

LUTHERAN HIGH
PARENT – STUDENT HANDBOOK
SHEBOYGAN, WISCONSIN

2011 - 2012

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.

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Board of Directors:

Chairman	Rev. Bryan Osladil	565-3171	Vice-Chairman	Greg Monson	467-2626
Secretary	Germaine Erdmann	452-0080	Treasurer	Dave Ames	458-8457
At-Large	Diana Shircel	457-9002	At-Large	Jill Meador	449-5252
At-Large	Jenni Pickel	627-2237	At-Large	Renee Moldenhauer	467-8488
At-Large	Rev. Tim Mech	467-1724	At-Large	David Lang	458-8920
At-Large	Dave Jablonski	467-1540	At-Large	Rev. Joshua Knippa	207-8450
At-Large	Deb Van Der Weele	467-6813	At-Large	Judy Heinecke	458-6678
At-Large	Jim Nicholson	467-1341			

Association Congregations

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

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 to *Prepare 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.

ADMISSIONS

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.

The following outlines the registration process for all students making new application to Lutheran High:

Step One – Application. Return to the school office:

1. A completed Enrollment Form.
2. A completed "Parent Questionnaire" and "Student Questionnaire."
3. The non-refundable Registration Fee and "Financial Agreement" form.
4. Any Financial Aid application forms.
5. A copy of the student's transcripts or latest report card.

Step Two – Review

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.

1. The materials submitted shall be reviewed by the:
 - a. Principal
 - b. Academic Guidance Counselor
 - c. Executive Director
2. Follow up phone calls to references may occur.
3. Personal interviews may occur.
4. The Executive Director shall make the final approval of the student application.

Step Three – Action on Application.

A letter from the Executive Director determining the action on the application shall be mailed to the parent(s) indicating acceptance or denial by the school office.

Step Four – If accepted:

1. The student should return course preferences to the school office as soon as possible so that the Academic Guidance Counseling department may act upon his/her course preferences.
2. The student shall also return:
 - a. Current medical records.
 - b. Sports Physical form for those desiring to participate in sports.

Step Five – Orientation

1. New Student Orientation and Freshman Orientation will occur to help students acclimate to the building, schedule and life of Lutheran High.
2. Students new to Lutheran High and/or transferring in the middle of the school year shall have a tour and orientation by a member of the administration.

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 Principal.
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.

Principal Responsibility – It is the Principal's responsibility to require students to attend all assigned classes. It is also the Principal'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 Principal'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. Emergency absences are those which occur because of illness, injuries, family emergencies, or doctor appointments. Call and report the absence BEFORE 8:00 a.m. If you would like homework assignments for that day, please request this at the time you are reporting the absence.
3. Planned absences are absences that can be planned in advance.
4. All absences must be accounted for by the home in writing.
5. All truancies 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 Principal 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 fill out the Attendance Appeal Form in writing and submit it to the Principal. These forms will be sent to parents and students upon request.
2. After reviewing the Attendance Appeal Form, the Principal will make a decision to determine whether or not a meeting with the parents, student, and Principal will be required.
3. The Principal may rule in favor of the appeal after reviewing the Attendance Appeal Form and thereby make the appropriate change(s) to the student's respective course grade(s). Parents and students will be notified in writing as to the decision rendered and how the student's course grade(s) are appropriately adjusted.
4. If the Principal does not rule in favor of the appeal after reviewing the Attendance Appeal Form, 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 Principal, 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 Principal will render a final decision on the appeal. 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 written request by parent two school days in advance.
2. Obtain planned absence form to be signed by student's teachers and returned to the school office on day of written request.
3. Failure to follow planned absence form procedures will result in forfeiture of make-up privileges.
Note: Any exceptions must be approved by the Principal.

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. - 4:30 p.m. each school day. Supervision time may be extended depending on a student's participation in a supervised activity or sport.

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.
6. No food, candy, or drinks are allowed in classrooms. Students may store food and drink in their locker for lunch or cafeteria use before school, during CMT, and after school. Water and water bottles are allowed in classrooms at each teacher's discretion.

CRUSADER COMMUNICATOR

The Crusader Communicator is Lutheran High's weekly newsletter. It is emailed to parents weekly. Hard copies are issued upon request. This is our primary source of communication to families. The newsletter relates weekly updates on school activities. This is also available on the Lutheran High website - www.lutheranhigh.com.

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 activities director 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 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 to 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

A. 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 at Lutheran High. 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.

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 Principal will be assigned.
- Student may be suspended for one day at the discretion of the Principal.
- At 10 demerits, the Principal 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 Principal will review the contract.
- If the student starts the year on probation, the Principal 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 Principal.

Level Four Expulsion/Exclusion: (18 demerits)

- Student will be recommended for expulsion/exclusion for duration of school year once 18 demerits have been earned.
- Exclusion may result from disciplinary action as reviewed by Executive Director, Board of Directors, and Principal.

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 Principal.

Exclusion/Expulsion A student may be expelled or excluded from Lutheran High by the Board of Directors upon recommendation of the Executive Director and in consultation with the Principal, when it becomes apparent that he or she has exhibited such behavior that constitutes major infraction of school rules or policies. Expulsion decisions are approved by the Board of Directors.

Other Details of Discipline Plan Detentions will be served immediately after school starting at 3:30 p.m. for 45 minutes on every Thursday unless otherwise noted. Students arriving for detention after 3:30 p.m. will be considered absent. 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 will be fined \$10.00 and be assigned a detention the following Thursday. This action will also result in an additional demerit. Attempts to reschedule a detention can only be made by contacting the Principal 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 pre-determined 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 Principal or Executive Director may suspend students from school for up to three days, or in the case of a pending expulsion, until a Board of Directors' meeting can be held.

In-School Suspension The Principal 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** – 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 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 referral to civil authorities or parent. Recommend for expulsion

Second Offense – Recommend for expulsion

***Alcohol 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 parent conference

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 Principal; 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 Principal; 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 Principal; 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 recommend 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 some 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
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/Principal 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 Principal.

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

A Christian high school desiring to express and teach the principles of God should choose to include some direction and guidelines for dress. While principles that God has clearly established in Scripture apply consistently through time, apparel changes from culture to culture. Thus, Lutheran High’s dress code is reviewed periodically. Administration, teachers, parents, students, and others have input into the establishment of the school’s dress code. The dress code applies from the time the student arrives to school until the end of the school day. It applies to activities (such as field trips, selling concessions, etc.) in which students represent Lutheran High to the community. The six principles of the dress code are easily understood and enforceable. These six principles and the specific examples listed are intended to help students make appropriate decisions regarding dress. 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 Administrator makes final decisions about acceptability.

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).

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. body piercing for boys and girls (exception: girls' ears- no more than two earrings per ear)
- c. tattoos
- d. excessive jewelry (no more than three bracelets, two necklaces)

Principle #2 - Students should dress appropriately for school.

Examples of inappropriate clothing:

- 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 (i.e. sweatpants, wind pants, jogging pants, flannel pajama pants, leggings, etc.)
- f. coats designed for outdoor wear
- g. hats, bandannas, scarves, gloves, sweatbands, elastic headbands, and sunglasses (worn)
- h. clothing that could be dangerous to others or damaging to property
- i. blue and black jeans (this includes denim skirts or jackets)
- j. no shirts with screen-printing and/or patches
- k. shorts
- l. plain white undershirts
- m. FYI: Capris must be below the knee

Principle #3 - Students should dress with modesty and restraint.

Examples of immodesty and lack of restraint:

- a. dresses, skirts, and culottes with hemlines that do not cover 75% of the area from the waist (belly button) to the top of the knees
- b. any top that exposes the midriff
- c. any top with an immodest neckline
- d. underwear that is visible
- e. clothing that is too tight

Principle #4 - Hairstyles should reflect moderation and careful grooming.

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. beards (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 - SALHS 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

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 conference¹¹
- 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

PASS Violation – Violating the criteria of the PASS program.

First Offense – Written Warning

Second Offense – Detention

Third Offense – Saturday detention

Fourth Offense - Saturday detention

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 Principal and/or Academic Guidance Counselor. A meeting will be set with the Principal, 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 Principal and/or Academic Guidance Counselor; a help plan may be established

Fourth Offense - Saturday detention and conference with parents, student, Principal 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

Skipping 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 (per semester).

