

LUTHERAN HIGH SCHOOL SAN ANTONIO

STUDENT HANDBOOK 2011-2012

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*Be strong and courageous.
Do not be terrified, do not be discouraged,
for the LORD your God will be with you everywhere you go.
Joshua 1:9*

INTRODUCTION

This handbook is designed to serve as a guide for students and parents of Lutheran High School of San Antonio. Since students are accountable for the expectations of the policies of the school, they, and their parents, should read and understand the contents of this handbook.

MISSION STATEMENT

Empowered by the Gospel, Lutheran High School of San Antonio nurtures faith and discipleship and promotes academic excellence to the glory of Jesus Christ.

PHILOSOPHY

Lutheran High School of San Antonio's philosophy of education, based upon the Holy Scriptures as the Word of God, centers in Jesus Christ to whom all Scriptures bear witness. The primary purpose is to provide a climate of educational excellence in which students will find identity, meaning, purpose and power for their life in Christ by growing in grace and in their knowledge of Him as their Lord and Savior (2 Peter 3:18). Faith in Christ finds fruitful expression in life by designing Christian education to help the students live out that view of life in unselfish Christian service in their world, living a "life of good works" which God has already prepared for them to do (Ephesians 2:10).

Lutheran High School of San Antonio provides a unique educational environment in which the students, faculty and staff are encouraged by the Word to yield their lives to Jesus Christ as Lord and Savior. The role of the faculty is to minister to the students. This requires spiritually mature and academically qualified faculty members who are continually open to the work of the Holy Spirit.

Lutheran High School of San Antonio views knowledge and learning as potential channels for God's power and grace. We derive the curriculum from the requirements of a complex and changing society, the needs and aptitudes of the individual student, the highest current academic standards available and the spirit and substance of the Gospel of Christ. This environment gives students an opportunity to develop not only individual talents but also the skill and attitudes to make thoughtful Christian decisions and take positive Christian action as they live out their varying roles in society as the people of God.

SPIRITUAL DEVELOPMENT

Lutheran High students participate in daily theology classes. These courses help students grow in their relationship with Jesus Christ, develop a sense of God's will in their lives, build a value system through the application of God's Word and provide an opportunity to apply these principles in day-to-day relationships with students and faculty.

School-wide worship services are regularly held for the entire Lutheran High community. These services are led by faculty members, area pastors, LHS students, various guests and performing groups and chapel families.

ACADEMIC INFORMATION

Each student has received a Lutheran High School Academic Handbook containing information about academic policies, course offerings and graduation requirements. Please keep this handbook available and refer to it as questions arise.

GRADE REPORTING

Grades are reported in several ways. Parents are encouraged to obtain a grade report from Edline. Midway through each grading period, parents may check Progress Reports on Edline. Quarter grades are also available on Edline at the end of each quarter. Dates for Progress Reports and Report Cards are included on the school calendar.

PARENTAL ASSISTANCE

High school students need to be guided to make appropriate choices in life and academics. Parental guidance promotes success in these areas. We encourage parents to:

1. Provide consistent and fair discipline without "smothering" the student.
2. Check notebooks and assignments periodically.
3. Monitor student use of telephone, television, Internet, etc.
4. Help students to observe a reasonable bedtime.
5. Provide and encourage the use of a good study place.
6. Call for an appointment if grades or morale seem to be affected by problems at school or home.
7. Limit the number of electronic devices brought to school.

EXTRA-CURRICULAR ELIGIBILITY

Although individual coaches or sponsors may set higher standards for their groups, the following guidelines determine student eligibility at LHS: Students must be taking a minimum of six classes during the school day to be eligible. Eligibility is determined by progress reports and quarter grades (See page 20 in Athletic Handbook for specific details). Students who are ineligible may practice, but may not participate in games or other performances.

CAREER AND COLLEGE COUNSELING

LHS provides materials and services to students and parents. A staff member will coordinate career days, college testing programs and visitation days and may provide updates through letters included with each quarter report card.

PERSONAL AND ACADEMIC COUNSELING

A staff member or pastor will be available to any student who needs to discuss academic or personal concerns. Confidentiality will be maintained by these personnel, except in situations of potential injury to self or others. It is preferable to make an appointment, but in the event of a crisis, the student may see these personnel upon request. When personal or family concerns require the attention of additional professional help, other professional counselors may be recommended.

