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## A WELCOME FROM THE PRINCIPAL

August 2010

Dear LHSP Lions,

Welcome to Lutheran High School – Parker! During my relatively brief time at LHSP, I have been so blessed by my interactions with colleagues, parents, and students. It did not take me long to recognize that a great family atmosphere has been established at our school and that we have so much to be thankful for. It is clear that God has a plan for this place. May we be obedient as we listen and discern His will for us.

Our school will be guided by our theme verse from Deuteronomy 31:6, “*Be strong and courageous. Do not be afraid or terrified because of them, for the LORD your God goes with you; he will never leave you nor forsake you.*” In addition to God’s faithful promise in this timeless verse, we will also take encouragement and direction from a single, yet spiritually-profound word – “*Onwards*”. I’ve been blessed to hear more about the Ambassador for Christ who is the inspiration behind this challenging and hopeful call to action for the Lutheran High School community.

Please be in prayer for the 2010-2011 school year. May we all be receptive to God’s Word, eager to learn, and anxious to serve one another in the name of Jesus Christ.

Serving Him,

David Ness  
Principal  
Lutheran High School - Parker

## **LHSP Academic Calendar 2010-2011**

August 6	Sports Physicals
August 9	Golf Practice Begins
August 10	Fall Sports Meeting - 7 pm
August 15	New Student and Family Luau/Orientation – 5:30 pm
	All Students and Families Ice Cream Social – 7 pm
August 16	All Other Fall Sports Practices Begin
August 18	First Day of School - Purple/Silver Day
August 26-27	Freshmen Retreat
August 29	National Honor Society Induction – 1 pm
August 31	Picture Day
September 6	Labor Day - No School
September 13	Back to School Night - 7 pm
October 6-8	Teacher In-Service - No School
October 13	All School Testing Day
October 15	End of 1 <sup>st</sup> Quarter
October 18-23	Homecoming Week
October 21	7th and 8th Grade Visitation 11 am-2 pm
October 25	Parent/Teacher Conferences
November 8	Winter Sports Meeting - 7 pm
November 11	5th and 6th Grade Visitation 9 am-11 am
November 11	Veterans' Day Dinner
November 12-13	Fall Drama Production
November 20	CLHSA Auction
November 23	Grandparents' Day
November 24	½ Day of School
November 25-26	Thanksgiving Break - No School
December 13	Christmas Concert - 7 pm
December 17, 20-21	First Semester Exams
Dec 22 – Jan 4	Christmas Break
January 5	First Day of Second Semester
January 17	Martin Luther King Jr Holiday - No School
January 24-28	Spirit Week/Talent Show
February 7	Spring Sports Meeting - 7 pm
February 18-21	Presidents' Day Weekend Break - No School
March 4	End of 3 <sup>rd</sup> Quarter
March 8	Parent/Teacher Conferences
March 17-18	Nurturing the Faith Conference - No School
March 21-25	Spring Break - No School
April 15	Scheduling Day / Prom
April 22	Good Friday - No School
April 27	All School Service Day
May 6 & 7	Spring Drama Production
May 16	Spring Concert - 7 pm
May 24-26	Second Semester Exams
May 27	Baccalaureate/Graduation - 7 pm

## **FOREWORD**

This handbook is provided to serve as a resource of information for students, parents/guardians and faculty of Lutheran High School - Parker (sometimes hereinafter referred to as "LHSP").

## **MISSION STATEMENT**

Nurturing Academic Excellence  
Encouraging Growth in Christ

## **NONDISCRIMINATORY POLICY**

Lutheran High School - Parker admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

## **PRAYER FOR SUCCESS**

Dear Lord Jesus, perfect teacher, wisest of the wise, You lived on earth in complete humanity. You remember Your own days of growing and learning. Help me in my preparation, not only to gain new information, but also to grow in real wisdom.

I do not ask You to give me the highest grades in the class, but rather a clear mind that will make my own best possible. Help me to show love, not only to my friends, but to all, including those that seem to be unlovable. Save me from selfish pride that would lord my successes over my classmates; rather, give me the desire to help those who find it harder to learn.

You know the power of temptation. Deliver me from the temptation of laziness, and help me to be willing to put forth the effort necessary to succeed. Keep me from trying to make my way by dishonesty. Open my eyes to see the wonders of Your world and the goodness of Your grace.

As I grow in learning, make me a sharp and powerful tool, fully equipped to perform Your holy will in this world. Help me to see the earthly calling I should follow. Lord, there are many times in my life here that I will fail You, my teachers, my parents, and myself. Thank you for loving me in spite of my sins and for giving me the assurance that You are always with me. I ask all this of You because You have encouraged me to bring my needs to You in prayer and have promised to hear and answer. In Jesus' name. Amen.

## **BOARD OF DIRECTORS**

Mrs. Hilda Brockmann  
Mr. Mark Elmshauser  
Mrs. Diana Smith

Mr. John Paulus  
Mr. Guy Lund  
Rev. Bradley Stoltenow  
Rev. Juls Clausen – CEO

## **FACULTY/STAFF**

Mr. David Ness, M.A.	Principal
Mr. Austin Able, B.A.	Weight Training
Mr. Jason Block, M.A.	Athletic Director/Math
Mrs. Heidi Brady, M.A.	French
Mr. Daniel Cattau, B.A.	Admissions/Math
Mrs. Nel Clausen, B.A.	Administrative Assistant
Mrs. Brooke Davis, B.S.	Social Science
Mr. Paul Duensing, B.S.	Social Science
Mrs. Abbie Duitsman	Admissions Assistant
Mr. Mark Duitsman, B.A.	Dean of Students/Theology/PE
Mrs. Cheryll Guillory, B.S.	Resource/Math
Mr. Brad Hueske, B.S.	Science
Mrs. Jenny Keith, B.S.	English
Mrs. Sara Jean Kramer, B.S.	Science
Mrs. Claudia Littleford, B.A.	English
Mr. Christopher Loesel, B.S.	Music/Theology
Mrs. Sandra Loptien, B.S.	Math/Science
Mrs. Margaret Nelson, M.A.	English
Ms. Denise Noffze, B.A.	Guidance
Mr. Joel Palmreuter, M.A.	Technology Coordinator
Mrs. Mary Ellen Polson, B.S.	Art
Mrs. Celia Radic	Student Services Secretary
Ms. Jennifer Roettjer, M.A.	Theology/Math
Mr. Rod Sloan, M.A.	Creative Writing
Mrs. Sandra Wetzstein, M.Ed.	Spanish

## **STUDENT COUNCIL**

The Student Council is interested in the Christian character of the school and works vigorously to keep Lutheran High School - Parker a distinctive Christian school. It is composed of representatives from each class and works to develop and carry out leadership in the school, plan school activities and represent, in general, the voice of the students.

## 2010-2011 DAILY SCHEDULES

### Chapel Schedule

The regular schedule will usually be used Monday, Wednesday and Friday.

<b>Time Schedule</b>	<b>Purple Day</b>	<b>Silver Day</b>
7:40 - 9:07	Block 1	Block 5
9:11 - 9:33	Chapel	Chapel
9:37 - 11:04	Block 2	Block 6
11:08 - 11:38	A Lunch	A Lunch
11:42 - 1:09	Block 3A	Block 7A
11:08 - 11:51	Block 3B	Block 7B
11:53 - 12:23	B Lunch	B Lunch
12:25 - 1:09	Block 3B	Block 7B
1:13 - 2:40	Block 4	Block 8

### Academic Lab Schedule

The academic lab schedule will usually be used Tuesday and Thursday.

<b>Time Schedule</b>	<b>Purple Day</b>	<b>Silver Day</b>
7:40 - 9:01	Block 1	Block 5
9:05 - 9:51	Academic Lab	Academic Lab
9:55 - 11:16	Block 2	Block 6
11:20 - 11:50	A Lunch	A Lunch
11:54 - 1:15	Block 3A	Block 7A
11:20 - 12:01	Block 3B	Block 7B
12:03 - 12:33	B Lunch	B Lunch
12:35 - 1:15	Block 3B	Block 7B
1:19 - 2:40	Block 4	Block 8

### Purple/Silver Schedule

The purple/silver schedule is used after cancelled school days or unexpected changes in the schedule to balance purple and silver days. Blocks are 42 minutes in length.

