

**Calvary Lutheran School
Kansas City, Missouri**

CODE OF STUDENT CONDUCT AND DISCIPLINARY RESPONSE

Introduction

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

It is the intent of Calvary Lutheran School's Board for Christian Education – Day School, the administration, faculty and staff, parents and students to promote an educational climate that encourages positive school qualities to grow, as a child of God, thrive and succeed. Good student conduct is possible only when expectations for student behavior are clearly set forth and consequences for failure to meet expectations are explicit and consistently administered.

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

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

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

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

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

The Calvary Lutheran School Code of Student Conduct and Disciplinary Response applies when Calvary students are at school, at school-sponsored events, and/or while guests at other schools.

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

Positive Expectations

Discipline may have negative connotations for some. Calvary Lutheran School tries to promote positive student conduct by implementing a program that promotes positive values of proper student behavior. This program lasts throughout the school year and is used as a preventative to disciplinary problems.

The program takes on different approaches to meet the needs of the students. Essay contests (ex. Kindness is Contagious), PTL programs, assemblies, class discussions, Student Council presentations, and inspirational Quotes of the Day posted in high-visibility areas are possible vehicles to promote positive student conduct.

DISCIPLINE can and should be TAUGHT as well as ADMINISTERED. The general goal of a positive student conduct program is expanded communication and awareness of discipline in an effort to keep it in the active perception of a successful school and home environment.

Definition of Inappropriate Behaviors

The list of inappropriate behaviors is not all-inclusive. Behaviors that are not listed in the Code of Student Conduct may be considered inappropriate by the administration and/or Board for Christian Education – Day School. Students who display behaviors that are considered inappropriate behavior by the administration and/or the Board for Christian Education – Day School may receive consequences for their behavior.

Absences

Students who are absent and do not have an approved excuse may receive consequences for behavior. Excessive absences and/or unexcused absences may also receive consequences for behavior. Excessive absences are defined as having more than 5 absences per quarter.

Alcohol/Controlled Substances

Where there is evidence to indicate that a student possesses, has purchased, has used, has sold or distributed a drug or drug look-alike paraphernalia or is under the influence of a controlled substance or behavior-affecting substance on the school grounds or at a school sponsored activity, the student shall be suspended immediately. The student and parents/guardians will be requested to meet with the principal and Board of Christian Education – Day School as soon as possible. The same conditions apply to alcoholic beverages. The Board for Christian Education – Day School will decide on a plan of remedial activity including options such as counseling, expulsion and/or notification of law enforcement agencies.

If deemed appropriate by the Board for Christian Education – Day School, the student who violates this policy may be required to participate in and complete a drug and alcohol abuse assistance or rehabilitation program to the satisfaction of the Board for Christian Education – Day School.

Bomb Threats

Students who call the school or conspire with others to call the school with a false bomb threat will be disciplined and subject to prosecution by civil authorities.

Cheating

Cheating on tests, homework or classroom work is not acceptable. Plagiarism or any other type of deception to earn credit without effort is recognized as improper conduct. Students who engage in cheating or other deceitful practices should expect to find their conduct reflected in their grades. Disciplinary action may be taken.

Dress Code Violations

Students who flagrantly or repeatedly violate Calvary's dress code may receive disciplinary consequences.

Electronic Sound or Video/Camera Equipment

Students are not allowed to use radios, other electronic sound equipment or video/regular cameras, and/or video games while on school grounds or at school-sponsored activities without teacher permission. Cameras, audio and video equipment, and/or video games may be allowed at sports or special events with the permission of the principal, event sponsor and, in some cases, under parent/guardian supervision.

Electronic Paging Devices/Cell Phones

Students may not use or have in their possession cellular telecommunications device while in school, on school grounds, or at school sponsored activities. Exemptions are made only with approval of the teacher, principal and/or Board for Christian Education – Day School.

