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ACADEMIC HANDBOOK

Lutheran High Northeast 2011-2012

Revised & Updated

7/25/2011

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Please note that changes from last year's handbook are highlighted in bold-face italics.

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SIGNIFICANT CHANGES & THEIR RATIONALE

- ***P. 3 Re: Academic contracts: Language has been added to further clarify this process.***
- ***P. 4 Re: Academic deficiency process: Additional criteria have been added to both "Academic Warning" & "Academic Warning," in order to increase efforts to identify students who are at academic risk & need intervention as soon as possible.***
- ***P. 5 Re: Academic recognition: Additional criteria has been added in order for a student to qualify as either Valedictorian or Salutatorian in order to better ensure consistency of academic standards involving other schooling other than Lutheran High.***
- ***P. 7 Re: Audit/Pass Fail Option: This is a new policy designed to provide faculty & administrators more flexibility when dealing with students who have a medical hardship.***

ABSENCES & LOSS OF CREDIT – SEE ALSO School Handbook

- Excessive absences in any class may result in the loss of credit by a student and/or the withdrawal of the student from that class. This decision will ultimately be determined by the principal, taking into account the recommendation of the teacher and any appeal by the student and his/her parent(s). This judgment will be made on the basis of whether or not the student's absences from class have been extremely detrimental to the student's successful completion of the course requirements. If the student is dropped from the class due to excessive absences, a grade of WP or WF will be recorded for the grading period, regardless of any other grades received in the class. The student may continue to audit any required course at the discretion of the principal & teacher.
- Note: The principal will take into account such factors as absences resulting from school-related activities & events, extraordinary injury or illness, etc.
- Also note: Teachers will also withhold credit for any school work that is due or completed in class during a student's unexcused absence. This includes any quizzes, tests, projects, reports, presentations, etc., regardless as to whether the loss of such credit jeopardizes the student's ability to pass the course. Class cuts, unexcused tardies, In-school and out-of-school suspensions are considered unexcused absences. When assigning any suspension, the Assistant Administrator will choose a date as soon as possible after the offense, regardless of whether major assignments are due or completed in class during the suspension. (The Assistant Administrator and/or Principal may make an exception if the student's absence would seriously impact a group assignment, project, etc., involving other students' grades.")

ACADEMIC CONTRACT

- An academic contract is a document which may be in force between a teacher and student for a variety of reasons, including an independent study, the clearing of an INC, a situation involving an academic deficiency, or any other extraordinary situation involving a student's ability to successfully complete the requirements of the course.
- ***An academic contract may be put into place at the discretion of a teacher or upon request by a student's parents.***
- An academic contract will ordinarily include the requirements, deadlines, and evaluation methods in place for successful completion of the contract.
- An academic contract must be approved in advance by the Principal and teacher.
- Signatures will be obtained from the student and parent(s).
- The Principal may use his/her discretion to approve an academic contract even if the student and/or parent(s) do not sign the contract.
- ***Failure to fulfill the terms of an academic contract could result in consequences including a failing grade for the course, academic probation, and/or a notice of release for academic reason, all at the Principal's discretion.***

ACADEMIC CREDITS & REQUIRED COURSES – SEE ALSO "Core Curriculum."

- A student who fails five (5) credits within any core curriculum may have those credits waived at the discretion of the Principal, assuming that overall graduation credits can be met. A student who fails ten(10) credits within any core curriculum will be required to make-up five(5) of those credits at the discretion of the Principal. If a student fails more than ten(10) total credits in any combination of core curriculum, five(5) of those credits must be made-up at the discretion of the Principal.
- If a student is short of meeting graduation requirements in fine arts, health/p.e., and/or practical arts, the Principal may "substitute" credits from other curriculum at his/her discretion, assuming overall graduation credits are met.
- If a student is ten(10) credits short of meeting overall graduation credits, he/she may still be allowed to walk & receive a diploma at the discretion of the Principal.

- If a student is fifteen(15) credits short of meeting graduation requirements, he/she will be allowed to walk at the discretion of the Principal but will not receive a diploma until necessary credits are made-up at the discretion of the Principal.
- If a student is more than fifteen(15) credits short of meeting graduation requirements, he/she will not be allowed to walk and will not receive a diploma until necessary credits are made-up at the discretion of the Principal.

