

**LHSN Student Handbook
2011-2012**

Student and Parent Signature Page

This page is to be signed after both student and parent have read through the Handbook.

STUDENT:

I, _____, have read this Handbook and agree to abide by the policies included.

Student Signature

Date

PARENT:

I, _____, the parent of the student above have also read this Handbook and agree to hold my son/daughter accountable to it and to support the administration of the school in its enforcement of school policies.

Parent Signature

Date

STUDENT—return this page the first week of school.

LUTHERAN HIGH SCHOOL NORTH

STUDENT PLANNER 2011-2012

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Dean of Students

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Dean of Admissions

Mrs. Julie Meyer
Recruitment & Homestay Coordinator

Mr. Joshua Baumann
Registrar

Mrs. Kristin Rathje
Curriculum Coordinator

This student planner belongs to:

Name _____

Address _____

City/State _____ **Zip Code** _____

Phone _____

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MISSION STATEMENT

Lutheran High School North is a diverse educational community whose unity is in Jesus Christ. We exist to nurture young Christians for further education and Christian service.

WELCOME FROM THE PRINCIPAL

Dear Crusader Parents and Students,

Welcome to the 2011-2012 school year at Lutheran High School North. The staff at Lutheran North is looking forward to serving you and your student. We plan to make this an exciting year in which your student will be involved in an atmosphere of learning and participation in extracurricular activities. We are proud to be a diverse educational community whose unity is in Jesus Christ. Each day we show this unity in the way we live, how we treat each other, and through our daily chapel worship.

We will make every effort to help your child receive an outstanding Christian education – an education which will help them to carry out Jesus' great commission as stated in Matthew 28:18-20: *Then Jesus came to them and said, 'All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.'*

The theme for school year 2011-2012 is "**Transformed.**" This theme comes from Romans 12:2: *Do not conform to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is—his good, pleasing and perfect will.* It has become very difficult at times to distinguish between how the world views success and what God expects of us as we follow His will. While we are in school, there are times that conformity is expected so that everyone has the chance to grow, learn and develop. However, God commands us never to conform to the sinful desires of the world, the devil and our sinful flesh. By His grace, we are transformed from sinners into saints! It is then our responsibility to live out this transformation in our daily lives so that others may find it easier not to conform either.

As we start another school year, may we all be ready to serve our Lord and Savior through service to others. May we use our God-given talents to witness our faith through sports, friendships, relationships and academics. We pray that this is a blessed school year for our staff, students, parents and community.

In HIS Name,
Timothy J. Brackman

EXPECTATIONS

Welcome to our Workshop in Christian Living. We are here to nurture you spiritually, academically and holistically. We want your high school experience to be outstanding. Problems can result when students do not know what is expected of them. Below is a summarized list of positive expectations.

- 1. Be here every day and be on time for everything.**
- 2. Do the very best you can in all things and all situations:**
 - a. Have all necessary items for every class and activity.
 - b. Complete assignments carefully and on time.
 - c. Abide by the dress code at all times.
 - d. Drive safely!
 - e. Use acceptable language.
 - f. Eat only in designated areas.
 - g. Say "No" to public displays of affection and to harassment.
 - h. Attend daily worship.
 - i. Say "No" to alcohol, illegal drugs, and to being sexually active.
- 3. Show honor and respect in all things and all situations, on and off campus:**
 - a. Show honor for those in authority. Faculty and staff members must always be addressed as Mr., Mrs., Miss, Dr., Rev., or Coach, etc.
 - b. Be courteous and polite to others. "Please," "Thank you," and "Excuse me" should be used frequently.
 - c. Be truthful!
 - d. Be considerate of classes in session.
 - e. Get permission before going to your car or leaving campus.
 - f. Respect and protect the property of others.
 - g. Be a positive Christian witness at all times, on and off campus, and demonstrate appropriate behavior at all times, refraining from activities that reflect negatively upon our Lord and Savior, your family, and the school.
 - h. Say "Yes" to the LHSN Honor Code and abide by it everyday. Always do your own work.
 - i. Practice repentance, forgiveness, and renewal in all your relationships with your family, friends, and all staff members at LHSN. This is the essence of a Workshop in Christian Living.
 - j. Accept differences for what they are, realizing we are all one body in Christ and treating everyone with respect.

NONDISCRIMINATORY POLICY

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

CAMPUS MINISTRY

CHAPEL

One of the unique characteristics of Lutheran High School North is that it is a worshipping community. Every day at LHSN we take time out for Chapel: to hear again what our loving God has done for us in Jesus Christ, to receive from Him His gifts of Word, forgiveness, and life, to thank and praise God for His many blessings of body and soul, and to bring our individual and community cares and concerns before Him. When the Lutheran High School North community gathers each day in its academic setting, *it gathers as the people of God in that place*. We worship corporately four days a week and in small groups one day per week. LHSN is an extension of Lutheran congregations, and these communities exist as worshipping communities. **Our unity is in Jesus Christ, and we all gather in His name every school day.**

In chapel, we show our respect for the Gospel by:

- *Arriving on time and attending daily
- *Participating in the service by sitting up, opening the hymnal, praying and singing
- *Sitting in our assigned section
- *Being respectful and reverent

SAVED TO SERVE

The Saved to Serve (STS) program is our offering to our Lord in thanks for His saving grace and is coordinated by the theology department.

Students must complete Saved to Serve service hours in order to graduate. Freshmen and sophomores must serve 10 hours of community service at school, church, home or neighborhood. Juniors and seniors are required to serve for 20 hours each year. The students may not receive any payment for this service. Service hours may be completed in the summer before the school year begins. If a student does not complete the Saved to Serve requirement on a yearly basis, the required hours to be completed will be carried into the following year. Questions about service opportunities should be directed to the theology department.

