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SCHOOL HANDBOOK

Lutheran High Northeast 2011-12

Revised & Updated

7/25/2011

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Changes from last year’s handbook are highlighted in bold-face italics.

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OUR MISSION

Lutheran High Northeast seeks to equip young people for service as Christian disciples through the Gospel of Jesus Christ by providing a Christian learning environment that stresses academic excellence; builds self-worth in the Gospel; fosters mutual respect; and encourages responsibility.
 “To God be the glory.” Romans 16:27

Our Philosophy

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

Our Belief Statements

1. Equipping Students: We believe that students can be completely equipped and well equipped to function effectively in God’s kingdom and in society only when they have a thorough working knowledge of the Holy Scriptures of God. Therefore, each student at Lutheran High Northeast will be given thorough instruction in the Word of God. Each will also be given opportunity to demonstrate the effectiveness of that instruction by intentional and unintentional interactions with people and with God through worship. (SEE Ephesians 6:10-18)
2. Making the Equipment Effective: We also believe that students cannot be effectively equipped for life in this society without intentional cooperative effort from the home, the school, and the church. Therefore, Lutheran High Northeast will work together with the homes and congregations of the students, so that these three agencies function together in a manner to teach and demonstrate with consistency and repetition the spiritual and moral attitudes to develop social assets in the lives of students which can assist them in coping with life. (SEE 2 Timothy 1:15; 2 Timothy 3:14-15)
3. Service as Christians: We believe that well-equipped Christians express faith in actions. Therefore,

students at Lutheran High Northeast will be given instruction and opportunity for Christian service in several ways through both intentional programs and informal opportunities. (SEE James 2:14-18)

4. **Christian Learning Environment:** We believe that the Gospel of Jesus Christ should be the framework upon which the activities at Lutheran High Northeast, both curricular and co-curricular, are built. Therefore, each course in the curriculum will be Christ-centered, carrying a spiritual dimension emphasizing the work of God the Father as Creator of all things visible and invisible; God the Son as Redeemer of the sinful human race; and God the Holy Spirit as Sanctifier of the whole human race. Each co-curricular program, activity, and event will point to the one true God in some positive manner. Each person at Lutheran High Northeast will be encouraged to have all interactions between people give glory to God both explicitly and implicitly, as they are heard, seen, and experienced. Education in both the classroom and non-classroom areas is to be consistently Christian in character. (SEE Ephesians 6:4; Deuteronomy 6:4-9)
5. **Academic Excellence:** We believe that academic excellence enables students to avail themselves of opportunities for further education and vocation. Therefore, each student will be challenged with a course of study designed to extend knowledge, attitudes, and skills, in theology, mathematics, language arts, sciences, social studies, fine arts, practical arts, physical education, technology, and others. (SEE 1 Corinthians 9:24-25; 1 Corinthians 10:31; 2 Timothy 2:15; 1 Thessalonians 5:12-13; Colossians 3:17)
6. **Self-worth in the Gospel:** We believe that human beings have self-worth only as children of God. Therefore, each student will be given instruction concerning the natural sinful condition of the human race and the redemption that comes from the person and work of Jesus Christ. They will be encouraged to see themselves as children of Almighty God, led by Jesus, the Good Shepherd. (SEE John 10:14; John 15:5)
7. **Fostering Mutual Respect:** We believe that God's Holy Scriptures instruct Christians to love and respect one another. We also believe that the ability to demonstrate genuine respect is a valuable and powerfully effective tool for building relationships between the people of God. Therefore, each student will be expected and instructed to show respect to parents, teachers, administrators, and all other adults, as well as fellow students and younger children. (SEE John 15:12; 1 Corinthians 12:12-13)
8. **Encouraging Responsibility:** We believe that, as children of God, all students should be encouraged to be responsible. Therefore, each students will be given responsibilities, and each will be expected to meet those responsibilities in a positive manner. (SEE The Parable of the Talents, Luke 19)

Faculty

Note: School phone extensions & email addresses have been included.

- Hope Beam, BEd (Wayne State); MEd (UNK); Business (part-time). Ext. 138- email:hbeam@lhne.org
- Phil Carlson, BA (Concordia Seward); Science. Ext. 139 email: pcarlson@lhne.org
- ***Trina Gentile, BEd (UNL); MA (MidAmerica Nazarene University. Ext. 103 email tgentile@lhne.org***
- Rebecca Jabs, BEd (Concordia Seward); Math, Physics. Ext. 100 email: rjabs@lhne.org
- James Jurchen, BEd (Concordia Seward); Music, Computer; **Technology Director. Ext. 400** email: jjurchen@lhne.org
- Dee Leavitt, BA (Xavier), MA (Wright State); Art, Home Ec, English. Ext. 403 email: dleavitt@lhne.org
- Sarah Mattila, BEd (Concordia Seward); English, Geography. Ext. 101 email: smattila@lhne.org
- Darin Suckstorf, BEd (Concordia Seward); Health/P.E., Math. Ext. 306 email: dsuckstorf@lhne.org
- Sweigard, Maria, BEd (Martin Luther College); Spanish. Ext. 106 email: msweigard@lhne.org
- Rev. Jason Wolter, BA (Concordia St. Paul), MDiv (Concordia Seminary St. Louis); Theology; **Director of Spiritual Life.** Ext. 105 email: jwolter@lhne.org

Administration & Staff

- Kathy Ageton, Guidance & Library Services. Ext. 308 email: kageton@lhne.org
- John Ahlers, Custodian. Ext. 309
- Fred Aufdembrink, BSEd (Concordia Seward); Development Director. Ext. 301 email: faufdembrink@lhne.org
- Becky Carretto, Business Manager. Ext. 302 email: bcarretto@lhne.org
- Rod Hughes, Custodian. Ext. 309
- Paul Leckband, BSEd & MEd (Concordia Seward); LHNE Principal & LHSANN Executive Director. Ext. 303 email: pleckband@lhne.org
- Julie Moenning, Administrative Assistant. Ext. 300 email: jmoenning@lhne.org
- Greg Rathke, BSEd & MEd (Concordia Seward); Assistant Administrator (Activities Director & Vice-president. Ext. 304 email: grathke@lhne.org
- **Jennifer Vavra**, Assistant to Activities & Development Directors Ext. 305 email: jvavra@lhne.org

Head Coaches

Boys Basketball	Greg Rathke
Boys Soccer	Chad Miller
Cross Country	Terry Spence
Football	Darin Suckstorf
Girls Basketball	Shannon Pospisil
Girls Soccer	Rebecca Jabs
Golf	Rev. Chris Asbury
Softball	Randy Uttecht
Track & Field	Greg Rathke
Volleyball	Kathy Gebhardt
Wrestling	Henry Aschoff

Other Co-curricular Advisors

Cheerleading	Maria Sweigard
Dance	Sara Kruse
Drama	Dan Reynolds
FBLA	Hope Beam
FCA	Rev. Jason Wolter
Grade 12 advisor	James Jurchen
Grade 11 advisor	Sarah Mattila
Grade 10 advisor	Rebecca Jabs
Grade 9 advisor	Darin Suckstorf
Mock Trial	Rev. Jason Wolter
Music	James Jurchen
National Honor Society	Rev. Jason Wolter
Prom	Dee Leavitt
Quiz Bowl	Phil Carlson
Speech	Rev. Jason Wolter
Student Council	Rebecca Jabs

Lutheran High School Association of Northeast Nebraska (LHSANN)

Christ Lutheran Church – Norfolk	St. John Lutheran Church – Pilger
Faith Lutheran Church – Stanton	St. John Lutheran Church - Wakefield
First Trinity Lutheran Church – Altona	St. Matthew Lutheran Church - Meadow Grove
Grace Lutheran Church – Norfolk	St. Paul Lutheran Church - Buffalo Creek
Grace Lutheran Church – Wayne	St. Paul Lutheran Church - Winside
Immanuel Lutheran Church – Tilden	St. Paul Lutheran Church - Wisner

Mt. Olive Lutheran Church – Norfolk
 Our Savior Lutheran Church – Norfolk
 St. John Lutheran Church - Battle Creek

Trinity Lutheran Church - Madison
 Zion Lutheran Church - Leigh
 Zion Lutheran Church - Pierce
 Zion Lutheran Church – Plainview

Note: All current members of the LHSANN are members of the Lutheran Church-Missouri Synod (LCMS).

LHSANN Board of Directors - Executive Board

Jody Carlson, President

John Fehrs, Vice-president

Bev Spriek, Treasurer

Dr. Gordon Adams, Foundation President

James Geyer, President emeritus

Mark Peterson, Secretary

Rev. John Nelson, Pastoral Advisor

Paul Leckband, Executive Director

ACADEMICS – See Academic Handbook

ACADEMIC CURRICULUM & COURSE OF STUDY – See Academic Catalog

ADMISSIONS & ENROLLMENT

- Admission requirements: A student qualifies for admission to Lutheran High Northeast's 9th grade if he/she has successfully completed the course of study in an approved elementary school. A student qualifies for admission to grades 10-12 if he/she can reasonably be assumed to successfully complete the required course of study at Lutheran High Northeast by the end of his/her senior year. The school administration of Lutheran High Northeast will be responsible for the final decision regarding the enrollment of any student.
- Application process: Enrollment at Lutheran High Northeast is not automatic. The first step toward enrollment involves the completion of an application form signed by the prospective student and at least one parent. This application is forwarded to the school administration, which takes formal action to accept the student for enrollment.
- Conditional enrollment: At the discretion of the school administration, a student may be enrolled conditionally. This will be reflected in a modified enrollment contract, which will detail special conditions. Academic and behavioral conditions may be specified. Students enrolled after the school year has begun may be enrolled on a conditional basis.
- Disclosure of information: Lutheran High Northeast expects that parents or guardians will share all necessary information throughout the admissions and enrollment process. This includes necessary information regarding academic, behavioral, psychological, and other issues that could affect a student's successful completion of our program. Failure to disclose such information could result in an immediate release from enrollment.
- Enrollment contract: A student is considered officially enrolled when an enrollment contract is completed and signed by at least one parent and the student. When the contract is forwarded to the school administration, along with the appropriate fee, this is considered a final commitment to enroll the student.
- Enrollment of home school students: Lutheran High Northeast will enroll home school students as part-time students (less than twenty-five {25} credits per semester) under the following conditions: (1) Course and grade-level placement will be solely at the discretion of the school administration; (2) Such students must provide evidence of previous course work and tests results, also at the discretion of the school administration; (3) Payment of tuition and fees will be handled, as per school policy, with the exception that tuition will be pro-rated to account for part-time status (less than twenty-five credits per semester.)

