

PARENT - STUDENT HANDBOOK 2026 - 2027



"Preparing Christian Leaders - One Student at a Time"

Sheboygan Area Lutheran High School

3323 University Drive

Sheboygan, WI 53081

Phone: 920-452-3323

www.lutheranhigh.com

Sheboygan Lutheran High

Parent – Student Handbook

This handbook is to serve as a general guideline for policies and procedures at Lutheran High School and is not a contract nor is it binding for either party. Lutheran High School reserves the right to modify this handbook as the school sees fit.

Administration

Executive Director - Matthew Tschudy	920-452-3323 x310	tschudy@lutheranhigh.com
Athletic Director & Dean of Students - Al Holzheimer	920-452-3323 x303	holzheimer@lutheranhigh.com
School Counselor - Jennifer McKnight	920-452-3323 x308	mcknight@lutheranhigh.com
Business Manager - Tom Splittgerber	920-452-3323 x307	splittgerber@lutheranhigh.com
Technology Coordinator - Erich Schmidt	920-452-3323 x108	schmidt@lutheranhigh.com
Facility Manager - Tim Puksich	920-452-3323 x144	puksich@lutheranhigh.com
Development Director - Carmen Dolson	920-452-3323 x 306	dolson@lutheranhigh.com
Admissions and Marketing Director - Heidi Krueger	920-452-3323 x 304	krueger@lutheranhigh.com

Board of Directors

President	Aaron Anger
Vice-President	Rev. Kyle Backhaus
Secretary	Sara Hasler
Treasurer	Jim Fasse
At-Large	Jason Grunewald
At-Large	Lisa Hackbarth
At-Large	Doug Helmrick
At-Large	Brian Kaufman
At-Large	Kim Roethel
At-Large	Mark Schmitz
At-Large	Steve Schobert
At-Large	Rev. John Schultz
At-Large	Rev. Matthew Shive
At-Large	Denise Rick
At-Large	Amber Christel

Association Congregations

Bethany, Kohler
Bethlehem, Sheboygan
Good Shepherd, Sheboygan
Lutheran Church of Our Redeemer, Sheboygan
Our Savior's, Sheboygan
St. John, Plymouth
St. Paul's, Sheboygan
St. Paul, Sheboygan Falls
St. Thomas, Waldo
Trinity, Howards Grove
Trinity, Sheboygan
Trinity, Town of Wilson

Section I: Day-to-Day Policies, Procedures, and Student Life

LUTHERAN HIGH'S MISSION / VISION / SCHOOL GOALS

School Mission Statement

Lutheran High School's mission is *Preparing Christian Leaders - One Student at a Time.*

School Vision Statement

We believe the foundation of a Christ-centered school is one in which students live in God's Grace and Word. Through active participation and learning in curricular and co-curricular venues, Lutheran High students will discover their own unique, special, God-given gifts and abilities. Guided by Lutheran High's strong encouragement and nurturing environment, these individual gifts and abilities - spiritual, physical, mental, social, and emotional - will be enhanced in each Lutheran High student and prepared for usage and service in God's kingdom. Beyond the encouragement and display of good Christian citizenship, Lutheran High will focus continually on developing Christian leaders. Indeed, Lutheran High is a school that produces Christian leaders who are dedicated and engaged in the world while remembering the promises and Grace that are found only in Jesus Christ our Lord and Savior.

School Goals

1. To help students know, strengthen, and enhance their relationship and faith in Jesus Christ.
2. To support and partner with Lutheran High parents in their efforts to raise their children in the nurture and admonition of the Lord.
3. To prepare students for tomorrow's world through academic excellence, Christian leadership training, service, and character development.
4. To provide an encouraging, positive, personal, well-rounded high school experience for students.
5. To encourage students to consider church work.
6. To maintain and strengthen the relationships between congregations, the Sheboygan area community, and Lutheran High.
7. To provide a safe and nurturing environment spiritually, academically, emotionally, and physically.

School Beliefs and Policy Creation, Review, and Enforcement

Lutheran High School accepts the Scriptures as the inspired and inerrant Word of God and subscribes unconditionally to all the symbolic books of the Evangelical Lutheran Church as a true and unadulterated statement and exposition of the Word of God.

Lutheran High School and its members acknowledge and accept all of the canonical books of the Old and New Testaments as the revealed and inerrant Word of God and the only rule of faith and life. Lutheran High School and its members further acknowledge and accept all the confessional writings of the Evangelical Lutheran Church contained in the *Book of Concord* of the year 1580 as the true and genuine exposition of the doctrines of the Holy Scriptures because they are drawn from the Word of God, and on that account, are authoritative for all teachers, pastors, congregations, and other rostered church workers of The Lutheran Church-Missouri Synod.

These aforementioned beliefs impact all decisions made about and by the school and dictate how Lutheran High School creates, reviews, and enforces current and future policies and procedures.

ADMISSIONS

Enrolling a student at Lutheran High is a positive investment in a young person's future. Enrollment materials and additional information may be obtained by visiting our website at www.lutheranhigh.com or calling the Admissions Director at (920) 452-3323.

Special education needs, truancy or prior behavioral problems, and any previous legal problems involving the student are to be shared with the appropriate administrative staff in the application process. Failure to do so may result in the denial of acceptance or expulsion.

Lutheran High is not equipped to help all students with special academic, emotional or social needs. Lutheran High reserves the right to deny acceptance to students with special needs in these areas or to accept them on a conditional basis. If, once accepted, Lutheran High determines that a student's needs or those of other students at Lutheran High are not best served, Lutheran High reserves the right to deny re-enrollment or to dismiss the student from Lutheran High according to the procedure outlined in this handbook.

Lutheran High admits students of any race, color, nationality or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, ethnic origin, or religion.

ACADEMIC GUIDANCE COUNSELING

The guidance office is available to all students. Its aim is to help all students to become self-analytical and thereby encourages wise planning of the years spent at Lutheran High as well as the years beyond graduation. The Academic Guidance Counselor mainly focuses on:

1. Individual counseling

2. Testing services
3. Scheduling services
4. Letters of recommendation
5. College nights
6. Representative visits from career, military, and college recruiters
7. Career planning
8. Student Scholarships
9. Individual academic concerns

ADVENT - LENTEN SEASON POLICY

In order to foster and support student and family involvement in congregational worship, the Lutheran High staff will try to avoid the scheduling of school activities beyond 5:30 p.m. on any Wednesday of either worship season.

AIDS AND OTHER INFECTIOUS DISEASES

Understanding that children infected with AIDS or other infectious diseases need to be cared for and educated in Christian settings and in order to provide for the welfare of all students at Lutheran High including the student infected with the disease (AIDS) or the virus associated with the disease (HIV or HTLV-III), we shall follow this procedure:

1. Each student reported to be infected with the disease or the virus shall be evaluated on an individual basis.
2. The evaluation shall be conducted by a team composed of the parent/legal guardian, the student's physician, a local health department representative with expertise regarding that particular illness, the student's pastor, and chaired by the Executive Director.
3. The team shall consider the following factors:
 - a. Clinical condition of the student.
 - b. Risk of others in the classroom to the student.
 - c. Risk of the student to others in the classroom.
 - d. School setting itself (psychological, social factors, etc.).
4. The team shall make a recommendation to the Board of Directors. (Based on current evidence, casual student contact as would occur among school children appears to pose no risk for transmission of AIDS or HTLV-III).
5. The team shall conduct a review of each case it has considered prior to the beginning of each new school year and at other times deemed appropriate by the administration.
6. All student health records and information obtained regarding a student's health status shall be kept confidential.

ATTENDANCE

A. Student Attendance Responsibilities

Student Responsibility:

It is the student's right and responsibility to be in school. It is also the student's responsibility to attend all assigned classes every day that school is in session and to be

aware of and follow the correct procedures when absent from a class. Finally, it is a student's responsibility to request any missed assignments due to an absence.

Parent Responsibility:

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise. The school is to be advised as to the extent of the expected absence by 8:00 a.m.

Teacher Responsibility:

It is the teacher's responsibility to take daily attendance and maintain accurate attendance records in each assigned class. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments in a timely manner.

Administrative Responsibility:

It is the Administration's responsibility to require students to attend all assigned classes. It is also the Administration's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students and to maintain accurate records on student attendance. Finally, it is the Administration's responsibility to inform the student's parent or guardian as to the student's attendance and to work cooperatively with them and the student to solve attendance problems.

B. Daily Attendance Policy

1. Regular attendance is viewed to be essential for the earning of credit at the high school level.
2. Emergency absences are those that occur because of illness, injuries, family emergencies, or doctor appointments. Call and report the absence BEFORE 8:00 a.m.
3. Planned absences are absences that can be planned in advance.
4. All absences must be accounted for by the home by contacting the school office.
5. All trancies are channeled through regular school disciplinary procedures.
6. Absences allowed because of school activities are not counted.
7. The home will be alerted regarding the number of absences following the tenth (10th) absence in a semester course.
8. A student must be in class for a minimum of half the period to receive credit for attendance.

C. Student Absence Penalty and Procedures

Lutheran High encourages students to be actively involved in school and enjoy the fruits of the Spirit in a Christian setting. Indeed, education at a Christian school is a privilege for all who attend. Furthermore, faithful attendance is a necessity to the learning environment at Lutheran High. To this end, Lutheran High desires to deter those who are negligent in their attendance patterns. Thus, absenteeism penalties are as follows:

1. Once a student reaches 10 absences in a semester for a class, his/her semester grade will be reduced by one letter grade.
2. Once a student reaches 12 absences in a semester for a class, his/her semester grade will be reduced to an "F."
3. The only manners in which a student's absence will not be counted as an official absence is if the office receives written notification from a doctor/physician and/or a psychiatrist/counselor, or permission from the Dean of Students justifying the student's

absence from school during the specific time frame in question, or if the student is participating in a school-sponsored activity.

