

LUTHERAN HIGH NORTHEAST  
2010 N 37<sup>TH</sup> ST.  
NORFOLK, NE 68701

# BEHAVIOR HANDBOOK

---

## Lutheran High Northeast

### OUR MISSION

Lutheran High Northeast seeks to equip young people for service as Christian disciples through the Gospel of Jesus Christ by providing a Christian learning environment that stresses academic excellence; builds self-worth in the Gospel; fosters mutual respect; and encourages responsibility.

“To God be the glory.” Romans 16:27

### Our Philosophy

At Lutheran High Northeast students are considered to be children of the Almighty God who created them. Though they have been alienated because of their sin, they have been redeemed from that sin by the work of the Son of the Almighty, Jesus Christ, through His death on the cross and resurrection from the grave on Easter morning. Working through the Holy Scriptures, the Holy Spirit of God kindles faith in the hearts of those who believe and works in the hearts of those believers to sanctify their lives so that they may experience life according to God’s purpose. Therefore it is imperative that students at Lutheran High Northeast acknowledge the supreme authority of God and the Holy Scriptures that reveal Him to gain a thorough knowledge of the scriptures and to apply that knowledge to life.

## CONTENTS

■ Conflict resolution & due process .....	2
■ Attendance .....	2
■ Revisions .....	2
■ Standards of behavior .....	3-5
INCLUDES aggressive acts; alcohol & controlled substances; attendance; bullying; cell phones & other personal communication devices; cheating/plagiarism; computer & network use; harassment; lying/improper language, insubordination; personal conduct; prohibited items & activities; repeated violations of school policies & guidelines; theft/stealing; truancy/cutting class; vandalism; vehicles, parking, driving.	
■ Harassment policy .....	5-6
■ Dress Code .....	6-8
■ Discipline & Lutheran High	
INCLUDES Our philosophy, general consequences, cycle of discipline, & a description of specific consequences .....	
	8-11

### ACADEMICS – See Academic Handbook

Note: Academic penalties, such as losing credit for work not handed in on time, are not covered in this handbook.

### CONFLICT RESOLUTION & DUE PROCESS

When dealing with behavior & consequences, it is inevitable that disputes will arise, involving students, parents, faculty & staff, and administrators. Please note the following information if and when there is a disagreement about behavior and/or consequences.

- Conflict resolution: Even within a ministry of Christian education, conflicts often arise. When conflicts arise, we expect that members of the Lutheran High Northeast “family” will seek to resolve differences in a spirit of Christian love, characterized by the following:
  - ✓ Attempting to gather as much information as possible before rushing to judgment.
  - ✓ Confronting the person(s) with whom a conflict may be experienced in a respectful way;
  - ✓ Looking for solutions that are in the best interest of all parties involved.
  - ✓ Always avoiding gossip & seeking reconciliation.
- Due process: Students & parents always have the right to appeal any decision of the faculty and administration, although appeals & grievances should be reserved for serious issues when reasonable efforts to resolve a situation have failed. The Board of Directors has policies in place regarding such matters. The first step is always to contact the Principal, who will make this information available & work to facilitate the process.

## ATTENDANCE \*\*

Note: Penalties for violations of our attendance policies are found in the School Handbook.

### \*\* HOWEVER:

“On July 18<sup>th</sup>, 2014, LB 464 was passed by the legislature regarding attendance policies. Each school is required to “have a written policy on attendance developed and annually reviewed in collaboration with the county attorney office.” The policy shall include a provision indicating how the school district will handle cases in which excessive absences are due to illness. The policy shall also state the circumstance and number of absences or the hourly equivalent upon which the school shall render all services to address barriers to attendance which include: verbal or written communication by school officials with the parents or the guardians of the student in question, and at least one meeting between the school attendance officer, or school social worker or a school administrator.”

The letter goes on to describe services that the Madison County Juvenile Accountability Office has available to all students in the Madison County Areas, along with an offer to schedule a mtg with the county attorney to discuss our school’s policy or any of the programs the county has to offer.

This legislative action applies to both public & non-public schools, and so LHNE will be developing a policy, which will require action by the Board of Directors & submission to the County Attorney. We will keep parents informed.