ACADEMIC DEFICIENCY PROCESS

- Academic Warning A student will be placed on Academic Warning if, at the end of a grading period, (1) a student's G.P.A is 1.9-1.7; and/or **(2) he/she is receiving an F in any core curriculum course or any other class required for graduation.** The student and family will be notified. The student will meet regularly with the Guidance Director and/or Principal and appropriate teachers, as needed. (The student is expected to take the initiative to make sure these meetings occur.) A student will remain on Academic Warning as long as his/her G.P.A. remains 1.9-1.7.
- Academic Probation A student will be placed on Academic Probation, at the end of a grading period, (1) a student's G.P.A. falls below 1.7; and/or **(2) he/she is receiving an F in any core curriculum course or any other class required for graduation.** The same procedure will be followed as above, but additional steps will be taken. (1) The student will be placed on academic probation for the next half-quarter; (2) The Guidance Director or Principal will set-up a meeting with the student, parents, and appropriate teachers, as needed, to discuss & implement strategies to help the student improve. (3) A student may be released from school if a student shows little or no improvement while he/she is on probation. Note: Both processes are established on a mid-quarter and quarterly basis. Students who fall into either category are evaluated at each mid-quarter and quarter. A student will remain on Academic Probation as long as his/her G.P.A. remains below 1.7.
- Notice of Release: If a student falls so far behind in credits that he/she cannot demonstrate the ability to complete his/her high school requirements in four years, the Principal (at his/her discretion) will give a formal notice of release to the student & parents, informing them that the student will be released from LHNE at the end of the next semester. (At the Principal's discretion the student may be suspended pending action by the Board of Directors to release the student immediately.) Parents should refer to Board policies if they wish to appeal this decision.

ACADEMIC ELIGIBILITY - SEE ALSO School Handbook, "Eligibility."

- The following requirements are in force for all students participating in athletics and other co-curriculars sponsored by Lutheran High Northeast. It will be the Assistant Administrator's responsibility to administer these requirements. Exceptions can only be granted by the Principal.
- Nebraska School Activities Association (NSAA) requirements apply to all students participating in NSAA activities, including athletics, journalism, speech, debate, play production and music. To be eligible a student must earn at least 20 credit hours of school work for the immediate preceding semester. The preceding semester rule does not apply to students who are entering high school for the first time and have not competed or practiced with a high school team.
- A student who does not earn 20 credit hours during the spring semester may take 10 credit hours during the summer in an accredited program. Such work must be completed and the grades recorded on the school records prior to September 1 or the opening day of school, whichever comes first, in order for that student to be eligible for varsity interscholastic participation for the fall semester.
- If incomplete grades are the determining factor, the student remains ineligible until the incomplete is replaced by passing grades.

All students are eligible to participate in athletics and other co-curriculars with the following restrictions:

1. The Assistant Administrator will check grades, as reported on Edline, after 12:00 p.m. on the first school day of the week (usually but not always Monday).
2. In order to be fully eligible for the current week without any type of restrictions, a student must have a G.P.A. of 2.0 or above with no more than one grade of F at the time of the weekly check.
3. If a student's G.P.A. drops below 2.0 on any weekly check, and/or if a student has more than one F, the student will be placed on week-to-week eligibility for the remainder of the current quarter.
4. A student will have until the next weekly check to achieve a G.P.A. of 2.0 or above with no more than one F. (In other words, a student has one week's "grace" to improve his/her academics to the minimum standard described above.) As long as the student meets the minimum standards described above, he/she is eligible for full participation in co-curriculars during that week.

5. However, if at any point during the rest of the quarter the student's G.P.A. drops below 2.0 and/or he/she receives more than one F for the weekly check, he/she immediately becomes ineligible until the next weekly check (not necessarily the next Monday). This process will continue through the rest of the current quarter.
6. At the beginning of the new quarter all students are fully eligible and get to "start over".
7. It will be the Assistant Administrator's responsibility to document weekly eligibility for all students and to report weekly eligibility results to the student, parents, and appropriate coach or advisor if that student is put on week-to-week eligibility and/or declared ineligible for the week.
8. During the first week a student is ineligible, he/she will be allowed to participate in conditioning for any sport and rehearsals for any other co-curricular program. This will be at the discretion Assistant Administrator and head coach or advisor of the appropriate co-curricular program(s).
9. During the first week a student is ineligible, he/she may accompany his/her team or other co-curricular program to any contests, performances, etc., at the discretion of the head coach or advisor. However, he/she may not "suit up" or in any way participate in such contests, performances, etc.
10. If a student becomes ineligible a second week during a quarter, he/she may not attend or participate in any co-curricular practices, rehearsals, performances, activities, etc., as a part of the team or group, for the rest of the current quarter.
11. The above policy may be modified by the Principal for extraordinary circumstances, but this should happen rarely if at all.

