



# **Parent & Student Handbook 2009—2010**

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## Article I. Who We Are

*The mission of Lutheran High School is to help young people discover who they are in Jesus Christ and find success in life.*

### ***Our Commitment to Students and Parents***

Lutheran High School is a Christian secondary school founded by the Lutheran community of the greater Sacramento metropolitan area. It is dedicated to the task of helping young people grow in the knowledge of the Christian faith and, as a result, live that faith in service to others. To accomplish that goal, our school will involve students in a thorough study of God's Word, in the academic settings, in opportunities for involvement in co-curricular activities, and in service outreach projects.

It is our desire to make Lutheran High School a memorable experience. May God give us the wisdom and the ability to live up to this commitment.

As members of the faculty and staff of Lutheran High School, we commit and seek to:

1. Love and care for each of our students;
2. Communicate with both the student and parents regarding a student's academic progress;
3. Hold each student accountable for his or her actions;
4. Give our best efforts on behalf of each student, recognizing and respecting their individuality;
5. Challenge each student to reach his or her potential according to their God-given capacities;
6. Encourage each student to use the individual gifts and talents given them by God;
7. Be responsive to student concerns and activities;
8. Minister to each family, especially in difficult times;
9. Do the best we can to be models of Christian living to all our community;
10. Demonstrate interest in the spiritual, social, emotional, and physical development of our students;
11. Pray for our students and each other;
12. Follow the process outlined in Matthew 18:15-16 when conflict arises; and
13. Take responsibility for one's own actions and decisions.

***What does the Lutheran Church believe?***

**God**...*is one God in three persons: Father, Son, Holy Spirit – Creator, Redeemer, Sanctifier.*

**People**...*were created by God in holiness but have become corrupted by the power of sin (rebellion).*

**The Bible**...*is the Word of God and is completely reliable as a source for knowing God and His will for us.*

**God's Law**...*demands perfection of heart, thought, word, and deed. All who fall short deserve His punishment now and forever.*

**God's Gospel**...*the Bible also reveals God's Gospel (The Good News). Out of love for His fallen world, God has provided a Savior, Jesus Christ.*

**The Savior**...*is God's only Son. He died on a cross to save the world from sin. He rose again to give new life to all believers.*

**Salvation**...*is ours, not by our own merit, but solely by God's grace, a gift.*

**Conversion**...*is also a gift which is worked in our hearts by the Holy Spirit through the Gospel. The evidence of conversion is sorrow for our sin and a turning in trust to Jesus, our Savior.*

**Faith**...*is the confessed sinner's acceptance of Jesus Christ as Savior and a trust in all of God's promises.*

**The Church**...*is all people, in every place and in every age, who accept Jesus Christ as their Lord and Savior. Concrete expressions of the church are experienced whenever Christians gather around the Gospel proclamation and the Sacraments.*

**Sanctification**...*the holiness of life, follows conversion. Good works are the result of our salvation, not the cause.*

**Forgiveness**...*will be the believer's daily need, for total holiness is possible only after entering eternal life.*

**Baptism**...*is a Sacrament which establishes the new life in a person and brings forgiveness and the renewing power of the Holy Spirit.*

**The Lord's Supper**...*is also a Sacrament which allows its participants to partake together, with their Lord, His Body (the bread) and Blood (the wine). This "holy communion" brings assurance of forgiveness and strengthens faith.*

**Prayer**...*is also a communion with God and contains expressions of adoration, confession, thanksgiving, and supplication. It can be experienced privately and corporately.*

**Our mission**..., *as long as we have life and breath, is to proclaim the Gospel of the salvation Christ brings!*

**Death**...*does not sever a believer's relationship with God. God's gift to us in Christ is eternal life.*

## Article II. Academic Information

### **Section 2.01      Graduation Requirements**

To graduate from Lutheran High School (LHS), a student must complete a minimum of 240 credits of coursework as follows (International students must check with the international student advisor): *(10 LHS credits = 1UC/CSU unit = 1 academic year)*

<b>Coursework</b>	<b>No. of Years Study</b>	<b>No. of Credits</b>	<b>UC/CSU Requirements (15 units)</b>
History/Social Science	3 years	30 credits	2 units
English	4 years	40 credits	4 units
Mathematics	3 years	30 credits	3 units above Pre-Algebra (4 recommended)
Laboratory Science	2 years	20 credits	2 units Lab science (3 recommended)
LOTE*	2 years	20 credits	2 units in same language (3 recommended)
Visual/Performing Arts	1 year	10 credits	1 unit in same course
Elective	1 year	10 credits	1 unit in another “a-g” course
Other**			
Religion	4 years	40 credits	One course per semester attended
Phys. Ed/Health	1½ years	15 credits	1 year P.E./½ year Health
Computer Skills	1 year	10 credits	
Speech	½ year	5 credits	
Composition	1 year	10 credits	

\*LOTE – Language Other Than English

\*\* Students must complete 90 other credits (9 courses) in addition to the 150 “a-g” credits (15 courses) required for UC/CSU eligibility.

P.E. Waiver for Sport: An LHS Varsity sport may be used in lieu of a 5-credit Physical Education class provided the student petition with the Principal. Such a petition may be done only one semester in a student’s four years of any high school, and credit will be assigned upon approval from the Principal and athletic department.

Electives: LHS offers elective courses which students may take, circumstances permitting.

Non-traditional LOTE Credit: An assessment to determine placement in the LOTE curriculum may be administered to allow the best opportunities for that student to develop his or her current speaking abilities. Any international student with fluency in their native language, other than what is offered at LHS, may opt to use their native language proficiency to fulfill the two-year LOTE requirement pursuant to accepted practice set forth in the UC/CSU system.

Independent/Non-LHS Coursework: Coursework taken outside of LHS to fulfill graduation requirements of LHS must be approved by the Principal and/or the college counselor prior to the

beginning of the course. LHS will post credits on a student's transcript if the credits have been earned at an accredited, academic institution upon receipt of an official transcript.

All classes taken as independent study will be noted on the transcript as having been taken as independent study. An example is as follows: United States History (Where Earned: Independent Study). Honors course credit is not granted by LHS for courses taken via independent study. A student wishing to apply for LHS credit for a course taken through a form of independent study must provide appropriate documentation of hours spent, material used, tests given, and be willing to take an LHS-approved final exam in said course of study if not available through the utilized program. The grade earned on the exam will be the course grade recorded on the transcript. This policy will apply only to equivalent courses currently offered by LHS.

The grade given will be determined by course supervisor, in accordance with the syllabus and standard grading practices of LHS.

Approved and concurrent college enrollment will be given equivalent credit value toward graduation (3 college units = 5 high school credits). Grades are not weighted.

University Bound: Students intending to apply to highly competitive universities should pursue the most rigorous academic program LHS offers, including additional year-long courses in mathematics, lab sciences and performing arts, and a third year of the same LOTE.

Service Outreach: To graduate, all students at LHS must fulfill the Service Outreach Program requirements for each year of attendance. This is an annual requirement. *(See Article IX at the end of this handbook for further information about the Service Outreach Program.)*

## **Section 2.02      Grading Practices**

### **(a) Grading Policy**

Grades represent a judgment by the instructor. Although they do not always represent a perfect judgment, they are devices for measuring and reporting progress and achievement. They aid students in determining their individual strengths and weaknesses; they may also be incentives to greater academic growth. Academic grades are not directly dependent upon behavior and are to never be lowered solely for disciplinary reasons. Letter grades are not given for conduct. A comment code is used to indicate a student's status or progress as it pertains to attendance, attitude, and general conduct.

Evaluation of student accomplishment may be based upon daily work, quizzes, tests, reports, research projects, and major examinations. Classroom participation, homework, punctuality, attentiveness, behavior and its consistence, neatness, completeness, and organization of daily work may also be considered in the evaluative process. Parents and students should consult the course's syllabus for course-specific information and method of calculation for quarter and semester grades. A student **MUST** pass the course final exam to receive at least a "D" passing grade for the semester.

Students or parents who have a question regarding a grade should first attempt to resolve the problem with the teacher concerned. The request for a formal grade review must be made within one month of the grade being issued. If the dispute is not resolved, the teacher and/or student or parent may call a meeting of all parties concerned for a final resolution of the problem. If the disputed class is one in which the department chair is the instructor, said appeals should be made to the Principal.

Parents are encouraged to monitor the work of their students by contacting the teachers. The school-wide semester grading system used is as follows:

“A-F”

A	Superior	90%-100%	4 grade points	
B	Above average	80%-89%	3 grade points	
C	Fair	70%-79%	2 grade points	
D	Poor, but passing	60%-69%	1 grade point	<i>(Recommended course repeat)</i>
F	Failure	Below 60%	0 grade points	<i>(Mandated course repeat)</i>

It should be noted that honors courses are weighted and carry grade points that are one point higher than those listed above. (For example, an “A” in an honors course carries 5 grade points, and a “B” carries 4 grade points, etc.) Any grade of a “D” or lower in an honors class does not receive an extra point.

