



**The  
Lutheran High  
School  
Handbook  
2023-24**

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# **2023-2024**

# **The Lutheran High School Handbook**

Lutheran High School of St. Charles County  
5100 Mexico Rd.  
St. Peters, MO 63376

## **INTRODUCTION**

### ***LHS 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.

### ***LHS 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.

### ***LHS Vision***

(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.

## ***LHS Purpose***

### ***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.

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 extra-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 the programs offered. Each student is to have the opportunity to develop spiritually, intellectually, physically, socially, and emotionally.

### ***The Lutheran High School of St. Charles County Association Congregations***

Chapel of the Cross - St. Peters

Child of God - St. Peters

Holy Cross - O'Fallon

Immanuel - St. Charles

Immanuel - Wentzville

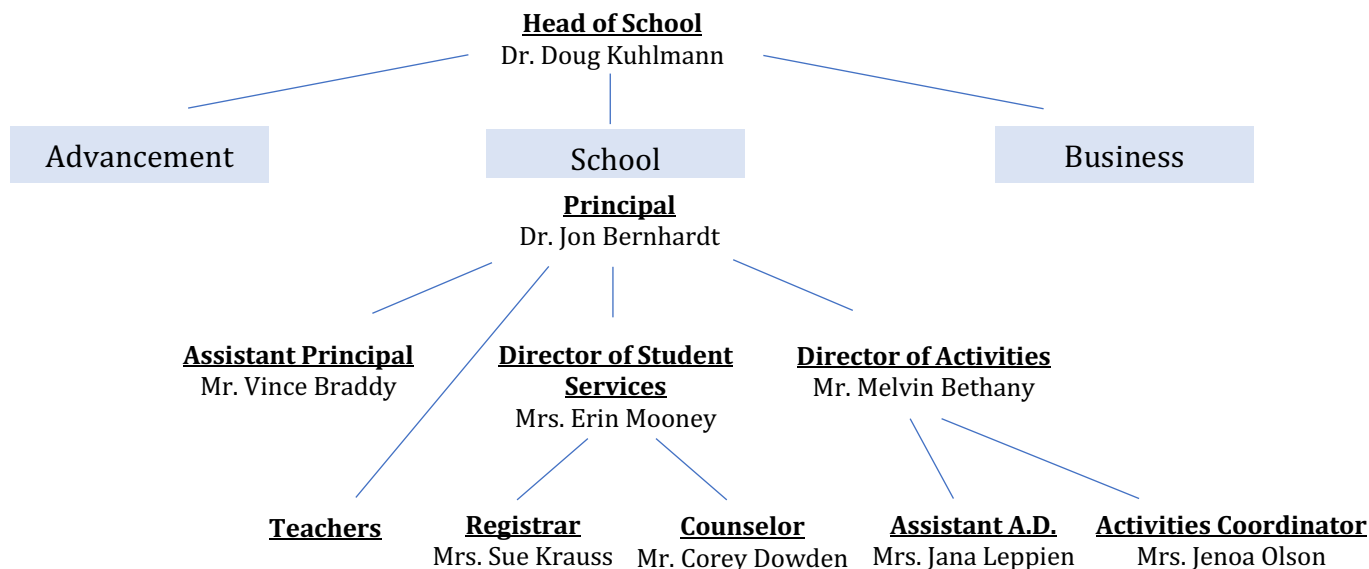
Messiah - Weldon Springs

Our Savior - St. Charles

Peace – Winhaven

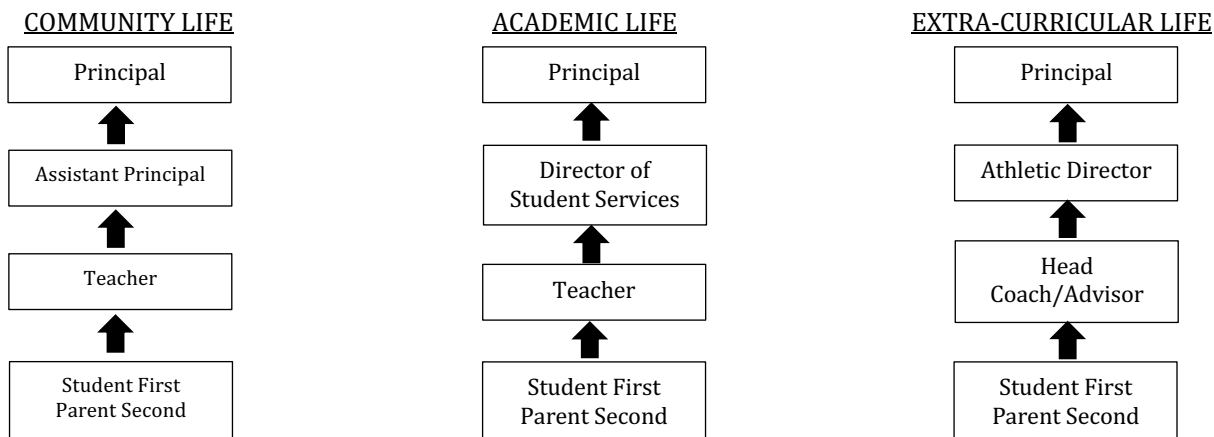
Zion - Harvester

## ***School Organizational Structure***



## ***Communication Ladder/Who to Contact***

Effective communication is critical to the partnership of school and home. Although the school makes every attempt to communicate effectively and clearly, there are times when questions or concerns arise. To encourage direct communication, to resolve conflict, and produce resolution, Lutheran High requests students and parents follow the steps of the Communication Ladder illustrated below. In addition, this system is intended to teach students to develop independence and problem-solving skills. The Communication Ladder is built on the Biblical principles of Matthew 18. Students are encouraged to begin the process of conflict resolution at the base of the communication ladder by first speaking with the teacher or coach with whom there is a concern or dispute. Should this not bring understanding and resolution, then the parent may take an active role and contact the teacher or coach to discuss the matter.



“If your brother sins against you, go, and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. <sup>16</sup> But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. <sup>17</sup> If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.” Matthew 18: 15-17



# **LHS COMMUNITY LIFE**

## ***General Information***

### ***Building and Office Hours***

During the school year, the building opens at 7:00am; main office hours are 7:30 A.M. to 3:30 P.M. Students and parents should plan for arrival and departure from school within this time frame. Summer office hours are Monday-Thursday from 8:30 A.M. to 2:30 P.M. and closed on Fridays. Prior to the start of school and after school has dismissed, the Commons area is open for students to wait for rides. See page 22 for the Daily Bell Schedule.

### ***Safety and Security***

The safety of our students and staff is a top priority. During the school day, all exterior doors to the building are locked. Any individual requesting entrance must be “buzzed in” through the main school office. All guests and visitors must sign-in at the main office. All students arriving after school has started must also sign-in at the main office. The LHS campus is equipped with cameras allowing surveillance of entrances, hallways, common spaces, and the parking lot.

### ***Student Health***

Records- Student health information is confidential and disclosed only on a need-to-know basis. The Main Office Administrative Assistant maintains student health records and will contact parents, as needed, for clarification of a health concern. Parents are encouraged to contact the Main Office Administrative Assistant when any significant changes occur in their student’s health during the course of the school year.

Immunizations-All students attending school are expected to be in compliance with state laws and regulations relative to required immunizations. Each student shall have records on file with the school which documents required immunizations or a Missouri statement of exemption. Failure to comply with this requirement may result in the student’s exclusion from school until proof of compliance is met.

Physicals- As a member of the Missouri State High School Activities Association (MSHSAA), all participants must have a physical exam on file prior to participation in a sport. The physical is valid for two (2) years from the date of the physical exam. Students will not be allowed to participate or try-out until the physical is submitted to FamilyID.

Illness-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. Students should be fever free (100.4 or higher) for a period of 24 hours, without medication, before returning to school. Students with acute gastrointestinal symptoms (vomiting and/or diarrhea), persistent cough/respiratory distress, or rash of unknown origin should remain home until symptoms subside. Students may be sent home when there is evidence of illness and reason to believe the student is potentially contagious.

Accidents/Injuries-In the event of a medical emergency while at school, EMS (911) will be called for any student experiencing life-threatening symptoms or life-threatening injury. A parent will also be notified as soon as possible. When a student sustains a significant injury during the normal school day, school personnel will apply first aid and contact a parent. It is the parent’s discretion whether or not to seek additional medical care for the student.

Medications- 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.

### ***Parking/Drop-off/Pick-up***

Designated areas of the parking lot are assigned for visitors, faculty/staff, and students. The spaces closest to the main entrance are always reserved for visitors to the school. Students with a valid driver's license are allowed to drive to school and must park in the assigned area based on their class. For drop off, drivers should proceed into the main entrance drive down the main drive, circle in front of the main entrance, drop off their student(s) at the main doors, and exit by driving out alongside the gymnasium to the main exit. At pick-up, drivers should proceed down the main entrance, circle left in front of the school and begin lining up alongside the gymnasium. See diagram in appendix for more detail. The speed limit on the LHS lot, in compliance with city codes, is 15 MPH.

### ***Daily Bell Schedule***

Lutheran High utilizes the 4x4 Intensive Block Schedule. Students attend four classes each day for 80 minutes blocks. Between blocks 1 and 2 time is dedicated to spiritual life. There are three lunch periods. The day concludes with FlexTime which is a 15-minute period at the end of Block 4 when students will have time to study, visit with teachers, attend club meetings, and receive tutoring. Students will remain in their block 4 classrooms unless they have a pass to see a teacher or are scheduled to attend a meeting or are being released to attend an away athletic event. As a privilege, seniors who are not in Academic Recovery will be allowed to leave school for the day at the conclusion of Block 4 and not be required to attend FlexTime unless there is a pep rally, assembly, or other required meeting. See appendix for Bell Schedules.

### ***Spiritual Life***

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

### ***Student Services***

Student Services staff includes counselors, registrar, and administrative assistant. This department also works closely with the students and teachers in the Resource Program and the Learning Center. The Learning Center is staffed with teachers from Lutheran Association of Special Education (LASE).

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	

### ***Lockers***

A student wishing to have a hallway locker may request one from Student Services 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 in the locker rooms. 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/or their athletic locker-room locker. Lockers are school property and may be opened and examined at any time there is reasonable cause by school administration.

### ***Library Media Center (LMC)***

The LMC is available for individual and group study or research. It is open from 7:30 AM to 3:30 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. Students are charged fines for lost, damaged or overdue media center materials.

### ***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 main office. **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. Student-athletes should check with their coach or the Athletic Department when athletic related items are missing.

### ***Curriculum***

Lutheran High School is fully accredited through National Lutheran Schools Accreditation and the Missouri Non-Public School Accreditation Association (MNSAA). The classes offered at Lutheran High School have an orientation towards college preparation.

Lutheran High offers college credit opportunities through dual credit options available from local universities. (See course descriptions for specific course/credit offerings.) Students entering their senior year may consider the option of taking courses at nearby colleges.

Special academic programs and services are available through the school, such as vocational classes offered in conjunction with Lewis and Clark Career Center, professional studies offered in conjunction with the St. Charles County Center for Advanced Professional Studies (CAPS), and dual enrollment opportunities through approved colleges. Highly motivated students with special interests may pursue an independent study under the instruction of an LHS faculty member. In special circumstance, online courses may also be made available to students.

Several programs are in place for students with exceptional learning needs. Lutheran High offers the Academic Lab Resource Program and the Learning Center to meet the needs of students with special academic challenges.

For more information regarding the curriculum, see *LHS Academic Life*, pg. 26.

### ***Extra-curricular Opportunities***

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, cheer, dance, boys and girls swimming, boys and girls basketball, boys and girls wrestling, baseball, track, boys and girls golf, boys and girls tennis, instrumental and vocal music, and scholar bowl. Other extra-curricular activities include Student Council, National Honor Society, Teens for Life, Kingdom Workers, Thespians, Pep Band, Key Club, Book Club, FCA, Art Club, Creative Writing Club, and Robotics.

Participation in these activities is encouraged and is open to all students who are enrolled as full-time students. 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. The Director of Activities should be consulted when individuals seek to begin a new program.

For more information regarding extra-curricular activities see *LHS Extra-Curricular Life*, pg. 74

### ***Beverages, Food, and Lunch***

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. Students are to eat in the commons. Juniors and Seniors have the privilege of eating on the stadium patio. Lunch delivery orders from outside vendors are not accepted.

### ***School Closings - "Snow Days"***

If 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/or text message. 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. When feasible, an asynchronous e-day may be enacted.

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. If Lutheran High is closed for inclement weather, then all school activities involving members of the student body scheduled for that day and evening generally are canceled as well. Any exception would need special permission from the administration. 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. Competitions which are part of District, Regional, State or National schedule out of our control
4. Practices immediately prior to District or State competitions
5. A scheduled music concert
6. Music practices immediately prior to a concert
7. Regularly scheduled events where driving conditions have been deemed 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.

### ***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.

### ***Mandated Reporting***

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.

### ***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

## ***Student Discipline***

### ***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 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. Most 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, harassment, written or verbal racial/religious/gender slurs, 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 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.
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 Actions 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 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 schoolwork or reading during detention. An accumulation of 3 or more detentions in a term will result in an elevated Corrective Action. Cell phones are not permitted in detention.

**Saturday Detention:** A Saturday detention is a 3-hour long period 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 \$50 fine with the student to detention. During detention, students may be required to perform service work at the school. iPads are not permitted in detention. Saturday detentions may also be assigned for other infractions such as missed detentions or other infractions deemed appropriate.

**Referral:** A student is sent to the office to meet with the Assistant Principal regarding a situation that occurred in the classroom or on campus. Parental contact is made in the event of a referral. 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.

**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 including athletic competition and practice, 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 apply any of these consequences in part or in combination according to the policy as described in this handbook.**

### ***Disciplinary Probation***

Disciplinary Probation may be applied at the discretion of the school at any point in the corrective action cycle. It may also be applied to new students based on previous records. Terms of probation will be determined on a case-by-case basis.

### ***Appeals Process***

When a student or parent has a question or concern regarding the administration of corrective action by a teacher, coach, or advisor, they are to first follow the steps of the Communication Ladder (p.3). These steps are based on the principles of Matthew 18. This system is also intended to teach students to develop independence and problem-solving skills.

1. Student meets individually with the teacher/coach/advisor
2. Parent and student meets with the teacher/coach/advisor
3. Parent and student meets with the Assistant Principal
4. Parent and student meets with the Principal

## ***Expectations for 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 (alphabetical order) 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. **School policy applies to school grounds, the Rec-Plex during school hours and activities, as well as other locations where LHS school sanctioned activities occur, including but not limited to athletic, activity, and field trip venues.**

### ***Academic Honesty - Cheating***

Teachers define for their students what constitutes plagiarizing, cheating, or misrepresentation of any kind on an assignment or assessment. Furthermore, the following are some examples of dishonest work and are considered cheating:

1. providing questions, answers, assignments, assessments, to other students
2. taking copies/photos of assignments/assessments
3. distributing copies/photos of assignments/assessments
4. utilizing AI generated work
5. cutting/pasting work from an internet source or another student's work
6. using answer keys, teacher's manuals, and other unauthorized resources found on the internet
7. paraphrasing from a source without offering citation
8. using devices (phone, ipad, smartwatch, etc.) during an assessment.

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 the definition of plagiarism, 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 and Tardies***

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 over 30 minutes of a block will count as an absence for that block.

### **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 corrective 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%.

#### EXCESSIVE ABSENCES:

LHS believes that any absence has a negative effect on the education of the child and although some aspects of the learning process can be recovered, other facets are lost. As such, excessive absences will have a negative impact on a student's learning and will be reflected in the child's grade and ability to earn credit. To encourage faithful attendance the following penalties will apply regarding student attendance:

1. When a student compiles 5 absences (excused or unexcused) in a single class in a term, the student and the student's parents will receive a warning notice.
2. When a student compiles 10 absences in a single class, each additional absence (excused or unexcused) will result in a 1% deduction from the student's final grade. Absences will be counted through the last Friday of the Term.

In the case of extended illness, injury, hospitalization, long term crisis, or extreme family circumstances, the school will work with the student and family on an individual basis to see that the educational needs of the student are met. In these cases, the penalty for excessive absences may be exempted at the discretion of the administration. Extended absences will require a physicians note for verification.

Extra-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 a co-curricular event or practice on that day.

Exceptions to this rule include pre-planned college visits, school sponsored events, pre-planned medical appointments (physician note for verification required), and funerals.

Students absent from school are not allowed to be in attendance or participate in ANY after school activities (competitions, practices, meetings, etc.) on the day of absence. This includes attending events as a spectator.

Parental permission must be given to the administration before a student is authorized to leave campus during the school day. The students are to sign out in the office before leaving campus. 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.

#### TARDIES

Students arriving late to school are to report to the office before going to class. On a day when a student arrives over 30 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.

Consistent tardiness will be grounds for additional school corrective action. Students are allowed four(4) tardies per term. Five(5) or more tardies in a term will result in a detention. Ten tardies will result in a Saturday detention with a \$50 fine. Fifteen(15) tardies will result in a second Saturday Detention and a parent conference. Additional steps of corrective action will be instated when tardies exceed fifteen(15).

### 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. 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 coordinate make-up work.

### ***Beverages, Food, and Lunch***

Teachers may have specific rules for food and drink in their own classroom. Care and precaution should be used when food and drink are consumed near electronics. Students are responsible for damage that occurs due to spillage. Juniors and Seniors have the option to eat lunch outside on the stadium patio at the picnic tables. Students are to act responsibly by cleaning up their own trash and return on time for their next class. Irresponsible students will lose the option of eating outside.

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 or internet 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, outside guests are not permitted to join LHS students for lunch.

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.

### ***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 will 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. 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. 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 will include suspension or expulsion or termination.

### ***Cell Phones***

Cell phones are NOT permitted for use in the classroom. The inappropriate use of cell phones either in or out of the classroom will be grounds for confiscation, will be given to administration, and a detention will be assigned to the student. 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 may 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 or data contained within 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, students are not allowed to bring guests. Students may NOT have non-LHS students meet them at lunch, at dismissal, or at any other time without permission from the principal. All visitors will be expected to sign in at the office and abide by all rules of the LHS community.

