



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.

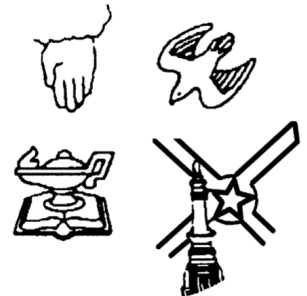
Lutheran High School of Indianapolis

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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 - Missouri Synod

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 LCMS Bylaws to be reviewed by the district through which the congregation/school holds membership 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 [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.

All incoming 9th graders will be required to take a mathematics placement test, which will determine whether the student will test out of Algebra 1 and be placed in Geometry.

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. Students needing or desiring Spanish beyond level 4 have the option to take AP Spanish coursework online. 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, 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 to 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
- Using LLM's (such as ChatGPT) on any assignment, quiz, paper, or test unless explicitly given permission by the instructor.

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.

Academic Probation Policy

Purpose

The purpose of this policy is to establish the criteria, processes, and consequences associated with academic probation. Academic probation is intended to provide a structured framework for students whose academic performance falls below Lutheran's established standards for satisfactory academic progress. The policy aims to support students in improving their academic standing while maintaining the academic integrity and rigor of Lutheran High School.

Scope

This policy applies to all students enrolled at Lutheran High School of Indianapolis. It covers the conditions under which students may be placed on academic probation, the requirements for returning to good academic standing, and the potential consequences of continued academic underperformance.

Criteria for Academic Watch

A student will be placed on academic watch if their cumulative Grade Point Average (GPA) falls below the minimum required GPA for the course. The specific GPA thresholds for the academic watch are as follows:
Students:

- A cumulative GPA below 2.0

Notification of Academic Watch

Students who are placed on academic watch will receive written notification from the guidance office. The notification will outline the following:

- The reason for probation (i.e., GPA falling below the minimum standard).
- The conditions of the academic watch include required actions (e.g., meeting with the guidance counselor, attending after-school meetings for students, academic planning, etc.).
- The timeline for meeting the requirements for reinstating good academic standing.
- The possible consequences if academic performance does not improve within the specified period.

The notification will also include resources for support services, including academic advising, tutoring, and counseling, that can assist the student in improving their academic performance.

Criteria for Academic Probation

A student will be placed on academic probation if their cumulative Grade Point Average (GPA) falls below the minimum required GPA for their program. The specific GPA thresholds for academic probation are as follows:
Students: A cumulative GPA below 1.5

Notification of Academic Probation

Students who are placed on academic probation will receive written notification from the guidance office. The notification will outline the following:

- The reason for probation (i.e., GPA falling below the minimum standard).
- The conditions of probation, including required actions (e.g., meeting with an academic advisor, remediation plan, etc.).
- The timeline for meeting the requirements for reinstating good academic standing.
- The possible consequences if academic performance does not improve within the specified period.
- The notification will also include resources for support services, including academic advising, tutoring, and counseling, that can assist the student in improving their academic performance.

Requirements for Returning to Good Academic Standing

To return to good academic standing, students on academic probation must:

Students:

- Raise their cumulative GPA to at least 2.0 by the end of the probationary period, which typically lasts for one academic quarter.

Academic Action Plan:

- Students on probation may be required to develop an academic improvement plan in consultation with an academic advisor or faculty mentor. This plan may include strategies such as the utilization of academic support services, and progress notifications

Duration of Academic Probation

Standard Probation Period:

- Students placed on academic probation will typically have one quarter or term to improve their academic standing.

Extended Probation Period:

- In some cases, the institution may allow an extended probation period, particularly if there are mitigating circumstances (e.g., medical or personal issues). The extended period will be determined on a case-by-case basis and will be documented in the student's academic record.

Consequences of Continued Academic Underperformance

If a student does not meet the conditions of academic probation within the designated probation period, the following actions may be taken:

Students:

- The student may face academic suspension or expulsion, during which they will be required to take a leave of absence from the institution for a specified period (e.g., one semester) or termination from the institution.
- Upon return from suspension, the student must demonstrate improvement in academic performance to avoid further disciplinary action.

Appeal Process

Students who wish to appeal their placement on academic probation or the consequences of continued underperformance (e.g., suspension or dismissal) may submit a written appeal to the Academic Review Committee. The appeal should be submitted within 10 business days of receiving the probation notice or suspension/dismissal notification.

The appeal should include:

- A written explanation of the circumstances contributing to academic underperformance.
- Any supporting documentation (e.g., medical records, personal statements, etc.).
- A proposed plan for improving academic performance, if applicable.

The Academic Review Committee will review the appeal and issue a final decision. The committee's decision is final, and no further appeals will be allowed.

Support Services

To assist students on academic probation, the institution provides a range of support services, including:

- **Academic advising:** Regular meetings with an academic advisor/counselor to develop an academic improvement plan.
- **Tutoring resources:** Assistance in specific courses or subjects where students are experiencing difficulties.
- **Student Development:** Training on time management, study skills, test-taking strategies, and stress management.
- **Counseling resources:** Referral to psychological support for students facing personal challenges affecting their academic performance.

