

General Information

Purpose

The Lutheran High School Association of St. Charles County is dedicated to the task of helping young people grow in the Christian faith and to live in that faith. To that end, in partnership with congregations and Christian homes, Lutheran High involves its students in:

- a systematic study of God's Word
- a study of the teachings of the Lutheran Confessions
- worship activities and Christian service projects
- a broad range of academic studies
- a program of co-curricular activities in a Christ-centered environment.

As responsible ministers to the youth who have been placed in their care, the members of the Association, together with the Board of Directors, administration, teachers and other staff members, work to provide students with quality learning experiences in all of the programs offered. Each student is to have the opportunity to develop spiritually, intellectually, physically, socially, and vocationally.

History and Organization

The Lutheran High School Association of St. Charles County was formally organized in May, 1981 by a group of area Lutheran congregations. The school opened as Lutheran High School, St. Charles in August of 1982 in temporary facilities at Holy Cross Lutheran Church in O'Fallon. In December of 1989, the school moved to its permanent home located at 5100 Mexico Rd. in St. Peters. The campus is currently designed to serve a student body of approximately 400 students and includes full academic and athletic facilities. The building and its facilities are designed to serve a fully accredited high school curriculum. The final stages of the Phase II construction were completed for the 1999-2000 school year adding a student commons and additional classrooms, including a third science lab, a second computer lab and a student services center. In 2004 an athletic complex with additional locker rooms, a weight room, a new football field, an additional parking lot and an additional practice field was added. The completion of the stadium seating, press box, and track was completed in the Fall of 2006.

Parents and Friends Association (PFA)

The purpose of the Lutheran High School P.F.A. is to create and develop interest in Christian secondary education. It supports the efforts of the Board of Directors of the LHS Association of St. Charles County through assistance with financial aid for LHS. It also assists in promoting the religious, social and cultural welfare of the students. In addition, they encourage and promote fellowship among present and former students, the faculty members and the alumni. The membership includes all parents of students, faculty members and spouses, and any other who have an interest in supporting LHS. Back-to-school Night, providing Cougar Spirit Wear, Entertainment Books, Chili Dinner, Teacher Appreciation, and concessions at home athletic events are some of the PFA sponsored events and activities.

Admission & Enrollment

Statement of Nondiscrimination

Lutheran High School of St. Charles County exists for the purpose of providing Lutheran/Christian secondary education to the students of the greater St. Charles County area. Lutheran High School of St. Charles County admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color or national or ethnic origin in administration of educational policies, admissions policies, scholarship and financial aid programs and athletic and other school administered programs.

Admission of New Students

Admission is open to all students that have completed grade eight. At a consultation with the Principal or a Counselor, the previous academic and personal history of the student is reviewed and eligibility for admission is determined. A primary consideration for enrollment is the desire of the home for a Christian school setting for the student.

Unless a student is new to the St. Charles area, transfer of students currently in high school is restricted to the period at the beginning of each semester. Students moving into the area may be accepted for admission at other times in the school year if a program can be designed for the student that will meet that student's needs. Continuity of classes will be a major factor in the decision to enroll mid-semester transfers. Parents and student should be aware that mid term transfers will require special attention to ensure successful completion of the transfer process.

Transfer students will be considered for admission on the basis of past academic records including disciplinary history and attendance in addition to recommendations from former teachers and school administrators.

Physical Examination & Immunizations

A physical examination is required of all students entering high school for the first time. A health form is available in the office and is to be submitted before the first day of classes. Transfer students will need to request transfer of health records from their former school. A written verification of immunization records will be required to comply with state law.

All students planning to participate in athletics will be required to submit a completed Athletic Form verifying a physical exam given after February 1st of the prior school year.

Program Changes: Adding and Dropping Classes

A student may initiate a withdrawal from a course and transfer to another course only during the first ten days of the course. A student may not drop a class after the ten day time period without receiving a "Withdrawal /P" or "Withdrawal/F" for the semester grade.

Before any schedule change can be made, approval may be required from parents or instructor. Forms for initiating a change are available in Student Services. However, the school may initiate a schedule change at any time and without penalty to the student if it is deemed necessary for the benefit of the student.

Further information regarding Admission and Enrollment is available in the Registration Handbook.

Financial Information

Tuition and Fees

Tuition rates are established each year by the Board of Directors. Because member congregations of the Lutheran High School Association pay a portion of the tuition for their students there is a lower tuition rate for students who are confirmed members of an Association congregation or whose parent(s) is a member. (See page 1 for list.) Students who do not belong to a member congregation pay the full tuition rate known as the Non-Association Rate.

Tuition Rates

Association member student	\$6578.00	Additional Student Same Family	\$5060.00
Assoc. Messiah Member Student	\$7106.00	Additional Student Same Family	\$5588.00
Nonmember student	\$8305.00	Additional Student Same Family	\$6391.00

Tuition Payment Policy

Tuition payments must be current to permit students to attend classes at the beginning of each semester. Semester report cards, official school records and transcripts will not be released until tuition and fees that are due have been paid in full. A \$15.00 late fee is assessed to any tuition account not current on the 20th of the month.

Refunds

If a student withdraws from school during the course of the school year, a per day tuition cost will be charged by the school for each completed day of the school year.

Refund checks will be mailed within 10 working days after official notification of a student's withdrawal by a parent or guardian. Notification should be submitted in writing to the school.

Registration Fee: New Students

All new students pay a \$250 nonrefundable registration fee at the time the application is submitted. Students entering Lutheran High for the first time will not be charged a late fee.

Registration Fee: Returning Students

All returning students who register by April 15 will be charged the standard, nonrefundable \$250 registration fee. After April 15, the registration fee for RETURNING STUDENTS ONLY increases to \$300. This fee is nonrefundable.

Graduation Fee

All Seniors pay a one time graduation fee of \$60.00.

Further information regarding Financial Information is available in the Registration Handbook.

Academic Program

Basic Curriculum

Lutheran High School has been accredited by the North Central Association of Schools and Colleges as a college preparatory school

since 1989. LHS was among the first Lutheran high schools in the nation to be awarded National Lutheran School Accreditation in 1992. The classes offered at Lutheran High School have an orientation towards college preparation. As such, students should expect regular homework in all academic classes. During the Junior and Senior year courses begin to focus on the student as an independent learner developing the capability for college-level academics. Courses will increase in complexity and students may find a greater emphasis on tests and long-term projects than was common in the freshman and sophomore years.

Students entering their junior and senior years may consider the option of taking courses at nearby colleges. Lutheran High also offers courses for college credit through the Advanced Placement Program, and through dual credit options available from local universities. (See course descriptions for specific course/credit offerings.)

Those students not considering college as an option will find opportunities available in and through the school, such as excellent vocational classes offered in conjunction with Lewis and Clark Career Center. Students also may enroll in NCA accredited correspondence courses for high school. Highly motivated students with special interests may also pursue an independent study under the instruction of an LHS faculty member.

More and more standard post-high school programs are requiring course selection decisions which must be made during the ninth and tenth grades. Careful selection of course work at LHS is an important step in the student's lifetime educational plan.

Graduation Requirements

Lutheran High School offers two different diplomas with differing sets of graduation requirements. Graduation requirements for each diploma includes completion of 8 semesters of high school and the successful completion of the following course work:

Academic Diploma:

The academic diploma is intended for those students who plan to pursue college or university education after high school. Students who receive the Academic Diploma meet all course work requirements established by the State of Missouri Coordinating Board for Higher Education in their "Missouri Core".

Religion	4.0 Credits (See a below.)	Practical Arts	1.0 Credit
English	4.0 Credits	Health	0.5 Credit
Mathematics	3.0 Credits	Phys. Ed	0.5 Credit
Science	3.0 Credits	Academic Electives	2.0 Credits (See c below.)
Social Studies	3.0 Credits (See b below.)	General Electives	2.0 Credits (See d below.)
<u>Fine Arts</u>	<u>1.0 Credits</u>		
Total	24.0 credits		

a. The Religion requirement is 1/2 credit for each semester in attendance at Lutheran High School. Religion courses from other high schools are counted as elective credits.

b. Must include one credit of U.S. History and at least .5 credit of Civics or American Government. Students must pass required examinations in the constitutions of the State of Missouri and the United States to receive credit for the freshman Civics class.

c. Academic electives include courses from English, math, science, social studies or foreign language.

d. Two credits of electives is the minimum requirement. Transfer students with lower religion requirements or other requirement variances may need additional elective credit to bring the total earned to 24 credits.

