



STUDENT & PARENT HANDBOOK

2023-2024

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SCHOOL PHILOSOPHY **REGARDING STUDENT BEHAVIOR**

No society can function effectively without policies and procedures. Lake Country Lutheran High School provides the opportunity for students to find identity, meaning, purpose and power for their lives in Christ by “growing in the grace and knowledge of our Lord and Savior Jesus Christ” (2 Peter 3:18). Jesus lived and died by the rules, always being obedient to God and man. Because He died for our sins, He offers to each of us freedom from our sin. This act of love frees us to appreciate our successes and to grow from our failures, while always striving to do our best. As Philippians 3:14 says, “I press on toward the goal to win the prize for which God has called me heavenward in Christ Jesus.”

High expectations come from God and are a part of every facet of school life. These rules and expectations are necessary to provide our students with a safe and orderly school environment where high achievement becomes the focus. These rules are kept at a minimum and are enforced. Students come to LCLHS with backgrounds and experiences as varied as they themselves. Our common goal is that each student grows in relationship to Jesus Christ and to one another. “For we are God’s workmanship created in Christ Jesus to do good works which God prepared in advance for us to do” (Ephesians 2:10).

PARTNERSHIP WITH PARENTS

This handbook contains information to enable students and parents to become better acquainted with the general policies and procedures of Lake Country Lutheran High School and to further develop the partnership between home and school. The faculty and staff of Lake Country Lutheran High School appreciate the tremendous blessings of a partnership with parents/guardians to further the ministry that takes place at LCL. Any behaviors or patterns exhibited by either students or parents/guardians that do not demonstrate respect for the school community or alignment with the ministry of Lake Country Lutheran High School may result in the restriction of access to school events or activities and/or the possible removal of the student from enrollment at Lake Country Lutheran High School. Each child is a blessing from God, and we embrace the joys, celebrations, and challenges that accompany each child’s journey. The faculty and staff of Lake Country Lutheran are grateful for our common goals and mission as we partner together in ministry as a family.

10/28/2019

ATTENDANCE POLICY

1. Regular attendance is essential for earning of credits at the high school level.
2. Course credit will be forfeited following the tenth (10) absence in a semester. School sponsored activities will not count toward this total, such as school athletic events, fieldtrips, AP test periods, etc.
3. Absences must be approved and accounted for by the student’s parent/guardian. Absences may include illness, family emergencies, vacations required by parent’s employer, special family events, doctor’s appointments, and other absences approved in advance. All other absences are considered truancy.
NOTE: Where an extended absence is required for extenuating reasons, the administration may waive the regulations of the forfeiture of credit. The administration may require documentation to support the reasons for extended absences. In cases where the regulations of the forfeiture of credits are waived, the corresponding course names on the student’s official transcript may be amended to reflect the adjustments.
4. When a student is absent from school, educational opportunities that are available only during class time are lost. Make-up work and due dates are at the discretion of the teacher. Students may request assignments directly from their teachers on days of absences.
5. No student will be allowed to participate in an extra-curricular event, practice, rehearsal, game, performance, etc. if absent from school during the day. A student who arrives to school by 9:25am may participate. A parent excuse may be allowed for some absences (doctor or dentist appointment, field trip, college visit, funeral, etc.).

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6. **Lake Country Lutheran High School is a CLOSED CAMPUS.** Students are not allowed to leave school grounds during lunch time or study halls, nor are students from other schools allowed to enter Lake Country Lutheran High School during the school day.

