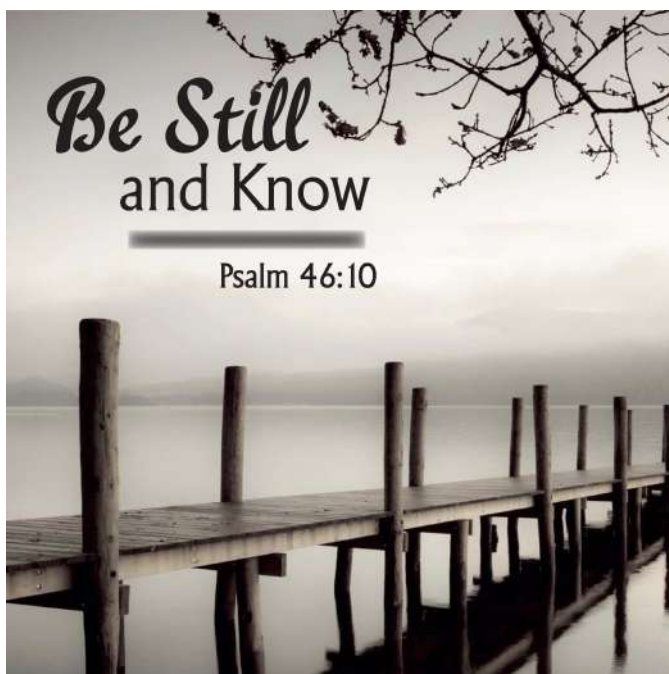


Rocky Mountain Lutheran High School Student Handbook 2020-2021



*Training youth as Disciples of Christ
for lifelong service to their Savior*

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INTRODUCTION

Rocky Mountain Lutheran High School is dedicated to offering our students a quality Christian education. This handbook helps all of us – students, parents, and faculty – understand the boundaries and establish the parameters for an efficiently run and God-pleasing school year.

MISSION

The mission of Rocky Mountain Lutheran High School is to use the Word of God to prepare youth as disciples of Christ by nurturing their spiritual life, and developing their intellectual, physical, and social skills for lifelong service to their Savior.



Although RMLHS exists primarily to educate youth from our Federation of congregations, we welcome other students space permitting. Prior to enrollment, parents must understand and agree to comply with the purpose and policies of RMLHS.

Christian education is an opportunity for parents and school to work together to raise teens in an environment where God’s Word guides their thoughts and actions. It is important that each party appreciates the shared responsibility. “Raise up a child in the way he should go, and when he is old, he will not depart from it.

STATEMENT OF BELIEF

The RMLHS family represents sixteen Wisconsin Evangelical Lutheran Synod churches that hold tightly to the inerrant Word of God. The following statements represent the doctrinal positions that will frame our teaching and decisions at RMLHS.

We believe there is only one true God. He has made Himself known as the Triune God, one God in three persons. This is evident from Jesus’ command to His disciples to baptize in the name of the Father, and of the Son, and of the Holy Spirit (John 17:3, Matthew 28:19)

We believe that God has made us and all creatures and that we have failed to live up to those things that God wants and requires of us. (Colossian 1:16, Romans 3:23)

We believe that God is a merciful and gracious God who does not desire that any should perish. (I Timothy 2:4) We believe that, therefore, He sent His Son Jesus into the world to live a holy life and to die an innocent death for us. (John 3:16)

We believe that Jesus Christ, true God, Begotten of the Father from eternity, and also true man, born of the Virgin Mary, is the only Savior from sin, death, and the power of the devil and that through Him we are reconciled to our heavenly Father and become His dear children (Acts 4:12, II Corinthians 5:19-21)

We believe that through faith in Jesus Christ, as promised to us in the Bible, a man is justified without the deeds of the Law and that faith is a living force within a believer that produces works that are pleasing to God. (Romans 3:28, John 15:5)

We believe that the Bible is the inspired Word of God. We reject any thought that makes only part of Scripture God's Word, or that allows for the possibility of factual error in Scripture, and also in so-called non-religious matters, e.g. historical, geographical, etc. (II Timothy 3:16)

We believe that we receive through His Spirit the power to live new and changed lives devoted to Him and His glory. (II Corinthians 5:17)

We believe that when this life is over, an eternal home is awaiting all believers in heaven. (John 14:2-3)

OBJECTIVES OF OUR HIGH SCHOOL

The courses and programs of Rocky Mountain Lutheran High School will carry out the mission by producing graduates who have demonstrated:

- * Regular use of the means of grace and fruits of their faith in Jesus Christ through Christian love, service, and witness.
- * Perceptive thinking which integrates experience, research, and reason under God's will as revealed in his Holy Word in critical analysis, problem solving, and decision making.
- * Effective communication skills by listening; expressing their thoughts, feelings, faith, and ideas; and working cooperatively with others in family, school, church, work, and community settings.
- * The knowledge, skills, and attitudes necessary to become self-initiating and self-directing life-long learners.

* The conviction that they are individually formed creatures of their Maker and Redeemer who represent Him by using their unique blessings of time, gifts, and money for the welfare of others in a complex, culturally diverse, rapidly changing global society.

* The verbal, sociological, scientific, quantitative, and technological literacy necessary for offering God a productive, meaningful life.

* An informed awareness of the uses of the fine and practical arts for personal and corporate worship, individual expression, and God-pleasing recreation.

FACULTY

Faculty members at RMLHS are selected with great care. Each person is academically qualified to teach in his/her assigned teaching area and possesses or is working toward a Colorado teacher certificate and certification with the WELS. All faculty personnel are members of the Wisconsin Evangelical Lutheran Synod.

GOVERNANCE

A Board of Directors, which meets monthly, governs Rocky Mountain Lutheran High School. These representatives are chosen from the congregations that comprise the Federation. The Board of Directors executes the decisions of our Federation General Board of delegates, makes, and carries out policies that affect the daily operation of the school.

GENERAL INFORMATION

COMMUNICATION

Communication between the home and school is a key factor in a student's success. As such, there are several means RMLHS uses to keep parents informed. On a weekly basis, an e-mail is sent to each family with upcoming events for the week. The school uses Google Calendar to allow families to check upcoming events on a daily, weekly, monthly, and yearly basis. The school also lists upcoming events and happenings on its Facebook page. Parents and students can check grades on a daily basis through PowerSchool, a student information system. Contact the school if you do not have access to electronic notifications.