To complete graduation, the student must have met the requirements above and meet all financial obligations to Lutheran High School.

Vocational Diploma:

The vocational diploma is intended for those students who plan to pursue vocational courses at Lewis and Clark Area Vocational Center during high school years. Students who meet the vocational diploma standard will be prepared for further vocational or technical training after high school but will NOT meet the minimum college entrance standards set by the State of Missouri Coordinating Board for Higher Education in their "Missouri Core" (**see page 9**).

Religion	4.0 Credits (See a below.)	Practical Arts	4.0 Credit (See c below.)
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English	3.0 Credits	Health	0.5 Credit
Mathematics	2.0 Credits	Phys. Ed	0.5 Credit
Science	2.0 Credits	General Electives	4.0 Credits (See d below.)
<u>Social Studies</u>	<u>3.0 Credits (See b below.)</u>	Fine Arts	1.0 Credits
Total	24.0 credits		

a. The Religion requirement is 1/2 credit for each semester in attendance at Lutheran High School. Religion courses from other high schools are counted as elective credits.

b. Must include one credit of U.S. History and at least .5 credit of Civics or American Government. Students must pass required examinations in the constitutions of the State of Missouri and the United States to receive credit for the freshman Civics class.

c. Practical Arts must include successful completion of a one- or two-year program at Lewis and Clark Area Vocational Center. Students who do not receive a certificate of completion from Lewis and Clark will NOT meet this requirement.

d. Four credits of electives is the minimum requirement. Transfer students with lower religion requirements or other requirement variances may need additional elective credit to bring the total earned to 24 credits.

To complete graduation, the student must have met the requirements above and meet all financial obligations to Lutheran High School.

Special Academic Programs and Options

College Credit, Dual Credit, and Advanced Placement classes are offered at Lutheran High School. These courses may enhance and advance students in their college preparation.

Further information regarding the Academic Program is available in the Registration Handbook.

Academic Standards

Academic Honors

Quarterly Honor Roll

All students with a grade point average of 3.000 to 3.499 are considered to be HONOR students. Those with a grade point average of 3.500 or higher are considered HIGH HONOR students. Academic honors are designated with every completed grading period and use Quarter 1, Semester 1, Quarter 3 and Semester 2 grades as the basis for the awards except in the case of eighth semester seniors.

Graduation Awards

Graduation awards based upon cumulative grade point averages will be determined by using the grades from semester 1-7 and the 3rd quarter of the senior year without regard to plus or minus designation. LHS reserves the right to disqualify a student on the basis of poor citizenship or conduct inconsistent with the goals and philosophy of Lutheran High

Valedictorian, Salutatorian & Distinguished Scholar

When determining eligibility for graduation honors of Valedictorian and Salutatorian, the students so named must have been in attendance at Lutheran High School for the entire senior year.

The valedictorian(s) in any graduating class will be the student(s) who has the highest cumulative grade point average at the time of calculation. The salutatorian(s) will be the student(s) who has the second-highest cumulative grade point average at the time of calculation. In awarding the Valedictorian and Salutatorian honors, only differences greater than .010 will be considered significant in terms of distinguishing specific rank. If two students are considered equal because of a difference of less than .010, the higher number will be used when considering whether or not any other student is of equal rank.

When graduating, students not designated as Valedictorian or Salutatorian, but who have a cumulative grade point average of 4.0 or higher will be designated as Distinguished Scholars. .

Academic Letters

Lutheran High School recognizes students who repeatedly reach honor roll status by the awarding of school letters for academic achievement. To be eligible for an academic letter, the following criteria must be met.

1. Students must accumulate a total of 10 "points" for academic performance. Students receive 3 points for each SEMESTER on honor roll status (GPA of 3.0 to 3.499) and 5 points for each SEMESTER on high honors (GPA of 3.5 or higher.)
2. Points accumulate and are not lost between academic years. After the initial recognition of a school letter, academic

pin and annual bar, additional bars will be awarded at each 10-point interval. These awards are distributed in the early part of the semester following the posting of final semester grades to the student's transcript.

Final Exams

Members of the Senior class may be excused from taking their final exams at the end of the second semester if the following conditions apply: The student has a cumulative GPA of 3.0 or higher, the student has a grade of B or better for the course, the instructor approves and, if the course is part of a dual enrollment program, allowing students to exempt the final exam must be consistent with the policies of the sponsoring university. Seniors who need to take the final exam for benefit of their grade or for personal benefit will not be denied the opportunity to take the exam.

All academic classes have final exams which constitute 20% of the semester grade. Semester grades are calculated with each quarter grade equaling 40% of the semester grade and the final exam equaling 20% of the semester grade.

Any student passing at least one quarter, but failing a course by virtue of the final exam score is permitted to retake the final exam within two weeks after the close of the semester. The student is responsible for initiating the retake.

Failed Religion Classes

Lutheran High School requires the successful completion of one half credit of religion for each semester in attendance at the school. Receipt of a failing grade in a religion class presents the student and school with special challenges if the student wishes to graduate from Lutheran High School. Further information regarding failed religion classes is available in the Registration Handbook.

Participation in Graduation Exercises

Seniors entering the eighth semester with less than 21 credits will be allowed to participate in graduation exercises ONLY if they have completed all graduation requirements by graduation day.

Minimum Course Load

The required minimum course load at LHS is six classes per semester (three credits per semester). Students enrolled at Lewis and Clark Area Vocational Center are required to take at least three classes per semester at Lutheran High. Teacher Aide, if taken for credit, does not count towards the six classes.

Seniors with special needs may be allowed to take only four LHS classes if they are taking two or more college classes off site. A five class load may be approved for students with documented academic or medical needs.

Class Status

Incoming students will be enrolled in a grade-level "class" (i.e. freshman, sophomore, junior, senior) according to the number of credits they have accumulated at the beginning of the school year or at the time of enrollment at LHS. Class status is determined at the beginning of the first semester and remains in effect for the entire school year:

FRESHMAN: All students in their first year of high school.

SOPHOMORE: No more than 19 credits required for graduation.

JUNIOR: No more than 13 credits required for graduation.

SENIOR: No more than 7 credits required for graduation.

For students on academic probation, advancing in class status will be contingent on completion of specific academic goals.

Grading Standards

The grading system at LHS is designed to promote Christian stewardship of ability by pupils. Where our method of grading sets high standards and expectations for all students, more is expected of the academically gifted than of the average student, and provision is made allowing the less academically gifted student to graduate from LHS with a sense of self-respect and Christian dignity. A grade at Lutheran High School is a professional judgment by a teacher of a student's progress and represents the teacher's evaluation of the student's achievement in the course.

Letter Grades

A: Superior achievement. Course average 90% or higher. 4 grade points. Credit awarded.

B: Above-average achievement. Course average 80-89%. 3 grade points. Credit awarded.

C: Average achievement. Course average 70-79%. 2 grade points. Credit awarded.

D: Below-average achievement. Course average 60-69%. 1 grade point. Credit awarded.

S: Work compatible with standards of good stewardship of talent and achievement commensurate with ability. 1.5 grade points. Credit awarded.

F: Failing achievement. Course average of 59% or lower. Zero grade points and zero credit awarded.

I: Incomplete. See note below.

WP/WF: Withdrawal Passing/Failing. Zero grade points and zero credit awarded.

The "I" grade is a temporary grade indicating that certain major requirements for the course (term paper, quarter or semester exams - not daily assignments), were not complete as of the date that the semester report was issued. The "I" grade is given only if authorized by the Principal and it stands while a student completes course requirements that were not completed due to circumstances beyond the control of the student. The student is given a maximum of two weeks to finish the requirements for the course at which time the instructor will determine the appropriate permanent grade.