- Health & immunization requirements: All students must comply with health and immunization requirements set by the state. This includes up-to-date immunizations. New students must submit a health form, including a physical examination form within the last year. Failure to comply with health requirements may result in a student being suspended from school or denied enrollment or re-enrollment until such compliance is achieved.
- Non-discrimination policy: The Lutheran High School Association of Northeast Nebraska admits students of any race, 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, color, national or ethnic origin in administration of its educational policies, admissions, policies, scholarship and loans programs, and athletic and other school administered programs.
- Permanent records: Lutheran High Northeast will request the permanent school records from the previous school of any student planning to enroll. Permanent records usually include a transcript, birth certificate, immunization records, withdrawal grades, test results, attendance, psychological reports, special education, and other information.
- Pre-registration: After a student has applied for enrollment, he/she is eligible to pre-register for courses. This primarily involves choosing appropriate electives. Returning students also pre-register in the spring. A member of the school administration usually assists students in pre-registration. Course choices are shared with parents. Course selections are subject to final approval by the administration.
- Recruitment: Lutheran High Northeast promotes its program of Christian education to a wide variety of individuals and groups in Northeast Nebraska. Prospective students and their families are invited to consider the merits of our mission and ministry to receive an education that prepares our young people well for further education and vocation, while at the same time building and nurturing a relationship with Jesus Christ. Students are never recruited on the basis of their individual merits in regards to athletics or any other co-curricular programs, and no tuition assistance, scholarships, or grants are ever offered in regards to such merits. Lutheran High Northeast complies with all NSAA requirements that prohibit such recruitment and financial assistance.
- Re-enrollment: Students will go through a re-enrollment process each year, usually beginning no later than March. This process is necessary to help the school plan for staff, curriculum, and budget. The school administration reserves the right to deny re-enrollment to any student for factors that include (but may not be limited to) unsatisfactory academic progress or behavior which is detrimental to the school's mission and ministry.
- Registration: Final registration for the school year involves finalizing the student's schedule, distribution and collection of school and family information (as requested), registration for co-curricular and other activities and programs, payment of appropriate tuition and fees, etc. A student may not begin classes until he/she has completed registration, except at the discretion of the Principal.
- Withdrawal from school: Parents should notify the school in writing at least two weeks in advance of the date of withdrawal. Before a student is released, all forms for withdrawal must be completed. All appropriate fines, fees, and tuition must also be paid before a student is officially released.

COMMUNICATION & CONFLICT RESOLUTION

- **Between school & home** – SEE ALSO “Edline.”: We believe that positive and effective communication between school and home will have a positive effect on the education of students. Lutheran High Northeast will make every effort to keep parents informed about school policies, programs, activities, events, and other news. We expect parents to read school newsletters, bulletins, flyers, letters, & electronic communication from the school office. We encourage parents to contact us anytime there is a question or concern.
- **Between home & school: We also expect parents to keep us informed** of family information that could affect the successful education of their children. Such information will always be treated with confidentiality by Lutheran High Northeast personnel.
- **Electronic & printed communication:** Over the past few years Lutheran High has come to rely increasingly on electronic means of communication with our parents & the public. Since we realize that not all of our families have easy access to electronic communication, parents may notify us that they wish to receive all such information via mail or other “hard copy.” The following electronic (& printed) methods of communication are currently in use.
 - ✓ Lutheran High Northeast has a **web site**: www.lhne.org. Information on the web site includes general information about the school, information about the faculty & staff, news items, news about activities, calendar items, Daily Announcements, handbooks, newsletters, and more. News & calendar items in particular are frequently updated.
 - ✓ **Daily Announcements** may be found on our website. They are also read to students during homeroom each day and printed & posted at various places around the building.
 - ✓ **Parent emails** are sent to parents as needed. The information in parent emails is usually of a more timely nature. In order to receive parent emails, parents must share an email address with us. Due to the nature of this information, we are NOT able to send written copies of these emails to parents who do not share email addresses with us. (Parents are invited to share email addresses with the school at registration and at any other time when it is convenient to our parents.)
 - ✓ **Edline** is an online service that can be accessed by parents via our web site. Information on Edline includes news & calendar items, information about courses & programs, student grades & assignments in classes; and more. Calendar & news items are updated frequently. Anyone can access general information, but it requires a pass code from the school to access grade information.
 - ✓ **Parent Update** is the principal’s monthly newsletter for parents. It can be accessed online via our web site. Printed copies are available by request.
 - ✓ **Prayer Partners** is also a monthly newsletter. It is distributed to a much wider audience than just parents. It can be accessed via our web site. Printed copies are available by request.
 - ✓ **eHappenings** is a short newsletter published by our Development Office on a regular basis. It is sent to anyone whose email address we have obtained. Printed copies are not available, due to the nature of the information which is very timely. Anyone receiving this newsletter can contact our Development Office so that they do not receive this publication which is distributed to a much wider audience than just parents.
- **Between school & students:** Effective education is also dependent on effective communication between school and students. Students are responsible for the information they receive from faculty and staff, including Daily Announcements, other announcements, bulletins, flyers, letters, memos, & information provided electronically via Edline & other electronic sources, etc. We ordinarily expect our students to forward such information to their parents.
- **Conflict resolution:** Even within a ministry of Christian education, conflicts often arise. When conflicts arise, we expect that members of the Lutheran High Northeast “family” will seek to resolve differences in a spirit of Christian love, characterized by the following:
 - ✓ Attempting to gather as much information as possible before rushing to

- ✓ Confronting the person(s) with whom a conflict may be experienced in a respectful way;
 - ✓ Looking for solutions that are in the best interest of all parties involved.
 - ✓ Always avoiding gossip & seeking reconciliation.
- **Gossip:** Gossip occurs when we have a concern about another person and, rather than confront that person in the spirit of Christian love, we share the concern with others. It occurs when we pass along information, especially information that could harm someone's reputation, rather than contacting the appropriate person(s). It occurs when we allow ourselves to listen to such information without providing encouragement for the person or people involved to "go to the source." Gossip is a serious offense that undermines ministry, causes hurt, and ultimately harms all who are involved. It is a sin against the 8th commandment and is not a demonstration of "loving our neighbor as we love ourselves."

We recognize that gossip is a problem that includes faculty, staff, students, parents, & others who are part of the Lutheran High "family." It is not unique to our people, but that doesn't make it any less harmful.

In order to provide better guidance, the following comments are intended to help avoid the harmful effects of gossip.

- If you have a question or concern about anything or anyone, it is always best to "go to the source" by seeking to establish a dialogue with the person involved.
- Rather than jumping to conclusions, "go to the source" before assuming the worst, and avoid passing along your conclusions to others.
- If you have a concern about a coach or advisor, contact that coach or advisor first. If you are not satisfied with the response, contact the Assistant Administrator or Principal
- If you have a concern about a member of the faculty & staff, contact that faculty or staff member. If you are not satisfied with the response, contact the Principal.
- If you have a concern about a member of the school administration, contact the appropriate administrator. If you are not satisfied, contact the Executive Director or the President of the Board of Directors.

Note: The Board of Directors has adopted policies regarding the handling of grievances & complaints. These policies reinforce the standards as explained above. A copy of these policies will be made available to families upon request.

FINANCIAL

Changes: All of the following changes involve additions & modifications to help provide additional information & clarification. No substantial changes have been made.

- Appeals of financial aid: A family may appeal the amount of financial aid that is awarded by contacting the Executive Director to request additional aid. Ordinarily such appeals must be considered by the Executive Committee of the Board of Directors. Lutheran High Northeast remains committed to working with families to try to make a Christian education at LHNE affordable to all families.
- Discounts & credits: Members of association churches receive a 25% discount on their tuition. (This discount is paid for them by their congregation.) Discounts are provided for two or more students enrolled from the same family. Families who make one or two annual payments receive a credit. Other discounts and credits may be available. Contact the school office for more information.
- Financial aid: Financial aid in the form of tuition assistance will be available to families who qualify. Families who desire financial aid will be expected to complete a financial aid form and

forward it to the appropriate agency with any necessary documentation. A Financial Aid Committee will review financial aid requests and award financial aid in amounts approved by the Board of Directors. All financial information collected from families will be treated with the utmost standards of confidentiality.

- **Fines & replacement costs:** Students may be assessed fines and/or replacement costs for damaged or missing textbooks or other curricular materials; damaged or missing computer hardware or software; damaged or missing library-media center materials; parking and driving violations; other damaged school equipment and property, such as uniforms, etc. Report cards may be withheld until such fines and/or replacement costs are paid.
- **Payment of tuition & fees:** Just as families are responsible to pay their bills on a timely basis, so Lutheran High Northeast is responsible to pay its bills. Our responsibilities include not only those companies with whom we do business but also the faculty and staff who provide the ministry of Christian education for our students. We expect our families to pay their tuition and fees in a timely manner, as determined by the Board of Directors through the administration of the school.