DAILY SCHEDULES

The school day begins promptly at 9:00 and ends at 3:30 pm. RMLHS makes use of a modified schedule. Most classes meet four periods a week, with one of those periods meeting for a longer period of time to allow for lab work or experiential learning projects. Alternate schedules are used when school must start late or dismiss early.

ENROLLMENT POLICY

Rocky Mountain Lutheran High School is owned and operated by a Federation of Wisconsin Evangelical Lutheran Churches for the purpose of providing a Christ-centered education for the youth of its Federation members. The school also opens its doors to non-Federation families interested in a comprehensive Christian education for their children.

Prospective freshmen must have satisfactorily completed the eighth grade. An official transcript of the student's academic elementary record is necessary for enrollment. Transfer students also need a current transcript. Complete health records are needed for all students.

To secure a place for your child in the coming school year and to allow the Board of Directors and administration time to make long range plans, the following timeline for registering students will be followed:

Enrollment Timeline:

- ✓ The Board of Directors will determine tuition rates in November.
- ✓ On December 1st application materials will be available and enrollment opens. Federation members and returning students will receive priority during this enrollment period, which has a deadline of January 31st.
- ✓ After January 31st enrollment decisions will be made for all applicants who have met the deadline. Applicants will receive notice of whether they have been accepted, declined, or waitlisted by February 10th.
- ✓ Applications received after January 31st will receive lower priority than those that make the deadline, regardless of Federation membership. All applications received after January 31st, which are accepted, will be subject to an additional \$100.00 in tuition. All applicants must provide a completed application form, a nonrefundable application fee of \$125.00.

NONDISCRIMINATION POLICY

While Rocky Mountain Lutheran High School is maintained primarily for students who belong to the RMLHS Federation of congregations, we also recognize the fact that, "God does not show favoritism, but accepts men from every nation that fear Him." (Acts 10:34-35) Therefore, Rocky Mountain Lutheran High School admits students of any race, color, national and ethnic origin, to all rights, privileges, programs, and activities generally made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, in the administration of its educational

policies, scholarships and loan programs, and athletic and other school administered programs.

PARENTS WITH CONCERNS OR QUESTIONS

Parents with concerns or questions about incidents at school in general should initially speak to the student’s involved teacher. In this way you will alert the teacher to a problem of which they may not be aware, or you can receive clarification from the teacher. If, after speaking to your child’s teacher, you would like to also speak to the principal along with the teacher, please feel free to do so. If you feel the need to discuss the matter further, then the RMLHS Board of Directors chairman can be brought in as well.

Finally, RMLHS’s Board of Directors is the policy making body for the school. Matters not resolved by the above procedures will be referred to the Executive Committee of the Board of Directors. Generally speaking, discussion of your concerns or questions without including the teacher is not going to be productive. Also, we want to avoid the temptation to gossip, and rather be encouraged as Ephesians 4:15 reminds us, “Instead, speaking the truth in love, we will in all things grow up into him who is the Head, that is, Christ.”

PARENT-TEACHER CONFERENCES

Formal conferences are scheduled at the end of the first quarter to afford parents and students an opportunity to meet with teachers and discuss student progress. Dates and times will be published in the school newsletter. All parents and students are asked to attend these meetings, so that parents and teachers can work together on the important calling of bringing up children in the fear of the Lord. Throughout the course of the year, teachers and/or parents may request conferences to discuss a student’s progress.

STUDENT DIRECTORY

Under FERPA, schools may disclose, without consent, “directory” information. We publicly recognize honors and awards that students have received. RMLHS will honor requests from parents and eligible students who wish that their information be excluded from the directories.

You can find complete rights and regulations under FERPA on the U.S. Department of Education website at www.ed.gov.

TUITION

Tuition income accounts for approximately 70% of the operating income of RMLHS. It is important for the viability of this ministry that families remain current in their tuition payment obligations. Therefore, the Board of Directors has adopted the following policies for late tuition:

Late Tuition

RMLHS has monthly obligations to pay its faculty and staff members, rent, utility companies, and other monthly expenses. Therefore, it is important for families to remain current with their monthly obligations to the high school. Communication is a key part of this procedure as the Board is willing to work with families if, for some reason, a financial obligation cannot be met. The procedure the Board will follow with late tuition is as follows:

1. The financial secretary sends out monthly statements with received payments and tuition and fees remaining.
2. If a payment is missed in a month, the financial secretary will contact the family to remind them of the overdue payment and to determine if there are any difficulties.
3. If there is no response after two months, the matter will be addressed by the principal through personal contact via phone or email. The purpose is to determine if there are special circumstances that have caused the late tuition payments.
4. If there is no communication or payment received in the next 30 days, the principal will send a formal letter to the family and also inform the Board of Directors. A copy of this letter will be sent to the home pastor if the family is a member of a Federation congregation.
5. If after another 30 days there is still no communication or payment, the Board Chairman will send a letter outlining the steps the Board will need to take:
 - a. Danger of not being allowed to return to school the following semester.
 - b. Transcripts will be held until full payments are made.
6. If there is still no communication or payment from the family, the Board will send the account to a collection agency.

The key to this procedure is communication. The Board realizes that situations arise during a school year and is willing to work with families.

Late Tuition and Transcripts/Diplomas

1. For seniors
 - a. RMLHS will honor transcript requests if the family is current in their tuition payments.
 - b. Students of families delinquent in their tuition payments may participate fully in the graduation ceremony; however, diplomas and transcripts will only be awarded upon final payment of the account balance due.
2. For underclassmen

- a. For returning students, conditional enrollment will be permitted in the spring with expectations for full payment of balance due or arrival at mutually satisfactory arrangements for future payments prior to children beginning the fall semester.
- b. Underclassmen considering transferring to another school must be current in their tuition payments. Responses to student reference inquiries made of RMLHS will acknowledge the student attended RMLHS; however, further information will not be provided until final payment of account balance due.

WITHDRAWAL POLICY

Students withdrawing between the sixth and fifteenth regularly scheduled day of the month are responsible for one-half of the tuition charged for that month.

Students withdrawing after the fifteenth day of the month are responsible for the entire tuition of that month.

ACADEMICS

RMLHS exists to provide a high-quality academic preparation through the lens of God's Word. We follow a college preparatory curriculum that follows the Higher Education Admission Requirements established by the Colorado Department of Education. As a Lutheran high school, we also require all students to take a religion class every year. The following serve as guidelines for academic policy.

ACCREDITATION

RMLHS is a member of the Area Lutheran High School Association of schools within the Wisconsin Evangelical Lutheran Synod. Our school has received accreditation status with WELSSA, a national accrediting agency under the National CPSA Council for Private School Accreditation.