## STANDARDS OF BEHAVIOR

Students are always expected to conduct themselves in a manner which demonstrates respect for God, others, and self. This means behaving in a way which seeks to build and maintain positive relationships, always seeking to promote the welfare of others.

Students are expected to be familiar with and observe school guidelines. Such guidelines may be published in the school handbook, newsletters, daily bulletins, or other official documents. They may be announced by the administration, faculty, and staff in homeroom, assembly, etc.

The following areas of behavior will result in strong disciplinary action. This may include suspension and/or expulsion. School jurisdiction includes the campus; its immediate vicinity; school activities and events, including those off-campus and outside the regular school day. Note: Even if a student attends a school event as a spectator, he/she is subject to school jurisdiction. Also note: School officials will not hesitate to contact law enforcement agencies for any misconduct, as needed.

- Aggressive acts: This includes intimidation or threats of physical harm to students, self, faculty, and staff; fighting and/or other physically aggressive acts; provoking a fight or other physically aggressive act; sexual harassment; possessing or otherwise carrying weapons or other dangerous or potentially dangerous items or materials of any kind. Note: Students are not allowed to have such items in their vehicles, even if they are locked in a glove compartment or trunk or kept out of sight..

Note: We also do not consider “jokes” or other comments about potentially violent or other aggressive behavior either funny or appropriate. If a student makes inappropriate comments of this nature, even if they are not meant to be taken seriously, he/she will be confronted and serious disciplinary consequences, including expulsion, may be enforced.

- Alcohol & other controlled substances: This includes the use, possession, distribution, and/or any transactions involving controlled substances. This also includes being under the influence of a controlled substance, even if use occurred off-campus. This further includes possession and/or use of drug paraphernalia. Controlled substances include any tobacco product; any alcoholic beverage; any legal or illegal drug; any substance (such as inhalants) whose use is intended for “getting high”. Note: Using prescription or over-the-counter medication in a manner not intended by the prescribing authority also falls into this category.

Also note: Lutheran High has a Medication Policy in force, which covers the use and/or possession of over-the-counter and prescription medications. Failure to abide by this policy may result in

serious disciplinary consequences, including suspension and/or expulsion. A copy of this policy is distributed to families at or before registration each year.

A final note: Participation in athletics or other co-curricular activities can also be severely impacted by any violation of this policy. Consequences can include suspension from part or all of a season at the discretion of a coach, advisor, and school administration. This policy is fully set forth in the Activities Handbook.

- Attendance: Violation of attendance policies will result in consequences that could range from warnings to suspension and even expulsion. Refer to the School Handbook for more information.
- Bullying: Any non-sexual behavior which attempts to bully, harass, belittle, or otherwise intimidate will be treated as a major misconduct as per our policy re: harassment. This includes the practice of “cyber-bullying,” even if this behavior takes place outside the school day. (SEE Harassment policy below.)
- Cell phones & other personal communication devices: Students will be allowed to use their cell phones & other specific communication devices, which will be reported to students, during passing periods in hallways & during lunch. administrators or the yearbook advisor. Exception: Such devices may be used for purposes involving school projects if (1) students have permission from the appropriate teacher(s), and (2) such devices are otherwise used appropriately according to guidelines as set forth in the other school policies. Taking unauthorized pictures or videos is a serious breach of confidentiality & could be considered a major violation which could include suspension or even suspension pending expulsion.

- ***Such devices may NEVER be used as photographic devices without permission from school***

Special consequences include: For each offense, a phone or other personal communication device is confiscated & a \$10 fine is assessed,-payable before the phone is returned. Exception: If a student does not have \$10 available, and/or a parent requests that the cell phone be returned due to travel safety issues, we will allow the student to take his/her cell phone home at the end of the school day. However, if the fine is not paid the next morning, the phone will be confiscated again & kept in the office until the student leaves for home. Another \$10 fine will be assessed. This will continue each day until the fine or accumulated fines is/are paid.

Other examples of personal communication devices include but may not be limited to the following: personal digital assistants (PDA’s), Blackberries, laptops, iPods, tablets (such as iPads); smart phones, etc., and any other personal digital assistant or device which could be used for electronic sharing of information and/or accessing the Internet may not be used for any reason in our building without permission from the school administration. The school reserves the right to confiscate & keep such devices until such time as it is appropriate to return them. Consequences referred to above also apply to other personal electronic devices besides cell phones. SEE ALSO School Handbook.