First Offense – Detention (4th tardy)

Second Offense – Detention (5th tardy)

Third Offense – Saturday detention (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 or tobacco products in school, on school grounds, in school vehicles, or at school events.

First Offense – Saturday detention

Second Offense – 1 day suspension

Third Offense – 3 day suspension

Fourth 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, cellular phones, DVD players, etc.):

Students may not have on their person, in a purse, book-bag, etc, a cell phone, pager, or any other electronic device that may be disruptive or a distraction from the learning process during the school day. These items should be placed in your locker and turned off during the entire school day. Permission to use phone must be given by the administration or other office personnel.

Laptops (and their equivalent) will be allowed at the discretion of the instructor.

All items that are seen outside of the locker or that are in a locker but turned on will have their device 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.

First offense -- \$10

Second offense -- \$10

Third offense and each offense beyond \$25.

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.

GRADUATION FEE

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 ceremony and attendance is required.
2. A \$90 fee will be charged to cover graduation expenses such as flowers, speaker, diplomas, and a senior class gift.
3. Graduation announcements and caps/gowns will be purchased separately.
4. LHS caps and gowns are required, but may be obtained from a previous LHS graduate.
5. Students who have not met graduation requirements will not be allowed to participate in the ceremony.
6. Students and their parents will be regularly informed regarding their academic status.
7. 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 Committee.

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 (Principal) 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.

INSTRUCTIONAL MEDIA CENTER

The IMC is a multi-faceted area ready to meet students-and faculty needs. The lab will be open from 7:45 Am to 4:30 PM each full day.

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

1. Your locker is yours only and is a place for your property. Keep your combination confidential. Lockers must be kept locked at all times.
2. Locker combination changes require use of maintenance man-hours. Therefore a \$5.00 fee is charged for a requested change.
3. 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!
4. 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.
5. Your locker is the property of the school. Periodic inspections will be made.
6. 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.
7. 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.
8. Backpacks/school bags must be stored in lockers or underneath school coat racks.

LOST AND FOUND

Students are to bring all lost articles and books to the School Office. Items may be claimed from the School Office before and after school. A \$.25 fee will be charged in order to recover lost items.

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. Milk may be purchased. Students are not allowed to take food or drinks outside the cafeteria. Students are not permitted to leave school for lunch.

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 Principal, 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, Principal, 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

In accordance with the Wisconsin Department of Health recommendations, the school will NOT provide any medications, including Aspirin, Tylenol, Ibuprofen, or cough drops.

The school-trained 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.

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 Association Secretary Kathy Van De Kreeke (vandekreeke@lutheranhigh.com) if you are interested in helping out and getting involved at Lutheran High in these and other capacities.

PUBLICATIONS

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

REFLECTIONS - 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.

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.

SCHOLARSHIP ASSISTANCE

Student Grant and Scholarship Funds have been established to help worthy students who, with their parents, are dedicated to Christian secondary education, but unable to meet all of the tuition. Requests for assistance from this fund are to be made through a form available in the school office. The request deadline is the end of February 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.

SNOW DAYS

School will 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. See page one for where to look for school cancellations.

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 Principal.
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 Principal in writing.
6. The procedure for challenging records shall be:
 - a. Written notice to the Principal 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: computers, printers, video equipment, information storage devices, copy machines, software and the Internet. The 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 software. Copyrights 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 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 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 account on the network and should not share their passwords with other users. 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 from home or software that they have downloaded from the Internet on any Lutheran High computer.
6. Damaging or vandalizing 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.
7. Transmitting profanity, obscene, abusive, derogatory, or sexually explicit language or images will not be tolerated.
8. 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 supervisor.
9. 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 enter news groups or chat rooms without approval of an administrator or teacher
 - c. do not fill out questionnaires without the permission of an administrator or teacher
 - d. do not order a product over the Internet.

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 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.

THE LEADER'S GUIDE – This is Lutheran High's quarterly newsletter which is sent to Lutheran High supporters, parents, and alumni.

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 & FEES

The annual tuition for a Lutheran High Association member is \$5,875. The annual tuition for Community member students is \$6,970.

A \$300 non-refundable registration fee is due when the student's initial application for enrollment is filed. If filed after March 31, the fee is \$450.

The registration fee must be paid before a student will be allowed to attend classes. The graduation fee is \$90.

A student will be responsible for the tuition of any quarter and/or month in which he/she is enrolled.

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:

1. An account is overdue if payment is not received by the 25th day of the month. A \$25.00 late fee will be added after the 25th.
2. When an account is 30 days overdue, a reminder will be mailed to the home, and a \$25.00 per month service charge will be added.
3. When the account is 60 days overdue, another notice will be mailed to the home. This notice will state that, unless the account has been brought up-to-date, within another 30 days, the privilege to attend Lutheran High School will have been forfeited, and the student will not be admitted to classes until the account has been paid OR until satisfactory arrangements have been made, in writing, with the Executive Committee. (This forfeiture takes place on the 91st overdue day.) An additional \$25 late fee will apply.
4. 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.
5. 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 the Executive Committee.
6. 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 the Executive Committee in writing.
7. 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 Committee.

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 Principal.

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 Principal.
3. Pick up a Visitor Permission Form from the school office at least 4 days before date of visit after obtaining approval from the Principal.
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. The Principal will check the visitor in.

WORK PERMITS

Lutheran High does not issue work permits. Students who need a work permit must follow these steps:

1. Contact any of the other area high schools or the Sheboygan School District Central Office. Call ahead before going to get a work permit to make sure someone is available to service you.
2. Take this information along with you: your birth certificate, social security card, a letter from your employer, a written consent from your parent/guardian and \$5.00.

WORSHIP & CHAPEL

Students and faculty experience chapel on Tuesdays and Thursdays during a 20-minute period after second hour.

Lutheran High is committed in philosophy and practice to upholding the doctrinal and confessional positions of the LCMS on all matters. 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.
4. Students should go straight to class after chapel.
5. Students must use the stairs to the bleachers before and after chapel.

Worship services include anniversary events/services and graduation ceremonies. Teachers, pastors, and other speakers of the LCMS will address and lead these events.

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. Lutheran High will not ignore, for example, students who have problems completing their homework assignments on time without using all available motivational tools and opportunities at our disposal.

Participation begins the tenth calendar day following the end of a quarter and continues until the tenth calendar day following the next quarter.

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.

Admission into Program:

- See Academic Accountability Program Implemented on the next page.
- Parents may request of the Academic Guidance Counselor or Principal that their child participate in this program, but may be denied enrollment into the program based on the availability of space.

Requirements of PASS Participant/How to Pass out of PASS:

- Student will attend mandatory after-school study sessions on Monday and Wednesday from 3:20 – 4:00 during the quarter(s) they are in the PASS program. Participation begins the tenth calendar day following the end of a quarter and continues until the tenth day following the next quarter.
- After eight PASS sessions, if students have no more than one D, PASS will no longer be required.
- Student must not have an unexcused absence for the first half of the quarter.
- Student must “pass” out of PASS by no longer qualifying or meeting the criteria listed in the Academic Probation section of the Academic Accountability Program.

The Academic Accountability Program Implemented

Student Action

2 D's
Cumulative GPA less than 1.6
1 or more F's in class
Documented refusal to do homework in 1 or more classes
Staying in PASS program for 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.

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 eight PASS sessions or at the next quarter grading period.

* All warning and probation notification will occur in writing within ten calendar days of the 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 Board of Directors based on a personal interview with the student, parent, Executive Director, Principal, and a representative from the Board.
- C. The Academic Guidance Counselor may recommend students for academic expulsion. The Principal and Executive Director make 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 Principal for reasons of the denial.

ATTENDANCE AND CONFERENCES

Daily attendance is extremely important. Course credit will be forfeited and the student will receive an "F" for the class following the 12th absence in a semester. In addition to regularly scheduled conferences, Parent-Teacher conferences may be arranged at any time if desired.

BOOKS

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

BOOK USE POLICY

Students will pay a book rental fee each school year, which will cover the cost of textbooks and most consumable materials necessary for classes.