Responsibilities of the Student

- Students placed on academic watch or probation are responsible for:
- Actively engaging in the improvement process, including utilizing available academic support services.
- Meet with the academic advisor/guidance to discuss their academic standing and develop an action plan.
- Monitoring their academic progress and adhering to the terms of their probation.
- Taking proactive steps to improve their academic performance, including reducing course load if necessary, and managing any personal or educational challenges.

Final Provisions

This policy is subject to review and revision as needed by the Lutheran High School Administration. The policy will be communicated to students through the student handbook, and official institution website. Faculty and staff are encouraged to refer students to the Office of Guidance or other appropriate departments for support when necessary.

This policy is designed to offer students a fair opportunity to address academic difficulties while maintaining the institution's standards for academic excellence.

Technology Code of Conduct

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 provides 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.
- Time wasting on devices (playing games, streaming videos, using social media) during instruction time
- Facetiming, texting, or other communication during instruction times

LUTHERAN HIGH SCHOOL (LHS) ARTIFICIAL INTELLIGENCE (AI) POLICY

1. Lutheran High School's Stance on AI

At Lutheran High School, we believe that education is fundamentally about developing the intellect, character, and problem-solving capabilities of our students. True learning requires mental effort. Every assignment, project, and assessment is carefully crafted with a specific learning goal in mind.

The purpose of this policy is to address the **cognitive load** of academic tasks:

- **The Goal of the Assignment:** The classroom teacher is responsible for determining exactly where the cognitive load (the mental heavy lifting) of any given assignment should be placed.
- **Preserving Student Input:** Students are expected to provide their own ideas, concepts and level of cognition for assignments. AI must not replace the intellectual work each task is meant to build.
- **Appropriate Offloading:** When permitted by the instructor, AI can be a valuable tool to help offset lighter, introductory components of cognitive load. This includes utilizing AI for initial research direction, structural outlining, or creative brainstorming.

The Human-AI-Human Workflow

To maintain academic integrity, LHS champions a **Human-AI-Human** cycle of creation when AI assistance is permitted:

- **Human (Start):** The process must begin with the student's own unique spark, query, prompt, or foundational intent.
- **AI (Middle):** The AI acts as a processing assistant, collaborator, or sounding board to help organize or expand ideas.
- **Human (End):** The final stage returns entirely to the student, who must critically evaluate, fact-check, edit, and synthesize the information.

AI is a tool, **not the final author**. Copying and pasting AI-generated outputs violates this workflow and results in generic, low-quality "AI Slop" that lacks the student's distinct voice, depth, and critical thought expected of every LHS student.

2. Policy Implementation: The Stoplight System

To provide clear boundaries, LHS has adopted the **Stoplight Framework**. For every assignment, teachers will explicitly designate a color code indicating the permitted level of AI integration. *If a teacher does not explicitly state a color code for an assignment, the default rule is always a Red Light.* When in doubt, it is the student's responsibility to confirm what level of AI use is permitted.

Red Light: Prohibited Use (AI Not Allowed)

- **Definition:** AI tools are strictly banned from every part of the assignment or assessment process.
- **Expectation:** All submitted work must be 100% the student's own raw effort, giving the teacher the opportunity to evaluate the student's unassisted foundational skills, such as critical thinking, in-the-moment writing, or problem solving.
- Examples:

● Yellow Light: Teacher-Defined Use (Get Permission First)

- **Definition:** The teacher strictly directs how, when, and to what extent AI is used.
- **Expectation:** Teachers will be highly specific and give exact parameters for AI use. Instructors will model appropriate AI processes in class to show students how to use the technology constructively. Students may not deviate from the specific use case modeled by the teacher. Students will properly cite and reflect on all AI use in their assignment.
- **AI-Reflection:** Students will also complete an AI-Reflection over processed used.
- Examples:

● Green Light: Student-Defined Use (Explore & Experiment)

- **Definition:** Students are granted freedom to utilize AI tools to support their learning process within the broad boundaries set by the teacher.
- **Expectation:** AI serves as a personal tutor, collaborator, or brainstorming assistant. However, AI **cannot** complete the assignment or write the final submission for the student. The final product must still consist entirely of the student's original phrasing, analysis, and execution. Students will properly cite and reflect on all AI use in their assignment.
- Examples:

Examples of AI Usage

- **Good/Positive Uses:**
 - Asking an AI to explain a complex chemistry concept or historical event in simpler terms to act as an after-hours tutor.
 - Prompting an AI to generate five unique perspectives or angles for a research paper topic to overcome writer's block.
 - Using AI to format a structural outline based on notes and arguments that the student has already come up with.
- **Poor/Prohibited Uses:**
 - Pasting an entire essay prompt into an AI generator and submitting the generated response as original work ("AI Slop").
 - Utilizing AI generators to translate text, write paragraphs, or solve math equations when the assignment explicitly requires demonstrating manual mastery.
 - Relying on AI to generate lab findings, data, or personal reflections that require lived human experiences.

