



LUTHERAN HIGH SCHOOL

2019-2020
Student Life
Handbook

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Student Life Handbook

Lutheran High School of St. Charles County
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
Holy Cross - O'Fallon
Immanuel - Wentzville
Our Savior - St. Charles
Zion - Harvester

Child of God - St. Peters
Immanuel - St. Charles
Messiah - Weldon Springs
Trinity - Orchard Farm

General Information

The Lutheran High School Association of St. Charles County is dedicated to the task of helping young people grow in the Christian faith and to live in that faith as God has intended. To that end, in partnership with congregations and Christian homes, Lutheran High involves its students in:

- a systematic study of God's Word
- a study of the teachings of the Lutheran Confessions
- worship activities and Christian service projects
- a broad range of academic studies
- a program of co-curricular activities in a Christ-centered environment.

As responsible ministers to the youth who have been placed in their care, the members of the Association, together with the Board of Directors, administration, teachers and other staff members, work to provide students with quality learning experiences in all of the programs offered. Each student is to have the opportunity to develop spiritually, intellectually, physically, socially, and vocationally.

The purpose of this handbook is to provide families with clear expectations. These include school policies and procedures regarding student life at Lutheran High. Information regarding academic offerings and requirements may be found in the Registration Handbook.

Services for Students

Building and Office Hours

During the school year the building and office open from 7:15 A.M. to 3:15 P.M. We strongly suggest that all students and parents make arrangements for arrival and departure from school within that time. Summer office hours are Monday-Thursday from 8:30 A.M. to 2:30 P.M. and closed on Fridays.

Student Services

Student Services staff includes counselors, registrar, and secretary. This department also works closely with the students and teachers in the Resource Program and the Learning Center, both staffed by Lutheran Association of Special Education.

Services offered include, but are not limited to the following:

College search services	Career planning assistance	Personal counseling
Learning strategies	Test planning and interpretation	Resource services for
L&C Career Center liaison	PowerSchool Access for Families	students w/ special needs
Tutoring resources	Work Permits	

Concerning Child Abuse

Missouri child abuse reporting laws require that all teachers and/or classified employees report all KNOWN or SUSPECTED instances of child abuse to the Missouri Child Abuse Hot Line. Failure to do so is punishable by a jail sentence, a fine, and/or revocation of a teacher's certificate. Therefore, in the interest of student safety and in compliance with state law, parents must realize that all such incidents will be reported as dictated by law. Lutheran High School cares for each student and family that makes up our school community.

Work Permits

Work permits are issued in Student Services. Parents and students are advised that Lutheran High cannot issue a work permit until the student secures a job and the specific duties can be described by the potential employer. Questions regarding the work permit process should be directed to Student Services

Library -Media Center (LMC)

The LMC is available for individual and group study or research. It is open from 7:45 AM to 3:45 PM. The LMC has rules and procedures for efficient operation which students are expected to respect. A copy machine/printer is available for student use with a copy fee of 5 cents per copy. Students are charged fines for lost, damaged or overdue media center materials.

Co-Curricular Activities

Lutheran High School is a member of the Archdiocesan Athletic Association (AAA) and the Missouri High School Activities Association and participates in the MSHSAA-sponsored activities of cross-country, football, soccer, softball, boys and girls volleyball, spirit squad, boys and girls swimming, basketball, wrestling, baseball, track, golf, boys and girls tennis, instrumental and vocal music, and scholar bowl. Other co-curricular activities include: Student Council, National Honor Society, Teens for Life, Kingdom Workers, Thespians, Pep Band, Key Club, FBLA, Book Club, Sister Cities, FCA, Art Club, Creative Writing Club, and Roboteers (robotics).

Participation in these activities is encouraged and is open to all students according to interest and ability. The school will sanction clubs which have a faculty advisor and a statement of purpose and goals which conform to the purpose and goals of Lutheran High School. Membership in school sponsored clubs is recorded on the student's permanent record and may be a positive factor in future evaluations of the student's academic program by outside agencies. The decision of the school to sponsor new activities is based on student interest, feasibility, and compatibility with existing programs and goals of LHS. Competitive athletic clubs will only be considered as part of a program designed to eventually enter MSHSAA competition.

Academic Recovery (AR) Program

Those students who have repeated weeks with any F's will be placed in the Academic Recovery Program. Students in the Academic Recovery Program will be informed of their status by the Director of Student Services. In addition, notification will be sent to the parents of students. Students in AR will be assigned to an academic detention for the purpose of remediating their grades. Failure to attend the assigned detention(s), will result in a disciplinary detention.

A+ Program

LHS participates in the Missouri A+ Program. This program is designed to assist students with tuition to attend a Missouri community college or 2 year program. In addition, a number of Missouri 4 year colleges/universities offer scholarships for students who are A+ certified. Three main criteria must be met in order to receive A+ certification: graduate with a 2.5 cumulative GPA, 95% attendance during 4 years of high school, and perform at least 50 hours of tutoring during high school. Additional information about the Missouri A+ Program can be found at <http://dhe.mo.gov/ppc/grants/aplusscholarship.php> or by contacting the LHS A+ Coordinator.

Spiritual Life

Chapel, Morning Devotions, and small group devotional attendance is required of all students. The Spiritual Life Coordinator facilitates chapels and devotional time which may be led by himself, other LHS staff, students, guest pastors, youth directors and others at the invitation of the school. Small groups meet twice a week for devotional time and prayer.

Lost and Found

Lost and found items may be claimed in the school office. The loss of an iPad should be reported immediately to the office. Athletic items may be claimed from the coach or the athletic department. Items not claimed will be donated to charity or disposed of on a regular basis. **All students are to lock all valuables in lockers when unattended.** Should a personal item of value go missing, please report it to the school office immediately.

Field Trips

Permission forms must be filed with the teacher or advisor before a student is permitted to participate on a field trip. Normally, students will be given forms for parent signature several days prior to the planned activity. If the form is misplaced, parents may provide a written note which indicates their consent, the date, location, and approved mode of travel (where applicable) along with the parent's signature.

