

2023-2024

# Parent-Student Handbook



Christ-Centered, Service-Minded, Continual Growth, Devoted to Students

**Educating for Life + Proclaiming the Faith**

**Lutheran High Northeast**

2010 N. 37<sup>th</sup> ST – Norfolk, NE - 68701

[www.LHNE.org](http://www.LHNE.org)     [info@LHNE.org](mailto:info@LHNE.org)

Accredited by the Nebraska Department of Education,  
Cognia, and National Lutheran Schools Accreditation

# Lutheran High Northeast

## 2023-2024 School Calendar

August '23						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September '23						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October '23						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November '23						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December '23						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January '24						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February '24						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March '24						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April '24						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May '24						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### Calendar Key

SPECIAL EVENT
NO SCHOOL

### August

10 – New Student Orientation  
 11 – First Day of School  
 27 - Beef Blast

### September

4 – Labor Day  
 15-Parent Teacher Conferences

### October

6 - End of Quarter 1 (40)  
 13 – Service Day  
 14, 15, 16 – Teacher Conference

### November

22/23/24 – Thanksgiving Break

### December

6 – Home LDE Competition (FFA)  
 13/14/15 – Semester Exams  
 15 - End of Quarter 2 (45)  
 Dec 18-Jan 3 – Christmas Break

### January

3 – School Resumes  
 15 – Teacher In-Service

### February

12 – Circuit In-Service  
 23 – Home Speech Invite

### March

7 – End of Quarter 3 (44)  
 8 – Teacher In-Service  
 28/29 – Easter Break

### April

1 – Easter Break

### May

7/8 – Senior Final Exams  
 12 – Graduation  
 15/16/17 – Semester Exams  
 17 – End of Quarter 4 (47) (176)  
 17 – Last Day of School for Students

\*1<sup>st</sup> Semester (85) 2<sup>nd</sup> Semester (91)



## 2023-2024 SCHOOL YEAR THEME

**CALLED OUT OF DARKNESS** "But you are a chosen race, a royal priesthood, a holy nation, a people for his own possession, that you may proclaim the excellencies of him who called you out of darkness into his marvelous light." 1 Peter 2:9

## LUTHERAN HIGH NORTHEAST PHILOSOPHY

### INTRODUCTION

Lutheran High Northeast is dedicated to the task of helping young people grow in the Christian faith and in living that faith. To accomplish this mission, Lutheran High Northeast involves its students in a thorough study of God's Word, worship activities, and service projects while also providing them with a broad range of academic studies and co-curricular activities in a Christ-centered environment.

As good stewards of God-given resources and talents, and as responsible ministers to the youth who have been placed in their care, the members of the Lutheran High School Association of Northeast Nebraska, together with the administration, teachers, and staff members, are vitally interested in the quality of all areas of the educational program offered at Lutheran High Northeast.

The needs of the students are of primary concern in the high school ministry, and the Board of Directors holds that each student should have the opportunity to develop spiritually, intellectually, physically, socially, and vocationally through quality Christian secondary education programs.

### STATEMENT OF 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.

### LHNE BELIEF STATEMENTS

**Equipping Students:** We believe that students can be completely equipped to function effectively in God's kingdom only when they have a thorough working knowledge of the Holy Scriptures. Therefore, each student will be given an education in God's Word and will also be given opportunity to demonstrate the effectiveness of that instruction by intentional and unintentional interactions with people and with God through worship. (Ephesians 6:10-18)

**Partnering with Each Other:** We also believe that students cannot be effectively equipped for life in this society without cooperative effort from the home and the church. Therefore, Lutheran High Northeast will work together with the home and congregation of each student to demonstrate the consistency of spiritual attitudes which can assist them in coping with life. (2 Timothy 1:15; 2 Timothy 3:14-15).

**Service as Christians:** We believe that well-equipped Christians express faith in action. Therefore, students at Lutheran High Northeast will be given instruction and opportunity for Christian service. (James 2:14-18)

**Christian Learning Environment:** We believe that the Gospel of Jesus Christ should be the framework for all activities at Lutheran High Northeast. This Christ-centered focus is to be intentional and visible in all curricular and co-curricular programs. (Ephesians 6:4; Deuteronomy 6:4-9)

**Academic Excellence:** We believe that a solid education better prepares students for the future, whether it is the pursuit of a post-secondary education, trade school, or directly entering the workforce. LHNE provides a challenging curriculum which seeks to meet the educational challenges of society while building self-esteem in our students. (1 Corinthians 9:24-25; 1 Corinthians 10:31)

**Self-worth in the Gospel:** We believe that human beings have self-worth only as children of God. Therefore, each student will be given instruction concerning our natural sinful condition and the redemption that comes from the person and work of Jesus Christ. (John 10:14; John 15:5)

**Fostering Mutual Respect:** We believe that God's Holy Scriptures instruct Christians to love and respect one another. Therefore, each student will be expected and instructed to show respect to parents, teachers, administrators, and all other adults, as well as fellow students and younger children. (John 15:12; 1 Corinthians 12:12-13)