Textbooks will be catalogued 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. These fines shall be according to the following guidelines:

New Book	“Double Wear”	40% of cost of new text
	“Triple Wear”	60% of cost of new text
	“Unusable”	80% of cost of new text
“A” Book	“Double Wear”	20% of cost of new text
	“Triple Wear”	40% of cost of new text
	“Unusable”	60% of cost of new text
“B” Book	“Double Wear”	10% of cost of new text
	“Unusable”	40% of cost of new text
“C” Book	“Unusable”	20% of cost of new text
“D” Book	“Unusable”	10% of cost of new text

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.

DROPPING / CHANGING CLASSES

A student may drop a class during designated add/drop days. During the first ten school days of each semester, students may drop a class for a fee of \$25. After ten school days, students may add/drop a class for a \$50 fee.

After 25 days – Student will not be allowed to 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 and Academic Guidance Counselor’s 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:

Grade	%	Grade Point	Grade	%	Grade Point
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 / RECOMMENDED COLLEGE PREPARATORY TRACK

(One credit = one year)

<u>GENERAL (Required for Graduation)</u>		<u>COLLEGE PREPARATORY PROGRAM</u>	
English	4.0	English	4.0
Social Studies	4.0	Social Studies	4.0
P.E./Health	2.5	P.E.	2.5
Theology (1/2 credit per semester enrolled)	4.0	Theology (1/2 credit per semester enrolled)	4.0
Math (must include Geometry-starts w/class 2013)	3.0	Math & Science (min. 3 credits in each)	7.0
Science	2.0	Fine Arts(Art or Music)	1.0
Fine Arts (Art or Music)	1.0	Computer Applications	0.5
Computer Applications	0.5	Winterim courses (one course per year enrolled)	
Winterim courses (one course per year enrolled)		Foreign Language	2.0-4.0
Electives	<u>6.0</u>	Electives	<u>1.0-3.0</u>
	27.0		28.0

REQUIRED COURSES - A SAMPLE PROGRESSION – COLLEGE-BOUND PROGRESSION

FRESHMAN: (6 required - 2 electives)

Theology - 2 semesters	1.0 credit	Physical Education - 1 semester	0.5 credit
Biology - 2 semesters	1.0 credit	Computer Applications - 1 semester	0.5 credit
English - 2 semesters	1.0 credit	Geography- 2 semesters	1.0 credit
Geometry- 2 semesters	1.0 credit	Electives (2) - 4 sem. incl. *Foreign Language	2.0 credits

SOPHOMORES: (6 required - 2 electives)

Theology - 2 semesters	1.0 credit	Physical Education/Health - 2 semesters	1.0 credit
Chemistry- 2 semesters	1.0 credit	English - 2 semesters	1.0 credit
World History - 2 semesters (or AP USH)	1.0 credit	Algebra 2 - 2 semesters	1.0 credit
Electives (2) - 4 semesters incl. *Foreign Language	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	APUSH - 2 semesters	1.0 credit
Electives (4) - 8 semesters **	4.0 credits	**incl. AP Physics (2 sem./1cr.); Pre Calc (2 sem./1 cr.)	
		D.L. Classes and Foreign Language	

SENIORS: (3.0 required - 5.0 electives)

Theology - 2 semesters	1.0 credit	Government/Economics or APUSH	1.0 credit
AP Lit. & Comp - 2 semesters	1.0 credit	Electives (5.0) - 10 semesters **	5.0 credits
		**incl. Anat. & Phys. (2 sem./1cr.); AP Calc (2 sem./1 cr.)	
		D.L. Classes	

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.

HOME SCHOOL STUDENTS

Lutheran High is committed to outreach and the sharing of Jesus Christ with all. Thus, home school 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. You will be receiving your user name and password in the form of a letter before school begins. If you have not received the letter by the beginning of school, you may pick up a copy of the letter in person in the school office. 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. UWS, LTC. Students who are considering this program should contact the Academic Guidance Counselor or the Principal 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.

RETAKEING 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 Principal. 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 OF THE MONTH

After each month of school, one freshman, one sophomore, one junior, and one senior student are selected/awarded as Student 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 Students 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 Principal 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, 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 U.S. History, AP Physics, Pre-Calculus, Anatomy & Physiology, Advanced Art & Design I & II, 4th year of Spanish, 4th year of German, Distance Learning, 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 Principal/Academic Guidance Counselor 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.

Scheduling

In October, students will be asked to select their class for Winterim. Each student will select five different choices in order of preference. Every effort will be made to schedule students into their preferred classes. Each class will be similar in size.

The typical Winterim daily schedule is as follows:

8:00 – 9:00	Class
9:05 – 10:05	Chapel/Assembly
11:00 – 11:30	Class
11:35 – 12:00	Group 1 Lunch
11:35 – 12:00	Learning Lab
12:05 – 12:30	Group 2 Lunch
12:05 – 12:30	Learning Lab
12:35 – 1:35	Class
1:40 – 2:25	Class
2:30 – 3:12	Class

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.

Course Expectations

All Winterim courses will require a 3-4 page paper that will be due at the conclusion of the Winterim. Additional work expectations will vary from course to course. All papers must be completed within two school days of the last day of Winterim.

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.

LHS CURRICULUM OFFERINGS

Study Hall (only one per semester for a student) 0.0

ART

A 100 Introduction to Art	0.5	A 200 2 Dimensional Art	0.5
A 410 3-D Art/Ceramics	0.5	A 510 Fibers/Textiles	0.5
A 610/615 Advanced Art & Design	1.0	A 620 Graphic Art Design (approval of Instructor)	0.5

BUSINESS EDUCATION

B 300/305 Accounting I & II (offered every other yr.)	1.0	B 400/405 Personal Finance I & II (offered every other yr.)
MKTG 131 Principles of Marketing		Distance Learning Course College Credits

ENGLISH

E100/105 Freshman English	1.0	E 400 Novels	0.5
E 200/205 Sophomore English	1.0	E 405 World Literature	0.5
E 300/305 Junior English	1.0	E900/905 AP Literature & Comp.	1.0
ENG 103 Civilization & Worldviews - Lit.		Distance Learning Course College Credits	

FOREIGN LANGUAGE

L 100/105 German I	1.0	L 110/115 Spanish I	1.0
L 200/205 German II	1.0	L 210/215 Spanish II	1.0
L 300/305 German III	1.0	L 310/315 Spanish III	1.0
L 400/405 German IV	1.0	L 410/415 Spanish IV	1.0

MATH

M 050/055 Pre Algebra	1.0	M 315 Intro to Statistics	0.5
M 100/105 Algebra I	1.0	M 300/305 Advanced Algebra	1.0
M 200/205 Geometry	1.0	M 400/405 Pre Calculus	1.0
M 310 Transitions to College Math	0.5	M 500/505 AP Calculus	1.0

PERFORMING ARTS DEPARTMENT

F 200/205 Symphonic Band	1.0	F 400/405 Konzertchor	1.0
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PHYSICAL EDUCATION

P 105 Freshman Girls P.E.	0.5	P 110 Freshman Boys P.E.	0.5
P 200 Girls Sophomore P.E.	0.5	P 205 Boys Sophomore P.E.	0.5
P 202 Girls Sophomore Health	0.5	P 204 Boys Sophomore Health	0.5
P 300/305 Junior P.E.	0.5 each	P 400/405 Senior P.E. (elective)	0.5 each

SCIENCE

S 100 /105 Physical Science	1.0	S 500/505 Physical Geology	1.0
S 200/205 Biology	1.0	S 400/405 AP Physics	1.0
S 300/305 Chemistry	1.0	S 610/615 Anatomy & Physiology	1.0

SOCIAL STUDIES

X 100/105 Geography	1.0	X 200/205 World History	1.0
X 300/305 U. S. History	1.0	X 400 Economics	0.5
X 405 U.S. Government	0.5	X900/905 A.P. U. S. History	1.0
HIST 103 World Views/History		Distance Learning Course College Credits	

TECHNOLOGY

C 160 Computer Applications	0.5	C 200 Creative Technology	0.5
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THEOLOGY

T 100/105 Freshman Theology	1.0	T 200/205 Sophomore Theology	1.0
T 300 Junior Theology	0.5	T400/405 Senior Theology	1.0
T 305 Christian Leadership	0.5		
REL 203 New Testament		Distance Learning Course College Credits	

ART DEPARTMENT

Art courses can be used to satisfy the 1 credit of Fine Arts that is required for graduation.