### ***Computer - Technology Acceptable Use Policy (AUP)***

These policies and guidelines are intended for all users of technology 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, Canvas, LHS servers, 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 Christian standards 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 includes but are not limited to:
  - Use which violates federal or state law.
  - Unauthorized access (or attempted access) to administrative files, other user files or protected or private computer resources.

- 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 to limit the access of others.
  - Damaging or altering school technology equipment or supplies
  - 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.
  - Unauthorized use of technology resources for financial, commercial or political gain is prohibited.
  - Gaming during class.
7. 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...)
  8. 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.
  9. 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 Technology Coordinator.
5. Users may download apps/music through their own personal iTunes account. Personal apps/music are to be obtained legally. Educational apps and usage take 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. 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.
5. 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.
6. 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.
7. 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, tiktok, etc.) blogs, websites, or any digital media, for the purpose of bullying, harassment, or hazing is strictly forbidden. Cyberbullying 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 only. When allowed, non-LHS guests planning to attend a dance/event must be registered in advance 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 an 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***

To maintain an academic mindset, apply consistent enforcement, and nurture school unity and spirit, Lutheran High School has a Standardized Dress Policy. Official standardized dress items may be purchased through Lutheran High School.

#### Tops:

The following garments may be worn during the school day:

1. An official LHS School day polo.
2. An official LHS School activity sweatshirt, ¼ zip, or hoody

**On Fridays ONLY**, in addition to the above, students may wear

1. Jeans: jeans may not have any holes
2. Lutheran High School team, club, activity, spiritwear t-shirts or jerseys.

#### Bottoms:

For female students-

- School approved regulation plaid or khaki skirt. **Black leggings (length must extend below the knee) must be worn underneath skirts.** Sweatpants, “PJ pants”, and bell-bottom yoga pants are not allowed. Skirts are to be worn so that the bottom of the skirt meets the tips of the fingers when arms are extended straight down alongside the legs.

For female and male students-

- Flat front or pleated front tan khaki or black colored, “docker style” twill pant. Pants must be worn at the natural waist. No “sagging” allowed. The following may NOT be worn: jeans or colored denim, pants with rivets or external pockets including cargo pants, “painter” 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, cargo shorts, “painter” style shorts, athletic shorts. Shorts are to be worn so that the bottom of the short meets the tips of the fingers when arms are extended straight down alongside the legs. Shorts with patches, scuffs, holes, frays, tears, or cuts are unacceptable.

#### Footwear:

- Shoes or sandals must be worn. Shoes or sandals must have a back (or back strap) to them- Flip-flops, “athletic slides”, “house slipper” style footwear are NOT permitted. ‘Croc’ style footwear is NOT permitted.

#### Other:

- Anything that advertises or promotes alcohol, drugs, tobacco other contraband, or sexually suggestive material at anytime is unacceptable.
- Hats, hoods, bandanas, “dew rags”, may NOT be worn.

Lutheran High School, as a Christian school, requests students consider how they dress and groom themselves. A student who is found to be out of dress code will be subject corrective action. Parents are urged to carefully monitor the clothing worn by their students to school.

**The appropriateness of clothing, hairstyles, hair color, and accessories is always subject to the approval of the administration.**

***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.

***Headphones/airpods***

Students are not to wear or use headphones, "airpods", earbuds, etc. during class, chapel/devotions, small groups, or assemblies. Use of such devices will be grounds for confiscation, will be given to administration, and a detention will be assigned to the student.

***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/Parking Lot***

Driving to school is 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 are not to go to their vehicles during the day unless granted permission from the school office. 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. Please refer to the appendix for assigned parking areas by class. Students must enter the building through the main front entrance. Students not following the established parking guidelines will be subject to disciplinary action which may include revocation of parking privilege.

***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.

### ***Substance Use/Possession***

The possession, use or distribution of alcohol, tobacco, or 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.

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.



All participants in an activity or sport will be subject to the LHS Athletic and Activities Drug Testing Policy. For more information regarding the Drug Testing Policy, see *LHS Extra-curricular Life*, pg. 74

### ***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.

### ***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, on, or about school grounds and at any school activity. 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.

## **LHS ACADEMIC LIFE**

### ***Basic Curriculum***

Lutheran High School is fully accredited through National Lutheran Schools Accreditation and the Missouri Non-Public School Accreditation Association (MNSAA). The classes offered at Lutheran High School have an orientation towards college preparation.

Lutheran High offers college credit opportunities through dual credit options available from local universities. (See course descriptions for specific course/credit offerings.) Students entering their senior year may consider the option of taking courses at nearby colleges.

Special academic programs and services are available through the school, such as vocational classes offered in conjunction with Lewis and Clark Career Center, professional studies offered in conjunction with the St. Charles County Center for Advanced Professional Studies (CAPS), and dual enrollment opportunities through approved colleges. Highly motivated students with special interests may pursue an independent study under the instruction of an LHS faculty member. Online courses may also be made available to students.

Several programs are in place for students with exceptional learning needs. Lutheran High offers the Academic Lab Resource Program and the Learning Center to meet the needs of students with special academic challenges.

### ***4x4 Block Schedule***

The school year is divided into two terms (or semesters), and the school day is divided into four instructional blocks of 80-minute periods. Each term, students are enrolled in four courses that meet daily. Students receive one full credit for each course successfully completed at the conclusion of each term. Students who transfer to LHS within 5 days of the midpoint of the semester may earn half of the credit for each class. Students who transfer out of LHS for non-disciplinary reasons within 5 days of the midpoint of the semester may receive half of the credit for each class.

### ***Course Selection and Placement for First-Time Freshmen***

When a student enrolls at Lutheran High School as a first-time freshman, as part of the admission and enrollment process, LHS will request academic records from the student's current school. The records requested will include course grades, standardized test scores, and any information related to individual assessments connected with Individual Education Plans or 504 Plans. Administrators at LHS will review the student's records and on the basis of those records, along with information gathered through the online application, recommend placement in freshman level classes, especially in English, mathematics and theology classes. When the record is inconsistent, incomplete or shows a "borderline" situation, school administrators may contact the student's current teachers for insight and advice.

Once these recommendations are assembled, families will have the option to choose courses online using the PowerSchool application, or at their option, to come in for an individual meeting with a Lutheran High administrator or counselor. During these appointments, the recommendations from LHS are presented and discussed with both parents and student and confirmed or adjusted according to what the parents and student feel will be the best course of study for the student. During these course selection appointments, students will also have the opportunity to choose electives for the coming year and alternate choices which can be used in the case that first-choice courses are not available.

### ***Course Selection and Placement for Transfer Students***

When a student enrolls at Lutheran High School as a transfer student, existing school records are requested as part of the registration process. Course selection of transfer students can be much more complicated considering the variety of options available in high schools. A schedule will be developed in consultation with the student and the student's parents which considers the student's demonstrated performance, ability, graduation requirements, academic goals, and completed course work.

### ***Course Selection and Placement for Returning Students***

Each returning student, as part of the registration process, will submit a list of courses they plan to take in the coming year including alternate course choices. Students will plan a course of study for both terms when registering. The date of the completed course selection and re-enrollment process is used to determine priority for scheduling courses which may have limited availability. For this reason, it is to the student's advantage to complete re-enrollment materials as soon as possible.

### ***Other Considerations Regarding Course Placement***

Registration before March 1 is an advantage to the student. The Registration Fee increases after this date and the master schedule is built to include all student course requests received as of that date. Students who have registered on or before March 1 will have their course requests included in the first round of scheduling.

The decision to offer selected elective courses in a given term will depend upon the number of students that register for the course. This makes on-time registration important for students who wish to take an elective class. If a section of an elective class will NOT be offered, or is overloaded, an alternate choice from the list of alternatives supplied by the student will be substituted. If no alternatives have been identified, students will be enrolled in a class at the discretion of the Director of Student Services. Students are encouraged to make an appointment with one of the administrators in Student Services to discuss course options. If scheduling priorities must be set by the school, students will be given their first choice in course selection according to grade level (senior, junior, sophomore, then freshmen) and then by date of course requests received.

### ***Adding and Dropping Classes***

A student may initiate a withdrawal from a course and transfer to another course only during the first three days of the course. Students and parents are reminded that classes offered on a YEAR LONG basis (e.g., Orchestra, Concert Choir, Publications & others) may not be dropped at the end of the first term. After the first seven days the Director of Student Services may initiate a schedule change without penalty to the student if circumstances dictate.

### ***Concerning Non-Academic Institutional Requirements***

College-bound students should consider their academic plans carefully as they progress through high school. Students are advised that most traditional, selective, and highly selective colleges consider in-school and extracurricular activities in making some admission and financial aid decisions. Activities such as music groups, drama productions, school publications, student government, and athletics contribute to the making of a desirable college student, but students should avoid allowing participation in activities to serve as a detractor from academic standards. All post-secondary opportunities available to LHS students including colleges, vocational training and military service will look FIRST at the student's academic records and then to additional accomplishments.

**Post-Secondary Opportunities**

The information below is compiled from publicly available sources and could be subject to change without notice. Students and parents are encouraged to double-check all requirements directly with the institution. In the table below, "Math" credits are assumed to be from courses Algebra 1 or higher.

	Missouri State	University of MO System	Concordia University	St. Louis University	Washington University
English	4	4	4	4	4
Math	4	4	3	4	4
Social Studies	3	3	2-3	3	3-4
Science	3	3	3	3	3-4
World Language	2	2	2	3	2
Fine Art	1	1	-	-	-
Academic Electives	1*	-	-	3	-

**Private Colleges and Universities**

The entrance requirements of private colleges and universities vary. Students are urged to plan their school program to meet admissions requirements for the colleges in which they are interested. Students should assume that they will be required to take either the ACT or SAT tests as part of the admissions process. Once a student is considering applying for admission to a specific college, that institution's website and published information should be considered the definitive standard for admission.

**Community Colleges**

Area community colleges offer excellent options for students. In general, these colleges have "open admissions" which means that students who have a high school diploma or GED will qualify for admission. Such schools may have additional requirements for remediation if the candidate has not attained certain academic proficiencies. There may also be more specific requirements for admission to special programs. A variety of programs are offered including technical and vocational training for those interested in entering the fields of health care, business or industry, or for further specialization in skills learned at the secondary vocational/technical school level. Community colleges also offer a full program of liberal arts and pre professional courses for those who wish to transfer to a four-year college upon completing two years of study at the community college.

**Military service**

Military service is an excellent option for some graduates of Lutheran High School. All branches of the armed forces of the U.S. government now require a high school diploma as a prerequisite for enlistment. Enlistees

with a GED must also have fifteen credits from a college or university. The GED by itself is no longer considered satisfactory. Students who complete minimum LHS graduation requirements and receive a diploma will meet all general education requirements for military service.

### ***NCAA & NAIA Eligibility for Collegiate Athletics***

Students who wish to be eligible for competition in NCAA Division I or II athletics, or in athletic programs at NAIA colleges and universities should create files with each agency to be considered for athletic participation and scholarships at the collegiate level. This process should be initiated before the end of the junior year, however there is no advantage to opening an account before the junior year. Both the NCAA and NAIA charge a fee for this service. Additional information regarding academic eligibility for college athletics is available in Student Services.

## ***Academic Reports***

### ***Internet Access to Student Data***

Student grade and attendance information is available to parents and students via the Internet through a secure link connected to the PowerSchool school management system. Each account is password protected. Account information may be obtained by contacting Student Services. Parents have the option to receive automatic emails with grade and attendance information by selecting this option in their PowerSchool account. Parents are able to email their child's teachers through PowerSchool or via regular email.

### ***Term Reports***

Report cards issued at the conclusion of each term provide the official grade for the course and determine the number of grade points calculated in the student's cumulative grade point average. They also carry information regarding student performance, work habits in addition to summary information about grade point averages, credit and attendance data.

Term grades are the official record and transcript grades of the school and are used to determine Honor Roll. They are used as part of the evaluation of student academic progress for students on disciplinary or academic probation.

### ***Transcripts***

Lutheran High School maintains an official transcript for each student in the student's permanent record. The transcript contains the official record of courses taken and grades earned, standardized test scores (ACT & SAT) that have been released to the school by the student and summary of academic information including the cumulative grade point averages. Basic student data including full name, address and date of birth are also included on the transcript. Up to five sets of test scores (ACT & SAT) are included on the transcript.

In addition to the information on the transcript, a record of additional, optional academic tests (PSAT, etc.) are kept in the student's file and may be released at the student's option.

Parent/guardian permission (if the student is under the age of 18) is required to release this information to third parties other than colleges and universities to which the student has applied. Lutheran High allows juniors and seniors to request release of their transcripts to any college or university to which they have applied without written parent permission. (Parents may revoke this privilege by providing a signed request to the Director of Student Services). All transcript requests must be submitted using the Transcript Request Form which can be found on the LHS website and in Student Services.

There is no charge for sending transcripts, however, all financial balances must be paid prior to transcripts being released from Lutheran High School. Specific questions regarding transcripts and the release of student data may be discussed with the registrar.

### ***Parent/Teacher Conferences***

Parent/Teacher conferences will be held after the 4th week of classes each term. These conferences are open to all parents and are a chance for parents to talk about their child's progress with the classroom teacher(s). Parents of students who are failing one or more classes will be notified by Student Services and specifically

requested to attend a conference. Lutheran High School encourages ongoing communication between school and home to assist the student to obtain the best possible outcome for a class.

## ***Special Academic Programs and Options***

### ***The A+ Program***

Lutheran High School is a participant in the A+ Program sponsored by the Missouri Department of Elementary and Secondary Education. If state funds have been appropriated, students who complete A+ requirements may receive reimbursement for expenses such as tuition for attendance at any Missouri community college. Other colleges and universities may offer assistance through other programs not using state money.

To qualify for the A+ designation, students must meet specific criteria related to test scores, attendance, discipline, grade point average and community service. Application for the A+ Program must be initiated before October 1 of the senior year, and all criteria (except for grade point average) must be completed by May 1 of the senior year. Applications and further documentation are available from Student Services.

### ***College Credit Opportunities***

Students enrolled at Lutheran High may be able to get an early start on the completion of a college program by participating in one of several "college credit" options available for students. Students should be aware that Lutheran High cannot guarantee the transferability of these college credits to the institution of the student's choice. All schools cooperating with Lutheran High have regional accreditation verifying the validity of the credit earned. Transferability of credit is determined by the institution receiving the credit, not by the sender. Therefore, students should check with colleges of interest to them to determine the transferability of these credits.

### ***Dual Credit Programs***

Dual Credit programs offer students the opportunity to receive college credit for courses taught at Lutheran High School by LHS teachers. Lutheran High School participates in several dual credit programs offered through area universities. There is a fee for the college credit (\$60-\$90/credit) paid by the student directly to the college for each course. Details regarding registration procedures, fees and deadlines are covered in the specific classes where dual credit is available. Students are personally responsible to make sure all deadlines are met. Procedures established by the Coordinating Board for Higher Education of the state of Missouri forbid registration after the established deadline.

The list of courses offered for college credit may vary from term to term due to factors beyond the control of LHS and may not be determined until the start of the school year. Courses which MAY be offering college credit are indicated in the course descriptions. Parents with questions regarding deadlines about specific classes are encouraged to contact their child's counselor at the start of each term.

To be eligible for these courses, students must be juniors or seniors with a cumulative grade point average of 2.5 or higher. Because these classes are part of the regular LHS curriculum, grades for these classes are recorded as regular high school classes and are included in the student's cumulative GPA. Students are responsible for contacting the universities and requesting a college transcript of their coursework.

### ***Advanced Placement Program***

Some Lutheran High Course material may prepare students for the AP test. Students may contact Student Services for more information regarding this option.

### ***Dual Enrollment***

Dual enrollment programs are those that offer high school students the opportunity to take courses at a college or university taught by the college or university faculty. Juniors and seniors at LHS may attend college classes through the dual enrollment programs at St. Charles Community College, Lindenwood University or the University of Missouri-St. Louis. Students are generally not allowed to register for courses they can take at Lutheran High. Grades for these classes are included in the student's cumulative high school grade point

average. All Dual Enrollment plans must be approved by the Director of Student Services before the LHS student registers for classes.

To be eligible for dual enrollment, a student must:

1. Maintain a minimum grade point average in high school courses as specified by the enrolling college or university, usually at least a 2.5 or higher.
2. Obtain written permission from the Director of Student Services.
3. Fill out a college admission application and submit a copy of the application and course registration materials to LHS each time a course is taken.
4. Students must maintain enrollment in at least 3 classes at LHS.

### ***Online Courses***

Online courses are classes conducted over the internet under the authority of an accredited, credit-granting institution. Online courses offer students the opportunity to enrich their high school education by taking formal courses not offered in Lutheran High School's curriculum. Lutheran High School's sponsorship of online courses for its students involves assistance with registration and conduct of the class including the administration of unit exams.

The following guidelines apply to all online courses taken by Lutheran High students.

1. Online course credit will be accepted by LHS only from institutions which have received regional accreditation. LHS reserves the right to decide whether or not credit shall be accepted for a given course. Students interested in earning credit online should obtain LHS approval before enrolling.
2. Enrollment is accomplished by submission of appropriate forms to the institution offering the desired class. Payment of all course fees is made by the student directly to the college or school.
3. Online courses may be used as part of the regular daily four-period load only by juniors or seniors with a 2.5 or higher cumulative grade point average.
4. Students are generally advised to take no more than one online course per term.
5. The grade awarded by the instructor assigned to the student by the sponsoring school will be final. All rules and regulations established by the sponsoring school shall apply and will not be waived by Lutheran High School.
6. Grades for these classes are included in the student's cumulative high school grade point average.
7. Students are required to send the transcript from the cooperating school to LHS in order to receive the grade in the course.
8. Students must maintain enrollment in at least 3 classes at LHS.

### ***Independent Study***

Independent study courses represent an opportunity for students to receive graduation credit for directed study in an area outside the regular high school curriculum. The purpose of Independent Study is to meet the needs of individual students who have legitimate reasons for pursuing academic credit outside the traditional classroom setting.

The following guidelines apply:

1. Independent Study and the supervision of Independent Study are voluntary both on the part of the student and the instructor.
2. Instructors may only supervise Independent Study courses which are included in their professional preparation and/or certification.
3. Independent Study should normally be student requested, but teachers may request or recommend Independent Study for students with special needs.
4. The Independent Study course contract is to be approved by the Director of Student Services and filed with Student Services.
5. Incidental fees incurred during the course will be paid by the student.
6. An Independent Study course must be completed by the end of regular term unless a different time is specified in the contract.
7. Independent Study requires a minimum of 90 clock hours of student work per term. These hours are to include at least two consultations per week with the instructor.