**Encouraging Responsibility:** We believe that, as children of God, all students should be encouraged to be responsible. Therefore, each student will be given responsibilities, and each will be expected to meet them in a positive manner. (The Parable of the Talents, Luke 19)

## LUTHERAN HIGH NORTHEAST FACULTY & STAFF

Mrs. Hope Beam	Business/Computer/Library
Mr. Phil Carlson	Earth Science/Anatomy/Biology/Zoology
Ms. Martha Cook	Chemistry/Physics
Rev. B.J. Fouts	Doctrine 11
Mrs. Brenda Fowlkes	Art/Reading/Photography/Practical Life Skills
Mrs. Kathy Gebhardt	Algebra 1A/1B, Algebra 1
Dr. Amanda Hafer	Agriculture, FFA
Miss. Ann Henny	Band
Mr. Andy Keseman	World Literature/Geography/British Literature
Mr. Perry Miller	Old Testament/New Testament/Theology 12
Mrs. Elizabeth Osten	Physical Education/Health
Mrs. Stephanie Pape	World History
Mr. Preston Sunderman	U.S. History/Government/Modern Problems
Mrs. Maria Sweigard	Spanish 1-4, Journalism, Choir
Mr. Justus Utecht	Algebra 2/Geometry/Advanced Math/Calculus/Business Math
Mrs. Emily Woodall	School Counselor/English 9
Mr. Fred Aufdembrink	Director of Development
Mrs. Brittany Bosler	Office Assistant
Mr. Perry Miller	Director of Spiritual Life
Mrs. Becky Svoboda	Business Manager
Mr. Michael Scheffler	Maintenance
Mr. Preston Sunderman	Activities Director
Mrs. Emily Woodall	School Counselor
Mr. Daniel Sievert	Principal

# **Policies and Procedures**

## **NON-DISCRIMINATION POLICY**

Lutheran High Northeast will not discriminate on the basis of race, color, sex, national, or ethnic origin in the administration of its educational policies, admission policies, and athletic and other school-administered programs, and guarantees to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Lutheran High Northeast will not discriminate on the basis of race, color, sex, or national or ethnic origin in the employment of the administrative, teaching, or custodial staffs necessary for the operation of the school.

## **ANTI-HARASSMENT POLICY**

Lutheran High Northeast will not tolerate any form of harassment, whether it is based on race, age, gender, religion, disability, or national origin. Students, their parents, and employees of Lutheran High Northeast may not engage in conduct toward any other students, parents, or employee that tends to degrade or harass them. Good judgment in this regard is expected at all times.

## **SEXUAL HARASSMENT POLICY**

Lutheran High Northeast is committed to maintaining a learning environment that is free from all forms of sexual harassment and in which all employees and students can work and study together comfortably and productively. Lutheran High Northeast prohibits and will not condone, permit, or tolerate any form of sexual harassment. It shall be a violation of this policy for any student or employee of Lutheran High Northeast to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy. The administration of Lutheran High Northeast will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment and will discipline any student or employee who harasses any student or employee of Lutheran High Northeast.

Sexual harassment may include:

- Sexually graphic or degrading comments about student or employee appearance, dress, or anatomy
- The display of graphic sexually suggestive objects or pictures
- Dirty jokes and offensive gestures
- Any uninvited or unwelcome physical contact or touching, such as patting, pinching, or hugging

Students who have complaints of sexual harassment from other students should report such conduct to their teacher (or principal). The teacher will then file a report with the principal.

Students who have complaints of sexual harassment from teachers or other employees should report such conduct directly to the principal.

Students who have complaints of sexual harassment from the principal should report such conduct to the president of the Board of Directors of the Lutheran High School Association of Northeast Nebraska, Inc. In all cases, a thorough investigation will be conducted to determine if sexual harassment has occurred. Where investigation confirms allegations, appropriate corrective action will be taken, up to and including expulsion.

## **SECLUSION AND RESTRAINT POLICY**

At Lutheran High Northeast, we believe a safe and healthy environment should be provided in which all students can learn, develop, and participate in instructional programs that promote high levels of academic achievement. The purpose of the plan is to insure all students and staff are safe in school, and that students who may have a behavior crisis are free from inappropriate use of seclusion or restraint. All behavioral interventions must ensure students are treated with dignity and respect. Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a student's behavior or action poses imminent danger of physical harm to self or others. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

## TUITION POLICY

Just as families are responsible to pay their bills on a timely basis, so Lutheran High Northeast is responsible to pay its bills. Our responsibilities include not only those companies with whom we do business but also the faculty and staff who provide the ministry of Christian education for our students. We expect our families to pay their tuition and fees in a timely manner, as determined by the Board of Directors through the administration of the school.

A completed tuition payment agreement form will be required at registration indicated the selected payment option for the family. All fees are ordinarily expected to be paid by the beginning of the school term. Families who pay tuition annually or by semester may pay their tuition directly to the school office. Families who pay monthly are required to enroll in the tuition management company, FACTS, and make their payments via direct withdrawal from a bank account.

