

# Pacific Lutheran High School



## Student/ Parent Handbook 2010-2011

2150 Sepulveda Blvd.  
Torrance, CA 90501  
(310) 530-1231  
Fax (310) 530-1215  
Website: [pacificlutheranhigh.com](http://pacificlutheranhigh.com)

*Theme Verse for 2010-2011 School Year:  
Psalm 46:1 - "God is our refuge and strength,  
An ever-present help in trouble".*

*This handbook belongs to:*

Name: \_\_\_\_\_

August 2010

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## **MISSION STATEMENT AND PHILOSOPHY**

### **A. MISSION STATEMENT**

“Pacific Lutheran High School shares the Gospel of Jesus Christ with young people and their families, provides a college-prep curriculum, challenges students with co-curricular activities, and prepares them for life.”

The purpose of PLHS is to lead young people to grow spiritually, mentally, physically, and socially, in favor with God and mankind. The school seeks to provide a safe, comfortable, and supportive environment in which the skills that lead to a productive life and meet the requirements for college entrance are learned. Through the Christian perspective of the curriculum, and with teachers who model the Christian life, in partnership with the parents, the school seeks to build character in students who give glory to God.

### **B. PHILOSOPHY**

Pacific Lutheran High School (PLHS) has as its primary purpose the clear proclamation of the Gospel. In doing so, we serve an evangelistic purpose, bringing the Good News of the Gospel to those in our community who do not yet know Christ as their Savior. At the same time, we serve an edifying purpose, strengthening and deepening the faith of those in our community who acknowledge Christ as Lord and Savior.

PLHS is a Lutheran, Christian school. We hold true to the historic tenets of faith alone, grace alone, and Scripture alone as taught in God’s Word and explained in the Lutheran Confessions. At the same time we recognize that it is the will of God that all people come to faith in Christ, and we welcome those from the broader community who seek the benefits of a Christian education.

Primary among those benefits is a commitment to offering a quality education. That commitment begins with providing students and families with the best Christian educators and support staff available. PLHS strives to offer a curriculum that is rigorous and effective in equipping students with skills in technology, social interactions, citizenship, and the traditional academic disciplines. PLHS will maintain optimum class sizes and enroll students with the potential for success in a regular classroom setting.

PLHS ministers to the whole child. We strive to offer co-curricular and extra-curricular activities across a broad range of interests. We encourage students to develop the skills of leadership, cooperation, and service that often can be learned best outside the classroom. Finally, we believe that a strong partnership between school and home is vital to a student’s success.

### **C. STATEMENT OF NON-DISCRIMINATION**

PLHS admits students of any race, sex, color, national and ethnic origin to all the rights, privileges, programs and activities, generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, color, national and ethnic origin in the administration of its educational policies and other school-administered programs.

## **ENROLLMENT POLICIES**

### **POLICIES**

PLHS exists to provide a college preparatory education to all students who seek such an education. PLHS does not discriminate on the basis of race, color, nationality or ethnic origin, in the admission or administration of its educational policies, athletic programs, or other school-administered programs.

### **PROCEDURES**

Parents obtain and complete an Application for Enrollment form, which is available in the office. Parents submit the enrollment application with the student's previous school transcript. PLHS will give prospective students a School Recommendation form to have completed by their previous school.

An interview with the principal is required. Upon acceptance, a non-refundable enrollment fee will hold a place until school begins.

New student orientation will take place in August.

### **PROBATIONARY STATUS**

All new students are placed on a six week probation. At the end of this probationary period, the behavior and academic performance of all new students will be reviewed concerning continued enrollment. Additionally, any student may be placed on probation if he or she falls below standard in the following criteria: Grades, Attendance, and/or Citizenship.

## **FINANCIAL OBLIGATIONS**

### **TUITION**

A non-refundable enrollment fee is due each year.

Monthly tuition is due on the first of each month beginning August 1<sup>st</sup>. Tuition will be paid in 10 installments, from August through May.. Monthly tuition paid after the tenth (10<sup>th</sup>) of the month will be assessed a \$25.00 late fee. Students with unpaid tuition after the tenth of the month may be suspended until the tuition is paid or other arrangements are agreed upon between the parents and the administration.

Checks returned by the bank for insufficient funds will be assessed a fee of \$25.00. After a second (2<sup>nd</sup>) check is returned for insufficient funds, all subsequent payments for that student must then be made in the form of a money order or cashier's check as personal checks will no longer be accepted.

All fees must be paid current prior to granting a transfer or graduation.

### **FINANCIAL AID**

Limited financial aid may be available to families with special circumstances. Please complete a FAIR Application form found in the school office if you are requesting assistance.

## STUDENT SUPPORT HOURS

Students are required to volunteer 20 support hours per year. These hours will appear on student transcripts as Community Development (indicated as a Pass or a Fail) and are worth 1.25 units per year.

## PARENT SUPPORT HOURS

Parents are asked to volunteer 20 support hours per student per year. In lieu of volunteering, a payment of \$200.00 is required.. Parents are responsible for keeping track of their hours, and will pay \$10.00 per hour under their 20 hour commitment.

## ADDITIONAL EXPENSES

There may be additional fees and expenses during the school year. We have attempted to make a list of fees that have been charged in the past. The amounts may be slightly higher for the current school year. This may not be a complete list.

