



Student / Parent HANDBOOK

2009-2010
Academic Year

“The Lord is My Rock”
Psalm 18:2

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A WELCOME FROM THE PRINCIPAL

August 2009

Dear LHSP Students and Parents/Guardians:

Welcome to the 2009-2010 school year at Lutheran High School - Parker. As we begin the tenth year of the history of our school, I am excited to see the great things God has in store for our school family. Thank you for being a part of LHSP.

Our theme this year is "The Lord is My Rock" and is based on Psalm 18:2. David, the writer of this psalm, uses the term rock to help us understand the strength of God and that we can truly lean on Him and call upon Him with confidence.

Life has its ups and downs and through them all, it is important for us to focus on God and His love for us, knowing that He will provide all we need each day. He will not only help us through the difficult times but support us while we are going through them.

It is my hope and prayer that each of us at LHSP, students, staff, parents and guardians, will always remember to lean on God and go to him in times of trouble and to remember the assurance that we have of salvation in Jesus Christ. May God richly bless our school year.

God's Love and Blessings,

Joel Palmreuter
Principal

2009-2010 LHSP Calendar

July 31	Sports Physicals
August 10	Golf Practice Begins
August 11	Fall Sports Parents Meeting - 7:00 PM
August 13	Luau & Orientation for New Students and Parents
August 17	Other Fall Sports Practices Begin
August 19	First Day of School - Purple/Silver Day
August 27-28	Freshmen Retreat
August 30	NHS Induction
August 31	Picture Day
September 7	Labor Day - No School
September 14	Back to School Night - 7:00 PM
Sept 30 - Oct 2	Teacher In-Service - No School
October 14	All School Testing Day
October 16	1 st Quarter Ends
October 19-24	Homecoming Week
October 26	Parent/Teacher Conferences
November 2	Winter Sports Parents Meeting - 7:00 PM
November 20-21	Fall Drama Production
November 24	Grandparents' Day
November 25	1/2 Day of School
Nov 26-27	Thanksgiving Vacation - No School
December 7	Christmas Concert - 7:00 PM
December 12	Christmas Social
December 16-18	First Semester Finals
Dec 21 - Jan 1	Christmas Break - No School
January 4	Second Semester Begins
January 18	Martin Luther King Jr. Holiday - No School
January 25-29	Spirit Week
February 12 & 15	Presidents' Day Weekend- No School
March 5	3 rd Quarter Ends
March 9	Parent/Teacher Conferences
March 18 & 19	Nurturing the Faith Conference - No School
Mar 29-Apr 2	Spring Break - No School
April 16	Prom/Scheduling Day
April 28	All School Service Day
May 7-8	Spring Drama Production
May 17	Spring Concert - 7:00 PM
May 25 - 27	Second Semester Finals
May 28	Baccalaureate - 7:00 PM
May 29	Graduation - 1:30 PM

FOREWORD

This handbook is provided to serve as a resource of information for students, parents/guardians and faculty of Lutheran High School - Parker (sometimes hereinafter referred to as "LHSP").

MISSION STATEMENT

Nurturing Academic Excellence
Encouraging Growth in Christ

NONDISCRIMINATORY POLICY

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

PRAYER FOR SUCCESS

Dear Lord Jesus, perfect teacher, wisest of the wise, You lived on earth in complete humanity. You remember Your own days of growing and learning. Help me in my preparation, not only to gain new information, but also to grow in real wisdom.

I do not ask You to give me the highest grades in the class, but rather a clear mind that will make my own best possible. Help me to show love, not only to my friends, but to all, including those that seem to be unlovable. Save me from selfish pride that would lord my successes over my classmates; rather, give me the desire to help those who find it harder to learn.

You know the power of temptation. Deliver me from the temptation of laziness, and help me to be willing to put forth the effort necessary to succeed. Keep me from trying to make my way by dishonesty. Open my eyes to see the wonders of Your world and the goodness of Your grace.

As I grow in learning, make me a sharp and powerful tool, fully equipped to perform Your holy will in this world. Help me to see the earthly calling I should follow. Lord, there are many times in my life here that I will fail You, my teachers, my parents, and myself. Thank you for loving me in spite of my sins and for giving me the assurance that You are always with me. I ask all this of You because You have encouraged me to bring my needs to You in prayer and have promised to hear and answer. In Jesus' name. Amen.

BOARD OF DIRECTORS

Mrs. Hilda Brockmann
Mr. Mark Elmshauser
Mrs. Diana Smith
Mr. David Meineke

Mr. John Paulus
Mr. Guy Lund
Pastor Juls Clausen - CEO

FACULTY/STAFF

Mr. Joel Palmreuter, M.A.	Principal
Mr. Lance Adams, B.S.	Social Science
Mr. Jason Block, M.A.	Athletic Director/Math
Mr. David Casiano	Drama/Yearbook/Computers
Mrs. Nel Clausen, B.A.	Administrative Assistant
Mrs. Brooke Davis, B.S.	Social Science
Mrs. Abbie Duitsman	Admissions Director
Mr. Mark Duitsman, B.A.	Theology/PE
Mr. Steve Fickert, M.A.	PE
Mrs. Cheryl Guillory, BS	Resource
Mrs. Elaine Hall, MA	English
Mr. Brad Hueske B.S.	Science
Ms. Sarah Kawcak, BS	Science/Sports Trainer
Mrs. Jenny Keith, B.S.	English
Mrs. Claudia Littleford, B.A.	English
Mr. Christopher Loesel, BS	Music/Theology
Mrs. Sandy Loptien, B.S	Math/Science
Mr. Paul Manga, BA	French
Ms. Denise Noffze, B.A.	Guidance
Mrs. Lynda Parkinson, BS	Math
Mrs. Mary Ellen Polson, B.S.	Art
Mrs. Celia Radic	Student Services Secretary
Ms. Jennifer Roettjer, M.A.	Theology/Math
Mrs. Sandra Wetzstein, M.Ed.	Spanish

STUDENT COUNCIL

The Student Council is interested in the Christian character of the school and works vigorously to keep Lutheran High School - Parker a distinctive Christian school. It is composed of representatives from each class and works to develop and carry out leadership in the school, plan school activities and represent, in general, the voice of the students.

2009-2010 Daily Schedules

Chapel Schedule

The regular schedule will usually be used Monday, Wednesday and Friday.

Time Schedule	Purple Day	Silver Day
7:40 - 9:07	Block 1	Block 5
9:11 - 9:33	Chapel	Chapel
9:37 - 11:04	Block 2	Block 6
11:08 - 11:38	A Lunch	A Lunch
11:42 - 1:09	Block 3A	Block 7A
11:08 - 11:51	Block 3B	Block 7B
11:53 - 12:23	B Lunch	B Lunch
12:25 - 1:09	Block 3B	Block 7B
1:13 - 2:40	Block 4	Block 8

Academic Lab Schedule

The academic lab schedule will usually be used Tuesday and Thursday.

Time Schedule	Purple Day	Silver Day
7:40 - 9:01	Block 1	Block 5
9:05 - 9:51	Academic Lab	Academic Lab
9:55 - 11:16	Block 2	Block 6
11:20 - 11:50	A Lunch	A Lunch
11:54 - 1:15	Block 3A	Block 7A
11:20 - 12:01	Block 3B	Block 7B
12:03 - 12:33	B Lunch	B Lunch
12:35 - 1:15	Block 3B	Block 7B
1:19 - 2:40	Block 4	Block 8

Purple/Silver Schedule

The purple/silver schedule is used after cancelled school days or unexpected changes in the schedule to balance purple and silver days. Blocks are 42 minutes in length.

Time Schedule	Purple/Silver Schedule
7:40 - 8:22	Block 1
8:26 - 9:08	Block 2
9:12 - 9:34	Chapel
9:38 - 10:20	Block 3
10:24 - 11:06	Block 4
11:10 - 11:36	A Lunch
11:40 - 12:22	Block 5A
11:10 - 11:52	Block 5B
11:56 - 12:22	B Lunch
12:26 - 1:08	Block 6
1:12 - 1:54	Block 7
1:58 - 2:40	Block 8

Late Start Schedule

The late start schedule will generally be used on Mondays when a special meeting is scheduled or when we start school late due to inclement weather or other special late start needs. If a Late Start occurs on a day when we would normally have academic lab, the academic lab will be dropped. Faculty meetings, student organization meetings or other necessary meetings will be conducted on those days. Students may be at school on a late start day by 8:15 a.m. If students must be at school earlier, due to transportation issues, a place will be provided for them. A student must use that place and time to be productive, otherwise they will not be allowed to be at school prior to 8:15 a.m.