The Art Department seeks to provide tools to develop individual expression, as well as to build self confidence, as we examine how we individually view, through art, the world God has created.

Introduction to Art A 100 Semester Offered every year 0.5 credit
This introductory course will focus on the basic foundation of art as we look at the elements of design. Projects will be based around these elements through the study of nature while learning techniques using drawing media, painting media, printmaking, and clay. The class will also cover figure and portrait drawing. There will be a concentration on drawing as we look to improve skills as well as confidence in this area. We will look to the past for inspiration in media and content, and to help develop an understanding and appreciation for the history of art. This course is a prerequisite to all other art courses.

2 Dimensional Art A 200 Semester Offered every year 0.5 credits
Prerequisite: Introduction to Art
This course develops the use of the elements of design through the exploration of 2-D media. A variety of media will be used including pencil, ink, charcoal, scratchboard, pastel, acrylic, and watercolor. Overviews of techniques and demonstrations will be given and practiced for each medium throughout the course of the semester. A variety of subject matter will be assigned, including but not limited to, landscapes, still lifes, portraits, animals, and the figure. We will look to the past for inspiration and ideas in use of media and content, and to help us develop an appreciation for 2-Dimensional works.

3 Dimensional Art A 410 Semester Offered every year. 0.5 credits
Prerequisite: Introduction to Art
This course will focus on the application of design elements and principles to the element of form. Sculpture and ceramic media will be explored through a variety of media and subject matter. Media will include: clay, plaster, wire, cardboard, balsa foam, paper mache', etc. (as time permits). Some themes we will explore, but not limit ourselves to, are pottery as functional or decorative, portraits, architecture, animals, and masks. Thumbnail sketches will be required for each assigned project. We will look to the past for inspiration and ideas in use of media and content, and to help us increase an understanding and appreciation for the development of 3-Dimensional works.

Textiles and Fibers A 510 Semester Offered every year 0.5 credits
Prerequisite: Introduction to Art
This course will examine a variety of media and techniques within the textile area of art. Paper making and decoration; fabric dyeing, decoration, and resists; basket making; and weaving will be explored with the principles and elements of design in mind. Both realistic and abstract styles will be experienced in content related media. We will look to the past for inspiration and ideas in use of media and content, and to help us develop an understanding of the development of the art of textiles and fibers.

Advanced Art and Design 1 & 2 A 610/615 Semester Offered every year 0.5 credit each
Prerequisite: Completion of 3 art courses with a minimum of a B average and Art Department approval
This course is designed to be more student-directed. Student will have a choice in what media they want to work with coinciding with the direction they want to take with an assigned theme. Instructions and sketches will be completed at the beginning of each unit, and the following day a project proposal must be filled out and approved by the teacher. Some themes explored throughout the semester include: interiors, religion, story telling, music, and portraits. A wide variety of media is available for each student for each project. Design elements and principles will be emphasized in each assignment. Group and self critiques will be performed throughout the semester to help each student improve their skills and develop an appreciation for their personal art as well as the art work of their classmates.

Graphic Art Design A 620 Semester Offered every year 0.5 credit
This course strengthens computer skills and design concepts through the use of design software. It allows students to communicate ideas by producing advanced art design forms, such as package design, logo design, environmental design, and information design. Students will explore the areas of typography, printing, marketing, and advertising. The course will focus on the use of Adobe Photoshop and Adobe Illustrator as design tools for layouts of printed media.

German III L 300/305 1.0 credit
A wide variety of materials and approaches will be presented on topics including European travel, German history, culture and literature. Continued development of conversational skills will be emphasized with a review of major grammatical points as well as an introduction to subjunctive, passive voice, and relative pronouns.

German IV L 400/405 1.0 credit
Situational conversation, written comprehension, and oral use of the language will be brought to the highest degree of proficiency possible for each individual student in this course.

Spanish I L 110/115 1.0 credit
Spanish I is designed for students with little to no Spanish knowledge. There is a large focus on memorizing vocabulary, and learning basic grammatical concepts. Students will speak Spanish through directed and free activities. There are also a variety of listening activities and writing assignments as well as exposure and discussion about basic Hispanic culture.

Spanish II L 210/215 1.0 credit
Spanish II is designed for students with some knowledge of basic Spanish. There is a focus on memorizing vocabulary, and reinforcing basic grammatical concepts. The use of both past tenses is especially emphasized. Students will speak in Spanish with more depth and detail about their own interest. A variety of listening, reading and writing assignments are used to apply what is being learned.

Spanish III L 310/315 1.0 credit
Spanish III is designed for students with some knowledge of basic Spanish including the present and past tenses. Reviewing and increasing vocabulary is a focus. There is also a large focus on commands, future tense and subjunctive tense as well as reading in Spanish. Class is taught increasingly more in Spanish – with days when only Spanish may be spoken. Students will be encouraged as they make a transition from translating Spanish – to thinking in Spanish. This is done through numerous creative speaking, reading, and writing activities.

Spanish IV L 410/415 1.0 credit
Prerequisite: B or better in Spanish III, or approval of Spanish teacher
Spanish IV is designed for students that have learned most major Spanish grammatical concepts. The class will be conducted primarily in Spanish. This course is meant to fine-tune both conversational and written skills. Skills are enhanced through a variety of speaking and conversation activities, reading of modern Hispanic literature and writing a variety of papers.

Spanish and German Advancement Requirement:

Students receiving a grade lower than a C for a semester have 3 options:

1. Obtain instructor approval in order to continue to the next level of Spanish. This will include signing a contract and being on a semester “probation,” where the student must achieve a C or higher grade in order to remain in the class.
2. Retake the previous level of Spanish. See guidelines under “Retaking Courses.”
3. Discontinue taking Spanish as an elective course.

At the end of the 3rd quarter, a letter will be sent to parents of Spanish students who are in this situation. At that time, parents, students, and the Spanish teacher will make a decision as to which option is the best one for the individual student.

INTERNSHIP

Semester Offered every year 0 credit

The internship offers our students the opportunity to explore future career directions. This is an unpaid work experience that allows students to gain additional experience and information in the career field they plan to pursue after high school. Students are required to find a mentor in the career field of their choice who is willing to work with the student. Students are required to provide proof of the hours worked. This option is for no credit, so students must be in good standing for graduation. Transportation will not be provided by the school. Applications are available from the Academic Guidance Counselor.

MATHEMATICS DEPARTMENT

A minimum of 3 credits of mathematics is required (starting with the Class of 2013). All students must also complete Geometry in order to graduate. College bound students should take Advanced Algebra and are encouraged to take Pre-Calculus. Freshman placement is based on recommendations from grade school principals.

<u>Pre Algebra</u>	M 050/055	1.0 credit
This two-year course covers the basics of Algebra. This course is designed for the student who would benefit from a slower paced approach to Algebra. Students who complete these courses will have covered the material presented in M 100/150.		
<u>Algebra</u>	M 100/105	1.0 credit
This course deals almost exclusively with variables. After learning how to perform the four basic operations with variables, students then learn how to solve different types of equations and inequalities.		
<u>Geometry</u>	M 200/205	1.0 credit
Students will work with basic definitions and properties of lines, triangles, circles and other plane figures. The student will also be introduced to mathematical and thought processes including logic and basic proofs.		
<u>Advanced Algebra</u>	M 300/305	1.0 credit
Prerequisite: C in Algebra, or approval of Math Dept.		
This course is a continuation of Algebra and Geometry. The concepts of functions, graphing and logarithms are dealt with. The concepts of trigonometry are covered in the second quarter. Graphing Calculator is required (TI83 or 84).		
<u>Transition to College Math</u>	M 310	0.5 credit
Prerequisite: Algebra, Geometry. Needs Math department approval		
Students who have completed Geometry, but do not feel ready for Algebra II, would be candidates for this course. The goal of this class is to reduce the need for remedial math at the college level or improve skills needed for Advanced Algebra.		
<u>Introduction to Statistics</u>	M315	0.5 credit
This course is designed to develop statistical literacy. The general concepts include: sampling considerations, data display techniques, measures of central tendency, measures of variability, probability, and using statistics to predict. The graphics calculator will be used throughout the course.		
<u>Pre-Calculus</u>	M 400/405	1.0 credit
Prerequisite: C or better in Advanced Algebra		
Pre-Calculus is for those who are considering Calculus as their next math course. Trig is covered in the second quarter. Topics include many of those covered in Advanced Algebra, but with an emphasis on rigorous mathematical procedure. Graphic calculator is required (TI 83 or 84).		
<u>AP Calculus</u>	M 500/505	1.0 credit
Prerequisite: B or better in Pre-Calculus		
Calculus is introduced. The primary topics are limits, derivatives and integrals. A strong background in Algebra is required. Graphic calculator is required (TI 83 or 84).		