<b>Event</b>	<b>Time of Year</b>	<b>Approximate Cost</b>
Art Class Fee	September	\$30 – for Art Students Only
Chemistry Magazine	September	\$7 – for Chemistry Students Only
Lost Book	Anytime	Replacement Cost
Field Trips	Varies	Cost varies (\$5-\$15 per trip)
Arrowhead Lutheran Camp	September	\$75
School Pictures	September	Varies based on package
PSAT /Iowa Testing	August/October	\$30.00
Pancake Breakfast Fund-Raiser	November	\$50 – Tickets to sell
Yearbook*	January	\$70
End of Year Trip	May/June	\$350
Junior/Senior Prom	Spring	Cost to be determined
<b>Seniors Only</b>		
Senior Portraits	October	\$40 (sitting fee) package?
Graduation	June	\$175 (Cap, gown, Grad Night)

### Detention Information

Anytime	Saturday Detention	\$25
Anytime	Saturday Detention-after Missed Detention	\$50

## SCHOOL SCHEDULE

### A. School Hours

Parent pick-up hours are 3:00 - 4:00 pm on standard and chapel days, and 12:15 pm on minimum days. Students still on campus after 3:15 pm, and not involved in a co-curricular activity are required to attend student study hall. Pacific Lutheran High School is not responsible for supervision of your child on campus after 4:00 p.m.

Regular Day		Chapel Day		Minimum Day	
8:00 - 8:52	Period 1	8:00 - 8:48	Period 1	8:00 - 8:30	Period 1
8:56 - 9:48	Period 2	8:52 - 9:40	Period 2	8:34 - 9:04	Period 2
9:48 - 9:58	Break	9:44 - 10:11	Chapel	9:08 - 9:38	Period 3
9:58 - 10:50	Period 3	10:11 - 10:18	Break	9:38 - 9:48	Break
10:54 - 11:46	Period 4	10:18 - 11:06	Period 3	9:48 - 10:18	Period 4
11:46 - 12:11	Lunch	11:10 - 11:58	Period 4	10:23 - 10:53	Period 5
12:16 - 1:13	Period 5	11:58 - 12:23	Lunch	10:57 - 11:27	Period 6
1:17 - 2:14	Period 6	12:28 - 1:21	Period 5	11:31 - 12:01	Period 7
2:18 - 3:15	Period 7	1:25 - 2:13	Period 6		
		2:18 - 3:15	Period 7		

## ATTENDANCE POLICY

### A. Attendance

Good Christian stewardship and California School Law requires that a student be punctual in attendance. Students will be required to make up all missed class time and school work whether absence or tardiness is excused or not. Circumstances such as extended illness may result in special consideration as determined through parent contact.

### B. Absence

PARENTS MUST TELEPHONE THE SCHOOL OFFICE BY 9:00 a.m. on the day the student is absent. This is for the student's safety. If no telephone call is received, it will be necessary for the School Office to make emergency phone calls to determine the nature of the absence. As a result, the school must have on file a telephone number where parents or other designated emergency contact may be reached.

The number of absences allowed per class per semester is ten (10). Upon the 11th absence in each class, students may be denied course credit. Absences for the participation in a school-sanctioned activity will not be included in the absence total. Student attendance updates will be provided every quarter and monitored by the School Office.

There is no classification of excused or unexcused absences; however, the administration reserves the right to review all cases. Extenuating circumstances will be considered.

A student wishing to participate in school sponsored activities and/or sports must attend school the same day the event is scheduled.

No minor student (under 18 years old) may leave school before the close of the day without the permission of a parent/guardian and notification of the school office. All students must be signed out

of the office by a parent or guardian if they leave school before the end of the day. Seniors who are 18 years old must sign out in the school office before leaving school.

### **C. Planned Absence**

If there is to be a planned absence, the parent/guardian must inform the office one (1) week prior to the absence. It is the student's responsibility to make up all work missed. If planned absences cause the student to exceed the ten-day absence restriction, the school administration reserves the right to review such instances on a case-by-case basis, and deny course credit where necessary.

A student who misses school for field trips or extra-curricular activities must turn in work due in all classes he/she will be missing that day prior to leaving campus. Work missed must also be picked up prior to leaving campus.

### **D. Late Arrival/Early Dismissal**

Students arriving late or leaving early are required to have written permission to be obtained from the Principal and a parent/guardian. Students with excessive tardies to 2<sup>nd</sup> period may have the option withdrawn. Students with early dismissal must leave campus immediately after their final class of the day. Students not taking a first period class must show up on time.

### **Truancy**

Truancy is an absence that occurs without parental permission or as a result of leaving campus without proper permission. Students may not make up class work, assignments or tests that are missed. Truant students will be subject to a Saturday detention on the first offense and may be expelled on subsequent offenses. Pacific Lutheran High School works closely with a school resource officer from the Torrance Police Department when problems arise.

### **E. Tardiness**

All students are expected to be inside their classrooms and prepared when the tardy bell rings. Students will be marked absent who are late 15 minutes or more to class. Pink slips will be given for tardies which may result in detention.

#### **First Period Tardies**

1. All students arriving at school after the start of class, excused or unexcused, must report to the office before being admitted into class.
2. **Four (4) or more unexcused first period tardies may result in a Saturday detention.**
3. Morning tardies for medical reasons may only be excused by a written note from a medical office and/or from the parent. Every other tardy will be considered unexcused.
4. Phone call home after 3<sup>rd</sup> tardy
5. Excessive tardies beyond the fourth (4<sup>th</sup>) tardy may result in attendance probation and suspension.
6. If tardiness becomes particularly disruptive to the teacher and students, the course may be dropped from the student's schedule.