Time Schedule	Purple Day	Silver Day
9:10 - 10:18	Block 1	Block 5
10:22 - 10:38	Chapel	Chapel
10:42 - 11:50	Block 2	Block 6
11:54 - 12:16	A Lunch	A Lunch
12:20 - 1:28	Block 3A	Block 7A
11:54 - 12:28	Block 3B	Block 7B
12:30 - 12:52	B Lunch	B Lunch
12:54 - 1:28	Block 3B	Block 7B
1:32 - 2:40	Block 4	Block 8

STANDARDS FOR EXCELLENCE

Lutheran High School - Parker is a Christ-centered community of learners. In a Christian community, the will and love of God gives direction for the daily activities of all members of the community.

It is essential for students, faculty, and staff members to agree that certain basic relationships must exist within this community in order to achieve the mission at LHSP.

Accordingly, the following **STANDARDS FOR EXCELLENCE** serve as expectations for relationships among all those involved in the LHSP community:

A Lutheran High School - Parker administrator, teacher and student...

1. Honors God in prayer, chapel, daily conversations and actions.
2. Honors self by being faithful, loving, cooperative, and demonstrates this by:
 - a. Completing tasks on time.
 - b. Being responsible for their own work.
 - c. Being faithful in the tasks of teaching and learning.
 - d. Requesting help and assistance as needed.
 - e. Choosing language and actions that are appropriate.
3. Honors others by caring, helping, and supporting by:
 - a. Honoring students as unique gifts of God; honoring teachers as leaders and managers.
 - b. Arriving in classrooms on time, being courteous, attentive, and not disruptive.
 - c. Respecting school and others' property as precious gifts of God, and reporting misuse or theft.
 - d. Seeking to love and respect others in choice of words, tone, and body language.
 - e. Seeking to be fair and objective.
 - f. Accepting and cherishing educational, economic, ethnic and cultural diversity.

- g. Seeking help, reconciliation, peace, and forgiveness when a problem occurs.

WHEN CHALLENGING ISSUES ARISE

Because we have all fallen short of God's expectations, sins and challenges will occur in this community. We want to encourage all members of this community to follow the Lord's process of reconciliation as outlined in Matthew 18:15-17.

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.

When a member of our community is offended by another member of our community he/she should:

FIRST communicate the concern with the person seen as the offender.

If no satisfactory results occur, then he/she should...

SECOND take a helper with him/her to communicate the concern with the perceived offender.

If no satisfactory results occur, then he/she should...

THIRD communicate the concern with the perceived offender and a community authority.

If no satisfactory results occur, then he/she should...

FOURTH dissolve the relationship as a final attempt to show the unrepentant offender that there is no God-pleasing relationship.

Our Lord gave us this process for our good. If an offended person does not confront the offender in a spirit of reconciliation, bitterness often grows in the heart of the offended, and the problem worsens. We expect offenders in our community to be ready and willing to repent when their wrong is pointed out to them. We expect the offended in our community to be ready and willing to forgive repentant offenders as God has forgiven us. Nothing is more important in a Christian community.

CAMPUS MINISTRY

Each student at LHSP is a special, unique child of God who is a precious gift from God to his/her parents or guardians. We promise to treat them as such as we strive to be instruments of God in the development of each student's personal relationship with Jesus Christ, nurture them as redeemed children of God and equip them to meet the challenges of an ever-changing world.

WORSHIP

One of the unique characteristics of Lutheran High School - Parker is that it is a worshiping community. Worship is at the heart of what we are and what we do each day as Paul encourages us in Romans 12:1, "present your bodies as living sacrifices, holy and pleasing to God, which is

your spiritual act of worship.” We also worship through our devotional chapels, group devotions, and prayer opportunities.

“SAVED TO SERVE”

The “Saved to Serve” program is our offering to our Lord in thanksgiving for His saving grace to us. Our Christ-Centered Community of Learners will reach out to others individually, or in small groups, offering our talents and time. This program will aid students in matching their talents with home, elementary school, church, LHSP, and the community’s needs.

All students must complete twenty (20) hours of service during each year of attendance at LHSP. These hours will be a part of the student’s theology class requirements and must be completed by the end of the school year. Some of these hours may be fulfilled through service projects in the student’s theology class and school wide service days. (All students will be expected to participate in the school wide service days, even if they have completed their 20 hours.) The remaining hours can be fulfilled by volunteering time at LHSP, another school, a church, other agencies or organizations, or by helping individuals. The work must be something the student would not ordinarily do and the student must not receive any remuneration for their time and effort.

Record and response forms will be available from the student’s theology teacher. It is the student’s responsibility to make sure these forms are filled out and returned to his/her theology teacher for proper credit of hours of service. If there is any doubt about whether a project would count toward the service hours, the student must get approval from his/her theology teacher before doing the project. Failure to do so may result in not receiving credit for those hours.

ACADEMIC POLICIES

ACADEMIC PLANNING

One characteristic of a successful person is his/her ability to plan in order to achieve desired goals. An individual should have short term goals, goals can be set annually (next year’s program), two or three years (what college to attend) or long range (what type of career do I want). In addition, most successful people generally have an alternate plan in case their original plan does not materialize.

Likewise, it has been our experience that successful students know how to plan their schedules to achieve desired results.

Also, successful students generally allow a certain flexibility to cushion their long-range planning because many things change from year to year. As you build your schedule, keep the following in mind:

1. What do I plan to do after high school?
2. What schools offer training or programs in my area of interest?
3. What are the general entrance requirements for these programs or schools?

Students are asked to study the material provided on typical college admissions patterns. It is further recommended that you check with the college of your choice for specific requirements.

Lutheran High School - Parker is a comprehensive high school whose purpose, in addition to Christian training, is to provide a general liberal arts education. LHSP is not a training school to prepare engineers, accountants, etc. The curriculum is designed to prepare the majority of students for college work.

Students are advised to take courses from a wide variety of disciplines that will challenge their God-given abilities. While it seems that colleges are increasing their entrance requirements, in reality they simply expect the high school graduate to be prepared to do college work.

There are many people available who will be glad to assist students in planning: teachers, administrators, parents/guardians, and current college students. Students will receive help with their academic, college and career planning but ultimately it is the student's responsibility.

8-BLOCK SCHEDULE

Lutheran High School - Parker's daily class schedule follows an 8-block, alternating day format. We alternate "Purple" and "Silver" days, blocks 1-4 on "Purple Days" and blocks 5-8 on "Silver Days". Academic labs meet on Tuesday and Thursday and provide an opportunity for study time, enrichment, remediation, individual time with teachers, group project work, media and computer lab access, and other academic activities. This period allows students study and teacher-assisted time. Academic Lab sections consist of 20-25 students representing all grade levels.

We believe the 8-block format offers many advantages and opportunities for our academic program. We wish to nurture active learning habits rather than passive learning. We want our students to be excited about learning and to develop lifetime learning skills.

Some advantages of the 8-block system are:

1. Models college academic schedule.
2. Students and staff have fewer classes to prepare each day.
3. Level of stress for students and staff significantly reduced.
4. Educational experience more consistent with research on learning -- less reliance on lecture.
5. Greater flexibility to experience practical resources.
6. Greater opportunity to use media and computer center, and other resources in the building.
7. Greater opportunity for individualized teacher assistance.
8. More time for problem solving, critical thinking, cooperative learning, interdisciplinary learning, and reflective learning.
9. Less time lost in moving from class to class.

CREDITS EARNED AT LUTHERAN HIGH SCHOOL - PARKER

Lutheran High School - Parker is accredited through the North Central Association of Secondary Schools and Colleges and the National Lutheran Schools Association. Credits earned at LHSP may be transferred easily to high schools throughout the United States and to U.S. accredited schools overseas. Each full year course receives one (1) unit of credit per year. Half year courses will receive one-half (1/2) unit of credit. Certain elective classes may receive one-quarter (1/4) unit of credit.

GRADUATION REQUIREMENTS

To graduate, a student must have earned 24 units of credit, plus one-half unit of Theology credit for every semester in attendance. In addition to the Bible credit, the twenty-four (24) units include the following:

English	4 units	Physical Education	2 units
Science	2 units	Computer Class	0.5 unit
Mathematics	3 units	Fine Arts	1 unit
Social Science	3 units	Electives	8.5 units

For the class of 2010, the graduation requirements are 22 units of credit, plus one-half unit of Theology for every semester in attendance. Only 0.5 unit of fine arts and 7.0 units of electives are required.

It is the responsibility of all students to make sure they meet all the requirements for graduation. Teachers and administration will assist students in every way possible to assure appropriate requirements are being met.

RESOURCE PROGRAM

The Resource Program provides strategies and modifications for students with organizational and educational challenges. It is **not** a special education program with special education services. LHSP uses information provided by the family, from testing and other professionals to develop the strategies and accommodations for each family admitted to the program.

