



# LUTHERAN HIGH SCHOOL

Teaching Truth. Changing Lives.

## Saints

### Handbook & Guidelines

*The mission of Lutheran High School of Indianapolis is to prepare young adults for a Christian life while providing academic excellence in a Christ-centered environment.*

#### Lutheran High School of Indianapolis

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Accredited by:

- The North Central Association of Colleges and Schools
- National Lutheran Schools Association
- Indiana Department of Education.

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# Mission Statement

The mission of Lutheran High School of Indianapolis is to prepare young adults for a Christian life while providing academic excellence in a Christ-centered environment.

## Introduction

Since our school opened in 1976, the mission of Lutheran High School has been to prepare young adults for Christian life while providing academic excellence in a Christ-centered environment. As a Christ-centered school, we encourage students to grow in their relationship with our Lord and Savior Jesus Christ; to understand God's grace and what it means for their lives so they may in turn serve others. At Lutheran High School, we are "Teaching Truth, Changing Lives."

Students attending Lutheran High School can expect a digitally enriched 1:1 environment where every student is given an Apple MacBook laptop to interface with course content and engage in 21st century learning. Our experienced staff of educators blends 21st century skills – critical thinking, collaboration, communication, and innovation – with a traditional high school curriculum centered around reading, writing, mathematics, science, technology, government, history, world languages, physical education, theology, and fine arts.

## Philosophy

Lutheran High School believes in educating the whole child - spiritually, academically, physically, emotionally, and socially. Education should first help students to understand who they are as unique and divinely created children of God. This understanding gives rise to a need in students to fully develop their gifts and talents with which they have been blessed by our God. Teachers and others – parents, administrators, Board members and staff – aid this development by working to provide an affirming, disciplined, Christ-centered environment. Faith and learning are integrated in every aspect of Lutheran High School thus preparing students for servant leadership in our society.

Lutheran High School strives to create a positive learning environment, one in which each student is healthy, safe, engaged, supported, and challenged. Our curriculum is designed to promote readiness for the world beyond college readiness, vocational readiness, and spiritual readiness. Our aim is to arm students with the knowledge and skills to become lifelong learners, effective citizens, productive workers, and members of the Body of Christ. We continually strive to make improvements that better serve our students and families and to provide rigorous coursework to make our students competitive in the global workforce.

# Lutheran High School is a member of the Lutheran Church

Lutheran High School of Indianapolis is a member of The Lutheran Church—Missouri Synod (LCMS). The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God, Father, Son, and Holy Spirit, a faith built on “the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone” (Eph. 2:20). With the universal Christian Church, The Lutheran Church—Missouri Synod teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world’s redemption; and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity – Father, Son, and Holy Spirit – are coequal and coeternal, one God.

LCMS congregations and schools voluntarily choose to belong to the Synod and, although diverse in many ways, all hold to a shared confession of Jesus Christ as taught in Holy Scripture. We believe without reservation that the Scriptures of the Old and the New Testament are the written Word of God and the only rule and norm of faith and of practice. In addition, the Synod accepts without reservation the writings contained in the Book of Concord: The Confessions of the Evangelical Lutheran Church. Believing in the authority of Holy Scripture and that the Lutheran Confessions are a correct interpretation and presentation of biblical doctrine; our congregations agree to conform all their teaching and practice to the Scriptures and the Confessions.

The LCMS “is not an ecclesiastical government, exercising legislative or coercive powers” (LCMS Constitution, Article VII) concerning its member congregations, schools, and ministers. However, the voluntary association as a member includes an agreement to respect and honor and uphold (Bylaw 1.7.2, 1.8.1) decisions (resolutions) made by the LCMS in its national conventions regarding the understanding of the teachings of Scripture and the Lutheran Confessions and practices that are consistent with such teaching. The LCMS in convention is the “principle legislative assembly” of the LCMS (Bylaw 3.1.1) and its resolutions and statements are the position of the LCMS in matters of doctrine and life. The Constitution and Bylaws of the LCMS provide specific guidance for the implementation and supervision of the teaching and practice of its members (congregations, schools, and rostered church workers).

Congregations of the LCMS, while upholding teachings and practices that are consistent with Scripture and the Lutheran Confessions and while honoring convention resolutions, are self-governed and establish policies based on local circumstance and expediency. An LCMS congregation or school ministry operates according to its own constitution and bylaws – which are required by the <sup>[1]</sup><sub>[SEP]</sub>LCMS Bylaws to be reviewed by the district through which the congregation/school holds membership <sup>[1]</sup><sub>[SEP]</sub>in the LCMS – and therein establishes an orderly way of making decisions and determines which individuals or entities in the congregation (e.g., the pastor, church council, board of elders) will have authority to act on behalf of the congregation/school in specific circumstances. The Constitution and bylaws of Lutheran High School of Indianapolis govern our decision-making and policies. A copy is available upon request.

## **Statement of Belief Concerning Relationships**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27).

We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

We believe that in order to preserve the function and integrity of Lutheran High School of Indianapolis as the local Body of Christ, and to provide a biblical role model to the Lutheran High School members and the community, it is imperative that all persons attending and employed by Lutheran High School in any capacity, or who serve as volunteers, agree to respect and act according to this statement concerning relationships (Matt 5:16; Phil 2:14-16; 1 Thess 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the behavior expectations of the Lutheran High School community.

## **Admission to Lutheran High School**

Lutheran High School is open to families who are like-minded spiritually, who are supportive of our mission statement, philosophies, foundation in the LCMS, beliefs, and whose students meet our enrollment standards. Our purpose is to serve families who desire not simply a private education, but a distinctively Christian education. Lutheran High School does not and will not discriminate based on race, color, national and ethnic origin in the administration of its admission policies, educational policies, student aid, athletics, and other school-administrator programs. For more information on admission to Lutheran High School, visit [LHSI.org](http://LHSI.org) [Admissions](#).

# Academic Information & Policies

Incoming freshmen will meet with the guidance counselor to determine their graduation plan. To help students plan for their graduation and interests, Lutheran High School has developed an [Academic Course Planner](#). For a complete listing of courses available, see [Curriculum](#).

## **Graduation Requirements**

Lutheran High students must successfully complete a minimum of 40 credit hours and earn either an Indiana Core 40 Diploma or an Indiana Core 40 with Academic Honors Diploma. Indiana's Core 40 is the academic foundation all students need to succeed in college, apprenticeship programs, military training, and the workforce. All students earning a high school diploma in Indiana must successfully pass a prescribed Indiana standardized achievement tests in both Mathematics and English. In addition, all students will be required to take a mathematics or quantitative reasoning course each year they are enrolled. Quantitative reasoning courses include AP Biology, Economics, and any Chemistry or Physics course.

**Lutheran High School and Indiana Core 40 Course Requirements:** Each semester earns one credit hour

**College and Careers (1 credit)** Freshmen take this one semester course. This course is designed to introduce students to the digitally enriched 1:1 environment at Lutheran High School along with addressing the knowledge, skills, and behaviors all students need to be prepared for success in college, career, and life. The focus of the course is the impact of today's choices on tomorrow's possibilities.

**English (8 credits)** Students must take an English course every semester. ACP Public Oral Communication P155 is considered an elective course and does not fulfill any of the eight credits for the eight English credits. Courses include English 9, English 10, English 11, Honors English 11, English 12, Speech, ACP Speech, ACP English W131 (Reading, Writing and Inquiry); ACP English L202 (Literary Interpretation). The ACP English courses are considered dual credit courses; each course is one high school credit and available for seniors only. Students receive 3 credits for each course through Indiana University if they fulfill the course requirements for I.U.

**Fine Arts (4 credits)** There are a variety of Fine Arts courses to choose from to fulfill this requirement. Courses in Art (2D and 3D) and Music are offered, including Band, Choir, Piano Lab, AP Music Theory, and AP Art.

**Mathematics (6 credits)** Required courses (2 semesters each) are Algebra I, Algebra II, and Geometry. Typically, these courses are taken in that order. Incoming Freshmen who have demonstrated proficiency in Algebra I in grade 8, may take Geometry. Students are encouraged to complete additional Math courses beyond the minimum required courses. Courses offered include Pre-Calculus (2 semesters), Discrete Math (1 semester), Probability and Statistics (1 semester). Honors courses are offered in Algebra II and Pre-Calculus and AP Calculus is also offered.

**Physical Education and Health (3 Credits)** Two semesters of Physical Education, (PE I & PE II), are required and should be completed by the end of the sophomore year. PE I and PE II, (each one semester), are prerequisites to Physical Conditioning. The other credit is earned by taking the required semester of Health, typically taken during the freshman year. Lutheran High School does an Alternative Physical Education Program, details can be found on the LHSI website under [Calendar/Forms](#).

**Religion** Each student must take a Religion course each semester they are enrolled at Lutheran High School. Service hours are required in most courses. Freshmen and Sophomores take A Servant's Heart (2 semesters). Juniors and Seniors may select from these one semester courses: Christian Family, Christian Doctrine, Applied Christianity, Apocalyptic Literature, Christian Leadership, Religions of the World, and Foundations of Christian Ethics.



**Science (6 Credits)** All students are required to take Biology (2 semesters) and must take a full year of Integrated Chemistry/Physics (ICP), Chemistry, or Honors Chemistry. Students must have two additional credits from one of the following courses: Honors Human Anatomy & Physiology, Honors Physics, ACP Chemistry C101/C121, ACP Physics P221, and AP Biology. Incoming freshmen take a placement exam to determine which course, ICP or Biology, they should take as a freshman. The ACP Science courses are considered dual credit courses; each course is a full year (2 semesters) worth two high school credits and students receive 5 credits through Indiana University if they fulfill the course requirements for I.U. ACP Physics P221 must be taken in conjunction with AP Calculus. Students are encouraged to take four years of science.

**Social Studies (6 Credits)** Students must take Geography and History of the World (2 semesters) during their freshman or sophomore year. Generally, U.S. History (2 semesters) is taken during the junior year, (AP U.S. History may be substituted), and during the senior year students take one semester each of Economics and Government. Students may choose to take additional electives, which include Psychology, Sociology, Indiana Studies, and Ethnic Studies.