PERFORMING ARTS DEPARTMENT

One fine art credit (performing arts/music or art) is required for graduation.

<u>Symphonic Band</u> (Grades 9 – 12)	F 200/205	1.0 credits
Prerequisite: Interview/audition with the director		
The symphonic band is the instrumental performing ensemble at Lutheran High School composed of strings, woodwind, brass, and percussion instruments creating a joyful sound to the Lord. This ensemble will perform in several concerts as well as composing the LHS Pep Band and appearing at several area Lutheran churches throughout the year. Playing techniques, aural and written theory, as well as music reading skills are emphasized and taught through preparation of music to be performed. Required performance participation is included for the student's grade in the course. May be repeated for credit.		
<u>Konzertchor</u> (Grades 9 – 12)	F 400/405	1.0 credits
Prerequisite: Interview/audition with the director for placement purposes only		
The Konzertchor is the choral performing ensemble at Lutheran High School, composed of voices all raising a joyful sound to the Lord. The study of proper vocal techniques, music theory, sight-singing, and performance techniques will be emphasized through a variety of choral literature. This ensemble will perform at several concerts and appear at several Lutheran churches throughout the year. Required performance participation is included in the student's grade in the course. May be repeated for credit.		

PHYSICAL EDUCATION DEPARTMENT

(Graduation Requirement: 2.5 credits)

Required Classes:

Freshman Basics PE 100 0.5 credit
Introduction to the basic skills and concepts related to physical activity. The course will include: Fitness Components, Basics of Track and Field, Soccer, Volleyball, Weight Training Basics, and Square Dancing (coed).

Sophomore Health PE 202/204 0.5 credit
This course is a state requirement for graduation. Health at LHS will inform the students on a variety of subjects, allowing the student to make positive, God-pleasing choices. As Christian Leaders we are asked to not only demonstrate positive behaviors, but also to influence others in making good choices. "You are not your own: you were bought at a price. Therefore honor God with your body." 1 Cor. 6:20. Topics covered are: holistic health, stress management, emotional health, nutrition, dating, marriage and family, body systems, tobacco, drugs, and alcohol.

Sophomore Individual Activities and Team Sports PE 200/205 0.5 credit
In this course students will extend their skills beyond the basics, using their skills in organized sports. While the main focus is on the skills and rules of team sports and some individual activities, an emphasis on Christian Leadership is included. The students will learn to be a member of a team, how to work with others, while always doing their best in all activities. The course includes: Flag Football, Track and Field, LaCrosse, Paddleball, Social Dance, and Tumbling.

Junior Lifetime Fitness PE 300/305 1.0 credit
This course puts the emphasis on integrating fitness and a healthy lifestyle into your life, now and in the future. The course includes: Life time fitness, Archery, Field games, Weight training / Aerobics, CPR certification, Advanced Volleyball, Pickleball, Badminton, Bowling, Takraw, and Golf.

Electives:

Senior Recreational Sports I PE 400 0.5 credit
This course includes: Frisbee skills and games, Advanced archery, Co-ed flag football, Badminton, Korfbal, and Dart games.

Senior Recreational Sports II PE 405 0.5 credit
This course includes: Indoor Ball Games, Team Handball, Tournament Volleyball, Floor Hockey, Bowling, Softball, Outdoor leisure sports.

SCIENCE DEPARTMENT

2 credits must include Biology.

Two years of science, including Biology, is required of all students. A college bound student should take a minimum of three years of Science.

Physical Science S 100/105 1.0 credit
Physical science is an introductory science class for incoming freshmen. It is designed to present a variety of topics beginning with the scientific method and progressing through chemistry, motion, mechanics, waves, light, sound, electricity, magnetism and heat.

Biology S 200/205 1.0 credit
Prerequisite: C or better in Physical Science or approval from guidance counselor
Biology is the study of God's creation specifically dealing with living organisms. It will include all processes that take place on a cellular level all the way up to the systems. Studies will be approached using the six-kingdom system of classification. Lab work will investigate and reinforce classroom activities.

Chemistry S 300/305 1.0 credit
Prerequisite: Algebra I
Chemistry is a valuable course for college bound sophomores, juniors and seniors. Chemistry is the study of matter and the physical world of God's creation. Students will study the symbols, equations, periodic table, bonding, atomic models, mole calculations, thermodynamics, kinetics, titrations, and organic chemistry. Safe and accurate lab skills will also be developed.

AP Physics S 400/405 1.0 credit

Prerequisite: M 300 Algebra II.

Physics is the science which attempts to mathematically explain the relationships between matter energy and motion, light and sound. Labs will also be used to develop measurement, data collecting and evaluating, and graphing techniques. Topics include motion, metrics, vectors, work, energy projectiles, heat, gas laws, optics, electricity and magnetism.

Physical Geology S 500/505 1.0 credit

Prerequisite: Biology, Grades 11,12

This course is an introduction into the four main areas of physical geology. Topics covered include geology (minerals, rocks and the rock cycle), meteorology (weather and climate), astronomy (stars, planets, solar systems, and the universe) and hydrology (salt and fresh water). In addition to a basic understanding of the worldview of evolution, students will learn about the clear and convincing evidence that our universe was created by our Heavenly Father.

Anatomy & Physiology S 700 1.0 credit

Prerequisite: Chemistry Grades 11,12 (or consent of department)

Anatomy and Physiology is a college preparatory class designed to introduce students to the details of the human body. This class will cover the terminology, design and function of the various body parts. It will include the dissection of a vertebrate organism, and a fetal pig as a means of comparison to our own complex systems.

SOCIAL STUDIES DEPARTMENT

Graduation requirements: Four units of credit.

Required Classes:

Geography (Freshmen) X 100/105 1.0 Credit

This course is set up as a freshman level social studies course. It is a study of physical and cultural geography of the world. The course will allow the students to become more familiar with the world by being able to identify the location of places, describe the culture and character of places, analyze how people interact with the environment, explain how people, goods, and ideas move between places and finally, recognize how places are similar and different from one another. Also, throughout the course students will be able to compare their religious beliefs with religions and beliefs of the world.

World History (Sophomores) X 200/205 1.0 Credit

A study of human history in a chronological time frame from Ancient Egypt to the present. This course focuses on western cultures and is designed to teach the relationships of people and their histories to students. This course will also help students develop ways to critically analyze these histories in relation to their own views on history.

U.S. History (Junior) X 300/305 1.0 Credit

The study of American history is vital for all students in our democratic nation. Americans are not bound together by a common religion or ethnicity. Instead, our binding heritage is a democratic vision. If Americans are to preserve that vision and bring it to daily practice, it is imperative that all citizens understand how it was shaped in the past. All Americans need to know what events and forces either helped or obstructed that vision, and how it has evolved down to the circumstances and political events of our time. It is the intent of this course to create an understanding and appreciation for American history to develop an interest in American history, and to develop an interest in American government and the responsibilities of all American citizens. As Christians we have a unique opportunity and responsibility to understand and appreciate this "one nation under God."

Economics (Senior) X 400 0.5 Credit

Students will study the factors that affect decision making in the marketplace and gain insight into choices that businesses must make. They will differentiate between economic models and develop an understanding of national and global economics. The course will also address practical areas of personal finance such as budgeting, taxes, investing, marketing and financial goal setting.