5 Grade Point Scale

Only Advanced Placement courses taught as part of the high school curriculum will qualify for a special grade point system. In these classes a grade of "A" earns 5 grade points, "B" earns 4 points, a "C" earns 3 points, and a "D" earns 2 points. Failing the class earns no credit or grade points. "S" grades are not available for students in AP courses.

Eligibility

Students must be eligible to tryout, practice and participate in co-curricular activities. Activities covered by the eligibility rule are:

1. All organized athletics, cheerleading and pom pon.
2. Non-graded music groups and non-graded music competitions.
3. Drama: Students must be eligible to try out. Once on cast the student may complete all performances but if the student becomes ineligible while on cast, that student is ineligible to try out for the next drama event.
4. Student Council: Students must be eligible to run for office. A student who becomes ineligible will forfeit the remainder of his/her term.

To be eligible the student is required to:

1. Maintain a 1.5 or higher Grade Point Average
 2. Receive no grade lower than a "D"
- Grades that determine eligibility are quarter and semester report card grades.
 - Eligibility begins and ends on the first Saturday after grades are due.
 - Second semester grades determine eligibility for the first eligibility period of the following year.
 - Up to 1.0 credit of pre-approved summer school credit may allow a student to regain eligibility. See athletic handbook for details.
 - Eligibility may be removed by the school for disciplinary reasons without regard to academic status.
 - Coaches and advisors, in consultation with school administration, may establish additional requirements for participation in various activities.

Academic Probation

A student who receives more than one failing grade at semester, or who receives multiple failing semester grades over a twelve-month period, will be placed on academic probation. Academic probation will usually be ended upon the completion of two consecutive semesters with no failing grades. A student who persists in receiving failing grades while on academic probation will be disenrolled from Lutheran High School.

Academic Reports

Internet Access to Student Data

Student grade and attendance information is available to parents and students via the Internet through a secure link connected to the PowerSchool school management system. Each account is password protected. Account information will be made available at the beginning of each school year. Account information may also be obtained by contacting Student Services. Parents have the option to receive automatic emails with grade and attendance information by selecting this option in their PowerSchool account. Parents are able to email their student's teachers through the grade screen in PowerSchool.

Mid-quarter

At Mid-quarter, teachers are required to have class grades updated. Parents are strongly encouraged to check their student's grades via PowerSchool at this time and throughout the quarter. Parents with concerns are asked to please contact the teacher.

Parent/Student/Teacher Conferences

Parent/Teacher conferences will be held after the 1st and 3rd mid-quarters. Parents of students who are failing one or more classes will be required to attend a conference. Parents of other students who wish to have a conference with their child's teacher(s) may also attend at this time. Lutheran High School encourages ongoing communication between school and home to assist the student to obtain the best possible outcome for a class.

Quarterly Reports

Report cards are issued the week following the end of the first and third quarters and are mailed to the parent or guardian of record. Quarter grades as issued on the report card are considered interim grades, are not recorded on the student's permanent record, and are provided primarily for parent and student information. These grades are used to determine Honor Roll and extracurricular eligibility status for first and third quarters. They are also used as part of the evaluation of student academic progress for students on disciplinary or academic probation.

Semester Reports

Report cards issued at the conclusion of each semester provide the official grade for the course and determine the number of grade points calculated in the student's cumulative grade point average. They also carry information regarding student performance, work habits, and final exam grades in addition to summary information about grade point averages, credit and attendance data. Semester grades are the official record and transcript grades of the school. These grades are used to determine Honor Roll and extracurricular eligibility status for second and fourth quarters. They are used as part of the evaluation of student academic progress for students on disciplinary or academic probation.

Transcripts

Lutheran High School maintains an official transcript for each student in the student's permanent record. The transcript contains the official record of courses taken and grades earned, basic attendance information, a list of extracurricular activities participated in by the student and summary academic information including the current and cumulative grade point averages. Basic student data including full name, address, is also included on the transcript.

In addition to the information on the transcript, a record of optional academic tests (ACT, PLAN, etc.) are kept in the student's file and may be released at the student's option.

Student or parent/guardian permission is required to release this information to third parties.

There is no charge for sending transcripts. Specific questions regarding transcripts and the release of student data may be discussed with the registrar.

Required Student Supplies

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

Physical Education

Students enrolled in Team Sports (9th grade P.E.) must purchase an LHS P.E. uniform. P.E. students and students participating in the athletic program must provide a combination lock for their locker. A copy of the locker combination is to be given to the teacher or coach in charge of the class/activity.

Religion Classes

Bibles are required for religion classes. All students should have their own copy of the Concordia Self-Study Bible in the New International Version. These may be purchased from Concordia Publishing House at <www.cph.org>.

Mathematics

Calculators are permitted in math classes at all levels. Students in Algebra II/Trigonometry and higher level classes are recommended to have graphing calculators. A specific list (brand name and model number) of calculators acceptable in AP Calculus can be obtained from the calculus instructor.

Art

Personal art supplies will be required. These may be purchased at local stores or through the art instructor.

Music

Band and Concert Choir classes may participate in an overnight tour and a participation fee may be charged for these trips. A uniform allowance is provided for students in Band.

Further information regarding Academic Standards is available in the Registration Handbook.

Student Services and Activities

Building and Office Hours

During the school year the building and office is generally open from 7:15 A.M. to 3:30 P.M. Summer office hours are from 8:30 A.M. to 2:30 P.M. We strongly suggest that all students and parents make arrangements for arrival and departure from school within that time. If this cannot be arranged and students MUST arrive earlier or depart later than the stated times, arrangements can be made with the school office.

Guidance Counseling and Resource Services

The mission of the Guidance Counseling and Resource Services department at Lutheran High is to help students grow academically, spiritually, and personally through programs that are Christ-centered. The department staff includes certified counselors, campus pastor, resource specialists, registrar and secretary. This department also works closely with the students and teachers involved in the Jeremiah Program.

Services offered include, but are not limited to, the following:

College search services	Career planning assistance	Planner replacement
Internet use for ed. purposes	Personal counseling	Learning strategies
Test planning and interpretation	Resource services for	Pastoral counseling
Technical school liaison	students w/ special needs	PowerSchool Access for Families

Concerning Child Abuse

Missouri child abuse reporting laws require that all teachers and/or classified employees report all KNOWN or SUSPECTED instances of child abuse to the Missouri Child Abuse Hot Line. Failure to do so is punishable by a jail sentence, a fine, and/or revocation of a teacher's certificate. Therefore, in the interest of student safety and in compliance with state law, parents must realize that all such incidents will be reported as dictated by law. Lutheran High School cares for each student and family that makes up our school community.

Homeroom Advisory Groups

Each student is a member of a "Homeroom Advisory Group" grouped by grade level with a faculty advisor. This group meets every Tuesday and Thursday in a study hall setting. This time may also be used for academic advisement, course selection, club meetings, and class oriented projects and activities.

Work Permits

Work permits are only issued through the student's public school district.

Library -Media Center (LMC)

The LMC is available for individual and group study or research. It is open from 8:00 AM to 4:00 PM. The LMC has rules and procedures for efficient operation which students are expected to respect. A copy machine is available for student use with a copy fee of 5 cents per copy. Students are charged fines for lost, damaged or overdue media center materials.

Co-Curricular Activities

Lutheran High School is a member of the AAA conference and the Missouri High School Activities Association and participates in the MSHSAA-sponsored activities of cross-country, football, soccer, softball, volleyball, cheer, pom pon, basketball, wrestling, baseball, track, golf, tennis, instrumental and vocal music. Other co-curricular activities include Student Council, National Honor Society, Teens for Life, Kingdom Workers, Thespians, Strings, Pep Band, Key Club, FBLA, Book Club, Sister Cities, and FCA.

Participation in these activities is encouraged and is open to all students according to interest and ability. Students are encouraged to develop new activities. The school will sanction clubs which have a faculty advisor and a statement of purpose and goals which conforms to the purpose and goals of Lutheran High School. Applications for clubs to conduct a fund raiser and/or to request funds from the student life account are available in the school office. Membership in school sponsored clubs is recorded on the student's permanent record and may be a positive factor in future evaluations of the student's academic program by outside agencies. The decision of the school to sponsor new activities is based on student interest, feasibility, and compatibility with existing programs and goals of LHS. Competitive athletic clubs will only be considered as part of a program designed to eventually enter MSHSAA competition.

