



# Lutheran High School

## **Student-Parent Handbook 2019-2020**

Lutheran High School  
Office: 303.841.5551

11249 Newlin Gulch Blvd., Parker, CO 80134

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## **FOREWORD**

This handbook is provided to serve as a resource of information for students, parents/guardians and faculty of Lutheran High School (LHS).

## **MISSION STATEMENT**

Lutheran High School is a Christian school that nurtures academic excellence and encourages growth in Christ.

## **NONDISCRIMINATORY POLICY**

Lutheran High School 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, grant-in-aid programs, 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 who 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.

## **THE LUTHERAN HIGH SCHOOL COMMUNITY**

### **What is a Lutheran High School?**

A friend of mine once told me, "Lutherans are committed to receiving God's love, God's Word, and God's forgiveness. We get it. We share it. And we leave the world a better place."

A Lutheran high school has the same mission. You can find Lutheran high schools all over the country, all committed to the same thing: being academically excellent schools that God uses to transform the lives of others through Jesus Christ.

Jesus said in John 10:27-28 - "My sheep hear my voice, and I know them, and they follow me. I give them eternal life, and they will never perish, and no one will snatch them out of my hand." Jesus knows us. And that same love and salvation that He extends to us through His death and resurrection is the same salvation that is proclaimed daily in our Lutheran high schools across the country.

Jesus knows us and in turn, a Lutheran high school knows and loves its students. The relationships formed at a Lutheran high school become the foundation for both academic excellence and spiritual encouragement. Lutheran high schools are communities of people dedicated to having a conversation about what God has done for us through His son Jesus Christ. Those communities are then the perfect complement to families and churches who value both reaching the lost and raising up Christian kids to become spiritual champions.

And that is why the environment of a Lutheran high school makes an instant connection with Christian families. One need not be a Lutheran to attend a Lutheran high school. The core tenants of "grace alone," "faith alone," "Scripture alone" found in Lutheran theology and doctrine by their very nature resonate with all people in search of the truth. They also draw in non-Christians who are seeking answers to the greater questions of life.

Indeed, Lutheran high school communities leave the world a better place.

Dan Gehrke  
Executive Director – Lutheran High School

## **What is the Colorado Lutheran High School Association (CLHSA)?**

The Colorado Lutheran High School Association which does business as Lutheran High School is part of The Lutheran Church—Missouri Synod (LCMS or Synod). The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, 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” (Eph. 2:20). With the universal Christian Church, The Lutheran Church—Missouri Synod teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world’s redemption; and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity – Father, Son, and Holy Spirit – are coequal and coeternal, one God.

LCMS congregations voluntarily choose to belong to the Synod, and, although diverse in many ways, all hold to a shared confession of Jesus Christ as taught in Holy Scripture. 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 Synod accepts without reservation the writings contained in the *Book of Concord: The Confessions of the Evangelical Lutheran Church*.

Believing in the authority of Holy Scripture and that the Lutheran Confessions are a correct interpretation and presentation of biblical doctrine, our congregations agree to conform all their teaching and practice to the Scriptures and the Confessions.

The Synod “is not an ecclesiastical government, exercising legislative or coercive powers” (LCMS Constitution, Article VII) concerning its member congregations and ministers. However, the voluntary association of member congregations and ministers includes their agreement to respect and honor and uphold (Bylaw 1.7.2, 1.8.1) decisions (resolutions) made by the Synod in its national conventions regarding the understanding of the teachings of Scripture and the Lutheran Confessions and practices that are consistent with such teaching. The Synod in convention is the “principle legislative assembly” of the LCMS (Bylaw 3.1.1) and its resolutions and statements are the position of the Synod in matters of doctrine and life. The Constitution and Bylaws of the LCMS provide specific guidance for the implementation and supervision of the teaching and practice of its members (congregations and rostered church workers).

Congregations of the LCMS, while upholding teachings and practices that are consistent with Scripture and the Lutheran Confessions and while honoring Synod convention resolutions, are self-governed and establish policies based on local circumstance and expediency. An LCMS congregation or ministry operates according to its own constitution and bylaws – which are required by the Synod Bylaws to be reviewed by the District through which the congregation holds membership in the Synod – and therein establishes an orderly way of making decisions and determines which individuals or entities in the congregation (e.g., the pastor, church council, board of elders) will have authority to act on behalf of the congregation in specific circumstances. The Constitution and bylaws of the Colorado Lutheran High School Association govern our decision-making and policies. A copy is available upon request.

## **STANDARDS FOR EXCELLENCE**

Lutheran High School 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, administrators, faculty, and staff members to agree that certain basic relationships must exist within this community in order to achieve the mission at LHS, namely, "to nurture academic excellence and to encourage growth in Christ."

Accordingly, the following STANDARDS FOR EXCELLENCE serve as expectations for relationships among all those involved in the Lutheran High School community:

A Lutheran High School student, administrator, teacher, and staff member.....

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, supporting, and demonstrates this by:
  - a. Honoring students as unique gifts of God and respecting 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, showing no favoritism.
  - f. Accepting and cherishing educational, economic, ethnic and cultural diversity.
  - g. Seeking help, reconciliation, peace, and forgiveness when a problem occurs.

Note: Please see Romans 12-15 for a more complete description of God-pleasing relationships among people.

## **WHEN CHALLENGING ISSUES ARISE**

Because we have all fallen short of God's expectations, sins and challenges will occur in this community. When it does, Lutheran High School wants to encourage all in the school community (students, administrators, teachers, staff members, parents, and board members) to follow the Lord's process of reconciliation as outlined in Matthew 18:15-17, with a goal of restoring a respectful, God-pleasing relationship.

"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 LHS is a special, unique child of God who is a precious gift from God to his/her parents or guardians. We desire 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 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 Bible study in classes, devotional chapels, group devotions, and prayer opportunities. The devotional life at Lutheran High School is planned to help us take advantage of the power that comes from God as we meet the joys and troubles of daily life.

Students are encouraged to be members of Christian congregations, attend worship services regularly, commune frequently at the Lord's Table, and take an active role in their church.

## **"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 helps students match their talents with home, elementary school, church, LHS, and the community's needs.

All students must complete twenty (20) hours of service during each year of attendance at LHS. These hours will be facilitated by the theology faculty and must be completed by the end of the school year (May 1). Some of these hours may be fulfilled through service projects in the student's theology class and school-wide service days. The remaining hours can be fulfilled by volunteering time at 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.