Important note: any coach and advisor may adopt academic standards that are more stringent than those explained above. Coaches and advisors who adopt more stringent academic standards are expected to share those standards with the Administrative Administrator and his/her students & parents.

Additional eligibility requirements

- A comprehensive Co-curricular Policy has been adopted, which addresses additional issues of eligibility. These primarily regard 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.
- All students who plan to participate in any co-curricular activity will be given a copy of this Co-curricular Policy and are responsible for knowing & abiding by this policy all year and not just during the time when school is in session.

ACADEMIC GUIDANCE SERVICES

Limitations in staffing may reduce opportunities for academic guidance typically provided by a full-time guidance counselor or department. Lutheran High Northeast strives to maintain at least a part-time staff member to address these needs, which may not always be possible. In the absence of such a person, LHNE faculty and administrators will work to provide these services, especially as they relate to their experience and expertise. Services include administering achievement-type tests and helping students interpret and apply results; counseling students in their course selections; helping students develop and maintain positive and effective work habits.

ACADEMIC RECOGNITION

Lutheran High recognizes the academic achievement on a semester basis, using a student's grade point average as determined by his/her semester grades. The following guidelines are used to determine academic recognition.

- Principal's List: Semester G.P.A. of 3.75 or above.
- Honors with Distinction: Semester G.P.A. of 3.50 or above.
- Honor Roll: Semester G.P.A. of 3.25 or above.

Note: Lutheran High reports academic achievement to local newspapers (at their request) and other media outlets, using a student's grade point average as determined by his/her semester grades. The same guidelines as above are in force.

Other academic recognition includes:

- Letters of Academic Achievement are presented to students who achieve Honors with Distinction (SEE above) for three out of four quarters in the school year.
- National Honor Society: Students will be considered for eligibility, according to chapter by-laws, following the first semester of their junior year. Eligibility includes a cumulative G.P.A. of at least 3.5. A faculty committee also rates students on the basis of their service, academic leadership, and character. Transfer students who were members of

the National Honor Society in their previous school will be enrolled as members of Lutheran High's chapter upon receipt of a letter of recommendation from the previous chapter's faculty advisor.

- **Academic Recognition for Graduates:** The "President's Academic Fitness Award" is reserved for seniors whose cumulative G.P.A. after eight (8) semesters of high school is 3.25 or above. "Graduation with Honors" is reserved for seniors who graduate with a cumulative G.P.A. of 3.5 or above. "Graduation with High Honors" is reserved for seniors who graduate with a cumulative G.P.A. of 3.75 or above.
- **Valedictorian:** The graduate with the highest cumulative G.P.A., based on eight (8) semesters of high school, will be recognized as valedictorian of the graduating class.
- **Salutatorian:** The graduate with the second-highest cumulative G.P.A., based on eight (8) semesters of high school, will be recognized as salutatorian of the graduating class.
- **Enrollment at Lutheran High for a minimum of four semesters is an additional requirement for recognition as Valedictorian or Salutatorian. This provision may be waived at the discretion of the Principal.**

ADDING & DROPPING COURSES – CHANGING THE COURSE SCHEDULE

- **Adding a course:** A student may add a course through the end of the first full week of the first and third quarters, provided that consent is obtained from the Principal, parent, teacher, and Guidance Director (all at the discretion of the Principal). The Principal will make the final decision. The completion of a form may be required.
- **Dropping a course:** Withdrawing from any course is strongly discouraged, but a student may be allowed to drop a course under the following provisions: (1) consent from the Principal; (2) consent from a parent; (3) consultation with the teacher and Guidance Director; (4) student course load remains at thirty-five {35} or more credits or more for the semester; (5) Student demonstrates reasonable progress in meeting graduation requirements. The Principal will have final discretion. The completion of a form may be required.

There will be no academic penalty when a student drops a class by the end of the first full week of the first or third quarter. There will also be no academic penalty when a student must drop a class due to illness or other medical considerations. The grade designation in such a case will be WP (withdrawal passing) or WF (withdrawal failing). These grades are recorded on the student's record but are not included in calculating cumulative G.P.A. or credits. However, if a student withdraws from a course after the first full week, he/she is subject to a failing grade for the entire term at the discretion of the Principal, which will be recorded on the student's transcript and included in the cumulative G.P.A., as needed.