## ACADEMIC GRADING

The grading system at Lutheran High Northeast promotes Christian stewardship by both teachers and pupils. Our grading system will establish high standards for both the academically gifted and the average student and will strive to accurately report student achievement and skill.

A grade at Lutheran High Northeast is a professional judgment by a teacher of a student's progress and represents an evaluation of the following two factors:

1. Achievement: Meeting the requirements of the course on the basis of God-given talents. This means satisfactorily completing all assignments, satisfactorily passing tests, and participating in class discussions as required.
2. Christian stewardship in work habits: Using assigned time for study, bringing required texts and necessary work materials to class, keeping work well organized, paying attention to instructions by the teacher or presentations by classmates, doing independent work, spending sufficient time on homework, and completing assignments on time.

Grades are earned according to the percentages listed below:

A+	98 - 100	4.0	C	79 - 81	2.0
A	95 - 97	4.0	C-	77 - 78	1.7
A-	93 - 94	3.7	D+	74 - 76	1.3
B+	90 - 92	3.3	D	72 - 73	1.0
B	87 - 89	3.0	D-	70 - 71	0.7
B-	85 - 86	2.7	F	69 - 0	0
C+	82 - 84	2.3			

Honor Rolls (posted at the end of each quarter):

Principal's List: 3.75 or higher

With Distinction: 3.50 or higher

Honor Roll: 3.25 or higher

## ACADEMIC POLICY, PROMOTION, AND CREDIT RECOVERY

Lutheran High Northeast expects students to be diligent in their academic progress in preparation for their college or vocational career. Students who do not exhibit a conscious effort to achieve at their God-given level of ability, or who do not show sufficient academic progress, may indicate that their educational needs would be better addressed at another institution.

Students are promoted on the following basis:

- All courses are completed successfully with passing grades (70% or better).
- Any failures are re-scheduled for the following semester or school year. If not possible, the student will need to take a credit recovery class online at the expense of the family. No student will be designated as a *Senior* unless he/she can take enough courses to obtain a diploma at the end of that school year.

## **ACADEMIC INTEGRITY**

In a Christian community the expectation is that cheating does not occur. Lutheran High Northeast defines cheating in the following ways:

- Copying homework, test, and/or quiz answers from others
- Plagiarism, defined as “the taking of ideas and passing them off as one’s own”. For example, cutting and pasting from other documents and claiming the materials as your own, handing in work to be graded that is not the result of your own effort, or copying reports from the encyclopedia or a website without acknowledgement.
- Using inappropriate materials or devices during quizzes and/or tests
- Allowing family members or friends to complete projects
- Purchasing or obtaining materials already submitted and returned (texts, quizzes, etc.)
- Selling or providing old tests and term papers to other students
- Passing answers to other students upon request

**All students who choose to take part in academic dishonesty will face disciplinary action.**

## **AWARDS**

Lutheran High Northeast students are recognized for various achievements while at LHNE. The honors convocation held in the spring aims to honor all awards received throughout the year in the academic, fine arts, and curricular areas. In addition, student athletes are also honored at athletic awards nights.

## **DROPPING A COURSE**

A student may request to drop a semester course within two weeks of the first day of the semester without it appearing on his or her transcript. Schedule change requests must be presented to the guidance counselor, and must have principal and parent approval. The principal may approve schedule changes at other times due to illness or in the best interest of the student.

## **FINALS**

Final exams are usually a cumulative test or activity which pulls together the material learned throughout the semester. Exam schedules will be posted at least two weeks prior to the scheduled exam dates. The dress code remains in force during final examinations.

## **GRADUATION REQUIREMENTS**

English/Language Arts: 40 Credits  
Mathematics: 30 Credits  
Science: 30 Credits  
Social Studies: 40 Credits  
Theology: 40 Credits

Physical Education: 5 Credits  
Health and Wellness: 5 Credits  
Fine Arts: 10 Credits  
Practical Arts: Comp apps 5, Personal finance 5  
Electives: 50 Credits

## **HOMEWORK POLICY**

An important indicator of academic success is student attitude and approach to homework assignments. It is expected that every student fully complete each written and reading homework assignment. Incomplete or missing assignments will be posted on FACTS and an email will automatically be sent to the parent. Students who demonstrate a consistent lack of preparation for class will be encouraged and monitored by the guidance counselor or principal to complete assignments on time.

## **MID-TERM REPORTS**

Mid-term reports are an indication of progress half-way through a quarter. Mid-term reports will be emailed to the student and parents, but are no different than the up-to-date student progress that can be viewed in FACTS. These reports are informational for the parent and student and do not go on any permanent record.

## REPORT CARDS

Report cards are sent out via email every quarter, and parents may request a paper copy by contacting the secretary. Semester grades are calculated by combining the two quarter grades (40% each) and the semester exam grade (20%). Within each class, the teacher will determine the grading system that is appropriate for his or her particular discipline and will share the grading system with the student at the beginning of the semester. Only semester grades are recorded on transcripts along with SAT/ACT scores.