STUDENT LOAD

Students will have 8 courses in their schedule. This schedule allows a student to earn 8 credits per year. A student must complete 24 units of credit, plus one-half unit of Theology for every semester in attendance in order to graduate (22 credits + Theology if the class 2010). Juniors and seniors may take off campus college classes or work-study opportunities for credit, which must be approved **in advance** by the guidance counselor. Any other deviation from this policy must have the principal's approval **in advance**.

LATE ARRIVAL / EARLY DISMISSAL

With an eight block schedule, some students' academic plan may allow them to arrive later than 7:40 a.m. to school or leave earlier than 2:40 p.m. Any student wishing to take advantage of this policy must have a form on file in the office and must not be at school during the time they do not have class. If a student is arriving after the first block of the day, they are expected to be at chapel and have to attend academic lab unless arrangements have been made with the dean of students. Leaving campus during the school day is not allowed unless they are a senior with off campus privileges. Students are responsible for getting information missed during announcements that may have been made during the times they were not on campus.

ACADEMIC HONESTY

Cheating and/or plagiarism are serious topics and as a school we do take them seriously. In order to discourage cheating, the following steps will be taken:

1. On the first offense, the student will lose credit on the assignment or test and parents/guardians will be notified. This is a level A infraction.
2. On the second offense, the student will lose credit on the assignment or test and the parents/guardians will be notified. This is a level B infraction.
3. On the third offense, the parents/guardians will be notified and the student will fail the class. This is a level B infraction.

* Note that the above steps will apply even if the incidences of cheating and/or plagiarism occur in different classes and/or different school years.

HONOR ROLL

Students who receive a 3.0 average for any quarter will be given Honor Roll recognition. Students who have a 3.5 average for any quarter will be given High Honor Roll recognition.

GRADE POINT VALUES

GRADE POINT VALUES FOR COURSES:

- A= 4 Points per semester for each block class-.5 unit credit
- B= 3 Points per semester for each block class-.5 unit credit
- C= 2 Points per semester for each block class-.5 unit credit
- D= 1 Point per semester for each block class-.5 unit credit
- F= 0 Points per semester for each block class-.5 unit credit

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

- A= 5 Points per semester for each block class-.5 unit credit
- B= 4 Points per semester for each block class-.5 unit credit
- C= 3 Points per semester for each block class-.5 unit credit
- D= 2 Point per semester for each block class-.5 unit credit
- F= 0 Points per semester for each block class-.5 unit credit

CLASS RANK AND GRADE-POINT AVERAGE:

1. Marks for all subjects for which credit is given, whether passed or failed, will be used in computing grade point averages (also called **current average**).
2. Marks for high school courses taken in grade 7 and 8 are not included when computing grade point averages and are not included in the units for graduation. A student may elect to receive credit for summer school courses during the summer previous to the 9th grade.
3. If a student repeats a course failed or repeats a course to improve the grade, only the higher grade and credit received the time the higher grade was received is used in computing the grade point average and total credit. The lower grade course will be changed to “Audit” with no credit.
4. The grades of students who transfer into LHSP are considered on the same basis as those of students who have been enrolled in LHSP for their entire high school experience. All procedures outlined in this book apply also to transfer students.

REPORT CARDS - PROGRESS REPORTS

LHSP has **8 grade reporting periods**. Report cards are issued at the end of each quarter. Progress reports are issued at the mid-quarter point and are available through Edline. Only semester grades are placed in the permanent record.

Grades at LHSP mean the following:

- “A” -Indicates superior and outstanding performance.
- “B” - Performance in all areas is good.
- “C” - Demonstrates average performance.
- “D” - Demonstrates weak, but passing performance.
- “F” - Lack of effort results in unacceptable performance.
- “T”- Indicates a grade that is incomplete due to certain circumstances. A contract will be filled out and the class should be made up in two weeks.
- “P” – Pass (only given for classes that are marked PASS/FAIL)
- “WP” – Withdraw Passing
- “WF” – Withdraw Failing (Withdraw is placed on transcripts for students that drop a class after the first progress report of the semester. A student may not drop a class after the last progress report of the semester.)
- “AU” – Audit (class was taken – not for credit)

ADMISSION STANDARDS

Students will be admitted to Lutheran High School - Parker if:

1. Parents/Guardians and students are supportive of the mission of the school as stated in the Mission Statement and on the Enrollment Data Sheet.
2. The student's social, academic, and school citizenship record at the previous school is satisfactory, and the student comes with a recommendation from the administrator or counselor of the previous school.
3. The student has not failed more than one class the previous semester and has a GPA above 1.5.
4. The student has cumulative standardized achievement test scores at the 15th percentile or above.
5. The student is not involved in gang-related activities.
6. The student does not have a learning, behavioral, or emotional disability or disorder for which the school is not prepared to provide special services.
7. International students must qualify on an English proficiency test (TOEFL or SLEP) in order to be accepted for admission.
8. Parents/Guardians and Students sign an Enrollment Contract and any other required forms for the current school year and are in full compliance with all of the terms and conditions of such contract and forms.

Students not meeting criteria 2, 3, or 4 as stated above may be considered for enrollment on the condition that they are enrolled on probation.

ACADEMIC PROBATION

Academic probation will be based upon semester grades and will last for the entire next semester.

A student will be placed on academic probation if he/she:

1. fails two or more classes, or;
2. fails one class and has a semester GPA below 1.5.

A student may be placed on academic probation if he/she:

1. has a semester GPA below 1.5, or;
2. has consistently turned in homework late.

A student who is placed on academic probation:

1. may not be allowed to enroll in honors classes.

A student who raises his/her grades above the academic probation standards at the end of a semester will be taken off of academic probation.

A student who does not show progress in getting off of academic probation may lose the privilege of continued enrollment at LHSP.

ACCREDITATION

Lutheran High School - Parker is accredited through the North Central Association of Secondary Schools and Colleges and the National Lutheran Schools Association.

TUITION AND FEES

Those students whose churches hold membership in the Colorado Lutheran High School Association pay an annual tuition of \$7,450. Students whose congregations are not members pay \$8,100. Tuition for foreign exchange students is \$10,100.

Each student is annually charged a registration fee of \$150 and a materials fee of \$475. (These fees are non-refundable.) This covers textbook rental, a planner, course materials, a yearbook, testing materials, most activities fees, attendance at home athletic events, and registration and scheduling services. Except as otherwise provided in this handbook or in the Enrollment Contract for the current school year, there are no additional fees for activities related to the school program except those deemed necessary by TAPSS or special circumstances. Not included are the costs of a class retreat expenses, special field trips, transportation, lunches and a graduation fee for seniors.

1. The registration fee and materials fees are to be paid on or before the 1st day of July preceding the beginning of the school year.
 - a. These fees are determined annually by the Board and are subject to change.
 - b. These fees are to be paid before the student is considered enrolled for the year and students may not complete the scheduling process until the fees are paid in full.

2. Tuition may be paid by the year, by the quarter, or by the month consistent with and subject to the terms and conditions of the Enrollment Contract for the current school year.
 - a. Those families who have chosen to pay by the year are required to pay the entire tuition amount in full on or before the 1st day of August of such school year.
 - b. Families who have chosen to make quarterly payments are required to pay four (4) equal installments of the full tuition amount due on or before August 1, November 1, February 1 and May 1 of such school year.
 - c. Families who choose to pay by the month are required to pay ten (10) equal installments due on or before the first day of each month beginning August 1 to and including May 1 of such school year. There is a \$3 per month charge for families who choose to pay by the month.
 - d. There is a “grace period” of 15 calendar days for those paying by the quarter or by the month, after which the full tuition amount will be considered delinquent effective as of July 1 preceding the school year. A student will not be allowed to continue in school after 30 days beyond which the tuition was originally due, unless special arrangements have been made.
 - e. Semester exams will be given only to those students whose fees and tuition payments are not delinquent.
 - f. Report cards, transcripts, and diplomas will be given only if tuition and fees are fully paid.

3. Student tuition grants are available on a limited basis for those families who are not able to pay the full tuition costs. Parents/Guardians must apply using an application form. Parents/Guardians of students receiving tuition aid are required to provide 20 hours of service to the school. Students receiving tuition aid are expected to demonstrate good stewardship by maintaining minimum academic and behavior standards.

4. Nothing contained in this handbook shall limit or otherwise affect the rights and remedies of LHSP or The Colorado Lutheran High School Association in the event of a default under the terms and conditions of the Enrollment Contract, all of which rights

and remedies shall be cumulative of any other right or remedies available to LHSP or The Colorado Lutheran High School Association under this agreement, at law or in equity.