07/17/2023

ATTENDANCE PROCEDURES

1. Absences must be reported to the school office by a parent prior to 9:00am on the day of the absence. Parents are asked to call 262-367-8600 or email the office Administrative Assistant each day the student is absent.
2. If it is necessary for a student to leave during school hours, a note signed by a parent must be presented to the school office before 8:00am. The student will be given a hall pass. If, at any time during the school day a student should become ill, he/she should report to the school office. The student's parent/guardian will be contacted and asked to give permission for the student to leave school. **Do not leave school without reporting to the school office for permission to leave school.**

06/01/2015

BUILDING HOURS

The school building is open from 7:00am to 4:00pm, Monday through Friday on school days. The first floor will remain open until all extracurricular activities are completed for the day. Students who must wait for a ride after 3:00pm are welcome in the Great Hall and those involved in a supervised school activity are welcome to be in the building after building hours. The entrance doors will be locked each day at 7:55am, just before school begins. Visitors entering the building after that time will need to ring the bell to enter the office and identify themselves to be granted permission to enter. Visitors, once they have entered, must report to the school office where they must sign in, obtain a visitor's pass, and sign out. All other access doors are locked during school hours.

07/17/2023

BULLYING POLICY

Lake Country Lutheran High School supports a secure school environment, conducive to teaching and learning in an environment free from threat, harassment, and any type of bullying or cyberbullying behavior.

Bullying is defined as any written, verbal, physical act, gesture, electronic expression, or pattern thereof that is intended to cause distress upon or negatively affect the reputation of one or more students or teachers in the school, on the grounds, or at school activities or sanctioned events.

Students or parents who engage in any act of bullying or cyberbullying are subject to appropriate disciplinary action, which may include suspension or expulsion of the student and /or referral to law enforcement authorities. The severity and pattern, if any, of the bullying shall be taken into consideration when disciplinary decisions are made.

10/28/2019

CHAPEL

The primary purpose of Lake Country Lutheran High School is to help students find identity, meaning, purpose, and power for their lives in Christ (2 Peter 3:18). To this end, the students and faculty experience chapel on Monday, Wednesday, and Friday morning after 2nd hour. Chapel includes the following: worship (formal and informal) and devotions which include testimonies, prayer, and praise. Participants include faculty, students, pastors, other members of the high school family and approved outside guests. Occasionally, assemblies are held in lieu of chapel.

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Chapel includes the following guidelines:

1. Chapel attendance is mandatory.
2. Students should participate.
3. Students should not detract from the experience of others.
4. Cell phone use is not permitted during chapel.
5. After 2nd hour concludes, students will take their class materials to 3rd hour and then go to the PAC for chapel.
6. Students should go straight to 3rd hour class from chapel.

If a student detracts from the chapel experience, that student will be removed from the chapel setting. Continued unwillingness to follow the chapel guidelines will result in a disciplinary action.

07/17/2023

COMPUTER LAB PRIVILEGES

1. The Computer Lab is open to students only if they have permission.
2. Students must have a signed copy of the *Computer Network Acceptable Use Policy* on file to be eligible to use the computers, laptops, or other devices.

Any violation of school policy and/or including the Acceptable Use Policy will terminate privileges for a student.

07/17/2023

CONFIDENTIALITY OF STUDENT RECORDS

In compliance with the Federal Family Right and Educational Privacy Act and Wisconsin Statutes Section 118-125, be it RESOLVED

1. All records maintained by the school for the pupil shall be confidential.
2. Progress Reports, which contain only objective pupil data (transcripts), shall be kept permanently.
3. Behavioral Records, which include psychological tests, personality evaluations, together with anecdotal records, shall be maintained one year following graduation and thereafter destroyed.
4. The responsibility for the maintenance of school records is vested in the Principal. The Principal shall report his/her compliance to the executive director annually in June.
5. Parents of minor students or adult students have the right to inspect their records. Said parent or adult student so desiring to inspect records shall address a request to the Principal in writing.
6. The procedure for challenging records shall be:
 - a. Written notice to the Principal requesting a hearing.
 - b. If satisfaction is not achieved, a statement of challenge shall be addressed to the executive director who will give hearing/arrange for a hearing with the Board of Directors.

06/05/2012

COURSE SELECTION

The courses offered in the course selection list are approved for offering to students but inclusion on the list does not guarantee schedule availability. As the master schedule is built each year, every effort will be made to honor each student's request for courses, but conflicts between course offerings do occasionally arise. Any elective class with low enrollment may potentially be canceled.