School Closings - "Snow Days"

In the event that inclement weather makes it impossible to conduct classes or when the snow schedule is used (late start), every attempt will be made to notify students and parents by a voice and text message through an automated phone system. In addition, an announcement on local television stations and social media (facebook and twitter) will announce closing information before the beginning of the school day.

There may be times when the weather will take a turn for the worse during the school day. In most instances, classes will NOT be canceled once the school day has started. Students are not allowed to call out to request permission to leave school early. If Lutheran High is closed for inclement weather, then all school activities involving members of the student body scheduled for that day and evening are canceled as well. This would include all music, athletic, drama or club activities. Any exception would need special permission from the administration. Any exceptions which would receive consideration would be:

1. Drama performances since tickets have been sold in advance and rescheduling may be very difficult
2. Drama rehearsals during "tech week" (the week of the play)
3. Varsity athletic competitions which are part of District or State schedule out of our control
4. Varsity athletic practices immediately prior to District or State competitions
5. A scheduled music concert
6. Music practices immediately prior to a concert
7. Regularly scheduled athletic contests where driving conditions are safe.

In each of these cases the coach or advisor would be expected to request that an exception be considered by the administration. Each event would be decided on an individual basis. The safety of our students and staff is our top priority.

Student Behavior

Philosophy

It is our belief that God is an active force in the lives of the students and faculty at LHS. We also believe that while we are children of God, our human nature prevents us from being all that God desires. At Lutheran High School, we work to lead students to a greater faith in Christ and the recognition that while all are sinners, forgiveness is available to all who believe and repent. We believe we are truly free to live our lives guided by the Holy Spirit in accordance with God's will. We further believe that under the forgiveness of sins here on earth, consequences of sin may remain to be lived with, yet, they in no way reduce full and free forgiveness.

The policies established within this handbook do not define all types and aspects of students' behavior. Lutheran High School has the authority to set forth policies, rules, and regulations to help each student conduct themselves in a manner appropriate and proper for a Christian school.

Student Responsibility

The following behavioral standards are expected of Lutheran High School students:

1. To become informed of and adhere to reasonable rules and regulations established by Lutheran High School.
2. To respect the rights and individuality of other students, administrators and teachers.
3. To refrain from libel, slanderous remarks and obscenity in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness, safety, and modesty as expressed in the school dress code.
5. To be punctual and present in the regular or assigned school program.
6. To refrain from misconduct or behavior that abuses the rights of others or materially and substantially disrupts the educational process.
7. To be good stewards in the use of God-given talents and abilities.
8. To be good stewards of the physical buildings and grounds, including textbooks and other school property and equipment.
9. To respect the reasonable exercise of authority by the school administrators and teachers in the school and at school sponsored events.

When a student conspicuously or consistently violates a rule of Christian conduct, it is the duty of the school community (teachers, staff, students and parents) to employ corrective action for student improvement. The ultimate goal of this ministering is to help the student recognize sin and be aware of the need for forgiveness and rededication to God and His will with the help of the Holy Spirit. At times, it may be appropriate to make use of professionals outside the LHS community or to exclude students from attendance to work toward these goals.

Parent Responsibility

Parents are an integral part to the Christian education of children. Parents are expected to review and understand the expectations and responsibilities for students as established by Lutheran High School. These expectations are in place to help maintain a climate where spiritual, academic, and personal growth is nurtured and encouraged. Parents are expected to see that students arrive and depart from school on time, to make sure they receive proper rest and nutrition, and to help facilitate with their studies. Parents are also expected to be mindful of ways in which students are spending their time, guarding against time spent in wasteful, potentially harmful, or nonproductive activities. Lutheran High School greatly values the partnership it has with the parents and families of its student body, and appreciates the support and care given by these families.

Corrective Action Cycle

The school administration will apply corrective action to students involving all aspects of the school program and its relationships with the community. The majority of corrective action relates to the classroom and that is where the cycle of corrective action usually begins. Teachers have discretion in dealing with classroom corrective action. This allows teachers the option of taking care of problems within the classroom, which might otherwise be referred to the principal. Serious incidents however, allow no choice in corrective action decisions and should be referred to the office. These incidents will move immediately to latter steps of the Corrective Action Cycle and include, but are not limited to, the following: tobacco, drug and alcohol, weapons and violence, premarital sexual activity/pregnancy, harassment, defiance

to authority, inappropriate use of technology, and theft/vandalism. Any student who violates these policies may be subject to suspension and/or expulsion from school.

1. At the point that the student is unable to apply appropriate self discipline, the teacher works with the student in an attempt to resolve the issue. Teachers may choose to assign a detention or offer some other consequence as part of the disciplinary process.
2. The teacher may choose to contact the student's parents at this point.
3. If the problem continues, the student is referred to the principal. The principal will work with the student and teacher and will advise parents of the situation, and will consider convening with the parents and others, which may include the student's pastor, to resolve the situation. Some situations may warrant suspension from classes.
4. If the matter remains unresolved, the principal will consider options which include placing the student on disciplinary probation. Such probation establishes the conditions of continued enrollment.
5. In the event that a student apparently refuses to accept the ministry offered and consistently demonstrates an unwillingness to cooperate with the school, the student may be disqualified for continued enrollment at Lutheran High School. If enrollment is discontinued, the school will seek opportunities to continue this ministry or to provide it from other sources. When the student expresses a desire to return to the community of LHS and to work within its rules of conduct, the school administration will review the option of re-enrollment.

Corrective Action for Inappropriate Behavior

Students found to be in violation of classroom or school policy are subject to the following consequences.

Detention: A detention is a 45 min. period of time assigned to a student. A detention notice is sent home with the student to be signed by a parent and returned with the student to detention. Students are to sit quietly working on school work or reading during detention. An accumulation of 3 or more detentions in a term will result in LHS Community Service Hours. iPads are not permitted in detention.

Saturday Detention: A Saturday detention is a 3 hour long period of time on a Saturday assigned to a student that has accumulated 10 or more tardies in a term. A detention notice is sent home with the student to be signed by a parent and returned with a \$45 fine with the student to detention. Students are to sit quietly working on school work or reading during detention. iPads are not permitted in detention.