- Cheating/Plagiarism: This includes copying from or allowing another person to do any assignment, paper, project, quiz, or test for or knowingly allowing someone to copy from you; cutting & pasting any material from an on-line or other “eSource” without proper documentation; using unauthorized help to complete any assignment; using unauthorized help to answer any question on any quiz or test; copying another person’s words or ideas and giving the impression that they are your own, including missing and/or misleading documentation of sources; falsifying scores on one’s own or any other students’ school work. A further clarification re: “copying”: When a student copies from another source & makes only a few inconsequential changes in an attempt to make it look like his/her own writing, this is also plagiarism & most likely will be easy for a teacher to notice. Note: Teachers will withhold full or partial credit for work involving cheating/plagiarism. This could result in a failing grade for the course.

Related issue re: copyright infringement: Students should be aware that some pictures, illustrations, and other images found on the Internet are copyrighted. Use of such images must be done within legal guidelines. Lutheran High will not be responsible for any legal consequences that may result from this practice.

- Computer & network misuse: Any unauthorized use of computers and/or school network may be treated as a major misconduct. This includes (but may not be limited to) using any school computer w/o permission; being in the computer lab w/o permission; using someone else’s password to access a computer and/or the school network; knowingly allowing someone else to use your password to access a

computer and/or school network; accessing inappropriate sites; blogging, email, etc. (unless permission has been granted for a class assignment); attempting to or actually “hacking” into the school network; tampering with or vandalizing any school computer and/or other hardware; using any school computer and/or other hardware to “create” and/or distribute any inappropriate content; attempting to install or remove software. (Note: If this behavior is deemed malicious, consequences could include immediate suspension pending expulsion.)

- Harassment: SEE policy below. Lutheran High Northeast has a policy in place that defines harassment and explains the consequences and due process which accompanies this issue. We do not condone harassment, but we also recognize that differences in perception and judgment may cloud this issue. Therefore, much care and caution will be used in handling such cases. Note: Our policy also forbids the practice of “cyber-bullying” as a form of harassment. (SEE above.)
- Lying/Improper language/Insubordination: Lying includes forging any type of school document, such as a pass, teacher’s note, etc.; forging any signature. Improper language includes profanity, swearing, vulgar, and otherwise offensive language; language that is degrading, disrespectful and or threatening to other students, faculty, staff, or Lutheran High in general. Insubordination includes willful disregard and/or disrespect for any faculty or staff member, including threatening, profane, or obscene comments or gestures; refusing to comply with a directive issued by any member of the LHNE faculty & staff (including coaches, advisors, chaperones, etc.).
- Personal conduct: Public displays of affections, such as embracing, kissing, etc., are not appropriate for our school campus. Rowdy or anti-social behavior is also not appropriate. Bullying and/or harassment are never appropriate. Inappropriate personal conduct is also never appropriate off campus, especially at school-related events, such as athletic contests, field trips, music tours, study tours, etc. Appropriate consequences for these types of behavior will be enforced and could include suspension and/or expulsion. SEE ALSO School Handbook.
- Plagiarism: SEE “Cheating” above.
- Prohibited items & activities: Possession of prohibited items and/or engaging in prohibited activities could result in consequences ranging from warnings to suspension and expulsion. SEE School Handbook for a list of prohibited items & activities.
- Repeated violations of school policies & guidelines: This includes all policies and guidelines publicized in handbooks, newsletters, daily bulletins, or any other announcements.
- Theft/stealing: This includes taking or attempting to take without permission any school or personal property; illicit use of school or personal property, etc.
- Truancy/cutting class: This includes being absent from school and/or individual classes (including study halls and lunch period) without legitimate and proper excuse and authorization.
- Vandalism: This includes damaging, defacing, mutilating, or otherwise destroying any school or personal property. This includes graffiti.
- Vehicles, parking, driving: Failing to abide by school policies could result in consequences ranging from warnings to suspension and expulsion. SEE School Handbook for more details.

### **Harassment policy:**

Lutheran High strives to maintain an environment where all individuals are treated with respect and dignity. Therefore, we have established a policy which defines sexual harassment as unwelcome sexual advances, requests for sexual favors, repeated derogatory sexist remarks, and other verbal, visual, and/or physical conduct of a sexual nature directed toward an individual or group under the following conditions.