**World Language (4 credits)** Four credits (two years) in the same language are required. Spanish and American Sign Language are offered, each through a fourth year. The third and fourth years of Spanish are ACP courses, which provide the opportunity to earn college credit in addition to high school credit. For students taking Spanish3/ACP 200, they have the choice to register to earn credit with Indiana University. For students taking Spanish4/ACP 250, they are required to register with I.U. All students are encouraged to continue in a world language beyond the required two years.

### **Indiana Core 40 with Academic Honors Diploma Course Requirements**

Students seeking the Indiana Academic Honors Diploma must meet the Lutheran High School and Indiana Core 40 Diploma requirements and the following state requirements:

1. Earn grades of "C" or above in all courses required for this diploma
2. Earn an overall grade point average of at least a 3.0 ("B")
3. One of the following must be completed:
  - a. AP courses equaling 4 credits and the corresponding AP exam.
  - b. Academic, transferable dual high school/college courses resulting in 6 college credits
  - c. Earn 6-8 Core 40 world language credits  
(6 credits in one language or 4 credits each in two languages).
  - c. AP courses equaling 2 credits, the corresponding AP exam, and academic transferable dual high school/college courses resulting in 3 college credits
  - d. Minimum 1750 combined SAT score with a minimum 530 on each of the math, critical reading, and writing sections
  - e. Minimum 26 composite on ACT and complete the written section of the ACT

In addition to the above requirements, all students will be required to take a mathematics or quantitative reasoning course each year they are enrolled. Quantitative reasoning courses include AP Biology, Economics, any Chemistry or Physics course.

### **Advanced Placement (AP), Dual High School/College Credit, Honors Courses**

The Advanced Placement Program (AP courses), sponsored by the College Board, offers secondary school students the opportunity to participate in challenging college-level course work while still in high school. Students can receive credit, advanced placement, or both from thousands of colleges and universities that participate in the AP Program.

Dual high school/college credit courses offered at Lutheran High school are ACP English W131 Reading, Writing and Inquiry, ACP English L202 Literary Interpretation, ACP Public Oral Communication P155, ACP Chemistry C101, ACP Chemistry C121, ACP Physics P221, ACP Spanish 200, ACP Spanish 250 and successful completion results in 3 college credits from Indiana University for each course.

Honors courses at Lutheran High School are intended to academically challenge gifted students and may be taken in place of the corresponding course, for example, Honors Algebra II may be taken in place of Algebra.

Students enrolling in Advanced Placement (AP), Dual Credit (ACP), or Honors designated courses must meet stated course and grade prerequisites and departmental approval. To maximize the likelihood of successfully completing these courses, students must evidence strong academic skills, high test scores, consistency of performance and self-discipline. **All AP, Dual Credit, and Honors level courses are evaluated on weighted GPA scale.** For more information on these courses, see [Curriculum](#).

**Grading Scale and Grade Point Average (GPA) for Semesters**

A student’s grade is a professional judgment by an instructor of the student’s academic achievement and progress. At the beginning of the course, the teacher will provide students with a written statement of course requirements and policies and explain grading procedures. All grades are passing except "F". ONLY SEMESTER GRADES are listed on the permanent record.

Grade Point Average (GPA) is based on semester grades. It is calculated by dividing the total number of grade points earned by the number of credits attempted. Each student will receive a semester GPA and a cumulative GPA. A higher point value is used when calculating GPA for courses with Weighted Grades, (All AP, ACP, and Honors designated courses.). Grade point average (GPA) is the basis for computation of class rank and the semester honor roll. The school-wide semester grading scale, grade points and weighted grade points are as follows:

**Semester Grading Scale, Grade Points and Weighted Grade Points**

Grade	Percentage	Grade Points	Weighted Grade Points
A	91.5-100	4.00	5.00
B	82.5-91.49	3.00	4.00
C	73.5-82.49	2.00	3.00
D	64.5-73.49	1.00	1.00
F	0-64.49	0	0

Lutheran High School recognizes three levels of academic achievement:

- High Honors - GPA of 3.80-4.00+
- Honors - GPA of 3.79 - 3.40
- Honorable Mention - GPA of 3.39 - 3.00

The school year is divided into two semesters, each of which is divided into two 9-week quarters. Students receive grades for each quarter. Each semester grade is figured based on the grades for the two quarters and the final examination or equivalent assessment. Each quarter is worth 40% and the final examination or assessment is worth 20%. In the event the course does not require a final examination or equivalent

assessment, the two quarter grades will be used to calculate the semester grade, each quarter is 50% of the grade. In addition, students must pass both 9-week quarters, or a 9-week quarter and the final examination to pass the semester.

### **Formula to Calculate Semester Grade with a Final Exam**

$$\text{Semester Grade \%} = (1^{\text{st}} \text{ quarter \%} \cdot 0.4) + (2^{\text{nd}} \text{ quarter \%} \cdot 0.4) + (\text{Final \%} \cdot 0.2)$$

### **Formula to Calculate Semester Grade Without a Final Exam**

$$\text{Semester Grade \%} = (1^{\text{st}} \text{ quarter \%} \cdot 0.5) + (2^{\text{nd}} \text{ quarter \%} \cdot 0.5)$$

Semester grades will not have a + or -, but a + or – will be used on a quarter grade to indicate to the students if they are in the higher or lower range for a particular letter grade. The + or – will be assigned as follows:

97.5 A+	88.5 B+	79.5 C+	70.5 D+
94.5 A	85.5 B	76.5 C	67.5 D
91.5 A-	82.5 B-	73.5 C-	64.5 D-

### **Mid-Quarter Grades**

At the mid-point of the quarter, a progress report will be sent to parents and students to notify them of their current grades. These grades are unofficial and are not reflected in the quarter or semester grade.

### **Incomplete Grades**

A student receiving an “Incomplete” for a grade in a class must make up the material within two weeks of the end of the marking period. (The Head of School may grant exceptions for extended absences.) Incomplete grades are given ONLY when a student is absent during the last few days of a marking period or for extended absences due to illness.

### **Report Cards and Monitoring Student Progress with ParentsWeb on RenWeb**

Report Cards are available about a week after the end of each of the marking periods. Parents and students can access report cards online at [ParentsWeb](#).

Parents and students are encouraged to monitor their progress in their courses throughout the grading period instead of waiting until the end of the grading period using RenWeb. Teachers post grades on individual assignments so parents and students can monitor progress.

Teachers will use the following alternative marks in RenWeb Gradebooks to correspond course standing:

- I** = Incomplete: *Assignment has been given, and not ready for assessment; a new due date will be established consistent with the number of excused absences for that assignment (grade = no score applied until assessment completed)*
- M** = Missing: *Assignment completion is past due date, and not available for assessment (grade = score of “0” zero will be applied for missing assignment)*
- P** = Pending: *Assignment has been turned in and awaiting assessment by teacher (grade = no score applied until assessment completed)*

**RenWeb Grades are live and fluid. They are a current status of progress, leading to a final mark at the end of a grading period.** Should academic concerns arise, parents and students are encouraged to contact the teacher to discuss a way to improve. Access to RenWeb is only granted if all fees and tuition are up to date. Parents are encouraged to request information about graded papers, notebook, tests, quizzes, projects, etc. from their student. Parents can also request from their children to see homework assignments posted in Google Classroom, the school’s Learning Management System. Teachers post homework assignments and other information pertinent to their course. This is especially valuable when an absence occurs.

Lutheran High School will also monitor student progress. Students may be expected to remain after school for academic reasons. The school administration supports the teacher's request for a student to remain after school for academic support and considers receiving academic support as a priority over after school activities, i.e. extracurricular activities, appointments, work, carpools. **Parents are expected to accommodate the request of a teacher for a student to remain after school for the needed academic support.**

### **Schedules & Schedule Changes**

Students make schedule requests for the following academic year in the spring semester. Schedules are developed with respect to graduation requirements and to the individual student's graduation and academic plans. Schedules are finalized in the summer and should fit within the framework of the student's four-year academic plan.

Students who wish to make changes to their schedule should begin with a conversation with the guidance counselor. Changes must be made prior to the second Monday of each semester and require parental consent. Lutheran High School expects students complete their scheduled classes with their assigned teachers; schedule changes based on student convenience or teacher preference are not permitted.

### **Course Additions & Deletions**

Lutheran High School reserves the right to cancel any course if there is an insufficient number of students requesting the class or if the school is unable to obtain a qualified instructor to teach a specific course. All course offerings may not be available annually.

### **Transfer of Credits**

To ensure credit towards graduation for courses taken in summer school, night school, or online, the student must obtain the approval of the guidance counselor. The guidance counselor will evaluate credits transferred to Lutheran High School.

### **Homework**

Homework is a valuable aid to help students make the most of their school experience. Homework strengthens academic skills, reinforces concepts learned in class, helps students accept responsibility and develop positive study habits, and helps parents stay aware of their student's work. As such, homework is an independent activity to be accomplished outside of the school day. Homework is not limited solely to written work; it also includes reading, studying, preparation for examinations, and projects. Written homework is to be completed according to the directions given by the teacher.

Lutheran High School has an Online Learning Management System called **Google Classroom**. Students are given login information to access Google Classroom, and they have access to each of their assigned courses in Google Classroom. Teachers post lessons, assignments, due dates, and other information pertinent to their course. Some teachers have their students submit assignments electronically through Google Classroom. In case of an absence, Google Classroom should be a student's first stop.

### **Final Exams**

Students may be required to take a comprehensive final exam, complete a final project, or other culminating activity for the semester during the designated final examination period. Students who are unable to take a final exam will receive an "Incomplete" for their final grade and will need to make up their final exam at a date to be determined by the Dean of Students. Upon evaluation of the final exam, the final grade will be entered into the student's transcript.

# Academic Honesty & Integrity

Students are expected to conduct themselves with honesty and integrity in their work. Students are expected to always do their own work. Any work that is presented to a teacher for any assessment of any kind is expected to be the student's own work and not generated from any other source. All forms of test procedure violation, cheating, plagiarism, and copying are prohibited. Behavior that is unacceptable includes, but is not limited to:

- Copying another student's work, even with minor changes
- Working with others on projects that are meant to be done individually
- Looking at or copying another student's test or quiz answers
- Allowing another student to look at or copy homework or answers from one's test or quiz
- Using any other method to get or give test or quiz answers
- Taking a test or quiz in part or in whole to use or to give to others
- Talking with students from previous class block to get test questions/answers
- Copying information from a source without proper reference or attribution
- Handing in work to be graded that is not the result of your own effort
- Copying and pasting answers from other documents
- The use of technology to retrieve and/or distribute information about an assessment
- Misrepresenting as one's own, either in whole or in part, papers from other students, publications, or the internet

Violators of this policy will be disciplined on a case-by-case basis depending on the severity of the violation, prior violations, and other factors, as determined by the Dean of Students and the teacher(s) involved. Disciplinary measures include, but are not limited to, receiving a zero on a particular assignment, redoing an assignment or retaking a test, receiving a failing grade on the assignment, project, or test; receiving a lower overall grade in the class; detention, suspension, or dismissal. Parents will be notified about the incident, the disciplinary action taken, and that repeated violations are cause for serious consequences including suspension and dismissal. All incidents will be recorded and tracked by the Dean's Office.