BOOKS

The school furnishes textbooks for most courses. Any excessive wear or abuse of texts will result in a fine being levied at the conclusion of the school year. In order to reduce wear or tear, we require that all hard-covered textbooks be covered. Some courses will require the purchase of certain supplies. These are noted in the Course Handbook. Each student is required to own a personal copy of the New International Version (NIV) Bible.

COLLEGE ENTRANCE REQUIREMENTS

Community colleges can prepare a student for many jobs that require only one or two years of formal training, as well as give him/her the equivalent of

the first two years of a four-year sequence. A student needs a high school diploma for admission, but once he/she is admitted, he/she must maintain the same standards required by most four-year colleges.

State colleges accept only the top one-half of Colorado high school graduates, with the Eligibility index being computed on a combination of the high school GPA and the score being made on the admissions test, the ACT or SAT.

Four-year colleges and universities vary in their admission requirements for freshmen. Almost all the colleges require the SAT or ACT. It is essential to study the requirements of the various schools so that there will be no questions of admission when a student is ready to enter.

FINAL EXAMS

Absences by students during these examination times, other than for illness, a death in the family or hazardous and inclement weather, are not recommended. Families are asked to avoid planning vacations during these times if possible, particularly the last week of each semester. Students who are absent during exam time for any reason must make up the exam at a later date to be determined by the teacher and family.

GPA CALCULATION

Each student has a Grade Point Average that is computed on a semester as well as a cumulative basis. RMLHS computes a student's GPA based on scores received in the core subject areas of religion, mathematics, social studies, science, English, and foreign languages. Grades from similar core subjects will be used in the instance of students who transfer into RMLHS from another high school.

Cumulative GPA calculated to the thousandths is used to determine class rank and the class valedictorian and salutatorian. A student must have attended RMLHS for three complete semesters in order to be considered for these two awards.

GRADING SYSTEM

RMLHS operates on a 4.0 grade point scale. Grade point averages are calculated and recorded for each semester in grades 9-12. The exception will be for honors, AP classes, and dual credit courses. Grades received in those courses receive a one-third grade level increase.

The following is the grading scale used in all classes and the corresponding grade points:

Percentage	Letter	Grade Point
94-100	A	4.0
90-93	A-	3.667
87-89	B+	3.333
84-86	B	3.0
80-83	B-	2.667
77-79	C+	2.333
74-76	C	2.0
70-73	C-	1.667
67-69	D+	1.333
64-66	D	1.0
60-63	D-	0.667
00-59	F	0.0

GRADUATION REQUIREMENTS

RMLHS offers a two-track graduation requirement system. There is a track for those students not intending on pursuing entrance into a post-secondary institution, and a more rigorous college track for those students preparing to enter a post-secondary institution. The information below lists the number of credits in each subject area that are required for graduation from RMLHS. The curriculum framework is structured to provide a strong background in the core disciplines, interwoven with specific requirements in artistic, technical, and physical education areas to best prepare the student for all aspects of Christian life following high school. Taking note of the unique requirements of specific colleges and universities, the student will have the best possible opportunity for success in the college of his/her choice.

MINIMUM GRADUATION REQUIREMENTS

Bible	4 credits
English	4 credits
Fine Arts (<i>Music/Art</i>).....	3 credits
Math	3 credits
Science	3 credits
Social Studies	2 credits
Christian Wellness	1.5 credits
Computer	1 credit
Foreign Language.....	1 credit
Electives	1.5 credits
TOTAL	24 credits

COLLEGE PREP COURSE OF STUDY

Bible	4 credits
English	4 credits
Fine Arts (<i>Music/Art</i>).....	3 credits
Math	4 credits
Science	3 credits
Social Studies	3 credits
Christian Wellness	1.5 credits
Computer	1 credit
Foreign Language.....	2 credits
Electives	1 credits
TOTAL	26.5 credits

HOMEBOUND INSTRUCTION

Either the parent/guardian or school personnel can initiate homebound services. Homebound education should be initiated when a known illness or condition requires:

1. An absence greater than two weeks from school
2. Less than full-time daily attendance at school
3. Scheduled intermittent absences

A homebound application form, available through the office, must be completed by the parent and physician and returned to the school. The application is forwarded to the principal who gives final approval and notifies the teachers. At such time an appropriate plan for serving the educational needs of the student will be put in place.

HOMEWORK

There is no gentle way to say it. The classes we offer will have homework assigned to each student. Homework is an integral and profitable part of the course of study at RMLHS. Sometimes the homework will be used to review and master material presented during the school day. At other times, the homework will involve authentic assessment or experiential learning and research.

Most students will need some assistance from parents and/or teachers in effectively planning their time. Questions about homework should be initially directed toward the teacher involved.

Daily homework should not average more than 2 hours outside the regular school day. Long-term assignments (7 calendar days or longer) will have built-in checkpoints to ensure that students are not putting off the assignment until the last day or two. Vacations for students (Thanksgiving, Christmas, and Spring Break) will be free of assignments.

If a student is absent due to an illness, he/she should meet with the teacher to agree upon a due date for any missed work.

If incomplete homework is a repeated behavior, the teacher will consult with the parents so that all can work together to help the student plan their time effectively and to talk through any related concerns.

LATE HOMEWORK

Following class, students who have not turned in an assignment will have their names written on the missing assignment board in the office. The teacher will notify the parents of the late work and potential detention. Students have until class time the following day to turn in the missing assignment. If the student fails to turn in the late work by class time, they will serve a detention that day after school from 3:35-4:20. Students who have missed work due to an excused absence will have an additional day for each day absent to turn in work without receiving a penalty.

HONOR ROLL

The school's honor roll is prepared at the close of each semester. Position or placement on the honor roll is determined by an average of the honor points earned. Special recognition certificates are given to students who achieve honor roll status. Student rankings are calculated on the 4-point system:

Highest Honors	3.75-4.00
Honors	3.25-3.74

INELIGIBILITY POLICY

The Colorado High School Activities Association (CHSAA) has rules for academic eligibility. In compliance with these requirements, every two weeks all students' grades will be reviewed. Participants in extra-curricular athletic activities need to be passing a minimum of 5 core classes and achieving a GPA of 2.0. Students failing to meet these requirements are ineligible from extracurricular activities for the next 2 weeks. At this time eligibility will be reviewed. Parents will be notified of this action.