In consultation with their parents, their teachers, and their school counselor, students should request specific courses desired prior to the course selection deadline in spring. The master schedule of all courses and teacher assignments for classes are based upon student selection of courses made prior to the course selection deadline. Careful course selection is imperative. After course selections are submitted, schedule changes are discouraged and may involve an administrative fee.

10/28/2019

CREDIT TRANSFER

In any case wherein a student may seek credits outside Lake Country Lutheran High School's course offerings, the student should contact the School Counselor and complete a request form seeking pre-approval. Lake Country Lutheran High School personnel will review the request to confirm whether the course may transfer for required credits counting toward a Lake Country Lutheran diploma. Lake Country Lutheran High School will not cover the costs of credits obtained and/or individual courses taken through other educational institutions.

10/28/2019

DEVELOPING RESPONSIBILITY

LCL strives to instill responsibility in all students, and we appreciate our partnership with parents in embracing opportunities for students to experience productive struggle, growth, and development in the challenges that come along. We will resist the temptation of immediately "rescuing" students, but rather allow and encourage these young men and women to navigate challenges, problem solve, and develop resilience. We know that natural consequences often aide in productive learning and growth for students while they develop life skills and independence. LCL asks parents to allow and encourage their son/daughter to navigate challenges and advocate for themselves. Please refrain from making repeated deliveries of forgotten items (shoes, uniforms, supplies, lunch, etc.) to the office or school campus, as these repeated actions may inhibit a student's growth in his/her own development of responsibility. We look forward to supporting our LCL students through difficult life lessons and challenges as they develop into responsible young men and women.

08/06/2021

DISCIPLINE POLICY

Lutheran high schools are Christian education settings in which God seeks to accomplish His good and gracious will for students. Students, as children of God, are both sinners and saints simultaneously. Therefore, Lutheran high schools endeavor regularly to lead all students to recognize themselves as sinners, to repent, and trust Jesus Christ as their Savior. Living in the assurance of God's love, mercy and forgiveness, students are encouraged by the power and leading of the Holy Spirit to live Christian lives in accord with God's will for them.

When a student conspicuously or consistently violates a rule(s) of Christian conduct, administrators and staff must deal with and minister to such a student with the goal of leading that student to a recognition of his or her behavior as sin against God, repentance, acceptance of God's forgiving love in Jesus Christ, and a demonstration of intent to live a Christian life with the help of God.

If appropriate, the administration and staff will utilize the resources of a student's pastor, his/her parents, and other resources and agencies that may help achieve the goal of ministry for the student. Within the context of ministry, it may be appropriate that a **student be deprived of school privileges**, including detentions or suspension, so that the student recognizes the seriousness of sin against God. We value the Christian setting in which God seeks to accomplish His good and gracious will for His children.

In the event a student apparently refuses to accept the ministry offered him or her and willfully or consistently demonstrates his/her unwillingness to live a Christian life, the student, by virtue of his/her own attitude and action, disqualifies himself/herself from continued ministry. When, as a result of continued ministry, a student demonstrates and expresses his desire to return to the Christian education setting so that God may accomplish His good will for the student, the school administrators should seek to provide for re-enrollment.

- Lutheran High School Association of Greater Milwaukee

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*Disciplinary concerns should go first to the Teacher, then the Dean of Students, then the Principal, and then, if need be, to the Head of Schools.

07/28/2022

- **BEHAVIOR RESULTING IN AUTOMATIC DISCIPLINARY ACTION**

(May include but not limited to):

1. Disrespectful behavior: continual disrespect, refusal/inability to conform to dress code, refusal to be on time, truancy, threatening others, bullying/cyberbullying, inappropriate online activity, inappropriate use of electronics, inappropriate social media/phone use, etc.
2. Dangerous/Illegal behavior: fighting, possession of weapon, drugs, alcohol, etc.
3. Destruction of property: vandalism, reckless driving, etc.