Note: Any of the above items may prompt the school to notify the proper authorities and jeopardize eligibility in extracurricular activities including good standing in Honorary Memberships including but not limited to National Honor Society, LHS Ambassadors, etc.

## Technology Code of Conduct

Full details of Lutheran High School's Digitally Enhanced Educational Plan (DEEP), 1:1 Laptop Program can be found on the Technology Page and in the LHSI Tech User Handbook. The Tech User Handbook contains information on; Responsible Use-Student Expectations, Warranty and Insurance, Support, Laptop Security, LHSI Electronic Community, and a Switcher's Guide from Windows to Mac.

Lutheran High School's philosophy is that technology and the Internet offer students, staff, and faculty a range of telecommunication technologies designed to support excellence in teaching and learning. We feel the integration of technologies provide our community with access to unique resources and opportunities for collaborative work. The use of these technologies is a privilege that must be used in an effective and ethical manner. Therefore, the use of the Internet and all technological devices at Lutheran High School:

- Shall be in support of education and research.

- Shall be consistent with other school policies.
- Shall be used in a responsible, efficient, ethical, and legal manner.

The school reserves the right to limit or suspend the possession of all technological devices, access, and privileges to any user who is not using these technological resources in a responsible and ethical manner.

### **Acceptable Uses and Ethical Behavior**

In using technology, students, staff, and faculty are expected to adhere to the same standards of ethical behavior that govern other aspects of our school community:

- Exercise appropriate discernment in visiting Internet websites. Students should not visit sites that contain objectionable material. Students should ask a teacher or a parent if you are unsure if the site is appropriate.
- Be polite; use appropriate language in communications and avoid material that might offend others.
- To protect privacy and safety, do not give out personal information.

### **Unacceptable Uses and Unethical Behavior**

Any unacceptable or illegal use of technology could cause embarrassment to the user and to the school. It could even threaten freedom of access to information within our school community. Misuse includes sending or seeking to receive messages that contain or suggest racism, sexism, inappropriate language, pornography, illegal solicitation, or information that could violate another person's privacy.

**Other unacceptable uses** include:

- Accessing websites that contain explicit materials or offensive language – it is the user's responsibility not to initiate access to such material. If there is a question about the acceptability of material in a website, it is probably not appropriate.
- Deleting or changing any application or file belonging to the network or another person: This includes deliberately attempting to bypass security software or obtaining or sharing passwords belonging to others. The security programs at our school are only one way of protecting our computers; our most important safeguard is relying on one another's honesty and integrity.
- Trying to access other individual's or other institution's files, email, or digital material.
- Modifying or copying any files/data of other users without their specific consent.
- Forwarding another user's communication without the author's prior consent.
- Use of chain letters or any other illegal activity that would violate standard mail practices
- Copying commercial software or personal intellectual property in violation of copyright laws
- Destroying, modifying or abusing any and all hardware or software in any way.
- Students should not use the school technology for purchasing products or services during instruction time. The school will not be responsible for financial obligations arising from online purchases.
- Sending out unauthorized global e-mail will result in a school disciplinary action.
- Cyber Bullying: Harassing another student via e-mail or any other technological vehicle.

### **Expectations and Consequences**

Since network administrators must maintain system integrity and ensure responsible use, users should not expect files stored or passed through the school's hardware or networks to be private.

- All students are expected to maintain their own files by copying or saving files to any various personal storage devices and or save files to a cloud storage account.
- Students are not to attempt to access faculty and staff hardware, software, file storage, or content.
- Students are expected to ensure network security by never leaving their computer device unattended while logged into any LHSI network system.
- Keep all passwords private. Do not share your passwords with anyone.

- To conserve paper, it is expected that students will print only when directed by faculty and staff.

**Consequences for technology-related offenses** will be addressed in ways that include but are not limited to:

- Written warning
- Conference with parents
- Suspension of technology privileges
- Referral to the Dean for possible disciplinary action
- Suspension from school
- Legal action

Students, parents, and faculty should also be aware of the dangers involved with chat services and various social media. Communications within chat services and social media are not regulated, and adult language and other inappropriate situations and content may be present.

Please remember that the use of the Internet and all technological devices on LHSI premises is a privilege, not a right. Parents and students are to sign and return the appropriate agreement to the LHSI Office. Students will not be granted technology use privileges until this form has been agreed upon. Persons having access to technologies at LHSI must have signed the Technology Code of Conduct

Note: Any of the above items may prompt the school to notify the proper authorities and jeopardize eligibility in extracurricular activities including good standing in Honorary Memberships including but not limited to National Honor Society, LHS Ambassadors, etc.

## Attendance

### Absences

- Each time a student is absent a parent (guardian) is to **notify the school before the start of classes on that day**. The notification must include the following information:
  - student name, date, reason for the absence, and identity of guardian making notification.
- A student is considered absent from a class period when they have missed 15 minutes of class period and are then considered truant.
- If a student is absent from a class more than **5 times** per quarter from any class they will incur a **loss of credit** for that class quarter grade, see the [Excessive Absenteeism and Course Credit](#) policy below. (Absence total does not include school-related absence)
- A student must be in attendance for a **full half-day** to participate in a practice or other afterschool related activity that day. (ie: 2 of a 4-period day or 4 of an 8-period day)  
The Dean of Students may grant exceptions to this policy, for example absences due to a doctor's appointment, family emergencies, etc.

### Excused Absences

Excused absences are granted for illness, funerals, family emergencies, school related absences, and any other reasons cleared with the Dean of Students. **Medical/Dr appointments are excused upon receipt of a note from the service providers office.** The student will be allowed and is responsible for making up all missed work; work not completed in a timely manner will be given a zero. As a guideline, students will receive one day for each day of absence to make up work for the absence. **(Missing only the day of a test will not earn extra make-up time. The student will be required to make up the test in class or after school upon their**

**return.)** Students should ask their teachers and/or check Google Classroom for assignments and other information that was missed due to the absence.

### **Unexcused Absences**

Unexcused absences are issued for reasons such as but not limited to **failure to provide the required written documentation for an Excused Absence**, late or absent due to oversleeping, missing a ride, staying home to study or finish an assignment, working a job, getting a haircut, retrieving a personal item from home, truancy, out of school suspension.

**A student receiving an unexcused absence will not receive credit for work missed or the opportunity to make up tests or assignments.** Lutheran High School will not incur the liability associated with an unexcused absence or truancy. Truancy is defined as leaving school grounds and/or failing to attend a class without permission even if the student does not leave campus. **Once students arrive on campus property they may not leave until dismissal.** Truancy is considered an unexcused absence and will result in the notification of parents and detention, suspension, or dismissal from LHSI. A typical consequence for truancy is two days of after school detention for each class period missed.

### **Pre-Arranged Absences**

Pre-arranged absences for college visits or a planned absence for family reasons require the Pre-Arranged Absence Form to be on file prior to the absence for the absence to be an excused absence. The absence must be approved with the Dean of Students at least **two days prior to the absence**. Failure to follow these procedures will result in an unexcused absence.

At the teacher's discretion, alternative assignments may be provided to students who missed activities in class due to absences. Points that are directly tied to participation and unique experiences (group activities, concerts, PE activities, etc.) can only be made up at the discretion of the teacher as explained in the class syllabus. Missed work will be made up in a timely manner.

### **Excessive Absenteeism and Course Credit**

Lutheran High School views the daily classroom activities, lectures, discussions, and testing as necessary and invaluable components of the education process. Attendance at each class is required. With the absence of in-person direct instruction, the student's lack of interaction with instructors and classmates substantially compromises the quality of education the student is receiving and ultimately student success. Therefore, regular attendance is critical to a Lutheran High School education.

Attendance is taken daily at the beginning of each class period. If a student is deemed absent more than **five (5) times per quarter** from any class, the student will incur a 2% **loss of credit** for that class final quarter grade. Each successive absence thereafter will incur an additional 2% loss of credit for that class final quarter grade. After 10 absences, credit for the quarter will not be given.

- 1-5 Absences = No credit loss
- 6<sup>th</sup> Absence = 2% deduction from final quarter grade
- 7<sup>th</sup> Absence = 4% deduction from final quarter grade
- 8<sup>th</sup> Absence = 6% deduction from final quarter grade
- 9<sup>th</sup> Absence = 8% deduction from final quarter grade
- 10<sup>th</sup> Absence = 10% deduction from final quarter grade
- 11<sup>th</sup> Absence = Total loss of credit for the quarter

Should a student experience a **prolonged illness, exceptions may be made to this policy on a case-by-case basis and should be brought to the attention of the Dean.** If a student is more than 15 minutes late for any



given class, he is considered absent. **This rule includes all absences (excused, unexcused, or pre-arranged)** except for those that are “school-related”. School-related absences include:

1. LHS Retreats, Field Trips, and approved LHSI athletic events
2. Pre-approved on-campus “college visits” with college representatives (max of 5)
3. Pre-approved off Campus visits (6 for Jr’s / 4 for Sr’s)
4. Activities associated with a student’s elected office or an academic course
5. Summons from administrative or attendance staff, or working poll sites

Excessive absences resulting from **school-related activities** may jeopardize a students’ ability to participate in school-related activities if they fall behind in their academic progress. Attendance issues as listed above may result in a conference with the Dean of Students to establish an action plan of probation or a contract addressing credit loss.

### **Tardiness**

Any student who is late to school must report to the office immediately upon arrival to receive a time-stamped pass. Students must present this pass to their first hour teacher to enter the classroom. **Students who arrive more than 15 minutes late to the office will receive a pass and are considered unexcused tardy. All unexcused tardies will be counted as absence for that class period.** Students are allowed 5 tardies per quarter. Upon the 6<sup>th</sup> and each tardy following, the student will be held in the office until the ensuing hallway passing period.