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education.
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting the individual.
3. Such conduct has the purpose and/or effect of substantially interfering with an individual's academic or teaching performance and/or creating an intimidating, hostile, and/or offensive educational environment.

Examples of sexual harassment include (but may not be limited to) the following.

1. Verbal: Sexually demeaning comments, sexually explicit statements, questions, slurs, jokes, anecdotes, epithets, etc.
2. Written: Suggestive or obscene letters, notes, invitations, or any other correspondence.
3. Physical: Sexual assault, touching, impeding or blocking movements.
4. Visual: Leering, gestures, display of sexually suggestive objects or pictures, cartoons, posters, etc.
5. Continuing to express sexual interest after being informed that this interest is unwelcome and/or inappropriate.
6. Reprisals or threats of reprisal following a negative respond to sexual advances or following a sexual harassment complaint.

Note: A single incident of sufficient severity may constitute sexual harassment. The circumstances of each complaint will be carefully considered when determining whether a specific act or pattern of behavior violates this policy.

Harassment may occur from employee to student; student to employee; or student to student. Harassment involving employees should never occur. Amorous relationships between employees and students are strictly prohibited. Flirting or inappropriate affection between employees and students is absolutely discouraged and should be refused in either direction.

Harassment between students is prohibited when it is related to any school activity or attendance, and when it occurs at any time including (but not limited) to any of the following.

1. While on school grounds.
2. While going to or returning from school.
3. During or while going to or returning from any school sponsored activity or event, including those activities and events that are not held on LHNE school grounds.

Any student who feels that he/she is being sexually harassed should first confront the harasser and inform him/her that the conduct in question is unwelcome and must stop immediately. If the student does not feel comfortable doing this or is unable to do so, he/she shall direct the complaint to the Principal or Assistant Principal, who will inform the alleged harasser that the behavior in question must stop immediately. More serious consequences will be imposed, if appropriate. Should the situation not be resolved with this first step, continued steps will be taken as per policies of the Board of Directors of the Lutheran High School Association of Northeast Nebraska.

## DRESS CODE

School dress should support the educational program and Christian witness of Lutheran High Northeast. Extremes in attire and manner of dress, including that which is meant primarily to shock or draw attention to itself, can be distracting, disruptive, and offensive. It is our strong conviction that the better the standard of dress, the better the overall attitude and performance in school.

Lutheran High Northeast emphasizes attire and manner of dress which follow principles of safety, appropriateness, neatness, cleanliness, modesty, and positive Christian witness. Dress which calls undue attention to itself is to be avoided. We expect and appreciate dress which promotes a positive learning environment and gives a positive witness to others. We expect that all attire will be devoid of offensive wording, pictures, graphics, etc. We expect students to comply with the dress code while they are on campus or otherwise under the supervision of the school.

We recognize that it is unlikely to be able to anticipate all possible dress code violations. If a student's attire or manner of dress is in question, he/she will be referred to the school office for administrative action. In many cases, a conflict may be avoided if a student checks with the office in advance before wearing an article of clothing that may be questionable.

Consequences: If a student is in violation of the dress code, an immediate correction is expected. A disciplinary referral may result, and inappropriate attire may be confiscated. If an immediate correction is not possible or if the student resists, he/she will be referred to the school office. The student may be suspended from classes until a correction is made. Such absence from class will be considered unexcused.

Sometimes—but solely at the discretion of school administrators & only due to special circumstances—a student may be allowed to wear prohibited attire the rest of that school with a warning that it may not be worn at school again.

