

# Saxony Lutheran High School



Student Handbook  
2018-2019

*Sharing Christ...Shaping Lives*

## MISSION STATEMENT

*Saxony Lutheran High School exists to center students on Christ and God's Word, to strive for excellence in all phases of education, and to prepare students for a life of Christian discipleship using God's Word as their guide.*

## CORE VALUES

*“For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life.” John 3:16*

The core belief of Saxony Lutheran High School is a firm belief in Jesus Christ as our Lord and Resurrected Savior. This core belief establishes for Saxony Lutheran these core values:

### CHRISTIAN CHARACTER

SLHS trains and develops Christian leaders for a lifetime of service. Each student is encouraged to explore his/her unique gifts. Positive peer and adult influences continue to foster this exploration.

*“Train a child in the way he should go, and when he is old he will not turn from it.”  
Proverbs 22:6*

### DISCIPLESHIP

SLHS provides purposeful opportunities for students to practice and show their Christian character and share their gifts with others. There is regular encouragement and motivation for students to use their gifts to the fullest and to the glory of God.

*“In the same way, let your light shine before men, that they may see your good deeds and praise your Father in heaven.”  
Matthew 5:16*

### EXCELLENCE

SLHS is a Christ-centered school. A high quality education is provided by our staff. This value drives all academic and extra-curricular activities. We strive to provide students with the facilities and resources necessary to achieve an exemplary education.

*“Whatever you do, work at it with all your heart, as working for the Lord, not for men.”  
Colossians 3:23*

### COMMUNITY

SLHS furthers the ministry of area churches, especially the Lutheran Church – Missouri Synod congregations and their respective schools. We strive to empower all who value a Christian education to attend our school regardless of financial circumstance. A safe, nurturing Christian environment is provided for all who enter our doors. Lasting partnerships are developed by providing service to and with others.

*“For we were all baptized by one Spirit into one body – whether Jews or Greeks, slave or free – and we were all given the one Spirit to drink.”  
1 Corinthians 12:13*

## STATEMENT OF BELIEF/PHILOSOPHY

*“Train up a child in the way he should go; even when he is old, he will not depart from it.”  
Proverbs 22:6*

We believe that the Christian Gospel proclaims the suffering, death, and resurrection of Jesus Christ, and guarantees the believer eternal life. Since the Gospel message affects all aspects of life, it is essential to apply it to all areas of the student’s physical, social, mental, and spiritual life.

With the universal Christian Church, The Lutheran Church-Missouri Synod teaches and responds to the love of the Triune God: the father, creator of all that exists; Jesus Christ, the Son, who became human to suffer and die for the sins of all human beings and to rise to life again in the ultimate victory over death and Satan; and the Holy Spirit, who creates faith through God’s Word and Sacraments. The three persons of the Trinity are coequal and coeternal, one God.

At Saxony Lutheran High School, we accept and preach the Bible-based teachings of Martin Luther that inspired the reformation of the Christian Church in the 16<sup>th</sup> century. The teaching of Luther and the reformers can be summarized in three phrases: Grace alone, Faith alone, Scripture alone.

We believe that Saxony Lutheran High School has Christ as the focal point of its educational process (Is. 54:13). We believe that Saxony Lutheran High School is a mission agency in our community (Matt. 28:19-20). We believe that we must hold steadfast to the doctrine of our parent body, The Lutheran Church-Missouri Synod. We believe that both the future of the church and the country lie in the hands of our children. Therefore, we believe our school is one of the best agencies to develop in children the necessary skills and attitudes that will make them responsible citizens of our community, and to teach them their proper relationship with God and each other. We believe that God Himself has commissioned us through His Word (Deut. 6:6-7).

### **Statement of Belief on Forgiveness and Conduct**

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11).

We believe that every person must be afforded compassion, kindness, love, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Saxony Lutheran High School.

### **Statement of Belief on Marriage, Gender, and Sexuality**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one’s biological sex is a rejection of the image of God within that person.

We believe the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity occur outside of marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

We believe that in order to preserve the function and integrity of Saxony Lutheran High School as the local Body of Christ, and to provide a biblical role model to the school's members and the community, it is imperative that all persons employed by Saxony Lutheran High School in any capacity, or who serve as volunteer, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).

## THE HANDBOOK

As a student of Saxony Lutheran High School, you are responsible for knowing the material found in this handbook. It contains guidelines and regulations covering many phases of student life. These are general school guidelines. Some teachers may have additional classroom guidelines as well. These are meant to contribute to your success and happiness as a student and to a well-functioning student body. Parents and students should read the handbook and consult the principal if any questions arise.

### ACADEMIC INFORMATION

#### Graduation Requirements

English	4.0 credits	Practical Arts	1.0 credit
Math	3.0 credits	Science	3.0 credits
Social Studies	3.0 credits	Fine Arts	1.0 credit
Physical Education	1.0 credit	Electives	6.5 credits
Health	0.5 credit	<b>Total</b>	<b>23.0 credits</b>

In addition to these credit totals, each student is required to be enrolled in a religion class every day they are a student at Saxony. Students are required to perform sixty clock hours of volunteer during their time at Saxony. These requirements are solely for graduation from Saxony Lutheran. Some colleges/universities may require additional course work for admittance. Each student should check with college admissions offices to verify their current standards.

#### Grading

		Grade Points			Grade Points
A	96-100%	4.00	C	77-79%	2.00
A-	92-95%	3.67	C-	74-76%	1.67
B+	89-91%	3.33	D+	71-73%	1.33
B	86-88%	3.00	D	68-70%	1.00
B-	83-85%	2.67	D-	65-67%	.67
C+	80-82%	2.33	F	0-64%	.00

#### Grade Point Average (GPA)

Grade point average is determined by adding all earned letter grade point values and dividing this total by the number of credit units completed and graded. Normally, grade point average is computed to the nearest one-hundredth of a point.

#### Class Rank

It is the policy of Saxony not to rank students by GPA or any other method. This policy is clearly stated in the school profile, which is included with every transcript sent. A table of GPAs by group is also included on the profile.

Beginning with the Class of 2017, Saxony will only designate class valedictorian(s). There will be additional recognitions based on cumulative grade point average. Beginning with the Class of 2020, valedictorian honors will be discontinued.

## **Honor Roll**

Honor Roll with High Distinction	GPA of 3.75 – 4.00
Honor Roll with Distinction	GPA of 3.50 – 3.74
Honor Roll	GPA of 3.25 – 3.49

Junior and senior students may be eligible candidates for the school's chapter of the National Honor Society. Freshmen and sophomores may be eligible candidates for the school's chapter of the Beta Club. Honor Roll will be awarded two times in the school year, once at the end of each semester.

## **PlusPortals**

Each family is enrolled in an online program called PlusPortals. This webpage is updated regularly by teachers to communicate student grades and progress in class. Other valuable information can also be found on this website.

## **Progress Reports**

At mid-semester, teachers will issue statements of progress to students who are performing below a C average. These will be electronic in format on PlusPortals. These can be mailed home upon request.

## **Report Cards**

Report cards are issued two times per year. During the first and third quarters, these will be electronic in format through PlusPortals. These can be mailed home upon request. All report cards will be mailed home at the end of the semester. Parents and teacher are encouraged to communicate throughout the school year. Parents who desire to have a conference with a teacher should contact the teacher through the school office or email to arrange a meeting. Student-led Conferences will be scheduled during the month of October.