Lutheran High School has chosen the MobileServe Application (Phone App) to be the means by which students will record their hours. This is an easy and fun way to share and serve. Verification of hours will be primarily through email/signature from the supervisor of the experience. If there is any doubt whether a project would count towards the hours, the student must get approval from his/her theology teacher before the project. Failure to complete twenty hours each year may result in not receiving their report card/transcripts.

## **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 is a comprehensive high school whose purpose, in addition to Christian training, is to provide a general liberal arts education. LHS 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, college advisors, parents/guardians, and current college students. Students will receive help with their academic, college, and career planning; ultimately it is the student's responsibility.

### **MODIFIED BLOCK SCHEDULE**

Lutheran High School's class schedule follows a 4-block, alternating day format with "Purple" and "Silver" days (blocks 1-2 on "Purple Days" and blocks 3-4 on "Silver Days") along with 5 periods that meet on a daily basis (one of which is lunch). Academic Labs on Tuesday and Thursday provide an opportunity for study time, enrichment, remediation, individual time with teachers, group project work, meetings, and other academic activities. This optional period allows students study and teacher-assisted time. The current bell schedule can be found on [www.lhsparker.org](http://www.lhsparker.org).

The modified 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 block classes include:**

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 integrate use of technology.
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.

**LATE START SCHEDULE**

The Late Start Schedule will generally be used when a special meeting is scheduled or when we start school late due to inclement weather or other special late start needs. 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.

**ACCREDITATION & CREDITS EARNED AT LUTHERAN HIGH SCHOOL**

Lutheran High School is owned and operated by the Colorado Lutheran High School Association, an organization pledged to provide a balanced Christ-centered education on the secondary level. Lutheran High is accredited by the North Central Association Commission on Accreditation and School Improvement (NCA CASI), the Colorado State Board of Education, and National Lutheran School Accreditation (NLSA). Credits earned at Lutheran High School may be transferred easily to high schools and colleges throughout the United States and to United States accredited schools overseas. Each full year course meeting every day receives one (1) credit per year. Half year courses will receive one-half (.5) 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 Theology credit, the twenty-four (24) units include the following:

English	4.5 credits	Physical Education	2 credits
Science	2 credits	Technology/Business	.5 credit
Mathematics	3 credits	Fine Arts	1 credit
Social Science	3 credits	Electives	8 credits

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.

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## **ACCESS PROGRAM**

The Academic Success (Access) Program provides strategies and accommodations for students with organizational and educational challenges. It is not a special education program with special education services. LHS uses information provided by the family, from testing and other professionals to develop the strategies and accommodations for each student admitted to the program.

## **STUDENT LOAD**

Students will have 8 courses in their schedule or demonstrate that they are meeting their educational objectives and the school's requirements. 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 a modified 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. If a student is arriving after the first block of the day, they are expected to be at chapel unless arrangements have been made with the principal. 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**

Maintaining academic integrity is of vital importance for Lutheran High School. Students must play an active role in maintaining their own personal academic integrity as well as the integrity of the school. Cheating and plagiarism are unacceptable behaviors that carry severe consequences. In order to discourage plagiarism/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/plagiarism occur in different classes and/or different school years.

## **CHEATING**

While the definition of cheating may seem obvious, technological advances have made cheating easier and possibly blurred the line between acceptable and unacceptable behavior.

The following guidelines give a general overview of what constitutes "cheating":

1. Copying, reproducing, or representing any or all of another person's work as your own.
2. Using notes on a quiz or test without the consent of the teacher, including digitalized notes being carried in a calculator, cell phone, or electronic device.

3. Sharing any information about an assignment, quiz, or test with students from a different class period. This would also include using camera phones and text messaging to pass information along to another student.
4. Acquiring or using completed and graded assignments, quizzes, or tests from other students or from students from previous years. It is “cheating” to use a sibling’s work from a previous school year. Teachers will be encouraged not to reuse the same quizzes and tests repeatedly. Regardless, possessing past work, quizzes, and tests is defined as “cheating”.
5. Sharing or giving homework to another student.

Receiving “help” from another student is generally unacceptable unless the student providing the assistance is designated as a “tutor”. Teachers will expect that students will only be receiving assistance from teachers, tutors, or parents. Students are only allowed to “work together” on an assignment with the expressed consent of the teacher who gave the assignment.

Any instance of cheating is a Level A infraction.

## **PLAGIARISM**

Plagiarism is simply defined as “claiming another’s work as your own”. Given the easily accessible nature of information (internet, digital libraries, etc.), it has become relatively simple to pass off another person’s work “as your own.”

The following actions constitute “plagiarism”:

1. Copying verbatim the work of another individual.
2. Copying and pasting sections of work from the internet or another person’s work.
3. Not referencing or citing quoted or paraphrased text in a paper or essay.
4. Using online term papers, book reports, or essays

Teachers will instruct students on the proper methods of citation and referencing to help avoid plagiarism.

A minor instance of plagiarism is a Level A infraction.

Turning in an entire essay, paper, book report, etc. that is someone else’s work is a Level B infraction and will result in automatic advancement of one step in the disciplinary step system. A second instance of this type will result in the student being recommended for expulsion.

## **HONOR ROLL**

Students who receive a 3.0 average for any semester will be given Honor Roll status. Students who have a 3.5 average for any semester will be given High Honor Roll status. Honor Roll will be posted at school at the close of each semester.

## **GRADE POINT VALUES**

### GRADE POINT VALUES FOR COURSES:

- A= 4 Points per semester for each block class - .5 credit
- B= 3 Points per semester for each block class - .5 credit
- C= 2 Points per semester for each block class - .5 credit
- D= 1 Point per semester for each block class - .5 credit
- F= 0 Points per semester for each block class - No credit

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

- A= 5 Points per semester for each block class - .5 credit
- B= 4 Points per semester for each block class - .5 credit
- C= 3 Points per semester for each block class - .5 credit
- D= 2 Points per semester for each block class - .5 credit
- F= 0 Points per semester for each block class - No 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 9<sup>th</sup> 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 second time the course was taken is to be 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 LHS are considered on the same basis as those of students who have been enrolled in LHS for their entire high school experience. All procedures outlined in this book apply also to transfer students.