“P/F”

P	Pass	Credit	No grade points
F	Fail	No credit	No grade points

Example: students who are teacher/office aides – students in other special circumstances

NOTE: “Pass” grades are not calculated into a student’s grade point average (GPA) unless when earned as an Aide. They do carry credit toward completion of graduation requirements. However, “Fail” grades are included in GPA calculations. “P” is used to identify whether or not a student has completed his or her service hours or not.

“I”

I Incomplete

Example: students in special circumstances who could not complete course requirements on time due to an illness or unexpected emergency situation

NOTE: 1) Credit will be given only when requirements are completed.

2) The “I” will change to an “F” if the work is not completed by an established time that is generally not more than two weeks after the grading period has ended.

“WP/WF”

WP	Withdrawn, passing	No credit	No grade points
WF	Withdrawn, failing	No credit	No grade points

Example: students who withdraw from a class due to serious injury or illness or are withdrawn due to excessive absences and other special circumstances

## **(b) Conduct Grades**

“O” (Outstanding) reflects one or more of the following:

- student follows classroom rules and also promotes similar behavior among classmates
- student is highly respectful of teachers and peers in this class
- student is always on time and completely prepared for class
- student enthusiastically supports the learning process and shows a high interest in the course material

“S” (Satisfactory) reflects one or more of the following:

- student follows classroom rules
- student is respectful of teachers and peers in this class
- student is generally on time for class and brings required materials to class
- student has a good attitude toward learning and the course material

“N” (Needs improvement) reflects one or more of the following:

- the need of an individual to improve their behavior
- an occasional lack of courtesy or respect toward peers or teachers
- inattentiveness in class
- occasional tardiness or lack of all required materials

“U” (Unacceptable) reflects one or more of the following:

- malicious intent in student’s actions or behavior
- outwardly hostile, defensive, or otherwise disruptive actions
- disrespectful to peers or teacher
- any serious infraction of school rules, as defined by the teacher or *Student & Parent Handbook*
- chronic tardiness to class or frequently without class materials
- bad attitude toward learning and/or the course material

Any student who has received a total of two or more “U” marks will be placed on Disciplinary Probation. Two “N” marks are considered equivalent to one “U” mark. *(Please refer to Article III, Section 3.04, for more information.)*

## **(c) Grade Reports**

Report cards are mailed to parents at the end of each nine-week grading period (quarter). All students also receive mid-term reports (4½ weeks) in all classes. These reports are followed with parent/teacher conferences during the first and third quarters. Grade reports can also be seen online at [www.smartgrading.com](http://www.smartgrading.com). Personal passwords can be acquired through the Principal.

## **(d) Grade Point Average (GPA)**

The calculation of grade points is a cumulative process each semester grading period. No other formal grade reports will be given. Quarter grades are used to determine honor roll status, academic probation status, and eligibility for participation in co-curricular activities. Semester grades are used for transcripts and class rank determination.

## **Section 2.03 Semester's End Issues**

### **(a) Review Days**

The last few days of a semester are generally reserved for review to prepare for the final examinations. Homework is typically not assigned; however, teachers reserve the right to use methods in their classrooms to facilitate the best opportunities for learning.

### **(b) Final Examinations**

Most courses conclude with a final exam or other culminating activity. These evaluations generally count between 15% - 25% of the student's semester course grade. *(Consult the syllabus of each class for exact method of calculation.)*

Final examinations will occur during the designated Exam Days at the end of the semester. Occasionally, the culminating activity or exam may take place before those designated days or may be inappropriate altogether. Irregularities will be announced and explained to students in advance. Absences are to be avoided during the days of Final Exams. *A student MUST pass the course final exam to receive at least a "D" passing grade for the semester.*

### **(c) Make-up Work**

Except in cases of extended absence or where special advance arrangements have been made with the Principal, assignments and tests missed due to absence should be made up as soon as possible per an agreement between the teacher, student, and family. Late assignments may, at the discretion of the instructor, earn full or partial credit. It is the student's responsibility to pursue make-up arrangements with the instructor and become aware of each instructor's make-up policy. *(Consult the course description of each class for exact method of calculation.)*

For absences due to mission trips, family trips, and the like, please refer to Article V.

### **(d) Transcript Documentation**

Semester grade reports are mailed to parents at the end of each semester grading period. Semester grades are recorded as a letter grade only and are also the only grade to be reflected on a student's permanent transcript used for college/university admissions.

For information on repeated classes, please see Article II, Section 2.06(b).

## **Section 2.04 Class Designation**

### **(a) Course Load and Class Standing**

Students are expected to develop a schedule where they will be in class a minimum of six periods per day. When it is possible and serving the student's future best interests, students will be in courses all seven periods of each day. No student is to exceed seven classes per semester as offered through LHS. Concurrent enrollment in further studies, offered via independent study and/or community college, is allowed per current policy in this handbook.

A minimum of 240 credits is required to graduate from LHS. Accordingly:

- To be classified as a sophomore, one must have two semesters of high school attendance and must have earned a minimum of 60 credits.
- To be classified as a junior, one must have four semesters of high school attendance and must have earned a minimum of 120 credits.
- To be classified as a senior, one must have six semesters of high school attendance and must have earned a minimum of 180 credits.

**(b) Graduation Policies (See also Article IV)**

1. Seniors who have met all requirements for graduation, or are no more than ten (10) credits deficient, may participate in the commencement exercises. Under no circumstances will a student be allowed to participate in commencement who is more than ten (10) credits short of all academic requirements.
2. The senior who may be deficient in specific and/or overall credits may still receive a diploma from LHS when he/she satisfies the needed credit and provides official proof of such.
3. Students who have successfully completed all academic requirements for graduation, but who have tuition or fees arrearage(s), will be allowed to participate in commencement; however, the student and parent(s) will be informed beforehand that he or she will receive the diploma after all outstanding indebtedness has been satisfactorily resolved.
4. Early Graduation Policies: LHS believes that we can best serve our students by offering a four-year program. Courses are offered which have a range that will cover all four years of high school, and it is our sincere hope that students will take advantage of as many courses as possible and not be merely satisfied with the bare minimum required for graduation. LHS further believes that a four-year high school program helps to mold the academic, spiritual, and social dimensions of a student's life better than an accelerated program. As a school, we strongly discourage early graduation.

Because the high school experience is more than completing a required curriculum or number of courses, LHS believes that an early graduation decision by a student must be considered very carefully. Students who still believe that this course of action is the best for them should be aware of the requirements and restrictions. A student must make application for early graduation by completing an application no later than one semester before the intended completion date. Applications are available in the school's office. The Principal is to be the sole advisor and decision-maker in these matters.

**Requirements and Restrictions:**

- Students must be enrolled and in attendance in high school for 2.5 years (five semesters) prior to applying for early graduation.
- Permission must be granted by the parent(s)/guardian(s).
- Minimum requirements for graduation must be met by intended completion date.
- The student must have a cumulative GPA of 3.0 or better at the time of application.
- The student must properly and completely fill out the application and all of the requirements it addresses.

- The students will not be considered for valedictorian or salutatorian of the class.
- There will be neither a graduation ceremony nor diploma issuance until the school year's end.
- The student may not participate in co-curricular activities during the time not in attendance at LHS.
- The student must attend commencement rehearsal to be a part of the ceremonies.
- The student may not participate in any senior class activities if the student is classified as a junior wishing to graduate early. A student who successfully completes the first semester of his or her senior year may be able to participate, provided said senior class activities take place while the student is still in attendance at LHS.

### **(c) Senior Option**

Senior students who do not need to fill their course schedule in order to have sufficient credits to graduate may, with parent and administrative approval, be released during the school day to work, attend college classes, or perform Service Outreach. Any senior with a semester “D” or “F”, or a “U” conduct grade, will not be allowed to exercise a Senior Option. Applications for the Senior Option are available in the school’s office and must be submitted to the Principal. Attendance in all classes is expected until notification is received from the Principal that the application has been approved.

## **Section 2.05     *Eligibility for Co-curricular Activities***

Co-curricular activities are important in developing each student as a “whole” person. For that reason, evidence of academic and behavioral success is a prerequisite for participation in co-curricular activities. Co-curricular activities are defined as those activities that are not part of an academic class or those not occurring on a regularly scheduled, ongoing basis such as athletics, Student Council, etc.