If a student violates this policy, the following action will be taken: (1) the device will be taken from the student and held until a parent/guardian comes in for a conference and to claim the device; (2) a school official may conduct a further search of the student's possessions for illegal items or substances; (3) possession of any illegal items or substances or items or substances that appear to be illegal may result in referral of the student to the appropriate law enforcement authority for prosecution pursuant to the criminal code.

False Fire Alarm

Any student setting off a false fire alarm will be suspended and/or recommended to the Board for Christian Education – Day School for an expulsion hearing. A criminal complaint will be signed with the proper legal authorities. Setting off a false fire alarm is a violation of state law.

Fighting

Students involved in fighting may be suspended immediately. Variables in considering disciplinary action and its severity include who initiated the fight, harm inflicted and previous fight involvement.

Gambling

Games of chance may not be played on the school premises or while at school sponsored activities unless directed by school-connected groups that schedule fund-raising activities or events for the sole purpose of raising money for the school and its students. All such activities must have prior written approval from the school administration and Board for Christian Education – Day School. Playing cards and dice may be used at school with teacher approval. All other types of gambling and/or gambling devices may not be used on school property.

Gangs or Secret Societies

Any student participating in activities of a gang or secret organization may be referred to the Board for Christian Education – Day School for an expulsion hearing. No student on or about school property or at any school activity shall:

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

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

Gum, candy and food

Students are not allowed to chew gum at school except with principal and/or teacher permission. Eating of any food or candy other than at lunch is prohibited, except at athletic events, room parties and organized snack times.

Harassment/Bullying

Calvary Lutheran School is committed to a learning environment that is free from harassment or bullying of any kind. Calvary will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Students who harass another student(s) and/or teachers through sexual, physical, and/or verbal actions will be disciplined.

Insubordination

Students who are unwilling to obey school personnel will be disciplined. Since, during the school day, the school staff stands in the place of the parents, due respect is required. In keeping with this ideal, students should be aware that cases of insubordination will not be tolerated and are subject to disciplinary action.

Improper Use of the Internet

Students who violate Calvary's rules on accessing and/or using the Internet will receive disciplinary consequences.

Intimidation

Any student or group of students found to be harassing or intimidating another student will be subject to disciplinary action.

Loitering

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

Medication

Students who violate Calvary's medication policy may receive disciplinary consequences.

Obscenity

Calvary Lutheran School is strongly opposed to the use of any inappropriate types of language. Obscene, profane or vulgar language, written, verbal, or expressed by gestures, will not be tolerated. A student who participates in any such activity will receive immediate disciplinary action.

Publication/Distribution of Materials

The general public, students and faculty/staff members may not use school facilities for the promotion of any group or vested interest without principal and/or Board for Christian Education – Day School approval. Materials not directly related to the school or church may not be distributed on school premises without principal and/or Board for Christian Education – Day School approval. Exceptions may be made to this policy in order to cooperate with community or church organizations or services.

Smoking

Smoking or possession of cigarettes is not permitted by students on school grounds. This policy applies when Calvary students are guests at other schools or at school-sponsored activities. Students with cigarettes on their person or in their lockers/desks may be given a disciplinary penalty or suspension. Students who are smoking on school premises, at other schools at school-sponsored activities, or while on school-sponsored activities may be suspended immediately.

Stealing

Stealing is a violation of law. A student who becomes involved in a theft in, on, or about the school property may be suspended and referred to the Board for Christian Education – Day School for expulsion consideration. Appropriate law enforcement authorities may be notified.

Tardies

Students with an excessive amount of tardies may receive disciplinary consequences. Excessive tardies are defined as having more than 5 tardies per quarter.

Vandalism

Any student involved in vandalism or malicious mischief either against school property, the property of school employees, or the property of others in, on or about the school premises may be prosecuted. In addition, the student may be suspended and may be referred to the Board for Christian Education – Day School for expulsion consideration. Full restitution is required by the student and the family.

