

**THE LUTHERAN HIGH SCHOOL
OF KANSAS CITY
HANDBOOK 2018-2019**

MISSION STATEMENT

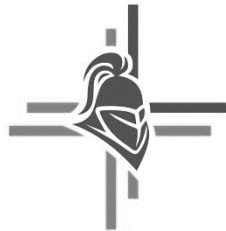
The Lutheran High School of Kansas City provides a Christ-centered environment preparing lives for today, tomorrow and eternity.

VISION STATEMENT

Renowned for its distinctive Lutheran Christian values, superior academics, and positive atmosphere, The Lutheran High School of Kansas City will be the preferred choice for those seeking a comprehensive Christian high school experience.

STATEMENT OF NON-DISCRIMINATION

Lutheran High School of Kansas City admits students of any race, color, national and ethnic origin to all the right, privileges, programs and activities, generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, creed, or national and ethnic origin in the administration of its educational policies and other school-administered programs.



INDEX

Calendar	Page 3-5
Attendance/Absence/Tardiness	Page 6-7
Student Life	
A Christian Approach to Discipline	Page 8
Student Code of Conduct	Page 8
Consequence Progression	Page 9
Student Complaints and Grievances	Page 9
Dress Code	Page 10-11
Electronics	Page 11
Dispensing of Medications	Page 12
Dance Policy	Page 12
Driving	Page 12-13
Visitors to Lutheran High	Page 13
Lunch	Page 13
Food and Drink	Page 13
Student Lockers	Page 13
School Supplies/Lost and Found	Page 14
Passes	Page 14
Telephone	Page 14
Library-Resource Center	Page 14
Computer Use	Page 15
Academics	
Basic Marks/Dual Credit	Page 15
Progress Reports/Report Cards	Page 15
Parent-Teacher Conferences	Page 15
Changes in Marks, Credits, Requirements	Page 16
Credit from Transfer/Transcripts	Page 16
Failed Courses/Summer School	Page 16
Academic Probation	Page 17
Honor Roll	Page 17
Class Ranking/Testing	Page 18
Criteria for Co-Curricular	Page 18
Course Load	Page 19
Winterim	Page 19
Dropping or Changing a Class	Page 19
Graduation Requirements	Page 19
Service for the Lord	Page 20
Miscellaneous	Page 21
Athletic/Activities Handbook	Page 22-27

2018-2019 School Calendar

*Don't let anyone look down on you because you are young,
but set an example for the believers in speech, in conduct, in love,
in faith and in purity. 1 Timothy 4:12*

August

15	Wednesday	First Day of School - 1/2 Day	7:45 – 11:45
17	Friday	First Friday Barbecue	6:30 PM
23	Thursday	Class Ring Information Meeting	3:00 PM
25	Saturday	SAT Testing Date	
27	Monday	Back to School Night	7:00 PM
31	Friday	Class Ring Orders Due	7:15 AM

September

3	Monday	Labor Day	No School
6	Thursday	Registration Deadline for Oct 6th SAT	Midnight
8	Saturday	ACT Testing Date	
12	Wednesday	College Informational Panel/FAFSA Evening	6 - 8 PM
14	Friday	End of Midquarter	
17	Monday	Parent-Teacher Conference (3 to 7 PM)	No School
19	Wednesday	Lutheran High School College Fair	6 - 8 PM
21	Friday	Student Help Day	
		Registration Deadline for Oct 27th ACT	Midnight
25	Tuesday	Jostens Graduation Senior Meeting	3:00 PM
27	Thursday	Olympic Day at LHS	All Day

October

2	Tuesday	Graduation order due	7:15 AM
		Registration Deadline for Nov 3rd SAT	Midnight
6	Saturday	SAT Testing Date	
		Karl Birnstein Memorial Golf Tournament	8:30 AM
10	Wednesday	PSAT/EXPLORE TESTS (9th – 11th Grades)	7:45 AM
		Afternoon Classes following tests	
12	Friday	End of First Quarter	
		Fall Homecoming Dance	7-11 PM
15	Monday	Grandparents' Day at LHS	8:30 AM
17	Wednesday	Fall Music Concert (LHS Gym)	7:00 PM
25	Thursday	7th/8th Visit Day	9:00 AM
27	Saturday	ACT Testing Date	
29	Monday	First Day of Winter Sports Practice	
31	Wednesday	Class Rings Delivered	7:15 AM

November

1	Thursday	Registration Deadline for Dec 1st SAT	Midnight
2	Friday	Registration Deadline for Dec 8th ACT	Midnight
3	Saturday	SAT Testing Date	
4	Sunday	Fall Athletic Awards (Dessert Only)	3 - 5 PM
9/10	Friday/Saturday	Fall Musical	7:00 PM
16	Friday	End of Midquarter	
21	Wednesday	Early Dismissal for Thanksgiving	11:30 AM
22-23	Thursday-Friday	Thanksgiving Break	No School

December

1	Saturday	SAT Testing Date	
8	Saturday	ACT Testing Date	
9	Sunday	Christmas Concert – St. Stephen, Liberty	7:00 PM
17-19	Mon-Wed	First Semester Finals	
Dec. 20-Jan. 2		Christmas Break	No School