COMPUTER LAB

The computers in the computer lab are available for student use during posted computer lab hours or at other times by making arrangements with the computer instructor. Students are not to install or use software other than that provided by the school. In order to access the Internet students must sign a contract of proper usage. They will then receive a Computer Use Card which must be presented before using any computers on the LHS campus. Any student acting in violation of this contract or otherwise misusing the computers will be subject to fines, loss of computer privileges and/or other disciplinary actions.

STUDENT GOVERNMENT

The Student Council represents the student body of LHS. Student Council officers are elected each spring for the following year from the members of the junior and senior classes. In the fall each grade also elects two representatives. Student Council meets regularly to plan school service and social activities and to advise the administration about areas of student concern.

ATTENDANCE POLICY

Learning lost due to absence can never be adequately replaced. Our school is committed to the philosophy that every student should attend every class every day. This philosophy is supported by research, which shows that students with regular attendance tend to demonstrate higher achievement than those with poor attendance. Consequently, regular attendance and promptness are expected in all classes.

But regular attendance and promptness are more than just LHS philosophy; they are state mandates. Senate Bill 1 (Sec 25.092) states that a student may not receive credit for a class unless the student is in attendance for at least 90% of the class periods offered for that class. Students are considered absent for a class period whenever 15 minutes or more of the period are missed. Missing fewer than 15 minutes of a class period is considered a tardy. Three tardies to the same class period during a semester will add one additional absence to the student's total for that class.

Students who are absent more than 10% of the semester class time will not be given credit for those classes. If the parents and student feel there are extenuating circumstances for the absences, an appeal process will need to be followed to seek credit for those classes. The appeal process will entail: documentation for all absences during the semester, a meeting with the attendance committee to present the appeal and final decision about credit from the attendance committee.

Students who miss class more than five times jeopardize their privilege to exempt a semester final regardless of their average.

All absences count toward the state allowed total unless the absence is a school-sponsored event. Documentation of the reason for the absence is required for all non-school event absences.

Extended absences such as family trips must have prior approval by the principal, and assignments should be obtained when possible from the teachers prior to any absence. It is the student's responsibility to get assignments from the teacher. Students who fail to make arrangements for make-up work will receive a zero.

Parents should call the office by 8:30 a.m. to report an absence. They may also request homework for the day to be picked up at the office after 3:30 p.m.

When a student returns to school after any absence, for all or part of the school day, s/he is to report to the office **before going to class**; s/he must have a written note, including the date and reason for the absence, which should be turned in to the office. Excuses for doctor or dentist visits must include additional verification from the attending doctor or dentist. Students should attempt to schedule these appointments so they do not interfere with classes.

If a student becomes ill or injured and needs to be released from school, s/he should go to the school office where a parent or guardian can be notified. If a parent or guardian cannot be reached, the student will remain in the office until a parent or guardian can be reached. If for any reason besides illness/injury a student wishes to leave school, s/he must have the parent or guardian write a request stating the date, time and reason for dismissal. The student must sign out through the office prior to leaving school. A student must be in attendance from at least 11 a.m. until the end of the school day, or receive the principal's permission, to participate in any school activities that afternoon or evening.

Because of the relationship between poor attendance and lack of success in school, students with excessive absences are at risk of failure. Therefore, the school will intervene to assist students who fail to attend school regularly. Teachers and/or the principal will contact the parents of students with excessive absences.

TARDY POLICY

Tardiness should be rare. The primary goals are to get students at their desks with needed supplies, increase time on task in the classroom and improve academic performance. Students who learn to be prompt and attentive at school are more likely to make good grades and be prompt and attentive at work or college. Students who are late to any class, including first period, will be considered tardy. Three tardies to the same class in the same semester are equivalent to one absence.

DRESS CODE

Students should dress for success at Lutheran High School. Wearing clothing that is neat, clean and not distracting lends itself for students to do the best they can academically. All students are required to purchase the listed school wear from **Parker School Uniforms**. Only these items will be allowed at LHS. The options are listed below:

Girls

White ¾ sleeve blouse
S/S Polo shirts in garnet, grey and black
Pullover sweater in black and garnet
Pleated skirt in black, Khaki or plaid
Dress pants in Khaki and black
White long sleeve overblouse

Boys

White S/S Oxford shirt
S/S Polo shirts in garnet, grey and black
Pullover sweater in black and garnet
Dress pants in Khaki, black and grey
Khaki shorts
White long sleeve button down shirt

****NOTE:** Polo shirts with the old school logo will be grandfathered as long as they are in good (no rips, holes, stains, etc.) condition. The new logo is on all new clothing from Parker beginning with the 2008-09 school year.