## STUDENT LIFE

### A. Student Code of Conduct

The rules and standards set forth hereafter apply: a) to conduct on school premises, b) to conduct off school premises which directly affects other students of the school and/or may be perceived by the community as representing the school and, c) to conduct at school functions. The behaviors listed below are some examples of behaviors that will result in disciplinary and/or legal action for students and visitors:

1. Use of foul, crude, obscene or otherwise un-Christian language.
2. Smoking or possession of tobacco products.
3. Irresponsible or dangerous behavior in the parking lot or adjacent streets.
4. Removal from class for misconduct.
5. Dress code violations
6. Leaving or being off school grounds without permission.
7. Thefts of or damage to the property of the school or the property of anyone in attendance at an authorized school function.
8. Truancy as defined in the attendance policy.
9. Physical abuse or the threat of physical abuse against any person at any school authorized event; or any other conduct that threatens or endangers the health, safety, spiritual welfare or physical well being of any person (this includes bullying/intimidating). Students involved in a fight may be expelled.
10. Blatant disrespect.
11. Interference with or demonstrated disrespect for worship activities sponsored by the school.
12. Cheating/Plagiarism
13. Harassment (see policy).
14. Lying to a school official during the course of an investigation.
15. Any other act deemed by the school administration to be injurious, detrimental or dangerous to the health, safety, spiritual welfare or physical well being of other persons on school property or present at any school sponsored event.

### B. Grounds for Expulsion

PLHS considers the incidents listed below grounds for expulsion:

1. Possession of, and/or being under the influence of alcohol, illegal drugs, look alike drugs; or the misuse of prescription drugs, either on school grounds or at school activities. Possessing drug paraphernalia.
2. Use or possession on school property of firearms, ammunition, knives, fireworks or other dangerous weapons or substances.
3. Making a threat toward student(s), faculty and/or staff. This includes verbal, written and/or electronically.

### C. Pink Slip System

Pink Slips will be handed out at the staff's discretion for any infractions.

In general, receipt of 3 pink slips will result in an after-school detention. Infractions after 3 after-school detentions will result in a Saturday detention. **After a Saturday detention further undesired behavior may result in suspension or expulsion.**

Under certain circumstances, or based on an individual’s discipline record, the maximum consequence could be imposed on a first violation. Continued violations of this discipline plan could result in expulsion. The administration will utilize ONE or ALL means available to us, at our discretion, to enforce our discipline plan. Students are held accountable for acts that occur at any time including on school grounds, going to or from school, lunch period, and any school sponsored activity.

Any instances not listed below will be handled to the best of the abilities of the administration in a discreet manner.

<b>Violation</b>	<b>1<sup>st</sup> Consequence</b>	<b>2<sup>nd</sup> Consequence</b>	<b>3<sup>rd</sup> Consequence</b>
Cheating – copying an assignment, copying a test; plagiarism	Parent conference. Zero credit for assignment or possible failure for semester. 1-3 day suspension.	Parent conference. Failure for semester. 3-5 day suspension. Possible expulsion.	Mandatory expulsion.
Forgery	Parent contact. Saturday detention.	Parent contact. 1-3 day suspension.	Parent contact. 3-5 day suspension. Loss of activities for year.
Possession of a weapon or controlled substance	Parent/police contact. Possible expulsion.		
Possession of alcohol/tobacco	Parent contact. Possible expulsion.		
Under the influence of a controlled substance including alcohol.	Parent/police contact. Possible expulsion.	Mandatory expulsion.	
Fighting	Parent contact. Possible expulsion.	Mandatory expulsion.	
Attempt to commit robbery, theft, or extortion.	Parent contact. 1-5 day suspension. Possible expulsion.	Mandatory expulsion.	

#### **D. Consequences Defined**

- 1. Detention:** A 45-minute detention after school from 3:15 – 3:45 pm.
- 2. Saturday Detention:** A work detention from 7:30-9:30 am. There is a \$25 charge for Saturday detention. The fee must be paid prior to the day of detention. Failure to attend an assigned Saturday Detention will result in an additional charge of \$25 and a rescheduled Saturday Detention. Students with excessive tardies, dress code violations, detentions or truancy infractions will generally be assigned this type of detention.
- 3. Suspension:** The administration has the authority to suspend, not to exceed ten school days, any pupil whose presence in school is detrimental to the best interest of the student, other students or the school. Parents will be notified of suspensions by phone as soon as possible. Suspensions lasting longer than one day will be followed up by a letter to parents/guardians.

In-school suspension means a student attends school but is removed from their peers and withheld from classes. Students are required to do the work of the day of the in-school suspension; however no credit will be given for work during in-school suspensions.

Out of school suspension is one to ten days' removal from the school environment. Students who are suspended may not receive credit for work missed during their suspension. Out-of-school suspension is reserved for the most serious violations of the student code of conduct.

**4. Probation:**

- All newly enrolled students are placed on six (6) week probation.
- Students will be placed on probation for violations of the student code of conduct or for academic or attendance concerns.
- A letter outlining the specific terms of a student's probation will be sent to parents/guardians.
- Violations of probation may result in a termination of the student's enrollment.

**5. Expulsion:** Immediate removal from the school environment. STUDENTS EXPELLED FROM SCHOOL ARE NOT ENTITLED TO ANY REFUND OF TUITION FOR THE MONTH IN WHICH THEY WERE EXPELLED

**E. Due Process**

Students suspended for more than one day of school are entitled to an informal hearing with parents or guardians present to discuss the reasons for and the length of the suspension. Students expelled for violations of the student code of conduct may appeal that decision to the Board of Directors who will convene a hearing to review the circumstances leading to the expulsion. The decision of the Board of Directors is final.