January

3-18		Winterim Session	8 to 2
4	Friday	Registration Deadline for Feb 9th ACT	Midnight
21	Monday	Martin Luther King Day	No School
22	Monday	Second Semester Begins	7:45 AM
31	Thursday	Lip Sync and Courtwarming Coronation	6:30 PM

February

2	Saturday	Winter Courtwarming Dance	8 - 11 PM
8	Friday	Registration Deadline for SAT	Midnight
9	Saturday	ACT Testing Date	
		Elementary Cheer Camp	9 to Noon
15	Friday	End of Midquarter	
15	Friday	Teacher Conference - St. Louis	No School
18	Monday	Presidents' Day	No School
		Parent-Teacher Conferences	3 - 7 PM
25	Monday	First Day of Spring Sports Practice	

March

4	Sunday	Winter Athletic Awards (Dessert Only)	3 - 5 PM
6	Wednesday	Graduation Announcements Delivered	7:15 AM
7	Thursday	Music Students leave on Tour	2:00 PM
8	Friday	Student Help Day	
		Registration Deadline for April 13th ACT	Midnight
7-12	Friday-Tuesday	Spring Music Tour	

9	Saturday	SAT Testing Date	
11-15	Monday- Friday	Spring Break	No School
21	Thursday	Music Tour Home Concert	7:00 PM
22	Friday	End of 3rd Quarter	

April

4	Wednesday	Registration Deadline for May 4th SAT	Midnight
13	Saturday	30th Annual Affair of the Heart Auction ACT Testing Date	5:00PM
18	Thursday	End of Midquarter	
19	Friday	Good Friday	No School
		Spring Drama	7:00 PM
22	Monday	Easter Monday	No School
26	Friday	LHS Prom – (7 to 11 PM)	11:30 Dismissal
27	Saturday	Elementary Track Meet	9:00 AM

May

1	Wednesday	Registration Deadline for June 1st SAT	Midnight
3	Friday	Registration Deadline for June 8th ACT	Midnight
4	Saturday	SAT Testing Date	
10	Friday	Seniors - Last Day of School	
12	Sunday	Graduation	2:00 PM
15-17	Wed-Fri	Second Semester Finals	
17	Friday	Last Day of School	
17-18	Fri-Sat	State Track Meet at Jefferson City	TBA

June

1	Saturday	SAT Testing Date	
2	Sunday	Spring Athletic Awards	3:00 PM
8	Saturday	ACT Testing Date	
18	Friday	Last Day of School	

A Student's Prayer

Loving God,
each day as I step further into my future, give me the courage, knowledge and
patience that I need. Remind me that you always journey with me and that you will
never lead me into anything that you won't lead me through.

Thank you for the gift of my life.

May the way I live be my gift back to you - with your love and guidance

In Jesus' name

Amen

ATTENDANCE POLICY

The Lutheran High School building is open to students from the hours of **7:00 a.m. through 6:00 p.m.**

Attendance/Absences

Good Christian stewardship and Missouri School Law requires that a student be punctual in attendance. Students will be required to make up all missed class time and school work whether absence or tardiness is excused or not. Missouri school statute requires high school students to attend 130.5 hours of class to be eligible for earned credit. Circumstances such as extended illness may result in special consideration as determined through parent contact.

In addition to school sponsored activities and absences, absences **may be excused** for the following reasons:

- A. Medical (The school may request a doctor's note be submitted to the school office in order for a medical absence to be excused.)
- B. Death/Bereavement

Parents should contact the school office before school begins (**7:45 a.m.**) on a day the student is absent. If no telephone call is received, the school office may contact the parent to determine the nature of the absence. A student wishing to participate in school-sponsored activities and sports should arrive at school by the end of lunch time on the day the event is scheduled. If a student is too ill to participate in any class, he/she must go home for the day. Students who leave school because of sickness may not return for the remainder of the day, or for any after school activities or practices.

* Students with more than **TEN (10)** total absences **per semester** will not automatically be given course credit and will be placed under review on a case by case basis.

Students should sign out if leaving campus during the school day. Students may sign themselves out to leave for appointments with a parent's phone call or written permission.

Planned Absence

If there is to be a planned absence, the school office should be informed prior to the date. It is the student's responsibility to make up all missed work. If the student has a scheduled approved absence, including school-sponsored events, he/she should hand in any work due on those days prior to leaving for said absence. A planned absence form should be filled out and signed by a school administrator **prior** to any non-school sponsored absence.

Make-up Work

Students are responsible for any assignments given prior to their absence. However, a student will have one day for every day absent to make up assignments given during his/her absence. If students do not make up assignments, tests, term papers, etc. during this time they may be given an automatic zero for that assignment.

Truancy

Truancy is an absence that occurs without parental permission or as a result of leaving campus without proper permission. A student arriving at school is under the school's jurisdiction and may not leave campus until the end of the day without notification of the school office. Those students will only be allowed back into school after a parent meeting with the principal.

Tardiness

All students are expected to be **inside** their classrooms and prepared when the bell rings. Students who are 30 or more minutes late to a Block class or 15 or more minutes late to a Period class are considered absent for that class. If a student is detained by a teacher, the student should ask for an excuse pass for the next class.