PLAGIARISM

The use of another's ideas, words, or creative products without giving credit to the author is considered plagiarism. Simply said, it is stealing. There is no place for such dishonesty or any type of cheating at Rocky Mountain Lutheran High School. Eph. 4:22-24, "You were taught, with regard to your former way of life, to put off your old self, which is being corrupted by its deceitful desires; to be made new in the attitude of your minds: and to put on the new self, created to be like God in true righteousness and holiness." Any student who commits an act of plagiarism will receive no credit for the assignment and will need to redo the assignment. The offense of plagiarism could be cause for a suspension from school.

REPORT CARDS

PowerSchool, our web-based student information system, allows parents to access their child's grades on a daily basis. At school registration, parents are given a user name and password that allows them to check on their child's performance. A parent/teacher conference is held at the end of the first quarter to discuss the student's progress. We encourage parents and teachers to maintain contact during the school year. Paper and electronic report cards are sent at the end of each semester. The semester grades are the official grades and the only ones recorded on the student's permanent record.

STUDENT EDUCATIONAL RECORDS

RMLHS will follow the guidelines set forth in The Family Educational Rights and Privacy Act (FERPA). FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the *Rocky Mountain Lutheran High School*

student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. They also have the right to request that a school correct records that they believe to be inaccurate or misleading.

Generally, schools must have written permission from a parent or eligible student in order to release any information from a student's education records. Exceptions may include information shared with school officials and state or local authorities.

TESTING

During his/her years at RMLHS, the student will take a variety of tests. These are used to assess the student's achievement and aptitude throughout high school. Below you will find the tests given for each grade level:

9th – 10th Grade – PSAT 8/9, 10 test (February; given during the school day at RMLHS. It tests basic knowledge and begins the process of helping students see where their gifts and abilities lie.)

11th grade – PSAT/NMSQT – Preliminary Scholastic Aptitude Test/ National Merit Scholarship Qualifying Test (October; highly recommended; given during the school day at RMLHS – focuses on reasoning ability in addition to knowledge - also allows the students who score well on this test college scholarship opportunities.)

Students with plans on attending a college upon graduation from high school, should schedule to take the following tests during their 11th and 12th grade years. Which test to take will be determined by the schools the student is considering attending. A student can take these tests at various locations in the metro Denver area.

SAT – Scholastic Aptitude Test

ACT – American College Test

Most colleges and universities require either the SAT or ACT. Seniors are encouraged to take these tests as well.

TRANSCRIPTS

Credits earned at RMLHS are transferable to other secondary schools, both public and non-public, and to institutions of higher learning inside and
Rocky Mountain Lutheran High School

outside the state of Colorado. Students requiring transcripts should submit a written request to the school office that includes the name and address of the institution to which the transcript should be sent. The school will send up to three transcripts to colleges with no charge. Any additional requests will be an additional \$5.00 per request. No transcripts of credits or diploma will be issued until all financial obligations to RMLHS have been met.

ATTENDANCE

The law requires regular school attendance and it is necessary for good scholarship. Parents must call the high school office to report any absence by 8:30 am. The following guidelines will govern attendance procedures at RMLHS:

COVID ABSENCES

The COVID pandemic has created a new category of absences. If a student is absent due to contracting COVID or been in contact someone infected with COVID, these absences will not count towards the student's total number of absences. A parent must notify the school of the absence and provide a doctor's note indicating testing has taken place. Students missing due to COVID can stay informed with classwork by going to the class webpage.

ABSENCES

Absences are considered "excused" when substantiated by a note from the parent(s) for the following reasons: illness, medical or dental appointments, weddings and funerals, court appearances, unusual weather, or transportation problems. If the absence is due to a doctor or dentist appointment, the student should bring an excuse from the doctor. All other absences must be cleared at least one day in advance with the assistant principal to be considered excused. Excused absences have no effect on grades, providing that the work is made up at a time agreed upon between the teacher and student.

Parents are encouraged to schedule appointments, such as doctor or dentist, outside of the school day or on a scheduled vacation day. However, there may be times an illness or a family emergency may keep a student from attending. Students are responsible for the assignments they missed while they were absent and to complete them in a timely fashion.

Class absences: Parents of students who miss 8 days, or 8 of the same class in a semester, will receive a phone call and letter to alert them to the accumulation of absences. Students who miss more than 12 days or more than 12 of the same class period in a semester will lose credit for each class.

Parents may submit an appeal to the Board of Directors if they feel the loss of credit is due to extenuating circumstances.

Note: Students must attend the entire school day to participate in after school extracurricular activities, unless they arrange in advance to have their absences excused. The coach or supervisor in charge of the activity may grant exception for unusual circumstances.

Planned Absence

When students know ahead of time they are going to be missing, the parents will need to notify the office of their planned absence and complete the Planned Absence Form. All homework for the day(s) they will be gone needs to be completed according to the time schedule set by the instructor.

Partial Day Absence

A partial day absence occurs when a student arrives late, or leaves early in the school day. A detailed parent/guardian note or telephone call to the Main Office to speak with the Assistant Principal is to be communicated by the start of the day of the absence. Be ready to provide the following information:

- ✓ reason for the partial absence
- ✓ time of requested dismissal from school
- ✓ approximate time of return from appointment or indication that the student will not return
- ✓ students leaving school for partial day absences must sign out
- ✓ through the Main Office before school begins, receiving a
- ✓ timed permit to leave the school building
- ✓ if a student fails to sign out prior to leaving, the time missed will be reported as unexcused

Unexcused Absence

Unexcused absences are absences from school that are not accepted by the state or the school as legitimate reasons for missing school. The accepted excuses are listed under School Absences. All missed work must be made up at mutually agreed upon time by student and teacher.

SCHOOL CLOSING

In the event of severely inclement weather or mechanical breakdown at the school facility, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced on the school's Internet site (www.rmlhs.org) RMLHS also uses an automated phone messaging system to inform parents of late starts or closings. Reports in the morning

will be between 6:00 a.m. and 8:00 a.m. If no report is heard, it can be safely assumed that school will be in session.

SICK ROOM

A student may not feel well during the course of the school day. If this should happen, the following procedure will be followed:

- ✓ The student needing to make use of the sick room will get permission from a teacher.
- ✓ The teacher will inform the secretary of the student making use of the sick room either in person or by a note given to the student to take to the secretary with the time noted on it.
- ✓ The secretary will log students in and out of the sick room. When a student leaves the sick room, an administrator will be informed and the secretary will note the time on the absence board.
- ✓ When students have been logged in to the sick room, the secretary will call the student's parent/guardian to notify them that the student will be excused by the school for class because of illness.