- **When should a student drop a course?:** When it is obvious that the course material is beyond the capability of a student, he/she may consider dropping that course. However, often the issue of "capability" is open to interpretation. A student may think that a course is too difficult when, in fact, he/she is truly capable of achieving success. We value the student's opinion, but there are times when a student may be more influenced by subjective considerations instead of objective factors.
- **Poor reasons for dropping a course may include:** (1) getting out of class just because it's harder than expected; (2) getting out of class just because it's not fun; (3) trying to preserve one's G.P.A. In fact, much good learning and positive character growth can result when a student is forced to push the limits of his/her capability. Dropping a course to preserve one's G.P.A. creates a false picture of a student's ability and motivation. College admission officers are usually more impressed with students who attempt more difficult classes than with those whose G.P.A.'s may be inflated by the absence of such classes.
- **Changing the course schedule:** Whenever a student's course schedule must be changed, additional administrative and clerical time and effort are required. Sometimes course schedules, including adding or dropping classes, are made at the recommendation and encouragement of the administration and faculty. Sometimes, however, they are made for other than sound academic reasons. Just because a student's schedule can be changed doesn't mean it will or should be changed. For example, changing one's schedule to be with friends, gain late arrival (seniors only), or gain early dismissal (seniors only) will not be encouraged. In all cases, the Principal will have final discretion regarding any course change, and a change of course fee may be assessed when a change takes place at the student's (not the school's) request. When a change is required or recommended by the school, this fee will be waived.

"APPROVED SCHOOL STATUS" – SEE Rule 14.

ASSIGNMENTS & HOMEWORK

- Assigned work is an essential part of the academic program and an invaluable learning aid for the student. Students are always expected to complete all assignments on time. They are also expected to complete all assignments honestly and always within the guidelines set by their teachers. If help is received in any way, it is always expected that this help will take place within the guidelines set by the teachers. A student should always ask his/her teacher if

there is a question regarding the type of help permitted on any assignment. If these guidelines are not met, such work may be considered cheating or plagiarism at the discretion of the teacher.

- Homework is a basic supplement to classroom work. Reading assigned selections enables a student to participate in classroom discussion, analysis, and writing activities. Successful completion of homework indicates a student's understanding & reinforcement of concepts, skills and ideas taught in class and assists the student and teacher in recognizing areas where more study may be needed.
- Homework loads will vary among and within classes. The time needed to complete assignments depends on the student's academic load, individual ability, and work habits. Time is frequently provided in school for students to begin and even finish their homework. All students, unless they request otherwise, also are scheduled into a study hall each semester. Difficulties with assignments and homework should always be discussed with the appropriate teacher.
- Although it is ultimately the responsibility of each student to get each assignment and complete it, as specified by the teacher, teachers are instructed to post all assignments on *Edline* either in advance or as made.

AUDIT/PASS-FAIL OPTION (new policy)

An audited course is one in which a student attends the course but (1) has significant accommodations and/or modifications made due to medical issues; and (2) a student attends class, completes course work at the discretion of the teacher, and receives a pass or fail grade. A student will be assigned to audit a course at the discretion of the Principal and by mutual consent among the teacher, parents, and student. Although an audited course may appear on a student's transcript, it will be noted as such, and the student will not receive any credits for the course.

CHANGING THE COURSE SCHEDULE – SEE Academic Handbook, “Adding & Dropping Courses.”

COLLEGE-PREP COURSES – SEE ALSO “Weighted Courses.”

If a course is described as a “college-prep type course,” it means that the course (1) should be extremely helpful for any student considering college, whether or not he/she plans to pursue a program or degree in that field; (2) usually involves higher expectations regarding homework, tests, difficulty of the materials, amount of material to be covered, etc.; (3) is “weighted” so that a student who attempts such a course and successfully completes it will receive more credit for it as factored into his/her G.P.A.

CORE CURRICULUM – SEE ALSO Academic Handbook, “Academic Credits & Required Courses.”

“Core curriculum” refers to certain required courses which are considered basic to any college admission requirements. These include English, math, science, social studies, and theology. Also, due to the mission & ministry of LHNE, theology is also considered to be part of the core curriculum.

CORRESPONDENCE COURSES – SEE Academic Handbook, “Academic Credits & Required Courses” & “Off-campus Courses.”

