

# **LUTHERAN HIGH NORTH 2008-2009**

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***Lutheran High North provides quality academics and meaningful ministry, that prepares students for the next level and to be leaders in their schools, churches and communities.***

IN ANY OF THE STUDENT HANDBOOK ISSUES, THE SCHOOL ADMINISTRATION RESERVES THE RIGHT TO MAKE THE FINAL DECISION AND WILL ALWAYS DO ITS BEST TO MAKE DECISIONS ON THE BASIS OF WHAT IS BEST FOR THE ENTIRE STUDENT BODY. LHN RESERVES THE RIGHT TO RESPOND AS IT SEES FIT TO THE BEHAVIOR OF ITS STUDENTS, EVEN IF THOSE ACTIONS TAKE PLACE OUTSIDE OF SCHOOL HOURS AND AWAY FROM SCHOOL PROPERTY.

# LUTHERAN HIGH NORTH STUDENT HANDBOOK 2008-2009

## CHOICES, CHOICES, CHOICES

School rules and guidelines are established so that students effectively and safely grow to their potential. As part of this process, LHN will guide students in being good decision-makers. Each student is continually faced with decisions about following school rules. ***WE APPRECIATE POSITIVE BEHAVIORS AND ATTITUDES AND WILL LOOK TO RECOGNIZE THESE ACTIONS WHENEVER POSSIBLE***, however, if a student chooses to disobey a rule, he or she also chooses to face the appropriate consequences for this misbehavior. This handbook outlines what is expected of students.

Continued enrollment of all students is subject to the student observing all school rules as set out in the school handbook including but not limited to general behavior, academic performance, and attendance.

## ATTENDANCE

Good attendance is an important aspect of a quality education. Although assignments can be made up, much of what is learned in class comes from discussion, lectures, audio-visual presentations, demonstrations and similar activities that are impossible to recreate for the absent student.

**ABSENCE:** Parents are asked to call the school before 8:30 a.m. each day (or part of a day) that a student is absent. The student must then bring a **written excuse** to the office upon returning to school. Students have one day for each day absent to make up work. Work due on the first day absent is due the day the student returns to school. (**See Make-up Work**) If a student arrives after 11:30 a.m. or leaves before 11:30, a half absence will accumulate and possibly impact course credit and Honor Roll status. Projects and papers are due on the assigned date even if the student is absent.

**APPOINTMENTS:** Whenever possible, medical appointments should be scheduled outside the school day. If appointments must be made during the school day, try to vary the times to avoid repeated absences from the same classes. When it is necessary to miss school, students will be excused upon receipt of a note from parent or doctor. Students are responsible for assignments, tests, quizzes and work as if they were in class.

**COLLEGE VISITS:** Seniors may be excused for two days during their senior year to visit colleges. These days are to be taken only if they are necessary due to the distance to the college or special visitation days. The College Advisor must clear this absence a week in advance and a maximum of three students may go on the same day. **College visits must be completed before the start of the last six-week grading period.** Students are encouraged to make college visits during vacation days and to use school days only when necessary. **Permission to use a school day for a college visit will only be granted by the College Advisor if the student has satisfactory school attendance at the time of the request.**

**CUTS/TRUANCY:** Missing class or part of class is considered a cut. Missing class for more than two periods will be considered truancy. Cuts and truancy are dealt with in the discipline system.

**EXCESSIVE ABSENCE:** Parents will be contacted if a student is absent from a class more than eight times during a semester (excluding absences for school activities: field trips, games, performances, etc.). After a student has been absent from a given class ten times, **any further absence or partial absence may result in the student's losing credit for the class.** Exceptions will be made only in the case of a death in the family or doctors' notes.

**EXTRA-CURRICULAR PARTICIPATION:** Students must be in attendance for a minimum of four periods of academic class during a school day before they can participate in or attend any extra-curricular activity that day.

**PLANNED ABSENCES:** Students planning to be absent for reasons other than illness should bring a note in advance. They should ask teachers for assignments and due dates for work that will be missed, using their planner or a "probable absence form" available in the school office. Long-term projects and papers are due on the assigned day even if a student is absent. Tests that are missed will be given at the teacher's discretion.

**STUDY HALL:** Attendance policies apply to study halls. Students must bring appropriate materials for the entire period because study halls are for work and study--not talking, socialization, lunch or play. Students are assigned to a study hall room.

**TARDY TO CLASS:** Promptness to class is very important. Students are expected to be in their rooms at the start of each class before the bell stops ringing. Students arriving to class after the bell stops ringing will be marked tardy. Unexcused lateness will be part of the discipline system.

**TARDY TO SCHOOL:** Students are to arrive at school with sufficient time to take care of necessary responsibilities and be in their first class on time. School begins promptly at 7:45 am. Students not in their first class by the start of class are considered late to school. Students arriving after this time will be marked tardy on their **permanent attendance record** as tardy to school. Late arriving students are disruptive to the rest of the class. Our goal is to have students in school, in class and ready to start -- ON TIME.