Worship Life

Chapel devotions are held every Monday, Wednesday, and Friday. Chapel attendance is required of all students. The Director of Campus Ministry coordinates the chapels which may be led by himself, other LHS staff, students, guest pastors, youth directors and others at the invitation of the school.

Beverages, Food and Lunch

No food or drink is allowed in the gym, computer labs, or library. Teachers may have more restrictive rules for food and drink in their own classrooms.

Students normally bring their own lunches to school. The school maintains vending machines and microwaves for student convenience. Vending machines will only be accessible before school, at lunch, and after school. As a service to the student body, lunch items are sold with the help of parent and student volunteers with profits placed into the student life account and the class treasuries. Students are not allowed to place phone orders for food delivery. Students are to eat in the commons. All trash items are to be properly disposed of in the trash cans.

With classes in session during lunch, special consideration needs to be given to not create disturbances or distractions. Once finished with lunch, students are to remain in the student commons. Restrooms are available in the lobby outside of the student commons. Students are expected to maintain a behavior and conduct that is respectful and orderly to the students and teachers in the lunchroom.

Juniors and Seniors have the option to eat lunch at the food court of Rec-Plex. Students are to enter and leave Rec-Plex only through the blue stairway entry which faces LHS. Students are to act responsibly by cleaning up their own trash, stay in the food

court area only, and return on time for their next class. Irresponsible students will lose the option of going to Rec-Plex. Sack lunches are permitted. Students are not to make stops at vehicles when walking through the parking lot. Seniors also have the option to eat outside weather permitting.

Lost and Found

Lost and found items such as clothing and books can be claimed in the student commons. Valuable items such as jewelry and calculators may be claimed in the school office. Athletic items may be claimed in the coaches office. Items not claimed will be donated to charity or disposed of on a monthly basis.

Field Trips

Permission forms must be filed with the teacher or advisor before a student is permitted to participate on a field trip. Normally, students will be given forms for parent signature several days prior to the planned activity. If the form is misplaced, parents may provide a written note which indicates their consent, the date, location, and approved mode of travel (where applicable) along with the parent's signature.

School Closings - "Snow Days"

In the event that inclement weather makes it impossible to conduct classes or when the snow schedule is used (late start), every attempt will be made to notify students by an announcement on radio station KMOX (1120 AM) at 5:30 and 6:30 AM and on television station KSDK (channel 5) at 6:30 AM before the beginning of the school day.

There may be times when the weather will take a turn for the worse during the school day. In most instances, classes will NOT be canceled once the school day has started. Students will not be allowed to call out to request permission to leave school early. If Lutheran High is closed for inclement weather, then all school activities involving members of the student body scheduled for that day and evening are canceled as well. This would include all music, athletic, drama or club activities. Any exception would need special permission from the administration. Any exceptions which would receive consideration would be:

1. Drama performances since tickets have been sold in advance and rescheduling may be very difficult
2. Drama rehearsals during "tech week" (the week of the play)
3. Varsity athletic competitions which are part of District or State schedule out of our control
4. Varsity athletic practices immediately prior to District or State competitions
5. A scheduled music concert
6. Music practices immediately prior to a concert
7. Regularly scheduled athletic contests where driving conditions are safe.

In each of these cases the athletic director, coach or advisor would be expected to request that an exception be considered by the administration. Each event would be decided on an individual basis.

Student Life and Discipline

Philosophy

It is our belief that God is an active force in the lives of the students and faculty at LHS. We also believe that while we are children of God, our human nature prevents us from being all that God desires. At Lutheran High School, we work to lead students to a greater faith in Christ and the recognition that while all are sinners, forgiveness is available to all who believe and repent. We believe we are truly free to live our lives guided by the Holy Spirit in accordance with God's will. We further believe that under the forgiveness of sins here on earth, consequences of sin may remain to be lived with, yet, they in no way reduce full and free forgiveness.

The policies established within this handbook do not define all types and aspects of students' behavior. Lutheran High School has the authority to set forth policies, rules, and regulations to help each student conduct themselves in a manner appropriate and proper for a Christian school.

Student Responsibility

The following behavioral standards are expected of Lutheran High School students:

1. To become informed of and adhere to reasonable rules and regulations established and implemented by the Board of Directors, administration, and teachers of the school.
2. To respect the rights and individuality of other students, administrators and teachers.
3. To refrain from libel, slanderous remarks and obscenity in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness, safety, and modesty as expressed in the school dress code.
5. To be punctual and present in the regular or assigned school program.
6. To refrain from misconduct or behavior that abuses the rights of others or materially and substantially disrupts the educational process.
7. To be good stewards in the use of God-given talents and abilities.

8. To be good stewards of the physical buildings and grounds, including textbooks and other school property and equipment.
9. To respect the reasonable exercise of authority by the school administrators and teachers in the school and at school sponsored events.

When a student conspicuously or consistently violates a rule of Christian conduct, it is the duty of the school community (teachers, staff, students and parents) to deal with the student. The ultimate goal of this ministering is to help the student recognize sin and be aware of the need for forgiveness and rededication to God and His will with the help of the Holy Spirit. At times, it may be appropriate to make use of professionals outside the LHS community or to exclude students from attendance to work toward these goals.

Parent Responsibility

Parents are an integral part to the Christian education of children. Parents are expected to review and understand the expectations and responsibilities for students as established by Lutheran High School. These expectations are in place to help maintain a climate where spiritual, academic, and personal growth is nurtured and encouraged. Parents are expected to see that students arrive and depart from school on time, to make sure they receive proper rest and nutrition, and to help facilitate with their studies. Parents are also expected to be mindful of ways in which students are spending their time, guarding against time spent in wasteful, potentially harmful, or non productive activities. Lutheran High School greatly values the partnership it has with the parents and families of its student body, and appreciates the support and care given by these families.

Disciplinary Cycle

The school administration deals with school discipline involving all aspects of the school program and its relationships with the community. The majority of school discipline relates to the classroom and that is where the cycle of discipline usually begins. Teachers have discretion in dealing with classroom discipline. This allows teachers the option of taking care of problems within the classroom, which might otherwise be referred to the principal. Serious incidents however, allow no choice in disciplinary decisions and should be referred to the office. These incidents will move immediately to latter steps of the Disciplinary Cycle and include, but are not limited to, the following: tobacco, drug and alcohol, weapons and violence, gang dress/behavior, premarital sexual activity/pregnancy, harassment, defiance to authority, and theft/vandalism. Any student who violates these policies may be subject to suspension and/or expulsion from school.

1. At the point that the student is unable to apply appropriate self discipline, the teacher works with the student in an attempt to resolve the issue. Teachers may choose to assign a detention or offer some other consequence as part of the disciplinary process.
2. The teacher may choose to contact the student's parents at this point.
3. If the problem continues, the student is referred to the principal. The principal will work with the student and teacher and will advise parents of the situation, and will consider convening with the parents and others, which may include the student's pastor, to resolve the situation. Some situations may warrant suspension from classes.
4. If the matter remains unresolved, the principal will consider options which include placing the student on disciplinary probation. Such probation establishes the conditions of continued enrollment.
5. In the event that a student apparently refuses to accept the ministry offered and consistently demonstrates an unwillingness to cooperate with the school, the student may be disqualified for continued enrollment at Lutheran High School. If enrollment is discontinued, the school will seek opportunities to continue this ministry or to provide it from other sources. When the student expresses a desire to return to the community of LHS and to work within its rules of conduct, the school administration will review the option of re-enrollment.

Disciplinary Consequences

Students found to be in violation of classroom or school policy are subject to the following consequences.

Detention: A detention is a 45 min. period of time assigned to a student. A detention notice is sent home with the student to be signed by a parent and returned with the student to detention. Students are to sit quietly working on school work or reading during detention. An accumulation of 4 or more detentions in a quarter will result in an In School Suspension.