DISCIPLINE

We operate on the premise that it is a privilege for us to teach and train the children of God in our care and that it is equally a privilege for students to attend our school. In order for this educational experience to be most effective, it is essential for teachers to provide instruction and discipline in a positive, fair, caring, and loving environment and equally important for students to receive that instruction and discipline in a willing and cooperative manner. An important part of that educational experience is learning the skills necessary to live in a community of people. Among those skills are learning self-discipline, positive interaction with others, and cooperation and sacrifice for the good of the community.

We realize that we live in an imperfect world, and the community of LHSP is no different. We also recognize that we live under the forgiveness and the love of Jesus Christ, and it is through that relationship that our instruction, discipline, and respect for one another is established and strengthened.

Discipline is a part of the discipling process whereby we use God's tools of instruction and correction to help us grow and mature as disciples. The staff of LHSP strives to enable that to happen by seeking to communicate effectively so the students have a clear understanding of acceptable practices and behavior, their underlying purposes, resulting consequences (positive and negative), and God's process of change for our lives. We also strive to shepherd our students by seeking to provide a consistent environment and constant reinforcement and reminders. Finally, we also seek to provide correction through fair consequences and adequate follow-up.

Discipline becomes necessary when a member of the LHSP community responds in a way that is contrary to God's will and/or disruptive to the learning environment of the school. The purpose of discipline then is to help the individual recognize the error of his or her response, accept the forgiveness needed, learn, grow, and be renewed from the experience.

Our guide in matters of conduct is based on II Corinthians 5:14, "for the love of Christ compels us." This means that cooperation with regulations is expected in a spirit of Christian love. When there is willful disobedience, the discipline of the Law must be applied. Proverbs 29:19 gives reference to this: "A servant cannot be disciplined by mere words; though he understands, he will not respond." This means that consequences result from inappropriate behavior. These consequences may take the form of loss of certain privileges at school, detention, probation, suspensions, and/or expulsion.

DISCIPLINARY STEPS

All teachers will be encouraged by administration to discipline their students in a proper manner that corrects and punishes poor behavior but also maintains a proper Christian relationship between the teacher and the student.

In the event that a student's behavior warrants attention from administration, the teacher may issue a detention to that student, fill out the appropriate paperwork, give the paperwork to the principal, and contact the parent(s) or legal guardians. Proper reasons for the issuing of a detention are detailed under "Detentions."

If a student's conduct is dangerous to others or threatens to disrupt school, the student will be immediately dealt with by administration and appropriate consequences will be assigned.

Repeated consequences for poor behavior will result in being moved through the five-step disciplinary system. Upon arrival at the fifth step, a student will be recommended for expulsion to the CEO of the Colorado Lutheran High School Association.

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

The five step disciplinary system is as follows:

Step 1: A student will be placed on step 1 if he/she receives 7 detentions in a school year.

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

Step 2: A student will be placed on step 2 if he/she receives five more detentions in a given school year.

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

Step 3: A student will be placed on step 3 if he/she receives five more detentions in a school year.

Upon reaching step 3, the student will receive a 3-day suspension from school. The parents/guardians and student will have a meeting with the Principal.

Step 4: A student will be placed on step 4 if he/she receives five more detentions in a school year.

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

Step 5: A student will be placed on step 5 if he/she receives five more detentions in a school year.

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

CONSEQUENCES OF MISBEHAVIOR

Level A Infraction – results in a detention. Both teachers and administrators can assign detentions. (See “Detentions” for further information.)

Disrespectfulness to a teacher or staff member	Foul language
Major classroom disruption	Chapel misconduct
Cheating / plagiarism (1 st offense)	Misuse of a hall pass
Leaving school grounds without permission	Blatant public displays of affection
Skipping assigned detention time	Unexcused absence
Being late for assigned detention time	Repeated minor offenses
Lack of effort during a work detention	Violation of the school’s internet policy
Reckless / careless driving in the parking lot	
Refusal to turn over a cell phone, iPod, mp3 player, or other electronic devices	

Not checking in with the attendance secretary if he/she comes 20 or more minutes late.
2nd and further dress code violations
Any offense similar in severity to other Level A infractions

The following actions warrant immediate placement or advancement in the disciplinary step system:

Level B Infraction – results in the automatic advancement of one step in the disciplinary step system. The number of detentions carries over.

Possession of a lighter or matches
Being connected with fighting, using challenging or “fighting” language, or encouraging a fight
Forgery of parent’s signature(s)
Flagrant disrespect to a teacher or staff member
Cheating / plagiarism (beyond 1st offense)
Repeated skipping of assigned detention time

Any offense similar in severity to other Level B infractions

Level C Infraction – results in automatic advancement of two steps in the disciplinary step system. The number of detentions carries over.

Possession of gang paraphernalia or symbols
Fighting
Possession of sexually explicit material
Possession or use of tobacco
Theft / vandalism under \$20 – includes restitution
Forgery of a teacher’s signature
Unauthorized server access
Immoral sexual conduct
Genuine displays of homosexual affection

Any offense similar in severity to other Level C infractions

Level D Infraction – results in automatic advancement of three steps in the disciplinary step system. The number of detentions carries over.

Theft / vandalism \$20 or greater – includes restitution
Theft or possession of teacher’s materials – solution manuals, tests, answer keys, etc.
Possession of fireworks
Possession of a school key
Possession of drug paraphernalia
False fire alarm

Harassment of a student (Please see "Harassment" for further information.)
School drunkenness / impaired functioning
Flagrant fighting
Possession or use of illegal drugs or alcohol
Attempt to change grades electronically

Any offense similar in severity to other Level D infractions

Level E Infraction – results in automatic advancement to step 5 of the disciplinary step system and recommendation for expulsion to the CEO.

Bomb threat	Verbal threat to an employee
Possession of a weapon	Battery / assault on an employee
Possession of an explosive	Harassment of an employee
Possession of drugs or alcohol with intent to distribute	Lighting a fire in/on school grounds

Any offense similar in severity to other Level E infractions

Since LHSP is in partnership with parents in this process, it is expected that parents cooperate in the areas of instruction and discipline and willingly be involved in solving problems by meeting with teachers and/or administrators, reinforcing consequences, and encouraging their child/children.

DETENTIONS

When a detention is given, the Principal will arrange a time for the student to serve the detention.

A teacher or administrator may assign detentions to a student for any Level A infraction or similar infraction.

Specifically, certain detentions may be assigned by administration. Students can receive an administrative detention for:

- Unexcused absences.
- Skipping an assigned detention or arriving late for an assigned detention.
- "Not working" during a "work detention."
- The second dress code violation in a given school year and any subsequent violations.
- The fourth time a cell phone, pager, ipod, MP3 player, or any other device has been confiscated by a teacher.
- Not checking in with the attendance secretary if they were late for school.

Each detention issued by administration for the reasons listed above will be accompanied with a \$10 fee assigned to the student. The student will not be allowed to serve the detention unless the fee is paid and risks further detentions for not serving assigned detentions.

DISCIPLINE PROCESS

With respect to student discipline, the school official will:

1. Inform the student what school expectation was not met or write it down and give the student a copy.
2. Give the student the opportunity to tell his/her version of the incident.

If a student's parent disagrees with the consequences, he/she has the right to appeal the school official's decision to the Principal and then to the Chief Executive Officer.

DEFINITIONS:

School Sponsored Activity: Any activity in which there is official representation by a member of the school staff, without which the event could not take place.

Suspension: Temporary exclusion from all school activities.

Parent Withdrawal: A student is withdrawn from LHSP at parental request.

Expulsion: Loss of student status at LHSP, exclusion from all LHSP activities, and no credit is awarded.

Probation: A written contract of conditions under which a student may return to and/or continue in school. Conditions vary according to situations. The contract will be signed by the student, parents/guardians, principal, and other appropriate administrators.

ATTENDANCE

Good attendance is a must in order for a student to be the most successful student he or she can be. LHSP expects that students attend and be on time to all classes and activities. Each student's attendance record goes into his or her permanent file and is a reflection of the student and the school.

ABSENCE DEFINITIONS & PROCEDURES

1. The compulsory attendance law recognizes the educational value of regular attendance in school. Presence in a classroom aids in instilling self-discipline and exposes a student to group interactions with teachers and fellow students. Such presence also enables a student to hear and participate in class instruction, discussion, and other related learning experiences.
2. Class sessions are planned with the assumption that each student is present every day. In most cases the absence creates a burden on the student and the teacher. Furthermore, the office must be able to locate any student at any time during the day. Once on the school grounds in the morning, a student must remain on campus and out of the parking lot until the school day has ended.
3. Students are expected to attend all scheduled classes. When students miss more than 9 days in any class per semester (excused, explained, or unexcused) consideration would then be given by the Dean of Students regarding loss of credit for that class. When a

student accumulates a total of 4 unexcused absences (for being truant, sent to the office for discipline problems, sent to the office for dress code violations, for oversleeping, being suspended from school or other unexcused absences) in a semester, the student will possibly lose credit for that course. Absences resulting from participating in school-sponsored activities do not apply and are not counted.