**F. Harassment**

PLHS will not tolerate any harassment of any person by any staff member or student relating to the person's gender, race, ethnic group, color, age or handicap. The term "harassment" includes, but is not limited to:

- Bullying*
- Sexual Harassment*
- Racial Discrimination*
- Ability or Difference Harassment*
- Libel/Slander*
- Electronic Harassment*

Since such conduct creates an intimidating, hostile or offensive school climate, it has no place in a Christian setting. Retaliation against any individual who makes charges of harassment against any individual is likewise prohibited. Those guilty of harassment or retaliation will meet with the appropriate sanctions, which may include suspension, expulsion, or criminal or civil charges. The school's first step in this process will be a conflict resolution between the parties involved.

Those individuals who believe they have been the victims of any type of harassment should

directly inform the person engaging in such conduct that it is offensive and should stop immediately. If students do not feel comfortable doing this, they should direct their complaint to any staff member. The person receiving such a report will inform the alleged harasser that the offensive behavior must stop. The report will be held in confidence, so far as the law allows.

If the complaint is not resolved, students may appeal to the principal by filing a written complaint. The principal shall investigate the complaint and render a judgment no later than three (3) school days after the complaint is filed. Both sides must be afforded a fair opportunity to present their side of the case, individually, in a hearing before the principal. The decision rendered by the principal shall be reported to both parties and the Board of Directors and will include: the findings and disposition of the complaint, the rationale for the decision, any recommended course of action and information regarding the appeal process.

Both parties have the right to appeal to the Board of Directors. Such appeal must be done in writing and filed no later than 5 business days following the issuance of the principal's decision. The Board of Directors shall review the previous proceedings and, using discretion, conduct further investigation.

## **G. Cheating**

Cheating demonstrates a lack of integrity and character inconsistent with Christian values and the goals of our school. Cheating robs students of the opportunity to become competent learners and in the end is self-destructive. Cheating includes:

1. Copying, faxing, emailing or in any way duplicating assignments that are turned in, wholly or in part, as original work.
2. Exchanging assignments with other students, either handwritten or computer generated, whether you believe they will be copied or not.
3. Using any external memory aid during tests or quizzes without the expressed permission of the teacher.
4. Using a computer or other means to translate an assignment from one language to another and submitting it as an original translation.
5. Giving or receiving answers on a test or quiz. It is a student's responsibility to secure his/her work to minimize the opportunity for others to copy work.
6. Taking credit for group work when you have not contributed an equal or appropriate share toward the final result.
7. Accessing a test or quiz or answers to the same in advance of its administration.
8. Text messaging during an exam.

Students referred to the administration for cheating will be assessed the penalty as stated in the discipline chart.

## **H. Plagiarism**

Plagiarism is committing literary theft. It is a form of cheating that clearly violates the student code of conduct and the Biblical admonition not to steal.

If an assignment has been determined to have been plagiarized the student will receive a zero on the assignment and may be suspended for one to three days. Students who violate this policy a second time may be expelled.

This policy applies to assignments given by all departments.

### **I. Technology Use Policy**

Our students are blessed with access to an ever-increasing world of electronic information. As good stewards of time and talents, individuals using electronic resources like the Internet must be aware that not all the material is beneficial to a Christian or consistent with the mission and philosophy of PLHS. Specifically, students engaged in “hacking” or other inappropriate use of school technological resources may be subject to expulsion. Specifics of Pacific Lutheran High School’s Technology Use Policy must be read and agreed to before a student can utilize school technology. Students who threaten others via email or instant messaging, whether inside or outside of school, are subject to school discipline.

### **J. Public Display of Affection**

We expect all relationships to be conducted in a Christ-pleasing manner and in accordance with the principles of a Christian school. Failure to comply with this expectation will result in a meeting with the principal where a warning will be given. Repeated behavior that is unacceptable regarding public display of affection could result in detention, suspension, or dismissal from the school. A prolonged embrace, inappropriate hand placement, sitting on laps, and kissing are not allowed on campus or at school functions.

### **K. Personal Property**

Radios, recorders, electrical games, laser light devices, portable CD players, iPods, MP3 players, tape players, roller blades, skateboards, TVs, laptops or other personal belongings not essential for school are not permitted on school grounds or school functions, except with approval of a teacher for a specific school related project. Students who do not comply with this policy will have the item confiscated and returned only to a parent or guardian.

### **L. Cell Phones**

Cell phones may not be seen or heard during the school day. **Students may request an exception to use their cell phone to make a call, in the office.** Students who do not comply with this policy will have the devices confiscated and returned only to a parent or a guardian.

Students using their cell phones during an exam, except with teacher permission, will receive a failing grade on that exam and are subject to the school’s cheating policy.

## **CHAPEL/WORSHIP BEHAVIOR**

### **A. Chapel/Worship/Devotions Behavior**

Psalm 100:4 states, “*Enter into his gates with thanksgiving, and into his courts with praise; be thankful unto him, and bless his name.*” This is how PLHS expects all students to conduct themselves while in chapel services. While not all students will share the same faith, all students are expected to respect the worship of God by others by displaying reverential behavior during those times. Disrespect shown God and others during these times will have consequences, which may include removal from school. Students are expected to display a positive attitude and enthusiasm while participating in devotions, worship, praise and prayer.

