



# Lutheran High School Student/Parent Handbook

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**[www.lhslv.org](http://www.lhslv.org)**

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Dear Trojans and Future Trojans,

Welcome to Lutheran High School - LaVerne!

We are a school who shares God's love for all in Jesus Christ while treating each student as a unique child of God. I am honored to be serving you in this place.

Lutheran High School - LaVerne is a Christian school in the Lutheran tradition. We hold true to the tenets of Faith alone, Grace alone, and Scripture alone as taught in God's Word and in the Lutheran Confessions which are an exposition of God's Word. Our primary objective is the clear proclamation of the Gospel message and equipping our students for service in God's Kingdom.

It is my prayer that you experience God's love through our devoted Faculty and Staff who are here to serve you. This handbook was written to help you and your student understand school policies and procedures. Education is most effective when a solid partnership exists between parents and school professionals. May God bless your school year.

In Christ,

**D. Crites**

Mr. Donald Crites

Executive Director

Lutheran High School - LaVerne

## **MISSION STATEMENT**

Lutheran High School belongs to Christ and is dedicated to impacting lives forever by providing a...

### **Quality Education and Meaningful Ministry**

## **NONDISCRIMINATION STATEMENT**

Lutheran High School admits students of any race, color, national 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 based on race, color, national or ethnic origin in the administration of its educational policies, applications for admission, scholarship and loan programs, and athletic and extracurricular programs. This policy in no way limits or restricts the established policy of Lutheran High School of limiting admission or giving preference to an applicant.

## **ACCREDITATION**

Lutheran High School received a 6-year accreditation through 2020; the longest length of accreditation able to be awarded by the Western Association of Schools and Colleges (WASC). We are part of the educational system of the Lutheran Church, Missouri Synod, which includes pre-schools, elementary schools, high schools, colleges, universities, and seminaries. We are also accredited by the National Lutheran School Accreditation (NLSA).

## **THE PRAYER OF LHS**

The prayer of Lutheran High School is that our students' "love may abound more and more in the knowledge and depth of insight, so that they may be able to discern what is best and may be pure and blameless until the day of Christ, filled with righteous fruit that comes through Jesus Christ – to the glory and praise of God."

*Philippians 1:9-10*

## **LUTHERAN HIGH SCHOOL EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLR'S)**

Graduates of Lutheran High School - LaVerne are prepared to be disciples of Christ who:

### **Demonstrate their Faith by:**

1. Glorifying God by sharing His love in word and deed.
2. Discerning the meaning of Scripture and applying it to their lives.
3. Sharing the Gospel message of Salvation through Christ crucified.

### **Demonstrate productive, Christian Citizenship by:**

1. Practicing self-discipline and Christian ethics in their social and professional environments.
2. Serving the needs of others through active participation in their communities.
3. Expressing an attitude of positive conflict resolution.
4. Exhibiting civic responsibility and global awareness.
5. Showing integrity.

### **Demonstrate good Stewardship of God's gifts by:**

1. Sharing all that has been given to them, both spiritually and materially.
2. Respecting and caring for all things which God has created.
3. Using academic, artistic and creative expression, and athletic abilities productively.
4. Displaying economic and financial literacy and responsibility.

### **Demonstrate Preparedness for a productive life and career by:**

1. Acquiring and applying knowledge, skills, and concepts from a wide range of areas to real life situations.
2. Evaluating and using various information sources, including those of a technical nature, to accomplish specific tasks.
3. Developing problem solving skills which allow them to evaluate problems from multiple perspectives, and identifying appropriate, rational solutions to address these problems.
4. Employing self-direction, accountability, and adaptability in setting and managing goals.
5. Articulating and communicating ideas effectively using oral, written, and non-verbal communication skills in a variety of contexts.

## **SCHOOL SCHEDULE**

The school day begins at 8:00am Monday through Friday. If students are involved in sports, each Coach/Advisor will communicate practice times. Students whose class day is over **are expected to leave campus immediately** unless they have permission to remain on campus from a member of the Faculty or Administration.

The weekly schedule is as follows:

| <u>Red/Blue M, T, R, F</u> |             | <u>Red/Blue W</u> |                   |
|----------------------------|-------------|-------------------|-------------------|
| Block 0                    | 7:00-7:50   | Block 0           | 7:00-7:50         |
| Block 1/5                  | 8:00-9:15   | Block 1/5         | 8:00-9:15         |
| Break                      | 9:15-9:25   | SSR               | 9:20-9:40         |
| Block 2/6                  | 9:30-10:45  | <b>Chapel</b>     | <b>9:40-10:20</b> |
| Block 3/7                  | 10:50-12:05 | Break             | 10:20-10:30       |
| Lunch                      | 12:05-12:45 | Block 2/6         | 10:35-11:50       |
| Block 4/ 8                 | 12:50-2:05  | Lunch             | 11:50-12:30       |
| SSR                        | 2:10 -2:30  | Block 3/7         | 12:35-1:50        |
| Acad. Lab                  | 2:30-3:10   | Block 4/8         | 1:55-3:10         |

**Red Days = Blocks 1-4**

**Blue Days = Blocks 5-8**

**White Day – All Classes**

|         |               |
|---------|---------------|
| Block 1 | 8:00-8:42     |
| Block 2 | 8:47-9:27     |
| Break   | 9:29-9:39     |
| Block 3 | 9:44-10:26    |
| Block 4 | 10:31-11:13   |
| Block 5 | 11:18 – 12:00 |
| Lunch   | 12:00 – 12:40 |
| Block 6 | 12:45 – 1:27  |
| Break   | 1:27-1:36     |
| Block 7 | 1:41 – 2:23   |
| Block 8 | 2:28 – 3:10   |



## FACULTY/STAFF

|                                  |                                    |
|----------------------------------|------------------------------------|
| Señora Olga Arenas, B.A.         | Spanish                            |
| Mr. William Clague, M.A.         | English, Drama                     |
| Mr. Donald Crites, B.A.          | Executive Director                 |
| Mrs. Tracy Crites, M.A.          | Art, Graphic Design, Yearbook      |
| Master Chief Eduardo David, A.A. | NJROTC                             |
| Mrs. Maran Gorgeos B.A.          | Computer Science                   |
| Mr. Max Harsha                   | Operations Manager                 |
| Ms. Natalie Howard, B.S.         | Mathematics                        |
| Mrs. Kimberly Heinemann, M.A.    | Theology, Mathematics, Social Sci. |
| Mr. Joel Held, M.A.              | Music, Social Science              |
| Reverend Tom King, M.Div.        | Campus Chaplain, Theology          |
| Mr. Joshua Kinnick, B.S.         | Mathematics                        |
| Mrs. Regina Lovett               | Assistant Athletic Director        |
| Mr. H. Wayne Lovett              | Athletic Director                  |
| Mrs. Heidi MacPherson B.A.       | Academic Counselor                 |
| Ms. Rebeca Olmos B.A.            | Life Sciences, Psych., Soc.        |
| Ms. Katie Pichotta, B.A.         | English, Yearbook                  |
| Dr. Thomas Quinn, PhD.           | Chemistry / Physics                |

### THE LUTHERAN HIGH SCHOOL HONOR CODE

Lutheran High School is relentlessly committed to Christian character development of each student enrolled. An essential value that is at the heart of a strong Christian character is honesty. Each member of the Lutheran High School family is asked to assume responsibility for refraining from dishonorable conduct. An honor offense is defined as an intentional act of lying, cheating, stealing, sexual immorality, and substance abuse. All students will commit to faithfully abide by this system of honor and will subject themselves to negative consequences when they choose to surrender their honor.

To achieve the mission of Lutheran High School, certain basic relationships must exist among students, faculty, and staff and certain expectations must be met. Therefore, the following Honor Code based on Romans 12:15-18 serves as those expectations for relationships among all those involved in the Lutheran High School community. These standards will be used to consider each student for continued enrollment:

#### A Lutheran High School Trojan . . .

1. **HONORS GOD** in prayer, chapel, devotions, daily conversations and actions.
2. **HONORS SELF** by being faithful, loving, cooperative, and demonstrates this by:
  - a. Completing tasks on time.
  - b. Being responsible for own work.
  - c. Being faithful in the tasks of teaching (appropriate, challenging) and learning (in class, on task).
  - d. Requesting help and assistance as needed.
  - e. Choosing language that is appropriate.

- f. Choosing actions which are appropriate.
3. **HONORS OTHERS** by caring, helping, supporting, and demonstrates this by:
    - a. Honoring students as unique gifts of God;
    - b. Respecting teachers as God's leaders.
    - c. Arriving to class on time, being courteous and attentive, not disruptive.
    - d. Respecting school and others' property as precious gifts of God; reporting theft or misuse.
    - e. Valuing others by building them up with positive words, without put-downs!
    - f. Serving and supporting others with words of encouragement and acts of love.
    - g. Seeking to love and respect others in choice of words, tone, and body language.
    - h. Seeking to be fair and objective, showing no favoritism.
    - i. Accepting and cherishing educational, racial, economic, and cultural diversity.
    - j. Seeking help, reconciliation, peace, and forgiveness when problems occur.

Overall, I aim to be a person of honor, who values integrity, respect, and service as a redeemed child of Jesus Christ.