TARDINESS

It is the responsibility of each student to ensure he/she is punctual. Tardiness to school or class creates a disturbance that disrupts the learning environment and is inconsiderate of others. A tardy will be given when a student is not in the classroom, with all the materials needed, when the bell begins to ring.

The following are the consequences for multiple tardies:

1. The student will receive a warning for the first four tardies in a semester. The assistant principal will contact the parents after the fourth tardy.
2. Starting with the fifth (5) tardy, the student will serve after-school detention that day.
3. With the ninth (9) tardy, the student will serve a work detention.
4. After the twelfth tardy, the student will lose privileges or be required to complete duties assigned by the administration.

STUDENT LIFE

Every school has plenty of rules and procedures. RMLHS is no exception. And while it is not necessary that every student and parent agree with every rule or procedure listed here, it is an expectation that parents and students will abide by all the policies of the school while enrolled at RMLHS.

“How great is the love the Father has lavished on us, that we should be called the children of God! Whoever claims to live in Him must walk as Jesus did.” I John 3:1 and 2:6

ANIMALS IN SCHOOL

Students are not permitted to bring pets of any kind to school, unless these pets are part of a recognized training experience for the animal. (For example, a guide dog) The administration may also authorize the privilege of bringing a pet to school.

AUTOMOBILES

Students are permitted to park on school property as a matter of privilege, not right. The school has the authority to patrol the student parking lot and inspect the exterior of cars. If a school authority has a reason to believe that illegal or unauthorized materials are contained inside, he/she may conduct an interior search. These inspections and patrols may be conducted without notice, without student consent, and without a search warrant.

Anything found in the course of a search can be used as evidence against the student. The evidence may be:

1. seized and admitted as evidence in any suspension or expulsion proceedings;
2. returned to the parent or guardian of the student
3. destroyed if it is of no significant value;
4. turned over to a law enforcement officer.

Any student's failure to permit searches and seizures will be considered grounds for disciplinary action.

CAMPUS VISITORS

RMLHS welcomes visitors to the school for the purpose of becoming familiar with the school, its purpose, and its program. Parents of students are welcome on campus at any time. All visitors, parents of prospective students, and other adults must obtain a pass at the secretary's desk upon entering the school building. RMLHS students may have guests as visitors in school. The visit should not be just for social reasons. Students who plan to bring a guest must obtain permission from the office at least one day in advance. On the day of the visit, the student and guest need to report to the office to obtain a visitor's pass. The guest is expected to accompany his/her host while at school and to observe all school rules including dress code. RMLHS students may not bring visitors on days scheduled for semester tests.

Some of RMLHS's social activities, i.e. dances, prom, are activities to which students may bring guests. Students who desire to bring a guest from outside the RMLHS school family should obtain a permission form from the assistant principal that will need to be completed and returned to the assistant principal prior to the social activity.

CELL PHONES

Students may only use cell phones before and after school, between classes and during lunch hours. RMLHS is not responsible for any damage or loss of this equipment. Although these items are allowed to be stored on school premises, the school continues to encourage students to keep them in their locked locker.

Teachers expect each student to bring a laptop or Chromebook to class. These are to be used according to the instruction of the teacher. During a study hall or homeroom, a student may use this device to listen to music, or if finished with work, to play a game.

CHAPEL

One of the wonderful privileges of attending a Christian school is the opportunity to include specific worship time as part of the school day. RMLHS conducts chapel services designed to engage us as a school community in common worship of the Lord. The service will include guest worship leaders and our own instructors. All students and faculty attend and participate in this worship time. Parents and other visitors are welcome to attend.

CLOSED CAMPUS

Rocky Mountain Lutheran High School operates a closed campus policy. Students must stay on the school grounds from the time they arrive until the time they are dismissed.

COLLEGE RECRUITERS

Various colleges visit our campus for the purpose of recruiting students for their institutions. Students will be given the opportunity to meet with the representatives from these schools, but will not be required to visit with the recruiters.

COMPUTER USAGE

RMLHS is a one-to-one computing school. All incoming freshmen, returning sophomores, and new students are required to have a Chromebook.

At times, it is necessary for a student to temporarily use a loaner computer from the school. The following policies will be followed when using school computers:

1. Each classroom will have an extra computer a student may use during that class period.
2. A student will leave the computer in the room at the end of the class period.

3. If a computer is lost or damaged, the total fine/charge will be the cost of replacing the computer.
4. The school will not loan out computer chargers.

DRESS REQUIREMENTS

The clothing a person wears and personal grooming reflect attitudes and affect conduct. The community – even the Christian community – tends to evaluate a school on the appearance of its students and its staff. Proper attire has a definite bearing in providing an atmosphere conducive to study and reflective of the Christian attitude. Christian students will want their appearance to show that they are “a people belonging to God.” “But you are a chosen people, a royal priesthood, a holy nation, a people belonging to God, that you may declare the praises of him who called you out of darkness into his wonderful light.” (1 Peter 2:9)

It is the RMLHS Board of Directors’ intention, rather than to legislate, to encourage RMLHS students to become the type of Christian men and women God wants them to be. Philippians 4:5 tells us, “Let your moderation be known to all men.” RMLHS expects students’ choice of clothing and overall general appearance will reflect the Christian nature of the school.

The following guidelines are provided to assist Christian students and their parents in determining what is considered to be God-pleasing.

The RMLHS Board of Directors recognizes that the responsibility for following the dress code lies with the individual students and their parents. The faculty has the responsibility to administer the guidelines. For the sake of order, when there are differences of opinion concerning dress, the judgment of the RMLHS Administration and faculty will be honored.

Parents and students are encouraged to review and discuss the following student dress guidelines:

1. Clothing should be clean and in good repair.
2. Clothes need to fit properly.
3. Students will wear shoes or sandals (no slippers) on campus for health and safety reasons.
4. Girls will wear shirts with a neckline that touches the collarbone. Sleeveless tops will have three-inch straps with no undergarment showing.
5. Boys will wear shirts with sleeves.
6. Pants, jeans, skirts, and shorts will be worn at the waist.
7. Shorts will have at least a 3-inch inseam. Skirts should be of fingertip length.
8. Clothing that is considered sleepwear, or that shows bare midriff or back may not be worn.

9. Visible body piercings are limited to ears and nose studs.
10. Boys' facial hair will be trimmed, clean and neat.
11. Students will remove hats, caps, headscarves, sunglasses, or other headgear when in the school building.
12. Clothing and tattoos which have advertising or slogans relating to alcohol, drugs, tobacco products, bars, music groups, gambling, pro-wrestling, gang association, or questionable innuendoes should not be worn.
13. Masks must be worn until government guidelines change. A doctor's note will be required for students who request not to wear a mask.