<b>Time Schedule</b>	<b>Purple/Silver Schedule</b>
7:40 - 8:22	Block 1
8:26 - 9:08	Block 2
9:12 - 9:34	Chapel
9:38 - 10:20	Block 3
10:24 - 11:06	Block 4
11:10 - 11:36	A Lunch
11:40 - 12:22	Block 5A
11:10 - 11:52	Block 5B
11:56 - 12:22	B Lunch
12:26 - 1:08	Block 6
1:12 - 1:54	Block 7
1:58 - 2:40	Block 8

## **Late Start Schedule**

The late start schedule will generally be used on Mondays when a special meeting is scheduled or when we start school late due to inclement weather or other special late start needs. If a Late Start occurs on a day when we would normally have academic lab, the academic lab will be dropped. Faculty meetings, student organization meetings or other necessary meetings will be conducted on those days. Students may be at school on a late start day by 8:15 a.m. If students must be at school earlier, due to transportation issues, a place will be provided for them. A student must use that place and time to be productive, otherwise they will not be allowed to be at school prior to 8:15 a.m.

<b>Time Schedule</b>	<b>Purple Day</b>	<b>Silver Day</b>
9:10 - 10:18	Block 1	Block 5
10:22 - 10:38	Chapel	Chapel
10:42 - 11:50	Block 2	Block 6
11:54 - 12:16	A Lunch	A Lunch
12:20 - 1:28	Block 3A	Block 7A
11:54 - 12:28	Block 3B	Block 7B
12:30 - 12:52	B Lunch	B Lunch
12:54 - 1:28	Block 3B	Block 7B
1:32 - 2:40	Block 4	Block 8

## **STANDARDS FOR EXCELLENCE**

**Lutheran High School - Parker is a Christ-centered community of learners.** In a Christian community, the will and love of God gives direction for the daily activities of all members of the community.

It is essential for students, faculty, and staff members to agree that certain basic relationships must exist within this community in order to achieve the mission at LHSP.

Accordingly, the following **STANDARDS FOR EXCELLENCE** serve as expectations for relationships among all those involved in the LHSP community:

### **A Lutheran High School - Parker administrator, teacher and student...**

1. Honors God in prayer, chapel, daily conversations and actions.
2. Honors self by being faithful, loving, cooperative, and demonstrates this by:
  - a. Completing tasks on time.
  - b. Being responsible for their own work.
  - c. Being faithful in the tasks of teaching and learning.
  - d. Requesting help and assistance as needed.
  - e. Choosing language and actions that are appropriate.
3. Honors others by caring, helping, and supporting by:
  - a. Honoring students as unique gifts of God; honoring teachers as leaders and managers.
  - b. Arriving in classrooms on time, being courteous, attentive, and not disruptive.
  - c. Respecting school and others' property as precious gifts of God, and reporting misuse or theft.
  - d. Seeking to love and respect others in choice of words, tone, and body language.
  - e. Seeking to be fair and objective.
  - f. Accepting and cherishing educational, economic, ethnic and cultural diversity.

- g. Seeking help, reconciliation, peace, and forgiveness when a problem occurs.

### **WHEN CHALLENGING ISSUES ARISE**

Because we have all fallen short of God's expectations, sins and challenges will occur in this community. We want to encourage all members of this community to follow the Lord's process of reconciliation as outlined in Matthew 18:15-17.

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.

When a member of our community is offended by another member of our community he/she should:

**FIRST** communicate the concern with the person seen as the offender.

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

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

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

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

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

**FOURTH** dissolve the relationship as a final attempt to show the unrepentant offender that there is no God-pleasing relationship.

Our Lord gave us this process for our good. If an offended person does not confront the offender in a spirit of reconciliation, bitterness often grows in the heart of the offended, and the problem worsens. We expect offenders in our community to be ready and willing to repent when their wrong is pointed out to them. We expect the offended in our community to be ready and willing to forgive repentant offenders as God has forgiven us. Nothing is more important in a Christian community.

### **CAMPUS MINISTRY**

Each student at LHSP is a special, unique child of God who is a precious gift from God to his/her parents or guardians. We promise to treat them as such as we strive to be instruments of God in the development of each student's personal relationship with Jesus Christ, nurture them as redeemed children of God and equip them to meet the challenges of an ever-changing world.

### **WORSHIP**

One of the unique characteristics of Lutheran High School - Parker is that it is a worshipping community. Worship is at the heart of what we are and what we do each day as Paul encourages us in Romans 12:1, "present your bodies as living sacrifices, holy and pleasing to God, which is

your spiritual act of worship.” We also worship through our devotional chapels, group devotions, and prayer opportunities.

### **“SAVED TO SERVE”**

The “Saved to Serve” program is our offering to our Lord in thanksgiving for His saving grace to us. Our Christ-Centered Community of Learners will reach out to others individually, or in small groups, offering our talents and time. This program will aid students in matching their talents with home, elementary school, church, LHSP, and the community’s needs.

All students must complete twenty (20) hours of service during each year of attendance at LHSP. These hours will be a part of the student’s theology class requirements and must be completed by the end of the school year. Some of these hours may be fulfilled through service projects in the student’s theology class and school wide service days. (All students will be expected to participate in the school wide service days, even if they have completed their 20 hours.) The remaining hours can be fulfilled by volunteering time at LHSP, another school, a church, other agencies or organizations, or by helping individuals. The work must be something the student would not ordinarily do and the student must not receive any remuneration for their time and effort.

Record and response forms will be available from the student’s theology teacher. It is the student’s responsibility to make sure these forms are filled out and returned to his/her theology teacher for proper credit of hours of service. If there is any doubt about whether a project would count toward the service hours, the student must get approval from his/her theology teacher before doing the project. Failure to do so may result in not receiving credit for those hours.

### **ACADEMIC POLICIES**

#### **ACADEMIC PLANNING**

One characteristic of a successful person is his/her ability to plan in order to achieve desired goals. An individual should have short term goals, goals can be set annually (next year’s program), two or three years (what college to attend) or long range (what type of career do I want). In addition, most successful people generally have an alternate plan in case their original plan does not materialize.

Likewise, it has been our experience that successful students know how to plan their schedules to achieve desired results.

Also, successful students generally allow a certain flexibility to cushion their long-range planning because many things change from year to year. As you build your schedule, keep the following in mind:

1. What do I plan to do after high school?
2. What schools offer training or programs in my area of interest?
3. What are the general entrance requirements for these programs or schools?

Students are asked to study the material provided on typical college admissions patterns. It is further recommended that you check with the college of your choice for specific requirements.

Lutheran High School - Parker is a comprehensive high school whose purpose, in addition to Christian training, is to provide a general liberal arts education. LHSP is not a training school to prepare engineers, accountants, etc. The curriculum is designed to prepare the majority of students for college work.

Students are advised to take courses from a wide variety of disciplines that will challenge their God-given abilities. While it seems that colleges are increasing their entrance requirements, in reality they simply expect the high school graduate to be prepared to do college work.

There are many people available who will be glad to assist students in planning: teachers, administrators, parents/guardians, and current college students. Students will receive help with their academic, college and career planning but ultimately it is the student's responsibility.

### **8-BLOCK SCHEDULE**

Lutheran High School - Parker's daily class schedule follows an 8-block, alternating day format. We alternate "Purple" and "Silver" days, blocks 1-4 on "Purple Days" and blocks 5-8 on "Silver Days". Academic labs meet on Tuesday and Thursday and provide an opportunity for study time, enrichment, remediation, individual time with teachers, group project work, media and computer lab access, and other academic activities. This period allows students study and teacher-assisted time. Academic Lab sections consist of 20-25 students representing all grade levels.

We believe the 8-block format offers many advantages and opportunities for our academic program. We wish to nurture active learning habits rather than passive learning. We want our students to be excited about learning and to develop lifetime learning skills.

#### **Some advantages of the 8-block system are:**

1. Models college academic schedule.
2. Students and staff have fewer classes to prepare each day.
3. Level of stress for students and staff significantly reduced.
4. Educational experience more consistent with research on learning -- less reliance on lecture.
5. Greater flexibility to experience practical resources.
6. Greater opportunity to use media and computer center, and other resources in the building.
7. Greater opportunity for individualized teacher assistance.
8. More time for problem solving, critical thinking, cooperative learning, interdisciplinary learning, and reflective learning.
9. Less time lost in moving from class to class.

### **CREDITS EARNED AT LUTHERAN HIGH SCHOOL - PARKER**

Lutheran High School - Parker is accredited through the North Central Association of Secondary Schools and Colleges and the National Lutheran Schools Association. Credits earned at LHSP may be transferred easily to high schools throughout the United States and to U.S. accredited schools overseas. Each full year course receives one (1) unit of credit per year. Half year courses will receive one-half (1/2) unit of credit. Certain elective classes may receive one-quarter (1/4) unit of credit.