Referral: A student is sent to the office to speak to the Principal regarding a situation that occurred in the classroom or on campus. A Referral Form is sent home with the student and parental contact is made. The student is required to speak to a counselor and the teacher before being readmitted into the classroom. Two (2) referrals in a term will result in a parent conference and a probationary agreement.

LHS Community Service: Students are assigned a required number of hours to work on campus.

In School Suspension - ISS: There are times it is in the best interest of the class and student body for a student to be separated from the LHS community. In this case, students will be in an assigned location at school to be for the school day. Homework will be accepted for full credit provided it is finished in the same time as students regular schedule. No extra time will be allowed for assigned work and tests because of the in-school suspension. Students who have an in school suspension may not be on campus or attend any school sponsored activities until after they return to class the day following an ISS.

Out of School Suspension - OSS: There are times when a student's behavior causes a loss in the privilege to be a part of the LHS community. In this case, students are required to be off campus for school and are prohibited from attending any school sponsored event until the day they are permitted to return to class. Homework, tests, and projects will be accepted with the highest grade possible being a 75%. Specific arrangements for submitting homework and projects and taking tests will be shared at time of the suspension. No additional time will be allowed for homework, tests, and projects.

Suspension from Co-Curricular participation or attendance: Students may be suspended from attending any school sponsored event or activity including but not limited to athletic events, practices, drama productions, dances, etc.

The school administration reserves the right to administer any of these consequences in part or in combination according to the policy as described in this handbook.

Behavioral Probation

Behavioral Probation may be applied at the discretion of the school at any point in the corrective action cycle. Terms of probation will be determined on a case-by-case basis.

Appeal Process

A student and/or parent who feels that unfair treatment has been administered in the handling of a disciplinary matter may request an appeal to the Head of School.

Student Conduct

Lutheran High exists as an extension of the Christian home and church to fulfill God's commands to teach His Word, "diligently unto our children" (Deuteronomy 6:5-7). As such expectations for student conduct are founded on biblical principles and created through the lens and teachings of the Lutheran Church-Missouri Synod. We believe that student conduct must demonstrate compassion, love, kindness, respect, and dignity to all people. Hateful behaviors and attitudes directed toward any individual are not in accord with Scripture nor the teachings of Lutheran High School.

The following is a listing of student expectations for student conduct at Lutheran High School. Although many behaviors are listed, this is not an all-inclusive list and the school administration reserves the right to discipline students when student behavior does not align with expectations for a safe and healthy learning environment or the mission of the school.

Academic Honesty

Teachers define for their students what constitutes plagiarizing, cheating, or misrepresentation of any kind on a written assignment. Teachers may require students to submit work electronically to an online site to be analyzed for authenticity. Students found to be involved in academic dishonesty will be issued a zero for the assignment or test. Students have the responsibility to understand how individual teachers define plagiarizing, cheating and academic honesty within different assignments.

Arson, Fire, Explosive Devices

Starting or attempting to start a fire or causing an explosion may result in suspension or expulsion. Fireworks are also considered dangerous and prohibited.

Attendance

Attendance is important for student success and class credit. Students are to be in attendance for all assigned class periods of the school day. Please keep the school calendar in mind when planning family vacations, trips and appointments. Missing half the block will count as an absence.

UNEXPECTED ABSENCE

When unexpected absence is necessary, parents are to notify (phone or e-mail) the school office prior to 9:00 AM stating the reason for the absence. The notification must include the specific reason for the absence. The school will judge an absence "excused" or "unexcused". A student who arrives after the school day has begun is to report to the school office before going to class.

Excused Absences: Examples of reasons for absence from school that are considered excused absences:

- Student Illness
- Medical and Dental Appointments
- Family Bereavement
- College visits pre-planned and pre-approved by LHS
- Other causes ruled acceptable by the school

"Parental Permission" is not in and of itself an excuse for an absence

Excused absences carry the privilege of make-up of work missed for full credit. Arrangements are made by the student with each teacher. Reasonable time limits for make-up work are determined by each teacher, but a student will be allowed at least one day for make-up work for each day absent.

Unexcused Absences: Students who through their own actions are absent from scheduled classes or days of school, or whose parents elect to prevent the student from attending school without school approval shall be deemed unexcused. Students who through their own actions are absent from scheduled classes or days of school without the parents knowledge or consent are considered truant. Truancy is an unexcused absence and will result in further disciplinary action. A student with missing or late daily work due to an unexcused absence will receive a zero for any work collected or graded that day. Any test or major project due the day of the absence must be completed on the day of return, with the highest grade possible being a 60%.

EXPECTED ABSENCE/PRE-PLANNED

For times when parents know in advance that their child will be absent from school (either excused or unexcused), parents are to notify (phone or email) the school office no less than 24 hours in advance of the anticipated absence. Students will be issued a pre-planned absence form from the office which will need to be signed by each of the child's teachers, alerting them to the child's absence. It is the responsibility of the student to obtain this form and have it signed by all of their teachers. It is also the responsibility of the student to inquire about and obtain any work that will be missed due to the absence.

Whenever a student is absent for any reason it is the student's responsibility to inquire about and make-up the missed work. In the case of short term absences, the student is to contact each teacher to make arrangements to make-up work.

EXCESSIVE ABSENCES:

Any absence has a negative effect on the education of the child. Excessive absences could lead to loss of credit for the course. Parents should try to plan activities so as not to conflict with the school calendar.

a. When a student compiles 5 absences in a single class in a term, the student's parents will receive a warning notice.

b. When a student compiles 10 absences in a single class in a term (excused or unexcused) a failing grade may be issued for the course. In extreme situations, enrollment may be discontinued.

In the case of extended illness, injury, hospitalization or other long term crisis, the school will continue to work with the student and family on an individual basis to see that the educational needs of the student are met. Extended absences may require a physicians note for verification.

Co-curricular participation: Unless specifically excused by the administration or as stated below, a student is required to be present for 2 blocks to participate in an co-curricular event or practice on that day. Exceptions to this rule include: pre-planned college visits, school sponsored events and funerals.