Skirts: The skirts will be worn within one inch of the knee cap.

Shoes: Students will be allowed to wear tennis shoes or dress shoes. The majority of color on tennis shoes will need to be grey, black or white and coordinate with the outfit. The majority of color on dress shoes will need to be grey, black or brown and coordinate with the outfit. No open-toed shoes or flip-flops will be allowed. All shoes should be in good repair. Shoes will be worn at all times at LHS.

Socks: Socks of varying length are allowed, but the color must be a solid white, gray, black, brown or garnet. NO lace, patterns, designs, pictures or other colors allowed.

Tights: Tights may be worn as long as they are a solid color of white, grey, black, brown or garnet. NO prints or design (lace, patterns or textures) allowed. NO LEGGINGS.

Belts: Belts will be worn with all clothing that have belt loops and should not have any ornamentation.

Shirts: Shirts will be worn tucked in. On the last Friday of the month students will be allowed to wear a Christian shirt, LHS T-shirt or the school required shirt. (Except during finals a school shirt is required.)

Hats: Hats are not to be worn at school during school hours.

Hair: Hair must be neat and worn in a style that does not cause distractions. Extreme styles and unnatural colors are not allowed. Young men's hair should not reach the collar of the shirt and not hang in his eyes. Facial hair that is kept clean and well-groomed is allowed. Girl's hair accessories should be of solid colors of white, black, grey, brown or garnet.

Jewelry/Tattoos: Girls are allowed to wear pierced jewelry in the ears only. Boys may not wear pierced jewelry or spacers to school. Tattoos should not be visible at school or during school events.

Jackets/Hoodies/Sweatshirts: These items are not to be worn during class time. LHS letter jackets are allowed in class. Other LHS sports jackets are not allowed in class.

DISCIPLINE SYSTEM

Discipline many times has a negative connotation when it relates to high school students. In our Christian environment this is not the case. Hebrews 12:4-12 gives us a wonderful example of God's love for us by disciplining us. Verse 5b-6a "... do not lose heart when he rebukes you, because the Lord disciplines those he loves..." And verse 9 shows that discipline leads to respect for authority when He states "Moreover, we have all had human fathers who disciplined us and we respected them for it." Yes discipline can be painful at that moment but the long lasting positive growth it produces outlasts that pain as verse 11 says, "No discipline seems pleasant at the time, but painful. Later on however, it produces a harvest of righteousness and peace for those who have been trained by it."

LHS Staff wants to train students in proper behavior and respect by giving clear direction and expectations for being a positive student at LHS. Listed are the 5 key expectations that our staff wants to instill in our students:

1. Students will conduct themselves in accordance with God's plan by seeking to help others, showing pride in school and honoring God in all actions.
2. Students will be respectful to authority, others and self.
3. Students will be respectful, responsible and engaged in the learning process by being on time for class, prepared for class and honest with all tasks.
4. Students will follow policies, procedures and rules of the school.
5. Students will be responsible for own actions.

Sometimes students do not always live up to these expectations and therefore a system of correction needs to be followed. It is impossible to list rules and policies to cover every circumstance that might arise during the high school years. In the following sections we present guidelines for situations that may confront students at LHS.

Some infractions are simple in nature and should be easily addressed with the students with immediate consequences to correct the situation. These areas are:

1. Gum chewing: 30 minute detention for each occurrence.
2. Electronics: 1st offense is \$15 charge and hold in office until end of day. 2nd offense is \$30 charge, held in office and parents need to come and pick up the device. 3rd offense is \$45 charge, hold in office and parents come and pick up. **NOTE:** Money collected for fines will go towards scholarship assistance.
3. Food in classroom: 30 minute detention for each occurrence.
4. Dress code: 30 minute detention for each occurrence.
5. Disruptive behavior: 30 minute detention for each occurrence.
6. Littering: 30 minute detention for each occurrence.