4. At the time of the fifth absence in a semester, a letter will be sent to the home advising parents/guardians of the absences to that point and making them aware of the consequences of further absences, and offering suggestions to achieve improved attendance.
5. If a student is absent 7 times in a semester, the Dean of Students will arrange a conference with that student and will contact the student's parents/guardians to explain the consequences of further absences and discuss issues related to the student's absences.
6. On the 9th absence of the semester, the Dean of Students will notify the parents/guardians and the student of what action will be taken if the student exceeds 9 absences in a semester.

DEFINITIONS

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

Excused absences are absences due to illness, family related illness, family emergencies, death of a relative, and other approved explained reasons. Except as otherwise provided in this handbook, all work missed will be allowed to be made up for full credit.

Unexcused absences are absences due to truancy, suspension, oversleeping, or other unapproved reasons. Except as otherwise provided in this handbook, work may be made up for partial credit, or depending on the absence, may receive no credit.

Explained absences are other parent-approved absences, such as vacations and doctors appointments. The Dean of Students should be notified **two days** in advance. Except as otherwise provided in this handbook, if the absence is approved by the Dean of Students, then the student may make up all work for credit. If the request is not made in advance, the absence may be unexcused.

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

PROCEDURES

1. A parent/guardian should call the school by 9:00 a.m. to report an absence. Assignments must be requested with the phone call. An assignment sheet will then be sent to each teacher to record missed assignments. The sheet will indicate an excused absence to the teacher. The sheet can be picked up at the end of the day in the main office or on the following day. They may also be faxed if a parent/guardian is unable to pick them up after school.
2. If a parent/guardian has not called, the school office will consider the student truant. The school office will contact the parent/guardian to verify all truant students. **It is the responsibility of the school, and the school only, to decide if an absence is excused.**

3. Students may not leave the school property during the school day without parent/guardian permission. All students must check out through the school office before leaving and back into the office when returning. The consequence for truancy or unexcused absence is an after school or Saturday detention.
4. If a student misses more than 20 minutes of a class block, they are considered absent, not tardy.
5. Students are required to be in school for at least 2 blocks (except for special circumstances cleared by the Dean of Students) to be able to participate in extra-curricular activities or practice on that day.

TARDIES

In order to maintain a proper atmosphere for learning, LHSP stresses good punctuality for its students. Students and teachers are expected to be in the proper classroom and ready for class when the bell rings. Teachers will hold students accountable for this behavior according to the following guidelines:

1. A student will be considered tardy if he/she is not in the classroom the instant the tardy bell stops ringing. The teacher will inform the student when he/she has been counted tardy to class.
2. A student detained by another teacher is expected to bring a note from that teacher with the date, time, and reason. Students without a note will be counted tardy.

A student is allowed to be tardy up to 13 times in a semester. Excessive tardiness will be handled in the following manner:

1. A student will be notified on the 10th tardy that he/she is approaching the limit of 13.
2. A student will be fined \$10 each for the 14th-21st tardies.
3. A student will receive a Level C Infraction and a 3-day suspension from school upon the 22nd tardy.
4. A student will be fined \$10 each for the 22nd-29th tardies.
5. A student will be recommended for expulsion upon the 30th tardy.

Students can eliminate tardies by going to assigned rooms immediately and directly without loitering in the halls.

ILLNESS

If a student becomes ill during the school day, he or she should ask his or her teacher for a pass to excuse the student to the main office. If necessary, arrangements will be made with the parents/guardians for the student to go home. These telephone arrangements must be made by the school secretary or Dean of Students. **Students should not call home or make their own arrangements to leave if they are ill.**

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

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

- a. The parents/guardians will be contacted at home or work.
- b. The family doctor listed on the medical form will be contacted, if necessary.
- c. The Douglas County Sheriff (911) will be contacted for an emergency vehicle. If the situation appears life threatening, this will be the first step.

SELF MEDICATION

We do allow students to carry and self-administer over the counter and prescription medication as long as the proper form is on file in the office. Parents/Guardians should list any over the counter or prescription medications that they allow their student to carry / self-administer. If medications change during the school year, the form should be updated as soon as possible.

A student may also receive over the counter medication from the office as long as the appropriate form is on file with the office. The office can also hold prescription or over the counter medication for a student if the parents/guardians prefer.

FIRE DRILLS AND STORM ALERT

Fire drills and storm alerts are serious business and are conducted for the safety of the students and the prevention of injury. Therefore, it is necessary to comply with the proper procedures.

DRESS AND APPEARANCE CODE 2009-2010

Lutheran High School - Parker perceives education as a formal activity and has adopted a conservative approach to the type of clothing appropriate for school dress. Therefore, LHSP minimizes the focus on fashion and moves students to a certain degree of conformity. Basically, school clothes should do the following:

- ...Reflect modesty
- ...Be neat and clean
- ...Convey a dressed up appearance
- ...Not contain slogans or symbols that may be offensive, considered non-Christian or glorify death

It is expected that all students will follow dress and appearance code from the time of arrival to the time of departure. This means students must be in dress and appearance code the entire time they are on campus. The only exception to this is for after school athletics or events that require otherwise. Special dress days may take place throughout the year.

Parents' Responsibility

Parents/Guardians should read and review the dress code their student. LHSP believes that the major responsibility for student appearance rests with the parents/guardians. As a result, parents/guardians have an obligation not only to provide clothing, but to guide the student's

selection in proper wearing apparel and determine its suitability. Parents/Guardians should see that students are dressed appropriately for school.

Boys' Dress Code

1. All boys are to wear shirts that have collars, such as a polo type shirt or oxford style shirt. Turtlenecks and mock-turtlenecks are acceptable. Sweaters and shirts designed to be worn untucked are acceptable and must have knit webbing or a straight hem at the bottom. T-shirts are not acceptable. Team athletic jerseys are not acceptable except on designated days. Shirts should be free of writing, images, or anything more than a small logo.
2. All boys are to wear neat and clean trousers. Black, navy blue, grey or khaki colored Docker-style pants or dress pants are the acceptable styles and colors. Camouflage pants, denim or sweat materials are not appropriate. **Pants must be neatly hemmed and must hang from the waist. A belt is required for all pants with belt loops.**
3. Docker-style or dress shorts of black, navy blue, grey or khaki are also acceptable. All shorts must not be shorter than 3" above the knee.
4. All boys should wear appropriate footwear that should be worn at all times inside and outside of the building. Topsiders, loafers, or dress shoes are acceptable. Athletic shoes may also be worn in good taste. Dress style sandals are allowed. No flip flop style or slippers are allowed.
5. No hats, caps, or headgear of any type is allowed. Sunglasses are not allowed to be worn inside the building.
6. Jackets, coats or hoodies should not be worn during the school day. Jackets or coats worn into the building must be neat and clean and have no negative patches or designs. Jackets, coats and hoodies must be stored in lockers during school hours. Blazer style or knit sweaters are allowed to be worn in the classroom.
7. No pierced ears or body piercing jewelry of any type is allowed.
8. Tattoos of any type are not appropriate for LHSP and must not be visible on school grounds or at extra-curricular events.
9. Boys should not wear makeup.

Girls' Dress Code

1. All girls are to wear dressy shirts that may or may not have collars, such as a polo type shirt or oxford style shirt. Turtlenecks and mock-turtlenecks are acceptable. Sweaters and shirts designed to be worn untucked are acceptable and must have knit webbing or a hem at the bottom. If a shirt that is designed to be worn untucked is too short to cover a student's midriff or back, then a plain undershirt that is completely tucked in must be worn under the shirt and the outer shirt must be buttoned up. At no time, including while sitting or with arms raised, should the midriff or back show. Shirts worn must have a modest neckline. Shirts should be free of writing, images, or anything more than a small logo. **T-shirts are not acceptable.**
2. All girls are to wear neat, clean trousers. Black, navy blue, grey or khaki Docker-style or dress pants are the acceptable styles and colors. Camouflage pants, denim or sweat materials are not appropriate. Pants must be neatly hemmed. A belt is required for all pants that have belt loops.
3. Docker style shorts, skorts, skirts, and capri pants of black, navy blue, grey or khaki colors are acceptable. All shorts and skirts must not be shorter than 3" above the knee. If a skirt has a slit, the slit must not be shorter than 3" above the knee.