The following sequential consequences are designed to help change behavior to one of punctuality to school:

- 3<sup>rd</sup> tardy – **notification** to parents
- 6<sup>th</sup> tardy – **notification** to parents
- 7<sup>th</sup> tardy – **notification** to parents
- 8<sup>th</sup> tardy – student will serve a **one-hour detention** the next Saturday from 8:00-9:00 a.m. and a \$30 fee will be billed
- 9<sup>th</sup> tardy – student will serve a **one-hour detention** the next Saturday from 8:00-9:00 a.m. and a \$30 fee will be billed
- 10<sup>th</sup> tardy – **loss of credit for the class**

This policy is enforced on a semester basis. Classes start at 7:45 a.m.

**NOTE:** Repeated lateness to school can result in the student losing credit for his/her class

## SCHOOL COMMUNITY GUIDELINES

**ALCOHOL AND DRUGS:** LHN takes a zero tolerance posture. We will not tolerate those who introduce illicit drugs or alcohol into our school setting. Students found under the influence of drugs or alcohol while on school property or while attending school functions are immediately referred to the school administration. The parents will be immediately contacted. The student faces possible suspension and expulsion. Students found in possession of or involved in the delivery, transfer or sale of illicit drugs or alcohol while on school property or while attending school functions are immediately referred to the school administration. Both the parents and the police are immediately contacted. The student is suspended and faces expulsion for a period of not less than one full semester.

The school reserves the right to conduct random searches of student lockers or vehicles as a general deterrent to the possession of illicit drugs or alcohol. Specific searches may also be made on a student's person, locker or vehicle if there is a reasonable suspicion (i.e., reliable eyewitness reports) that a student is in possession of these substances. All searches are conducted by two members of the administrative staff and may involve the use of police.

Where there is reasonable suspicion (e.g., physical symptoms such as the smell of alcohol, slurred speech, bloodshot eyes, impaired motor skills and/or reliable eyewitness reports) that a student is under the influence of illicit drugs or alcohol and that student denies any use, breath scan and/or urinalysis tests maybe utilized to determine use. Failure to cooperate in this testing will be treated as an admission of guilt.

Recognizing the increased use of illicit drugs and alcohol by students and the threat such use poses to the safety and health of both students and families, the Lutheran Education Association of Houston (LEAH) has a program of random drug testing for all students and staff. Participation in this program is a condition of enrollment/employment at a LEAH school. The collection of samples is done under the supervision of the school administration. Careful protocol is followed and a fully certified laboratory does the testing. Positive results are communicated to the administration that keeps them confidential, sharing the results with the student and parents only.

Should a student test positive (first time offense), the student and parents are notified. To remain at LHN, the student and family must agree to a drug and alcohol assessment by a state-approved alcohol/drug agency and enrollment in an educational or counseling program. Where fees for service are involved, parents must accept responsibility for payment. In addition, the student is subject to appropriate disciplinary action with regard to student activities and periodic drug testing for a probationary period of 12 months from the first testing. Should no additional positive tests be made during the 12-month period, the student will be removed from probation.

If a student tests positive for a second time during the 12 month probationary period, that student will be immediately suspended and face expulsion for a period of not less than one full semester. At the expulsion conference, the school administration will determine the length of the expulsion and the conditions (assistance plan) for re-admittance at the conclusion of the expulsion.

As always, the purpose of this policy is to be faithful to the mission of the school. In I Corinthians 6:19-20, the apostle Paul writes, "Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought with a price. Therefore, honor God with your body." Later, in I Corinthians 10:13; he writes, "God is faithful; He will not let you be tempted beyond what you can bear. But when you are tempted, He will also provide a way out so that you can stand up under it." It is our belief that this policy is faithful to these Scriptures. It both supports the truth that our bodies are temples of the Holy Spirit and, as such, should be treated with great care, and also provides a way out for young people who are tempted to get involved in activities which can harm them.

**STUDENT ENCOURAGEMENT PROGRAM:** A Student Encouragement Program (SEP) is available to parents and students at any time prior to a random screening. This program is designed to encourage students to come forward and admit to some degree of drug or alcohol use in anticipation of a positive test result if tested. A 12-month review period begins at this time. The student may participate in school extra-curricular programs without penalty, assuming there are no other extenuating circumstances. Should a student test positive during this period, it will be considered a first offense.

**CARS:** All cars driven to school must be registered in the school office, and display the proper parking sticker. Students may be assigned specific parking areas. Illegal parking may result in a car being towed.

**CHEATING/ACADEMIC MISCONDUCT:** Cheating is defined as giving or copying answers, tests, homework or other assignments or improper access to answers or violating rules or agreements of an academic nature. Please note the Honor Code.