### **GRADUATION REQUIREMENTS**

To graduate, a student must have earned 24 units of credit, plus one-half unit of Theology credit for every semester in attendance. In addition to the Bible credit, the twenty-four (24) units include the following:

English	4 units	Physical Education	2 units
Science	2 units	Computer Class	0.5 unit
Mathematics	3 units	Fine Arts	1 unit
Social Science	3 units	Electives	8.5 units

It is the responsibility of all students to make sure they meet all the requirements for graduation. Teachers and administration will assist students in every way possible to assure appropriate requirements are being met.

### **RESOURCE PROGRAM**

The Resource Program provides strategies and modifications for students with organizational and educational challenges. It is **not** a special education program with special education services. LHSP uses information provided by the family, from testing and other professionals to develop the strategies and accommodations for each family admitted to the program.

### **STUDENT LOAD**

Students will have 8 courses in their schedule. This schedule allows a student to earn 8 credits per year. A student must complete 24 units of credit, plus one-half unit of Theology for every semester in attendance in order to graduate. Juniors and seniors may take off campus college classes or work-study opportunities for credit, which must be approved **in advance** by the guidance counselor. Any other deviation from this policy must have the principal's approval **in advance**.

### **LATE ARRIVAL / EARLY DISMISSAL**

With an eight block schedule, some students' academic plan may allow them to arrive later than 7:40 a.m. to school or leave earlier than 2:40 p.m. Any student wishing to take advantage of this policy must have a form on file in the office and must not be at school during the time they do not have class. If a student is arriving after the first block of the day, they are expected to be at chapel and have to attend academic lab unless arrangements have been made with the dean of students. Leaving campus during the school day is not allowed unless they are a senior with off campus privileges. Students are responsible for getting information missed during announcements that may have been made during the times they were not on campus.

### **ACADEMIC HONESTY**

Cheating and/or plagiarism are serious topics and as a school we do take them seriously. In order to discourage cheating, the following steps will be taken:

1. On the first offense, the student will lose credit on the assignment or test and parents/guardians will be notified.
2. On the second offense, the student will lose credit on the assignment or test and the parents/guardians will be notified.
3. On the third offense, the parents/guardians will be notified and the student will fail the class.

\* Note that the above steps will apply even if the incidences of cheating and/or plagiarism occur in different classes and/or different school years.

## HONOR ROLL

Students who receive a 3.0 average for any quarter will be given Honor Roll recognition. Students who have a 3.5 average for any quarter will be given High Honor Roll recognition.

## GRADE POINT VALUES

### GRADE POINT VALUES FOR COURSES:

A= 4 Points per semester for each block class- .5 unit credit  
B= 3 Points per semester for each block class- .5 unit credit  
C= 2 Points per semester for each block class- .5 unit credit  
D= 1 Point per semester for each block class- .5 unit credit  
F= 0 Points per semester for each block class- .5 unit credit

### GRADE POINT VALUES FOR HONORS COURSES (for weighted GPAs):

A= 5 Points per semester for each block class- .5 unit credit  
B= 4 Points per semester for each block class- .5 unit credit  
C= 3 Points per semester for each block class- .5 unit credit  
D= 2 Point per semester for each block class- .5 unit credit  
F= 0 Points per semester for each block class- .5 unit credit

## CLASS RANK AND GRADE-POINT AVERAGE:

1. Marks for all subjects for which credit is given, whether passed or failed, will be used in computing grade point averages (also called **current average**).
2. Marks for high school courses taken in grade 7 and 8 are not included when computing grade point averages and are not included in the units for graduation. A student may elect to receive credit for summer school courses during the summer previous to the 9th grade.
3. If a student repeats a course failed or repeats a course to improve the grade, only the higher grade and credit received the time the higher grade was received is used in computing the grade point average and total credit. The lower grade course will be changed to "Audit" with no credit.
4. The grades of students who transfer into LHSP are considered on the same basis as those of students who have been enrolled in LHSP for their entire high school experience. All procedures outlined in this book apply also to transfer students.

## REPORT CARDS - PROGRESS REPORTS

LHSP has **8 grade reporting periods**. Report cards are issued at the end of each quarter. Progress reports are issued at the mid-quarter point and are available through Edline. Only semester grades are placed in the permanent record.

### Grades at LHSP mean the following:

- "A" - Indicates superior and outstanding performance.
- "B" - Performance in all areas is good.
- "C" - Demonstrates average performance.
- "D" - Demonstrates weak, but passing performance.
- "F" - Lack of effort results in unacceptable performance.
- "I" - Indicates a grade that is incomplete due to certain circumstances. A contract will be filled out and the class should be made up in two weeks.
- "P" - Pass (only given for classes that are marked PASS/FAIL)
- "WP" - Withdraw Passing
- "WF" - Withdraw Failing (Withdraw is placed on transcripts for students that drop a class after the first progress report of the semester. A student may not drop a class after the last progress report of the semester.)
- "AU" - Audit (class was taken - not for credit)

## **ADMISSION STANDARDS**

Students will be admitted to Lutheran High School - Parker if:

1. Parents/Guardians and students are supportive of the mission of the school as stated in the Mission Statement and on the Enrollment Data Sheet.
2. The student's social, academic, and school citizenship record at the previous school is satisfactory, and the student comes with a recommendation from the administrator or counselor of the previous school.
3. The student has not failed more than one class the previous semester and has a GPA above 1.5.
4. The student has cumulative standardized achievement test scores at the 15th percentile or above.
5. The student is not involved in gang-related activities.
6. The student does not have a learning, behavioral, or emotional disability or disorder for which the school is not prepared to provide special services.
7. International students must qualify on an English proficiency test (TOEFL or SLEP) in order to be accepted for admission.
8. Parents/Guardians and Students sign an Enrollment Contract and any other required forms for the current school year and are in full compliance with all of the terms and conditions of such contract and forms.

Students not meeting criteria 2, 3, or 4 as stated above may be considered for enrollment on the condition that they are enrolled on probation.

## **ACADEMIC PROBATION**

Academic probation will be based upon semester grades and will last for the entire next semester.

A student will be placed on academic probation if he/she:

1. fails two or more classes, or;
2. fails one class and has a semester GPA below 1.5.

A student may be placed on academic probation if he/she:

1. has a semester GPA below 1.5, or;
2. has consistently turned in homework late.

A student who is placed on academic probation:

1. may not be allowed to enroll in honors classes.

A student who raises his/her grades above the academic probation standards at the end of a semester will be taken off of academic probation.

A student who does not show progress in getting off of academic probation may lose the privilege of continued enrollment at LHSP.

## **ACCREDITATION**

Lutheran High School - Parker is accredited through the North Central Association of Secondary Schools and Colleges and the National Lutheran Schools Association.

## TUITION AND FEES

Those students whose churches hold membership in the Colorado Lutheran High School Association pay an annual tuition of \$7,675. Students whose congregations are not members pay \$8,350. Tuition for foreign exchange students is \$10,350.

Each student is annually charged a registration fee of \$100 and a materials fee of \$475. (These fees are non-refundable.) This covers textbook rental, a planner, course materials, a yearbook, testing materials, most activities fees, attendance at home athletic events, and registration and scheduling services. Except as otherwise provided in this handbook or in the Enrollment Contract for the current school year, there are no additional fees for activities related to the school program except those deemed necessary by TAPSS or special circumstances. Not included are the costs of a class retreat expenses, special field trips, transportation, lunches and a graduation fee for seniors.

1. The registration fee and materials fees are to be paid on or before the 1<sup>st</sup> day of July preceding the beginning of the school year.
  - a. These fees are determined annually by the Board and are subject to change.
  - b. These fees are to be paid before the student is considered enrolled for the year and students may not complete the scheduling process until the fees are paid in full.
  
2. Tuition may be paid by the year, by the quarter, or by the month consistent with and subject to the terms and conditions of the Enrollment Contract for the current school year.
  - a. Those families who have chosen to pay by the year are required to pay the entire tuition amount in full on or before the 1<sup>st</sup> day of August of such school year.
  - b. Families who have chosen to make quarterly payments are required to pay four (4) equal installments of the full tuition amount due on or before August 1, November 1, February 1 and May 1 of such school year.
  - c. Families who choose to pay by the month are required to pay ten (10) equal installments due on or before the first day of each month beginning August 1 to and including May 1 of such school year. There is a \$3 per month charge for families who choose to pay by the month.
  - d. There is a “grace period” of 15 calendar days for those paying by the quarter or by the month, after which the full tuition amount will be considered delinquent effective as of July 1 preceding the school year. A student will not be allowed to continue in school after 30 days beyond which the tuition was originally due, unless special arrangements have been made.
  - e. Semester exams will be given only to those students whose fees and tuition payments are not delinquent.
  - f. Report cards, transcripts, and diplomas will be given only if tuition and fees are fully paid.
  