The Appeal Process:

1. Parents and students must appeal in writing and submit it to the Dean of Students.
2. After reviewing the appeal, the Dean of Students will make a decision to determine whether or not a meeting with the parents, student, and the Dean of Students will be required.
3. The Dean of Students may rule in favor of the appeal after reviewing the appeal and thereby make the appropriate change(s) to the student's respective course grade(s). Parents and student will be notified in writing as to the decision rendered and how the student's course grade(s) are appropriately adjusted.
4. If the Dean of Students does not rule in favor of the appeal after reviewing the appeal, the parents and students will be notified in writing of such a decision. Parents and students then have the option of requesting an appeal meeting or conference with the Executive Director, student, and at least one parent to be present. This due process will allow the student and parents another opportunity to present their case.
5. After the appeal meeting has taken place, the Executive Director will render a final decision on the appeal.
6. Parents and student will be notified of this decision in writing. If the appeal is struck down, the student's course grade(s) will be lowered according to attendance policy guidelines discussed previously.

D. Planned Absence Procedures

1. Report to the school office with a written request by the parent in advance.
2. Obtain a planned absence form to be signed by the student's teachers and returned to the school office on the day of written request.

E. Tardy Policy and Procedures

1. Students should be on time to their classes. The office will keep cumulative records of lateness, which then become part of the student's permanent record. Like absences, all tardies are recorded.
2. A student should report directly to class when late. If attendance has been entered, the student should not be admitted without a pass from the office.
3. If a teacher or other staff person detains a student, a building pass will be issued to the student by the teacher. The student should report to the office before going to their next class.

BUILDING SUPERVISION

The school building is supervised from 7:45 a.m. - 4:00 p.m. each school day. Supervision time may be extended depending on a student's participation in a supervised activity or sport.

CLOSED CAMPUS

Lutheran High is a closed campus where students cannot come and go from campus as they please unless presented with a written request from parents. All requests will be subject to attendance policies.

COMMUNICABLE DISEASE POLICY

Through effective education, good cleaning methods, proper supervision of all teaching areas, coordination with public health officials, and faculty and administrator monitoring of programs, we will provide a healthy atmosphere for high school students to study and grow.

CONTACTING STUDENTS

Parents wishing to drop off items or contact students in person will wait in the office for a school official to contact the student.

CORRIDOR DECORUM

1. No running in corridors.
2. Keep an open path in corridors.
3. Use containers to dispose of refuse.
4. No loud and boisterous behavior.
5. Keep feet off of walls.

CRUSADER COMMUNICATOR

The *Crusader Communicator* is Lutheran High's weekly newsletter. It is emailed to parents weekly. This is our primary source of communication to families. The newsletter relates weekly updates on school activities.

DANCES

Throughout the school year, students at Lutheran High will have the opportunity to participate in dances. Each dance will be chaperoned by adults including the student council advisor and at least one other staff member.

Students are to arrive no later than one hour after the dance has begun. Those arriving later will be sent home after their parents/guardians have been notified.

Once present, students are expected to remain until the end of the dance. If a student wishes to leave earlier than closing, they may do so with parental/guardian permission only. This permission can be in one of three forms: in person, by phone call, or by written permission slip. Early release permission slips are available through the office or the student activities director and may be turned in when the students arrive at the dance. Once a student leaves a dance, they are not allowed to return.

Some dances allow for guests while others do not. If guests are allowed, each student may bring only one. The guest must be registered prior to the dance. Registration forms are also available through the office or student activities director. Without these forms, the guest will not be allowed into the dance. The Lutheran High student will be held responsible for their guest's behavior.

Since dances are school-sponsored events, all school policies apply. Parents/guardians will be notified if their student or student's guest needs to be sent home.

Reasons for removal from a dance / parent notification

1. Possession of any illegal substance (i.e. alcohol, tobacco, marijuana, cocaine, etc.).
2. Demonstration or participation in any actions which pose or threaten physical harm to self or others (i.e. slam dancing, body surfing, head banging, etc.).
3. Arriving at the dance while under the influence of any drug, including alcohol.
4. The showing of public affection that goes beyond moderation.
5. Clothing or appearance that is offensive or inappropriate.
6. Inappropriate dancing as determined by chaperones.

DISCIPLINE PROGRAM

Philosophy of LHS Discipline Program:

Lutheran High is committed to "Preparing Christian Leaders - One Student at a Time." God commands therefore, to be diligent in serving Him and His purposes here on earth. One of these purposes is to accept His discipline, His Law, and His guidelines.

Unfortunately, many people in society today place "discipline" in a negative context.

However, Scripture reveals that discipline must be an essential feature in the lives of God's people. In fact, discipline – a Godly discipline – is something that people should appreciate and cherish as a gift from God. The Bible is full of verses that speak to God's discipline and how Christians are to be self-disciplined, along with their children in the Faith.

Proverbs 3: 11-12 "My son, do not despise the Lord's discipline and do not resent his rebuke, because the Lord disciplines those he loves, as a father the son he delights in."

Proverbs 10:17 "He who heeds discipline shows the way to life, but whoever ignores correction leads others astray."

Proverbs 12:1 "Whoever loves discipline loves knowledge, but he who hates correction is stupid."

Proverbs 13:24 "He who spares the rod hates his son, but he who loves him is careful to discipline him."

Proverbs 29:15 "The rod of correction imparts wisdom, but a child left to himself disgraces his mother."

Proverbs 29:17 "Discipline your son, and he will give you peace, he will bring delight to your soul."

Jeremiah 32:33 "They turned their backs to me and not their faces; though I taught them again and again, they would not listen or respond to discipline."

Romans 11:22 "Consider therefore the kindness and sternness of God; sternness to those who fell, but kindness to you provided that you continue in his kindness. Otherwise, you also will be cut off."

II Timothy 1:7 “For God did not give us a spirit of timidity, but a spirit of power, of love and of self-discipline.”

Hebrews 12:6 “Because the Lord disciplines those he loves, and he punishes everyone he accepts as a son.”

As the Word of God clearly indicates, God holds Lutheran High accountable for each child's spiritual well being. Everyone is sinful. Everyone makes mistakes. Lutheran High administers discipline with a firm but gentle and forgiving hand. God forgives all who repent of their sins. Nonetheless, Lutheran High sees discipline as a positive and Christian way of ministering to children.

School administration retains broad discretionary authority to interpret policy and impose disciplinary measures deemed necessary to maintain safety, order, and effective school operations.

The Demerit Chart

Student demerits are accumulated throughout the entire school year.

Detention	= 1 demerit
Saturday detention	= 2 demerits
One day suspension	= 3 demerits
Three day suspension	= 5 demerits

Level One

Good Standing: (1-4 demerits)

- Student is expected to correct his or her misbehavior after acknowledging his or her wrongdoing(s).
- LHS will encourage students to apologize as appropriate to faculty, students, etc. in order to instill a positive learning environment for all.

Level Two

Disciplinary Warning: (5 – 9 demerits)

- Letter will be sent home to parents informing them of their child's behavior patterns and trends.
- Current standing of student will be addressed.

Level Three

Disciplinary Probation: (10 – 17 demerits)

- Letter will be sent home informing parents of their child's probationary status, current behavior patterns, and future prognosis.
- Conference with parents, student, and Dean of Students will be assigned.
- Student may be suspended for one day at the discretion of the Dean of Students.
- At 10 demerits, the Dean of Students will draw up a contract. The student will be required to meet the terms of the contract in order to improve his or her disciplinary lifestyle and future success at Lutheran High.
- At 15 demerits, the parents, student, and Dean of Students will review the contract.

- If the student starts the year on probation, the Dean of Students will review his or her probationary status on a semester basis.
- Clemency: Students may be given an opportunity to eliminate demerits or work demerits off if specific contract terms are met as assigned by the Dean of Students.

Level Four

Expulsion/Exclusion: (18 demerits)

- Student will be recommended for expulsion/exclusion for the duration of school year once 18 demerits have been earned.
- Exclusion may result from disciplinary action as reviewed by the Administration.
- Students who finish a year on Level Two or Three may be placed on Level Two of the Discipline Program for the following year at the discretion of the Dean of Students.

Exclusion/Expulsion

A student may be expelled or excluded from Lutheran High by the Executive Director when it becomes apparent that he or she has exhibited behavior constituting a major infraction of school rules or policies.

Other Details of Discipline Plan

Generally detentions will be served immediately after school starting at 3:20 p.m. for 45 minutes. Students arriving for detention after 3:20 p.m. may be issued additional time/detention. Students may be required to assist with school clean-up, janitorial work, or general school maintenance as long as they can be properly supervised (otherwise, they will be assigned to sit in a monitored room for the entire time). Detentions may be scheduled for each day of the last week of school and/or the Saturday following final exams. If a detention is skipped or missed, the student may be fined \$10.00 and an additional detention may be assigned. This action will also result in an additional demerit. Attempts to reschedule a detention can only be made by contacting the Administration prior to a student's scheduled detention. Work, athletic practices, drama or musical practices, etc. will not be acceptable reasons for rescheduling a detention.

Saturday detention will be served from 9:00 – 10:00 a.m. on a predetermined Saturday. A \$10.00 fine will accompany any student who is assigned a Saturday detention. Failure to show up for a Saturday detention will result in serving a subsequent Saturday detention, two more demerits, and a \$25.00 fine.

Probation

Probation is the action of subjecting a student to a period of testing and trial to determine his/her fitness for continued enrollment at Lutheran High. During the probationary time the student must consciously avoid such behavior which constitutes major infraction of rules or policies at school or school activities. Specific restrictions may be placed on a student during probation.

Suspension

When students are suspended from school, they are not permitted to be in the building nor attend school or school activities during the time of the suspension. Parents will be notified of all suspensions by phone, personal visit, or written notice. Students must make up all class work or tests within two class days following their return. The Administration may suspend students from

school for up to three days, or in the case of a pending expulsion a student may be suspended indefinitely until a decision is made.

In-School Suspension

The Dean of Students may determine that a student's one day suspension may be served in school. In such a case, the student will be permitted to do homework and take tests for full credit in a supervised setting outside of the classroom. The suspended student may not attend co-curricular activities on that day.

Misbehavior / Infraction:

Abusive language, not directed at student or staff

Using profanity, etc. in an inappropriate manner as deemed by a faculty member who overhears or sees written student language.

First Offense – Detention

Second Offense – Saturday detention

Third Offense – 1-day suspension and parent conference

Fourth Offense - 3-day suspension

Abuse: Verbal, Written, or Otherwise Expressed

Arousing alarm in others through the use of language that is discriminatory, abusive, threatening, or obscene.