- A. The first offense will be dealt with by the teacher on an individual basis. The teacher will confront the problem. A discipline referral will be sent to the office, and will be placed in the student's file. The teacher will also call the student's parent or guardian.
- B. Should there be a second offense, in any class, there will be a conference between the student, the student's parent/guardian, and administration. The student will be assigned an appropriate punishment. The student will be placed on a behavior contract.
- C. Repeated involvement with cheating is considered grounds for expulsion.

**CURSING/INAPPROPRIATE LANGUAGE and PROPER MANNERS:** Cursing, vulgar language, or other inappropriate comments, verbal or written, or gestures are not used in this community and will result in disciplinary action.

**DISCIPLINE:** The individual teacher handles discipline in each class, using referrals as needed. If a student's behavior infringes on the learning of others, the teacher will remove the student from the class. Appropriate disciplinary action will be taken by the administration.

**Before and After School: Students are responsible to all school rules plus the following:**

- A. Students dropped off by parents are expected to stay on school grounds or have parent's permission to leave.
- B. Uniforms should be worn properly i.e. shirts tucked in. Those who stay for extra-curricular events may dress accordingly
- C. Hallways should not be used as places to loiter. Students may go to the Resource Center or may wait in the lobby. No running, loud or boisterous behavior.
- D. Food should remain outside, in the cafeteria, or in the lobby on game days when the concession stand is open.

**Discipline Procedures:** Detentions will be served after school or on Saturday morning at the discretion of the Dean of Students. Saturday detention will be one hour in length with a fine of \$30.00.

The following is a list of common infractions that may accumulate to the point where a student needs to serve a detention: Gum, Candy, Food, Drinks, Inappropriate Student Appearance, Tardy to Class, Tardy to School, Unsigned Discipline Referral, No Show to Detentions, Electronic Equipment, etc.

The following is a list of infractions that may result in immediate action taken on the part of the administration: Inappropriate Language, Public Display of Affection, Off Limits, Cuts from Class, Stealing, Cheating, Vandalism, Smoking, Disrespect, Truancy, Harassment, etc.

**More serious offenses could result in expulsion from school such as: Weapons, Fighting, Dangerous Acts, Harassment, Alcohol/Drugs, etc.**

**In disciplinary matters, the administration reserves the right to make the final decision. The administration will always do its best to be fair and consistent (while recognizing differences between students and specific situations) and to make decisions on the basis of what is best for the entire student body.**

**ELECTRONIC EQUIPMENT:** Due to constant changes in technology, we will set rules that protect the privacy, integrity, and honesty of all involved. Radios, cassette recorders, phones, beepers, i-pods, camcorders, etc. are not to be used in the school building during the school day. Violations will result in the confiscation of the equipment. It will be released after a **\$15.00 fee** has been paid and a parent has been contacted. Calculators and computers are permitted, but games may not be used during school.

**FIRE DRILLS:** When the fire signal horn or bell sounds, students are to leave the building under the direction of teachers as specified on the chart located in each room. Students are to **WALK QUICKLY AND QUIETLY** until well away from the building. Students are to remain with their class at the assigned position so that attendance may be checked.

**GUM/CANDY/FOOD/DRINK:** Students are not permitted to chew gum at any time in the school building. This includes before, during, and after school. All food, drink, candy, etc. must be consumed in the cafeteria. **Mints** without individual wrappers, such as Altoids, Tic Tacs and Certs, are allowed.

**HARASSMENT:** It is the policy of Lutheran High North to maintain a learning and working environment that is free from any harassment. The school prohibits any form of sexual harassment or bullying.

**HONOR CODE:** Lutheran High North recognizes and enforces an Academic Honor Code. Students are expected to uphold this code at all times. The honor code contract will be signed yearly.

**LOCKERS:** Hall lockers with combination locks are issued to students at the beginning of the year. Physical education lockers are also assigned and students must purchase a school lock for physical education. The majority of student losses are due to student carelessness. While the school cannot be responsible for lost or stolen items, we suggest:

- A. Keeping lockers locked at all times.
- B. Putting names in books and other valuables.
- C. Not telling others your combination.
- D. Not leaving items on top of lockers or on floors.
- E. Not bypassing the locking mechanism.
- F. Leaving special valuables or large sums of money in the school office.

Each student is responsible for keeping his/her assigned locker clean both inside and outside. Damage caused by misuse, tape, stickers, etc. will be charged to the student.

**LOST AND FOUND:** Articles found in and around the school should be turned in to the school office where owners may claim them. Unclaimed items will be disposed of (either given to charity or thrown away).

**LUNCH:** Students are to remain in the cafeteria area for the entire lunch period. Students are to be on time to lunch and may use the rest rooms or phone only with permission from the lunchroom supervisors. Students not scheduled for lunch are off-limits if they are in the cafeteria.

