performance as well as adequate adult supervision for that hour. Any music played is subject to the supervisor's discretion.

Homeroom

At homeroom time, students are to go directly and promptly to their assigned rooms and meet with their counselors for announcements and consultations. Attendance is required.

Illnesses During the School Day

If at any time a teacher feels that a student is too ill to remain in class, the student will be sent to the office and subsequently to a quiet area. Non-boarding students who are too ill to return to classes will be sent home. Students who are unable to make arrangements for transportation home must remain in this area for the remainder of the day, and they will not be permitted to participate in after-school activities that day or in the evening. These students may use the faculty restroom facilities without obtaining advance permission, but may not leave the area during lunch or after school to visit with friends. Students may not visit other students who have been excused for illness.

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Lockers and Locker Rooms

Each student is provided with a locker in which to keep books and personal belongings. Individual lockers must be kept closed throughout the day and locked only with the locks provided by CLHS. CLHS will not be liable for damage to or theft of items left outside the lockers. Students are responsible for keeping their lockers and locker areas neat, clean, and free of stickers and graffiti. For the safety and security of the students, lockers may be inspected by the administration at any time, without prior notification to students. A fine may be assessed for lockers and locks that have been tampered with.

Books and supplies must not be left in the hallways at any time before, during, or after the school day, unless in a backpack. Only backpacks may be stored on top of the lockers during the day, no loose items. (During chapel, lunch, and PE course, backpacks may be placed on the floor directly up against the locker out of the walkway.) Books, papers, etc. that are left outside the lockers after school will be confiscated by designated students. Students are advised not to keep valuable items in their lockers. Locker problems or thefts from the lockers should be reported to the office.

Our locker room facilities are utilized during P. E. periods, athletic practices, and games. Unacceptable locker room behavior will result in disciplinary measures. Students are expected to keep the locker rooms neat and clean. Athletic bags should be kept on the top of or inside the lockers. Loose items not kept in the lockers will be removed from the locker room. The use of locks (provided by the PE department) is encouraged. Students are not permitted to eat or drink in the locker rooms at any time. Violation of this rule may result in the loss of locker room privileges.

Lost and Found

CLHS is not responsible for items left anywhere on campus. Students must gain permission from faculty/staff before searching through the Lost and Found. They may also notify the office if an item has been lost. Items not claimed after a period of one month may be donated elsewhere. Access to lost and found is ten minutes prior to the beginning of the school day and ten minutes following the end of the school day.

Lunch

Hot lunches and/or salad bar are available for a modest cost. To help keep the cost low, we ask that students not share their purchased lunch with those who haven't purchased a lunch.

Lunches may be ordered a week in advance through an online form available to students through C-Hawk Central on Google Classroom. Lunch fees may be paid in the office or through the Vanco online giving platform on the school website. Dorm students have already paid for these lunches through the boarding fee.

Students may eat their lunches only in the cafeteria and picnic table area. Littering or throwing food during lunch will result in disciplinary action. Students will remain in the designated lunch area during lunch, unless given special permission by the lunch supervisor, so as to not disturb classes.

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Make-up Work

It is the student's responsibility to obtain any assignments (available on Google Classroom), quizzes, or tests missed while absent. All make-up work and tests are to be completed promptly. A student will be given a period of time equal to the time he was absent to finish his incomplete homework, quizzes, or tests. For example, if the student has been absent for two days, he will be given two days to make up his work. Students should consult with their teachers in advance of planned absences for their assignments. Late penalties may be assessed at the teacher's discretion.

Medications

All prescription and non-prescription drugs are to be brought to the school office at the beginning of the school day and may not be kept in a student's possession or stored in lockers. If it is necessary for a student to take the medication, he may request a pass to the office.

Office

Students are asked to enter and exit the office area through the front hall office door. Those who wish to speak with a teacher should first make their requests known to one of the office staff when she is available. Students are asked to show consideration for our busy office staff by limiting office visits. Students are asked to plan their office visits for the time available before school, during morning break, at lunch, or after school. Passes to the office for phone calls during study periods will not be issued unless an emergency situation exists. Normal office hours during the school year are from 8:00 A.M. to 4:30 P.M., Monday through Friday.

Pianos

The use of school pianos is available for use; however, priority will be given to those taking lessons. Food and drink are not allowed by the pianos. In order to obtain the key from the office, a student's ID or phone will be left for identification.

Public Show of Affection/Physical Contact

Couples who choose to spend time together are to conduct themselves in a Christian manner and in accordance with the guidelines given in the Scriptures. "You are not your own; you were bought at a price. Therefore, honor God with your body" (I Corinthians 6). Whether they are on campus, at Sunday worship services, at the dormitory, or at any athletic event or school-sponsored activity, young people should remember that as students at California Lutheran, their behavior and attitudes reflect on our high school, and that our Lord and others observe their manner of Christian conduct. Students will refrain from passionate embracing, kissing, or having bodily contact on campus. They are also forbidden to loiter in cars or around any campus buildings.