8. The student will keep a record of activities and studies related to the course. This is to be reviewed weekly and dated notations of student progress made by the instructor.
9. Upon completion of the course, notation of the following will be made on the student's permanent record: the title and description of the course, the completion date, and a letter grade for the course.
10. Normal school grading procedures apply.
11. Independent Study can be terminated by the school at the recommendation of the instructor if the student is not fulfilling the requirements stated in the course outline. The student will receive a grade of "F" for the course.

### ***Internship***

Students gain hands-on experience by working with an individual or company within their desired career field. Students will be required to seek out these opportunities. Student Services can support students in finding these opportunities. There is an application process and deadline set forth by Student Services in order to be given permission to include an internship in their course selection. Students will be expected to provide their own transportation to and from their cooperating site. Students will receive a Pass(P) or Fail(F) on their transcript determined by their cooperating supervisor. Students must have at least a 2.5 GPA to apply for an internship.

### ***Lewis & Clark Career Center***

Lewis and Clark Regional Career Center in St. Charles offers vocational classes to all students who live in St. Charles County. These are accredited one and two-year courses in a variety of subjects. All classes meet three hours a day and students receive four credits per year of practical arts/elective credit for each course passed. Course credits are accepted by LHS and applied toward graduation requirements. Grades for these classes are included in the student's cumulative high school grade point average.

These courses are intended to supply training for permanent occupations. St. Charles County residents who qualify for admission to these programs will have their Career Center tuition paid by their resident public school district. Enrollment is a competitive process at each sending school. Students who want to be considered for a technical program need to complete a Lewis & Clark application form and return it to the Lutheran High Student Services office.

Student information is compiled regarding grades, attendance, discipline patterns and aptitude testing. Enrollment is competitive and based on the cooperative decision of the enrollment team at each sending school. For priority consideration, students need to complete the application procedure including testing by the enrollment date set at each sending school yearly. Applications received after enrollment will be considered on a space available basis.

Articulation agreements are in place in certain programs for qualified students who complete their program. Students who complete the technical program with a minimum of 90% attendance and 75% average will receive a certificate of completion. An honors certificate will be awarded to students who maintain 95% attendance and 95% academic average.

Students who attend Lewis & Clark Career Center follow the St. Charles District code of conduct and grading scale.

### ***St. Charles County CAPS Program***

Center for Advanced Professional Studies (CAPS) was created to immerse St. Charles County high school students in professional environments through an engaging curriculum that is driven by passionate industry leaders and delivered by visionary instructors, providing students with invaluable experiences and insights to guide their future studies and careers. CAPS graduates will have highly developed professional skills and a competitive advantage in post-secondary endeavors.

Students who live in St. Charles county may qualify for this program; however, a tuition fee is associated with the program through the CAPS program in addition to your LHS tuition. All classes meet two and a half hours a day and students receive three credits per year of practical arts/elective credit for each course passed. Grades for these classes are included in the student's cumulative high school grade point average.



This is a competitive program in which an application is required to be considered. In addition to the SCC CAPS application, the SCC CAPS selection committee will also review attendance, grades, and discipline of each applicant.

### ***Summer School***

Students who have failed a course at LHS may be able to enroll in summer school courses through the area public schools depending on availability of courses. They may also be able to utilize the online course provider for Lutheran High School. If a student fails a “core” class (Theology, English, Math, Science, or Social Studies), they may be required to retake the class at Lutheran High. Student Services personnel will assist students in finding and enrolling in courses that are acceptable options for credit recovery. Students interested in taking high school summer courses should seek administrative approval before the course is taken to guarantee acceptance of credit when the course is completed.

### ***Special Education Offerings***

Through a collaborative partnership between Lutheran High School and Lutheran Association of Special Education, Lutheran High has two special education programs to accommodate the unique needs of students with a diagnosed learning and/or medical disability - The Academic Lab Program and The Learning Center.

The Academic Lab Program provides a supportive environment and encourages students towards self-advocacy. Support through the Academic Lab Program include: helping students complete homework and plan for tests/projects, learning time management, organizational, study and self-advocacy skills, projects, etc. The Academic Lab teacher monitors individual plans (504, etc.) and assists students, parents, teachers, administration and outside professionals to facilitate successful completion of high school.

The Learning Center Program is designed for students who need additional support which may include curriculum modification, smaller group instruction and other accommodations to ensure the student is reaching his/her full potential. The Learning Center Coordinator assists students, parents, teachers, administration and outside professionals to facilitate successful completion of high school. Students that need direct instruction in math or communication arts have the option to take 1-2 classes in the Learning Center, giving them small group or individualized instruction. Students engaged in Learning Center Programs may receive certain designations on the high school transcript indicating that the student participated in a modified curriculum in the class. These modifications will not have an impact on Lutheran High graduation standards, but may influence college admissions decisions.

## ***Academic Standards***

### ***Minimum Course Load***

The required course load at LHS is four classes per term. Exceptions to this are:

1. Students enrolled at Lewis and Clark Area Vocational Center or St. Charles County CAPS program are required to take two classes per term at Lutheran High.
2. Juniors and seniors may be allowed to take only three classes at Lutheran High if they are also taking at least one class through a local college/university's dual enrollment program or approved online course.

### ***Grading Standards***

The grading system at LHS is designed to promote Christian stewardship of ability by our students. Where our method of grading sets high standards and expectations for all students, more is expected of the academically gifted than of the average student, and provision is made allowing the less academically gifted student to graduate from LHS with a sense of self-respect and Christian dignity.

A grade at Lutheran High School is a professional judgment by a teacher of a student's progress and represents the teacher's evaluation of the student's achievement in the course.

Letter grades.

- A: Superior achievement. Course average 90% or higher. 4 grade points. Credit awarded.
- B: Above-average achievement. Course average 80-89%. 3 grade points. Credit awarded.
- C: Average achievement. Course average 70-79%. 2 grade points. Credit awarded.
- D: Below-average achievement. Course average 60-69%. 1 grade point. Credit awarded.
- S: Work compatible with standards of good stewardship of talent and achievement commensurate with ability. No points awarded, no impact on GPA. Credit awarded.
- F: Failing achievement. Course average of 59% or lower. Zero grade points and zero credit awarded.
- WP/WF: Withdrawal Passing/Failing. Zero grade points and zero credit awarded.

### ***5-point Grade Scale***

Honors courses taught as part of the high school curriculum will qualify for a special grade point system. Honors classes are defined as a) AP classes or b) the top tier course(s) in each of the four core departments (English, Math, Science, and Social Studies) The courses are denoted by an (H) in the course description. In these classes a grade of "A" earns 5 grade pts., "B" earns 4 pts., a "C" earns 3 pts. and a "D" earns 1 pt. . "S" grades are not available for students in AP courses. Students in AP courses who do not participate in the AP exam for the course will not qualify for use of the 5-point grade calculation.

### ***Final Exams***

The final two days of the last week in each term are to be reserved for the final exams. Core academic courses offer a traditional final exam which assesses the student on the material of an entire course or when given a midterm exam, over the last half of the course.

Seniors who enter the semester with a cumulative GPA of at least 3.0 and are earning at least a B in a class will be exempt from the class's final exam. It should be noted that students enrolled in a course for dual credit may be required to take the final exam per the college they are earning credit through.

### ***Failed Classes***

Every student is required to take four classes each term they are in attendance at Lutheran High School. Failing a class at Lutheran High has serious implications. If a student fails a "core" class (Religion, English, Math, Science, Social Studies) they may be required to retake the class at Lutheran High in a later term. In order to meet the graduation requirements, the student may be required to take an elective class during summer school or through an online program approved by LHS.

### ***Academic Recovery***

Grade reports will be run every week on Monday. The second time a student earns a failing grade (F) in any class, the student will be notified of their placement in Academic Recovery. Students in Academic Recovery 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. ACADEMIC DETENTION SUPERCEDES ATHLETIC/ACTIVITY PRACTICES OR MEETINGS.

A student in Academic Recovery at Mid-Term will be considered ineligible from extra-curricular activities (practices and games) starting on the Tuesday following the grade check, for a minimum of 2 weeks. When a student no longer shows a failing grade in any classes after 2 weeks, they are removed from Academic Recovery and again eligible to participate in extracurricular activities. The purpose of assigning students to Academic Recovery is to:

- Make the student aware of their lack of positive academic progress.
- Provide notice to a parent/guardian of their students struggling in a class.
- Bring the student into regular contact with the individuals who are monitoring their academic progress and who can help guide the recovery process.
- Give the student an opportunity to resolve grade challenges through the development and use of new skills and personal discipline.
- Give the student a regular opportunity to seek additional assistance from classroom teachers at a time that fits within the regular expectations of faculty.

### ***Academic Probation***

A student who receives more than one failing grade at term, or who receives a 2.0 or lower GPA will be placed on Academic Probation at the start of the following semester. Students on Academic Probation will be placed on an action plan that includes items aimed to help support the student meet the academic standards of LHS. Academic probation will be reevaluated at midterm. A student who persists in receiving failing grades and/or below a 2.0 GPA may be dis-enrolled from Lutheran High School.

### ***Eligibility***

Students must be eligible to practice, compete, and/or perform in Athletics and Activities, this includes:

- All MSHSAA sanctioned interscholastic activities including: all athletics, non-graded music groups, Scholar Bowl, and Spirit Squad.
- Theater.
- Student Council. Members that become ineligible following election/appointment will forfeit the remainder of their term for which they were elected/appointed.
- Robotics, Key Club, National Honor Society, Student Ambassadors, Kingdom Workers, FCA.

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.

### ***Class Status***

Incoming students will be enrolled in a grade-level "class" (i.e. freshman, sophomore, junior, senior) according to the number of credits they have accumulated at the beginning of the school year or at the time of enrollment at LHS. Class status is determined at the beginning of the first term and remains in effect for the entire school year:

Freshman: All students in their first year of high school.

Sophomore: Students who have completed at least 4 credits.

Junior: Students who have completed at least 12 credits.

Senior: Students who have completed at least 20 credits.

### ***Early Graduation***

A Lutheran High Diploma signifies that a student has completed a minimum of 28 credits during eight full terms (semesters) of high school. Lutheran High believes it is in the student's best interest academically, socially, and personally to be in school for four full years. On occasion, a student will have a valid reason to request an exception to this policy and seek early graduation after the completion of seven terms.

For such a request to be considered, a student must:

- Have a cumulative GPA of 3.0 or higher at the beginning of Senior year.
- Have earned 28 credits by the end of their seventh term. No more than 8 credits per school year will be factored into this number.
- Have earned 4 credits of religion by the end of their seventh term.
- Have earned 24 state credit requirements by the end of their seventh term.
- Have completed additional graduation requirements (US and MO Constitution tests passed, financial obligations met, etc.)

- Have a clearly defined educational plan which necessitates early graduation or a unique opportunity that would otherwise be forfeited if the student remains in school eight semesters. [Requests for the primary reason being saving the cost of one term of tuition will not be considered]

A written request form, available in Student Services with indication of the satisfactory completion (or plan of completion) of the above requirements must be submitted to the LHS School Leadership Team for review no later than the end of the junior year.

Please note: Requests for early graduation are very unusual and require special needs/circumstances, few are granted.

### ***Participation in Graduation Exercises***

Seniors entering the eighth term with fewer than 25 credits will be allowed to participate in graduation exercises ONLY if they have completed all graduation requirements by graduation day.

### ***Honor Roll***

All students with a grade point average of 3.000 to 3.499 are considered to be HONOR students. Those with a grade point average of 3.500 or higher are considered HIGH HONOR students. Academic honors are designated with every completed grading period and use Term 1 and Term 2 grades as the basis for the awards.

### ***Graduation Awards***

Graduation awards are based upon cumulative grade point averages. Awards will be determined using the grades at the end of the senior year. LHS reserves the right to disqualify a student on the basis of poor citizenship or conduct inconsistent with the goals and philosophy of Lutheran High. The final decision on graduation honors will be made by the administration. Graduation honors will be designated as follows:

- Summa cum laude - graduating with a cumulative GPA of 4.05 or greater
- Magna cum laude - graduating with a cumulative GPA of 4.00 or greater
- Cum laude - graduating with a cumulative GPA of 3.75 or greater
- High Honors - graduating with a cumulative GPA of 3.5 or greater
- Honors - graduating with a cumulative GPA of 3.0 or greater.

## ***Lutheran High School Graduation Requirements***

1. Students will take 4 credits per term/8 credits per year of attendance at LHS
2. Students will earn a minimum of 28 credits including those listed below

Subject	Credits
Theology (A)	4
English	4
Math	3
Science	3
Social Studies (B)	3
World Language	2
Fine Arts	1
Practical Arts (C)	1
PE/ Health (D)	2
Electives	5

- A. 1 credit of theology is required for each year of attendance at LHS
- B. Early American or Modern American History and an American government course are required for graduation
- C. Personal Finance is required for graduation
- D. At least .5 credit must be in Health
- E. Students who complete participation in the entire season of a MSHSAA-sanctioned athletic activity at LHS while juniors or seniors can have 1 credit of the PE graduation requirement waived. Note, participation in the sport will not show on their transcript.

## ***Planning Your High School Coursework***

*Use this planning sheet as you prepare for formal registration via PowerSchool.*

### **FRESHMAN YEAR**

Biblical Foundations (1 credit)

Studies in Literature and  
Communication (1 credit)

Conceptual Physics (1 credit)

Principles of History (1 credit)

Health/PE (1 credit)

\_\_\_\_\_ (Math - 1 credit)

\_\_\_\_\_ (Elective - 1 credit)

\_\_\_\_\_ (Elective - 1 credit)

### **SOPHOMORE YEAR**

Biblical Narrative (1 credit)

World Literature (1 credit)

World Civilizations I or II (1 credit)

\_\_\_\_\_ (Science - 1 credit)

\_\_\_\_\_ (Math - 1 credit)

\_\_\_\_\_ (Elective - 1 credit)

\_\_\_\_\_ (Elective - 1 credit)

\_\_\_\_\_ (Elective - 1 credit)

### **JUNIOR YEAR**

Christ in the Church (1 credit)

American Literature (1 credit)

Early American or Modern American  
History (1 credit)

\_\_\_\_\_ (Science - 1 credit)

\_\_\_\_\_ (Math - 1 credit)

\_\_\_\_\_ (Elective - 1 credit)

\_\_\_\_\_ (Elective - 1 credit)

\_\_\_\_\_ (Elective - 1 credit)

### **SENIOR YEAR**

Christ in the World (1 credit)

\_\_\_\_ American Govt. & Citizenship (1 credit)

\_\_\_\_ Or Honors American Government

\_\_\_\_\_ (English - 1 credit)

\_\_\_\_\_ (Elective - 1 credit)

\_\_\_\_\_ (Elective - 1 credit)

\_\_\_\_\_ (Elective - 1 credit)

\_\_\_\_\_ (Elective - 1 credit)

\_\_\_\_\_ (Elective - 1 credit)

## *Course Offerings*

\*DC\* - Dual Credit

\*H\* - Honors Class

<u>Course</u>	<u>Level</u>
<b>English</b>	
Introduction to Literature and Communication	9
Studies in Literature and Communication	9
World Literature	10
American Literature	11
21st Century Literature (½ Credit)	11,12
Christian Literature (½ Credit)	11,12
Creative Writing (½ Credit)	11,12
Sports Literature (½ Credit)	11,12
Public Speaking & Theater Arts (½ Credit)	11,12
British Literature *DC* *H*	12
English Symposium *DC*	12
<b>Fine Arts</b>	
Art Fundamentals	ALL
Ceramics	ALL
Drawing	ALL
Painting	ALL
3D Art	ALL
Digital Arts	ALL
Mixed Chorus	ALL
Concert Choir	Audition
Concert Band	Audition
Strings Orchestra	ALL
Explorations in Music	ALL
Music Theory *DC* *H*	12
<b>World Language</b>	
Spanish I	10,11,12
Spanish II	10,11,12
Spanish III *DC*	11,12
Spanish IV *DC*	11,12
French I	10,11,12
French II	10,11,12
French III *DC*	11,12
French IV *DC*	11,12
American Sign Language I	10,11,12
American Sign Language II	10,11,12
American Sign Language III	10,11,12
American Sign Language IV	10,11,12
World Cultures	ALL
<b>Math</b>	
Foundations of Algebra	9
Algebra I	9
Accelerated Algebra I	9
Fundamentals of Geometry	9,10
Geometry	9,10
Algebra II	10,11,12
Accelerated Algebra II w/ Trig	10,11,12
Algebra III	10,11,12
Probability & Statistics *DC*	11,12
Pre-Calculus *DC*	11,12
Calculus I *DC* *H*	12
<b>PE/Health</b>	
Boys Team Sports/Health	9
Girls Team Sports/Health	9
Lifetime Fitness	10,11,12
Recreational Sports	10,11,12
Athletic Performance	10,11,12

**Practical Arts**

Academic Skills Seminar	ALL
Personal Finance *DC* (½ Credit)	11,12
Accounting I	11,12
Introduction to Business	ALL
Business Management	11,12
Leadership *DC* (½ Credit)	11,12
Life Skills Seminar (½ Credit)	11,12
Publications	ALL
Introduction to Engineering Design	ALL
Principles of Engineering	ALL
Aerospace Engineering	10,11,12
Digital Electronics	11,12
Computer Science	10,11,12
Vocational Education (2 Credits per Sem.)	11,12
CAPS (3 Credits per Year)	11,12
Internship	11,12

**Science**

Conceptual Physics	9
Biology	10
Chemistry I	10,11,12
Chemistry II	11,12
Astronomy	11,12
Advanced Physics *DC**H*	11,12
Anatomy & Physiology *DC* *H*	11,12

**Social Studies**

Applied Perspective in History	9
World Civilizations I	10
World Civilizations II	10
Early American History *DC*	11
Modern American History	11
American Government & Citizenship	12
Global Issues *DC*	11,12
American Government Honors *DC* *H*	11,12
Introduction to Psychology *DC*	12

**Theology**

Basics of the Bible	9
Biblical Foundations	9
Biblical Narrative	10
Christ in the Church	11
Christ in the World	12
Basics of the Bible - Mentor	12

**Learning Strategies**

Academic Lab	ALL
LASE-Learning Center	ALL



## ***Course Descriptions***

Dual Credit Courses - The designation \*DC\* is used to designate courses which MAY be eligible for dual credit from an area college or university. Because of college-dictated standards, the list of approved courses can change from year to year.