Citing AI in Your Work

If an AI tool is used in any capacity during a Green or Yellow Light assignment, students **must credit the tool transparently**. This is a core requirement of academic honesty and involves a two-part process:

1. Add a Formal Citation

Include a citation on your Works Cited or References page following standard style guides:

1. **MLA 9th Edition Format:** "Text of prompt" prompt. *Name of AI Tool*, version, Company, Date, URL.
 - *Example:* "Brainstorm five potential themes in *The Great Gatsby*" prompt. *ChatGPT*, GPT-4, OpenAI, 10 Jul. 2025, chat.openai.com.
2. **APA 7th Edition Format:** Company. (Year). *Name of AI tool* (Version) [Large language model]. URL
 - *Example:* OpenAI. (2025). *ChatGPT* (July 10 version) [Large language model]. <https://chat.openai.com>
- **Chicago Style Format:**

2. Write an "AI Acknowledgment" Statement

At the very end of your assignment, append a brief, transparent paragraph explaining exactly how the AI tool assisted you.

- *Example Statement: "I used ChatGPT to help me brainstorm potential topics for my history research paper. My main prompt was 'Suggest five lesser-known battles of the Civil War suitable for a 5-page paper.' I used the list it generated as a starting point for my own research in the school library databases. All final writing, structuring, and analysis in this paper are entirely my own."*

AI Reflection Prompts

To encourage metacognition and responsible usage, **every assignment that utilizes AI must include brief written answers to the following reflection prompts upon submission:**

1. What specific prompts did you feed into the AI tool, and why did you choose that phrasing?
2. How did you verify that the facts, claims, or data provided by the AI were accurate and free from errors?
3. In what explicit ways did you modify, build upon, or critique the AI's output to ensure the final product represents your own voice and cognitive effort?

3. Policy Accountability & Disciplinary Action

Choosing to use AI outside the permitted boundaries of an assignment's Stoplight designation constitutes a breach of trust and academic integrity. Consequences are scaled based on the light system level and the severity of the infraction:

- **Green Light Infractions:** Occur when a student allows AI to fully complete the final assignment text or step past the "collaboration" boundary into automated authorship.
 - *First Offense:* Academic warning, mandatory redo of the assignment under supervised conditions with an automatic grade reduction on the assignment (minimum 20% for 9th/10th, minimum 30% for 11th/12th), and behavior report communicated home. .
 - *Second Offense:* Academic warning, mandatory redo of the assignment under supervised conditions with an automatic grade reduction on the assignment (minimum 50% reduction), and behavior report communicated home.
 - *Subsequent Offenses:* Behavior consequence assigned by Dean of Students, automatic grade of 0% on the assignment with no opportunity for a redo or make-up assignment, mandatory parent-school conference with affected teacher(s) and administration.
- **Yellow Light Infractions:** Occur when a student utilizes AI for tasks beyond what the teacher explicitly authorized or modeled (e.g., using AI to write a body paragraph when the teacher only authorized

outline generation).

1. *First Offense*: Grade reduction on the assignment (minimum 20% reduction for 9th/10th, 30% reduction for 11th/12th) , zero credit for the AI-compromised portions, and a behavioral report communicated home
 2. *Second Offense*: Grade reduction on the assignment (minimum 50% reduction), zero credit for the AI-compromised portions, behavioral report communicated home.
 3. *Subsequent Offenses*: Behavior consequence assigned by the Dean of Students, automatic grade of 0% on the assignment with no opportunity for a redo or make-up assignment, mandatory parent-school conference with affected teacher(s) and administration.
- **Red Light Infractions**: Any use of AI on a designated Red Light task represents a total bypass of the student's required cognitive load. This is treated as a direct violation of school integrity guidelines and will strictly follow the **Academic Dishonesty Language** established in the LHS Student Handbook.
 - *First Offense*: Behavior consequence assigned by the Dean of Students, an automatic grade of 0% on the assignment with no opportunity for a redo or make-up assignment,, and mandatory parent communication from teacher..
 - *Subsequent Offenses*: An automatic grade of 0% on the assignment with no opportunity for a redo or make-up assignment, progressive behavior consequence, which could include: behavior contracts, parent-school in person conference, in-school or out-of-school suspension, suspension from extracurricular activities, and an administrative review regarding the student's continued enrollment status at Lutheran High School.
 - All offenses will be recorded on the student's permanent disciplinary record.

Cell Phones/ECD

The use of cell phones or any other electronic communication devices is strictly prohibited during the school day, from “bell to bell” (8am-3:05pm). The use of a Macbook to control, monitor, or mirror during instruction time is considered as using the cell phone/ECD. (See [Cell Phone Management and Electronic Communication Devices Plan](#))

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

A student's attendance is essential to learning—learning that includes not only factual subject matter but also attendance habits, work habits, attitudes, and ideals. Reading the material and performing satisfactorily on tests does not compensate for the loss of insight gained during class discussion, explanation, or supervised work. Furthermore, every student contributes to one another; therefore, a student who is absent short-changes those who are not.

Every absence, whether excused or not, interrupts the student's understanding of the material being presented and weakens their interest in the continuing program. Research shows that educational achievement is directly related to attendance.