**MAKE UP WORK:** Students have one day for each day absent to make up daily work. Tests, quizzes, or work assigned for the first day absent are due the first day back. Field trips, extracurricular activities, performances, planned absences and appointments do not merit an extra day to turn in work. Students are responsible for all work as if they were in class. Students should see their teachers before or after classes to obtain make-up work. Long-term projects and papers are due on the assigned day even if a student is absent.

**MEDICATION:** Prescription medication must be stored in the school office and will be dispensed as needed by school personnel. Clear dosing directions must be on the bottle. A medication form is to be completed by a parent for prescriptions. Over-the-counter medication may also be stored in the office to be given as needed. No medication is provided by the school.

**OFF-LIMITS:** Once students arrive in the morning they are expected to remain in the building unless they are participating in a school-sponsored activity. Off-limits is defined as being "anywhere one is not supposed to be at a given time, or not being where one is supposed to be at a given time." Students out of a classroom must have a Planner Book signed. Alba Food Mart is off limits until 3:30 p.m.

**PUBLIC DISPLAY OF AFFECTION:** Respect for oneself and for others makes kissing, embracing, and other types of public display of intimate behavior inappropriate for school and school activities.

**SMOKING:** Students are not to smoke or use tobacco products at school or school activities. Any tobacco products found will be confiscated. Students smoking or using tobacco products on school grounds or at a school activity will be referred to the administration for disciplinary action.

**STEALING:** Stealing will be dealt with as a very serious matter. Parents and authorities will be contacted. Stealing can result in expulsion. The school will have the final decision in this matter. Stealing includes possession of another student's textbook without his/her permission.

**TELEPHONE:** Students are not called out of class for phone calls. Only messages from parents will be delivered to students. There is a **ONE-MINUTE** time limit on all calls. Phone calls should be made before school, during lunch, or after school.

**TORNADO DRILLS:** Students will move to a downstairs, interior hallway of the building and stay as far away from glass as possible.

**VANDALISM:** Students who destroy or vandalize property will be required to pay for losses and/or damages. Accidental damage should be reported to the office immediately.

**VISITORS:** We prefer not to have friends visit while classes are in session. All visitors must report to the school office. Any special requests are to be cleared with the Dean of Students in advance. Visitors must have a pass from the office and follow all guidelines in the student handbook. Prospective students are encouraged to visit for a day. Arrangements should be made with the Director of Admissions.

**WEAPONS/FIREWORKS:** Fireworks, guns, rifles, knives or other items that could be considered weapons are not allowed. This includes paint guns, water guns, mace, pepper spray or other chemical deterrents.

## STUDENT APPEARANCE

**CLOTHING:** Students at Lutheran High North are expected to dress in a manner that exemplifies moderation and good taste. **UNIFORMS MUST BE PURCHASED FROM PARKER SCHOOL UNIFORMS.**

School uniforms are to be worn from before arrival at school until after departure from school. Uniforms may be altered for better fit, but not shortened or re-fashioned to cause noticeable difference; e.g. no slit in slack seams. **THE SCHOOL ADMINISTRATION WILL BE THE JUDGE.** Shirts with buttons must be buttoned, with no more than one button open at the top. All clothes must fit properly. Knit shirts and Oxford shirts must be tucked in. Skirts and shorts must be knee length. Skorts are not part of the LHN uniform. Appropriate undergarments are required. Shirts worn under uniform shirts must be plain and match uniform colors. Socks are mandatory and must be uniform colors. Shoes should be Topsiders, loafers, boots, traditional dress shoes, tennis shoes or athletic shoes.

The following items should not be worn to school activities at anytime: any clothes which have holes or are torn or ragged, mesh shirts, military-style clothing, tight, revealing, suggestive, or inappropriate clothing or themes (i.e., innuendo).

STUDENTS WHO ARE NOT DRESSED ACCORDING TO SCHOOL RULES WILL BE HELD FROM CLASSES, SPORTS EVENTS, EXTRA-CURRICULAR EVENTS OR OTHER SCHOOL ACTIVITIES.

**HAIR:** Hair must be clean and neat in appearance and not overly extreme or distracting. Shaved or sculptured hair styles, excessive streaking or unusual coloration are not allowed. A boy's hair must not be longer than the bottom of his collar. Boys may not wear ponytails, bandannas or headbands. Facial hair must be neat in appearance. Violations of the hair code will be addressed by the administration, and must be corrected by the following Monday morning in order for the student to attend classes. Violations will be dealt with through the office.

**JEWELRY AND MAKEUP:** Jewelry must be removed for physical education classes and athletic activities. Wearing excessive amounts of jewelry and makeup is discouraged. Students cannot wear offensive jewelry (spiked rings, bracelets or belts, any satanic imagery, etc.) or offensive makeup. Boys are not to wear makeup. Boys may not wear any type of earring on campus or at any school activity. Violations of these guidelines will be addressed through the office.