Completion of STS involves two forms. The first is a proposal that suggests what the student would like to do to fulfill the service hours. During the theology class, on the second form, the student will report to the instructor and the class about the activity and write a summary of the experience.

FAITH IN ACTION DAYS

To develop servant leaders, Faith in Action days are school days focused on students and faculty serving others in the community. One day each semester will be devoted to these efforts. All students are expected to attend and participate fully. When we have the opportunity to serve, the Spirit works in our hearts and guides us so the fruits of the Spirit show through. The Faith in Action days are not counted towards the Saved to Serve program, but are simply an opportunity to be His servants through providing for the needs of our neighbors.

HONOR CODE

“On my honor as a Christian, I will not cheat, lie or steal, nor tolerate such behavior by others.”

A truthful witness gives honest testimony, but a false witness tells lies (Prov. 12:17).

Purpose

Lutheran North’s Honor Code is based on the belief that true learning depends on honesty. Lutheran North functions on the basis of mutual trust and respect between all members in its community. Students who commit themselves to upholding Lutheran North’s Honor Code will be instilled with a sense of honor and integrity that will last for a lifetime. Lutheran North’s emphasis on honesty not only teaches the importance of ethical conduct, but also gives students an understanding of the impact that unethical conduct may have upon their character and reputation.

Academic honesty boils down to four simple but powerful principles:

1. Be accountable for your work;
2. Respect others;
3. Be fair and truthful in what you say and do; and
4. Cite properly the work of others when you use it.

At the beginning of each school year, all students are issued a copy of Lutheran North’s Honor Code. They and their parents are required to sign the document affirming their commitment to the integrity of the school’s academic and social standards.

Honor Code Pledge

Students will write the following on written assignments and all tests: “On my honor, as a Christian, I have neither given nor received/used unauthorized information in the completion of this assignment.”

By signing the pledge, the student claims that he or she will not violate, or has not violated, any part of the Honor Code which includes: cheating, attempting to cheat, plagiarizing, lying, stealing, or tolerating an act of dishonesty, such as sharing completed answers with another or working with others when not allowed.

DISCIPLINE

Cooperation with the expectations stated above and the rules and policies listed below are expected of every student. The biblical model of repentance, forgiveness, and renewal allows a student to confess his/her mistake, be forgiven, renew relationships, and move on. Sin has consequences. When willful disobedience occurs, logical consequences are used in hopes of curbing further misbehavior. Consequences may include detention, probation, suspension, and expulsion.

Detentions are defined in the next section.

Probation follows repentance and consists of a period of time in which sincere repentance over the wrong is demonstrated both toward the party offended and in improved behavior.

Suspension is dismissal of the student from school or class until parents have their child properly reinstated, on probation, as a repentant Christian school citizen.

Expulsion is permanent dismissal of the student from school or class and usually results in loss of credit for the term.

DETENTIONS

Detentions along with a fine may be assigned as a logical consequence in the disciplinary process. Detentions will be assigned on Saturdays from 8 a.m. to 10 a.m. for attendance violations and 8 a.m. until 12 noon for all other violations. Failure to arrive on time for detentions will result in future consequences. While serving detentions, students must be prepared to study or perform work service. A first detention will result in a fine of \$15, while additional detentions will result in a fine of \$25 each.

POLICIES ON PERSONAL CONDUCT

The following infractions can result in disciplinary procedures or legal action:

1. Intentional failure to attend class.
2. Disruptive and/or disrespectful behavior in or out of the classroom/chapel or towards teachers, school employees, visitors, or fellow students.
3. Failure to comply with the Lutheran High School North Honor Code.
4. Failure to comply with the Technology Acceptable Use Policy.
5. Unauthorized entry, occupation or use of any school facilities.
6. Intentional obstruction or disruption of teaching, administrative or disciplinary procedures, or other authorized functions or events.
7. Theft of or damage to property of the Lutheran High School Association or anyone's personal property.
8. Abuse or the threat of abuse against any person (including sexual harassment) at any school authorized event, or other conduct which threatens or endangers the health, safety, spiritual welfare, or physical well-being of any such person.
9. Intentional interference with the lawful right of access by a person to school facilities.
10. Use or possession on school property of firearms, ammunition, knives or other dangerous weapons, substances, or materials (except for educational purposes expressly authorized by the principal).
11. Use, under the influence, possession, and/or distribution of alcohol, tobacco, or other drugs on school property or at school functions.
12. Use of any derogatory comments or terms while on the school grounds or attending school activities (swearing, cursing, racial or sexual comments, etc.).
13. Bullying a fellow student (physically, verbally, emotionally, in person or through the inappropriate use of technology).
14. Pushing, shoving, running, inappropriate language, shouting, throwing objects in any circumstance in or around the school or at another person.
15. Public displays of affection (PDA), including kissing, hugging, holding a student in an inappropriate manner, etc.
16. Any other act that is deemed by the school administrator to be injurious, detrimental, or dangerous to the health, safety, spiritual welfare, and physical well-being of other persons on school properties or present at any authorized function (school) or event.

DRUGS AND ALCOHOL

Lutheran High School Association Drug & Alcohol Use Policy

"Don't you know that you yourselves are God's temple and that God's Spirit lives in you? If anyone destroys God's temple, God will destroy him; for God's temple is sacred, and you are that temple." (1 Corinthians 3:16-17)

Out of reverence for God and in obedience to His Word, the Lutheran High School Association (LHSA), Lutheran High School South (LHSS), and Lutheran High School North (LHSN) seek to nurture healthy Christian living that is suitable for leadership in the church and the world. The use, sale, possession, and distribution of drugs are incompatible with the Christian principles and guidelines that form the foundation of Lutheran education. To discourage the use of drugs and alcohol, LHSA, LHSS, and LHSN have established the following policy.