COURSE OF STUDY – SEE Academic Catalog

CREDITS/DUAL CREDITS

- Lutheran High Northeast reserves the right to accept or disallow credits for any reason from other educational institutions.
- Generally, credits from other approved or accredited institutions will be accepted, although any such credits will be considered on a case-by-case basis and at the discretion of the Principal.
- Such institutions include (but may not be limited to) (1) approved or accredited high schools (public, private, and/or religious) in Nebraska or other states; (2) Northeast Community College and/or other approved or accredited institutions of higher learning; (3) approved or accredited educational institutions which provide courses via correspondence, on-line, and/or distance learning.
- All such credits, in order to be accepted by Lutheran High, must (1) receive approval in advance and at the discretion of the Principal or Guidance Director; (2) be documented by appropriate transcripts made available to Lutheran High Northeast within a reasonable amount of time; and (3) meet criteria established by Rule 14 of the State of Nebraska.

DROPPING A COURSE – SEE Academic Handbook, “Adding & Dropping Courses.”

EDLINE – SEE ALSO School Handbook.

- Edline is an on-line service provided by LHNE, which allows students & parents to access current grade and other information, such as assignments, deadlines, etc. Teachers are instructed to update their grades every week by noon on Monday. They are also asked to post their assignments either in advance or as given. It should be noted, however, that the nature of a course or other circumstances may make this difficult for some teachers to accomplish these goals consistently. (For example, if no grades are taken during the week, the grade will not have changed from the previous week.)

EXTRA ACADEMIC HELP

- Teachers are willing to provide students with extra assistance, if they fall behind or do not understand what is presented in class. Not all teachers are available before school, during study halls, or after school. Students should make arrangements in advance, if possible, if they need or anticipate extra help.

“FINALS” – SEE “Semester Examinations.”**GRADE POINT AVERAGE**

- Grade point average (G.P.A.) can be determined on a weekly basis but particularly at the end of each quarter and semester. Cumulative G.P.A. is the average of all semester grades, grades 9-12. All course grades count in determining grade point average. To determine G.P.A.:
 1. Multiply the grade-point value for each course by the credits for that course.
 2. Divide the sum by the total credits for the grading period (s).
 3. Note that certain upper-level classes receive additional “weight”, which reflects the difficulty and/or college-prep nature of the course. Therefore, a more reliable guide is the G.P.A. posted on each report card. SEE Academic Handbook, “Weighted Courses.”
- Note: Incompletes (INC’s) are factored into the GPA as a 0.0 until the incomplete is cleared.

GRADES & CO-CURRICULAR ELIGIBILITY - SEE Academic Handbook, “Academic Eligibility Standards.”**GRADING SCALE GUIDELINES**

- The academic year is divided into two independent semesters. Each semester is divided into two quarters. Students receive a letter grade each quarter and semester in each class, as recorded on report cards. Weekly grades will be used by the assistant administrator to determine co-curricular eligibility.
- Teachers are required to share their grading procedures with students and parents. Although individual teachers may vary in their grading policies, the general grading guidelines established by the school are:

<u>Letter grade</u>	<u>Percentage Guideline</u>	<u>Point Value</u>
A+	100-98%	4.0
A	97-95	4.0
A-	94-93	3.7
B+	92-90	3.3
B	89-87	3.0
B-	86-85	2.7
C+	84-82	2.3
C	81-79	2.0
C-	78-77	1.7
D+	76-74	1.3
D	73-72	1.0
D-	71-70	0.7
F	69-0	0.0
WP	withdrew passing	n/a
WF	withdrew failing	n/a
Inc	incomplete	0.0 until cleared

- Note: When determining a student's semester grade, a teacher may average letter grades, percentages, or points. Teachers will share their method with students and parents when they distribute their grading policies. A teacher may also modify this scale to better reflect the difficulty of material and level of effort needed to successfully complete a course. Any such modification will be reported to students and parents.
- Also note: An extra "weight" is added to certain upper-level courses. SEE "Weighted Courses."

GRADUATION REQUIREMENTS

- Students are required to take a minimum of seventy (70) credits each year. This will require them to take at least 35 credits (seven classes) each semester.
- Note: This requirement may be waived by the Principal if scheduling conflicts occur.
- Also note: A maximum of eighty (80) credits is possible with the current master schedule.

A total of 260 credits are required for graduation. They include the following:

English	40
Social Science	40
Theology	40
Mathematics	30
Science	20
Health/P.E.	10
Fine Arts	10
Practical Arts	10
Additional electives	60
<u>Total</u>	<u>260</u>

- Further note: The LHNE administration reserves the right to modify these requirements on a case-by-case basis, based on extraordinary circumstances.
- Finally note: We strongly encourage students to accomplish more than just the minimum graduation requirements. Students who are planning to enroll in college should take college-prep courses, especially during their junior and senior years, even if they do not need them to meet Lutheran High's requirements. These courses will help to prepare them for the rigors of college academics.