Some areas are more serious and warrant a higher level of consequences. These areas will be dealt with by the teacher and consequences for these infractions may vary depending on the situation and severity. These areas are:

1. Disrespect
2. Inappropriate Language
3. Public Display of Affection (PDA)
4. Graffiti
5. Sleeping in Class
6. Property Damage

Still other situations warrant a very severe consequence when the infraction has gone beyond the normal classroom infractions. These issues will be dealt with by the principal in conjunction with the teachers. These areas are:

1. Lying
2. Stealing
3. Academic Dishonesty
4. Drugs/Tobacco
5. Fighting
6. Pornography
7. Skipping Class
8. Harassment/Bullying

The goal for the students is to change behavior and work towards not doing these things again. As Hebrews 12 shows us, discipline and consequences are used because our staff loves LHS students and wants to see them become better Christian Servant Leaders. Some of the possible consequences could be, but not limited to: Detentions, removal from class, out-of-school suspensions, receiving "0" for work, paying for damages, cleaning/fixing damages and expulsion.

DETENTIONS: Detentions will be after school from 3:15 pm - 4:15 pm. These will be teacher supervised. The charge will be \$5 for a 30 minute detention and \$10 for a full hour detention. Students will not be allowed to use electronic devices or sleep during this time. This will be a quiet time.

DISCIPLINE AND BEHAVIOR EXPECTATIONS

ACADEMIC DISHONESTY: Academic dishonesty, or cheating is defined as giving or copying answers, homework, or other assignments. Copying may be from another student, a written source or from an electronic source such as the Internet. Teachers will collect the work of the student(s) involved, mark a failure for the work and immediately notify parents and school office. In the case of copying, both the student who copies and the student who supplies the source will be subject to penalties. Flagrant academic dishonesty or cheating on major assignments may result in course failure.

RESPECT FOR SELF AND OTHERS: We are commanded by God to treat each other with a high degree of respect. Teachers, students, parents and staff all deserve the courteous respect of each other simply because we are all God's children. Various levels of behavior modification are in place to address the issue of disrespect in our school. Forgiveness and reconciliation are always part of the modification process; however, disrespect of any type will not be allowed at Lutheran High School.

ALCOHOL AND DRUGS: Students are not to use or be under the influence of alcohol or illegal drugs at school or during school activities. The purchase or possession of alcohol or illegal drugs for other students may result in expulsion. Students are not to smoke or use any tobacco products at school or at school activities. Tobacco products found on students will be confiscated, and the principal will notify the student's parents. Students using or possessing tobacco products on the school grounds and/or at a school activity may be subject to immediate suspension. The selling and/or distribution of alcohol or illegal drugs may lead to the student's being expelled, and could lead to criminal prosecution. Illegal drugs include prescription drugs that are not prescribed to that student or over-the-counter (OTC) drugs that are used improperly. See the Medication Policy (page 7) for further information about prescription drugs.

Lutheran High School reserves the right to require any student to submit to a drug test when there is reasonable suspicion that the student has been involved in the use of a controlled substance. Upon requirement, the drug test will be done **through a doctor's office with no delay**. If a student refuses to submit to the test, s/he will be removed from LHS. Should a student submit and be tested positive, s/he will be required to enroll in and complete a drug rehabilitation/counseling program. Upon completion of the program, the principal will review the student's LHS enrollment. Should the student refuse to enter a rehabilitation/counseling program after having tested positive, s/he will be removed from LHS permanently. The goal of LHS is to help students fully understand the dangers of illegal drugs and alcohol use and to support them as they develop a healthier, more God-pleasing lifestyle.

CANDY/FOOD/DRINK: Gum is not permitted at any time on school grounds. Students may have water (in a closeable clear container) in the classroom with specific teacher permission. Students are not to eat any food, including candy, in any hallway or classroom during school hours, except in cases of teacher-approved class activities or food days. Lunch food and drink stays in cafeteria and is not brought to the classroom.

DRESS CODE: When the dress code is broken, violations are of two types: correctable and non-correctable. In the case of a correctable dress code violation, such as having the wrong shirt, the student will make the correction. If the school must issue the student proper clothing to correct a dress code violation, the student's account can be charged for this clothing. If the violation is not correctable, the student will be held out of class until s/he is in compliance with LHS dress code.

ELECTRONIC DEVICES: Beepers, electronic games and personal music players (ipod/CD/radio/MP3, etc.) are not to be used during school hours, including during study halls. It is preferred that any such items be left at home. If such items are used during school hours, they will be confiscated.

CELL PHONES: Cell phones that are seen, heard or used (including text messaging) during school hours will be taken.