Report Cards and Progress Reports

Grades are always available online through the PowerSchool portal. Parents are encouraged to regularly check the progress of their child. Reports will be mailed at the end of each semester. Parents may also request a printed report card at the end of 1st and 3rd quarters.

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Saved to Serve Program

“Serve wholeheartedly, as if you were serving the Lord, not men” (Ephesians 6:7). As the passage above captures, CLHS students love their Lord because of His great love for them. CLHS students want to express their love and thanks to God for His great mercy, by serving others. *Saved to Serve* is a program run by CLHS, which stimulates the student body to serve others. Volunteer hours may be recorded on the Saved to Serve sheets available in the office and, upon submission, will be recorded by office secretary. Such hours may prove helpful to students as they apply to colleges and for employment.

Sexual Harassment

Sexual harassment is defined as any unwelcome sexual advance, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. It may also consist of a request for sexual favors, or consequences from the denials of such requests, which result in employment or grading decisions affecting that person or unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, or offensive work environment. Sexual harassment includes but is not limited to the deliberate making of unsolicited gestures or comments, inappropriate touching, or the deliberate display of offensive, sexually graphic material.

CLHS will not tolerate any sexual harassment of the students and/or staff members. Students or staff members who believe they have been subjected to sexual harassment or know of such an incident should promptly report such incidents to the administration. Appropriate disciplinary action will be taken, up to and including possible dismissal from school; offenders could also face criminal prosecution.

Student Academic Assistance

CLHS students are encouraged to request individual help whenever they have questions regarding their course work. Students requiring academic assistance should not hesitate to speak with their instructors regarding an available consultation time. Our teachers are ready and willing to help.

Student Council

Members of the council are elected by the students to plan, organize, and promote activities and programs involving the entire student body. They serve as representatives of the students in matters of concern between the respective classes. Additionally, they represent the student body in matters of concern with faculty or administration. Class officers may not be members of the student council.

As representatives of CLHS, student council members will want to be quality Christian leaders in and out of school. For this reason, student behavior which reflects badly on the council itself or which may harm the reputation and integrity of CLHS may be cause for a student’s removal from student council office. All student council members must maintain academic eligibility.

The student council will meet at predetermined times throughout the school year. A student council advisor will be present at student council meetings.

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Student Organizations

All student organizations are under the supervision of the school. No student organization or group of students may officially represent CLHS without permission of our school's administration.

Student Pregnancy Policy

It says in 1 John 1:9, "If we confess our sins, He is faithful and just and will forgive us our sins and purify us from all unrighteousness." In keeping both the Law and the Gospel in the forefront, and mindful of the individual student's well-being, as well as that of the school ministry as a whole, CLHS employs the following policy:

1. Students who become pregnant, or who participate in causing a pregnancy, will be counseled to speak with their pastor relative to their spiritual needs. The students will be asked to stay at home until a meeting is held with the student, parents, home pastor of the student, and disciplinary committee to review the situation. The purpose is to bring together all the parties who will be responsible for the continued physical and spiritual welfare of the students. Resulting consequences are to be viewed as part of a loving disciplinary and service plan, not as punishment, because Jesus has already been punished for all of our sins.
2. A proper Christian attitude of contrition, repentance, and forgiveness are to be evident through these discussions and in actions shown by the students. This being the case, the students involved may continue normal classroom participation. School administration, in consultation with the pregnant student, her parents, and her teachers, will determine an alternative academic plan when physical limitations prevent her from attending school.
3. A pregnant student may continue normal classroom instruction, but since the pregnancy creates some special concerns both for the student and the school, the student's involvement in extra-curricular activities and school-related public appearances (games, plays, concerts, graduation, etc.) will be suspended for one year (365 days) starting at the time the pregnancy is confirmed to the administration. At the end of the suspension, the administration, together with the student's parents and pastor will review whether it is advisable for the student to again take part in extra-curricular activities and appearances representing the school.
4. A male student at CLHS who is responsible for a pregnancy may continue normal classroom instruction. In order that his energies might be focused toward the priorities of education and Christian responsibility, the student's involvement in extra-curricular activities and school-related public appearances (games, plays, concerts, graduation, etc.) will be suspended for a period of one-year (365 days) from the time the pregnancy is confirmed to the administration. This suspension is to be viewed as a loving chastisement and in no way lessens the fact that forgiveness is present. At the end of the suspension, the administration will meet with the student's parents and pastor to review whether it is advisable for the student to again take part in extra-curricular activities and appearances representing the school.

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5. Should the pregnancy be terminated by an abortion, the students involved, parents, pastors, and administration will meet to review the situation. Expulsion will be administered by the CLHS administration.