Students at PLHS participate in weekly chapel services, daily devotions and regularly pray. All students are expected to adhere to the following rules of conduct for Chapel:

- Students will not bring any personal property into Chapel.
- Students are not allowed to talk, do homework, sleep, lean on other people, or lay down during chapel services. Feet may not be put on pews or hymnal racks.
- No food or drinks are allowed in the chapel at any time.
- Students must take all handouts with them when leaving the chapel.
- Students are expected to respect God’s House, chapel time itself, and all speakers.

## **GENERAL APPEARANCE**

### **A. Dress and Appearance**

PLHS has adopted a practice that requires all students to wear a prescribed wardrobe. An attractive school wardrobe promotes school spirit and an improved self-image, while maintaining a neat appearance of the student body. This wardrobe further identifies students as members of the school community and fosters a spirit of cooperation, participation and safety.

### **B. Girls may wear:**

1. Girls are to wear a collared, solid-color shirt with sleeves. This shirt can be tucked in or left untucked if designed to be worn this way.
  - a. Shirts must cover shoulders, chest area, and stomach.
  - b. Logos business card-sized or smaller are allowed on these shirts.
2. Girls are to wear pants, shorts, skirts, capris or dresses of a solid color that are not inappropriately tight, loose or short. A rough guide for length is that bottoms can be no shorter than the top of the knee. School administration determines what is, and is not acceptable.
3. Sweatshirts worn to school must be of a solid color
4. No hats / headwear allowed on campus.
5. No jeans or denim material, or material made to look like denim is allowed on campus.
6. No “extreme” looks like emo / goth / punk / etc. are allowed on campus.
7. No spikes or studded clothing, tattoos, writing on body, shoes, are allowed on campus.
8. Shoes must cover the foot completely and be appropriate for an academic climate. Slippers, sandals, etc. are prohibited.
9. Ears may be pierced. No other visible piercings are allowed.
9. Hair color must be of a natural color with no extreme looks. No hats / headwear allowed.
10. The list found above is not exhaustive. Anything else in student dress / appearance found to be inappropriate or not reflective of school values by school administration is restricted.

### **C. Boys may wear:**

1. Boys are to wear a collared, solid color shirt (polo or dress shirt) that is to be tucked in at all times. Logos business card-sized or smaller are allowed on collared shirts. Shirts must be long enough to be tucked in. If they are unable to be tucked in (and remain this way throughout the day) students will be considered out of dress code.
2. Boys are to wear pants or shorts of solid color of a Docker’s/Dickie’s Style. These pants must be worn at the hips and not be inappropriately tight or loose. School administration determines what is considered “too tight” or too loose. Boys must wear a belt to school with either shorts or pants.
3. Sweatshirts worn to school must be of a solid color .
4. Shoes must cover the foot completely and be appropriate for an academic climate. Slippers, sandals, etc. are prohibited.

5. Hair length must allow for teachers and administration to be able to see students' eyes and ears. Hair must be of a natural color with no extreme looks. No hats / headwear allowed
6. Facial hair must be trimmed and kept neat-looking. School administration determines what is, and is not, acceptable.
7. No "extreme" looks like emo / goth / punk / etc. are allowed on campus.
8. No visible piercings are allowed
9. No spikes or studded clothing, tattoos, writing on body, shoes, are allowed on campus.
10. The list found above is not exhaustive. Anything else in student dress / appearance found to be inappropriate or not reflective of school values by school administration is restricted.

#### **D. Dress Code Enforcement**

The faculty and administration reserve the right to prohibit extreme fashion choices (i.e. Goth, Punk, etc.). Students who are in violation of the dress code are subject to be written up for dress code infractions. Students consistently failing to meet dress code policies for Pacific Lutheran High School will be suspended and/or expelled.

### **MEDICATION POLICIES**

#### **A. Medications**

To administer medications (including over-the-counter medications) the Office Personnel **MUST** have written permission from a parent/guardian and a written order from the prescribing practitioner. Medications dispensed from a pharmacy **MUST** be properly labeled (patient's name, medication name and dose, directions for administration and the name of the prescribing practitioner). Over-the-counter (OTC) medications must be in the original container with an intact label. Please note-a pharmacy prescription label is the doctor's order. OTC (Tylenol, Motrin, Advil, etc) medications **WILL** require a written note signed by a parent/guardian.

It is the student's responsibility to come to the Office to take medication. Medications will be dispensed from the Office only and will be documented.

Students requiring inhalers or a life-saving device such as an EpiPen may carry this medication with them. Again, a doctor's order and parent permission **MUST** be kept on file in the Office.

If a student is found carrying prescription medication without written permission (except for a life-saving medication/device) a parent will be contacted.

Please remember, only medications that **MUST** be administered during school hours should be kept in the Office.

#### **B. Contagious/Infectious Conditions**

The school office should be informed of any contagious or infectious conditions and in some cases, a medical clearance might be required before a student can return to school. Students who come to school sick (have a fever, have thrown up, or are coughing excessively) will be sent home to recover.

#### **C. Drugs, Alcohol and Tobacco Policy**

PLHS subscribes to a "zero tolerance" policy towards those who bring illicit drugs and/or alcohol into our school setting. If such materials are on campus or at a school activity, both the police and

the parents of any involved student will be contacted. Students who bring illicit drugs or alcohol onto the school campus or to any school activity may be expelled.