## **VALEDICTORIAN/SALUTATORIAN STATUS**

When selecting school valedictorian(s) and salutatorian(s), "Valedictorian/Salutatorian Status" is used and not simply the final GPA and class rank. With the variety of courses available to students at Lutheran High School and through neighboring and online institutions, Lutheran High School recognizes GPA, strength of schedule, honors vs. non-honors classes, and final grades in courses.

## **REPORT CARDS - PROGRESS REPORTS**

The school year is divided into two semesters. After the first and third quarter, students will receive an in-progress grade. A final grade based on the entire semester, including the final exam, will be given shortly after the end of the semester. This is the semester grade that is entered into the permanent record together with the amount of credit earned. Grades are defined in the following manner:

100 – 90%	A	Indicates superior and outstanding performance
89 – 80%	B	Performance in all areas is good
79 – 70%	C	Demonstrates average performance
69 – 60%	D	Demonstrates weak, but passing performance
Below 60%	F	Lack of effort/understanding results in unacceptable performance
	I	Indicates a grade that is incomplete due to certain circumstances. 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-Failing is placed on transcripts for students that drop a class after the allowable window of time. A student may not drop a class after the midway point of the second quarter of any semester.)
	AU	Audit (class was taken, but not for credit)

## **DROPPING A COURSE**

A student may drop a semester course within ten class days without loss of credit.

If a student drops a course after the first ten class days of a semester, he/she receives a grade of WF (withdrawal failure) and that grade will appear on his/her transcript and count as if an "F" was received.

A dropped course must be initiated following either one of these procedures:

1. Parents/guardians may write a letter to the principal or guidance counselor and request that a course be dropped. The letter will be placed in the student's permanent file.
2. The guidance counselor or principal could request that a student drop a course. In that case, a request for dropping the course is to be completed and sent to the parents for approval.

## **ADMISSION STANDARDS**

Students will be admitted to Lutheran High School if:

1. Parents/Guardians and students are supportive of the mission of the school as stated in the Mission Statement.
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 cumulative standardized achievement test scores at the 15th percentile or above.
4. The student is not involved in gang-related activities.
5. The student does not have a learning, behavioral, or emotional disability or disorder for which the school is not prepared to provide special services.

International students must qualify on an English proficiency test (TOEFL or SLEP) in order to be accepted for admission.

Students not meeting the above criteria 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 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 LHS.

## **TUITION AND FEES**

The Board of Directors for the Colorado Lutheran High School Association sets the fees and tuition for Lutheran High School annually. Current information about tuition, fees, discounts, and financial assistance may be found at [www.lhsparker.org](http://www.lhsparker.org).

Each student is annually charged a registration fee and materials fee (these fees are non-refundable). This covers textbook rental, 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 Student-Parent Handbook, there are no additional fees for activities related to the school program except those deemed necessary for special circumstances. Not included are the costs of class retreat expenses, special field trips, transportation, and lunches.

In order for a student to be considered enrolled, both the registration fee and materials fee are to be paid in full.

Student tuition aid is available on a limited basis for those families who are not able to pay the full tuition costs. LHS uses the FACTS application process for determining financial aid. The admissions director or executive director of the Colorado Lutheran High School Association should be contacted for further information.

Tuition may be paid by the year, by the semester, or by the month consistent with and subject to the terms and conditions of the tuition agreement made for the current school year. Late charges will be assessed on all past due accounts. Unless special arrangements have been made, delinquent accounts may impact a students' ability to remain in school or take semester exams. Report cards, transcripts (official or unofficial), and diplomas will be given only if tuition and fees are fully paid and no other obligations exist.

Nothing contained in this Student-Parent Handbook shall limit or otherwise affect the rights and remedies of LHS or The Colorado Lutheran High School Association in the event of a default under the terms and conditions of the tuition agreement, all of which rights and remedies shall be cumulative of any other right or remedies available to LHS or The Colorado Lutheran High School Association under this agreement, at law or in equity.

## **STUDENT CODE OF CONDUCT**

### **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 LHS 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 LHS 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 LHS 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 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 LHS, 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 AND DISCIPLINARY STEPS**

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 issue a detention to that student, 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, moving through the Five-Step Disciplinary System, serving in-school suspension, out-of-school suspension, or expulsion. The principal will be in communication with the executive director of the Colorado Lutheran High School Association if a student is recommended for expulsion.

Certain offenses may result in an automatic advancement of one or more steps in the disciplinary system.

### **The Five-Step Disciplinary System is as follows:**

**Step 1:** A student will be placed on step 1 if he/she has several Level A infractions or excessive detentions.

Upon reaching step 1, the student and parents/guardians will be notified, and the parents may request a meeting with the dean of students.

**Step 2:** A student will be placed on step 2 if he/she continues to receive detentions or infractions that merit the advancement.

Upon reaching step 2, the student may receive a 3-day suspension from school. The parents/guardians will be notified and communication with the dean of students will take place. The suspension may be waived if step 2 is reached through the accumulation of detentions.

**Step 3:** A student will be placed on step 3 if he/she continues to receive detentions or infractions that merit the advancement.

Upon reaching step 3, the student will receive a 3-day suspension from school. The parents/guardians and student will have a meeting with the dean of students or principal. This suspension may be waived if step 3 is reached through the accumulation of detentions.

**Step 4:** A student will be placed on step 4 if he/she continues to receive detentions or infractions that merit the advancement.

Upon reaching step 4, the student will receive a 3-day suspension from school. The parents/guardians and student will meet with the dean of students or principal regarding the consequences of future behavioral issues.

**Step 5:** A student will be placed on step 5 if he/she continues to receive detentions or infractions that merit the advancement.

Upon reaching step 5, the student will be recommended for expulsion to the executive director of the Colorado Lutheran High School Association.