07/17/2023

- **BEHAVIOR RESULTING IN AUTOMATIC SUSPENSION FROM SCHOOL**

1. Any instruments, normally considered weapons, are not permitted on school property at any time. Violation of this rule will result in the weapon being confiscated and may potentially result in expulsion from school.
2. Smoking/Vaping is not permitted in the school building, on school grounds, in cars on school premises, or at any school related function (home or away). Furthermore, a student should not have cigarettes, e-cigarettes, vaping juice, edible drugs, tobacco, or lighting materials in his/her possession.
3. If a student is found to be in possession of any illegal drug, vaping materials, or alcohol, at school or at a school function either home or away, possible expulsion may result from this behavior.
4. If any student consistently shows and demonstrates disrespect toward teachers, staff, and others in authority, possible expulsion may result from this behavior.

07/17/2023

- **POLICY ON ALCOHOL & OTHER DRUG ABUSE (AODA) & TOBACCO**

Lake Country Lutheran recognizes that the use of alcohol and other drugs and the challenges associated with them are problematic in our communities and amongst our youth.

Lake Country Lutheran High School's primary purpose is to "provide the opportunity for students to find identity, meaning, purpose, and power for their lives in Christ by growing in the grace and knowledge of Him as their Lord and Savior." Scripture includes descriptions of appropriate uses of alcohol - e.g. as an aid to digestion, as part of a sacrament (Holy Communion), as medicine, and as part of family traditions and celebrations (weddings).

Misuse is also clearly defined. Using alcohol for the sake of merriment (changing the way one feels) is one example of misuse (Luke 12:18-19). Using alcohol to get drunk is another example (Proverbs 21, Romans 13:13, Galatians 5:19-21, 1 Peter 4:30). Scripture even provides examples of someone who no longer controls his alcohol use - alcoholism - (Proverbs 23:29-35, Luke 21:34). Because alcohol use by individuals under the age of twenty-one is illegal, any use of alcohol on the part of any LCLHS student is abuse, except with the knowledge, permission, and in the presence of his/her parent(s) (Wisconsin State Statutes 125.07). Whenever possible in the following, the acronyms AODA (Alcohol and Other Drug Abuse) or AOD (Alcohol and Other Drugs) will be used.

Lake Country Lutheran High School believes that it is in the best interest of its entire community to promote, enhance, and maintain an AOD-free school. The correct choice on students' parts to remain AOD-free is a most difficult one and is in need of the school's support.

LCLHS further recognizes that some students need education, assistance, and support because of their use, their peers' use, or a family member's use. Therefore, the school will provide an atmosphere of prevention which includes information, education, communication, alternatives, and intervention.

Lake Country Lutheran High School supports students and strives to help and intervene when needed. Students are encouraged to reach out to request help if addicted to any substances or behaviors.

The Board of Directors of the Lutheran High School Association of Greater Milwaukee has taken a firm stand against student AOD use by adopting the following policy: Students who use or possess on school property marijuana, vaping materials, edibles, alcohol, or drugs which have not been prescribed for them by a licensed, medical authority may be suspended from school for the remainder of the semester (with possible expulsion).

In addition to the Board policy regarding AOD possession on campus, Lake Country Lutheran High School takes a firm stand against any illegal AOD use on the part of its students. Lake Country Lutheran reserves the right to search lockers, book bags, cars, phone data, etc. in the event of suspicion. Any student who comes to a school event, either home or away, who is suspected of using, will be interviewed by a designated school official. If use is verified, the following procedures will be followed:

1. A parent or legal guardian will be notified as soon as possible.
2. Transportation home will be arranged for the student.
3. The student's return to school will be contingent on the results of a student/parent/administrator conference.

Students exhibiting evidence of acute intoxication, incapacitation, or a drug overdose will be transported by emergency medical personnel to an appropriate health facility. Parents will be notified as soon as possible. *There is Narcan in an Overdose Aid Kit (O.A.K.) Box available at the first aid area near the gym.