Saturday Detention: A Saturday detention is a 3 hour long period of time on a Saturday assigned to a student that has accumulated 10 or more tardies in a quarter. A detention notice is sent home with the student to be signed by a parent and returned with a \$20 fine with the student to detention. Students are to sit quietly working on school work or reading during detention.

Referral: A student is sent to the office to speak to the Principal regarding a situation that occurred in the classroom or on campus. A Referral Form is sent home with the student and parental contact is made. The student is required to speak to a counselor and the teacher before being readmitted into the classroom.

LHS Community Service: Students are assigned a required number of hours to work on campus.

In School Suspension - ISS: Students are required to be in an assigned location at school. Homework will be accepted for full credit provided it is finished in the same time as students regular schedule. No extra time will be allowed for assigned work and tests because of the in-school suspension. This is considered an excused absence. Students who have an in school

suspension may not be on campus or attend any school sponsored activities until after they return to class.

Out of School Suspension - OSS: Students are required to be off campus for school and are prohibited from attending any school sponsored event until the day they are permitted to return to class. Homework, tests, and projects will be accepted with the highest grade possible being a 75%. Specific arrangements for submitting homework and projects and taking tests will be shared at time of the suspension. No additional time will be allowed for homework, tests, and projects.

Suspension from Co-Curricular participation or attendance: Students may be suspended from attending any school sponsored event or activity including but not limited to athletic events, practices, drama productions, dances, etc.

The school administration reserves the right to administer any of these consequences in part or in combination according to the policy as described in this handbook.

Disciplinary Probation

Disciplinary Probation may be applied at the discretion of the school at any point in the disciplinary cycle. Terms of probation will be determined on a case-by-case basis.

Appeal Process

A student and/or parent who feels that unfair treatment has been administered in the handling of a disciplinary matter may request an appeal to the Executive Director. The Executive Director will convene a review committee that will consider and rule on the appeal. The review committee will include representatives of the Executive Committee of the Board of Directors, school administration, and other persons at the discretion of the executive director.

Expectations for Student Conduct

Academic Honesty

Teachers define for their students what constitutes plagiarizing, cheating, or misrepresentation of any kind on a written assignment. Teachers may require students to submit work electronically to an online site to be analyzed for authenticity. Students found to be involved in academic dishonesty will be issued an 'F'(zero) for the assignment or test. Students have the responsibility to understand how individual teachers define plagiarizing, cheating and academic honesty within different assignments.

Arson, Fire, Explosive Devices

Starting or attempting to start a fire or causing an explosion may result in suspension or expulsion. Fireworks are also considered dangerous and prohibited.

Attendance

Attendance is important for student success and class credit. Please keep the school calendar in mind when planning family vacations, trips and appointments. Students are to be in attendance for all assigned class periods of the school day. Missing half the period will count as an absence. When absence is necessary:

Parents are to notify (phone or e-mail) the school office prior to 9:00 AM stating the reason for the absence. The notification must include the specific reason for the absence. The school will judge an absence "excused" or "unexcused".

A student who arrives after the school day has begun is to report to the school office before going to class.

Excused Absences: Examples of reasons for absence from school that are considered excused absences:

- Student Illness
- Medical and Dental Appointments
- Family Bereavement
- College visits pre-planned and pre-approved by LHS
- Other causes ruled acceptable by the school

Excused absences carry the privilege of make-up of work missed for full credit. Arrangements are made by the student with each teacher. Reasonable time limits for make-up work are determined by each teacher, but a student will be allowed at least one day for make-up work for each day absent.

Unexcused Absences: Students who through their own actions are absent from scheduled classes or days of school, or whose parents elect to prevent the student from attending school without school approval shall be deemed unexcused. Students who through their own actions are absent from scheduled classes or days of school without the parents knowledge or consent are considered truant. Truancy is an unexcused absent and will result in further disciplinary action. A student with missing or late class work due to an unexcused absence will receive a zero ("0") grade for any work collected or graded that day. Any test or

major project due the day of the absence must be completed on the day of return, with the highest grade possible being a 60%.

Pre-Planned Absences: Students are required to submit the Pre-planned Absence Form along with a notification (phone, e-mail or note from parents) explaining the nature of the anticipated absence. The form is to be completed by the student and the student's instructors and returned to the office before the first day of the pre-planned absence. It is the student's responsibility to check in advance with instructors regarding expectations for class work completion and submission.

Disciplinary Absence:

See **Disciplinary Consequences** above.

Regarding Class Work Missed: Whenever a student is absent for any reason it is primarily the student's responsibility to inquire about and make-up the missed work. In the case of a one or two day absence the student on the day he/she returns is to contact each teacher to make arrangements to make-up work. In the case of a long-term absence (3 or more days) the parent may contact the office for purposes of getting homework assignments for a student to work on during the extended absence.

Excessive absences: Any absence may have a negative effect on the grade as well as the benefits that the student will derive from class. Excessive absences could lead to loss of credit for the course. Parents should try to plan activities so as not to conflict with the school calendar.

- a. When a student compiles 7 absences in a single class in a semester, the student parents will receive a warning notice.
- b. When a student compiles 15 absences in a single class in a semester (excused or unexcused) a failing grade will be issued for the course. In extreme situations, enrollment may be discontinued. In the case of catastrophic illness or injury the school will continue to work with the student and family on an individual basis.

Cocurricular participation: Unless specifically excused by the administration, a student is required to be present for four periods to participate in an cocurricular event or practice on that day. Friday attendance will be used to determine participation in events held on Saturday.

Parental permission must be given to the administration before a student is authorized to leave campus during the school day. The student driving himself, is to sign out in the office before leaving campus. Parents picking up students during the school day are asked to sign out the student in the office at which time the student will be released from class. Parents are required to send an excuse for the time missed when the student returns to school. Parents who are to be out of town are to send a note to the school office which indicates the name, address, and telephone number of the individual responsible for the student during their absence. Seniors with a study hall as their 1st or last class of the day may opt for a late arrival or early dismissal.

Classroom Disturbance/ Inappropriate Behavior

Students are expected to maintain respectful, orderly, and cooperative behaviors towards students and staff. Behaviors that are contrary to this may result in detention, referral, or suspension.

Closed Campus/Visitors

Students of LHS are not to leave the school grounds after their initial arrival at school in the morning until all classes and activities are completed. Students are required to provide parental permission and to sign out in the school office when leaving school before the end of the school day. Non-students are not allowed on campus unless they have checked in with the administration in the office. Because LHS operates a "closed" campus, a student who desires to bring a visitor to school must receive permission from the principal at least one day in advance of the visit. Students may not have friends from other schools meet them at lunch, at dismissal, or at any other time without permission from the Principal. Visitors will be expected to sign in at the office and abide by all rules of the LHS community.

Communicable Diseases

A student shall not be permitted to attend classes or other school sponsored activities, if the student is known to be afflicted with or liable to transmit any contagious or infectious disease unless the school has determined, based upon medical evidence, that: (1) the student is no longer infected or liable to transmit the disease; or (2) the student is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions.

Any student permitted to attend school with a chronic infectious disease must do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. Any student determined to have a chronic infectious disease and who is not permitted to attend school will be provided instruction at home.

Students with a contagious or infectious disease and their families have a right to privacy and a need for confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure about confidential information about a student's medical condition by staff members will be cause for disciplinary action.

Computer/Internet

These policies and guidelines are intended for all users of computer and internet resources owned or provided for use by Lutheran High School of St. Charles County, including but not limited to students, faculty and staff.

Purpose

Lutheran High School provides computer and internet resources for use by the school students, faculty and staff solely for the purposes of enhancing the school curriculum, adding to reference material and research options available to users, and to aid in the efficient accomplishment of the school's mission and ministry.