First Offense – Saturday detention

Second Offense – 1-day suspension and parent conference

Third Offense - 3-day suspension and parent conference

Fourth Offense – Recommended for expulsion

***Alcohol or Chemicals, Possession or Use on Campus**

Possessing, influenced by the use of or using any narcotics or controlled substance, or possessing drug paraphernalia where possession or use is prohibited by Wisconsin or Federal law; or use of over-the-counter or prescription drugs for the purpose of mood alteration or intoxication, or inhaling fumes of certain volatile substances for their mood-altering or intoxicating effect.

First Offense – 3-day suspension and possible referral to civil authorities, or recommend for expulsion; parent conference

Second Offense – Recommend for expulsion

***Alcohol and Chemical Possession with Intent to Distribute or Sell**

Selling or distributing, or intending to sell or distribute, alcohol where sale or distribution is prohibited by Wisconsin or Federal law.

First Offense – 3-day suspension and possible referral to civil authorities, or recommend for expulsion.

Second Offense – Recommend for expulsion

***Alcohol and Chemical Possession or Use at School Event Off Campus**

Any consumption or intoxication level that is noticeable to school officials, parents, or any other adult.

First Offense – 3-day suspension and possible referral to civil authorities, or recommend for expulsion

Second Offense – Recommend for expulsion

Alcohol or Chemical Violation at a Non-school Function Off Campus

Includes underage drinking, driving under the influence, intoxication, possession of narcotic or controlled substance or drug paraphernalia prohibited by local, state, and federal law at an event unrelated to Lutheran High or a non-school-sponsored function.

First Offense

10 hours of school service as set up by the Dean of Students; if involved in athletics, student will be subject to Wisconsin Interscholastic Athletic Association (WIAA) rules and regulations; loss of official leadership position in all co-curriculars for remainder of school year; music and drama students may be required to serve extra school service hours instead of missing infrequent performances; student will not be allowed to serve as court attendant for remainder of year.

Second Offense

10 hours of school service as set up by the Dean of Students; 1 day suspension; conference with school counselor and parents will be assigned; if involved in athletics, student will be subject to Wisconsin State High School rules and regulations; music and drama students may be required to serve extra school service hours instead of missing infrequent performances.

Third Offense

10 hours of school service as set up by the Dean of Students; 3 day suspension; may be recommended for expulsion; if involved in athletics, students will be subject to WIAA rules and regulations; music and drama students may be required to serve extra school service hours instead of missing infrequent performances.

Fourth Offense

Recommend for expulsion

Assault: Aggravated or Physical

Committing an assault upon another person with a weapon, or an assault which inflicts great bodily harm upon another person; or acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm upon another person.

First Offense – 3 day suspension and parent conference or recommendation for expulsion.

Second Offense – Recommend for expulsion

Assault: Verbal, Written, or Otherwise Expressed

Confrontation with a student or staff member which is intended to intimidate, threaten, or cause fear of bodily harm or death.

First Offense – 1 day suspension

Second Offense – 3 day suspension and parent conference

Third Offense – Recommend for expulsion

Cheating, Plagiarism

Any conduct in which dishonesty, intent to deceive, or not doing own assigned work is evident; copying or using someone else's information/material to fulfill assigned work or providing said information.

First Offense – Detention; "F" grade

Second Offense – Saturday detention or 1 day suspension; "F" grade and parent conference

Third Offense – 3 day suspension and course drop may result from Executive Director

Chapel Misbehavior

Any conduct, which is deemed inappropriate and/or disrespectful to: faculty, staff, speakers, or students. This includes but is not limited to: talking excessively, doing homework, not sitting in assigned area, skipping chapel, etc.

First Offense – Detention

Second Offense – Saturday detention

Third Offense – Saturday detention and possible Parent/Dean of Students conference

Fourth Offense – 1-day suspension

Classroom Misconduct

Any action a supervising instructor or school official deems inappropriate, irresponsible, reckless, careless, insensitive, disruptive or disrespectful to teachers or students.

First Offense – Detention

Second Offense - Saturday detention and meeting with student, teacher, parent and Dean of Students.

Third Offense – Removal from class for one semester and loss of all credit.

***Students will also be subject to WIAA guidelines.**

Computer Usage Misconduct

Any action a supervising instructor or school official deems inappropriate, irresponsible, reckless, careless, disruptive, disrespectful, or harmful to teachers, or students, or the computer systems themselves. See Technology Acceptable Use Policy.

Dress Code

"Or do you not know that your body is a temple of the Holy Spirit within you, whom you have from God? You are not your own, for you were bought with a price. So glorify God in your body." 1 Corinthians 6:19-20

While principles that God has clearly established in Scripture apply consistently through time, apparel changes from culture to culture. The goal of the dress code is to better underscore the blessing, beauty, and inherent value of God's gift of creation that are our bodies. Additionally, it is imperative to recognize the impact clothing has on one's behavior and bearing, such that how

one dresses directly affects the way one acts and so is a reflection of their priorities. Thus, several principles are given, and specific examples are noted to help illuminate and educate toward the above stated goals.

These principles, guidelines, and rules apply from the time the student arrives at school until the end of the school day, dances, activities (such as field trips, selling concessions, etc.) in which students represent Lutheran High to the greater community, and other events (Dinner Auction, etc.). If students are unsure if their outfit meets the dress code, students should bring the outfit, or photos of the outfit before purchase, in for approval from administration.

What students wear to school must meet the principles of the dress code, regardless of whether it fits the examples. Any clothing or “look” which is determined to be disruptive to the educational process will be restricted. The Administration makes final decisions about acceptability.

Decisions made by the administration are to be considered final. Students in violation of the dress code will be referred to the office and will not be allowed to return to class until they meet the guideline(s). Repeated, intentional offenses will result in additional and more severe consequences.

Below are the guiding principles that inform the dress code:

Principle #1

Students should wear apparel and accessories that are inoffensive to our Christian standards.

Examples of offensive dress:

- A. Any picture or message that gives offense (i.e., vulgar, suggestive, advertising drugs or alcohol, etc.)
- B. Visible tattoos

Principle #2

Students should dress appropriately for school, reflective of their vocation as students.

Examples of inappropriate clothing, apparel, or other:

- A. clothing which is torn or frayed
- B. tank tops (including athletic jerseys)
- C. pants worn on the hips or below
- D. pant legs that drag on the floor
- E. pants that are considered athletic wear (e.g. yoga pants, sweatpants, wind pants, jogging pants, flannel pajama pants, leggings-with or without pockets, jeggings, etc.)
- F. heavy coats designed for outdoor winter wear
- G. hats, bandannas, winter scarves, gloves, sweatbands, and sunglasses (worn)
- H. clothing that could be dangerous to others or damaging to property
- I. blue jeans
- J. shirts with screen-printing and/or patches
 - i. Exceptions include sweatshirts with screen printing and LHS apparel
- K. shorts
- L. plain white undershirts
- M. FYI: Capris must be below the knee; leggings may be worn under appropriate length skirts and dresses (no more than 4 inches above the knee)
- N. body piercing for boys and girls (exception: girls’ ears)
- O. excessive jewelry that causes distractions

Principle #3

Students should dress with modesty and restraint.

Examples of immodesty and lack of restraint:

- A. dresses, skirts, and culottes with hemlines should not be too short (4 inches or less above the kneecap when standing).
- B. any top that exposes the midriff (while standing, sitting, bending, etc.)
- C. any top with an immodest neckline
- D. underwear that is visible
- E. clothing that is too tight

Principle #4

Hairstyles should reflect moderation, careful grooming, and must be a God given natural color (highlights, streaks, patches, etc... must also be a God given natural color).

Examples of inappropriate hair styles:

- A. hair that is unkempt
- B. hair that is dirty
- C. hair that could affect the health and/or safety of students in a particular teacher's area
- D. boys' hair length that extends below the collar of a dress shirt
- E. any objects in boys' hair
- F. no facial hair (exception: juniors and seniors)
- G. hairstyles that draw attention to yourself

Principle #5

Footwear must be worn at all times; State of Wisconsin law requires this.

Examples of inappropriate footwear include but are not limited to:

- A. slippers
- B. aqua shoes
- C. socks

Principle #6

LHS apparel is acceptable for school wear.

Examples of inappropriate Lutheran High wear:

- A. hats
- B. clothing from other high schools
- C. Lutheran High team uniforms by permission only

Principle #7

Dress Code for ALL School Dances

- A. Ladies

1. Ladies are expected to wear dresses, a skirt and top, a formal jumpsuit/romper, or a formal pantsuit.
2. Dresses/skirts/jumpsuits/rompers may be long or short, but they must be at least fingertip length.
3. Dresses/tops may be strapless (but must be closely fitted across the bust).
4. Dresses/tops may not be low cut or go below the bust line.
5. Dresses/tops may be backless, as long as the skirt begins at waist or higher.
6. Midriffs may not be bare. This includes both front and side.
7. Long dresses/skirts may have a slit (kick pleat) so long as the slit does not exceed mid-thigh (no higher than fingertip length)
8. A dress/skirt & top/jumpsuit/romper must meet the requirements above before a jacket, sweater, shawl, or the like is added.
9. Shoes are required.

B. Gentlemen

1. Men are expected to wear suits and ties or nice dress pants and dress shirts.
2. Dress shirts are to be worn at all times during the dance.
3. No shorts
4. No Jeans
5. Shoes are required and the heel height must not exceed 2 inches.

A LHS student must submit a dance guest attendance form to the office if bringing a guest from another school. The LHS student is responsible for the guest student's adherence to the dress code. LHS students and/or guests whose clothing does not align with the dance dress code will not be admitted to the dance. If students (either LHS or guests) are unsure if their outfit meets the dance dress code, students should bring the outfit, or photos of the outfit before purchase, in for approval from administration.

Dress Code Violations

First Offense – Warning

Second Offense – Detention

Third Offense – Saturday detention

Fourth Offense – 1 day suspension and parent conference

Driving, Careless or Reckless, or Failure to Follow School Driving/Parking Procedures

Driving on school property in such a manner as to endanger persons or property; not following school guidelines such as proper parking areas, etc. This may also include reckless behavior when riding in school buses or vehicles.

First Offense – Detention

Second Offense – Saturday detention

Third Offense – 1 day suspension

Fourth Offense – 3 day suspension

Fighting

Combat (differentiated from poking, pushing, shoving, or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action.