Attendance Policy

The School Board, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel. The Head of School shall develop administrative guidelines for the attendance of students. Head of School shall also ensure that the Board's policy on attendance and the Corporation's administrative guidelines are made available to all parents and adult students.

Attendance shall mean to be physically present in a school or at another location where the school's educational program is being conducted, during regular school hours on a day in which the educational program in which the student is enrolled is being offered. Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences, authorized under policy, to be in regular attendance for the program provided that they report daily to such staff member they are assigned for guidance at the place in which the student is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

Attendance shall be required of all students, except those exempted under other provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which the student has been assigned. Exceptions to compulsory attendance that shall be recognized by the school corporation as provided by state statute are:

- service as a page or honoree of the general assembly (I.C. 20-33-2-14)
- service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)
- subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16)
- service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17)
- participating as a member of the Indiana wing of the civil air patrol for not more than five (5) days (I.C. 20-33-2-17.2)
- participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the school corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5)

Defining Absences/ ½ Day Absences

An **absence** is when a student is not present for over half of the instructional periods (not including resource). Students must be present for the entirety of two of the instructional periods on M/T/Th/F, and for the entirety of 4 instructional periods (not including resource) on W. These students will be marked with a code of UA or any subsequent EA codes.

A student who is not present for up to half of the instructional periods (1 or 2 on M/T/Th/F and 1-4 on W) will be considered **absent half of the day**. Any class where a student is absent (UA or any subsequent EA codes) will trigger a half day absence.

A student who is not present for the beginning of the first period will be considered a **late arrival**. Late arrivals will be considered tardy for the day.

A student who is present at school but late to class will be considered **Tardy**. Teachers will mark the T code for their class but the student will be considered present at school, as long as they are not absent for any other classes.

Excused Absences

The Head of School and/or Dean of Students shall require, from the parent of each student or from an adult student who has been absent for any reason, a written statement of the cause for such absence. The Head of School and/or Dean of Students reserves the right to verify such statements and to investigate the cause of absences. The Head of School and/or Dean of Students considers the following for excused absences:

- illness verified by a note from the parent (up to 10 a school year)
- illness verified by a note from a physician
- recovery from accident (verified by a physician's statement)
- required court attendance (verified by court documentation)
- professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- death in the immediate family
- college visitation (verified by documentation from college)
- military connected families' absences related to deployment and return
- court appearances, jury duty
- serving as a page for the State Legislature
- driver license examination
- such other good cause as may be acceptable to the Head of School or permitted by law.

Whenever a student is absent from school, that student misses an integral part of the planned curriculum and learning experience provided within the classroom. While Lutheran High School understands that some absences are unavoidable, we strongly encourage students to be present every day. Whenever a student is absent, proper documentation must be provided within 24 hours of returning to school for that absence to be excused.

Unexcused Absence/Truancy

Any absence that is not excused is considered an unexcused absence and will be recorded as such until proper documentation is provided to show why the absence is an excused absence. All unexcused absences are considered truancy. Students will have 48 hours to provide the main office with the proper documentation after returning to school from their absence for the absence to be considered excused.

Any student with an unexcused absence will face the following disciplinary action:

First instance of truancy - Parents will be notified in writing. Students will be assigned a detention.

Second instance of truancy - Parents will be notified in writing. A meeting will be scheduled between the parents and the Dean of Students. Students will be assigned a detention, with the possibility of probation/suspension.

Third instance of truancy - Parents will be notified in writing. A meeting will be scheduled between the parents, the student, the Dean of Students, and the Head of School to determine a plan of action moving forward.

Absence Tracking

ALL absences, whether excused or unexcused, will be counted as an absence on a student's attendance record. As absences are accumulated, the following procedures will be met:

1st through 4th absence of the school year	Parents will receive an email with dates and reasons why students were absent from school from school receptionist.
5th absence of the school year	Parents will receive an email with dates and reasons why students were absent from school from school receptionist. <i>Students will be referred to Dean of Students as a precautionary conversation.</i>
6th and 7th absence of the school year	Parents will receive an email with dates and reasons why students were absent from school from school receptionist.
8th absence of the school year	Parents will receive an email with dates and reasons why students were absent from school from school receptionist. <i>Parents receive a phone call from Dean of Students.</i>
9th absence of the school year	Parents will receive an email with dates and reasons why students were absent from school from school receptionist.
10th absence of the school year	Parents will receive an email with dates and reasons why students were absent from school from school receptionist. Required meeting with DoS, parents, and student to discuss attendance action plan.
11th and every subsequent absence	Lunch detention and after school detention assigned to student.
14th absence	Student loses school privileges which could include: privilege to attend school events, loss of parking pass, etc.

18th absence	Student is considered habitually truant by the state and will be reported as such
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The student, parent or legal guardian, and the school must cooperate to achieve the school's philosophy of education where school attendance is concerned; however, students must be encouraged to exercise self-discipline within the framework of the stated policy. The school assumes that a student who is unable to attend the last two blocks of a particular day because of illness is unable to participate in extracurricular activities the same day. An out of school suspension shall not be considered an unexcused absence.