## **Finals**

Finals are given at Saxony Lutheran High School each semester. These finals are cumulative in nature and will make up fifteen percent of a student's overall grade.

## **Finals Exemption**

Seniors who maintain a B- average or higher in any class second semester are exempt from taking that final. The teacher, who has the final discretion of exemption status, must approve this exemption. This exemption is only for seniors during their second semester finals.

## **Academic Watch**

Students who receive a failing grade (F) at the end of a quarter will be placed on academic watch and a parent-teacher conference will be required. Normally such watch will be for the following quarter. If a student is placed on Academic Watch for two successive quarters, a parent-teacher-administrator conference is required.

## **Incompletes**

An incomplete (I) in any course must be removed within three weeks after the close of a quarter. The principal may extend this time for unusual circumstances. Incompletes are permitted only when a student has a valid reason for not completing work within the required time.

## **Transfer of Credit**

Transfer credits from other schools will be placed on the Saxony Lutheran transcript using the current Saxony Lutheran grading scale to calculate GPA. If you have questions about how a course will be recorded, please speak with the School Counselor.

## **Transcripts**

A transcript is the permanent cumulative record of each student's academic performance. It includes a listing of all courses, with grades, a student has taken. Upon student or parent request, the transcript may also include the student's scores from such tests as PSAT, ACT Aspire, and ACT. Requests may be using the online Parchment service.

## **Student Files**

Student files generally contain up-to-date academic, testing, health and progress records and are confidential. Parents or students over 18 year of age may review their files in the presence of a school official. Educational records can be sent to another educational agency without a parent signature (Federal Law 99.31). Records can be released to other agencies with consent of parent and/or student of legal age. Copies of transcripts for college admission, job application, etc., may be requested from the school office. Please use the Saxony Transcript Release Form to request transcripts.

## **Physical Examination & Immunizations**

A physical examination form is available at

[https://www.mshsaa.org/resources/pdf/PrePartPhyEval\\_3314v2.pdf](https://www.mshsaa.org/resources/pdf/PrePartPhyEval_3314v2.pdf)

For those who wish to participate in athletics and is to be submitted before the first day of practice. A written verification of immunization records will be required to comply with state law. According to state law, students whose immunization records are incomplete or missing cannot attend classes. All students planning to participate in athletics will be required to submit a new completed Athletic Form verifying a physical exam completed on or before February 1 of the previous school year.

## **Eligibility Policy for Activities**

A student must be in good standing in order to participate in any extracurricular activities.

To be eligible, a student must maintain a grade point average (GPA) of 2.0 or higher. Please note the following guidelines:

- ❖ Academic study is the primary emphasis within the Christian education program at Saxony Lutheran High School.
- ❖ Participation in co-curricular activities is a privilege and is based on satisfactory class work.
- ❖ Failure to meet this minimum may make the student ineligible for interscholastic competition or activity for a semester. The student has this time period to achieve passing grades and/or the required GPA.

## **Academic Probation**

Students who do not meet the above eligibility requirements may request to be put on Academic Probation for one semester. The requirements for Academic Probation include:

- ❖ The student must have passed all courses the previous semester.
- ❖ The student must have earned a GPA of at least 1.75 for the previous semester.
- ❖ The student and parent(s) must schedule a meeting with the principal or counselor to request Academic Probation. This meeting should take place during the first two weeks of the semester.
- ❖ The student's grades will be reviewed every two weeks. The student must be passing all courses with a GPA of at least 2.00 to participate in activities for the following two weeks.
- ❖ The coach or sponsor of the activity will be informed of the Academic Probation status.
- ❖ Academic Probation may be used for one semester only during the high school years.

### **Eligibility and Attendance**

The student must be in attendance at school prior to Period 4 the day of a practice, contest, or performance in order to participate unless the activity falls on a Saturday, a holiday, or a day in which school is not in session or the activity is part of a class. Exceptions to this rule include, but are not limited to, doctor's appointment, funeral in the family, and college visits and must be approved by the principal preferably in advance.

No student will be permitted to miss instructional time for a non-academic activity if in the last grade reporting period (last two weeks) they have an average below a C- in all of their classes combined or if they have a failing grade in ANY of their classes.

Students must be in compliance with Saxony's eligibility requirements as presented and with the following MSHSAA requirements:

"A student in Grades 9-12 must have earned, the preceding semester of attendance, a minimum of 3.0 units of credit or have earned credit in 80% of the maximum allowable classes in which a student can be enrolled in the semester, whichever is greater, and shall currently be enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater, or a student must be enrolled in a full course at his or her level in a special education program for the handicapped approved by the Missouri State Department of Education which, though ungraded, enrolls pupils of equivalent age, and that student must have made standard progress for his or her level the preceding semester. A beginning 9<sup>th</sup> grade student shall have been promoted from the 8<sup>th</sup> grade to the 9<sup>th</sup> grade for first semester eligibility. A student must be making satisfactory progress toward graduation in accordance with Saxony school policy."

## **GENERAL INFORMATION**

### **Chapel**

An important part of life at Saxony Lutheran High School is attendance at morning chapel. It has been designed for your spiritual growth, to provide a place for spiritual fellowship with the rest of the school family on a regular basis. We strive for reverence in and for chapel as one of Saxony Lutheran High School's traditions. We ask that you maintain a quiet and reverent attitude from the time chapel begins until the time it ends. You are discouraged from visiting, whispering, or inattentiveness while you are in chapel. Every student should be present at every devotion time unless excused.

### **Small Groups**

Small Group Ministry is a program designed to empower student to lead and to be led in devotions, prayer, and fellowship activities. As with chapel, every student should be present unless excused.

### **Winter Weather Information**

When it comes to the cancellation of school, we will attempt to make that decision as early as possible for everyone's safety and convenience. In making that decision we will always err on the side of safety for our families. Since the weather can vary greatly across the Saxony attendance area, if we have school but you feel it is unsafe for your student to come to school because of weather related road conditions, please keep them at home. Just call the office to let us know and the absence will not be counted against your student. The safety of all of our students and families is a top priority for Saxony. If we cancel school it will be announced through the various media outlets in our area. I would recommend that you get the Saxony School Way app and /or sign up for notifications from KFVS12 or the Southeast Missourian. We will send information through Plus Portals as well. Weather conditions could also be such that we would



have a delayed start. If we have a delayed start it will be a two hour delay and school will begin at 9:55 with homeroom. There also could be occasions where we would dismiss early. If that occurs, we will make every effort to make that decision in a timely manner that allows for the safe transportation home for everyone.

### **Communication**

**Saxony Lutheran High School values communication among parents, students, and school. Our primary mode of communication is electronic, particularly email. Saxony students are expected to activate their school-provided email account and to check that account at least daily. Parents are strongly encouraged to activate their PlusPortals accounts using an email address that they check regularly, and to have this email address listed in their student's records. Saxony and its teachers will use email to:**

- **Notify students and parents of academic, attendance, and discipline issues**
- **Update parents of classroom activities and assignments.**
- **Inform students and parents of situations that arise at short notice, such as an emergency or weather-related concern.**
- **Send regular newsletters and other updates to families.**

**If parents do not have regular access to email, they may request notices and information be sent through US Mail. Please make this request in writing to the school office.**

### **Closed Campus**

Saxony Lutheran High School is a closed campus. This means students may not leave school before designated closing times without permission from the school office. Students who arrive by car should, upon arrival, come into the building. Students are not to leave the campus or return to any vehicle after arrival unless specific permission is obtained. There is to be no loitering in or around parked cars before or after school.