3. Student tuition grants are available on a limited basis for those families who are not able to pay the full tuition costs. Parents/Guardians must apply using an application form. Parents/Guardians of students receiving tuition aid are required to provide 20 hours of service to the school. Students receiving tuition aid are expected to demonstrate good stewardship by maintaining minimum academic and behavior standards.
  
4. Nothing contained in this handbook shall limit or otherwise affect the rights and remedies of LHSP or The Colorado Lutheran High School Association in the event of a

default under the terms and conditions of the Enrollment Contract, all of which rights and remedies shall be cumulative of any other right or remedies available to LHSP or The Colorado Lutheran High School Association under this agreement, at law or in equity.

## **STUDENT ACCOUNTABILITY**

We operate on the premise that it is a privilege for us to teach and train the children of God in our care and that it is equally a privilege for students to attend our school. In order for this educational experience to be most effective, it is essential for teachers to provide instruction and discipline in a positive, fair, caring, and loving environment and equally important for students to receive that instruction and discipline in a willing and cooperative manner. An important part of that educational experience is learning the skills necessary to live in a community of people. Among those skills are learning self-discipline, positive interaction with others, and cooperation and sacrifice for the good of the community.

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

Discipline is a part of the discipling process whereby we use God's tools of instruction and correction to help us grow and mature as disciples. The staff of LHSP strives to enable that to happen by seeking to communicate effectively so the students have a clear understanding of acceptable practices and behavior, their underlying purposes, resulting consequences (positive and negative), and God's process of change for our lives. We also strive to shepherd our students by seeking to provide a consistent environment and constant reinforcement and reminders. Finally, we also seek to provide correction through fair consequences and adequate follow-up.

Discipline becomes necessary when a member of the LHSP community responds in a way that is contrary to God's will and/or disruptive to the learning environment of the school. The purpose of discipline then is to help the individual recognize the error of his or her response, accept the forgiveness needed, learn, grow, and be renewed from the experience.

Our guide in matters of conduct is based on II Corinthians 5:14, "for the love of Christ compels us." This means that cooperation with regulations is expected in a spirit of Christian love. When there is willful disobedience, the discipline of the Law must be applied. Proverbs 29:19 gives reference to this: "A servant cannot be disciplined by mere words; though he understands, he will not respond." This means that consequences result from inappropriate behavior.

### **Student Accountability and Expectations for Behavior**

Lutheran High School – Parker subscribes to a philosophy of "Student Accountability" that provides a Scriptural basis for addressing behavioral issues and strives to address student issues proactively, provide mentorship, offer opportunities for restitution, and seeks to alter and correct inappropriate behavior.

Students must conduct themselves in a manner which is “mission appropriate” and respects the rights of other students, staff and school property. At LHSP, it is an expectation that students would attend school in a safe, nonthreatening environment, experience courtesy in their interactions with others, hear acceptable language, and be free from distractions that would impede the learning process.

In all things, our desire is to be Christ-like in our actions and interactions with others. In addition to providing reasonable expectations for student behavior, student accountability can be both convicting and challenging. As a Christian school, we are blessed to incorporate elements of the Law and the Gospel with Student Accountability.

### **Student Accountability Procedures**

As a community of faith, we recognize that “all have sinned and fall short of the glory of God” (Romans 3:23). This applies to all of us. Even so, we recognize our need to disciple (encourage to be Christ-like) each other. In a Christian school setting, this must be done in a proper manner that corrects and provides consequences for poor behavior, but also maintains a proper Christian relationship between the teacher and student.

In the event that a student’s behavior warrants attention beyond what is provided in the classroom, the teacher may fill out the appropriate paperwork, consult with administration, and contact a student’s parent(s)/legal guardian(s).

If a student’s conduct is dangerous to others or threatens to disrupt school, the student will be immediately dealt with by administration and appropriate consequences will be assigned.

Repeated consequences may result in parent contacts, detentions, further restrictions of privileges, appropriate restitution, a behavioral contract, serving in-school suspension, out-of-school suspension, or expulsion. The principal will be in communication with the CEO of the Colorado Lutheran High School Association if a student is recommended for expulsion.

### **Student Accountability (Definitions)**

With each level of a violation of Student Accountability, behavior will be confronted and the severity of consequences may increase. Repeated violations, even at a lower level, may also result in the increase of consequences.

**Level One (Policy Violation)** – Includes, but is not limited to, disrespect to another (mostly verbal and/or visual), minor policy violations (i.e. cell phones).

**Level Two (Misuse of Power)** – Includes, but is not limited to, escalated verbal disrespect, minor acts of physical/normal conflict, inability to control behavior.

**Level Three (Abuse of Power)** – Includes, but is not limited to, physical conflict, harassment, bullying, intimidation.

**Level Four (Continued Abuse)** – Includes, but is not limited to, escalated physical conflict, serious threats, serious intimidation.

**Level Five (Extreme/Serious/Immediate Situations)** – Includes, but it not limited to, serious acts of physical contact, threats, intimidation, criminal activity, major policy violations, weapons violations.

Since LHSP is in partnership with parents in this process, it is expected that parents cooperate in the areas of instruction and student accountability and willingly be involved in solving problems by meeting with teachers and/or administrators, reinforcing consequences, and encouraging their student(s).

### **DETENTION**

When a detention is assigned, the Dean of Students will make arrangements for the student to serve the detention.

Detentions may be assigned by teachers or administrators. Teacher-assigned detentions may be served in individual classrooms. Administrative detention may be assigned for tardies, unexcused absences, or behavioral issues.

Standard detentions will be one hour in length and may be served on Mondays, Tuesdays, or Thursdays after school or by appointment with the Dean of Students. Administration may add length to detentions as appropriate. Detention time not served may result in the doubling of assigned minutes or appropriate consequences.

### **DUE PROCESS**

With respect to student discipline, the school official will:

1. Inform the student what school expectation was not met or write it down and give the student a copy.
2. Give the student the opportunity to tell his/her version of the incident.

If a student's parent disagrees with the consequences, he/she has the right to appeal the school official's decision to the Principal and then to the Chief Executive Officer.

### **DEFINITIONS:**

**School Sponsored Activity:** Any activity in which there is official representation by a member of the school staff, without which the event could not take place.

**Suspension:** Temporary exclusion from all school activities.

**Parent Withdrawal:** A student is withdrawn from LHSP at parental request.

**Expulsion:** Loss of student status at LHSP, exclusion from all LHSP activities, and no credit is awarded.

**Probation:** A written contract of conditions under which a student may return to and/or continue in school. Conditions vary according to situations. The contract will be signed by the student, parents/guardians, principal, and other appropriate administrators.

## ATTENDANCE POLICY

Regular attendance is necessary to ensure continuity in the education process and is the student's responsibility. Class sessions are planned with the assumption that each student will be present. Furthermore, the office must be able to locate any student at any time during the day. Once on the school grounds in the morning, a student must remain on campus until the school day has ended.

### Ten Absence Limit

Students are expected to attend all scheduled classes. When students miss more than 10 days in any class per semester (excused, explained, or unexcused) consideration would then be given by Administration regarding loss of credit for that class. When a student accumulates unexcused absences (for being truant, sent to the office for discipline reasons, sent to the office for dress code violations, for oversleeping, being suspended from school or other unexcused absences), the student may lose credit for that course. The limit of ten does NOT include absences due to school activities or funerals. Exceptions to the policy for extenuating circumstances may be granted on an individual basis.

### Absence Definitions

ALL absences are recorded as absences. However, for the purpose of recording absences, the following terms will be used:

Excused absences are absences due to illness, family-related illness, family emergencies, funerals, and other approved reasons.

Unexcused absences are absences due to truancy, suspension, oversleeping, or other unapproved reasons.

Explained absences are other parent-approved absences, such as vacations and medical appointments. The school office should be notified at least **two days** in advance.