Failure to comply with student dress guidelines will result in disciplinary action. Such actions will vary depending upon the type and frequency of the violation. A teacher will advise the student to make a change in their dress or appearance. If the student complies, the matter is considered to be resolved. If the student is unwilling to make the change on their own, they will need to go to the office to see the principal or assistant principal. The consequences may be

1. The student will be sent to speak with a designated faculty member.
2. A determination will be made as to whether the student can correct his or her clothing.
3. If the student cannot correct his or her clothing, an item of clothing may be provided by the school.
4. If a correction of clothing is not possible, the school will contact to bring a proper change of clothes. Until then, the student will not be allowed to return to class – an in-school suspension.
5. If the student fails to cooperate, he/she will be suspended for the day in an in-school suspension.
6. Parental notification will occur after a second violation. A third violation will result in a detention. Repeated defiance of the dress code may result in a three-day suspension.

DRUGS, ALCOHOL, AND TOBACCO

Rocky Mountain Lutheran High School is committed to high standards of personal health and wellness. Therefore, student use, possession, sale, or transfer of drugs, alcohol, tobacco, and e-cigarettes on school grounds or at any RMLHS related function is prohibited. Staff and visitors are prohibited from using such products on school vehicles at any time and at all school sponsored activities conducted on school property.

EARLY ARRIVAL

Parents who drop off their children early in the morning are reminded that there is no supervision provided until 7:30 a.m. Once a student is on our
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campus, they must receive permission from a faculty member to leave the campus before the end of the school day.

FIRE ALARMS

Fire drills at regular intervals are required by law and are important safety precautions. It is essential that when the first signal is given, everyone exits the building by the prescribed route as quickly as possible. The classroom teacher will give the students instructions. Students interfering in a fire drill or intentionally setting off a fire alarm are subject to school discipline.

FOOD STORAGE

RMLHS does not currently offer a hot lunch program. Two days a week, students have the option to order pizza or Chick-fil-A sandwiches. Students must pack their own lunches. Refrigerators will not be available for use this year. There are microwaves in the designated lunchroom, which students may use to warm up their lunches.

If children bring food from home, parents and their children are responsible for proper care of that food.

INSURANCE

Rocky Mountain Lutheran High School provides basic liability insurance for all students, covering all school-sponsored activities. The parents must provide any further insurance. Specifically, RMLHS will not endorse or offer any coverage or policies beyond the “umbrella” liability policy. RMLHS does not carry or provide health or athletic insurance.

LOCKERS

Due to COVID-19, lockers will not be in use this for the 2020-21 school year. Students will carry their backpacks from class to class.

MEDICATIONS AT SCHOOL

High school students may carry and self-administer a day’s supply of their own prescribed medication as long as they do so in a responsible manner. Irresponsible use of medication will be dealt with by an appropriate disciplinary measure. No employee of RMLHS shall give an UNAUTHORIZED medicine to a pupil.

PERSONAL ITEMS

Students, not the school, are responsible for their personal property. Lockers should not be used to store money or valuable personal items. Students are encouraged to check with the Main Office or contact an administrator if it is necessary for such items to be on school property. Students are discouraged from bringing valuable items to school because of the difficulty of providing
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secure storage for them and the distraction that they pose for other students and staff members. The school does not carry theft insurance.

POSTED MATERIALS

All material posted (whether by students, parents, or faculty) in the hallways and on bulletin boards in the hallways at RMLHS must first be approved and signed by an administrator.

REPORTING CHILD ABUSE OR NEGLECT

State law requires certain school personnel to report immediately any case where a child appears to have been abused or neglected or may be threatened by future abuse. Persons required by law to report possible abuse under C.R.S. §19-3-304 include doctors, school personnel, social workers, mental health workers, and clergy members.

SOLICITATIONS

Students are not allowed to sell any items on campus without prior approval of the administration. In addition, students are not allowed to panhandle, beg or coerce people for money.

STUDENT SENATE

Students at RMLHS have a chance to participate in student government activities through our Student Senate. The Student Senate is responsible for setting up activities that enhance student life. Each class will elect two members to represent them on the Student Senate. The entire student body will elect the Student Senate president.

TRANSPORTATION POLICY

Students are expected to drive on school property in a safe, non-disruptive manner. All drivers must follow the regulations listed below:

- 1) Student drivers should fully understand their responsibility in following the rules.
- 2) All drivers must have a valid driver's license.
- 3) All automobiles parked on the school ground must be registered with the school.
- 4) Automobiles are not to occupy more than one parking space and must be parked in the designated RMLHS student area.
- 5) All students must be licensed and covered by insurance. The school is not responsible for the automobile or its contents.
- 6) Speed limit in parking lot is 10 miles per hour. Reckless driving will not be tolerated and will result in the following consequences:

- 1st offense – Written warning
 - 2nd offense – Warning plus parental contact
 - 3rd offense – Revocation of parking privileges for the remainder of the school semester.
- 7) Cars are to be locked at all times, and are not permitted to be loaned to another student.
 - 8) School personnel may search any car parked on school property at any time.
 - 9) Cars may not be left in the school parking lot overnight.
 - 10) Once the car is parked, no one is to loiter in the vehicle.
 - 11) Students are not allowed to go to their cars during school hours unless they have permission from a faculty member.
 - 12) It is the parents' responsibility to determine if their student can drive themselves to and from school. Likewise, it is the joint responsibility of the parents of both the driver and any passengers to determine if a student can drive other students to and from school. An Automobile Permission Slip must be completed by all applicable parties and filed with the school office.
 - 13) Passes from the administration are required to permit moving the vehicle during school hours. Students may drive themselves to appointments during school hours only with their parents' permission filed with the school office. Permission must be granted for each occurrence and may be either written (email) or over the phone.
 - 14) All students may drive themselves and/or others to school sponsored events after school hours only with the written permission of the parents of both the driver and passenger(s). Permission must be granted for each occurrence. It is the responsibility of the driver to ensure that any school representative, including all team players, arrive in a timely manner. Failure to do may result in loss of driving privileges to school sponsored events.
 - 15) Only parents may take their children directly home from an event.
 - 16) The administration reserves the right to amend or restrict any student's driving privileges.

STUDENT CONDUCT

At RMLHS, Christian discipline is administered by application of God's Law and Gospel. Students are taught responsibilities for their own actions. Disciplinary consequences are assigned to teach students that actions have consequences. The overall goal is to help students grow into mature Christians who practice self-discipline out of love for their Savior.

