

LUTHERAN HIGH SCHOOL
Parent – Student Handbook
2017 – 2018



“Home of the Gryphons”

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www.lutheranhighschool.net



“Home of the Gryphons”

The Symbolism of the Gryphon

The Gryphon (pronounced *grif-fin*) is an ancient symbol. It combines the lion, which is the master of the earth, with the eagle, which is master of the sky. From the time of Dante onward, the Gryphon has come to represent the dual nature (divine and human) of Jesus Christ precisely because of its mastery of both earth and sky.

Mission Statement

Lutheran High School of Greater New Orleans

Lutheran High School exists by God’s grace, as an extension of Lutheran congregations, to provide a quality body, mind, and spirit education to its students, enabling them to go to college, to be exemplary citizens and to be equipped to “make disciples” for Christ throughout their lives.

Christ perfectly loved, honored and served God. At Lutheran High School, we are imitators of Christ. We believe **LHS** means to:

Love: Because Christ first loved us, Gryphons love and follow Him and His teachings.

Honor: Because Christ perfectly honored the Father, Gryphons Honor God in all we do and say.

Serve: Because Christ served perfectly, even to his sacrifice on the cross, Gryphons serve Christ, our families, and our community.

Lutheran High School admits students of any race, color, national and/or 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, national or ethnic origin in administration of its education policies, admissions policies, financial aid programs, and athletics and other school-administered programs.

2017-2018 BELL SCHEDULES

REGULAR

Period 1	8:45 – 9:32
Period 2	9:35 – 10:22
Period 3	10:25 – 11:12
Period 4	11:15 – 12:02
Period 5	12:05 – 1:15
12:05 – 12:25 (1 st lunch);	12:28 – 1:15 (class)
12:05 – 12:52 (class);	12:55 – 1:15 (2 nd lunch)
Period 6	1:18 – 2:05
Period 7	2:08 – 2:55
Period 8	2:58 – 3:45

CHAPEL

Period 1	8:45 – 9:23
Chapel	9:26 – 10:00
Period 2	10:03 – 10:46
Period 3	10:49 – 11:32
Period 4	11:35 – 12:18
Period 5	12:21 – 1:27
12:21 – 12:41 (1 st lunch);	12:44 – 1:27 (class)
12:21 – 1:04 (class);	1:07 – 1:27 (2 nd lunch)
Period 6	1:30 – 2:13
Period 7	2:16 – 2:59
Period 8	3:02 – 3:45

P.M. ACTIVITY/MEETNG

Period 1	8:45 – 9:28
Period 2	9:31 – 10:14
Period 3	10:17 – 11:00
Period 4	11:03 – 11:46
Period 5	11:49 – 12:55
11:49 – 12:09 (1 st lunch);	12:12 – 12:55 (class)
11:49 – 12:32 (class);	12:35 – 12:55 (2 nd lunch)
Period 6	12:58 – 1:41
Period 7	1:44 – 2:27
Period 8	2:30 – 3:13
Activity	3:16 – 3:45

CLUB

Period 1	8:45 – 9:28
Period 2	9:31 – 10:12
Period 3	10:15 – 10:56
Period 4	10:59 – 11:40
Period 5	11:43 – 12:48
11:43 – 12:03 (1 st lunch);	12:06 – 12:48 (class)
11:43 – 12:25 (class);	12:28 – 12:48 (2 nd lunch)
Period 6	12:51 – 1:32
Period 7	1:35 – 2:16
Period 8	2:19 – 3:00
Activity	3:03 – 3:45 (CLUB)

**LUTHERAN HIGH SCHOOL
2017 – 2018 Calendar**

August 1.....	Tuition and Fees Due—9 am – 1 pm
August 1.....	Teachers Report
August 9.....	New Students Report 9 am – 3 pm (NO BUS SERVICE)
August 10.....	All Students Report (Full Day, 1 st Day of Bus Service)
August 16.....	Picture Day (Individual students)
August 16.....	Back to School Night for Parents (6:30 p.m.)
August 30.....	NO PM BUS
September 1.....	New Orleans Teachers Conference (No School for Students)
September 4.....	Labor Day (No School)
September 12.....	Mid-Quarter #1 – (Textbook check)
September 19.....	School Photo
September 27.....	NO PM BUS SERVICE
October 6.....	LHS Day (Lutheran Elementary Students) (NO PM BUS SERVICE)
October 11 & 12.....	First Quarter Exams (Full Day of School for Students)
October 12.....	End of First Quarter (44 days)
October 13.....	Records Day (No School for Students)
October 18.....	Standardized Testing (Early dismissal 12:30PM–NO PM BUS SERVICE)
October 19.....	Admissions Open House (6:00 – 8:00 p.m.)
October 25.....	Parent-Teacher Conferences - 10 a.m.-6 p.m. (No School for Students)
November 1.....	NO AM OR PM BUS
November 14.....	Mid-Quarter #2 - (Textbook check)
November 20 - 24.....	Thanksgiving Holidays (No School)
December 4.....	Tuition Balance Due
December 19-20.....	Second Quarter Exams (Full day of School for Students – NO PM BUS)
December 20.....	End of Second Quarter (43 days)
December 21-January 3.....	Christmas Holidays (No School)
January 3.....	Teachers Report – Records Day
January 4.....	Classes Resume for Students
January 15.....	Martin Luther King Day (No School)
January 21-27.....	National Lutheran Schools Week & National School Choice Week
January 24.....	NO PM BUS SERVICE
February 6.....	Mid Quarter #3 - (Textbook check)
February 12 –16.....	Mardi Gras Holidays
February 22.....	Admissions Open House (6:00 p.m. – 8:00 p.m.)
February 24.....	District Literary Rally
March 10.....	Lutheran Elementary Schools Academic Rally
March 13-14.....	Third Quarter Exams (Full Day of School for Students)
March 14.....	End of Third Quarter (44 days)
March 15.....	Records Day (No School for Students)
March 20.....	State Testing Date – Juniors (ACT) (NO PM BUS SERVICE)
March 20.....	Service Day (Freshmen/Sophomores/Seniors) (NO PM BUS SERVICE)
March 24.....	Gryphon Gala
March 27.....	Parent-Teacher Conferences (10 a.m.–6 p.m.) No School for Students
March 30 – April 6.....	Easter Holidays
April 13.....	Lutheran Field Day (April 18 th Alternate Day)
April 17.....	Mid Quarter #4 (Seniors) - (Textbook check)
April 21.....	State Literary Rally at LSU
April 23 – May 18.....	EOC TESTING
April 24.....	Mid Quarter #4 (9th-11th) - (Textbook check)
May 7.....	Senior Chapel
May 9 & 10.....	Final Exams for Seniors
May 15.....	Junior Ring Ceremony (Chapel)
May 16.....	Baccalaureate Service (7:00 p.m.)
May 18.....	Graduation Ceremony (7:00 p.m.)
May 21.....	Underclassmen Awards Program
May 23-24.....	Final Exams for 9th-11th (Full Day of School for Students – NO PM BUS)
May 24.....	End of Fourth Quarter (44 Days)
June 23-27.....	EOC Retesting

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INTRODUCTION

Lutheran High School (LHS) opened in 1970 in the Garden District of New Orleans with an enrollment of 76 students. It moved to its current location in Metairie in 1982. LHS was founded by Lutheran churches from the Greater New Orleans area. Lutherans have a long standing tradition of educational excellence. Lutherans are pioneers in education, beginning with the reformer, Martin Luther, who believed all people should have an education so they could read and understand the Bible for themselves and fulfill their vocation in their community.

Lutheran High School is part of a worldwide network of Lutheran preschools, elementary schools, high schools, universities, and seminaries. As part of this system, LHS has access to certified secondary teachers who are also trained and commissioned by the Lutheran Church Missouri Synod (LCMS). These called teachers are ministers of the Gospel, which enables them to teach theology and conduct chapel services.

Lutheran High students have the opportunity to acquire and refine skills, knowledge, and an ethical code that allows them to grow spiritually, intellectually, physically, socially, and emotionally. Lutheran High welcomes students from all religious backgrounds. We celebrate our diversity and use it as an opportunity to enhance our educational experience. We welcome any child and family who desire a Christian secondary education and invite them to make application for enrollment.

Lutheran High School's educational program is rigorous and challenging. It is designed to provide students with the skills, knowledge, morals, and attitudes necessary to be successful in college and live out their vocation in their community.

SPIRITUAL LIFE

Spiritual life is that element of each school day that distinguishes a Christian school from a public school. Daily religion classes, devotions, prayers, and weekly chapel services at Lutheran High School allow all students to worship God and rejoice in knowing that Jesus lived, died, and rose again for the forgiveness of sins and eternal life with Him. God's Holy Word and the Gospel of Jesus permeate everything we do at LHS. Jesus provides the ultimate example of how we should live our lives and how we should treat others.

As a recognized service organization in the Lutheran Church Missouri Synod, Lutheran High believes, teaches, and confesses the unchanging truth of the Holy Scriptures, as described in the Lutheran Confessions and the beliefs and practices of the LCMS. For more information about the beliefs of the LCMS, visit www.LCMS.org.

God's forgiveness given us through the life, death, and resurrection of his Son is something we cannot stop celebrating and sharing. Students of Lutheran High School get a loving, quality, Christ-centered education that we hope will benefit them throughout their lives, and will provide a firm foundation on which to build their future.

ENROLLMENT AND FINANCES

Lutheran High School participates in the Louisiana State Scholarship program. Students who qualify for this program will have their Application Fee, Registration Fee, and Tuition paid by the state. Eighth grade students in this program must be promoted to ninth grade in order to enroll at LHS.

Students who are not part of the Louisiana State Scholarship program will have the following financial obligations. To be considered for enrollment, a completed application must be submitted with a \$225 non-refundable application fee. In addition, prospective students must provide school records. The Principal reserves the right to request additional information and/or an interview. General tuition is \$6000 per student. Tuition for students belonging to a Lutheran association congregation is \$5500 per student. Tuition may be paid as follows:

- In full for the year by August 1, 2017
- By semester – first semester (1/2 tuition) by August 1, 2017 and second semester (1/2 tuition) by December 4, 2017
- Monthly as arranged with Metairie Bank

The Registration Fee is \$1000 per student. This fee is non-refundable and must be paid in order for students to attend classes on opening day. Inclusive in the Registration Fee are curricular materials, course fees, textbooks and workbooks, testing program, yearbook, school technology and development, ID cards, class dues, class t-shirt, academic planner, insurance, capital improvements and use, and membership in the Parent Teacher League (PTL). Seniors will also be required to pay a graduation fee of \$200.

In addition, families who are not part of the Louisiana State Scholarship program must submit by August 1, 2017 a "Parent/Guardian Financial Contract" form. This form will be mailed in July to those who need to submit. This legal agreement outlines the school recourse for non-payment of tuition and fees.

- All fees from previous school years must be paid in full before classes can be attended in a new school year.
- A student will not be allowed to take quarter/semester examinations unless all financial obligations are current.
- If a child withdraws at any time during the school year, full payment of tuition is required.

A senior may not participate in the graduation service unless all academic and service hour requirements have been met and all school financial obligations have been satisfied.

SCHOOL COUNSELING SERVICES

A certified professional school counselor is available for students at Lutheran High School during school hours each and every day. Lutheran High School believes that students' mental health is of vital importance to their academic performance; the school counselor is here for this very reason. Therefore, counseling services are available for every student at Lutheran High School.

These services are threefold to address students' (1) academic achievement, (2) career goals, and (3) personal/social development. The delivery of these services will be through whole-school prevention programs to safeguard each student at Lutheran High, as well as individualized assistance with any personal issue encountered by the student, whether at school, home, or otherwise.

In addition, the school counselor is trained to aid with students' educational needs, interpretation of test results, college information, career guidance, study helps, special concerns, or any area in which students need help or want assistance. The direct number to the guidance office is (504) 779-1726. Please leave a message if there is no answer.