GENERAL COMPUTER USE GUIDELINES

1. LHS will provide each student a Parent Permission form requiring the signature of the student and a parent or official guardian. The receipt of the permission form will allow for the establishment of a user account in the student's name, and will allow the student access. No computer use is allowed without submission of this form.
2. Computer users are responsible for proper use of a computer and associated resources. Users will be financially responsible for damages to computers and associated resources caused by negligent, improper or malicious use.
3. Computer users should have no expectation of privacy in the use of computer and internet resources provided by Lutheran High School. Computer files and data contained in these files are the property of Lutheran High School.
4. Any administrator, teacher or staff member can access all student data files of any type at any time without student knowledge or permission.
5. Except for classroom use, all computer use must be accurately recorded in writing in log books provided for that purpose.
6. Unauthorized use of computer resources include but are not limited to:
 - a. Use which violates federal or state law.
 - b. Unauthorized access to administrative files, other user files or protected or private computer resources.
 - c. Activities that disrupt normal computer/network use and services including but not limited to propagation of computer viruses and/or use which ties up computer resources so as to limit the access of others.
 - d. Damaging or altering school computer equipment or supplies
 - e. Use of computer resources to produce, transmit or display text or graphics which are obscene or lewd.
 - f. Unauthorized use of computer resources for monetary gain.
7. Users are not allowed to bring in any **USB device (jump drive, thumbdrive, disk on key, etc.)** from outside the classroom without instructor or staff permission.
8. Users may not attempt to circumvent any protective schemes installed on the computers or network at Lutheran High School.
9. Students may not use laptop computers or other similar electronic devices that are not the property of LHS, on campus without special permission from the Technology coordinator and the Principal.
10. Misuse of computing resources is subject to disciplinary action according to school disciplinary guidelines. Consequences may include, but are not limited to loss of all computer use privileges at LHS. Loss of school computing privileges will not release a student from responsibility for computer-related work in courses and consequently may also have a negative impact on academic grades.
11. Violation of US or Missouri laws may result in legal action.

SOFTWARE USE GUIDELINES

The following applies to all software and data at Lutheran High School of St. Charles County, whether owned by the school or owned by a vendor and licensed to the school.

1. The computer user is responsible for compliance with all policies and laws regarding the use of software. Ignorance of the rules does not justify their violation.
2. The unauthorized copying of any software licensed or protected by copyright is illegal. All software available for student use is protected by licensing agreements and may not be copied for any use by any user.
3. Users may not attempt to modify any software installed on the computers at LHS.
4. No user may install software on any LHS computer without the permission of the LHS Technology Coordinator.
5. Users may not install protective devices or software (e.g.: encryption) to prevent LHS officials from examining data contained in student files.

NETWORK USE GUIDELINES

All users of the school's computing network must adhere to the following rules. They apply to computer hardware, data and programs connected electronically to school computers regardless of the location of the computer.

1. Users may only use their own user ID and password. They may not use another individual's ID and/or password, nor can they allow their own password and ID to be used by any other individual. Users are responsible for the security of their password. Computer users may not try to obtain another individual's password or log-in name.
2. Users may not attempt to disguise the identity of the log-in name and/or password that is being used.
3. Users may not attempt to circumvent data protection schemes or seek security loopholes.
4. Students may not read, monitor, copy, change, or delete another user's files without the permission of the owner.
5. Users may not connect any non-LHS owned computer to the LHS network without authorization from the LHS Technology Coordinator.

INTERNET USE GUIDELINES

Internet use (including use of e-mail and social networking sites such as Facebook, MySpace, Twitter, etc.) at Lutheran High School is intended to serve the educational needs of students ONLY as they relate to their courses or activities at Lutheran High.

1. Recreational “surfing” or use for any purpose unrelated to academic or school activities is prohibited.
2. Students wishing to make use of the Internet must seek specific written permission from a teacher or staff member to use the Internet. This permission will take the form of an Internet “ticket” which must be presented to the computer supervisor with each use. The ticket will contain information regarding the nature of the assignment to the student, the length of time for which the permission is valid, and whether or not the student has permission to use e-mail as part of the assignment. Students without an Internet ticket will not be allowed to log-on to the Internet.
3. Logging-on to the Internet and going to sites other than PowerSchool without possession of a valid Internet ticket can be cause for revoking all or part of a student’s computer use privileges.
4. Student’s use of the Internet is restricted to sites related to the assignment specified by the instructor.
5. Students will not identify themselves by age, sex, or location in any communication over the Internet, nor are they allowed to exchange addresses or phone numbers over the Internet.
6. If any of these personal identifying factors are requested as part of a valid assignment, the student is required to report any request for information before providing that information.
7. Students using the internet are not allowed to view or download inappropriate or unlawful information. This includes, but is not limited to any pornographic material, material that is lewd or suggestive, material which disparages a particular race, gender, religion or nationality, or material considered excessively violent in nature.
8. When using the Internet students will not use or establish codes or passwords which are unknown to the school. All passwords will be provided by the school for student use.

WARRANT AGAINST DAMAGES

Lutheran High School makes no warranties of any kind for the computer, network, and Internet services provided by the school. The school will not be responsible for any loss or damages suffered from loss or delay of data, non-deliveries or service interruptions. Use of any information obtained via the Internet is at the user’s risk.

Summary of Missouri Law RSMo 1988 569.094-569.099

A state law makes unauthorized access and interference with computer systems, computer data and other computers illegal.

- +Do not attempt to access any computer unless you are authorized.
- +Protect passwords. You are responsible for unauthorized use of your log-in name, as well as for refraining from using someone else’s log-in name.
- +Accessing private computer files of others, even if those files are unprotected, is illegal.
- +Do not endanger or interfere with the operation of any computer system.

Dances

Unless otherwise advertised, all dances and other social activities are intended for the enjoyment of Lutheran High School students and their dates only. The guest must be registered in advance of the dance by use of a "Guest Registration Form." Guests not properly registered in advance will not be admitted to the event. No middle school students or individuals 21 years of age or older may attend LHS dances.

Dances sometimes called “grinding”, “freaking”, “bumping”, “dirty dancing”, dancing which places people “sandwiched” between one another, and other sexually suggestive dancing will not be allowed. Any sexually suggestive dancing, as well as, violent styles such as moshing, and slamming are also not permitted.

Students will not be permitted entrance to a dance if arriving more than 1 hour late to the event. Students and guests who leave more than a hour before the end of the dance will have a faculty member contact a parent before leaving the event. Students leaving early will not be readmitted to the event.

The school administration and/or law enforcement will administer a breathalyzer test to each student attending a dance to test for the presence of alcohol.

All participants are expected to follow school policies and dance guidelines as outlined by Lutheran High School.

Disrespect

Students are expected to respect the rights and individuality of other students, administration, staff, and guests and visitors to campus. This is also in effect when students or teachers are away from school. Consequences for disrespect may result in detention, suspension, or expulsion.

Dress and Appearance

In an effort to maintain a high level of academic focus, Lutheran High school has a Standardized Dress Policy. This policy is described below:

Tops:

For female students-

A standardized school emblem polo style shirt(short or long sleeve) or a standardized school emblem white oxford is permitted. Athletic team and club polos are ONLY allowed on designated dress days

For male students-

A standardized school emblem polo style shirt(short or long sleeve) or a standardized school emblem white oxford is permitted. Both style of shirts must be tucked in. Athletic team and club polos are ONLY allowed on designated dress days.

For both female and male students-

Solid color short sleeve or long sleeve crew or "v" neck undershirts are acceptable underneath the school emblem shirts. No printing on undershirts may show through or appear.

Only the top and cuff buttons may be left unbuttoned on oxford style shirts. All other buttons must be buttoned.

School sponsored and administration approved Lutheran High School jackets, sweatshirts, "hoodies," and coats may be worn. For crew neck or hoodie style sweatshirts, a school polo is not required underneath. Non-LHS jackets, sweatshirts, hoodies, and coats are prohibited.

Bottoms: All pants, shorts, and capris must be worn at the natural waist, not below. Pants and shorts must be worn with a belt that goes through the belt loops of the pants. The following bottoms are acceptable:

For female students-

1. School approved regulation plaid or khaki skirt. Solid color and solid material tights, leggings, and/or modesty shorts may be worn underneath. The distance from the crease in the back of the knee to the bottom of the skirt must be no greater than 4 inches when standing. Skirts are not to be rolled.