- |   |  |
|---|--|
| 1 <sup>st</sup> - 5 <sup>th</sup> Tardies | = No penalty   |
| 6 <sup>th</sup> - 9 <sup>th</sup> Tardy   | = Student will not be permitted into classroom for that class period, will be marked Un-Excused Absent, and will receive an after school detention |

Students are expected to arrive on time to each class period of the day. Students late to any class following a passing period, must report to the office for a pass. Since understandable situations may cause a student to be late, students are permitted four tardies per quarter. With the 5<sup>th</sup> tardy, an after-school detention will be issued; additionally, a 10<sup>th</sup> tardy in a quarter may result in a suspension.

In the event a student is delayed in getting to their next class or activity while working with a teacher, they should request a pass from the teacher allowing passage to the next class. Lutheran High School reserves the right to determine any exceptions to the above stated Attendance Policy.

### **Appointments/Leaving Early**

Every effort should be made to make appointments **outside** of the school day. If an appointment must be made during school time the student is to present a note to the Office at the start of the school day requesting dismissal for the appointment. The note should contain:

- Student First and Last Name / Reason for absence / Date(s) of absence
- Parent Signature / Contact telephone number

The student will be given a hallway pass to present to the teacher allowing permission and details of departure.

Students may not leave campus without parental permission. Students must sign-out in the Office before leaving. If the student is returning that day, they must sign-in in the Office and present the Doctor’s verification for the absence to be excused. If the student isn’t returning until the next day, the Doctor’s verification note should be turned into the Office before school. The absence will remain an unexcused absence unless Doctor’s verification is received within 48 hours.

# Student Code of Conduct

The mission of Lutheran High School is to prepare young adults for a Christian life while providing academic excellence in a Christ-centered environment. Lutheran High School students are expected to demonstrate a commitment to maintaining a positive Christ-centered learning environment where students feel safe, can grow in their faith, are engaged in 21<sup>st</sup> century learning, and feel supported. Lutheran High School students are responsible for their actions and are expected to act WISER:

- **Worship** – Actively participate in daily devotions, Chapel services, and other activities where we worship our Lord and Savior, Jesus.
- **Interconnect** – Develop positive relationships with others, know who can help when problems arise, and get involved in co-curricular activities. Avoid isolating themselves, (put the headphones away), and avoid gossip and negative social media activity.
- **Serve** – Look for opportunities to serve others; obtain required service hours, extend a helping hand. Understand their actions will affect others. Help maintain a welcoming, safe, clean, orderly campus.
- **Engage** in Learning – Know how you learn, try new things, think independently, complete assignments on time, and demonstrate academic integrity. Use their computers and other 21<sup>st</sup> century skills for learning instead of gaming and other non-academic distractions.
- **Respect** – Show respect for yourselves, each other, faculty & staff, opponents, and school property and property of others. Treat others with kindness, respect the dignity of others by accepting others for who they are, and include them in activities. Politely cooperate with the administration, faculty, staff, and others in authority.

In addition, students at Lutheran High School are expected to maintain a healthy and drug/alcohol free person and environment.

In the event a student refuses to accept the ministry offered to him concerning his Christian life at Lutheran High School, the student by virtue of his own attitude and actions disqualifies himself from continued enrollment or re-enrollment the following year.

## Disciplinary Action

Disciplinary action will be taken when a student commits any behavior or action that detracts from maintaining a positive Christ-centered learning environment at Lutheran High School; is contrary to Lutheran High School's mission, purpose, and philosophy; disrupts the work of the class or school; and/or interferes with the rights of others. Likewise, students who do not follow school rules, policies, procedures, or the Student Code of Conduct are subject to disciplinary action.

Disciplinary action may be taken by any faculty or staff member of Lutheran High School for behavioral or academic problems that arise in class or out of class and for violations of expected Student Code of Conduct listed above. This may include counseling the student during class, after class, or after school and contacting the student's parent/guardian, assigning a detention with parent/guardian contact, or referring the student to the Dean of Students.

**If a teacher requests an after or before school conference with a student, the student is expected to attend that conference before any other obligations or face further disciplinary action.** If a student is asked to leave a class due to disruption of learning, the student is considered suspended from class and will report to the Main Office immediately. Before the student is allowed to return to class, a conference with the student, teacher, and/or Dean of Students should occur, and parent/guardian contact made.

These rules also apply when Lutheran High Students attend events at other schools. Students who reach the age of 18 years while attending Lutheran High School are subject to all the rules and regulations that apply to all students if they are to continue their education at LHSI.

**The following offenses may result in documentation, detention, probation, suspension and/or dismissal.** At times, some offenses require immediate referral to the Dean of Students. Students referred to the Dean are to report to the Main Office immediately. All disciplinary actions are subject to the discretion of the Dean of Students.

1. **Inappropriate Behavior:** Violations of the expected Student Code of Conduct and school rules, policies, procedures in any location on campus or at co-curricular events; i.e. in class, at practice, after school, at home or away athletic events, etc. are considered inappropriate behavior. Behavior that repeatedly interferes with learning of others, insubordination, gambling, fighting, cussing, swearing, profanity, vulgarity, etc. are some examples of such inappropriate behavior.
2. **Academic/Personal Integrity:** All forms of academic dishonesty or the enabling of others to commit any form of academic dishonesty are prohibited. All incidents where a student's actions or statements compromise the expected integrity needed to be a Lutheran High School student are unacceptable. Misleading statements, forging school documents or notes, interruptions of normal school business or procedures are likewise unacceptable. (See [Academic Honesty and Integrity](#)).
3. **Truancy:** Leaving the school grounds or absence from class without permission constitutes truancy. Refusal to attend class as a requirement of enrollment at Lutheran High School as well as infractions to the Closed Campus policy are likewise considered truancy and will be treated accordingly.
4. **Bullying/Harassment:** Any form of bullying, intimidation, or harassment (see [Anti-Bullying Policy](#)).
5. **Unlawful Acts:** Any unlawful act that results in an arrest for a felony or a misdemeanor by any law enforcement agency as long as a student is enrolled or is an applicant to Lutheran High School violates the expected Student Code of Conduct.
6. **Dangerous Behavior:** Extreme rough play or reckless behavior, which endangers self or others, is prohibited. Further prohibited dangerous behavior includes reckless and or unsafe driving practices on and/or off campus, possession of any explosive or incendiary device on campus or at any school-sponsored activity, assault with, possession of, or brandishing of a weapon or lethal instrument or "look-alikes" on campus or at any school-sponsored activity.
7. **Inappropriate Use of Technology:** Establishing personal web sites, participating in "blogs" or posting to social networking sites (Facebook, Twitter, etc.) containing material or connections to material contrary to the mission and philosophy of Lutheran High School is considered inappropriate use of technology. Use of the school's name or logos or use that negatively impacts the school's reputation is

strictly prohibited. Cyber bullying, “sexting”, passing on inappropriate content, etc. is also considered inappropriate use of technology. All students are expected to follow the LHS Responsible Use Policy and the Technology Code of Conduct.

8. **Substance Use:** Using, possessing, participating in any form of distribution of any controlled substances (including alcohol, tobacco or e-devices, prescription medicine, performance-enhancing drugs and/or all mind or mood-altering substances) constitutes substance use. Students attending, organizing, hosting and/or remaining at parties where any of the above substances are present or accessible to students will be subject to disciplinary action. (See Student Substance Abuse Agreement)
9. **Abuse of Property:** Abuse of property includes but is not limited to any of the following: stealing or enabling others to steal, being in possession of stolen property, any form of vandalism, prank or destruction of property, on or off campus.
10. **Serious Misconduct:** Other forms of conduct seriously inconsistent with Lutheran’s expectations or standards of students conduct or seriously contrary to the reasonable, peaceful order of the school community are subject to disciplinary action.

Note: Any of the above items may prompt the school to notify the proper authorities and jeopardize eligibility in extracurricular activities including good standing in Honorary Memberships including but not limited to National Honor Society, LHS Ambassadors, etc.

### Detentions

Detentions, which accumulate over the year, are issued for excessive tardiness, violation of school rules, policies, procedures, or Student Code of Conduct, or when the classroom teacher, Dean of Students, or administrator feels it would aid in positively modifying the behavior of a student. Detentions are served from 3:10– 3:50 on Tuesdays, Wednesdays, or Thursdays, and should be served within one week after the detention is issued. The location of the detention will be listed in the Announcements. During the 40 minutes of time, students are required to work quietly on homework or do additional study for one of their classes, cell phone and other electronic device use is prohibited. Improper conduct and communicating with others will result in removal of the student. Students will not be admitted late (**by 3:10**). **Detentions take precedence over jobs, athletics, or any other after school activity.** Students who do not serve their scheduled detention or are removed from detention will receive an additional detention and possible suspension.

### Behavioral Contracts/Probation

Students receiving a **fourth detention** will be placed on a behavioral contract and are then considered on Disciplinary Probation. Students who violate school rules, policies, procedures, or Student Code of Conduct may be put on a behavioral contract. The Dean of Students will determine the length of probation, and a probationary contract may restrict participation in or attendance at school-related activities. The contract will also set forth expected outcomes and terms to which the student must adhere during the probationary period.

### Suspensions

Students receiving an **eighth detention** may receive an In-School Suspension. Students who violate school rules, policies, procedures, or Student Code of Conduct may also be suspended from school. The Dean of Students will determine whether the suspension is to be served In-School or Out-of-School, the length of the suspension, and may restrict participation in or attendance at school-related activities. Homework and assignments for the assigned day(s) of the suspension should be completed **before** the student returns to class

and will be graded as if it were one day late. Quizzes & tests to be given on the day of an In-School Suspension will be administered by the office and graded as if it were one day late. Quizzes and Tests to be given on the day(s) of an Out-of-School Suspension will be forfeited.

### Expulsions/Dismissal

A student may be expelled or dismissed from Lutheran High School for receiving a twelfth detention or committing any serious offense that is a violation of school rules, policies, or Student Conduct. If a student refuses to accept the ministry offered to them concerning his Christian life at Lutheran High School, the student may be expelled or dismissed. Expulsion or dismissal is at the discretion of the Head of School and the Dean of Students.