Statement of Causes

It is a violation of LHSA, LHSS, and LHSN's drug abuse policy for a student to use, possess, distribute or sell alcohol, drugs, and/or drug paraphernalia:

1. On or in the surrounding areas adjacent to the vicinity of LHSA, LHSS, LHSN;
2. At any and all LHSA, LHSS, or LHSN-sponsored events or events at which they are a participating party;
3. In any vehicles which are used for transportation of students to and from any and all school-related events.

Statement of Results

Consequences for the use and/or possession of alcohol, drugs, and/or drug paraphernalia are as follows:

Step 1

- A minimum 4-day suspension with possible expulsion;
- Parent/student conference;
- Development of a plan which will deter future occurrences.

Step 2

- Required participation in an approved drug/alcohol assessment and treatment program;
- Disciplinary probation for a minimum of one full school year;
- A written contract spelling out specific expectations and consequences for future offenses.

A zero tolerance and immediate expulsion in all cases involving the following will result:

1. The sale and/or distribution of drugs, alcohol, and/or drug paraphernalia;
2. A second offense for the use and/or possession of drugs and/or alcohol;
3. Any violation of LHSA, LHSS, and LHSN's drug policy and accumulated violations that may or may not be related to the drug use policy.

LHSA, LHSS, and LHSN view drug and alcohol abuse as a serious issue and desire to give those students, and their families, who struggle with such behavior the opportunity to recover fully. In this effort, LHSA, LHSS, and LHSN, will assist the students, and their families, who abuse drugs and/or alcohol to participate in a drug and alcohol abuse-counseling program.

Student Encouragement and Care Program (SECP)

It is the belief of LHSA, LHSS, and LHSN that alcohol and drug abuse violates God's plan for mankind. Through the creation of the SECP program, LHSA, LHSS, and LHSN have provided an avenue for students to come forward and freely admit to drug and/or alcohol abuse. In addition, should a school administrator have reasonable suspicion that

a student is under the influence or is a user of drugs and/or alcohol, that student will be allowed the opportunity to participate in the SECP program.

To participate in the SECP program the following will take place:

1. A meeting with both the student and his/her parents to discuss the situation and to explain how the program works.
2. The student will be required to participate in a certified alcohol and drug abuse program.
3. The student will submit to periodic alcohol and drug testing.
4. The parents will be required to provide LHSA, LHSS, and LHSN with all reports that result from the student's participation in a certified alcohol and drug abuse program.
5. The student will be in the SECP program for a 12-month period, beginning with the date of admittance.
6. During the 12-month period, assuming no further evidence of alcohol and/or drug abuse, the student may participate in athletics and official school activities.
7. Should it be disclosed that during participation in the SECP program, a student is using or continuing to use alcohol and/or drugs, it will be handled as if it were his/her first violation of LHSA, LHSS, and LHSN's alcohol and drug abuse policy.

All students are eligible for the SECP program unless it has been disclosed that they have sold or distributed drugs, alcohol, and/or drug paraphernalia.

DEPARTMENT OF COUNSELING AND STUDENT SERVICES

This department exists to nurture students in their spiritual, academic, emotional, and vocational growth and development. We assist students in making wise decisions academically, emotionally, and vocationally, emphasizing the importance of career and college exploration and of personal development. We work to help students self-actualize and contribute to their world as responsible Christian citizens using a proactive developmental counseling approach.

SERVICES PROVIDED BY COUNSELING CENTER

- Individual Planning – personal, educational, and vocational goals; testing; counseling students with poor grades; college/scholarship guidance and planning with students and parents.
- Responsive Services – meeting students' immediate needs through counseling, referral, and crisis intervention, especially through our school social worker.
- Counseling Curriculum – large group and/or classroom activities.
- System Support – managing the counseling program and supporting other educational programs of the school through registrations, orientations, scheduling, and advocating for the students.
- Professional Responsibilities and Communication – fulfilling legal and ethical responsibilities and seeking professional growth and maintaining healthy and positive interpersonal relationships with students, staff, and parents.

COLLEGE ENTRANCE EXAM 2011-12 SCHEDULE

ACT ASSESSMENT TEST DATES www.actstudent.org

<u>Test Date</u>	<u>Regular Registration Postmark Deadline</u>	<u>Late Registration Postmark Deadline*</u>
Sept 10, 2011	August 12, 2011	August 26, 2011
October 22, 2011	September 16, 2011	September 30, 2011
December 10, 2011	November 4, 2011	November 18, 2011
February 11, 2012	January 13, 2012	January 20, 2012
April 14, 2012	March 9, 2012	March 23, 2012
June 9, 2012	May 4, 2012	May 18, 2012

*Regular fee plus late fee

SAT ASSESSMENT TEST DATES www.collegeboard.com

<u>Test Date</u>	<u>Regular Registration Postmark Deadline</u>
October 1, 2011	September 2, 2011
November 5, 2011	October 7, 2011
December 3, 2011	November 4, 2011
January 28, 2012	December 30, 2011
March 10, 2011	February 10, 2012
May 5, 2012	April 6, 2012
June 2, 2012	May 4, 2012

LUTHERAN NORTH DAILY SCHEDULE

Time	Maroon Day	Gold Day	Late Start Time Wednesdays
8:00 – 9:32	Block 1	Block 5	8:30 – 9:52
9:35 – 9:53	Chapel	Chapel	9:55 – 10:13
9:58 – 11:27	Block 2	Block 6	10:18 – 11:40
11:32 – 11:52 Lunch 1 11:57 – 1:26 Class or 11:32 – 12:18 Class 12:18 – 12:38 Lunch 2 12:43 – 1:26 Class or 11:32 – 1:01 Class 1:06 – 1:26 Lunch 3	Block 3C and Lunch or Block 3B and Lunch or Block 3A and Lunch	Block 7C and Lunch or Block 7B and Lunch or Block 7A and Lunch	11:45 – 12:05 Lunch 1 12:10 – 1:32 Class or 11:45 – 12:25 Class 12:25 – 12:45 Lunch 2 12:50 – 1:32 Class or 11:45 – 1:07 Class 1:12 – 1:32 Lunch 3
1:31 – 3:00	Block 4	Block 8	1:37 – 3:00

WEDNESDAY MORNINGS – LATE START

Every Wednesday will be a late start of 8:30 a.m. for teacher meetings. The first block of the day will begin at 8:30 a.m.