## STANDARDIZED TESTING PROGRAM

Lutheran High Northeast administers all required state assessment tests. Currently, students are tested in the fall and spring using the state of Nebraska's MAP tests. Growth reports for each student will be provided to the parent in the areas of English, Science, Math and Reading. MAP testing measures what students know and what they are ready to learn next. The test adjusts to each student's performance and it personalizes their assessment – whether a student performs at, above, or below grade level.

Students in grades eleven and twelve are encouraged to take the American College Test (ACT) as needed for those pursuing college and for certain scholarship applications. Starting with the restrictions in 2020, LHNE has proctored the ACT test during the school day at LHNE (for our students only) in October and April. Sophomores are allowed to sign up and take the ACT in April. Juniors take the John Baylor Test Prep course leading up to the April ACT.

Students in the eleventh grade have the option to take the Armed Services Vocational Aptitude Battery (ASVAB). This test is proctored by the U.S. military and the results include the strengths of each student with potential careers that fit these strengths.

## DUAL CREDIT COURSES

Students choosing to take dual credit courses at LHNE must meet certain requirements and be pre-approved by the counselor. Students in grades 10, 11 or 12 must have a 3.0 GPA and be in good standing with the school. Students who take dual credit classes will only be allowed one study hall regardless of the number of classes they take. They must also send a final transcript to LHNE upon completion of the course. Currently, dual credit is offered through Northeast Community College and Concordia University Nebraska. **These course credits will be included on the official high school transcript.**

## PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are held once a year in the fall. The conference should be viewed as a time for parents to meet with the teachers in order to discuss the progress of their son/daughter. At any time during the year, parents and/or teachers may request individual conferences for the benefit of the student.

## VALEDICTORIAN & SALUTATORIAN

Students who have attended Lutheran High Northeast for their entire junior and senior year will be eligible to be named class valedictorian or salutatorian. The highest cumulative G.P.A. over eight semesters will be named valedictorian(s) and the second highest will be named salutatorian(s). Students may not retake a class to attain this status. Graduates who earn a cumulative G.P.A. over 3.75 will wear high honor cords at graduation. These cords, the valedictorian and salutatorian medals, and the National Honor Society stoles are the only additions permitted on graduation attire.



# Christian Discipline

Lutheran High Northeast is a specific community within the Body of Christ and is bound by the Word of God in all things. The rules and regulations of the school are to be considered either as extensions of the Law of God or as codes of conduct that enable the LHNE community to do *all things decently and in order*.

The Scriptures describe persons as being incapable of perfect obedience to any set of laws. Therefore, the Lutheran High Northeast community will also find itself confronting the problems caused by the sins and offenses of sinful people.

Unfortunately, there are those who do not respond with repentance and who maintain an attitude of rebellion. For such, God has offered His people the guidelines presented in Matthew, chapter 18. These guidelines for Christian discipline emphasize the need for repentance, honest sorrow over the offense, and a sincere desire to change. Repeated failure to respond with repentance results in the removal of the individual from the community of believers. Such a removal of the individual is an act of love in as much as it states that the community has exhausted its resources in attempting to lead the person to repentance and now removes the individual in order to show him or her that unrepentant life has already separated him or her from God and fellow believers.

We trust that each of our students desires to grow in the area of Christian self-discipline. It is our desire and intent to assist each student. We shall work with student until the student indicates that he/she either does not desire that help or is incapable of living within such a self-disciplined community. At that point LHNE would ask the student to seek enrollment at another school.

## DISCIPLINARY ACTION

Disciplinary measure will be taken when student behavior warrants such action, and parents will always be notified via email when a student receives a detention. In addition, parents may also be contacted via phone depending upon the situation, and parents will always be contacted directly for a student suspension. It should be noted that certain behaviors may warrant immediate action (i.e. detention, suspension, or expulsion). These cases will be handled at the discretion of the principal in consultation with the appropriate teacher.

## DETENTIONS

Detentions are issued when the classroom teacher or principal feels it would aid in positively modifying the behavior of a student. **Detentions are to be served within two days of issuance from 3:25-4:25 P.M.** Detentions take precedence over jobs, athletics, or any other after school activity. Failure to serve the detention within this timeframe may result in an additional detention, an extended removal from activity participation and/or a suspension.

## SUSPENSION FROM SCHOOL

Certain behaviors and repeated violations may result in a suspension. The suspension may be in-school or at home at the discretion of the administration. Students who are suspended cannot participate in any before or after school activities or co-curriculars on the day(s) suspended. Examples of behaviors that warrant a suspension may include:

- Possession or use of alcohol, tobacco, controlled substances, illegal drugs, including “tobacco free” vaping, etc.
- Possession or use of fireworks, explosives, weapons, ammunition, incendiary devices, etc.
- Sexually explicit or inappropriate communication or behaviors
- Threat or use of physical violence, inappropriate touching
- Taking unauthorized pictures or videos
- Harassment or bullying
- Willful destruction of property, or stealing
- Repeated classroom or other school disruptions
- Insubordination and/or disrespect toward faculty, staff, or other students
- Cheating/Plagiarism

## **EXPULSION**

Students exhibiting the following types of behaviors subject themselves to possible expulsion:

- Bringing using, possessing, selling, or being under the influence of any illegal drug (including alcoholic beverages) on campus or during a school function or activity
- Possession or use of fireworks, explosives, weapons, ammunition, incendiary devices, etc.
- Any severe negative behavior, including harassment, disrespect of authority, and failure to respond to the disciplinary structure
- Failure to maintain acceptable academic progress (academic withdrawal)

## **RELATIONSHIPS AND CONFLICT RESOLUTION**

In order to achieve closer cooperation between parents, coaches, teachers, and administrators for the benefit of the student, parents are to follow the practice of Matthew 18:15-16 in resolving conflict: “If your brother sins against you go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every word may be confirmed by the evidence of two or three witnesses.”