FIREWORKS AND WEAPONS: No fireworks or prohibited weapons (of any type) are allowed on school grounds or at school functions. Any student in possession of such items will be subject to expulsion and being reported to the local law enforcement personnel.

HARASSMENT: All forms of harassment are prohibited, verbal or physical. This includes excessive teasing, bullying, cyber bullying and sexual harassment. Any incident of harassment should be reported to the appropriate school personnel immediately.

LITTERING: Students are expected to cooperate with the staff in keeping school buildings and grounds clean and neat.

MAKEUP: Makeup and other beauty products, including hairbrushes or combs, must not be used in the classrooms during school hours. Violation of this rule may result in confiscation of the items.

NOTE PASSING, TEXTING AND COMPUTER CHATTING are not allowed at school.

PASSES and SKIPPING: Students are expected to be in the classroom for the entire class period. Students who do not report to class or study hall as assigned are considered to be skipping class and parents will be called. Chapel, lunch and other required activities are considered part of the school schedule; therefore, students must attend these activities, unless excused by a staff member.

PORNOGRAPHY: Because of our respect for all aspects of God's creation, pornography of any kind is not allowed at LHS. This includes photographs, videos, music, printed material, websites or any item that is sexually inappropriate or suggestive, as determined by the principal.

INAPPROPRIATE LANGUAGE PROFANITY: Cursing, vulgar or suggestive language is disrespectful to teachers and fellow students and detracts from our Christian focus. Any disrespectful language or behavior will not be tolerated.

PROPERTY DAMAGE: Students who destroy or vandalize school property, including littering, will be required to pay for losses or damages. Accidental damage should be reported to the school office immediately.

INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION: Kissing and other public displays of intimate behavior are inappropriate at LHS. Students exhibiting such behavior will be counseled and admonished. Students will treat members of the opposite sex with respect.

STEALING: Stealing is defined as someone taking anything that does not belong to him or her without specific permission from the owner. This includes borrowing something without permission, whether the item belongs to another student or a teacher.

TOBACCO: Students are not to smoke or use any tobacco products at school or at school activities. Tobacco products found on students will be confiscated and given to the principal who will notify the student's parents. Students using or possessing tobacco products on the school grounds and/or at a school activity may be subject to immediate suspension.

STUDENT ACTIVITIES: Throughout the school year, various student groups sponsor social activities, such as dances, for the student body. All school rules apply at these events whether held on or off campus. Students who bring guests who are not LHS students are responsible for the guest's behavior.

VISITORS- Any visitors to Lutheran High School should sign in at the office and receive a visitor's pass.

SHADOWING: Students who invite friends to shadow must receive permission from the principal and provide contact information prior to visit.

DISCIPLINE CONSEQUENCES

DETENTION: As noted in the discipline system, students may be required to serve detention after school. Detention may be served during lunch at principal's discretion. A detention fee of five - ten dollars will be assessed. If detentions are not served when specified, further discipline measures will be taken by doubling the detention consequence.

IN-SCHOOL SUSPENSION: A student who is assigned in-school suspension (ISS) will spend the day under the direct supervision of the principal. Assignments will be collected and the student is expected to work the entire school day. Credit is possible for completed work or work that is due.

OUT OF SCHOOL SUSPENSION: A student who is assigned out of school suspension (OSS) will spend the day at home. Out of school suspension carries an academic penalty of a "zero" for any grade due during the suspension.

PROBATIONARY CONTRACT: When it becomes necessary to issue a probationary contract, the student, parents and principal will meet to agree on specific behavior expectations and consequences. This is a serious step in our discipline system and every effort should be made to uphold the contract.

GENERAL INFORMATION AND GUIDELINES

AUTOMOBILES: Students driving to school must register their car and receive a permit for a parking space. All students will park their vehicles in the designated areas. All vehicles on the LHS campus will be subject to search as situations warrant. Students who do not park in designated areas or who drive on campus in an unsafe manner may have their driving and parking privileges revoked.

BOOKS: Books are issued at the beginning of the year. To obtain a replacement book, check with the office. Students are responsible for the condition of the books. Fines for damages and lost books will be assessed, usually at the end of the school year.

BUS: Student conduct during travel should be based on respect for the driver and the other passengers. Safety requires that students should be seated with head and limbs inside the bus while it is in motion. All normal school policies and rules apply on the bus at all times.