Parental permission must be given to the administration before a student is authorized to leave campus during the school day. The student driving himself, is to sign out in the office before leaving campus. Parents picking up students during the school day are asked to sign out the student in the office at which time the student will be released from class. Parents are required to send an excuse for the time missed when the student returns to school. Parents who are to be out of town are to send a note to the school office which indicates the name, address, and telephone number of the individual responsible for the student during their absence.

Beverages, Food and Lunch

No food or drink is allowed in the library. Teachers may have specific rules for food and drink in their own classrooms. Care and precaution should be used when food and drink are consumed in close proximity to iPads or computers. Students are responsible for damage that occurs due to spillage.

Students normally bring their own lunches to school. The school maintains vending machines and microwaves for student convenience. As a service to the student body, fast food lunch items are sold with the help of parent volunteers with profits placed into the student life account and the class treasuries. Phone orders for food delivery are not to be placed by or for students. Students are to eat in the commons. At the conclusion of lunch, trash items are to be properly disposed of in the trash cans and chairs stacked in the appropriate location. LHS is a closed campus therefore students are asked to refrain from inviting guests to eat lunch with them.

With classes in session during lunch, special consideration needs to be given to not create disturbances or distractions. Once finished with lunch, students are to remain in the Commons. Restrooms are available in the lobby outside of the Commons. Students are expected to maintain a behavior and conduct that is respectful and orderly to the students and teachers in the lunchroom, including: cleaning up tables and stacking chairs in an orderly fashion.

Juniors and Seniors have the option to eat lunch at the food court of Rec-Plex or to eat at the picnic tables at the front of the school. Students are to exit/enter LHS through the Main Entrance and enter/exit Rec-Plex through the blue stairway entry which faces LHS. Students are to act responsibly by cleaning up their own trash, stay in the food court area only, and return on time for their next class. Irresponsible students will lose the option of going to Rec-Plex or eating outside. Sack lunches are permitted. Students are not to make stops at vehicles when walking through the parking lot. **For the purpose of school policy, the Rec-Plex and surrounding grounds is considered part of the LHS campus and therefore all students are to abide by all LHS policy in these locations.**

Bullying/Harassment/Hazing

It shall be the responsibility of all members of the LHS family (teachers, students, staff) to respect the rights, feelings, sensitivities of others and accept one another as of equal value in the sight of God in the spirit of Christian love, even as Jesus Christ first loved us and gave His life for the sins of all mankind. Lutheran High School will not tolerate bullying, harassment, or hazing of any person by any staff member or student relating to the person's sex, race, color, religion, age or handicap. The term "bullying" is defined as the behavior of an individual or a group of people with more power, who repetitively and intentionally target another person or group of people who feel helpless to respond. The term "harassment" includes but is not limited to slurs, jokes, unwanted touching, e-communications, and other verbal, graphic, or physical conduct relating to an individual's sex, race, color, religion, age, handicap or class in school. The term "hazing" includes but is not limited to any activity which degrades, humiliates or provides risks of emotional/physical harm, regardless of the persons willingness to participate. Also see, "Cyberbullying" below. Any bullying, harassment, or hazing that causes a disruption to the normal functioning of the educational environment is subject to school action regardless of the time or location that it occurs. Retaliation against an individual who makes charges of bullying, harassment, or hazing is likewise prohibited. Those guilty of bullying, harassment, hazing, or retaliation will meet with appropriate sanctions which may include suspension, expulsion, termination and/or prosecution by the civil authorities. This policy is based on Title VII of the 1964 Civil Rights Act and numerous ensuing court decisions.

It is also the policy of LHS that any unwelcome touching or grabbing, comments about one's body, sexual remarks or suggestions, conversations that are too personal, pornographic pictures or stories, dirty jokes, obscene gestures, offensive displays of sex-related objects, or staring in a way that seems too personal constitute sexual harassment since such conduct creates an intimidating, hostile, or offensive school environment and has no place in a Christian setting. Those individuals who believe that they have been a victim of any type of harassment or discrimination should immediately report in confidence the conduct to any administrator, counselor, teacher, or coach. Following an investigation of the incident, appropriate action will be taken which may include suspension or expulsion or termination.

Cell Phones

Cell phones are permitted and may be used outside of class time. During class, teachers will institute their own classroom rules regarding cell phone use. The inappropriate use of cell phones either in or out of the classroom will be grounds for confiscation and will be given to administration. Administration has the right to review cell phones or device content if there is reasonable suspicion that content might relate to student safety, school day disruption, or behavior inconsistent with school policy. Parents will be required to come to the office to pick up their student's device if it is confiscated. The school is not liable for loss or damage to these devices when brought to school.

Classroom Disturbance/ Inappropriate Behavior

Students are expected to maintain respectful, orderly, and cooperative behaviors towards all students and staff. Behaviors that are contrary to this may result in detention, office referral, or suspension.

Closed Campus/Visitors

Students of LHS are not to leave the school grounds after their initial arrival at school in the morning until all classes and activities are completed. Students are required to provide parental permission and to sign out in the school office when leaving school before the end of the school day. Non-students are not allowed on campus unless they have checked in with the administration in the office. Because LHS operates a "closed" campus, a student who desires to bring a visitor to school must receive permission from the principal at least one day in advance of the visit. Students may NOT have non-LHS students meet them at lunch, at dismissal, or at any other time without permission from the principal. Visitors will be expected to sign in at the office and abide by all rules of the LHS community.

Communicable Diseases

A student shall not be permitted to attend classes or other school sponsored activities, if the student is known to be afflicted with or liable to transmit any contagious or infectious disease unless the school has determined, based upon medical evidence, that: (1) the student is no longer infected or liable to transmit the disease; or (2) the student is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions.

Any student permitted to attend school with a chronic infectious disease must do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. Any student determined to have a chronic infectious disease and who is not permitted to attend school will be provided instruction at home.

Students with a contagious or infectious disease and their families have a right to privacy and a need for confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure about confidential information about a student's medical condition by staff members will be cause for disciplinary action.

Computer - Technology Acceptable Use Policy (AUP)

These policies and guidelines are intended for all users of computer, iPad and network resources at Lutheran High School.