First Offense – Saturday detention or 1 day suspension

Second Offense – 1 or 3 day suspension and parent conference

Third Offense – 3 day suspension or recommend for expulsion; parent conference

Fourth Offense – Recommend for expulsion

Fireworks: Possession or Use

Possessing or offering for sale any substance or combination of substances or article prepared to produce a visible or audible effect by combustion, explosion, deflagration, or detonation. Firecrackers, snap pops, smoke and stink bombs are among those items considered to be fireworks.

First Offense – 1 day suspension

Second Offense – 3 day suspension and parent conference

Third Offense – Recommended for expulsion

Gambling

Gambling is defined as playing a game of chance for stakes.

First Offense – Warning

Second Offense – Detention

Third Offense – Saturday detention

Fourth Offense – 1 day suspension or recommend expulsion

Hall Passes

Hall passes will only be given on an emergency basis. Any student found in the hallway will be asked for a pass. Failure to provide a pass will result in disciplinary action.

First Offense – Warning

Second Offense – Detention

Third Offense – Saturday detention

Fourth Offense – Saturday detention and phone call home to parents

Harassment, Including Sexual

Participating in, or conspiring with others, in acts that injure, degrade, intimidate, or disgrace other individuals, including indecent exposure, requesting sexual favors, displaying pornography, and words or actions that negatively impact an individual or group based on their racial, cultural or religious background, their gender, their sexual identity or any disabilities they may have.

First Offense – Saturday detention or 1 day suspension

Second Offense – 1 or 3 day suspension and parent conference

Third Offense – 3 day suspension or recommend expulsion

Fourth Offense – Recommend for expulsion

Hazing

Committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm or holds a student up to ridicule in order for the student to be initiated

into or affiliated with a student organization, group, or club. To harass by banter, ridicule, or criticism.

First Offense – Saturday detention or 1 day suspension

Second Offense – 1 or 3 day suspension and parent conference

Third Offense – 3 day suspension and parent conference or recommend expulsion

Fourth Offense – Recommend for expulsion

Horseplay

Anything deemed inappropriate, reckless, unsafe, disrespectful, etc. that may cause harm to the students or others.

First Offense – Detention

Second Offense – Saturday detention

Third Offense – 1 day suspension and parent conference

Fourth Offense – 3 day suspension or recommend for expulsion

Insubordination, Interference, Disruption, or Obstruction, Inappropriate Behavior

Willful refusal to follow school policy or an appropriate direction given by a staff member; any action taken to attempt to prevent one or more staff members or students from exercising their assigned duties, or interference or distraction from electronic devices; any willful obstruction of the learning process or rights of others; any disrespectful intent or act committed against a student, staff member, or school property.

First Offense – Detention

Second Offense – Saturday detention

Third Offense – 1 day suspension and parent conference

Fourth Offense – 3 day suspension and parent conference

Lighting Incendiary Devices

Unauthorized possession or igniting of matches, cigarette lighters, and other devices that produce flames.

First Offense – Detention

Second Offense – Saturday detention

Third Offense – 1 day suspension and parent conference

Fourth Offense – 3 day suspension and parent conference

Nuisance Device, Use of

Using objects which cause distractions such as radios, headsets, phones, universal remote controls, laser pointers, and other devices that cause a disruption.

First Offense – Detention

Second Offense – Saturday detention

Third Offense – 1 day suspension and parent conference

Fourth Offense – 3 day suspension

Pornography, Possession

Possession of sexually explicit materials.

First Offense – Warning /Detention

Second Offense – Saturday detention

Third Offense – 1 day suspension and parent conference

Fourth Offense – 3 day suspension

Premarital Sex, Fornication, Pregnancy

Violation of God's Sixth Commandment. Christian discipline will be provided to both male and female student as mutually established by the home and school in the event that either the home or the school becomes aware of students being involved in premarital sex. If pregnancy occurs, the student and/or the student's parents are to inform the Dean of Students and/or Academic Guidance Counselor. A meeting will be set with the Dean of Students, counselor, student, and student parents. Christian counseling will be provided to help the student experience God's forgiveness, love and strength; and to encourage wise use of Christian parenting decisions during this difficult time. Cooperation will be provided to help obtain proper medical prenatal care, to choose the best school option, and to assist in making satisfactory academic progress with administrative adjustments made as needed to help the student complete academic requirements.

Public Display of Affection (PDA)

Behavior between two students that could cause embarrassment to students, parents, teachers, or guests. This may include, but is not limited to: kissing, compromising lap positions, suggestive hand locations, intimate hugging or body contact, etc.

First Offense – Warning

Second Offense – Detention

Third Offense – Saturday detention and conference with Dean of Students and/or Academic Guidance Counselor; a help plan may be established

Fourth Offense - Saturday detention and conference with parents, student, Dean of Students and Academic Guidance Counselor

Robbery or Extortion

Obtaining property from another person where his or her consent was induced by use of force, threat of force or under false pretenses.

First Offense – 3 day suspension or recommended for expulsion; restitution

Second Offense – Recommend for expulsion

Sexual Assault

Physical conduct such as assault, blocking normal movement, touching an individual's body or clothes in a sexual way, non consensual sexual contact with another person, etc.

First Offense - 1-3 day suspension or possible expulsion

Second Offense - expulsion

Sexual Violence

A physical act of aggression or force, or the threat of aggression or force, which non-consensual sexual contact or sexual intercourse with another person including intentional touching of clothing covering a person's intimate parts, forcing a person to touch any person's intimate parts, or intentional attempted or actual removal of clothing covering a person's intimate parts or undergarments.

First Offense – Recommend for expulsion

Skippping Classes

Any time a student is absent from class without parental and school permission.

First Offense – Detention; \$10 fine per period absent; a “0” on any work collected or graded for that day

Second Offense – Saturday morning detention; \$10 fine per period absent; a “0” on any work collected or graded for that day

Third Offense – 1 day suspension; \$10 fine per period absent; a “0” on any work collected or graded for that day

Slander, Libel

The utterance of false charges or misrepresentations, which defame and damage another’s reputation; a false and defamatory oral statement about a person; a written statement or presentation that conveys an unjustly favorable impression.

First Offense – Detention or Saturday detention

Second Offense – Saturday detention

Third Offense – 1 day suspension

Fourth Offense – 3 day suspension or recommend for expulsion

Tardiness

After the student receives his or her third tardy in a class per semester.

First Offense – Detention (4th tardy)

Second Offense – Detention (5th tardy)

Third Offense – Saturday detention plus \$10 fee (6th tardy)

Fourth Offense – Saturday detention

Theft, or Knowingly Receiving or Possessing Stolen Property

Unauthorized taking of the property of another person or receiving or possessing such property.

First Offense – Saturday detention & restitution or 1 day suspension

Second Offense – 1 or 3 day suspension and restitution; parent conference

Third Offense – 3 day suspension and restitution or recommend for expulsion

Fourth Offense – Recommend for expulsion

Tobacco

Possessing or using tobacco, tobacco products, or electronic cigarettes in school, on school grounds, in school vehicles, or at school events.

First Offense – 1 day suspension

Second Offense – 3 day suspension

Third Offense – Recommend for expulsion

Vandalism

Defacing, cutting, or otherwise damaging property that belongs to the school, to other students, employees or others. This will include horseplay on the bus.

First Offense – Saturday detention or 1 or 3 day suspension and restitution

Second Offense – 1 or 3 day suspension or recommend for expulsion and restitution; parent conference

Third Offense – Recommend for expulsion

Weapons Possession – Firearms

Possessing any firearms, whether loaded or unloaded, or any device intended to look like a firearm. Violations will be treated severely, based on the particular circumstances, and may include notification of local law enforcement officials.

First Offense – 3 day suspension or recommend for expulsion

Second Offense – Recommend for expulsion

Weapons Possession – Other (Weapons include but are not limited to: knives, mace, clubs)

Any device or instrument designed as a weapon and capable of producing severe bodily harm; or intended to look like a device or instrument capable of producing severe bodily harm; or any device, instrument, or substance, which, in the manner in which it is used, is calculated or likely to produce severe bodily harm. Violations will be treated severely, based on the particular circumstances, and will include notification of local law enforcement officials.

First Offense – 1 or 3 day suspension

Second Offense – 3 day suspension or recommend for expulsion

Third Offense - expulsion

Wireless Communication Devices/Personal Technology Devices (e.g. I-pods, cell or smart phones, Apple/Smart Watches, Air Pods/Earbuds/Headphones, etc):

Students may not have on their person, in a purse, book-bag, etc, a cell or smart phone, pager, or any other electronic device that may be disruptive or a distraction from the learning process during the school day. These items must be placed in a student locker and powered off during the entire school day.

Cell phones are never permitted or allowed to be out or used in a bathroom, locker room, or any other area in which any student is in a compromised situation or position (e.g. changing clothes, using the restroom, etc.).

Permission to use a phone during the school day must be given by the administration or other office personnel. Students may not use their cell/smart phone during lunch, while they are in the lunch line, or in the Commons during lunch. Students are not allowed to use their cell/smart phone during any other part of the school day. This includes study halls and PASS.

Apple/Smart Watches and watches with communication capabilities may be worn during the school day, but the communication features of those devices must be turned off. Any wearable technology with communication capability must be taken off and put away during quizzes, tests, finals, and or any other time deemed necessary by the teacher or administration. If students are caught using a communication capable watch during class without permission, the watch will be confiscated.

Laptops, iPads, and other electronic devices (Air Pods, Earbuds, Headphones, etc.) will be allowed at the discretion of the classroom instructor. If caught using an electronic device without permission, the item will be confiscated.

All items that are seen outside of the locker or that are in a locker but turned on will be confiscated.

All items confiscated will be subjected to a monetary fine listed below. Once the fine is collected, the item will be returned to the student. Electronic device violations will be cumulative on a yearly basis, no separate categories for different device violations.

First offense -- \$10.00

Second offense -- \$25.00

Third offense and each offense beyond -- \$25.00, detention, then parents come in to retrieve the device (after fine is paid and detention served).

If parents need to contact their child for any reason, please contact the school office.

FIRE, TORNADO & EMERGENCY DRILLS

State regulations require drills to take place on a regular basis. The drills are for the safety of the students. Conduct should reflect the seriousness of the situation to which the drill is related. Students are to note the fire drill exits posted in each classroom.