It is expected that students will show God-pleasing respect and honor to all staff members, teachers, custodial staff, and one another.

CONTROLLED SUBSTANCES

Guidelines

- A. No student enrolled at Rocky Mountain Lutheran High School may possess, use, or be under the influence of, buy, or sell tobacco, alcohol, any illegal controlled substance, or look-alike substance.
- B. No student enrolled at Rocky Mountain Lutheran High School should be present at a bar unless accompanied by his/her parents or legal guardian. Guideline A remains in effect even if accompanied by one's parent or legal guardian.
- C. Guideline A applies to attending a party with parents or legal guardians where alcohol and/or other drugs are available or served.
- D. If a student is in a situation or gathering without parents or legal guardians in which people around him/her are possessing or using tobacco, any illegally controlled substance, look-alike substance, alcohol, or drugs, that student is encouraged to vacate the situation or gathering immediately. The use of tobacco, alcohol, and drugs by minors violates state laws, school policy and, therefore, God's law. Our students should not want to be a part of an activity that would bring discredit to the student, parents, school, or our Lord. Thus, students should avoid such activities.
- E. A student who distributes or sells tobacco, alcohol, drugs, or look-alikes will be permanently suspended from all extra-curricular activities at Rocky Mountain Lutheran High School.

Consequences Regarding Student Participation in Extracurricular Activities

First Violation

- * Suspension for a number of games, activities, or performances equal to 20% of the entire activity (ies) or performance schedule. The student must meet with the school's designated counselor.
- * If the student does not attend the required sessions with the designated counselor or follow through on all the recommendations of the counselor, the suspension will be expanded to 40% of the entire activity or performance schedule.
- * If the activity or performance schedule concludes before the completion of the penalty, the suspension will be applied toward the next activity in which the student participates.
- * During this period of ineligibility, the student is expected to attend all group or team practices, rehearsals, and meetings.

Second Violation

- * Suspension for a number of games, activities, or performances equal to 50% of the entire game, activity, or performance schedule. The student must meet with the school's designated counselor.
- * If the student does not attend the required sessions with the counselor or follow through on all the recommendations of the counselor, the suspension will be expanded to suspension from all activities for one (1) full calendar year.
- * If the activity or performance schedule concludes before the completion of the penalty, the suspension will be applied toward the next activity in which the student participates.
- * During the period of ineligibility (50% of season), the student is expected to attend all group or team practices, rehearsals, and meetings.

Third Violation

- * Permanent suspension from all extracurricular activities at Rocky Mountain Lutheran High School.

Further Applications

- * Students who violate the RMLHS athletic and non-athletic code of conduct will be ineligible for receiving any special award for that activity for that year.
- * If a student is involved in more than one activity at the time of a violation, penalties apply to all activities in which the student is involved.
- * A student who violates the RMLHS Code of Conduct while not involved in an extra-curricular activity will be subject to the appropriate penalties in the next activity in which the student becomes involved for one full calendar year from the date of the violation.

Reinstatement

- * The student will be allowed to return to full participation in his/her extra-curricular activity at the end of the suspension period.
- * Violations will be cumulative throughout the student's four years of attendance at Rocky Mountain Lutheran High School.

Students who transfer to RMLHS from another school and who are under the code violation will finish their violation requirements before becoming eligible to participate in extra-curricular activities.

COUNSELING

Students may face a number of situations in which they will want or need encouragement or help. They will have an academic advisor who will help
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them with their academic situations or refer them to someone who will be better able to provide what they need. We also will make use of our area pastors in cases of specific spiritual counseling needs.

DISCIPLINE PROCEDURES

All sin is equally consequential as far as one's spiritual relationship to God, but not in relationship to its effect on people and institutions. Further, some rules in and of themselves have nothing to do with sin; they are simply wise boundaries to help large number of people operate more effectively with one another. Different offenses therefore, carry different consequences, with an emphasis on promoting justice.

RMLHS employs three major forms of disciplinary action for rules infractions:

Removal From Class

If a student's behavior is such that classroom instruction is disrupted or cannot continue, the student will be removed from class and sent to the administration office. The student will receive an unexcused absence for that period. The student may not return to class until the matter with the teacher has been resolved.

Detentions

A teacher or administrator may issue a detention to a student for the following reasons: repeated tardies, dress code violations, classroom disruptions, an unexcused absence for a class, or late assignments. Detentions will be in served in 45-minute increments. Students need to come with schoolwork to do, or the supervising teacher will assign work to them. This work may include cleaning duties around the school building. If a student skips a detention, an additional detention will be assigned.

Suspension

After repeated minor infractions, or major rules violation(s), a student will serve either an In-School Suspension (ISS) or an Out-of-School Suspension (OSS). An ISS is usually one day, while an OSS may be from 1-5 days. The length of the suspension is at the administration's discretion. Regardless of the type of suspension, the student is recorded as absent without excuse.

Major rules violations include the use of tobacco or controlled substances, theft, vandalism, and fighting.

In each case of a suspension, the student and the parents must appear before the administrator in order to be readmitted to class. In certain cases, the student and parents may be asked to appear before the Board of Directors to discuss the student's continued enrollment.

Expulsion

Upon the recommendation of the faculty, students who are unrepentant or whose presence is deemed to be harmful to others either physically or spiritually will be required to discontinue attending RMLHS, after a review by the Board of Directors.

HARASSMENT POLICY

Students, either individually or as part of a group, shall not engage in harassment. Harassment is the use of aggression with the intention of hurting another person. Harassment results in pain and distress to the victim.

Harassment can be:

- 1.) Emotional: Being unfriendly, excluding, tormenting through actions and gestures.
- 2.) Physical: Pushing, kicking, hitting, punching, or any use of violence.
- 3.) Racist: Racial taunts, graffiti, gesture.
- 4.) Sexual: Sexually abusive comments or physical contacts.
- 5.) Verbal: Name-calling, sarcasm, spreading rumors, vicious teasing.
- 6.) Cyber: All areas of Internet use, such as e-mail and Internet chat room sites like Facebook or MySpace misuse, text messaging or calls, misuse of associated technology, i.e., cell phone cameras or video.

Procedures

Incidents of harassment should be reported to the staff. Staff will record details and share with the Assistant Principal or Principal. In serious cases parents will be informed and may be asked to meet to discuss this matter concerning their child. If necessary and appropriate, local police will be consulted. If the harassment behavior does not stop immediately, the result may be suspension or expulsion.