### **Vehicles**

Students who use motor vehicles for transportation may NOT use them during the school day, including the noon hour. Excessive speed and noise is prohibited on campus. Students failing to observe good and safe driving procedures will not be permitted to bring their vehicles onto school property. All motor vehicles used by students must be registered in the school office.

### **Visitors**

Visitors are welcome at Saxony Lutheran High School. If you plan to bring a visitor to school, you are to request permission from the principal at least one school day before the visit. You are to register any guests at the office before you take them to any classes. Each guest will receive a "Guest" badge from the office upon signing in. (Guest registration for a school social activity is also required.) Your guest must follow your schedule and the general school guidelines.

## **DRESS CODE**

**ALL STUDENTS ARE TO BE COMPLETELY DRESSED AND IN DRESS CODE UPON ENTERING HOMEROOM IN THE MORNING, AND CONTINUING UNTIL 2:50 PM.** The school administration reserves the right to deem clothing inappropriate or immodest at its discretion.

**SHIRTS:** ALL tops must bear a Saxony Lutheran logo and can be purchased from one of the area suppliers (ID Elements - Jackson, Guy's Big and Tall - Cape, CS Printing – Cape, The Printing Company – Cape, h Squared - Perryville and SEMO Sports and Specialties - Jackson). All shirts purchased from

these suppliers will be long enough to be tucked in. Long and short-sleeved polo shirts, long and short-sleeved Oxford shirts, in solid navy blue, vegas gold or white will be worn. T-shirts and sweatshirts may also be worn in solid navy blue, vegas gold or white. Students may also wear a micro-fleece quarter zipper pullover in either navy blue, vegas gold or white. Shirts that are visible must be in the above colors.

**PANTS:** Any type of jeans or pants may be worn with the following restrictions. No low-rise or 'hip-hugger' pants may be worn. All pants shall be solid in color. No tight-fitting, shiny, leather or leather-like material may be worn. Belts will be worn with pants that have belt loops. Ankle slits may be no longer than two inches. Pants must be hemmed and may not be torn or frayed.

**SHORTS AND SKIRTS:** Shorts and skirts must reach the point measured by a dollar bill placed lengthwise at the shorts hem, which also must touch the top of the kneecap. Cutoffs and sports shorts are not allowed. All shorts shall be solid in color.

**TEAMS AND ORGANIZATIONS:** Dress on game or performance days only with team-approved apparel. All members of the team or organization must wear team-approved apparel and must have the Saxony student cross logo.

**JACKETS AND HOODIES:** Only Saxony Letter Jackets or jackets and hoodies with the Saxony logo may be worn in class and must be navy, vegas gold, or white. Traditional or updated student logo will be accepted.

**SHOES:** Sensible shoes and sandals must be worn at all times. For safety reasons, no flip-flops may be worn. Shoes must have backs, straps, or other means of staying in place. Shoes with laces must be laced up and tied.

**ATTIRE FOR SCHOOL-SPONSORED ACTIVITIES:** Attire at both on-campus and off-campus activities must be appropriate and modest. This includes athletic events, dances, etc.

**DRESS DOWN DAYS:** Dress-down days are a privilege, not a right to dress any way one chooses. Attire for dress-down days must be neat, clean and modest. Only Saxony related t-shirts (for example: sports, organizations, 'Stronghold', etc.) are allowed. All shorts must meet the dollar bill test in the front, back, and on the side.

***General:***

- Caps and hats are to be removed indoors.
- Hair must be kept neat and well groomed. Hair length must not touch the shoulders or cover the eyes for boys. No hairstyle that causes undue attention will be allowed. (This includes ponytails for boys)
- Facial hair is prohibited. Sideburns may not be below the ear lobes.
- Earrings are not permitted for boys. Girls may only have their ears pierced.
- Tattoos should not be visible when wearing the standard school uniform.

***Violations:*** Violations of the dress code, or the spirit thereof, will result in any or all of the following:

- Student may be sent home to change into proper attire.
- Dress-code shirts will be kept in the school office and a \$1.00 fine will be assessed for their use.
- Detention may be issued to the student.

NO EXCUSE IS ACCEPTABLE FOR NOT BEING IN COMPLIANCE WITH THE DRESS CODE. Students are responsible for the decisions they make. Confrontation and conflict are avoided by not doing or wearing what is excessive or questionable.

### **Public Display of Affection**

In keeping with Christian principles, all students are to display a genuine concern and care for others. However, it is important that at school and at school activities we avoid public displays of affection that are offensive or distracting to others. Holding hands is acceptable behavior but not in class or chapel.

### **Hall Passes**

With exception of the time between classes, all students in the halls during school hours are to have a pass. Students without an approved pass are subject to detention.

### **Field Trips**

Teachers who take students/classes on field trips will require permission slips from parents. In case of emergency, medical treatment may be warranted. The field trip permission slip will request authorization to have a student treated at a medical facility when a parent cannot be contacted.

### **After School Hours**

Students who are not involved in after school activities are to leave the building as soon as possible after dismissal. Students in the building waiting for transportation are to be in the Commons area.

### **Assemblies**

On occasion, guest speakers and groups are scheduled to bring information, entertainment or cultural enrichment to the school. All students are required to attend such assemblies.

### **Lunchroom**

Eating is restricted to the lunchroom or other designated areas. No eating is to be done in classrooms, restrooms, hallways or outside the building, except in the designated outdoor seating area. Students are to display proper manners at all times. At the end of each meal, each student is responsible for proper disposal of his/her trash. After disposing of trash, each student is to remain seated in the Commons area. Students are allowed to use clear plastic containers with lids for water during the day. Acceptable water bottles include those purchased through the Student Council or disposable containers with lids.

### **Lost and Found**

The school is not responsible for any lost or stolen articles. The school office will store lost articles in the basket located by the front entrance. Any unclaimed items will be disposed of at the end of each quarter.

### **Lockers**

All books and bags should remain in your locker, neatly enough that your locker door can close easily. Any books and/or bags left on the floor in the hallway will be taken to the office. Corridors will be locked at 4:00 pm so any needed items should be taken out of your lockers beforehand.

### **Skateboards**

Students are not to ride skateboards on school property. This includes before, during and after school.

### **Radios and Electronic Devices**

Students are not to use radios, CD players, pagers, cellular telephones, laser pointers, or other personal gadgetry starting with homeroom through the end of the school day. Phones, etc., used during the day will be confiscated and detention will be assigned. E-Readers are allowed in the classroom pending teacher approval and the student's adherence to the technology acceptable use policy.

### **Care of School Facilities**

Saxony Lutheran High School was established and is maintained by the efforts of many people. This includes area congregations, parents of students, and many friends of the high school. The school in this sense belongs to everyone associated with it. The costs of operating the school and making necessary repairs also are shared by all these individuals. This school is a gift of God and everyone is expected to treat it as such.

### **Telephone Use**

Students may use the office telephones at the discretion of the teaching staff. There will be no passes issued to class by the office staff. Calls are to be brief so that incoming calls are not interrupted. In cases of dire need, the office staff will relay messages to and from the student's family. All students are reminded to make their plans in advance to avoid the need to make excessive phone calls. Parents are not to communicate with their children by use of cell phone during school hours.