### ***English***

Introduction to Literature and Communication

*Prerequisites: By placement*

This course is to be taken by recommendation and a review of entrance scores, and will focus on preparation for high-school level Communications and English classes, as well as World Language classes. Specific emphasis will be placed upon a review of grammar and mechanics skills, sentence and paragraph construction, and a basic introduction to the research paper.

Studies in Literature and Communication

*Prerequisites: Gr. 9 status*

Studies in Literature and Communication will focus on the growth of literary comprehension and enjoyment through the study of short-stories, non-fiction, poetry, drama, and novels. Writing will be a major component of the course, with frequent writing exercises and workshops, as well as review of basic grammar and mechanics skills.

World Literature

*Prerequisite: Studies in Literature and Communication*

This course will focus on the voices and stories of people throughout the world and broaden our students' understanding of the human experience. Students will study plays, novels, short stories, nonfiction, poetry, and film from across the globe in order to better understand and empathize with others from different backgrounds while learning that - despite individual experiences - humanity shares core values and fears.

-  
American Literature

*Prerequisite: Gr. 11-12 status. Required*

This course focuses on American literature: how it developed and how it continues to reflect the growth of the United States. The course begins with early recordings of native Americans and Puritan writers and continues through the beginning of the 21st century. Studies will include essays, poetry, short stories, plays, and novels. Reading, various writing methods, projects, critical thinking, and evaluations will be included.

21st Century Literature

*Prerequisites: Gr. 11-12 Status or 10 with teacher approval*

This course seeks to explore the major themes and techniques of modern and contemporary literature around the world. Students will look at current events that influence contemporary writing and explore how, in an ever-changing world, literary art reflects those issues. Students will consider how "older" literature influences 21st Century literature and explore the commonalities as well as the differences in cultural values and aesthetics.

Creative Writing

*Prerequisites: Gr. 11-12 Status or 10 with teacher approval*

This course focuses on the creative side of writing and engages in self-expression rather than academic writing. Students will take what they have learned about literary elements and figurative language and apply them to their own work, practicing brainstorming, various stages of editing, and the art of constructive criticism. Students will practice writing through a variety of projects such as poetry, short story, journaling, etc.

### Christian Literature

*Prerequisites: Gr. 11-12 Status or 10 with teacher approval*

This course covers a broadly defined range of literature that either serves or is shaped by the Christian worldview. Students will explore works shaped by Christianity, from the literary side of biblical teachings to modern works that have significant Christian undertones, and secular works that reflect Christian values.

### Public Speaking and Theater Arts

*Prerequisite: Gr. 11-12 Status or 10 with teacher approval*

The course focuses on skills of writing, analyzing, and presenting works of theater and public speaking. Students will examine classic speeches and plays and then progress to writing and presenting works of their own.

### Sports Literature

*Prerequisites: Gr. 11-12 Status or 10 with teacher approval*

This course will focus on common genres of literature through the lens of sports and sport as well as providing an introduction to literary criticism. Students in this course will study plays, novels, short stories, nonfiction, poetry, and film. Through the study of multiple genres with a single focus, students will hone analytical skills and draw connections in the writing and study of these works. This course will help students in the shift between broader high school English classes and the more focused and deeply analytical college courses they are preparing for.

### English Symposium

\*DC\*

*Prerequisite: Gr. 11-12 status*

This course is designed for juniors and seniors who would like a course that offers a more intensive, collegiate-styled look at five specific areas of English instruction. The focus areas are: nonfiction, modern poetry, dystopian fiction, historical/mystery fiction, and mythology. Each area of study is reading, presentation, and discussion oriented with a writing intensive requirement for each focus area.

### British Literature

\*DC\* \*H\*

*Prerequisite: Gr. 12 status, C or better in American Literature*

A senior level Honors Course. Content covers a chronological survey of English Literature from the Renaissance to the present including advanced analysis, summer reading, and a rigorous, college level workload.

## **Fine Arts**

### Art Fundamentals

*Prerequisites: None*

Students will be introduced to production, criticism and history of art to develop an appreciation for the visual arts. A variety of materials and techniques will be explored while developing basic skills in both two-dimensional and three-dimensional work. Emphasis is placed on learning composition and design, working in a diverse range of themes/subject matter, and creating art for personal expression.

### Ceramics

*Prerequisite: Art Fundamentals*

Students design and build pottery using traditional hand building methods and wheel throwing. Students are expected to use their knowledge of the elements and principles of design to problem solve, as well as developing the terminology related to the clay medium.

### Drawing

*Prerequisite: Art Fundamentals*

Students will explore a broad range of drawing techniques in both traditional and contemporary materials including sketching, formal observation and imaginary work. An emphasis is placed on technical drawing and composition while rendering a diverse range of themes/subject matter and creating art for personal expression.

### Painting

*Prerequisite: Art Fundamentals*

Students will explore the formal and expressive application of various types of paint including acrylic, watercolor and oil paint. An emphasis is placed on technique and composition while rendering diverse subject matter. It is expected that the student has knowledge and an understanding of color theory, design, and drawing skills to aid in the development as a painter.

### 3D Art

*Prerequisite: Art Fundamentals*

3D Art involves the exploration of traditional and contemporary three-dimensional work. Emphasis is placed on the additive and subtractive methods of working. Students will be expected to use their knowledge of the elements of art and principles of design to problem solve. The student will gain technical skills, understand the diverse possibilities of the materials, as well as learn safe and appropriate uses of the tools and materials.

### Digital Arts

*Prerequisite: Art Fundamentals*

The course will introduce techniques and theory of digital art and graphic design. Students will apply elements of art and principles of design to produce digital and printed art. Students will respond to and reflect upon digital media as an art form. Learning focus will be on photography/image manipulation, typography, vector drawing, page design, cinematography and copyright law. Students will gain firsthand experience working for a client, including concepting, idea development, presentation and production.

### Instrumental Workshop

*None (Some experience with grade school band/strings or private lessons is helpful.)*

Students with little or no instrumental experience will be able to learn to play an instrument. Students will learn the basics of playing an instrument including breath support, tone, intonation, and other technical skills. Other music skills necessary for success in an ensemble include note and rhythm reading and other basic music theory skills will be taught. Students will, on occasion, perform with the orchestra.

### Mixed Chorus

*Prerequisite: None May be repeated for credit.*

Vocal techniques, music history and theory, sight singing and performance skills will be emphasized through a variety of choral literature. Required concert participation is included in the student's grade.

### Concert Choir

*Prerequisite: Placement by audition May be repeated for credit.*

Open to students interested in praising God through vocal and choral music. Based on audition, students who have shown abilities and attitudes necessary to succeed in this advanced performance group will be accepted on the basis of available openings. The study of vocal techniques, music theory, sight singing and performance skills will be emphasized through a variety of choral literature. Required performance participation is included in the student's grade for the course. The group may participate in an overnight tour and a participation fee may be charged.

### Concert Band/Strings Orchestra

*Prerequisite: Placement by audition. May be repeated for credit.*

The study of instrumental techniques, music theory, sight reading, and individual and ensemble performance skills will be emphasized through a variety of orchestral literature. Several concerts are presented each year presenting a wide array of musical styles. Required performance participation is included in the student's grade for the course. Every other year, the group will participate in an overnight tour and a tour fee will be charged.

## Explorations in Music

*Prerequisite: None*

Discover the driving rhythms of African drums and their connection to the rock music of today. This course will help the student critically listen to and develop an enjoyment of extraordinary music. Students will compose their own music using Garage Band in a multitude of styles while learning about the elements of music: rhythm, pitch, form, dynamics, and melody. This is not a performance class.

## Music Theory

\*DC\* \*H\*

*Prerequisite: Grade 12*

The procedures of writing and analyzing music in the common practice idiom, including music notation in manuscript and with a computer, keys and scales, rhythm and meter, intervals, triads and seventh chords, figured bass, orchestral transpositions, roman numeral and lead sheet analysis, part writing and melody harmonization using triads, harmonic progressions, cadences and periods, and setting texts to music in an original composition.

## **World Language**

### Spanish I

*Prerequisite: Grade 10, C or better in English*

This is a course designed to introduce students to the elementary-level Spanish language. Students will learn strategies to help them acquire new vocabulary words and phrases in the target language and they will also become acquainted with several elementary grammatical structures with an emphasis on verb conjugation. Students will learn to produce complete sentences both orally and in writing.

### Spanish II

*Prerequisite: C or better in Spanish I*

This second course builds upon the foundations established in Spanish I. Students will learn how and when to utilize more complex grammatical structures. By establishing these skills, the students will express complete thoughts both orally and in writing.

### Spanish III

\*DC\*

*Prerequisite: 85% or better in Spanish II or instructor approval.*

Material covered is the equivalent of a first semester college course in Spanish composition and conversation. Students will continue to acquire new vocabulary words and phrases in the target language and they will learn complex grammatical structures that will later be applied in meaningful contexts.

### Spanish IV

\*DC\*

*Prerequisite: a minimum composite score of I-1 on the AAPPL or instructor approval*

Material covered is the equivalent of a second semester college course in Spanish composition and conversation. Students will strengthen their mastery of speaking, writing, listening, and reading in the target language. Students will continue to acquire new vocabulary words and phrases in the target language and they will review, produce, and apply complex grammatical structures to their usage and comprehension of Spanish.

### French I

*Prerequisite: Grade 10, C or better in English*

This is a course designed to introduce students to the elementary-level French language. Students will learn strategies to help them acquire new vocabulary words and phrases in the target language and they will also become acquainted with several elementary grammatical structures. Students will learn to produce complete sentences both orally and in writing.

## French II

*Prerequisite: C or better in French I*

This second course builds upon the foundations established in French I. Students will learn how and when to utilize more complex grammatical structures. By establishing these skills, the students will express complete thoughts both orally and in writing.

## French III \*DC\*

*Prerequisite: 85% or better in French II*

This course is a continuation of French 1 and 2. This course will focus on reading, writing, listening, speaking, and grammar skills in the French language, along with an awareness of francophone cultures. The objective is for students to achieve “intermediate-mid” proficiency (per ACTFL guidelines) by the end of the course.

## French IV \*DC\*

*Prerequisite: a minimum composite score of I-1 on the AAPPL or instructor approval*

Material covered is the equivalent of a second semester college course in French composition and conversation. Students will strengthen their mastery of speaking, writing, listening, and reading in the target language. Students will continue to acquire new vocabulary words and phrases in the target language and they will review, produce, and apply complex grammatical structures to their usage and comprehension of French.

## American Sign Language I

The student will learn sign language and develop proficiency in communicating with deaf people. Students will experience an overview of the signing process, models of signing, introduction to the skills necessary to achieve dynamic message equivalence in signing ASL to English and English to ASL. Students will focus on skills building and developing fluency in signing, plus be introduced to the topics of deaf ministry, deaf education, deaf culture, ASL history, deaf social, sign languages, and audiology.

## American Sign Language II

*Prerequisite: C or better in American Sign Language I*

This second course builds upon the foundations established in American Sign Language I.

## American Sign Language III \*DC\*

*Prerequisite: 85% or better in American Sign Language II or instructor approval*

This course builds upon the foundations established in American Sign Language II.

## American Sign Language IV \*DC\*

*Prerequisite: Completion of ASL III and Instructor approval*

This course builds upon the foundations established in American Sign Language III.

## World Cultures

*Prerequisites: None*

World Cultures is an elective course that covers a general study of diverse world cultures. Topics include cultural practices, social structures, geography, religions, arts, and languages.

## **Learning Strategies**

Academic Lab

*Prerequisite: Inclusion in 504 Plan or IEP.*

Students will work one on one or in small groups with the resource teacher. The purpose of this class is to provide a supportive atmosphere and encourage students towards self-advocacy.

## **Math**

### Foundations of Algebra

*Prerequisites: By placement*

Foundations of Algebra is designed to introduce and involve the student in the concepts of Algebra. Students will learn the language of algebra, and use it to describe numbers and the relationships between them. Strategies leading to a successful approach to solving any problem will be stressed.

### Algebra I

*By placement or successful completion of Foundations of Algebra*

Algebra I includes a review of types of numbers, sets fundamentals, properties and basic operations. It also involves the study of solutions, of linear quadratic equations and inequalities, exponents, polynomials, factoring and radicals. Emphasis is placed on problem solving techniques.

### Accelerated Algebra I

*Prerequisites: By placement*

Accelerated Algebra I is designed for the student who has taken a full year of Algebra but would benefit from a review of topics before taking Geometry. Topics to be covered include: slopes and lines, exponents and powers, quadratic equations and square roots, polynomials, linear systems, factoring and functions. Strategies leading to a successful approach to solving any problem will be stressed.

### Fundamentals of Geometry

*Prerequisites: By placement*

To be offered on an "as needed" basis for students who are not ready for Geometry. This class would serve as an introduction to geometry, while also reviewing concepts from Algebra I.

### Geometry

*Prerequisite: C or better in Algebra I or Adv. Algebra 1*

A course involving the study of congruency, proofs (direct and indirect, formal and informal), similar figures, area, volume, construction, scale drawings and models, and Pythagorean theorem, a brief introduction to trigonometry and other topics with emphasis on reasoning and logic as the means of solving problems.

### Algebra II

*Prerequisite: C or better in Geometry*

This course allows students the opportunity to build on topics of Algebra I and Geometry. Students will learn problem solving using skills developed in the following areas: factoring, solving equations, inequalities, irrational and complex numbers, polynomial functions, rational expressions, logarithmic functions and basic statistics.

### Accelerated Algebra II with Trigonometry

*Prerequisite: C or better in Geometry*

This course emphasizes problem solving using skills developed in the following areas: factoring, solving equations, inequalities, irrational and complex numbers, polynomial functions, rational expressions, conic sections, exponential and logarithmic functions, triangle trigonometry and its applications. This course is designed for students planning to take Pre-Calculus and Calculus.

### Probability and Statistics

\*DC\*

*Prerequisite: C or better in Algebra II or Accelerated Algebra II*

This course is an exploration into the basic concepts of probability and statistics emphasizing measures of central tendency, the normal curve and the probability of compound events. It will provide a foundation for further studies in statistics and future work in a variety of careers. Designed for the business or general studies college student.

### Algebra III

*Prerequisite: Algebra II or Accelerated Algebra II*

This course will enhance the higher level thinking skills developed in Algebra II through a more in-depth study of those concepts and exploration of some pre-calculus concepts. Students will be challenged to increase their understanding of algebraic, graphical, and numerical methods to analyze, translate, and solve quadratic, polynomial, rational, exponential, and logarithmic functions and/or relations. Modeling real world situations is an important part of the class.

### Pre-Calculus

\*DC\*

*Prerequisite: B or better in Acc. Algebra II/Trig.*

This is a pre-calculus course designed for college bound juniors and seniors who are considering further study in math or science. This course covers functions, graphing, conic sections, advanced trigonometry, sequences, series, limits and an introduction to calculus. This course will help the student make the transition from high school to college mathematics.

### Calculus 1

\*DC\*

*Prerequisite: B or higher in Pre-Calculus or instructor permission*

This is an AP class designed to establish a foundation in calculus for college-bound students. Topics covered include: limits, the derived function (derivative), the integral, and applications of the derivative and the integral. All students are expected to have their own graphing calculator. Students should expect a college-level assignment load.

### **Physical Education**

Boys Team Sports/Health, Girls Team Sports/Health

*Required Grade 9*

This course aims to give the student a thorough knowledge of team sports and physical fitness. Team sports units will consist of presentations and practice of individual skills through drills and activities, and discussion of rules and strategy through game play. The Health portion of the course is intended to give the student a thorough knowledge of the human body and the factors that affect it mentally, physically, socially, and spiritually.

### Lifetime Fitness

*Prerequisites: Gr. 10,11,12 status May be repeated for credit but may only be taken one time each year.*

This course aims to help students develop an appreciation of being fit for life. Focus will be on improving personal fitness through various walking activities, including, but not limited to: power walking and hiking. Emphasis will be placed on monitoring activity on a daily, weekly, and monthly basis. Students will develop a fitness plan and goals which will include elements of physical fitness, nutrition, healthy sleep patterns, and stress reduction. This course will also have an introduction to weight training and core. Students will learn knowledge, skills and effective experiences in body development. Weight training and fitness helps students gain and maintain physical conditioning to prevent injury and increase performance in other areas of physical activity. Finally this course will emphasize the importance of stretching exercises through yoga.

### Recreational Sports

*Prerequisites: Gr. 10,11,12 status May be repeated for credit but may only be taken one time each year.*

This course aims to give the student a general knowledge and appreciation of recreational team, individual sports, and physical fitness. Recreational team sports may include flag football, soccer, volleyball, floor hockey, kickball, pillow polo, dodgeball, kickball, and basketball. Individual recreational activities may include badminton, tennis, pickleball, yoga, cornhole, and archery. The carry-over values of these various fitness activities will be emphasized so that the student will consider the value of being "fit for life".

### Athletic Performance

*Prerequisites: Gr. 10,11,12 status. May be repeated for credit but may only be taken one time each year.*

This course is a hands-on training program for all students who desire a basic knowledge of strength and conditioning toward becoming a well-rounded athlete. The material provided is a systematic approach

towards creating a safe atmosphere that allows each individual to maximize their full fitness potential, and to develop an appreciation for athletic performance at a high level. This course is geared for athletes that want to improve in their sport. Emphasis for this class will be spending time in the weight room.

### ***Practical Arts***

Academic Skills Seminar

*Prerequisite: Gr. 9*

Academic Skills is intended to provide students with experiences and skill development in academic topics to better prepare them for high school. These include: study skills, utilizing the learning management system, goal setting, word processing, public speaking, and fostering positive academic relationships.

Accounting I

*Prerequisites: Gr. 11 or 12 status*

This class introduces students to the area of business finance. Students will learn how to complete the tasks in an accounting cycle for a sole proprietorship and for a corporation and how to make business decisions based on accounting records. In addition, students will learn about careers in accounting, examine legal and ethical issues in accounting, and work with Microsoft Excel.