HONORS STUDY – SEE ALSO School Handbook, "Study Halls."

Students may qualify for Honors Study, which involves certain privileges, by achieving and maintaining certain G.P.A. and other criteria established by the school administration. Such criteria are always at the discretion of the administration, and such privileges may be revoked or modified for any reason at any time.

INCOMPLETE GRADES (INC'S)

- A grade of "incomplete" (INC) means that basic requirements of the course have not been met by the end of the grading period due to missing assignments, especially basic requirements of the course as determined by the teacher and/or course outline.
- When an incomplete is received for first quarter, second quarter, first semester, third quarter: the student has ten (10) school days from the last day of the quarter/semester to complete the work.
- At the end of the fourth quarter/second semester: the student has ten (10) calendar days to complete the work.
- If the work has not been completed by the deadline to "clear" an incomplete, a grade of F will be recorded for any work not completed. This may result in a failing grade for the grading period. Only the Principal may extend the deadline to clear an INC.

INDEPENDENT STUDY

There are two types of independent study that may be accomplished by students at Lutheran High with certain conditions in force.

- A student may replace an LHNE course with an independent study of that course if: (1) prior consent is granted by the Principal; (2) prior consent is obtained from the instructor of that course and the student's parents; (3) independent study is not being used to make a student's schedule easier either in the current year or in the

future; (4) independent study is not being used to obtain an extra study hall; (5) independent is not being used by a senior to obtain late arrival or early dismissal; (6) the student must accomplish the same requirements as those in the actual course; (7) the student is able to complete those requirements within the same time frame as the actual course; (8) schedule conflicts make it impossible to complete the course any other way.

- A student may repeat an LHNE with an independent study if: (1) prior consent is granted by the Principal; (2) prior consent is obtained from the instructor of that course and the student's parents; (3) an independent study is the only way that a student can satisfy graduation requirements in order to graduate with the rest of his/her class; (4) any modification of the course requirements is approved in advance by the Principal and instructor of the course; (5) requirements for the independent study are completed in the time frame agreed upon by the Principal and instructor of the course.
- Note: In either type of independent study, the Principal and/or instructor of the course may require the student and his/her parents to sign an academic contract which includes the requirements, deadlines, and evaluation methods in place for the independent study.

INDEPENDENT STUDY & ON-LINE COURSES – SEE “Independent Study.”

MAKING UP CREDITS – SEE “Academic Credits & Required Courses”.

MID-QUARTER REPORTS – SEE ALSO Academic & School Handbooks, “Edline”

Since *Edline* makes it possible for parents to review their children's updated grades on a weekly basis, mid-quarter reports are no longer in use. A student or parent may request from the teacher or Guidance Director a print-out of the student's grades in any course at any time.

MODIFICATIONS TO CURRICULUM AND/OR COURSE OF STUDY

- The Principal may approve a modified curriculum for any student on the basis of special learning circumstances. Such modifications could include (but may not be limited to) adjustments in instructional strategies, use of modified materials, and/or use of modified evaluation strategies. Modifications could also include an adjustment of graduation requirements (all of these at the discretion of the Principal and after consultation with the appropriate teacher(s). Any student who successfully completes a modified curriculum may receive a diploma which includes the notation: “_____ has successfully completed a modified curriculum and/or course of study at Lutheran High Northeast.” A notation will also be made on the student's transcripts.
- Lutheran High Northeast does not guarantee a modified curriculum/course of study or any special learning accommodations for any student. Lutheran High is not equipped to deal with the learning needs of students who require exceptional accommodations. Lutheran High will make an effort to accommodate the learning needs of students who have qualified for an IEP under certain conditions (SEE below.). Lutheran High will also work to help students access special services through public schools but is not responsible for any limitations or conditions placed on special services by public schools.
- Note: Lutheran High Northeast (1) is not obligated to assume responsibility for any or all aspects of a student's IEP and may not be able to implement and successfully achieve any or all strategies outlined in an IEP; (2) is not obligated to assume responsibility for accommodations for students who do not qualify for an IEP; (3) expects all students to be their own best advocates in the pursuit of academic achievement, regardless of whether modifications are in force; and (4) will handle requests for special accommodations on a case-by-case basis.