## **CONSEQUENCES OF MISBEHAVIOR**

**Level A Infraction** – May result in a detention. Both teachers and administrators can assign detentions.

Disrespectfulness to a teacher, staff member, or student  
Foul language  
Major classroom disruption

Chapel misconduct  
Cheating/Plagiarism  
Misuse of hall pass  
Leaving school grounds without permission  
Blatant public displays of affection  
Skipping assigned detention times  
Unexcused absence  
Being late for assigned detention time  
Repeated minor offenses  
Reckless/careless driving in the parking lot  
Piercing jewelry other than the ear  
Refusal to turn over a cell phone, iPod, iPad, computer, or other electronic devices  
Entering the building through any other door than the main entrance during the school day after being off campus  
Not checking in with the attendance secretary after he/she is late for school  
2<sup>nd</sup> and further dress code violations

Any offense similar in severity to other Level A infractions

The following actions warrant immediate placement or advancement in the Five-Step Disciplinary System:

**Level B Infraction** – Results in the automatic advancement of one step in the Five-Step Disciplinary System.

Possession of a lighter or matches  
Being connected with fighting, using challenging or “fighting” language, or encouraging a fight  
Forgery of parent’s/guardian’s signature(s)  
Flagrant disrespect to teacher, staff, member, or student  
Repeated skipping of assigned detention time  
2<sup>nd</sup> or repeated violation of the piercings rule

Any offense similar in severity to other Level B infractions

**Level C Infraction** – Results in the automatic advancement of two steps in the Five-Step Disciplinary System.

Possession of gang paraphernalia or symbols  
Fighting  
Possession of sexually explicit material  
Possession or use of tobacco or tobacco related paraphernalia  
Possession or use of Kratom or similar substances intended to produce psychotropic effects  
Theft/vandalism under \$20 – includes restitution  
Forgery of a teacher’s signature  
Unauthorized server access  
Immoral sexual conduct  
Genuine displays of homosexual affection  
Lying to administrators about his/her role or other students’ roles or withholding information during an administrative discipline investigation  
Posting and/or sharing a video, a picture, or comments about an individual, an event, or activity that portray the school or students in a negative light on social media or electronically  
Filming or photographing school employees without prior approval  
Belligerent displays of anger

Any offense similar in severity to other Level C infractions

**Level D Infraction** – Results in automatic advancement of three steps in the Five-Step Disciplinary System.

Theft/vandalism \$20 or greater – includes restitution  
Theft or possession of teacher’s materials – solution manuals, tests, answer keys, etc.  
Possession of fireworks  
Possession of a school key  
Possession of drug paraphernalia  
False fire alarm  
Harassment of a student (Please see “Harassment” for further information)  
School drunkenness/impaired functioning  
Flagrant fighting  
Possession or use of illegal drugs or alcohol  
Possession or use of electronic cigarettes, Juuls, vape pens, etc.  
Attempt to change grades electronically  
Posting and/or sharing a video, a picture, or comments about a school employee that portray them in a negative light on social media or electronically

Any offense similar in severity to other Level D infractions

**Level E Infraction** – Results in automatic advancement to Step 5 in the Five-Step Disciplinary System.

Bomb threat  
Verbal threat to an employee  
Harassment of an employee  
Battery/assault on an employee  
Possession of a weapon  
Possession of an explosive  
Possession of drugs, alcohol, tobacco, or Juuls/vape pens, e-cigarettes with intent to distribute  
Lighting a fire in/on school grounds

Any offense similar in severity to other Level E infractions

Since Lutheran High School is in partnership with parents in this process, it is expected that parents cooperate in the areas of instruction and discipline 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, skipping or arriving late to assigned detentions, dress code violations, behavioral issues, etc. Each detention issued by administration will be accompanied with a \$5 fee assigned to the student payable to the detention supervisor at the time of the detention.

Standard detentions will be 30 minutes in length and may be served on 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, record it, and give the student a copy at his/her request.
2. Give the student a chance to tell his/her version of what happened.

If a student or a student's parent(s)/guardian(s) disagrees with the consequences, he/she has the right to appeal the school official's decision to the principal and then to the executive director.

## **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 LHS at parental request.

**Expulsion:** Loss of student status at LHS, exclusion from all LHS 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**

The compulsory attendance law recognizes the educational value of regular attendance in school. Presence in a classroom aids in instilling self-discipline and exposes a student to group interactions with teachers and fellow students. Such presence also enables a student to hear and participate in class instruction, discussion, and other related learning experiences.

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. With the exception of senior privileges, once on the school grounds in the morning, a student must remain on campus until the school day has ended.

Those who participate in student-organized days of absence, sometimes referred to as "skip days", will be considered absent and required to follow the attendance procedure for parents/guardians to notify the school. The school is not able to sanction such activity and is unwilling to assume liability for physical damage or injury resulting from activity on student-organized absence days. As in any other absence, students are responsible for making up class work missed on that day and it is included as part of the Ten Absence Limit.

## TEN ABSENCE LIMIT

Students are expected to attend all scheduled classes. When students miss more than 10 days in any class per semester (excused or unexcused) consideration would then be given by administration regarding loss of credit for that class. 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.

Students are discouraged from taking “vacations” on school days or from scheduling appointments during school hours. If the need arises for a student to be absent from school for a family event, a court date or a doctor appointment on a school day, the parents/guardians must present a note to the office in advance, except in cases of emergency.

## ABSENCE DEFINITIONS

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

**Excused absences (AE)** are absences due to illness, family-related illness, family emergencies, funerals, vacations, medical appointments and other approved reasons. All work may be made up for full credit. The school office should be notified at least two days in advance. All work may be made up for full credit, provided the school is aware of the absence.

**Unexcused absences (AU)** are absences due to truancy, suspension, sent to the office for discipline reasons, sent to the office for dress code violations, oversleeping, or other unapproved reasons. Unexcused absences will result in a detention being issued to the student.

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

## ATTENDANCE PROCEDURES

1. A parent/guardian needs to email ([attendance@lhsparker.org](mailto:attendance@lhsparker.org)) or call the school office (303-841-5551) by 7:30am to report an absence. Please state the student's name and reason for the absence.
2. If a parent/guardian has not called, the school office will consider the student unexcused and he/she will receive an “unexcused absence”. An automated email will then be sent to the parent/guardian to verify all unexcused students. It is the responsibility of the school to determine if an absence is excused.
3. When reporting a partial day absence, please state the time when the student will be out of school instead of the periods/blocks. For example, “9am to 10am” –not “Period B”. In the event we are on a special schedule, stating the exact time your student will be gone will help to ensure proper attendance recording.
4. Students leaving school early will need to stop by the school office in the morning to get their pass to be excused from class/off campus at the appointed time. Teachers will not let students out of class without a pass. Passes will be written only after notification from a parent/guardian is received. Please notify the office as soon as possible about a student leaving early.
5. Parents do not need to come to the office to sign students out. The email/phone call is appropriate for excusing your student. The pass will allow your student to meet you in the pick-up line in the front of the building or drive themselves to their appointment.