## **Dress and Personal Appearance**

Lutheran High's dress code can be summarized as follows: neat, clean, decent, inoffensive, with professional appearance courtesies, and is to be observed in place daily unless otherwise notified. If we keep these guidelines in mind, we can take joy and delight in our diversity and individuality. We can use these dress guidelines to learn an important Christian concept--the balance between living in Christ's freedom and considering the rights and feelings of our fellow man.

Occasionally, students will be allowed to deviate from the dress code for special occasions (Homecoming, special chapel events, and jeans days). On these days, however, the guideline of **neat, clean, decent, and inoffensive to others** should still be followed.

We realize that questions will sometimes arise concerning a student's dress, appearance, or clothing fads. In these cases, the administration will evaluate the appropriateness of the student's appearance and will determine whether his or her appearance is disruptive to the learning environment or is inappropriate for safety reasons.

Students must obtain written approval from the administrators in advance, if they believe it is necessary for them to wear clothing or appear at school in a way that does not meet the dress code standards.

The following specific guidelines are provided to be helpful to students and parents/guardians and **must be followed from the time the student enters the campus to when leaving the campus**. More casual dress is permissible during extra-curricular events and activities; however, appropriate dress that represents Lutheran High School in a respectable and dignified manner should be worn to home and away sporting events and functions.

**Students who violate dress code are required to correct the situation immediately and will be issued a detention.**

### Prohibited Attire

- Any athletic wear: sweatpants, yoga pants, athletic shorts, or similar
- Tank tops, halter tops, tops with spaghetti straps, tube tops, sleeveless shirts (shoulders must be covered)
- Any top with a plunging or low neckline
- Any top or bottom that reveals undergarments, including spandex or that reveals a bare midriff or bare back
- Any clothing with rips, frays, or holes
- Caps, hats, and hoods, blankets
- Pajamas or underwear worn as an outer garment

- Visible tattoos that refer to alcohol, drugs, tobacco, sex, gangs, or other content deemed inappropriate to the missions of LHSI
- Visible body piercings / gauges, other than Guys: ear studs; Girls: earrings; and small nose studs
- Hairstyles that distract from the learning process and or Unnatural hair colors
- Sunglasses, sweatbands, bandannas
- Form fitting (similar to spandex type clothing)
- Apparel that refers to alcohol, drugs, tobacco, sex, gangs, or other content deemed inappropriate

### **All Students:**

Saints Wear and Spirit can be ordered from Lutheran High School at various times throughout the school year, contact the office for ordering information. New and gently used Saints Wear can also be purchased on Saints Sign-up Day.

### **Shirts and Sweatshirts:**

- “Saints Wear” must be approved by the administration. This includes shirts worn underneath a zippered Saints Wear sweatshirt.
- Saints Wear should be clean, in good repair, and not torn or frayed.
- Shirts with long sleeves worn under a short-sleeved shirt may not have any printing or lettering visible.
- Coats, jackets and windbreakers may not be worn in the classroom (designated Saints Wear only).

### **Pants, shorts, and skirts:**

- Uniform basic, solid-color, **corduroy or uniform** cargo pants, shorts, skirts, or capris.
- No **denim, fleece, or athletic material** in pants, shorts, or skirts may be worn.
- Must fit properly and be worn at the waist. Belts may be necessary to make pants appropriate.
- Shorts and skirts should extend to within 5 inches of the bend in the back of the knee.

**Shoes:** The State of Indiana requires that shoes must always be worn in a public building such as a school.

- All shoes must be clean and in good repair.
- Shoes worn in the gym must be a separate pair of shoes that are not worn on the street.
- Cleats or spikes should never be worn in the building as this presents hazard.

### **Boys:**

- Should be clean-shaven daily. Sideburns should not extend below the earlobe.
- SENIORS may have facial hair, but only if kept neatly groomed.
- Hair should not extend past the bottom of the collar of a shirt or the top of a collarless shirt and should always be clean and neat.

## **Anti-Bullying Policy**

Lutheran High School believes in educating the whole child - spiritually, academically, physically, emotionally, and socially. Lutheran High School also strives to create a positive Christ-centered learning environment, one in which each student is healthy, safe, engaged, supported, and challenged. Therefore, Lutheran High School will not tolerate any form of bullying, intimidation, or harassment of any person at Lutheran High School relating to the person’s sex, race, color, religion, gender, age, disability, or any other physical, social, spiritual, emotional distinguishing characteristic.

It is the responsibility of **all** members of the Lutheran High School community, (administrators, faculty, staff, coaches, volunteers, parents, students, etc.), to build a positive Christ-centered environment and to refuse to tolerate bullying, intimidation, or harassment. Rather, all members of the Lutheran High School community are to treat each other with respect and dignity and accept one another as equals in the sight of God in the spirit of Christian love. Bullying has no place at Lutheran High School and is inconsistent with the Lutheran High School Student Code of Conduct, which holds Lutheran High School students to a higher standard.

### **When is it conflict and when is it bullying?**

There is a difference between a conflict and an incident of bullying. The two vary in terms of the balance of power that exists among the parties involved. They also differ in terms of what motivates the aggressor.

### **Conflict**

Conflict is characterized by a mutually competitive or opposing action or engagement. Bullying is typically one-sided, with the power resting more heavily on the side of the aggressor. Conflict can include any disagreements, arguments, or fights between two people or two or more groups of people. Things may escalate in conflict to include physicality or name-calling.

### **Bullying**

1. Bullying means aggressive behaviors that involve unwanted negative actions that are repeated over time and involve an imbalance of power.
2. As defined by IC 20-33-8-.2, bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - a. Places the targeted student in reasonable fear of harm to the student's person or property
  - b. Has a substantially detrimental effect on the targeted student's physical or mental health
  - c. Has the effect of substantially interfering with the targeted student's academic performance; or
  - d. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. Bullying behavior must be identified using *all* the components of the definition in HEA 1423:
  - a. Repeated behavior
  - b. Intention to cause harm
  - c. Creation of "objectively hostile learning environment" (Imbalance of Power)

All members of the Lutheran High School family are responsible for addressing bullying behaviors regardless of where they occur, in-school or out of school by reporting the bullying behavior to the Guidance Counselor, Campus Pastor, Dean of Students, or Head of School. A student or parent who believes a student has been bullied according to the above definition should report the bullying behavior. No action will be taken against the individual reporting the bullying behavior. Reports of bullying may be made anonymously.

Lutheran High School will respect the confidentiality of the reporting individual and the individual(s) about whom the report is being made to the greatest extent possible consistent with the Lutheran High School's legal obligations and necessity to investigate alleged bullying behavior. After receiving a report of bullying, the administration will conduct an expedited investigation of the alleged bullying incident. The results of the investigation will be communicated to the individual reporting the bullying incident.

If the incident is in fact found to be bullying behavior, care and support for the targeted student will be provided. Appropriate disciplinary action will be taken and bullying education for the bully will be provided.

Disciplinary action may include but is not limited to documentation, detention, probation, suspension, dismissal, and/or legal action. All disciplinary actions are subject to the discretion of the Dean of Students.

Teachers, school staff, administrators, or any employee of Lutheran High School who do not report or fail to initiate or investigate a bullying incident are subject to disciplinary action. Individuals who falsely report a bullying incident are subject to disciplinary action.

## Student Substance Abuse Agreement

### Drugs, Tobacco, Vaping, & Alcohol Abuse

- All students are subject to random substance abuse testing.
- Treatment and referral are outlined in the Student Assistance Program (SAP). Available in the Head of School office.
- Any student who intentionally or willing violates this policy by selling, giving, possessing, using or being under the influence of illicit drugs, narcotics, or alcohol in or on school property or while attending any school function may be (1) expelled from school and (2) reported to the appropriate law enforcement agency for possible legal action.
- Students are not permitted to smoke, vape, or use any tobacco product on school premises, or within a two-block radius of school at any time.
- This applies to all school-sponsored functions including athletic contests at home or away or at any other time when the student is being associated with Lutheran High School.
- Tobacco products, e-cigarettes, vaping devices and or other smoking materials and devices are not to be brought into the school building at any time **and are NOT to be visible in cars parked on campus.**
- Suspension may be the result of any infraction.

## General School Rules & Regulations

### Cell Phones & Other Electronic Communication Devices

Handheld Electronic Communication Devices (ECD) includes cell phones, smart watches, tablets, cameras, etc. While the many capabilities of these devices have made life easier in some ways, the use of these devices during the school day by students is often the source of disruptions to a positive Christ-centered learning environment. In cases of an emergency, phone calls can be made through the main office.

- Unless under teacher supervision for instructional purposes, cell phones should not be visible or audible in the classroom, but rather be kept in the student's locker, car, or book bag/backpack during scheduled class time. Students may only use their devices before and after school, during passing periods, during lunch, or if they have been given specific permission from a teacher, staff member, or administrator. If a student is using a device outside of the permitted times, the device will be confiscated and taken to the Main Office.
- Students are prohibited from using ECDs to capture, record or transmit the words (audio) and/or images (pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using an ECD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal.
- Use of cellular telephones and other ECDs that contain built-in cameras is prohibited in locker rooms and bathrooms.



- Students are prohibited from using ECDs to capture, record or transmit the words (audio) and/or images (pictures/video) of any person violating the rules, regulations, or policies of this handbook.
- A school administrator may search confiscated devices if there is reasonable suspicion of inappropriate use.
- Confiscated devices will be secured in the Main Office for pick-up at the end of the day. Identification is needed for pick-up. While every effort is made to safeguard confiscated items, Lutheran High School and/or Lutheran High School staff and faculty are not responsible for stolen, misplaced, or damaged confiscated devices.
- Violations:
  - 1<sup>st</sup> offense: Detention, device picked up by student
  - 2<sup>nd</sup> offense: Detention, device picked up by a parent or guardian
  - Additional offenses: Suspension, device not allowed in the building

### **Headphones/Earbuds**

To insure an appropriate educational environment, the use of headphones during the school day is prohibited unless given permission for academic purposes. If a student is using a device outside of the permitted times, the device will be confiscated and taken to the Main Office.