PARENT-TEACHER LEAGUE (PTL)

Lutheran High School strives faithfully to fulfill its duty to the church and state. It is sincere in its commitment to Christian parents as being primarily responsible for the training of their children.

Parents are welcome on the campus and encouraged to attend all school activities. Parents are urged never to hesitate to confer with the teachers or principal about any matter related to the teaching of their son or daughter. It is our belief that the better a teacher knows the parents, the better he or she will be able to assist them in educating their sons and daughters.

The Parent-Teacher League is organized to meet this need, while at the same time keeping its members current on educational issues and developments. The league sponsors activities in support of the students and the school. A school newsletter is e-mailed to parents and students. Each parent/guardian is expected to volunteer to assist for at least one school event.

PTL meetings will be held on a quarterly basis. All parents are encouraged and expected to attend these informational meetings. Parents will have the opportunity to meet fellow parents, learn valuable information about the school and upcoming school events, ask questions in an informal setting, and to sign up to volunteer at school events throughout the year.

STUDENT ORGANIZATIONS

Lutheran High School offers a variety of opportunities for students to be actively involved in their school beyond the regular classroom. Special interest clubs allow students to develop skills and abilities outside the regular curriculum that will be valuable beyond their high school years. Students are required to join at least one special interest club. Monthly meetings will be held during school hours. In addition, each special interest club may plan one to two events outside of school hours that will benefit and/or educate the Lutheran High community.

ATHLETICS

Student athletes must turn in their athletic uniform at the conclusion of the season of the sport in which they participated. No student will be issued a uniform for another sport until the current uniform is turned in.

SERVICE HOURS

“Each one should use whatever gift he has received to serve others, faithfully administering God’s grace in its various forms...if anyone serves, he should do it with the strength God provides, so that in all things God may be praised through Jesus Christ.” (I Peter 4:10-11)

Lutheran High School is committed to nurturing students in mind, body, and spirit. As part of this commitment, students are expected to serve others using the gifts and talents they have received from God. It is our hope that students will learn from these service opportunities and develop a foundational connection to the community that will last for the rest of their lives.

GRADUATION REQUIREMENTS:

Students must complete a requisite number of service hours prior to graduation. A student must complete 40 hours per year as a sophomore, junior, and senior. This is a total of 120 hours if a student attends LHS for all four years or their sophomore through senior years. Transfer students will be evaluated individually. Students will be given credit for hours earned during their freshman year but not for hours earned prior to enrolling at LHS. Our intent is for students to work on their hours progressively and to learn to balance community involvement with their other academic and extracurricular obligations. Summers are a great time to volunteer!

Students will record their volunteer hours on a form available from the school office or the LHS website. This form requires a site supervisor’s signature and a description of the tasks completed. Service Hours with a description of activities may also be submitted on official letterhead from the nonprofit organization. A schedule of hours may be attached to either if the same duties were performed on multiple days. LHS reserves the right to contact the site supervisor for additional confirmation and follow-up. Students are encouraged to have sites or events preapproved before volunteering, or the hours may not be accepted.

The following guidelines should be used in selecting a service location:

- A not-for-profit organization
- Students cannot be paid for their services
- Their work should benefit others – children, the elderly, the disadvantaged, etc.
- Recommended sites include – schools, churches, assisted living facilities, food banks, community service organizations, etc.
- Organizations that offer structured volunteer programs are accepted – Audubon Zoo, the Aquarium, hospitals, libraries, etc.

Service hours are to be completed as follows:

A minimum of 40 hours earned by the start of the 11th grade/junior year

A minimum of 80 hours earned by the start of the 12th grade/senior year

All service hours must be completed by April 15 of a student’s senior year

Students are strongly encouraged to work ahead of this schedule. Earning service hours during the school year can be challenging if your child is involved in other extracurricular activities. Service Hour Reports will be mailed with each quarterly report card.

Students who fall behind in earning their service hours may be prevented from participating in other extracurricular activities until they have met the minimum requirement for their respective year. Any student reaching his/her graduation date without completing the requisite number of service hours or academic requirements may not be permitted to walk across the stage and will not receive their diploma until the hours and academic requirements are completed.

SCHOOL SPONSORED SERVICE EVENTS:

Annually in the spring Lutheran High School sponsors a service event for freshmen and sophomores. These events are intended to model serving others and give faculty the opportunity to work together with students to accomplish the following:

- Share Christ's love in the community
- Show the joy in serving others
- Be a positive force in the community
- Improve character
- Foster civic responsibility
- Impact lives

In addition, Lutheran High School hosts other events throughout the year where students may earn some service hours – i.e. open houses, LHS Day and the Academic Rally (for Lutheran elementary students), the Gryphon Gala, summer work days, etc.

Charitable acts do not qualify for service hours - for example, mowing the lawn of a neighbor or relative, helping a parent get caught up with filing at work, volunteering at a friend's for profit business, etc. We encourage our students to perform these acts of kindness without the expectation of earning service hours.

CURRICULUM

Lutheran High School plans its educational activities to instill a growing faith in Christ, a loyalty to government, and individuality tempered by a commitment to the common good.

The curriculum is the basic tool for carrying out the philosophy and objectives as established by the Lutheran High School Association of Greater New Orleans. The curriculum is college preparatory in nature. It includes subjects required for graduation as well as electives which help shape the young adult for those endeavors to be pursued after high school graduation.

A student's election to attend Lutheran High School includes the commitment to attend weekly chapel and to attend academic religion classes. Regular church attendance outside of school is encouraged.

LHS GRADUATION REQUIREMENTS

Listed below are the general graduation requirements*. These reflect both State of Louisiana and Lutheran High School policies. An administrator or counselor must be consulted regarding specific courses for fulfilling these requirements.

Listed below are the courses **currently offered** at Lutheran High School.

DEPARTMENT	COURSES	TOPS UNIVERSITY DIPLOMA REQUIREMENTS
English	English I, II, III, and IV	4
Mathematics	Algebra I and II, Geometry, Advanced Math, Algebra III	4
Science	Physical Science, Biology I and II, Chemistry, Physics	4
Social Studies	World Geography, World History, American History, Civics/Free Enterprise	4
Fine Arts	Art I, II, III, and IV, Choir I, II, III, and IV, Theatre I, Fine Arts Survey	1
Religion	Religion I, II, III, and IV	4
Foreign Language	Spanish I and II	2
Physical Education	Health/PE I and II, PE III and IV	2
Non-Credit Courses	Learning Assistance, Study Hall	--
Electives	Computer Literacy Reading Psychology Art I, II, III, and IV Choir I, II, III, and IV Theatre I Publications (Yearbook) I and II Publications (Newspaper) I and II Fine Arts Survey Financial Math	3
TOTAL	<i>*All students must earn 28 credits in order to graduate from Lutheran High School.</i>	28

Because of class enrollments, student needs, and student requests, some classes may not be offered in a given year. Lutheran High reserves the right to add additional courses.

Lutheran High School allows seniors to be enrolled in college level courses at local colleges and universities, schedule permitting (must be enrolled in a minimum of 4 classes at Lutheran High School) and provided college acceptance. Dual enrollment grades become a part of the high school transcript. Lutheran High also allows seniors to attend NOCCA (New Orleans Center for Creative Arts), schedule permitting. Approval for outside enrollment will be based on GPA, attendance, standardized test scores, and discipline.

It is to be understood that permission from Lutheran High School to participate in Dual Enrollment is a privilege, and can be rescinded as necessary if certain responsibilities are being neglected, or if the relationship between the college and the school becomes endangered.

1. At the end of the first semester, if students have received a D or an F in their Dual Enrollment class OR in any course in which they are enrolled at Lutheran High School, their participation in the DE Program will be rescinded for the second semester, and they will be enrolled in a full course load at Lutheran High.

2. Attendance at both Lutheran High and the college of Dual Enrollment will be reviewed at the end of the first semester. Students who have been found to be absent from their Dual Enrollment course will be denied second semester privileges, and enrolled in a full course load at Lutheran High. In addition,

if students are absent from Lutheran High School, but are found to be attending their Dual Enrollment course, permission for participation will be revoked, and students will be enrolled in a full course load for the second semester. It is expressly forbidden for students to be absent from Lutheran High in order to complete work for a Dual Enrollment class.

Administrative approval and parental permission are required for students wishing to be dismissed early on a daily basis. This privilege is reserved for senior students enrolled in college courses or NOCCA. Seniors who wish to participate in the dual enrollment program for college credit must receive permission from the school counselor as well as the admitting college. Upon completion of the course, grades must be submitted to Lutheran High for the student to receive credit on the high school transcript.

Students in the State Scholarship program must meet the same requirements as public school students in the state with regard to passing End of Course (EOC) Tests. If a student receives a Needs Improvement on an EOC test, they must re-test. Remediation may be provided.

GRADE LEVEL CLASSIFICATION

Lutheran High School offers ninth through twelfth grades. Classification following the 9th grade/freshman year is as follows:

- 10th grade/sophomore – a minimum of 7 credits earned
- 11th grade/junior – a minimum of 14 credits earned
- 12th grade/senior – a minimum of 21 credits earned

TRANSFER STUDENTS

Other than the State Scholarship students, applicants must submit a completed application form; non-refundable application fee; and, most recent report card(s) from the school(s) attended prior to registering for the term. Additionally an applicant is required to interview with the LHS principal. Upon acceptance LHS will request an official transcript. Transfer credit will not be awarded until the official transcript is received from the previous school. Lutheran High reserves the right to reject credits that do not satisfy LHS graduation requirements. Lutheran High also reserves the right to request additional information.

All transfer students will be held to the same core course requirements for graduation as all other LHS students. The only exception will be for those transferring from schools that did not offer religion in their curriculum. All transfer students must still meet the requirement for 28 credits for graduation.

ACADEMIC POLICIES

CLASS SCHEDULES

Eight class periods are offered each day. Students must take a minimum of four core courses per year. Core courses are defined to be from the following areas: English, mathematics, religion, science, and social studies. Two credits of physical education are also required for graduation. Elective courses may be taken in the following areas: computer literacy, foreign languages, physical education, and visual/performing arts. Students approved for Learning Assistance will be enrolled in a daily period; however, no credit will be given.

Any class schedule change once the semester has begun will require the permission of the parents, the classroom teacher, and the school counselor. No students will be allowed to change their class schedules after the first week of the school year unless a classroom teacher and the school counselor initiate the process in a special academic circumstance.

EXAMINATIONS

Examinations are administered during the last week of the first quarter, first semester, third quarter, and second semester. The time period for examinations is one hour and fifteen minutes. Examination schedules will be announced in advance and posted to an on-line program. The exam at the end of a quarter or a semester is a comprehensive test covering material from the entire quarter or semester, unless explained

differently in an individual class syllabus provided to the students.

Each course is graded per quarter and semester. Specific guidelines are provided in the syllabus for each class. Semester grades appear on a student's transcript.

Seniors may be excused from the final exam in each subject in the 2nd semester of their senior year if they have an "A" in that subject for the 3rd and 4th quarters. This exemption is at the teacher's discretion.

GRADE REPORTING

Report cards are issued after each quarter ends, four times a year. Grade reports are mailed to parents; should the report card not arrive, please notify the office.

Only semester grades are entered into the student's permanent record. Each semester grade is independent and not averaged for the year. A 1/2 credit is earned each semester.

Report cards will not be issued to students who are indebted to the school including but not limited to tuition indebtedness, missing or damaged athletic uniforms, textbooks, locks, etc.

STUDENT PROGRESS

Current grades and homework assignments are available for students and parents through an online program. Students and parents are responsible for setting up their on-line accounts upon receiving access codes. These will be made available at the start of the year. While continuous efforts are made to ensure accuracy in electronic postings and grade reporting, this system is provided as a convenience. ***Grades and other information provided by the on-line program are not official records.*** In the case of grade discrepancies, the teacher should be contacted.