Timely arrival ensures a smooth start to the day and a more effective 1st hour experience. In an effort to improve this, students need to make an effort to arrive on time regularly. Accordingly, the following plans exist:

- 1. Intra-day Tardies –for students arriving late between classes TEN (10) times to one period one of the following actions may take place:**
 - a. Hall passes may be revoked, as determined by school administration**
 - b. Student may serve a lunch detention, for a week, with a given faculty member. (Students who miss assigned lunch detention will may serve an out of school detention.)**
- 2. First Hour Tardies – Students who arrive at school any time after 7:45 AM should have a pass from the school office before going to class. Students arriving late to first hour TEN (10) times per semester may receive one of the following actions:**
 - a. a notice from the school office**
 - b. students who continue to be tardy above TEN (10) times will receive an after-school detention.**

*Students missing assigned work as a result of unexcused tardies are responsible to make it up on their own time. The school staff will take into consideration weather and other factors that may affect timely arrival. Tardies are reset to zero at the beginning of each semester.

STUDENT LIFE

A Christian Approach to Discipline

Discipline is what we do for, not to someone. Lutheran High School of Kansas City uses a Christian approach of admonition in disciplining, consistent with our beliefs about Law and Gospel in order to promote Christian behavioral principles that promote learning.

Student Code of Conduct

The rules and standards set forth here apply: a) to conduct on school premises, b) to conduct off school premises which directly affects other students of the school and/or may be perceived by the community as representing the school and c) to conduct at school functions. The following behaviors listed are some examples of behaviors that may result in disciplinary and/or legal action for students and visitors:

1. Public Display of Affection
2. Noncompliance with dress code policy
3. Removal from class for misconduct
4. Disrespect and/or defiance
5. Interference with or demonstrated disrespect for worship activities sponsored by the school
6. Use of foul, crude, obscene language
7. Plagiarism and Cheating
8. Irresponsible behavior in the parking lot or adjacent streets
9. Use or possession of tobacco products
10. Harassment
11. Thefts of or damage to the property of the school or the property of anyone in attendance at an authorized school function
12. Physical abuse or the threat of physical abuse against any person at any school authorized event; or any other conduct that threatens or endangers the health, safety, or physical well-being of any such person. All parties involved in fights will be suspended.
13. Possession of, and/or being under the influence of alcohol, illegal drugs, look alike drugs; or the misuse of prescription drugs, either on school grounds or at school activities. Also, possession of drug paraphernalia. (The school can request mandatory drug testing at the expense of the parent at any time deemed necessary.)
14. Use or possession on school property of firearms, ammunition, knives, fireworks, or other dangerous weapons or substances
15. Crimes or actions outside of school deemed inconsistent with the intended atmosphere at LHS.

Normal Consequence Progression

1. **1st Offense – Student notified, parent notified**
2. **2nd Offense – Parent notified, possible detention***
3. **3rd Offense – Parent notified, possible detention*/ISS***
4. **4th Offense – Parent Meeting, Possible ISS* or OSS***

Classroom detention for individual behavior problems will be dealt with and supervised by the teacher. **Mandatory Quarterly Work Days may be prescribed as an alternative to detentions assigned by the administration for dress code or conduct violations.**

*Detention:

1 hour after or before school detention – work may be assigned during this timeframe.

*Suspension: Removal from the school environment.

1. In School Suspension (ISS) – Suspension duration and location will be determined by Administrator.
2. Out of School Suspension (OSS) – Students are responsible for asking teachers for their work. Student’s parents MUST come to school to pick them up, even if the student drives themselves.

*Expulsion: Immediate removal from the school environment.

Student Complaints and Grievances

Any decision or act by school personnel, except as otherwise provided for under rules written in the student handbook, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies or individual school rules, should first be taken to the staff member in question as exemplified in Matthew. If no resolution is reached, the matter may be appealed to the school principal. The following guidelines are established for the presentation of student complaints and grievances:

- The principal shall schedule a conference with the student and any staff member involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.
- If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the executive director. The administration shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.

- If the student and/or parents/guardians are not satisfied with the action of the executive director, they may submit a written request to appear before the Board of Education. Scheduling a hearing will be at the discretion of the Board. The decision of the Board shall be final.

All persons are assured that they may utilize this procedure without reprisal.

Dress Code

Each day a standard of academic preparation, timeliness, honesty, and Christian conduct are also expectations. A dress code is a reminder that standards of conduct and discipline are important component parts of the Christian life.

LHSC has adopted a prescribed dress code for its students. An appropriate wardrobe promotes an improved self-image. Neatness and modesty are two important tenets of our code. **When discrepancies between stated rules and areas of concern arise, these tenets are our guide for compliant vs. non-compliant attire.**

General Appearance – All Students:

Personal hygiene is the responsibility of each student. Clothing needs to be clean, unstained, and in good repair (no tears, frays, or holes).

Hair must be neatly groomed and of a natural color. Silver, grey, and brightened versions of normal hair color are not a natural color in the dress code.

Piercings are allowed in the ears only.

Hats or head coverings are not permitted in the building (unless dictated by religion).

No visible tattoos or permanent defacements are allowed.

Sunglasses are not to be worn during the school day.

Pants should not sag below the hips.

Clothing must be of reasonable fit, not tight or form fitting.

Casual Graphic T-Shirts/Screen Print T's as well as long and short crew neck T-shirts are not allowed (Examples include sports team shirts, i.e. Royals/Chiefs spirit T's, LHS camp and club shirts)

Sweatpants and/or jogging pants of similar material are not allowed.