All fees are ordinarily expected to be paid by the beginning of the school term. Families who pay tuition annually or by semester may pay their tuition directly to the school office. Families who pay monthly (either 10- or 12-month) are required to enroll in a tuition management company, as determined by the school, and make their payments via direct withdrawal from a bank account.

- **Penalties for non-payment:** Lutheran High Northeast reserves the right to enforce penalties for late and/or non-payment of tuition and fees. Ultimately, a student can be released from school for non-payment. The Board of Directors has a policy in force re: non-payment of tuition & fees, and this policy will be shared upon request.

If a financial need arises in a family, which makes timely payment of tuition difficult, we encourage the family to contact the principal as soon as possible so that a solution can be discussed.

- **Per pupil cost:** The actual cost to educate a student at LHNE is substantially higher than the cost of tuition and fees. In effect, every student enrolled at LHNE is automatically receiving a form of tuition subsidy (otherwise known as a "Mission & Ministry Grant."). Fund-raising activities and events make it possible for us to charge tuition and fees which are less than the actual cost per pupil. School families are expected to help with such activities & events.
- **Tuition & fees:** The Board of Directors of Lutheran High Northeast will set tuition and fees for the next school year as soon as possible after January 1. Tuition and fees will be published via special brochures, flyers, letters, and/or other school publications.

We are committed to operating our school on a sound financial basis. The base tuition is planned to be as close to the projected cost per pupil as possible. Unlike a parish school, which typically receives a large subsidy from its parish, Lutheran High Northeast is sponsored by an association of churches and must be as self-supporting as possible.

SPIRITUAL LIFE

- **Chapel:** All students & faculty participate in chapel worship each Wednesday morning. Occasionally, chapel is held on another day or at the end of the school day. (The days before Thanksgiving break, Christmas break, Easter break, & semester finals are examples of special occasions.) Typical chapel services include readings from Holy Scripture, a message, prayers, and song. Worship leaders & speakers are male, called workers of the Lutheran Church-Missouri Synod. Students' behavior is expected to be exemplary. Students may be given the opportunity to assist with elements of the worship. A voluntary collection is taken at chapel, and money is donated to a charity chosen by students. A chapel schedule will be published, and guests are always invited and encouraged to attend.
- **Christian learning environment & theology courses:** Lutheran High Northeast provides a learning environment where students regularly hear the Good News of God's love through His Son Jesus

Christ. They are learn about and are given the opportunity to grow in their relationship with Him, and they are also given the opportunity to learn about and grow in their God-pleasing relationships with others.

Lutheran High Northeast is an educational ministry of the Lutheran High School Association of Northeast Nebraska. Theology courses are Bible-based and taught from a Lutheran Church-Missouri Synod understanding of the scriptures. We emphasize both content and application of that content. Worship and devotional activities are also Lutheran in nature.

All students participate in theology courses, worship, and devotional activities. We expect all students to participate respectfully and reverently, regardless of their personal beliefs. If any problems of conscience should occur, we expect that the student and/or his/her parents will contact the appropriate teacher or administrator to help resolve the issue.

- **Devotions:** A daily devotion is held during homeroom. This devotion usually includes a scripture reading, brief message, and prayer. Students may be asked to assist with devotions. Devotions may be read to all students via the intercom. Students are always expected to be in their homerooms, seated, and quiet during devotions. **Note:** Daily devotions can be found in our Daily Announcements by going to our webpage: www.lhne.org.

ATTENDANCE

- **Attendance:** Research consistently shows a strong relationship between attendance and achievement in school. Attendance and participation in classroom and school activities are considered essential to the educational process at Lutheran High Northeast. Therefore, attendance is absolutely required and should never be considered optional. Excessive absences may lead to a loss of academic credit, as determined by school policy. Students may also be released from school due to excessive absences.
- **Absence policy:** Absences should occur only for legitimate reasons, which include personal illness or injury, family emergency, legal obligations, death in the family, or school-related activity. If at all possible, we request that medical and dental appointments be scheduled outside school hours, if possible. Personal errands, including driving tests, should be scheduled outside of school hours. Family vacations should be planned to coincide with school holidays and summer vacation. College visits should involve no more than three school days, if possible, for seniors, and no more than one school day for juniors.
- **Planned Absences:** If an absence is planned in advance, assuming it is for legitimate reasons, the principal is to be informed at least one week in advance, if possible, before the planned absence. IF THIS DOES NOT HAPPEN, the student's absence may be considered unexcused; a loss of credit may result for any work assigned or due throughout the absence; both at the discretion of the principal. Also, a student's teachers should be informed enough in advance to allow for assignments made, due, and/or completed during the planned absence to be completed at the discretion of the teacher. Note: a teacher can expect work to be completed & turned in prior to such absences; a teacher can expect work assigned in advance to be turned in on the first day back from a planned absence; a teacher can expect that quizzes and/or tests assigned in advance be completed on the first day back from a planned absence.
- **"Green sheet":** The student is also expected to check with his/her teachers in advance of any planned absence, obtain assignments, and make necessary arrangements to complete these assignments at the discretion of the teachers. Students are required to complete and return a planned absence form ("green sheet") in advance of any planned absence of four or more periods. Teachers are not obligated to give credit for late or missing work when this procedure is not followed.
- **Unexcused Absences:** Teachers do not give credit for academic work missed due to truancy, class cuts, suspension, or any other unexcused absence. If a question arises as to whether an absence is excused or not, the school administration will make the final decision.

NOTE: Even if a parent gives a child permission to be absent from school, his/her absence may still be treated as "unexcused" if, in the opinion of the school administration, the absence is not for legitimate reasons.

- Absences & participation in athletics & other co-curricular activities: In order to participate in a co-curricular activity or event, including practices, a student must be in school by the beginning of Period 5 and remain in school for the rest of the day. A student who leaves school early due to illness or injury and does not return to school will not be allowed to participate. Exceptions to this policy may only be granted by the school administration.

We do not condone the practice of "sleeping in" following a late evening due to participation in a co-curricular activity. If a student is late for school due to this reason, he/she will be given a warning. If it happens a second time, the student will not be allowed to participate in the next athletic contest or other co-curricular activity.

- Absences & loss of credit (SEE ALSO Academic 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.
- 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 receiving a passing grade. Note: 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 of the offense, regardless of whether major assignments are due or completed in class during the suspension. (The Assistant Administrator may make an exception if the student's absence would seriously impact a group assignment, project, etc., involving other students' grades.)

Absence, early dismissal & tardy procedures

Parent responsibilities when absence occurs:

1. Notify the school office by 8:15 a.m. (You can certainly leave a message in our administrative assistant's voice mail.)
2. Provide a written excuse at the school's discretion, signed and dated by a parent, presented by the student to the school secretary upon his/her return.
3. For four (4) or more consecutive days of absence due to injury or illness, provide a doctor's note, presented by the student to the school secretary upon his/her return.
4. Note: any absence not cleared with the school office will be treated as unexcused; appropriate penalties will be enforced.
5. Teachers have been asked to have assignments posted on *Edline* by 3:30 each day.
6. Provide a doctor's note at the discretion of the school administration.

Student responsibilities:

1. If required by the school, deliver a signed note of excuse to the school office on the day following any absence.
2. Note: if an absence has not been excused, the student will receive a warning before proceeding to class. If this happens a second time, the student will be suspended from classes until a parent contact is made.
3. Obtain assignments that have been missed.
4. Make up academic work within a reasonable amount of time, as determined by the teacher.

School responsibilities:

1. If a student is absent from school but no contact is received from a parent, the school office will make a reasonable effort to contact the parent, as soon as possible.
2. The school office will monitor attendance, communicate attendance concerns to parents and students, and enforce appropriate policies regarding absences and tardies.

Early dismissal & return to class: If a student needs to be dismissed from class for a medical or other necessary appointment, the following procedure will be in place:

1. A parent should notify the school office in advance either by phone or signed note.
2. The school office will issue an early dismissal pass, which the student is to show the teacher before leaving class.
3. After leaving class, the student must check-out at the school office. This includes returning their early dismissal pass.
4. When a student returns to school following an early dismissal, the following procedure will be in place:
 - a. The student must check-in at the office before returning to any class or other activity,
 - b. The student will be issued an admittance pass back into the appropriate class.

Tardy to class: For any tardy to class the following procedure will be in force:

1. If a student is late because of another teacher, class, office visit, etc., he/she should obtain a pass from the appropriate person and present it to the teacher when arriving in class.
2. If a student arrives late without a pass, the tardy will be considered unexcused at the discretion of the teacher.
3. A student who arrives late with a pass may still be considered unexcused at the discretion of the teacher(s), depending on the reason for the tardy.
4. Students will receive a disciplinary referral for their 2nd unexcused tardy & for every additional unexcused tardy, although Period 1 tardies will be handled administratively.

Tardy to school: When a student arrives late to school for any reason, he/she must complete the following:

1. Report to the school office.
2. Receive a tardy pass, which is to be presented to the teacher upon entering class. The student will NOT be allowed in class without this pass. The school office will determine whether the tardy is excused or unexcused. NOTE: If there is no communication from a parent regarding the tardy, it should be assumed that the tardy will be considered unexcused.
3. The teacher will check the time of arrival on the pass and report any discrepancies to the school office.
4. Unexcused tardies will result in appropriate consequences. The school office will issue a disciplinary referral for the 3rd unexcused tardy to school & for every additional unexcused tardy.