2. Flat front or pleated front tan khaki or black colored, "docker style" twill capri pant.

For female and male students-

3. Flat front or pleated front tan khaki or black colored, "docker style" twill pant with belt loops. The following may not be worn: jeans or colored denim, pants with rivets or external pockets including cargo pants, "painter" style pants, overalls, sweatpants, low-rise or hip-hugger pants, stretch pants, corduroys, and pants with patches, scuffs, holes, frays, tears or cuts (including cuts and tears at the cuff).

4. Flat front or pleated front tan khaki or black colored, "docker style" twill walking short with belt loops. Shorts that may not be worn include: jeans or colored denim, shorts with rivets or external pockets including cargo shorts, "painter" style shorts, athletic shorts. Shorts should extend so that the distance from the crease in the back of the knee to the bottom of the short is no greater than 4 inches when standing. Shorts should not extend below the knee. Shorts with patches, scuffs, holes, frays, tears, or cuts are unacceptable.

Footwear: Shoes or sandals must be worn. No flip-flops are allowed. Footwear must cover the top of the foot. Socks, are to be matching and are not to be bizarre or extreme in color and/or design.

Other:

-No bizarre or extreme jewelry, hairstyles or other accessories including: any facial piercing, bizarre hair color or make-up.

Anything deemed too extreme that draws excessive attention to oneself is inappropriate. Anything that advertises or promotes alcohol, drugs, tobacco other contraband, or suggestive material is unacceptable.

-No hats or hoods may be worn during school hours.

-All clothes must be in good condition and cannot show rips, tears, frays, or holes of any kind.

-Males are to wear their hair no longer than the area of the collar line. They must be clean shaven, however, seniors may wear neatly trimmed beards and mustaches.

-The appropriateness of clothing, hairstyles, and accessories is always subject to the approval of the administration.

Lutheran High School, as a Christian School, requests students to give careful consideration to how they dress and groom themselves. Students found to be out of dress code may be issued a detention. Parents are urged to carefully monitor the clothing worn by their students to school.

Drug and Alcohol Abuse

The possession, use or distribution of alcohol, drugs of any type (other than taking one's own prescription medication), or drug paraphernalia at school or at any school sponsored activity is strictly forbidden and will result in suspension or expulsion. Long term suspensions will also result in suspension from school sponsored activities and organizations. Students requiring prescription medication are required to identify such arrangements with the school as outlined in the *Student Medications Taken at School*, p. 20 section of the Student-Parent Handbook.

In an effort to keep the campus "drug free," the school and/or law enforcement may administer a breathalyzer test when there is reasonable suspicion that alcohol has been consumed. In addition, the police department's canine unit may periodically check the campus for drugs - this may include lockers, book bags and vehicles.

A recommendation may be made to the parents/guardians to seek assessment or evaluation by a qualified alcohol/drug counselor, approved by the school or to seek counseling from the student's pastor or other similarly qualified individual.

If the assessment indicates need for further treatment of the student, participation of the student in an appropriate treatment program may be a prerequisite to continued enrollment at Lutheran High School. The school reserves the right to request periodic progress reports from the agency responsible for the treatment.

Students who personally and voluntarily seek help for problems with drugs or alcohol may be exempted from the above procedures at the option of the school.

Electronic Devices

Cell phones, cameras, CD players, ipods, mp3 players, laser pointers, or other electronic devices may not be used, displayed, or worn during school hours including lunch and passing periods. If used, displayed, or worn during school hours (including: lunch and passing periods) electronic devices will be confiscated and will result in further disciplinary action.

The school is not liable for loss or damage to these devices when brought to school. Before and after school, personal electronic devices may be used as long as the rights of others are NOT disturbed. Students who abuse these privileges may have the device confiscated.

Emancipated Students

Priorities and responsibilities of a married or emancipated student are different from those of a traditional high school student. These responsibilities may conflict with the responsibilities of LHS student life. Therefore, LHS reserves the right to disenroll or deny enrollment to the married or emancipated student.

When a student turns 18 years of age, continued enrollment at LHS carries the "implied consent" on the part of the student for the school to continue to share all academic and other personal information with parents/guardians.

Fighting

Students involved in a fight or physical assault will be subject to suspension or expulsion.

Harassment

It shall be the responsibility of all members of the LHS family (teachers, students, staff) to respect the rights, feelings, sensitivities of others and accept one another as of equal value in the sight of God in the spirit of Christian love, even as Jesus Christ first loved us and gave His life for the sins of all mankind. Lutheran High School will not tolerate any harassment, "or hazing" of any person by any staff member or student relating to the person's sex, race, color, religion, age or handicap. The term "harassment" includes but is not limited to bullying, "hazing", slurs, jokes, unwanted touching, and other verbal, graphic, or physical conduct relating to an individual's sex, race, color, religion, age or handicap. The term "hazing" includes but is not limited to any activity which degrades, humiliates or provides risks of emotional/physical harm, regardless of the persons willingness to participate.

Harassment of any nature is a serious offense and is strictly prohibited. Retaliation against an individual who makes charges of harassment is likewise prohibited. Those guilty of harassment or retaliation will meet with appropriate sanctions which may include expulsion, termination and/or prosecution by the civil authorities.

This policy is based on Title VII of the 1964 Civil Rights Act and numerous ensuing court decisions.

It is also the policy of LHS that any unwelcome touching or grabbing, comments about one's body, sexual remarks or suggestions, conversations that are too personal, pornographic pictures or stories, dirty jokes, obscene gestures, offensive displays of sex-related objects, or staring in a way that seems too personal constitute sexual harassment since such conduct creates an intimidating, hostile, or offensive school environment and has no place in a Christian setting. Those individuals who believe that they have been a victim of any type of harassment or discrimination should immediately report in confidence the conduct to any administrator, counselor, teacher, or coach. Following an investigation of the incident, appropriate action will be taken which may include suspension or expulsion.

Lockers

A locker is assigned to a student for the storage of books, clothing, and other necessary school items. In addition, students taking physical education classes and/or who participate in athletics are assigned a separate athletic locker. All personal items brought to

school by a student must be stored entirely in his or her assigned locker(s). Students must store book bags in their hall locker and athletic bags in their athletic locker. Student book bags and athletic bags are not to be left in lobbies, hallways, or classrooms. Personal items, or school items assigned to a student, not kept in lockers will be placed in the lost and found. Persistent negligence may be cause for disciplinary action.

Pictures, etc., are allowed only on the inside of the locker and must be completely removed at the end of the school year or a fine may be assessed. Open food and beverage containers should never be stored in lockers. The neatness and cleanliness of the locker is the responsibility of the student. Lockers are school property and may be opened and examined at any time there is reasonable cause by the school administration.

Premarital Sexual Activity/Pregnancy

Lutheran High School, in accordance with God's Word, and motivated by His love, promotes sexual abstinence before marriage. If the school administration becomes aware a student has chosen to engage in premarital sexual activity, LHS will require an approved process of Christian counseling to work through pertinent issues. This Christian counseling will be required at the student's expense in order for the student, male or female, to continue enrollment at LHS. Care will be taken that the young man and woman will be treated as bearing equal responsibility for the premarital sexual activity. If the sexual activity results in pregnancy, counseling would include pertinent issues such as prenatal health care, social ramifications, a decision regarding who will parent the baby after birth, a decision regarding marriage, etc. Failure to comply with this policy may result in suspension and/or expulsion from school.

If a pregnancy occurs, information regarding the pregnancy must be shared with the administration. In its ministry to young people and their families, the school has a dual responsibility toward both the student and the common good of the school. Because a student pregnancy is not the norm and may be disruptive to the educational process, the continued enrollment of the parent(s)-to-be will be reviewed periodically by the administrative staff and the following restrictions will be implemented until six weeks following the birth or due date of the child.

The female student may not participate in any school related physical activity where a mother or child's health is at risk. The male and/or female student also may not formally represent the school in a public performance (athletics, choir, band, drama, etc.) or a student government office. The student(s) may continue other in-school co-curricular and social activities as long as s/he is attending regular classes and maintaining appropriate behavior (i.e. yearbook, school newspaper, Art Club, Teens for Life, etc.).

These restrictions are not intended to serve as a punishment. They are implemented to protect the health and welfare of the parent(s)-to-be and child, to prevent the impression that the school condones or approves of the situation, and to deter other students from promiscuity.