Habitual Truancy

According to Indiana Code 20-33-2-14, a habitual truant is defined as a student who has ten or more days of unexcused absences. A student who has been designated as a Habitual Truant may not be allowed to participate or continue to participate in extracurricular activities and/or co-curricular activities. The Head of School or an attendance officer having jurisdiction shall report a child who is habitually absent from school to an intake officer of the juvenile court or the Department of Child Services.

Late Arrivals

Any student who is late to school must report to the office immediately upon arrival to receive a time-stamped pass, and will be considered a Late Arrival. Students must present this pass to their first hour teacher to enter the classroom.

First - Fourth Late Arrival	Email Home from receptionist
Fifth - Sixth Late Arrival	Email Home from receptionist, Student stays in office for conversation with Dean of Students before going to class. Student Detention assigned by Dean of Students
7th Late Arrival	Email Home from receptionist, Additional Student Detention assigned by Dean of Students, Mandatory student meeting with Dean of Students to create an attendance success plan. ASP will be signed by student and DoS and parent and emailed home to parents.
10th Late Arrival	Email Home from receptionist. Additional Student Detentions (2+) assigned by the Dean of Students. Mandatory meeting with Dean of Students, parents, and student to discuss attendance action plan.

Students who arrive late to any class, within the first 10 minutes of the class, will enter the classroom with teacher permission. Teachers will mark the student tardy and document the time the student missed from class. Any student arriving tardy to a class beyond the first 10 minutes of class must go to the office.

Tardies will be tracked per class per semester. As tardies accumulate, the student can face the following consequences:

First/Second Tardy	Teacher Documentation
Third Tardy	Teacher Documentation/Student Lunch Detention Assigned by the Teacher
Fourth Tardy	Teacher Documentation/Additional 2 Student Lunch Detentions Assigned by the Teacher. Mandatory student meeting with Dean of Students to create an attendance success plan. ASP will be signed by student and DoS, and emailed home to parents
Fifth(+) Tardy	Teacher Documentation/Additional 2 Student Lunch Detentions Assigned by the Teacher, 1 After School Detention assigned by the teacher/Mandatory student meeting with Dean of Students

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.

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 the LHSI Student Handbook. All discipline actions will follow one of the steps in the 6 Step Discipline Plan. The plan is defined below:

1. Warnings during class with documentation.
2. After class conference with documentation.
3. Counsel in before/after school conference with documentation
4. Detention assigned, documentation
5. Student referral to office, meeting with parents and Dean of Students, possible probation or suspension
6. Student referral to office. Student, parents, Dean of Students, and the Head of School will have a meeting to determine plan moving forward.

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, Instagram, Snapchat, 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, logos, or the involvement of our students or those of another school that negatively impacts our school’s reputation is strictly prohibited. Cyber bullying, “sexting”, passing on inappropriate content, generating inappropriate content through the use of AI, 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 (vapes), 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, 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 demonstrating habitual acts requiring disciplinary action 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/will 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), often following a theme for the day. On these days, however, the guideline of **neat, clean, decent, and inoffensive to others** should still be followed. Students not dressing in the theme of the special occasion must dress completely in attire that is in accordance with the school's dress code.

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 will correct violation immediately and will be issued a detention.

Prohibited Attire

- Any athletic wear: sweatpants, yoga pants, athletic shorts, or similar
- Tank tops, halter tops, 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, any head coverings, 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, facial piercings & ear gauges. Permitted- Guys: ear studs only; Girls: earrings; and small nose stud
- Hairstyles that distract from the learning process and or Unnatural hair colors
- Sunglasses, sweatbands, bandannas
- Form fitting (similar to spandex type clothing)
- Leggings
- 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 or jacket.
- 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.
- Non-Saints wear approved coats, jackets and windbreakers may not be worn inside the LHS building and will be placed in locker during the school day.

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. Socks must be worn at all times.
- 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 Facial Hair/Hair:

- Facial hair should be 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 *physical, verbal or cyber* 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 created and/or 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
 - 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; or
 - e. May offend or hurt another's reputation *through lies and slander, even in humorous ways, which* breaks the Eighth commandment, but instead we should defend each other, speak well of them, and explain everything in the kindest way.

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

Handbook policy updated: 7/15/2026

USE OF TOBACCO AND/OR VAPING PRODUCTS

The use, possession, distribution, or being under the influence of tobacco, nicotine, or THC products in any form—including cigarettes, cigars, smokeless tobacco, electronic cigarettes (e-cigarettes), vape devices, vape juice, JUUL devices, or similar nicotine or drug delivery systems (i.e., drinks, foods, or THC related products)—and the use of non-prescribed medication (excluding parental administered OTC allergy & office delivered NSAIDs) is prohibited at all times while a student is on school property, traveling to or from school, or participating in any school-sponsored activity or event.