GENDER IDENTITY & THEORY

A person's biological sex is expressed in and through the body. It cannot be changed because it is bestowed by God as a gift and as a calling, and "the gifts and the call of God are irrevocable" (Romans 11:29). We honor God and the neighbor rightly when we delight in our creation as male and female and affirm our identity as male or female. Biological sex is a gift because in the very act of creation, God bestows upon each human person a biological sex—"male and female He created them" (Genesis 1:27). We see in our creation as sexual beings an intimation of our creation for fellowship. It is a calling because we work out our salvation via our masculinity or femininity. In other words, human persons do not experience the freedom and joy of salvation despite their biological sex, but only in it and through it.

While biological sex and "gender"—or the socio-cultural role of sex as well as "psychological identity"—can be distinguished, they can never be separated. Should someone experience a tension between biological sex and "gender," they should know that this interior conflict is not sinful in itself but rather reflects the broader disharmony caused by original sin and often results from the residue of social ills and cultural distortions of what constitutes "masculinity" and "femininity". Such persons should be treated with respect and with charity, and no one should suffer bullying, violence, insults, or unjust discrimination based on such experiences. However, charity needs to be understood, confirmed, and practiced in the light of truth, and thus such persons should be encouraged to seek harmony between their biological sex and "gender" not through a rejection of one or the other, but through turning to Christ and to all that the church provides. Only by turning to Christ can one acknowledge and accept one's sexual identity in every aspect—physical, moral, social, and spiritual—and only through such an acceptance can the human person in turn experience the freedom promised by Christ.

The following policy seeks to provide guidance in applying The LCMS's moral teachings regarding the challenges presented by "gender identity theory."

As a general rule, in all interactions and policies, Lutheran High School is to recognize only a person's biological sex. This policy applies, but is not limited to, all school employees, personnel, volunteers, students, and those entrusted to the care of the school, including all contracted vendors when they are on-site and may have contact with those entrusted to the care of the school.

Designations and Pronouns. Any school, organizational, or institutional documentation which requires the designation of a person's sex is to reflect that person's biological sex. No person may designate a "preferred pronoun" in speech or in writing, nor is the school to permit such a designation. Permitting the designation of a preferred pronoun, while often intended as an act of charity, instead promotes an acceptance of the separability of biological sex and "gender" and thus opposes the truth of our sexual unity.

Bathrooms and Locker Rooms. All persons must use the bathroom or locker room which matches their biological sex. Lutheran High School is permitted to have individual-use bathrooms which are available for all members of the respective community.

Attire. All persons are to present themselves in a manner consistent with their God-given dignity. Where a dress code or uniform exists, all persons are to follow the dress code or uniform that accords with their biological sex.

Athletics and Co-Curriculars. Participation in school athletics and co-curricular activities must be conformed with the biological sex of the participant. Some sports and activities may be open to the participation of individuals of both sexes.

Single-Sex Programs and Institutions. Admission to single-sex programs, including but not limited to single-sex camps, classes, and retreats, is restricted to persons of the designated biological sex.

Medication. No person is permitted to have on-site or to distribute any medications for the purpose of gender reassignment. Students and those entrusted to the care of the church are not permitted to take "puberty blockers," even if self-administered, on school property, with the purpose of a potential or actual "gender reassignment".

Protecting the Vulnerable. Those entrusted to the care of the school who express a tension between their biological sex and their "gender" and others directly affected by this tension (parents, guardians, etc.) will be directed to appropriate ministers and counselors who will help the person in a manner that is in accord with the directives and teachings of the LCMS. Lutheran High School will take the necessary precautions, in accord with the policies of this document, to avoid bullying and to protect the integrity of those who may express tension or concerns about their biological sex.

In prudently implementing this policy, the circumstances of a case could be so particular that it may demand the advice of experts. Some specific cases may not find an answer in this document.

For questions that are not addressed in this document, individuals should seek out the Executive Director or other individuals who can be a resource to them.

Following is a glossary of terms used throughout the Parent-Student Handbook.

1. Biological sex: The sex with which a person is born, regardless of acceptance or perceived identity.
2. Gender: As understood by The LCMS, gender is the socio-cultural role of sex and particularly how it informs one's psychological identity.
3. Gender dysphoria: the state in which a person claims to experience an incongruity between psychological identity and biological sex.
4. Gender Ideology/Theory: An ideology or theory that denies the difference and reciprocity in nature of a man and a woman, and envisages a society without sexual differences, thereby eliminating the anthropological basis of the family. Thus, "Gender Ideology" or "Gender Theory" promote a personal identity and emotional intimacy radically separated from the biological difference between male and female. Consequently, human identity becomes a choice of the individual, one which can also change over time. Ideologies of this sort, which seek to respond to what are at times understandable aspirations, manage to assert themselves as absolute and unquestionable, even dictating how children should be raised. It needs to be emphasized that biological sex and the socio-cultural role of sex (gender) can be distinguished but not separated.

GRADUATION

The graduation ceremony is the final school event for any student who has successfully completed all requirements for receiving a diploma.

1. Diplomas are distributed during the commencement ceremony and attendance is required.
2. Graduation announcements and caps/gowns will be coordinated through the school.
3. Students who have not met graduation requirements will not be allowed to participate in the ceremony.
4. Students and their parents will be regularly informed regarding their academic status.
5. Any senior whose account is overdue on graduation day shall forfeit his/her diploma until the account is paid in full, or satisfactory arrangements have been made in writing with the Executive Director.

GRIEVANCE / MATTHEW 18 POLICY

Within the Christian community of Lutheran High, occasions of conflict, offense and sin will occur. In order that we might deal with each other within God's prescribed Word, all members of this Christian community are expected to abide by the principle of Matthew 18: 15-17. When attempting to resolve any conflict or disagreement with a:

Staff member / Teacher

Step One – Go to the staff member/teacher privately to voice your concern and work towards resolution in a professional and God-pleasing manner.

Step Two – If this effort proves unsuccessful, it is appropriate to involve another staff member, department chair, or other immediate supervisor of the individual with whom you have a concern.

Step Three – If this effort proves unsuccessful, it is then appropriate to involve one of the supervisors of the staff member and to meet with all parties to work towards satisfactory resolution.

Step Four – If further action is needed this will be directed to the appropriate party as determined by the appropriate administrative personnel or his appointed representative.

Administrator (including department chairs, Athletic Director, etc.)

Step One – Go to the administrator, one-on-one, to voice your concern and work towards resolution in a professional and God-pleasing manner.

Step Two – If this effort proves unsuccessful, it is appropriate to involve the administrator's supervisor to work towards resolution. If the person bringing "offense" is the Executive Director, another member of the administrative staff (Dean of Students) may be included to work towards reconciliation.

Step Three – If this effort proves unsuccessful, then appropriate administrative personnel will meet with all involved parties to work toward reconciliation.

Step Four – If further action is needed, the appropriate administrative personnel or the appointed representative will direct this to the appropriate party as determined. If the conflict is with the Executive Director and is still unresolved, the staff member may contact the chairman of the Board of Directors who will take the appropriate action in the matter.

Board or school policy

Step One - Go to the individual staff member responsible for enforcing the policy.

Step Two – If this effort proves unsuccessful, address the matter with that individual's supervisor.

Step Three – If this proves unsuccessful, address the matter to the appropriate administrative personnel.

Step Four – If the matter remains unresolved, the staff member shall contact the Board chair that shall take the appropriate action.

Personnel or policy grievances shall ultimately be resolved with the Executive Committee.

HEALTH SERVICES

1. In case of illness or an accident, emergency first aid will be given and the school will notify the student's parent/guardian. If medical attention is required, arrangements will be made with parent's/guardian's consent.

2. Students who become ill during the school day must obtain a pass from the classroom teacher and report directly to the main office. Following a parent/guardian contact, the student will be sent home.

LEAVING SCHOOL GROUNDS

Students are not to leave school grounds between the time of their arrival and the time they leave for the day, unless they have the approval of the office and parental permission. Lutheran High has a closed campus.

LOCKERS

Your locker is assigned to each student and is a place for their property. Keep the combination confidential. Lockers must be kept locked at all times.

1. Locker combination changes require use of maintenance man-hours. Therefore a \$5.00 fee is charged for a requested change.
2. Only your things should be kept in your locker. Likewise, do not put your things in anyone else's locker. Sharing lockers is not allowed!
3. Keep your locker neat and clean. Only magnets or masking tape may be used to hang items on the exterior or interior walls. Avoid hanging anything that would be offensive to our Christian standards.
4. Your locker is the property of the school. Periodic inspections will be made.
5. Do not kick, pound, scratch, hang on, or deface your locker. A minimum fee of \$25 to repair damaged locks and/or lockers will be charged to the student.
6. Should you bring something especially valuable to school, do not put it in your locker. Take the item to the office for safekeeping. The school is not responsible for lost or stolen articles from your locker.
7. Backpacks/school bags must be stored in lockers or underneath the gym entrance coat rack.

LUNCH PROVISIONS

The cafeteria provides hot lunch service. Students may purchase lunch or bring lunch from home. Microwave ovens will be available for those who might like to use them. Students are not allowed to take food or drinks outside the cafeteria. Students are not permitted to leave school for lunch.

During the school day commercial food delivery services (Uber Eats, DoorDash, Grubhub, etc.) are strictly prohibited on campus. Food brought from home or outside establishments will **only** be accepted if delivered directly by a parent or legal guardian to the front reception desk.

MANDATED REPORTING

A “mandated reporter” is an individual who receives information regarding suspected abuse to a student. Teachers, bus drivers, custodians and anyone employed by the school who has regular contact with students are considered by the State of Wisconsin to be mandated reporters of any suspected abuse to a student.

A mandated reporter must report when they receive information that maltreatment has occurred or have reason to believe maltreatment has occurred to a child within the past three years.

“Abuse” is defined as the following:

Physical abuse – Non-accidental physical injury or threatened injury or unauthorized aversive or deprivation procedures.

Sexual abuse – Any sexual contact with a child, including everything from touching or fondling a child, with clothes on all the way to penetration or intercourse.

Neglect – Failure to provide a child with food, clothing, shelter or medical care when able to do so or failure to protect a child from conditions or actions which imminently and seriously endanger a child’s physical or mental health or prenatal exposure to a controlled substance or infant medical neglect.