General Computer Use Guidelines

1. LHS requires all faculty, staff, students and parents or official guardian to accept in writing the provisions set forth in the Technology Acceptable Use Policy (AUP) by signing and submitting the Acceptable Use Permission Form (pg.5). The user's device will not be given network access nor will the user receive access to LHS resources, PowerSchool, eBackpack, LHS Wiki Server, until this form is received. The AUP is a guide. Prohibited behaviors and consequences are not intended to be exhaustive. Users are to use good judgement and their Christian standard of ethics to guide their behaviors. LHS reserves the right to sanction any behavior deemed inappropriate by the administration.
2. Each user will be allowed one personal device on the LHS Mobile Network. LHS issued devices are additional to this count.
3. Technology users are responsible for proper use of a computer/iPad and associated resources. Users will be financially responsible for damages to computers/iPads and associated resources, if owned by LHS, caused by negligent, improper, or malicious use.
4. Device users should have no expectation of privacy in the use of their device and network resources provided by Lutheran High School. Computer files and data contained in these files are the property of Lutheran High School.
5. Student data files will not be routinely monitored by LHS personnel. However, access to technology is a privilege not a right. If a student gives any administrator, teacher or staff member cause to believe that they may be participating in prohibited behavior, that student's data files may be searched without student knowledge or permission.
6. Unauthorized use of technology resources include but are not limited to:
 - a. Use which violates federal or state law.
 - b. Unauthorized access (or attempted access) to administrative files, other user files or protected or private computer resources.
 - c. Activities that disrupt normal computer/network use and services including but not limited to propagation of viruses and/or use which ties up network resources so as to limit the access of others.
 - d. Damaging or altering school technology equipment or supplies
 - e. Use of technology resources to produce, transmit, store or display text or graphics which are inappropriate or unlawful information. This includes, but is not limited to any pornographic material, material that is lewd or suggestive, alcohol or drug related, material which disparages a particular race, gender, religion or nationality, or material considered excessively violent in nature.
 - f. Unauthorized use of technology resources for financial, commercial or political gain is prohibited.
 - g. Gaming during school hours.
6. Users may not attempt to circumvent any protective schemes installed on the devices or network at Lutheran High School. (This includes the use of a personal VPN etc...)
7. Misuse of technology resources is subject to disciplinary action according to school policy. Consequences for students may include, but are not limited to loss of all device use privileges, suspension or expulsion from LHS. Loss of school technology privileges will not release a student from responsibility for technology-related work in courses and consequently may also have a negative impact on academic grades.
8. Violation of US or Missouri laws may result in legal action.

Software Use Guidelines

The following applies to all software and data at Lutheran High School, whether owned by the school or owned by a vendor and licensed to the school.

1. The device user is responsible for compliance with all policies and laws regarding the use of software. Ignorance of the rules does not justify their violation.
2. The unauthorized copying of any software and iPad apps licensed or protected by copyright is illegal. All software and iPad apps available for student use are protected by licensing agreements and may not be copied for any use by any user.
3. Users may not attempt to modify any software or iPad apps provided by LHS, including Jailbreaking the iPad OS.
4. No user may install software on any LHS computer without the permission of the LHS Director of Technology.
5. Users may download apps/music through their own personal iTunes account. Personal apps/music are to be obtained legally. Educational apps and usage takes priority over personal usage.
6. Users may not install protective devices or software (e.g.: encryption) to prevent LHS officials from examining data contained in files.

Network Use Guidelines

All users of the school's network must adhere to the following rules. They apply to device hardware, data, apps and programs connected electronically to school network regardless of the location of the device.

1. Users may only use their own computer user ID and password. They may not use another individual's computer ID and/or password, nor can they allow their own computer password and ID to be used by any other individual. Users are responsible for the security of their password. Users may not try to obtain another individual's computer password or log-in name.
2. Users may not attempt to disguise the identity of the computer log-in name and/or password that is being used.
3. Users may not attempt to circumvent data protection schemes or seek security loopholes.
4. Students may not read, monitor, copy, change, or delete another user's files without the permission of the owner.
5. Users may not connect any non-LHS owned computer/iPad to the LHS network without authorization from the LHS Director of Technology.

Internet Use Guidelines

Internet use at Lutheran High School is intended to serve the educational needs of students as they relate to their courses or activities at Lutheran High.

1. Internet service during school hours is intended for academic use and school related activities. Recreational use is permitted after the academic day is over.
2. Teachers will determine appropriate computer/iPad usage for their classrooms. Students must adhere to all classroom rules and restrictions. Student use of the internet is restricted to sites related to the assignment specified by the teacher.
3. iPads are not to be used in the locker rooms or in unsupervised areas. iPads should always be secured. Students should respect their iPad as they would their wallet or purse.
4. When students are not using their iPads, they should be stored in their **locked** locker.
5. Students will not identify themselves by age, sex, or location in any communication over the Internet, nor are they allowed to exchange addresses or phone numbers over the Internet.
6. If personal student information is required to open a school related account or to complete a valid assignment, the teacher will guide students through the disclosure process. Any request for information that has not been validated by the teacher, is to be reported immediately to that teacher.
7. Users of the internet are not allowed to view or download inappropriate or unlawful information. This includes, but is not limited to any pornographic material, material that is lewd or suggestive, alcohol or drug related, material which disparages a particular race, gender, religion or nationality, or material considered excessively violent in nature. Users are expected to demonstrate positive digital citizenship.
8. When using the Internet students will not use or establish codes or passwords which are unknown to the school. All passwords will be provided by the school for student use.

Warrant Against Damages

Lutheran High School makes no warranties of any kind for the computer, iPad, network, and Internet services provided by the school. The school will not be responsible for any loss or damages suffered from loss or delay of data, non-deliveries or service interruptions. Use of any information obtained via the Internet is at the user's risk.

Missouri Law

Summary of Missouri Law RSMo 1988 569.094-569.099

A state law makes unauthorized access and interference with computer/iPad systems, computer/iPad data and other computers/iPads illegal.

- Do not attempt to access any computer/iPad unless you are authorized.
- Protect passwords. You are responsible for unauthorized use of your log-in name, as well as for refraining from using someone else's log-in name.
- Accessing private computer/iPad files of others, even if those files are unprotected, is illegal.
- Do not endanger or interfere with the operation of any computer/iPad system.