### **ENROLLMENT ELIGIBILITY FOR INCOMING FRESHMEN AND TRANSFER STUDENTS**

*It is a privilege to attend Lutheran High School and all students must recognize this fact.*

All incoming freshmen must account for the following:

- Submit an application.
- Show proof of successful completion of eighth grade graduation.
- Provide an official report card from former school.
- Present standardized test scores.
- Provide full attendance and disciplinary records or file.
- No expulsions or be associated with expulsion hearings.
- Have a minimum 2.0 grade point average on a 4.0 scale.
- Have an Administrative interview.
- Completed recommendation forms.
- Immunization records.

All transfer students who wish to be accepted must account for the following:

- Submit an application.
- Provide an official transcript from former school.
- Present standardized test scores.
- Provide full attendance and disciplinary records file.
- No expulsions or expulsion hearings from former schools.
- Have and maintain a minimum 2.0 grade point average on a 4.0 scale.
- An Administrative interview.
- Completed recommendation forms.
- Immunization records.

Students who do not comply with the preceding criteria may be conditionally accepted to Lutheran High School.

### **WHEN PROBLEMS OR CONFLICTS OCCUR**

Because we have all fallen short of God's expectations, sins and problems will occur in our community. When committed or omitted words or actions harm a relationship and cause offense for a person reconciliation needs to occur to bring healing to the relationship and that person. All in our community (students, teachers, staff members, administrators, parents and board members) need to follow the Lord's process of reconciliation as outlined in Matthew 18.

When a member of our community offends another member of our community, the offended party should:

**FIRST:** communicate the concern with the person seen as the offender in the spirit of reconciliation and humility.

If no satisfactory results occur, then he/she must . . .

**SECOND:** take a helper with him/her to communicate the concern with the perceived offender.

If no satisfactory results occur, then he/she must . . .

**THIRD:** communicate the concern with the perceived offender and a community authority.

If no satisfactory results occur, then he/she must . . .

**FOURTH:** agree to dissolve the relationship as amicably as possible, giving the benefit of doubt to one another in Christian love, and commending each other (and our relationship) to God.

Our Lord gave us this process for our good and the good of the community. If an offended person does not confront the offender in a spirit of reconciliation, bitterness and resentment will often grow in the heart of the offended and the problem worsens.

We expect offenders in our community to be ready and willing to repent when their wrong is pointed out to them in a gentle, caring manner. We expect the offended in our community to be ready and willing to forgive repentant offenders as God has forgiven us. Nothing is more important in a Christian community.

### **STEWARDSHIP**

The Lutheran High School campus, buildings, equipment, books and resources are precious gifts of God for all in our community to use as a part of our educational ministry. These gifts are often a result of generous donations of those who support Lutheran High School. It is the responsibility of all members of this community to use these gifts effectively and to take care of them in an appropriate manner. This includes helping to keep our campus litter free by using trashcans, picking up trash that may be present, not abusing or defacing buildings, equipment, books, and resources and encouraging others to be good stewards.

### **SUPERVISION**

Supervision is provided from **7:00 a.m.** until **4:00 p.m.** each day. **Students who are not involved in supervised after school activities must leave campus.** However, the building remains open for afternoon and evening school sponsored activities as scheduled.

Parents are expected to determine daily transportation arrangements as well as arrival and departure times for their children. Apart from supervised school activities, Lutheran High School provides no supervision after 4:00pm. **Students not involved in school sanctioned activities must depart from the campus at 4:00pm.**

Students that begin their school day later should enter the campus quietly and with respect to the instruction that is taking place. Students who end their day early must quietly depart from the campus.

### **STUDENT SERVICES AND GUIDANCE**

Lutheran High School seeks to provide quality student services and guidance for all students in academic planning, college and career planning, testing, study skills, personal and spiritual development. In a general way, students should feel comfortable in approaching any staff member for guidance. However, many specific services are available through the Academic Counselor.

### **ACADEMIC PLANNING**

The Academic Counselor works to provide information, guidance, and direction for each student as they plan their academic program. This includes graduation requirements, course selection, schedule changes, monitoring scholastic performance, and maintenance of academic records. Questions or needs in this area should be directed to the Academic Counselor.

### **COLLEGE AND CAREER PLANNING**

Information, guidance and direction are available from the Academic Counselor to assist students and their parents in planning for post-secondary educational and career opportunities appropriate to their talents and abilities. All students will be informed of college visitation days, college nights and fairs and meetings with college representatives on our campus. Information on scholarships that are available will also be shared on a regular basis. There will be student/parent college information meetings for both juniors and seniors and the Academic Counselor will also meet with each student individually. Questions or needs in this area must be directed to the Academic Counselor.

### **TESTING**

1. The Preliminary Scholastic Aptitude Test (PSAT) is administered in October and mandatory for all freshmen, sophomores and juniors.
2. Information and registration packets for the Scholastic Aptitude Tests (SAT), and the American College Test (ACT) are available in the Academic Counselors office or on-line.
3. The Academic Counselor, or designee, administers Advanced Placement Tests (AP) in the spring.

## ACADEMIC INFORMATION

Lutheran High School offers a challenging academic program aimed at the spiritual and academic needs of all its students. Planning of a student's high school program requires that he/she consider abilities, talents, interests, goals, and post high school plans. Students must also consider Lutheran High School's graduation requirements and the entrance requirements of the college or university they may want to attend. Students will be provided academic guidance as they develop their plan. Lutheran High School provides several honors classes. College level credits may be accepted at Lutheran High School at the discretion of the Academic Counselor.

## REQUIREMENTS FOR GRADUATION

|                         |                                                                                                    |
|-------------------------|----------------------------------------------------------------------------------------------------|
| Theology:               | 5: Units per semester while in attendance at LHS                                                   |
| English:                | 40: At least one course each year                                                                  |
| Social Science:         | 30: World History or Geography, U.S. History, Government (Semester), Economics (Semester)          |
| Math:                   | 30: 3 years, through Algebra II                                                                    |
| Science:                | 30: Including two Lab Sciences                                                                     |
| Foreign Language:       | 20: In the same language                                                                           |
| Visual/Performing Arts: | 10: 1 year                                                                                         |
| Practical Arts:         | 10: 1 year                                                                                         |
| Physical Education:     | 20: 2 years                                                                                        |
| Naval Science:          | Naval Science counts as PE credit                                                                  |
| Electives:              | 50: A student may take more than 50, at least 30 being college prep or core classes.               |
| Senior Project:         | 10: Approved and successfully completed project                                                    |
| <b>Total:</b>           | <b>250:</b> <i>Total does not include Theology requirements of 1 course per semester enrolled.</i> |

It is the responsibility of all students to develop their course of study to meet their needs with the help of the Academic Counselor, parents, and faculty members. It is important to keep in mind the requirements of colleges and universities a student may attend. A course description for each class offered at Lutheran High School is available in the Curriculum Handbook on RenWeb.

Students receive guidance concerning the course credits and requirements they have left to achieve. Seniors who have met all requirements will participate in the commencement ceremony and receive their diploma. Seniors who are more than five credits short (including Senior Project) may not participate in the commencement ceremony. Those who are short must make up the credits before they will receive a diploma. For a student to graduate early they must meet the following requirements: A 3.5 or higher GPA, in addition they must have taken the SAT, and have approval by the Administration. Early graduation is considered on an individual basis.

## **OTHER BASIC INFORMATION**

1. Credit is awarded at the rate of five (5) units for each successfully completed semester for most classes. There are some exceptions such as Teacher Assistants or ASB.
2. Fine Arts, Practical Arts, and Physical Education may be repeated for credit with the approval of the instructor and Academic Counselor.
3. When an academic course is repeated to improve a student's grade, credit is awarded only once for the highest grade. The other course will be identified as an audit (AU).

## **STUDENT LOAD**

The school day consists of 4 block class periods, a morning nutrition break, Academic Lab, and a lunch period. Assignments as a teacher/office aid is not automatic and must be approved by the Administration.

## **SCHEDULE CHANGES**

The Academic Counselor must approve all scheduling changes, and the changes must be made before the end of the second week of the first semester.

## **GRADING**

Course Grades: A course grade is a professional judgment by an instructor of a student's achievement and progress toward course objectives. The following scale is used to determine course grades:

|                         |                                     |
|-------------------------|-------------------------------------|
| <b>A</b> = 90% to 100%  | Excellent performance               |
| <b>B</b> = 80% to 89%   | Good performance (above average)    |
| <b>C</b> = 70% to 79%   | Satisfactory performance            |
| <b>D</b> = 60% to 69%   | Passing performance (below average) |
| <b>F</b> = 59% or lower | Failure (unacceptable performance)  |

**CR** = A grade of CR (Credit Received) may be used in special situations where traditional grades are applicable for ASB & T/A teacher assistants and indicates that a student has demonstrated satisfactory performance and receives credit.

**NC** = A grade of NC (No Credit Received) may be used in special situations where traditional grades are applicable and indicates that a student has not demonstrated satisfactory performance and does not receive credit.

**I** = A grade of I (Incomplete) may be given when compulsory work is not turned in or a test is not taken due to circumstances beyond the student's control. This work or test must be completed within a specific period (generally not to exceed two weeks) to remove the Incomplete. Failure to complete the work or test results in the class will cause the Incomplete to be converted to the deserved grade without credit for the missed work.