### **(a) Eligibility for Athletics**

In order to remain eligible, students must satisfy the expectations of the California Interscholastic Federation (CIF) and LHS. The CIF mandates that a student must have a “C” average (2.00 GPA) with no more than one failing grade (“F”) to be eligible. Quarter report cards will serve as checkpoints for athletic eligibility throughout the school year.

Any student not achieving the above standard of academic performance will not be permitted to represent LHS in any athletic activity until the following grading period (nine weeks), unless an eligibility appeal is granted and the student’s level of academic performance is found to meet acceptable standards.

Each student may use one appeal during each academic year. The procedure is as follows:

- The student must appeal through the Principal’s office.
- The student is eligible up to the Mid-Quarter Progress Report.
- The student will lose eligibility for the rest of the quarter if:
  - The calculated GPA on the Mid-Quarter Progress Report is below 2.00 with no more than one “F”,
  - Any unsatisfactory comments for conduct are indicated.

### **(b) Eligibility for Spring Drama**

Special measures to help any/all students involved in the spring drama production maintain their grades at an acceptable level are necessary since one ineligible student may jeopardize the entire production. In view of this fact, the following procedures have been devised.

Prior to the audition date, all students must meet the requirement for co-curricular activities, namely a “C” (2.00 GPA) average with no more than one failing grade (“F”), during the previous quarter to be eligible. Quarter report cards will serve as checkpoints throughout the school year.

If there is suspect of a student possibly being ineligible during the first two weeks of the production, Weekly Progress Reports will be required. If a student remains lower than a 2.00 GPA for longer than two consecutive weeks, then that student will be suspended from participating in the current production. It is important to note that individual circumstances may vary, thus requiring the Executive Director and Principal to do what is considered to be in the best interest of the student and the upcoming production.

## **Section 2.06 Class Scheduling**

### **(a) Adds/Drops**

Courses may be dropped or added only up to the designated day. A schedule change may require the written approval of the Principal and the parent(s)/guardian(s).

### **(b) Repeating a Class**

An “F” grade in a required course, regardless of the total number of credits on the transcript, will receive no credit and should be repeated. Students should make up courses as soon as possible to stay on track for graduation. (*Please also see Article II, Section 2.01, Independent/Non-LHS Coursework.*) When a student repeats a course because of a “D” or “F” grade, the original course title and grade stay on the transcript with a note of being repeated, but the credits attempted and earned are given “0.000”. The repeated course is entered chronologically and given the new grade and credits attempted and earned. The new grade is then calculated in the term and cumulative GPA

## **Section 2.07 Academic Probation**

When a student experiences academic difficulties, he/she may be placed on academic probation. During the probationary period, the student will be expected to improve his or her performance to conform to acceptable standards at LHS. While on academic probation, students will be required to work with the administration in completing Weekly Progress Reports in every class.

The student will be placed on academic probation at any quarter grading period when he or she is below a “C” (2.00) overall average or is failing two or more subjects. A school administrator will announce the probation period to the student and parent(s). The period of probation will generally consist of one quarter. The purpose of probation is to emphasize the seriousness of the situation to the student and parent(s).

To be removed from academic probation at the conclusion of the following nine-week grading period:

- The student must establish an overall “C” (2.00) average.
- The student must not have failing grades in two or more subjects.
- The student must have passing grades or marked improvement in all subjects. Failure to improve, after repeated “second chances,” could result in dismissal.

If a student remains on academic probation for repeated grading periods, he or she will come under automatic review with the following considerations:

- Eliminating participation in co-curricular activities,
- Requiring mandatory tutoring, and/or
- Other options which are deemed appropriate, including possible dismissal.

### **Section 2.08      *Standardized Testing***

Periodic testing of student progress and achievement is accomplished through a variety of standardized tests. Assessment is offered for select students including the PLAN and the PSAT/NMSQT. The SAT/ACT college entrance examinations should be taken during the junior and senior years of high school at the student’s scheduling.

### **Section 2.09      *Study Hall***

On rare occasions a student’s schedule may justify their placement in a Study Hall period. Such Study Hall periods may take place in another classroom where regular instruction is taking place. Following are guidelines to facilitate the best use of a student’s Study Hall:

1. Students are not to leave the room during Study Hall. They are to take care of personal matters and/or bring all materials needed to Study Hall.
2. If the monitoring teacher notices a student developing a pattern of not having all necessary supplies, a citation can be issued to the student.
3. Students should not get up out of their desks unless permission has been appropriately and respectfully requested and granted.
4. Students are to work independently in their assigned area during their Study Hall time.
5. Whispering, talking, and writing/passing of notes are not permitted.
6. When written assignments have been completed, Study Hall students are to study or read appropriate material for the duration of the period. Sleeping/doing nothing is not permitted.
7. Students are not to be sent to the computer room or another classroom during Study Hall.

## **Article III. Standards for Christian Living**

### **Section 3.01 Worship**

Worship is at the core of Christian life. Two times each week, the entire student body, along with faculty/staff, will engage in chapel. The school staff, local pastors, invited guests, and student groups will lead these opportunities for worship. Students are expected to participate in these worship opportunities by exercising reverent behavior that is appropriate for such occasions and appropriately participating. Friends and family members are always welcome to attend.

### **Section 3.02 Behavior and Conduct**

LHS is a school community centered on God and His redemptive action through His Son, Jesus Christ. We are called into a personal relationship with Him, which, in turn, is lived out in our relationships with each other. Students are strongly encouraged to make commitments to God, prayer, worship, spiritual growth, and a lifestyle that is reflective of a holy, loving God.

Discipline guidelines follow procedures developed to ensure all students have equal access to a well-rounded education. Students are held accountable for behavior on the way to and from school, during the class day, and at school-sponsored activities. In addition, students should realize that their behavior at other times should reflect positively on themselves, their families, and on LHS. More specifically, the following paragraphs detail the guidelines and procedures for student behavior and discipline.

### **Section 3.03 Guiding Student Behavior at LHS**

#### **(a) The Discipline Philosophy**

The Purpose Statement that we have developed for our high school reads as follows: “Lutheran High School is a Christ-centered, relational community, preparing students for higher education, nurturing personal faith development, and encouraging lives of Christian service.” That “purpose” is to be the foundation upon which we develop a process to guide student behavior effectively. The process, then, is one that is Christ-centered and relational, and, at the same time, provides a structure to preserve and advance the educational quality of all teaching/learning pursuits. Inherent in this process should be petitions to God that the power of the Holy Spirit might enable faith development to occur whenever disciplinary action is necessary.

As an initial step in establishing a foundation for an institutional guide for school discipline, staff, parents, and students have agreed to establish and abide by a set of fundamental school “standards.” Those standards, which focus upon the concept of respect, are:

1. Respect self and others.
2. Respect policy of LHS.
3. Respect the school property and personal property of others.
4. Respect the teaching/learning process.
5. Respect the purpose of LHS (as stated above).

As we struggle against the devil and our own sinful nature, we recognize the need for guidelines to help control and guide our tendencies within us to do what is wrong.

### **(b) Causes for Discipline**

Following is a non-exhaustive list of specific behavioral guidelines that are both helpful and necessary:

1. Students are expected to respect themselves and all others in the LHS community by not engaging in malicious teasing, fighting, or harassment.
2. Food, beverages, and snacks are expected to be kept out of the classrooms.
3. Weapons of any kind (knives, guns, etc.) are not allowed on school grounds, within sight of school, or at any school-sponsored activities. Any student in possession of such devices can be expelled.
4. Portable, non-life assisting, electronic devices (laptops, radios, video and digital cameras, pagers, cell phones, etc.) are not to be used within 15 minutes of the start of the school day and 5 minutes after. If such devices are detected, they are to be respectfully surrendered to the LHS staff member who will give it/them to the Principal.
5. Students are expected to treat their bodies as the temple of the Holy Spirit. As such is the expectation, possession or use of any illegal substance (alcohol, drugs, etc.), including paraphernalia, will not be tolerated. As they are illegal substances to our students, they are strictly forbidden at ALL times for all students. Any student using, possessing, under the influence of, or providing illegal or prescribed/non-prescribed legal drugs can be immediately expelled. In addition, the student will be reported to the police.
6. Public displays of affection are not permitted (*see Section 3.06 below*).
7. Violation of the LHS dress code (*see Section 3.07 below*).
8. Chewing of gum is not permitted on school grounds.
9. Students are expected to stay within the boundaries of the LHS campus upon arrival to the school in the morning until release to the care of their parent(s) or guardian(s).
10. Skateboards, in-line skates, and similar forms of transportation are not allowed at any time (24 hours). Students using such forms of transportation to arrive at school may do so, provided they lock up their transportation form in the designated area and it is not used on campus at any time.
11. Students may leave campus for appointments only when their own parent or guardian physically comes to sign them out or permission is given directly to an office receptionist. Students are expected to follow procedures of signing in and out. It is necessary to obtain an Admit Slip before returning to class. The school assumes no liability when such occurrences arise.
12. The school office is a place of school business.
13. Students who drive to school may only park in the designated area. Exception is given to students who are awarded special parking privileges by the Principal. Such privileges may not be transferred to another student.
14. Students may use the facilities of Light of the Valley Lutheran Church only under the direct and appropriate supervision of a teacher or staff member of LHS.
15. LHS reserves the right to govern/dictate all student behaviors within sight of the school and school-sponsored activities, as well as the activities themselves.