NOTE: Failure to follow absence & tardy procedures will result in appropriate consequences.

BEHAVIOR--DRESS CODE--DISCIPLINE

Changes: The following changes reflect both past & current policies & practices. None of these are substantial changes.

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

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

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

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

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

- Bullying: Any non-sexual behavior which attempts to bully, harass, or intimidate will be treated as a major misconduct as per our policy re: harassment. This includes the practice of “cyber-bullying,” even if this behavior takes place outside the school day. (SEE Harassment policy below.)
- Cell phones & other personal communication devices: Due to abundant evidence that many students are misusing their cell phones and/or other personal communication devices during the school day (cheating, inappropriate language & other messages, distracting & disruptive behavior, etc.), unauthorized use of cell phones & other personal communication devices is now considered a major misconduct. Phones are not to be used for any reason from 8:00-3:15, without exception. This includes making & receiving phone calls, making & receiving texts, receiving & sending any photos or other visuals, etc. This also includes messages to & from parents, since other means are available for such messages to be transmitted to & from students & their parents. Special consequences include: 1st offense = phone confiscated & parent must pick it up; 2nd offense = same consequences & \$20 fine; 3rd offense = same & suspension. SEE School Handbook, “Telephone use”.
- Cheating/Plagiarism: This includes copying from or allowing another person to do any assignment, paper, project, quiz, or test for or knowingly allowing someone to copy from you; using unauthorized help to complete any assignment; using unauthorized help to answer any question on any quiz or test; copying another person’s words or ideas and giving the impression that they are your own, including missing and/or misleading documentation of sources. Note: Teachers will withhold full or partial credit for work involving cheating/plagiarism. This could result in a failing grade for the course.

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

- Computer & network misuse: Any unauthorized use of computers and/or school network will be treated as a major misconduct. This includes (but may not be limited to) using any school computer w/o permission; being in the computer lab w/o permission; using someone else’s password to access a computer and/or the school network; knowingly allowing someone else to use your password to access a computer; accessing inappropriate sites; blogging, emailing, etc. (unless administrative permission has been granted for a class assignment); attempting to or actually “hacking” into the school network; tampering with or vandalizing any school computer and/or other hardware; using any school computer and/or other hardware to “create” and/or

distribute any inappropriate content. (Note: If this behavior is deemed malicious, consequences could include immediate suspension pending expulsion.)

- Controlled Substances: This includes the use, possession, distribution, and/or any transactions involving controlled substances. This also includes being under the influence of a controlled substance, even if use occurred off-campus. This further includes possession and/or use of drug paraphernalia. Controlled substances include any tobacco product; any alcoholic beverage; any legal or illegal drug; any substance (such as inhalants) whose use is intended for “getting high”. Note: Using prescription **or over-the-counter medication** in a manner not intended by the prescribing authority also falls into this category.
Also note: Lutheran High has a Medication Policy in force, which covers the use and/or possession of over-the-counter and prescription medications. Failure to abide by this policy may result in serious disciplinary consequences, including suspension and/or expulsion. A copy of this policy is distributed to families at or before registration each year.
- Harassment: SEE below. Lutheran High Northeast has a policy in place that defines harassment and explains the consequences and due process which accompanies this issue. We do not condone harassment, but we also recognize that differences in perception and judgment may cloud this issue. Therefore, much care and caution will be used in handling such cases. Note: Our policy also forbids the practice of “cyber-bullying” as a form of harassment. (SEE above.)
- Lying/Improper language/Insubordination: Lying includes forging any type of school document, such as a pass, teacher’s note, etc.; forging any signature. Improper language includes profanity, swearing, vulgar, and otherwise offensive language; language that is degrading and/or disrespectful to other students, faculty, staff, or Lutheran High in general. Insubordination includes willful disregard and/or disrespect for any faculty or staff member, including threatening, profane, or obscene comments or gestures; refusing to comply with a directive issued by any member of the LHNE faculty & staff (including coaches, advisors, chaperones, etc.).
- Plagiarism: SEE “Cheating.”
- Repeated violations of school policies & guidelines This includes all policies and guidelines publicized in handbooks, newsletters, daily bulletins, or other announcements.
- Theft/stealing: This includes taking or attempting to take without permission any school or personal property; illicit use of school or personal property, etc.
- Truancy/cutting class This includes being absent from school and/or individual classes (including study halls and lunch period) without legitimate and proper excuse and authorization.
- Vandalism: This includes damaging, defacing, mutilating, or otherwise destroying any school or personal property. This includes graffiti.

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

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

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

1. Verbal: Sexually demeaning comments, sexually explicit statements, questions, slurs, jokes, anecdotes, epithets, etc.
2. Written: Suggestive or obscene letters, notes, invitations, or any other correspondence.
3. Physical: Sexual assault, touching, impeding or blocking movements.

4. Visual: Leering, gestures, display of sexually suggestive objects or pictures, cartoons, posters, etc.
5. Continuing to express sexual interest after being informed that this interest is unwelcome and/or inappropriate.
6. Reprisals or threats of reprisal following a negative respond to sexual advances or following a sexual harassment complaint.

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

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

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

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

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

DRESS CODE

Changes:

- Information has been added to clarify the rules re: frayed clothing & clothing with holes and/or worn areas.
- A few other statements have been added to add clarification.
- Please note points of emphasis.

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

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

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

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

Note: No substantial changes have been made from last year. Points of emphasis are highlighted.

- Boys are encouraged to wear modest and attractive dress or sport shirts, sweaters, sweatshirts, casual pants, or jeans. T-shirts and shorts are allowed with conditions. (SEE below.) Prohibitions are included below!
- GIRLS are encouraged to wear modest and attractive dresses, skirts or split skirts (if they are not revealing), sweaters, sweatshirts, casual pants, or jeans. T-shirts and shorts are allowed with conditions. (SEE below.). Prohibitions are included below!
- Athletic wear is not permitted except during p.e. classes. Athletic shorts are not allowed. Warm-ups are not allowed. Note: Students who have a p.e. class during Period 1 may wear athletic attire to school.
- Bare midsections: Clothing which exposes the waist area when a student raises his/her arms, bends over, sits, or squats, is not allowed. This holds for both boys & girls!
- Caps, hats, & sunglasses are not to be worn in the building at any time.
- Chains (such as wallet chains) are not permitted
- Earrings, body piercing, & tattoos: Girls are not restricted re: earrings, as long as they are not excessive or extreme in number and/or style. Boys are allowed to wear a single stud or hoop earring in each ear. No other body piercing or tattoos are to be visible for either boys or girls. These prohibitions carry over into all school activities and events!
- **Facial hair: Boys must be clean shaven, although sideburns are allowed if they are not extreme. However, coaches & other co-curricular advisors may enforce a stricter rule re: facial hair. Note: Any boy in violation of this prohibition is expected to shave immediately upon reporting to the school office.**
- **Footwear must be worn in school at all times. Sandals are permitted but must be non-athletic and dressy in nature. Flip-flops of any style (even those that look dressy) are not allowed. Shoes must have backs on them, although backless dress shoes may be worn on dress-up days at the discretion of the Activities Director.**
- Frayed clothing, holes, worn areas: Frayed clothing is not allowed. Holes are not allowed if any flesh is showing. Excessive worn areas are not allowed in number, size, and/or shape.
- Gang-related styles, are not permitted (including gang colors).
- Hair: Hair styles which are extreme, including unnatural coloring or shading, are not allowed for either boys or girls. Boys may not wear corn mohawks, ponytails, or other styles considered extreme on boys.
- Length of skirts, dresses & shorts: We expect girls to wear skirts, dresses, and shorts that are of modest length, meaning that they are not permitted to be shorter than mid-thigh.
- Pants are expected not to "ride" below the waist **even when a shirt extends below the waist line.** Wind pants, sweat pants, etc., are not allowed except in gym class. Frayed clothing is not allowed. Holes are not allowed if any flesh is showing. Excessive worn areas are not allowed in number, size, and/or shape.
- Revealing tops: Tank tops & mesh tops are not allowed on boys or girls unless a t-shirt is worn underneath. Girls are not allowed to wear clinging garments, low-cut or otherwise revealing tops, sheer fabrics (unless a t-shirt is worn underneath) low-backed dresses, sundresses, spaghetti straps, slip dresses, camisole tops, mini-skirts, and tops on which one or both shoulders are entirely bare
- Shorts are permitted, if they are of modest length, not overly casual, and conform to other dress code standards. Acceptable styles include dress, jeans, and khakis. Athletic shorts may not be worn. Boxer shorts are not permitted to be worn as outerwear. Frayed clothing is not allowed.

Holes are not allowed if any flesh is showing. Excessive worn areas are not allowed in number, size, and/or shape.

- Sweatshirts, jackets & coats: Students are NOT allowed to wear heavy and/or bulky coats & jackets in school. They may wear light jackets & sweatshirts. “Hoodies” are allowed, but students are not to have hoods covering their head while they are in the building! Since some classes are cooler than others, students should dress in layers which do NOT include heavy and/or bulky coats & jackets.
- Sweat pants & wind pants are not allowed, except during p.e. classes. Note: students who have a p.e. class during Period 1 may wear sweat pants & wind pants to school, as long as they do not conflict with other dress code guidelines.
- T-SHIRTS are permitted with silkscreen or embroidered wording, pictures, graphics, etc., as long as they conform to other dress code rules. Prohibitions include (but may not be limited to): anything of a sexual nature; vulgar, profane, or otherwise offensive language; depiction or promotion of any alcohol, drug, or tobacco product; depiction or promotion of any musical performer or group (except for Christian performers and groups approved by the administration); any disrespectful, sacrilegious, crude, or violent wording, pictures, or other graphics.