Violations:

- 1<sup>st</sup> offense: Detention, device picked up by student
- 2<sup>nd</sup> offense: Detention, device picked up by a parent or guardian
- Additional offenses: Suspension, device not allowed in the building

### **Areas/Facilities**

#### **Commons**

The Mary-Martha Commons is an area that is available for student use before and after school and during lunch. Keeping tables, chairs, floor, and microwaves clean is the responsibility of the students. Students should clean and clear tables of food, drink, trash, etc. and push their chair in when they are finished using the area. Food deliveries are to be made to the main office for student pick-up, students are never allowed

#### **Hallways**

Hallways are corridors for students to move from class to class. Students are not permitted to loiter in the hallways during passing periods obstructing movement. Pushing, shoving, or other roughhousing in the hallways is not allowed. Running, loud and boisterous conduct has no place in the classrooms or in the hallways. Students who are in the hallways during a non-passing period must have a pass. Students are not permitted to loiter in the hallways and should refrain from making noises or acting in any other manner that would distract the students who are being taught in the classroom. Students are never to have open food or drink in the hallways except for water bottles.

#### **Areas Off Limits**

The following areas are off limits to students except when given specific permission by a teacher or administrator or are under direct supervision.

- Gymnasium, locker rooms, athletic field and track, baseball, and softball diamonds
- Ruth Lilly Auditorium, dressing rooms, backstage, and the auditorium lobby
- secured or marked exterior areas of premises such as the pond area
- parking lot during school hours
- areas beyond the Main Office counter
- the Chapel off the Commons
- storage and custodial areas

## Lunch/Lunchtime

Lunch is held in the Commons area and there are three lunch periods. The lunch period a student has is assigned according to their 4<sup>th</sup> or 5<sup>th</sup> period teacher. Lutheran High School does not provide a hot lunch program; therefore, students should pack and bring their own lunches. There are microwaves available for heating up meals. Students may purchase sandwiches, snacks, and drinks from vending machines.

On Tuesdays of each week, the Athletic department sells hard and soft tacos and chili during lunches. Thursdays are known as Drive-thru Thursdays, where students may pre-order food from a vendor that is chosen for that week. Examples of vendors include Chick-fil-a, Brozzini's Pizza, Arby's, Chinese, etc. Students pay for Taco Tuesdays and Drive-thru Thursdays with cash only.

Students are to remain in the Commons area during their lunch period so as not to disrupt classes. Students are not allowed to loiter in the hallways or go to their lockers. Students may use the restrooms. For security, students are not allowed to open the Main Entrance doors for anyone, or to accept outside food deliveries. All deliveries must go to the office. **Only alumni and family members of current students may eat lunch with students; however, they must check-in at the Main Office.**

During lunch, students are expected to cooperate with all faculty and staff to maintain a clean and orderly environment. All eating is to be done at the tables. Conversational tones are to be used and rocking back in the chairs is unacceptable. At no time should anything (food, drinks, ice, paper, etc.) be tossed or thrown. No computers, mobile devices, or headphones should be used, rather, engage with others by talking and listening.

At the end of lunch, students are to give their attention to the teacher on duty for announcements and prayer. (Prayer: O give thanks unto the Lord for He is good, and His mercy endures forever. – Psalm 107:1). Students are to clean their table by throwing away trash, cleaning up any spills, picking up around the table, and store their food and drinks. No open containers of food or drink should leave the Commons. Students should remain seated until dismissed by a teacher on duty, put chairs back and push them in.

## Outside Food Deliveries

All deliveries must be taken to the main office. **Outside food orders must be prepaid directly to the food provider in advance with a credit/debit card and should include an appropriate tip (minimum 10%).** The office staff will not handle money or be involved in any payment transaction. Students will not be called out of class to pay for a delivery. Students will **NOT** be granted extra time to eat if a delivery is late. Late orders will be kept in the front office and may be picked up after school.

## Food/Drink/Vending Machines

Eating and drinking in class, hallways, gymnasium, or locker rooms is not permitted. Eating and drinking is permitted in the Commons. Open drinks and food containers are not to be carried down the hall or placed in lockers. Plain water in a clear container may be consumed in class if the teacher gives permission and it does not become a distraction. Students may only purchase food or drink from the vending machines before and after school, and during lunch. Food and drinks outside of the Commons or purchased from the vending machines during the day are subject to confiscation and further disciplinary action. No vending purchases are to be made during class time.

## Emergency Procedures

In the event of a fire or severe weather, all persons should follow the procedures posted at the exits of rooms. Students should exit the room quietly, without talking, and remain quiet to hear further instructions. Students should stay together with their class for attendance purposes. For other emergency situations, students should follow the instructions of faculty, staff, or administrators or adhere to the procedures learned through the periodic emergency training sessions provided throughout the school year.

### Illness or Injury During School

In the event a student becomes ill or is injured during the school day, the student should notify the supervising teacher, or report to the Main Office.

### Medications

To provide the best possible care for our students, it is important that the schoolwork closely with parents when giving medication to students. Indiana State Law requires that schools observe certain regulations when administering medications to students. If your child must have medication of any type including over-the-counter drugs, (except for ibuprofen or acetaminophen), given during school hours we require the *Permission to Administer Medication* consent form to be on file in the main office. This form can be found on the [Calendar/Forms](#) page under the LHSI Families tab of our website. Parents either granted permission or did not grant permission to give ibuprofen or acetaminophen during the online application process.

### Public Displays of Affection

While some forms of public display of affection are understandable and acceptable, other forms of public displays of affection makes some people uncomfortable and, as a matter of mutual respect, couples need to refrain from such activity. Students are to limit public displays of affection at school and school functions to holding of hands and hugs.

### Parking/Parking Lot/Vehicle Registration/Student Driving

Driving to school and parking on campus is a privilege. All vehicles must be registered with the main office. Once registered, the student will receive a parking permit that is to be displayed from the rear-view mirror. Speeding, reckless driving or other reckless behaviors, playing loud music, and loitering in the parking lot are prohibited. Students will not be allowed to go to their vehicle during the school day. Students **should not** park in the visitor, handicapped, or faculty parking spaces, and follow the traffic flow patterns as marked in the parking lot. Students who do not follow these guidelines will face disciplinary action including but not limited to loss of driving and parking privileges.

### Visitors/Guests

To ensure a safe and secure learning environment, **all** visitors, guests, alumni, parents, and family members of students must check-in at the Main Office during the school day. **Only alumni and family members of current students may eat lunch with students and must check-in at the Main Office.** Students are not allowed to have guests during the school day unless special permission has been obtained from the Dean of Students. Guests are to meet school guidelines and dress appropriately. Students who are not currently enrolled at Lutheran High School and are interested in becoming a Saint, can schedule a visit by contacting the Director of Admissions, (317-787-5474 or emailing [admissions@lhsi.org](mailto:admissions@lhsi.org)), or submitting the Saints-4A-Day Request Form found on the [Admissions](#) page of our website.

## Student Life

### Resource Period

Resource is a built-in, daily block for all students and teachers to be available at the same time during the school day. Students can use this as curricular time to complete homework or study, to make up lessons with a teacher from an absence, to find help on an assignment, to fulfill tutoring hours (with teacher's approval), or to finish a test or activity from class. Teachers may also call on students to acquire Resource help if the student has missing work, falls behind, or was absent for crucial in-person lessons.

Some student groups meet during this Resource block and require students to be in good academic standing to join. The following student groups meet with their faculty advisors once per week during Resource: Student Council, Praise Band, Yearbook, Prom Committee. Resource is a curricular block and so attendance is mandatory. Attendance will be taken with an assigned Resource period teacher; students may only leave the assigned Resource room with a special pass. Passes are only given out before Resource. Therefore, students seeking help need to arrange to do so **before** Resource period begins.

Due to the shortened class times on Wednesdays, students will remain with their Maroon 3 teachers for both lunch and assigned Resource time. (Students may still acquire passes but need to discuss this with their teacher beforehand for a pass.) On Thursdays, Lutheran High School will hold regular, weekly Chapel service and worship instead of Resource.

### **Chapel & Assemblies**

*"In All Things"* (Colossians 1:15-20) is a relevant theme for Lutheran schools. Lutheran schools are always about Christ and His cross. The history, settings and cultures of Lutheran schools are all unique. Lutheran schools are increasingly diverse in student and family demographics. Lutheran schools' welcome students of various religious backgrounds and even those with no prior contact with Christ. Lutheran schools bring the Good News of Jesus to every student in all things.

A variety of activities take place in Lutheran schools. Preschools and early childhood centers engage in developmental learning and introductory songs and stories. Elementary schools have their classroom routines and a variety of experiences from athletics to the arts. Lutheran high schools take students more deeply into curriculum areas and more intensely into extracurricular activities. Whatever the setting or activity, Christ is *In All Things*. *In All Things*. The message of Colossians 1:15–20 beyond the chapel time or Sunday worship is incorporating every aspect of Lutheran school ministry and activity. *"In All Things"* is a confession of Christ's redemptive work. It is a celebration of the Christ for youth, children, and adults of the church; it is an opportunity for Lutheran schools to worship Christ in all things.

Each week, students, faculty, and staff attend a school-wide Chapel service. During this time set apart for worship and reflection, our school community comes together to grow and celebrate their faith. Chapel also provides an ideal opportunity to make school-wide announcements, to come together in prayer, and to build the strength of our Lutheran school community. Chapel services feature music, from a variety of musical resources. Testimonies and messages from faculty/staff, students, alumni, and local community members are vital to developing the faith of all within our community.

As we gather each Chapel Day in worship, we grow in the knowledge that God has called us and that His purposes will lead and guide us. We would love to have you come and join us in worship...*In All Things*.

### **Co-Curricular Event Attendance**

Students who attend school sponsored or co-curricular events whether they are home or away events are expected to follow the Student Code of Conduct and act WISER. The additional guidelines should also be followed:

1. Once at the event, students are not allowed to exit the gate or entrance to the event and then return to the same event.
2. Students must dress appropriately wearing clothing that is clean, modest, and inoffensive to others.
3. Student are to support the event in a positive way refraining from negative language or behavior directed toward participants, visitors, officials, and parents.

4. Students and their guests are not to bring into the event any container that may hold beverage or food items obtained outside the facilities of the school.
5. Any student who is absent may not, on that day, participate in any school activity – athletic, theatre, clubs, or otherwise. A student must be in attendance for **half of the school day** to participate in a practice or other school related activity that day. The Dean of Students may grant exceptions to this policy, for example absences due to a doctor’s appointment, family emergencies, etc.