Weapons

The act of having, using or threatening to use any weapon or instrument capable of inflicting bodily injury is strictly prohibited. Students who bring to school any type of article designed to cause bodily harm may be suspended and may be also referred to the Board for Christian Education – Day School for consideration of expulsion. Law enforcement authorities may also be notified when the possession, use or sale of articles violates the law. Articles include, but are not limited to: knives, lighters, matches, fireworks, firearms and other dangerous items.

Implementation of Code of Student Conduct and Disciplinary Response

Classroom Implementation

Calvary Lutheran School's Code of Student Conduct is expected to be followed and enforced consistently. Faculty/staff members shall consider mitigating circumstances prior to disciplinary action and ensure due process for each student. Mitigating circumstances include, but are not limited to, the following factors: (1) prior conduct; (2) student attitude; (3) parental cooperation; (4) willingness to amend; (5) seriousness of offense; (6) repetitiveness; (7) mental/physical handicap.

Faculty members are expected to control classroom behavior by implementing a classroom management plan that is approved by the principal. The teacher should have a list of rules and consequences posted in their classroom. The type of issues which will typically be handled by the teacher's classroom management plan will typically include, but are not limited to, the following: disturbing classroom procedure; speaking without permission; being mildly disrespectful toward a teacher; standing or walking around without permission; leaving class without permission; coming to class unprepared; incomplete assignments; failure to have appropriate books and materials; disobeying classroom rules; failure to return requested materials or forms to school on time; chewing gum or candy; being late for class; running in the hallways; minor physical display of affection to another student.

Corrective action, decided by the teacher, may include, but is not limited to, the following: verbal reprimand; teacher-student and/or teacher-student-parent conference; separation from main group; essay on specific proper conduct; writing assignments; privilege denial; detention; written notice to home; referral to principal; referral for counseling. Flagrant or repetitive infractions will first be handled by the classroom teacher and reported to the parents/guardians and principal and then, may be referred to the principal for further consideration and action.

Hitting and/or spanking of students by school personnel are **not** an option in the school's disciplinary procedure. Reasonable force is used only when the situation warrants it or the imminent protection of the person or property of others is in danger.

Extra homework or additional scholastic subject assignments shall not be used as a corrective disciplinary action.

Students Sent to the Office

Students are sent to the office for the following behaviors: repeated misbehavior; misconduct; willful insubordination; unlawful misconduct; excessive absences, tardies, and/or unexcused absences; and/or truancy.

When students are sent to the office, a determination will be made as to the severity of the inappropriate behavior by the principal.

Definition of Inappropriate Behavior

Repeated misbehavior: Repeated non-conformity to a positive learning environment and depriving self or others of an effective educational and/or emotional development. Repeated misbehavior is typified by, but not limited to the following examples: gum chewing; running in hallway; excessive noise in restricted areas; mildly disruptive classroom behavior; eating in other than designated areas; throwing typically harmless objects (ex. Snow balls, erasers); assignment cheating; copying another student's homework; minor rebelliousness; class unpreparedness; occasional tardiness; non-profane verbal abuse to others; dishonesty; speaking without permission; disrespectful action; standing or walking around classroom without permission; failure to have appropriate supplies or books; inappropriate locker décor or condition; disrupting class; minor physical display of affection or intimacy which is inappropriate to school setting; general class disturbance; inattention in class. Misbehavior is often, not always, related to minor non-premeditated actions that indicate lack of common courtesy and consideration or unpreparedness. The first response to misbehavior is by the classroom teacher who should contact parents and implement their classroom management plan. Repeated misbehavior and/or flagrant misbehavior shall be sent to the office for correction.