### DRESS GUIDELINES:

- Boys are encouraged to wear modest and attractive dress or sport shirts, sweaters, sweatshirts, casual pants, or jeans. T-shirts and shorts are allowed with conditions. (SEE below.) Prohibitions are included below!
- GIRLS are encouraged to wear modest and attractive dresses, skirts or split skirts (if they are not revealing), sweaters, sweatshirts, casual pants, or jeans. T-shirts and shorts are allowed with conditions. (SEE below.) Prohibitions are included below!
- Athletic wear is not permitted except during p.e. classes. Athletic shorts are not allowed. Warm-ups are not allowed. Note: Students who have a p.e. class during Period 1 may wear athletic attire to school.
- Bare midsections: Clothing which exposes the waist area when a student raises his/her arms, bends over, sits, or squats, is not allowed. This holds for both boys & girls!
- Caps, hats, & sunglasses are not to be worn in the building at any time.
- Chains (such as wallet chains) are not permitted
- Earrings, body piercing, & tattoos: Girls are not restricted re: earrings, as long as they are not excessive or extreme in number and/or style. Girls are also allowed to wear one small nose piercing as to be barely noticeable, which is solely at the discretion of school administrators. Boys are allowed to wear a single stud or hoop earring in each ear. No other body piercing or tattoos are to be visible for either boys or girls. These prohibitions carry over into all school activities and events!
- Facial hair: Boys must be clean shaven, although sideburns are allowed if they are not extreme. However, coaches & other co-curricular advisors may enforce a stricter rule re: facial hair. Note: Any boy in violation of this prohibition is expected to shave immediately upon reporting to the school office.
- Footwear must be worn in school at all times. Sandals are permitted but must be non-athletic and dressy in nature. Flip-flops of any style (even those that look dressy) are not allowed. Shoes must have backs on them, although backless dress shoes may be worn on dress-up days at the discretion of the Activities Director.
- Frayed clothing, rips, holes, worn areas, etc: Frayed clothing is not allowed. Holes, rips, and other worn areas are not allowed if any flesh is showing. Excessive or extreme holes, rips, and other worn areas are not allowed, as per the discretion of the school administration.

- Gang-related styles, are not permitted (including gang colors).
- Hair: Hair styles which are extreme, including unnatural coloring or shading, are not allowed for either boys or girls. Boys may not wear mohawks, ponytails, or other styles considered extreme on boys. Boys' hair length may not fall below neck lines. Shaved heads are also not allowed. Exceptions: We know that some athletic teams have a tradition more extreme hair styles for competition, but this ONLY allowed with advance permission from school administrators & ONLY at their discretion.
- Length of skirts, dresses & shorts: The school administration will determine the appropriate minimum length of skirts, dresses, & shorts, as measured from the top of the kneecap. The current standard is 4" above the knee cap when the student is standing. This standard is always subject to change, based on current styles & fashions. Since it has become almost impossible to agree on an objective measure of tightness, we will continue to leave this matter for parents to decide, but we will also reserve the right to enforce standards of decency at our discretion.
- Pants are expected not to "ride" below the waist even when a shirt extends below the waist line. Wind pants, sweat pants, etc., are not allowed except in gym class. Frayed clothing is not allowed. Holes are not allowed if any flesh is showing. Excessive worn areas are not allowed in number, size, and/or shape.
- Revealing tops: Tank tops & mesh tops are not allowed on boys or girls unless a t-shirt is worn underneath. Girls are not allowed to wear clinging garments, low-cut or otherwise revealing tops, sheer fabrics (unless a shirt w/sleeves is worn underneath) low-backed dresses, sundresses, spaghetti straps, slip dresses, camisole tops, mini-skirts, and tops on which one or both shoulders are entirely bare
- Shorts are permitted, if they are of modest length, not overly casual, and conform to other dress code standards. Acceptable styles include dress, jeans, and khakis. Athletic shorts may not be worn. Boxer shorts are not permitted to be worn as outerwear. Frayed clothing is not allowed. Holes are not allowed if any flesh is showing. Excessive worn areas are not allowed in number, size, and/or shape.
- Sweatshirts, jackets & coats: Students are NOT allowed to wear heavy and/or bulky coats & jackets in school. They may wear light jackets & sweatshirts. "Hoodies" are allowed, but students are not to have hoods covering their head while they are in the building! Since some classes are cooler than others, students should dress in layers which do NOT include heavy and/or bulky coats & jackets.
- Pants: yoga pants, sweat pants & wind pants are not allowed, except during p.e. classes. Note: students who have a p.e. class during Period 1 may wear athletic wear to school, as long as it does not conflict with other dress code guidelines.
- T-SHIRTS are permitted with silkscreen or embroidered wording, pictures, graphics, etc., as long as they conform to other dress code rules. Prohibitions include (but may not be limited to): anything of a sexual nature; vulgar, profane, or otherwise offensive language; depiction or promotion of any alcohol, drug, or tobacco product; depiction or promotion of any musical performer or group (except for Christian performers and groups approved by the administration); any disrespectful, sacrilegious, crude, or violent wording, pictures, or other graphics.
- TWO MORE NOTES: (1) School administrators have asked women faculty & staff, especially Mrs. Sweigard, to help advise in the matter of whether our young ladies' clothing styles are appropriate when questions arise re: over-revealing tops, skirts, shorts, dresses, etc.—as to whether they are too revealing, too short, too immodest, etc. We respect their advice & rely on it when making our final decisions. We also depend heavily on our parents to help their sons & daughters make good choices when so much of the clothing they have to choose from is not reflective of the values we stand for & try to promote in our school's mission & ministry. (2) You should know there has been some discussion—with no decisions made at all—as to whether attire limited to LHNE-themed clothing wouldn't help clear up a lot of issues re: dress code.