4. If dresses are worn, they must be modest. Dresses must not be shorter than 3" above the knee. Denim dresses or skirts are not acceptable. Dresses must not be form fitting to the body. If dresses are sleeveless the strap must be 2" in width or more on the shoulder.
5. All girls should wear appropriate footwear that should be worn at all times inside and outside of the building. Topsiders, loafers, or dress shoes are acceptable. Athletic shoes may also be worn in good taste. Dress style sandals are allowed. No flip flop style or slippers are allowed.
6. No hats, caps, or headgear of any type is allowed. Sunglasses are not allowed to be worn inside the building.
7. Jackets, coats or hoodies should not be worn during the school day. Jackets or coats worn into the building must be neat and clean and have no negative patches or designs. Jackets, coats and hoodies must be stored in lockers during school hours. Blazer style or knit sweaters are allowed to be worn in the classroom.
8. Girls may have no more than two piercing filled on each ear. No other body piercing jewelry is allowed.
9. Tattoos of any type are not appropriate for LHSP and must not be visible on school grounds or at extra-curricular events.
10. Makeup that is worn should not be distracting or offensive.

Hair length and styles follow various fads and trends. Here also, LHSP has adopted a conservative approach. Specific hairstyles that follow passing fads will be decided upon as they arise. However, the following guidelines will be followed:

- No dying or bleaching of hair that is considered distracting or not a natural color
- No facial hair for boys (sideburns are not to go below the earlobe)
- Boys' hair should not fall below the shirt collar
- No shaving of any part of the head beyond what would be considered a "traditional" haircut
- No hair should be lower than eyebrow level in front

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

VIOLATING DRESS CODE

All members of the LHSP community (students, parents, teachers, and administrators) share in the responsibility for implementation of these guidelines. Students whose dress is inappropriate for the situation will be sent to the Principal immediately. A student will not be allowed back to class unless he/she is in accordance with the dress code.

The consequences of being out of dress code are as follows:

1. First Offense: The student will be detained with the Principal until the situation is corrected. If the student cannot become in accordance with the dress code in an appropriate amount of time, a detention may be given for an unexcused absence.
2. Second Offense: In addition to #1, the student will be issued a detention.
3. Third Offense: In addition to #1, the student will be issued a detention.

4. Fourth Offense and any following offense: The student will automatically be moved up one step in the disciplinary step system.

These consequences are accumulated over the course of the school year, not by semester.

GUARDIANSHIP

If there is any change in guardianship after the student has been accepted as a student, the office must be notified and any appropriate paperwork needs to be filled out.

EMANCIPATED STUDENTS

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

MARRIED STUDENTS

If a student should plan to be married while enrolled at Lutheran High School - Parker, the student and the parents (or guardians) **must** first seek counsel of the Principal. Further counseling may be required, and specific recommendations may be made as a result of such counseling.

If the decision to marry while at Lutheran High School - Parker is made after such discussions and counseling, continued enrollment will be determined on the basis of the following criteria:

That such enrollment

1. will be in the best interests of the married student(s), and
2. will not be detrimental to the purposes and ministry of Lutheran High School - Parker.

Because this situation is not of the norm, the status of the married student(s) will be reviewed periodically by the Principal. Failure to inform the school administration or failure to follow the recommendations of the Principal may jeopardize continued enrollment.

PREGNANCIES AND STUDENT PARENTS

Students who are pregnant or have become parents while enrolled at Lutheran High School - Parker must share that information with the Principal in order that counseling and the ministry of forgiveness, reassurance, love, and support may be given to the student and the family.

Because this situation is not of the norm and may be disruptive to the educational process, the continued enrollment of the pregnant student or the student parent shall be reviewed periodically by the Principal. Failure to inform the administration or not following the recommendations of the Principal may jeopardize continued enrollment.

Children of student parents are not permitted to be on the campus during the regular school day, but are welcome at other activities.

ABORTION

The Lutheran Church-Missouri Synod and the Colorado Lutheran High School Association endorse a pro-life position and the need to nurture a deep reverence and gratitude for God's gracious gift of human life.

Students contemplating or having had an abortion should share that information with the Principal or designee so that counseling may begin immediately.

While The Colorado Lutheran High School Association does not condone abortion, it does wish to share God's Word, His will, His love with those whose life is touched by such realities.

DISPLAY OF AFFECTION

While some forms of public display of affection may be acceptable in a Christian high school setting (such as a friendly hug), other forms and situations may be embarrassing and offensive. In order to maintain an inoffensive and business-like academic atmosphere, students are asked to be aware and considerate of the feelings of teachers, fellow students, and visitors and refrain from public display of affection at school and at school functions at home and away. Whether an action is appropriate or not is at the discretion of the staff.

TOBACCO, ALCOHOL AND OTHER DRUGS

"Do you know that your body is a temple of the Holy Spirit within you, which you have from God. You are not your own; you were bought with a price. So glorify God in your body." (1 Corinthians 6:19-20)

As a means of preventing the use, possession, distribution, and/or sale of tobacco, alcohol, drugs, and/or drug paraphernalia, –LHSP has incorporated drug education into its total education program. However, no community is free from alcohol and drugs. In fact, the use of these substances is widespread, even among adolescents. Thus, LHSP has acknowledged the need for a policy that addresses substance abuse by its students.

The foremost responsibility of the staff of LHSP is to insure parents and students a chemical-free school, in which substance use is regarded as incompatible with the Christian principles upon which Lutheran education is based. Consequences are designed to discourage substance abuse. Nonetheless, should a student be involved with tobacco, alcohol or other drugs, the school will feel compelled, as part of its ministry, to work with students and families toward rehabilitation.

STATEMENT OF EXPECTATIONS

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

1. The LHSP campus and surrounding areas
2. School-sponsored activities

3. Vehicles designated by the school for transportation of students to and from school-sponsored activities
4. Students governed by athletic training rules

STATEMENT OF ACTION

The following procedure will be used when a student uses or possesses tobacco, alcohol, and/or drug paraphernalia, which is a Level D infraction:

1. The student will be immediately moved up three levels in the disciplinary step system. This may result in a recommendation of expulsion if the student was already on step 2, 3, or 4.
2. The procedures followed when a student reaches step 4 are outlined under "Discipline."
3. Re-admittance following the suspension may require assessment and evidence of participation in drug or alcohol treatment.

Expulsion from school will result in cases involving the sale and/or distribution of tobacco, alcohol, and drugs or the intent to sell tobacco, alcohol, or drugs.

All decisions of the Principal related to this policy may be appealed to the Chief Executive Officer.

If necessary, law enforcement agencies will be involved. The administration and faculty will provide full cooperation upon request in police investigations relative to the use, possession, distribution, or sale of drugs or other illegal and/or dangerous substances.

In those cases where there is a reasonable cause to suspect, but inconclusive evidence to prove the use of alcohol or other drugs in connection with any school activity, medical tests may be requested by the school and must be completed within six (6) hours of the request. Failure to comply with this request subjects the student to disciplinary action for the use of alcohol and drugs as outlined earlier.

WEAPONS

LHSP, in the interest of the safety of its students and staff, prohibits the unsanctioned use, possession, or storage of weapons anywhere on campus. Possession and storage of any kind of a weapon, or articles that may be used as a weapon, at LHSP or at any school-related activity on or off campus is a Level E infraction which is grounds for a recommendation of expulsion to the CEO.

CELLULAR PHONES AND PAGERS

Cellular phones and pagers should not be used on campus during the school day. They need to be kept in lockers or backpacks and be turned off. All cellular phones and pagers seen during the school day will be confiscated.

When a teacher confiscates a cell phone from a student, it will be turned in to the Principal. The guidelines for the return of the cell phone to the student are as follows:

1. First offense during the school year: \$5 fee for the return of the cell phone or pager.
2. Second offense: \$10 fee for the return of the cell phone or pager.
3. Third offense: \$10 fee for the return of the cell phone or pager.
4. Fourth and following offenses: Parent / Guardian must retrieve the cell phone or pager and a detention is issued to the student.

HARASSMENT POLICY

The Colorado Lutheran High School Association is committed to providing a learning environment that is free from harassment of any student or employee by any other student or employee. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential (where possible), and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to and including dismissal. Students found to have made false or frivolous charges will also be subject to disciplinary action, up to and including expulsion.

Harassment occurs when an individual is subjected to treatment, which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or gender. Harassment can occur any time during school related activities. It includes, but is not limited to, any or all of the following:

Verbal Harassment: Derogatory comments and jokes with intent to harass; threatening or obscene words spoken to another person.

Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement.

Visual Harassment: Publicly displaying or making obscene gestures with the intent to harass; derogatory, demeaning or inflammatory posters, cartoons, written words or drawings.

Sexual Harassment: Includes unwelcome sexual advances, unwelcome requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature.