CHAPEL: The LHS community gathers regularly for worship. Students are expected to maintain an appropriate worship atmosphere, and as noted previously, to attend chapel, unless excused by a staff member or a parent.

CLOSED CAMPUS: Once students arrive in the morning, they will remain on campus unless they are participating in a school-sponsored activity. Students will leave after school unless they have a legitimate reason to remain on campus (practice, meeting, etc.). Lutheran High School is not responsible for students who remain after school hours.

COMPUTERS/COMPUTER LAB: The computers in the classrooms and in the computer lab are provided to enhance the educational experience of the students. They are to be used for educational purposes only. All students must have a Computer Use Card in order to use the computer. The student will receive this card after s/he and a parent or guardian signs the computer use form. In addition to having the card, a student must receive permission from a teacher to use the computers. The computers may be used only under proper supervision. Any student who uses the computer without permission or for non-educational purposes (i.e., playing games, chatting, e-mail, inappropriate Internet use, etc.) will be subject to loss of computer privileges and/or other disciplinary actions.

EMERGENCY DRILLS: Upon hearing the FIRE ALARM, leave the building in a quiet, orderly fashion by means of the nearest exit (routes are posted in each room). Remain in assigned areas until a school official indicates a safe return. An intercom signal will warn of approaching severe weather such as a tornado. Students should move into the hallway, sit with their backs to the wall, and cover their heads

with their arms. Further directions will be given. Lockdown procedures will be followed when an unsafe situation occurs on campus.

EMERGENCY SCHOOL CLOSING: Lutheran High School will abide by the decision of the Northside and the Northeast School districts. If either of these districts close schools due to weather or other emergencies, LHS will also close. Tune to local TV and radio stations for more information.

IN-SCHOOL ILLNESS OR EARLY DISMISSAL: As stated above, students are expected to remain on school grounds until the end of the academic day. In the case of illness or emergency, the student should go to the office where school personnel will notify parents for further action. Any early dismissal must be prearranged through the parents and verified by the school office. Students leaving school must sign out in the school office. Students must also sign in when returning during the day. Not attending a class while at school will result in appropriate disciplinary action.

LOCKERS: Lockers with combination locks are issued to students at the beginning of the year. The majority of student losses are due to student carelessness. While the school cannot be responsible for lost or stolen items, we suggest the following:

- Keep lockers closed and locked at all times.
- Put your name in books and on other valuables.
- Do not tell others your combination.
- Leave special valuables or large sums of money at home.

Each student is responsible for keeping the assigned locker clean, inside and outside. Expenses to repair damages caused by misuse, tape, stickers, etc., will be charged to the student. Lockers may be searched at any time.

LOST AND FOUND: Articles found in and around the school should be turned in to the school office where their owners may claim them.

MEDICATION POLICY: Students requiring medication during the school day must inform the school. The medication must be stored in the school office. Some over-the-counter (OTC) medications are available in the school office, but will be distributed only with parent permission.

NON-DISCRIMINATORY POLICY AS TO STUDENTS: The Lutheran High School Association of San Antonio admits students of any race, color, national and ethnic origin to all the rights, privileges and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletic and other school administered programs. It is the policy of Lutheran High School to maintain a learning and working environment that is free from sexual harassment.

PREGNANCY AND RELATED ISSUES: Affirming that sexuality is a gift from God to be fully expressed in a marriage relationship, Lutheran High School is committed to a pro-abstinence and pro-life philosophy. We educate, encourage and support our students in this practice. If a student becomes pregnant or is responsible for a pregnancy, every effort will be made to assist the student in finding avenues for the completion of academic work, as well as finding support and counseling.

STUDENTS WITH DISABILITIES: Although Lutheran High School has no Special Education Department, conscientious effort will be made (with proper documentation of disabilities) to tailor established services to student needs. In cases where student needs are beyond the scope of Lutheran High School's system, the school works closely with public schools in the students' respective attendance areas. This is a partnership with parent and child; open and early communication is essential.

STUDY HALL: Study hall is considered a class. Students must bring appropriate materials for the entire period. Study halls are for work and study only. Infractions may result in detention.

DUE PROCESS PROCEDURES

Situations may arise at Lutheran High School throughout the school year that may cause parents, teachers and students concern. Resolving these situations quickly is beneficial for all parties involved. The following are the necessary methods for reaching satisfactory solutions:

1. Contact the appropriate staff member.
2. Contact the Principal.
3. Contact the Board of Directors.

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