If you have any questions, misunderstandings, or grievances, discuss these with the person involved before sharing with others. As a rule, difficulties can be ironed out quite easily when the approach is made in a Christian manner.

If the issue involves a coach or teacher, please contact them directly first to set up a time for a conversation or meeting. Likewise, issues concerning the counselor, activity director, or principal should first be brought to him/her directly. If there is no resolution after the initial meeting, the next meeting can include the activity director (for coach or activity concerns) or the principal. If no resolution is agreed upon following this meeting, the details of the issue may be presented to the chairman of the board, who will serve as mediator (with potential involvement of the executive committee). The chairman of the board of education shall have final word on all decisions.

## **GENERAL SCHOOL RULES**

### **AREAS**

There are certain areas of the campus that are off limits to students during the school day except when given specific permission by a teacher or office staff. These areas include the parking lot, the exterior of the school building, the teacher workroom and office, the gymnasiums, the locker rooms, the weight room, and any other classroom or area not directly supervised during the school day.

### **CELLULAR PHONES, SMART WATCHES, AUDIO EQUIPMENT, ETC.**

The affordability and convenience of personal cell phones have made it possible for many students to utilize them for communication at school. While bringing a cell phone on campus is a privilege, their usefulness when needed in certain situations makes them very beneficial if they are used appropriately. In order to help create a clear distinction of appropriate use and to limit interruptions in class, students are asked to keep their cell phones/watches off or on silent mode in their locker from the beginning of first period to the end of the school day. Students may not carry these devices on their person at any time during the school day (with the exception of lunch), even if the cell phone is not in plain sight. This includes study halls, chapel services and assemblies.

**Taking unauthorized pictures or videos is a serious breach of confidentiality and could be considered a major violation which could include suspension or even suspension pending expulsion.**

Students may access and use their cell phones/watches during passing periods, during lunch, and when permitted in the case of an emergency. On rare occasions, a teacher may ask an entire class to bring cell phones to use as part of a lesson, and students can then return them to their locker following the class period. Students may be asked to remove smart watches during testing periods or if they become a distraction in the classroom.

If a student is found carrying or using a cell phone/watch, they will receive one warning. All following incidents will result in a detention and a \$10 fine to retrieve their cell phone/watch. In addition, students may also be asked to leave

his/her cell phone in the office during the school day following repeated infractions. Parents should call the office during the day if they need to contact the student.

## **BOOKS**

Students may wrap school-issued textbooks in a paper book cover to help protect the book from damage. Any school-issued books that are lost or returned damaged will result in a student book fine. Fines must be paid before report cards are issued.

## **COMPUTER LAB**

The presence of a computer network at LHNE provides a virtually unlimited supply of resources and information to the school community, but it also places a great deal of responsibility on all users. No student may use a personal device or school computer without first signing the school's BYOD policy.

## **CUTTING CLASSES**

Cutting class is defined as an unexcused departure from the school schedule and warrants immediate disciplinary action. Students are discouraged from leaving class except in emergencies. Any student who receives permission to be in another part of the campus during class hours must be there with permission from a teacher.

## **CLASSROOM ATTIRE**

Lutheran High Northeast encourages a traditional and conservative style of clothing for its students. While a student will have various dress codes through the vocations in his/her lifetime, we feel that these policies help foster an equal and positive learning environment while still allowing a level of individuality not possible with school uniforms. This section outlines the clothing choices allowed for all students. LHNE reserves the right to make decisions regarding appropriate dress and hairstyles. *If an item of clothing is questionable – kindly refrain from wearing it.*

## **DRESS CODE**

The following will be the guidelines for student appearance at Lutheran High Northeast:

- Clothing must be neat, clean, and appropriate for the learning environment desired in an academic setting. Students may wear frayed jeans without holes.
- Clothing which exposes the midsection is not allowed.
- For all physical education classes including weightlifting, modest clothing is necessary. Students may not wear tank tops, sleeveless shirts, or shirts with torn sleeves or open sides.
- Sweats, warm-up pants, or athletic pants/shorts are not appropriate, except for dress down days or physical education classes.
- Leggings are permitted only when worn with dresses or skirts that go no higher than mid-thigh.
- T-shirts are permitted with wording or graphics as long as they are not offensive, vulgar, or promote any alcohol, drug or tobacco product.
- Tank tops and mesh tops are not allowed unless a t-shirt is worn underneath.
- Shorts (dress, jeans, khakis) are permitted if they are of modest length (4" above knee or longer).
- Footwear must be worn in school at all times. Sandals are permitted; however, flip flops are not.
- Hoodies are permitted, but hoods cannot be worn on the head. A student may lose the privilege of wearing a hoodie if this rule is not followed.
- Caps, hats, and sunglasses are not allowed during the school day.
- Outerwear designed to be worn outdoors (i.e. hats, gloves, jackets, etc.) are not to be worn in the school building.
- Tattoos are to be covered at all times while on campus or involved in school-sponsored activities.