Introduction to Business

*Prerequisite: None*

This course introduces students to a variety of topics in the field of business, including basic economic concepts, international business, business operations, and entrepreneurship. Students will also explore their roles as effective consumers, business owners, and workers by learning basic job search and financial management skills and improving their communication skills. This course builds a foundation for further studies in business and helps students develop the business knowledge and skills they will need in their everyday lives.

Business Management

*Prerequisites: Gr. 11 or 12 status*

This course is designed to help students develop an understanding of skills and resources needed to manage a business. Topics covered include characteristics of effective leaders, management functions, elements of marketing, financial analysis, human resource management, and communication skills. As a class, students will also manage and operate an actual business. This class is highly recommended for students who wish to explore business as a career possibility.

Personal Finance

**\*DC\***

*Prerequisite: Gr. 11 or 12 or Department Approval. Required for Graduation*

Personal Finance gives students the fundamental knowledge they need to better manage their own finances both now and in the future. In this class, students will explore practical topics such as money, banking, investments, credit, taxes, and insurance. Students will learn to make informed decisions as they complete simulated activities in money management.

Leadership

**\*DC\***

*Prerequisite: Gr. 11 or 12 status*

This course provides an examination of historical and contemporary models of leadership, skills of effective leadership, and the responsibilities and privileges of leadership. Students will learn to function effectively in group settings and build an awareness of leadership issues facing our communities and society. As part of the course, students will be required to join and be actively involved in a non-athletic school club or organization.



### Life Skills Seminar

*Prerequisite: Gr. 11 or 12 status*

This course is intended to provide students with experiences and skill development in life topics to better prepare them for adulthood. These include: college and career readiness, independent living, relationships, child and family development, retirement planning.

### Publications

*Prerequisite: Permission of instructor.*

This course emphasizes the areas of writing, photography, and graphic design that focus on the nonfiction communication found in yearbooks and magazine style writing. The primary objective of the course is to design, develop, and publish the school yearbook. Students will sharpen skills in informational writing and peer editing. They will develop skills in journalistic design, computer layout, photography, and marketing. Course may be repeated for credit.

### Introduction to Engineering Design (IED)

*Perquisite: C or better in Algebra 1, or instructor permission*

Students explore an engineering design process, applying math science and engineering standards to hands-on projects documented in an Engineering notebook. Students work individually and in teams using professional grade 3D modeling software. Projects move from concepts to real hardware solutions using 3D printing, CNC carving, manufacturing processes, and shop skills. Students apply professional-grade systems and software prominent in universities and industry today. This is the first class in the Project Lead the Way high school engineering program.

### Principles of Engineering (POE)

*Prerequisite: C or better in Geometry, or currently enrolled in Geometry, or instructor permission; and C or better in Introduction to Engineering Design*

POE exposes students to concepts that they will encounter in a postsecondary engineering program. Students explore a broad range of engineering topics, including mechanisms, strength of materials and structures, automation, thermodynamics, hydromechanics, energy, and kinematics. The course applies and concurrently develops secondary level knowledge and skills in mathematics, science, and technology. This is a second-level class in the Project Lead the Way high school engineering program.

### Aerospace Engineering (AE)

*Prerequisite: C or better in Geometry, or currently enrolled in Geometry and/or instructor permission; and C or better in Introduction to Engineering Design*

Students explore the physics of flight and apply their learning to hands-on projects like designing and testing a glider, an airfoil, propulsion system, a rocket, a wind turbine, and parachutes. Students simulate exploring a planet, including creating a map of the terrain with a model satellite and using the map to execute a mission using an autonomous robot. This is a second-level class in the Project Lead the Way high school engineering program.

### Digital Electronics (DE)

*Prerequisite: B or better in Algebra II, and/or instructor permission; and B or better in Introduction to Engineering Design*

Digital Electronics is the study of electronic circuits that are used to process and control digital signals. In contrast to analog electronics, where information is represented by a continuously varying voltage, digital signals are represented by two discreet voltages or logic levels. This distinction allows for greater signal speed and storage capabilities and has revolutionized the world in electronics. The major focus of the DE course is to expose students to the design process of combinational and sequential logic design, teamwork, communication methods, engineering standards, and technical documentation. This is a second-level class in the Project Lead the Way high school engineering program and geared to highly motivated students with demonstrated academic excellence.

## Computer Science

*Prerequisite: Completion of Engineering Design and Algebra II*

Computer Science introduces students to software engineering and object-oriented programming and design using the Java programming language. This curriculum covers a broad range of topics, including the design of solutions to problems, the use of data structures to organize large sets of data, the development and implementation of algorithms to process data and discover new information, the analysis of potential solutions, and the ethical and social implications of computing systems.

## Vocational Education

*Prerequisites: Set by the L&C Program*

Lewis and Clark Career Center: Available Courses

All courses taken at the Lewis and Clark Career Center are listed on the Lutheran High School transcript as "Vocational Education" classes so they do not carry individual course numbers. For more information about each of these areas of study, please see the Lewis & Clark Career Center website at [www.lewisclarkcc.org](http://www.lewisclarkcc.org)

Computer Maintenance & Networking

Computer Software Development

Early Childhood Careers

Health Occupations

Health Related Occupations

Precision Manufacturing Technology

Combination Welding

Brick & Stone Masonry

Building Trades-Carpentry

Electrical Trades

Heating, Ventilation, & Air Conditioning (HVAC)

Auto Collision Repair

Auto Service Technology

Power Equipment Technology

Applied Retail and Business Skills

Early Childhood

## CAPS

*Prerequisites: Set by the CAPS Program*

St. Charles County CAPS Program: Available Courses

All courses taken through the CAPS program are listed on the Lutheran High School transcripts as CAPS followed by the course. For more information visit the CAPS website at

<https://stcharlescountycaps.yourcapsnetwork.org/>

Healthcare

Global Business/Entrepreneurship

Technology Solutions (IT and Creative Media)

## Internship

*Prerequisites: Grade 11 or 12 and cumulative GPA of 2.5*

Students gain hands-on experience by working with an individual or company within their desired career field. Students will be required to seek out these opportunities. Student Services can support students in finding these opportunities. There is an application process and deadline set forth by Student Services in order to be given permission to include an internship in their course selection.

## **Science**

### Conceptual Physics

Required: Grade 9

Conceptual physics is a laboratory science course with an emphasis on the scientific method and the fundamental principles of physics. This course is designed to provide students with a foundation for further study in biology, chemistry, and the advanced science courses. Topics to be covered include: basic science skills, Newton's laws, linear motion, momentum, work, and energy. Students will apply algebraic skills to problem solving throughout the course.

### Biology

*Prerequisite: Grade 10 or school approval*

The Biology course is required at Lutheran High. This course allows the student to examine, survey, and understand the magnitude and complexity of God's creation – His creation of each person as well as their surroundings. Topics include: cell development, levels of organization, genetics, botany, invertebrates, vertebrates, ecology, and human biology. The course gives students an understanding of life systems.

### Astronomy

*Prerequisite: Biology*

Astronomy is designed to provide students with an overview of the physical laws governing celestial bodies and their motion. Topics include history of astronomy, motion of the earth and moon, origin of the universe as seen from both secular and Christian views, light and stars, telescopes, comets, asteroids, and meteorites.

### Chemistry I

*Prerequisite: C or better in Biology, C or better in Algebra 2 or concurrent enrollment in Algebra 2.*

Provides the student with knowledge of the fundamental principles of chemistry with an emphasis on the scientific method, matter and measurements, states of matter, atomic structure, chemical periodicity, chemical bonding, chemical reactions, the mole, and stoichiometry. Throughout the course, students will learn proper laboratory procedures emphasizing proper techniques following safety protocols.

### Chemistry II

*Prerequisite: B or better in Chemistry I and Algebra II*

Provides the student with knowledge of the fundamental principles of chemistry with an emphasis on mixtures and solutions, gasses, energy and chemical change, reaction rates, equilibrium, acids and bases, redox reactions, hydrocarbons, biochemistry, and nuclear chemistry. This course is designed for the serious chemistry student who is willing to build on the concepts learned in Chemistry I. Students will employ their critical thinking skills in scenario and inquiry-based laboratory activities.

### Advanced Physics.

\*DC\* \*H\*

*Prerequisite: B or better in Algebra II or Accel. Algebra II.*

A study of the relationship between energy and matter with emphasis on problem solving involving mathematical principles. Mechanics and sound are studied and supported with laboratory work.

### Anatomy & Physiology

\*DC\* \*H\*

*Prerequisite: B or better in Biology and B or better in Chemistry or instructor permission.*

The Anatomy & Physiology course builds on the foundations students acquired in Biology and Chemistry and applies them to the human body. The class covers several body systems as the students will be required to learn the different parts of those systems (Anatomy), and the operation of the systems (Physiology).

## ***Social Studies***

### **Principles of History**

#### ***Gr. 9 Required***

More than just dates, names, and places, history is the study of the human condition. It seeks to understand human behavior through the thoughtful examination of different types of historical sources. The study of history is a living subject, always changing as new discoveries and interpretations are presented. This course examines the process of investigating and writing about history through analysis of sources and the presentation of this analysis as an argument. Through this exploration of historical investigation, students will develop a holistic perspective on the contemporary relevance of history and their responsibility to participate and engage in such discourse.

### **World Civilization I**

#### ***Gr. 10 Required***

This course surveys the early development of societies, through the beginnings of agricultural practices, to the Renaissance and Reformation. Students will analyze the political, social, and economic changes of various peoples in Europe, Africa, and Asia. Through this exploration of major historical themes and the utilization of geographic skills, students will understand how the world becomes increasingly more interconnected, due to new technologies and more expansive trade routes.

### **World Civilization II**

#### ***Gr. 10 Required***

This course surveys a vast period of world history, from the origins of the transatlantic slave trade and the contests for the Americas, through the fall of monarchies and empires of Europe, to the spread of democracy and communism throughout the globe. Students will explore major historical themes and examine the various peoples, ideas, ecological forces, and technologies that traversed and transformed the modern world.

### **Early American History**

\*DC\*

#### ***Gr. 11 Required***

##### **Revolution to Reconstruction: The First Half of the U.S. Survey**

This course surveys the founding of the United States from the French and Indian War through the collapse of federal reconstruction after the American Civil War. During this period, the United States grew exponentially both in its population and territory. Americans also faced difficult questions about how to effectively govern the nation and waged a bloody war over the question at the core of the class: “what does it mean to be an American?” Students will explore major historical themes and examine the various peoples, ideas, ecological forces, and technologies that shaped the country during these years. This course also emphasizes the development of critical reasoning and writing skills through regular engagement with primary and secondary sources, Socratic discussions, and argumentative writing assignments.

### **Modern America History**

#### ***Gr. 11 Required***

The Second Half of the U.S. Survey. This course surveys the United States’ ascent as a global superpower through the twentieth century and beyond. During this period, the United States expanded its influence abroad, staved off economic collapse, and waged wars across the globe. At home, Americans wrestled with inequality, cultural revolutions, and the rise of terrorism. Students will explore major historical themes and examine the various peoples, ideas, ecological forces, and technologies that shaped the country during these years. This course also emphasizes the development of critical reasoning and writing skills through regular engagement with primary and secondary sources, Socratic discussions, and argumentative writing assignments.

### American Govt and Citizenship

*Gr. 12 Required for Graduation.*

The students will study the history and structure of the American government with an emphasis on the U.S. Constitution and Missouri Constitution. Students will study the three branches of representative government and the importance of civic participation at all levels. Students must pass this class or the Honors Government course to graduate from high school.

### Honors American Government

\*DC\* \*H\*

*Prerequisite: Successful completion of Early American or Modern American History AND World Civilizations I or II. Can be used to meet the American Government graduation requirement.*

This course is the study of seven countries and the general concepts used to interpret the political relationships found in national polities. The course is taught under the College Board Advanced Placement Curriculum, and carries a 5 point grade scale. Students are expected to take the AP Comparative Government exam at their own expense. Students should expect a college-level assignment load. This class may be used for the required Government class.

### Introduction to Psychology

\*DC\*

*Prerequisite: Gr. 12 status*

Introduction to the systematic and scientific study of behavior and psychology of humans. Modern and historical approaches to psychology are covered. Studying human behavior from a Christian and scientific approach is emphasized.

### Global Issues

\*DC\*

*Prerequisite: Successful completion of Early American or Modern American History and either World Civilizations I or II*

This course explores the contemporary domestic and international issues which dominate the news cycle. Throughout the course, students will read widely on a variety of current events topics, then apply their existing historical knowledge to evaluate competing interpretations of these moments, taking care to assess authors' qualifications and biases, the evidence they marshal, and the merits of their conclusions. During regular Socratic seminars, students will defend their opinions on the different issues from a Christian perspective.

### **Theology**

#### Basics of the Bible

*Prerequisite: Placement*

This course will begin with an overview of the Bible and the basic skills and knowledge required to read the Bible. The course will then continue following a modified syllabus of the Biblical Foundations course studying the foundational principles of theology in the Torah and the Gospels and introducing the student to the life of a Christian student at LHS (the Cougar Way). Students will learn to use the Lutheran Study Bible tools and explore the interrelationship between the Old and New Testaments. Students will study Biblical themes and typologies in all of scripture to show the entire Bible is about Jesus. Students will learn to apply scripture to devotional practices, worship, and service. The course is designed primarily for the student who has little or no formal Christian education.

#### Biblical Foundations

*Prerequisite: None*

This course is devoted to studying the foundational principles of theology in the Torah and the Gospels and introduces the student to the life of a Christian student at LHS (the Cougar Way). Students will learn to use the Lutheran Study Bible tools and apply basic hermeneutics as they explore the interrelationship between the Old and New Testament. Students will study Biblical themes and typologies in all of Scripture to show the entire Bible is about Jesus. Students will learn to apply scripture to devotional practices, worship, and service.

### Biblical Narrative

#### *Prerequisite: Biblical Foundations*

This course will give the student an overview of the Biblical narrative of the Bible. Special emphasis will be placed on the history of the people of God from the development of the Kingdom of Israel and Prophets in the Old Testament through the beginnings of Christianity in the 1st century in the Gospel of Luke and Acts.

### Christ in Church

#### *Prerequisite: Biblical Foundations and Biblical Narrative*

This course will focus on the nature and life of God's people (the church) as gathered by faith in Jesus Christ. The following foundational questions will be addressed and explored: Who is God? Who are we? How do we know this? What does God do in response? How do we live? In response to these questions, the course will utilize a deeper exploration of the Epistles, 6 chief parts, church history, comparative Christian denomination study, and Christian dialogue with contemporary issues. Each component will provide further insight to what it means for the church to be the body of Christ in the world.

### Christ in the World

#### *Prerequisite: Christ in Church*

This course is devoted to equipping students to engage their culture with the gospel of Jesus Christ. Emphases will include understanding the various worldviews of our unbelieving neighbors, sharing the gospel in a meaningful way with them, and giving a defense for the hope we have within us. The first half of the class will be a survey of the world's major non-Christian worldviews, religions, cults, and the occult. The second half of the course is an introduction to Christian Apologetics. Students will continue to develop use of hermeneutical principles from prior courses as they study the writings of John in his Gospel, Epistles, and book of Revelation.

### Basics of the Bible Mentor (Independent Study)

#### *Prerequisite: Biblical Foundations, Biblical Narrative & Christ in Church and instructor approval.*

The student works as a teacher's assistant for the 'Introduction to the Gospel' course. The mentor student works with the teacher to present the basic Gospel message and build relationships with students. Open to senior students who successfully completed prerequisites, who has demonstrated personal responsibility, dedication to the Christian faith, and spiritual maturity, and who participates regularly in the worship life of his or her congregation. The mentor will work with the teacher to define personal and professional goals, out of which the teacher will determine a set of objectives and tasks for the mentor. The student will be evaluated pass/fail according to the objectives and tasks set by the teacher.

## ***Department Progression Charts***

<b>English</b>	
<b><i>4 credits required for graduation - highlighted courses are required as 3 of the 4 credits</i></b>	
Introduction to Literature and Communication	By placement - Grade 9
Studies in Literature and Communication	Grade 9
World Literature	Grade 10
American Literature	Grade 11 or 12
<i>In addition to the highlighted courses above students should choose at least one of the following courses to fulfill graduation requirements.</i>	
English Symposium	Grade 12
Senior Honors Literature	Grade 12
<i>The following may be taken as an English Elective. Does not count towards the 4 required credits.</i>	
21st Century Literature	Grade 11 or 12
Christian Literature	Grade 11 or 12
Creative Writing	Grade 11 or 12
Public Speaking and Theater Arts	Grade 11 or 12
Sports Literature	Grade 11 or 12

Science	
<i>3 credits required for graduation - highlighted courses are required as 2 of the 3 credits</i>	
Conceptual Physics	Grade 9
Biology	Grade 10
<i>In addition to the highlighted courses above students should choose at least one of the following courses to fulfill graduation requirements.</i>	
Chemistry I	Must have passed Biology to enroll
Astronomy	Must have passed Biology to enroll
<i>The following may be taken as a Science Elective.</i>	
Chemistry II	Must have passed Chemistry I and Algebra II
Anatomy and Physiology	Must have passed Biology and Chemistry I
Advanced Physics	Must have passed Algebra II



<b>Mathematics</b>	
<i>3 credits required for graduation that are Algebra I or higher</i>	
Foundations of Algebra	By Placement: Grade 9
<i>One of the following:</i>	
Algebra I	Grade 9
Accelerated Algebra I	By Placement: Grade 9
<i>After completion of Algebra or Acc. Algebra I with a C or better a student should move onto the following:</i>	
Geometry	Grade 10
<i>One of the following after completion of Geometry with a C or better:</i>	
Algebra II	
Accelerated Algebra II with Trigonometry	
<i>The following may be taken to earn additional math credits.</i>	
Algebra III	
Probability and Statistics	C or better in Algebra II
<i>The following progression may be followed after the completion of Accelerated Algebra II with Trig. or Algebra III with a B or better.</i>	
Pre-Calculus	
Calculus	B or better in Pre-Calculus
Calculus II	

<b>Social Studies</b>	
<i>3 credits required including an American History and Government course.</i>	
Principles of History	Grade 9
<i>One of the following</i>	
World Civilization I	Grade 10
World Civilization II	Grade 10
<i>One of the following required</i>	
Early American History	Grade 11
Modern American History	Grade 11
<i>One of the following required</i>	
American Government and Citizenship	Grade 12
Honors Government	Grade 11 or 12
<i>The following may be taken as a Social Studies Elective.</i>	
World Civilization course you did not take previously	
American History course you did not take previously	
Introduction to Psychology	Grade 12
Global Issues	Grade 12

## ***LHS Course Pathways***

***\*\*\*courses for specific pathways are italicized/bold.***

Course pathways are designed by the office of Student Services to guide students towards courses that will both expose and prepare them to begin higher education studies in a particular field. It is not necessary to take every suggested course in order to become exposed and prepared. These are only to serve as a guide. Students can switch pathways at any point during their time at LHS. Students can also work with student services to develop pathways that allow for exploration of more than one career path.