Mental Injury – An injury to the psychological capacity or emotional stability of a child as evidenced by observable impairment or substantial impairment in the child’s ability to function within normal range of performance and behavior with regard to the child’s culture.

Staff suspecting that abuse has occurred must report to the local social services agency or local law enforcement within twenty-four hours of receiving the information. If the mandated reporter perceives the child to be in immediate danger they shall immediately contact 911 for further action. A written report must follow within seventy-two hours of receiving the information. The staff member shall also inform the Administration, but it is the staff member’s responsibility to fulfill the reporting procedures.

Mandated reporters must keep this information confidential. This means that they are only to discuss this matter with the Academic Guidance Counselor, Dean of Students, Executive Director, and the appropriate local authority. They may not discuss this with other staff, the parents of the student, or any other person(s). The result of any investigation may remain confidential by the investigating agency and may not necessarily be shared with the mandated reporter.

MEDICATION

The designated employee under these circumstances will administer medications:

1. Prescription and non-prescription medication requires a completed, signed authorization from the student’s parent/guardian and physician. Lutheran High may rely on an

oral request to administer medication for up to two school days until written authorization is received. Written notification must include:

- a. Student's name
 - b. Name of medication
 - c. Time of administration
 - d. Possible side effects
 - e. Dosage and route of administration
 - f. Termination date of administration
 - g. Reason for medication
2. Prescription or non-prescription medication must be in the prescription or OTC labeled container. The pharmacy will divide medication for home and school into two bottles with proper labels.
3. Parents are encouraged to bring medication (especially controlled substances such as ADHD medication) to the school office for the health and safety of your child and other students. If parent/guardians are unable to bring the medication to school, they should contact the office to set up an alternative plan.
4. Students will not be allowed to self-administer or carry medications with them unless an exception is made, and a written plan is agreed upon between the school office and the parent/guardian.
5. Parental permission for students to receive Tylenol and/or Ibuprofen from the school is provided to the school.

PARENTAL INVOLVEMENT

Many volunteers are needed to help out with the day-to-day operations of the school. Parents are encouraged and expected to volunteer. Office assistance, mass mailing assemblies, refreshment servers, fundraisers, and buildings/grounds maintenance are just a few areas that Lutheran High can use your help, support, and labors of love. Call or e-mail Lutheran High's School Secretary if you are interested in helping out and getting involved at Lutheran High in these and other capacities.

PARKING

Underclassmen students are to park in the Green Parking Lot (lot to the west of the school building). The Gold Parking Lot (North of the building) is for staff, parents, guests, and senior students during school hours. Senior students are to park in the North half of the parking lot (closest to the baseball field).

PUBLICATIONS

Student publications will be approved by the Executive Director prior to publication. The Executive Director reserves the right to edit publications to align with the school's mission.

RELEASED FROM SCHOOL BECAUSE OF ILLNESS

Students are to come to the office if they become ill during the school day. The office secretary will notify parents if their son/daughter is to be picked up or released from school because of illness.

SNOW DAYS

School may be closed when there are hazardous driving conditions. Parents should always use their discretion on whether to send their students. Weather conditions can be different in various areas of the county. When weather conditions warrant a school cancellation, Lutheran High will send out an electronic notification to parents' and students' cell phones and emails. In addition, individuals may consult the following tv and radio stations: Channel 2 (WBAY), Channel 4 (WTMJ), Channel 6 (Fox), Channel 11 (WLUK), Channel 12 (WISN), Channel 26 (NBC26), WTMJ (620AM), WHBL (1330AM), WSTM (1420AM), or WLKN (98.1FM).

STUDENT IDENTIFICATION CARDS

ID cards identify you as a student at Lutheran High. A \$5.00 fee is charged for a replacement.

STUDENT RECORDS - CONFIDENTIALITY

In compliance with the Federal Family Right and Educational Privacy Act and Wisconsin Statutes Section 118-125, be it RESOLVED:

1. All records maintained by the school for the pupil shall be confidential.
2. Transcripts, which contain only objective pupil data, shall be kept permanently.
3. Behavioral records, which include psychological tests, personality evaluations, together with anecdotal records, shall be maintained for one year following graduation and thereafter destroyed.
4. The responsibility for the maintenance of school records is vested in the Administration..
5. Parents of minor students or adult students have the right to inspect their records. The parent or adult student desiring to inspect their records shall address a request to the Dean of Students in writing.
6. The procedure for challenging records shall be:
 - a. Written notice to the Dean of Students requesting a hearing;
 - b. if satisfaction is not achieved, a statement of challenge shall be addressed to the administrator who will give hearing/arrange for a hearing with the Board of Directors.

TECHNOLOGY ACCEPTABLE USE POLICY

The use of technology resources at Lutheran High is a privilege and must be treated as such by all individuals. Access entails responsibility. Technology resources include, but are not limited to: smart devices, iPads, tablets, computers, printers, video equipment, information storage

devices, copy machines, software and the Internet. These technology resources are to be used for educational purposes in accordance with the Christian mission statement of Lutheran High. Technology use for gaming is unacceptable unless approved by instructor or administrator. Personal communication appropriate to school settings will generally be permissible.

It is important that users understand and abide by the following guidelines:

1. Users should not copy Lutheran High software or use technology at Lutheran High to make or distribute copies of copyrighted materials. Copyright laws pertaining to print media, electronic media and resources obtained from the Internet must be adhered to.
2. Use of a computer at Lutheran High School carries the implied consent for examination of all computer files, e-mail, and Lutheran High associated accounts by any teacher or administrator at any time. Permission of the user is not required.
3. Modifying or destroying other students' work on the network, internet, or other electronic media is against the law and strictly forbidden. Users must not attempt to gain access to passwords used by other users. Users are responsible for their accounts and should not share their passwords with other users. This includes impersonating other users, attempting to bypass authentication systems, or knowingly opening malicious attachments/phishing links. Any attempt at unauthorized access to technology resources will result in disciplinary action.
4. Users must not intentionally obtain or display obscene or objectionable materials from the Internet or electronic resources.
5. Users should not install software or applications/ extensions from home or from the Internet on any Lutheran High computer.
6. Users may not circumvent the security and safety measures of Lutheran High's network and computers.
7. Damaging, vandalizing, or physically modifying any piece of hardware or software will not be tolerated. This includes marking on equipment, changing or erasing software, physically damaging equipment, or making it difficult or unpleasant for others to use.
8. Transmitting profanity, obscene, abusive, derogatory, or sexually explicit language or images will not be tolerated.
9. If an individual inadvertently accesses a resource that is inappropriate for an educational setting then the individual must immediately terminate the access and notify the teacher or technology coordinator.
10. Students may not record other students or teachers without their prior permission. This includes taking pictures of others as well as video or audio recordings.
11. Students are expected to represent Lutheran High's Christian mission in all digital interactions. Cyberbullying, harassment, intimidation, or posting defamatory material about peers or staff—whether using school equipment or personal devices on or off campus—will result in immediate disciplinary action.

12. In addition to the appropriate behaviors listed above, these ground rules for use of the Internet by students are also included:
- a. Do not give out personal information, phone numbers, social security numbers, credit card information, or addresses
 - b. Do not use online messaging platforms, forums, social media networks, and unapproved third-party web forms/data collection tools without the permission of an administrator or teacher.

Failure to follow any of these guidelines will be dealt with through the discipline system and may result in:

- A. Withholding privileges
- B. In-school suspension
- C. Out-of-school suspension
- D. Expulsion
- E. Students and their families will be assessed the repair or replacement cost, along with any shipping and handling charges, for any incidental, accidental, or intentional damage, whether at school, home, or anywhere else, to any Lutheran High technology equipment (including, but not limited to, Chromebook issued to the student; Chromebook issued to another student if part of classroom misconduct, hallway misconduct, horseplay, etc., that caused the Chromebook to break; computers; printers; copy machines; internet access points; video equipment; etc.) or lost technology equipment checked out to the student.
- F. Students and their families are responsible for any financial expenses resulting from improper technology use. This includes payments to staff members for their time to correct problems due to abuse.

Every effort has been made to minimize the possibility of students encountering objectionable materials while using the Internet. Parents and students should realize that it is impossible to restrict access to all controversial materials.

TELEPHONE

Except for emergencies, calls should be made before or after school or during noon hour. The office phone is not to be used for personal calls by students. Only in emergency situations will students be called to the telephone.

TRAPSHOOTING

Lutheran High's spring trapshooting team is a terrific way for students to enjoy recreational competition while also learning gun safety. Students, however, are not allowed to store shotguns anywhere on campus, including vehicles (see weapons – firearms policy).

TUITION

The annual tuition for Lutheran High is published annually. A student's family will be responsible for the tuition of any quarter and/or month in which he/she is enrolled.

TUITION ASSISTANCE

Tuition assistance is available to help worthy students who, with their parents, are dedicated to Christian secondary education, but unable to meet the tuition obligation. Requests for tuition assistance are made available through TADs. The request deadline is the end of March for the upcoming school year. Individuals desiring to make contributions to this fund should designate the gift "Student Aid" and send it to Lutheran High. Families also have the opportunity to receive \$200 in tuition reduction for working 8 service hours at the Neat Repeats Thrift Store.

TUITION RESPONSIBILITY AND PAYMENT OF ACCOUNTS

Payment of all tuition and fees are the responsibility of the parents or legal guardian of each student, regardless of the student's age. Lutheran High will not assume the responsibility for collecting congregation assistance or other aids a student may receive. All payments for tuition and other necessary and normal charges are to be paid in accordance with one of the schedules offered by Lutheran High currently selected by parents and/or guardians and the policies of the Lutheran High Financial Agreement form. Viewing the relationship of Christian people within the school family, the Board of Directors has authorized the Executive Director to approve special payment schedules for students (parents and/or guardians) who experience adverse financial circumstances, but demonstrate a desire and ability to pay fully their obligation to Lutheran High.

OVERDUE TUITION AND FEES POLICY:

- An account will become past due if payment is not received by the 30th day of the month.
- LHS understands that unexpected situations do come up from time to time. If for any reason you will be unable to make your payment commitment as per this agreement, please call the LHS business office as soon as possible to make additional arrangements.
- If prior arrangements have not already been made, the following additional fees will apply once an account becomes past due.
 - An account that is 30 days past due will incur a \$30 per monthly service charge. This charge will apply for each month the account remains in a past due status.
 - An account that becomes more than 90 days past due will receive a final notice indicating that the account will be turned over to a collection agency and/or attorney for collection. A fee of 25% of the total outstanding account will be added when sent to collections.
- Any bank returned items will result in a \$30 fee.
- If joint legal custody exists, if one parent/guardian does not honor the agreement, the other will be responsible for the full tuition cost of the child.