ACADEMIC POLICIES

GRADUATION REQUIREMENTS

Every student graduating from LHSN must take those courses prescribed by the Lutheran High School Association and the State of Missouri. They include 4 credits in English, 3 credits in Social Science (one of which is American History), 3 credits in Science, 3 credits in Mathematics, 1 credit in Fine Arts, 1 credit in Practical Arts, 0.5 credit in Health, 1.5 credits in Physical Education, and 0.5 credit in Theology for each year in attendance. One-half credit is given for every subject meeting for one semester. Two semesters earn a full credit.

To graduate from Lutheran High School North, a student must meet his/her academic requirements, complete 60 "Saved to Serve" service hours, keep a satisfactory attendance record, pass U.S. Constitution and MO Constitution tests, attend high school eight semesters, with seven blocks for credit, give evidence of Christian conduct and attitude, and meet all financial obligations.

A student in attendance at LHSN for four years is required to have 25 credits plus 2 credits of Theology, totaling 27 credits to graduate. Dual enrolled students or transfer students may not be held to a 27 credit total. Transfer students may not have had the same credit opportunities at their previous school. Dual enrolled students have need for flexibility of schedules that may not permit 27 credits. Both dual enrolled and transfer students must meet the State of Missouri minimum requirement and the Lutheran High School Association minimum requirement while in attendance.

Grades and credits alone will not guarantee graduation. Any senior who receives an "X" semester grade, which indicates poor stewardship, must have the approval of the administration if he/she is to graduate with his/her class. Any senior who receives an "F" grade will not receive his/her diploma until the failed credit is made up. A Lutheran High School graduate should be a good steward of his/her time and talents.

HONOR ROLLS – HONOR SOCIETIES

Honor Roll – LHSN recognizes students on two Honor Rolls. Students who achieve a GPA that is greater than or equal to 3.75 earn a place on the "High Honor Roll." Students who achieve a 3.2-3.74 GPA in any quarter earn a place on the "Honor Roll."

Sabre Honor Society – Students who have a 3.5 cumulative GPA for the time they attended LHSN (minimum of four semesters) will be presented with a "Sabre Key" and listed in the commencement program as members of the Sabre Honor Society.

National Honor Society – Sophomores, juniors, and seniors who have a 3.2 cumulative GPA or above meet the academic requirement for membership in the National Honor Society. Students must also meet and maintain requirements in the areas of leadership, service, and character to be eligible for National Honor Society.

President's Award for Outstanding Academic Excellence—Awarded to graduating seniors with a cumulative GPA of at least 3.5 and a standardized test score above the 85th percentile in math or reading.

President's Award for Outstanding Academic Achievement—Awarded to graduating seniors with a cumulative GPA of at least a 3.5 and at least two letters of recommendation from the faculty.

George Washington Carver Award – Presented to students in the top ten percent of their graduating class.

ACADEMIC PROGRAM – BEYOND THE CURRICULUM

Lutheran North offers opportunities for dual enrollment through the 1818 Advanced College Credit (ACC) program at Saint Louis University. Students may earn college credit for certain courses taken here at Lutheran North. Advanced Placement (AP) courses are also offered for which students may take the AP exam for possible college credit. Students may also dual enroll for summer or evening programs with the local community colleges or in a half-day vocational program at North County Technical High School. Details on each of these programs may be found in the Student Guide or from the school counselors.

REPORT CARDS – PROGRESS REPORTS

Report cards are issued at the end of each quarter. Only semester grades affect cumulative GPA and are placed on the official transcript. Grades at LHSN mean the following:

- “A” - superior achievement.
- “B” - above average achievement.
- “C” - average achievement.
- “D” - below average achievement.
- “S” - low achievement but satisfactory for ability, satisfactory work habits and conduct. S earns 1 grade point.
- “X” - achievement much below student’s ability and/or unsatisfactory work habits and/or conduct. X earns credit but no grade points.
- “F” - failure to meet achievement expectations. This is the only grade which earns no credit. This credit must be made up. F earns no credit and no grade points.

As an attempt to provide positive motivation for the struggling student, in the event of a 1st or 3rd quarter failure, followed by a 2nd or 4th quarter passing grade, the earlier grade will be increased to a 55% (if necessary) in order to provide the student with a better chance of success in passing the class. This policy is not applied in reverse.

GRADING SCALE

Percentage	Letter Grade	Grade Points Earned
97-100	A+	4.0
93-96	A	4.0
90-92	A-	3.667
87-89	B+	3.333
83-86	B	3.0
80-82	B-	2.667
77-79	C+	2.333
73-76	C	2.0
70-72	C-	1.667
67-69	D+	1.333
63-66	D	1.0
60-62	D-	0.667
0-59	F	0.0

COURSE WITHDRAWAL

Course requests are made with the assistance of teachers, counselors, registrar, and parents. Students are strongly encouraged to make course selections wisely. A student who signs up for a year-long course (Spanish, physics, calculus, for example) is expected to take the course for the entire year. Dropping a year-long course at semester is subject to the following course withdrawal guidelines.

A student may withdraw from a course without penalty for the first two weeks of the course. If a schedule change is made during this time, the student is responsible for making up all missed work in the new course which replaces the one dropped.

Course changes after the first two weeks are handled on a case-by-case basis with the following guidelines:

*Teacher recommendations for course changes to a lower level (algebra II/trig to algebra II or chemistry to principles of chemistry, for example) will be considered without notation on the transcript as long as they occur during the first quarter of the semester.