**Students who do not have direction towards a specific pathway should take the “Career Cluster Inventory” assessment through their Missouri Connections profile.**

Missouri Connections login page: <https://portal.missouriconnections.org/>

Use the following username and password to login and then you will go through the process of creating your profile.

Username: LHS

Password: 2viewmoc

### ***Education pathway***

<b>Freshman Year</b>	
Biblical Foundations	1 Credit
Studies in Literature and Communication	1 Credit
Conceptual Physics	1 Credit
Principles of History	1 Credit
Health/PE	1 Credit
	Math Credit
World Cultures	1 Credit
	Fine Arts Credit

<b>Sophomore Year</b>	
Biblical Narrative	1 Credit
World Literature	1 Credit
World Civilization I or II	1 Credit
Biology	1 Credit
	Math Credit
	World Language Credit
	World Language Credit
	Elective Credit

<b>Junior Year</b>	
Christ in the Church	1 Credit
American Literature	1 Credit
Early American or Modern American History	1 Credit
Personal Finance	½ Credit
	Science Credit
	Math Credit
Introduction to Education Online	1 Credit
Life Skills or Leadership	½ Credit
	Elective Credit

<b>Senior Year</b>	
Christ in the World	1 Credit
American Government	1 Credit
	English Credit
Internship or Lewis and Clark	1 Credit
Internship or Lewis and Clark	1 Credit
Elective or Lewis and Clark	1 Credit
Elective or Lewis and Clark	1 Credit
	Elective Credit

*\* Students should use one of their electives either sophomore, junior or senior year to fulfill their 2nd PE credit requirement.*

### Introduction to Education - Dual Credit Online Course

St. Charles Community College: EDU 101 Introduction to Teacher Education (1 college credit)

Introduction to the field of education. Gain experience in presenting lessons to a P-12 classroom, including the realities of day-to-day teacher preparation including state standards for teacher candidates and P-12 students, lesson plan development, and educational policy, as well as degree and certification requirements in Missouri. To successfully complete EDU 101, students must pay for and pass a criminal background screening (prior to entering P-12 schools), join the state and local chapter of MSTA, and complete five hours of observation/field experience work in a P-12 classroom.

Concordia University Wisconsin: ED 102 Foundations of Education, (3 college credits)

ED 102 Foundations of Education is a critical examination of the forces that have shaped formal and informal education, especially as they affect American urban education. Historical, philosophic, scientific, and social foundations are related to contemporary issues. This is an introduction to the teaching profession.

Technology is integrated throughout this course.

### Teaching Internship - 2 credits maximum

Students gain hands-on experience by being paired with an association Lutheran school. Students will be required to seek out a teacher within the school to act as their class intern. Students will be expected to provide their own transportation to and from their cooperating site.

### Education and Training - Lewis and Clark

This course will prepare students for entry level employment in the field of early childhood education, while providing the foundations for study in higher education programs that lead to certification in early childhood or elementary education. Students will gain the leadership, employment, and communication skills necessary for success in Early Childhood Education Careers.

Over the course of the program students will explore career opportunities and identify personal traits needed for success in careers working with young children. They will be given opportunities to work directly with children ranging in age from birth to age 8 in various childcare and elementary school settings. Students will earn certification in infant, child, and adult First Aid/CPR. In addition, students will earn a Missouri state certificate for the Infant Safe Sleep Course. Students completing this program will be able to describe typical child development, demonstrate knowledge of creating safe and healthy learning environments, and be competent in lesson planning and implementation. Students will practice appropriate behavior management techniques, and will learn about nutritional guidelines, state licensing expectations, and the legal and ethical responsibilities of child care workers and/or classroom teachers.

Students who have met all requirements and attended two years of the program will be eligible to test for the CDA (Child Development Associate) credential upon graduation.

**Engineering/computer science pathway**

Freshman Year	
Biblical Foundations	1 Credit
Studies in Literature and Communication	1 Credit
Conceptual Physics	1 Credit
Principles of History	1 Credit
Health/PE	1 Credit
Acc. Algebra Preferred	1 Credit
Introduction to Engineering	1 Credit
	Fine Arts Credit

Sophomore Year	
Biblical Narrative	1 Credit
World Literature	1 Credit
World Civilization I or II	1 Credit
Biology	1 Credit
Geometry	1 Credit
	World Language Credit
	World Language Credit
Acc. Algebra II	1 Credit

Junior Year	
Christ in the Church	1 Credit
American Literature	1 Credit
Early American or Modern American History	1 Credit
Personal Finance	½ Credit
Life Skills or Leadership	½ Credit
Pre-Calculus	1 Credit
Principles of Engineering	1 Credit
Chemistry I	1 Credit
Aerospace Engineering	1 Credit

Senior Year	
Christ in the World	1 Credit
American Government	1 Credit
	English Credit
Digital Electronics	1 Credit
Calculus	1 Credit
Advanced Physics	1 Credit
Chemistry II	1 Credit
Internship	1 Credit

*\* Students should use one of their electives either sophomore, junior or senior year to fulfill their 2nd PE credit requirement.*

### Internship I

Students gain hands-on experience by working with an engineering company each day. Students will be required to seek out their own internship. Student's must apply for an internship prior to course selections in order for LHS to approve the opportunity as a valuable learning experience. Students will be expected to provide their own transportation to and from their cooperating site.

### ***Health field pathway***

<b>Freshman Year</b>	
Biblical Foundations	1 Credit
Studies in Literature and Communication	1 Credit
Conceptual Physics	1 Credit
Principles of History	1 Credit
Health/PE	1 Credit
	Math Credit
	Fine Arts Credit
	Elective Credit

<b>Sophomore Year</b>	
Biblical Narrative	1 Credit
World Literature	1 Credit
World Civilization I or II	1 Credit
Biology	1 Credit
Geometry	1 Credit
	World Language Credit
	World Language Credit
Acc. Algebra II	1 Credit

<b>Junior Year</b>	
Christ in the Church	1 Credit
American Literature	1 Credit
Early American or Modern American History	1 Credit
Personal Finance	½ Credit
Life Skill or Leadership	½ Credit
Pre-Calculus	1 Credit
Chemistry I	1 Credit
Chemistry II	1 Credit
Anatomy and Physiology	1 Credit

<b>Senior Year</b>	
Christ in the World	1 Credit
American Government	1 Credit
	English Credit
CAPS or Lewis and Clark	1 Credit
CAPS or Lewis and Clark	1 Credit
CAPS or Lewis and Clark	1 Credit
CAPS or Lewis and Clark	1 Credit
Introduction to Psychology	1 Credit

*\* Students should use one of their electives either sophomore, junior or senior year to fulfill their 2nd PE credit requirement.*

#### St. Charles County CAPS Program

<https://stcharlescountycaps.yourcapsnetwork.org/course/medicine-healthcare/>

Center for Advanced Professional Studies (CAPS) was created to immerse St. Charles County high school students in professional environments. Students will engage in the team approach of healthcare at hospitals and/or healthcare facilities, giving students actual experience with health practitioners. Students will have the opportunity to learn about a variety of careers in the medical field, from medical practitioner to hospital administrator. Students will participate in medical training and clinical presentations prior to participating in clinical observational rotation assignments.

#### Lewis and Clark Health Sciences

<https://mo01910164.schoolwires.net/domain/143>

Lewis and Clark Regional Career Center in St. Charles offers vocational classes to all students who live in St. Charles County. These are accredited one and two-year courses in a variety of subjects. All classes meet three hours a day and students receive four credits per year of practical arts/elective credit for each course passed. Course credits are accepted by LHS and applied toward graduation requirements.

The Health/Health Related Occupations course offer learning experiences for juniors and seniors in high school designed to create or further stimulate their interest in the many career opportunities available in the health field. This course is designed to be challenging and meet the needs of all learning styles. The student will learn beginning skills and the basic procedures needed for an entry level job and a sound basis for continuing their education in the medical field.



***Seminary pathway***

<b>Freshman Year</b>	
Biblical Foundations	1 Credit
Studies in Literature and Communication	1 Credit
Conceptual Physics	1 Credit
Principles of History	1 Credit
Health/PE	1 Credit
	Math Credit
World Cultures	1 Credit
	Fine Arts Credit

<b>Sophomore Year</b>	
Biblical Narrative	1 Credit
World Literature	1 Credit
World Civilization I or II	1 Credit
Biology	1 Credit
Geometry	1 Credit
	World Language Credit
	World Language Credit
	Elective Credit

<b>Junior Year</b>	
Christ in the Church	1 Credit
American Literature	1 Credit
Early American or Modern American History	1 Credit
Personal Finance	½ Credit
Christian Literature	½ Credit
Spiritual Life Aid	1 Credit
	Math Credit
	Science Credit
	Elective Credit

<b>Senior Year</b>	
Christ in the World	1 Credit
American Government	1 Credit
	English Credit
DCE/Pastor Internship	1 Credit
DCE/Pastor Internship	1 Credit
Online Religion Course	1 Credit
Basics of the Bible Mentor	1 Credit
Introduction to Psychology	1 Credit

*\* Students should use one of their electives either sophomore, junior or senior year to fulfil their 2nd PE credit requirement.*

### Internship I

Students gain hands-on experience by working with a DCE or Pastor each day. Students will be required to seek out their own internship. Student's must apply for an internship prior to course selections in order for LHS to approve the opportunity as a valuable learning experience. Students will be expected to provide their own transportation to and from their cooperating site.

### Online Religion Course

A list of courses we recommend can be found through this link:

<https://www.cuw.edu/admissions/undergraduate-admissions/high-school-students/pre-college.htm>

**Music pathway**

Freshman Year	
Biblical Foundations	1 Credit
Studies in Literature and Communication	1 Credit
Conceptual Physics	1 Credit
Principles of History	1 Credit
Health/PE	1 Credit
	Math Credit
Music Class	1 Credit
	Elective Credit

Sophomore Year	
Biblical Narrative	1 Credit
World Literature	1 Credit
World Civilization I or II	1 Credit
Biology	1 Credit
Geometry	1 Credit
	World Language Credit
	World Language Credit
Music Class	1 Credit

Junior Year	
Christ in the Church	1 Credit
American Literature	1 Credit
Early American or Modern American History	1 Credit
Personal Finance	½ Credit
Life Skill or/Leadership	½ Credit
	Math Credit
	Science Credit
Music Class	1 Credit
Music Mentor	1 Credit

Senior Year	
Christ in the World	1 Credit
American Government	1 Credit
	English Credit
Church Music Internship	1 Credit
Church Music Internship	1 Credit
Music Class	1 Credit
	Elective Credit
	Elective Credit

**Music Class Choices:** Mixed Chorus; Concert Choir; Concert Band; Strings Orchestra

*\* Students should use one of their electives either sophomore, junior or senior year to fulfill their 2nd PE credit requirement.*

### Internship I

Students gain hands-on experience by working with a church each day. Students will be required to seek out their own internship. Student's must apply for an internship prior to course selections in order for LHS to approve the opportunity as a valuable learning experience. Students will be expected to provide their own transportation to and from their cooperating site.

***Physical/Digital arts pathway***

<b>Freshman Year</b>	
Biblical Foundations	1 Credit
Studies in Literature and Communication	1 Credit
Conceptual Physics	1 Credit
Principles of History	1 Credit
Health/PE	1 Credit
	Math Credit
Art Fundamentals	1 Credit
	Elective Credit

<b>Sophomore Year</b>	
Biblical Narrative	1 Credit
World Literature	1 Credit
World Civilization I or II	1 Credit
Biology	1 Credit
Geometry	1 Credit
	World Language Credit
	World Language Credit
Drawing	1 Credit

<b>Junior Year</b>	
Christ in the Church	1 Credit
American Literature	1 Credit
Early American or Modern American History	1 Credit
Personal Finance	½ Credit
Life Skill or/Leadership	½ Credit
Painting	1 Credit
Digital Arts	1 Credit
	Science Credit
	Math Credit

<b>Senior Year</b>	
Christ in the World	1 Credit
American Government	1 Credit
	English Credit
	Math Credit
Ceramics	1 Credit
3D Art	1 Credit
Art Independent Study	1 Credit
	Elective Credit

*\* Students should use one of their electives either sophomore, junior or senior year to fulfill their 2nd PE credit requirement.*

**Internship I**

Students gain hands-on experience by working with a company each day. Students will be required to seek out their own internship. Student's must apply for an internship prior to course selections in order for LHS to approve the opportunity as a valuable learning experience. Students will be expected to provide their own transportation to and from their cooperating site.

**Business pathway**

Freshman Year	
Biblical Foundations	1 Credit
Studies in Literature and Communication	1 Credit
Conceptual Physics	1 Credit
Principles of History	1 Credit
Health/PE	1 Credit
	Math Credit
Introduction to Business	1 Credit
Art Fundamentals	1 Credit

Sophomore Year	
Biblical Narrative	1 Credit
World Literature	1 Credit
World Civilization I or II	1 Credit
Biology	1 Credit
Geometry	1 Credit
	World Language Credit
	World Language Credit
	Elective Credit

Junior Year	
Christ in the Church	1 Credit
American Literature	1 Credit
Early American or Modern American History	1 Credit
Personal Finance	½ Credit
Life Skill or Leadership	½ Credit
	Math Credit
	Science Credit
Digital Arts	1 Credit
Business Management	1 Credit

Senior Year	
Christ in the World	1 Credit
American Government	1 Credit
	English Credit
Accounting I	1 Credit
CAPS	1 Credit
CAPS	1 Credit
CAPS	1 Credit
	Math Credit

*\* Students should use one of their electives either sophomore, junior or senior year to fulfill their 2nd PE credit requirement.*

***St. Charles CAPS Global Business & Entrepreneurship***

<https://stcharlescountycaps.yourcapsnetwork.org/course/global-business/>

Center for Advanced Professional Studies (CAPS) was created to immerse St. Charles County high school students in professional environments. This course strand is designed for students to create real startup ventures and solve real business needs. Students will develop professional skills that are necessary to thrive in collaborative, innovative, and fast-paced environments. Students engaging in entrepreneurship will learn startup principles and develop an entrepreneurial mindset. Students engaging in global business will work with organizations to work on projects that solve real needs.

**Communications pathway**

<b>Freshman Year</b>	
Biblical Foundations	1 Credit
Studies in Literature and Communication	1 Credit
Conceptual Physics	1 Credit
Principles of History	1 Credit
Health/PE	1 Credit
	Math Credit
World Cultures	1 Credit
Fundamentals of Art	1 Credit

<b>Sophomore Year</b>	
Biblical Narrative	1 Credit
World Literature	1 Credit
World Civilization I or II	1 Credit
Biology	1 Credit
Geometry	1 Credit
	World Language Credit
	World Language Credit
Digital Arts	1 Credit

<b>Junior Year</b>	
Christ in the Church	1 Credit
American Literature	1 Credit
Early American or Modern American History	1 Credit
Personal Finance	½ Credit
Life Skill or Leadership	½ Credit
	Math Credit
	Science Credit
2 of the following: Creative Writing, Public Speaking and Theatre Arts, 21st Century Literature or Christian Literature	1 Credit - ½ Credit for each course
Publications	1 Credit

<b>Senior Year</b>	
Christ in the World	1 Credit
American Government	1 Credit
English Symposium	1 Credit
British Literature	1 Credit
Publications	1 Credit
Internship or Online Public Speaking Course	1 Credit
Introduction to Psychology	1 Credit
	Math Credit

*\* Students should use one of their electives either sophomore, junior or senior year to fulfill their 2nd PE credit requirement.*



***Internship I***

Students gain hands-on experience by working with a communications company each day. Students will be required to seek out their own internship. Student's must apply for an internship prior to course selections in order for LHS to approve the opportunity as a valuable learning experience. Students will be expected to provide their own transportation to and from their cooperating site.

## **LHS EXTRA-CURRICULAR LIFE**

### ***LHS Extra-Curricular Mission Statement***

In accordance with the LHS Mission, the central goal of the LHS Activities program is to nurture personal growth and foster characteristics and qualities of respect, honesty, integrity, commitment, reliability, commonsense, and perseverance. These values will prepare participants to glorify God with a life of Christian service.

### ***LHS Extra-Curricular Purpose and Philosophy***

Interscholastic athletics and activities are an integral part of the total school educational program. Extra-curricular activities help to develop knowledge, skills, and emotional maturity. Activities should promote the Christ-centered qualities of self-control, loyalty, leadership, teamwork, work ethic, and friendship. Additionally, the concept of being on a team allows participants to advance in areas of humility and selflessness and at the same time giving the participant a proud sense of belonging.

Sportsmanship is paramount to Lutheran High School and is expected to be held in high esteem by coaches, advisors, participants, and parents. Sportsmanship and fair play can be a great tool and provides opportunity to give a Christian witness to the world. Winning is not the only thing, but to participate at a maximum level and effort for the good of the team is the goal. Athletics and activities should be fun and at the same time a challenge. Above all, extra-curriculars at Lutheran High should bring glory to our Lord Jesus Christ.

### ***Extra-Curricular Groups at LHS***

Extra-curriculars at Lutheran High School include athletics, activities, and clubs.

- Athletics are those sports which fall under the governance of the Missouri State High School Activities Association (MSHSAA). The administrator directly responsible for oversight of Athletics is the Athletic Director.

Fall: Cheer, Cross-country (B/G), Football, Golf (G), Sapphires, Soccer (B), Softball, Swim (B), Tennis (G), Volleyball (G).