### **(c) Procedures for the Imposition of Discipline**

The following procedures will be followed for guiding/disciplining student behavior. **The various steps outlined in this procedure may be skipped, or even eliminated, for serious offenses of LHS school standards of rules violations.**

**Step #1** – If/when a student fails to change behavior as a result of various and appropriate low-level interventions, the student will be issued a citation for the parent or guardian to sign; the signed citation is to be returned to the issuing staff member the next day.

If a student receives a third (3<sup>rd</sup>) citation from all adults combined (during a single semester), then Step #2 will be initiated.

NOTE: If a student fails to report to return an assigned citation, he or she may be held out of class until discussions between the Principal and parent or guardian take place to encourage the process.

**Step #2** – If the behavior problem persists in spite of the citations, the student will be placed in morning detention the following week. Morning detention will be from 7:00 a.m. – 7:45 a.m. Tuesday through Thursday. Tardiness will result in another citation, and Step #3 will be enacted. Students must continue to serve morning detention throughout the week. If a student is more than five minutes late, the student will be deemed absent and will be placed in school suspension for that day.

**Step #3** – If the behavior problem continues to persist in spite of the citations, the student will be required to attend Saturday School. Saturday School is the third Saturday of each month (except December) and begins at 9:00 a.m. and runs to 11:00 a.m. Students will be doing campus clean-up and are required to pay the supervising adult \$15/hour. Failure to attend Saturday School will result in immediate action of Step #6.

**Step #4** – If the behavior problem persists in spite of the citations, the student will be placed on in-school suspension for two days. Students must report to the Principal by 7:45 a.m. and serve their suspension in the school office. Students will not be permitted outside of the office while other students are out of class. They will receive separate break and lunch times. Students will still be able to complete their work and receive credit. Also, there will be a meeting between the parents, Principal, and any other staff members to help correct the recurring problem.

**Step #5** – If the behavior problem persists in spite of the citations, the student will be suspended for three to ten school days. This suspension may include the remainder of the school day. The suspension will be served at home. During this period of suspension, the student will be responsible for all work being done in the classroom and for all assignments made. However, while serving the suspension, the student forfeits the right to receive any academic credit from any regular class activity (homework, quiz, test, etc.) that takes place during the suspension. (*See Article III, Section 3.11, for definition and interpretation of suspension.*) Likewise, the student will not be allowed on campus or at any school function on the day(s) of the suspension – before, during, or after school.

**Step #6** – Beginning with Step #3, the student may be placed on Disciplinary Probation (*please see Article III, Section 3.04 for implications*) and is up for automatic review with the following considerations:

- A disciplinary contract
- Immediate expulsion
- Other action deemed appropriate.

### **Section 3.04     *Disciplinary Probation***

A trial period of one quarter will be given in which a student must conduct himself or herself in a way that eliminates “U” grades. Under the terms of Disciplinary Probation, the student is allowed to participate in co-curricular activities. Probationary students are reviewed quarterly. Any student receiving a second quarter of Disciplinary Probation in a school year will be subject to automatic review and placed on Disciplinary Ineligibility for a quarter, if allowed to remain at the school.

### **Section 3.05     *Disciplinary Ineligibility***

A student who commits serious or chronic violations of school disciplinary policies, or fails to meet behavior requirements during Disciplinary Probation, may be placed on Disciplinary Ineligibility. When placed on this status, a student may not participate in or attend any school-sponsored activity. This includes participating in practices, games, and dances; holding student-body offices; or representing the school in any fashion.

### **Section 3.06     *Public Displays of Affection***

Public displays of affection are distracting in an academic environment. It is expected that students will respond in a positive manner if/when counseled about unacceptable public displays of affection.

**NOTE:**

Examples of “appropriate” public displays of affection may include:

- holding hands
- brief, “quick” hugs

Examples of “inappropriate” public displays of affection may include:

- kissing of any kind
- “wandering” hands
- prolonged hugging, including “hanging” on another student
- sitting in, on, or straddling the lap of another

### **Section 3.07     *Dress Code and Personal Appearance Standards***

Paramount to the dress code at LHS are the principles of cleanliness, neatness, modesty, and avoidance of extremes. To be modest means to have or show humility; be not vain; be decorous and decent; and be not extreme or pretentious (showy). It is expected that students will respond

positively when faculty and staff members point out their failure to dress within the spirit of these guidelines. Established guidelines are in place for all LHS-sponsored events (games, dances, classes, etc.).

To assist students in determining what is appropriate, the following specific guidelines regarding Standard School Attire have been developed:

1. Shirts – Any solid color background, regular patterns or stripes
  - a. LHS issued school shirts (exception: P.E. shirt) are allowed.
  - b. Manufacturer’s logos are allowed with the allowance that it is a relatively small logo, in one place on the shirt, and may be covered by the student’s clenched fist. Plain color t-shirts are allowed, except for white.
  - c. Shirt collars must be within two inches of the collarbone.
  - d. Sleeveless shirts and cap sleeves are not allowed.
  - e. Shirts must be sufficiently buttoned so modesty prevails and long enough so there is no bare midriff at any time. One-size rule applies.\*
  
2. Sweaters/sweatshirts – Any solid color
  - a. Sweatshirts with a sports team affiliation are not permissible. LHS and college logos are permissible.
  - b. Not overly baggy – One-size rule applies.
  - c. Length required to maintain modesty.
  - d. Must be worn over standard-attire shirts.
  - e. *See 1, a-e above.*
  
3. Pants/Shorts/Skorts – Any solid color
  - a. Cotton twill, Dockers style or corduroy are allowed. Pajama pants, sweatpants, and athletic shorts are not allowed.
  - b. One-size rule applies.\*
  - c. Must be worn at or above the hips.
  - d. Straight-leg style pants or flared-leg.
  - e. Pants may not touch the ground nor may shorts extend past the bottom of the knee when standing.
  - f. May not be overly tight or form-fitting.
  - g. Shorts/Skorts must be mid-thigh or longer; sufficient modesty must prevail.
  - h. Logos – *See also 1, a-c above.*
  
4. Skirts/Jumpers/Dresses (for girls only)
  - a. Must be knee-length or longer.
  - b. Must be worn at or above the hips.
  - c. Slits must allow for sufficient modesty to prevail.
  - d. May not be overly tight or form-fitting, and sufficient modesty must prevail.
  - e. Logos – *See also 1, a-c above.*
  
5. Jewelry and Grooming
  - a. While on school grounds and at school-sponsored activities, the only piercings allowed are in the ear. Boys may wear one small stud or hoop per ear; girls may

wear up to three per ear. Large hoops and earrings that hang or dangle below the jawl may not be worn.

- b. No chains of any kind (including “dog collars”) are permissible.
  - c. Hair must be considered a “natural color.”
  - d. Principles of cleanliness, neatness, modesty, and the avoidance of extremes always apply in this area.
  - e. Facial hair must always be kept neat and trimmed. Mustaches, goatees, and beards are permissible, provided they are kept neat and trimmed.
6. General Rules
- a. All clothing must be neat, clean, and without holes or other damage and alterations.
  - b. All clothing must be hemmed and without frayed edges.
  - c. Sufficient modesty must prevail at all times. The school’s staff reserves the right to determine “sufficient modesty.”
  - d. Belts with metal studs or other non-buckling, metal objects are not allowed.
  - e. All acceptable clothing must be worn correct side out and as intended.
  - f. Shoes must be worn at all times. Leather (including man-made leather substitute materials) dress shoes, leather sandals, topsiders, and canvas or athletic shoes, which are safe and in good condition, may be worn. Sandals must have a back strap. Not allowed are beach sandals, flip-flops, slides, military style shoes, shoes with cleats, or shoes altered by the wearer.
  - g. Head coverings (hats, caps, and the like) are allowed while on campus, but not in any buildings.
  - h. Sunglasses are not to be worn anywhere on the person inside buildings.
  - i. Inappropriate tattoos must be completely covered while on school grounds and at school-sponsored activities. Likewise, no writing on one’s self or other types of body art is permitted.
  - j. Clothes worn as an athletic team’s desire to represent LHS are allowed only when sanctioned by the Athletic Director in cooperation with the Principal.