*The student must first meet with the teacher, then the department head, then the registrar or counselor to discuss the desire for a course change and the advantages/disadvantages.

*The parent must give written consent for the course change.

*A dropped course at the four-week mark or later will be a part of the official transcript and will be followed by either "Withdraw Passing" or "Withdraw Failing." This is to provide record that the course was dropped and the level of success at the time of the change.

FAILURE POLICY – SUMMER SCHOOL PROGRAMS

Students receiving a failing semester grade in any course at Lutheran North must make up that credit. Required classes that have been failed must be made up by earning credit in the same class and/or subject area. Students have 3 options in doing so:

1) The student may make up the failed course by attending summer school in his/her local school district or any accredited private school program. This may include taking an online course if one is available. A Lutheran North counselor or the registrar must certify all summer school programs. All credits and grades from an accredited school will be accepted.

2) The student may retake the failed semester course at Lutheran North during the next school year if minimum graduation requirements will still be met. The student should realize that the failed course might be a prerequisite to the next sequential course in that academic area.

3) The student who fails one semester of a year-long course may retake both semesters of the course. This would better enable the student to strengthen his/her background in that subject area and give the student a greater possibility of future success. The student would, in effect, be taking the same course for two years. Credit is not awarded twice for the same course.

4) Transfer students with "F" grades must have a minimum of 26 credits earned (from both schools) to earn a Lutheran North diploma. A failure in a required content area must be made up.

Students may make up a total of one credit by options two or three if they fail a course during their first three years. Options two and three are not available for senior students since they are in their last year of attendance. Any failed course during the first semester by a senior student may be retaken the second semester during evening or online classes at an accredited institution, or may be retaken in summer school. Any

failed course during the second semester by a senior student must be made up in summer school. A diploma will be awarded when the credits are complete.

Students who do not find room in their schedule for all the courses they would like to take should consider enrichment courses. The credit and grade may be listed on the student's permanent record. Enrichment courses *cannot* be applied to any future failed course work at LHSN.

ACADEMIC ASSISTANCE

The faculty and staff at Lutheran North assist all students in working to the best of their abilities. To that end, we have developed several strategies to assist struggling students.

Pyramid of Intervention – This system of steps was developed to identify students who may be struggling so that faculty/staff can intervene to ensure student success. Steps of the pyramid include twice-quarterly grade assessment of all students to identify strugglers and the need for mentoring and/or academic contracts.

Mentoring – All students who are admitted to Lutheran North on a provisional basis are assigned a faculty mentor. Further, all students who appear to be struggling academically or otherwise are assigned a mentor. Mentors meet with their assigned students weekly to evaluate progress, encourage, and hold students accountable. Mentors also communicate congratulations and concerns to the parents.

Academic Contracts – Any student who has earned three or more Ds or one or more Fs at the mid-quarter mark, or at the end of a quarter, is required to attend an academic contract meeting. At this meeting, the student, mentor, parents, and teachers meet to discuss the situation and to identify problem areas. At this meeting, a contract is constructed which lists the adaptations that will be made by the student and by the faculty to promote student success. This contract is revisited to identify progress and to make adaptations if necessary.

POWERSCHOOL

LHSN has an internet-based school information system called PowerSchool. Teachers, students and parents are able to monitor attendance, grades and other information anywhere and anytime that they can access the Internet. This provides increased interaction that benefits students.

- At the start of each school year, students and parents are provided a log-in and password to access PowerSchool.
- Parents and students are able to view the teacher's electronic grade book, which is updated by teachers on, at minimum, a weekly basis.
- Attendance is updated daily.
- Announcements, comments and other information are readily available.
- Parents and students have the opportunity for real-time information via their Internet browser or through regularly scheduled email reports.
- Any time a student or parent has a concern about grades or an assignment, the first step should be a conversation between the student and the teacher. This may be followed with a parent-teacher interaction.
- As a result of having daily and weekly updates that may be printed at home, mid-quarter reports are not mailed.
- Any family not having access to the Internet at home or work will be provided with a written mid-quarter progress report. Please contact the office if you do not have Internet access.

LUTHERAN NORTH WEBSITE, eBOARDS, and EMAILS

Lutheran North maintains a website at www.lhsn.org. From the home page, students and parents can access the Staff eBoards, which contain course and contact information. Faculty member emails are first initial and last name @lhsn.org. For example, John Doe's email would be jdoe@lhsn.org. Parents can expect a response to a voice or email message within 24 hours.

PROCEDURES

DAILY ATTENDANCE

Students should be in school no later than 7:45 a.m. Attendance records are a part of the student's permanent file. Students who fail to be in their 1st or 5th block class by 8:00 a.m. will be marked as absent. If a student arrives late, he/she must obtain an **unexcused tardy** pass from the administrative office. Students who are more than 25 minutes late will receive an **unexcused absence for the entire block**.

For an unplanned absence to be excused, it is the parent/guardian's responsibility to contact the office by 8:00 a.m. to report the absence and the specific reason each day. Failure to contact LHSN will result in the student's absence being documented as unexcused.

Students are responsible for contacting teachers upon their return to school for all work missed due to absences. Failure to contact teachers or to make up missed work may result in a grade of zero.

Students who have excessive absences jeopardize their opportunities for learning and their ability to earn credit towards meeting graduation requirements. Once a student accrues more than four absences in a class (per semester), an administrator will contact the family to discuss attendance issues and potential solutions as well as consequences for additional absences. Once a student accrues six absences in any class, a meeting will be held with the student, the parents, and an administrator. A student who accrues eight absences may be denied credit for the class.

UNEXCUSED ABSENCES / SUSPENSIONS / DISCIPLINARY ACTIONS

When an unexcused absence occurs, the student will be required to make up any work missed for full credit. However, 2% will be deducted **from the student's quarter grade** for every missed block. A 2% grade reduction will not apply for any class in which the student receives a zero grade (for Honor Code violation) for the block and is unable to make up the assignment.