**WP** = Withdraw/Pass. A grade of WP is awarded when a teacher and the Academic Counselor agree to allow a student who is passing to withdraw from a

course after the beginning-of-semester time limit (two weeks), and before the end of the quarter. No credit is given for the course.

**WF** = Withdraw/Fail. A grade of WF is given if a student who is failing a course can withdraw from it after the beginning-of-semester time limit (two weeks). No credit is given for the course.

**AU** = Audit. Students wishing to audit classes will participate in the classes and will not receive curricular credit or a grade. Students auditing classes wish only to reinforce information without receiving credit.

Citizenship Grades: In addition to course grades, citizenship grades are given based on classroom behavior, overall deportment and personal contribution to the Lutheran High School community. The following grades are used:

- E** = Excellent behavior and exemplary contribution to the community
- S** = Good behavior and/or some community contribution
- N** = Poor behavior and/or community contribution
- U** = Unacceptable behavior and/or negative effect on the community

Reporting Periods: Grades are given and student progress reported to both students and parents at the following times:

Student Progress - Parents and students are encouraged to review grades throughout the year using the RenWeb System. All teachers will have grades updated each Monday by 4:00pm so parents and students can monitor academic progress via the Ren Web system. Teachers will have assignments posted on RenWeb by 8:00am on Monday's. Ultimately, students, rather than parents, teachers, or counselors are responsible for monitoring their individual performance. Whenever there is a question about a grade the student or parent should contact the teacher directly. We encourage parents to contact teachers as often as necessary when you feel they can be of service to you. All teachers have a voicemail where a message may be left and an e-mail address available through your RenWeb account website.

Quarter reports will be available on RenWeb at the midpoint of each semester. Parents are expected to use the RenWeb system to view their child's grades. Each quarter grade counts 40% of the semester grade.

Semester reports will be available on RenWeb at the end of each semester, and parents are encouraged to view them that way. The semester grade is determined by counting each quarter as 40% of the grade and the final exam as 20% of the grade. Exceptions to this practice are noted in those course outlines given to students at the beginning of each year. The semester grades are the only grades recorded on the student's transcript and are

used as the basis for the cumulative GPA (grade point average), honor rolls, and class rank, including valedictorian and salutatorian.

### **GRADE CHANGES, CORRECTIONS, AND/OR APPEALS**

Any questions concerning the accuracy of a given grade should be directed to the teacher or the Academic Counselor within two weeks after the report is available. These two individuals will confer and communicate results to those concerned. Grade changes will only be made when both the teacher and the Academic Counselor are convinced that an error in calculation, weighting, or recording has been made. Extra and/or make up work may not be done to improve a grade after the close of the grading period. The Executive Director has final authority in these matters.

#### Additional Items Related To Grading:

1. Comprehensive semester exams will be given in all classes except performance classes. In these classes, the administration of a final exam is left to the discretion of the teacher.
2. Students, who copy, plagiarize or cheat in any manner on an assignment, quiz, test or project will receive no credit and are subject to further disciplinary action.
3. Parents / Guardians will be contacted if a student's grade falls below 70%. This contact will be made via phone with a follow up e-mail. Parents / Guardians are strongly encouraged to discuss their students' performance either via phone or by scheduling an appointment to meet in person.

### **GRADE POINT AVERAGE**

The GPA is calculated with the following formula: Quality points multiplied by the number of units attempted divided by the number of units successfully completed. Quality points are awarded as follows:

|   | Regular Classes | Honor Classes/A.P./College |
|---|-----------------|----------------------------|
| A | 4               | 5                          |
| B | 3               | 4                          |
| C | 2               | 3                          |
| D | 1               | 2                          |
| F | 0               | 0                          |

ASB and teacher assistant classes are not included in calculating the GPA. Grades from high school classes taken in grades 7 or 8 may count in the GPA but do not count toward graduation requirements.

### **CLASS RANK**

The class rank is determined based on each student's cumulative GPA and indicates each student's rank in his/her class. Course rigor is used as a determinant if students tie for a class rank based on GPA.



## HONOR ROLLS

Each semester those students with a GPA within the following guidelines will be placed on the appropriate honor rolls and will receive certificates for their achievement:

- Executive Director's Honor Roll: 4.0 or higher
- Academic Counselor's Honor Roll: 3.80-3.99
- Honor Roll: 3.65-3.79

## POLICY TO PARTICIPATE IN GRADUATION EXERCISES

1. Complete 250 credits of accredited coursework plus theology course work.
2. Have no grades of "F" on required course work without making up the credits.
3. Have a cumulative academic GPA of 2.0 or better.
4. Be in good standing with discipline and citizenship.
5. Have no outstanding financial obligations with the Business Office.
6. Have completed a minimum of 24 hours of Service to Society in 9<sup>th</sup>, 10<sup>th</sup>, & 11<sup>th</sup> grades if enrolled at Lutheran High School.
7. Have completed and passed their Senior Project/Panel by scheduled due date.
8. Pay the graduation fee per student.
9. Purchase/acquire a cap and gown.
10. Attend the Baccalaureate service the evening before graduation.
11. Be in formal (church) attire: women (dresses, skirts, blouses, dress sandals or shoes) men (dress shirts, a tie, dress pants and dress shoes).
12. May not be more than 5 credits short of the total credits required for graduation.

## ACADEMIC CONTRACTS/PROBATION

Academic Contracts / Performance Improvement Plans: Academic contracts are written agreements between student, teacher, parents and/or administrators aimed at helping students to improve in each course or courses. Its purpose is to specify what needs to be done to improve academic performance.

Academic Probation: When a student's semester GPA or cumulative GPA is below a 2.0 or he/she has any "F" for a given semester, he/she is placed on academic probation for the following semester. Students are expected to attain a minimum GPA of 2.0 and have no F or NC during their probationary semester. Students who fail to meet those standards are subject to disenrollment. Students will be required to complete a weekly progress report and submit it to the Academic Counselor.

## ADDITIONAL ACADEMIC INFORMATION

Eligibility: To be eligible for school sponsored, co-curricular, and extra-curricular activities, a student must maintain a GPA of 2.00 with no F's and no citizenship grades of U on their report card (this includes Academic Lab and Senior Project) for the previous quarter. If a student does not maintain a GPA of 2.00 or receives an F on a report card (this includes Academic Lab and Senior Project) he/she will be ineligible for the next quarter. The Executive Director has the final decision on eligibility.

Independent Study Courses/ Online Courses: There will be a \$25.00 administrative fee for the proctoring of each exam paid to Lutheran High School.

California Scholarship Federation (CSF): Lutheran High School sponsors the #947 Chapter of the CSF. The purpose of CSF is to foster high standards of scholarship on the part of high school students in the state of California. Students who qualify for membership may apply in the academic counselor's office at the end of each semester beginning with the first semester of the tenth grade. Life membership is for those students who have earned four semesters of membership during grades ten, eleven and twelve, with one of those memberships earned in the senior year. Life members have a special CSF seal on their transcript and are eligible for special scholarships at many schools. Membership is by application only and is neither automatic nor compulsory. The required fee must accompany each application.

National Honor Society (NHS): Lutheran High School is charter member #141260 of the National Honor Society. Membership is based on accomplishments in the areas of scholarship, character, leadership and service. Tenth through twelfth grade students may apply for membership during the second semester of the year according to deadlines.

### **ADVANCED PLACEMENT (A.P.) / HONORS**

Eligibility: To be eligible for an Advanced Placement or Honors Course, a student must maintain a GPA of 3.00 with an A or B the prior semester in the same subject area as the advanced course. A student who does not meet the above requirements may petition the Executive Director. Freshmen will be considered for honors courses based on in-coming placement test scores and 8<sup>th</sup> grade coursework.

Add/Drop, Removal: If a student desires to add or drop an A.P. or Honors Course, this must be completed within the first two weeks of the semester. If a student's semester grade in an A.P. or Honors Course is a D or F at the end of any given semester, he/she may be removed from the advanced course and placed in the regular corresponding course section for the following semester.

#### A.P. Credit Make-up:

1. Credit from Lutheran High School: If a student has a D or F in an A.P. Course, a regular corresponding course would replace the credits lost for the failing grade in the A.P. Course. This will allow the student to graduate from LHS with the correct number of credits.
2. At most four-year universities, if the student does not replace the failing A.P. Course with a passing A.P. Course grade, the F will still be calculated into their GPA. However, four year universities do have the freedom to handle F's and/or GPA calculations according to their own policies. Therefore, the student and parent(s) need to check with the universities that the student is considering and decide based on the information they provide.

### **MISSING FINAL EXAMS**

Students are to take final exams at the regularly scheduled times. If a student should miss a scheduled semester exam without an excused absence they will receive a 0% for that exam. The

only way for an absence to be excused is with a written request from the parents / guardians of the student which has been approved by the Executive Director.

If for some reason a student must miss a semester exam due to a preplanned event, the parent / guardian must supply a written request, before the scheduled exam time, to reschedule the exam to the Executive Director. Faculty members or other Administrators may not reschedule final exams without the written approval of the Executive Director.