\*Clothing may be one size bigger than normal fit to allow for growth.

It is expected that students will work within these guidelines. Should that not be the case, the Principal will take a course of action that may include all of the options listed below:

- 1. Issuing the student a citation for violation of the Dress Code [*see Article III, Section 3.03(c)*].
- 2. Remove from class until dress adheres to school policy (*see Article III, Section 3.03(c), Step #4*).

NOTE: Student will be allowed to call parent/guardian for proper clothes to be brought to them and then return to class.

### **Section 3.08      Campus Boundaries**

Since LHS shares a campus with other organizations, students are to remain in those areas outlined by the school administration. At times it may become necessary to further restrict where

a student is allowed to be while on campus. We are considered a closed campus. Interpretation: Once a student has arrived at school, he or she may not leave campus without parental permission and LHS consent after discussion with the Principal. This includes trips to the parking lot, for designated students, at any time during the school day. Leaving campus for lunch is not allowed nor are non-parental guests of students allowed to come to the campus.

### **Section 3.09 Dance Attendance**

Periodically, the Student Council, or other school-sponsored group, may host a dance for strengthening of the community. Following are some guidelines with respect to expected behavior of attendees.

1. All students are expected to remain at dances until their advertised conclusion. Those who want/need to leave the dance early must have the written permission of a parent and the approval of the supervising school official. Once a student leaves the building in which the dance is occurring, he or she is not permitted to return.
2. Students are not allowed to bring open containers of any kind into a dance.
3. All school rules are in effect at dances and apply to all participants.
4. If guests are allowed at the dances, the host LHS student must obtain a guest pass prior to the event. Guest passes may be obtained from the school office.
5. No guests are admitted without a pass.
6. Guests and their student hosts will be held accountable for any and all of their actions. Consequences applied to a guest may also be levied upon the student host. This handbook will serve as guidelines for expected behavior.

### **Section 3.10 Smoking**

As stated earlier, smoking is not tolerated at LHS. If a student chooses to engage in smoking on school grounds, within sight of the school, on the way to or from school, or at any school-sponsored activities, the following consequences may occur (athletes will also face additional consequences as outlined in the Athletic Handbook):

First offense	a suspension for the remainder of that day as well as the following school day.
Second offense	a suspension for the rest of that school day, plus two additional class days with a conference between the student, Principal, and parent(s)/guardian(s) taking place before the student is allowed to return to classes.
Third offense	expulsion from LHS.

### **Section 3.11 Suspensions**

Definition:

- A suspension is defined as any time a student is not allowed to attend classes due to disciplinary action.

Interpretation:

- A student forfeits the right to gain credit from, or make up, any quizzes, tests, or assignments due during the period of suspension upon conference of individual teachers and administration.
- A student forfeits the right to participate in school activities (dances, games, etc.) on the day of the suspension.

### **Section 3.12      *Truancies***

Definition:

- A truancy is defined as class(es) missed without authorization by parent *and* school.

Procedure:

- On the first truancy, parents are notified by the school office that their student has been suspended for the following day. The student may also be suspended for the remainder of the school day on which the truancy occurred.
- On the second truancy, the student will be suspended until a conference between the student, parent(s)/guardian(s), and Principal is held.
- Should an additional truancy occur, another conference between the student, parent(s)/guardian(s), and Principal will determine the wisdom of continued attendance at LHS.

Interpretation:

- During the time of the truancy and ensuing suspension, a student forfeits the right to make up any quizzes, tests, or assignments due, per LHS policy regarding suspension.
- A student forfeits the right to participate in school activities (dances, practices, games, etc.) on the day of the truancy.

### **Section 3.13      *Textbooks and Book Bags***

The annual “Student Fee” covers the rental of textbooks and materials used in the learning process. A student is responsible to care for those items put in his or her responsibility. Textbooks are expected to be covered and kept from excessive wear. If materials are not returned, cost to replace them is to be reimbursed to the school from the student/family. Returned materials considered to be excessive in use will also lead to replacement costs.

Students are encouraged to use their book bags to bring their books/materials to and from school. However, all book bags should be left in the student’s locker during the school day. The searching and/or removal of any particular parcels and/or property on the grounds of LHS is permissible when deemed necessary by the Principal.

## **Article IV. Additional Policies and Procedures**

### **Section 4.01 Attendance Philosophy and Procedures**

Parents and students must recognize the direct relationship between academic success and regular school attendance. Attendance is the responsibility of the student and parent. Students should remain out of school only when absolutely necessary since much of the classroom activity can never be replicated. The benefits of lectures, discussion, classroom participation, and collaborative group work are lost forever to the student who is absent.

The school requires that parents call the office by 8:30 a.m. each day a student is absent. The school office staff will make reasonable attempts, through phone calls, to inform parents of absenteeism if LHS has not received a phone call.

### **Section 4.02 Tardiness**

Punctuality to class is very important at LHS. There is no reason for a student to be tardy to class, chapel, etc. To assist students in developing the self-discipline necessary to be in class on time, the following guidelines have been adopted. These guidelines, and commentary that follows, are intended to ensure that all parties concur regarding the definitions and implementation of the tardy policy.

1. A uniform definition of a “tardy” will be used by all teachers. That definition will be as follows: A tardy will be issued to any student who is not prepared, to the teacher’s satisfaction, when the bell rings, indicating the start of class.
2. A tardy will be issued to any student who arrives to class during the first ten (10) minutes of the class period; otherwise, an absence is issued.
3. If a student needs to come to the office for medication, he or she may do so before classes begin in the morning, during the mid-morning break, at lunch, or after school. Obtaining such medication cannot and will not be used as an acceptable excuse for being tardy.
4. Whenever a student is tardy to school, the student is to report to the office before entering the classroom.

Tardy policy procedures for class periods:

1. On the second tardy in any class within a nine-week (quarter) grading period, the student will be notified by the instructor and will be asked to sign a report indicating that he or she is aware of the tardy problem.
2. On the third tardy in any class within that same nine-week (quarter) grading period, the student will be assigned to the next Saturday school date at which he or she will be required to perform work around the school for two-hour increments beginning at 9:00 a.m. and costing the student \$15 per hour payable to the supervising Saturday school staff member to defray the cost of supervisor. Failure to appear as required will result in an automatic suspension for at least the next school day.

3. Each additional tardy in that class period, during that same nine-week (quarter) grading period, will result in an additional, required attendance at Saturday school with a staff member.
4. Each additional tardy in that class period, during that same nine-week (quarter) grading period will result in an additional, required attendance at Saturday school with a staff member.

A tardy to school in the morning will be handled in a similar manner with one important difference. Recognizing that traffic delays and other uncontrollable factors may, on rare occasions, be the cause for a student arriving late to campus, the procedures for early morning are slightly adjusted in the following ways.

- If/when a student accumulates a fifth tardy to school, he or she must attend the next scheduled Saturday school.
- Each additional tardy during that same nine-week (quarter) grading period will result in an additional required attendance at Saturday school with a staff member.

### **Section 4.03 Absences**

Absences are defined as:

- personal illness;
- appointments with a doctor, dentist, or other professional which cannot be scheduled after school;
- serious family illness or a death in the family;
- suspension from school;
- tardiness which exceeds 10 minutes (or 15 minutes for Period 1);
- other causes for which written notification was given the school office by the parent prior to the absence(s); and/or
- truancy.

NOTE: LHS does not distinguish between absences that are excused or unexcused.

Procedures:

- On the seventh absence in any class per semester, the student and parent(s) are notified in writing.
- On the tenth absence in any class per semester, both the student and parent(s) are again notified in writing.
- On the thirteenth absence in any class per semester, the student may be denied credit for the course.

Interpretation:

- Absences for school-sponsored events and activities are exempt from the attendance policy; however, the impacted class(es) policies regarding homework, tests, etc., are still in effect.

- When the thirteenth absence is reached, the impacted family has the following options:
  - The student may remain in class on an audit basis with the Principal’s permission.
  - The student and parent may appeal the loss of credit. Once a nineteenth absence in a semester has been reached, no appeal will be granted.

NOTE: Students enrolled in honors courses lose the graduated grade point level for the course when the tenth absence in a semester is reached. There is no appeal process.

### **Section 4.04      *Computer Lab and Internet Usage***

The school’s computer lab exists for the purpose of classroom instruction and research. It is not intended for headphone use and/or computer-generated games or as a “game room.” The Director of Technology must approve any usage.