Winter: Basketball (B/G), Cheer, Sapphires, Swim (G), Wrestling (B/G).

Spring: Baseball, Golf (B), Soccer (G), Track and Field (B/G), Tennis (B), Volleyball (B).

- Activities are non-athletic teams or groups whose participants are held to specific required standards of participation which may be established by a constitution and by-laws or an outside governing authority. The administrator directly responsible for oversight of Activities is the Activities Coordinator.

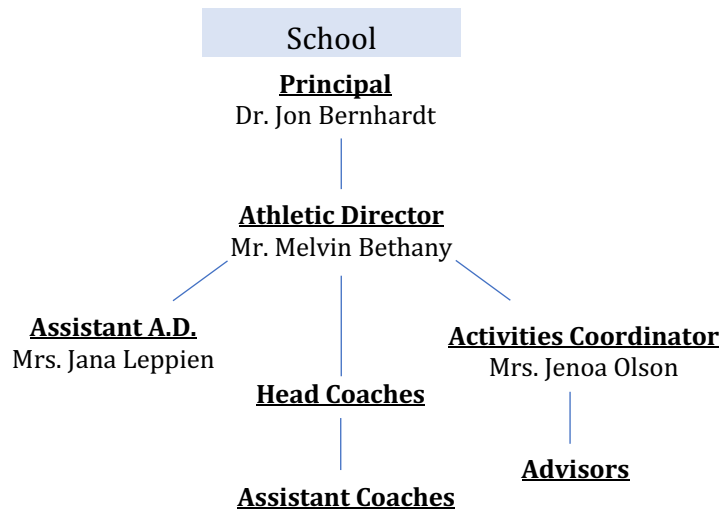
Esports, Key Club, Music groups, National Honor Society, Robotics, Scholar Bowl, Student Ambassadors, Student Council, Theatre, Kingdom Workers, FCA.

- Clubs are groups of participants who share a common interest to participate together in activities related to the focus of the group. These are independent groups, typically not affiliated with an outside governing authority and operate with more informal expectations. The administrator directly responsible for oversight of Activities is the Activities Coordinator

Archery Club, Art Club, Book Club, International Club, Pep Club, Teens for Life

*Participant* is a term which could include any student involved in athletics, activities, and/or clubs.

## ***Administrative Structure***



### ***Governing Associations***

Lutheran High is a member of the Missouri State High School Activities Association (MSHSAA). As a member school, LHS is committed to upholding the MSHSAA by-laws with integrity.

Lutheran High is a member of the Archdiocese Athletic Association (AAA) conference. This conference includes: Bishop DuBourg, Cardinal Ritter, Christian High School, Duchesne, Lutheran High-St. Charles, Notre Dame, Rosati-Kain, and St. Mary's.

Additionally, different activities are governed by the national and/or state/regional associations for such organizations, for example, the LHS chapter of the National Honor Society (NHS) is guided by the Missouri Association of National Honor Societies (MANHS) and the National Association of Secondary School Principals. (NASSP).

### ***General Rules and Regulations for Extra-curricular participation***

- A. All participants are to conduct themselves in a manner that reflects the Christ-centered objectives of Lutheran High School. The participant is given the privilege of representing these principles for all of the school community on the court, field, classroom, or in the community. When conduct contradicts the Christ-centered objectives of the school, privilege to participate may be revoked.
- B. Each coach/advisor will adopt general policies outlining specific guidelines for that sport/activity. This list of rules will be distributed to each participant at the first official meeting and/or practice. Each participant is expected to comply with the guidelines and expectations.
- C. Each participant is to make arrangements to be picked up no later than 15 minutes after the conclusion of practices, meetings, or home competitions and no later than 30 minutes after arriving back to Lutheran High School from away trips.
- D. Unless specifically excused by the administration, a participant is required to be present for half of the school day to participate in an event on that day (practice or games). Friday attendance will be used to determine participation in events held on Saturdays.

### ***Athletic Equipment***

- A. School issued athletic equipment is to be worn and used for practice and game contests only.
- B. An athlete is financially responsible for any athletic equipment issued to him/her.
- C. An athlete should wear only the equipment issued and should NOT permit its use by another person.
- D. Athletes are to turn in their equipment two weeks from the time they leave the team or the close of the season. No athletic awards, grades, or transcripts will be released to the student until all equipment is turned in or fines paid.

- E. Failure to turn in uniforms and gear will result in the following penalties. (Each family will receive notification of the penalties prior to the deadlines being met.)
  - a. After three weeks: \$25 fine (provided the equipment comes in)
  - b. After four weeks: \$50 fine and pay for the replacement cost of the jersey (whichever is greater).
- F. All uniforms and gear fines must be paid before a student is issued another uniform for the next season. All equipment must also be turned in before a report card is issued.

### ***Attendance for Participants***

- A. Class attendance, punctuality, and attendance at practices are assumed. Unexcused absences or tardies are a discourtesy to your teammates and coaches.
- B. It is the responsibility of the participant to PERSONALLY INFORM the coach/advisor in advance of any anticipated absence or tardiness from practices, meetings, and/or games (including all school sponsored activities).
- C. Any student who has been absent from school is not eligible to participate in a practice, meeting, or competition, scheduled for the same day. This ruling may be waived, in individual cases, by administration, if in his or her judgment, the absence was for "valid reason," not the result of carelessness or willful disregard of responsibility. Likewise, a student dismissed early from school is not eligible to participate in a practice or game without permission from the administration.

### ***General Eligibility for participation in Athletics and/or Activities***

*Please see MSHSAA for further explanations as rules and regulations regularly change.*

- A. You must have earned, the preceding semester of attendance, a minimum of 3.0 units of credit or have earned credit in 80% of the maximum allowable classes in which any student can be enrolled in the semester, whichever is greater, at your school.
- B. Credits earned or completed after the close of the semester will not fulfill this requirement. Summer high school courses for academic eligibility may count provided the course is necessary for graduation or promotion (no electives), and it is placed on the school transcript. No more than one credit in summer school shall be counted toward eligibility. Correspondence courses do not count. If you are beginning the 9th grade, you must have been promoted prior to the beginning of the school year.
- C. He/She will have spent no more than eight (8) consecutive semesters in high school.
- D. For Athletics, a participant may not have reached his/her nineteenth (19) birthday prior to July 1st preceding the opening of school.
- E. For Athletics, a participant must have turned in a parental permission/physician's certificate and an emergency medical release form to the school office before he/she is eligible to participate in formal practices or contests. The medical certificate is valid if issued on or after February 1 of the previous school year.
- F. Any participant demonstrating serious negative citizenship may be suspended or removed from an LHS team or group. Actions on the part of the student, which require administrative probation or suspension from school, shall be considered as demonstrations of serious negative citizenship.
- G. A student must be Academically Eligible (See next section)

### ***Academic Eligibility for participation in Athletics and/or Activities***

Students must be eligible to practice, compete, and/or perform in Athletics and Activities, this includes:

- All MSHSAA sanctioned interscholastic activities including: all athletics, non-graded music groups, Scholar Bowl, and Spirit Squad.
- Theater.
- Student Council. Members that become ineligible following election/appointment will forfeit the remainder of their term for which they were elected/appointed.
- Robotics, Key Club, National Honor Society, Student Ambassadors, Kingdom Workers, FCA.

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.

### ***Academic Recovery***

Grade reports will be run every week on Monday. The second time a student earns a failing grade (F) in any class, the student will be notified of their placement in Academic Recovery. Students in the Academic Recovery 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. ACADEMIC DETENTION SUPERCEDES ATHLETIC/ACTIVITY PRACTICES OR MEETINGS.

A student in Academic Recovery at Mid-Term will be considered ineligible from extra-curricular activities (practices and games) starting on the Tuesday following the grade check, for a minimum of 2 weeks. When a student no longer shows a failing grade in any classes after 2 weeks, they are removed from Academic Recovery and again eligible to participate in extracurricular activities. The purpose of assigning students to Academic Recovery is to:

- Make the student aware of their lack of positive academic progress.
- Provide notice to a parent/guardian of their students struggling in a class.
- Bring the student into regular contact with the individuals who are monitoring their academic progress and who can help guide the recovery process.
- Give the student an opportunity to resolve grade challenges through the development and use of new skills and personal discipline.
- Give the student a regular opportunity to seek additional assistance from classroom teachers at a time that fits within the regular expectations of faculty.

### ***Transfer Students and MSHSAA eligibility***

If a student transfers schools and the parents do not have a complete move out of the current district and into the district of the new school, the students will be ineligible for 365 days - unless one of the exceptions listed in the MSHSAA Residence and Transfer Rules applies.

- If student moves with parents to a new school district, the student will be eligible at the new school provided they were eligible in all other respects at the former school. A student shall not be eligible to represent two different schools in the MSHSAA state tournament series in the same sport during the same season.
- The student and parents must move to the new residence at the same time.
- Always check with the school Athletic Director before transferring to determine how it will affect eligibility.
- Discipline follows the student to the new school. Transferring while under suspension will cause the student to be ineligible for 365 days.

*Please see MSHSAA for further explanations as rules and regulations regularly change.*

1. Form ST: Standard Transfer or Eligibility Form
  - To be used when a student moves into St. Charles County. Unrestricted eligibility is granted by MSHSAA.
2. Form W: Application for Waiver or Transfer Rule

- To be used when a student already living in St. Charles County transfers into Lutheran High School from another school in the county. Restricted eligibility is granted by MSHSAA. In any sport in which the student participated in the last 365 days from the transfer at the previous school, the student may play that sport, but not at the varsity level until he/she has been at LHS for 365 days. Unrestricted eligibility is granted in sports in which the student did not participate in at the previous school.
- 3. Form H: Application for Eligibility - Hardship Transfer
  - Unrestricted eligibility may be granted by MSHSAA when there is sufficient evidence provided to show that it was necessary for the student to transfer because of unforeseen, unavoidable, or unusual circumstances; including, but not limited to, broken home conditions, death of parents or guardian, and abandonment and provided the transfer was not for athletic reasons and there was no undue influence.

### ***Participation Limits***

- A. A student is eligible to participate in any sport for a maximum of four seasons.
- B. Any part of a contest played during a season counts as a season of participation. A student may not play another sport once they have already played in a contest in a different sport.
- C. Eligibility to participate in high school activities begins when the student first enters the ninth grade and lasts for the next eight consecutive semesters (four consecutive years).

### ***Entering School***

A student must enter school within the first 11 days of the semester in order to be eligible.

### ***Age Limits***

If a student reaches 19 years of age prior to July 1, they will be ineligible the next school year.

### ***Non-school Competition***

- A. You may not practice for or participate with a non-school team or in any organized non-school athletic competition and for your school team in the same sport during the same season of the school team. Swimming and diving have a special exception. Contact the administration for specific details.
- B. You may not practice for the non-school team or participate in organized non-school athletic competition on the same day that you practice with or participate for the school team without prior approval of the AD.
- C. You must receive approval in advance from the principal and/or AD in order to miss school time to practice for, travel to or compete in organized non-school athletic competition.
- D. Before you join a non-school team or enter any non-school competitive athletic event, the school administration should be consulted to make certain these standards are met.

### ***College Auditions and Tryouts***

- A. A student may participate in a college tryout, audition, or evaluation event for a specific sport outside the school season of the sport concerned (MSHSAA By-Law 242).
- B. A student may not miss school time to travel or participate in the event unless the absence is approved in advance by the school administrator.
- C. A student may not miss a MSHASAA-sponsored postseason athletic event to participate in or travel to and from the event.
- D. A student may only attend one evaluation event by invitation per sport per year. They may attend any number of "open" evaluations (anyone may register) with no limit on college-sponsored tryouts.

### ***Camps and Clinics***

- A. During the school year outside of the school sport season, a student may attend a nonschool-sponsored specialized sports camp(s) or group instruction, provided: it does not result in any loss of school time, attendance does not occur within 14 days of the start of the school sport season for the sport concerned, it is not a team camp, no competition occurs other than limited scrimmaging, and no member of the coaching staff of the school the student attends (or will attend) is involved in any way.

- B. During the school sport season, a student may attend a non-school sponsored specialized sports camp(s) or group instruction provided a school coach attends with you, camp attendance does not result in any loss of school time, it is not a team camp, there is no competition other than limited scrimmaging, and a school administrator approves the participation.
- C. The student and/or parents must pay all camp/clinic fees, tuition and other related expenses. A scholarship, waiver of fees or a payment of travel expenses shall result in the loss of your eligibility.

### ***Training Rules for Athletics***

1. Training rules are in effect from the first practice of the season until the last contest.
2. These regulations apply to all players, managers and personnel associated with the team.
3. The reasons for having training rules are as follows:
  - a) to promote optimum performance on the part of the athlete
  - b) to help the athlete recognize his/her own responsibilities
  - c) to have the athlete make a commitment to the team
  - d) to provide some training for adulthood
  - e) to abide by the laws of the school and the state of Missouri
4. For the above reasons, athletes will abstain from possession or use of drugs:
  - a) smoking paraphernalia
  - b) alcohol
  - c) tobacco
  - d) drugs (narcotics)
5. Athletes will not be involved in hazing/harassment/bullying with other team members.
6. Athletes will not deter from the team family concept, make fun of teammates, and cause the team to break down by complaining about playing time, other players, etc. Athletes will be on time for ALL practices and weightlifting sessions. Athletes will strive to not get detentions. Athletes will maintain a decent grade point average.
7. The penalty for violation of rule 4 will result in suspension from the team for a minimum of 20% of games (practice participation is per the head coach). For rules 5 and 6, the penalty will be extra conditioning, suspensions for parts of games, entire games, or possibly the season.
8. Team members are encouraged to uphold these rules and help their teammates to abide by them as well.

### ***Random Drug Testing***

The purpose of this program is to:

- promote a drug free school environment.
- encourage student health and responsibility.
- identify and resolve issues of substance use/abuse amongst students representing LHS.
- establish an environment of student success.

The goals of this program are to:

- Identify and provide help to student participants of LHS athletics and/or activities who are engaging in substance use.
- Educate students participants on the consequences of substance use.
- Prevent addiction to substances.
- Encourage healthy and responsible decision making by student participants.
- Support student participants in modeling upstanding and productive citizenship.
- Guide participants in being positive role models and influencers in the community.

This policy shall apply to all LHS students in grades 9-12 participating in school - sponsored extracurricular athletics and activities.

Urinalysis will be the method used. This method, which is the most commonly used for drug testing, is used because of its accuracy and reliability. The drug test will be conducted according to the manufacturer's instructions.

The drug-testing procedures include a four-step process: collection, screening, confirmation, and review. All students in grades 9-12 who are considered participants in school - sponsored extracurricular athletics and activities, will be subjected to mandatory random drug testing throughout the school year. LHS will determine the students to be tested for each testing occurrence by use of a computerized method that ensures randomization. Under no circumstances will human interference be allowed to alter the randomized nature of student selection.

Through urinalysis drug testing, LHS will be able to detect the presence of drugs taken prior to the test. If a student has been taking medication, he/she will be given the opportunity to indicate the type of medication being taken. A "chain of custody" procedure will be used to monitor the identity and integrity of the sample throughout the collection, and testing process. All screening shall be performed at LHS.

Results from the testing will be available no later than 4:00 p.m. on the third day after samples are collected.

Drug testing will take place periodically throughout the school year, occurring multiple times throughout the course of each season. Dates for the testing are predetermined and only known by the Principal and Assistant Principal.

A student may be selected for drug testing more than once during a school year.

Samples will be collected in the LHS Athletic Trainer Private Restroom.

Selection for drug testing is random. Students who are identified for inclusion for drug testing will be placed in a pool from which the random selections will be made. A computerized system will be used to randomly select students from the established pool of participants.

Students who are selected for drug testing and refuse to participate will be treated as if they received a positive result.

Students who are not present on a day they are selected for drug testing will be included on the next random testing date. Any student who has been notified that he/she is selected for random testing but who, because of illness or any other legitimate reason, leaves school before the test is performed, shall be included in the next random drug testing. A student who is truant after being notified that he/she has been selected for drug testing will be considered as having tested positive. Refusal on the part of any student to participate in a scheduled or random drug test shall be considered as having tested positive.

An LHS administrator and the school athletic trainer will conduct the drug testing and oversee the collection of samples being tested.

To maintain the integrity of the sample collection process, testing will be conducted in a restroom with an LHS Administrator of the same gender present; however, the monitor will be positioned outside the private restroom door in a way to give the student his/her privacy. Students will be prohibited from taking any personal belongings into the restroom while producing urine samples. Students will be allowed to enter the restroom and close the door for privacy. No running water or flushing of the toilet will be allowed until the urine sample is collected for the administrator. Students will also be allowed to witness the validation, marking, and sealing of the specimens.

Test results will be kept in separate, confidential files from the students' other educational records. Test results are confidential and, unless required by court order, may be disclosed only to the student, the parent/guardian, and the LHS administration. Any parties involved in the case of a confirmed positive test result shall be notified only with respect to the level of the offense. Test results shall be released only upon written request of a parent/guardian or to a student who is of legal age. Test results shall be destroyed within 60 days or when the participant graduates or is no longer of LHS student.



For the purpose of this program, the term drug shall be defined as any substance considered illegal by either federal or Missouri law or that is controlled by the United States Food and Drug Administration including, but not limited to the following:

1. Amphetamines/methamphetamines (speed,uppers, diet pills)
2. Cannabinoid (Marijuana)
3. Cocaine metabolites
4. Hallucinogens (LCD)
5. MDMA (Ecstasy)
6. Opiates (Heroin, Morphine, Codeine)
7. Phencyclidine (PCP, Angel Dust)
8. Propoxyphene (Darvon)

***LHS reserves the right to test for any and all illegal or controlled substances.***

The following sanctions will be imposed on the participant testing positive for a first, second, or third offense:

**First Violation:**

- A. Administrator and parent conference.
- B. The student is ineligible to participate in any competition/event for 20% of the season from the time of the test day (day 0). When out of season, the student is ineligible to participate in competition/event for 20% from the first competition/event (day 1) of the season. Participants are allowed to practice/meet.
- C. The participant will participate in an approved drug education program and assessment.
- D. The participant will be required to take urinalysis/drug testing at future testings.