The 1st Quarter Mid Quarter Report will be given directly to students and mailed home to parents. Subsequent Mid Quarter Reports will only be given to students.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled and held in conjunction with the issuance of first and third quarter report cards. Please see the October and March dates on your school calendar. Parents are invited to meet with teachers to discuss their son's or daughter's progress. Parents should call the school office to make an appointment for parent-teacher conferences. **First quarter report cards for students without any D's or F's will be mailed home prior to conferences. Report cards for students earning D's or F's must be picked up at the school during First Quarter conferences. We encourage all parents to participate in Parent-Teacher Conferences. All report cards will be mailed home for all other quarters.**

Individual conferences may be initiated by either the parent or teacher at any time during the school year. Parents are asked to call the school office to schedule appointments.

GRADING SYSTEM

Grades are recorded by the letter classification system: A, B, C, D, and F. Selected comments and other pertinent information appear on the report cards. The following designations are attached to the letter grading system:

100-99%	A+		71-69%	D+	
98-95%	A = Superior		68-67%	D = Below Average	
94-92%	A-	4 (3.5-4.0)	66-65%	D-	1 (0.5-1.4)
91-89%	B+		64% or below	F = Failing	0 (0.4 & below)
88-86%	B = Above Average				
85-83%	B-	3 (2.5-3.4)		I – Incomplete work	

82-78%	C+	
77-75%	C = Average	
74-72%	C-	2 (1.5-2.4)

For students who received an “I” on their report card, incomplete work must be completed by the end of the second week of the next quarter. If it is not, a zero will be entered into the grade book for the incomplete work in order to compute the quarter grade. It is the student’s responsibility to meet with the teacher and determine what work is required to complete the necessary assignments.

ACADEMIC INTEGRITY

The philosophy of Lutheran High School is based on Christian principles, dignity, and character. It is Lutheran High’s mission to provide a quality body, mind, and spirit education to its students. As part of that philosophy and mission the following is designed to help students maintain ethical academic behavior and lead them to Christian and personal integrity.

Violations of academic integrity include, but are not limited to the following areas:

Copying includes, but is not limited to, the following:

- Copying another person’s work and submitting it as your own
- Allowing another student to copy your homework or test answers

Plagiarism includes, but is not limited to, the following:

- Presenting as one’s own work the opinions and words of someone else without proper acknowledgement
- Having a parent or other person write a paper or do a project which is then submitted as one’s own work
- Using ideas, arrangement of materials, or the pattern of thoughts of someone else without proper acknowledgement

Cheating includes, but is not limited to, the following:

- Attempting to use unauthorized help (books, cheat sheets, formulas, notes, classmates, electronic devices, etc.) on homework, tests, quizzes, papers, or projects
- Talking during a testing session
- Providing specific information about a test to someone who has not yet taken the test
- Stealing copies of tests, exams, quizzes, or answer keys
- Doing another student’s work

LEVELS OF CONSEQUENCE:

A violation of academic integrity is a very serious offense that includes serious consequences including a sense of dishonor, school detentions, suspension, loss of class credit, and expulsion. God gave us each the ability to grow in our intelligence and character, and academic dishonesty cheats this growth. The following levels include academic/disciplinary consequences for academic dishonesty:

1st Offense

- Automatic zero credit given for the assignment, paper, project, or test
- Documentation of the incident to be kept on file in the principal’s office
- Parents notified of the offense

2nd Offense

- Automatic zero credit given for the assignment, paper, project or test
- Documentation of the incident to be kept on file in the principal’s office
- Meeting with the student, parents, teacher(s) involved in the incident and the principal to discuss the issue and further consequences that will include a detention or suspension

3rd Offense

- Automatic zero credit given for the assignment, paper, project or test
- Documentation of the incident to be kept on file in the principal’s office
- Meeting with student, parent, and principal for suspension and possible expulsion

STUDENT FAILURE

A student failing any semester of a course must make it up in summer school. The requirement must be completed with a passing grade the summer following the course and completed before the student returns in the fall. (Only electives or non-required courses are an exception.) Failing a non-required course will not prevent a student from readmission to the fall semester only if the credit is not required for the student to meet the grade level classification.

Any course in which a credit has been earned may be retaken and the grade replaced but may not be repeated at Lutheran High School unless the schedule permits. The only stipulation is that the later grade (whether higher or lower) will be the one recorded on the transcript. Failures may be repeated but the first grade will not be replaced. It will be entered on the transcript along with the passing grade.

Students who receive a failing grade in a core course taken at LHS will be required to earn the credit by successfully completing the course (i.e., summer school, on-line, or correspondence) during the summer term. Students requiring summer school must obtain a permission letter from LHS to enroll in an approved summer school program. Parents are responsible for informing LHS where their child will be attending summer school. Any student who fails more than two credits at Lutheran High School during the school year will be subject to dismissal.

LHS will arrange summer school for those students who fail religion classes at Lutheran High.

ACADEMIC/BEHAVIORAL PROBATION/CONTRACT

All students must maintain a 1.9 GPA for each quarter. A lower average will result in a student being placed on probation. A student who does not improve his/her GPA during a successive quarter will be placed on academic contract. Failure to meet the conditions of the academic contract may result in dismissal. A student with excessive behavior incidents may result in dismissal.

EXTRA CURRICULAR ELIBILITY

The following organizations and all athletic teams have a minimal GPA requirement for participation:

1. **National Honor Society:** This organization is governed by the National Honor Society (NHS) constitution. NHS is established by the national organization under the auspices of the National Association of Secondary School Principals (NASSP). NHS recognizes students who reflect outstanding accomplishments in the areas of academics, character, leadership, and service. Members must maintain a 3.0 cumulative GPA. They must show outstanding achievements in leadership, service, and character as voted on by the faculty committee. Students will first be considered for membership at the end of their sophomore year.
2. **Student Council:** Student Council serves the needs of the student body of LHS and promotes Christian fellowship and cooperation among the students, faculty, and administration. Members must maintain a 2.5 cumulative GPA in order to serve as a member.
3. **Athletic Teams:** Student athletes are required to meet eligibility requirements as outlined by the Louisiana High School Athletic Association (LHSAA) and the LHS athletic handbook.

AWARDS & RECOGNITION

The academic awards program is designed to recognize the academic achievements of Lutheran High School students. During recognition ceremonies certificates, plaques and other honors awards are presented to selected and deserving students.

HONOR ROLL: The Honor Roll for superior academic performances has three categories. It is published four times a year.

B Honor Roll	3.00-3.66
A Honor Roll	3.67-3.99
Principal's Honor Roll	4.00 or higher

SENIOR AWARDS PRESENTED AT GRADUATION

VALEDICTORIAN AND SALUTATORIAN:

The valedictorian at commencement exercises is the student who graduates first in rank in the senior class. The salutatorian at commencement exercises is the student who graduates second in rank in the senior class.

The valedictorian and the salutatorian must have attended Lutheran High School for 4 consecutive semesters immediately prior to graduation. If there is a tie after the GPA is carried 4 points to the right of the decimal, then a co-valedictorian (or a co-salutatorian) will be declared. To qualify for these highest honors, the students must have taken four years of math and science.

AMERICAN LEGION AWARD: The American Legion Award is presented to the male and female seniors displaying high qualities of courage, leadership, character, service, and scholarship.

D.A.R. CITIZENSHIP AWARD: The Daughters of the American Revolution Citizenship Award is presented to the member of the senior class who displays the following qualities which are associated with a good citizen: honor, service, courage, leadership, and patriotism.

LEADERSHIP AWARD: The Leadership Award is presented to the student who has demonstrated a willingness to serve in positions of leadership and taken responsibilities of decision-making and working with others.

LUTHERAN HIGH FACULTY AWARD: The Lutheran High School Faculty Award is presented to the male and/or female graduates who best exemplify the ideals and philosophy of Lutheran High School.

SCHOLAR-ATHLETE AWARD: This award is given to the senior scholar athlete who most effectively combines athletic prowess and academic accomplishments. It is based on grade point average, athletic participation, and athletic awards.

SERVICE AWARD: The Lutheran High Service Award is presented to the senior who has demonstrated selfless Christian service to others.

STUDENT COUNCIL AWARD: A Student Council Award may be presented to the senior Student Council member who has best served the school and its student body throughout his or her term as a student council member.

OTHER AWARDS PRESENTED AT THE END OF THE YEAR

CLUB AWARD: Club advisers may choose a student to be recognized at the end of the year. Recipients will receive a certificate and a cash award.

LITERARY RALLY AWARDS: Students participating and placing in the annual District Literary Rally competition are presented awards and recognized at the end of the year.

OUTSTANDING CONDUCT AWARD: Students with outstanding conduct will be recognized and will receive a certificate and a cash award at the end of the year.

PERFECT ATTENDANCE AWARD: Students with perfect attendance will be recognized and will receive a certificate and a cash award at the end of the year.

SUBJECT/COURSE AWARD. Teachers may choose a student per course each year to be recognized at the end of the year. Recipients will receive a certificate and a cash award.

BEHAVIOR POLICIES

Holy Scripture tells us that all we do should be done to the glory of God. As members of the Christ-centered community that is Lutheran High School, we are compelled by His redeeming love to do just that!

“Love the Lord, your God, above all else, and your neighbor as yourself.” That behavior code is Lutheran High School’s ideal goal. Counseling and discipline are designed to help the student grow toward maturity and make the proper moral, ethical, and personal decisions that reflect this code.

A student’s behavior is a reflection on himself/herself and the school that he/she attends. Many opportunities are provided for students to develop and test their capacity to exercise good judgment in making decisions. The faculty attempts to establish a learning environment where this is possible. When poor decisions are made, the student needs to recognize it as a compromise of personal integrity and commitment to the goals of the school. The close relationship between teachers and students make this learning environment possible.

ASSAULT ON ANOTHER PERSON: Any unwanted physical contact on another student is strictly prohibited. This act may result in suspension/expulsion.

CELLULAR PHONES/WEARABLE COMMUNICATION DEVICES: *All cell phones and wearable communication devices must be powered off prior to a student entering the building and remain in the student’s book bag or locker during the school day. Students may not have a cell phone or wearable communication device in a pocket/purse or on their person at any time while inside the school building. Cell phone and wearable communication device use inside the school building at any time is prohibited. “We see it; we hear it – WE TAKE IT!”* Students have access to an office phone during school hours. Parents who need to communicate with their child should call the office. Any student who violates this rule will be subject to the following:

- 1st Offense – the cell phone and/or wearable communication device will be confiscated for a period of one week, and will be returned to a parent after a \$20 fine per device has been paid. Additionally, a Saturday detention must be served (normal Saturday detention fines apply)
- 2nd Offense – the cell phone and/or wearable communication device will be confiscated for a period of one month, and will be returned to a parent after a \$50 per device fine has been paid. Additionally, two Saturday detentions must be served (normal Saturday detention fines apply).
- 3rd Offense – the cell phone and/or wearable communication device will be confiscated from the student, and a conference with the parent and student with the school principal will be required. The phone will be returned solely at the discretion of the principal. Additionally, a \$50 per device fine will be assessed and two Saturday detentions must be served (normal Saturday detention fines apply).

Failure to comply with the above requirements may result in suspension/expulsion from school.

CONDUCT (CAMPUS): Morals and ethics shall be consistent with the Ten Commandments, including a reverence for God and worship, respect for the name of God and Word of God, respect for all authority, concern for the safety, welfare, good name and property of others, and the highest regard for life itself.

CONDUCT (CHAPEL): Chapel is held once a week on Tuesday morning. Students are to go to First English Lutheran Church after 1st period for chapel. Students should leave their belongings in their 1st period classroom. Chapel is an integral part of the educational life at Lutheran High School. All students are required to attend weekly chapel. Worship is sacred and students are expected to be reverent toward God and those who are sharing God’s word while leading the service. Respectful chapel behavior includes: being attentive during the service, sitting up straight (no slouching), and refraining from any behavior that distracts others. First English generously allows us to use their facility. As their guests students are expected to be respectful of their property. Misbehavior during chapel is considered a serious offense and will not be tolerated.