DISCIPLINE

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

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

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

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

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

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

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

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

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

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

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

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

1. At the point when a student is unable or unwilling to apply appropriate self-discipline, the teacher works with the student in an attempt to resolve the issue. Teachers may choose to assign a personal detention or offer some other appropriate consequences as part of the process. The teacher will document incidents of student misconduct.
2. If the problem persists, the teacher will often contact the student's parents/guardians to inform them of the inappropriate behavior and enlist their support. This communication may include a phone contact, note sent home with the student, personal visit, etc.
3. If the problem still continues, the student may be referred to the Assistant Principal by means of a disciplinary referral or "pink slip." This referral is meant to indicate the level of seriousness of the behavior and serve as additional documentation concerning the student's behavior. The Assistant Principal will meet with the student (and teacher or staff member, if

- necessary), assign appropriate consequences, communicate this information to parents/guardians via the “pink slip”, which will be sent home for a parent/guardian’s signature.
4. If the problem remains uncorrected, the Assistant Principal will consider and apply consequences which may include more severe consequences; conferences with the student and/or parents/guardians; disciplinary probation; suspension.
 5. If the student apparently refuses to accept the ministry offered by the school, and if he/she consistently demonstrates an unwillingness or inability to cooperate with the school, the student may be disqualified from continued enrollment at Lutheran High Northeast. If this becomes necessary, LHNE will continue to seek opportunities to do ministry with the student through other means, such as contacting a student’s pastor, recommending special services, etc. When a student expresses a desire to return to Lutheran High Northeast and work within its standards of behavior, the school administration will review the option of re-enrollment.

Specific consequences

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

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

GENERAL INFORMATION & GUIDELINES

Changes from last year's handbook have been highlighted!

Age of emancipation: Students who reach the legal age of emancipation in the State of Nebraska, while attending Lutheran High Northeast, are subject to all rules that apply to all students, if they wish to continue their education at Lutheran High.

Alcohol, drugs & other illegal and/or controlled substances: Lutheran High does not condone the use of alcohol and other illegal substances, ***nor do we condone the misuse of prescription or over-the-counter medications.*** If a student is found to be engaged in drinking or the use of other illegal substances, the school feels a responsibility to confront such behavior, regardless of where or when this occurs. Such behavior by a student can result in a consultation with the student and parents or guardians. A student's continued enrollment at LHNE may be jeopardized by such behavior.

Asbestos: Lutheran High maintains an asbestos-free facility. Asbestos management documentation is kept on file and is available for public examination. The Principal serves as the "Designated Person" for asbestos management.

Automated contact system (new): ***Lutheran High makes use of an automated contact system that makes use of telephone & email information to notify families re: school cancellations, late starts, early dismissal, and any other information deemed "critical" by the school administration. This will require parents to supply us with information needed to make such contacts. Some options will be available, and we will expect families to supply us with at least the minimum information needed to make such contacts. Lutheran High will practice the utmost confidentiality in the use of this information.***

Before & after school:

- **Before School:** Doors are usually open by 7:15 a.m. A commons area will be open for students until it is time for class. Students may study, read, or visit quietly. They are not allowed to be rowdy, roam the building, or leave and return to campus once they arrive. Being in the hallway, adjacent to lockers, will be allowed, if student behavior is appropriate. However, students are not allowed to be in the locker rooms, gymnasium, mezzanine, or any classrooms without faculty or staff supervision.
- **After School:** Lutheran High Northeast cannot be responsible for supervising students after school, unless they are (1) involved in a co-curricular or other school-sponsored activity or event held on campus; or (2) getting help from a faculty or staff member. Otherwise, we expect students to be off campus as soon as possible after school dismisses. If transportation arrangements make this difficult to accomplish, we ask parents to contact the school office.
Note: Students may not loiter in the hallways, especially by their lockers. They are expected to remain in the commons unless they need to go to their lockers to retrieve materials. **Also note:** Students are not allowed to use the art room, music room, library, computer lab, gym, mezzanine, or be in any other classroom without supervision.

Bell schedules: Bell schedules are provided to parents and students at registration. Bell schedules are also posted in the building. Several bell schedules are in force.

- **Tardy bells:** There are no passing periods between classes. A tardy bell rings three minutes after the beginning of a period. Students who enter class after this bell are considered tardy.
- **Regular & other schedules:** Bell schedules are posted & publicized in a variety of locations at school. Some schedules include shortened classes, early dismissal, etc. These changes are almost always found in **Daily Announcements**, which are read to students during homeroom (Period 2), posted in various locations around the building, and posted on our web page (www.lhne.org).

Blood borne pathogens: Students are to use extreme caution and prevention involving all blood and other potentially infectious bodily fluids. In other words, all blood and bodily fluids should be treated as if they are infected. Any blood or other bodily fluids that are exposed on floors, tables, desks, clothing, etc., should be reported to school personnel immediately. Students should use extreme caution in handling such blood or other bodily fluids. Exposed skin and hands should be thoroughly washed as soon as possible after exposure. Cuts, abrasions, puncture wounds, etc., should be disinfected and bandaged as soon as possible. Clothing which has become contaminated must be disposed of in a manner where others won't come into contact with it. Failure to abide by these guidelines may result in serious consequences.

Calendar: A school one-page calendar is available on our website & provided to parents and students at registration. Updated monthly calendars are published regularly on Edline. Parents and students are responsible for noting special events, activities, deadlines, etc., on all calendars, flyers, etc., and encouraged to check calendars frequently.

Campus boundaries: The Lutheran High Northeast campus is the school property, located at 2010 N. 37th Street in Norfolk. The immediate campus is the educational building, front walk, athletic fields, and main parking lot (located on the east side of the building).

Cell phones – SEE “Telephone use.”

Closed campus – SEE “Leaving campus”

Closing of school & late starts: If school is cancelled due to bad weather or for any other reason, appropriate notification will be provided to Norfolk and Columbus radio stations as early as possible. **Beginning in 2010-11 LHNE implemented an automated contact system, making use of phone #'s & email addresses supplied to us by parents & students.** Parents may call the school office, if they are unclear as to whether school will be in session.

If a late start or early dismissal is necessary, due to bad weather or for any other reason, notification will be provided to Norfolk, Columbus, and other area radio stations as early as possible, **and we will also make use of our automated contact system.** In the case of an early dismissal, students will also be encouraged or required to contact parents by phone.

Co-curriculars: This term refers to all activities and programs that take place outside the typical school day, curriculum, and course of study. This term refers to all athletic teams, speech, drama, music performances & competition, quiz bowl, mock trial, FBLA, FCA, etc. Many schools refer to these as “extra-curriculars.” By using the term “co-curriculars,” we demonstrate our belief that these activities are an important part of our overall program. They reinforce and enhance the mission & ministry of LHNE, as well as its goals & objectives. (NOTE: We have been using this term from the beginning of our school. This entry is meant to provide clarification for those who are new to our program and unfamiliar with the term.)

Computer, Internet & network usage:

- **Computer lab:** This lab, located adjacent to the library, is used for specific classes but is also available for some independent use by students. A set of guidelines is in force, and all students are expected to know and comply with these guidelines. Failure to abide by these guidelines will result in school disciplinary consequences, which may include restriction and/or loss of privileges to use this lab.
- **Classroom & library computers:** Some computers are available for student use in some classrooms. Computers are also available for student use in the library. Guidelines, which may vary by individual classrooms and teachers, are in force, and failure to abide by these guidelines will result in school disciplinary consequences, which may include restriction and/or loss of privileges to use these computers.

- **Internet use:** Guidelines are in place to govern student use of the Internet. We realize that the Internet provides an unlimited wealth of resources, but we also realize the inherent danger and questionable morality of many Internet sites. Students are expected to abide by these guidelines, and failure to abide by these guidelines will result in school disciplinary consequences, which may include restriction and/or loss of privileges to use the internet.
- **Network account:** Students receive a network account, following orientation and with parental consent. Failure to abide by school guidelines regarding the use of this account will result in restriction or loss of the use of this account and may result in further school disciplinary consequences.
- **Final cautions:** School computers & Internet resources are reserved for school-related work only. This means specific assignments and research for specific classes. Also, computer use in the computer lab and library must be supervised by a member of the faculty or staff.

Crisis response management: Lutheran High maintains a safety management plan, which would be in force in a variety of school emergencies (natural disaster; serious illness, injury, or death; gas or chemical leaks; etc.). We pray that these plans never need to be in force, but Lutheran High faculty and staff are familiar with elements of our plan and are prepared to use them.

We also recognize that no manner of careful foresight and planning can possibly anticipate all crises & emergencies. School personnel will always use their best professional discretion in handling such matters. In the case of medical emergencies, Lutheran High faculty & staff will use their discretion in making the best decision possible as to when to provide first aid, emergency treatment (such as the use of an epi-pen, defibrillator, etc.) and/or emergency personnel, such as an ambulance, rescue squad, fire department, law enforcement, etc.

Deliveries: We do not allow flowers, balloons or any other gift items to be delivered directly to students at school. This includes deliveries of food during lunch period. All such deliveries must come to the office. Students will be notified by the office as appropriate and may pick up such items at the end of the school day. An exception will be made for deliveries of food during lunch.

Due process: Students & parents always have the right to appeal any decision of the faculty and administration, although appeals & grievances should be reserved for serious issues when reasonable efforts to resolve a situation have failed. The Board of Directors has policies in place regarding such matters. The first step is always to contact the Principal, who will make this information available & work to facilitate the process.