Summary of Antibullying Policy - Missouri Law 160.755

- "Bullying" means intimidations or harassment that causes a reasonable student to fear for his or her physical safety or property. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reports of such acts.

Cyberbullying

In accordance with Missouri Law, the use of electronic communications, including but not limited to: email, texting, social networking (facebook, twitter, instagram, snapchat, etc.) blogs, websites, or any digital media, for the purpose of bullying is strictly forbidden. Cyber-bullying that involves any LHS student either on-campus or off-campus will be dealt with in a swift and serious manner, consequences may include: removal of technology privilege, suspension, expulsion, and/or prosecution by the civil authorities.

Dances

Unless otherwise advertised, all dances and other social activities are intended for the enjoyment of Lutheran High School students and their dates only. The non-LHS guest must be registered in advance of the dance by completing a "Guest Registration Form." Guests not properly registered in advance will not be admitted to the event. No middle school students or individuals 21 years of age or older may attend LHS dances. Any guests of an LHS student to a dance must be of the opposite biological gender. Any sexually suggestive dancing as well as violent styles are not permitted. Students who refuse to abide by these guidelines may be asked to leave the dance.

Students will not be permitted entrance to a dance if arriving more than 1 hour late to the event. Students and guests who leave more than a hour before the end of the dance will have a faculty member contact a parent before leaving the event. Students leaving early will not be readmitted to the event.

All participants are expected to follow school policies and dance guidelines as outlined by Lutheran High School. The school administration and/or law enforcement will administer a breathalyzer test to each student attending a dance to test for the presence of alcohol.

Dress and Appearance

In an effort to maintain a higher level of academic focus, Lutheran High school has a Standardized Dress Policy.

Tops:

For female students-

The following garments may be worn:

1. An official LHS School day polo.
2. An official LHS School day oxford.
3. An official LHS School day sweater.
4. An official LHS School activity sweatshirt or hoody (full zip LHS jackets are NOT allowed)

For male students-

The following garments may be worn:

1. An official LHS School day polo.
2. An official LHS School day oxford.
3. An official LHS School day sweater.
4. An official LHS School activity sweatshirt or hoody (open zip LHS jackets are NOT allowed)

On Fridays ONLY, in addition to the above, female and male students may wear-

- Jeans: Jeans must not be torn, ripped, frayed, or have any holes or patches.
- School sponsored activity and administration approved Lutheran High School t-shirts, sweatshirts, hoodies, and jackets.

Bottoms: All pants, shorts, skirts and capris must be worn at the natural waist, not below. The following bottoms are acceptable:

For female students-

- School approved regulation plaid or khaki skirt. Tights, leggings, and/or modesty shorts should be worn underneath. The distance from the crease in the back of the knee to the bottom of the skirt must be no greater than 4 inches when standing. Skirts are not to be rolled.

For female and male students-

- Flat front or pleated front tan khaki or black colored, "docker style" twill pant. The following may NOT be worn: jeans or colored denim, pants with rivets or external pockets including cargo pants, "painter" style pants, "skinny jean" style pants, overalls, sweatpants, low-rise or hip-hugger pants, stretch pants, yoga pants, corduroys, and pants with patches, scuffs, holes, frays, tears or cuts.
- Flat front or pleated front tan khaki or black colored, "docker style" twill walking shorts. Shorts that may NOT be worn include: jeans or colored denim, shorts with rivets or external pockets including cargo shorts, "painter" style shorts, athletic shorts. Shorts should extend so that the distance from the crease in the back of the knee to the bottom of the short is no greater than 4 inches when standing. Shorts should not extend below the knee. Shorts with patches, scuffs, holes, frays, tears, or cuts are unacceptable.

Footwear: Shoes or sandals must be worn. No flip-flops or "athletic slides" are permitted.

Other:

- Hairstyles: No "unnatural" hair color is permitted. Male's hair may not be worn in a "pony tail" or "man bun". Male's hair must not extend beyond the natural shoulder line.
- Facial piercing are not allowed.
- Anything that advertises or promotes alcohol, drugs, tobacco other contraband, or sexually suggestive material is unacceptable.
- No hats or hoods may be worn during school hours.
- All clothes must be in good condition and cannot show rips, tears, frays, or holes.
- **The appropriateness of clothing, hairstyles, and accessories is always subject to the approval of the administration.**

Lutheran High School, as a Christian school, requests students to give careful consideration to how they dress and groom themselves. Students found to be out of dress code may be issued a detention. Parents are urged to carefully monitor the clothing worn by their students to school. Students found out of dress code will not be allowed in class until they are in dress code. Students will also be issued a detention.

Drug and Alcohol Abuse

The possession, use or distribution of alcohol, drugs of any type (other than taking one's own prescription medication), or drug paraphernalia, including vaping materials and paraphernalia at school or at any school sponsored activity is strictly forbidden and will result in suspension or expulsion. Long term suspensions will also result in suspension from school sponsored activities and organizations. Students requiring prescription medication are required to identify such arrangements with the school as outlined in the *Student Medications Taken at School*, section of the Student Life Handbook.

In an effort to keep the campus "drug free," the school and/or law enforcement may administer a breathalyzer test when there is reasonable suspicion that alcohol has been consumed. In addition, the police department's canine unit may periodically check the campus for drugs - this may include lockers, book bags, and vehicles.

A recommendation may be made to the parents/guardians of a student dealing with a substance use problem to seek assessment or evaluation by a qualified alcohol/drug counselor, approved by the school, or to seek counseling from the student's pastor or other similarly qualified individual.

If an assessment indicates need for further treatment of the student, participation of the student in an appropriate treatment program may be a prerequisite to continued enrollment at Lutheran High School. The school reserves the right to request periodic progress reports from the agency responsible for the treatment. Random drug testing may be required at the expense of the family for a student to return to school after being disciplined for such offense.

Students who personally and voluntarily seek help for problems with drugs or alcohol may be exempted from the above procedures at the option of the school.