Misconduct: Conduct that is relatively severe in nature and potentially or actually threatens physical harm to others and/or is disruptive to the normal or regular school procedure. It is typified by, but not limited to, the following examples: obvious disobedience; rebelliousness; disrespect; impertinence toward staff; vulgar language or gestures; verbal abuse; throwing potentially harmful objects (ex. stones, metal, glass); fighting; possession of semi-dangerous weapons (sharp objects, small knife, club, matches). Also considered misconduct, and potentially flagrant misconduct, are: leaving school grounds without permission; fighting that does not result in obvious physical harm; extortion; intimidation; possession of smoking materials; minor theft or vandalism (under \$25); cheating on major assignments and/or tests; false emergency alarms; loitering before or after school.

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

Unlawful misconduct: Actions not in accordance with the school code and/or the municipal or state governing laws. It is typified by, but not limited to, the following examples: possession, sale or use of controlled substances or illegal drugs; possession or use of dangerous weapons (ex. firearms); use or distribution of alcohol; obtaining extortion money over \$25 or services; severe physical damage to a person; theft or vandalism activity; use of pager or similar electronic signaling devices; gambling over \$10; arson; trespassing. All municipal, state and federal laws

also apply to unlawful misconduct. The school will cooperate with law enforcement authorities by reporting appropriate cases of unlawful misconduct.

Excessive absences/tardies and/or unexcused absences: Absences that significantly affect the student's school experience and/or do not have an excuse are not considered as excused. Excessive absences/tardies are defined as having more than 5 absences or tardies per quarter.

Truancy: Absence from class without proper permission or excuse as previously defined in the parent handbook. Repeated truancy may be reported to municipal authorities for legal action.

Definition of Consequences

Detention: When a student is given a detention by a classroom teacher, staff member, or principal, the student and parent/guardian of the student will be notified that a detention must be served. The notification will be sent home with the student and a follow-up phone call may be made. Detentions must be served on the designated day on the detention slip. Detentions will be served in a teacher-designated room. Detentions will be held one hour after school. Students serving detentions must complete a report on ways to control behavior and display more positive behavior. In some situations, teachers may allow students the opportunity to work on assignments. Students must come equipped with everything to write the report and/or do the assignments. Talking is not permitted. Repeated infractions may result in detentions with further disciplinary action. Multiple detentions may be assigned to a student at a teacher's discretion in flagrant or repetitive situations. Transportation must be arranged by the parents/guardians for the student after the detention. School transportation is not available. Detentions take precedence over any extra-curricular activity.

No-privilege list: Students who are placed on the No-privilege list will not be able to participate in some classroom activities. The classroom activities which the student will not be able to participate are typified but not limited to: recess (student may be able to take recess with other classes); field trips; sitting with the class at lunch; participating in special classroom activities (ex. class parties); going to the library. In addition, the student on the No-privilege list will not be able to participate in any extra-curricular activity while on the No-privilege list.

Students may be given a reprieve from the No-privilege list for exceptionally good behavior while on the No-privilege list. If the students show by their actions and attitudes that they are repentant for their previous behavior and desire to improve, students may approach the teacher and principal for a re-consideration of the time on the No-privilege list. A re-consideration will be considered no sooner than after ½ of the time on the No-privilege list has been served. Students may approach the teacher and principal a maximum of one time per week to request re-consideration. Students should be ready to state and show why they believe re-consideration is an option.

In-School Suspension: Calvary provides the In-School suspension as a disciplinary consequence for students who show repeated or flagrant misbehavior and/or misconduct. Students who have an In-School suspension will not be allowed to be in their regular classroom(s); will be placed in a separate room which will be monitored by a staff member for a time not to exceed two consecutive school days; and will be allowed to complete their educational program including assignments and tests. Students who have an In-School suspension will not be able to participate in classroom activities and/or extra-curricular activities. Only the principal (or his/her designee) and/or Calvary's Board for Christian Education – Day School may assign an In-School suspension.

The principal will give the student and his/her parents written notice of the charges and evidence to support the reasons for suspension by sending a letter to the parents. The principal will also contact the parents by phone to discuss the situation.