## **Young Men**

- Hair should be of a natural color and worn in a traditional style. It should be off the lower collar of the shirt and should be out of the eyes.
- Boys are allowed to wear a single stud or hoop earring in each ear. No other piercings are to be visible.
- Boys' facial hair must be maintained and well-groomed.

## **Young Ladies**

- Hair should be of a natural color and worn in a traditional style.
- Jewelry should include only earrings, watches, rings, and necklaces. Other body piercing adornment should not be worn during the regular school day while on campus or at a school-sponsored activity.
- Skirts should be of appropriate length (4" above knee or longer) and low-cut or revealing tops, open backs, spaghetti straps, or tops with open shoulders should not be worn.
- No parts of bras or bralettes should be exposed or showing at any time.

## **ON CAMPUS CO-CURRICULAR ACTIVITIES, SPIRIT AND DRESS DOWN DAYS**

When attending casual social events or athletic events on campus which occur after normal school hours, the clothing must be neat, clean, and in good repair. Clothing choices should reflect the Christian values and teachings of Lutheran High Northeast. Students will be informed of acceptable standards for school-sponsored dress down and spirit days, which allow greater freedom than the normal dress code.

## **DRESS CODE VIOLATIONS**

It is the responsibility of every parent and student to be familiar with the dress guidelines. Students who are not properly attired will be privately asked to change (severe) or instructed to not wear the article again. Repeat offences will result in a detention.

## **EATING AND DRINKING IN CLASS OR SCHOOL BUILDING**

Food and beverages are generally expected to remain in the commons area before/after school and during lunch. All student vending is limited to before/after school and at lunch and must be monitored by a student or teacher. Food and snacks cannot be brought into classrooms or study halls, drinks are permissible only if they have a secure lid (to-go containers, cans, etc. are not considered secure). No drinks are permissible in any container in the computer lab. Energy drinks (red bull, monster, etc.) are not permitted on campus at any time

## **LUNCHROOM**

The cleanliness and good order of this area are the responsibility of each individual student. Students assigned to lunchroom duty are to help clean up after each lunch period under the direction of the school custodian. Microwaves are available for student use and local school-assigned vendors also deliver student orders placed during second period. Parents/family are welcome to deliver an occasional lunch but **students and/or parents are not permitted to order lunch delivery through a service (door dash, uber eats, etc.) or directly from a vendor.**

## **PUBLIC COURTING**

The public display of affection is a practice that makes some people uncomfortable and, as a matter of mutual respect, couples need to refrain from such activity. As a practical measurement of affection, holding hands and any other contact beyond that is considered inappropriate in the school environment.

## **SKATEBOARDS, SCOOTERS, ETC.**

Skateboards, Onewheels, roller blades, scooters, skate shoes, etc., are not permitted on campus.

## **SOCIALS AND DANCES**

- Students and their dates must dress in an appropriate fashion (guidelines will be handed out).
- Students may only bring one person to the dance. He/she must be of the opposite gender.
- Students must remain once they enter a social activity. If students leave the activity, they must also leave the grounds and may not return.
- There is to be no loitering in cars or returning to cars during the dance.
- All tobacco and illegal drugs (including alcohol) policies are in effect for all school events. Should students choose to participate in such activities, parents will be called immediately to come for the student, and a suspension or expulsion will be pursued for all students involved.

## USE OF TOBACCO OR VAPES

Students and visitors are NOT permitted to use tobacco or vape on the campus of Lutheran High Northeast before, during, or at afterschool activities. Tobacco in every form is not permitted on school grounds. Students are not permitted to use tobacco at any school-sponsored function. Use of tobacco will result in suspension from school.

## Attendance Policy

All students are expected to be in attendance every day that school is in session and to be on time to all classes. If a student is too ill to attend classes, **the parent must call the school prior to 8:30 A.M.** In order to effectively partner with parents in accounting for our students, a phone call from the student will not satisfy this request. **Every effort should be made by the student and family to avoid every absence.**

### Credit for each class is issued on a semester basis, in agreement with the following policy:

- Students will not receive credit for a class if they are absent more than 10 periods of that class during the semester for any non-school related reason. This includes all doctor appointments, functions out of school, and absences due to sickness or family vacations. Absences due to school-sponsored events and college visits will not be recorded as an absence. These may include early athletic dismissals, field trips, or service and recruitment opportunities approved by the principal.
- Notification of a planned absence by a parent is needed and appreciated, but it does not provide an exemption to this policy.
- If a student arrives more than 25 minutes late to a class period, it will be recorded as an absence for that period. Students arriving less than 25 minutes late to any class period for any reason without a pass from a teacher will receive a tardy.