Should there exist reasonable cause in the judgment of school officials that a student is under the influence of alcohol and/or drugs, mandatory testing for these substances may be performed within 24 hours of notification to the parents/guardians of the student under suspicion. If possible the student will be tested immediately on campus. Students may also be required to undergo a drug test should there exist reasonable suspicion that a student is using drugs outside of school. The determination of reasonable cause is at the sole discretion of school officials. The location of the testing facility and the cost of testing will be the sole responsibility of the student's parent or guardian. Mandatory testing can/will include urine, blood, hair or any combination of the three required to insure the accuracy of the test. Failure to comply with such a request for testing may result in the student's expulsion.

PLHS also prohibits the use of tobacco. Possession or use of any tobacco product while on campus or at a school event, may subject the student to a suspension. Repeat offenses may lead to harsher consequences, including expulsion.

#### **D. Drug Testing**

In Paul's first letter to the Corinthians he encourages them with the following words: "So whether you eat or drink or whatever you do, do it all for the glory of God." Recognizing that the use of tobacco, drugs and alcohol by students is inconsistent with the Biblical admonition that the body "is a temple of the Holy Spirit", and is detrimental to the health and safety of students, PLHS may institute a program of random drug testing for all students.

Students participating in athletics who violate the substance abuse policy will have additional penalties imposed on them.

### **A STUDENT'S PERSONAL LIFE**

#### **A. Behavior Outside of School**

If a student outside of the school day or activities acts in any way deemed by the administration inconsistent with the intended atmosphere at PLHS, that student may be asked to terminate his or her enrollment in our school. If the student desires to re-enroll at PLHS the following year, the administration will determine enrollment status in joint session with the student and the parent(s)/guardian(s). If an expulsion should occur however, reapplication for attendance will require an appeal to the Board.

#### **B. Student Pregnancy**

God speaks clearly about reserving sexual intimacy for the marriage relationship. However, in a sinful world we recognize that such is not always the case, and, as a result, students may be involved in a pregnancy situation. When the school becomes aware of a student pregnancy, a consultation with the affected student and the student's parents, principal, and pastor will occur. A student may be suspended until those consultations occur. A determination about the student's continued enrollment at PLHS will be reviewed by the principal and the Board of Directors.

#### **B. Abortion**

PLHS supports the position of the Lutheran Church-Missouri Synod, which is pro-life. This includes the need to nurture a deep reverence and gratitude for God's gracious gift of human life

and to warn publicly against abortion. When the school administration becomes aware of a student who has undergone an abortion, a consultation with the affected student, the student's parents, principal, and pastor will occur. A student may be suspended until those consultations occur. A determination about the student's continued enrollment at PLHS will be based on the circumstances and response of those involved in each case.

### **C. Student Marriage/Emancipated Students**

PLHS operates as a school for the education and spiritual growth of adolescents and teenagers, and as such, holds that its social setting is not designed to include married students, students who are cohabitating with a member of the opposite sex, or students living on their own, in regular attendance. Should any of these situations occur the school, through its administration and Board of Directors, reserves the right to determine on a case-by-case basis the appropriateness of continued attendance by students involved.

## **SCHOOL ACTIVITIES**

### **A. Field Trips**

During field trips, or other school trips, students must stay with their assigned school group. They may not separate from their group without explicit permission from their assigned group leader. Students must respect all school rules as well as the rules set by the site they are visiting. Failure to do so will result in the revoking of further field trip privileges and other disciplinary action.

A signed permission and medical treatment form must be on file in the school office before any student is allowed to participate in a school-sponsored field trip or extra-curricular trip. PLHS reserves the right to search all items brought on a field trip or other school activity.

Students must be picked up at a pre-designated time after the event. Rides must be arranged prior to the activity. Students not attending field trips throughout the year are expected to attend school unless permission to miss school is given by school administration.

### **B. Dance Policy**

At any school-sponsored dance, the following guidelines must be followed:

In general, all school policies must be followed.

- Alumni must obtain permission from the school office to attend school dances. If permission is given alumni must abide by the same rules as students.
- Students who wish to bring a visitor to the dance must obtain a visitor form that **MUST** be completed by the visiting student's parent. These forms **MUST** be turned in to the front office 24 hours prior to the dance.
- Students must be at a dance not later than 1 hour after the start time, or they will **NOT** be permitted into the dance. Once a student leaves a dance, he or she will not be allowed back into the dance.
- Students must be picked up at a pre-designated time after the event. Rides must be arranged prior to the activity.

- Inappropriate dancing will not be tolerated.

## **CAMPUS POLICIES**

### **A. Leaving School Grounds**

Entrance and exit from campus are monitored by the school. Once students are dropped off or come on to school premises in the morning, they are required to remain on campus. Students who must leave because of illness or for special reasons may not leave school grounds without signing out from the office. No permission will be given to leave without the authorization of the student's parent/guardian. This applies before, during, and after regular school hours.

Students who are 18 years of age may sign for themselves when leaving campus.

### **B. Student Driving**

1. Driving on campus is a privilege.
2. The speed limit on campus is five (5) miles an hour.
3. Reckless driving, speeding, radio blaring, or other irresponsible actions will result in forfeiture of driving privileges.
4. Students will not be allowed to go to their vehicles during school hours without permission from Staff.
5. Students must park in designated areas.

### **C. Student Drop-off/Pick-Up**

PLHS is not responsible for the safety of any student on campus before 8:00 am and after 4:00 pm who is not involved in a supervised school function. Students should be picked up after school no later than 4:00 pm. All after-school functions must have prior approval by the school principal. It is the responsibility of the parent to arrange for transportation to and from school. Students involved in after school athletics must be picked up by parents at the designated times from practices and games.