All students need to read (and sign) the “Computer Use” rules (including use of the Internet) as set forth by the Director of Technology. All LHS students must be aware of the following expectations of those who choose to publish or post to a web log or websites, newsgroups, e-mail lists, and other forms of online communication:

1. If you choose to identify yourself as an LHS student, you may not represent yourself to the community in a manner that negatively affects the LHS purpose, mission, philosophy, and standards of behavior.
2. You may not publish or post LHS information including, but not limited to, the use of logos, logo wear, team/club photos, or images/references to staff. Further, you may not post comments/photos of a fellow student without his or her knowledge and permission.
3. You are legally responsible for the content you post. This means you or your family may be held personally liable for defamation, libel, obscenity, etc.
4. In all instances, LHS expects that students use good judgment when blogging, chatting, or posting online. Failure to comply with these expectations may result in disciplinary action up to and including suspension or removal from LHS.

Portable computers are allowed only in the computer lab with limited usage, per the discretion of the Director of Technology. As such is the case, portable computers should either be left at home, in the student’s secured vehicle, or the student’s locked locker.

### **Section 4.05      *Discrimination***

LHS welcomes students of any race, color, sex, nationality, ethnic origin, or religion to all rights, privileges, programs, and activities of the school. It does not unlawfully discriminate in the administration of educational policies, admissions policies, scholarships, financial aid, or any other school-sponsored programs.

LHS is not able to provide a successful academic experience for students who have need for a special individualized education plan. A limited number of students with learning differences may be admitted if such differences can be reasonably accommodated without undue hardship to the school, provided parents understand the limitations of the school staff program.

Particular consideration is given to applications who have graduated from Lutheran elementary schools and to families of Lutheran churches that are members of LHS. Applications from non-Lutherans are also welcomed and given admission consideration.

### **Section 4.06     *Extended Absences (family vacations/trips)***

In an effort to promote Christian service, many local churches organize mission trips in the springtime. Students may attend these mission trips under the following guidelines:

1.     The days absent count against the student’s total for academic credit.
2.     The Principal must be made aware of the trip at least one month in advance.
3.     The Principal will devise an action plan for the student to make up the work missed.
4.     The Principal reserves the right to deny permission to attend the trip, specifically for academic and/or spiritual concerns.

### **Section 4.07     *Harassment***

LHS is committed to providing a learning environment that is free from harassment. Harassment of any student or employee by any other student, employee, vendor, or others on school grounds or during school activities is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential (to the extent practicable), and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal for students, termination of employment for employees, and termination of relationship for other harassers. Students found to have made false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

What is “harassment”? Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual’s race, creed, religion, color, national origin, gender, perceived sexual orientation, appearance, handicap, or any other factors. We believe that students are entitled to pursue their education and their faith journey in an environment that is free from hostility, insults, or intimidation. Harassment can occur any time during school-related activities. It includes, but is not limited to, any or all of the following:

**Verbal Harassment:** Derogatory comments, insults, and jokes or obscene words spoken to another person with intent to harass or threaten.

**Physical Harassment:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal movement.

**Visual Harassment:** Publicly displaying or making an obscene gesture with the intent to insult or harass; derogatory, demeaning, or inflammatory posters, cartoons, written words, or drawings.

Sexual Harassment: Includes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature.

NOTE: Statement of Religion being taught as we believe it to be true will not be considered as harassment against a student whose family practices other beliefs. Parents enrolling their children acknowledge we teach and support the Gospel of Jesus Christ. In no instance will differences in religious beliefs serve as cause or excuse for harassment on any level other than educational.

PROCEDURES: LHS encourages any student who believes he or she is being harassed to immediately come forward and report such incidents to his or her teacher, Principal, Executive Director, or any LHS Board member. The report should include details of the incident or incidents, names of the individual(s) involved, and names of any witnesses. A student need not report the harassment to a teacher or administrator he or she is accusing of harassment. LHS will not retaliate or allow any form of retaliation against any student for making a non-frivolous complaint or participating in an investigation. In fact, retaliation for reporting a violation is itself a violation of this policy.

#### **Section 4.08      *Non-Traditional Student Situations***

Each student at LHS is treated as a child of God and forgiven for their misbehavior when repentance is expressed. LHS does acknowledge the sanctity of life as a gift from God, a gift that imparts many responsibilities to the individual and the decisions that are made by him or her. We pray the decisions made by all in the LHS community are God-pleasing and are further made after beseeching His clarity of vision to us for our lives. In all dealings with students, we will love the student who has chosen to pursue a lifestyle that is contradictory to God's plan for His creation for a better choice to be made.

It is the policy of LHS to evaluate for continuation and involvement in other school activities any LHS student who engages in behaviors that are in contradiction with the school's mission and purpose. LHS recognizes that each situation is unique and shall be evaluated based on its own circumstances.

The LHS Board of Directors will make the final decisions in all such cases in response to an appeal by the involved party(ies). Input from the involved party(ies), expressed contrition of the involved student(s), and recommendation(s) from the school's Principal will be factors in that final, decision-making process. Decisions over such matters will be made after much deliberation and prayer to seek to better know God's will for our good and His glory.

#### **Section 4.09      *Plagiarism***

Lying, cheating, and stealing are disciplinary offenses subject to disciplinary action by the school. Plagiarism is an example of all three such offenses. It is a serious moral and academic offense; it impedes the learning process for the student.

### **(a) What is Plagiarism?**

Plagiarism is:

- Giving false data or information for a paper or report
- Presenting information as your own which is not your own, including undocumented sources and prohibited usage of another's ideas
- Discussing the contents of any test/quiz with other students in the class but not present
- Cheating on test or quiz or homework
- Copying homework or notes or outlines (without instructor consent)
- Copying lab work or work reports (without instructor consent)
- Providing homework or any other material (mentioned above) to another student.

### **(b) Consequences for Plagiarism**

- The instructor will discuss the infraction with the student. Parents will be informed either via the instructor or the student, in the presence of the instructor. The instructor will mete out the academic consequence.
- The instructor will send a referral note to the Principal. If the Principal discovers repeated behavior in the same or other classes, subsequent disciplinary action will be taken. Subsequent instances of plagiarism will be handled in accordance with discipline steps noted in Article III, Section 3.03 of this handbook.

The LHS faculty will be confidentially advised about any such disciplinary action.

## **Section 4.10      *Records Maintenance***

LHS maintains student records containing information on student achievement and health during a student's tenure at LHS in regards to academic performance, discipline, honors attained, cumulative academic records, and the like. Parents/Guardians are afforded the right to access those records with the consent of the Principal or Executive Director after a request has been made to the office in a sufficient amount of time to allow preparations to be made.

Academic records are sent to other academic institutions upon receipt of a formal request. All other records are held by LHS for a period of five (5) years after a student's exit from the school, at which time they are destroyed to protect privacy. Requests to secure those records by the family must be made before that amount of time, after which only permanent transcripts and records of dates of attendance will be accessible through the school office. For further information on your rights as a parent as it pertains to your student's education records, contact the school's office regarding its policy on "Records and Confidentiality of Information."

## **Article V. Student Involvement Opportunities**

### **Section 5.01     *Ambassadors***

Ambassadors is a ministry opportunity that enables students to represent LHS through dramatic performances at school functions, churches, and other schools in the community. Students who are interested in participating in Ambassadors are to audition or interview with the director before being selected as one who would be part of a team that requires a minimum of one-semester commitment. Training time allows for the development of skills in drama, Biblical application of drama, and rehearsal. Outside time for line memorization and further practice may also be necessary.

### **Section 5.02     *Athletics***

LHS is a member of the California Interscholastic Federation (CIF) as a “Division 7” school in the Sacramento Metropolitan Athletic League. Seasonal offerings for boys may include cross country, soccer, basketball, baseball, and golf. Girls may compete in cross country, volleyball, basketball, softball, and golf. All students are encouraged to make the commitment to a sports team to broaden their high school experience. Students must remain academically eligible for this participation (*see Article II, Section 2.05*). All student-athletes are required to pay a \$75 Athletic Fee per sport, with no maximum. These fees are to be paid before the issuing of uniforms.

### **Section 5.03     *Bible Study***

Every student is involved in a Bible study during each quarter of attendance at LHS. This time is set aside for the community’s spiritual growth and is outside of the curriculum. Students are able to choose which Bible study they would like to attend at the beginning of each quarter. Some Bible study selections may include Ambassadors, Praise Band, and “Christians in Action” (CIA).

### **Section 5.04     *Cheerleading***

A cheerleading squad allows for the support of athletic activities throughout the year. The same standards for commitment, eligibility requirements, and cheer-specific fees apply to cheerleading as to any other interscholastic athletic team.

### **Section 5.05     *Choir***

The school choir practices daily and members receive academic grade points and credit. The choir will perform regularly at area churches, in concerts, and on other occasions determined by the director. Participating vocalists receive academic credit and are, therefore, obligated to attend all scheduled performances.