Parents and the student will be notified of the potential loss of credit for the semester when a particular class is missed seven, eight, nine and ten times. If the student exceeds the limit of ten (10) absences of a particular class within a semester, the parent(s) must file an appeal to the attendance committee within one week of notification or credit will not be granted. Parents must have documentation of any significant health issues or other unavoidable obstacles for the absences for their son/daughter. The committee will meet with the parent(s) following the appeal, and will issue a ruling within one week. Any additional absences following the appeal and ruling will likely result in immediate loss of credit for the semester.

A student whose absence is unexcused may be given a failing grade of zero for any assignment, project, test, etc. due that day. ***Parental permission for a student to be absent does not necessarily constitute an excused absence.*** Requests for non-emergency excused absences should be made to the office at least three school days in advance.

Appointments with doctors and dentists should be made outside of school hours. In the event that this becomes impossible and an appointment is scheduled during the day, the student/parent should inform the administrative assistant of the absence prior to the appointment and the student must return with a signed doctor's note or pass. This absence will still be counted toward the total. Lutheran High Northeast reserves the right to determine any exceptions to the above stated Attendance Policy.

In order to be eligible to participate in a co-curricular activity or event, including practices, a student must be in attendance by the beginning of period five and remain in school for the rest of the day. A student who leaves school early due to illness or injury and does not return to school will not be allowed to participate. Exceptions to this policy may only be granted by the principal.

## FAMILY TRAVEL/TRIPS/PERSONAL DAYS

Absences during the school year due to family travel, trips, or student personal days should be avoided. The greatest roadblock to academic success is absence from school. Prolonged absence generally results in a substantial decrease in student academic achievement. Therefore, any parental permission for such absenteeism does not constitute an excused absence. All non-school related absences will count toward the allowable absences.

## **TARDIES**

Any student who is late to school must report to the office immediately upon arrival to receive a time-stamped pass. Students must present this pass to their first hour teacher to enter the classroom. Students who arrive more than 25 minutes late to the office will receive a pass, but will be marked absent for that period. This absence will count against the limit of ten (10) per semester.

Students are expected to arrive on time to every class period of the day. Since understandable situations may cause a student to be late, students are permitted four tardies per semester before a detention is issued.

A detention will be issued for a student's fifth tardy in a semester, and every additional tardy thereafter. LHNE administration reserves the right to determine any exceptions to the above stated Attendance Policy.

## **PREGNANCY AND STUDENT PARENT(S) POLICY**

In the spirit of Christian love and in accordance with God's call to serve one another, students who are pregnant, have become pregnant, or are parents while enrolled at Lutheran High Northeast must share this information with the principal in order that counseling services and the gifts of forgiveness, reassurance, love and support might begin for the student(s) and the family/families who have a familial connection to the unborn child or are currently supporting the child of a teenage parent.

Because this situation is not of the norm and may be disruptive to the educational process, the continued enrollment of the pregnant student or student parent is conditional upon an appropriate Christian attitude which will be reviewed periodically by a committee appointed by the principal. The same factors will determine continued enrollment for any male student who is responsible for a pregnancy.

As stated above, students involved in the creation of and the continued care of a child will be expected to receive Christian counseling. In addition, pregnant and/or student parents may not participate in extracurricular events for a period of time so that the family bond may be strengthened and adequate care may be provided for the child.

## **SCHOOL CLOSING AND EARLY DISMISSAL**

Lutheran High Northeast will generally start late, close or dismiss early in cooperation with other area schools. In case of inclement weather, LHNE utilizes the website, text message, email, radio and television announcements to inform parents. Be sure to listen or watch for Lutheran High Northeast by name. In some cases, a late start may change to closed based on conditions so please check again prior to departing for school.

## **SCHOOL HOURS**

Doors will be unlocked for student arrival at 7:30 A.M. Some groups may have permission to arrive earlier for zero hour (6:50 A.M.), meetings, practices, etc. All doors to the building will be locked promptly at 8:00 A.M. and only the front lobby door will be accessible via the buzzer system. The school day ends at 3:15 P.M. and unless students are remaining after school for co-curricular activities they must leave no later than 4:00 P.M. If students must stay after school (unless they are in a supervised group) they should be in the commons where supervision is provided until 4:30 P.M.

# **Student Life**

## **CHAPEL SERVICES AND ASSEMBLIES**

The weekly chapel service normally held after third period on Wednesday of each week is a vital element of the Lutheran High Northeast community. Parents and members of the community are welcome to come and join in worship. There will also many other opportunities for involvement: Pep rallies, assemblies, events, etc.

## **COUNSELING**

The purpose of the guidance program at Lutheran High Northeast is to provide academic, vocational, and college counseling to students. While personal conflicts may arise, initial and continuing counseling may be provided by the principal, and/or a concerned teacher together with the parents. It is not our goal to provide therapy, and individuals with more pervasive difficulties will be referred to their Pastor or outside agencies through the parents.