Parents or guardians will be notified immediately, and disciplinary action will be initiated. Students found in violation of this policy may be subject to disciplinary consequences **up to and including a ten (10) day out-of-school suspension (OSS), loss of extracurricular privileges, disciplinary probation, or expulsion**, depending on the severity of the offense and the student’s disciplinary history.

Lutheran High School of Indianapolis is committed to providing a safe, healthy, and drug-free environment where students can grow academically, spiritually, socially, and physically. Because of this commitment,

Lutheran High School holds and maintains a **zero-tolerance policy** regarding all substance and alcohol abuse. Scripture reminds us that our bodies are “*a temple of the Holy Spirit*” (1 Corinthians 6:19–20), entrusted to us by God and worthy of care and protection. We know that sin is a reality and it is our desire as a God pleasing Christian community to restore students who have violated our drug policy and are seeking amends to remain among our Lutheran High School family. Therefore, all students are expected to abstain completely from the use or possession of tobacco, nicotine products, marijuana and/or THC, controlled substances, alcoholic beverages, and the use of non-prescribed use of medications. This policy is consistent with the expectations established under Indiana Code 20-34-3 and Indiana Code 20-34-3-9 regarding the health and safety of students attending Indiana schools.

DRUGS, ALCOHOL, AND CONTROLLED SUBSTANCES

Students shall not possess, use, be under the influence of, or distribute illegal drugs, controlled substances, alcoholic beverages, drug paraphernalia, or any substance represented to be such while:

- On school property;
- Traveling to or from school;
- Before or after school;
- At any school-sponsored activity or event.

Any prohibited substances or drug paraphernalia found in a student’s possession will be confiscated. Parents or guardians will be notified, and law enforcement **may** be contacted when appropriate. Students found in violation of this policy are subject to disciplinary action **up to and including suspension or expulsion**, depending upon the circumstances.

Should emergency medical services become necessary, all associated expenses shall be the responsibility of the student’s family.

SEARCH AND SEIZURE OF PERSONAL PROPERTY

When there is reasonable suspicion that a student possesses prohibited substances or is under the influence of drugs or alcohol, the school reserves the right to conduct a search. Reasonable suspicion may include, but is not limited to:

- The odor of alcohol or marijuana;
- Slurred speech;
- Bloodshot or glassy eyes;
- Impaired coordination or motor skills;
- Observable physical symptoms;
- Reliable eyewitness reports; or
- Other credible evidence.

Whenever practical, searches will be conducted by two members of the school administration or staff.

Searches may include, but are not limited to:

- Student lockers and their contents;
- Backpacks, purses, and bags;
- Clothing pockets;
- Shoes;
- Personal belongings;
- Vehicles parked on school property.

Lockers, parking privileges, and other school property remain under the control of Lutheran High School and may be inspected at any time without prior notice or student or parent consent. The school may also utilize trained law enforcement officers and certified drug-detection dogs when deemed necessary by school administration.

BUYING, SELLING, OR DISTRIBUTING PROHIBITED SUBSTANCES

Any student who buys, sells, distributes, gives away, offers to sell or trade, or otherwise transfers alcohol, tobacco, nicotine products, vape devices, marijuana, controlled substances, drug paraphernalia, or any item represented to be such while traveling to or from school, on school property, or during any school-sponsored event before, during, or after school **is subject to disciplinary action up to and including immediate expulsion from Lutheran High School of Indianapolis.**

Parents or guardians will be notified immediately, and law enforcement **may** be contacted.

Lutheran High School maintains a zero-tolerance philosophy regarding the sale and distribution of drugs, alcohol, tobacco, nicotine products, and other controlled substances. This policy exists to protect the health, safety, and well-being of every member of our school community.

RANDOM DRUG TESTING PROGRAM

Recognizing that substance abuse affects students in every type of school, including Christian schools, Lutheran High School of Indianapolis has implemented a comprehensive random drug testing program.

The testing program is administered by Indiana Testing, Inc. (www.itihq.com). Parents or guardians must complete and sign all required consent forms before the beginning of each school year.

Failure to provide consent for participation in the drug testing program renders a student ineligible for enrollment at Lutheran High School of Indianapolis.

Failure or refusal to cooperate with a requested drug test, including attempts to tamper with or avoid testing, may be treated as a violation of this policy and may result in disciplinary consequences up to and including suspension, loss of privileges, or expulsion.

WHO PARTICIPATES

As a condition of enrollment at Lutheran High School of Indianapolis, **all students** participate in the school's random drug testing program.

Participation is especially required for students who:

- Participate in IHSAA athletics;
- Participate in school-sponsored extracurricular or co-curricular activities;
- Receive on-campus driving or parking privileges.

Students and parents must read, sign, and return the required consent forms prior to the first day of each semester or school year, as directed by school administration.

TESTING PROCEDURES

Indiana Testing, Inc. (www.itihq.com), which administers the school's random drug testing program works with 50+ schools in the Indianapolis area along with multiple organizations ranging from DOT-regulated stand-alone programs to National Driver Consortium Pool and customized workplace programs. "ITI provides for transporting and testing the specimen while maintaining a secure chain of custody form to a SAMHSA (NIDA) certified laboratory" with review by Medical Review Officer (MRO).