### **SENIOR PROJECT**

The Senior Project at Lutheran High School is a portfolio based project that provides students with opportunities to examine their skills and abilities, as well as articulate their plans for the future. The project actively promotes college readiness by asking students to fill out college applications, apply for scholarships, and complete a resume. It also promotes career readiness by asking students to find and shadow a mentor in a career field they want to pursue. This will give the student the opportunity to develop meaningful relationships with professionals in their chosen field of study.

The Senior Project also serves to give students the opportunity to demonstrate their understanding, as it relates to Lutheran High School's School-Wide Expected Learning Results (ESLRs). These ESLRs are four characteristics the school has committed to developing in students during their time at Lutheran High School. These characteristics are; faith, stewardship, citizenship, and productive life and career skills. Portions of the senior project touch on each of these characteristics.

Students will not be allowed to participate in extracurricular, co-curricular, or school sponsored events/activities if the Senior Project due dates are not being met. The Senior Project Lab will be a part of GPA calculations and therefore subject to all Parent/Student Handbook eligibility requirements.

All students must successfully pass and complete all phases of the Senior Project Lab Class and must successfully complete the project portfolio binder by the final due date to be eligible to participate in senior project panel presentations. If at any time a student is not current on their project, he/she will be ineligible to participate in extra-curricular activities.

If the student fails to successfully complete all phases of the Senior Project Lab Class and/or does not successfully complete the project portfolio binder by the final due date, he/she will not be eligible to present at Senior panels. If a student is not eligible to present at Senior Panels, he/she will not be eligible to participate in graduation activities, including but not limited to, Grad Night, Baccalaureate, and the Commencement Ceremony.

A student who is not eligible to participate in graduation activities will be required to successfully complete all phases of the Senior Project Lab Class and successfully complete the project portfolio binder before being eligible to present to a panel of judges the week following graduation. Students must successfully pass the senior project before they receive their diploma.

## **STUDENT SERVICE REQUIREMENTS**

As an exercise in servanthood, students will be involved in 24 hours per year of service projects as a part of their theology class grade. The 24 service hours are calculated into the student's grade and are worth 10% of the overall Theology grade. The 6 hour per quarter requirements must be completed on time. A minimum of 6 hours must be completed by the end of the first quarter, 12 by the end of the first semester, 18 by the end of the third quarter, and 24 by the end of the second semester. Students may begin their hours for the next year as soon as the current year ends.

### **TRANSFER CREDITS/SUMMER SCHOOL/CORRESPONDENCE CLASSES**

1. All credits in courses required for graduation should be taken at Lutheran High School.
2. LHS will accept accredited transfer credits for required courses from schools in which the courses were taken during the regular academic year.
3. The Academic Counselor must give approval for any summer school or correspondence credits that are to count toward graduation requirements.

### **ATTENDANCE**

1. When a student is absent, parents or legal guardians are expected to call the school office before the first class of the day to report the absence.
2. If parents know ahead of time that a student will have an unavoidable absence they should send a note to the office or call the attendance voicemail. If the unavoidable absence is for more than two days, the student must make arrangements for homework ahead of time. Students who are leaving school during the school day must check out through the office.
3. Students who arrive to school more than 10 minutes late to their first block of the school day must report to the office.
4. A student must be in attendance at least two blocks (excluding Academic Lab) of the day to participate in co-curricular or extra-curricular activities or contests. A student may appeal to the Executive Director for an exemption for extenuating circumstances.
5. A student is truant when he/she misses class without school or parental permission and will be subject to disciplinary action such as detention or suspension. The local authorities may be contacted.
6. A student with missing or late class work due to a truancy will receive an "F" grade (up to 50%) for any participation activity or work collected or graded that day including tests, quizzes, and/or projects.
7. Students are responsible for getting assignments, making up missed work, and scheduling make up tests when they are absent from class. They will be expected to turn in assignments or take tests that had been assigned prior to their absence. For all assignments given while they are absent, they have an equal number of class days as they were absent to make up the work or tests.
8. Students who miss classes due to a school sponsored activity such as a field trip or extra-curricular activity are responsible for turning in assignments that are due that day,

rescheduling quizzes or tests, and getting assignments for the next day **before** they leave for the activity. Failure to do so may result in academic penalty for those classes.

9. Excused Absences – An excused absence is still recorded on the student’s attendance report. “Excused” means that the school is aware of the reason for the absence. The student was not truant. Student absences from school for the following reasons will be considered excused absences with a parent phone call or note:
  - Student illness
  - Medical and dental appointments (a physician’s note is required upon returning to school)
  - Bereavement
  - Court appearances
  - Mentoring for Senior Project
  - Approved college visits (appointment necessary)
  - Lutheran High School athletics
  - Lutheran High School activities
  - Teacher sponsored activities (fieldtrips, chapels, music, etc.)
  - Other causes ruled acceptable by the Executive Director
  - Students will be able to receive full credit for work submitted in a timely manner as directed by the individual teachers for excused absences
10. All notifications for attendance will be communicated through the school office.
11. Disciplinary Absence – A disciplinary absence includes: suspension, in the office due to behavioral issues (dress code, rapid exit from class, etc.) The teacher of any class from which the student is absent for disciplinary reasons may require the student to complete any assignments, quizzes, and tests he/she missed during the absence. Students may receive up to 50% credit for all missing assignments, test, quizzes, and projects completed or due on that day.

### **DAILY ATTENDANCE**

Daily attendance is essential for success at school. Class sessions are planned with the assumption that each student is present each day. In most cases an absence creates a burden for both the student and teacher. Therefore, students should make every effort possible to be in class. Families should make every effort possible to avoid vacations and appointments during school time.

### **EXCESSIVE ABSENCES**

Students are expected to attend all scheduled classes. The school will record a reason for every absence. If a note or parent phone call is not received in the office by the second day the student has returned, the absence will be identified as unexcused. When a student misses more than 10 blocks in any class per semester for any reason (excused or unexcused), he/she may lose credit for that class. The student has the right to appeal that decision to the Executive Director. Absences resulting from participation in school related activities do not apply and will not be counted.

Loss of credit can be avoided by:

1. Scheduling vacations and appointments when school is not in session.

2. Consulting with the Academic Counselor when making difficult decisions about absences that may affect the student's credit.
3. Making sure a note of explanation is given to the office on the day the student has returned for each absence.

### **PUNCTUALITY/TARDINESS**

To maintain a proper atmosphere for learning Lutheran High School stresses punctuality for both students and staff members. Arriving to class on time is not only important for the learning process but also shows respect and courteousness to the Teacher and fellow students. Teachers and students are expected to be in the classroom and ready for class when the bell rings. The Executive Director will hold Teachers accountable for punctuality and Teachers will hold students accountable according to the following guidelines:

1. Students will be considered tardy if they are not in the classroom when the tardy bell rings. The teacher may inform the student when he/she is counted tardy.
2. Students who are detained by another teacher are expected to bring a note from that teacher.
3. To aid students in developing good habits, the following process will be used to deal with excessive tardiness:
  - a. At the time of the **seventh through ... tardy** of the quarter a \$10.00 fee will be assigned for each tardy received.
  - b. Further consequences may include a suspension.

Other information regarding punctuality and tardiness:

1. A student who is less than 10 minutes late for their first block of the day should go directly to his/her class.
2. The first **six tardy** events (without consequences) are for unavoidable reasons such as traffic problems, etc.
3. There will be a tardy policy for individual classes. These will be found in the course syllabi.
4. Tardiness can be avoided by:
  - a. Allowing sufficient travel time.
  - b. Going directly to class without loitering or talking to friends.
  - c. Planning your day to avoid unexpected problems.

## ATHLETICS / EXTRA-CURRICULAR

Lutheran High School competes in the following sports provided there is enough student participation to field a team:

| <u>MEN</u> | <u>WOMEN</u> |
|------------|--------------|
| Football   | Volleyball   |
| Basketball | Basketball   |
| Wrestling  | Cheerleading |
| Baseball   | Softball     |

Students need to meet all Lutheran High School eligibility requirements listed in Parent/Student Handbook and meet all CIF requirements. All students wanting to participate must review and acknowledge, with signature, the following before they may practice with a team or play in a game. The Code of Ethics, Athletic Handbook acknowledgement page, Honor Code, and have a current physical on file in the office. Participation in sports can be counted towards P.E requirements.

### DANCES

Student dances are an acceptable part of the co-curricular activities at Lutheran High School and are a wholesome activity if properly conducted.

### GUIDELINES

1. These are evening affairs normally starting at 8:00 pm or earlier and concluding by 11:00 pm. Dance times will be clearly posted in advance for all students to adhere to. Special extensions of time may be granted by the administration. No admission is granted one half hour after the start time of any dance without prior arrangements with the Executive Director or designated staff / faculty member.
2. Lutheran High School students currently enrolled may be admitted with their student identification card, ticket, and a signed dance agreement turned into the office 24 hours prior to dance. Non-Lutheran High School students must submit a completed guest permit and include a copy of a photo school ID or driver's license. Guest permits can be obtained from the school office and must be returned to the office 24 hours before the dance or activity. A limit of one guest per Lutheran High School student will be upheld. **Guests younger than 9th grade or older than 1 year removed from high school will not be permitted to attend a dance.** Students who wish to petition the Administration for an exemption may do so in writing. The decision made by the Administration will be final.
3. Tickets are to be purchased on campus prior to the event; however, exceptions may be made for casual dances. Tickets are non-refundable but can be transferred to another student 24 hours prior to the dance with Administration approval.
4. Appropriate dress and appearance is expected. Dress is semiformal at special dances such as Homecoming, Winter Formal and Prom. Semiformal means that spaghetti straps or strapless dresses are OK as long as dress is "tasteful" which means no more than a credit card above the knee, too tight, too low, or too revealing. "Club style" dresses are not appropriate at any dance. The staff / faculty reserves the right to determine what is

appropriate and will not permit entry to the dance if deemed inappropriate. When Lutheran High School has a theme dance the appropriate theme wear is expected but students are expected to continue the practice of Christian modesty and dress length and styles must be within the dress guidelines.