Extra-curricular activities provide an excellent alternative to AOD use. Research indicates that students who participate in extra-curricular activities are less likely to be involved in AOD use. However, some students who do participate in extra-curricular activities may still choose to use, thereby jeopardizing their privilege to participate. Students who are caught illegally using alcohol or other drugs will not be allowed to participate in extra-curricular activities. Students must follow the appeal process to be considered for reinstatement.

07/17/2023

DRESS CODE

A Christian high school desiring to express and teach the principles of God should choose to include some direction and guidelines for dress. While principles that God has clearly established in Scripture apply consistently through time, apparel changes from culture to culture. Therefore, Lake Country Lutheran's dress code will be reviewed as necessary.

The dress code applies during school hours and is strongly recommended for any activity in which students represent Lake Country Lutheran to the community. The five principles of the dress code are easily understood and enforceable. These five principles and the specific examples listed are intended to help students make appropriate decisions regarding dress. What students wear to school must meet the principles of the dress code, regardless of whether it fits the examples. Any clothing or "look" which is determined to be disruptive to the educational process will be restricted. Final decisions about acceptability are made by the Administration.

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Students in violation of the dress code may not be allowed to return to class until they meet the guideline(s). The LCL Administration may provide students with an opportunity to be in dress code such as changing into other clothes available or purchasing LCL gear. Any student with multiple violations will be referred to an administrator for refusal to be in dress code.

PRINCIPLE #1 - Students should wear apparel and accessories that are inoffensive to our Christian standards.

Examples of offensive dress:

- a. any picture, message, or logo that gives offense (i.e., vulgar, suggestive, advertising drugs or alcohol, etc.)
- b. offensive body piercing
- c. offensive tattoos

PRINCIPLE #2 - Students should dress appropriately for school.

Examples of clothing inappropriate for school:

- a. clothing with torn holes
- b. sleeveless shirts and tops
- c. leggings or compression pants worn without a covering layer or appropriate outer garment
- d. pajama pants, baggy sweatpants
- e. coats designed for outdoor wear
- f. hats or bandanas
- g. sloppy appearance

PRINCIPLE #3 - Students should dress with modesty and restraint.

Examples of immodesty and lack of restraint:

- a. extremely short dresses, skirts, shorts, and tops
- b. any top that exposes the midriff and/or has an inappropriate neckline
- c. underwear that is visible
- d. skin-tight clothing

PRINCIPLE #4 - Hairstyles should reflect moderation and careful grooming.

PRINCIPLE #5 - Footwear must be worn at all times; State of Wisconsin law requires this.

Final decisions about acceptability are made by the Administration.

07/17/2023

DUAL CREDIT PROGRAMS, PROFESSIONAL PROGRAMS, & VOCATIONAL CERTIFICATIONS

Students seeking unique opportunities to enroll in online or off-campus programming leading to dual university credit, professional programming, and/or vocational certifications should contact the School Counselor for more information. Administrative approval must be provided for any programs outside the purview of the current curriculum if high school credit is being sought.

10/28/2019

ELIGIBILITY POLICY

Lake Country Lutheran has adopted a "No Pass/No Play" standard that must be met for participation in any school-sponsored extra-curricular activity. Students will be given a three-week grace period at the beginning of each semester. Grades will be checked each Monday and eligibility will be determined for that week.

If the student has an "F" in a class on a Monday, the student is ineligible to participate in any school-sponsored extra-curricular activities for the rest of the week (Tuesday through Sunday). If the student is no longer receiving an F in ANY class the following Monday, the student will be eligible for that upcoming week's events.

Students with more than one F / Incomplete at the end of the semester will be ineligible for the first 15 scheduled school days of their next semester. This includes a spring to a fall semester of grades. (Article V Section 2 of Rules of Eligibility in the WIAA Handbook) Students can regain eligibility immediately for Incompletes in the new semester if they are made up within the first two weeks. Students may take a summer school class(es) to regain eligibility for the fall semester.

Any ineligible student is required to visit their teacher(s) during Student Support Time on the Tuesday morning after the ineligibility list is released to teachers.