- When an account is 91 days overdue, the student will be excluded from classes. A final notice will be sent indicating that account will be turned over to a collection agency and/or attorney for collection.
- Any student with an unpaid balance from the previous school year shall forfeit admission for any succeeding school year until the account is paid, or unless a contractual agreement has been made in writing with Lutheran High.
- Any parent with an unpaid balance from any previous year shall forfeit admission of any future student until the past-due account is paid or an arrangement is made with Lutheran High in writing.
- Any senior whose account is overdue on graduation day shall forfeit his/her diploma until the account is paid in full, or satisfactory arrangements have been made in writing with Lutheran High.

VISITATION PROCEDURES AND POLICY

The safety of our children and orderly procedures for our school community are a high priority! Thank you for your cooperation and assistance in administering proactive and safe visitation requirements. Parents, visitors, and volunteers who visit the school while it is in session must be aware of the following:

- Please enter the school through the entrance (west) closest to the office during the school hours. All other doors will be locked during the school day.
- All visitors (including parents and volunteers) must obtain a visitor badge and sign in at the office during the school day.
- No class will be interrupted. Forgotten lunches, assignments, messages, etc. may be brought to the receptionist area for delivery by school personnel. However, Lutheran High office staff may deliver messages when instruction will not be interrupted.
- No pets will be allowed anywhere on the campus, unless with approval of the Administration.

VISITATION BY COLLEGE OR SCHOOL REPRESENTATIVES

Students may be excused from classes to attend a presentation by a college or school representative held at Lutheran High School. To be excused the following conditions must be met:

1. The student has registered in the school office or the guidance counselor's office.
2. The student has received permission from the instructor of any classes he/she might miss and made arrangements to meet all of the class responsibilities. (No student is excused from class responsibilities because of a visitation.)

NOTE: If the privilege is abused, the student will be denied the use of class time for this purpose.

VISITORS – GUEST SPENDING THE DAY WITH A STUDENT

Steps to follow when inviting a guest to visit our campus:

1. Your visitor must be in the 7th - 12th grade.
2. Only visitors considering enrolling at Lutheran High will be allowed unless otherwise approved by the Administration.

3. Pick up a Visitor Permission Form from the school office at least 4 days before date of visit after obtaining approval from the Administration.
4. Have all 8 teachers sign the form, including study hall.
5. Make sure both sets of parents sign the form and include a phone number for the visitor.
6. Return the form to the school office 2 days before the visitor comes.
7. Make sure your visitor comes to school in dress code.
8. Pick up the form from the school office before 1st hour the day your visitor comes and check into the office.

WORSHIP & CHAPEL

Students and faculty experience chapel on Tuesdays and Thursdays during a 20-minute period after 2nd hour. Lutheran High is committed in philosophy and practice to upholding the doctrinal and confessional positions of the LCMS. Teachers, pastors, and other speakers of the LCMS will address and lead the student body and staff during chapel devotions.

Chapel includes the following guidelines:

1. Chapel attendance is mandatory.
2. Students should participate.
3. Students should not detract from the experience of others.

YEARBOOK

Lutheran High's yearbook, *Reflections*, will be distributed to students in the spring of the year. Expenses for the yearbook are met through donations and tuition. This cost is part of the tuition expense. Lutheran High students are encouraged to become part of the yearbook staff.

Section II Academic Policies, Procedures and Curriculum

LUTHERAN HIGH STANDARDS FOR ACADEMIC EXCELLENCE

Academic Excellence is providing a learning environment in which teachers and students mature, value the learning process, and are challenged to use their God-given abilities to the fullest in all areas of their lives, including mental, emotional, physical, and above all, spiritual, so that they lead productive lives in love for the Lord Jesus Christ and in service to all people.

LUTHERAN HIGH ACADEMIC ACCOUNTABILITY PROGRAM

General Overview

Jesus Christ gave his very best on the cross for all of us. This life-saving and life-changing event compels Lutheran High to demand the very best from our students in all that they do. God has given each of us so much. We are all to use our gifts to the fullest. The Lutheran High Academic Accountability plan shows the care and love we have for each student in their pursuit of academic growth. Thus, the following information all permeates from this philosophy.

The Performance and Student Success (PASS) Program

Lutheran High is committed to providing a quality Christian secondary education. Part of this commitment is to support students with academic assistance as needed. To this end, Lutheran High has created the PASS program.

Additional efforts are made to assist students who may have difficulty with their schoolwork. This after school program is designed to help students improve their opportunities for success and receive assistance toward this goal. Indeed, Lutheran High desires to help students improve their academic performance in areas of perceived weakness. Furthermore, Lutheran High takes very seriously our cause in making sure students know that their life-long study habits are taught, corrected, nurtured, and encouraged at all times.

Purpose of Program:

- ☐ To help students improve their academic performance in areas of perceived weakness.
- ☐ To assist students who have problems with schoolwork or staying on task.
- ☐ To provide intervention, communication, and extra study time and support for students who are academically at risk.
- ☐ To help students develop life-long study habits.
- ☐ To help students complete homework assignments.

Entry into PASS

- Grade checks will be done every two weeks. (three weeks for first grade check at beginning of a semester)
- PASS Threshold: If a student, for their overall class grade, is receiving two or more F's or a GPA (quarter grade) of 1.6 or lower, they meet the PASS threshold.
 - Students are immediately placed on PASS probation.
 - After two more weeks, if students have not improved their grades to exit the PASS Threshold, they will enter into the PASS program for two weeks.
 - Students will have two weeks to improve their grades and move from PASS to PASS Probation, and then an additional two weeks to exit from PASS Probation.
- Students who are in PASS and participate in any extracurricular activity are required to attend PASS before they participate in their extracurricular.
 - PASS Probation students are not required to attend PASS before their extracurricular.

Requirements of PASS Participant

- Students will attend after-school study sessions on Monday, Tuesday, and Wednesday from 3:20 – 4:00 during the two weeks they are in the PASS program.

The Academic Accountability Program Implemented

Student Action

2 D's
Cumulative GPA less than 1.6
1 F in class
Documented refusal to do homework in 1 or more classes
Staying in PASS program for the equivalent of 2 quarters of 4 quarter grading period



Academic Warning

Student/parents will receive Academic Warning letter.
Student may be asked to seek special tutorial assistance.
Student may be encouraged to seek outside education assessment testing or counseling.
Student may be required to change schedule.
Student will remain on Academic Warning status until requirements are met at the next quarter grading period.

* All warning and probation notification will occur in writing within ten calendar days of the quarter grading period.

Student Action

2 F's
2 or more quarters on Academic warning in one school year
Cumulative GPA less than 1.4
Documented refusal to do homework in 1 or more classes



Academic Probation

Student required to attend PASS.
Student will be encouraged to seek outside education assessment testing or counseling.
Student required to develop an Academic Improvement Plan with the PASS advisor.
Student will remain on Academic Probation status until requirements are met after twelve PASS sessions or at the next quarter grading period.

Academic Expulsion

Academic Expulsion may occur if a student demonstrates a lack of performance and/or desire to succeed with the educational goals of the school.

- A. Students may be expelled academically for any or all of the following reasons:
 - Two or more quarters on Academic Probation within four consecutive quarters.
 - Three or more quarters on Academic Probation in their time at Lutheran High.
 - Persistent difficulty in completing and turning in homework.
- B. Students expelled for Academic reasons may be considered for re-enrollment:
 - After successful completion of another educational program for at least one full semester.
 - After written request by the student and parents stating changes or attempted changes in the student's educational patterns.
 - Upon approval of the Executive Director.
- C. The Academic Guidance Counselor may recommend students for academic expulsion. The Executive Director makes the final decision on a student's continued enrollment at Lutheran High.

Denial of Re-Enrollment for Academic Cause

In certain cases the educational needs of a student may become incompatible with the reasonable ability of the school to provide for his/her needs. Denial of re-enrollment may occur:

- After a student has spent at least one semester at the Academic Probation level.
- After an Academic Improvement Plan has proven unsuccessful.
- After a written notification to parents and the student by the Executive Director for reasons of the denial.

BOOKS

Textbooks will be issued to students during the first day of class and collected on the last day. Instructor will inspect student texts at the end of each course. If abnormal wear has taken place, a fee will be charged to the student account.

BOOK USE POLICY

Textbooks will be cataloged and disbursed by the teachers at the beginning of each course and collected and inspected at the end. If inspection discloses greater than normal wear the teacher will, with administrative approval, submit book abuse fines to the bookkeeper. The secretary shall inform the parent(s) and the bookkeeper shall add the charge to the family tuition account.

DROPPING / CHANGING CLASSES

A student may add or drop a class during designated add/drop days. During the first ten school days of each semester, students may add or drop a class for free. After ten school days, students may add/drop a class for a \$50 fee.

After 20 calendar days, a student will not be allowed to add or drop a class. Lutheran High always reserves the right to change student schedules or add/drop classes. However, if Lutheran High initiates the class change, students will not be charged a fee. The proper procedure for requesting a schedule change to add, drop, or change classes begins with the Academic Guidance Counselor. The teachers involved as well as the parents, Academic Guidance Counselor, and administrative signature and approval will all be required for schedule changes.

GRADES AND REPORT CARDS

The school year is divided into (4) quarters with semester exams given at the end of the second and fourth quarters. Semester grades, determined from the two preceding quarters and the final exam, are recorded in the student's permanent record.

The marking system is as follows:

<u>Grade</u>	<u>%</u>	<u>Grade Point</u>	<u>Grade</u>	<u>%</u>	<u>Grade Point</u>
A	94%	4.000	C	76%	2.000
A-	92%	3.667	C-	74%	1.667
B+	90%	3.333	D+	72%	1.333
B	85%	3.000	D	67%	1.000
B-	83%	2.667	D-	65%	0.667
C+	81%	2.333	F		0.000

A student's semester grade is determined by the following breakdown:

1st Quarter percentage / 3rd Quarter percentage (40%)

2nd Quarter percentage / 4th Quarter percentage (40%)

Semester / Final Exam and/or Project (20%)

* I - INCOMPLETE - Grade will be issued in special cases upon approval of administration. Incompletes not made up within two weeks automatically change to an F.