Cyber Harassment: Verbal, visual, or sexual harassment directed toward any student, family member, or staff member, or the posting of harassing material at school or outside of school.

It is the student's responsibility to:

1. Conduct himself/herself in a manner which contributes to a positive school environment.
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing.
3. Immediately inform anyone harassing him or her that the behavior is offensive and unwelcome.
4. Report all incidents of discrimination or harassment to a school official.
5. If informed he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

Harassment Complaint Procedure:

- Step #1: Students who feel aggrieved because of conduct that may constitute harassment should directly inform the person engaging in such conduct that the conduct is offensive and should stop. If the student does not feel comfortable doing this, he/she shall direct the complaint to a school official.
- Step #2: If the complaint is not resolved by the action taken in step one, students may appeal to the Principal or his designee by filing a written complaint.
- Step #3: Both parties shall have the right to appeal the decision of the Principal to the CEO and ultimately to the Board of Directors by filing written notice.

DISCIPLINARY PROCEDURE FOR HARASSMENT SITUATIONS

If a student feels that he/she is being harassed, the following steps should be followed:

1. Students who feel aggrieved because of conduct that may constitute harassment should directly inform the person engaging in such conduct that the conduct is offensive and should stop. If the student does not feel comfortable doing this, he/she shall direct the complaint to the Principal.
2. The principal will ask the student to write down exactly what occurred, and if the situation meets the definition of harassment, appropriate steps will be taken to discipline the offender.

Under the procedures outlined under "Discipline," harassment is a Level D infraction that warrants an automatic advancement of three steps in the disciplinary step system. This may result in a recommendation of expulsion if the offender is already on steps 2, 3, or 4.

Both parties shall have the right to appeal the decision of the Principal or his designee to the CEO of the Colorado Lutheran High School Association by filing written notice.

STUDENT TRANSPORTATION

When Lutheran High School - Parker students are required or choose to participate in academic or extra-curricular activities away from the campus, the following policies will be in effect to insure that reasonable care has been demonstrated for the care and safety of the student and staff participants.

1. LHSP owns and operates vehicles for transportation to school activities. These school vehicles will be used whenever possible to transport LHSP students to events. Approved drivers will be used to operate these vehicles. Commercial carriers will be used during the winter season with the longer mountain "trips". The determination for use of commercial carriers will be made by the school administration.
2. Private vehicles may be used at times to transport students. If the distance is thirty miles or more one-way, drivers of vehicles must be staff members or other drivers 25 years or older. Private vehicles can be used for a small group traveling and for circumstances approved by the school administration.
3. Students who have written parental permission may be used to transport students to and from activities, provided the distance does not exceed thirty (30) miles one way

- and provided those passenger students have written parental permission to travel with other students as drivers.
4. In all cases where private vehicles are used for student transportation, it is understood that the insurance of such vehicle becomes the primary carrier.
 5. Commercial buses, coaches, and vans will be rented or leased from those carriers that:
 - a. Provide verification of adequate insurance coverage.
 - b. Have properly equipped vehicles.
 - c. Employ drivers with adequate training.
 - d. Have a record of excellent service in the community.
 6. School vans or buses rather than coaches will be used when the one-way distance is 100 miles or less unless the cost for coaches is equal or nearly equal to the cost of a school bus.
 7. Spaces on rented buses not occupied by the team or group will be made available to spectators, who will pay the per seat cost.
 8. Exceptions to the above policy may be made for good cause by the Principal.
 9. Students parking private vehicles at LHSP must park in the parking lot in the designated spots.
 10. Students and their parent(s)/guardian(s) will be required to sign one or more written release forms releasing the school from liability resulting from student transportation, and nothing contained in this handbook shall limit or otherwise affect the terms and conditions of such release(s).

GENERAL INFORMATION AND GUIDELINES

ADMINISTRATIVE OFFICES

The general school office is located at 11249 Newlin Gulch Boulevard. The day-to-day operation of the school is handled in the school office. The school office phone number is (303) 841-5551 and the fax number is (720)842-1015.

The Colorado Lutheran High School Association offices are located at 3201 W. Arizona in Denver on the campus of Denver Lutheran High School. The phone number is (303) 934-8611.

Business related information can be received at the Association offices.

ATHLETES-NON-SCHOOL PARTICIPATION

Individuals certified to participate as members of any high school sport may not practice with or play with any non-school athletic group without receiving approval of the Principal which may be granted or denied in his sole discretion.

ATHLETIC TRAINING REGULATIONS

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

AFTER SCHOOL SUPERVISION

LHSP attempts to maintain a safe environment that all parents/guardians desire for their children. Some students will be involved in extracurricular activities before and after school and are supervised by coaches and sponsors. Students who are not involved in after school activities are asked to arrange for rides by 3:00 p.m. The only reason a student should be at school after that time would be for an extra-curricular activity. Students waiting to participate in an extra-curricular activity will be provided a place to study. If a student is not able to be picked up by 3:00 p.m., arrangements must be made with the school office. The school does not provide supervision after 3:00 p.m.

SNOW DAYS OR CLOSING OF SCHOOL

If it becomes necessary to close school due to inclement or severe weather or other emergency, announcements will be made on radio stations KOA, 850 AM, and on TV channels 2, 7, and 9. The welcome message on the school phone will also be changed by 6:15 a.m. LHSP may 1) have no school, 2) be on a snow schedule, or 3) dismiss early.

ELECTRONIC EQUIPMENT

Lutheran High School - Parker realizes that in today's world many parents/guardians provide their children with pagers and cellular phones for very legitimate reasons. Lutheran High School - Parker does provide for parents/guardians to telephone the school in case of emergency and leave messages for students with the school office. *For that reason and because they may be a distraction to the learning process, pagers and cellular telephones must be left in the student's locker. Students may also drop them off in the office before school and pick them up when they leave.*

Lutheran High School - Parker also realizes that radios, tape players, compact disc players, or MP3 players with headphones are prevalent in students' lives for recreational purposes. Since these recreational devices do not contribute to the educational climate of the building (unless used for instructional purposes), *they are not to be used during school hours.* All confiscated electronic equipment will be kept in the office until a parent can pick it up or arrangements have been made with the Principal. Administration does reserve the right to check the contents of a phone or other electronic device if warranted.

Deleted: Dean of Students.

Use of recorders, photographic equipment, or computers of any type must have been approved by a teacher before use during school hours.

CLOSED CAMPUS

LHSP is a closed campus. *This means students may not leave school before the designated closing time without permission from the office.* Seniors who have reached a certain standard of excellence will be granted the opportunity to go off campus during lunch or during an off period. Information regarding this privilege will be shared by the Dean of Students with the seniors. Students wishing to bring a visitor to school must request permission from the office **two** days in advance. Visitors will generally only be allowed on campus if they express a sincere interest in attending LHSP. All visitors must check in at the office.

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. All book bags must be left in lockers.

Thefts, unfortunately, do occur. Therefore, students should be careful with their personal items in order to safeguard them and to remove temptation from others. Any theft should be reported immediately to the supervising teacher and then to the main office. If items are recovered, the office should be notified so that the records may be updated.

Lockers and locks are the property of The Colorado Lutheran High School Association. School administrators act as agents of the owners while supervising and regulating their use. The student exercises control of his or her locker from other students, but not from the school and its officials. Lockers are meant to serve the student for legitimate private uses, and school administration will provide the necessary protection for such privacy.

The Principal or his designee may also inspect lockers to insure school safety and the pupils' welfare, to determine if students are harboring stolen property, weapons, or illegal substances, or to rid the building of safety and/or health hazards. Police may search all lockers in case of a bomb search. In other cases the police must first serve a warrant which is specific in nature and the search should be within its limitations.

Students using locker room lockers for PE or sports must supply their own combination lock which is registered with the PE office.

INJURIES

When a student is injured, the school will take appropriate action. Following the injury, the student should go to the office and ask for an accident-report form. The student should complete this form together with the teacher who was supervising the activity and secure the proper signatures. All insurance claims should be made immediately.

INSURANCE

Student accident insurance is available for both limited coverage as well as full-time coverage for those who wish to purchase it. All students who participate in any interscholastic sports must carry insurance. Parents/Guardians should contact the office for information.

DRIVING AND PARKING

All cars driven to school must be registered in the school office. Driving at LHSP is a privilege and can be revoked. Administration does reserve the right to search vehicles on the property if warranted. All school rules apply to the parking lot as well. Parking is available in the designated spots in the parking lot. Students and their parent(s)/guardian(s) will be required to sign one or more written release forms releasing the school from liability resulting from the operation of motor vehicles by students, and nothing contained in this handbook shall limit or otherwise affect the terms and conditions of such release(s). Drive safely!