## **ATTENDANCE POLICY**

Attendance and punctuality are key factors in being a successful student. The student is responsible for his/her attendance and punctuality. Students who come to school late (see below) must sign in with the school office. Students who leave school early should also sign out with the school office.

The following policy encourages a minimum of absence and tardiness. This policy disallows academic credit in classes where a student has more than ten (10) absences per semester.

- ❖ Students will be advised when they have been absent seven (7) times and again when they have been absent eleven (11) times and have lost academic credit.
- ❖ This policy applies to all absences except for school-sponsored or school-authorized activities.
- ❖ A student's parent should report each absence to the office via phone or email no later than 8:00 a.m. on the day of the absence in order to establish that the student is not truant.
- ❖ Students with specific health problems must make sure that chronic health-related problems are on file with the school office if such health-related problems are to be considered in a possible review situation.
- ❖ It is recommended that documentation be given to the office any time it is available and as soon as possible. Official documentation or methods for verification of the following may be required:
  - Doctor's or dentist's visits
  - Hospitalization
  - Medical treatments or professional care due to serious illness
  - History of chronic health problems
  - Funerals
  - Court hearings
  - Personal calamities (fire, flood, etc.)
  - Non-school activities that have been approved by the principal before the absence
  - College visits

### **Lates**

Students should be in their homerooms when the bell rings or they will be counted as late. If a student is late for chapel, he/she must report to the school office to sign in and obtain an admission slip before going to class. Each student will be forgiven four (4) lates per semester. If a student arrives at school late, a parent must contact the school office or provide a note.

Consequences for four or more lates per semester will result in the following:

- 5-6 Single detention each
- 7-8 Double detention each
- 9+ Saturday detention (at the cost of \$30 to pay for a monitor) or In-School Suspension as determined by administration

### **Class Tardies**

If a student is tardy to any other period of the day, it is his/her responsibility to obtain a written excuse. Each teacher will inform his/her students of expectations for prompt classroom attendance and what constitutes tardiness. Each student will be forgiven four (4) tardies per semester.

Consequences for four or more tardies per semester will result in the following:

- 5-6 Single detention each
- 7-8 Double detention each
- 9+ Saturday detention (at the cost of \$30 to pay for a monitor) or In-School Suspension as determined by administration

### **Absence - Excused**

Class absences are greatly discouraged because, even when excused, they bring consequences that are the student's responsibility to cover, including the following:

- ❖ A legitimate excuse must be provided for each class absence.
- ❖ Each student remains responsible for knowing and/or making up the work of a class missed.

### **Absences - Unexcused**

Unexcused absences will be dealt with as follows:

- ❖ No credit will be given for daily class work missed due to an unexcused absence.
- ❖ Students who are truant, upon return to school, may be placed in in-school suspension or out-of-school suspension. Designated make-up work may be required.

### **School Closing**

When inclement weather conditions occur, the administration will contact the local television and radio stations, specifically KFVS-TV (channel 12) and the River Radio Group, which includes stations KEZS 102.9 FM, KZIM 960 AM, KCGQ 99.3 FM, KGKS 93.9 FM, and KGIR 1120 AM. You may also sign up for text alerts through the Southeast Missourian or KFVS text alerts as well. You may also add our SchoolWay app to your smart phone to receive text alerts.

Saxony Lutheran High School covers a wide attendance area and weather conditions can vary a great deal. If school is in session and you do not think your student(s) can safely be transported to school, please keep them at home and notify the school office. The student(s) will be responsible for makeup work, but the absence will not be counted against their attendance.

On days when classes are cancelled due to inclement weather conditions, the administration, after reviewing weather/road conditions and consulting activity sponsors, will decide if evening activities can be held.

### **Appointments - Illness - Medication**

Dental and doctor appointments should be made outside of the instructional part of the school day. Parents and students are asked to schedule appointments so that the same course is not missed repeatedly. When ill at school, the student should report to the school office. Any medication prescribed by a physician or OTC drugs to be taken at school should be brought to the office with an explanatory note signed by a parent.

## DISCIPLINE POLICY

The purpose of applied discipline is to assist each student in developing self-discipline necessary to function appropriately in all personal and social relationships. The standard for discipline is based on the Word of God and commonly accepted social behaviors. Students are subject to the supervision and discipline of all school personnel at school and at school activities as set forth in school policies and expectations. Offensive, sinful conduct, which tends to bring public discredit to the school, is unacceptable at any time through any method. In such circumstances, it may be appropriate that a student remain after school or be deprived of certain school privileges, which may include suspension and/or complete removal from school because of the seriousness of the infraction.

### Basic Principles

- ❖ A positive school/classroom is important for both teacher and student success.
- ❖ The teacher is responsible for creating a positive classroom environment. Students are expected to respond positively.
- ❖ Positive student behavior should be recognized and acknowledged as often as possible.
- ❖ Punishment for infractions is needed but it will be consistently and quietly administered.

### Acceptable Behavior

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

- ❖ Follow classroom/activity rules and procedures as directed by the teacher or supervisor.
- ❖ Be seated and ready to work when the class/activity is to begin.
- ❖ Respect and be polite to all people.
- ❖ Respect the property of others, the school and the community.

### Unacceptable Behavior

Examples of behavior that warrants disciplinary action include, but are not limited to:

Disrespect	Fighting	Insubordination
Loitering	Theft	Violent behavior
Obscenity	Cheating	Vandalism
Tobacco use	Truancy	Lying
Possession of unlawful drugs and/or mood-altering substances		
Possession of firearms and/or other weapons		

Unacceptable behaviors will be addressed in any of the following manners, to include but not be limited to:

- ❖ The teacher will verbally address the student to correct his/her behavior.
- ❖ Teachers may temporarily remove students from a classroom or an activity for disruptive behavior. The teacher will meet with the student privately to discuss the behavior problem. Parents will be contacted by the teacher as necessary and a conference may be scheduled.
- ❖ The teacher may issue a detention.
- ❖ The teacher will refer the student to the principal, as appropriate.
- ❖ Unacceptable behavior may result in the loss of any elected or appointed leadership position.

### Administrative Action

Administrative action may include one, any, or all of the following (appropriate discipline will be applied at each level):

- ❖ Conference with the student
- ❖ Conference with the student and parent contact.
- ❖ Conference with the student, parent and staff member.
- ❖ Conference with the student, parent and staff members involved. This conference may result in probation or recommendation for expulsion.

The administration is charged with making decisions regarding application of disciplinary action. The principal reserves the right to contact the student's parents and/or pastor, as appropriate in each case. Only the principal may suspend, place on probation, or recommend expulsion for a student. He may, in his absence, delegate authority to suspend a student to his designated representative.

### **Definitions of Consequences**

Detention: The principal and faculty may assign detentions to students for violations of school rules. Detentions will be issued at the discretion of faculty members. Detentions are 40 minutes and are served on Thursdays. Students and parents will be notified in advance of school-assigned detentions. Service jobs or written work may be assigned by the supervisor. If a student must ask for a change of date for an assigned school detention, the request must be made to the principal no later than before school begins on the day of the assigned detention. Work schedules, extra-curricular activities, and athletic practices are not valid reasons for requesting a change of date for detentions.

Double Detention: Two separate 40-minute detentions.

Saturday detention: A detention given on Saturday mornings from 9 a.m. – 12 p.m. Students are to pay \$30 for a monitor, due upon arrival.