CONDUCT (LUNCHROOM) & FOOD/DRINK POLICY: Students must remain on campus and be in the lunchroom during the lunch break. Orderly conduct is expected in the lunchroom. Students are expected to clean up the tables and floor after they have eaten. Paper wrappers, paper bags, uneaten food and other wastes are to be placed in the waste containers.

- Proper use of furniture and food is expected at all times.
- Students are to eat only in the lunchroom.
- Food and drink are not permitted in the classrooms at any time with the exception of water in a clear container.
- Gum chewing is not allowed in the building.
- Students must ask for permission from the teacher on duty to leave the lunchroom for any reason.
- Students may not use the vending machines after the lunchtime warning bell has sounded.
- Students may not accept delivery of fast food lunch items from anyone (including parents/guardians) as they are not permitted to have fast food items in the lunchroom.
- All students will be assigned lunchroom clean up duties (sweep, wipe tables, and clean microwaves/carts) on a weekly rotating basis throughout the year.

CONDUCT (SCHOOL SPONSORED OFF-CAMPUS): When students participate and/or are present at school sponsored off-campus activities such as sporting events, dances, and field trips, the conduct code remains the same as on campus events. This includes the Behavior Policies outlined in the Lutheran High School handbook. Students are also expected to dress appropriately for the event. At no time should a tattoo be visible and earrings are not to be worn by male students. Faculty and staff may take appropriate action when students' conduct does not follow the Lutheran High School handbook.

CONDUCT (VAN): Students using van transportation for school activities are expected to conduct themselves according to the campus conduct policies. Excessive misconduct on the van may result in a student losing this privilege. Upon leaving the van students are to ensure that they have all of their personal belongings and that all trash has been removed from the van.

CONDUCT (OFF-CAMPUS): The school may take direct action with respect to student misconduct at non-school sponsored activities. It does look with disfavor on any conduct that is unbecoming of a Christian and that reflects unfavorably upon the school.

CORRIDOR COURTESY: Students are to move as quickly and orderly as possible, keeping to the right at all times. Hallways, locker rooms, restrooms, and entrances to classrooms are not places for loitering and conversation.

DISTURBANCES: Disruptions to the orderly atmosphere of the school will not be tolerated. Activities such as mischief, misbehavior, etc., which disrupt the academic environment will result in demerits, detention, suspension, and/or expulsion.

DRUGS/ALCOHOL: The sale, purchase, possession or consumption of drugs or medications and alcohol is strictly prohibited. In addition, the possession of drug and alcohol paraphernalia is strictly prohibited. Anyone violating this rule is subject to suspension/expulsion and/or legal consequences.

DRUG TESTING POLICY *: All students attending Lutheran High School are subject to random drug and/or alcohol testing. Urine sample tests will be conducted by an approved testing agency. A positive test result or refusal to submit to a drug and/or alcohol test will subject the student to further disciplinary action including, but not limited to, suspension and /or expulsion. Students who test positive for drug use will be required to attend a mandatory counseling program. A second positive test will result in immediate expulsion. If a student is suspected of using illegal drugs, the school will require a drug test at the parents' expense.

ELECTRONIC DEVICES: *Students are not to bring any electronic devices such as laptop computers, I-Pods, I-Pads, recorders, cameras, or wearable devices to school (also see **CELLULAR PHONES/WEARABLE COMMUNICATION DEVICES**).* LHS is not responsible for these items. Unauthorized use of these electronic devices during the school day will result in a demerit and confiscation of the device.

GANG ACTIVITY: Lutheran High School intends to maintain a campus that is safe for students and staff. In meeting this commitment, any student wearing, carrying or displaying gang paraphernalia, or making gestures which symbolize gang membership shall be subject to disciplinary action, including suspension and/or expulsion.

HARASSMENT/BULLYING: Lutheran High School will not tolerate any harassment of any person relating to the person's sex, race, color, age, or handicap. The term harassment includes but is not necessarily limited to slurs, jokes, verbal, graphic, or physical conduct relating to individual sex, race, color, age, or handicap. Requests for sexual favors or physical contact of a sexual nature of a male or female constitutes sexual harassment since such conduct creates an intimidating, hostile or offensive school environment and has no place in a Christian setting. Those individuals who believe that they are a victim of harassment or discrimination should immediately report such conduct in confidence to the school counselor or the school principal. Violators will be subject to immediate suspension or expulsion.

INTERNET USE DURING SCHOOL*: Student conduct on the Internet during school hours should promote the general welfare and reputation of Lutheran High School and must not reflect poorly on its name or the community in general. Students are required to sign an Internet policy which outlines school use of computers. A violation of this policy will result in forfeiture of computer privileges at school for a period of no less than two weeks.

Student use of faculty computers and faculty equipment in the classrooms is prohibited. Students must respect the security and integrity of the computers and the computer network system. Installation and transfer of software, shareware, freeware, or any other types of application programs or files without authorized permission is forbidden and may result in disciplinary action. *Personal headphones are not permitted at school.*

INTERNET USE OUTSIDE OF SCHOOL: Parents should be aware that many Internet sites allow students to create a personal profile, post comments, participate in chat room discussions, and post photos. This information is readily accessible to anyone in the public domain who logs onto the site. LHS encourages parents to discuss with their children the responsibility that comes with using the Internet and the risks of displaying personal and sensitive information as well as inappropriate material on these public sites.

Students who post on the Internet inappropriate or morally offensive material directed at LHS and/or its faculty, staff, and students jeopardize the good and safety of the school. Harassment and bullying of peers is prohibited. Students whose personal websites feature such inappropriate material will be subject to disciplinary action and their parents will be notified. Inappropriate material includes any writings or images that are determined to be detrimental to the common good or which are morally offensive according to the teachings of the Lutheran Church, and thus, harmful or offensive to members of the LHS community. Legal consequences may result from Internet abuse.

INTERNET/SOCIAL MEDIA USE: First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the Lutheran High School community and beyond. Examples of social media are included but not limited to Facebook, Instagram, YouTube, Vimeo, Snapchat, Kik, Twitter, etc.

Students who participate in online interactions must remember that their posts reflect on the entire Lutheran High School community and, as such, are subject to the same behavioral standards set forth in the LHS student handbook.

In addition to the regulations found in the student handbook, students are expected to abide by the following:

- To protect the privacy of LHS students and faculty, students may not, under any circumstances, create digital video recordings of LHS community members on campus. Students may not create digital video recordings of LHS community members while at off campus LHS events for online publication or distribution that are derogatory in nature.
- Students may not use social media sites to publish disparaging or harassing remarks about Lutheran High School, the LHS community members, athletic or academic contest rivals, etc.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon Lutheran High School or the Lutheran High School community members.

Failure to abide by this policy, as with other policies at LHS, may result in disciplinary action as described in the

student handbook, or as determined by the principal.

LASERS: The possession of lasers or laser pens by students at school or at a school function is prohibited. Unauthorized use will result in confiscation.

LOCKERS: Students will be assigned one locker and a combination lock for the school year to safeguard textbooks and personal items. The student is responsible for the contents and orderliness of the assigned locker. The lock must be returned at the end of the year. If the lock is not returned, there will be a \$10 fee to replace the lock. This is the only lock that may be used by the student to secure his/her belongings. The lockers are the property of LHS and are subject to unannounced search by administrators. We require that lockers be locked at all times. Students who fail to keep their lockers locked will forfeit their locker privilege and will be required to return the issued lock. Students are only allowed to go to their lockers before and after school, and before and after lunch.

MARRIED STUDENTS: A student who is married is not allowed to enroll or to remain at Lutheran High School.

PREGNANCY: Pre-marital sex is not in keeping with the Christian values and principles considered acceptable at Lutheran High School. If a pregnancy occurs, Lutheran High School will encourage counseling, health care, and continued education to help the student make mature decisions in accordance with Christian doctrine. However, because Lutheran High School is responsible for the Christian moral development of the whole student body, the Principal's decision as to the student's continued enrollment at Lutheran High and her involvement and/or attendance in extracurricular school-sponsored activities will be final. In addition, it would be expected that Lutheran High School, or any function associated with Lutheran High School, would not be the appropriate setting to bring the child.

PERSONAL LIFE: If a student permanently removes himself/herself from living with his/her parent(s) or legal guardian(s) and establishes a lifestyle apart from the family home, Lutheran High School reserves the right to review its contract for this student's enrollment.

PUBLIC DISPLAYS OF AFFECTION: God desires that couples will publicly exhibit their care for each other in appropriate ways. Public displays of affection (including, but not limited to, hand holding, hugging, or kissing) are not appropriate and will not be condoned at LHS and/or at LHS sponsored events. Teacher discretion may be applied, including the issuing of demerits or detentions.

RANDOM SEARCHES: The school reserves the right to conduct random searches of students' belongings, lockers, and vehicles as a general deterrent to the possession of illicit drugs, narcotics, drug paraphernalia, alcohol, tobacco, weapons, or stolen property. Specific searches may also be made on a student's person, property, locker, and vehicle if there is reasonable suspicion that a student may be in possession of the above. An administrator and another staff member will conduct all searches. Random searches may include the use of trained dogs from the Jefferson Parish Sheriff's Office.

RESTRICTED AREAS: Students are not permitted in maintenance or storage areas, faculty room, faculty restrooms, or offices without a teacher or staff member present. Demerits or detentions will be given for violations.

SKIPPING CLASS: Failing to attend an assigned class will result in a Saturday detention. A repeated offense will result in a parent/principal meeting and may result in student suspension or expulsion.

SMOKELESS TOBACCO/ELECTRONIC CIGARETTES: The use of smokeless tobacco/electronic cigarettes is not allowed on campus or at school related activities. First offense will result in a Saturday detention. Repeated offenses subject the student to suspension/expulsion.

SMOKING: Smoking is not allowed within 3 blocks of the campus or at school related activities. First offense will result in a Saturday detention. Repeated offenses subject the student to suspension/expulsion.

THEFT: Theft of any sort is forbidden and will result in suspension and/or expulsion.

TRUANCY: *Anyone who skips school is truant and must report to the Principal the next day with their parent or guardian for a conference before the student will be re-admitted to school. No credit will be given for every class missed. A second offense may result in expulsion from school.*

VANDALISM: Vandalism of any sort is strictly forbidden. Violation of this rule will result in suspension and/or expulsion, restitution, and legal consequences.

WEAPONS: The possession of guns, knives, and other weapons at school and at any school activity is strictly prohibited. Violation of this rule will result in suspension and/or expulsion and legal consequences.

* Please see form in appendix.

DRESS CODE

Lutheran High School provides an educational atmosphere that is conducive to the learning process. Students, teachers, and administrators have the right to be free from distracting influences which hinder this process. The school reserves the right to determine the type of clothing which shall be considered suitable. The clothing and grooming of the student should reflect a serious attitude toward the school and one's own person. Two extremes are to be avoided: a careless, untidy appearance and use of extreme fashions. School spirit, teacher morale and classroom decorum, public relations, Christian ethics, and health and safety require such a dress code.

The school uniform is a sign of pride in oneself and in one's school and must be worn correctly on and off the school campus. The school uniform is an extension of Lutheran High School; any action taken by a student while in uniform that reflects negatively on the school will be subject to disciplinary action.

Random dress code checks will be conducted periodically to ensure dress code compliance. These checks will include, uniform (pants/skirt, shirts, belts, socks, shoes, and outerwear), hair, shaving, make up, and jewelry/accessories. Students are expected on a daily basis to adhere to the following uniform/dress code rules:

SCHOOL UNIFORM

Must be purchased at Schumacher's Shoes & Uniforms, 3601 Hessmer Avenue, Metairie, 70002, (504) 454-0427

BOYS:

- Khaki flat front uniform trousers, Dickies 874 Original Fit or Elder 1240BRKHK, with a plain, solid, black or brown leather or web belt worn at the waist.
- Red, white, or gray monogrammed shirts must be **TUCKED** in at all times
- Brown Eastland Plainview shoes with white socks.
- No headbands and/or hair picks.