6. A parent/guardian may excuse a student to leave campus for an appointment or other family emergency; this does not include underclassmen leaving to eat lunch with friends or gain open campus privileges. Underclassmen must check out through the school office before leaving and check back into the office when returning.
7. If a student misses more than 10 minutes of a class period or block, they are considered absent.
8. Unexcused absences will result in detention.
9. A student-athlete is to be in attendance at school at least one-half day (block and periods) or with a class activity in order to participate in a practice, team activity, scrimmage or game. Any exception must have the approval of the Athletic Director.
10. Any unexcused absences must be corrected within 24 hours by a parent/guardian to aid the accountability process and to ensure accurate attendance.

## **TARDY POLICY**

In order to maintain a proper atmosphere for learning, LHS 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 10 minutes of the block or period are 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. Students will receive five “free” tardies during the course of the semester after which there are fines and progressive consequences for not being punctual.

It is the desire that LHS and families partner together to encourage punctuality. Parents may excuse students for illness, but typical explanations of “traffic”, “oversleeping”, and “running late” will be included as part of the tardy count.

Excessive tardiness will be handled in the following manner:

1. Students receive 5 “free” tardies during the course of the semester.
2. Upon the 6<sup>th</sup> - 10<sup>th</sup> tardies, students will be fined \$5 for each tardy.
3. Upon the 11<sup>th</sup> – 17<sup>th</sup> tardies, students will be fined \$10 for each tardy.
4. Upon the 18<sup>th</sup> tardy, students will receive a 3-day suspension.
5. Upon the 19<sup>th</sup> – 20<sup>th</sup> tardies, students will be fined \$20 for each tardy.
6. Upon the 21<sup>st</sup> tardy, a student will be recommended for expulsion.

## **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. Credit should not be received for missed work due to unexcused absences.

The school is willing to assist in homework collection for students with illnesses that keep them away from school for multiples days. In the event of an extended medical treatment situation, it cannot be assumed that a student will receive credit. When a student is absent, it is most helpful for him/her to contact a friend for the assignments. If makeup of homework is required prior to an out of town trip or event, the student must comply.

## **DRESS AND APPEARANCE CODE**

Lutheran High School perceives education as a professional activity and has adopted a conservative approach to the type of clothing appropriate for school dress. Therefore, LHS minimizes the focus on fashion and moves students to a certain degree of conformity. Basically, school clothes should reflect Christian modesty, be neat and clean, and convey a professional appearance.

The school's dress guidelines provide an opportunity to learn an important Christian concept: living in Christ's freedom by considering the rights and feelings of others. Scripture tells us to show love and consideration for others in "all things" (Romans 14). In applying this precept to dress and appearance, it is concluded that one must never wear clothing that offends others or makes them uncomfortable.

It is expected that all students will follow the 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-down" days may take place throughout the year.

If parents/guardians or students are uncertain as to whether an article of clothing meets the expectations of the school, they are welcome to ask before wearing it.

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

## **BOYS' DRESS CODE**

1. All boys are to wear appropriate shirts that may or may not have collars. Shirts should be free of writing, images, or anything more than a small logo. Only neat and current **Lutheran High School T-shirts are acceptable**. These may be purchased through our Sideline Store located on our website or issued by school teams and activities. All other T-shirts, including V-necks, are not permitted. Team athletic jerseys are not acceptable.
2. All boys are to wear neat and clean pants or shorts; any color or pattern is acceptable. Pockets on the sides are permitted. Camouflage, jeans, or athletic/sweat material is not allowed. Pants and shorts must be neatly hemmed and sized to fit. All shorts must not be shorter than 3" above the knee.



3. All boys should wear appropriate footwear that must be worn at all times inside and outside the building. Flip flop style or slippers are not permitted.
4. Hats, caps, or headgear of any type is not allowed. Sunglasses are not allowed to be worn inside the building.
5. Jackets or coats worn into the building must be neat and clean and have no negative patches or designs. Jackets or coats should not be worn during the school day unless approved by the classroom teacher. Sweaters are allowed to be worn in the classroom. Jackets and coats must be stored in lockers during school hours.
6. Non-Lutheran High School hoodies or sweatshirts are not allowed. **Lutheran High School hoodies are acceptable** and may be worn during the school day. Students removing a LHS hoodie during the school day must still follow the Dress and Appearance Code.
7. Pierced ears or body piercing of any type is not allowed. Students may not simply cover a piercing with a band-aid or use a clear and “less visible” piercing.
8. Tattoos of any type are not appropriate for LHS and must not be visible on school grounds or at extra-curricular events.
9. Boys should not wear make-up.

## **GIRLS' DRESS CODE**

1. All girls are to wear appropriate shirts that may or may not have collars. 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 does cover a student's midriff or back, 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. Only neat and current **Lutheran High School T-shirts are acceptable**. These may be purchased through our Sideline Store located on our website or issued by school teams and activities. All other T-shirts, including V-necks, are not acceptable. Team athletic jerseys are not acceptable.
2. All girls are to wear neat and clean pants or shorts/skorts; any color or pattern is acceptable. Pockets on the sides are permitted. Camouflage, jeans, “yoga” or running style, or sweat material is not allowed. Pants must be neatly hemmed and sized to fit. Tight-fitting leggings may only be worn with skirts, dresses, or shirts that are modest and at least “fingertip” length around the entire body. All shorts/skorts must be modest and not be shorter than fingertip length or deemed inappropriate.
3. If dresses and skirts are worn, they must be modest. Dresses and skirts must not be shorter than fingertip length or deemed inappropriate. Jean dresses or skirts are not acceptable. Dresses and skirts must not be form fitting to the body. If dresses are sleeveless the strap must be 2” in width or more on the shoulder.
4. All girls should wear appropriate footwear that must be worn at all times inside and outside of the building. Dress style sandals are allowed. Flip flop style or slippers are not permitted.