Early dismissal/late arrival for seniors: Seniors will be eligible for an early dismissal or late arrival from school, if the following criteria are met:

1. Student has no scheduled class during Period 1 or 8.
2. Student demonstrates that graduation requirements can be achieved.
3. Parent consent is obtained.
4. Academic warning, academic probation, and/or disciplinary probation are not in force.
5. For late arrival, student must avoid tardies to Period 2 class.
6. For early dismissal, student must leave school promptly and may not loiter in building, parking lot, etc.; unless the student is involved in any after-school activity that requires him/her to remain in the building. If that is the case, the student is expected to remain in the commons and abide by the same rules in place for "honors study."
7. Student may not leave and return for any afternoon co-curricular activity and/or event scheduled on school property without permission from the school administration.
8. No senior will be eligible for both late arrival and early dismissal.

This policy is administered quarterly basis and may be revoked for any senior at any time. Lutheran High will not intentionally work to make a student's schedule convenient for this purpose.

Edline: Edline is an on-line service provided by LHNE, which allows students & parents to access current grades, assignments, and other information. Teachers are asked to update their grades by noon on the first day of the school week, which is usually Monday. They are also asked to post their assignments either in advance or by the date of the assignment. (This may not always be possible, due to the nature of the course, grading of major assignments, etc.)

Emergency response management: SEE "Crisis management."

Facilities: Lutheran High moved into its new classroom facility on N. 37th Street in March, 1999. In January, 2001, we dedicated our first addition: a computer lab, library-media center, conference room, and permanent offices. In April, 2005, we dedicated our second addition: a stage, art room, music room, and mezzanine. **Construction of a third addition—an auxiliary gym—was completed in December, 2010.** We are especially conscious of our need to be good stewards of the resources which God has provided, which enable us to provide attractive & extremely functional facilities. We expect our students & guests to treat school property with the utmost care and respect. Various guidelines and procedures will be in force to help ensure that this happens. These guidelines are always shared with students, and they are responsible for knowing and following them. Students & guests are always prohibited from construction areas, both inside and outside the school.

Fire, tornado, intruder, & other emergency drills: Periodic fire, tornado, intruder, & other emergency drills will be conducted by school personnel. Where needed, procedures and exit diagrams will be posted in each room and other appropriate areas, and students will receive instruction in such procedures. Students are always expected to handle such drills in a serious and cooperative manner. Disciplinary consequences can result when a student does not cooperate during any such drill.

Food & beverages on campus:

- Food & beverages are generally expected to remain and be used in the commons area before school, during lunch time, and after school.
- When not being used in the commons, snacks, beverages, etc., are to be kept secure in student lockers. Students are not permitted to carry such items around with them.
- Students may use passing periods for snacking by their lockers, as long as trash is properly disposed of. This privilege can be revoked by the school administration at any time.
- Vending machines may not be used except before school, during lunch, and after school, although students in "honors study" are allowed to use vending machines as long as they do not abuse the privilege.
- Students who purchase food at the concession stand before school or during lunch may not take this food into any of their classes.
- Students are not allowed to eat or drink in class (including the use of water bottles) at any time unless permission has been granted by the school administration.
- Food and beverages of any kind are never allowed in the computer lab and library-media center.
- Gum-chewing is allowed, as long as students can handle this privilege without causing problems for teachers, custodians, etc. However, each teacher can set his/her own policies for their classrooms and other workspaces; and gum-chewing is never allowed in the library, computer lab, and music room.

Foreign exchange students: Lutheran High admits up to four (4) foreign exchange students annually on a case-by-case basis, as per policy of the Board of Directors. A policy and process for admitting such students is in force. The Principal should be contacted for more information. **Note: Lutheran High currently does not qualify to admit foreign exchange students since we are not accredited by the Nebraska Department of Education. (We operate as an approved school under Rule 14.)**

Fund-raising: No student or organization may engage in fund-raising of any kind on campus without permission from the Principal. All auxiliaries, athletic teams, other co-curricular organizations, individual

classes, and any other school-affiliated groups or individuals are also required to have permission from the Principal before engaging in fund-raising of any kind on campus and/or on behalf of Lutheran High.

Graduation: Policies and procedures governing all aspects of graduation have been developed by the Board of Directors. These policies and procedures are administered by the faculty and staff. All eligible seniors are required to participate in the graduation rehearsal, ceremony, and all other related events. Participation in commencement may be revoked according to the policy in force.

Gym lockers: Students are also assigned lockers in the locker rooms by the gym, as needed. Ordinarily, only students who are participating in p.e. classes or athletics will be assigned a gym locker, and then only when class is in session or during the appropriate season. These lockers also remain the property of the school, and students will use them at the discretion and under the guidelines of the school.

1. Students are not issued a school combination lock for their gym lockers. They are encouraged to use their own personal locks.
2. Lutheran High assumes no liability for any personal property that is taken or lost from any locker or from the locker room.
3. The combination and/or spare key for such locks should be given to the Assistant Administrator. If a lock is found on a locker, and the Assistant Administrator has not been given a key or combination, the lock will be removed from the locker.
4. Locker rooms are usually locked and remain off limits except for students in p.e. classes and athletic practices and contests when those practices & contests are occurring.
5. **Students who are not participating in p.e. classes and/or on sports teams have no reason to be in the locker rooms. Disciplinary consequences may result if such students are in locker rooms without permission from an administrator or coach.**
6. Students should assume that they will not be allowed in locker rooms during the school day, except as needed for p.e. classes and athletic practices & contests.

Hallway lockers: Each student is assigned a hallway locker. (In some cases two students may need to share one locker). These lockers remain the property of the school, and students will use them at the discretion and under the guidelines of the school. These guidelines are in effect.

1. Lockers are subject to search by the administration at any time for any reason.
2. Lutheran High assumes no liability for any personal property that is taken or lost from any locker.
3. **Combination locks are no longer required for hallway lockers**, although students are still encouraged to use them. **Students may check out combination locks from the school, and these locks are the only ones allowed to be used on hallway lockers.** These locks also remain the property of the school, and students will use them at the discretion and under the guidelines of the school.
4. Students are not allowed to put their own personal locks on lockers. When this happens, such locks will be removed.
5. Students are responsible for any damages done to their lockers. Pictures, magnets, etc., are allowed inside lockers if (1) they can be affixed and removed without damage; and (2) they are not offensive in word, picture, representation, etc.
6. Students will be responsible for lost or damaged locks, as well.

Illness & injury: Students who experience illness or injury while at school should report their condition to the school office or any appropriate teacher or staff member.

- School personnel will make a decision as to whether the student will remain in class, return to class, or be sent home.
- School personnel will also use their discretion to determine whether to administer first aid or summon emergency personnel. (SEE "Crisis management.")
- If it is decided that a student should be sent home, a parent will be contacted. We will expect that the student will be picked up as soon as possible.

- It is within the rights of the school administration to require a student to leave school due to illness or injury.
- The school administration or administrative assistant may determine that a student should be “quarantined before he/she is able to leave school.
- Before allowing a student to drive himself/herself home, the school will make every effort to notify parents & obtain their consent.
- Leaving campus: Lutheran High Northeast operates a closed campus.
- Students are never allowed to leave and return to campus during the school day without permission.
- If a student needs to leave campus for a medical or other appointment, a parent is expected to call the school office or provide other notification in advance.
- Students are not allowed to leave campus to retrieve assignments, school materials, etc., without permission from the school administration or administrative assistant. (Parental permission may also be required.)
- Students are not allowed to leave the building during the school day without permission from the school administration or administrative assistant.

Leaving campus: Lutheran High Northeast operates a closed campus. Students are never allowed to leave and return to campus during the school day without permission.

- If a student needs to leave campus for a medical or other appointment, a parent is expected to call the school office and notify us in advance.
- Students are not allowed to leave campus to retrieve assignments, school materials, etc., without permission from the principal. (Parental permission may also be required.)
- Students are not allowed to leave the building during the school day without permission.

Liability: Students responsible for damage to school property, grounds, or equipment, including textbooks, will be assessed the cost of repairs or replacement.

- Failure to assume this responsibility in a timely manner may result in disciplinary action.
- Lutheran High Northeast assumes no liability for the personal property of any student and will not be held responsible for damaged or stolen property.

Lockers: SEE Gym & hallway lockers.

Lost & found: The school office custodians will maintain a lost & found. Students will be given opportunity in a reasonable manner to check the contents of lost & found, if they are missing any personal property, articles of clothing, etc. Unclaimed items will eventually be sold, donated to charity, or otherwise given away after a reasonable amount of time has been provided. We believe that high school students should be responsible enough to take care of their items, and LHNE will not be responsible when it disposes of items that are left behind by students.

Lunch: Lunch is held between Periods 4 & 5 (approximately 11:30) unless a special schedule is in effect. Limited vending may be available. Limited catering services (such as pizza, salads, sandwiches, soup, etc.) may also be available. These additional guidelines are in force.

1. After students are dismissed for lunch, students are to get their lunches and eat in commons.
2. Microwaves are available. Refrigerators are not available.
3. Facilities, dishes, utensils, etc., from Room 104 (home ec room) are not available.
4. Students may not eat in other areas of the building besides the lunch room without permission from the school administration and supervision by an administrator, coach, advisor, or teacher.
5. Students are always expected to pick up after themselves and dispose of their trash in an appropriate manner. (Students are not to dispose of their lunch trash in the classrooms.)
6. We expect all students to eat lunch on campus. We do not allow students to “order out” for lunch.

7. Any lunches (other than school lunches) that are delivered for students are to be delivered by a parent or other family member. Anyone delivering lunch must check-in at the school office.
8. We also do not allow students to have their parents excuse them for lunch, even occasionally, since this circumvents our closed campus policy.
9. Students are allowed to meet their parents for lunch off-campus on special occasions, like a birthday, but other students are not allowed to join them.