07/17/2023

EXTRA-CURRICULAR ACTIVITIES

LCL encourages students to participate in and attend extra-curricular activities. LCL students and parents are expected to demonstrate support of and Christian kindness to all other participants, performers, athletes, officials, and/or other spectators at all extra-curricular events on LCL's campus or at any other location. The LCL community is blessed to be ambassadors for Christ in all situations, extra-curricular activities, field trips, and/or other events throughout the broader community.

07/17/2023

FOOD AND BEVERAGE PRIVILEGES

Consumption of food and drink in the classroom is at the discretion of each classroom teacher. Hot lunch service may be provided as a convenience for students. Families can add funds to their student's lunch accounts through Skyward. If a student has a negative balance in his/her lunch account, Skyward sends the parent a notification. Students may also bring lunch from home. Students and Parents must not bring in restaurant/fast food to campus or have it delivered to campus. Violation of this policy will result in confiscation of the food and/or office refusal of the delivery.

07/17/2023

GAMBLING

Gambling is not allowed. Materials and/or money will be confiscated, and disciplinary action will result.

06/05/2012

HEALTH SERVICES

1. In case of illness or an accident, emergency first aid will be given, and the school will notify the student's parent/guardian. If medical attention is required, such arrangements will be made with parent's/guardian's consent.
2. Students who become ill during the school day must obtain a pass from the classroom teacher and report directly to the School Office. Following a parent/guardian contact, the student will be sent home.
3. Medications, prescriptions, and special medical procedures shall be administered to a student through the school office. Written authorization is required as part of the student registration process.

07/17/2023

IDENTIFICATION CARDS

ID cards identify you as a student in good standing at LCLHS. A \$5.00 fee is charged for a replacement. ID cards are also used for lunch accounts and late/tardy check in.

08/02/2021

INTEGRITY

Academic honesty and integrity are expected of all members of the LCL community. These virtues demonstrate our Christian values as we interact with one another and engage in educational pursuits. Academic dishonesty such as cheating, plagiarism, inappropriate use of AI or other tools, forgery, or academic misconduct will result in disciplinary action and possible forfeiture of credit.

07/17/2023

LIFESTYLES AND GENDER IDENTITY POLICY

The Lutheran High School Association of Greater Milwaukee (LHSAGM) and its schools (Milwaukee Lutheran High School, Martin Luther HS, Lake Country Lutheran HS, and Mount Calvary Lutheran Grade School) and organizations are owned and operated by churches of the Lutheran Church Missouri Synod (LCMS). The doctrinal beliefs of the LCMS are completely founded on the inerrancy of the Holy Bible, including its position on the sanctity of life and sexuality issues. Please refer to the following links to learn more about these beliefs:

<https://www.lcms.org/about/beliefs/lutheran-confessions> <https://www.lcms.org/social-issues/sexuality>

Our Association schools believe that God wonderfully and immutably has created each person as male or female in His image. These two distinct, complementary sexes together reflect the image and nature of God (Genesis 1:26-27). An individual's gender (male or female) is an individual's immutable biological sex as objectively determined by genetics existing at conception.

We also believe that God has designed a proper plan for how we are to conduct our lives. We strive to have all people of our school community displaying the qualities and characteristics of a Biblically based and Christ-like lifestyle, including a chaste, pure, and proper sexuality, as this is a gift from God. God calls us to lead a sexually pure lifestyle and to "flee from sexual immorality. Every other sin a person commits is outside the body, but the sexually immoral person sins against his own body." (1 Corinthians 6:18). Additionally, Psalm 119:9 states, "How can a young person stay on the path of purity? By living according to Your Word."