• *Absences resulting from participation in school-sponsored events and activities do not apply and are not counted.*

### Attendance Procedures

1. A parent/guardian should call the school by 9:00 a.m. to report an absence. Assignments may be requested with the phone call. An assignment sheet will then be sent to each teacher to record missed assignments. The sheet will indicate an excused absence to the teacher. The sheet can be picked up at the end of the day in the main office or on the following day. They may also be faxed if a parent/guardian is unable to pick them up after school.
2. If a parent/guardian has not called, the school office will consider the student truant. The school office will contact the parent/guardian to verify all truant students. **It is the responsibility of the school to decide if an absence is excused.**

3. Students may not leave the school property during the school day without parent/guardian permission. All students must check out through the school office before leaving and back into the office when returning.
4. If a student misses more than 20 minutes of a class block, they are considered absent.
5. Unexcused absences will result in detention.
6. Students are required to be in school for at least 2 blocks (except for special circumstances cleared by the Dean of Students) to be able to participate in extra-curricular activities or practice on that day.

### **Makeup Work**

It is the student's responsibility to arrange for makeup work. Makeup work must be completed according to the teacher's directions and time-frame. Due dates for long-term assignments (assignments that are more than an overnight assignment) will remain the same, provided the student was in class the day the long-term assignment was announced. Credit may not be received for missed work due to unexcused absences.

If makeup of homework is required prior to an out of town trip or event, the student must comply.

### **Tardy Policy**

In order to maintain a proper atmosphere for learning, LHSP stresses punctuality for its students. Students and teachers are expected to be in the proper classroom and ready for class when the bell rings. If a student is not in the classroom when the bell rings, they will be counted tardy.

1. If more than 20 minutes of the block is missed, the tardy becomes an unexcused absence.
2. A student detained by another teacher is expected to bring a note from that teacher with the date, time, and reason. Students without a note will be counted tardy.
3. After **eight** tardies per semester, a student will receive detention each time they are late.

### **ILLNESS**

If a student becomes ill during the school day, he or she should ask his or her teacher for a pass to excuse the student to the main office. If necessary, arrangements will be made with the parents/guardians for the student to go home. These telephone arrangements must be made by the school secretary or Dean of Students. **Students should not call home or make their own arrangements to leave if they are ill.**

A student or parent/guardian should inform the Dean of Students and office staff if a special medical condition exists.

In case of emergency resulting from illness or an accident, the following procedure will be followed:

- a. The parents/guardians will be contacted at home or work.
- b. The family doctor listed on the medical form will be contacted, if necessary.
- c. The Douglas County Sheriff (911) will be contacted for an emergency vehicle. If the situation appears life threatening, this will be the first step.

## **SELF MEDICATION**

We do allow students to carry and self-administer over the counter and prescription medication as long as the proper form is on file in the office. Parents/Guardians should list any over the counter or prescription medications that they allow their student to carry / self-administer. If medications change during the school year, the form should be updated as soon as possible.

A student may also receive over the counter medication from the office as long as the appropriate form is on file with the office. The office can also hold prescription or over the counter medication for a student if the parents/guardians prefer.

## **FIRE DRILLS AND STORM ALERT**

Fire drills and storm alerts are serious business and are conducted for the safety of the students and the prevention of injury. Therefore, it is necessary to comply with the proper procedures.

## **DRESS AND APPEARANCE CODE**

Lutheran High School - Parker perceives education as a formal activity and has adopted a conservative approach to the type of clothing appropriate for school dress. Therefore, LHSP minimizes the focus on fashion and moves students to a certain degree of conformity. Basically, school clothes should do the following:

- ...Reflect modesty
- ...Be neat and clean
- ...Convey a “dressed up” appearance
- ...Not contain slogans or symbols that may be offensive, considered non-Christian or glorify death

**It is expected that all students will follow dress and appearance code from the time of arrival to the time of departure. This means students must be in dress and appearance code the entire time they are on campus. The only exception to this is for after school athletics or events that require otherwise. Special dress days may take place throughout the year.**

### **Parents' Responsibility**

Parents/Guardians should read and review the dress code with their student. LHSP believes that the major responsibility for student appearance rests with the parents/guardians. As a result, parents/guardians have an obligation not only to provide clothing, but to guide the student's selection in proper wearing apparel and determine its suitability. Parents/Guardians should see that students are dressed appropriately for school.

### **Boys' Dress Code**

1. All boys are to wear shirts that have collars, such as a polo type shirt or oxford style shirt. Turtlenecks and mock-turtlenecks are acceptable. Sweaters and shirts designed to be worn un-tucked are acceptable and must have knit webbing or a straight hem at the bottom. T-shirts are not acceptable. Team athletic jerseys are not acceptable except on designated days. Shirts should be free of writing, images, or anything more than a small logo.
2. All boys are to wear neat and clean trousers. Black, navy blue, grey or khaki colored Docker-style pants or dress pants are the acceptable styles and colors. Camouflage pants,

denim or sweat materials are not appropriate. **Pants must be neatly hemmed and must hang from the waist. A belt is required for all pants with belt loops.**

3. Docker-style or dress shorts of black, navy blue, grey or khaki are also acceptable. All shorts must not be shorter than 3" above the knee.
4. All boys should wear appropriate footwear that should be worn at all times inside and outside of the building. Topsiders, loafers, or dress shoes are acceptable. Athletic shoes may also be worn in good taste. Dress style sandals are allowed. No flip flop style or slippers are allowed.
5. No hats, caps, or headgear of any type is allowed. Sunglasses are not allowed to be worn inside the building.
6. Jackets, coats or hoodies should not be worn during the school day unless approved by classroom teacher. Jackets or coats worn into the building must be neat and clean and have no negative patches or designs. Jackets, coats and hoodies must be stored in lockers during school hours. Blazer style or knit sweaters are allowed to be worn in the classroom.
7. No pierced ears or body piercing jewelry of any type is allowed.
8. Tattoos of any type are not appropriate for LHSP and must not be visible on school grounds or at extra-curricular events.
9. Boys should not wear makeup.

### **Girls' Dress Code**

1. All girls are to wear dressy shirts that may or may not have collars, such as a polo type shirt or oxford style shirt. Turtlenecks and mock-turtlenecks are acceptable. Sweaters and shirts designed to be worn un-tucked are acceptable and must have knit webbing or a hem at the bottom. If a shirt that is designed to be worn un-tucked is too short to cover a student's midriff or back, then a plain undershirt that is completely tucked in must be worn under the shirt and the outer shirt must be buttoned up. At no time, including while sitting or with arms raised, should the midriff or back show. Shirts worn must have a modest neckline. Shirts should be free of writing, images, or anything more than a small logo. **T-shirts are not acceptable.**
2. All girls are to wear neat, clean trousers. Black, navy blue, grey or khaki Docker-style or dress pants are the acceptable styles and colors. Camouflage pants, denim or sweat materials are not appropriate. Pants must be neatly hemmed. A belt is required for all pants that have belt loops.
3. Docker style shorts, skorts, skirts, and capri pants of black, navy blue, grey or khaki colors are acceptable. All shorts and skirts must not be shorter than 3" above the knee. If a skirt has a slit, the slit must not be shorter than 3" above the knee.
4. If dresses are worn, they must be modest. Dresses must not be shorter than 3" above the knee. Denim dresses or skirts are not acceptable. Dresses must not be form fitting to the body. If dresses are sleeveless the strap must be 2" in width or more on the shoulder.
5. All girls should wear appropriate footwear that should be worn at all times inside and outside of the building. Topsiders, loafers, or dress shoes are acceptable. Athletic shoes may also be worn in good taste. Dress style sandals are allowed. No flip flop style or slippers are allowed.
6. No hats, caps, or headgear of any type is allowed. Sunglasses are not allowed to be worn inside the building.
7. Jackets, coats or hoodies should not be worn during the school day unless approved by classroom teacher. Jackets or coats worn into the building must be neat and clean and have no negative patches or designs. Jackets, coats and hoodies must be stored in lockers

during school hours. Blazer style or knit sweaters are allowed to be worn in the classroom.

8. Girls may have no more than two piercing filled on each ear. No other body piercing jewelry is allowed.
9. Tattoos of any type are not appropriate for LHSP and must not be visible on school grounds or at extra-curricular events.
10. Makeup that is worn should not be distracting or offensive.

**Hair length and styles** follow various fads and trends. Here also, LHSP has adopted a conservative approach. Specific hairstyles that follow passing fads will be decided upon as they arise. However, the following guidelines will be followed:

- No dyeing or bleaching of hair that is considered distracting or not a natural color
- No facial hair for boys (sideburns are not to go below the earlobe)
- Boys' hair should not fall below the shirt collar
- No shaving of any part of the head beyond what would be considered a "traditional" haircut
- No hair should be lower than eyebrow level in front

**LHSP reserves the right to make necessary adjustments in the dress code and to decide what is appropriate dress and hairstyles for LHSP students.**

### **Jeans on Fridays**

At the end of the 2009-2010 school year, our LHSP Student Council brought forward a petition that would allow students to wear “presentable, modest, and respectful” jeans to school on Fridays. Students will be allowed to wear jeans on Friday with the understanding that all other aspects of the dress code will be maintained. Jeans worn must not have holes, rips, or be revealing. As the Student Council requested this privilege, they also challenged the student body that “by attending and representing this school, [students] must have maturity and honor Christ in everything that they do, and strive for the same or greater standard of excellence as they would in normal dress code.”