### **E. Telephone Use**

Use of the office telephone is restricted. Students may not use the telephones in teacher offices, unless given permission by teachers.

Cell phones may be used in the office ONLY with permission.

## VISITORS ON CAMPUS

### A. Visitors to PLHS

PLHS requires ALL VISITORS (friends, family, alumni, and business people) to report to the school office, except during special school or sporting events. Visitors to the campus or to school events are subject to PLHS' rules and regulations. Visitors who do not abide by this policy will be required to leave.

Students who might be interested in attending PLHS may visit during classes or lunch only after making arrangements with the school office at least ONE DAY IN ADVANCE. The student's interest in attending PLHS is to be verified by the parent/guardian. If the visitor is a friend of a currently enrolled student, approval by the student's parent is required for visitors to attend during school hours.

Parents are welcome to attend our chapel services every Wednesday. Visitors are expected to be dressed appropriately for the school environment.

## FOOD ON CAMPUS

### A. Lunch

- Hot lunch will be available for student purchase from the lunch truck. Students also are granted the privilege of using a refrigerator and designated microwaves.
- Students are responsible for removing leftovers from the refrigerator and cleaning up any mess their food leaves in the microwave on a daily basis.
- Students are not permitted to spend the lunch period in the kitchen or to go through the church's cupboards. Lunches are to be eaten in the lunchroom or courtyard area. Lunches may not be eaten in cars, classrooms, or bathrooms.
- Lunches that are brought for students should be brought to the office. Lunches must arrive at the appropriate lunch hour. Students will not be allowed out of class to eat lunch brought late. Additionally, late lunches will not be an excused tardy.
- Seniors are allowed off-campus lunch every day, 9<sup>th</sup> – 11<sup>th</sup> graders are granted the privilege of eating lunch off campus on alternating Fridays. This privilege can be withheld per staff discretion.
- Students are ALWAYS responsible for cleanup.

### B. Gum, Candy, or Food

Gum is not allowed on school property. Candy, drinks and other food items are to be eaten OUTSIDE the building or in the lunch room (in inclement weather) and ONLY before and after regular hours. Small snacks may be consumed OUTSIDE during breaks. If a warning goes unheeded a detention may occur.

## **STUDENT LOCKERS AND PROPERTY**

### **A. Student Lockers**

Students will be responsible for the locker/lock assigned them and must not move to another. Lockers are to be kept locked except when students are using their lockers. The school reserves the right to determine whether or not the items inside or outside a locker are within the boundaries of good taste and the intended atmosphere of PLHS. The lockers assigned for student use are meant for storage purposes during school hours. Students should not share locker/lock combinations.

Please be advised that the school retains ownership of the lockers/locks and can conduct searches of the lockers and their contents to insure the health and safety of all of our students.

Student property should not be left under desks, in bathrooms, on bookshelves, or anywhere else except for their individual lockers unless permission is granted by the staff.

Students are strongly discouraged from bringing to campus valuable items as well as large sums of money. The safety of any contents of a locker cannot be guaranteed.

### **B. Search of Students Book Bags/Backpacks/Vehicles or Person**

The school reserves the right as prescribed by the U.S. Supreme Court, to search the individual belongings, including vehicles parked on campus, or actual person (clothing only) of any student while on school grounds or on a school trip. This search will be conducted only after reasonable cause has been found to support such a search.

## **SCHOOL SUPPLIES**

### **A. School Supplies**

Teachers will inform students of special supply needs the first week of school. Students are expected to be prepared for classes with necessary pens, pencils, paper, folders, books, etc. Some items may be purchased at the school store in the school office. However, students should make every attempt to bring these items from home. All items brought to the school by the student should not be offensive to others.

## **LOST AND FOUND**

### **A. Lost and Found**

All found articles should be taken to the school office. PLHS cannot be responsible for lost articles. Any items not claimed by the end of the school year will be donated to a charitable organization of the school's choosing.

## **CHILD ABUSE LAWS**

### **A. Child Abuse**

State and Federal Law mandates PLHS to report all suspected cases of child abuse and/or neglect involving any student at our school to the proper authorities. It is our Christian and civil duty to be aware of and promote the general welfare of our students. Students are also encouraged to report to a staff member any information regarding child abuse. We will be in contact with the family involved and do whatever we can to help.

## POLICY CHANGES

### A. Policy Changes

It is the administration and Board of Director's goal is to be very sensitive to changes of school rules and policies during the course of the year. Should situations arise, however, where there is sufficient cause and apparent need, the administration and/or Board of Directors reserves the right to modify rules and policies for the betterment of the school and the needs of students.

## ACADEMICS

Pacific Lutheran High School provides a college-preparatory and academically rigorous education to all of its students. While all graduating students may not immediately attend a four year university, all will be able to do so through the courses they have taken and the skills they have successfully acquired. To achieve this finished end (of a quality college preparatory education), the school has adopted various policies and philosophies which are summarized below. Additional information can be found in the school's [Academics Policies/Philosophies Summary](#).

### A. Report Cards

Pacific Lutheran High School is on the quarter system for grading. Hard copies of student grades will be given out every nine weeks. Only semester grades become part of the student's permanent record. Students leaving Pacific Lutheran must have all fees / tuition paid current to receive an official transcript.

### B. Progress Reports

Progress reports will be available for viewing throughout the school year through our online grading program. As PLHS weekly updates all grades through the school's gradebook program, it is ultimately the responsibility of students and/or parents to be aware of student progress in each course.