NCAA/NAIA** ELIGIBILITY REQUIREMENTS**

Students who intend to participate in athletics at the NCAA or **NAIA** college level must meet high school graduation or **NAIA** requirements as set forth by the NCAA or **NAIA**. It is the student's responsibility to work with the Guidance Director to make sure that these requirements are fulfilled. These guidelines will be provided as needed. It is also the student's responsibility to know of any additional academic requirements required by the school of his/her choice. The Guidance Director will provide help, as needed.

NOTICE OF RELEASE – SEE Academic Handbook, “Academic Deficiency Process”

“OFF-CAMPUS” COURSES

Lutheran High considers an “off campus” course to be any course taken by a student that is provided by another accredited and/or approved high school and/or institution of higher education. “Off campus” courses include (but may not be

limited to) on-line courses, correspondence courses, summer school, classes taken at Northeast Community College, other colleges, other high schools, etc. Lutheran High will provide assistance in helping students register for such courses and will provide monitors, if possible, to help supervise students who take such courses. However, it will be the student's responsibility to meet all requirements of such courses, and LHNE faculty & staff are not expected to provide instruction, nor are they expected to provide constant reminders to students to fulfill the requirements of such courses. Also note the following:

- In order to receive dual credits from LHNE, prior approval must be received by the Principal or Guidance Director.
- Credits will only be recognized from accredited or approved high schools and/or institutions of higher education.
- Credits will be recognized commensurate with the credits awarded by the other institution. For example, if NECC awards three (3) semester hours for a course, LHNE will do the same.
- It may be possible (but not guaranteed) to assign an extra study hall to a student in order to work on such a course, but the student is expected to use that study hall to work on that course, or this privilege will be revoked.
- Such a course may not be taken to avoid taking the same or similar course at LHNE; may not be taken to make the student's schedule easier either in the current year or in the future; may not be taken by a senior in order to obtain a late arrival or early dismissal.
- If a computer is required, LHNE will try to make a school computer available, but a computer can only be made available if the student is able to be supervised by a member of the LHNE faculty or staff.

ON-LINE COURSES - SEE Academic Handbook, "Academic Credits & Required Courses" & "Off-campus Courses."

PARENT CONFERENCES

- Formal parent conferences are scheduled at school once per semester.
- Parent conferences are made by contacting a specific teacher to schedule a specific time & date to meet with that teacher. Lutheran High does NOT automatically schedule parent conferences, nor does it require them except at the discretion of the Principal.
- Lutheran High Northeast will publicize dates, times & procedures for scheduling parent conferences as far in advance as possible.
- Teachers are generally available to meet with parents at other times at school to discuss academic progress. They are also generally available to visit by phone when they are not teaching or supervising classes. (Communication may also take place via email.) Parents should contact the teacher, either directly or through the school office, to arrange an appointment. Although teachers strive to be as available and accommodating as possible, parents should NOT expect to meet with a teacher on short notice or unannounced.
- Teachers have been asked to check their voice mail and email contacts at least once per day and respond to such contacts within the next 24 hour or sooner, if possible.

REPEATING A COURSE

- If a student repeats a course, the new grade replaces the previous one on the student's transcript and is used to recalculate cumulative G.P.A.
- Administrative approval is required for a student to repeat a course in order to improve a grade.
- Note: If a student fails a course, he/she may be required to repeat that course in order to meet graduation requirements.

REPORT CARDS

- Report cards are mailed home following each quarter & semester.
- Students receive report cards following each quarter and semester.
- Report cards normally include grades, G.P.A., and attendance information.
- Parents who do NOT want report cards mailed home should make alternate arrangements by contacting the school office.
- The school may require that the report card be picked up at the end of a semester, if a student owes any obligations, such as athletic gear, music formalwear, library books, textbooks, book fines, etc.

RULE 14 – "APPROVED SCHOOL" STATUS

Lutheran High Northeast operates as an approved school by the Nebraska Department of Education under the governance of Rule 14, "Regulations and Procedures for the Legal Operation of Approved Nonpublic Schools."

SEMESTER EXAMINATIONS (“FINALS”)

- Final exams are given at the end of each semester in most subject areas. Most final tests cover the work in that semester, but some courses use a second semester final test that includes material from the first semester, too.
- Some instructors substitute a major project or report for the semester final test.
- A final exam schedule will be published at least one week (usually sooner) before semester exams.
- Grades received on final exams will count 20% of the student’s final grade for the semester.
- Note: All seniors are required to take their second semester exams, regardless of whether they need them to pass any course and/or meet their graduation requirements. Failure to take these exams could lead to a senior being suspended from participation in the graduation ceremony.