5. Hats, caps, or headgear of any type is not allowed. Sunglasses are not allowed to be worn inside the building.
6. Jackets or coats worn into the building must be neat and clean and have no negative patches or designs. Jackets or coats should not be worn during the school day unless approved by the classroom teacher. Sweaters are allowed to be worn in the classroom. Jackets and coats must be stored in lockers during school hours.
7. Non-Lutheran High School hoodies or sweatshirts are not allowed. **Lutheran High School hoodies are acceptable** and may be worn during the school day. Students removing a LHS hoodie during the school day must still follow the Dress and Appearance Code.
8. Girls may have multiple piercings in each ear. Spikes or other ear piercings that protrude greatly from the earlobe on either side are not acceptable. Earrings in which the hole can be seen through or that stretch the earlobe around a gauge are not allowed. No other body piercing jewelry is allowed – this includes tongue, eyebrow, nose, and lip piercings. Students may not simply cover a piercing with a band-aid or use a clear and “less visible” piercing.
9. Tattoos of any type are not appropriate for LHS and must not be visible on school grounds or at extra-curricular events.
10. Makeup that is worn should not be distracting or offensive.

Female staff personnel will assist in determining if the neckline and length of a female student’s apparel is in keeping with Christian modesty.

### **DANCE DRESS CODE**

Lutheran High School believes our dress at dances should continue to adhere to Christian modesty and be neat and clean. The school’s dress guidelines provide an opportunity to learn an important Christian concept: Living in Christ’s freedom by considering the rights and feelings of others. Scripture tells us to show love and consideration for others in “all things” (Romans 14). In applying this precept to dress and appearance, it is concluded that one must never wear clothing that offends others or makes them uncomfortable. Therefore, we have the following guidelines for the school’s formal dances.

<b>LADIES</b>	<b>GENTLEMEN</b>
Skirts/Dresses must be fingertip length	Collared shirt
Slits no higher than fingertip length	Shirts must have sleeves
No exposed undergarments	Shirts must remain on
No bare midriffs	No jeans
Necklines must be modest (no plunging or deep V tops)	No bandanas or chains
No sheer or see through dresses	
No see through or bare sides	

## **HAIR LENGTH AND STYLES**

Hair length and styles follow various fads and trends. Specific hairstyles that follow passing fads will be decided upon as they arise. However, the following guidelines will be followed:

- No dying 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 earlobes)
- Boys' hairstyles must not be extreme (as determined by administration) and should reflect careful grooming; hair must be clean with no ill-groomed or distracting styles, including man buns and pony tails.
- No shaving of any part of the head beyond what would be considered a "traditional" haircut (i.e. mohawks)
- No hair should be lower than eyebrow level in front

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

## **JEANS DAY**

Students will be allowed to wear presentable, modest, and respectful jeans on Fridays with the understanding that all other aspects of the dress code will be maintained. Jeans worn must not have holes, rips, or be revealing.

## **DRESS-DOWN DAYS**

On occasion, administration may announce a dress-down day to serve as a fundraiser for a particular cause or activity. Although dress-down days allow students to dress more casually, it is not a time to disregard other elements of the Dress and Appearance Code. Hats or out-of-code piercings should not be worn, and students should not wear immodest, torn, or more leisurely attire (i.e. pajama pants, yoga pants, etc.).

During special dress-up spirit days, for example during Homecoming week, students are expected to adhere to the theme presented. If a student decides not to participate in a dress-down day or dress-up spirit day/week, they must adhere to the regular dress code guidelines.

## **VIOLATING DRESS CODE**

All members of the LHS 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. Students will be issued a detention with accompanying fine for additional offenses, whether or not class time is missed. Consequences will increase with frequency of inappropriate appearance.

## **EMANCIPATED STUDENTS**

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

## **MARRIED STUDENTS**

If a student should plan to be married while enrolled at Lutheran High School, the student and the parents/guardians must first seek counsel of the principal or designee. 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 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.

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 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.

### **STATEMENT ON THE SANCTITY OF HUMAN LIFE**

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

### **PUBLIC DISPLAYS 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.

## **STATEMENT CONCERNING HUMAN SEXUALITY**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

We believe that in order to preserve the function and integrity of Lutheran High School as the local Body of Christ, and to provide a biblical role model to the Lutheran High School community, it is imperative that all persons employed by Lutheran High School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Lutheran High School.

## **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, LHS has incorporated drug education into its total education program. However, no community is free from alcohol and drugs.

The foremost responsibility of the staff of LHS is to ensure 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 CONCERNING TOBACCO, ALCOHOL, AND OTHER DRUGS**

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

1. The LHS 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 CONCERNING TOBACCO, ALCOHOL, AND OTHER DRUGS**

The following procedure will be used when a student uses or possesses alcohol, drugs, drug paraphernalia, and/or Juuls/vape pens/e-cigarettes, which are Level D infractions:

1. The violation will be considered a serious breach of student accountability and the student will be immediately moved up three levels in the Five-Step Disciplinary System. This may result in a recommendation of expulsion if the student was already on step 2, 3, or 4 or the safety of the campus is in question.
2. Appropriate consequences will be determined in harmony with Student Accountability and Expectations for Behavior, the Five-Step Disciplinary System, 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, drugs, or Juuls/vape pens/e-cigarettes, or the intent to sell tobacco, alcohol, drugs, or Juuls/vape pens/e-cigarettes.

All decisions of the principal related to this policy may be appealed to the executive director. 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**

Lutheran High School, in the interest of the safety of its students and staff, 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 LHS or at any school-related activity on or off campus is a Level E infraction and is grounds for a recommendation of expulsion to the executive director.

## **CELL PHONES & ELECTRONIC DEVICES**

Under Lutheran High School's Bring Your Own Device (BYOD) policy, teachers make the final decision for how and when student-owned devices are used in the classroom. It will be up to the individual teachers to communicate their expectations to parents and students.

Students may use their devices between classes and during lunch with a few exceptions. For reasons related to volume, respect and etiquette in an educational setting, students are not allowed to make phone calls at school during the day unless they use the office or Flex Room. Students may use earbuds/head phones at the discretion of their teachers in the classroom or study hall but are not to be walking around the building with them in use. Students late to class because of device issues or text messaging will be marked tardy accordingly. Students are not to use devices during or in the chapel setting. Students should keep ringers and music off during the school day.

Devices used without teacher permission will be turned in to the office. On the second offense, students will be charged a \$5 fee for the return of their device and parents will be informed. If there is a third offense, students will be charged a \$10 fee for the return of their device and it must be retrieved by a parent/guardian from school (this continues through the seventh offense, when a student is no longer allowed to have their phone on campus).

Administration does reserve the right to check the contents of a phone or other electronic device if warranted (reasonable suspicion of a crime or violation of Student Accountability and Expectations for Behavior).

## **CLOSED CAMPUS & VISITORS**

LHS 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 and have a Senior Privileges form on file in the office will be granted the opportunity to go off campus during lunch or during an off block.