### **Section 5.06      *Christians in Action***

Christians in Action (CIA) is the name of the school's Spiritual Life Committee. The purpose of the group is to serve the students, staff, and guest speakers in creating a positive worship experience by leading or assisting in services.

### **Section 5.07      *Clubs***

Every student will have the opportunity to be involved in a non-academic club that formally meets at least once a month in an area of their interest. Clubs vary in areas of interest and are advised by faculty and staff. Suggestions for clubs may be given to the Principal.

### **Section 5.08      *National Honor Society***

The National Honor Society (NHS) is an organization devoted to acknowledging junior and senior students who have excelled in character, service, leadership, and scholarship. To be eligible, a student must have maintained a 3.5 or better official semester GPA during the first two years of high school. They must obtain recommendations from three LHS teachers and one non-family person outside of the school (i.e., pastor, close friend, employer). They must also have approval of the Principal and more than half of their current teachers. Once a student becomes a member, a 3.5 GPA must be maintained. See the faculty advisor for NHS if interested in membership.

### **Section 5.09      *Senior Day***

Members of the graduating class are permitted to organize a class trip, provided that the date for such an event is approved by the Principal no later than the last school day of the first quarter.

### **Section 5.10      *Spring Drama***

The spring drama is an after-school activity that would require approximately six (6) weeks of practice before performances are to occur. Auditions are held before the selection of the performing cast. There is also an opportunity for students to be involved in various technical aspects of the production (e.g., lights, sound, make-up, etc.). Such opportunities require a lesser amount of involvement. Students need to be academically eligible to participate.

### **Section 5.11      *Student Government***

In an effort to create student participation in the school's functioning and to foster communication between the students and the administration, a Student Council is elected annually. The governing board is composed of the elected student body executive officers and class representatives. The Student Council meets on Tuesday (Executive Board) and Thursday (whole Student Council) during lunch. To be eligible for Student Council, a student must maintain a 2.0 GPA with no Fs.

## **Section 5.12      *Yearbook***

Under the director of a faculty advisor, students on the yearbook staff are responsible for the production of a book documenting the year's activities at LHS. Student members of the yearbook staff receive academic credit.

## **Article VI. Special Recognition**

### **Section 6.01 Academic Honor Roll**

Academic Honors are determined at the end of each quarter. Students must be enrolled in a minimum of six (6) classes to be named on one of the lists:

Principal's Commendation: 4.00 or higher Grade Point Average

High Honors: 3.75 – 3.99 Grade Point Average

Honors: 3.5 – 3.74 Grade Point Average

### **Section 6.02 Athletes-of-the-Year and Scholar Athletes-of-the-Year**

Each year the coaches select a male and female athlete for these awards. These awards are based on leadership, athletic accomplishment, commitment to teamwork, and academic achievement.

### **Section 6.03 Christi Lux**

The "Light of Christ" award is the highest honor a student of LHS may receive. It is given to one student each school year. The student body votes for that student who best exemplifies Christ's light in day-to-day living within the school community.

### **Section 6.04 CIF and SMAL Awards**

Students who are members of the athletic teams are eligible for nomination to receive Sacramento Metropolitan Athletic League awards. League coaches nominate athletes who are then considered for other honors available through the section office.

### **Section 6.05 Heart of Service**

Every person is capable of service to the community in some facet, and all such activities are nurtured by the student's experience at LHS. The Heart of Service award is given to the student who internalizes the philosophy of giving selflessly for the sake of the community.

### **Section 6.06 Honors Courses**

To enhance a student's learning experience, LHS offers Honors courses for high achieving students. In addition to a more challenging curriculum, the student may receive grade point enhancements. However, in order to receive the GPA enhancement, the student must earn an A, B, or C in the Honors class and must finish the semester in the honors course. No quarter or semester GPA enhancements will be given for a grade of D+ or lower. Acceptance into the Honors program is done with the following criteria for consideration:

1. Cumulative semester GPA of at least a 3.0, with the last semester being at least a 3.25
2. Student's quarter grades in effected discipline are at least a B+ average

3. Teacher recommendations in the departments effected
4. Consistent demonstration of solid work/study habits
5. Consistent demonstration of Satisfactory or Outstanding conduct, per grade report
6. Approval of the effected teachers, student, parent(s), and Principal

### **Section 6.07     *Block Letters***

Students are awarded a school letter for either academic achievement or athletic achievement. To receive an academic letter, a student must be listed on the honor roll three of the four quarters preceding the May Honors/Awards Night (see Athletic Director or coach for more information regarding athletic letters).

### **Section 6.08     *Musician-of-the-Year and Choral Student-of-the-Year***

Select students are honored as contributing the most to the musical growth of LHS and distinguishing themselves as an outstanding musician or vocalist.

### **Section 6.09     *Salutatorian and Valedictorian***

The Salutatorian and Valedictorian are determined via a student's continuous academic efforts throughout their high school years. These awards for seniors are based on performance through seven semesters with four of the last seven having occurred in their entirety as a student at LHS. The GPA requirement to receive the Salutatorian award is 3.0 or higher. The GPA requirement for the Valedictorian Award will be at 3.5 or higher.

### **Section 6.10     *Thespian-of-the-Year***

One student is honored as contributing the most to the theatrical growth of LHS and distinguishing himself or herself as an outstanding thespian.

### **Section 6.11     *Vita Scholae***

At the conclusion of each school year, faculty members nominate students for "life of the school" awards. These students have exhibited exceptional enthusiasm and involvement in improving school life.

## **Article VII. Support Services**

### **Section 7.01 FACTS Tuition Management Plan**

LHS offers the following tuition payment options:

1. Pay in full to receive a three percent (3%) discount
2. Pay monthly through FACTS Tuition Management electronic funds transfer. Funds will be deducted from designated account on the 20<sup>th</sup> day of the month preceding its due date

Families are expected to be current in tuition, fees, and parent involvement hours (Parents of Panther Students or POPS). In the event that a family's account is not current, the student will not be allowed to take final examinations for the semester until satisfactory arrangements have been made with the schools Business Manager.

Upon withdrawal for any reason, the current semester tuition and fees must be paid in full. All fees are nonrefundable.

LHS tuition is billed on a semester basis. LHS may offer the option of paying for each semester in monthly increments if necessity demands. This decision will be made by the Executive Director. If granted, payment is due on the first day of the month and will be considered late on the fifth. Payments received more than five days late will be billed a \$25 late fee. Repeated late payments will result in loss of monthly payment option. Refunds are for prepaid tuition and by semester only.

### **Section 7.02 Financial Aid**

Each year funds are donated to provide tuition assistance to families by our generous donors who believe in the vision of LHS. To apply for tuition assistance, we ask that parents:

1. apply before the deadline set by the school;
2. apply online through FACTS Tuition Management (there is a fee paid directly to FACTS);
3. submit all documentation required by FACTS before the deadline set by the school.

There is no guarantee that applying for tuition assistance will result in an award. Tuition assistance awards will not exceed fifty percent of the annual tuition. Tuition assistance awards apply to annual tuition only and will not apply to fees. Tuition assistance awards are limited to funds on hand and will be awarded based on need.

### **Section 7.03 Guidance and Counseling**

As a Christian community, LHS offers guidance and counseling that reflects its Christian identity. In a general sense, all faculty members are involved as counselors. Designated staff members will be in charge of college, career, and personal counseling. If the services of a

clinical psychologist or other professionals are needed, the school is able to make recommendations.

### **Section 7.04     *Health Information and Other Paperwork***

It is the family's responsibility to update paperwork during the school year when changes occur in order to help in addressing mailings and in case of emergencies. The following documents must also be submitted to the school office prior to a student beginning classes:

- appropriate immunization records
- permission form/emergency information (annually updated)
- updated transportation form
- updated physical (all new students and ones participating in athletics)
- other forms distributed from the office

### **Section 7.05     *Insurance***

All students enrolled at the school are covered under a supplementary blanket accident insurance program. Cost of this program is included in the registration fee. Students are covered for medical payments they incur over and above what is covered by their own personal insurance. In the event of an accident during school activities (including athletic activities), the school's insurance would pay the deductible and the remaining 20 percent liability for this accident. The limits are \$5,000 per student per incident.

### **Section 7.06     *Lock and Locker***

Each student will be issued a lock and locker during their final registration process. It is the student's responsibility to use both properly. Since our lockers are located outside and are easily accessible, it is very important that each student keeps his or her locker locked and the combination confidential. Personal locks may not be used. A \$20 fee will be charged for lost, stolen, or damaged locks during the school year, and a new lock will be issued. At the end of the school year, all locks will be returned to the office.