### **Violating Dress Code**

All members of the LHSP community (students, parents, teachers, and administrators) share in the responsibility for implementation of these guidelines. Students who are not in accordance with the dress code will be asked to make necessary corrections. Missing significant class time as a result of a dress code violation may be counted as an unexcused absence. Consequences will increase with frequency of inappropriate appearance.

### **GUARDIANSHIP**

If there is any change in guardianship after the student has been accepted as a student, the office must be notified and any appropriate paperwork needs to be filled out.

## **EMANCIPATED STUDENTS**

Students who reach the age of 18 while attending Lutheran High School - Parker are subject to all rules that apply to all students if they wish to continue their education at Lutheran High School - Parker.

## **MARRIED STUDENTS**

If a student should plan to be married while enrolled at Lutheran High School - Parker, the student and the parents/guardians **must** first seek counsel of the Principal. Further counseling may be required, and specific recommendations may be made as a result of such counseling.

If the decision to marry while at Lutheran High School - Parker is made after such discussions and counseling, continued enrollment will be determined on the basis of the following criteria:

That such enrollment

1. will be in the best interests of the married student(s), and
2. will not be detrimental to the purposes and ministry of Lutheran High School - Parker.

Because this situation is not of the norm, the status of the married student(s) will be reviewed periodically by the Principal. Failure to inform the school administration or failure to follow the recommendations of the Principal may jeopardize continued enrollment.

## **PREGNANCIES AND STUDENT PARENTS**

Students who are pregnant or have become parents while enrolled at Lutheran High School - Parker must share that information with the Principal in order that counseling and the ministry of forgiveness, reassurance, love, and support may be given to the student and the family.

Because this situation is not of the norm and may be disruptive to the educational process, the continued enrollment of the pregnant student or the student parent shall be reviewed periodically by the Principal. Failure to inform the administration or not following the recommendations of the Principal may jeopardize continued enrollment.

Children of student parents are not permitted to be on the campus during the regular school day, but are welcome at other activities.

## **ABORTION**

The Lutheran Church-Missouri Synod and the Colorado Lutheran High School Association endorse a pro-life position and the need to nurture a deep reverence and gratitude for God's gracious gift of human life. Students contemplating or having had an abortion should share that information with the Principal or designee so that counseling may begin immediately. While The Colorado Lutheran High School Association does not condone abortion, it does wish to share God's Word, His will, His love with those whose life is touched by such realities.

## **DISPLAY OF AFFECTION**

While some forms of public display of affection may be acceptable in a Christian high school setting (such as a friendly hug), other forms and situations may be embarrassing and offensive. In order to maintain an inoffensive and business-like academic atmosphere, students are asked to be aware and considerate of the feelings of teachers, fellow students, and visitors and refrain from public display of affection at school and at school functions at home and away. Whether an action is appropriate or not is at the discretion of the staff.

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

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

As a means of preventing the use, possession, distribution, and/or sale of tobacco, alcohol, drugs, and/or drug paraphernalia, LHSP has incorporated drug education into its total education program. However, no community is free from alcohol and drugs. In fact, the use of these substances is widespread, even among adolescents. Thus, LHSP has acknowledged the need for a policy that addresses substance abuse by its students.

The foremost responsibility of the staff of LHSP is to insure parents and students a chemical-free school, in which substance use is regarded as incompatible with the Christian principles upon which Lutheran education is based. Consequences are designed to discourage substance abuse. Nonetheless, should a student be involved with tobacco, alcohol or other drugs, the school will feel compelled, as part of its ministry, to work with students and families toward rehabilitation.

### **Statement of Expectations**

Students will not use, possess, distribute, or sell tobacco, alcohol, drugs, and/or drug paraphernalia. This statement applies to:

1. The LHSP campus and surrounding areas
2. School-sponsored activities
3. Vehicles designated by the school for transportation of students to and from school-sponsored activities
4. Students governed by athletic training rules

### **Statement of Action**

The following procedure will be used when a student uses or possesses tobacco, alcohol, and/or drug paraphernalia:

1. The violation will be considered a serious breach of student accountability. This may result in a recommendation of expulsion if the student has been involved with previous behavioral issues or the safety of the campus is in question.

2. Appropriate consequences will be determined in harmony with student accountability and expectations for behavior and the CHSAA.
3. Re-admittance following the suspension may require assessment and evidence of participation in drug or alcohol treatment.

Expulsion from school will result in cases involving the sale and/or distribution of tobacco, alcohol, and drugs or the intent to sell tobacco, alcohol, or drugs.

All decisions of the Principal related to this policy may be appealed to the Chief Executive Officer.

If necessary, law enforcement agencies will be involved. The administration and faculty will provide full cooperation upon request in police investigations relative to the use, possession, distribution, or sale of drugs or other illegal and/or dangerous substances.

In those cases where there is a reasonable cause to suspect, but inconclusive evidence to prove the use of alcohol or other drugs in connection with any school activity, medical tests may be requested by the school and must be completed within six (6) hours of the request. Failure to comply with this request subjects the student to disciplinary action for the use of alcohol and drugs as outlined earlier.

### **WEAPONS**

In the interest of the safety of its students and staff, LHSP prohibits the unsanctioned use, possession, or storage of weapons anywhere on campus. Possession and storage of any kind of a weapon, or articles that may be used as a weapon at LHSP or at any school-related activity on or off campus is a Level Five infraction and is grounds for a recommendation of expulsion to the CEO.

### **CELL PHONES**

Cell phones should not be used on campus during the school day. All cell phones used or heard during the school day will be confiscated. When a teacher confiscates a cell phone from a student, it may be kept by the classroom teacher or turned in to the Dean of Students or Principal. The classroom teacher must clearly communicate with the student where their phone will be available for collection. Consequences may include parent/guardian contact, returning cell phones directly to parents/guardians, or further restrictions of having a cell phone on campus. Consequences will increase with frequency of cell phone usage during the school day. Students needing to use phones during the day may ask permission in the office to do so. Messages and photos on a cell phone are subject to viewing by administration given reasonable suspicion of a crime or violation of student accountability and expectations for behavior.

### **HARASSMENT POLICY**

The Colorado Lutheran High School Association is committed to providing a learning environment that is free from harassment of any student or employee by any other student or employee. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential (where possible), and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to and including dismissal. Students found to have made false or frivolous charges will also be subject to disciplinary action, up to and including expulsion.

Harassment occurs when an individual is subjected to treatment, which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or gender. Harassment can occur any time during school related activities. It includes, but is not limited to, any or all of the following:

Verbal Harassment: Derogatory comments and jokes with intent to harass; threatening or obscene words spoken to another person.

Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement.

Visual Harassment: Publicly displaying or making obscene gestures with the intent to harass; derogatory, demeaning or inflammatory posters, cartoons, written words or drawings.

Sexual Harassment: Includes unwelcome sexual advances, unwelcome requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature.

Cyber Harassment: Verbal, visual, or sexual harassment directed toward any student, family member, or staff member, or the posting of harassing material at school or outside of school.

It is the student's responsibility to:

1. Conduct himself/herself in a manner which contributes to a positive school environment.
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing.
3. Immediately inform anyone harassing him or her that the behavior is offensive and unwelcome.
4. Report all incidents of discrimination or harassment to a school official.
5. If informed he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

Harassment Complaint Procedure:

Step #1: Students who feel aggrieved because of conduct that may constitute harassment should directly inform the person engaging in such conduct that the conduct is offensive and should stop. If the student does not feel comfortable doing this, he/she shall direct the complaint to a school official.

Step #2: If the complaint is not resolved by the action taken in step one, students may appeal to the Principal or his designee by filing a written complaint.

Step #3: Both parties shall have the right to appeal the decision of the Principal to the CEO and ultimately to the Board of Directors by filing written notice.

### **Disciplinary Procedure for Harassment Situations**

If a student feels that he/she is being harassed, the following steps should be followed:

1. Students who feel aggrieved because of conduct that may constitute harassment should directly inform the person engaging in such conduct that the conduct is offensive and

should stop. If the student does not feel comfortable doing this, he/she shall direct the complaint to the Principal.