### **Counseling/Guidance**

The Guidance Counselors, (Mrs. Brock and Tupee Ramos) and Campus Pastor, (Robert Armao) provides individual and spiritual counseling services. Arrangements to meet with either of them can be made in the main office or contacting them directly by email, ([cbrock@lhsi.org](mailto:cbrock@lhsi.org), [tramos@lhsi.org](mailto:tramos@lhsi.org), [rarmao@lhsi.org](mailto:rarmao@lhsi.org)), or telephone, 317-787-5474 and asking for them.

Either the Guidance Counselor or Campus Pastor will be able to help you if you need some advice, have a friend you want to help, have spiritual or personal concerns.

The Guidance Counselor can help you if you have questions about your schedule, what classes to take, want to add or drop a class, have questions about End-of-Course Assessments, or have questions about graduation requirements. The Guidance Counselor can also help you if you want college or career information, information on PSAT, SAT, and ACT testing, and college scholarship and college financial aid information. For a complete list of guidance services available and helpful websites please visit the Guidance Counselor’s webpage under the [Academics](#) tab of the LHSI.org website.

### **Daily Announcements**

Daily announcements are emailed to both students and parents and contain important information such as a change in the daily schedule as well as co-curricular updates. Reading the daily announcements is the best way to keep up with what’s happening at Lutheran High School.

### **Lockers**

Students will be assigned a hallway locker that has a combination lock on it. Lockers are available to store items; students should keep their lockers clean and neat, in-season locker decorations and positive locker decorations are permitted on the outside of the locker. Students are responsible for any damages or defacement to his or her locker. Lockers should remain locked; students should not jam the locker in an open position and should not share lockers or tell combinations to other students. Lockers remain the property of the school and may be opened and inspected by an administrator. Lutheran High School is not responsible for any loss, theft, or damage to books or personal property.

Students who are in Physical Education classes or participating in athletics will be assigned an additional locker in the locker room.

### **Student Identification**

Each year students are issued a Student ID card. Students should always carry this card with them. Student identification is required for entry to all Lutheran High School co-curricular events such as dances, athletic events, and theatre events. The admission fee for Lutheran High School home athletic events is waived for students who have their current Student ID card except for Marion County and IHSAA tournaments.

# Co-Curricular Activities

Our students are invested in campus life which enhances their overall school experience, and results in improved academic performance. Students can participate in a robust student life that encourages fun, leadership and a dedication to serving others. Through their involvement in co-curricular activities, students forge lifelong friendships and integrate a growing Christian worldview into everyday life. Lutheran High School encourages all students to get involved outside the classroom in a variety of activities.

## **Dances & Other Social Events, Guest Form**

Dances and other social events are held periodically for the enjoyment of current Lutheran High School students and are considered a school activity. To keep these events safe and enjoyable for all, the following guidelines have been established. Students who fail to follow these guidelines and other school rules and regulations will be subject to immediate removal from the dance or event, notification of parents, and further disciplinary action.

1. **If guests are allowed, a Guest Request Form for Lutheran High School must be completed and returned to the Main Office before the event so approval may be given.** The Guest Request Form requires LHSI student and parent signatures, a signature from a guest's school administrator stating the guest is in good standing, and approval from a LHSI administrator. The guest must be in grades 9-12, and must be under 20 years of age. LHSI students are limited to one guest. LHSI students are responsible for their guest's behavior, and damage caused by their guest. *The Guest Request Form* can be downloaded from our website and is located on the [Calendar/Forms](#) page of LHS website.
2. Students and their guests are to support the dance in a positive way including following the [Student Code of Conduct](#), and be respectful and cooperative with those supervising the dance or event. Appropriate behavior will be determined by those supervising the dance.
3. Students and their guests are not to bring into the dance any container that may hold beverage or food items obtained outside the facilities of the school.
4. Once at the dance students:
  - a. are not allowed to leave and then return.
  - b. are not allowed to leave and remain in the parking lot.
  - c. are expected to stay at the dance until it is over.
  - d. Students are to remain in designated dance area and are not allowed to go to other parts of the school building or campus during the dance.
5. Students may arrive no later than one hour after the announced start time of the dance.
6. Gathering in the parking lot at any time is not allowed.
7. Students should notify parents when the event ends and be picked up promptly at that time.
8. Students must dress appropriately wearing clothing that is clean, modest, and inoffensive to others.
  - a. Dress that reveals bare midriffs, bare backs, or is sheer or see-through, or is not allowed.
  - b. No plunging necklines, skintight skirts, or dresses.
  - c. Dress may not refer to alcohol, drugs, racist or sexist comments.
  - d. Shirts must be worn and buttoned.
9. All music played must be in good taste and in accordance with a positive Lutheran High School atmosphere.
10. All dancing must be in good taste.
  - a. Follow the "Leave room for Jesus" rule.
  - b. Dancing that is immodest, sexually provocative, or inappropriate is not allowed.
  - c. Dancing "back to front" or "bump and grind" dancing is not allowed.

- d. Dancing that risks injury, (body slamming, body surfing, etc.) is not allowed.

### **Eligibility for Participation in Co-Curricular Activities**

- Any student who is absent may not, on that day, participate in any school activity – athletic, theatre, clubs, or otherwise. A student must be in attendance for **two blocks of the school day** to participate in a practice or other school related activity that day. The Dean of Students may grant exceptions to this policy, for example absences due to a doctor’s appointment, family emergencies, etc.
- Students must maintain eligibility in accord with the [IHSAA academic and eligibility standards](#).
- Should the eligibility of a student be in question, a coach or advisor, the athletic director in the case of athletics, Guidance Counselor, the Dean of Students, or the Head of School will meet to determine the eligibility status of the student.
- Lutheran High School is a member of the IHSAA and therefore abides by all [Indiana High School Athletic Association guidelines](#).

### **Student Council**

The Student Council has been established to facilitate communication between the student body and the school and to plan school-wide activities, (blood-drives, dances, fund-raisers, etc.). The Lutheran High School Student Council strives to assist and serve students as well as the community. The Student Council consists of four officers and two representatives from each class.

### **Theatre & Performing Arts**

Each school year the theatre department produces a fall play and spring musical. All Lutheran High School students are invited and encouraged to participate on stage, off stage, or as audience members. Student participation varies by production, and the director at the beginning of the rehearsal process will lay out rehearsal schedules and expectations. Students involved in theatre productions are to abide by all academic and behavioral standards as set forth by Lutheran High School.

Lutheran High School sponsors a troupe in the International Thespian Society (Troupe #7164). This international organization of high school theatre groups encourages development and growth in the theatre arts for our students. Students obtain membership in the ITS by earning points while participating in theatre activities at LHS, whether in performance or technical roles. An induction ceremony and awards banquet is held at the end of each school year. Questions regarding membership and point accumulation may be addressed to the theatre director.

### **Fine Arts Booster Club**

The purpose of the Lutheran High School Fine Arts Booster Club is to increase interest, and support and advance all fine art programs of Lutheran High School, Band, Choir, Forensics, Theatre, and the Visual Arts, to parents’ students, faculty, and the local community. The Fine Arts Booster Club serves to support and assist instructors of these groups by initiating, organizing, and implementing fundraising activities to benefit the Fine Arts, and assists in the promotion of the Fine Arts programs to the LHSI and local communities.

### **Academic Competitions**

Lutheran High School offers two opportunities for academic competitions. In the fall, the Spell Bowl team participates in two competitions: the Indiana Crossroads Conference Invitational and the Indiana Academic Spell Bowl Area competition. In the spring, the Academic Super Bowl team participates in the ICC Invitational

and the Indiana Academic Super Bowl Area competition. Purdue University and the Indiana Association of School Principals sponsor the Area competitions.

The Indiana Academic Spell Bowl is a team concept with no individual winners. Each round consists of one team member writing the correct spelling of nine words while competing against one team member from each other school. In the Area Competition, LHS competes against the class 4 schools in the local competition as well as other class 4 schools across the state. This competition leads into the state-level competition, which is held at Purdue University.

The Indiana Academic Super Bowl is a subject-area team competition made up of five subject matter rounds (English, science, social studies, mathematics, and fine arts) and a sixth interdisciplinary round. Each year teams study a specific topic, such as Ancient Greece, Revolutionary and Colonial America, and The English Renaissance. Competition consists of a 3-member squad answering 25 multiple-choice questions in the subject area. In the Area competition, each subject area team can qualify for the state-level competition held at Purdue University. Lutheran High School has had several teams qualify for the state-level competition and the 2002 English team and 2016 Science team won the state championship.

### **Other Student Groups, Clubs, and Activities**

There are many things for students to do at Lutheran including student led Bible Studies, National Honor Society, Student Admission Ambassadors, Prom Committee, Robotics Club, Yearbook, as well as many more options during the school year. These groups allow students to explore and develop their gifts and interests in and out of the classroom.

### **Athletics**

Students participating in athletics at Lutheran High School learn many life lessons and skills that student-athletes can take with them the rest of their lives; Christian leadership, sportsmanship, teamwork, rewards of hard work, self-discipline, self-confidence, time-management, how to handle competitive situations, and how to be a humble winner and graceful loser. The Saints are members of the Indiana High School Athletic Association (IHSAA) and the Indiana Crossroads Conference.

Fall Sports: Football, Cross Country, Girls Soccer, Boys Soccer, Boys Tennis, Girls Volleyball, Cheerleading  
Winter Sports: Wrestling, Boys Basketball, Girls Basketball, Bowling, Cheerleading  
Spring Sports: Track & Field, Baseball, Boys Golf, Softball, Girls Tennis, Boys Volleyball

### **IHSAA Physical Exam/Concussion/Sudden Cardiac Arrest Forms**

As members of the IHSAA, Lutheran High School must follow the rules and regulations put forth by the IHSAA. The IHSAA requires all participating student athletes of interscholastic sports to have completed a yearly physical examination and to have the IHSAA Pre-Participation Physical Form completed and on file at Lutheran High School **before they are allowed to practice with their sport.**

According to Indiana Law (IC 20-34-7 and IC 20-34-8), schools are required to distribute information sheets to parents and athletes to inform them on the nature and risk of concussion, head injury, and sudden cardiac arrest. A Concussion Acknowledgement and Signature Form must be signed by parents and athletes to verify that they have read the material **before they are allowed to practice.**

**These forms are available from coaches, the Main Office, and can be downloaded from the web.** The forms and fact sheets are located under the [Calendar/Forms](#) link on the LHSI website



## **Parent Athletic Meetings**

Parents of students participating in athletics are expected to attend the Parent Athletic Meeting for the season their student will be participating in. Fall, winter, and spring Parent Athletic Meetings are held.