Unexcused absences include suspensions, skipped classes, and other absences not approved by the school.

PLANNED ABSENCES

LHSN does not promote absences from school for convenience or personal reasons (vacations, etc.). Some planned absences are legitimate: dental/medical appointments, funeral attendance, family counseling sessions, school related activities (DARE presentations, HiSTEP, college visits, etc.).

For planned absences, a letter or phone call to the school must arrive before the absence occurs and a yellow slip must be picked up by the student in the main office. Yellow slips must be signed by each teacher from the classes to be missed. Failure to follow this procedure may result in the absence being deemed unexcused.

TARDINESS

When a student arrives late to school, he/she is to report to the administrative office. If the tardy is an excused tardy (i.e. doctor's appointment), a parent must contact the LHSN office by telephone or with a written statement stating the specific reason for the tardy.

Students are allowed 2 unexcused tardies per class per quarter. Unexcused tardies within a quarter will result in the following action(s):

1. 1st tardy, teacher warning.
2. 2nd tardy, 2nd teacher warning.
3. 3rd tardy will result in a Saturday detention and a \$15 fine.
4. Continuing tardies will result in a parent conference and student being assigned a Saturday detention and a \$25 fine (for each subsequent detention).

HEALTH

Illness

A student who becomes ill during the school day should ask the teacher for a pass to be excused to go to the main office. ***Students should not call home or make their own arrangements to leave if they are ill.*** If necessary, arrangements will be made with the parent for the student to go home. These telephone arrangements must be made by the school nurse or authorized school personnel.

Fever: A student may not attend school with a temperature greater than 100 degrees. A student may return to school after he/she has been fever free, (temperature less than 100 degrees), without medication for 24 hours.

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

- a. The parents will be contacted at home or work.
- b. The St. Louis Co. Police will be contacted for an emergency vehicle.

Extended Illness

If an illness results in a student's extended absence from school (more than 3 days), the parent/guardian **must** provide LHSN with a physician's medical statement, which includes the following: the medical condition, its approximate duration, and associated limitations.

Each extended illness absence will be reviewed on a case by case basis by the administrative team. LHSN reserves the right to drop a student on extended medical absence from any course and to deny credit.

Medication

Students needing medication to be given during school hours, either prescription or over-the-counter, must have a medication authorization form completed by a parent/guardian on file in the Health Room at the beginning of each school year. The medications must be stored in the Health Room and must be dispensed through the nurse's office. The school will stock generic Tylenol, Ibuprofen, an antacid, and cough drops. Any additional over-the-counter medications brought to the Health Room for administration must be delivered in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label. All prescription medications must be supplied in the container with the original prescription label intact. The school will allow students to self-carry and self-administer medication for emergency treatment of asthma and anaphylaxis when the physician has provided a written treatment plan for the condition for which the medication was prescribed.

Physical Exams

All incoming new students are required to have a physical exam and must submit the form with the immunization records to the Health Room before classes may be attended. Physical exams are mandatory by the Missouri State High School Activities Association for returning students before participation in athletic practices and games. All physical exams must be performed on or after Feb. 1 for the upcoming school year.

Immunizations

To start school, all incoming new students must be in compliance with the current State School Immunization Laws, which are mandated to be enforced. It is the responsibility of the parent/guardian to provide the student's immunization record to the school before classes may be attended. Students who are not adequately immunized, in progress, or properly exempted are to be excluded from school until one of these conditions is met.

FEES, FINES, OUTSTANDING TUITION

Lutheran North provides many necessary items for students to use throughout the school year. These include textbooks, athletic uniforms, library and media center resources, etc. It is the responsibility of the student to care for and return all such items when requested. In addition, it is expected that tuition payments will be kept up-to-date.

In the event that an item is lost, damaged or not returned, a fine or fee will be assessed. Fines and fees must be paid no later than the close of the current semester. Students with an outstanding balance will not be able to access PowerSchool. Lutheran North also reserves the right to hold all grades, transcripts and the diploma until the balance is paid in full.

CLOSED CAMPUS

LHSN is a closed campus. Once students have arrived at school they may not leave the premises until 3:00 p.m. Should a student need to go to his/her car, he/she must first receive permission from administration. Students are not allowed to bring friends for visits to the school. All visitors must check in at the office.

AFTER SCHOOL SUPERVISION ROOM

As the school is responsible for the well being of all students while they are on campus, Lutheran North attempts to maintain the safe environment that all parents desire for their children. A security person is on campus from 2:45 to 5:15 p.m. each day. A large percentage of students are involved in extracurricular activities after school and they are supervised by coaches and sponsors. ***Students who are not involved in after school activities are asked to arrange for rides by 3:20.***

However, a small number of students find it necessary to wait for rides after 3:20. All students who are not involved in school sponsored after school activities must report to room 108-109 by 3:25 to wait for rides. The after school room is a privilege until 5:00 p.m.. After 5:00 p.m., a \$5 fee will be assessed for every 15 minutes, or portion thereof, that a student remains in the after school room.

In the after school room, cell phones may not be used without permission. Food and drinks are not allowed in the after school room. Students are expected to follow after school room guidelines and to use this time to study and complete school assignments. **Students are not allowed to leave the after school room unless a parent or guardian first signs them out.**

DRESS CODE

Students should look and behave professionally. Lutheran North students are to be dressed in the approved school uniform. Failure to adhere to dress standards will result in disciplinary action.