Parents will be notified when a detention is missed and given the dates of the double detention and/or Saturday detention.

Students who are repeat offenders will be considered for suspension. The second suspension within a semester will result in disciplinary review and possible recommendation for expulsion.

Teachers may assign their own detentions for classroom rule infractions. Teacher classroom rules apply to teacher-assigned detentions.

In-School Suspension: The student will be isolated from the student body but will be supervised. The student will complete classwork during in-school suspension.

Probation: A student is placed on prescribed expected behavior for a period of time. Violation(s) of these prescribed behaviors will result in recommendation for expulsion. A probationary period will normally be for nine weeks. The probation may also be specified for the remaining portion of a school year. A student may not participate in extra-curricular activities while placed on probation.

Suspension: A student is separated from the school for a period of time not to exceed ten consecutive school days. During that time, the student cannot receive credit, cannot participate in extra-curricular activities, and may not be on school grounds or at school activities.

Expulsion: A student is removed from the school for the remainder of the semester, plus a minimum of one additional semester. During that time, the student cannot receive credit, cannot participate in school activities and may not be on school grounds. Removal from school does not mean the student involved is not forgiven. Rather, it is intended to emphasize the seriousness of the offense for a Christian school setting.

### Procedure for Expulsion:

1. The principal will send the parents written notice of the intended expulsion. This notice will include reasons for the intended expulsion.
2. Upon request, the student and parents will have an opportunity to appear before the principal to question the action or explain student behavior. This hearing must be held within 5 days of the notification to expel.
3. The administrator will refer his recommendation to the Executive Board for final action.

### **Appeal Procedure**

A student who has been expelled may appeal the expulsion. The student and his/her parents must submit a written request to the Executive Board stating reasons for reconsideration. A letter of appeal to the Executive Board should be submitted to the principal who will schedule it for review.

### **Harassment Policy**

It shall be the responsibility of all members of the Saxony Lutheran High School family (students, teachers, parents and staff) to respect the rights, feelings and sensitivities of others and accept one another as of equal value in the sight of God in the spirit of Christian love, even as Jesus Christ first loved us and gave His life for the sins of all mankind.

Saxony Lutheran High School will not tolerate any harassment of any person by any staff member or student relating to the person's sex, race, color, religion, age or disability. The term "harassment" includes but is not limited to slurs, jokes, unwanted touching, and other verbal, graphic, or physical conduct relating to an individual's sex, race, color, religion, age or disability.

Those individuals who believe that they have been a victim of any type of harassment or discrimination should immediately report in confidence to any administrator, counselor, teacher or coach.

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

### **Bullying Policy**

Saxony Lutheran High School is committed to maintaining a learning environment that is free of any form of bullying or intimidation by students towards school personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Saxony Lutheran High School forbids bullying because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs.

Bullying is the intentional unwanted and repetitive action by an individual or group of individuals to inflict physical, emotional, or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

- Repeatedly communicates with another by any means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Saxony Lutheran High School will investigate every bullying complaint thoroughly and promptly. All



investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know.

Students who are found to have violated this policy will be subject to appropriate disciplinary action will be taken, up to and including suspension and expulsion.

### **Weapons Policy**

Students are not permitted to have, carry or display weapons (or look-alikes) on the school property at any time. A weapon (or look-alike) is defined as “a device or instrument designed or used as a means of inflicting bodily harm on another person.” Common examples of weapons are firearms, knives, clubs, and explosive devices. This list is not all-inclusive. Violation of this policy will result in suspension from school for up to ten days and is subject to expulsion from school.

### **Controlled Substance Abuse Policy**

A student who violates the controlled substance policy at school or at school activities (possession, use, being under the influence of, or transfer of any stimulating, depressing, or behavior-altering substance without a medical prescription, including any form of hallucinogenic drug, marijuana, tobacco or alcohol), is subject to expulsion from school. A student found to be in violation of the controlled substance abuse policy has the opportunity to avail himself/herself of a clinical evaluation by a licensed physician or chemical abuse counselor and must participate in the prescribed or appropriate treatment program. Continued enrollment at the school would be under probation.

**Note:** A student who by his/her own initiative, or by parent initiative, seeks help regarding substance abuse will be provided supportive counseling. This counseling may include referral for clinical evaluation and other appropriate service.

### **Pregnancy Policy**

In the event of a pregnancy incurred by a student(s) enrolled at Saxony Lutheran High School, the school shall continue to minister to the student(s) involved in the pregnancy. This shall include the following:

- ❖ The appropriate staff members will confer with the student(s) and parents.
- ❖ The student(s) will be referred to their pastor(s) and appropriate social services for counseling and support.
- ❖ The school’s counseling department will establish and monitor appropriate expectations and guidelines for the student(s) regarding relationships with other members of the student body.
- ❖ The school will determine the academic needs of the student(s) on a case-by-case basis after conferring with the student, the family and the student’s physician.

## **SCHOOL COUNSELING**

### **Counseling**

Each student of Saxony Lutheran High School has a special opportunity for personal, educational and career guidance and counseling. The school counselor and principal are available for individual and group counseling. Each member of the faculty is available as needed and requested. Students are encouraged to take the initiative in contacting one of the faculty members for any concern.

All counseling information is kept in strict confidence unless disclosure is required by law.

### **Testing**

Various academic tests are administered throughout the year. These will include achievement tests, tests for college entrance, and special tests for awards/special interests. Students will be given the opportunity

to review the results of tests in order to make better personal, educational and vocational decisions. Students may be expected to cover partial or entire testing fees.

### **REQUIRED STUDENT SUPPLIES**

Students are expected to provide their own consumable school supplies such as pens, pencils, notebooks, etc. Textbooks are provided by the school at no cost to the student except for loss or damage. Teachers may make specific requirements for supplies related to the content of the class with administrative approval.

### **DANCE GUIDELINES**

Students must arrive within one hour of the official start time of the dance. Students who arrive late may be denied entrance into the dance and may forfeit the cost of their ticket.

Students bringing a guest who is not a current student of Saxony must turn-in a completed permission slip before the guest is allowed to attend the dance. A new permission slip is required for each dance. All guests are expected to follow the Saxony Student Handbook and standards of Christian conduct and behavior.

Guests who are not yet in high school or are older than 21 years require special permission from the Student Council sponsor or administration.

## TUITION PAYMENT POLICY

Registration fees, tuition payments, and special fees are all considered part of the enrollment process. Enrollment comes with an expectation that families will meet their payment obligations. In order for the school to be financially stable and ensure a quality program, parents or guardians are expected to pay tuition and all fees in a timely manner.

Families whose tuition is delinquent will not be allowed to enroll for the upcoming school year. Families receive the member tuition rate upon proof of membership in an Association Church. If a family is new to the area or is in the process of changing church membership, a form verifying church membership must be completed prior to member tuition being granted.

All tuition payments will be made directly to Saxony Lutheran High School. Tuition payments can be made in four ways:

12 equal payments – Parents who choose this option will be required to pay a \$50 administrative fee in addition to the yearly tuition. The \$50 fee and first installment are due on the 10<sup>th</sup> of each month beginning in July. Senior parents who choose this option will be required to have all funds paid by May 10.

10 equal payments– Parents who choose this option will be required to pay a \$50 administrative fee in addition to the yearly tuition. The \$50 fee and first installment are due the day of August registration. The remaining nine installments will be due the 10<sup>th</sup> of each month of the school year.