**TATTOOS AND BODY PIERCING:** Girls' ears are the only appropriate areas for body piercing. Earrings should not be extreme or numerous. Tattoos or other types of body art are considered inappropriate. Any student who has a pre-existent tattoo will have to keep it covered or have it removed. Inappropriate body piercing will be dealt with by the administration.

## ACADEMICS

**CLASS PARTICIPATION:** Student participation in all classes is expected and required. Failure to do so may result in a lowering of the student's grade as outlined in each class's course requirements.

**CLASS CHANGES:** A \$25.00 fee will be charged for class changes.

**CREDIT FOR WORK DONE PRIOR TO 9TH GRADE:** LHN will accept credit from accredited programs for high school level work if the student earned an A or B. In Algebra 1, Latin 1 and Spanish 1 a placement test must also be passed. Grades from the class are put on the transcript but not used in the high school grade point average. Students who are advanced in the core academic areas are expected to take additional higher level courses in high school.

### EXTRA-CURRICULAR ACTIVITIES ELIGIBILITY:

- Students must be taking a minimum of 5 credits to be eligible.
- Students who fail **more than one course** for a six-week marking period will cause themselves to be ineligible for the next six-week marking period. The student may not practice or play. Even if a student is taking more than 5 credits he or she may not fail more than one and remain eligible.
- To determine eligibility for the next marking period, 1st six-weeks, 2nd six-weeks, 1st semester, 4th six-week and 5th six-week grades will be used. The 2nd semester grades will determine eligibility for the 1st six-weeks in the fall semester.
- Students failing more than one credit at the end of the second semester may go to Summer School. If the failure(s) is/are removed and there is no more than one failure remaining, the student will then be eligible at the start of the fall semester.
- Eligibility for extracurricular sports activities takes effect at 8:00 am, 7 calendar days after the end of each grading period.

### GRADE LEVEL CLASSIFICATIONS:

6 credits earned – sophomore status  
13 credits earned – junior status  
20 credits earned – senior status

**GRADE POINT AVERAGES:** Grade point averages are computed by dividing the total number of grade points by the total number of credits attempted. The semester GPA, which is computed using the semester average grades, is the basis for Honor Roll. The cumulative GPA, which is computed using all the semester grades earned in grades 9-12, is the basis for class rank. Percentage adjustments are made in the cumulative GPA for students who take more or less than 8 credits per year, so that premium and honors points are equitably distributed. Grade point averages for transfer students will be computed according to our system. Grade points are assigned according to the following scale:

A = 4 points    B = 3 points    C = 2 points    D = 1 point    F = 0 points

**PREMIUM POINT CLASSES:** Certain upper level courses are more demanding and are designated premium point courses. Premium point courses earn an additional 1/4 of a grade point as follows:

A = 5 points    B = 3.75 points    C = 2.5 points    D = 1.25 points

**HONORS WORK:** Honors work is given an additional 1/8 of a grade point as follows:

A = 4.5 points    B = 3.375 points    C = 2.25 honors    D = 1.125 points

**PREMIUM AND HONORS grades** are given an additional 3/8 of a grade point as follows:

A = 5.5 points    B = 4.125 points    C = 2.75 points    D = 1.375 points

Honors credit in combined classes may only be earned with an A or B.

**ADDITIONAL COURSES:** Courses repeated to remove a failure are counted as an additional grade. For courses repeated to raise a passing grade, only the highest grade will be counted in the GPA. However, both grades will appear on the transcript. In most cases, classes that are failed need to be repeated during summer school. The registrar must approve courses taken for enrichment or advancement in order to receive credit. This applies to summer classes and online classes.

**GRADING SCALE:**    A: 90-100    B: 80-89    C: 75-79    D: 70-74    F: 69 and below

**GRADUATION POLICY:** Graduation recognition is calculated on the basis of 7 semesters. The valedictorian is the student ranked #1 and the salutatorian is the student ranked #2, provided there is appropriate behavior and achievement during their career at LHN and enrollment at LHN for at least six semesters. Students with a 4.25 or better cumulative GPA receive Summa Cum Laude recognition. Students with a 3.75 cumulative GPA receive Magna Laude recognition. Students with a 3.5 cumulative GPA receive Cum Laude recognition.

**REALIZING THE ANXIETY RELATED TO GRADUATION AND BEING SENSITIVE TO FAMILY ACTIVITIES SURROUNDING GRADUATION, THE LUTHERAN EDUCATION ASSOCIATION OF HOUSTON WILL ALLOW PARTICIPATION IN COMMENCEMENT EXERCISES UNDER THE FOLLOWING CONDITIONS:**

A. All academic and financial requirements are met for graduation as specified by the Lutheran Education Association of Houston and Lutheran High North.