Students may be selected for testing through a computerized random selection process or when school administration determines reasonable suspicion exists.

Testing is conducted on campus in a timely, confidential, and professional manner through urinalysis (10- panel lab test) and/or "Alcohol Breath Testing" as necessary.

The initial drug test is provided at the school's expense.

If a test is inconclusive, invalid, or otherwise requires confirmation, the Head of School or Dean of Students may require a second test. This second test may include an oral fluid (saliva) test or an additional urinalysis. The cost of any required confirmatory or follow-up testing may be the responsibility of the student's family.

Parents or guardians will be notified of confirmed positive test results. (see "Questioning of Test Results" for false positive prescription situations)

Students who are absent on a scheduled testing day may be tested upon their return to school or during the next scheduled testing session.

Students who have previously been tested remain in the random selection pool and may be selected for future testing at any time.

PURPOSE OF THE DRUG TESTING PROGRAM

This program is redemptive, not punitive, in intent, but is inline with other local Indianapolis High Schools, and Lutheran District Schools. A positive test result is treated first as an opportunity for pastoral care, counseling, and accountability. The purpose of the random drug testing program is twofold:

This Random Drug Testing Program is one part of a larger commitment to prepare students for a Christian life. It exists to:

- Deter students from beginning or continuing the use of illegal drugs, alcohol, and abused substances.

- Provide an early-intervention tool that identifies students who need help before a habit becomes a crisis.
- Give students a positive, faith-affirming reason to decline peer pressure to use drugs or alcohol.
- Support parents/guardians as the primary agents of their child's moral and physical formation, working in partnership with the school.
- Provide for a safe and drug-free environment for all students, in keeping with our shared trust in Christ and one another.

SELF REPORTING & CONFIDENTIAL REPORTING

1. Administration will protect those who confidentially report an incident and,
2. Those who self-report and are seeking help with addiction.

It is always our desire to restore our students to a right relationship among our community as God does with Himself. Students who self-report with the intention of seeking help, will receive help from the counseling team, which consists of Guidance Counselor, Campus Pastor, Head of School, Dean of Students, along with the student's parents/guardians. This team will aim to find a justifiable course of action to maintain that the student can be fully restored to dwell within the Saints community with minimal suspension necessary as long as student and parents/guardian seek the recommended counseling guidelines.

POSITIVE TEST RESULTS

If a student receives a confirmed positive drug or alcohol test, A certified Medical Review Officer (MRO) reviews all non-negative results and will reach out to the parent whose phone number is listed to the consent form for an opportunity to provide a legitimate medical explanation (e.g., a valid prescription) before a result is reported to the school.

A confirmed positive test **may result in disciplinary action up to and including:**

- An out-of-school suspension for up to ten (10) school days;
- Placement on disciplinary probation for up to twelve (12) months;
- Suspension from extracurricular and co-curricular activities for up to a full semester and/or athletic season, or a period determined by school administration, IHSAA procedures, & LHSI Athletic handbook.
- Additional disciplinary measures deemed appropriate by the administration.

PROBATIONARY PROCEDURES

To be considered for continued enrollment at Lutheran High School of Indianapolis and activities, administration **requires** the student to:

- Complete a minimum of three (3) **counseling** sessions with a qualified substance abuse counselor approved by school administration. The school strongly encourages one session to include the student's family. All counseling expenses are the responsibility of the student's family.
- Submit to additional drug testing during the probationary period at the parents expense.
- Comply with any additional conditions established by school administration.

Participation in athletics, clubs, leadership positions, and other extracurricular activities may be subject to additional consequences as determined by the policies governing those programs.

Students who successfully complete all conditions established by the school and have no additional policy violations may be removed from probation at the discretion of school administration.

REPEAT VIOLATIONS

A second confirmed positive drug or alcohol test during the probationary period **may result in disciplinary action up to and including expulsion** from Lutheran High School of Indianapolis.

If administration permits a student to seek readmission following an expulsion or extended suspension, the student may be required to successfully complete a restoration plan developed jointly by the student's family and school administration before returning to school. Readmission is not automatic and remains solely at the discretion of Lutheran High School administration.

General School Rules & Regulations

Cell Phone Management and Electronic Communication Devices Plan

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.

Lutheran High School will enforce the LHS Cell Phone/Electronic Communication Device Policy*, per SEA 185 ([Indiana Technology Law](#)). Students will be expected to refrain from using cell phones and other electronic communication devices from "bell to bell", meaning from the start of the school day until the end of the school day.. (*We will continue to use Laptops for instruction.*)

Lutheran High School, or any employee of Lutheran High School, is not responsible for any damage for a device that is confiscated.

DEVICES CAN BE USED:

- Before/After School

DEVICES CANNOT BE USED:

- Any time during the school day (8am-3:05pm).