No blue denim is allowed, except when designated by the administration.

Sweaters, sweater vests, and sweatshirts may be worn during school hours.

Out of dress code clothing should not be visible under this outerwear.

Students must wear adequate footwear to school. No flip flops, crocs or slippers will be allowed. Backless sandals i.e. 'Birkenstocks' are acceptable footwear.

Boys: Spiked/gelled hair should not be longer than 1”.

Facial hair is allowed for seniors only. Any facial hair must be neatly groomed. Shirts must be collared (must be an identifiable collar) with long or short sleeves. Knit sweaters/sweater style tops do not need a collar. No screen print T-shirts should be worn except on special days. Shorts are allowed provided they are worn with a belt, shoes and socks.

Girls: Shorts are not allowed for girls. No rompers or jumpsuits that include shorts should be worn. Skirts may be worn but must be of a modest length. Fingertip length is a minimum guide for modest length. Capris, pants, and skirts should not be overly tight nor should they reveal any part of one’s midriff area. Form-fitting bottoms (yoga pants) are NOT acceptable. Leggings may be worn under skirts, but are not acceptable pants in the uniform dress code. V-neck style shirts or pocketed shirts without screen prints will be allowed for girls. Sleeveless tops are also allowed for girls, but must adequately cover the shoulder. No tank tops, spaghetti, strapless, etc. tops may be worn.

Jeans Days—On these days, students may wear jeans with a dress code top. Jeans should not be frayed or have holes. **LHS spirit wear is allowed on these days.**

Enforcement:

At the discretion of the school administration, students who arrive at school in violation may be provided with alternative in-code attire to wear throughout the day. Students might also be required to change into appropriate attire before returning to school. Students are invited to ask in advance if a dress item is or is not in code to avoid any confusion. **Repeat offenders may lose their jeans days or be required to serve a service detention.**

Electronics

Students may bring their own personal computer or electronic device to utilize during school as long as they do not violate the spirit of the rule below. Cell phone usage is a privilege, not a right. We believe cell phones can be utilized for academic purposes, but often they become distractions to the learning process. **Freshmen are not allowed phones in their first semester at LHS.** Sophomores, juniors, and seniors who have established a GPA of 2.50 or above may carry cell phones. Any student using a phone inappropriately, as assessed by the classroom teacher, may lose this privilege. A confiscated phone will require a \$20 fine to retrieve the item, or a two week phone suspension. A phone suspension means a student turns in his/her phone to the office at 7:45 a.m. and picks it up after school hours. A second offense will result in a \$50 fine and a four week suspension of phone use. (Translators are allowed as needed by foreign exchange students)

Dispensing of Medications

Missouri State law requires that both a parent and PHYSICIAN authorize the dispensing of medication on a school campus. The school must be notified when a student is required to take any medicine during school hours. All prescription medications must be brought to the Counselor's office in a bottle with the pharmacy's original label on it and a medication consent form must be filled out and signed by both a parent/guardian and PHYSICIAN. Non-prescription medication must be in the original container and have the student's name on it. The consent form for "over the counter" medication does not need a doctor's signature. It is the student's responsibility to come to the office to take medication. The office must be informed of any contagious or infectious conditions with proper documentation from a licensed physician, and must produce a medical clearance from a licensed physician to return to school. Due to liability, the school office will not provide students with aspirin, Tylenol, or any non-prescription medication.

Exceptions to the above policies, such as a student's need to carry an inhaler or a life-saving device (such as an anaphylactic kit) may be made, provided a doctor's order and parent's consent is on file in the office.

Dance Policy

At any school-sponsored dance, the following guidelines must be followed:

1. Alumni wishing to attend dances do not need a guest form, but must purchase tickets in advance.
2. One visitor of the opposite sex per student will be allowed upon approval by the Administration and should register with the school by the deadline.
3. Students may not arrive at a dance more than one hour after it begins. Students arriving late are not guaranteed entrance to the dance, and may be subject to a breathalyzer prior to entry.
4. Parent permission must be given for students who leave more than 1 hour before the end of the dance.
5. Once a student leaves a dance, he or she will not be allowed back into the building.
6. Once in the building, a student is not permitted to go to his or her car until a decision has been made to leave the dance, unless Administrator on duty grants specific permission.
7. Students need to attend school during the day of the event in order to be admitted to evening dance activities.

Driving

A student must register his/her vehicle with the registrar, giving proof of insurance, registration, and a copy of the student's driver's license.

1. Students must drive carefully and sensibly. Excessive speed on school grounds or on nearby streets will not be tolerated. Driving is a privilege, not a right.
2. The parking areas and cars are off-limits to students during the school day unless specific permission is given.
3. The student driver should have a signed parents' permission form before transporting student(s) from campus.
4. Students riding with student drivers must also have a signed parents' permission form on file.
5. Only friends and family providing transportation for students are allowed to wait in the school parking lot.

Visitors to Lutheran High

Lutheran High School of Kansas City requests that ALL VISITORS (friends, family, alumni, and business people) report to the school office before visiting on campus during the school day. Visitors to the campus or to school events are subject to Lutheran High's rules and regulations.