Eligibility

Students must be eligible to practice, compete, and/or perform in co-curricular activities. Activities covered by the eligibility rule include:

1. All MSHSAA sanctioned interscholastic activities including: all athletics, non-graded music groups, Scholar Bowl, and Spirit Squad.
2. Theatre.
3. Student Council-members that become ineligible following election/appointment will forfeit the remainder of their term for which they were elected/appointed.
4. Robotics.

To be eligible, a student shall have earned no less than 4.0 units of credit the preceding term (semester) of attendance. That is, a student must pass every course in the preceding term.

- The length of eligibility is 1 term.
- Eligibility is determined by Term grades. In the case of an incomplete, eligibility will be determined no later than two weeks from the last day of the preceding term.
- Ineligible students and their parents will be notified of the ineligibility status no later than the first day of the term for which they are deemed ineligible.
- Up to 1 credit may be applied to the previous spring term when credits are earned during the summer. Requirements as spelled out in the MSHSAA handbook must be met.
- Eligibility may be removed by the school for disciplinary reasons without regard to academic status.
- Coaches, advisors, and school administration, may establish additional requirements for participation in school sponsored activities.

At mid-term, as indicated on the school calendar. All student grades will be checked. Those students who have any F's or a GPA less than a 1.5 will be placed on the Academic Watch List. Those students placed on the Academic Watch List will have certain requirements that must be met.

Emancipated Students

Priorities and responsibilities of a married or emancipated student are different from those of a traditional high school student. These responsibilities may conflict with the responsibilities of LHS student life. Therefore, LHS reserves the right to dis-enroll or deny enrollment to the married or emancipated student. When a student turns 18 years of age, continued enrollment at LHS carries the "implied consent" on the part of the student for the school to continue to share all academic and other personal information with parents/guardians.

Fighting

Students involved in a fight or physical assault will be subject to suspension or expulsion.

Lockers

A locker may be assigned to a student for the storage of books, clothing, and other necessary school items. In addition, students taking physical education classes and/or who participate in athletics may use an athletic locker. All personal items brought to school by a student must be stored entirely in his or her assigned locker(s). Students must store book bags in their hall locker and athletic bags in their athletic locker. Student book bags and athletic bags are not to be left in lobbies, hallways, or classrooms. **STUDENTS ARE RESPONSIBLE FOR LOCKING THEIR VALUABLES WITH A LOCK** in both the hallway lockers and the athletic locker room lockers.

Pictures are allowed only on the inside of the locker and must be completely removed at the end of the school year or a fine may be assessed. Open food and beverage containers should never be stored in lockers. The neatness and cleanliness of the locker is the responsibility of the student. Lockers are school property and may be opened and examined at any time there is reasonable cause by the school administration.

Respect

Students are expected to respect the rights and individuality of other students, administration, staff, and guests and visitors to campus. This is also in effect when students or teachers are away from school. Consequences for disrespect may result in detention, suspension, or expulsion.

Student Drivers

Driving to school is considered to be a privilege and should be treated as such. The speed limit on the LHS lot, in compliance with city codes, is 15 MPH. Careless or reckless driving on or around school grounds may be cause for withdrawal of this privilege. Vehicles on campus may be searched if there is reasonable suspicion that contraband items may be in the vehicle. Students driving to school are required to have a completed Student Vehicle Registration Form on file in the office and a current LHS parking lot permit tag displayed on the back side of the rearview mirror of their vehicle. Certain areas are designated for visitors, faculty and staff. Parking is limited to areas with marked spaces and specific areas are designated for student parking. Students are not allowed to be in the parking lot or in their vehicles during the school day. Vehicles are not to be used as lockers. Students not following the established parking guidelines will be subject to disciplinary action which may include revocation of parking privilege.

Student Medications Taken at School

Lutheran High School will store and dispense medication to students at school only when the parent authorizes the school in writing (completing the Parent Authorization for Medical Administration Form) to dispense the medication which is provided by the parent. All medication to be taken by students during the school day are to be delivered to the office by parent or student upon arrival at school. Students are to report to the school office to take medication according to written instructions. All medication must be taken in the office. The school is not responsible to make sure the student comes to the office for his/her medication. Students are not to keep medication in lockers, purses, carrying bags, or on their person while at school. No medication to be taken internally will be provided by the school. Basic first aid supplies are on hand for student use in the office.

Student Relationships and Dating

We believe that all children are uniquely created and God has created each with a specific gender, genetically determined, and identified at birth. We believe that marriage means the uniting of one man and one woman and sexual intimacy is intended to occur within the bounds of marriage. Dating between male and female students is an appropriate activity during a student's high school experience. At school, hand holding between a male and a female is the only public display of affection (PDA) considered appropriate.

Student Sexual Activity/Pregnancy

Lutheran High School, in accordance with God's Word, and motivated by His love, promotes sexual abstinence before marriage. If the school administration becomes aware a student has chosen to engage in premarital sexual activity, LHS will require an approved process of Christian counseling to work through pertinent issues. In addition, the child's pastor will be contacted to provide spiritual support for the child and family. The Christian counseling will be required at the student's expense in order for the student, male or female, to continue enrollment at LHS. Care will be taken that the young man and woman will be treated as bearing equal responsibility for the premarital sexual activity. If the sexual activity results in pregnancy, counseling would include pertinent issues such as prenatal health care, social ramifications, a

decision regarding who will parent the baby after birth, a decision regarding marriage, etc. Failure to comply with this policy may result in suspension and/or expulsion from school.

If a pregnancy occurs, information regarding the pregnancy must be shared with the administration. In its ministry to young people and their families, the school has a dual responsibility toward both the student and the common good of the school. Because a student pregnancy is not the norm and may be disruptive to the educational process, the continued enrollment of the parent(s)-to-be will be reviewed periodically by the administrative staff and the following restrictions will be implemented until six weeks following the birth or due date of the child.

The female student may not participate in any school related physical activity where a mother or child's health is at risk. The male and/or female student also may not formally represent the school in a public performance (athletics, choir, band, drama, etc.) or a student government office. The student(s) may continue other in-school co-curricular and social activities as long as s/he is attending regular classes and maintaining appropriate behavior (i.e. yearbook, school newspaper, Art Club, Teens for Life, etc.). These restrictions are not intended to serve as a punishment. They are implemented to protect the health and welfare of the parent(s)-to-be and child, to prevent the impression that the school condones or approves of the situation, and to deter other students from promiscuity.