Discrimination or Harassment Complaints

Violation of RMLHS's discrimination or harassment policies may result in disciplinary action, including suspension or expulsion. If you believe that you have not been provided equal opportunity in any manner, or if you become aware of discrimination or harassment, you should immediately report that conduct to the Assistant Principal or the Principal. RMLHS will promptly investigate and attempt to resolve your concerns. Your identity will be kept confidential to the extent possible under the circumstances. If you do not find your concerns have been handled to your satisfaction, you should report the matter to the Board of Directors.

Retaliation Prohibited

RMLHS will not tolerate retaliation against a student or parent who brings a good faith report of discrimination or harassment. If you believe retaliation has occurred you should promptly notify the Assistant Principal or the Principal. If this is not satisfactory, your concern should be brought to the Board of Directors. All students and parents are expected to be cooperative and forthright in responding to any report of discrimination or harassment.

LUNCH ROOM CONDUCT

During the lunch period, students are expected to eat in the designated lunch areas. Students should clean their areas after eating and conduct themselves in an orderly manner. It is not permitted to throw food. During warmer weather, the students may request permission to eat outside.

MARRIAGE

Marriage has been established by God (Gen. 2:18-24) and is to be held in honor by all. It should be entered with a great deal of forethought and understanding of the responsibilities of both husband and wife. Marriage requires a high commitment of time and dedication and alters one's life-style. While Scripture does not prohibit marriage of high school age youth, and state law may allow marriage at such age under certain conditions, it may be unwise for high school age young people to marry. Therefore, an RMLHS student desiring to be married and to continue at RMLHS must fulfill the following requirements:

1. Have the consent of parents before marriage.
2. Seek the counsel of his/her pastor before marriage.
3. Inform RMLHS before marriage.
4. Continue to demonstrate the behavior expected of RMLHS students in work and conduct if he/she plans to remain at RMLHS.

OFFENSIVE CONDUCT

Rocky Mountain Lutheran High School promotes a Christian environment in which all students are comfortable and can work productively. We will not tolerate offensive, degrading, or harassing remarks or conduct, even if the conduct does not rise to the level of unlawful discrimination or harassment. Conduct prohibited by this policy includes any action by any student, faculty, staff, or member of administration that directly or indirectly threatens unwelcome physical contact, or offensive conduct that threatens or adversely affects a student's performance or participation in school activities.

PREGNANCY

The Old Testament disciple David, repented and even though he suffered consequences, continued as the Lord's anointed. The New Testament disciple Peter grievously sinned by his denial of the Lord, but was restored to
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full discipleship through repentance and confession of faith. (Do you love me?" "Yes") The point is not that they avoided sinning, but their sins were acknowledged, repented of and forgiven, and then their life as a child of God went on.

The parents, students, and staff of Rocky Mountain Lutheran High School stand as witnesses to God's will regarding sexual activity outside the bonds of marriage. Therefore, we encourage an attitude of repentance and forgiveness towards the sin of sexual immorality. The male or female student of RMLHS who is involved with a pregnancy is encouraged to seek counsel from the Principal or Assistant Principal as soon as the pregnancy is discovered. The student will be suspended until a meeting is held with the student's parents, pastor, Assistant Principal, Principal, and other members of the administration. The purpose is to bring together all the parties who will be responsible for the continued physical and spiritual welfare of the student. Decisions regarding continued enrollment at RMLHS will be determined at this meeting, as well as decisions regarding participation in classes and all school functions. Upon evidence of repentance, the student will be forgiven in the name of Jesus Christ and will be encouraged to continue and complete his/her education at RMLHS. The student will be encouraged with regular spiritual counseling. The student(s) will be excused from publicly representing RMLHS in curricular or extra-curricular activities for 365 days from the time the pregnancy is confirmed to the school administration.

RMLHS upholds God's Word and consequently the sanctity of human life. Therefore, we oppose any form of abortion. If a student terminates a pregnancy through an abortion, the student involved, parent(s), pastor(s) and administration will meet to review the situation and determine the consequences for such action. Because of the blatant disregard for the Fifth Commandment, the decision might result in a suspension or expulsion of the student.

PUBLIC DISPLAY OF AFFECTION

We encourage wholesome and God-pleasing relationships among our students. The school is neither the time nor the place for public displays of affection. Students will be counseled if problems arise, and the parents will be informed if inappropriate behavior persists.

STUDENT DUE PROCESS

As RMLHS and a student's parent/guardian are working together for the Christian discipline and training of each student, in the event a suspension from school is necessary, ideally the administration and student's parent/guardian will work together. In connection with a suspension the student and the student's parent or guardian must be given oral or written

notice of the charges against the pupil and an explanation of the evidence the administrator has. (The student will be given an opportunity to respond to the charges brought.) The length and type of suspension will be clearly expressed.

Procedures for expulsion of a student shall be initiated by the school faculty's recommendation to the Board of Directors. The principal shall, at the time of such a recommendation, give written notice of the recommendation to the student and the student's parent/guardian. The notice shall contain a statement of reasons for the recommended action.

The student is entitled to a hearing before the Executive Committee of the Board of Directors if so desired. If a hearing is requested, a mutually agreeable time and place for it will be established. The hearing shall take place within three days of the faculty recommendation. At the hearing the Executive Committee of the Board of Directors will hear the evidence of the administration in the incident. The student is to be accompanied by his/her parent or guardian for the hearing. The student or parent/guardian may question witnesses and present evidence in the student's behalf. Failure to participate in the hearing will constitute a waiver of further rights in the matter.

WEAPONS

The Board of Directors has determined that the possession and/or use of dangerous or deadly weapons by students at school are detrimental to the welfare and safety of those students and others in the school community. Carrying, bringing, using, or possessing any dangerous or deadly weapon in a school building, on the school grounds, or at any school sanctioned event or activity, or while being transported in a school approved vehicle, without the authorization of the school, is strictly prohibited. Dangerous weapon means: Firearm: whether loaded or unloaded, or a firearm facsimile, any pellet or BB guns, paintball guns, or any other device, whether operational or not, designed to propel projectiles by spring action or compressed air or by any other means.

Knives: knives include a fixed blade knife with a blade that measures three inches or greater in length or a spring loaded knife or a pocket knife with a blade longer than three inches; explosives, or any weapon, device, instrument, materials, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.

Expulsion procedures are mandatory for all violations of this policy. Any student who acts in violation of this policy shall be placed on immediate suspension and proceedings for expulsion shall be initiated promptly by the principal. (See Expulsion Policy)