Lunch

Lutheran High School of Kansas City operates a closed campus. Students may bring a sack lunch from home or purchase a lunch. Students may not leave the campus for lunch or order food in without permission from the administration. Students should eat inside the cafeteria during lunch times. Seniors are allowed to eat in a designated outside area, weather permitting. Timely arrival to lunch is expected, students should wait to be dismissed unless excused by / working with a teacher.

Food and Drink

Breakfast is not served at Lutheran High School. Fast food items, sodas, and coffee may be consumed at the Commons tables **before school begins**. Bottled water is the only type of beverage allowed in the classrooms during the school day.

Student Lockers

Students will be responsible for the locker assigned to them and must not move to another. Locker combinations are confidential information. Students should not give their combinations out to others. Lockers are to be kept shut and locked except when students enter their lockers for needed items. Tape is not to be used on lockers. All students are expected to take backpacks to class or put them in their lockers. Athletic bags will be stored in designated areas. Please be advised that the school retains ownership of the lockers and can conduct searches of the lockers and their contents to ensure the health and safety of all of our students.

School Supplies

Students are expected to be prepared for classes with necessary pens, pencils, paper, folders, etc. Teachers will inform students of any additional supply needs the first week of school. All items brought to the school by the student should reflect a Christian image.

Lost and Found

Any items found on school premises or any unclaimed articles left in the hallway will be placed in a designated locker. These items may be reclaimed, however, students may be charged a fee to reclaim items.

Any items that remain unclaimed will be donated to a thrift store or returned to textbook inventory. Students will be required to replace any lost textbooks. Inquiries about misplaced items may be made at the school office.

Passes

Any student desiring to move about the building during a class period should have a hall pass from a teacher.

Telephone

Use of the school telephone requires permission from an instructor and/or the school office. Students should make phone calls from the office only.

LIBRARY-MEDIA CENTER

1. Students who utilize the library are expected to work QUIETLY.
2. Students will be permitted in the library during school hours.
3. **NO FOOD OR DRINK WILL BE PERMITTED IN THE COMPUTER LAB AT ANY TIME.** Students who would like to use the library during lunch should be supervised.
4. Books which have been checked out should be returned to the library at the end of each semester.
5. Report cards may be held if a student owes books.
6. Books and other materials will not be checked out the last two weeks of school. Students may use any necessary materials in the library during school hours.

Computer Use

Students who access technological resources through the school are governed by the guidelines found throughout the student handbook. Students should have faculty supervision when in the computer lab. LHS students are expected to use technology for academic purposes only. Social networking sites and e-mail are prohibited. Students are required to sign an acceptable use policy contract before receiving a password to the school network.

ACADEMICS

Basic Marks

Lutheran High School of Kansas City issues report cards with percentage grades. Marks of 90-100 are considered generally considered A's; 80-89, B's; 70-79, C's; 60-69, D's; and 0-59, F, however the final decision to fail a student is not necessarily grade-based. Each teacher has the autonomy to evaluate student achievement according to any accepted professional standard (as approved by administration). Some classes do not earn a grade, but receive a Pass (P) or failing mark (F). Incompletes (I) are temporary failing marks. It is the obligation of the student to meet all deadlines associated with a grade of Incomplete. W/F is a failing mark for students who drop a class after the drop-add deadline. W/A is a failing mark for students who exceed the maximum number of absences for a semester.

Dual Credit

Dual Credit Courses offered for the 2017-18 school year

- 1) University of Central Missouri
 - Pre-Calculus—Two Semesters—total of 5 credits (College algebra-3 credits and Trigonometry 2 credits)
 - Calculus—Two Semesters—total of 5 credits as Calculus I – to be enrolled in Spring
- 2) Concordia University Nebraska
 - Expository Writing—One Semester— total of 3 credits
 - Intro to Literature—One Semester— total of 3 credits
 - Economics – One Semester – total of 3 credits
 - Spanish – One Semester – total of 3 credits

Each University has its own fee structure and each student gets credit for these courses through the University listed above. It becomes the student's obligation to have those credits transferred to whichever university the student chooses to attend after high school. Students do not have to take the course for college credit.

Progress Reports and Report Cards

Progress reports will be mailed home at midquarter and quarterly. Report cards will be mailed home at the completion of each semester. Only semester grades become part of the student's permanent record. Student's grades or requested transcripts will not be sent at the end of the year if tuition is not current and fees are not paid..

Parent Teacher Conferences

Conference opportunities will be available during the 1st and 3rd quarter. Parents are encouraged to meet with teachers as needed. Parents may call and set an appointment time that is convenient for all parties involved. Teachers may also request conferences as needed. This may occur by a phone call or e-mail.

Changes in Marks, Credits, or Requirements

From time to time policies are changed regarding marks, credits, and graduation requirements. Previous work is credited under the policies in force at the time the course was taken. Students are subject to the graduation requirements in force at the time they began enrollment in the school in grade nine or higher. Students who leave the school and re-enroll are subject to the requirements in force when they re-enroll.

Credits from Transfer

Lutheran High School of Kansas City awards credit and quality points for transfer work according to Lutheran High's own policies at the time of latest enrollment. Students who enroll in a course they had been taking usually have their semester grade based on the work at the previous school and at Lutheran High School. Evaluation is based on the proportionate number of days attended at each institution.

Transcript Requests

All seniors applying for college may request their high school transcripts be sent to the college(s) of their choice. A two-day notice is requested. Official final transcripts for any student will be sent only after all tuition and fees are paid, athletic uniforms are turned in, service hours are complete, books are returned to the school library, and textbooks are returned.