U.S. Government (Senior) X 405 0.5 Credit

The study of the principles and workings of the American system of government at both the federal and state levels. Students will learn through interaction in simulations, various media, discussions of current topics, written reports, and special guest presentations to the class.

AP U.S. History

X 900/905

1.0 credit

AP U. S. History is a college level survey course moving chronologically from Columbus' arrival in the Americas through the Bush presidency focusing on political, diplomatic, economic, social, and intellectual themes in American history. This program prepares students for intermediate and advanced college courses by making demands upon them equivalent to those made by full-year introductory college courses, but does it over a two-year period and is devised to develop in the student higher levels of thinking skills. This course fulfills the junior and senior requirements.

TECHNOLOGY DEPARTMENT

.5 credit is required for graduation

The goal of the technology department is to prepare our students to be informed users and consumers of technology in society and how to use the gifts of technology in a God-pleasing manner.

Required Class

Computer Applications

C160

0.5 credit

(Freshman Requirement)

This course will give students a basic understanding of computer technology. Topics covered will include: keyboarding, spreadsheets, presentations, as well as what to look for when buying a computer, digital camera, or other digital device. Current trends and issues in technology will also be discussed.

Elective Class

Creative Technology

C200

0.5 credits

Pre-requisite: Computer Applications

In this course, students will learn to use technology to communicate effectively in a variety of medias. Students will learn to develop and maintain web pages and create and edit digital video using Apple's iMovie. Audio editing and presentation skills will be explored as well.

THEOLOGY DEPARTMENT

Graduation requirements: .5 credit for each semester enrolled

Required Classes:

Old Testament

T 100/105

1.0 Credit

This year-long class overviews each Old Testament book and studies some of the great events, themes and people of the Old Testament with a marked emphasis on how the Old Testament points ahead to our Lord and Savior Jesus Christ in prophecy and by types. It will also show how the Old Testament is relevant for Christian faith and daily life. Freshman and sophomore theology sections are combined, the New Testament and Old Testament classes alternate every other year.

New Testament

T 200/205

1.0 Credit

This year-long class overviews each New Testament book, studies the life of Christ and themes for faith and Christian living. Freshman and sophomore theology sections are combined. The New Testament and Old Testament classes alternate every other year.

Church Doctrine and World Religions

T 300

0.5 credit

The semester long course will begin with a study of the Lutheran doctrines and beliefs using God's Word, the catechism, and the Confessions. The students will study the development of the church and its beliefs from the book of Acts through today in a short church history study. The semester will end with a look at different denominations, world religions, and cults and how we can respond to these different beliefs through our beliefs.

Christian Leadership

T 305

0.5 Credit

God has enabled all of His children with gifts and abilities that are to be used to strengthen the foundation of the church and to spread His Good News to all. One such gift is the gift of leadership. Within the structure of this course, students will examine leadership models, practices, concepts, ideas, and thoughts from secular as well as Biblical sources. Students will be challenged to discover, acknowledge, and develop their own leadership gifts that have been given from God. Topics of study include such things as personality development, bias, team-building, change, great leaders of history, relationships, values, leadership models, and self-improvement. Students will examine the Biblical understanding of leadership, develop their own leadership skills, and work to apply these skills in their lives both now and in the future.

Christian World Views and Apologetics T400

0.5 Credit

In this semester long course, students will be challenged to use their Christian beliefs and faith to look critically at the messages of this world, its culture, history, art, and other post-modern beliefs. This course will conclude with a discussion on how to defend one's faith from the attacks of the culture today on concepts such as the authority of Scripture, creation/ evolution, and many other beliefs in order to clear a path towards sharing the Gospel.

Christian Life Issues and Literature T405

0.5 Credit

This semester long course will engage students in Christian life topics such as prayer, devotional life, worship, spiritual gifts, vocation, ethics, marriage and family, and other issues that they will face in the coming years. This course will end with a look at different books and allow students to critically read through them using Biblical lenses.

Section III **Co-Curricular Policies and Procedures**

ATHLETIC CODE OF CONDUCT

This code is to serve as a set of positive guidelines that will help Lutheran High student athletes develop a healthy lifestyle, faithfulness and maturity in their walk with the Lord. Lutheran High's sincere desire is to encourage all of our students to use the gifts God has given them to the fullest and for His purpose. Lutheran High believes athletics and co-curriculars prove to be an excellent forum *To Prepare Christian Leaders - One Student at a Time.*

A. **The Athlete Himself (or Herself)**

The student athlete respects himself and knows that his responsibility to his team extends to keeping himself in condition to compete physically and mentally. He recognizes a responsibility to develop God-given gifts. He desires that his efforts give glory to God. He is aware of athletic department rules concerning attendance, academic eligibility, equipment responsibilities, and conduct policies. The athlete further understands that smoking, drinking, and consuming illegal drugs are detrimental to his health, and therefore will not be permitted nor tolerated while he attends Lutheran High

B. **The Athlete in School**

The student athlete, once having assumed the responsibility of a position on a Lutheran High team, also assumes the responsibility to represent that team in the school community. She does not criticize her team, coaches, teachers, or school in an irresponsible and derogatory manner. She is loyal. The student athlete sets an example by her conduct. She holds the respect accorded her by her teammates, coach, teachers, and school, in the highest esteem and strives to fulfill high academic standards.

C, **The Athlete in the Community**

In the same way, the student athlete knows that he portrays an image of Lutheran High to others outside of the school, our competitors, spectators, and others, both in his role as an athlete and as a Christian. He respects the laws of his community and would not engage in activities that bring into question his team or school, in or out of his personal season, including all vacations. The student athlete knows that if he accepts a position on a team, he has an obligation to that team and to the guidelines of these athletic policies. He also acknowledges that when violations of any section of the athletic code occurs, deliberate or inadvertent, it is the responsibility of the student athlete to make amends.

AFFILIATIONS

Lutheran High is a member of the Wisconsin Interscholastic Athletic Association (WIAA) as well as the Central Lakeshore Conference (CLC). Both constitutions and by-laws of these respective organizations must be adhered to in terms of Lutheran High athletics.

CENTRAL LAKESHORE CONFERENCE SCHOOLS

Cedar Grove/Belgium	Kohler	Random Lake
Elkhart Lake/Glenbeulah	Oostburg	Sheboygan County Christian
Howards Grove	Ozaukee	Sheboygan Lutheran

ATHLETIC ADMISSIONS

Students of Lutheran High are admitted free of charge to all athletic events (with exception to WIAA tournament events) hosted by the school. Admission fees for typical athletic events in the sports of Basketball, Football, and Volleyball hosted by Lutheran High are: Adults - \$4, Students (K-12), Lutheran High Student Alumni (College), and Senior Citizens (65+) - \$2. Children 5 and below are free. Lutheran High also provides free passes for all students within our Association.

Discounted individual sports season passes are available through the school office.

ATHLETIC OFFERINGS

GIRLS

Varsity, JV & Freshman Volleyball
Varsity & JV Cross Country
Varsity & JV Basketball
Varsity Dance Team
Varsity Track & Field
Varsity & JV Soccer
Varsity Fastpitch
Varsity Swimming

BOYS

Varsity & JV Football
Varsity & JV Soccer
Varsity & JV Cross Country
Varsity, JV, & Freshman Basketball
Varsity Track & Field
Varsity & JV Golf
Varsity & JV Baseball

ATTENDANCE AND ENROLLMENT POLICIES

- A. A student shall be ineligible for interscholastic competition if he/she reaches his/her 19th birthday before August 1 of any given school year.
- B. A student has eight consecutive semesters of potential eligibility, starting with the first semester of his 9th grade year. A fifth year senior is not eligible to participate, unless a waiver is granted by the WIAA.
- C. **Students must be in attendance by the beginning of 2nd hour in order to be eligible to compete or practice that day.** The only exceptions to this rule include:
 - 1. Absences due to dental, medical appointments (students must provide written note from the doctor or dentist).
 - 2. Funerals
 - 3. College visits (students must bring back written documentation of visit)
 - 4. Special occasions as pre-approved by the Principal.
- D. A coach/advisor will exercise prudence in allowing a student who is absent due to illness on a Friday to play over the weekend.
- E. Student athletes must reside full-time with parents in their primary residence.
- F. A student in grade 10, 11, or 12 who transfers after attending one day of school or one athletic practice at the previous school, without an accompanying change of parents' residence, is ineligible for the remainder of that school year.
- G. First-time 9th grade students will be permitted one transfer upon appropriate petition to the WIAA Board of Control if the student has attended no more than three days of practice and/or no more than three days of school.
- H. Foreign students may be granted one year of eligibility if they come to a school through a CSIET approved exchange program. These students are not eligible until the appropriate form has been submitted to the WIAA and eligibility has been granted.
- I. A student that transfers from one school to another, with a suspension due to athletic code violation(s) from the previous school, must serve that mandated suspension at the new school.
- J. The student is responsible for making up missed work and getting assignments when circumstances dictate that his/her team must leave school early.