5. No inappropriate or sexually explicit dancing will be tolerated. Dance chaperones who are uncomfortable with repeated dance moves that are sexual and inappropriate will warn dancers. If dance behavior continues students will be asked to leave the dance floor and counseled. If inappropriate dance then continues students will be removed from the dance event, parents contacted, and students sent home.
6. All regular school guidelines for behavior shall apply. Parents will be notified immediately should a student refuse to follow established behavior standards. Students may be sent home or parents may be requested to come and get the student from the activity if the circumstances warrant such action.
7. There is no loitering in the immediate vicinity of the parking lot adjoining the dance areas and there is to be no re-admission after leaving.
8. Students are expected to stay for the entire duration of the dance. Lutheran High School is not responsible for students once they have left the event.
9. Students will not be allowed to leave early from a dance without prior written permission from a parent prior to the event.
10. All tobacco, alcohol, and other drug policies will be in effect for dances and all extra and co-curricular activities.
11. Where there is reasonable cause to suspect use of tobacco, alcohol or other drugs, the school may request a drug test at parental/guardian expense at a hospital or doctor's office within 8 hours.

ANY VIOLATIONS OF THE ABOVE RULES WILL RESULT IN THE FORFEITURE OF THE TICKET COST, LOSS OF ADMISSION TO THE DANCE AND FURTHER DISCIPLINARY ACTION.

### **DISCIPLINE/DISCIPLINING**

Our mission statement shares our goals as we serve the young people who are enrolled at Lutheran High School. Each student is a unique child of God and it is our purpose to provide each of him/her with the opportunity to develop individual gifts given by God and to become a strong disciple of Christ by growing intellectually, socially, spiritually, culturally, and physically while at Lutheran High School

We operate on the premise that it is a privilege for us to teach and train the child of God in our care and that it is equally a privilege for students to attend our school. For this educational experience to be most effective, it is essential for teachers to provide instruction and discipline in a positive, fair, caring, and loving environment and equally important for students to receive that instruction and discipline in a willing and cooperative manner. An important part of that educational experience is learning the skills necessary to live in a community of people. Among



those skills are learning self-discipline, positive interaction with others, and cooperation and sacrifice for the good of the community.

We realize that we live in an imperfect world and the community of Lutheran High School is no different. We also recognize that we live under the forgiveness and love of Jesus Christ and it is through that relationship that our instruction, discipline and, respect for one another is established and strengthened.

Discipline is a part of the process whereby we use God's tools of instruction and correction to help us grow and mature as disciples. The staff and faculty of Lutheran High School strives to enable that to happen by communicating effectively so the students have a clear understanding of acceptable practices and behavior, their underlying purposes, resulting consequences and God's process of change for our lives. Finally, we seek to provide correction through fair consequence and adequate follow-up.

Discipline becomes necessary when a member of the Lutheran High School community responds in a way that is contrary to God's will and/or disruptive to the learning environment of the school. The purpose of discipline then is to help the individual recognize the error of his or her response, accept the forgiveness needed and learn and grow from the experience. God tells us in Proverbs 29:19, "A servant cannot be disciplined by mere words; though he understands, he will not respond." and in Hebrews 12:11, "No discipline seems pleasant at the time, but painful. Later, however, it produces a harvest of righteousness and peace for those who have been trained by it." The purpose of consequences is to help the student learn and grow from the experience.

Consequences for inappropriate behavior may take a variety of forms including the loss of certain privileges at school, work detentions, probations, behavior contracts, suspensions, and expulsion. If a student's conduct is dangerous to others or threatens to disrupt school, the student may be suspended immediately and a conference with the student, one or both parents/guardians, and an administrator will be held before the student can return to school. It is not possible to list every conceivable inappropriate behavior that a student might possibly attempt or a consequence that could result from that behavior. Educators are highly trained professionals and their judgment in observed situations will be given high priority just as in evaluating academic and other performance. Any student who commits and/or attempts any of the following acts of misconduct will be subject to disciplinary consequences including potential suspension, expulsion, or arrest:

1. Under the influence of, in possession of, sale of, or use of alcohol, tobacco (including e-cigarettes or vaping devices) or illegal drugs.
2. Immoral sexual conduct.
3. Inappropriate language.
4. A threat or use of physical violence.
5. Possession or use of fireworks, explosives or weapons (including any style of pocket knife).
6. Reprehensible conduct tending to reflect serious discredit to the school.
7. Willful destruction of property.
8. Unauthorized entry, occupation and/or use of any school facilities or property.

9. Theft.
10. Gang-related activities.
11. Refusal to attend scheduled classes.
12. Repeated class disruptions.
13. Repeated or serious disrespect to students and/or staff.
14. Any act that is deemed by the administration to be detrimental or dangerous to the health, safety, and spiritual welfare of anyone.
15. Inappropriate behavior by any member of a student's family toward the staff.
16. Refusal to comply with school policies
17. Any acts of vandalism.

If a student refuses to accept the ministry of discipline offered concerning their life at Lutheran High School, that student by his/her attitudes and actions disqualifies himself from continued enrollment or re-enrollment.

Students represent their Lord, their homes, and their school in all activities. Lutheran High School expects its students to conduct themselves as Christian young people wherever they may be.

Since we are in partnership with parents in this educational and discipline process we expect parents to cooperate with us in areas of instruction and discipline by being actively involved in solving problems, meeting with Faculty and/or Administrators, reinforcing consequences, and encouraging their child/children.

### **CYCLE OF DISCIPLINE AND MINISTRY**

The school administration deals with school discipline involving all aspects of the school program and its relationships with the community. Most school discipline relates to the classroom and that is where the cycle of discipline usually begins. Lutheran High School also exists because of a strong partnership with parents who are making great sacrifices to provide the opportunity for Christ-centered education for their children. Therefore, when a student demonstrates serious and/or repeated, unacceptable behavior, the student will be relocated to home care so the parents will have some time to reorganize their child's priorities. The school will not expend valuable educational time dealing with disciplinary problems or supervision of detention periods. The length of at home suspensions will be determined by the degree of the behavior and by the number of occasions suspensions have had to be enacted. Serious and/or multiple suspensions may result in the removal of the student from enrollment at Lutheran High School.

### **DUE PROCESS**

With respect to student discipline, the school official will:

1. Inform the student of the offense.
2. Give the student an opportunity to tell his/her version of what happened.
3. Inform the student of the consequence or outcome of the disciplinary action.

The student has the responsibility to follow school guidelines and regulations. If a student disagrees with the disciplinary action, he/she has the right to appeal the school official's decision to the Executive Director and following his decision, to the Board of Directors.

With respect to student discipline, the parent or guardian may:

1. Contact the school official for an explanation.
2. Contact the Executive Director with questions or an appeal.
3. Individuals or groups seeking appeal must then notify the Executive Director formally in writing of their intent. The Executive Director will contact the Board Chair to determine if a Board hearing is warranted. The Board will evaluate each case independently.

### **CHEATING**

Cheating demonstrates a lack of integrity and character that is inconsistent with the goals and values of Lutheran High School.

Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. Stress propels students to make unethical choices. When students choose to cheat, it may be a symptom of more serious problems such as inappropriate class placement, over-commitment to extra-curricular activities, and/or academic desperation. Cheating robs students of their opportunity to become competent. Assignments should be considered individual unless the instructor states otherwise.

Cheating includes:

- Copying, emailing, or in any way duplicating assignments that are turned in, wholly or in part, as original work.
- Exchanging assignments with other students, either handwritten or computer generated, whether it is believed they will be copied or not.
- Using any form of memory aid during tests or quizzes without the expressed permission of the instructor.
- Using a computer or other means to translate an assignment from one language into another language and submitting it as an original translation.
- Giving or receiving answers during tests or quizzes. It is the student's responsibility to secure his or her papers so other students will not have the opportunity or the temptation to copy.
- Taking credit for group work when the student has not contributed an equal or appropriate share toward the result.
- Accessing a test or quiz for determining the questions in advance of its administration.
- Using summaries/commentaries (Cliffs Notes, Spark Notes, etc.) in lieu of reading the assigned materials.

### **PLAGIARISM**

Plagiarism demonstrates a lack of integrity and character that is inconsistent with the goals and values of Lutheran High School.

Excellent written expression of well-formulated ideas is a fundamental skill for academic and career success. Plagiarism interferes with the assessment and feedback process that is necessary to promote academic growth. Plagiarism defrauds the instructor with a false view of a student's

strengths and weaknesses. It may prevent further instruction in areas of weakness and delay the student in reaching his or her potential.

Plagiarism includes:

- Taking someone else's assignment or portion of an assignment and submitting it as one's own.
- Submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source.
- Presenting the work of tutors, parents, siblings, or friends as one's own.
- Submitting purchased papers as one's own.
- Submitting papers from the Internet written by someone else as one's own.
- Supporting plagiarism by providing work to others, whether it is believed it will be copied or not.

### **DRESS CODE**

The dress code at Lutheran High School expects neat, clean, modest and appropriate apparel at all school functions.

Lutheran High School is concerned that each student acquires the social skills that make for effective participation in Christian living. School is a professional workplace and that which is worn should be appropriate to this work environment.

The school's dress guidelines also provide an opportunity for students to learn an important Christian concept; living in Christ's freedom by considering the rights and freedoms of others. Scripture tells us to show love and consideration for others in "all things" – Romans 14. In applying this precept to dress and personal appearance we conclude that one must never wear clothing which offends others, makes them feel uncomfortable, or tempts them to sin. Lutheran High School is a Christian High School and therefore, all clothing should reflect Christian modesty. A provocative and/or distracting appearance is neither appropriate nor conducive to the learning environment.

We understand that dress guidelines will always create gray areas of interpretation. Therefore, it is important that the "spirit of the code" always control the "letter of the code." Students and staff are expected to present a positive spirit of cooperation toward the intent of the guidelines. **Attending Lutheran High School is a privilege.** We expect students to conform to consistent and acceptable dress standards and to observe the spirit represented by the dress code. A student and their parents, who is requested to upgrade his/her dress is expected to respond in a cooperative manner. **If a student has any questions about whether an item of clothing is within the school's dress code, the student may bring that item in for approval prior to wearing it.** The school reserves the right to regulate, adjust and amend the dress code as may be needed.

## **DRESS CODE GUIDELINES**

1. Students are expected to be in dress code while on campus, including before and after school, (parking lot included) unless the student is involved in a school related activity that requires different clothes.
2. All clothing must:
  - a. Fit properly – not too tight, undersized or oversized.
  - b. Be clean.
  - c. Be in good condition – hemmed not frayed, no cutoffs, patches, tears or holes.
  - d. Reflect Christian modesty.
3. Undergarments should never be visible or able to be seen through the material of an outer garment.
4. Men and women will wear a Lutheran High School polo shirt (available from the student store).
5. **Pants/Shorts** (women and men) will:
  - a. Be navy, gray, khaki/tan, brown, or black.
  - b. Be cotton twill or corduroy.
  - c. Not be cargo style.
  - d. Be walking short length for shorts (no shorter than credit card above the knee).
  - e. Be worn at the waist—no sagging.
  - f. Not be denim or jean material or stretch material.
  - g. Capri pants are OK for girls.
6. **Skirts** (women) will:
  - a. Be the same solid color as pants or shorts.
  - b. Be cotton, twill or corduroy.
  - c. No shorter than a credit card length above the knee, front and back.
7. **Outerwear** will:
  - a. Have an approved Lutheran High School logo.
  - b. Be Lutheran High School apparel (Lutheran High School sports or activities).
  - c. Not be undersized or oversized.
  - d. Be removed during warm weather.
  - e. Not be jean or denim material.
  - f. Not be a blanket.
8. Camisole tank tops (women) must be plain white or same color as polo shirt and tucked in.
9. Sandals (women & men) will have a back strap.
10. Slippers are unacceptable (including hard-soled slippers, moccasins, and any slipper-like style)
11. Socks will be worn with all shoes. This is optional with sandals.
12. Jewelry will:
  - a. Not display offensive or unchristian concepts, symbols or images.
  - b. Not include chains, studded collars, belts or wristbands or extreme or excessive styles.
  - c. Not include earrings for men.
13. Visible body piercing (including the nose and tongue), other than ears for women, is not acceptable. No expanders, spacers or plugs.
14. Makeup should not be excessive.
15. Visible tattoos are not acceptable.
16. Hair will:

- a. Be clean and neatly groomed.
  - b. Not be an extreme hairstyle.
  - c. Be a natural color.
  - d. Not be worn in a tail of any kind or longer than collar length for men.
  - e. Not cover the eyes.
17. T-shirts, vests, or similar styles may not be worn over polo shirts.
18. Long sleeves worn under the polo shirts must be red, white, or navy.
19. No head coverings for women or men will be worn in classrooms during instructional time.  
This includes hoodies, beanies, and team hats.
20. Sunglasses may only be worn outside.
21. Facial hair for boys will be neatly groomed to the satisfaction of the administration.

The following process is recommended to assist students in avoiding dress code infractions:

- 1. If a student attends school out of dress code, he/she will be given a Lutheran High School polo shirt or sweatshirt to keep and the parents will be billed for the item.
- 2. If Lutheran High School is not able to correct the dress code infraction with a polo or sweatshirt the parents will be called and student will be kept out of class as an unexcused absence until correction is made.
- 3. If this is a reoccurring issue a meeting will be set up between the student, parents, and the Executive Director to discuss the possibility of a stricter dress code or additional consequences.

### **CELL PHONES, ELECTRONICS AND WEARABLE TECHNOLOGY**

Cell phones, electronics and wearable technology should not be seen or heard in in LHS classes without prior teacher approval. Inappropriate use of cell phones, electronics and wearable technology will result in their use being revoked while on campus. Please consult your course syllabus for the specific cell phone, electronics and wearable technology use in the classes you are enrolled in. Students are permitted to use their cell phones, electronics and wearable technology on campus before and after school and during scheduled lunch and break periods.

### **SOCIAL MEDIA**

Every student at Lutheran High School is responsible for the content of his/her social media account(s). All posts are subject to discovery and review by the school administration to ensure the safety and well-being of all students at Lutheran High School. Any student who participates in a social media posting or portrayal that threatens or endangers the health, safety, spiritual welfare, emotional well-being, and/or physical well-being of any person will be subject to disciplinary action up to and including expulsion. The school administration reserves the right to determine and act if any social media posting or portrayal is a disruption or threat to the daily teaching, administrative or disciplinary procedures or activities at school or school authorized functions or events.

Students are prohibited from taking photographs, video recordings or audio recordings of any Lutheran High School employee without explicit permission. Students are further prohibited from any social media posting or portrayal (including any photo, video recording, or audio recording) of any Lutheran High School employee without prior explicit approval. Any student who participates in a social media posting or portrayal that the school administration determines is demeaning, malicious, inflammatory, or otherwise derogatory toward a Lutheran High School employee or student will be subject to disciplinary action up to and including expulsion. Currently enrolled students are prohibited from “following” or “friending” any members of Lutheran high School Faculty or Administration. Likewise, members of Lutheran High School Faculty and Administration are prohibited from “friending” or “following” currently enrolled students. **Faculty, Administrators and Students of Lutheran High School are permitted to “follow” and / or “friend” Lutheran High School sponsored social media sites.**

### **PUBLIC DISPLAY OF AFFECTION**

We expect all relationships to be conducted in a Christ-pleasing manner and in accordance with the principles of a Christian school. Failure to comply with this expectation will result in a meeting with the Executive Director where a documented warning will be given. Repeated behavior that is unacceptable regarding the public display of affection could result in detention, suspension, or dismissal from the school. A prolonged embrace, inappropriate hand placement, sitting on laps, and kissing are not allowed on campus or at school sanctioned functions.

### **GUM CHEWING**

Cleaning up chewed gum is time consuming and expensive. Therefore, gum chewing is not allowed on campus at any time. If a student is not conforming to this policy disciplinary action will follow.

### **HARASSMENT**

Lutheran High School is committed to maintaining an educational and work environment that is free of discrimination. In keeping with this commitment, we will not tolerate unlawful harassment of our students or employees by anyone, including any supervisor, co-worker, or third party. Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based on a person’s race, color, national origin, religion, age, sex, gender, or disability. Harassment that affects job benefits, interferes with an individual’s work performance, or creates an intimidating, hostile, or offensive work environment will not be tolerated.

Harassment may include derogatory remarks, epithets, offensive jokes, the display or circulation of offensive printed, visual or electronic, or offensive physical actions. Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, or other physical, verbal or visual conduct based on sex constitutes harassment when (1) submission to the conduct is required as a term or condition of enrollment or employment or is the basis for disciplinary action, or (2) the conduct unreasonably interferes with an individual’s studies or work performance or creates an intimidating, hostile or offensive workplace. Sexual harassment

may include sexual propositions, innuendo, suggestive comments, sexually oriented jokes or teasing, or unwelcome physical contact such as patting, pinching, or brushing against another.

All Lutheran High School students and employees are responsible for helping to enforce this policy against harassment. Any student or employee who has been the victim of prohibited harassment or who has witnessed such harassment must immediately notify the Administration so the situation can be promptly investigated and remedied. If it is a member of the Administration team who is responsible for the harassment the situation must be reported to the Executive Director to remedy the situation. It is the policy of Lutheran High School to investigate all harassment complaints thoroughly and promptly. To the fullest extent practicable, Lutheran High School will maintain the confidentiality of those involved. If an investigation confirms that harassment has occurred, Lutheran High School will take corrective action. Corrective action may include discipline up to and including immediate termination of employment. Lutheran High School forbids retaliation against anyone who has reported harassment or who has cooperated in the investigation of harassment complaints.

### **TAGGING AND GRAFFITI**

Tagging and/or graffiti will be dealt with according to state penal code 594 B.

### **TOBACCO, ALCOHOL AND OTHER DRUGS**

“Do you not know that your body is a temple of the Holy Spirit within you, which you have from God? You are not your own; you were bought with a price. So glorify God in your body.” 1 Corinthians 6:19-20

As a means of preventing substance abuse – the use, possession, distribution and/or sale of tobacco, (including vapor devices and e-cigarette), alcohol, other drugs or drug paraphernalia is prohibited.

#### Expectations

Students will not use, possess, distribute or sell tobacco, (including vapor devices and e-cigarette) alcohol, other drugs and/or drug paraphernalia:

1. On or in the vicinity of the Lutheran High School campus.
2. At school related activities.
3. In vehicles designated by the school for transportation of students to and from school related activities.

#### Action for Offenses

1. 3 to 5-day suspension, or possible expulsion.
2. Parent conference with the student present.
3. Develop an appropriate plan to prevent further occurrences, identifying parental, student, and school responsibility.



4. Assessment and/or participation in drug or alcohol treatment program if appropriate.
5. Given probationary status (a written contract that states expectations and consequences).

In cases involving the sale and/or distribution of drugs, the consequence will be immediate expulsion from school and the police will be notified.

In every case:

1. All decisions of the school official may be appealed to the Executive Director.
2. Upon request, the administration and faculty will provide full cooperation in police investigations relative to use, possession, distribution or sale of drugs or other illegal and/or dangerous substances.
3. Law enforcement agencies will be involved if necessary.
4. Where there is reasonable cause to suspect use of tobacco, alcohol or other drugs, the school may request a drug test at parental/guardian expense at a hospital or doctor's office within 8 hours at parent expense. In the case of alcohol, a student may be asked to take a breathalyzer on site. Failure to comply with this request subjects the student to disciplinary action for substance use.

### **WEAPONS**

In the interest of safety for students and staff, the unsanctioned use, possession, or storage of any kind of weapon, or articles that may be used as a weapon (including all styles of pocket knives), at Lutheran High School or at any school-related activity on or off campus, will be grounds for suspension and/or possible expulsion.

### **DELINQUENT FINANCIAL OBLIGATIONS**

The school declares exception to Federal Education Rights and Privacy Act. Records are NOT released if financial obligations are delinquent. Report cards and access to RenWeb account(s) will be restricted at the time the obligations are delinquent. Official transcripts will not be released until all financial obligations have been fulfilled, which includes but is not limited to: tuition, fees, fines and parent hours.

### **DELINQUENT TUITION**

When a student's tuition has not been received on schedule, that student will not be permitted to attend class until the tuition is received.

**When tuition has not been received on the due date:**

1. The Parents will be contacted and informed of delinquent tuition amount.
2. Access to Renweb account(s) will be restricted.
3. No final exams may be taken if there is an outstanding financial obligation unless prior arrangements have been made with the Executive Director or his designee.

### **PARENT SERVICE REQUIREMENTS**

Parents are expected to provide 24 hours of service per year to Lutheran High School. Parents may purchase their hours at \$30 per hour. Parents are required to keep track of their hours and turn them into the office as they are completed. Please note that 12 of the hours should be completed each semester. If a student is withdrawn from school after the start of the 20<sup>th</sup> day of any semester, the family is responsible for the remaining parent hours for that semester. All parent hours are required to be completed prior to graduation.

As part of the Financial Aid Program, we do require parents to complete additional service hours. If a student is withdrawn during either semester of the school year, the family is responsible for the payment and/or completion of all parent service hours and financial aid parent service hours for the semester in which the student is being withdrawn. If any additional hours are not completed the school will bill the family for those hours at \$30.00 per hour. Official transcripts will be held until the family has fulfilled all financial obligations.

### **SCRIP**

This year Lutheran high School will require each family to purchase **\$1500** of scrip through the school office. At the end of the school year the school office will bill families for their unpurchased scrip. Families may choose to buy out their scrip for **\$150** for the year.

### **RETURNED CHECKS POLICY**

Any returned bank item will be assessed a \$35 fee. (This includes tuition payments or payments for any school activities.)

### **TEXTBOOK DAMAGE GUIDELINES AND FINES**

The fine money is used for glue, cleaning materials, or other materials used in mending and repairing damaged books.

|                   |                                                                                             |
|-------------------|---------------------------------------------------------------------------------------------|
| \$2.50 . . . . .  | Tape-able tears                                                                             |
| \$5.00. . . . .   | Writing in ink, stains                                                                      |
| \$10.00 . . . . . | Water or liquid stains (inside/outside of book that do <u>not</u> render the book unusable) |
| \$5.00 . . . . .  | Damage to book covers: torn or bent corners, excessive dirt on covers.                      |
| \$35.00 . . . . . | Binding not suitable to reissue, must be rebound                                            |
| Full Price . . .  | Damaged beyond repair                                                                       |
| Full Price . . .  | Mold in book                                                                                |
| Full Price . . .  | Missing page(s)                                                                             |
| Full Price. . . . | Missing Book                                                                                |

## **TUITION AND FEE REFUND**

The following tuition refund policy has been determined by the Board of Directors. For purposes of this Tuition and Fee Refund section a school day is defined as 7:00am and ends at 4:00pm.

1. All fees are non-refundable.
2. A refund of 100% of pre-paid tuition will be made if the student is withdrawn before the start of a semester.
3. If a student withdraws within the first 5 school days of a semester they are responsible for 50% of the tuition cost.
4. If a student is withdrawn from school or asked to leave for any reason after the start of the 6<sup>th</sup> day, there will be no refunds of pre-paid tuition.
5. If a student is withdrawn from school after the start of the 6<sup>th</sup> day of any semester, the family is responsible for the remaining tuition for that semester.
6. Extenuating Circumstances: Special circumstances may require parents to transfer students during the year and may be reason for the Board of Directors to waive the tuition refund policy. An example would be employment changes that require the family to move away from the area. Parents may apply for waiver of the tuition refund policy if they feel that special circumstances exist. The decision of the Board of Directors will rule in all cases.

## **TUITION PAYMENTS**

1. Tuition that is not paid by the year (one annual payment), or by the semester (2 payments per year) must be paid by pre-authorized withdrawal program.
2. Tuition will be collected on an 11-month payment schedule.
3. Tuition draw will occur on the 1<sup>st</sup> or 5<sup>th</sup> of each month and begins in July.
4. The tuition for any student who enrolls after July 1st, may be prorated and assessed in equal monthly installments so that the last payment will not be later than May 1<sup>st</sup> of that school year. The first payment must be received before the student is permitted to attend class.
5. If a student is withdrawn from school after the start of the 6<sup>th</sup> day of any semester, the family is responsible for the remaining tuition for that semester.
6. Insufficient funds for the monthly draw will be treated as non-payment of tuition.
7. There will be a \$35 charge when a check is returned due to insufficient funds or a pre-authorized withdrawal does not occur for any reason.
8. Monthly payments that are not received by the 8<sup>th</sup> of the month will be assessed a late fee of \$35 per instance.

## **GENERAL SCHOOL POLICIES**

### **AGREEMENT TO ARBITRATE**

The Parent or Guardian on behalf of the student and the parent/or guardian in his or her own right, agrees to arbitrate before the American Arbitration Association in accord with its rules all disputes they may have with Lutheran High School of La Verne. By signing the enclosed agreement, the Parent and/or Guardian voluntarily waives the right to a jury trial and the right to file a complaint in a court of law and agrees to binding arbitration before the American

Arbitration Association. By signing the enclosed agreement, the parent/guardian also agrees to waive all rights of appeal from any American Arbitration Association Award.

### **CARS AND DRIVERS**

Students driving cars and motorcycles are required to register their vehicle in the office. The use of these vehicles is restricted to the student who drives the vehicle to school. All drivers should use caution and good-driving habits at all times and should park their vehicle in designated areas in the south parking lot. A student may not go to his/her car during the school day without supervision. **Under no circumstances are students allowed to drive other students to off campus functions.** The school does not authorize or request students to drive other students to events. Students must comply with all California Department of Motor Vehicle laws. Driving behavior that is illegal or unsafe will be grounds for the revocation of driving privileges. The Lutheran High School administration reserves the right to search any vehicle at any time. Refusal to allow administrators the right to search may be grounds for immediate dismissal.

### **CHAPEL/WORSHIP BEHAVIOR**

Students at Lutheran High School participate in weekly chapel services, daily devotions and regularly pray. While not all students will share the same faith, all students are expected to respect the worship of God by others by displaying reverential behavior during those times. Disrespect shown to God and others during these times will have disciplinary consequences.

### **CHECK-OUT POLICY**

When a student wishes to leave Lutheran High School within the school year, there is a check out procedure which is to be followed before any information is released to another school or any refund can be made consistent with our tuition refund policy. This check out procedure is as follows:

1. The student must return all books to the faculty member of record. If any books are damaged in any way, there any is a fee associated with the lost or damaged book.
2. The check-out form will be completed by the teachers for current grades and signatures.
3. Once completed by all teachers, the form will be returned to the faculty member of record for possible book fines and signature.
4. Return all uniforms to the proper advisor, coach, or NJROTC Instructor.
5. Upon completion of steps 1-5, parents should contact the Office to make any outstanding payments before information is to be released. We will release an unofficial copy of the transcript at the time of withdrawal, however, an official copy of the transcript will be held until all financial obligations are fulfilled in accordance with Educational Codes 48904 and 49068.
6. Please allow up to 48 hours for this process to be completed in full. Once completed, in-progress grades will be available.

### **CHILD ABUSE**

The Child Abuse Reporting Law found in the State Penal code 11166, requires that all teachers, administrators and employees report all known or suspected instances of child abuse to a child protection agency. Failure to do so is punishable by a jail sentence, fine, or both.

### **CLOSED CAMPUS**

Once students arrive on campus they are not to leave until their school day has ended. Students should not leave once they have been dropped off. Any student, who has permission to leave campus during the day, must check out through the office. If a student is leaving campus to have lunch with an adult, that person needs to pick them up at the school office and sign them out. Should students leave campus once they have been dropped off, the school recognizes no responsibility for the action, once this policy has been broken.

### **EMANCIPATED STUDENTS**

Students who reach the age of 18 while attending Lutheran High School are subject to all rules that apply to all students. Accompanied by a note signed from the parent/guardian, students over 18 years of age may sign themselves in and out of school during the school day. A signed and dated note or phone call from the parent is needed each time the student wishes to sign them out during the school day.

### **ILLNESS AT SCHOOL**

Students who become ill at school should report to the office immediately. In most cases, a parent will be called and the student will be allowed to go home.

### **LOCKERS**

At all times, lockers are the exclusive property of Lutheran High School and, as set forth below, are subject to search by the school. Lockers will be assigned at the beginning of each school year depending on availability. Students are required to keep lockers neat, orderly and **secured**. Only authorized locks provided by Lutheran High School will be allowed on campus lockers and Lutheran High School retains the combinations to all locks on any locker. Tampering with locks or lockers is not permitted. Students should not share their locker combinations with other students. Lutheran High School reserves the right to search any locker when it has a reasonable basis to suspect that the student has engaged in conduct in violation of school standards or that the locker has contraband material. There is no expectation of privacy of any materials left in lockers.

### **MARRIED STUDENTS**

If a student should plan to be married while enrolled at Lutheran High School, the student and the parents/guardians need to seek the counsel of the Executive Director or a designee. Further counseling may be required and specific recommendations will be made because of such counseling. Continued enrollment may be allowed if it is in the best interests of the married student(s) and is not detrimental to the purposes and Ministry of Lutheran High School. Because this situation is not the norm, the Executive Director or a designee shall review the status of the

married student(s) periodically. Failure to inform the school administration or failure to follow recommendations of the Executive Director will jeopardize continued enrollment.

### **MEDICATION**

All medications (prescription or non-prescription) must be administered by office personnel. If a student requires medication, it must be kept in the school office during the school day. Written instructions from a parent/guardian authorizing its use must be on file in the office. This applies to aspirin and non-aspirin products as well. At no time is a student permitted to provide or administer prescription or non-prescription medication to another student. You may send in Tylenol/Advil or cold medicines with a note giving permission to school personnel to administer the distribution of such medications. **The school cannot provide any medication, including Advil/Tylenol, for the students.**

### **PERSONAL HYGIENE**

Out of our care and concern for our brothers and sisters at Lutheran High School it is important that daily personal hygiene be maintained, such as the use of deodorant, hair care, shower, and dental care.

### **PREGNANCIES AND STUDENT PARENTS**

Students who are pregnant or have become parents while enrolled at Lutheran High School should share that information with the Executive Director or a designee in order that counseling and the ministry of forgiveness, reassurance, love and/or support may be given to the student and the family. Because this situation is not of the norm and may be disruptive to the educational process the Board of Directors shall review the continued enrollment of the pregnant student. Failure to inform the administration or not following the recommendations of the Board of Directors will jeopardize continued enrollment.

### **SCHOOL LUNCH PROGRAM**

**At no time shall students order food to be delivered to campus without the expressed consent of an Administrator.** This also includes Seniors traveling off campus and bringing food to other students as well. Students cannot bring off-campus food to other students during the school day without the expressed consent of the administration. When parents bring food to their children on campus during lunch or break it must be delivered to the front office.

### **STUDENT COMPUTER AND INTERNET USE POLICY AGREEMENT**

Internet access is available to students, faculty and staff at Lutheran High School.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. We are very pleased to provide this access and believe the Internet offers vast, diverse, and unique resources and excellence in our school by facilitating resource sharing, innovation, and communication. Every person desiring access must have a

signed Student Computer and Internet Use Policy and Agreement on file to use our computers for accessing the Internet and its various services. Students can have access to:

- Electronic Mail communication.
- The Worldwide Web (www)
- Discussion groups on a variety of topics ranging from cultures to the environment to music to politics, etc.
- Access to many Library Catalogs, the Library of Congress and College/ University information systems.

With access to computers and people all over the world also comes the availability of material that may not be of educational value in the context of the school setting morally, ethically or spiritually. Material available on the Internet can include those of sexual behavior, violence, offensive language, etc. However, because of daily changes on a global network it would be impossible to control all materials and an industrious user may discover controversial information. (These would not likely be found accidentally while doing normal research; a user would have to intentionally look for them.) We at Lutheran High School firmly believe that the valuable information and interaction available on the Internet far outweighs the possibility that users may procure material that is not consistent with the educational and spiritual goals of the school.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Lutheran High School user violates any of these provisions, he or she will be subject to school discipline, which can include: school suspension, or expulsion, termination of their Internet account and/or denial of future use of Lutheran High School computers. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance and indicate approval.

#### **Internet- Terms and Conditions**

1. **Acceptable Use-** The purpose of Lutheran High School Internet Access is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of Lutheran High School. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmissions of any material in violation of any international, U.S., state regulation or school use policy is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Payment must be paid in full at the time of printing/copying.
2. **Privileges-** The use of Lutheran High School computers and the Internet is a privilege and inappropriate use can result in a cancellation of those privileges. The school administration will deem what is inappropriate use and their decision is final. Also, the administration may close an account at any time as required. The administration, faculty, or staff at Lutheran High School may deny, revoke or suspend specific user accounts.

3. **Printing/Copying-** Students will be able to print their work on campus at designated times from designated computers for \$.50 per page. Payment for printing/copying must be paid in full at time of print/copy request. Printing for Senior Project related work is at no-charge.
4. **Network Etiquette-** You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following.
  - a. Be Polite. Do not be abusive in your messages to others.
  - b. Do not make any changes or modifications to computer programs or setups of Lutheran High School computers or any others that are accessible through the Internet.
  - c. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
  - d. Do not reveal your last name, personal address or phone numbers, or those of other students. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the proper authorities.
  - e. Do not use the network in such a way that you would disrupt the use of the network by other users.
  - f. Students who do not have permission to access the Internet should not be allowed to watch as you access the Internet.
  - g. All communication and information accessible via the network should be assumed to be private property.
5. **Warrantees:** Lutheran High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. The School, its operators, and any institutions with which it is affiliated will not be responsible for any damages you suffer. This includes loss of data resulting from delays, no-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via Internet is at your own risk. Lutheran High School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. **Security-** Security on any computer system is high priority, especially when the system involves many users. If you feel you can identify a security problem on the school network, you must notify an administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual and the administration. Attempts to logon to the network as a system administrator, or faculty or staff, or attempting to evade, disable or "crack" passwords or other security provisions, will result in cancellation of users' privileges and possible suspension or expulsion. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet as well as any computer at Lutheran High School.
7. **Vandalism-** Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware or data of another user, the school, Internet, or any of the above listed agencies or other networks that are connected to the Lutheran High School Internet. This includes, but not limited to the uploading, or creation of computer viruses, modifying computer program or files or making changes to



Lutheran High School computer setups or programs. You do NOT have permission to install any software programs or download and save any programs from the Internet to computers at Lutheran High School. You do NOT have permission to hook up any devices (except headphones) to any Lutheran High School computer or to the Lutheran High School network.

### **STUDENT PRINTING**

Students will be charged \$0.50 per page to print. If printing a double-sided page, each printed side will be charged accordingly. This will help the school cover some of the cost providing the hardware and supplies.

### **VISITORS**

A student who wishes to bring a visitor to school must obtain permission from the administration. All visitors are expected to follow Lutheran High School conduct and dress guidelines.

### **SAFETY POLICIES**

#### Earthquake/ Disaster Preparedness/Fire Drills

IN THE EVENT OF A MAJOR EARTHQUAKE OR ANY OTHER DISASTER, ALL STUDENTS ARE REQUIRED TO REMAIN ON CAMPUS UNTIL A PARENT OR GUARDIAN APPEARS OR CONTACTS THE EMERGENCY OPERATION CENTER AT LHS. In the event of a disaster, faculty and staff are required to provide care and supervision for all students until they have the school's permission to leave campus, which could be up to three days.

*The Board of Directors reserves the right to make changes and/ or amendments to this handbook at any time and will communicate such amendments and / or changes in a News Release distributed through the Ren Web system.*