### C. Basic Marks:

PLHS issues report cards with letter grades. Marks are outlined as:

100 - 93 = A	87 - 89 = B+	77 - 79 = C+	67 - 69 = D+
90 - 92 = A-	83 - 86 = B	73 - 76 = C	63 - 66 = D
	80 - 82 = B-	70 - 72 = C-	60 - 62 = D-
			0-59 = F (Fail)

Some classes do not earn a grade, but receive a **Pass (P)** or **Failing mark (F)**.

Incompletes (I) are temporary failing marks that change to failing marks the second Friday after a marking period ends. It is the obligation of the student to meet all deadlines associated with a grade of Incomplete.

W/F is a failing mark for students who drop a class after the drop-add deadline (see guideline below.).

W/A is a failing mark for students who exceed maximum number of absences for a semester.

#### **D. Drop/Add Deadlines**

Classes may be dropped or added to a Student's schedule ONLY within the first three weeks of the semester. Dropping or adding a class after that time will reflect either a (W/F) withdrawal.

#### **E. Changes in Marks, Credits, or Requirements:**

From time to time policies are changed regarding marks, credits, and graduation requirements. Previous work is credited under the policies in force at the time the course was taken. Students are subject to the graduation requirements in force at the time they began enrollment in the school in grade nine or higher. Students who leave the school and re-enroll are subject to the requirements in force when they re-enroll.

#### **F. Credits from Transfer:**

PLHS awards credit for transfer work according to PLHS' own policies at the time of latest enrollment. Students transferring mid semester into a new class they were not taking at their previous school usually receive a semester grade based upon their quarter grade at PLHS. Students who continue in a class they had been taking usually have their semester grade based on work at their previous school and at PLHS. Evaluation is based on the proportionate number of days attended at each institution, with each day of attendance at PLHS weighted twice that of previous schools. These situations are evaluated on a case-by-case basis by the administration.

#### **G. Failed Courses**

Students failing a high school core course must make up that lost credit through summer school, correspondence course, or by repeating the course at PLHS (if room in a class permits). \*Any class taken to replace an existing P.L.H.S. grade will be averaged to form a new grade. Students taking courses at schools other than Pacific Lutheran must have this cleared by the principal prior to credit being given by P.L.H.S. \*added. It is the responsibility of the student to ensure they have taken the necessary courses for graduation.

#### **H. Honor Roll**

Honor roll is computed at the end of each semester. To qualify for honor roll:

1. Honor Roll requires a 3.5-4.0 GPA.
2. Merit Roll requires a 3.1-3.49 GPA

#### **I. Class Ranking**

Valedictorian awards will be based on the grades from the 9<sup>th</sup> Grade through 12<sup>th</sup> grade. All classes receiving letter or percentage grades are included. The awards will be based on Grade Point Average. Candidates for these awards must have been enrolled at PLHS a minimum of their entire junior and senior years. Transfer students' GPA's will be calculated as if they had attended PLHS since the 9<sup>th</sup> grade. The school will name one valedictorian and one salutatorian (the highest and second highest student GPAs) using the criteria described above.

#### **J. Testing Program**

Pacific Lutheran High School offers the P.S.A.T. and ITED as part of its assessment, and tracking of student performance. Students are encouraged to schedule and take the SAT and ACT. There is a charge for these tests which students are responsible for when they schedule their testing date/time.

## **ACTIVITIES PARTICIPATION POLICY**

### **A. Criteria for Curricular Eligibility**

Teachers establish criteria for participation in field trips and tours. The administration reserves the right to suspend eligibility of any student for academic or behavioral reasons.

### **B. Student Council Policy**

Student council members are leaders at PLHS. They must also maintain a minimum of a 2.0 GPA each semester and may not have received any “F’s” on their last quarterly report card.

Additionally, students interested in participating with Student Council are required to have at least a cumulative 2.5 grade point average unless otherwise approved by school administration.

## GRADUATION REQUIREMENTS

### A. Graduation Requirements

In order to graduate from high school, PLHS students must have 240 credits.

- PLHS awards credit for transfer work according to PLHS’ own policies at the time of latest enrollment. The evaluation and award of credit, grade placement, and anticipated graduation date are based only on official, signed transcripts received from previous schools, or summer school/correspondence work that has previously been approved by the school principal.
- It is the student’s responsibility to make sure all graduation requirements are met by the end of the senior year. The student is the final person responsible for meeting graduation and college entrance requirements.
- Seniors who are more than ten credits short of fulfilling graduation requirements will not participate in graduation ceremonies.
- Seniors who have not paid tuition and all fees by June 1<sup>st</sup>, will not participate in graduation ceremonies

### Minimum PLHS School Graduation Requirements

PLHS requires 240 credits for graduation in the following areas. (*Exceptions may be made for public school transfer students who have not received Religion credits.*)

Subject	Credit s	Courses
English	40	English 9 English 10 English 11-American Literature/Composition English 12-British Literature/Composition
Social Studies	30	1 year World History 1 year U.S. History 1 year Government/Economics
Mathematics	30	3 years Mathematics
Science	20	1 year Physical Science 1 year Biological Science
Fine Arts	10	
Religion	40	
Physical Education	15	
Health	5	
Foreign Language and/or Elective Courses	50	
Total Credits	<b>240</b>	

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## STUDENT/PARENT HANDBOOK RECEIPT

By signing below I agree that I have received a copy of the Pacific Lutheran High School Student/Parent Handbook, am familiar with the policies and procedures of P.L.H.S. and agree to abide by the policies listed therein.

Student's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Number: (\_\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_ Cell Number: (\_\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mother/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

Father/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_