GIRLS:

- Uniform skirt with gym shorts worn under the skirt (length of skirt must be at the knee). The skirt must touch the student's knee when kneeling on the floor.
- Black solid leggings **or** solid tights may be worn underneath the uniform skirt (white socks must also be worn). Sweatpants are **NOT** allowed.
- *Red, white, or gray monogrammed shirts must be **TUCKED** in at all times.*
- Brown Eastland Plainview shoes with white socks.
- If a girl chooses to wear a headband or ribbon to secure her hair, it must be no more than two inches wide and must be worn in solid school colors: black, grey, white or red are permitted. No elaborate or distracting hair ornaments may be worn. Scarves, bandanas, rollers, pin curls, or roller wrap hair sets may not be worn during school.
- *No colored lipsticks will be permitted; nude lip gloss or chapstick is allowed.*

ALL:

- Lutheran High School uniform sweatshirts (frayed and cuts are not allowed) worn appropriately, school sweaters, and school letter jackets are permissible in the classroom.
- *Other jackets and hooded sweatshirts may be worn to and from school but **not** in the school building and **must be kept in lockers during the school hours.***
- All shirts worn under a school shirt must be a school color: white, black, red or gray (with no visible writing).
- If a student chooses to wear a long-sleeved undershirt, it must not be visible at any time.
- Students may not walk on the backs of shoes.
- School polos must be worn under school sweatshirts, sweaters, or letter jackets.
- Uniform pieces must fit appropriately and the administration reserves the right to require the purchase of new uniform pieces.
- Uniform pieces must be free of holes, tears, frays, stains, etc.
- Hats are not to be worn in the building and must be kept in lockers during school hours.
- Shoes must be properly laced and tied at all times.
- White socks must be worn and seen above the shoe.

P.E. UNIFORMS

- All P.E. students will be required to wear the uniform LHS T-shirt and shorts.

SUMMER ACADEMIC REMEDIATION

- Students who attend academic remediation during the summer must be in full school uniform and dress code compliant each day.

DRESS DOWN DAYS:

Periodically throughout the year, students will be allowed to dress down. The guidelines for these dress down days will be provided to students and may be published in the parent and student e-mail. Students who fail to follow the dress down day rules will be required to change into their school uniform.

CLOTHING/JEWELRY/ AND/OR ACCESSORIES:

Clothing, jewelry and/or accessories promoting drugs, alcohol or illicit activities are prohibited. Students will be required to remove the article (which will be confiscated) and disciplinary actions may be taken. **Excessive bracelets and rings are not allowed.** If a necklace is worn, it must not be visible.

SHAVING:

Male students are to be clean-shaven. Sideburns are to end at the bottom of the ear and must be neatly groomed. Students found to be in violation will be fined \$3 and, after calling home, required to shave with utensils provided by LHS. If a parent cannot be reached, the student will not be allowed to return to class until parental permission is granted. If permission is not granted, the student will be sent home and will not be readmitted to school until clean shaven. Students must report to the school office for inspection the next day.

BODY PIERCING AND TATTOOS:

Body/tongue piercing and tattoos are not permitted and must not be visible while in school or at school sponsored activities and events. **Earrings will not be worn by male students while in school or at school sponsored activities and events.** Girls are limited to **one** small hoop or post earring per ear and only the earlobes may be pierced.

HAIR:

Hair should be neat, clean, combed out, and of reasonable length (boys – above the ear on both sides; to the eyebrows in front; and, to the hairline in the back). Haircuts are to be conventional. Students will not be allowed to attend school with Afros, flattops, twists, dread locks, or other exotic or faddish haircuts in which numbers, designs, lines, stripes, logos, letters, etc. are outlined in the hair. “Tails” of “Vs” will not be permitted. Once notified, a student has one week in which to get a haircut. Hair color must be a natural color - no extreme colors allowed. No metal hair picks may be brought to school.

DRESS CODE VIOLATIONS:

In the case of a correctable dress code violation, the student will make the correction. If the school must issue the student proper clothing to correct a dress code violation, the student will be charged for renting or purchasing this clothing. (Belt rental is \$1 and socks purchased are \$2.) Correctable violations will result in a demerit. Uncorrectable violations may result in a detention.

DISCIPLINE PROCEDURES

Infraction of school rules give the school the right to assign detentions, remove certain privileges, suspend, expel, ask a student to withdraw, or deny permission to return.

The following consequence sequence will be used in whole or part when a rule violation results in the need for disciplinary action. These steps will be documented:

- Student conference (warning) with teacher and/or principal
- Disciplinary measure by teacher or detention assigned
- Parent/guardian/student/school conference
- Suspension, in or out of school
- Expulsion

DEMERIT SYSTEM

The demerit system is designed to document and track repeated minor discipline infractions. Teachers will give demerits throughout the school day for the following minor infractions:

1. Dress code violation
2. Shaving
3. Disruptive behavior in classroom/chapel
4. PDA (Public Display of Affection)
5. Locker use at unauthorized time
6. Disorderly conduct in hallways/cafeteria
7. Vulgar language
8. In unauthorized area/out of class without permission
9. Eating/drinking in class
10. Sleeping in class
11. Gum chewing
12. Excessive talking

Each infraction equals one demerit. Demerits from all teachers will be combined and tracked in total. Upon accumulation of five demerits, a student will be issued a 45-minute detention.

DETENTIONS

Detentions may be given to students who violate school policies, rules, or a teacher's classroom policy. A detention is viewed as a very serious disciplinary action.

45-minute detention. A 45-minute detention will be assigned for every five demerits accumulated. Teachers may also assign an immediate 45-minute detention for major offenses such as:

1. Oral or written vulgarity
2. Insubordination
3. Defacing another's personal property
4. Dismissal from the classroom for inappropriate behavior

A parent will be notified through the assigned detention notice form about the detention, and the student must serve the detention after school on the assigned day in the assigned room beginning at 3:50 PM and ending at 4:35 PM.

2-hour Saturday detention. Once a student has served two 45-minute detentions, the next violation will result in a 2-hour Saturday detention. Teachers may also assign an immediate 2-hour detention for major offenses. The student detention will be served on the Saturday assigned by the Disciplinarian. ***\$20 in cash and the signed Saturday***

detention notice must be turned in by the Thursday before the detention. Saturday detentions are from 9:00 AM.-11:00 AM.

Failure to serve or to arrive on time to any of these detentions, or failure to return an assigned detention form when due, will result in an additional detention.

Failing to attend a Saturday detention, the student will not be re-admitted to school until a parent/guardian has a conference with a school administrator.

Each quarter begins a new discipline record. There is no carryover of demerits or detentions.

Any unresolved differences between students and staff resulting in repeat violations, major violations of school policies or rules, or individual teacher's classroom guidelines may result in suspension or dismissal following consultation between school administration and all parties involved, including parents.

SUSPENSIONS

Suspensions are imposed for violations of school rules as previously noted in this handbook. Students who are suspended may not participate in extra-curricular events during the day(s) of suspension. For all violations previously noted in this handbook (drugs, vandalism, theft, assault, gang activity, harassment/bullying, and weapons) where that violation results in suspension, the duration of the suspension will be dependent upon the severity of the violation.

EXPULSION

This is the final step of discipline. Upon review of this issue, the principal has the right to expel a student. The principal, parent, and student will meet to discuss the final decision. All tuition or fees will be forfeited. All texts, school property, athletic uniforms, student ID card, etc. will be returned and all personal items are to be removed from assigned locker. The expelled student will be banned from the school campus as well as all school-sponsored activities.

DUE PROCESS GUIDELINES

Situations arise at school throughout the school year, which may cause concern for parents, staff, or students. Resolving those situations as soon as possible is necessary and beneficial for all parties involved. The following steps are based on the procedures as given in God's Holy Word in the 18th chapter of the Gospel of Matthew.

Communication following these guidelines will bring the quickest resolution to the situation.

1. **CONTACT THE APPROPRIATE STAFF MEMBER:** The most direct route to resolving a concern is to confer directly with the person involved, whether it is a teacher, coach, parent, student or staff member. Over 95 percent of concerns are resolved at this level.
2. **CONTACT THE PRINCIPAL:** The Principal is in charge of the academic and spiritual life of the school. As the head person over the building and grounds, the principal is responsible for all concerns that may arise from the school's operation. Explanations of policies and procedures, various clarifications, and all types of information are available in the principal's office.
3. **CONTACT THE BOARD OF DIRECTORS:** This is done by requesting a hearing through the Principal or by contacting the Board Chairperson. The Board or an assigned committee serves as an appeal body in resolving disputes.

In any of the parent-student handbook policy issues, the school administration reserves the right to make the final decision and will always do its best to make decisions on the basis of what is best for the entire student body.

The consequences given for all behavioral policy violations do not mean that students are not forgiven and loved. Rather, they are intended to emphasize the seriousness of the offenses for Christians in a Christian school setting and to teach the student that these are consequences that he or she has earned due to unacceptable behavior.

Students with disciplinary infractions and academic concerns throughout the course of the year will be reviewed by a faculty committee at the end of each quarter. At this time recommendations will be made for continued enrollment.

SCHOOL PROCEDURES

Although many situations are addressed in these policies and procedures, new or unusual issues are certain to occur during the school year. The school administration, in conjunction with the Board of Directors, will establish and apply appropriate policy as the need arises.

ABSENCES

On the day of the student's absence only a parent or guardian may call the office prior to 9:30 a.m. to report the absence. A call should be made each day of absence. If a call is made before school opens, a parent or guardian may leave a message to report the absence. Upon returning to school, the student must report to the office to obtain an absentee slip for admittance to class. A note by parents and/or physician is necessary when the student returns even though calls have been made to the school office.

ABSENCE (CHECKING OUT DURING THE SCHOOL DAY DUE TO ILLNESS): In case of illness, the student must be excused from class by the teacher. If the student is checking out between classes, then the student must first advise the teacher of the next class that he/she is checking out. The student must then go to the office and report to the school office. Parents, or an individual named on the emergency section of the registration form, must be contacted before a student will be permitted to leave school. Upon returning to school with a note, the student must obtain an absentee slip. No student will be allowed to leave school to take another student home.

ABSENCES (CONVENIENCE): Absences of convenience, such as for trips, days before holidays, days of special events, etc., are discouraged. In the event of such an absence, the parent should send a note at least one week before the time to be missed and the student must complete all work in advance if possible. Making up missed work will be at the discretion of the individual teacher.

ABSENCE (DISALLOWS ACTIVITY PARTICIPATION): A student must be present the entire day in order to participate in extra-curricular events or practices. Students who are absent on a particular day, except for a family emergency or a medical appointment with a note from the doctor, will be ineligible for participation in any athletic or extra-curricular events held that day or evening. College visits are permitted and must be approved by the counselor. Prior notice of the visit will allow student participation.

ABSENCE (NOTE POLICY): In any of the instances requiring a written note from the parents, that note must be turned in to the school office. Parental permission for a student to be absent does not necessarily constitute an excused absence. Lutheran High reserves the right to determine whether the absence(s) will or will not be excused.

ATTENDANCE

Regular attendance is important for success in school. It is also a requirement of the State of Louisiana that students be present a minimum of 80 days per semester to be eligible to receive credit for the course taken. This means that each student will be allowed a number of absences per semester per class for any non-school related absences. This number varies depending on the number of days in the semester. All absences require a written note by parents and/or physician, and those students are required to make up all schoolwork. Students accumulating more than the allowed absences in a given class will receive no credit for that class for that semester. Parents will be warned when the student's record approaches this point. Appeals can be made by contacting the Principal, in writing, who will arrange for the Academic Committee to meet within 5 to 7 days of the original appeal.

LEAVING SCHOOL EARLY

If it is necessary to have a planned absence for doctor's appointments, etc., students must bring a note from their parents on the morning of the planned absence. This must be done prior to the 8:45 a.m. tardy bell. Before leaving school, the student must report to the school office and will be required to sign out. On returning to school the next day, the student must bring a note verifying the absence and obtain an absentee slip prior to the 8:45 a.m. tardy bell. Parents are highly encouraged to schedule doctors' appointments, etc., after school hours. *Students may not check out between 3:30 PM and 3:45 PM.* If a student is signed out early excessively, a conference will be mandatory with the parent, student, and school principal to discuss the partial day absences.