Out-of-School Suspension: Out-of-school suspension is defined as a period of time during which a student is not allowed to attend school and not allowed to attend school-sponsored events (including extra-curricular events). Suspension is usually considered an excused absence and the student may receive credit for work that is given by the teacher(s) and completed during the suspension. Likewise, credit may be withheld from students who do not complete assignments. In some cases, a suspension may be considered an unexcused absence and assignments/tests will not be credited to the student. Only the principal (or his/her designee) and/or Calvary's Board for Christian Education – Day School may assign an Out-of-School suspension. An Out-of-School suspension may not exceed 10 consecutive school days.

The principal will give the student and his/her parents written notice of the charges and evidence to support the reasons for suspension by sending a letter to the parents. The principal will also contact the parents by phone to discuss the situation.

Expulsion: Expulsion is defined as the barring of a student from class for an extended period of time without any possible association with the school or the possibility of receiving credit for missed assignments. Only Calvary's Board for Christian Education – Day School may expel a student. A student may be suspended before an informal hearing; however, a student may not be expelled until after a formal hearing.

The principal will give the student and his/her parents written notice of the charges and evidence to support the reasons for the recommendation for expulsion by sending a letter to the parents. The principal will also contact the parents by phone to discuss the situation. The student or parent/guardian must request a hearing before the Board for Christian Education – Day School within 5 days after the notice of disciplinary action. Failure to request review within the time limit constitutes a waiver of the right. Request for a hearing must be written and given to the principal.

A student has the right of due process in cases of suspensions that exceed 5 days and/or expulsion. The student or parent/guardian must request an official review within 5 days after the notice of disciplinary action. Failure to request review within the time limit constitutes a waiver of the right. The written request should be given to the principal or the Chairperson of Calvary's Board for Christian Education – Day School.

Consequences for Inappropriate Conduct

Misbehavior: Misbehavior is controlled by the classroom teacher's discipline plan.

Repeated Misbehavior and Excessive absences/tardies and/or unexcused absences: Students sent to the office for flagrant misbehavior and/or repeated misbehavior and/or excessive absences/tardies and/or unexcused absences will receive the following consequences:

- a) First offense: No privilege list for 2 weeks; conference with principal, student, teacher, and parents.
- b) Second offense: No privilege list for 2 weeks; conference with principal, student, teacher, parents and member of Calvary's Board for Christian Education – Day School.
- c) Third offense: No privilege list for 4 weeks; conference with principal, student, teacher, parents and all members of Calvary's Board for Christian Education – Day School.
- d) Continued offenses: Referral to Board for Christian Education – Day School for counseling, suspension, or expulsion. Parents/guardians may choose to withdraw their child from enrollment in Calvary Lutheran School.

Misconduct: Students sent to the office for misconduct will receive the following consequences:

- a) First offense: No privilege list for 2 weeks; In-school suspension for 2 days; conference with principal, student, teacher, and parents.
- b) Second offense: No privilege list for 4 weeks; In-school suspension for 5 days; conference with principal, student, teacher, parents and all members of Calvary's Board for Christian Education – Day.
- c) Continued offenses: Referral to Board for Christian Education – Day School for counseling, suspension, or expulsion. Parents/guardians may choose to withdraw their child from enrollment in Calvary Lutheran School.

Willful Insubordination: Student sent to the office for willful insubordination will receive the following consequences:

- a) First offense: Out of school suspension for 3 days: conference with principal, student, teacher, parents, and all members of Calvary's Board for Christian Education – Day School. Parents/guardians may choose to withdraw their child from enrollment in Calvary Lutheran School.
- b) Second offense: Referral to Board for Christian Education – Day School for counseling, suspension, or expulsion. Parents/guardians may choose to withdraw their child from enrollment in Calvary Lutheran School.