ATHLETIC ITEMS

An athlete IS NOT eligible to practice or participate with any team UNTIL the following items have been completed and filed in the school office.

- A. Physical examination card (traditionally 9th and 11th grades) filled out by a physician or advanced practice nurse prescriber, OR an alternate year card (traditionally 10th and 12th grade years). A physical examination taken after April 1 is valid for the following two school years; a physical examination taken before April 1 is valid only for the remainder of that school year and the following school year.
- B. Emergency card signed by parent/guardian.
- C. Information is available in the school office regarding the option of purchasing sports specific accident insurance. This insurance is available if you do not have any health insurance or would like an additional option.

*Please notice that all athletes and co-curricular participants of Lutheran High are responsible for knowing and abiding by the athletic and co-curricular codes and rules as printed in this Parent/Student Handbook.

ACADEMIC ELIGIBILITY POLICY

An invitation is made to all students who meet eligibility requirements to try out for the school teams. To be eligible to participate in interscholastic competition a student must conform to the WIAA rules and regulations which are listed below.

- A. If a student is passing all his/her classes, at the end of a grading period, he/she will be considered to be eligible for co-curricular participation.
- B. A student must meet school and DPI requirements defining a full-time student and have received no more than one failing grade (including incompletes) in the most recent grade-reporting period. *A senior who has acquired all necessary credits toward graduation is not exempt from this rule.
 - 1. A student who becomes academically ineligible may regain eligibility on the 16th scheduled school day by meeting the academic standard following a period of 15 scheduled school days and nights of ineligibility.

2. A student regains eligibility immediately if incompletes are made up within two weeks after a grade-reporting period. A student may erase ineligibility status following the last grade-reporting period of the school year through summer school courses (including correspondence courses) at the same or some other school, provided the course(s) made up are equivalent to the one(s) that caused the ineligibility. Note: This section does not apply to summer baseball participants who are governed under 7b below.
3. A student may erase ineligibility status related to the last grade-reporting period through summer school courses (including correspondence courses) at the same or some other school, provided that the student successfully completes not less than the same number of courses which caused ineligibility.
4. A student who is ineligible for a minimum of 15 scheduled school days, under the provisions of this Section, may not return to competition until the school day following the 15-day ineligibility period.
5. A student who is enrolled in some courses in a university/college or technical college or some similar institution:
 - a. Must be in physical attendance (in his/her school) at least one course each day.
 - b. Must receive high school credit which meets the academic standard or have a notation made on his/her school transcript that he/she successfully met the equivalent of the academic standard between the two schools involved.
6. A student who is enrolled in any state-approved EEN program and receives no usual grades for such courses may be eligible if he/she is making satisfactory progress in his/her total school program as indicated by his/her IEP.
7. The ineligibility status described in the introduction to this Section (A) will be adjusted as follows for students in fall sports in which the date of earliest allowed competition is before the first day students are in class and for students in summer baseball:
 - a. Fall Sports – The minimum ineligibility period shall be the lesser of (1) 21 consecutive calendar days beginning with the date earliest allowed competition in a sport or (2) one-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction).
 - b. Summer Baseball – The ineligibility period shall be a minimum of three weeks (21 consecutive days) as of the end of the second semester.
8. A school because of computer printout of grades being delayed may use a prearranged date other than the last day of a grade-reporting period to determine eligibility, provided (a) all other provisions of this Section (A) are followed and (b) the procedure developed is the same for all students, all grade-reporting periods, and all sports.

ATHLETIC RULES AND INFORMATION

- A. The student athlete is responsible for all equipment and any uniform issued to him. Any equipment or uniform part lost, stolen, destroyed, or damaged through his own negligence must be paid for. Uniforms are not to be worn as everyday clothing.
- B. Students who desire to participate in more than one activity during a specific competition season must request permission to do so from the Athletic Director.
- C. Coaches may establish and enforce rules for their teams regarding grooming, suitable rest, diet, conduct, etc. No rule may be contrary to the Lutheran High Athletic Code. All rules must be disseminated in writing to both athletes and parents.
- D. When the school provides transportation, the student athlete is expected to use it both to and from the event. Permission to go home with PARENTS or other designated ADULTS will be granted only if there is a written request made by the parent directly to the responsible coach.
- E. In accord with WIAA regulations, athletes may not participate in non-school competition during the school season, in the same respective sport. This includes non-school games as well as “gimmicks” such as reduced numbers competition (3-on-3 basketball, 6 player soccer, etc.), specific skill contests (punt, pass, and kick), fun runs, etc.
- F. Amateur Status – A student may not accept any cash or merchandise awards for achievement in athletics. They may receive an award which is symbolic in nature that has no intrinsic value.
- G. All-Star Contests – Athletes with remaining eligibility may not participate in all-star contests. An all-star team is one where participants are chosen on the basis of individual accomplishment or reputation.

- H. Lettering criteria differs for each sport and will be communicated to the team by each coach. Copies of the lettering criteria for all sports can be acquired upon request.
- I. Athletic Trainer – Sheboygan Orthopedics provides the services of an athletic trainer. Students that desire to be evaluated by the trainer should sign-up in the school office before 10 a.m. the day of the trainer’s scheduled visit. Athletes may also call Sheboygan Orthopedics directly to schedule an evaluation outside of the school’s designated time. These services are provided free of charge to the students and staff of Sheboygan Area Lutheran High School.

ATHLETIC CODE VIOLATIONS – TOBACCO, ALCOHOL, AND CONTROLLED SUBSTANCES

It is our expectation that student athletes will exercise good judgment and abstain from the use of tobacco, alcohol, or any controlled substance including “look-alikes.” If it is determined that a student athlete has used tobacco and/or any illegal drug including alcohol, he/she shall be subject to the following penalties:

Any student who voluntarily turns himself in for a FIRST violation of this code shall have the penalty reduced by 50% of the original amount specified.

- A. First offense - The athlete is suspended for 25% of the number of allotted games by the WIAA of the sport in which he/she is currently participating, or for the remainder of the season should less than 25% remain. Suspension shall begin when guilt has been verified by the school. Should the athlete be currently inactive, he/she will be suspended for the first 25% of his/her next sport. Suspended spring athletes may not begin a summer sports season until the spring suspension is concluded. Before a suspended athlete can join or rejoin his/her team, a meeting with the coach, player, and the player’s parents must be held. Furthermore, in the case of alcohol or drug use, an assessment may be required for reinstatement. In the case of tobacco, a discontinuance program may be required.
- B. A second offense will result in immediate suspension for the remainder of the season in which the athlete is currently participating or the season of the next sport in which he/she anticipated participating if he/she is currently inactive. In the case of alcohol or drug use, the athlete shall undergo a mandatory assessment and shall fulfill any recommended treatment in order to participate in athletics at Lutheran High again. In the case of tobacco use, the student must complete a recognized discontinuance program or produce a letter from a physician that there is reason to believe that tobacco use has ceased before further participation at Lutheran High is permitted. Once the above requirements have been fulfilled, the athlete may return to athletic participation during his/her next athletic season.
- C. A third offense will result in permanent suspension from participation while a student at Lutheran High
- D. A fourth offense will result in permanent suspension from athletics for the student’s high school career.