## **DISCIPLINE AT LUTHERAN HIGH NORTHEAST**

Our philosophy: At Lutheran High Northeast we operate under the premise that it is a privilege to teach and train the children of God, entrusted to our care, and that it is equally a privilege for these students to attend Lutheran High and benefit from this teaching and training. Therefore, in order for this educational experience to be most effective, it is essential for faculty and staff to provide instruction and discipline in a positive, fair, caring and loving environment. It is equally important for students to receive that instruction and discipline in a willing and cooperative manner. An important part of this educational experience is learning the skills necessary to live in a community. Among these skills are self-discipline, positive interaction with others (young people and adults), appropriate behavior, willingness to cooperate, and personal sacrifice for the good of the whole community.

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

Discipline is a part of our disciple-ing ministry, whereby we use God's tools of instruction and correction to help provide growth and maturity as disciples. The faculty and staff of LHNE strive to make that happen by clearly and effectively communicating with students, so that they have an understanding of acceptable behavior, their underlying purposes, resulting consequences (both good and bad), and God's ongoing process (sanctification) to change our lives for the better. We also strive to shepherd our students by providing a consistent learning environment, which includes constant and consistent reinforcement of behavior policies and procedures. Finally, we seek to provide discipline and guidance through fair consequences and effective follow-up.

Discipline becomes necessary when a member of the Lutheran High community behaves in a way that is contrary to God's will and/or disruptive to the learning environment. The purpose of discipline is to help an individual recognize the error of his/her behavior, show proper contrition, recognize the love and forgiveness of Jesus, recognize also the consequences that occur regardless of that forgiveness, and learn from the experience. God tells us in Proverbs 29:19, "A servant cannot be disciplined by mere words; though he understands, he will not respond." Therefore, consequences will often go beyond verbal reprimands. The purpose of such consequences is to help the individual learn from his/her mistake and grow from the experience.

General consequences: Consequences for inappropriate behavior may take a variety of forms, including detentions, school service, loss of certain privileges at school, suspensions, probation, and expulsion.

If a student's conduct is dangerous to others or threatens to seriously disrupt school, suspension may be immediate, and a conference will be held as soon as possible to determine the student's continued enrollment at Lutheran High Northeast.

There are certain behaviors whose consequences will be suspension and/or possibly expulsion. The following is a partial but by no means complete list of such behaviors.

1. Possession or use of alcohol, tobacco, controlled substances, illegal drugs, etc.
2. Immoral sexual conduct.
3. Threat or use of physical violence.
4. Harassment.
5. Possession or use of fireworks, explosives, weapons, ammunition, incendiary devices, etc.
6. Reprehensible conduct tending to seriously discredit the mission and ministry of LHNE.
7. Serious, willful destruction of property.
8. Stealing.
9. Gang-related activities.
10. Repeated classroom or other school disruptions.
11. Repeated insubordination and/or serious disrespect toward faculty, staff, or other students.

In the event that the student refuses to accept the ministry offered concerning his/her Christian life at Lutheran High Northeast, the student by virtue of his/her own attitude and behavior, disqualifies himself/herself from continued enrollment at LHNE.

Students represent their Lord, their families, and their school in all their activities. Therefore, Lutheran High Northeast expects its students to conduct themselves as Christian young people wherever they may be. Remember: school jurisdiction includes the campus and its immediate vicinity, as well as all school activities and events, including those off-campus and outside the regular school day.