2. The principal will ask the student to write down exactly what occurred, and if the situation meets the definition of harassment, appropriate steps will be taken to discipline the offender.

Under the procedures outlined under “Student Accountability (Definitions)” harassment is a Level Three-Five violation. This may result in a recommendation of expulsion if the offender has had previous behavioral issues or the situation is unable to be resolved.

**Both parties shall have the right to appeal the decision of the Principal or his designee to the CEO of the Colorado Lutheran High School Association by filing written notice.**

### **STUDENT TRANSPORTATION**

When Lutheran High School - Parker students are required or choose to participate in academic or extra-curricular activities away from the campus, the following policies will be in effect to ensure that reasonable care has been demonstrated for the care and safety of the student and staff participants.

1. LHSP owns and operates vehicles for transportation to school activities. These school vehicles will be used whenever possible to transport LHSP students to events. Approved drivers will be used to operate these vehicles. Commercial carriers will be used during the winter season with the longer mountain “trips”. The determination for use of commercial carriers will be made by the school administration.
2. Private vehicles may be used at times to transport students. If the distance is thirty miles or more one-way, drivers of vehicles must be staff members or other drivers 25 years or older. Private vehicles can be used for a small group traveling and for circumstances approved by the school administration.
3. Students who have written parental permission may be used to transport students to and from activities, provided the distance does not exceed thirty (30) miles one way and provided those passenger students have written parental permission to travel with other students as drivers.
4. In all cases where private vehicles are used for student transportation, it is understood that the insurance of such vehicle becomes the primary carrier.
5. Commercial buses, coaches, and vans will be rented or leased from those carriers that:
  - a. Provide verification of adequate insurance coverage.
  - b. Have properly equipped vehicles.
  - c. Employ drivers with adequate training.
  - d. Have a record of excellent service in the community.
6. School vans or buses rather than coaches will be used when the one-way distance is 100 miles or less unless the cost for coaches is equal or nearly equal to the cost of a school bus.
7. Spaces on rented buses not occupied by the team or group will be made available to spectators, who will pay the per seat cost.
8. Exceptions to the above policy may be made for good cause by the Principal.
9. Students parking private vehicles at LHSP must park in the parking lot in the designated spots.

10. Students and their parent(s)/guardian(s) will be required to sign one or more written release forms releasing the school from liability resulting from student transportation, and nothing contained in this handbook shall limit or otherwise affect the terms and conditions of such release(s).

## **GENERAL INFORMATION AND GUIDELINES**

### **ADMINISTRATIVE OFFICES**

The general school office is located at 11249 Newlin Gulch Boulevard. The day-to-day operation of the school is handled in the school office. The school office phone number is (303) 841-5551 and the fax number is (720)842-1015.

The Colorado Lutheran High School Association offices are located at 3201 W. Arizona in Denver on the campus of Denver Lutheran High School. The phone number is (303) 934-8611. Business-related information can be received at the Association offices.

### **ATHLETES-NON-SCHOOL PARTICIPATION**

Individuals certified to participate as members of any high school sport may not practice with or play with any non-school athletic group without receiving approval of the Principal which may be granted or denied in his sole discretion.

### **ATHLETIC TRAINING REGULATIONS**

All athletic training regulations and other information relative to athletics at LHSP are found in the Athletic Handbook which is available from the Athletic Director. In addition to such regulations, students and their parent(s)/guardian(s) will be required to sign one or more written release forms releasing the school from liability resulting from student participation in sports or other athletic activities, and nothing contained in this handbook or the Athletic Handbook shall limit or otherwise affect the terms and conditions of such release(s).

### **AFTER SCHOOL SUPERVISION**

LHSP attempts to maintain a safe environment that all parents/guardians desire for their children. Some students will be involved in extracurricular activities before and after school and are supervised by coaches and sponsors. Students who are not involved in after school activities are asked to arrange for rides by 3:00 p.m. The only reason a student should be at school after that time would be for an extra-curricular activity. Students waiting to participate in an extra-curricular activity will be provided a place to study. If a student is not able to be picked up by 3:00 p.m., arrangements must be made with the school office. The school does not provide supervision after 3:00 p.m.

### **SNOW DAYS OR CLOSING OF SCHOOL**

If it becomes necessary to close school due to inclement or severe weather or other emergency, announcements will be made on radio stations KOA, 850 AM, and on TV channels 2, 7, and 9. The welcome message on the school phone will also be changed by 6:15 a.m. LHSP may 1) have no school, 2) be on a snow schedule, or 3) dismiss early.

## **ELECTRONIC EQUIPMENT**

Lutheran High School - Parker realizes that in today's world many parents/guardians provide their children with cell phones for very legitimate reasons. Lutheran High School - Parker does provide for parents/guardians to telephone the school in case of an emergency and leave messages for students with the school office. For that reason and because they may be a distraction to the learning process, cell phones may be left in the student's locker or they may drop them off in the office before school and pick them up when they leave.

Lutheran High School - Parker also realizes that electronic equipment (i.e. iPods, MP3 players, etc.) with headphones are prevalent in students' lives for recreational purposes. Since these recreational devices do not contribute to the educational climate of the building (unless used for instructional purposes), they are not to be used during school hours. All confiscated electronic equipment will be kept in the office until a parent can pick it up or arrangements have been made with the Dean of Students or Principal and a student. Administration does reserve the right to check the contents of a phone or other electronic device if warranted.

Use of recorders, photographic equipment, or computers of any type must have been approved by a teacher before use during school hours.

## **CLOSED CAMPUS**

LHSP is a closed campus. *This means students may not leave school before the designated closing time without permission from the office.* Seniors who have reached a certain standard of excellence will be granted the opportunity to go off campus during lunch or during an off period. Information regarding this privilege will be shared by the Dean of Students with the seniors. Students wishing to bring a visitor to school must request permission from the office **two** days in advance. Visitors will generally only be allowed on campus if they express a sincere interest in attending LHSP. All visitors must check in at the office.

## **LOCKERS AND BOOK BAGS**

Each student is assigned an individual locker for the safe-keeping of valuables and personal belongings. No one else can enter this locker *if* it is properly locked and the combination is not given to anyone else. All book bags must be left in lockers.

Thefts, unfortunately, do occur. Therefore, students should be careful with their personal items in order to safeguard them and to remove temptation from others. Any theft should be reported immediately to the supervising teacher and then to the main office. If items are recovered, the office should be notified so that the records may be updated.

Lockers and locks are the property of The Colorado Lutheran High School Association. School administrators act as agents of the owners while supervising and regulating their use. The student exercises control of his or her locker from other students, but not from the school and its officials. Lockers are meant to serve the student for legitimate private uses, and school administration will provide the necessary protection for such privacy.

The Principal or his designee may also inspect lockers to insure school safety and the pupils' welfare, to determine if students are harboring stolen property, weapons, or illegal substances, or to rid the building of safety and/or health hazards. Police may search all lockers in case of a bomb search. In other cases the police must first serve a warrant which is specific in nature and the search should be within its limitations.

Students using locker room lockers for PE or sports must supply their own combination lock which is registered with the PE office.

### **INJURIES**

When a student is injured, the school will take appropriate action. Following the injury, the student should go to the office and ask for an accident-report form. The student should complete this form together with the teacher who was supervising the activity and secure the proper signatures. All insurance claims should be made immediately.

### **INSURANCE**

Student accident insurance is available for both limited coverage as well as full-time coverage for those who wish to purchase it. All students who participate in any interscholastic sports must carry insurance. Parents/Guardians should contact the office for information.

### **DRIVING AND PARKING**

All cars driven to school must be registered in the school office. Driving at LHSP is a privilege and can be revoked. Administration does reserve the right to search vehicles on the property if warranted. All school rules apply to the parking lot as well. Parking is available in the designated spots in the parking lot. Students and their parent(s)/guardian(s) will be required to sign one or more written release forms releasing the school from liability resulting from the operation of motor vehicles by students, and nothing contained in this handbook shall limit or otherwise affect the terms and conditions of such release(s). Drive safely!

### **DROPPING OFF AND PICKING UP STUDENTS**

Safety is our highest priority during these times. We need your help to keep our parking lot and campus safe. Please observe these guidelines:

- Doors open at 7:00 a.m. – students arriving before 7:30 a.m. should go to the Flex Room.
- Students being dropped off during the following times in the morning should be dropped off in the drop off/pick up zone on the east side of the building and not in the parking lot:
  - Regular Schedule                      7:25 a.m. – 7:40 a.m.
  - Delay/Late Start Schedule        8:55 a.m. – 9:10 a.m.
- Students being picked up immediately after school should be picked up in the drop off/pick up zone on the east side of the building and not in the parking lot.
- Students should be picked up by 3:10 p.m. unless they are involved in after school activities. Parents/Guardians should contact the office if this is a problem.