SERVICE LEARNING OPPORTUNITIES

- The Director of Spiritual Life will provide voluntary service opportunities for all students.
- Instructors may require service activities and/or provide extra credit for them with the consent of the Principal.

SPECIAL EDUCATION SERVICES - SEE Academic Handbook, “Modifications to Curriculum and/or Course of Study.”

Lutheran High currently does not have any teachers certified to provide special education services, nor does it have any program that would qualify as special education. If a student qualifies for an IEP, a request for accommodations & a modified curriculum/course of study may be made to the Principal, who will consider each request on a case-by-case basis. LHNE is not obligation to enroll any student who has an IEP, nor is it obligation to provide any special accommodations if a student with an IEP is enrolled.

SUMMER SCHOOL & NIGHT CLASSES - SEE Academic Handbook, “Academic Credits & Required Courses” & “Off-campus Courses”

At this time Lutheran High does NOT offer either summer school or night classes. If possible, the student will be assisted in registering for such courses at other institutions. Inquiries should be made to our Guidance Director.

TESTING PROGRAM

Lutheran High provides the following testing program for its students.

- Freshmen: EXPLORE (achievement test)
- Sophomores: PLAN (pre-ACT)
- Juniors: PSAT (pre-SAT & National Merit Scholarship qualification) & the ASVAB (Armed Services Vocational Aptitude Battery). Note: The PSAT is voluntary but necessary for any student who wants to qualify for the National Merit Scholarship Program. (Some colleges & universities require the SAT instead of or in addition to the ACT.) Also note: Since the PSAT is voluntary, and since the school pays a fee for each test that is given, the Principal or Guidance Director may choose not to provide this test to any student for any reason.
- Juniors & Seniors: Lutheran High does not administer the ACT and SAT tests, nor does it provide any specific program, course, or workshop designed to help students prepare for these tests. We provide students with registration materials, publicize testing dates at Norfolk High School & other testing sites, and make an effort to inform students about resources that may help them prepare for these tests. We strongly encourage all students to take the ACT and/or SAT by the end of their junior year and at least once during their senior year.
- All students: Criterion-referenced tests, as required. (These are tests administered by teachers in their courses and are based on achievement of learner outcomes.)

Test results are shared with students and their parents in an appropriate manner. Students will be given guidance in how to interpret and apply their test results for both current and future educational and vocational needs.

TRANSCRIPTS

- Lutheran High provides a set of transcripts at no cost whenever a student transfers from Lutheran High to another high school.
- Lutheran High also will provide up to five sets of transcripts per student, as part of the college application process.
- A nominal fee will be assessed for additional sets.

- Students may also have the option of using “e-transcripts” to send them electronically to some institutions of higher education. Information will be provided to students in how to use this program.

TRANSFERRING CREDITS – SEE “Credits/Dual Credits

TUTORING

- The school administration or any individual teacher may recommend that a student receive tutoring.
- Although the school may assist in obtaining tutorial assistance, the schedule and financial arrangements for such services are to be handled between the family and tutor.
- It is permissible to request tutoring from an LHNE teacher, but it is not appropriate to pay an LHNE teacher for tutoring a student who is in that teacher’s course.

WAIVING CREDITS

Graduation credits may be waived by the Principal due to scheduling issues and/or other extenuating circumstances. Students should NEVER assume that any credits will automatically be waived.

WEEKLY ACADEMIC REVIEW – SEE ALSO Academic Handbook, “*Edline*.”

- Edline makes it possible for parents to review their children’s grades online. This eliminates the need for grade reports to be sent home at any other time except at the end of a grading period (end of quarter or semester).
- Students who are placed on academic warning or probation are placed on weekly academic review. The Principal and/or Guidance Director will review these students’ weekly grades with them, using current grades posted by teachers on Edline. Both parents & students are notified of this arrangement if it is in force.

WEIGHTED COURSES – SEE ALSO Academic Handbook: “College-prep Courses,” “Grade Point Average” & “Grading Scale Guidelines”.

- Certain upper-level, college-prep courses are assigned added “weight”, in effect making grades in these courses worth more in order to reflect the difficulty and college-prep nature of the course. These courses are Advanced Math, Anatomy, Calculus, Chemistry, Honors U.S. History, Physics, Spanish 3 & 4 (if offered).
- Note: Courses taken off campus, online, through extension or correspondence courses, etc., will not be weighted, since LHNE cannot control the content, grading policies, and/or other relevant procedures employed in such courses.