1. Uniforms must be purchased from Lutheran North's authorized vendor, Fischer's School Uniforms, 69 Florissant Oaks Shopping Center, 314-921-9972. Used uniforms can be purchased from, or donated to, the Lutheran Resale Shop, 6701 West Florissant, 314-389-9970.
2. Unless notified otherwise, uniforms must be properly worn from the time of arrival until time of departure. Uniform items must be in good repair, clean, and unstained. Do NOT bleach shirts, as the logo color changes!
3. Only uniform sweatshirts, Lutheran North team or club sweatshirts (must be a participant/member) and uniform sweaters are permitted (no hoodies).
4. Hats (or other headgear) are never to be worn in the school building or at any inside school function, including sporting events.
5. Coats and jackets are not to be worn during the school day and must be stored in student lockers.
6. Excessive jewelry may not be worn. This includes multiple bracelets, necklaces, earrings in one or both ears, large pendants, charms, and/or medallions.
7. Piercings – the only visible piercings allowed are on the ears.
8. Tattoos – all tattoos must be covered up so that they are not visible during the school day or when wearing athletic team uniforms.
9. Footwear – Flip-flops, athletic sandals, house shoes, and spiked heels are not permitted. All tie shoes must be laced and tied in the appropriate manner. Pants must be worn over boots.
10. Uniform shirt collars must be visible at all times.
11. Undergarments should not be visible.
12. The entire belt must be visible at all times.
13. Oversized clothing is not permissible.
14. No accessories are permitted to be worn with the school uniform. This includes, but is not limited to neckties, bandanas, pins, buttons, scarves worn as belts or around the neck and hair, etc.
15. Shirts must be tucked in when a student enters the school building in the morning and remain tucked in until the student departs. Shirts may not be rolled; they must be tucked into the skirt or pants.
16. All hairstyles (for males and females) must be neat, clean, and combed. Male hair must be collar length or shorter with no braids or twists or dreadlocks. Hairstyles may not include any designs or be Mohawk or gothic in nature. Hair must not hide the eyes. Hair may not be dyed any unnatural color or spiked.
17. Facial hair must be neat and trimmed at all times, including sideburns and eyebrows. Eyebrows cannot be shaved, parted, or pierced.
18. Skirts must be appropriately sized and hemmed. Skirts must be knee length in both the front and back. Skirts may not be rolled.
19. Sunglasses (or other glasses which do not offer visual correction) are not to be worn in the school building or visible on a student's person.
20. Purses carried to class must be smaller than 8 ½ x 11 inches (a standard piece of notebook paper).
21. Any discrepancies in student dress will be handled in a manner consistent with school policy.
22. During the school year, there may be days when students will be allowed to dress outside of the standard uniform. The administrative office will announce such days.

CELL PHONES / CALLS / ELECTRONIC EQUIPMENT

No cell phone usage is allowed between 7:30 a.m. and 3:00 p.m. Students cannot have cell phones with them during the school day. Cell phones may not be in purses or in pockets. Any phone seen on a person will be confiscated and taken to the office. Cell phones may be stored in lockers or cars. The same applies to radios, MP3 players, and CD players. Any attempt to cheat on homework or exams with the aid of a cell phone will result in dual consequences of cell phone violation and cheating. After 3:00 p.m. students are allowed to use cell phones.

Parents should not distract students by calling them on their cell phones. Messages for students may be left with the office at 389-3100.

Cell phone and electronic equipment first and second violations will result in an immediate detention and a fine. A third cell phone violation will result in a detention, a fine, the loss of on-campus cell phone privileges for a period of 30 days, and disciplinary probation. Additional violations will result in an In-School Suspension, a meeting with the student's parents, and possible termination of cell phone privileges for an entire school year.

LOCKERS AND BOOK BAGS

Each student is assigned an individual locker for the safe keeping of valuables and personal belongings. No one else can enter this locker *if* it is properly locked and the combination is not given to anyone else. Each student will be required to purchase his/her own lock from the LHSN bookstore. This lock becomes the property of the student and is guaranteed. All book bags must be left in lockers.

Students must keep their lockers locked at all times and may not share their lockers with other students. Students should be careful with personal items in order to safeguard them and to remove temptation from others. Any theft should be reported immediately to the supervising teacher and then to the main office. If items are recovered, the office should be notified so that the records may be updated. A student's locker is school property and may be subject to search by a school official.

SIGNS, PURCHASES, AND SALES

Students are not allowed to post signs or distribute pamphlets or flyers on school premises without approval of the administration.

Students are not allowed to make purchases for any school organization without proper authorization. This means that any purchase must be approved by the organization sponsor and have the signature of the Principal.

Students may not sell any products on campus without permission of the administration.

DRIVING AND PARKING

Students must register their automobiles and purchase a \$5 parking sticker. Failure to properly register an automobile or reckless driving may result in the revocation of driving privileges. Students may only park on the north side, south side, and rear of the building. During regular school hours students are prohibited from parking in the front parking area. Speed limit on campus is 15 miles per hour.

FOOD AND DRINK OUTSIDE OF CAFETERIA

Students may not have food or drink in the hallways or classrooms. Bottled water is acceptable as long as it is in a clear, sealable, plastic container.

SNOW DAYS

KMOX serves as our *official* radio station. Television stations include KSDK (5), KMOV (4), and FOX (2). As in the past, we may 1) have no school, 2) be on a snow schedule, or 3) dismiss early. A phone blast will also be sent to families. Please keep the school informed of any changes in contact information.

ELIGIBILITY

Representing LHSN in extracurricular activities is a privilege earned through positive citizenship and good stewardship of talents. Students must meet all state and school requirements to participate.

MEDIA AND TECHNOLOGY

The Media Center is available for student use before and after school as well as during class time and academic lab with prior approval, providing a quiet place for students to study, do research and complete class assignments. Some of the services provided include:

- Access to books and magazines
- High speed wireless Internet access
- Access to digital camcorders and video editing software
- Electronic research materials
- Computers and software for research and report preparation
- A computerized catalog of resources
- Electric Library (online access to hundreds of magazines and newspapers)
- Access to software and materials to enhance production of multimedia presentations

Research and the use of technology are important parts of the educational process at Lutheran High North. Plan to use the Media Center and Computer Center often.