HALL PASS PROCEDURES

All students will be issued a planner personalized with his/her name at the beginning of the year. This planner includes pass book pages toward the back. A student must have this planner with a pass book page signed in his/her possession or a teacher's hall pass whenever he/she is in the hallway during an assigned class period. Students who repeatedly abuse this privilege will be subject to disciplinary action. A fee will be charged to replace lost planners. Students are expected to be in the classroom and will only be allowed to leave for emergencies and at the teacher's discretion.

LEAVING THE CAMPUS

Once a student arrives on campus either by parent transportation or by JPPS bus, he/she may not leave the campus without permission from the principal or a coach/teacher. Leaving without permission and returning to campus will result in an automatic Saturday detention. Repeat offenders will be subject to suspension or expulsion.

TARDINESS

Any student not in class at the time of the 8:45 a.m. tardy bell will be considered tardy. Any student arriving at school after 8:45 a.m. must report to the office for a tardy pass. The student must have a note from his or her parent explaining the tardiness, or the parent may call or come to the office with an explanation.

Students not in a classroom when the bell rings are considered tardy.

When a student is tardy between classes, he or she should go directly to the next class. Three minutes of pass time is sufficient between classes. That teacher will mark the student tardy and issue a demerit unless he or she has a hall pass from the previous teacher. A student arriving to a class more than twenty minutes late will be counted as absent. Habitual tardiness will result in a parent-administrator conference to be followed by necessary action.

GENERAL SCHOOL INFORMATION

AUTOMOBILES: Qualified and insured drivers are permitted to drive their cars to school. Any act that endangers lives and property will result in suspension of the driving privilege. Rapid "take offs" are not permitted. Students desiring to drive to school must register their vehicle(s) with the office. Not registering all vehicles, not observing parking rules and regulations, and/or coming to school late, may result in loss of driving privileges. Excessive tardies/late arrivals to school will result in suspension of driving privileges. Restoration of driving privileges will be at principal discretion.

Students are required to park on the north side of the First English parking lot. Students are not to park on the side streets off Cleary, nor on Napoli or Courtland off Seventeenth Street. Do not park in the bus zone, as police will ticket cars. Do not park in the faculty parking zones on Seventeenth Street. Students must be careful not to block driveways or let their cars protrude into the traffic lanes. Once on campus, students are not allowed to return to their automobiles without permission from the principal. Students are expected to enter the building at 8:05a.m. and are not to loiter outside by their cars in the parking lot.

Students must be 17 years of age and have a valid driver's license to register a vehicle and drive to school. During the school year, DMV certificate of required school attendance forms will only be issued to students on the last day of 2nd quarter exams and on the last day of 4th quarter exams. Forms may be requested after the Thanksgiving holidays and after the Easter holidays respectively.

FIRE DRILLS: Fire drills are conducted monthly during the school year. Silence is to be strictly observed and orderly conduct used for leaving the building during the emergency. Exit routes and procedures for vacating the building are posted in each classroom. False alarms by students are criminal offenses.

LUNCHES: Students are encouraged to bring their own lunches to school. The Athletic Department, P.T.L., and classes/organizations team up to make available some lunches. Additionally, snacks and cold drinks are available from vending machines in the school lunchroom. Microwaves are also available for student use. "Fast food" items are not allowed and will not be brought to students during the school day.

MEDICATIONS: The school will not administer medication of any kind except for basic first aid in the case of an injury. Students who are required by a doctor to take prescription medication during school hours must bring in the prescription bottle to the office in the morning in order to have it administered. Such medications must be stored in the office during the school day and may be picked up after school.

PARENT COMMUNICATION: A newsletter is e-mailed to parents and students. Contact the school office if you are unable to receive information in this manner.

SCHOOL ANNOUNCEMENTS: Each morning school announcements are read during the 1st period class and posted in the hallway. These announcements are to keep students informed of upcoming activities, events, and general school information.

SCHOOL DANCES: Lutheran High School dances occur several times throughout the school year. Dress should be modest and conduct should reflect the values of Lutheran High School. The use of drugs and alcohol at any school dance is strictly forbidden. Only Lutheran High School students and their guests are invited to school dances.

Students wishing to bring non-LHS students must obtain a proof of student in good standing form from the sponsoring advisor and submit it prior to the dance for approval. Students and their guests will be required to sign in and out of the dance. Once a student and/or his/her guest leave the dance, he/she may not return.

SCHOOL HOURS: The school day begins at 8:45 a.m. and ends at 3:45 p.m. every day unless a special schedule is in effect. Teacher supervision will be provided beginning at 8:05 a.m. Students arriving between 8:05 a.m. and 8:35 a.m. must enter through the doors of the 3rd building and report directly to the lunchroom. Students arriving after 8:35 a.m. must enter through the front doors of the 1st building. A warning bell sounds at 8:35 a.m. dismissing students from the lunchroom and another warning bell sounds at 8:42 a.m. signaling that class begins in three minutes.

Teacher supervision after school will be provided until 4:00 p.m. Students being picked up by car must be picked up in front of the 1st building by 4:00 p.m.

Lutheran High School will not be held liable for those arriving or departing outside of these times.

SCHOOL PICK-UP/NEIGHBORHOOD PARKING: Parents who arrive early to pick up their child immediately after school are reminded to follow the parking signs posted and to be respectful of our neighbors' driveways and yards. Parents should *not* park where the curb is painted yellow. The bus lane in front of the east doors should remain clear. Driveways should not be blocked or parked across from. The T-intersection at 17th Street and Napoli Drive should remain clear so that drivers can see to turn in all directions.

STUDENT ID CARDS: Each student is issued an ID card, valid for the school year. Students should maintain their ID cards during the year as they may be called upon to present the card from time to time. ID cards must be returned to the school upon withdrawal.

STUDENT VISITORS: Visitors who are prospective students of Lutheran High School are welcome to visit the campus. Visitors must agree to respect all rules and regulations of Lutheran High School. Visitors must receive visitation permission from the Principal at least one day in advance of the visit.

TRANSPORTATION (JPPS – BUS): Jefferson Parish Public Schools (JPPS) will provide bus service to those students who live in Jefferson Parish and reside more than one mile from Lutheran High School. To participate, families must request this service through LHS. Daily bus service is dictated by the JPPS calendar. The LHS school calendar differs periodically throughout the year. There will be days when bus service is not provided for the day or an early dismissal will result in no PM bus service. These dates are noted on the included LHS school calendar. Students using JPPS bus transportation must abide by the rules and regulations established by JPPS. Violations may result in suspension from the bus and in LHS disciplinary action. Students must sit upright and face forward. No rolling backpacks are allowed on the bus. Student behavior cannot be a distraction for the driver.

VISITORS: All visitors to the LHS campus must go to the school office to check in.

WEATHER (INCLEMENT): In case of bad weather, Lutheran High School will follow the procedure as announced for the Jefferson Parish Schools. Please keep tuned for radio and television announcements.

WEATHER – HURRICANE EVACUATION: In order to keep in contact with our school families if an evacuation order is given or you choose to leave the city for a hurricane, please keep the following in your evacuation kit:

- When you arrive at your safe destination, please call Ms. Loughmiller (281) 799-9883 or Martin Insurance (888) 415-2006 and leave your name and a phone number where you can be reached. It is very important that we hear from each family.
- If a computer is available you may e-mail us at principal@lutheranhighschool.net. Please send us your name and a contact number for your family. On the school website, we will be posting the latest information concerning the re-opening of the school.
- We are truly concerned about the safety of our families and wish to keep in contact so that we may restart the educational process as soon as possible.

***THE POLICIES AND INFORMATION IN THIS HANDBOOK ARE
SUBJECT TO MODIFICATION, CHANGES, ADDITIONS, AND
DELETIONS AT ANY TIME AT THE DISCRETION OF THE PRINCIPAL.
TIMELY NOTICE OF ANY CHANGES IN THESE POLICIES WILL BE
SENT PRIOR TO IMPLEMENTATION.***

Appendix

- ❖ Computer Use Agreement
- ❖ Contract for Computer Lab Use
- ❖ LHS Drug Policy Informed Consent Agreement
- ❖ LHS Drug Policy Consent to Perform Random Drug Tests
- ❖ TOPS, College Scholarships, Grants, and Programs & College Admissions Consent
- ❖ Parent Release Form for Digital Photos/Media Recording

❖ LUTHERAN HIGH SCHOOL COMPUTER USE AGREEMENT

Guidelines:

- 1.) **The Lutheran High School Computers are strictly for educational purposes.** Documents created, saved, or printed on the computers must not be obscene, violent, or contain data of a personal nature.
- 2.) Any student document stored on a Lutheran High School computer is the property of Lutheran High School. Any administrator or teacher has the right to view, print, modify and/or delete student data.
- 3.) No student is permitted on the computers unless he/she has prior permission from an instructor. **An instructor/teacher must be present when a student is working on any computer.**
- 4.) Only ONE person is allowed at a computer at a time unless authorized by the attending teacher. **No food or drink is allowed** in computer lab, career center, or while using a classroom computer.
- 5.) No student is to bring a flash drive from any outside source and insert it into a computer belonging to Lutheran High School.
- 6.) Report any problems such as frozen cursors or malfunctions of software or equipment immediately to attending teacher. Also NEVER reboot any machine.
- 7.) Use of the computer will be revoked for the time period determined by the Principal for any of the following reasons:
 - Allowing anyone else to use the student's computer without authorization.
 - Malicious or destructive use of hardware or software.
 - Copying or downloading software, images, or files.
 - Using any flash drive brought in from an outside source.
 - Changing any files on the hard drive on the machine.
 - **Bringing food, drink, or gum into the lab.**
 - Repeated offense of any computer lab guidelines.
 - Personal headphones will not be permitted at school.
 - Using social media.

I have read, and understand the conditions above and agree to adhere to the rules set forth for the years that I am enrolled at Lutheran High School

Student Signature _____ **Date** _____

Student's printed name _____

**❖ CONTRACT FOR USE OF THE
LUTHERAN HIGH SCHOOL COMPUTER LAB**

I am a student at Lutheran High School and I accept and agree to the following rules as to the use of the Lutheran High School Computer Lab:

1. I agree to abide by all the guides, as listed on this contract.
2. I realize that the primary purpose of the Lutheran High School Computer Lab is educational and that, as a result, it will be used by me only for educational purposes.
3. I realize that the use of the Lutheran High School Computer Lab is a privilege granted to me by Lutheran High School, not a right. Further, I accept that inappropriate behavior may lead to penalties, including, but not limited to the revoking of this privilege, disciplinary action by the school as it may deem fit, and/or legal action by the school or any third party. I further agree to refrain from using, playing or downloading inappropriate materials and documents including but not limited to the production of inappropriate materials and documents.
4. I agree not to participate in the writing or transfer of material that is criminal, subversive, treasonous, libelous, defamatory, plagiaristic, or inappropriate according to the philosophy of Lutheran High School.
5. I agree not to allow other persons to use my assigned computer without express permission of the instructor.
6. Finally, I accept full responsibility for the results of any of my actions in using the computer lab at Lutheran High School. I also agree that this will agreement will be binding for the years that I am enrolled at Lutheran High School.

STUDENT SIGNATURE	NAME	DATE
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We are the parents or guardians of the above student and agree to the rules set forth in the “Computer Use Agreement” and “Contract for Use of the Lutheran High School Computer Lab.” In consideration for the privilege granted to my child to use the Lutheran High School Computers, I agree to accept any and all financial and legal liabilities that may result from my child’s use of the Lutheran High Disciplinary School Computer for anything other than educational purposes. This agreement will be in effect for the years that my child is enrolled at Lutheran High School.