GENERAL PRINCIPLES

- A. No student may perform while serving a curricular or co-curricular suspension. Practice is allowed.
- B. Violations of the athletic code are cumulative during the athlete’s career.
- C. Any suspension which results in a student missing a WIAA tournament contest, results in that athlete being ineligible for the remainder of the WIAA tournament series in that sport.
- D. All costs incurred for treatments and chemical assessments are the responsibility of the student and his parents.
- E. Assessment and treatment centers must meet the approval of the Athletic Director and Principal.
- F. All results of assessments will be kept in strictest confidence.
- G. All rules are in effect year-round - this INCLUDES SUMMER.
- H. Parents will be involved in the process as soon as any violation is verified.
- I. It is the responsibility of the student to remove himself/herself from suspicion by avoiding situations where tobacco, controlled substances (including “look-a-likes”) and alcohol are present.
- J. Neither parental nor adult attendance at a scene where violations are occurring nor parental or adult permission or encouragement to break rules is grounds for disobeying these rules.
- K. Any violation or situation that is not specifically addressed in the Parent/Student Handbook will be evaluated on an individual basis by the Athletic Director and Principal. Any ruling may be appealed through the established appeal process. Discipline may include but is not limited to community service.

APPEAL PROCESS

Should the student and/or his/her parents wish to appeal the penalty, they shall meet with the Athletic Director to set-up a meeting. The following will be present at the appeal hearing: Athletic Director, Coach (or advisor of the co-curricular activity), Principal, the athlete, and his parents. The student will not be eligible during the appeal process. Rulings on the appeal are the responsibility of the Principal. If the penalty is upheld, the student and his parents may bring their appeal to the

Executive Committee of the Board of Directors of Lutheran High at their next scheduled meeting. The Executive Committee's decision shall be final.

SHEBOYGAN LUTHERAN ATHLETIC DEPARTMENT PARENT / ATHLETE / COACH EXPECTATIONS

Parenting and coaching are extremely difficult vocations. By establishing an understanding of each other's expectations, we are better able to accept the actions of both parties and provide greater benefits to the student athlete. When a child becomes involved in an athletic program, parents and coaches have a right to understand what EXPECTATIONS are going to be placed on the athlete and on each other. This begins with clear communication from the athlete, parent, coach and the athletic department.

COMMUNICATIONS THAT PARENTS/ATHLETES SHOULD EXPECT FROM THE COACHES:

- A. The expectations the coaches have for their child and all team members.
- B. Location and time of all practices.
- C. If there are evening or weekend practices, coaches should list the starting time and length of practices.
- D. If there is more than one practice per day, list the number, time and length of practices.
- E. If there are changes in practice times, give this information to the athletes, parents, and administration in a timely fashion.
- F. Give the athlete and the parents the arrival times when returning from an away game/meet. At no time should a student be left alone in the building after practice or returning from an away game.
- G. Identify to the athlete and parent required fees, special fees, special equipment needs, game day dress, and off-season opportunities.
- H. A list of team rules that the program has established beyond the Parent/Student Handbook (example: facial hair).
- I. A list indicating the lettering requirements for your program.
- J. Coaches are expected to model good sportsmanship, use appropriate language, promote a healthy practice and game environment, and teach proper safety techniques.
- K. Coaches will have well planned practices.

EXPECTATIONS/COMMUNICATIONS COACHES SHOULD EXPECT FROM THE ATHLETE AND PARENTS

- A. Parent and athlete are to notify the coaching staff about any schedule conflicts that may occur, well in advance of the season.
- B. Parents should notify coaches about special concerns they may have regarding coaching expectations.
- C. Athletes and parents are expected to support the Parent/Student Handbook year-round and all team rules established by the coaching staff.
- D. If the athlete has a concern, the athlete needs to discuss this concern with the coach or coaching staff. Parents are expected to encourage their son/daughter to speak with the coach or coaching staff about their concerns. This follows our School's Grievance Policy.
- E. Athletes and parents are expected to support all team members and the coaching staff.
- F. Parents need to give positive support at games for their son/daughter, their son/daughter's teammates and the coaching staff.
- G. Athletes and parents are expected to exhibit good sportsmanship and use appropriate language at games and practices.
- H. All athletes are expected to have a great work ethic at practice and in games.

ATHLETIC AWARDS

All awards, including those not listed, will be the responsibility of the individual coach or program.

Freshmen Participants - Certificate of Achievement and Numerals for Letter Jacket

Sophomore Participants - Certificate of Achievement and Patch for Letter Jacket.

First Year Lettermen - Varsity Letter Certificate and Chenille Athletic Letter for Jacket.

Second and Subsequent Letters - Varsity Letter Certificate and Chenille Chevrons for Jacket.

Tri-Sport Athletes - Given to an athlete who has participated and finished in good standing in three different sports in one year during three of the four offered sport seasons.

1st year - Bronze Medal 2nd year - Silver Medal 3rd year - Gold Medal 4th year - Plaque

Captains - Medal with sport recognized on front.

Most Valuable Player / Most Improved Player - Plaque given to varsity participants for each sport offered.

Senior Award - Certificate given to each participating senior, identifying their athletic participation history.

Pacesetter Award – Plaque given to the varsity athlete, from each sport offered, who best demonstrated athletic ability in connection with exceptional Christian character on and off the playing surface.

Christian Athlete of the Year – Voted on by all coaches and selected by the Athletic Director. Given to one male and one female athlete who demonstrated excellence in the areas of: Talent, Effort, Christian Citizenship, Skill, Cooperation, Leadership, and Sportsmanship.

NON-ATHLETIC CO-CURRICULAR OFFERINGS

National Honor Society, Pep Club, Student Council, Drama, Chamber Choir, Games Club, GLOW (Service Club), Forensics, Mock Trial, Jazz Band/Sax Choir/Brass Choir, Soul Train, and Trapshooting.

CO-CURRICULAR AWARDS

(Drama, Forensics, Music)

- A. The standard Letter for extra curricular awards shall be 8" chenille "L" (green chenille on bright yellow felt). These are supplied by the school and awarded to students who have met the standards set down in each extra-curricular area.
- B. The next letter in that area and succeeding letters in any area shall be given as a chevron.
- C. During the first season of participation in an area, if the student does not earn a "letter" but successfully completes the "season," they shall receive a set of numerals signifying the year of graduation.

DAILY CLASS SCHEDULE

8:00 - 8:45	First Hour
8:49 - 9:34	Second Hour
9:38 - 9:58	CHAPEL-MEETING TIME
10:02 - 10:46	Third Hour
10:50 - 11:34	Fourth Hour
(11:34 – 11:59)	EARLY LUNCH
(12:03 - 12:48)	Fifth Hour
(11:38 - 12:23)	Fifth Hour
(12:23 - 12:48)	LATE LUNCH
12:52 - 1:36	Sixth Hour
1:40 - 2:24	Seventh Hour
2:28 - 3:12	Eighth Hour

LATE START /WEDNESDAY SCHEDULE

9:00 - 9:39	First Hour
9:43 - 10:23	Second Hour
10:27 - 11:07	Third Hour
11:11 -11:51	Fourth Hour
11:51 - 12:16	EARLY LUNCH
12:20 - 1:00	Fifth Hour
11:55 - 12:35	Fifth Hour
12:35 - 1:00	LATE LUNCH
1:04 - 1:44	Sixth Hour
1:48 - 2:28	Seventh Hour
2:32 - 3:12	Eighth Hour

Half Day Schedule

8:00 – 8:28	First Hour
8:32 – 9:00	Second Hour
9:04 – 9:32	Third Hour
9:36 – 10:04	Fourth Hour
10:08 – 10:36	Fifth Hour
10:40 – 11:08	Sixth Hour
11:12 – 11:39	Seventh Hour
11:43 – 12:10	Eighth Hour

Wed. Half Day Schedule

9:00 – 9:20	First Hour
9:24 – 9:44	Second Hour
9:48 – 10:08	Third Hour
10:12 – 10:32	Fourth Hour
10:36 – 10:56	Fifth Hour
11:00 – 11:20	Sixth Hour
11:24 – 11:44	Seventh Hour
11:48 – 12:10	Eighth Hour