OR

B. Students lacking one semester (½ credit) of a course needed for graduation may still participate in commencement exercises, but will not receive a diploma until all requirements are completed.

Students lacking more than ½ credit of courses needed for graduation **WILL NOT BE ABLE TO PARTICIPATE IN THE COMMENCEMENT**, but can still graduate and receive a diploma when the course work is completed.

**GRADUATION REQUIREMENTS:**

**Recommended High School Program for students in 11<sup>th</sup> – 12<sup>th</sup> grade in 2008-2009**

- 4 credits in English - English 1, 2, 3, 4
- 4 credits in mathematics as specified by the Texas Education Agency  
(3 credits for students who entered high school in 2005 or 2006)
- 4 credits in science as specified by the Texas Education Agency  
(3 credits for students who entered high school in 2005 or 2006)
- 3½ credits in social studies - 1 credit World history, 1 credit Geography, 1 credit U.S. history, ½ credit U.S. Government
- ½ credit Economics
- ½ credit in Health
- 1½ credits in Physical education
- 2 credits in the same foreign language
- 1 credit in computer/technology
- 1 credit in fine arts
- ½ credit in communication applications (speech)
- 1 credit in theology each year at LHN
- 3½ elective credits (additional courses beyond those listed, PE not included)
- 4<sup>th</sup> year of math and science are encouraged

**Minimum total credits: 26 + theology credit every semester at LHN (30 credits for 4 years)**  
(28 credits for students who entered high school in 2005 or 2006)

**Distinguished Achievement Program**

Courses for the appropriate recommended program with these changes:

- 3 credits in the same foreign language
- 2½ elective credits (additional courses beyond those listed, PE not included)
- 5 honors credits
- 4 semesters of approved college courses with an A or B

Students who transfer to Lutheran High North do not need to meet theology requirements for the semesters during which they attended another school.

Students may graduate with a **Minimum Program** if certain requirements are not met, or if summer school credits are used to meet minimum requirements.

	Minimum Program	Recommended Program	Distinguished Achievement
English	4	4	4
Mathematics	3	3 or 4*	3 or 4*
World History	1	1	1
World Geography	1	1	1
US History	1	1	1
US Government	0.5	0.5	0.5
Economics	0.5	0.5	0.5
Science	3	3 or 4**	3 or 4**
Health	0.5	0.5	0.5
Physical Education	1.5	1.5	1.5
Communication Applic.	0.5	0.5	0.5
Second Language	0	2	3
Technology	1	1	1
Fine Arts	0	1	1
Electives	5.5	3.5	2.5
Theology	4	4	4
<b>Total</b>	<b>27</b>	<b>28 or 30</b>	<b>28 or 30</b>

See above

See above

½ per sem. at LHN

\* must include Algebra 1 & 2, and Geometry

\*\* must include two physical science credits and one biology credit

## HONOR CODE

### Section 1. Statement of Purpose

Lutheran High North strives to provide "meaningful ministry" and "quality academics" for its students. In conjunction with this goal, it is important to emphasize honesty and integrity as values we uphold.

### Section 2. Objectives

The Honor Code at LHN aims to accomplish the following:

- Ensure that students, faculty and administrators understand that the responsibility for upholding academic honesty lies with them;
- Prevent any students from gaining an unfair advantage over other students through academic misconduct;
- Clarify what constitutes academic misconduct among students and what is expected of them by the faculty and their peers;
- Cultivate an environment where academic dishonesty is not tolerated among the students;

### Section 3. Student Responsibilities

Students are expected to act according to the highest ethical standards. Academic misconduct is any act that does or could improperly distort student grades or other student academic records.

**HONOR ROLL:** Honor Roll will be calculated each semester. Students earning a 3.75 semester GPA or higher will be on the **STAR HONOR ROLL** and students with a 3.5 semester GPA or higher will be on the **MERIT HONOR ROLL**. An additional requirement for selection to the honor rolls is an attendance record with no more than five (5) absences during the semester. Absences for school activities (field trips, performances, games, college visits, etc.), death in the family, and medical excuses with a doctor's note are not included in the five days.

**HONORS CREDIT:** Honors credit for some classes is given on the basis of special work done in a mixed class which demonstrates higher level thinking skills and advanced learning. This honors credit is awarded at the end of each semester to students who have satisfactorily completed the honors requirements for that course and have an A or B in the course. Separate honors classes are offered in English 1, English 2, English 3, English 4 (dual credit college freshmen English) chemistry, physics, world history and U.S. history (dual credit college U.S. history). Students are chosen for these classes using criteria involving grades, past performance and ability.