Two equal payments – Parents who choose this option will not be charged an administrative fee. The first installment is due the day of August registration. The second payment will be due January 10.

One payment – Parents who choose this option will not be charged an administrative fee. This payment is due the day of registration.

***Any payment made using a credit card will be assessed an additional 3% processing fee.***

As the operation of the school is largely reliant on funding from tuition payments, any late payments may hinder the school's operation.

30 days past due: If tuition becomes 30 days past due the family will receive a phone call and a written notice from Saxony Lutheran High School.

60 days past due – If tuition becomes 60 days past due the family will receive a phone call or letter from the school administrator/principal. All 60 day past due accounts will be reported to the Finance Committee.

90 days past due – If tuition becomes 90 days past due and the family has not made arrangements with the administration in regard to the past due amount, the school shall not permit the student to enroll in the next semester.

***First semester tuition and all book fees must be paid by December 10. Second semester tuition must be paid by May 10.***

***No final transcripts will be sent until the student's account is current.***

### **Activity Fee**

In addition to tuition, other fees may also apply and should be paid in a timely manner. One additional fee is a \$50 activity fee for those involved in MSHSAA sponsored activities. This is paid only once per year, regardless of whether a student participates in one or more activities and should be paid at the beginning of the season or may be paid at Registration Day in August.

### **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires Saxony Lutheran High School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Saxony may disclose appropriately designated "directory information" without written consent, unless you have advised us to the contrary in accordance with the procedures below. The primary purpose of directory information is to allow Saxony to include this type of information from your child's education records in certain school publications.

Examples of these school publications include newsletters, yearbooks, the school website, honor roll lists and other recognitions, programs for athletic or fine arts events, news releases, and the school directory. The type of information we may publish includes name, address, phone number, email address, birthday, year of graduation, school(s) previously attended, church membership, activity participation, awards and honors received, photos, and height of athletes.

If you do not wish Saxony to disclose your student's directory information without your prior consent, you must notify the school office in writing no later than September 1, 2016. Please state the name of the student(s), specify which types of information you wish to have withheld, and include a parent or guardian signature.

Saxony also allows coaches and sponsors of school activities (even if those coaches and sponsors are not members of the Saxony faculty) the opportunity to review certain academic records (such as report cards or progress reports) for students participating in their activities. If you do not wish these non-faculty coaches and sponsors to review your child's reports, you must notify us in writing.

# Student Technology Acceptable Use Policy

Saxony Lutheran High School -- Jackson, MO

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The use of electronic technology is an unparalleled opportunity to interact with God’s people all over the world. This opportunity brings with it a number of responsibilities in protection and etiquette. In order to use the electronic technology services available at Saxony Lutheran, a student must read the information presented throughout this document and provide signature on the declaration page acknowledging receipt, understanding, and promise to adhere to the Acceptable Use Policy (AUP).

Saxony does not warrant that the functions of our electronic technology system will meet any specific requirements you may have, or that it will be error-free or interrupted; nor shall Saxony Lutheran be liable for any direct or indirect, incidental, or consequential damages (including lost data, or information) sustained or incurred in connection with the use, operation, or inability to use the system.

It is our expectation that Saxony Lutheran’s electronic technology be used in a reasonable, ethical, moral, and legal manner in accordance with our school mission statement, values, understanding, and beliefs.

The Acceptable Use Policy applies to all electronic technology including the following, but not limited to: computers, phones, video equipment, copy machines, printers, information storage devices, email, messaging and chatting, and electronic information. All electronic technology offered by Saxony Lutheran is to be used for educational purposes, and with Christian manners. The school administration reserves the right to deem other electronic technology not specifically mentioned subject to this policy and to amend this policy as the administration sees fit after signing. Any user found to be in violation of this policy, or any applicable local, state, or federal laws, faces disciplinary action as determined by school administration, and possible legal action if warranted. Teachers may set additional requirements or rules for electronic technology use in their classrooms.

## **I. Security**

Saxony Lutheran has established protective schemes to restrict access to controversial materials by teaching students' responsible computer and Internet use, and through the utilization of firewall and web filtering software. Users are advised that some sites may contain defamatory, inaccurate, abusive, obscene, sexually oriented, threatening, offensive, or illegal material. Saxony Lutheran does not condone the use of such materials and does not permit usage of such materials in the school environment. Users knowingly bringing in such materials into the school environment may be subject to disciplinary action.

Access to technology is a privilege, not a right at Saxony Lutheran. A student's Internet usage at school may be monitored by the school, with or without the knowledge of the student. If a student gives any administrator, teacher or staff member cause to believe they may be participating in prohibited behavior, the student's data files and device may be searched without the student's knowledge or permission. Electronic technology users should have no expectation of privacy in the use of electronic devices and network resources connected to the Saxony Lutheran network or owned by Saxony Lutheran. Knowingly and/or intentionally, sidestepping security or monitoring measures Saxony Lutheran has implemented is also prohibited behavior.

## **II. Legal Issues**

Violation of US or Missouri law while using electronic technology may result in legal action. Saxony Lutheran will not tolerate any form of cyberbullying or unlawful acts through electronic technology. Anyone who engages such acts will be in violation of this AUP and subject to disciplinary action.

- Summary of Missouri Law RSMo 1988 569.094-569.099  
A state law makes unauthorized access and interference with computer systems, computer data and other computers illegal.
  - Do not attempt to access any computer unless you are authorized.
  - Protect passwords. You are responsible for unauthorized use of your sign-in name, as well as for refraining from using someone else's sign-in name.
  - Accessing private computer files of others, even if those files are unprotected, is illegal.
  - Do not endanger or interfere with the operation of any computer system.
- Summary of Antibullying Policy Missouri Law 160.755  
"Bullying" means intimidations or harassment that causes a reasonable student to fear for his or her physical safety or property. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reports of such acts.

## **III. Technical Support**

Saxony Lutheran's Technology department coordinates the repair work for all school owned technology equipment, such as student devices. Devices must not be taken to any other technician. This may cause the manufacturer warranty or insurance policy to be null and void. Services of the Technology department include:

- Hardware maintenance and repair
- User account support
- Operating system or software configuration support
- Application information

- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs and insurance claims
- Distribution of loaner devices and power adapters

Manufacturer's warranty: This coverage is affective after the purchase of the device. The manufacturer warrants the device from defects in the materials and workmanship. This one-year limited warranty covers mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the device or device replacement. The manufacturer's warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses. Report all device problems to the Technology department.

Accidental Damage Insurance: Saxony Lutheran will offer group insurance policies to protect student devices (only tablet and keyboard) from accidental damage from the following: drops/cracked screens/liquid spills, liquid submersion, theft\*\*, fire/flood damage, vandalism, natural disasters, and power surge. Each device policy is mandatory and paid for by the student or family at school registration. Failure to maintain a current insurance policy on the school-issued device and the device is damaged when in possession of the student and not covered under the manufacturer's warranty, places the cost of repairs and/or replacement of the device on the student and family.

\*\*Theft: Policy does not provide coverage if you fail to notify the police.

For full insurance agreement, see supplementary document "Device Insurance Policy" provided on the school website or a physical copy from Saxony's Technology department.

Claims: All issues that may warrant an insurance claim must be reported to the Technology department. If theft or fire be sure a police report is made and a copy brought in to submit with the claim. Fraudulent reporting for an insurance claim will be turned over to the proper authorities.