TECHNOLOGY ACCEPTABLE USE POLICY

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

It is important that students using technology at LHSN understand and abide by the following guidelines.

1. Students should not copy Lutheran North software or use technology at LHSN to make or distribute copies of copyrighted software. Copyright laws pertaining to print media, electronic media and resources obtained from the Internet must be adhered to. Music brought from home is not to be used in Lutheran North computers.

2. Use of a computer at LHSN carries the implied consent for examination of all computer files by any teacher or administrator at any time. Permission of the student is not required.

3. Modifying or destroying the work of others on the network or other electronic media is against the law and strictly forbidden. Students must not attempt to gain access to passwords used by other students or staff. Students are responsible for their account on the network and should not share their passwords with other students. Any attempt at unauthorized access to technology resources will result in disciplinary action.

4. Students must not intentionally obtain or display obscene or objectionable materials from the Internet or other electronic resources. Any attempt by students to circumvent Internet filtering will result in loss of technology privileges.

5. Technology at LHSN is for educational purposes only. Students should not install software from home or software that they have down-loaded from the Internet on any LHSN computer. Using technology and the Internet at LHSN is not the same as using them at home. Any student using a computer from home on the LHSN campus must first check with the technology coordinator and abide by all guidelines in this document. Using the Internet for non-educational purposes, sending or receiving personal email, or accessing social networking sites such as Facebook at school is not allowed. Playing games, including games on calculators is not allowed. Any personal use of technology requires the approval of a staff member.

6. Students should not bring food or drink (including candy and bottled water) into areas where they are using technology.

7. Damaging or vandalizing any piece of hardware or software will not be tolerated. This includes marking on equipment, changing or erasing software, physically damaging equipment or making it difficult or unpleasant for others to use.

Every effort has been made to minimize the possibility of students encountering objectionable materials while using the Internet. Parents and students should realize that it is impossible to restrict access to all controversial materials. If a student accesses information that they feel uncomfortable with they should report it immediately to a staff member.

Students should exercise caution when giving out information about themselves online and should consult a staff member before they give out personal information. Technology is a gift from God and should be used in a God-pleasing manner. All use of technology, whether at school or at home, should be consistent with Christian values.

Any student who does not abide by the above guidelines will lose the privilege of using technology at LHSN and be subject to disciplinary action.

SCHOOL CALENDAR 2011-2012

Aug. 17	School begins
Aug. 19	Freshman Mixer, 7:00-9:00 p.m.
Aug. 23	Crusader "Back To School" Night, 7:00 p.m.
Sept. 5	Labor Day – no school
Sept. 30	8 th Grade Visitation – no school
Oct. 1	Homecoming – LHSN vs. Principia, 1:00 p.m.
Oct. 12	PSAT/NMSQT
Oct. 13	End of 1 st Quarter
Oct. 17	Faith in Action Day – early dismissal
Oct. 23	Open House (Prospective Families), 2:00-4:00
Oct. 27	Parent/Teacher Conf. by appointment – early dismissal
Oct. 28	Early dismissal
Nov. 3-5	Fall Drama Production
Nov. 15 & 17	Returning Student Registration, 7:00 p.m.
Nov. 18	Professional Day – no school
Nov. 19	LHSA Fantasy Faire Dinner Auction at Doubletree Westport
Nov. 23-25	Thanksgiving Break – no school
Dec. 1	Incoming Freshman Registration, 7:00 p.m.
Dec. 8	Choir Concert, 7:00 p.m.
Dec. 9	Band Concert, 7:00 p.m.
Dec. 22	End of 1 st Semester
Dec.23-Jan.2	Christmas Break – no school
Jan. 16	Martin Luther King, Jr.'s Birthday – no school
Feb. 12	Open House (Prospective Families), 2:00-4:00
Feb. 12-14	College Bus Tour
Feb. 16	Parent/Teacher Conf. by appointment – early dismissal
Feb. 17	Early dismissal, end of 3 rd quarter
Feb. 20	Presidents' Day – no school
Feb. 24-26	Choir Tour
Mar. 9-10	Academic Fair & Music Festival for Grade Schools
Mar. 12	Faith in Action Day – early dismissal
Mar. 19-23	Spring Break – no school
Mar. 23-26	Band Tour
Mar. 26	Band Home Tour Concert, 7:00 p.m.
Apr. 6-9	Easter Break – no school
Apr. 19-21	Spring Musical – <i>Beauty and the Beast</i>
Apr. 28	Prom at Doubletree Westport
Apr. 30	Senior Day – no school for Seniors
Apr. 30	Junior Retreat
May 3	Choir Concert, 7:00 p.m.
May 4	Band Concert, 7:00 p.m.
May 8	Fine Arts Open House, 6:30-7:30 p.m.
May 8	Elementary Combined Concert, 7:30 p.m.
May 11	Senior Breakfast, 7:30 and Senior Assembly, 8:20
May 16	Baccalaureate at Concordia Seminary, 7:00 p.m.
May 18	Last Day of School
May 18	Graduation, 7:00 p.m.
May 18	Project Graduation at Emerson Y, 10:30 p.m.-5:30 a.m.



Lutheran HIGH SCHOOL North

2010-2011

State Playoffs

Girls' Cross Country – 7th Place, 1 Medalist
Track – 7 Medalists
Baseball – Final 8

District Playoffs

Volleyball – 1st Place
Baseball – 1st Place
Girls' Soccer – 1st Place
Boys' Soccer – 1st Place
Girls' Cross Country – 1st Place, 6 Medalists
Boys' Cross Country – 3 Medalists
Football – 2nd Place
Softball – 2nd Place
Girls' Tennis – 2nd Place
Track – 14 Medalists

League Championship

Boys' Basketball

Music

6 State Medalists
33 District Medalists

Drama Productions

“The Importance of Being Ernest”
“The Fantasticks”