**NATIONAL HONOR SOCIETY:** The National Honor Society is a nationally chartered organization, which holds high standards of scholarship, service, leadership, and character. Membership in the National Honor Society is not automatic and involves much more than good grades. Students in grades 10-12 who have been at LHN for at least one semester and have a 3.65 cumulative grade point average are considered candidates. Candidates will be asked to complete a résumé during the first part of the second semester. A faculty committee will evaluate each candidate on the basis of scholarship, service, leadership, and character. The goal is to recognize students who have shown a willingness to give of their time and talents in an unselfish manner, and have made outstanding contributions to the school, their church and their community. Students are expected to maintain the National Honor Society standards, keep at least a 3.0 average, and be involved in service activities.

**PROGRESS REPORTS:** Progress Reports are sent after the first three weeks of each six-week grading period. Progress reports are sent to students whose average in a particular class is below 80% at that time.

**REPORT CARDS:** Report cards are issued each six weeks with percentage grades and teacher comments. Semester grades are determined at the end of the third and sixth six-week grading periods by averaging the three six-week grades and the semester exam. Semester grades are entered on a student's permanent record. Any outstanding fees will result in holding of report cards or records until all financial obligations are resolved.

**TRANSFERS TO LHN:** Credits earned at previous schools will transfer to Lutheran High North as long as they are approved courses from accredited schools. Grade point averages will be computed using our 4 point weighted system. The letter grades earned at the previous school according to their grade scale will be used. If a student's grades at LHN are lower than previous grades, an adjustment may be made to account for differences in the school systems. An 11<sup>th</sup> or 12<sup>th</sup> grade transfer student cannot replace another student ranked in the top 10%. In such an instance they would be given a tie ranking.

## NON-DISCRIMINATORY POLICY

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

## ENROLLMENT AND RE-ENROLLMENT

Continued enrollment of all students is subject to the student observing all school rules as set out in the school handbook including but not limited to general behavior, academic performance, and attendance (the Lutheran High North administrative team will examine school records to determine such). Continued enrollment in any given school year, and re-enrollment in any subsequent years, is subject to the parents'/guardians' continued support of the mission of the school as documented in the school handbook and the maintenance of effective and supportive relationship between the school and the parents'/guardians. Re-enrollment in any subsequent year is subject to mutual agreement. That agreement may be withheld with or without cause.

### LUTHERAN HIGH NORTH DUE PROCESS PROCEDURES

Situations arise at Lutheran High North throughout the school year, which may cause parents, teachers and students concern. Resolving those situations quickly is beneficial for all parties involved. The following steps are the quickest and necessary methods for reaching satisfactory solutions.

- A. **CONTACT THE APPROPRIATE STAFF MEMBER:** The most direct route to resolving a concern is to confer directly with the person involved, whether it is a teacher, coach, parent, or student. Over 95 percent of the concerns are resolved at this level.
- B. **CONTACT THE ACADEMIC DEAN, DEAN OF STUDENTS, OR ATHLETIC DIRECTOR:** The next step, if necessary, is to confer with the individual who is the immediate supervisor in the area of concern.
- C. **CONTACT THE HEADMASTER:** The headmaster is in charge of the campus and is responsible for concerns that may arise from the school's operation. Explanations of policies and procedures, various clarifications and all types of campus information are available in the headmaster's office.
- D. **CONTACT THE EXECUTIVE DIRECTOR:** This step should be taken only when steps one; two, and three have not resolved the concern. Starting at this level will result in being sent back to the appropriate level.

## Time Schedules

**Regular schedule** – 3:00 DISMISSAL  
(45 minute classes)

**Monday, Wednesday, sometimes Friday**

A 7:45 – 8:34 devotion & 1st hour  
 B 8:38 – 9:23 2nd hour  
 C 9:27 – 10:12 3rd hour  
 D 10:16 – 11:01 4th hour  
 E 11:05 – 11:36  
 F 11:40 – 11:50  
 G 11:54 – 12:25  
 H 12:29 – 12:39  
 I 12:43 – 1:14  
 J 1:18 – 2:03 7th hour  
 K 2:07 – 2:52 8th hour  
 announcements/prayer

**Chapel schedule** – 3:00 DISMISSAL  
(40 minute classes)

**Thursday**

A 7:45 – 8:25 1st hour  
 B 8:29 – 9:09 2nd hour  
 9:13 – 9:53 chapel  
 C 9:57 – 10:37 3rd hour  
 D 10:41 – 11:21 4th hour  
 E 11:25 – 11:56  
 F 12:00 – 12:05  
 G 12:09 – 12:40  
 H 12:44 – 12:49  
 I 12:53 – 1:24  
 J 1:28 – 2:08 7th hour  
 K 2:12 – 2:52 8th hour  
 announcements/prayer