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 LHS. All visitors must check in at the office.

Students waiting for transportation after school must remain on campus.

## **LOCKERS AND 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. If any changes need to be made with regard to locker assignments, or if the locker needs service, the principal should be contacted. The student is responsible for the condition of the locker, inside and out. Students should keep their lockers neat and clean. All book bags must be left in lockers. Bags or sports equipment not fitting in lockers must be stored in the office.

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 Lutheran High School. 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 their designee may also inspect lockers to ensure 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, or check one out from a PE teacher or coach.

## **HARASSMENT POLICY**

Lutheran High School and the Colorado Lutheran High School Association are 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.

## **DEFINITION OF HARASSMENT**

Harassment occurs when an individual is subjected to treatment or a school environment 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 using cyber methods - including 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.

## **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 dean of students or principal.
2. The dean of students or 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 Procedures and Disciplinary Steps", harassment is a Level D infraction that warrants an automatic advancement of three steps in the Five-Step Disciplinary System. This may result in a recommendation of expulsion if the offender is already on steps 2, 3, or 4.

Both parties shall have the right to appeal the decision of the principal or designee to the executive director of the Colorado Lutheran High School Association by filing written notice.

## **STUDENT TRANSPORTATION**

When Lutheran High School 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. LHS owns and operates vehicles for transportation to school activities. These school vehicles will be used whenever possible to transport LHS students to events. Certified school coaches and personnel will be used to operate these vehicles. Commercial carriers may be used throughout the year, but especially during the winter season, and 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 (30) 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.

The athletic director with the consent of the principal may make exceptions to the above policy for good cause.

### **ACTS OF PROTEST**

In order to maintain an effective learning environment during school or during competition, it is essential that students and student athletes follow directions given by teachers, coaches, officials, and administrators.

Lutheran High School's campus and official presence at other venues is not a place or a time for "protest". It is not a place for the contradiction of directions or rules to show disagreement with school policy or non-school social or global issues.

As in all cases when students choose to not follow directions given by teachers, coaches, and school officials, students will be met with and disciplined according to the parameters in the student/parent handbook.

## **GENERAL INFORMATION AND GUIDELINES**

### **ADMINISTRATIVE OFFICES**

The general school office and the Colorado Lutheran High School Association are both 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.

### **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.

## **ATHLETIC TRAINING REGULATIONS**

At the beginning of each athletic season, the athletic department reminds students of the training regulations that are in effect during each season of the year. Athletes are reminded that training rules are in effect from the first day of practice through the last team engagement of that season. These regulations apply to managers, trainers, and cheerleaders, as well as the participating athlete.

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

Reasons for having training rules are as follows:

1. To promote optimum performance on the part of the athlete
2. To help the athlete recognize his/her own responsibilities
3. To have the athlete make a commitment to the team
4. To provide training for adulthood

For the above reasons, athletes are asked to abstain from using alcohol, drugs, or tobacco. Individuals suspected of violating these regulations will be required to appear before the Athletic Council consisting of the athlete's coach, the athletic director, a faculty member of the athlete's choice, and an administrative member of the athlete's choice. Parents are welcome to attend the Athletic Council meeting.

The consequences for violation will be a minimum suspension from the team for 1/3 of the contests at that level. A suspension may run into the next season if the suspension occurs at the end of a season. The suspended athlete may be allowed to practice with the team during the suspension. A reinstatement conference between the coach and the suspended athlete is required prior to returning to the team. This is to gain feedback and a recommitment from the athlete.

Coaches, with the consent of the athletic director, may require athletes to follow additional rules for each sport. The individual coach is then responsible for enforcing these rules, as well as the established training rules.

## **ELIGIBILITY**

To be eligible to represent Lutheran High School 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. More than one failure on any weekly eligibility report will make the student ineligible to represent Lutheran from Tuesday through the following Monday.

Failure notices are reported every Monday morning (unless there is a shorter week).

A failure of two semester classes renders the student ineligible to represent LHS in any activity until they have fulfilled their ineligibility requirements as provided by CHSAA and Lutheran High School. 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.

Students on academic probation or failing two classes are not permitted to miss classes for field trips, nor will their grade be affected by their failure to participate.

For complete academic eligibility requirements, please consult the Parent-Athlete Handbook.

### **AFTER-SCHOOL SUPERVISION**

LHS attempts to maintain a safe environment that all parents/guardians desire for their students. 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 3:15 p.m. The school does not provide supervised after school care.

### **EMERGENCY & CRISIS RESPONSE PLAN**

Lutheran High School has an Emergency & Crisis Response Plan. Faculty and staff are well-educated on the procedures listed in the plan and students and staff will periodically be required to do drills that cover certain emergency situations.

### **FIRE DRILLS**

Fire drills are conducted for the safety of students and the prevention of injury. Therefore, it is necessary that all students comply with the proper procedures. When the fire drill signal sounds, this means that everyone must leave the building. The first student who reaches the door holds the door until the teacher leaves. The teacher should always be the last one to leave the classroom. Each room forms a column of its own and congregates together across the parking lot and driveway from the building as to remain clear of potential emergency response vehicles. Students should remain orderly until the appropriate signal is given to return to class.

### **MEDICAL AUTHORIZATION AND PERMISSION/RELEASE FORMS**

All new students are required to have their Medical Authorization Form and Student Educational Needs Information Form in the school office before classes may be attended. Student medical records are very important to the school. All forms submitted by parents/guardians must be kept current with the latest phone numbers and pertinent information. The school should be informed of any new information, which would be helpful in the case of an accident or other emergency. Also, if parents/guardians will not be available because of travel-related absence, the school needs to know the name and phone numbers of the temporary guardians.

Students intending to participate in athletics must have an Athletic Physical Form and Athletic Permission Form on file with the athletic director as well as the Medical Authorization Form and Transportation and Activities Authorization and Release Form on file in the school office before they may participate.

### **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 a school secretary or administrator. Students should not make their own arrangements to leave if they are ill without the office being aware and involved.

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

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

1. The parents/guardians will be contacted at home or work.
2. The family doctor listed on the medical form will be contacted, if necessary.
3. 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 and 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 parent consent is on file. The office can also hold prescription or over the counter medication for a student at the request of the parents/guardians.