Failed Courses

Students failing a high school core course must make up that lost credit through summer school, correspondence course, or by repeating the course at Lutheran High (if the schedule at LHS permits.) Students have the summer following the academic year to make up the credit. All deficiencies must be made up prior to graduation.

Summer School and Correspondence Courses

Courses taken through other institutions may not necessarily cover the same material covered at Lutheran High. Summer school or correspondence course work may be substituted to meet specific course graduation requirements or course prerequisites, if approved by Lutheran High. All courses that **can** be

taken at LHS are expected **to be** taken at LHS. Exceptions to this may be made on an individual basis. Approval will be based on course syllabi, and will be contingent on performance and examinations. Dual credit may be offered upon agreement with the office. When a course has been failed and repeated to meet departmental graduation requirements, the total number of credits needed for graduation may not be met. In those cases, students must take an approved correspondence or summer school course. Students with repeated courses cannot represent the school as Salutatorian or Valedictorian.

Academic Probation

If a student fails one or more courses in any quarter or falls below a 2.0 GPA, the principal will notify the student and parent/guardian that the student has been placed on academic probation. Any time a student falls below sufficient credit to matriculate to the next class or to graduate, their reenrollment is subject to evaluation. Students dismissed from Lutheran High under the terms of academic probation may re-apply for admission if 1) they have successfully completed a semester of academic work at another high school; 2) they are on pace for a Lutheran High diploma; and 3) they have a clean discipline record from their current school.

Plagiarism/Cheating

Plagiarism is literary theft. The use of someone else's words or ideas without permission or recognition is unacceptable here or in any future academic or career setting. Students may not copy or imitate the work of any student, internet or library source, or other individual and claim it as their own.

Honor Roll

Honor roll is computed at the end of each quarter, and at the end of each semester. To qualify for honor roll:

1. The Cum Laude Honor Roll requires a 3.0 - 3.49 Grade Point Average on a scale of 4.0.
2. The Magna Cum Laude Honor Roll requires a 3.50 – 3.99 GPA on a scale of 4.0.
3. The Summa Cum Laude Honor Roll requires a 4.0 or above GPA on a scale of 4.0.
4. No single class grade may be below a 2.0 grade (C).

Class Ranking

Where class rank is affected by transfer credits, LHS will honor weighted calculation only if the equivalent course is offered in our curriculum. Valedictorian/Salutatorian awards will be based on the first 7 high school

semesters. A student must have attended Lutheran High for a minimum of two years to be eligible for these honors. **The top-ranked student in the senior class will be designated as a Valedictorian.** The Salutatorian will be the student with the next highest GPA.

Testing Program

Lutheran High School administers the following proficiency tests and practice tests for college examinations tests: EXPLORE, PLAN, and PSAT. The ASVAB is an optional test given for entrance into the military. Juniors and Seniors are encouraged to take the ACT and/or SAT when it is scheduled.

Testing Schedule

9th – 11th Grade	PSAT (a practice SAT test)
12th Grade	ASVAB (opt.)

Criteria for Co-Curricular Eligibility

Any student who wishes to participate in an extracurricular activity should maintain a **1.75** G.P.A. with no Fs at all grade checks. Grades will be checked at mid-quarter and quarter. In addition, the student should be academically eligible to begin any co-curricular activity.

1. Any student who is ineligible may sit out of his/her activity for a **two-week period (Monday-Sunday)**, beginning Monday after ineligibility is determined. During that period a student **may practice but not participate in any scheduled event.**
2. To become eligible again, a student should have a **1.75**. Eligibility must be maintained and may be checked each week until the next grade period begins.
3. First year students at LHS will receive a grace period allowing them to participate during their first period of ineligibility.
4. Students with special needs (as determined by a professional) may be exempted from the above requirements by recommendation of the faculty.

Course Load

Students take seven academic courses and an optional eighth class or study hall. Every student is expected to enroll in at least seven subjects. Lutheran High School is currently using a modified block schedule. Some courses meet 4 times per week and some courses meet 3 times per week.

WINTERIM

Each year, students will take a mandatory 3-week intensive course in January before they begin 2nd semester classes. Each course will provide .5 credits toward graduation requirements. Winterim classes will incorporate hands-on and experiential learning both inside and outside the classroom. The courses that are offered tend to change year to year.

Dropping or Changing a Class

Students have eight school days after the start of first semester **and two days after the start of second semester** to drop a course and add another in its place with teacher approval. A class cannot be dropped after the eight-day grace period unless recommended by the teacher. Students who wish to transfer into a class must meet all expectations of the class.

GRADUATION REQUIREMENTS

In order to graduate, Lutheran High students must earn 30 credits in the following subject areas and the appropriate number of service hours.

<u>Subject</u>	<u>Credits</u>
English	4
Social Studies	3
Science	3
Mathematics	3
(4 recommended for college-bound students)	
Religion	1-4
Physical Education	1
Personal Finance .5/Health .5	1
Computer	1
Fine Arts	2
Foreign Language	2
General Electives	4
Winterim	<u>2</u> (.5 each year)
Total	30

Graduation Caps and Gowns

All Seniors will be required to purchase a graduation cap and gown. After graduation, the cap and gown become the property of the individual senior.