**Announcement schedule** – 3:00 DISMISSAL  
(42 minutes classes)

**Tuesday**

A 7:45 – 8:30 devotion & 1st hour  
 B 8:34 – 9:16 2nd hour  
 9:20 – 9:41 announcements  
 C 9:45 – 10:27 3rd hour  
 D 10:31 – 11:13 4th hour  
 E 11:17 – 11:48  
 F 11:52 – 11:59  
 G 12:03 – 12:34  
 H 12:38 – 12:45  
 I 12:49 – 1:20  
 J 1:24 – 2:06 7th hour  
 K 2:10 – 2:52 8th hour  
 announcements/prayer

**Project Pride dismissal** — 2:30 DISMISSAL  
(42 minute classes)

**Fridays** – if we pass for the week before

A 7:45 – 8:30 devotion & 1st hour  
 B 8:34 – 9:16 2nd hour  
 C 9:20 – 10:02 3rd hour  
 D 10:06 – 10:48 4th hour  
 E 10:52 – 11:23  
 F 11:27 – 11:34  
 G 11:38 – 12:09  
 H 12:13 – 12:20  
 I 12:24 – 12:55  
 J 12:59 – 1:41 7th hour  
 K 1:45 – 2:27 8th hour  
 announcements/prayer

Pep Rally – use this schedule and add pep rally 2:30 - 3:00

**Lunch arrangements**

E	Lunch	EF	5th hour	EF	5th hour
FG	5th hour	G	Lunch	GH	6th hour
HI	6th hour	HI	6th hour	I	Lunch

### Honor Agreement

*"Righteousness guards the man of integrity." Proverbs 13:6*

As a student at Lutheran High North, I understand and accept my responsibility to uphold the Honor Code at all times. I agree to the following:

- I will not improperly give or receive any material or information for any school assignment or test.
- I will not use or submit any material published or presented by any other person without proper citations (plagiarism).
- I will not alter or misuse any academic record.
- I will conduct myself honestly in all academic matters.

\_\_\_\_\_ (Student's Signature)

*"Whatever you do, do it all for the glory of God." 1 Corinthians 10:31*

# LUTHERAN HIGH NORTH 2008 - 2009 CALENDAR

AUGUST 2008						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### August

- 13 Book Night
- 18 Freshman Orientation
- 20 Classes Begin
- 21 9th Grade and New Student Parent Meeting (6:30 pm)
- 21-23 9th & 10th Retreats - leave after school Thursday

SEPTEMBER 2008						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### September

- 1 Labor Day - No classes
- 13 Back-to-school Dance

OCTOBER 2008						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### October

- 3 End of 1st Grading Period
- 8 Report Card Night
- 13 Columbus Day - No classes
- 15 Standardized Testing (AM) & 8th Grade Visitation (PM)
- 18 Homecoming Dance

NOVEMBER 2008						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### November

- 1 GALA
- 7-9 Choir Festival
- 14 End of 2nd Grading Period
- 19 Report Card Night Tentative
- 26-28 Thanksgiving Break - No classes

DECEMBER 2008						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### December

- 14 Christmas Concert - band and choir
- 19 Christmas Breakfast - Junior Class Ring Ceremony
- 22- Jan 2 Christmas Break - No classes

Vacations or 'No classes' days  
 End of a grading period

***Test me, O Lord, and try me, examine my heart and my mind; for your love is ever before me, and I walk continually in your truth.***

*Psalm 26.2-3 NIV*

# LUTHERAN HIGH NORTH 2008 - 2009 CALENDAR

JANUARY 2009						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- January**
- 5 Classes Resume
  - 9, 12, 13 Final Exams - End of 1st Semester
  - 14 Second Semester Begins
  - 19 MLK, Jr Holiday - No classes
  - 28 Academic Quest

FEBRUARY 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

- February**
- 15-16 Texas District LHS Educators Mtg - No classes
  - 17 LHN Staff Day - No classes
  - 27 End of 4th Grading Period

MARCH 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- March**
- 1 Band Winter Concert
  - 5 Report Card Night
  - 16-20 Spring Break - No classes
  - 30 Staff In-service day (No Classes)

APRIL 2009						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- April**
- 5 Choral Vespers
  - 10, 13 Good Friday/Easter Monday - No classes
  - 13 LHN Golf Scramble - No classes
  - 17 End of 5th Grading Period
  - 18 Prom
  - 22 Report Card Night
  - 23 Musical Matinee
  - 24-25 Spring Musical

MAY 2009						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- May**
- 2 Blue Lion Jazz
  - 6 Spring Band/Choir Concert
  - 9 Prom
  - 12-14, 16-20 Senior Finals, Tentative Senior Class Trip
  - 23 Graduation
  - 25 Memorial Day - No classes
  - 27-29 Final exams

Vacations or 'No classes' days  
 End of a grading period

***Test me, O Lord, and try me, examine my heart and my mind; for your love is ever before me, and I walk continually in your truth.***

*Psalm 26.2-3 NIV*