If a student is allowed to continue enrollment at LHS and completes regular graduation requirements, s/he will receive a diploma but will not formally participate in graduation exercises if the ceremony occurs during the aforementioned time period.

LHS is totally committed to a "pro-life", antiabortion philosophy and practice. Therefore, abortion is considered an unacceptable and inappropriate action for a Lutheran high school student. Any student, male or female, who obtains an abortion or assists another in obtaining an abortion opens him/herself to the possibility of immediate expulsion from school. Such cases will be handled on a case-by-case basis by the school administration. Care will be taken to convey to repentant students that the atoning blood of Jesus covers all sins, even that of abortion. When considering the question of continued enrollment, however, the administration must also take into account the impact of the student's actions on the rest of the student body.

If withdrawal from school occurs, the administration will explore ways in which to help the student continue his or her education, receive a diploma, obtain professional and spiritual counseling, etc. The administration will also work closely with the student's pastor, local crisis pregnancy counselors, and other resources.

The faculty, staff, administration, and board of directors are honor bound to practice confidentiality and discretion when discussing disciplinary matters publicly and privately. This is born of care and concern for our students' well being and school morale. We respectfully ask students and families for the same courtesy.

Tardies

Students arriving late to school are to report to the office before going to class. On a day when a student arrives over 20 minutes late to school, a "tardy" will be recorded and an absence for that class period will also be recorded. Tardies are recorded on daily attendance report, the report card and the student permanent record and official transcripts.

Teachers develop policies for dealing with tardies in their classes. Consistent tardiness will be grounds for additional school disciplinary action. Students are allowed 7 tardies per term. Eight or more tardies in a term will result in a detention. Ten tardies will result in a Saturday detentions with a \$45 fine. Further tardies beyond 10 will result in additional Saturday detentions.

Theft and Vandalism

Everyone is expected to respect school property, as well as the property of others; and to practice good Christian stewardship toward the facilities and equipment that have been provided. If school property or personal property is damaged or lost, restitution is required. A student involved in theft or vandalism may be subject to suspension and/or expulsion from school.

Tobacco Use

Lutheran High School is a "smoke-free zone". Consequently, no smoking is permitted in the building or on the grounds. In addition, students are not permitted to use or possess cigarettes, or other tobacco products, including vapor, "smokeless", or e-cigarettes while at school or at any school sponsored activity. Violation of this policy will result in suspension from school.

Unauthorized Presence

Unauthorized presence on campus is prohibited. Students are only allowed to be on campus during school hours and for school sponsored activities or events. Individuals found to be in violation of this policy are subject to suspension or expulsion. Charges may also be filed with the local police department.

Weapons and Violence

Our school is established as a safe environment. A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent, adversary or victim, or any instrument or device used to inflict physical injury or harm to another person. Threats of violence or threats to use a weapon are prohibited. The possession or use of a weapon by any person, except where authorized by law, shall be prohibited in all school buildings, on or about school grounds and at all school activities. Use of a toy or imitation weapon in a threatening matter is also included in this policy. Violators of this policy may be referred to the appropriate legal authorities. In addition, any student who violates this policy may be subject to suspension and/or expulsion from school.

Bell Schedules 2019-20

Daily

M/T/Th/F Schedule (80 min Blocks)

8:00am	Warning Bell
8:05-9:25am	Block 1
9:30-9:45am	Devotion Time
9:45-10:10am	PrimeTime
10:10-11:30am	Block 2
11:30-11:55am	1st Lunch
11:35-12:15am	Block 3S
12:00-1:20pm	Block 3
12:15-12:40pm	2nd Lunch
12:40-1:20pm	Block 3S
1:25-2:45pm	Block 4

Wednesday Schedule (75 min Blocks)

7:20-8:00am	PLC
8:25am	Warning Bell
8:30-9:45am	Block 1
9:50-10:20am	Chapel
10:25-11:40am	Block 2
11:40-12:05am	1st Lunch
11:45-12:15pm	Block 3S
12:10-1:25pm	Block 3
12:15-12:40pm	2nd Lunch
12:45-1:25pm	Block 3S
1:30-2:45pm	Block 4

Special

Late-Start Schedule (60 min Blocks)

9:55am	Warning Bell
10:00-11:00am	Block 1
11:00-11:05am	Announcements
11:05-11:30am	1st Lunch
11:10-11:40am	Block 2S
11:35am-12:35pm	Block 2
11:40am-12:05pm	2nd Lunch
12:05-12:35pm	Block 2S
12:40-1:40pm	Block 3
1:45-2:45pm	Block 4

Early Release Schedule (60 min Blocks)

8:00am	Warning Bell
8:05-9:05am	Block 1
9:05-9:10	Announcements
9:15-10:15	Block 2
10:20-11:20	Block 3
11:25-12:25	Block 4

Final Exam Schedule (90 min Blocks)

8:20	Warning Bell
8:25-9:55	Exam
9:55-10:00	Announcements
10:00-10:15	Break
10:20-11:50	Exam

Assembly Schedule (70 min Blocks)

8:00am	Warning Bell
8:05-9:15am	Block 1
9:15-9:20am	Announcements
9:25-10:35am	Block 2
10:40-11:50am	Block 3
10:40-11:10am	Block 3S
11:10-11:35am	2nd Lunch (normally)
11:35-12:15pm	Block 3S
12:15-12:40pm	1st Lunch (normally)
12:40-1:20pm	Block 4
1:25-2:45pm	Assembly

Pep Rally Schedule (75 min Blocks)

8:00am	Warning Bell
8:05-9:20am	Block 1
9:25-9:40am	Devotion Time
9:40-10:05am	PrimeTime
10:05-11:20am	Block 2
11:20-11:45am	1st Lunch
11:25-12:00pm	Block 3S
11:50-1:05pm	Block 3
12:00-12:25pm	2nd Lunch
12:30-1:05pm	Block 3S
1:10-2:25pm	Block 4
2:25-2:45pm	Pep Rally