## DAILY ANNOUNCEMENTS

Students who have announcements for the daily bulletin can submit them to the office no later than 8:00 A.M. A faculty member or office staff must approve all announcements. Daily announcements will be available to the public through the school website each school day.

## HEALTH SERVICES

Health services are received through the ESU8, with a specific nurse assigned for the entire school year. Vision and hearing screenings, inspection of proper immunizations, and health-related communications are all provided services. All students must comply with health and immunization requirements set by the state. A detailed medication policy is mailed to all families prior to registration. This details the acceptable procedures for administering over-the-counter and prescription medications as well as storage while students are at school. Parents are to return the signed form at registration. Questions regarding the policy as well as arrangements for medication can be done through the school nurse or office assistant.

## HOMEROOM

The homeroom for each student is the second period of the day. At the beginning of this period, the teacher will share the daily announcements and a devotion and will take student lunch orders for the provided vendor of that day.

## STUDY HALLS

Study halls are intended to be a beneficial time for students to be spent studying, completing homework, or receiving tutoring. Students may have one study hall, and may only have an additional study hall at the discretion of the guidance counselor. Students are encouraged to bring their own laptop and may listen to music via headphones while working.

## LOCKERS

All students will be assigned a hallway locker. Students taking a physical education class or participating in athletics will be issued an additional locker in the locker room. Students are encouraged to use combination locks in the locker rooms. Students are personally responsible for lockers assigned to them. They are to be kept clean on the inside as well as on the outside, **and must remain closed when not in use.** As a general rule, hall lockers at LHNE do not have locks on them.

## PARKING LOT

Students are not permitted to enter cars during the school day without permission from the office. When arriving and leaving school, students must drive carefully and park legally (within the lines) on the paved parking lot. Failure to observe these rules may result in temporary or permanent loss of driving privileges. **The parking lot is to be used only as a place to park when attending school or events. Students may not loiter or sit in each other's vehicles and no "gatherings" are to take place in the parking lot at any time before, during, or after school or events.**

## PURSES & BACKPACKS

Students may use purses and backpacks to transport items to and from school but may not bring them into the classroom.

## VISITORS & GUESTS

For the sake of a safe and secure learning environment, parents and other visitors who enter the building during the school day (8:00 A.M. to 3:15 P.M.) must check in at the main office. Under no circumstances should a parent or guest interrupt the learning activity taking place in the classroom. Any message for your child will be delivered as soon as practical. In case of an emergency, school personnel will bring your child to you.

Generally, students from other schools are only permitted if they are considering Lutheran High Northeast as a possibility for their education or if they are a visiting relative. Prospective student visits must be arranged through the recruitment director or principal. Advance notice must be given and parental consent is required. Visitors should first report to the school office and secure a pass for the time they are on campus. ***All guests must observe our dress guidelines.***

## ANIMAL POLICY & AGRICULTURE PROGRAM

All animals that are requested for a daily presence in an Agriculture class must be delivered and picked up through the agriculture entrance. These animals will be kept in the Agriculture space for the extent of their stay. No other personal animals (dogs, cats, etc.) are allowed within the school building or around the student population (even for a quick visit to the office).

# Co-Curricular Activities

## ELIGIBILITY

Eligibility for athletics and co-curricular activities is strictly determined by the policies of the NSAA.

All students are academically eligible to participate in athletics and other co-curricular activities if they show good progress and meet the weekly academic evaluation:

1. The activities director will check for failing grades once per week on Monday.
2. If a student has more than one failing grade (lower than 70%), the student will be given one week to improve his/her grades.
3. If the deficiency is not corrected in one week, the student will be ineligible for the following week, and future eligibility will be based on the following weekly checks.
4. While ineligible, participation at practice will be at the discretion of the coach, teacher and principal.
5. At the beginning of the new quarter all students are again fully eligible.
6. The above policy may be modified by the principal for extraordinary circumstances.

### Additional eligibility requirements

- Eligibility may also be denied in serious behavior cases, including the use/possession of controlled or otherwise illegal substances; behavior of an illegal nature; any other behavior which is judged by the administration of the school to be detrimental to or otherwise interfere with the mission and ministry of the school. 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.
- In addition, students who are serving a school suspension are not eligible for before or after school activities (including practice) on the day(s) of the suspension.

## SPORTS MEDICAL FORMS

A physical must be on file for the current school year in order for participation (practice or competition) in any co-curricular activity. A new physical must be on file each school year before an athlete may attend practice or compete. NSAA-approved physical forms may be obtained from the school office or on the school website.

## SERVICE ACTIVITIES

Students will be offered opportunities for various service activities during the school year, both school and community sponsored. Certain activities will be during the existing school day. These opportunities are an important Christian witness and build character in our students and staff.

## COMPLETE HANDBOOKS

This handbook is to serve as a general reference for students and parents containing updated policy. If further information is needed, it may be found in one of the full handbooks available through the principal's office: School handbook, Student Behavior Handbook, Academic Handbook, Co-Curricular Handbook, or Activities Handbook.