The locker (inside and out) should be kept neat, clean, and orderly. The student is responsible for the condition of his or her locker. Any problems with the locker should be immediately reported to the Principal. Lockers remain the property of the school and may be opened and inspected by school administration. Such inspections can be unannounced and selected, and they can be done even if there has been no report of wrongdoing. If contraband is found, the student will be subject to discipline via LHS as well as possibly the local authorities.

### **Section 7.07     *Lost and Found***

Student possessions left outside of student lockers will be placed in the lost and found. If items are not claimed within a reasonable period of time, they will be donated to a local charity.

## **Section 7.08      *Student Identification***

Students will be issued a student I.D. card shortly after student photographs are taken in the fall. These cards may be used for admission to school events and for securing student discounts.

## **Section 7.09      *Transportation***

### **(a) School Events**

LHS and/or parent/guardian drivers may drive students to events and places that are part of the school's activities. Students will not be allowed to transport other students to or from a school activity without parental and school administration permission.

### **(b) Student Drivers**

Students are allowed to drive themselves to school with parent/guardian permission. Student drivers must file a parent permission form and register their vehicle with the school office on the first day they drive to school. Students driving other students to or from school are not under the legal control or jurisdiction of LHS; therefore, in those circumstances, the parents must assume all responsibility for their teenager's transportation to and from school. Students should exercise extreme caution when driving in the neighborhood around the school. Disciplinary action can be taken when students exhibit dangerous or illegal driving habits within sight of the school campus or any school-sponsored activity.

### **(c) Parking**

Parking for students is to be done on the LHS campus only.

## **Article VIII. Communications**

### **Section 8.01 Academic**

Students will receive academic reports halfway through each nine-week grading period and at the end of each quarter (nine weeks).

Weekly Progress Reports are also available most weeks for any and all new students and students on academic probation and/or athletic appeal. The student is to request one from the office on Fridays so that it may be picked up on Wednesday after school.

All other requests and reports for academic progress may be made by first checking the student's progress at the following web site: [www.smartgrading.com](http://www.smartgrading.com). Every family will be issued a username and password within the first two weeks of school attendance.

Parents should feel welcome to contact any of their student's teachers at any time to inquire about their student's behavioral or academic progress. Teachers are to respond to parent contacts by the end of the next school day. The first line of communication for a parent about academic/disciplinary concerns in a particular classroom is the teacher. The Principal should be contacted if a question/concern cannot be resolved between the teacher, student, and parents. Expect to be "sent back" to the teacher if he or she is bypassed to get straight to the Principal.

### **Section 8.02 Bulletin**

Also called the announcements, this fact sheet will be read in homerooms and posted in various parts of the campus to inform students about upcoming meetings and events.

### **Section 8.03 Emergencies**

A telephone "tree" is established for rapid communication in emergency situations. This network will be organized through the Parents of Panther Students (POPS) organization. The "tree" will be published shortly after school begins in the fall.

### **Section 8.04 Friday E-Flash**

An electronic weekly version of the bulletin will be emailed to all families to the address provided at the beginning of the year. The Flash is sent out on Fridays to aid parent(s)/guardian(s) in their support of the educational process as well as to keep them informed of school community events – statement and calendar and special events.

### **Section 8.05      *Appeals to the Handbook***

Procedures for the appealing of some matters have already been presented in this handbook; however, not every situation is covered herein. Therefore, if a student or parent desires an exception to handbook policy, the procedure is as follows:

1. Go to the Principal with the appeal.
2. The Principal will discuss the matter with the Executive Director and, if necessary, the school board.
3. A final decision will then be made on the appeal.

### **Section 8.06      *“Elastic Clause”***

Recognizing that situations may develop over the course of the school year which might necessitate adding, deleting, or changing the policies contained in this handbook, the school administration reserves the right to do so.

### **Section 8.07      *“To Whom Shall I Go About...”***

With there being several activities and events occurring within LHS, the following division of responsibilities has been established as guidelines for faculty, staff, parents, and students when a specific issue is in question; however, if there is an issue with a person, it is better for one to appropriately approach that individual before going to someone else or breaking rank.

1. Go to the **Principal or Executive Director** if you have questions regarding:
  - a. Theological and spiritual concerns
  - b. Discipline of students
  - c. Problems with another student
2. Go to the **Principal** if you have questions regarding:
  - a. Schedule changes
  - b. Awards and Commencement ceremonies
  - c. Graduation requirements
  - d. Counseling concerns
3. Go to the **Executive Director** if you have questions regarding:
  - a. Present and future course offerings
  - b. School policies
  - c. Use of the facility(ies)
  - d. The Board of Directors
  - e. Contact with association churches
  - f. Student recruitment and public relations
  - g. Overall operation of the school

4. Go to the **College Counselor** if you have questions regarding:
  - a. Standardized testing
  - b. College/Career information
  - c. Scholarships
  
5. **Go to the Athletic Director** if you have questions regarding:
  - a. Panthers athletics
  - b. Scheduling of practices and/or games
  - c. Coaches
  - d. Athletic equipment use
  - e. Eligibility
  
6. Go to the **Office Manager/Receptionist** if you have questions regarding:
  - a. Lost and Found
  - b. Copy of transcripts
  - c. Health problems
  - d. Arriving tardy to class
  - e. Announcements
  - f. Academic and activities calendars
  - g. Attendance records

## **Article IX. Service Outreach Program**

### **Section 9.01 Purpose and Goals**

LHS's ultimate mission is to equip students for lives of service to God, home, and community. The Service Outreach Program (SOP) is an integral part of student life at LHS and providing opportunities for students to demonstrate their Christian faith. This intentional service is experienced at a time when students are growing toward a more genuine extended love toward others.

The example of Christ's washing His disciples' feet (John 13:1-7) gives the student a model on which to pattern their servanthood. Students are expected to choose beneficiaries for their service from three arenas: school, church, and the community. The school will advertise some opportunities for service from which students can choose. The SOP Advisor will act as facilitator, helping students to reflect on projects of the students' choosing. Students will be encouraged to choose projects that benefit the person(s) or organization served while also utilizing their own God-given gifts and talents.

### **Section 9.02 Policies and Procedures**

Each student is expected to complete the minimum number of hours specified below in approved service outreach activities and to turn in the required forms by the first Monday in May. An additional hour will be required from the student for each week that accumulates beyond this deadline. ***No student will be allowed to take final exams and receive final semester grades until he or she has completed these requirements; seniors cannot graduate without satisfactorily completing all aspects of their projects.*** (Exceptions may apply and will be worked through under the guidance of the SOP Advisor.)

#### **Freshmen: Two of three school-initiated group projects**

The requirement for freshmen will be participation in at least two of three group projects organized by LHS. Parent participation in the school-initiated group project is expected.

#### **Sophomores: 12 individual hours and one school-initiated group project**

The sophomores will be required to complete 12 hours of individual service to their church, school, and/or community. Each student will also be required to work with his or her class to complete one of three school-initiated group projects.

#### **Juniors: 20 hours**

The juniors are to complete 20 hours during the course of the year in service to their community and/or school. It is suggested that juniors use this year to explore different organizations for which they might perform their culminating project in their senior year.

**Seniors: 50 hours**

The seniors will be involved in a single project taking at least 50 hours. Additional and separate paperwork by each senior will be completed and is available from the SOP Advisor.

**Section 9.03 Approval of Hours**

To reduce the chance of doing service that does not meet the goals of the SOP, it is recommended that the student seek approval from the SOP Advisor for all student projects prior to the student's performing of the service. Any service outreach opportunity that is advertised in the school bulletin or parent monthly newsletter is automatically approved. Students are to provide verification of work and a brief reflection. Hours will not be officially counted until the forms are turned in to the SOP Advisor.

**Section 9.04 Summer Hours**

Service hours completed in the summer, defined as after the graduation date, may apply toward the next year's requirement provided the student has gained approval prior to performing the service. The Principal or SOP Advisor may grant approval for such summer experiences.

**Section 9.05 Activities Requirements**

The SOP is designed to provide an opportunity for students to experience the joys and rewards of freely giving to others. As such is the goal, performed service should include no remuneration of any kind. Likewise, activities that are requirements of other programs (e.g., basketball team manager, snack bar, etc.), or that are expected to be undertaken as part of an elected position (e.g., Youth Group President, Student Council, etc.), does not qualify.

Some ideas of possible projects are:

*Community* – Volunteer at a hospital or retirement/nursing home; tutor children or adults in an after-school program; volunteer at community organizations (such as Habitat for Humanity); volunteer at a museum.

*Church* – Assist with Sunday school; become involved in food/kitchen/hunger programs or clothing banks, etc.; visit shut-ins.

*School* – Help with any LHS fundraisers or functions; help with special mailings from the LHS office.

**THESE SUGGESTIONS ARE ONLY A BEGINNING – BE CREATIVE!**