Marriage: Any student considering marriage while still enrolled at Lutheran High should share those plans with the principal. A consultation with the student and parents or guardians will be held immediately. If a marriage does occur, continued enrollment will be at the discretion of the principal and will be considered on a case-by-case basis. Any married student considering enrollment at Lutheran High must share that information with the principal. The same procedures will be followed as outlined above.

Parental Conduct: Lutheran High Northeast is not simply a private school. It is a Christian high school affiliated with the Nebraska District of the Lutheran Church-Missouri Synod. The Bible is the basis for all teaching at Lutheran High Northeast. It sets the standard for all Christians in terms of their ethical standards and behavior. Behavior modeled by parents and guardians of young people has a profound impact on their attitudes and actions. Our culture continues to change in many ways, sometimes in ways that clearly contradict God's Word, the Holy Bible. While it is true that in God's eye "all have sinned and fall short of the glory of God," it is also true that God calls us to live our lives as witnesses to the faith which we confess.

We hold our students to high standards of behavior and strive to help them learn and practice that behavior which gives a positive witness to our Lord Jesus Christ. We expect our parents and guardians to hold themselves to equally high standards. If at any time the conduct of a parent or guardian seems to be at odds with the standards of Christian behavior as found in Holy Scripture or the policies of Lutheran High Northeast, a conference will be requested with those parents or guardians and the school administration in an effort to resolve the matter. If the matter cannot be resolved, it will be brought to the LHNE Board of Directors for consideration and official action if necessary.

It should be noted that all members of the administration, faculty, and staff, including coaches & advisors, are also held to high standards of behavior. When those standards are not upheld by school personnel, appropriate actions will be taken by the school administration and/or Board of Directors.

Personal conduct: Public displays of affections, such as embracing, kissing, etc., are not appropriate for our school campus. Rowdy or anti-social behavior is also not appropriate. Bullying and/or harassment are never appropriate. **Inappropriate personal conduct is also never appropriate off campus, especially at school-related events, such as athletic contests, field trips, music tours, study tours, etc.** Appropriate consequences for these types of behavior will be enforced and could include suspension and/or expulsion.

Personal electronic devices: Personal digital assistants (PDA's), Blackberries, laptops, iTouches, **smart phones**, etc., and any other personal digital assistant or device which could be used for electronic sharing of information **and/or accessing the Internet** may not be used for any reason in our building without permission from the school administration. The school reserves the right to confiscate & keep such devices until such time as it is appropriate to return them.

Photo-copying: Students are never allowed to use a school photocopier or other duplicating device. If a student needs a personal copy, he/she may request copies at the school office. Copies will be made at the discretion of the school office and may not be available immediately. Students will also be charged per page for this service. Also, students may not have photo-copies made if they violate copyright laws. Lutheran High will not be responsible for copyright violations if legal consequences result.

Planners: Each student will be provided with a school planner at the beginning of the school year.

- Students will receive orientation in how to use their planners, which include schedules, “to do” lists, assignment pages, pages on which to record grades, copies of school rules, etc.
- These planners may also be used for passes to and from the offices, restrooms, lockers, and other classrooms and areas of the building.
- Therefore, students should have these planners with them while in classes or study hall.
- Cost of the planner is incorporated into tuition and fees, but if a student loses his/her planner, replacement cost will be the student’s responsibility.

Pregnancy & abortion:

- If a student enrolls at Lutheran High when pregnant or becomes pregnant after enrollment at Lutheran High, she should inform the principal immediately, so that proper counseling and guidance can take place. Trying to hide a pregnancy from the school administration will only complicate the situation and make it more difficult for the school to provide appropriate care and counsel. When the principal becomes aware of a pregnancy, a consultation with the student and parents or guardians will be held immediately. The school will make an effort to accommodate the student’s continued enrollment at Lutheran High, but each case will be handled on its own merits. The student’s continued enrollment will be determined at the discretion of the principal. The same factors will be used for any male student who is responsible for a pregnancy.
- Lutheran High strongly supports a pro-life position as clearly taught by scripture and endorsed by the Lutheran Church-Missouri Synod. Any student considering an abortion should immediately seek the counsel of the principal. When the principal becomes aware that an abortion is being considered or has already taken place, the same procedures will be followed as outlined above.

Prohibited items & activities: Students are discouraged from bringing the following items on campus: radios, cassette decks, walkmans, cd players, pagers, cell phones, walkie-talkies, ipods, electronic games (including those games found on calculators and cell phones), skateboards, roller blades, or any other items that are potentially distracting or disruptive. Faculty and staff may confiscate such items at their discretion, and a disciplinary referral may result. The school may hold such items until a parent picks them up. Note: Students who use their calculators or cell phones for games will have them confiscated and such games may be erased from their device!

Gum-chewing will be allowed as long as students can handle this privilege without causing problems for teachers, custodians, etc. However, it is never allowed in the library, computer lab, and music room, and individual teachers may prohibit gum-chewing in their classrooms or other work areas. Other prohibited items & activities include (but may not be limited to) the following.

- Card-playing is not allowed on campus. Games of chance are not allowed on campus. This includes lunch and study halls. A disciplinary referral may result.
- Offensive reading materials and any other pornographic or otherwise obscene materials are not allowed on campus. A disciplinary referral may result. The school administration reserves the right to determine whether such materials are offensive or not.
- Offensive music recordings are not allowed on campus. A disciplinary referral may result.
- **Inappropriate content accessed and/or downloaded from the Internet.**
- Students will not be allowed to bring backpacks, gym bags, book bags, etc., to class, due to issues involving both safety and security. They are also not allowed to leave such items in the hallways.
- Picture phones, cameras, video recorders, or other photographic devices may not be used on campus without permission from the school administration.

Potentially dangerous and/or illegal items are absolutely prohibited from campus! These include (but may not be limited to) the following:

1. weapons and ammunition or items intended to be used as weapons and ammunition;

2. matches, lighters, or other incendiary devices;
3. noxious substances and devices.

Note: These items are also not permitted to be stored in vehicles, even if locked in a glove compartment, truck, tool box, etc. Possession of such items will lead to strong disciplinary action, including suspension and/or expulsion.

Note: The school administration reserves the right to make the final decision as to whether any material or activity falls into this category.

School hours: School normally begins at 8:00 a.m., and dismisses at 3:15, with the exception of Wednesdays, when school dismisses at 2:50 in order to accommodate faculty meetings. Hours may be adjusted occasionally for assemblies, class meetings, other faculty meetings & inservices, pep rallies, and late starts or early dismissal due to weather-related concerns, etc.

Security: Although Lutheran High Northeast provides a Christian learning environment, temptation is always present and thefts can occur. Students can help by: (1) keeping lockers locked, if possible; (2) placing names in their books, clothing, and other valuables; (3) leaving large sums of money at home; (4) leaving other personal property, such as tapes, CDs, stereos, etc., at home; (5) keeping personal property such as watches, calculators, jewelry, etc., on their person instead of unattended; (6) refraining from giving out their locker combination. Lutheran High will not be responsible for personal property that is lost, stolen, or damaged.

Sexual lifestyle:

- Lutheran High Northeast does not condone premarital sex, sexual promiscuity, the practice of “living together” without benefit of marriage, or any other immoral sexual activity. If a student is found to be engaging in any such behavior, a consultation will immediately be held with the student and parents or guardians. Severe consequences could result, including suspension and/or expulsion from school
- Lutheran High also condemns a homosexual lifestyle as being clearly prohibited by scripture. If a student is found to be practicing a homosexual lifestyle, the same procedures will be followed as outlined above.

Sportsmanship: School events and athletic competitions give Christians an opportunity to witness their faith through their words and actions. Anyone attending an LHNE athletic competition or any other school activity or event, whether home or away, is expected to demonstrate good sportsmanship at all times. (LHNE faculty, staff, & coaches also pledge themselves to practice good sportsmanship as a part of their service to LHNE.) The use of rude or profane words or actions, as well as threatening behavior towards participants, coaches, officials or other fans at school events, activities, and athletic contests will not be tolerated. Such behavior could result in the individual or individuals being asked to leave before the event or competition continues. If the problem continues, a conference will be scheduled with the school administration. If the matter is still not resolved, the individual or individuals could be banned from attending future events or competitions involving LHNE. In addition, our school parents and guardians will be asked to sign a code of conduct which must be completed prior to attendance at any athletic contests and other events. (It should be noted that faculty, staff, and coaches sign an agreement that pledges their support of good sportsmanship by both themselves and the students they are responsible for supervising.)

Student ID: Each student will be issued a picture identification card. The school will issue guidelines for the possession and use of this card, and students will be expected to abide by those guidelines. For example, students may be required to display their student ID in order to gain admittance to school athletic events. Inappropriate use of a student ID will result in appropriate disciplinary consequences, which could include suspension and/or expulsion.

Study halls & “Honors Study”: Study halls are classes where students learn and practice the concept of independent, quiet study. In a study hall setting, students are given the opportunity to conduct themselves with a proper level of maturity and trust. Study halls should be used wisely for such purposes as reviewing for quizzes and tests, completing homework assignments, completing make-up work, and quiet reading. The primary purpose of study hall is to focus on school work. It is not intended to be a place for socializing, nor is it a place for students to catch up on their sleep.

Honors study is a privilege extended to students who qualify by virtue of their quarterly g.p.a. and other criteria established by the faculty and administration. Honors study typically meets in the commons, and those students are expected to handle themselves responsibly and with self control. The privilege of honors study may be revoked for any student at any time due to inappropriate behavior.