Service for the Lord

“The service that you perform is not only supplying the needs of God’s people, but also overflowing in many expressions of thanks to God. Because of the service by which you have proved yourselves, men will praise God for the obedience that accompanies your confession of the gospel of Christ and for your generosity in sharing with them and with everyone else.” 2 Corinthians 9:12-13

The “Service for the Lord” program gives students an opportunity to thank God for His many blessings. All LHS students will need 40 hours of volunteer service each year.

The students will keep track of their service hours by completing service hour forms and returning them to Mrs. Meier at the school. Final grades and transcripts will not be released until this requirement has been met.

MISCELLANEOUS

Chapel

Lutheran High School conducts a chapel worship service **two days each week** for all students, faculty, and staff. The Applied Christianity Class organizes the service and arranges for all guest speakers. Parents and family members are welcome to attend chapel services.

Child Abuse

State and Federal Law mandates Lutheran High School of Kansas City to report all suspected cases of child abuse involving any student at our school to the proper authorities. As it is our Christian and civil duty to be aware and promote the general welfare of our students, students are also encouraged to report to a staff member any information regarding child abuse. We will be in contact with the family involved and do whatever we can to help.

Harassment

Lutheran High School of Kansas City will not tolerate any harassment of any person by any staff member or student, including, but not limited to, slurs, jokes, intimidation, and other verbal, graphic or physical contact relating to a person's gender, race, ethnic group, religion, age or handicap.

Asbestos Management

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems.

Lutheran High School and Calvary (LEAF Properties) developed a plan designed to minimize the disturbance of asbestos containing building materials and survey the condition of these materials every six months to assure that they remain safe.

The Lutheran High School has complied with all federal and state regulations controlling asbestos and will take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. A copy of the asbestos management plan may be viewed by contacting our designated asbestos program coordinator.

ATHLETIC/ACTIVITIES HANDBOOK

STUDENT-ATHLETE

Program

Following is a listing of the Lutheran High School interscholastic activities. Also listed are non-interscholastic activities in which our students may participate, including drama, cheerleading, and dance.

Boys

FALL:	Soccer	Varsity, JV*
	Cross Country	Varsity, JV*
	Drama	
WINTER:	Basketball	Varsity, JV*
	Academic Team	Varsity, JV*
SPRING:	Baseball	Varsity, JV*
	Track	Varsity, JV*
	Tennis	Varsity, JV*
	Academic Team	Varsity, JV*
	Drama	

Girls

FALL:	Volleyball	Varsity, JV*
	Cross Country	Varsity, JV*
	Tennis	Varsity, JV*
	Drama	
WINTER:	Basketball	Varsity, JV*
	Cheerleading	Varsity, JV*
	Dance	
	Academic Team	Varsity, JV*
SPRING:	Soccer	Varsity, JV*
	Track	Varsity, JV*
	Academic Team	Varsity, JV*
	Drama	

*JV squads will be represented if numbers allow.

ATHLETIC/ACTIVITIES RULES AND REGULATIONS

A. Conduct

1. All athletes are to conduct themselves in a manner reflecting the Christ-centered objectives of Lutheran High School and will adhere to ALL school rules. Athletes should recognize that representing the school is a privilege, and as such, athletes model the values of the school and are expected to uphold them.
2. Anyone found using tobacco (any form), alcoholic beverages, illegal drugs, and/or anabolic steroids will be barred from participation in Lutheran's athletic program for a **minimum of one game**. Please see each coach's specific rules regarding participation.
3. The coach and/or athletic director and principal will deal with inappropriate/unsportsmanlike behavior or language at practice or in competition. Such conduct could result in suspension or expulsion from the team and/or school.
4. Coaching decisions are not based on personal feelings toward any athlete but on what is best for the team. Coaches are not required to play every member of a team unless they deem it appropriate. Team competition is not synonymous with physical education and although coaches do try to get everyone in the game, winning and post-season competition are a major goal in athletic competition. If a parent or athlete has a problem with a coach, he or she is to talk to that coach. The athletic director and principal will not get involved until the proper channels have been followed.

B. Requirements Prior to Practice and Competition

1. An athlete must be registered at Lutheran High.
2. An athlete must attend the minimum number of required classes (4 complete class periods per day with the remaining classes excused).
3. An athlete must have his/her name and other required information on the MSHSAA eligibility roster.
4. An athlete **MUST** have a MSHSAA physical on file in the main office.
 - a. Physical, medical history, and an agreement to participate must all be completed and on file prior to the athlete physically practicing or competing.
 - b. Tetanus boosters must be current.
5. By participating in a sport, the athlete is agreeing to follow the rules and requirements outlined in this handbook.
6. Any student who wishes to participate in an extracurricular activity must maintain a 1.75 G.P.A. with no Fs at all grade checks. The student must be

academically eligible to begin any extracurricular activity. Grades from fourth quarter will be used to determine eligibility for the fall season.

7. If a student wishes to participate in multiple activities during a single season, he/she must sign up for those activities at least 3 weeks prior to the first practice. In addition, students must maintain a 3.0 GPA to participate in 2 or more activities. The decision as to which activity will be cut if a student falls below a 3.0 will be made by the coaches.
8. Students who fall below either of these two standards a second time during a season will be removed from the affected co-curricular activity for the duration of the season.