DROPPING OFF AND PICKING UP STUDENTS

Drop off and pick up of students will become a greater safety issue as enrollment increases. LHSP needs the help of students and parents/guardians to avoid an unfortunate accident in the parking lot. As a result, students and parents/guardians need to observe the following guidelines:

1. Doors open at 7:00 a.m. – Students arriving before 7:30 a.m. should go to the Flex Room.
2. Students being dropped off during the following times in the morning should be dropped off in the drop off/pick up zone on the east side of the building and not in the parking lot.
Regular Schedule – 7:25 a.m. to 7:40 a.m.
Late Start Schedule – 8:55 a.m. to 9:10 a.m.
3. Students being picked up immediately after school should be picked up in the drop off/pick up zone on the east side of the building and not in the parking lot.
4. Students should be picked up by 3:00 p.m. unless involved in after school activities. Parents/Guardians should contact the office if this is a problem.

FOOD AND DRINKS

Food and drinks will be available in vending machines in the vending room located in the Flex Room, before and after school and during lunch. All food and drinks must stay in the Flex Room. NO food or drinks except water in a clear container are allowed in classroom areas.

LUNCH

LHSP will provide a lunch program brought in from a local restaurant three days a week. Students will have an opportunity to order and pay for these lunches on a monthly basis in the school office. Students may bring their own lunches. Microwave ovens will be provided for student use.

LOST AND FOUND

Found items should be taken to the Student Services Secretary's desk. Students should check several times if they have lost an item because someone may turn it in even after several days. If an item is lost, a report should be made with the office.

IMMUNIZATIONS AND PHYSICAL EXAMS

All new students are required to have the immunization card, with the most recent immunization information, in the school office before classes may be attended.

Students intending to participate in athletics must have a *Physical Examination and Parent Permit for Athletic Participation* AND an *Athletic Permission Form* completed and turned into the school before they may participate.

ELIGIBILITY

To be eligible to represent Lutheran High School - Parker publicly in co-curricular activities, a student must maintain certain eligibility standards. Activities include but are not limited to music (exception: required curricular concerts), drama, speech and debate, athletics, student

council, and the like. Two failures on any ineligibility report will make the student ineligible to represent LHSP from Tuesday through the following Monday. A failure of two semester classes renders the student ineligible to represent LHSP in any activity for the following entire quarter. Individual coaches may enforce higher standards for their program. Transfer students may be ineligible to compete in varsity sports for a period of time, according to CHSAA policies.

PURCHASES

No school purchases can be made by anyone without proper authorization by the Principal. Students, committees and organizations should never make purchases directly without approval.

TELEPHONE CALLS

Students are generally not called out of class to receive telephone calls except in cases of emergencies. Messages will be sent to the classroom from the office. Office or classroom phones are not to be used by students. If a student **must** make a phone call they may use the student phone located in the Student Services area and must ask permission from someone in the office before using the phone.

TEXTBOOKS

Textbooks are furnished to students on a loan basis. Students are responsible to return all loaned materials in good condition. Fines are assessed for instances of loss or abuse.

TRANSPORTATION

Lutheran High School - Parker provides morning transportation to school from the parking lot of Shepherd of the Hills Christian School on South University in Centennial and Peace with Christ Christian School in Aurora. There is a fee for this service. Lutheran High School - Parker also provides a list of families by zip codes to encourage car pools.

MEDIA AND TECHNOLOGY

The Media and Computer Centers are available for student use after school as well as during class time and academic lab. They provide a quiet place for students to study, do research, and complete class assignments. Some of the services provided include:

- Access to books and magazines
- Internet access
- Electronic research materials
- Computers and software for research and report preparation
- Multimedia materials for use in student presentations

TECHNOLOGY ACCEPTABLE USE POLICY

The use of technology resources at Lutheran High School - Parker is a privilege and must be treated as such by all students. Technology resources include but are not limited to: computers, printers, video equipment, information storage devices, copy machines, software and the

Internet. These resources are to be used for educational purposes in accordance with the Christian mission statement of Lutheran High School - Parker.

It is important that students using technology at Lutheran High School - Parker understand and abide by the following guidelines:

1. Students should not copy LHSP software or use technology at LHSP to make or distribute copies of copyrighted software. Copyright laws pertaining to print media, electronic media and resources obtained from the Internet must be adhered to.
2. Modifying or destroying other students' work on disk or other electronic media is strictly forbidden. Students must not attempt to gain access to passwords used by other students or staff. Any attempt at unauthorized access to technology resources will result in disciplinary action.
3. Students must not intentionally obtain or display obscene or objectionable materials from the Internet or other electronic resources.
4. Students using technology should take care of computers by not downloading or installing any software without permission, and not clicking on ads or competitions.
5. Technology at Lutheran High School - Parker is for educational purposes only. Commercial use 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) into areas where technology is used.
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.

Reasonable efforts have been made by LHSP to minimize the possibility of students encountering objectionable materials while using the Internet. Parents/Guardians and students should realize that it is impossible to restrict access to all controversial materials. If a student accesses information that they feel uncomfortable with, they should report it immediately to a staff member.

Students should recognize the fact that using the Internet at school is different from using the Internet at home. The Internet at school is used for approved educational activities. Free surfing on the Internet is not an acceptable activity. Personal e-mail accounts are not to be used on LHSP computers unless it is used for academic purposes with staff approval. Playing games on the computers is permitted only with teacher permission.

Teachers may use blogs, wikis, pod casting or other resources inside and outside of the classroom. These, even if they are used from home are considered an extension of the classroom. Students posting information on the Internet are expected to act safely by keeping personal information out of their posts. Students should not post last name, username, password, e-mail address, home address, or any other information that could help someone locate or contact the student in person.

Inappropriate use is a Level A infraction and will result in loss of access privilege as well as a detention.

STUDENT ACTIVITIES

STUDENT COUNCIL

The primary vehicle of student voice into the administrative process is the Student Council. The class officers welcome students' ideas and suggestions. Student Council researches and recommends to the administration on behalf of the student body. Student council is made up of volunteers that are approved by the administration. Freshmen representatives will be chosen early in September. Representation to the student council may change as the size of the school increases.

CLUB/CLASS MONEY

All club and class income is turned into the school office and credited to the proper group. The money is placed in a common fund, which is deposited in a bank account. Whenever a group needs money for a school-approved purchase, the treasurer of the group makes a requisition, countersigned by the sponsor, and receives a check or cash for that amount.

ATHLETICS-INTERSCHOLASTIC TEAMS

Participation in interscholastic programs is open to both boys and girls. Girls volleyball, boys soccer, football, boys and girls cross country and golf will be offered in the fall. Boys and girls basketball and dance will be offered in the winter. Girls soccer, boys baseball, and boys and girls track and field will be offered in the spring. LHSP will offer sports based on student demand and coaching availability. If a sport is not being offered at LHSP, students may participate at the public school district of the student's choice.

YEARBOOK

The school yearbook is produced to provide a pictorial and literary review of the year's activities. Yearbook participation is an important activity. Students must be approved by the advisor and have a sincere desire to serve as members of the staff. Elective credit is given for yearbook participation.

Each student receives a yearbook. The cost of the yearbook is included in the materials fee.

NATIONAL HONOR SOCIETY

National Honor Society is a service organization whose membership is determined by a faculty review process of those applying that considers service, leadership qualities, character and academics. Membership is limited to qualified juniors and seniors.

SCHOOL NEWSPAPER

The school newspaper is produced by the journalism class.

DRAMA

Normally a fall and spring drama production will be produced each year under the supervision of a drama sponsor. Drama is open to all students and includes actors and stage hands.

CLUB POLICIES

It is the policy of Lutheran High School - Parker to encourage students to participate in out-of-classroom activities. Students wishing to join such clubs are expected to attend the club meetings and to assume the responsibilities of membership.

Clubs may be organized when a sufficient number of students show an interest, when the purpose of the club is clearly defined, when the Director of Student Activities and the Principal

give their approval, and when a sponsor has been assigned. Students are encouraged to discuss the possibility of forming new clubs with the Principal. Students are cautioned not to join too many clubs, as the responsibilities thereby assumed may endanger their academic standing.

OTHER ORGANIZATIONS

PARENT-TEACHER LEAGUE - Teacher and Parents Standing Strong (TAPSS)

All parents/guardians and teachers are considered members of the Lutheran High School - Parker TAPSS. This organization meets when necessary and will provide support for the smooth and effective operation of the school. LHSP encourages all parents/guardians to become involved.

BOOSTER CLUB

The Booster Club provides support for the extracurricular activities of LHSP. Parents/Guardians are encouraged to join. The Booster Club runs the concession stand and provides workers for extracurricular activities.