## **FOOD AND DRINKS**

Food and drinks will be available in vending machines in the vending room located in the Flex Room, before and after school and during lunch. All food and drinks must stay in the Flex Room. NO food or drinks except water in a clear container are allowed in classroom areas.

## **LUNCH**

LHSP will provide a lunch program brought in from a local restaurant three days a week. Students will have an opportunity to order and pay for these lunches on a monthly basis in the school office. Students may bring their own lunches. Microwave ovens will be provided for student use.

## **LOST AND FOUND**

Found items should be taken to the Student Services Secretary's desk. Students should check several times if they have lost an item because someone may turn it in even after several days. If an item is lost, a report should be made with the office.

## **IMMUNIZATIONS AND PHYSICAL EXAMS**

All new students are required to have the immunization card, with the most recent immunization information, in the school office before classes may be attended.

Students intending to participate in athletics must have a *Physical Examination and Parent Permit for Athletic Participation* AND an *Athletic Permission Form* completed and turned into the school before they may participate.

## **ELIGIBILITY**

To be eligible to represent Lutheran High School - Parker publicly in co-curricular activities, a student must maintain certain eligibility standards. Activities include but are not limited to music (exception: required curricular concerts), drama, speech and debate, athletics, student council, and the like. Two failures on any ineligibility report will make the student ineligible to represent LHSP from Tuesday through the following Monday. A failure of two semester classes renders the student ineligible to represent LHSP in any activity for the following entire quarter. Individual coaches may enforce higher standards for their program. Transfer students may be ineligible to compete in varsity sports for a period of time, according to CHSAA policies.

## **PURCHASES**

No school purchases can be made by anyone without proper authorization by the Principal. Students, committees and organizations should never make purchases directly without approval.

## **TELEPHONE CALLS**

Students are generally not called out of class to receive telephone calls except in cases of emergencies. Messages will be sent to the classroom from the office. Office or classroom

phones are not to be used by students. If a student **must** make a phone call they may use the student phone located in the Student Services area and must ask permission from someone in the office before using the phone.

### **TEXTBOOKS**

Textbooks are furnished to students on a loan basis. Students are responsible to return all loaned materials in good condition. Fines are assessed for instances of loss or abuse.

### **TRANSPORTATION**

Lutheran High School - Parker provides morning transportation to school from the parking lot of Shepherd of the Hills Christian School on South University in Centennial and Peace with Christ Christian School in Aurora. There is a fee for this service. Lutheran High School - Parker also provides a list of families by zip codes to encourage car pools.

### **MEDIA AND TECHNOLOGY**

The Media and Computer Centers are available for student use after school as well as during class time and academic lab. They provide a quiet place for students to study, do research, and complete class assignments. Some of the services provided include:

- Access to books and magazines
- Internet access
- Electronic research materials
- Computers and software for research and report preparation
- Multimedia materials for use in student presentations

### **TECHNOLOGY ACCEPTABLE USE POLICY**

The use of technology resources at Lutheran High School - Parker is a privilege and must be treated as such by all students. Technology resources include but are not limited to: computers, printers, video equipment, information storage devices, copy machines, software and the Internet. These resources are to be used for educational purposes in accordance with the Christian mission statement of Lutheran High School - Parker.

It is important that students using technology at Lutheran High School - Parker understand and abide by the following guidelines:

1. Students should not copy LHSP software or use technology at LHSP to make or distribute copies of copyrighted software. Copyright laws pertaining to print media, electronic media and resources obtained from the Internet must be adhered to.
2. Modifying or destroying other students' work on disk or other electronic media is strictly forbidden. Students must not attempt to gain access to passwords used by other students or staff. Any attempt at unauthorized access to technology resources will result in disciplinary action.
3. Students must not intentionally obtain or display obscene or objectionable materials from the Internet or other electronic resources.
4. Students using technology should take care of computers by not downloading or installing any software without permission, and not clicking on ads or competitions.

5. Technology at Lutheran High School - Parker is for educational purposes only. Commercial use is not allowed. Any personal use of technology requires the approval of a staff member.
6. Students should not bring food or drink (including candy) into areas where technology is used.
7. Damaging or vandalizing any piece of hardware or software will not be tolerated. This includes marking on equipment, changing or erasing software, physically damaging equipment or making it difficult or unpleasant for others to use.

Reasonable efforts have been made by LHSP to minimize the possibility of students encountering objectionable materials while using the Internet. Parents/Guardians and students should realize that it is impossible to restrict access to all controversial materials. If a student accesses information that they feel uncomfortable with, they should report it immediately to a staff member.

Students should recognize the fact that using the Internet at school is different from using the Internet at home. The Internet at school is used for approved educational activities. Free surfing on the Internet is not an acceptable activity. Personal e-mail accounts are not to be used on LHSP computers unless it is used for academic purposes with staff approval. Playing games on the computers is permitted only with teacher permission.

Teachers may use blogs, wikis, pod casting or other resources inside and outside of the classroom. These, even if they are used from home are considered an extension of the classroom. Students posting information on the Internet are expected to act safely by keeping personal information out of their posts. Students should not post last name, username, password, e-mail address, home address, or any other information that could help someone locate or contact the student in person.

Inappropriate use of technology may result in loss of access privilege or other appropriate consequences.

## **STUDENT ACTIVITIES**

### STUDENT COUNCIL

The primary vehicle of student voice into the administrative process is the Student Council. The class officers welcome students' ideas and suggestions. Student Council researches and recommends to the administration on behalf of the student body. Student council is made up of volunteers that are approved by the administration. Freshmen representatives will be chosen early in September. Representation to the student council may change as the size of the school increases.

### CLUB/CLASS MONEY

All club and class income is turned into the school office and credited to the proper group. The money is placed in a common fund, which is deposited in a bank account. Whenever a group needs money for a school-approved purchase, the treasurer of the group makes a requisition, countersigned by the sponsor, and receives a check or cash for that amount.

### ATHLETICS-INTERSCHOLASTIC TEAMS

Participation in interscholastic programs is open to both boys and girls. Girls volleyball, boys soccer, football, boys and girls cross country and golf will be offered in the fall. Boys and girls basketball and dance will be offered in the winter. Girls soccer, boys baseball, and boys and girls track and field will be offered in the spring. LHSP will offer sports based on student demand and coaching availability. If a sport is not being offered at LHSP, students may participate at the public school district of the student's choice.

### YEARBOOK

The school yearbook is produced to provide a pictorial and literary review of the year's activities. Yearbook participation is an important activity. Students must be approved by the advisor and have a sincere desire to serve as members of the staff. Elective credit is given for yearbook participation.

Each student receives a yearbook. The cost of the yearbook is included in the materials fee.

### NATIONAL HONOR SOCIETY

National Honor Society is a service organization whose membership is determined by a faculty review process of those applying that considers service, leadership qualities, character and academics. Membership is limited to qualified juniors and seniors.

### SCHOOL NEWSPAPER

The school newspaper is produced by the journalism class.

### DRAMA

Normally a fall and spring drama production will be produced each year under the supervision of a drama sponsor. Drama is open to all students and includes actors and stage hands.

### CLUB POLICIES

It is the policy of Lutheran High School - Parker to encourage students to participate in out-of-classroom activities. Students wishing to join such clubs are expected to attend the club meetings and to assume the responsibilities of membership.

Clubs may be organized when a sufficient number of students show an interest, when the purpose of the club is clearly defined, when the Director of Student Activities and the Principal give their approval, and when a sponsor has been assigned. Students are encouraged to discuss the possibility of forming new clubs with the Principal. Students are cautioned not to join too many clubs, as the responsibilities thereby assumed may endanger their academic standing.

## **OTHER ORGANIZATIONS**

### PARENT-TEACHER LEAGUE - Teacher and Parents Standing Strong (TAPSS)

All parents/guardians and teachers are considered members of the Lutheran High School - Parker TAPSS. This organization meets when necessary and will provide support for the smooth and effective operation of the school. LHSP encourages all parents/guardians to become involved.

### BOOSTER CLUB

The Booster Club provides support for the extracurricular activities of LHSP. Parents/Guardians are encouraged to join. The Booster Club runs the concession stand and provides workers for extracurricular activities.