**Second Violation:**

- A. Administrator and parent conference.
- B. The student is ineligible to participate in any extra-curricular activities for 365 days. Test day is day 0. Participants are NOT allowed to practice or meet.
- C. The participant will participate in an approved drug education program and assessment.
- D. The participant will be required to take urinalysis/drug testing at future testing dates.

**Third Violation:**

- A. Administrator and parent conference.
- B. The Student participant is ineligible to participate in any school-sponsored extra-curricular activities involved in competition for the remainder of their time as a student at Lutheran High School.
- C. Furthermore, the student's enrollment at Lutheran High may be discontinued.

***Hazing/Harassment/Bullying***

Lutheran High School believes that hazing activities of any type are inconsistent with the educational process and prohibits all such practices at any time. "Hazing" means the performance of any act or the coercion of another to perform any act of initiation into any team or group that causes or creates a substantial risk of causing mental or physical harm. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such students or other person to extreme mental stress, including extended deprivation of sleep or rest or extended solitude. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. All staff members shall be alert to possible circumstances or events that might include hazing. A staff member who detects hazing or planned hazing shall immediately inform the participants involved of the prohibition against hazing and direct them to cease all hazing activities or planning for hazing. All hazing incidents must be reported to the administration. A staff member or participant who fails to observe the prohibitions and mandates of this policy will be subject to discipline. Off campus hazing incidents will be investigated and appropriate action will be administered in accordance with school policy.

### ***Medical Care***

- A. Each athlete is required to fill out on FamilyID the "Emergency Medical Authorization" form and a "Parent's Permission Physician's Certificate" form. These forms must be completed before an athlete can participate in any practices or games.
- B. LHS is not responsible for injuries which occur because of participation in the Extra-curricular program.
- C. Injuries should be reported immediately to the coach/advisor so that he/she might recommend the medical attention that should be given. The coach/advisor must file an injury report so that the insurance company can be notified of the pertinent facts.

### ***Insurance***

All students participating in interscholastic athletics must have accident insurance. (MSHSAA requirement).

### ***Parent Involvement***

Parents are encouraged to become involved with and support their children in their participation in the extra-curricular program. This support may include providing transportation, attending contests and events, participating with and as a part of the Booster Club, and reinforcing the extra-curricular mission statement and rules of this handbook.

Parents are expected to attend meetings held by the coach/advisor prior to the beginning of the season in order to review the rules and procedures described in this handbook, as well as any team rules, which will be in effect during the season.

Parental attendance is obligatory in every season which a son/daughter participates. Each activity at LHS has a different coach/advisor, therefore, rules and regulations of each individual coach may be different. This is why **attendance is mandatory at EVERY meeting**.

Participants **will not be allowed to play** in any **contests** until the activities fee is collected. The fee is collected by the Activities Office in each individual sport.

Furthermore, as part of the Booster Club each family will be asked to volunteer their time as concessions stand workers or at the gate two times per season which their son or daughter participates. Sign-ups for these slots will be done online or at the parent meeting held at the beginning of each season.

### ***Volunteer Workers***

In several of the LHS sports, there is a need for press box and scoring table workers. These are duties that require concentration on the event, an understanding of the game, knowledge of the rules of the game, and a professional demeanor. LHS relies on these volunteer workers to have athletic contests running smoothly and professionally.

Such opportunities include:

- Football (Freshmen, JV, and Varsity) -- Clock/Scoreboard Operator and Announcer
- B/G Volleyball (Freshmen, JV, and Varsity) -- Clock/Scoreboard Operator and Official Bookkeeper
- Soccer (JV and Varsity) -- Clock/Scoreboard Operator and Official Bookkeeper
- Softball (Varsity) -- Clock/Scoreboard Operator and Official Bookkeeper
- Boys Basketball (Freshmen, JV, and Varsity) -- Clock/Scoreboard Operator and Official Bookkeeper and Announcer (Varsity only)
- Girls Basketball (Freshmen, JV, and Varsity) -- Clock/Scoreboard Operator and Official Bookkeeper and Announcer (Varsity only)
- Wrestling -- Clock/Scoreboard Operator and Official Bookkeeper
- Baseball -- Clock/Scoreboard Operator and Official Bookkeeper
- Track -- Announcer

All announcers, scorekeepers, and clock operators are entitled to appropriate compensation for their work. A parent's desire to serve in one of these capacities **does not** negate their duty to work in the concessions stand

in any given season. It remains a head coach's responsibility to obtain statisticians for the non-MSHSAA official statistics. Head coaches may recruit a parent or a student to assist with these duties.

### ***Transportation***

Participants will be expected to travel to and from "away" contests with the team/group. If a participant wishes to be with his/her parents before/after a contest then:  
a written excuse or personal contact (verbal) must be filed with the administration or head coach/advisor before or during the contest/event.  
permission from the head coach/advisor must be granted.

### ***Physical Requirement-Athletics***

A participant in athletics must have a current and completed MSHSAA participation certificate on FamilyID before the first practice of an athletic season. This includes physical information, insurance information, emergency medical authorization information, and training rules information sheet.

### ***Scheduling***

It is our desire and intent to provide a well-rounded education for LHS students and consequently, we encourage our young people to be involved in as many activities as possible to accomplish this goal. It is obvious they cannot be involved in every available opportunity, and it is equally obvious limiting them to one activity is unrealistic.

The conflict resolution procedure will be as follows (in terms of LHS sponsored activities):

A Contest (game) overrides a rehearsal.

A Performance (concert, drama) overrides a practice.

When a conflict exists between a practice and a rehearsal or a performance and a game, a "give and take" policy based upon the objective information available should prevail. This "give and take" is the responsibility of the teachers, coaches and sponsors.

Communication is the key. The responsibility belongs to the athlete. Get together and "work it out". If together a mutual decision cannot be reached, the Athletic Council should be consulted for a final decision.

### ***Practice and Game Attendance-Athletics***

Absences from practices during a season because of non-school obligations will *possibly* result in suspensions from upcoming contests. When in doubt, first speak to the head coach and verify what is acceptable and what is not. The head coach of each sport will make the final decision.

Unexcused absence (defined as any absence such as skipping practice, absence due to non-school sponsored functions, etc with the exception of emergency situations where prior notification could not occur) from practice or games will result in action.

Athletes who do not follow a coach's rules or are disruptive during practice may be dismissed from that session at the coach's discretion. Continuous disruptions during practice sessions may result in a report to the athletic director, parent, and possible suspension or removal from the team after following due process.

### ***Club Teams***

The LHS encourages players to participate in other sports and not focus solely on one because a well-rounded athletic experience will only enhance the overall high school atmosphere. The coaches and staff of Lutheran High School realize how important it is for athletes to prepare performance sessions and practice in the sports which they play. However, it is the expectation of LHS coaches that athletes will not be on two of the same teams (club and school team) during their school season.

Research clearly indicates that playing a sport year round is not always in an athlete's best interest. Information and research can be provided if a family desires. Furthermore, research indicates that a high school athlete who plays more than one sport in their careers will become a better, more well-rounded adult.

College recruiters want to see their incoming athletes as well rounded and having participated in more than one sport while in high school. Furthermore, a mere 1% of all high school athletes receive scholarships from Division I-A schools, therefore, a more well-rounded athletic career is paramount.

While we do want our athletes to be well rounded and participate in more than one sport, we do recognize that there are some athletes who will be able to compete at a club level in a different sport at the same time that their school sport season is going on. These are very special circumstances and both coaches should be addressed prior to taking on two "teams" and their schedules of games and practices. LHS supports club sports and encourages their participation as long as their schedules do not interfere with LHS sponsored activities. The priority must be with the LHS sports.

As a MSHSAA rule, club team schedules must be cleared with the coach and the athletic director. Parents and club team members must provide the AD with a written letter (via email or letter) and the "Two Sport Form". Coaches should be aware of any schedule conflicts before teams are selected (following tryouts) so coaches can clearly choose their respective teams. Again, while we encourage participation in different sports, we also encourage club sport participation if athletes recognize that the LHS sponsored activity takes priority. Athletes who miss practice and games for a club team function may face the disciplinary actions in section XXIV.

A Lutheran High **practice, contest, activity must take precedent over a non-LHS club sport activity**. All athletes should be aware that if they do play on a club team during a varsity school sport season and they miss a practice or a game or any team function, they will face the disciplinary actions in section XXIV of the LHS Athletic Handbook.

### ***Awards-Athletics***

The athletic awards given to the athletes who represent Lutheran High School in interscholastic competition are entirely honorary awards and are not to be considered compensation for participation in sports. The following procedures list the requirements for earning an athletic award.

All athletes desiring to letter must meet the following basic requirements:

- A. Attend all practices, squad meetings, and contests regularly and promptly. It is very important that the coach is notified PERSONALLY by the PLAYER INVOLVED prior to missing a practice or contest (unless the athlete is out of school due to injury, illness, etc.)
- B. Demonstrate to coaches, teammates, to the school, and to the community his/her loyalty, cooperation, sportsmanship, and Christian citizenship.
- C. Athletes who become ineligible or are removed from the team due to rules violations will not be granted a letter, even if he/she has played sufficient time prior to becoming ineligible.

### ***Awarding of Letters-Athletics***

- A. Letters are awarded to those individuals in each sport who meet each individual programs minimum standards and have met the basic requirements listed above. Male and female athletes will receive a block "L". The following awards will be given:
- B. Varsity - 6" block L, blue chenille on gray, sport insert (first letter), and bar insert awarded for each letter in each sport.
- C. Numerals - anyone winning a letter for the first time (j.v. or varsity) will also be awarded a set of 3" numerals, blue chenille on gray.
- D. When an athlete earns his/her 2nd, 3rd or 4th letter in a given sport he/she receives one bar pin. Thus, if an athlete earned four varsity letters in a given sport, he/she will receive one letter and four bar pins in that sport.
- E. Managers or statisticians shall be eligible for the same award as players. Their letter shall be designated with a MGR or STAT of the traditional insert.

- F. Special awards like MVP, MIP, and Cougar Award may be given by each sport.

#### ***Wearing of Awards-Athletics***

- A. Only athletes who have been given an athletic award on the junior varsity or varsity level may wear that designated award. Medals won at high school events or district/state competition may also be attached.
- B. Team championship league, district and state patches will be available for any team member desiring to purchase them. League championship patches will be 4" in the shape of the ball/insignia of the sport with a white background. District championship patches will be 4" in the shape of the state of Missouri with a white background. Individual league, district and state patches will be available for purchase from the school at the request of the athlete.
- C. Letters - Any letter awarded by LHS may be worn on an official school letter jacket. The letter shall be worn on the left side above the pocket. Only a single letter may be worn on one garment.
- D. Numerals - Numerals are a school award. Only persons earning them should wear them. Numerals are the first award an athlete earns. (EXCEPTION) A person who earns a varsity award as his/her first award. The school issues only 3" numerals. No others should be put on a jacket or sweater. Since 3" numerals are not generally available at sporting good stores, those who want another set of numerals may order them through the athletic director. Numerals shall be worn on the right sleeve four inches from the normal shoulder sleeve line.
- E. Stars - Stars are awarded by LHS to captains or co-captains of varsity teams when the respective teams have captain(s). Stars are to be placed directly behind the metal insert of the sport in which he/she served as a captain.

#### ***Award Assemblies/Banquets-Athletics***

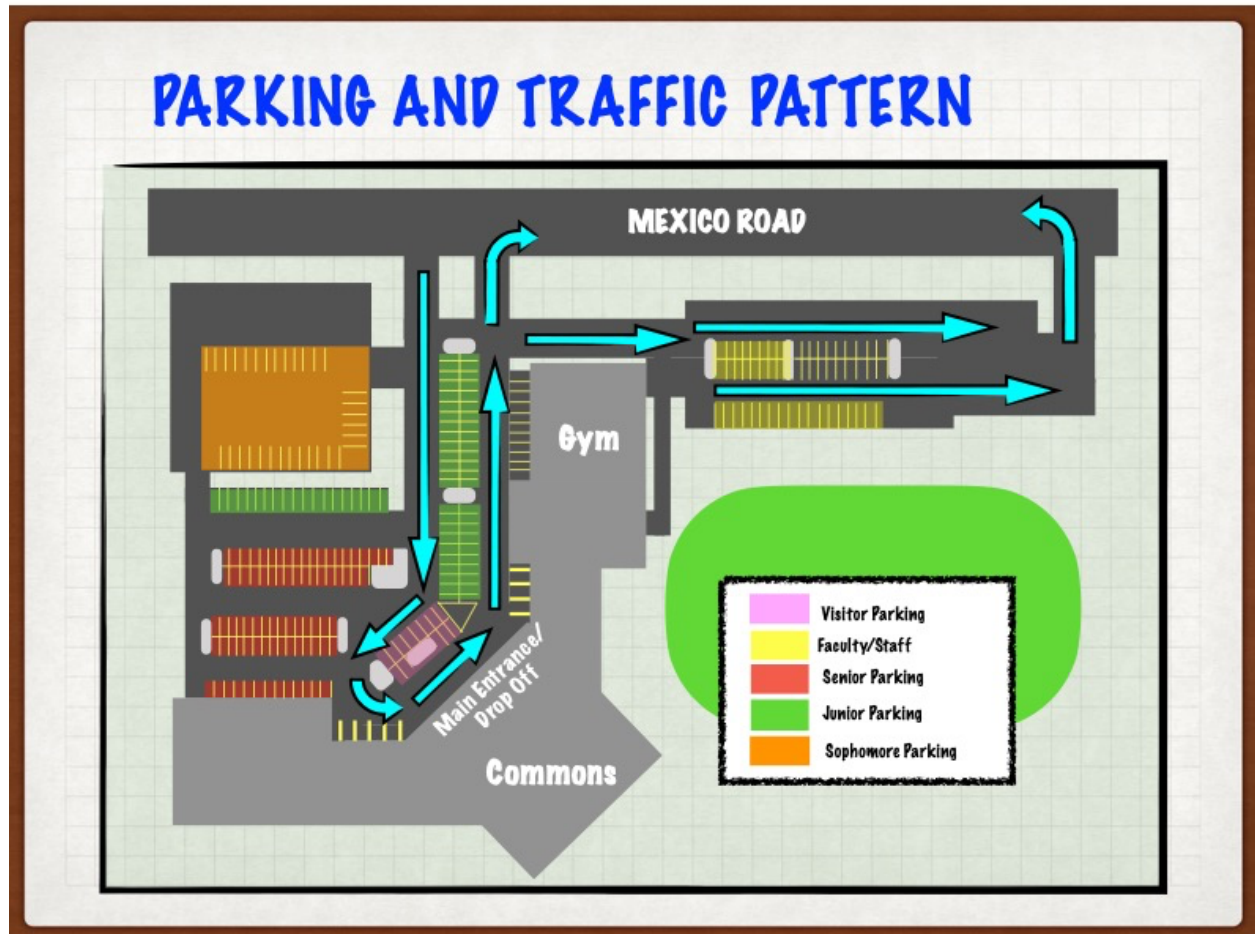
- A. Each coach will make the presentation of letters and certificates to his/her players.
- B. If ineligible, an athlete may be recognized on Senior Day but may not receive any awards.

#### ***Requirements for Athletic Letters***

Each coach will have his/her requirements for lettering for the particular sport.

## APPENDIX

### *Parking and Traffic Pattern*



## ***Bell Schedules***

### 2023-24 BELL SCHEDULE

#### **M/T/Th/F Schedule (80 min blocks)**

7:55	Warning Bell
8:00 - 9:20	Block 1
9:25 - 9:40	Devotion
9:45 - 11:05	Block 2
11:05 - 11:30	Lunch 1
11:35 - 12:55	Block 3A
11:10 - 11:50	Block 3B
11:50 - 12:15	Lunch 2
12:20 - 12:55	Block 3B
11:10 - 12:30	Block 3C
12:30 - 12:55	Lunch 3
1:00 - 2:20	Block 4
2:20 - 2:35	FlexTime

#### **W Schedule (75 min blocks)**

7:15-8:00	PLC Meetings
8:20	Warning Bell
8:25 - 9:40	Block 1
9:45 - 10:10	Chapel
10:15 - 11:30	Block 2
11:30 - 11:55	Lunch 1
12:00 - 1:15	Block 3A
11:35 - 12:10	Block 3B
12:10 - 12:35	Lunch 2
12:40 - 1:15	Block 3B
11:35 - 12:50	Block 3C
12:50 - 1:15	Lunch 3
1:20 - 2:35	Block 4

#### **Late Start Schedule (55 min blocks)**

10:00am	Warning Bell
10:05-11:00	Block 1
11:05-12:00	Block 2
12:00-12:25	Lunch 1
12:30- 1:25	Block 3A
12:05-12:30	Block 3B
12:30-12:55	Lunch 2
1:00- 1:25	Block 3B
12:05- 1:00	Block 3C
1:00- 1:25	Lunch 3
1:30- 2:25	Block 4
2:25- 2:35	FlexTime

#### **Early Dismissal (55 min blocks)**

7:55	Warning Bell
8:00- 8:55	Block 1
9:00- 9:55	Block 2
10:00-10:55	Block 3
11:00-11:55	Block 4

#### **Final Exam. (90 min blocks)**

7:55	Warning Bell
8:00- 9:30	Exam
9:30- 9:40	Break
9:45-11:15	Exam

#### **Pep Rally Schedule (80 min blocks)**

7:55	Warning Bell
8:00 - 9:20	Block 1
9:25 - 10:45	Block 2
10:45 - 11:10	Lunch 1
11:15 - 12:35	Block 3A
10:50 - 11:30	Block 3B
11:30 - 11:55	Lunch 2
12:00 - 12:35	Block 3B
10:50 - 12:10	Block 3C
12:10 - 12:35	Lunch 3
12:40 - 2:00	Block 4
2:00 - 2:35	Pep Rally

#### **Assembly Schedule (75 min blocks)**

7:55	Warning Bell
8:00 - 9:15	Block 1
9:20 - 10:35	Block 2
10:35 - 11:00	Lunch 1
11:05 - 12:20	Block 3A
10:40 - 11:10	Block 3B
11:10 - 11:35	Lunch 2
11:40 - 12:20	Block 3B
10:40 - 11:55	Block 3C
11:55 - 12:20	Lunch 3
12:25 - 1:40	Block 4
1:45 - 2:35	Assembly

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