## **Saints Athletic Booster Club**

The Saints Athletic Booster Club is a parent run organization whose goal is to enhance the experience our athletes have while participating in the sports programs beyond what the school budget can provide. The Saints Athletic Booster Club raises funds through memberships, Spirit Wear sales, sports program sponsorships, and other fundraisers. These funds are then used to help our teams with their wish list purchases, and short and long-term improvement projects.

## **Spectator Sportsmanship**

Good sportsmanship at sporting events is expected from everyone at Lutheran High School - coaches, players, students, and adults. Recognize that the purpose of athletics is to promote the physical, mental, emotional, social, and spiritual well-being of the individual. The following guidelines will ensure a fun and safe environment for all:

- Show respect and welcome the visiting teams, fans, and officials.
- Remove hats, face the flag of the United States, stand at attention, during the National Anthem.
- Cheers are to positively support and encourage Lutheran High School and its teams.
- Applaud an exhibition of fine play or sportsmanship on the part of the opponents.
- Respect the decisions of the officials.
- Cheers and behavior should not be vulgar, harassing, or obnoxious.
- Cheers should not contain negative language or be directed negatively towards participants, visitors, or officials. (No booing, or calling out an individual on the opposing team, etc.)
- Students should remain in their designated student section.

# **Other Information**

## **Daily Schedules/Calendars/School Hours**

The school day begins at 8:00 am and concludes at 3:05 pm except for Wednesdays, which begin at 9:00 am. School Office hours are from 7:30 am to 4:00 pm and the doors are unlocked at 7:00 am for student arrival. The [Daily Schedule](#) can be found under the Calendar/Forms link on the LHSI website. Daily schedules vary from day to day to allow for Faculty Professional Development, convocations, and Chapel.

## **School Calendar**

[Visit the Calendar/Forms](#) page of our website to find that calendar that best fits the information you are looking for; academic, sports & events, year, etc. [Eventlink](#) is a calendar that is designed to have the most up-to-date information concerning LHSI events. Registering will provide options for text and email alerts. Any changes in date, time, and location of sporting events such as weather will trigger the alert. [Eventlink](#) can be found by clicking on the [Calendar/Forms link](#) on the LHSI website.

## **Drop Off & Pick Up Procedures**

**Drop Off** - Both the front main doors and the auditorium doors are unlocked in the mornings. At 8:00 am the doors of both entrances are locked. Students must enter through the front doors after this time by ringing the Main Office. Students may be dropped off via the circle drive in front of the school beginning at 7:00 am. Please pull forward as far as possible and do not leave vehicles unattended in the circle drive or drop off areas. Please follow the traffic flow patterns as marked in the parking lot.

**Pick Up** – Parents may park around the circle drive and on the south side of the building along the sidewalk in designated spots. Please do not block the entrance/exit drive. If all spots are filled along the circle drive and sidewalk, please wait in the parking lot until spots open. Students may be picked up beginning at 3:15 pm. If you will be waiting for your child, please turn off your car while parked along the circle or sidewalk as these areas have been designated as “no idle” zones. Please do not leave your vehicle unattended in these areas. Please follow the traffic flow patterns as marked in the parking lot.

## **School Cancellations/Weather Related Delays/eLearning Days**

Lutheran High School will assess road and traffic conditions due to wintry weather. If a change in schedule is deemed necessary, you can expect the following:

- Email – An email will be sent to your account giving notification of any change in regular schedule.
- T.V. – WISH TV (channel 8) and WTHR (channel 13) will be notified of delays and cancellations.
- Text – A text message can be sent to your phone if you signed up to receive them.

It is ultimately the choice of the parent or guardian to allow their child to travel to or from school during risky weather conditions.

## **Weather Related 2 Hour Delay**

A 2-hour delay means school will begin at 10am. Regardless of the weekday, even Wednesday, school will always start at 10 am when a 2-hour delay has been issued.

## **Weather Related Closing – Live-On-Line Learning Day**

A notice that Lutheran High School will be closed will initiate a Live-On-Line Learning Day. This will take place during the same day that the school building is closed due to weather. A Live-On-Line Learning Day will count as a school day and will be filled with curricular expectations as teachers deliver virtual lessons to students.

During this Live-On-Line Learning Day, students will need to log in and access Zoom and their own LMS account for their curricular courses. Students will be expected attend and to accomplish the direction of the lesson for each of their school classes as found on their classroom LMS page.

The following expectations are in place concerning a school closing Live-On-Line Learning Day.

**Attendance:** All students are to engage in the Zoom classroom. Parents are to phone the school at [317-787-5474](tel:317-787-5474) and leave a message for absences, as is the normal practice of any school day. Students will only be excused from an eLearning day if the parent has phoned in the absence and reason, if the student has a pre-arranged absence on file, or if the student by virtue of a doctor’s note cannot use a computer.

**Class Lessons:** Students are expected to be present to each live classroom session on Zoom and follow the instructions given to them as found on their own LMS page. Teachers will create a lesson that involves relevant curricular content followed by an assignment. Lessons could include an assignment that requires students to submit completed material that same day, or teachers may have an assignment that is due on a future date. Completion and grading of work will follow each teacher’s normal practice of classroom procedures.

**Exempt Classes:** The following classes will be exempt from Live-On-Line Learning: Physical Education, Physical Conditioning, Art, Developmental Reading, Choir, Vocal Ensemble, Concert Band, Piano, ACE Lab, Office Aid, and Cadet Teaching.

**Time and Teachers:** A Live-On-Line Learning Day will take place on the same day that a school closing is in effect. The Live-On-Line Learning Day will be in effect from 9 am to 3 pm.

## **School Communications**

Most communication between Lutheran High School, teachers, parents, or students occurs via email. It is important that students have their own email address, one that is different than their parents email address. It is also important to keep email addresses up to date. Contact the main office to update your email address if needed. Procedures to receive text-messages concerning school delays, school closings, eLearning days, and other emergencies will be given once school is in session.

## **Daily Announcements**

Daily Announcements are emailed to both students and parents and contain important information such as a change in the daily schedule as well as co-curricular updates. Reading the daily announcements is the best way to keep up with what's happening at Lutheran High School.

## **Saints@Home**

Saints@Home is the weekly newsletter emailed to both students and parents and contains a feature article, student news, alumni news, announcements and events, and prayers. It is also an excellent way for friends of Lutheran High School to stay current on school events, important dates, and announcements. To receive Saints@Home as an email, follow the instructions to subscribe on the Saints@Home webpage located under the [About LHSI](#) tab of our website. Prayer requests or other LHSI related news for Saints@Home can be submitted to Director of Communication, Amy Andre, by emailing [aandre@lhsi.org](mailto:aandre@lhsi.org).

## **Website – [www.LHSI.org](http://www.LHSI.org)**

Our website has information about Lutheran High School and resources for parents, students, and friends of Lutheran High School. Access to the [school year academic calendar](#), [live daily events calendar](#), [daily schedules](#), [ParentsWeb](#), [faculty and staff contact information](#), the [photo gallery](#) and much more.

## **Facebook: Lutheran High School of Indianapolis**

**Instagram:** *lutheransaints*

**Twitter:** *@LutheranSaints*

**YouTube:** *Youtube@LHSI*

## **Contacting Teachers**

Teachers can be contacted by email through ParentsWeb. Email addresses and phone number extensions for teachers can be found on the [Contact Us](#) page on our website: [www.LHSI.org](http://www.LHSI.org)

## **Learning Management System**

Lutheran High School will utilize an Online Learning Management System for each classroom. Students are given login information to access their LMS, each of the student's courses are listed there. Teachers post assignments and other information pertinent to their course such as lessons, homework projects and due dates. Students may be asked to turn in assignments through this LMS. In case of an absence, each classroom LMS should be a student's first stop. Parents are not able to access the LMS directly, however parents should not be shy about asking their son or daughter to show them their class LMS pages; each class has its own page.

## **ParentsWeb on RenWeb/FACTS**

Parents and students can access grades and report cards and communicate with teachers online at ParentsWeb. A new account is created by clicking on "Create New ParentsWeb Account" on the ParentsWeb Login page. If you have difficulties, contact the school at (317) 787-5474. Parents and students are encouraged to monitor their progress in their courses throughout the grading period instead of waiting until

the end of the grading period using RenWeb/FACTS. Teachers post grades on individual assignments so parents and students can monitor progress. Should academic concerns arise, parents and students are encouraged to contact the teacher to discuss a way to improve. Access to RenWeb/FACTS is only granted if all fees and tuition are up to date.

**Saints Sign-Up Day**

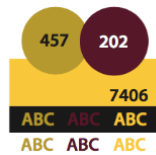
Saints Sign-Up Day is a day set aside shortly before school begins for all enrolled students and their parents. On this day, important signed documents and forms can be turned in, fees due can be paid, school pictures for student ID cards are taken, class schedules and locker assignments are given to students, parking permits and uniform shirts can be purchased, and parents are given an opportunity to sign-up to volunteer for the many areas that need their help such as Fine Arts Booster Club, Athletic Booster Club, Athletics, etc.

**School Nickname**

*Saints*

**School Colors**

Maroon and Gold



**School Logos**



**LUTHERAN  
HIGH SCHOOL**

**LHSI Fight Song**

We are the Saints of Lutheran High;  
 We're going to let our banners fly,  
 We have the strength and loyalty;  
 Courage and spirit, you can see.  
 We're going to let our voices ring;  
 and with our praises ever sing,  
 Fight on to vic-tor-y (Go Saints);  
 Lutheran High we're all for you.  
 L-U-T-H-E-R-A-N  
 Lutheran High School go, fight, win.  
 L-U-T-H-E-R-A-N  
 Lutheran High School go, fight, win.

**Lutheran High Alma Mater**

In the halls are our fondest memories;  
 of the golden days gone by,  
 it's the pride of our Alma Mater;  
 Our dear old Lutheran High.  
 all our dreams and our future lay before us;  
 and the gold and maroon we fly,  
 we greet our tomorrow with gladness;  
 and raise voices to the sky.  
 we are so proud of our Alma Mater;  
 Our Indianapolis Lutheran High.