SIGNATURE OF PARENT: _____ DATE: _____

SIGNATURE OF GUARDIAN: _____ DATE: _____

❖ THE FOLLOWING AGREEMENTS ARE IN PLACE FOR ALL YEARS THAT THE STUDENT IS ENROLLED AT LUTHERAN HIGH SCHOOL:

LUTHERAN HIGH DRUG TESTING POLICY

All students wishing to participate in any school activity are subject to random drug and/or alcohol testing. This includes, but is not limited to, all athletes, in accordance with the Louisiana High School Athletic Association. Urine or hair sample tests will be conducted by an approved testing agency. Any student who refuses to submit to drug and/or alcohol testing will not be allowed to practice or participate in athletics or other activities at Lutheran High School. A positive test result or refusal to submit to a drug and/or alcohol test may subject the student to further disciplinary action, including, but not limited to, suspension and/or expulsion.

❖ INFORMED CONSENT AGREEMENT

STUDENT NAME _____ GRADE _____

I understand that when I participate in any Lutheran High activity, including the athletic program, I will be subjected to random drug testing. If I refuse, I am aware that I will not be allowed to practice or participate in any school-sponsored activity, including athletics. I have read the "CONSENT TO PERFORM RANDOM DRUG TESTS" and agree to its terms.

_____ DATE _____
Student Signature

AS A PARENT/GUARDIAN

I understand that my son/daughter, when participating in any Lutheran High School activity, including the athletic program, will be subjected to random drug testing. I am also aware that if they refuse, they will not be allowed to practice or participate in any school-sponsored activity, including athletics. I have read the "CONSENT TO PERFORM RANDOM DRUG TESTS" and agree to its terms.

_____ DATE _____
Parent/Guardian Signature

❖ **CONSENT TO PERFORM RANDOM DRUG TESTS**

We hereby consent to allow the student named on the front of this form to undergo random drug and/or alcohol testing in accordance with the stated policy as approved by the Lutheran High School Board.

We understand that the collection process will be overseen by an approved testing source.

We hereby give our consent to the medical vendor selected by the Lutheran High School Board, their laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform urine or hair sample testing for the detection of illicit drugs and/or alcohol at parent's expense.

We further give permission to the medical vendor selected by the Lutheran High School Board, its doctors, employees, or agents, to release all results of these tests to the Medical Review Officer working for the medical vendor. We understand these results will be forwarded to the Principal and Lutheran High Board of Directors and will also be made available to us.

We understand that consent pursuant to the Informed consent Agreement will be effective for the entire time the student is enrolled at Lutheran High School.

We hereby release the Lutheran High School Board of Directors, Lutheran High School, and its employees from any legal responsibility or liability for the release of such information and records.

_____ DATE _____
Parent/Guardian Signature



"Home of the Gryphons"

Lutheran High School

OF GREATER NEW ORLEANS

3864 Seventeenth Street,

Metairie, Louisiana 70002

(504) 455-4062 Phone

(504) 455-4453 fax

www.lutheranhighschool.net

Dear Parent/Guardian:

State law requires that you make an election as to whether you give or deny consent for this school to collect your child's Personally Identifiable Information (PII) and disclose it to the Louisiana Office of Student Financial Assistance (LOSFA) for TOPS and other financial aid or to the state's colleges and universities (Institutions) for admissions. We will no longer provide your child's transcript data to LOSFA and the Institutions without your permission.

Please read the Consent Form on the back and fill out and sign the portion of the Form that applies to your decision to grant or deny consent. This consent will be used until revoked by you.

Thank you.

❖ TOPS, COLLEGE SCHOLARSHIPS, GRANTS, AID PROGRAMS & COLLEGE ADMISSIONS
 CONSENT

CONSENT FORM
TOPS, COLLEGE SCHOLARSHIPS, GRANTS, AID PROGRAMS & COLLEGE ADMISSIONS

School Name: LUTHERAN HIGH SCHOOL

I CONSENT TO THE FOLLOWING:

Data to be shared:

- Full name
- Birthdate
- Social Security Number
- Student transcript data (includes but not limited to, courses taken, type of course, the grades for each course, and when and where the courses were taken).

Your child's data will be shared with the Louisiana Office of Student Financial Assistance (LOSFA) through the Louisiana Department of Education (LDE) and the postsecondary education institution(s) to which your child applies (Institution) through the Board of Regents (BOR) and LDE to allow:

- You to track your child's progress in taking the courses and earning the grades required to be eligible for a Taylor Opportunity Program for Students (TOPS) Scholarship by having an account on Louisiana Connect (www.LouisianaConnect.org).
- LOSFA to determine whether your child is eligible for TOPS and other college aid using the Louisiana Award System (LAS).
- You to monitor your child's TOPS eligibility status by having an account on LAS (www.osfa.la.gov/AwardSystem/).
- LOSFA to make TOPS and other aid payments.
- The Institution to process applications for admissions to the Institution.

I understand that:

- LOSFA must have my child's personal information to allow me to track my child's progress toward TOPS eligibility and to make my child eligible for a TOPS Scholarship.
- Institution must have my child's personal information to process my child's application to the Institution
- Neither LOSFA nor the Institution will give my child's personal information to any agency not listed above unless required to do so by law or as necessary to pay my child's TOPS award, other scholarships, grants or aid, or to process an application to the Institution.
- My child's social security number will be electronically encrypted so that it cannot be viewed by anyone.
- LOSFA and the Institution will destroy my child's personal information when it is no longer needed or not later than five years after my child graduates, whichever is earlier, unless otherwise required to be maintained by state or federal law.

I CONSENT to my child's school collecting my child's personal information named above and disclosing the personal information collected to LOSFA and to the Institution.

I understand and acknowledge that the consent provided herein shall be valid for my child's cumulative transcript records as of the date of signature and shall remain valid and in effect for the current school year.

Signature of Parent/Legal Guardian	My Child's Full Name
Printed Name of Parent/Legal Guardian	Date

I DO NOT CONSENT

I DO NOT CONSENT to my child's school collecting my child's personal information named above and disclosing the personal information to LOSFA and BOR. **I understand that by declining consent for the collection and disclosure of my child's personal information to LOSFA and the Institution, my child's eligibility for state and federal student financial aid, including TOPS, cannot be determined by LOSFA and that the Institution will not be able to process my child's application for admission to the Institution.**

Signature of Parent/Legal Guardian	My Child's Full Name
Printed Name of Parent/Legal Guardian	Date

LUTHERAN HIGH SCHOOL

Parent Release Form for Digital Photos/Media Recording

I, the undersigned, do hereby grant permission to Lutheran High School to use the image of my child as marked by my selection(s) below. Such use includes displays, bulletins boards, distribution, publication, transmission, or other use of photographs, images, and/or video taken of my child for use in materials that include, but may not be limited to: print materials such as brochures and newsletters, videos and digital images for use on a website.

I grant permission to use my child's image in the following way until revoked by me:

- Unrestricted usage: I give unrestricted permission for (my)/(my child's) image to be used in print, video and digital media. I agree that these images may be used by Lutheran High School for a variety of purposes and that these images may be used without further notifying me. I understand that my child's name may be used in conjunction with any video or digital images.

- Restricted usage: I give unrestricted permission for my child's image to be used in print, video and digital media. I agree that these images may be used by Lutheran High School for a variety of purposes and that these images may be used without further notifying me. **My child's name will not be used** in conjunction with any video or digital images.

Parent/Guardian signature _____

Date _____

Print your name _____

Print your child's name _____

COURSE DESCRIPTIONS

ENGLISH DEPARTMENT

The English department is based on five pillars in accordance with state standards: 1) reading and responding to literature, 2) writing, 3) writing and proofreading, 4) speaking and listening, and 5) information resources. These standards are integrated throughout all four years at Lutheran High School in order to produce lifelong learners and communicators. Since learning is not something that should only be done during the school year, the department requires that all students also participate in a summer reading program. Summer reading provides students with an opportunity to improve their reading and vocabulary skills while broadening their horizons through a variety of novels.

ENGLISH I **1 credit**

The class is an introduction to English with emphasis on reading and responding, writing, proofreading, speaking, listening, and research. The reading objectives of this course include a desire for students to extend their basic vocabulary, analyze the development of story elements and literary devices, and demonstrate a critical understanding of a variety of texts including nonfiction, short stories, drama, poetry, the novel, and film. Writing objectives of this course include a desire for students to develop organized, coherent paragraphs, followed by various types of multi-paragraph compositions. Students will learn to apply standard rules of sentence formation, word usage, and mechanics throughout their writing. Students will also be expected to organize and deliver formal oral presentations, as well as, participate in group discussions.

ENGLISH II **1 credit**

This class is a study of world literature that focuses on reading, writing, proofreading, speaking, listening, and research. The reading objectives of this course include a desire for students to extend their basic vocabulary, analyze the development of story elements and literary devices, and demonstrate a critical understanding of a variety of texts from around the world. Writing objectives of this course include a desire for students to develop organized paragraphs, and then develop multi-paragraph essays including narrative, descriptive, persuasive, and research writing. Students will learn to apply standard rules of sentence formation, word usage, and mechanics throughout their writing. Students will also be expected to organize and deliver formal oral presentations, as well as, participate in group discussions.

ENGLISH III **1 credit**

This is a study of American literature from the colonial period to the present. In this class, students will extend their basic vocabulary, analyze literary elements in American texts, draw oral and written conclusions based on literature, analyze the impact of history on culture and literature, and explore the significance of techniques, characteristics, and themes in major periods of American literature. Students will be expected to write complex compositions for a variety of purposes as well as participate in oral presentations and group discussion.

ENGLISH IV **1 credit**

The class is a study of British literature from the Anglo-Saxon period to the present. In this class, students will extend their basic vocabulary, analyze literary elements in British texts, draw oral and written conclusions based on literature, analyze the impact of history on culture and literature, and explore the significance of techniques, characteristics, and themes in major periods of British literature. Students will be expected to write complex compositions including a major research paper following MLA documentation format. Students will write for various purposes as well as participate in oral presentations and group discussion. Students will learn how the history and culture of a period shaped its literature and thinking. This course emphasizes critical and interpretive reading and communication. A comprehensive research paper is assigned to test writing and research skills.

PUBLICATIONS **1 credit (per course taken)**

This course involves reporting and writing copy, which includes headlines and captions. Students are also taught the fundamentals of photography and design layout in conjunction with yearbook production. (The following courses are available: Publications (Newspaper I and Newspaper II; Yearbook I and Yearbook II).

READING **1 credit**

The reading course is designed to assist with student's comprehension, literacy rate, and communication and note-taking skills across the curriculum. The intention is to build strong readers and foster a love of literature by introducing students to relevant, high-interest informational and age-appropriate literary texts in a variety of genres, including fiction and non-fiction.

MATHEMATICS DEPARTMENT**ALGEBRA I** **1 credit**

This course introduces students to the study of math, which focuses on the use of variables. Topics covered include properties of real numbers; solving and graphing linear equations and linear inequalities; solving systems of linear equations and linear inequalities; exponents and exponential functions; quadratic equations and functions; polynomials and factoring; and rational equations and functions. Upon completion of this course students should have a strong foundation in problem solving techniques that they will continue to expand upon in future math and science courses.

GEOMETRY **1 credit**

Geometry is a course designed for students to determine the effects and relationships of geometric features and factors in the real world. The application and construction of geometric figures regarding parallelism, perpendicularity, and congruence and similarity will be heavily infused in real-life applications. Inductive and deductive reasoning and proving statements and theorems are an essential aspect of this course. The study of circular regions, polygonal regions with constructions and measurements, and the manipulation of geometrical figures and patterns are also important topics that are covered.

ALGEBRA II **1 credit**

This course is an expansion of Algebra I, which is intended to give students a stronger foundation in algebra for college. Topics covered include equations and inequalities; linear equations and functions; systems of linear equations and inequalities; matrices and determinants; quadratic functions; polynomials and polynomial functions; exponential and logarithmic functions; sequences and series; probability and statistics; and an introduction to trigonometry.