Non-covered Claim: In the event a device is damaged, lost, or unusable and will not be covered under the full coverage insurance policy, the student will be required to pay for the purchase of a new device for the replacement.

Procedure for re-loading software: If technical difficulties occur or illegal software is discovered, the hard drive will be re-formatted and re-imaged. The school is not responsible for the loss of any data deleted due to these procedures by Saxony's Technology Department or warranty repair centers.

Tech Tickets: All Saxony Lutheran computers have a desktop icon linking the user to the IT department allowing the user to submit a 'tech ticket' from any Internet connection. Users should submit a tech ticket for non-immediate technical issues with their device, such as: a keyboard key falls off and needs replaced, how-to questions for Office applications, PlusPortals, or Office365 email account, and/or operating system glitches. Response from the IT department will come via email reply to the submitted address.

#### **IV. One-to-One Digital Education**

The focus of One-to-One (1:1) digital education at Saxony Lutheran High School is to provide equity of access to our students with mobile electronic technology to prepare our students towards excellence in education. This technology benefits Saxony Lutheran students' education by preparing them for the current and future digital world through 21<sup>st</sup> Century Skills: critical thinking, collaboration, agility, initiative, oral and written communication, analyzing information and imagination.

Increasing student access to electronic technology is essential for the future. Powerful learning results from the continuous dynamic interaction with technology among students, parents, and the community. Saxony Lutheran's 1:1 digital education initiative provides students not only with consistent availability, but an increase in student engagement to learning in and out of the classroom. The enhancement of technology in the classroom does not diminish the important role of the classroom teacher. On the contrary, the teacher continues to be a facilitator of learning in a student-centered environment rather than a teacher-centered environment.

## **V. Distribution and Collection of Student Device**

Saxony Lutheran will issue a mobile computer device to each student enrolled for use in classrooms and at home during the months school is in session. Ownership of the device and its accessories belong to Saxony Lutheran High School.

Distribution: Devices and accessories will be distributed each fall at the beginning of the school year. This includes the following: tablet, keyboard, protective case, and AC adapter. Families must complete all necessary requirements with Saxony Lutheran towards enrollment and technology fees and students must complete video training on care, use, and understanding the device, then sign and return the current acceptable use policy before the device is issued to them.

Device Identification: Devices are labeled in a manner specified by the Technology department and can be identified in the following ways:

- Device Serial Number (tablet and keyboard)
- School Inventory label (tablet and keyboard)
- Device name
- General "Property of Saxony Lutheran High School" information etched on device

Collection: Devices and accessories will be collected from students at the end of each school year for maintenance, cleaning (files will be wiped), and software installation and upgrades. Students will retain the same device each year while enrolled at Saxony Lutheran unless other circumstances arise or devices are changed.

User: Each device is issued to one individual student. That is the only student permitted to sign-in to that device.

## **VI. Care of Student Device**

Students are responsible for the overall care of the device issued to them. The device should be taken immediately or in a timely manner to Saxony Lutheran's Technology department in the event of damage or problems with the device.

General Care of the device and provided accessories:

- Open and close the devices **with gentle care**.
- **Carefully and gently** insert and remove cords, cables, and removable storage devices. Ports can break inside the device and may not be covered or possible to replace.
- Care for the touchscreen by using a soft, dry cloth to clean the screen. **Do not** spray liquid directly on the screen.
- **Do not** place anything (like pens, pencils, and stylus) between the screen and keyboard, for damage could occur when device is closed.



- **Do not** pile things or put pressure on the surfaces of the device. Use care when transporting device in a backpack or bag.
- **Do not** remove any label from the device.
- The device must remain in the provided protective case **AT ALL TIMES**.
- Keep all food and drink **away** from the device. Damage may occur to the device.
- **NO** stickers, adhesive decorations or direct application materials are allowed to the device and case. (Fines may apply)
- **Do not leave device in an unsupervised area, including an unlocked locker or vehicle.** Damage can occur when left in temperatures above and below the average range of room temperature, so do not leave device in vehicle.
- **Do not** remove any piece of the original device for any reason (this includes casing, shell, and keys).
- Replacement of device's protective case, borrowed stylus, or provided AC adapter will be the financial responsibility of the student, as these are not covered under the device insurance policy. Replacement AC adapters or other parts are available from the Technology department at any time during the school day.

## **VII. Use of Device and Responsibilities at School**

The student device is intended for use at school each day. In addition to teacher expectations for device use, textbooks, school announcements, calendars, school messages, and schedules on PlusPortals and school email accounts will be accessed using the device. Failure to adhere to necessary responsibilities may result in disciplinary action.

**Battery:** Batteries should be charged to start each day. In the event that use of the device has caused the battery to become discharged, students may connect their device to a power source in the classroom, per teacher permission. Charging outlets are available in the commons and library/media center for use also.

**Device Left at Home:** If a student leaves their device at home, they should come check out a loaner device provided by the Technology department. A limited supply of loaner devices are available. Loaner devices **must be returned** to the Technology department at the **end of the day**.

**Device Help Desk:** Students may ask their classroom teacher for permission to visit the Technology department if a problem with the device occurs. Each teacher will have Tech ER passes, which provides for a maximum 10-minute dismissal for tech help. Students may come by the Technology department before school, between classes, at lunchtime, or after school.

**Device Repair:** In the event a student's device requires repair from the Technology department, a loaner device will be issued to the student. The loaner may be checked out to the student for an extended period by the Technology department.

**Email:** Do check school email inbox and communication portal (StudentPlus Portal) for important school information **daily**.

**Sound:** Sound **must be muted** at all times during school hours unless permission is obtained from the teacher during the current period.

**Headphones:** Headphones are **prohibited from use** during school hours unless permission is obtained from the teacher during the current period.

Internet Use: Internet service during school hours is intended for academic use and school related activities. Recreational use is permitted only after school hours. Teachers will determine when students have permission to access the Internet in their class.

Printing: Students may use the Computer Lab printer with permission from the classroom teacher or Computer Lab supervisor. Printing is only for Saxony Lutheran class purposes. If you choose to print, please pick up the printout. Fees may be deemed applicable for those who have been identified as excessive printers or for printing that is non-school related.

Software Updates: Students should maintain available software updates to their devices if notified.

Saving Files: Students should save files as frequently as possible to avoid losing data. Areas for saving data include the device's hard drive and OneDrive for Business. If a student has a working USB drive or external hard drive, files may also be saved there. Note: the hard drive of the device will begin to function slower as the hard drive nears maximum capacity. OneDrive offers 1TB of free storage and file sharing space and makes files accessible anywhere you can be online and offers offline and sync ability when set up to work with OneDrive for business Office application.

## **VIII. Use of Device and Responsibilities at Home**

Failure to adhere to necessary responsibilities may result in disciplinary action.

Battery: Students are responsible for bringing a **fully charged** device to school each day and bringing the device to each class. **Charge the device every evening.**

Theft Precautions: **Take precautions not to leave device at risk of being stolen or lost.** Under no circumstances should devices be left in unsupervised, unlocked areas. This includes areas of school campus such as, cafeteria, locker rooms, library, unlocked classrooms, bathrooms, hallways, team buses and away-game facilities. Left unattended in these types of areas may result in theft of the device.

Home Internet Access: Students are highly encouraged to use home wireless networks or mobile phone data via tethering/Internet sharing. Wireless networks are also available at many public places, such as libraries and restaurants. Note: when connected to public Wi-Fi, use caution and avoid sending personal information or accessing secure information.