ECD Storage:

Students are expected to store their electronic communication devices in one of three places: *at home, in their cars outside of the building, or in the lock boxes in the Main Office*. These devices must be powered off during this storage period. Per IC 78, students are not to have access to their ECD at any point during the school day. Students that elect to store their device(s) in the Main Office are expected to turn them into their assigned location by **7:55am**. These students will be able to pick up their cell phone at **3:10pm** after the final school bell has rung. Turning in a cell phone to the main office is not a valid reason for being late to class, and students will be considered Tardy to class.

Emergencies:

Contact the high school office, and we will assist in reaching your student so you can speak with them. Similarly, if a student needs to contact you with an emergency, they should report to the office, so we can assist them.

** Students who utilize electronic devices to monitor medical conditions will be permitted to use the devices for those purposes with previous administrative approval.*

Cell Phone and ECD Use Guidelines

- Any use of a Macbook to control, monitor, or mirror a cell phone or ECD will be considered use of the cell phone and will follow the same policies and procedures as if the student was using their cell phone.
- If a cell phone/electronic device rings, vibrates, is used for any reason without teacher permission, or is visible anytime during designated Instructional Periods, the teacher will confiscate the device WITHOUT QUESTION.
- Confiscated devices will be secured in the Main Office.. 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.

1st Offense – Two 40min Detentions after school at the next , Parent must pick up the phone from Main Office at the end of the day

2nd Offense – Two 40min Detention, 5 Lunch Detentions. Parent must pick up the phone from Main Office at the end of the day

3rd Offense – Parent must pick up the phone and progressive consequences will begin

***Refusal by a student to surrender a Cell Phone / ECD when asked by a teacher or administrator is considered insubordinate. Insubordination will result in disciplinary consequences starting with immediate Out-Of-School Suspension (OSS).**

- 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.
- Use of Cell Phones and other ECDs that contain built-in cameras is prohibited in locker rooms and restrooms at all times.
- School administration may search devices if there is reasonable suspicion of inappropriate use

Headphones/Earbuds

To ensure an appropriate and safe educational environment, the use of headphones or earbuds during the school day is prohibited. If a student is using such a device outside of the permitted times, the device will be confiscated and taken to the Main Office. All headphones/earbuds must be stored in a location that is not visible to the teacher or other students, and the device must be powered OFF. Students taking PE and/or Weight Training must secure their devices in a locker with a lock. The use of headphones or earbuds before and after the school day should be limited at all times to the use of one ear, as this helps in the event a safety issue should ever arise.

1st Offense – 40min Detention, Student will pick up the phone from Main Office at the end of the day

2nd Offense – 40min Detention, Parent must pick up the phone from Main Office at the end of the day

3rd Offense – Parent must pick up the phone and progressive consequences will begin

***Refusal by a student to surrender a confiscated device when asked by a teacher or administrator is considered insubordinate. Insubordination will result in disciplinary consequences starting with immediate Out-Of-School Suspension (OSS).**

LHS 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 to pick up a delivery directly from a delivery driver.

LHS 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.

LHS 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 3rd block 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, 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, Papa John's Pizza, Arby's, Chinese, etc. Students must 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 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%).** Outside food deliveries should be ordered ahead of the student's scheduled lunch time and should never be placed during instruction time (including resource). 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 **ONLY** in the Commons. Open drinks and food containers are not to be carried down the hall, placed in lockers, or brought into the classroom at any time. This includes before and after school, and during passing periods. All open containers of food or drink will be confiscated, and students will be subject to further disciplinary action. Plain water in a sealable container may be consumed in class if the teacher gives permission and it does not become a distraction. No bottles should be shared with another student at any time. Teacher, staff, and administration reserve the right to confiscate any container at any time. Students may be able to pick the container up at the end of the day. Students may only purchase food or drink from the vending machines before and after school, and during lunch. No vending purchases are to be made during class time.

Food and drinks outside of the Commons or purchased from the vending machines during the day are subject to confiscation and further disciplinary action.

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 school works 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. No medication may be taken at school unless administered by the office, and all medications should be taken in the office.

Public Displays of Affection

While some forms of public display of affection are understandable and acceptable, other forms of public displays of affection make other 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), 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. Resource is considered as instruction time, and all technology policies remain in place.

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, 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. Liz Amberger) and Campus Pastor, (Tim Benzinger) 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, (lamberger@lhsi.org, tbenzinger@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. All items must be locked inside assigned locker.

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, the 2016 Science team, and the 2025 English team have 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, and should not be negative towards opposing 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 to 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

The 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.

Website – 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

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

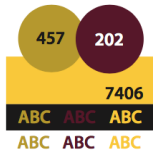
Parents and students can access grades and report cards and communicate with teachers online at ParentsWeb. A new account is created by clicking on "Create New ParentsWeb Account" on the ParentsWeb Login page. If you have difficulties, contact the school at (317) 787-5474. Parents and students are encouraged 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

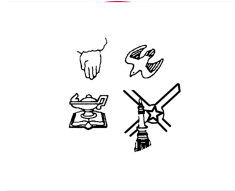
Saints Sign-Up Day is a day set aside shortly before school begins for all enrolled students and their parents. On this day, important signed documents and forms can be turned in, fees due can be paid, school pictures for student ID cards are taken, class schedules and locker assignments are given to 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.