We recognize and appreciate our partnership with parents and guardians in our educational and discipling ministry, and we expect them to cooperate with us in the areas of instruction and discipline. We also expect and appreciate their active involvement in solving problems that may arise involving their children's behavior. This may include a willingness to meet with appropriate faculty, staff, and administrators; reinforcing consequences imposed by the school; and encouraging their children to do their best to develop skills and attitudes which allow them to contribute positively to Lutheran High Northeast and our community at large.

Cycle of discipline: The school administration, faculty, and staff deal with school discipline in all aspects of both the school program and its relationship with the community. The majority of school discipline relates to the classroom, and that is where the cycle of discipline usually begins. Although the faculty and staff strive to be consistent in the disciplinary process, we recognize that situations and circumstances may arise which dictate special consideration and handling. Please note, however, that serious incidents will immediately move the process toward later steps in the cycle, which can result in suspension and/or expulsion.

1. At the point when a student is unable or unwilling to apply appropriate self-discipline, the teacher works with the student in an attempt to resolve the issue. Teachers may choose to assign a personal detention or offer some other appropriate consequences as part of the process. The teacher will document incidents of student misconduct.
2. If the problem persists, the teacher will often contact the student's parents/guardians to inform them of the inappropriate behavior and enlist their support. This communication may include a phone contact, note sent home with the student, personal visit, etc.
3. If the problem still continues, the student may be referred to the Assistant Principal by means of a disciplinary referral or "pink slip." This referral is meant to indicate the level of seriousness of the behavior and serve as additional documentation concerning the student's behavior. The Assistant Principal will meet with the student (and teacher or staff member, if necessary), assign appropriate consequences, communicate this information to parents/guardians via the "pink slip", which will be sent home for a parent/guardian's signature.
4. If the problem remains uncorrected, the Assistant Principal will consider and apply consequences which may include more severe consequences; conferences with the student and/or parents/guardians; disciplinary probation; suspension.
5. If the student apparently refuses to accept the ministry offered by the school, and if he/she consistently demonstrates an unwillingness or inability to cooperate with the school, the student may be disqualified from continued enrollment at Lutheran High Northeast. If this becomes necessary, LHNE will continue to seek opportunities to do ministry with the student through other means, such as contacting a student's pastor, recommending special services, etc. When a student expresses a desire to return to Lutheran High Northeast and work within its standards of behavior, the school administration will review the option of re-enrollment.

Specific consequences

1. Detention \*: May be assigned for first offense and/or other minor infractions. Multiple detentions may be assigned for repeated minor infractions, as well as major infractions.
2. School service \*: May be substituted for or added to any consequences at the discretion of the school administration. This involves a specific amount of time performing cleaning and/or other custodial duties, such as washing windows, picking up trash, cleaning desks and tables, etc. School service is assigned and coordinated through the Assistant Principal. It may be necessary to complete this service outside of school; it will most likely be assigned outside the school day, except at the discretion of school administrators the regular school day.
3. Loss of privileges: Examples include (but may not be limited to) suspension from attendance and/or participation in school activities and events; loss of parking privileges; restriction from class activities, restriction from field trips; etc.
4. Suspension: Includes both in-school and out-of-school. This is a very serious consequence that includes temporary exclusion from all classes and school activities, both on and off campus. Repeated suspensions indicate that expulsion is probably necessary. Absence from class due to any suspension is considered unexcused, and the student will lose credit for any school work due and/or completed during his/her suspension. A student may, however, get assignments given during his/her suspension. The student will not be allowed to attend and/or participate in any co-curricular activity, including practices, contests, events, etc., on any day of his/her suspension.
5. Probation: A written contract involving the student, his/her parents/guardians, and LHNE, explaining the conditions under which the student may continue his/her enrollment or be eligible for re-enrollment. (Conditions may vary according to specific situations and circumstances.)
6. Expulsion: Release from enrollment at Lutheran High Northeast; consequences that typically follow an exclusion, such as exclusion from all school activities and events; possible loss of academic credits, etc. In the case of an expulsion, a student will not be considered for re-enrollment until at least the following semester and only with the approval of the Board of Directors.

\* If a student fails to serve these assigned consequences, an in-school suspension may be assigned as a substitute.