Backup Files: Students are encouraged to back up their work that is saved to a device. Use of a USB drive or copying files to OneDrive are good options for backup storage. It is the student's responsibility to ensure that work is not lost. The more often you backup, the less likely you are to lose information if the hard drive or primary storage device (like USB) were to fail.

## **IX. General Technology Etiquette and Digital Citizenship**

The policies in this section cover the computer usage of all student users on **any** Saxony Lutheran computer. The AUP list is not intended to be exhaustive, but a guide for users to use good judgment and their Christian standard of ethics for their digital behaviors. Saxony Lutheran High School reserves the right to sanction any behavior deemed inappropriate by the Administration. Files (music, video, documents, PDFs, software, etc.) deemed inappropriate by the Administration will be removed. Failure to adhere to necessary responsibilities may result in disciplinary action.

- Students should leave the computer and its part (mouse, cords, etc.) as it was found.

- Treat computer, computer accessories and parts appropriately to keep them working condition. **Do not** remove any parts, pieces, or labels from equipment.
- In the event of a problem with a computer or technical equipment, students are to inform a teacher or Technology department staff member **immediately**.
- Students are only allowed school issued devices on the network.
- Log off computer device if it is a shared school computer when you are finished with your current session.
- Refrain from providing personal information, such as full name, age, location, and phone numbers to anyone or any site over the Internet. If a school related account or information is needed to complete a valid assignment, the teacher will guide students through the disclosure process. Any request for information that has not been validated by the teacher, is to be reported to the teacher immediately.

#### Unacceptable Use

- Using someone else's username and password, or giving out your username and password to someone else.
- Sending junk mass files or chain mail.
- Wasting network usage on downloading or uploading large files unrelated to your course work from Saxony.
- Violating federal and/or state law.
- Unauthorized access (or attempted access) to administrative files, other user files, or protected or private computer resources.
- Activities that disrupt normal computer/network use and services for your device and/or others.
- Vulgar, obscene, or threatening language or material.
- Mean, insulting, embarrassing or derogatory statements sent or communicated at any time
- Use of technology resources to produce, transmit, store or display text or graphics which are inappropriate or unlawful information including, but not limited to: any pornographic material, material that is lewd or suggestive, alcohol or drug related, material which disparages a particular race, gender, religion or nationality, or material considered excessively violent in nature.
- Unauthorized use of technology resources for financial, commercial or political gain.
- Running or loading unauthorized apps, software or .exe files or removing provided software. If additional software is needed on a device, the student must present to the Technology department an explanation and reason for the software, then it must be determined necessary and allowable by the Administration.
- Inappropriate media as screensaver, desktop background,
  - Inappropriate media: presence of guns, weapons, pornographic material, inappropriate language, alcohol, drug, and gang related symbols or pictures. Other offensive images may be deemed inappropriate as cases occur and administration rules.
  - No passwords on screensavers allowed.
- Students are not to access the following sites or types of sites without specific teacher permission and supervision during school hours.
  - Social networking websites
  - Music and Video streaming websites
  - Internet game sites
  - Instant messaging, blogs, or chat rooms

## **X. Misuse and violation of AUP statements**

Misuse of electronic technology belonging to or connected to Saxony Lutheran's network and violating any of the AUP rules and statements is subject to accountability chats and/or disciplinary action according to school administration.

Accountability chats with the technology department staff or the school administrator are setup to assist the student in learning and achieving accountability for their actions with given responsibilities, in this case, responsibilities they have as a student with technology at Saxony Lutheran High School. Example: student consistently fails to have tablet charged for 1<sup>st</sup> hour class and requires a charger for borrowing.

Step 1: Student is reminded of their responsibility of the respective AUP statement.

Step 2: Student is reminded of their responsibility of the respective AUP statement and extended talk regarding why the problem is happening or continuing

Step 3: Repeat steps 1 and 2, adding the discussion of poor habits forming, irresponsibility, and final warning that disciplinary action or involvement with the school administrator will follow further misuse or violations.

Further consequences may include, but are not limited to detentions, loss of all computer privileges, suspension or expulsion from Saxony Lutheran. Loss of school computing privileges will not release a student from responsibility for computer-related work in courses and consequently may have a negative impact on academic grades.

## STUDENT SIGNATURE OF AGREEMENT TO ACCEPTABLE USE POLICY

I, (print name) \_\_\_\_\_, have read the Saxony Lutheran High School Student Technology Acceptable Use Policy (AUP), understand it, and agree to adhere to the policies and procedures listed within. I understand that Internet sites are filtered and that Internet use on a computer on the school network may be monitored. I also understand any violations of the above mentioned provisions will result in the loss of my user account and possible further disciplinary and/or legal action, including, but not limited to, suspension or expulsion, and referral to legal authorities. I also understand that additional rules and regulations may be added from time to time and become a part of this agreement.

I agree to maintain acceptable usage standards and to report any misuse of the school's technology system to a teacher or administrator. Misuse or violation of this agreement comes in many forms, but can be viewed as any messages, information or graphics sent or received that include/suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and/or other listings previously described in this AUP.

Also, should I choose to "publish" on the Internet, I will work under the guidance of a content sponsoring teacher. Saxony Lutheran High School reserves the right to inspect any material stored in files to which users have access and will edit or remove any material which the faculty or staff, in its sole discretion, finds objectionable. I hereby agree to comply with the above described conditions of acceptable use and responsibilities.

\_\_\_\_\_  
Student's Legal Signature (DO NOT PRINT YOUR NAME)

\_\_\_\_\_  
Date

Office Only

*Date submitted:*

*Graduation year of student:* \_\_\_\_\_

## CODE OF CONDUCT

Student Name (please print) \_\_\_\_\_

*“Let your light shine before men, that they may see your good works and glorify your Father who is in heaven.” Matthew 5:16*

The Board of Regents, the administration, the faculty, and the staff have high expectations of all Saxony Lutheran High School students. Those involved in school activities, leadership roles and/or public performances are expected to conduct themselves in a manner that gives glory to our Lord.

Involvement in school activities and leadership roles is by choice. Participants make a commitment to special expectations and training rules that affect them within the school and within the community. As representatives of our Lord and our school, such students need to behave in a manner that reflects integrity on themselves, on the school activity and on the school itself.

It is understood that a student who has made a commitment to these guidelines and/or training rules will avoid or promptly leave a situation that will conflict with this commitment. Students who remain in such situations will compromise themselves by association.

The following is subject to expulsion from school:

- ❖ Confirmed involvement in the selling or distributing of alcohol or other drugs.

The following will result in a 9-week probationary period excluding them from activities and positions of leadership:

- ❖ Violation of the schools controlled substance policy (drug/alcohol) or confirmed involvement in the use or possession of controlled substances.
- ❖ Violations that result in a suspension of three or more days.
- ❖ Confirmed involvement in smoking or chewing tobacco substances.

The following will result in suspension from activities or positions of leadership as determined by the activity’s supervisor/coach:

- ❖ Unexcused absence from school, the activity, performance, contest or practice.
- ❖ Misconduct at the activity or practice.
- ❖ Behavior that warrants less than suspension.

Note: The administrator and the immediate activity supervisor will serve as the review/appeal committee when warranted.

**I have received a copy of the Saxony Lutheran High School Student Handbook and understand that I am responsible for reading and following the contents.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature