

ENROLLMENT HANDBOOK



LUTHERAN HIGH SCHOOL
OF ST. CHARLES COUNTY
2017/2018

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2017-2018 Enrollment Handbook

**Lutheran High School
5100 Mexico Rd.
St. Peters, MO 63376**

Our Mission Statement

(What we do)

Empowered by the Gospel of Jesus Christ, Lutheran High School nurtures spiritual, academic and personal growth equipping its students for a life of Christian service.

Our Core Values

(Who we are)

**We value quality Christian education.
We value faithfulness to God's Word and the Lutheran Confessions.
We value excellence for all areas of school life.
We value developing and modeling Christian character.
We value a caring and nurturing community.
We value servant leadership in service for others.
We value establishing and fostering respectful relationships.
We value an environment of innovation and discovery.**

Our Vision Statement

(Where we are going)

We envision utilizing God's blessings in partnership with our families, congregations and community, to be a dynamic leader in academic excellence and Christian service.

The Lutheran High School Association Congregations

**Chapel of the Cross - St. Peters, Child of God - O'Fallon,
Holy Cross - O'Fallon, Immanuel - St. Charles,
Immanuel - Wentzville, Messiah - Weldon Spring
Our Savior - St. Charles, Trinity - Orchard Farm
Zion - Harvester**

Admission & Enrollment

Statement of Nondiscrimination

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

Statement of Belief

LHS is part of the Lutheran Church – Missouri Synod (LCMS). The LCMS is a mission-oriented and Bible-based denomination that confesses the historical, orthodox Christian faith in the Triune God, Father, Son and Holy Spirit, a faith built on “the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone” (Ephesians 2:20). We believe without reservation that the Scriptures of the Old and the New Testament are the written Word of God and the only rule and norm of faith and of practice. In addition, the LCMS accepts without reservation the writings contained in the *Book of Concord: The Confessions of the Evangelical Lutheran Church*. Ministries of the LCMS are self-governed and operate according to their own constitution and bylaws. The Constitution and bylaws of LHS govern our decision-making and policies. A copy is available upon request.

Admissions Policy

A primary consideration for enrollment is the desire for a Christian school setting for the student. If enrollment potential looks as though it may exceed the number of sections designated for a given grade level, Lutheran High will give priority to new students enrollments based on the presence of the following factors:

1. Students (or parents) who are members of congregations in the Lutheran High School Association.
2. Students with older siblings who are attending or have graduated from LHS.
3. Students who have graduated from a Lutheran elementary school.
4. Students who are not members of an Association congregation, but are members of another Lutheran Church.
5. Students from the community who seek quality Christian education.

New Student Enrollment:

New Student Enrollment Process:

1. Parents complete the online “Request for PowerSchool Login” form via the Lutheran High website at lutherahighstcharles.com. Parents will then receive an email with login information to access the online application.
2. Using the login credentials provided, parents should complete the online “New Student Enrollment Application” form available on PowerSchool, the school’s Student Information System. A separate application must be completed for each student.
3. Parents must complete the “Release of Records” form. This form should be given to the student’s current school for processing.
4. A \$300 registration fee is to be submitted. Payment may be made online by credit card. You may also pay with cash or check (made payable to Lutheran High School) through the school office. This fee is not refundable.

All New Student Applications and records will be viewed by the Director of Student Services to determine final acceptance. Students and families who have not completed Steps 1-4 of the New Student Enrollment Process will not be considered for admittance. A notice of admission or denial will be sent via mail to the students’ home.

Transfer Students

The transfer of students currently in high school is restricted to the start of the beginning of each semester, unless a student is new to the area. Students moving into the area may be accepted for admission at other times in the school year if a program can be designed for the student that will meet the student’s needs. Continuity of classes will be a major factor in the decision to enroll mid-term transfers. Parents and students should be aware that a transfer at any time during the semester will require special attention to ensure successful completion of the transfer process. Transfer students will be considered for admission on the basis of past academic records including disciplinary history.

Transfer Student Enrollment Process:

1. Parents complete the online "Request for PowerSchool Login" form via the Lutheran High website at lutherahighstcharles.com. Parents will then receive an email with login information to access the online application.
2. Using the login credentials provided, parents should complete the online "New Student Enrollment Application" form available on PowerSchool, the school's Student Information System. A separate application must be completed for each student.
3. Parents must complete the "Release of Records" form. This form should be given to the student's current school for processing.
4. A \$300 registration fee is to be submitted. Payment may be made online by credit card. You may also pay with cash or check (made payable to Lutheran High School) through the school office. This fee is not refundable.

All Transfer Student Applications and records will be reviewed by the Director of Student Services to determine final acceptance. Students and families who have not completed Steps 1-4 of the Enrollment Process will not be considered for admittance. There will be an interview scheduled between the Principal, student, and parents prior to final acceptance. The notice of admission or denial will occur at the conclusion of the interview.

International Students

Lutheran High School is in partnership with The Cambridge Network, a global family of international education companies that support families, students, schools, and colleges. Driven by a common purpose, The Cambridge Network enables people to expand their perspectives through cross-cultural learning. Cambridge works directly in the following countries: China, South Korea, Japan, and Vietnam. Any student from one of the stated countries, wishing to attend Lutheran High School, will be put in contact with The International Program Consultant at The Cambridge Institute.

The process for Application and Admittance will vary from that of U.S. citizens. Please contact the Director of Enrollment for further details.

Part-time Students

Part-time students may take no more than 1 class per term. The Director of Student Services will meet with any interested student and their family to determine the appropriate placement of the student in a class at LHS. Contact the Director of Enrollment for details and limitations for part-time enrollment.

Placement Exam

All new students who have been accepted into Lutheran High School for the 2017-2018 academic year will be required to take an on-site Placement Test on ***one of the three Saturdays offered in second semester***. The placement test will include areas of study such as Math, English, and Religion. Test results will aid in the course selection process. All transfer students are required to take the English and Religion portion only.

Physical Exams and Health Records

All students planning to participate in athletics will be required to submit a completed MSHSAA Physical Exam Form verifying a physical exam was given after February 1st of the prior school year. Verification of immunization of all new students will be required to comply with state law. Immunization records should be sent directly from their physician's office may be sent from the student's previous school with physician signature.

Re-Enrollment of Current Students

Students currently in attendance at Lutheran High School will be asked to enroll for subsequent school years by completing a Verification of Re-Enrollment, a Course Selection Form and submitting the \$300 registration fee. Tuition payments must be current at the beginning of each term to allow students to attend classes. The registration fee increases to \$350 for returning students who have not submitted registration forms after March 1.

Financial & Scholarship Information

Tuition and Fees

Tuition rates can be obtained by contacting the Director of Enrollment. This rate is the tuition rate for all students who attend Lutheran High School. However, the following factors impact individual needs and/or memberships families may qualify for that may adjust this rate.

Member of an Association Church

A student who is a confirmed member of a Lutheran High School Association church, or who has a parent that is a member of an Association church will be given a discount, referred to as the "Association" discount. This discount is possible because all Association churches contribute to the funding of Lutheran High. The verification for this discount will be done on an annual basis.

Sibling of a Current Student

Families who have more than one child attending LHS are eligible for a 15% discount for each additional child.

Students Enrolled in the Learning Center

A family may also have a child who needs more individualized academic services than the traditional, mainstreamed four-block day. To that end, qualified students may be enrolled in the Learning Center. The Learning Center will have smaller class sizes. As these services are more individualized and the teacher to student ratio is significantly smaller, there is an additional cost for the Learning Center.

Foreign Exchange Students

A family who sends their child through the foreign exchange student program will also pay an additional cost for enrollment at Lutheran High. These funds are to ensure the transition to LHS and the unique needs of those new to our culture are addressed.

Payment Options

Tuition is made through a tuition collection agency called FACTS. Tuition payments may occur in one of the following ways: 1 payment, 2 payments, or 11 payments (monthly). A 2% discount is provided for those who make 1 annual payment by July 5, prior to the start of the school year. Parents may apply to the school administration for special payment plans to accommodate unique financial circumstances.

Tuition payments must be current to permit students to attend classes at the beginning of each term. Official school records and transcripts will not be released until tuition and fees have been paid in full.

In order to offset costs incurred by the school in setting up a program of instruction and providing instructional materials for the student, the school, upon the transfer or withdrawal of a student, will retain 10% of the total tuition due for the year. In addition, a per day tuition cost will be charged by the school for each completed day of the school year in which the student has been enrolled. Refund checks will be mailed within 10 working days after official notification of a student's withdrawal by a parent or guardian. Notification should be submitted in writing to the school.

For more specific information on the payment of tuition and fees, please contact the school office to speak with the Accounts Manager.

Tuition Assistance

Need-Based Scholarships (All Students)

Financial Aid Scholarships are available for the 2017-2018 school year for families who qualify based on need as determined by the FACTS Grant and Aid Assessment. Applications are available online and will be processed after all required documents are submitted to FACTS and the application is verified. All applications are submitted through FACTS online. There is a \$25 fee to apply for this assistance. Applications for needs-based scholarships received after the first round of awards has been made will be considered on the basis of available funds. Needs-Based scholarships are applied to tuition accounts in equal parts beginning with the first monthly payment of the tuition payment plan selected. All needs-based scholarships are awarded on a per year basis and must be applied for on an annual basis.

Scholarships

General student qualifications for all scholarships (except the LHS Community Leadership Award):

1. All scholarships are granted by Lutheran High School and are subject to approval by the school administration.
2. Students or a parent/guardian has been confirmed and holds membership in one of the Association-Member Churches at the time of enrollment.
3. Students have completed 8th grade and hold at least a "B" grade point average in the core subjects for the eighth grade school year.

4. Students have completed LHS enrollment process and been accepted, before the scholarship will be awarded.

Time Schedule and Deadlines for Scholarships

In April, congregations are provided names of students that have enrolled at Lutheran High. Congregations will determine scholarship recipients and report these to Lutheran High by mid-May for all scholarships. Scholarship recipients will be notified via letter and awards will be recorded on student tuition accounts by June 15.

After the initial scholarship award is made, renewability will be determined one year at a time. Grade point standards will be evaluated on the basis of the student's cumulative average after first semester. This is done to allow scholarship renewals to be finalized before the end of the school year.

Kingdom Workers Scholarship

Each Association congregation may select one recipient for each seven students that enroll in grade 9 from that church. The pastor and/or pastoral staff of the church selects scholarship recipients. The scholarship is to be awarded to students who:

1. Demonstrates a Christian lifestyle and willingly serves others.
2. Shows potential for and interest in considering full time church work professions.
3. Have parents who demonstrate support for consideration of full time church work professions by the student.
4. Agrees to participate in the "Kingdom Worker" program of activities designed to inform and encourage students to consider church work professions.

The scholarship is an award of \$400 per year credited to the student's tuition account. It will continue for the four high school years provided the student maintains a 3.0 cumulative GPA and remains in good standing at LHS. A contract agreeing to participation must be signed each year.

Merit Scholarship

Each Association elementary school may select one recipient for grade 9. The school principal, in consultation with the 8th grade teacher(s) selects scholarship recipients. Selection is made based on the student's Christian example and the use of their talent to demonstrate exceptional academic achievement in the classroom.

The scholarship is an award of \$400 per year credited to the student's tuition account. It will continue for the four high school years provided the student maintains a 3.0 cumulative GPA and remains in good standing at LHS.

Youth Leadership Scholarship

Each Association church may select one recipient for grade 9. The Youth Minister/DCE, the Youth Board or its equivalent selects scholarship recipients. Selection is made on the basis of demonstrated Christian leadership in the youth programs of the church. The recipient is a participant in church youth activities and is to continue active participation.

The scholarship is an award of \$400 per year credited to the student's tuition account. It will continue for the four high school years provided the student maintains a 3.0 cumulative GPA, remains in good standing at LHS, and continues active participation in their church youth activities as certified by the home congregation.

The Brad Walters Memorial Scholarship

The Brad Walters Scholarship was established and is funded by the Walters family in memory of Brad Walters, a member of the St. Charles Lutheran community who believed deeply in the necessity of Christian education for young people. He worked tirelessly to establish Lutheran High School. The purpose of the scholarship is to help students with great potential obtain a Christ-centered education at Lutheran High. The scholarship is awarded to a 9th grader selected on the basis of academic record, ability, demonstrated commitment to service, and evidence of a Christian lifestyle. The selection process includes the following steps:

1. An initial group of nominees is selected:
 - a. Two students from each member church that earn the highest score on the LHS placement test,
 - b. One additional student, deemed deserving of consideration, from each church selected by the pastor(s) or principal.
2. Grades from the first semester of eighth grade for each nominated student for English, Science, Social Studies, Math, and Religion will be provided by the elementary school Principal. Religion grades are not included for nominees currently attending public school.
3. The pastor or principal will rate the student, using an evaluation form provided by Lutheran High School, on

factors such as: church attendance, Christian example, co-curricular participation, leadership and volunteer service to church or school.

Selection of the scholarship recipient is made by Lutheran High School. The scholarship is a one time, non-renewable award of \$500 credited to the student's tuition account.

Clara and Patsy Beachler Memorial Scholarship

The Clara and Patsy Beachler Scholarship was established and is funded by Jerry and Karen Steinbach in loving memory of Karen's mother and grandmother who believed strongly in Lutheran education. Their commitment in providing that Christian education for Karen has prompted her to provide this scholarship in the hope of making that same opportunity available to other young women.

To be considered for the scholarship award the student must meet the following initial criteria:

1. Incoming 9th grade female.
2. A minimum of B+ average in 8th grade.
3. Is an independent thinker - willing to take a stand, even if unpopular.
4. Has demonstrated leadership potential.
5. Has a good "study" ethic - strives to master the material rather than achieve minimal competence.
6. Is outgoing and is involved in extracurricular activities.

The scholarship will be for \$500 per year and will be renewable each year as long as the student maintains at least a 3.4 cumulative GPA while at Lutheran High. Nominations are made by officials in the Lutheran High School's Association's congregations. All female students who meet the minimum requirements will be considered for the nomination, with appropriate materials being mailed to the church or school for distribution to students who meet the initial academic requirements. Selection of the scholarship recipient is made by LHS on the basis of material submitted by the student.

LHS Community Leadership Awards

Lutheran High School continues to seek ways in which we can serve a higher number of students from the greater St. Charles County community. To that end each year there are up to seven LHS Community Leadership Awards of \$1,000 each given to the top incoming freshmen not from our Association churches as selected on the following criteria:

1. Scores on the LHS placement tests.
2. Grades in English, science, social studies, and math for the first semester of the 8th grade year.

The scholarship is a one-time award of \$1,000 deducted from the student's tuition for their freshmen year at Lutheran High.

Johannah Johns Bridge-the-Gap Scholarship

These scholarships are given in the memory of Johannah Johns by her family members: Sam, Cynthia, Debbie and Tricia. The Johns family was very much involved in the Christian education of their children and donated numerous hours of service to Lutheran High. They can think of no better way to give back than to help another student who desires that same experience but needs additional financial assistance.

The scholarship provides up to \$1,000 to an incoming student who needs additional financial help to make it possible for them to attend Lutheran High.