C. Equipment and Uniforms

1. Lutheran High School's athletic equipment is to be worn or used for the practice sessions and athletic contests only. Uniforms are to be worn to classes only when asked to do so for a special occasion by the coach.
2. An athlete is financially responsible for any and all athletic equipment issued to him/her (uniforms, sweats, etc.).
3. An athlete should wear only the equipment issued to him/her and should not permit its use by another person. Equipment is school property and will be taken from an unauthorized wearer.
4. All equipment is to be turned in promptly.
 - a. Athletes who are no longer members of the team are to turn in their equipment within one week of leaving the team.
 - b. All athletes who complete the entire season in a sport are to turn in their uniforms before the next season begins. Students will not be allowed to practice until uniforms are returned. Athletes not participating in the next season's sport will be fined \$10.00 per week for every week the uniform is not turned in following the deadline.

D. Attendance

1. Class attendance and attendance for practice should be excellent. Unexcused absences or tardies could result in ineligibility and loss of position on the team.
2. It is the responsibility of the athlete to personally inform the coach in advance of any anticipated absence or tardiness from practice and/or contests. Detentions are not an excused absence.
3. An athlete must turn in work due in all classes he/she will be missing the day that work is due and prior to leaving campus. Homework must also be picked up prior to leaving campus, at the teacher's convenience.
4. Athletic participation at Lutheran High is a privilege and should be treated as such.

5. If an athlete is participating in multiple activities, it is likely that conflicts in scheduling will occur. All conflicts for games, activities, and practices will be worked out by the Athletic Director and the coaches and/or sponsors involved, not by the students. The schedule that will be followed by the participant will be arranged at least one week in advance of any potential conflict.

E. Medical Care

1. Athletic injuries should be immediately reported to the coach so that he or she might recommend the first aid that should be administered for the injury.
2. Injuries requiring immediate attention will be handled by the coach. Parents will be notified as soon as possible.
3. Athletes who are physically unable to practice for five consecutive days due to illness or injury, must present to their athletic director a statement from a physician that they are again physically fit to participate in inter school athletics.

F. Transportation

1. Athletes will travel to and from “out-of-town” athletic events with the team unless otherwise arranged by the coach prior to the event.
2. Athletes are expected to get to home contests on their own.
3. Athletes and parents will be given a practice schedule that will inform them of practice times. Coaches will follow the schedule and parents are expected to pick up their student promptly.

AWARDS

A. Letter and Certificate Awards

1. Certificates are given to non-lettering participants of a team at season’s end.
2. All athletes desiring to letter must meet the following basic requirements:
 - a. Attend practices, squad meetings and contests regularly and promptly.
 - b. Demonstrate to coaches, teammates, the school and the community his/her loyalty, cooperation, sportsmanship, and Christian citizenship.
 - c. Letters are awarded to all varsity athletes who meet the specified standards.
 - d. Managers and statisticians will receive a letter if they perform the duties in a particular sport successfully as required by the coach.

3. LHS will provide varsity letters in the following succession:
 - a. 1st time lettering the athlete will receive a letter and a pin.
 - b. 2nd through 4th time lettering in the same sport, the athlete receives a bar.

B. Lettering Requirements

Lutheran High School will award a letter to each squad member who meets the following criteria, or at the coaches' discretion:

Boys Activities

SOCCER:

A player must participate in half (1/2) of the varsity soccer periods of play.

CROSS COUNTRY:

The athlete must participate in $\frac{3}{4}$ of the available varsity meets OR participate in the State Finals.

BASKETBALL:

The athlete must participate in one third (1/3) of the quarters in the season.

TENNIS:

The athlete must perform at all specified varsity matches with no unexcused absences.

BASEBALL:

The athletes must have at least 25 bats in a season and pitchers must pitch in a minimum of 15 innings.

TRACK:

The athlete must participate in $\frac{3}{4}$ of the available varsity meets OR participate in the State Track Meet.

Girls Activities

VOLLEYBALL:

The athlete must participate in half (1/2) of the varsity games.

CROSS COUNTRY:

The athlete must participate in $\frac{3}{4}$ of the available varsity meets OR participate in the State Finals.

BASKETBALL:

The athlete must participate in one third (1/3) of the quarters in the season.

SOCCER:

A player must participate in half (1/2) of the varsity soccer periods of play.

CHEERLEADING:

The Cheerleader must perform at all specified varsity games with no unexcused absences.

DANCE

The Dance Team member must cheer at all specified varsity games with no unexcused absences.

TRACK:

The athlete must participate in ¾ of the available varsity meets OR participate in the State Track Meet.

TENNIS:

The athlete must perform at all specified varsity matches with no unexcused absences.

Coeducational Activities

DRAMA

The student must participate in both the fall and spring productions.

ACADEMIC TEAM

The student must compete in at least ¾ of the varsity matches.

Exceptional cases on all lettering concerns will be left to the discretion of the coaches and athletics director.

C. Letter Jackets

1. A Knight letter jacket may be purchased and worn only AFTER an athlete has earned a varsity letter.
2. Varsity letters and other patches, pins, awards, etc. earned while participating in LHS athletics may **ONLY** be worn on *an official letter jacket*.

AWARDS NIGHT

Athletes should dress appropriately for awards nights and/or banquets. Proper attire is expected at all events honoring the athlete's accomplishments and attendance is also expected.