ALGEBRA III **1 credit**

This course is intended to strengthen the math skills obtained in Algebra 2 and further prepare students for College Algebra. Topics covered include the following: work with linear equations and inequalities, the examination of various graphs and functions, investigation of exponents, polynomials, roots and radicals, the exploration of rational expressions, and the study of inverse, exponential, and logarithmic functions.

ADVANCED MATH **1 credit**

The objectives of this course are to establish and develop both a conceptual and working understanding of trigonometry, complex numbers, exponential and logarithmic functions, probability, statistics, and sequences and to attain proficiency in more advanced techniques of algebra. This will involve an initial review of linear relations and functions, systems of linear equations and inequalities, and polynomial and rational functions. The course will involve the refinement of problem-solving skills and the ability to apply these skills to real-data problems. It will use different learning styles and focus on individual needs to develop improved critical thinking and a more advanced conceptual understanding of mathematics.

FINANCIAL MATH **1 credit**

Students will be given the opportunity to engage in activities designed to strengthen their roles as future consumers and/or entrepreneurs. Topics include banking, personal financial planning (including budgeting), buying a home, tax preparation, investing and insurance. Case studies will be used to help students develop decision-making skills related to money management.

SCIENCE DEPARTMENT**PHYSICAL SCIENCE** **1 credit**

The purpose of physical science is for students to recognize and identify the nature and impact of physics and chemistry in the real world. In this course the basic concepts of physics and chemistry will be explored to relate the cause

and effect of real-life applications to students' lives. Lab work will be used to aid students' understanding of these concepts and applications.

BIOLOGY I **1 credit**

This course explores the characteristics, adaptations, body systems, and life cycles of organisms and their relationships with each other and their environment. Students examine the growth and development of organisms and study the levels of structural organization of living systems. Topics of concentration include cells, the molecular basis for heredity, structures and functions of human body systems, and contemporary health issues.

BIOLOGY II **1 credit**

Biology II is designed for the student who has a strong interest in biology. Students explore advanced topics selected from cellular biology, biochemistry, biotechnology, genetics, microbiology, evolution, behavior, ecology, plant and animal anatomy, and physiology. Research and advanced laboratory techniques are emphasized.

CHEMISTRY **1 credit**

This course is designed for students to become familiar with the fundamental concepts of chemistry in the real world. The periodic table of elements and their natural states of existence will be studied. The molecular and ionic bonding of different elements and compounds will be investigated when these elements are exposed to various environmental conditions. Important concepts are: chemical nomenclature, stoichiometry, and energy relationships in chemistry, the electronic structure of the atom, periodic properties of the elements, chemical bonding, molecular geometry, states of matter, and the chemistry of solutions.

PHYSICS **1 credit**

This course is designed for students to analyze and identify the changes that matter and objects undergo when subjected to certain environmental conditions. Students will become familiar with the basic concepts and applications of the physical properties of quantities. Labs and experiments will be utilized to reinforce the concepts presented in class lectures. Topics covered are: measurement and conversion of units, kinematics, force, momentum and collisions, fluid mechanics, circular motion and gravitation, work and energy, heat and thermodynamics, vibrations and waves pertaining to sound and light, electricity and magnetism.

SOCIAL STUDIES DEPARTMENT

WORLD GEOGRAPHY **1 credit**

World Geography is a course intended to expose students to basic geographical skills such as maps and longitude and latitude as well as introduce them to the cultural geography of our world. This is achieved through focusing on each region of the globe separately using the five themes of geography: location, place, human/environment interaction, movement, and region.

WORLD HISTORY **1 credit**

World History is a general survey course which will "gallop through the ages." It is designed to give the student an exposure to world history, from ancient through medieval to modern history. The class will emphasize Western cultural and political history. The students will be able to identify major individuals, events, and movements within the framework of history and show their importance on the present world through the discussion of current events.

AMERICAN HISTORY **1 credit**

American history is a concise survey of cultural and political history, from the exploration and colonization of America to the role of the U.S. today. The major events and individuals that helped shape the American experience will be emphasized. Current publications will be utilized throughout the course to give the student a perspective of the most recent effects of their studies.

CIVICS **1 credit**

Civics is an introductory course covering the basic areas of the American governmental system and the responsibilities of citizens. The role and function of local, state and federal governments will be explored. The three branches of the federal government will be compared. This course also examines the American free enterprise system and introduces fundamental economic concepts. Discussion will include current events and challenges to the American system.

PSYCHOLOGY **1 credit**

Psychology is an introductory course in the study of Psychology. There is an emphasis on personal application and growth by studying the different cumulating theories of the Psychological world. Major topics include an historical overview as well as the major forces in psychology: Psychoanalytic, Cognitive/Behavioral, Personality, and Soci-cultural Psychology.

FINE ARTS DEPARTMENT

FINE ARTS SURVEY **1 credit**

Students will gain a basic understanding of the four fine arts: music, dance, drama/cinema, and visual art. Studies will focus on relationships between the arts, art appreciation, historical/cultural context, interpretation, evaluation, and creative expression/performance.

ART I: INTRODUCTION TO ART **1 credit**

Students will gain a basic understanding of the visual arts, including elements, principles and techniques of art. The primary focus will be placed on creative expression, critical analysis, historical context, and the study of aesthetics. Over the course of the year, students will gain experience in a variety of mediums, write on various topics, keep a sketch book, and visit an art viewing.

ART II: PAINTING AND 3D DESIGN **1/2 credit**

Students will gain a basic understanding of painting and 3-dimensional techniques and processes using a variety of media. The primary focus will be placed on creative expression, critical analysis, historical context, and the study of aesthetics. Students will be required to complete various projects, writing assignments, keep a sketch book, attend an art viewing, and professionally present artwork.

Prerequisite: *Intro*

ART III: DRAWING, PRINTMAKING AND CERAMICS **1/2 credit**

Students will gain a basic understanding of drawing, printmaking and ceramic techniques and processes using a variety of media. The primary focus will be placed on creative expression, critical analysis, historical context, and the study of aesthetics. Students will be required to complete various projects, writing assignments, keep a sketch book, attend an art viewing, and professionally present artwork.

Prerequisite: *Intro*

ADVANCED ART I & II: Independent Study **1/2 credit**

Advanced art is for serious self-motivated art students, who plan to continue their study of art after high school. Students will concentrate in a fine art area of their choice, and be held accountable via contract between the student and the instructor. Students must complete contracted tasks, keep a sketch book, write a research paper, create and maintain an art portfolio.

Prerequisite: *2 1/2 Art credits*, Must have maintained a "B" average in all prior art classes.

CHOIR **1 credit**

Choir is a performance-based course. Performances will include a concert series, Lutheran High Sundays, school and association events, competitions, and a potential tour. These performances are vital to the ministry of the ensemble and attendance is required. This course will teach proper vocal technique, sight-singing, music theory, and history. No prior experience required-only a willingness to work. Choir is ministry-oriented. We develop God's gift of music in students and share that gift with others.

THEATRE **1 credit**

Theatre is an introductory course in the study of theatre and drama. This course includes the study of theatre, specifically acting techniques, scene study, theatre history, literature and criticism, and drama appreciation. Students encounter drama, an improvisational and process-centered form of theatre in which a leader guides participants to imagine, enact, and reflect upon human experience. Performances will be required.

RELIGION DEPARTMENT

RELIGION I **1 credit**

The class is divided into two parts. The first part is instruction in the basic understanding of Christian teaching, focusing on the six chief parts of Dr. Martin Luther’s Small Catechism. The second part focuses on the Old Testament, the world in which it exists, its structure, major events, and God’s covenant relationship with His people.

RELIGION II **1 credit**

Students will gain an in-depth look at the New Testament world, including the inter-testament period events leading up to Jesus’ birth, the teachings of the Gospels – the Life of Christ. Following the gospels, students learn about the foundation of the church (Acts) and the teachings of the epistles. Special emphasis will be place on applying the biblical truths to the students’ life.

RELIGION III **1 credit**

Students will explore the various doctrines of the church, with an emphasis on the theology of the Lutheran Church, the study of apologetics, and the real-life application of Scripture to the personal lives of students. Additionally, students will study the end times and the book of Revelation.

RELIGION IV **1 credit**

Students will delve deeper into the Christian faith and explore its connections to the world around them. Major questions include: How does their faith compare with the faith of other religions, past and present? Where did Christianity come from and how did we get to where we are today? What is the Christian response to problems in the world? What is the ultimate fate of all Christians?

BUSINESS DEPARTMENT

COMPUTER LITERACY **1 credit**

This full year entry-level course emphasizes student centered learning. It begins with an assessment of current keyboarding skills. A brief overview of computers and their history, how a computer operates and basic terminology will be covered. Individual work will be required in desktop publishing, spreadsheets, databases, PowerPoint and web page design. Students will be required to keep a portfolio.

FOREIGN LANGUAGE DEPARTMENT

SPANISH I **1 credit**

Spanish I is a year-long introductory course in spoken and written Spanish in which students begin the study of vocabulary and grammar that comprise the language. Cultural information is provided where appropriate to enhance concepts being taught. Grammar topics for the year move from the present tense to the preterite tense, covering main concepts related to the two tenses including, but not limited to: articles, adjectives, ser, estar, stem-changers, and reflexive pronouns.

SPANISH II **1 credit**

Spanish II is a year-long intermediate course in spoken and written Spanish in which students further the study of vocabulary and grammar that comprise the language. Cultural information is provided where appropriate to enhance concepts being taught. Grammar topics for the year begin with a review of Spanish I, quickly moving into but not limited to: the imperfect tense, the difference between the preterit and imperfect, the future tense, the conditional tense, and commands.

PHYSICAL EDUCATION DEPARTMENT

HEALTH AND PE I **1 credit**

The class is designed to promote participation in sports and encourage social growth through interacting with other students. The emphasis in the freshman year is on team sports. Each unit will be approximately four weeks in length, except freshman health, which will be one semester. The team sports are as follows: volleyball, flag football, soccer, basketball, and softball.

HEALTH AND PE II **1 credit**

The class is designed to promote participation in individual, team and lifetime sports. Each unit will be approximately four weeks in length. The units will be selected from speedball, badminton, team handball, weightlifting, and field hockey.

PE III **1 credit**

This class emphasizes first aid techniques and how to deal with emergency situations. Team and individual athletic activities alternate with the classroom work.

PE IV **1 credit**

The class is designed to promote and inform the student of the importance of individual and lifetime activities that are critical in sustaining a healthy lifestyle. Units include bowling, tennis, golf, aerobic exercise, and fitness for life.

NON-CREDIT COURSES

LEARNING ASSISTANCE

Students with diagnosed learning disabilities may apply for this assistance. Those accepted spend one class period each day working with a mentor who assists them in managing their individual learning disability. Activities may include, but are not limited to, developing time management and study skills, providing specialized academic help, administering alternative examinations, and maintaining close contact with the student's teachers and parents in order to assess and facilitate progress.

Prerequisite: A recent evaluation conducted by a recognized educational measurement specialist.

***NOTE:** Lutheran High School is not required to provide services requested in a student's current IEP (Individual Educational Plan).*

STUDY HALL

Study hall is intended as a period indented for work and study only. Students must bring appropriate materials for the entire period. All school rules (no i-Pods, no eating/drinking) apply, and demerits will be issued for infractions.

COMMITMENT STATEMENT

My signature below indicates that I read, understand, and will support the policies, rules, and regulations of Lutheran High School as stated in the 2017-2018 Parent-Student Handbook.

Signature of Student

Signature of Parent/Guardian

Date

A FULL-SIZED COPY OF THIS PAGE MUST BE SIGNED AND RETURNED TO THE SCHOOL OFFICE.

THE POLICIES AND INFORMATION IN THIS HANDBOOK ARE SUBJECT TO MODIFICATION, CHANGES, ADDITIONS, AND DELETIONS AT ANY TIME. TIMELY NOTICE OF ANY CHANGES IN THESE POLICIES WILL BE SENT PRIOR TO IMPLEMENTATION.