## **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.

## **CLOSING OF SCHOOL AND DELAY SCHEDULE**

If it becomes necessary to delay or close school due to inclement or severe weather or other emergency, announcements will be made via RenWeb (text and e-mail) and appropriate news outlets.

## **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.

## **DRIVING AND PARKING**

All cars driven to school must be registered in the school office. Driving at LHS 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 upper and lower parking lots. 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).

With the exception of seniors who have off-campus privileges, no student is permitted to leave with an automobile or motorcycle during the course of the school day. Reckless driving, misuse of a vehicle, and parking in an inappropriate area are unacceptable. Violation of these rules is a Level A infraction and may result in a detention.

Students are advised not to leave valuables of any kind in their cars during the school day or at school activities.

### **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. may go to the Flex Room or study/visit quietly.
- 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 3:15 p.m. unless they are involved in after school activities. Parents/Guardians should contact the office if this is a problem.

### **PROPERTY**

The purchase, maintenance, and replacement of school property are expensive. The more money that is spent on maintenance and repair, the less that is available for new purchases and improvements. It is to everyone's benefit to take good care of all school property. A school in good repair encourages higher morale and hence a more successful learning community. In cases where instances of abuse can be attributed to specific students, the students will be subject to school discipline and required to make restitution.

### **FOOD AND DRINKS**

Food and drinks will be available during lunch from the school store. Students are not to bring food to classroom areas. Snacks will be allowed at the teacher's discretion. Students may have food in their lockers with the expectation that packaging is disposed of properly and messes or spills are cleaned up.

### **LUNCH**

LHS does not have a standard hot lunch program. To raise funds for activities, student organizations on campus will bring in lunch (a limited amount) from local restaurants that will be available for student purchase. The LHS Snack Shack is also open during lunch for purchase of drinks and snacks. Students may bring their own lunches. Microwave ovens will be provided for student use.

In the event a student forgets their lunch at home it is perfectly acceptable for a parent to drop off the student's lunch to the school office where the student can pick it up. We do not allow, however, lunches delivered by restaurants or food delivery services.

### **LOST AND FOUND**

Found items should be taken to the school office. 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. Unclaimed items will be given to non-profit charities after several weeks or at the end of the semester.

## **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.

## **SMOKE-FREE AND TOBACCO-FREE ENVIRONMENT**

The Lutheran High School campus is smoke and tobacco-free.

## **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 office and must ask permission from someone in the office before using the phone. Students may also use cell phones to make calls in the office or Flex Room.

## **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.

## **ACCEPTABLE USE POLICY (AUP)**

The use of technology resources at Lutheran High School 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, the internet and personal devices. These resources are to be used in support of education and research and are to be consistent with the spiritual and educational objectives of the school. It is important that students using technology at LHS understand and abide by the following guidelines:

1. Students should not copy LHS software or use technology at LHS 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 in a file or other electronic media is strictly forbidden. Students must not attempt to gain access to passwords used by other students or staff.
3. Students must not intentionally obtain or display obscene or objectionable materials from the internet or other electronic resources.
4. Students using technology should care for school resources by not downloading or installing any software, file sharing applications, or executables without permission.
5. Technology at Lutheran High School is for educational purposes only. Commercial use is not allowed.
6. Students should not bring any food or drink (including candy) into areas where technology is used.
7. Damaging or vandalizing any piece of hardware 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.
8. Students posting information on the internet are expected to act safely by keeping personal information out of their posts.
9. Students using personal devices are still bound by the AUP. Violating the terms of the AUP would be a student code of conduct violation and would be dealt with on the campus by an administrator.
10. Any inappropriate content (websites, music, photos, etc.) that appears on devices must be reported to the Principal to avoid potential consequences.

Inappropriate use of technology may result in loss of access privilege or other appropriate consequences in accordance with the student code of conduct for Lutheran High School.

Lutheran High School provides wireless connectivity as a guest service and offers no guarantees that any use of the wireless connection is in any way secure, or that any privacy can be protected when using this wireless connection. Use of the LHS wireless network is entirely at the risk of the user, and LHS is not responsible for any loss of information that may arise from the use of the wireless connection, or for any loss, injury or damages resulting from the use of the wireless connection. All users of the LHS network are bound by the school's AUP.

Reasonable efforts have been made by LHS 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.

## **STUDENT ACTIVITIES & ORGANIZATIONS**

### **STUDENT COUNCIL**

The Student Council is interested in the Christian character of the school and works vigorously to keep Lutheran High School 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.

### **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 or principal, and receives a check or cash for that amount.

### **ATHLETICS-INTERSCHOLASTIC TEAMS**

Participation in the following interscholastic programs is open to both boys and girls: cross country, track and field, basketball, golf, and soccer. Volleyball, fall cheerleading, winter cheerleading, and tennis are available for girls. Football, lacrosse, and baseball are available for boys. LHS will offer sports based on student demand and coaching availability. If a sport is not being offered at LHS, students may participate at one of the local public-school districts.

### **YEARBOOK**

The school yearbook is produced to provide a pictorial and literary review of the year's activities. 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.



## **THEATRE**

The LuHi Theatre Department produces three major productions a year and is committed to performing high quality, professional theatre for the whole family to enjoy. Their goal is to give students a well-rounded theatre education with one goal in mind: do it all for God's glory.

Theatre always welcomes new students to join the productions. Whether you love to act, sing, dance, build or work with electronics, there's a place for you. Previous experience is not required.

## **ROBOTICS**

The Robotics team at Lutheran High School is open to students of any grade level with an interest in problem-solving, teamwork, and engineering. Students meet to design and build a robot that is capable of completing the objectives required by competitions at a variety of levels.

## **CLUB POLICIES**

It is the policy of Lutheran High School 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 principal gives 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**

### **ALUMNI ASSOCIATION**

The Lutheran High School Alumni Association informs members regarding activities and anniversaries at Denver Lutheran High School and Lutheran High School – Parker. This association is also interested in supporting the high school and its programs.

### **LUHI PARENT ASSOCIATION**

All parents/guardians are considered members of The LuHi Parent Association (LPA) and encouraged to be involved. The LPA makes a huge impact on our students' lives. This organization helps connect families, provides hospitality and leadership and supports the smooth and effective operation of the school.

### **BOOSTER CLUB**

The Booster Club runs fundraising events, manages athletic concession stands, and supplies workers for athletic events to raise money for the equipment needs of the Lutheran High School athletic programs. Further information about the Booster Club is available from the athletic director.