Telephone use, including cell phones, personal communication device’s, etc.: – SEE ALSO “Behavior.” Lutheran High Northeast considers telephone usage to be a matter of privilege, not a right. This also includes the use of any other personal communication device. We believe that telephone usage can distract from and disrupt the educational program of our school. Therefore, use of cell phones & other personal communication devices are monitored and restricted as deemed appropriate by the faculty and staff. (It is understood that personal communication devices other than cell phones are included in this policy.)

Cell phones, pagers, etc.: Students may carry a cell phone, but its use is restricted to before & after school. If a student must carry a pager or cell phone due to parent or guardian request, he/she must keep it out of sight. It is absolutely required that these items be turned off so that they do not “go off” during school. Cellular phones are not to be used in the school building for any reason unless permission is granted by a member of the administration or school office. Unauthorized use of cell phones is considered a major misconduct and will result in serious consequences. Note: When a student’s cell phone is confiscated due to unauthorized use, the student forfeits his/her right to any privacy, and teachers & administrators will feel free to access information on the cell phone. Also note: Teachers are allowed to collect cell phones prior to any class activity. They will be returned by the end of class.

School phones: Students are not allowed to use any school phones without permission. They should not expect to use the office phone unless it is to call home in the case of illness, injury, or other emergency. Using the phone to arrange for transportation or lunch is not considered an emergency, since such arrangements should be made in advance of school. Also, students who need to make a long distance, non-emergency call are expected to use a long distance phone card or a cell phone while under the supervision of the school office.

Messages at School: The school will only be responsible for delivering messages from parents. Such messages will be delivered in a timely and appropriate manner, as determined by the school office. Parents should indicate if a message involves an emergency. Emergency messages will always be handled as expeditiously as possible.

Note: Confiscation of such devices, along with any consequences, will be enforced even if parents turn out to be the source of incoming messages that cause a cell phone to “go off.”

Testing program - SEE ACADEMIC HANDBOOK

Textbooks, uniforms, equipment, other school property: Textbooks, uniforms, lockers, and other school equipment issued to students for their use remain the property of Lutheran High Northeast. Students are expected to treat this property with care and respect. If a student loses such property, he/she will be assessed the replacement cost(s). If a student damages such property, he/she will be assessed an appropriate fine at the discretion of the school administration. Report cards may be withheld until such fines and/or replacement costs are paid.

Vehicles, parking, driving, etc. (Note: These guidelines are in effect at all time, regardless of whether school is in session or not!)

- **Students who drive to school & park on campus are required to register their vehicles with the school office.** Failure to comply with this guideline may result in appropriate consequences, including loss of privilege to drive to school and park on campus.
- **Parking on campus:** Students are only allowed to park in designated spaces, within the lines, in the paved parking lot immediately east of the school building.
- Students are not allowed to park in spaces reserved for school vehicles, and they are not allowed to park in slag areas on any side of the building.
- Students are not allowed to return to, move, or use their vehicles during school hours without permission from the school administration.
- **Driving on campus:** Students are always expected to drive their vehicles with the utmost safety and responsibility. We expect that students will exercise good judgment and safe driving practices at all times, especially when pavements are slick. Reckless driving, which includes excessive speed, will not be tolerated on campus and will result in disciplinary consequences, which may include loss of driving & parking privileges on campus, suspension, and/or expulsion.
- **Rides:** Those who provide rides for our students are also expected to comply with our guidelines for driving and parking on campus. We reserve the right to restrict and/or take away on-campus driving-parking privileges for those "guests" who abuse our guidelines.
- **Driving off campus:** When careless or otherwise inappropriate driving is reported or otherwise observed off campus, we will report this behavior to the student's parents. This includes illegal use of a school permit. Besides the obvious danger to both people and property, poor driving off campus creates a poor image for LHNE and its ministry. **Note:** Reckless driving may also be reported to law enforcement!
- **Consequences:** Failure to comply with these guidelines will result in appropriate consequences, including fines, restriction and/or loss of privileges to drive and/or park on campus.
- **Liability:** Lutheran High assumes no liability for any injury or other harm drivers & passengers traveling to & from LHNE activities & events.

Visitors: A student may be allowed to bring a guest for one school day under the following conditions:

1. Permission is only at the discretion of the Principal, who is to be informed at least one week in advance and who may deny this request for any reason he/she deems appropriate.
2. Teachers must be informed at least one day in advance. Teachers may choose not to allow a guest to be present in class.
3. Guests are limited to 8th-12th graders and alumni (those who have graduated from LHNE).
4. Guests are not allowed on public school holidays or during finals.
5. Guests are not allowed on the day before a school break.
6. Guests are responsible for abiding by all school policies and guidelines.
7. Lunch exception: Students may request permission for guests to join them for lunch. Administrative discretion will be applied, and LHNE reserves the right to limit or exclude some or all guests from eating lunch with our students at school. Permission is required from an administrator at least one day in advance.

STUDENT LIFE

Athletics: Lutheran High Northeast is a member of the Nebraska School Activities Association (NSAA) and abides by all by-laws & policies of the NSAA in regards to athletics and all other relevant co-curricular activities and programs. Lutheran High has also become a member of the Central 8 Conference and will abide by the by-laws & policies of the conference..

Anticipated interscholastic athletic opportunities for **2011-2012:**

- Dance team (“Silver Talons”)
 - Cheerleading
 - Football
 - Volleyball
 - Cross country (boys & girls)
 - Softball (co-op w/Norfolk Catholic)
 - Wrestling
 - Basketball (boys & girls)
 - Track & field (boys & girls)
 - Golf (boys)
 - Soccer (boys & girls) [boys-co-op w/Norfolk Catholic]
- In order to participate in Lutheran High team sports, students must (1) have a current physical on file before participating in any sport, including dance team & cheerleading; this physical can’t be dated before May 1; (2) have a current parental consent form on file before participating in a sport, including dance & cheerleading; (3) abide by Lutheran High eligibility requirements (SEE below).
 - In order to participate in co-op sports sponsored by Norfolk Public School or any other high school, students must comply with all requirements in force by NPS or any other high school. This may include signing their activity policy, abiding by their eligibility requirements, and paying an activity fee to NPS or any other high school sponsoring the co-op.
 - Note: It is the policy of the Norfolk Public School Board that only those students who reside in the Norfolk attendance area may participate on a Norfolk High School team.

Class activities: Students will participate in special activities planned and coordinated for and by each class (freshmen, sophomore, etc.). Classes will also select their own officers, plus representatives to student government, as provided by school guidelines. Regardless of where such school -sponsored events are held, all school policy and guidelines will be in effect at the discretion of the Principal.

Counseling services: Counseling provides a direct service to students and a supportive service to faculty and staff. Our ministry at Lutheran High Northeast focuses on the student’s personal, academic, and spiritual growth and development. All student achievement, attitudes, and behaviors are of interest to those in counseling roles.

Lutheran High strives to maintain at least a part-time guidance counselor. Counseling will also often be done by administrators and faculty members in regards to individual student needs. Group “counseling” may take place when administrators and teachers work with students to address issues such as school orientation, school policies and programs, behavior, academics, etc.

We do not have personnel who are trained to provide “therapeutic” counseling for special needs. If a situation requires such counseling, we will work with the student and family to provide a referral to appropriate professional counseling services.

Our Academic Handbook describes our academic testing program, which provides guidance regarding academic achievement, placement in classes, college entrance, etc.

Eligibility requirements - SEE ALSO School Handbook, “Academic 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.

Library & media center: Most study halls meet in the library, and the library is open and accessible to all students throughout the day. A set of guidelines is in force, and all students are expected to know and comply with these guidelines. Failure to abide by these guidelines will result in school disciplinary consequences, which may include restriction and/or loss of privileges to use this center.

Other co-curricular activities: Lutheran High Northeast is planning to sponsor the following co-curricular programs in **2011-2012**. Such programs are always subject to factors including enrollment, staffing, and finances. Students who participate in co-curriculars must abide by Lutheran High's eligibility requirements (SEE below.)

- Drama
- Speech
- Student council
- Mock trial
- Quiz bowl
- Music
- National Honor Society
- Fellowship of Christian Athletes (FCA)
- Future Business Leaders of America (FBLA)
- Body Builders
- Chapel team

Participation by home school students in co-curricular activities: Home school students who are enrolled at LHNE as part-time students may participate fully in co-curricular activities and programs of the school, except that participation in Nebraska School Activities Association activities and programs shall further be governed by policies of the NSAA. These policies state that to be able to participate in NSAA activities and programs, home school students must be enrolled in twenty (20) semester credit hours, and they must have completed twenty (20) hours the previous semester, unless they are enrolled as incoming freshmen.

Special activities & events: Lutheran High Northeast typically sponsors the following activities and events. Regardless of where such school -sponsored activities and events are held, all school policies and guidelines will be in effect at the discretion of the Principal.

- Beef Blast (which requires help from students and parents)
- Spiritual life activities
- Field trips
- Activity days
- Mission & service events, projects, and other related activities
- Homecoming and other spirit days/weeks
- Dances & other social events
- Fine Arts Night
- Concerts & art displays

- Music tour
- Study tours, including international trips
- Dinners & other recognition events by individual athletic teams & other co-curriculars
- Junior-Senior Prom (which requires help from junior & senior parents)
- Post-prom (which is sponsored by junior & senior parents and requires their help)
- Senior class trip or other event at the discretion of the school administration.

Policies and procedures have been developed by the Board of Directors to govern special activities & events. The faculty and staff of Lutheran High Northeast administer these policies and procedures, and all LHNE students and their applicable guests are expected to abide by them at all times.