Unlawful Misconduct: Students sent to the office for unlawful misconduct will receive the following consequences:

- a) First offense: Out of school suspension for 3 days: conference with principal, student, teacher, parents, and all members of Calvary's Board for Christian Education – Day School. Parents/guardians may choose to withdraw their child from enrollment in Calvary Lutheran School.
- b) Second offense: Referral to Board for Christian Education – Day School for counseling, suspension, or expulsion. Parents/guardians may choose to withdraw their child from enrollment in Calvary Lutheran School.

Due Process

Due process is allowed when suspensions are given which exceed 5 days and/or for recommendation for expulsion.

Suspension

At conferences for reviewing suspensions with Calvary's Board for Christian Education – Day School, the student will have the right to question the person who made the decision to suspend or expel, the right to present and question witnesses, and the right to make a statement in his/her own behalf. If requested by the student, parent, or representative, a written or taped record will be kept of the proceedings.

The Board for Christian Education – Day School will review the suspension and may uphold the suspension, modify it or reverse it. If the suspension decision is reversed, all references to it in the student's records will be removed, and the school will provide the student with assistance as the principal deems necessary to aid the student in making up missed school work.

A suspension or expulsion hearing shall be held by a Board for Christian Education – Day School committee or office acting by the authority of the Board as a whole. The Board for Christian Education – Day School representative may make a sole decision regarding the issue or may consult with the Board for Christian Education – Day School as a whole.

Strict laws of evidence will not be required. The student may be represented at the hearing by parents/guardians and/or a lawyer. When a record of the proceedings is requested, the school shall provide a recorder of testimony.

The student shall be offered an opportunity to purchase a copy of the tape recording or transcript record.

The students' disciplinary/scholastic record, unrelated to the incident leading up to a suspension or expulsion charge, is not admissible at the hearing. This record may be made available to the Board for Christian Education – Day School, however, once guilt has been established, for use in deliberations as to the penalty to be imposed.

Only the following persons may be present at the hearing: the student, parents/guardians, legal representative, Board for Christian Education – Day School members, principal, involved faculty/staff members and witnesses invited by Calvary's Board for Christian Education – Day School.

Expulsion

In the case of an expulsion, the student and the student's parents/guardians will be notified of the reasons for expulsion, including a full statement of the reasons for dismissal, the length of expulsion, and the date, time and place of the Board for Christian Education – Day School hearing. The expulsion will not take place until after the Board for Christian Education – Day School hearing. A student may be suspended (In-school or Out-of-School) for the benefit and/or safety of the school and the student body until the Board for Christian Education – Day School holds an expulsion hearing.

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

An expulsion hearing shall be held by a Board for Christian Education – Day School committee or officer acting by the authority of the Board as a whole. The Board for Christian Education – Day School representative may make a sole decision regarding the issue or may consult with the Board for Christian Education – Day School as a whole.

Strict laws of evidence will not be required. The student may be represented at the hearing by parents/guardians and/or a lawyer. When a record of the proceedings is requested, the school shall provide a recorder of testimony.

The student shall be offered an opportunity to purchase a copy of the tape recording or transcript record.

The student's disciplinary/scholastic record, unrelated to the incident leading up to a suspension or expulsion charge, is not admissible at the hearing. This record may be made available to the Board for Christian Education – Day School, however, once guilt has been established, for use in deliberations as to the penalty to be imposed.

Only the following persons may be present at the hearing: the student, parents/guardians, legal representative, Board for Christian Education – Day School members, principal, involved faculty/staff members, and witnesses invited by Calvary's Board for Christian Education – Day School.

The determination of the Board for Christian Education – Day School as to whether a student shall be expelled, shall be made after discussing the evidence. The deliberation of the Board for Christian Education – Day School on the evidence will occur in executive session. The Board for Christian Education – Day School will notify the student and parents/guardians in writing as to the final decision.

The school may assist in providing or locating alternative educational opportunities for the expelled student.

Created December 21, 1992

Revised and approved by Calvary's Board for Christian Education – DaySchool, July, 2013