GRADUATION REQUIREMENTS

(One credit = one year)

GENERAL (Required for Graduation)

English	4.0
Social Studies	4.0
P.E./Health	2.5
Theology	4.0
Math (must include Geometry)	3.0

Science	3.0
Fine Arts (Art or Music)	1.0
Computer (Applications)	0.5
Winterim courses (one course per year enrolled)	
Electives	<u>5.0</u>
	27.0

REQUIRED COURSES - A SAMPLE PROGRESSION – COLLEGE-BOUND PROGRESSION

FRESHMAN: (6 required - 2 electives)

Theology - 2 semesters	1.0 credit	Physical Education/Health - 1 semester	0.5 credit
Physical Science- 2 semesters	1.0 credit	Computer - 1 semester	0.5 credit
English - 2 semesters	1.0 credit	Social Studies - 2 semesters	1.0 credit
Mathematics - 2 semesters	1.0 credit	Electives (2) - 4 sem.	2.0 credits

SOPHOMORES: (6 required - 2 electives)

Theology - 2 semesters	1.0 credit	Physical Education/Health - 2 semesters	1.0 credit
Biology or		English - 2 semesters	1.0 credit
Life Sciences - 2 semesters	1.0 credit	Mathematics - 2 semesters	1.0 credit
World History - 2 semesters	1.0 credit	Electives (2) - 4 semesters	2.0 credits

JUNIORS: (4 required - 4 electives)

Theology - 2 semesters	1.0 credit	Physical Education - 2 semesters	1.0 credit
English - 2 semesters	1.0 credit	U.S. History- 2 semesters	1.0 credit
Science – 2 semesters	1.0 credit	Mathematics – 2 semesters	1.0 credit
Electives (4) - 8 semesters	4.0 credits		

SENIORS: (2.5 required - 5.5 electives)

Theology - 2 semesters	1.0 credit	U.S. Government – 1 semester	0.5 credit
Economics – 1 semester	0.5 credit	English – 2 semesters	1.0 credit
Electives (5.5) - 11 semesters	5.5 credits		

HIGH HONOR ROLL AND HONOR ROLL

Honor Roll shall consist of students attaining a 3.5-3.74 average. Students receiving a 3.75-4.0 average shall be recognized as high honor roll students. High Honor Roll and Honor Roll is calculated at the end of each semester.

HOMESCHOOL STUDENTS

Lutheran High is committed to outreach and the sharing of Jesus Christ with all. Thus, homeschool students may take classes at Lutheran High provided they pay tuition per class. A full registration fee is also required.

INDEPENDENT STUDIES

Students are responsible for initiating an independent study course. Students must pre-arrange the details of the course through the teacher who will be overseeing the student's independent study class. An independent study course must be scheduled during course selection time, or in between semesters during designated schedule change opportunities. Fees for taking an independent study course must be paid at the time of scheduling. See the guidance office for an independent study course form.

NATIONAL HONOR SOCIETY

The National Association of Secondary School Principals sponsors the Lutheran High Chapter of the NHS. It is open to juniors and seniors who have a cumulative grade point average of 3.25 or better for a minimum of eight quarters and have demonstrated Christian character, service, and potential leadership qualities. A faculty committee makes the final selection of National Honor Society candidates. Induction ceremonies will be held in the fall and spring for juniors and seniors.

POWERSCHOOL

PowerSchool is a web-based program that allows parents to track their student's current grades, attendance, etc., on a daily basis. PowerSchool greatly improves our ability to provide information between students, teachers, parents, and administrators. If you are experiencing trouble with PowerSchool, please contact the school office. Changes in your student's grade may seem to occur rapidly. The grade book instantly recalculates the overall grade based on every assignment entered. Please contact your student's teacher if you have concerns. Please check with the teacher or the course syllabus if you are unsure of the grading policy or if a code is unclear. Some of the codes that Lutheran High uses for PowerSchool are listed below.

Abs – Absent; Tex – Tardy Excused; Tdy – Tardy; CV – College Visit; Sp – Sports; Fd – Field Trip; Uex – Unexcused; Su – Suspended; ISS – In School Suspension; Ex - Student excused from completing assignment; M - Missing, C - Comment.

RELEASE TIME POLICY

Full time students at Lutheran High may be released from school during the class day on a regular basis if the released time is used to take a class or classes at another approved educational

institution; i.e. LTC. Students who are considering this program should contact the Academic Guidance Counselor or the Dean of Students as soon as possible so that the family and both schools can be involved in the planning process. Similar experiences assigned by the guidance office or faculty as part of the school program are reasons to be excused from school attendance occasionally.

RETAKING COURSES

A student may retake a course only if he or she received a failing grade in that class or with administrative approval. The original “F” that was recorded will be counted on a student’s GPA as well as the new grade.

SCHEDULING

During the spring semester, class schedules for the following school year are filled out and are finalized before the next school year begins. Any concerns about scheduling should be directed to the school Academic Guidance Counselor. Wherever possible, students will be given the classes they have requested. However, because of scheduling difficulties some students may not be able to get all classes desired.

Class changes can be made at designated add/drop times. Changes should be made through the Academic Guidance Counselor. A student may drop a course during the first four weeks of a semester without having it appear on his/her permanent record. A fee will be assessed based on the “Dropping/Changing Classes” schedule listed on page 23.

All paperwork must be completed, signed and turned in to the office with all fees paid before a student's course change will be allowed.

STUDENT HELP TIME

At Lutheran High, student academic success and growth is taken seriously. Thus, students who are failing academic classes and/or missing assignments may be required by a teacher to attend Wednesday student help sessions. If a teacher requires that a student be present for a help session(s), a form will be filled out and given to the student in advance. (The teacher and student may mutually select which student help session to attend.) If a student fails to attend the mandatory student help session, an after-school detention will be issued.

STUDENT INTERNSHIPS

Students interested in participating in a community internship of their choice must request an Internship Application Form from the Academic Guidance Counselor. Students will be granted internships at the approval of the Academic Guidance Counselor and Dean of Students. Lutheran High will not adjust our master schedule to accommodate student internship requests. Lutheran

High's tuition fees are not lowered or reduced for student participation in an internship setting. Students will not be allowed to participate in Lutheran High's graduation ceremony until all requirements are met.

STUDENT LEADERS OF THE MONTH

After each month of school, one freshman, one sophomore, one junior, and one senior student are selected/awarded as Student Leader of the Month. Students are nominated and voted upon by the faculty of Lutheran High. Student achievement, test scores, participation, work ethic, improvement, exceptional lab work, homework execution, growth, etc. are all characteristics or components that teachers look at in evaluating student academic work and in the nominating/voting process. Students selected as Student Leaders of the Month can only receive this award once per academic year.

TRANSFER CREDITS

Transfer credits that meet the requirements of Lutheran High and the approval of the Dean of Students and Academic Guidance Counselor will be approved.

VALEDICTORIAN / SALUTATORIAN -

The Valedictorian and Salutatorian are selected each year from the graduating class. The Valedictorian ranks first in scholarship and is considered the top student of his/her class; the salutatorian ranks second in scholarship and is considered the second highest student in his/her class. Criteria are based primarily on cumulative GPA, through first semester of senior year, but the number of advanced classes and scores on ACT tests are also considered at mid-3rd quarter of the senior year. Thus, more than one student may qualify for the valedictorian and salutatorian distinctions. Candidates must attend classes at LHS during at least three semesters of their junior and senior years.

The following point system will be used to determine valedictorian/salutatorian:

1. Cumulative GPA shall be determined at the end of the 1st semester of the senior year. The top ten seniors shall be ranked by GPA and given the following point values. 1st: 30 points; 2nd: 27 points; 3rd: 24 points; 4th: 21 points; 5th: 18 points; 6th: 15 points; 7th: 12 points; 8th: 9 points; 9th: 6 points; and 10th: 3 points (60%).
2. The number of advanced classes taken by the top ten GPA seniors shall be determined at the end of the 3rd quarter of the senior year. **(AP Lit, AP Calculus, AP Computer Programming, AP Computer Science, AP U.S. History I & II, AP Physics, Pre-Calculus, Anatomy & Physiology, Advanced Art & Design I & II, Youth Apprenticeship, 4th year of Spanish, approved dual credit courses, 4th year Band, 4th year Konzertchor).** The following point values will be awarded: 1st: 10 points; 2nd: 9 points; 3rd: 8 points; 4th: 7 points; 5th: 6 points; 6th: 5 points; 7th: 4 points; 8th: 3 points; 9th: 2 points; 10th: 1 point (20%).

3. The top score on the ACT tests earned by the top ten GPA seniors shall be determined at the end of the 1st semester of the senior year. The following point values will be awarded: 1st: 10 points; 2nd: 9 points; 3rd: 8 points; 4th: 7 points; 5th: 6 points; 6th: 5 points; 7th: 4 points; 8th: 3 points; 9th: 2 points; 10th: 1 point (20%).
4. The point totals from the above three categories will be used to determine Valedictorian and Salutatorian. The Administration will notify the qualifying students during the 3rd quarter of their senior year to inform them of their honor and to begin preparing for graduation.

WINTERIM

Winterim is a unique, innovative educational experience outside of the traditional curriculum. The student will acquire new knowledge, expand learning beyond the classroom, and explore interests. The Winterim term is for one week between the first and second semesters immediately following the Christmas break. Students will choose their unique pursuit of interest from offerings by the Lutheran High staff. All students in grades 9 -12 must participate in a Winterim course.

Attendance: Winterim days are counted as academic days in our school calendar. The Lutheran High attendance policy as outlined in the student/parent handbook applies during Winterim. Given the short, intensive nature of the Winterim, it is imperative that each student is in attendance each day. Students that are absent will be required to make up work and class time missed.

Credit

As a graduate requirement, all Lutheran High students are required to take a Winterim each year that they are enrolled. Winterim will be evaluated in the following manner:

High Pass – Detailed understanding and demonstration of concepts listed in rubric.

Pass – General understanding and/or demonstration of concepts listed in rubric.

No Pass – Limited or no understanding and/or demonstration of concept in rubric.

Students must receive a High Pass or Pass grade to complete the Winterim requirements.