If a student is allowed to continue enrollment at LHS and completes regular graduation requirements, s/he will receive a diploma but will not formally participate in graduation exercises if the ceremony occurs during the aforementioned time period.

LHS is totally committed to a "pro-life" antiabortion philosophy and practice. Therefore, abortion is considered an unacceptable and inappropriate action for a Lutheran high school student. Any student, male or female, who obtains an abortion or assists another in obtaining an abortion opens him/herself to the possibility of immediate expulsion from school. Such cases will be handled on a case-by-case basis by the school administration. Care will be taken to convey to repentant students that the atoning blood of Jesus covers all sins, even that of abortion. When considering the question of continued enrollment, however, the administration must also take into account the impact of the student's actions on the rest of the student body. As always, a student's conversations with the Director of Campus Ministry are strictly confidential and therefore have no connection to the disciplinary process.

If withdrawal from school occurs, the administration will explore ways in which to help the student continue his or her education, receive a diploma, obtain professional and spiritual counseling, etc. The administration will also work closely with the student's pastor, local crisis pregnancy counselors, and other resources.

The faculty, staff, administration, and board of directors are honor bound to practice confidentiality and discretion when discussing disciplinary matters publicly and privately. This is born of care and concern for our students' well being and school morale. We respectfully ask students and families for the same courtesy.

Public Display of Affection

Hand holding is the only public display of affection considered appropriate for school.

Student Drivers

Driving to school is considered to be a privilege and should be treated as such. The speed limit on the LHS lot, in compliance with city codes, is 15 MPH. Careless or reckless driving on or around school grounds may be cause for withdrawal of this privilege. Vehicles on campus may be searched if there is reasonable suspicion that contraband items may be in the vehicle.

Students driving to school are required to have a completed Student Vehicle Registration Form on file in the office and a current LHS parking lot permit tag displayed on the back side of the rearview mirror of their vehicle. There is a \$5 fee for a parking tag. Certain areas are designated for visitors, faculty and staff. Parking is limited to areas with marked spaces and specific areas are

designated for student parking. Students are not allowed to be in the parking lot or in their vehicles during the school day. Vehicles are not to be used as lockers. Students not following the established parking guidelines will be subject to disciplinary action.

Student Medications Taken at School

1. Lutheran High School will store and dispense medication to students at school only when the parent authorizes the school in writing (completing the Parent Authorization for Medical Administration Form) to dispense the medication which is provided by the parent.
2. All medication to be taken by students during the school day are to be delivered to the office by parent or student upon arrival at school. Students are to report to the school office to take medication according to written instructions. All medication must be taken in the office. The school is not responsible to make sure the student comes to the office for his/her medication.
3. Students are not to keep medication in lockers, purses, carrying bags, or on their person while at school.
4. No medication to be taken internally will be provided by the school. Basic first aid supplies are on hand for student use in the office.

Tardies

Students arriving late to school are to report to the office before going to class. On a day when a student arrives over 20 minutes late to school a "tardy" will be recorded and an absence for that class period will also be recorded.

Tardies are recorded on the hourly attendance report, the report card and the student permanent record and official transcripts.

Teachers develop policies for dealing with tardies in their classes. Consistent tardiness will be grounds for additional school disciplinary action. Students are allowed 7 tardies per quarter. Eight or more tardies will result in a detention. Additional tardies may result in Saturday detentions with a \$20 fine or suspension. A student with more than 3 detentions in a quarter may be suspended.

Theft and Vandalism

Everyone is expected to respect school property, as well as the property of others; and to practice good Christian stewardship toward the facilities and equipment that have been provided. If school property or personal property is damaged or lost, restitution is required. A student involved in theft or vandalism may be subject to suspension and/or expulsion from school.

Tobacco Use

Lutheran High School is a "smoke-free zone". Consequently, no smoking is permitted in the building. In addition, students are not permitted to use or possess cigarettes, or other tobacco products, including various "smokeless" kinds while at school or at any school sponsored activity. Violation of this policy will result in suspension from school.

Unauthorized Presence

Unauthorized presence on campus is prohibited. Students are only allowed to be on campus during school hours and for school sponsored activities or events. Individuals found to be in violation of this policy are subject to suspension or expulsion. Charges may also be filed with the local police department.

Weapons and Violence

Our school is established as a safe environment. A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent, adversary or victim, or any instrument or device used to inflict physical injury or harm to another person. Threats of violence or threats to use a weapon are prohibited. The possession or use of a weapon by any person, except where authorized by law, shall be prohibited in all school buildings, on or about school grounds and at all school activities. Use of a toy or imitation weapon in a threatening matter is also included in this policy. Violators of this policy may be referred to the appropriate legal authorities. In addition, any student who violates this policy may be subject to suspension and/or expulsion from school.

IN ANY OF THE STUDENT/PARENT HANDBOOK TOPICS, THE SCHOOL ADMINISTRATION RETAINS RESPONSIBILITY FOR THE FINAL DECISION AND WILL ENDEAVOR TO DO ITS BEST IN CONSIDERING MATTERS FOR THE WHOLE SCHOOL COMMUNITY.

BELL SCHEDULES

1. Regular Schedule (M-F)

Warning Bell	7:30
Period 1	7:34-8:20
Period 2	8:24-9:11
Homeroom	9:15
Chapel	9:18- 9:35
Period 3	9:39-10:25
Period 4	10:29-11:15
1st Lunch	11:15-11:40
Period 5A	11:19-12:05
Period 5B	11:44-12:30
2nd Lunch	12:05-12:30
Period 6	12:34-1:20
Period 7	1:24-2:10
Period 8	2:14-3:00

2. Assembly with Chapel

Warning Bell	7:30
Period 1	7:34-8:20
Period 2	8:24-9:05
Homeroom	9:09
Chapel	9:12-9:28
Period 3	9:32-10:12
Period 4	10:16-10:56
1st Lunch	10:56-11:21
Period 5A	11:00-11:40
Period 5B	11:25-12:05
2nd Lunch	11:40-12:05
Period 6	12:09-12:49
Period 7	12:53-1:33
Period 8	1:37-2:17
Assembly	2:21-3:00

3. Minimum Day Schedule

Warning Bell	7:30
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5. Late Start Schedule

Warning Bell	9:43
Period 1	9:47 - 10:19
Period 2/HR	10:23 -10:55
Period 3	10:59 -11:31
Period 4	11:35 -12:07
1st Lunch	12:11 -12:36
Period 5A	12:15 -12:47
2nd Lunch	12:40 - 1:12
Period 5B	12:47 - 1:12
Period 6	1:16- 1:48
Period 7	1:52- 2:24
Period 8	2:28- 3:00

6. Extended Chapel Schedule

Warning Bell	7:30
Period 1	7:34-8:20
Period 2	8:24-9:08
Homeroom	9:12
Chapel	9:15-9:53
Period 3	9:57-10:40
Period 4	10:44-11:27
1st Lunch	11:27-11:52
Period 5A	11:31-12:14
Period 5B	11:56-12:39
2nd Lunch	12:14-12:39
Period 6	12:43-1:26
Period 7	1:30-2:13
Period 8	2:17-3:00

7. Rally Schedule

Warning Bell	7:30
Period 1	7:34-8:20
Period 2	8:24-9:08
Homeroom	9:12
Chapel	9:15-9:32

Period 1	7:34-8:20
Period 2	8:24-8:55
Period 3	8:59-9:30
Period 4	9:34-10:04
Period 5	10:08-10:38
Period 6	10:42-11:12
Period 7	11:16-11:46
Period 8	11:50-12:20

Period 3	9:36-10:19
Period 4	10:23-11:06
1st Lunch	11:06-11:31
Period 5A	11:10-11:53
Period 5B	11:35-12:18
2nd Lunch	11:53-12:18
Period 6	12:22-1:05
Period 7	1:09-1:52
Period 8	1:56-2:39
Rally	2:43-3:00

4. Final Exam Schedule

Warning Bell	8:20
First Exam	8:25-9:54
Nutrition Break	9:54-10:10
Devotion/Second Exam	10:15-11:50

(rev. 6/11/07)