Student Records

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law that protects the privacy of student education records. This law was most recently amended in January of 2009.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are referred to as "eligible students." Here follow the pertinent guidelines with respect to FERPA:

1. Schools are required to inform the parents of these rights each year. Including this text in the student handbook fulfills such an obligation.
2. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. This does not include teachers' personal notes about their students if these records are used only as a personal memory aid and are in their sole possession. Parents or eligible students can simply call the office to place such a request. Such a request to inspect the records should be met within a reasonable time, never longer than 45 days. We are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. A nominal charge for copies will apply.
3. Parents or eligible students have the right to request that a school should correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
4. Records will be made available to both parents, even in cases of divorce or single custody, unless otherwise directed in a written copy of a court order.
5. Directory information may be disclosed without requiring prior parental consent. Such information includes a student's name, address, email address, phone number, date and place of birth, field of study, sports activities, dates of attendance, awards received, photograph, and similar information. **Parents may submit a written refusal to allow the release of such information.** Such notice should be submitted to the office by the first full school day. This responsibility rests on the parents. Information about former students may be released without first trying to notify their parents.
6. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. The office manager will keep a log of all such requests. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

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- teachers and other school officials who have legitimate education interests
 - officials of another school in which the student seeks to enroll (provided the parents are notified)
 - with people for whom the information is necessary to protect the health and safety of the students or school community
 - a subpoena has been issued
 - in connection with financial aid for which a student has applied
 - in the event of a health or safety emergency
7. Student transcripts must be retained as part of the schools' permanent records.

Study Hall Rules

In order to foster and encourage the best use of his or her God-given time, students are provided with time set aside for undisturbed study. Study periods are class periods. Students are encouraged to use their study time wisely. Students should be aware of the following study period policies:

1. Study periods are to be devoted to quiet, independent academic activity.
2. Students are to be on time for study periods. Absences and tardies will be recorded as they are for regular class periods.
3. Seating may be assigned.
4. Students are to bring sufficient study or reading materials to last the duration of the study period. Permission to access lockers will be at the discretion of the teacher.
5. Students are not to leave their desks or speak without permission.
6. Piano practice rooms are available to student musicians by obtaining a key from the office. Students currently taking lessons have priority.
7. Study hall supervisors may issue passes to the computer lab when a teacher is present. If classes are being conducted in the computer lab, students will only be given permission if the instructor in the computer lab has given prior consent.
8. Electronic devices may be used at a teacher's discretion.

Tardiness

A student who arrives late for school is required to stop at the office with a written explanation of his tardiness before receiving a pass to enter a classroom. The principal will review the explanation and determine whether or not the student's tardiness is excused. A student arriving more than 15 minutes late will receive a demerit to be served that day. One "grace" tardy (15 minutes or less) per quarter will be allowed. Two free passes per quarter for traffic or automobile issues are also allowed.

After first period, a student who is delayed between classes and comes into a classroom must have a pass from a teacher. If a student is tardy and does not have a pass issued by a teacher, he may be given a demerit. A tardiness of more than fifteen minutes (with or without a pass) will be counted as an absence. When a student finds it unavoidable to visit the restroom

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between classes and may be late for the next class, he must ask the teacher for permission to use the restroom.

Telephone Calls

Calls of an urgent nature may be made from the school office under the supervision of the office personnel. Telephones on faculty desks, in individual classrooms, or in the faculty room are not intended for student use.

Phone messages will be given to students by office personnel. Please see “Cell Phones.”

Tobacco, Alcohol, and Drugs

Students are not permitted to possess or use tobacco, alcoholic products, illegal drugs, e-cigarettes, or vape products. Failure to comply with these directives will result in suspension or expulsion.

Under our Student Council’s direction in the spring of 2010, we began the use of a breathalyzer at the prom. As a faculty, we support the Student Council’s desire to have a breathalyzer available at school functions. Schools have a legal responsibility to reasonably ensure student safety at school events. This effort is not meant to be an invasion of privacy in any way; rather, it will be administered to students by a faculty member based on a student’s actions. If a student fails the test, the parents will be contacted to take the student home. Further disciplinary action will be handled by the Discipline Committee.

Upper Level Classes

Due to the regimen of certain classes, some prerequisites exist in the Math, Science, foreign language, and AP courses. Students must have the endorsement of the teacher in order to participate in these upper level classes.

Visitors

Students may bring guests who are prospective students to our school, but permission should be obtained from the principal at least one day in advance. Alumni are welcome to visit students during the lunch hour. Guests must inform the office staff when they arrive and receive a visitor pass. While at our school, visitors are expected to remain with their hosts and to comply with all school and classroom rules, including the dress code.

Worship Services

In line with Hebrews 10:25, we encourage each other not to give up meeting together, but to use every opportunity in CLHS worship services, in their churches, in our classes, in our devotions, in our singing, and in our daily conversations to let the Word of Christ dwell in us richly. Come, let us worship the Lord!

All policies contained in the California Lutheran High School Student Handbook are subject to administrative revision during the course of the school year.

Revised 6/2021