Our schools hold to these Biblical teachings and acknowledge the sin of these behaviors, as well as all other sins. Deviations from God's perfect design for us, including homosexuality or bisexual activity, transsexual or nonbinary behaviors and sexual immorality (including sexual contact, fornication, and use of pornography) are intrinsically sinful and offensive to God. Anyone in our school community who struggles with these sins should feel safe and welcome at our school while simultaneously understanding that their lifestyle is contrary to God's Word and our teachings. Those individuals are encouraged to seek guidance and counseling from our professional staff regarding these issues. Publicly demonstrating or promoting any alternative lifestyle (i.e. bathroom preference, using pronouns or wearing clothes that do not match their sex assigned at birth/their biological sex) contrary to God's design as outlined in Scripture is not allowed at our Association schools and could lead to discontinued enrollment, employment, and/or a presence on our campuses ("Do not be misled: Bad company corrupts good character. Come back to your senses as you ought and stop sinning." 1 Corinthians 15:33-34a). Simply put, our schools may not be a good match for people who desire to live the alternative lifestyles described herewith.

08/05/2022

LIFT

Living In Faith Together (LIFT) fosters leadership and mentoring skills within our student body and helps nurture the family atmosphere as the students learn to apply Scriptural principles to their lives. LIFT involves small group student-led Bible study with a mix of freshmen, sophomores, juniors, and seniors in each group.

07/17/2023

LOCKERS- HALL & LOCKER ROOMS

1. Your locker is yours only and is a place where your property will be safe. Keep your combination confidential.
2. Keep locker doors closed and locked. Academic lockers have locks installed and we will issue locks for all PE/Athletic lockers.
3. Only your things should be kept in your locker. Likewise, do not put your things in anyone else's locker. **Sharing lockers is not allowed!**
4. Keep your locker neat and clean. Only magnets may be used to hang items on the interior walls. Avoid hanging anything that would be offensive to anyone.
5. Your hall locker and athletic locker are the property of the school. Periodic inspections will be made. Any item may be confiscated.
6. Do not kick, pound, scratch, hang on, or deface your locker. Costs to clean, repair, or replace damaged locks and/or lockers will be charged to the student.
7. Should you bring something especially valuable to school, do not put it in your locker. Take the item to the school office for safekeeping. The school is **not** responsible for lost or stolen articles.

07/28/2022

LOST & FOUND OR STOLEN ITEMS

1. Occasionally students report that books, wallets, and other valuables are lost or stolen. In the majority of cases, this is due primarily to carelessness on the part of the student. Put your name in your books and on other valuables. Always make sure your hall/gym locker is locked. Keep your combination to yourself. The school is not responsible for any items that are lost or stolen.
2. Valuable items (jewelry, purses, wallets, glasses, phones, etc.) that are found should be taken to and claimed from the school office. Items such as clothing, books, athletic equipment, etc. should be taken to and claimed from the Lost & Found (near the vending machines). Items that are not claimed by the end of each semester will be donated.

07/28/2022

MOBILE TECHNOLOGY DEVICE POLICY (STUDENT POSSESSION & USE OF)

At LCL, we will educate and empower our students to appropriately use tools and resources in a manner that enhances learning, demonstrates integrity and self-control, and gives glory to God. This policy is meant to help maintain an educational focus in the classroom. We acknowledge that this is the age of instant communication, and we recognize the need to maintain a proper environment for students, faculty, and the educational process. These devices have many uses for the student and educator including logging into Schoology and Skyward, accessing e-books, creating and editing documents, finding educational information, creating quizzes and quick checks for understanding, and downloading data and applications.

Students are not required to have such a technological device for classroom use. These devices, if used as part of the curriculum, will be supplementary in nature or the classroom teacher can assist with any needed access to technology during class. A student's possession of and/or use of a mobile device on LCL's campus is a privilege. Certain disciplinary situations may involve the loss of such privileges.

In all situations, these devices are to be used in a manner that brings glory to God and is supportive of our school's ministry.

(continued-)

Mobile Technology Devices (such as, but not limited to, cell phones, laptops, iPads, tablets, apple watches, earbuds, etc.) may be used according to the following guidelines:

1. **Parents should continue to call the school for any emergency situation. We will contact your son/daughter. Students who need to contact parents regarding leaving school during the day must do so through the main office.**
2. These devices may be used in classes for instructional purposes only. The classroom teachers have the right to set their own rules in regard to the use of devices in their classrooms.
3. Personal phone calls are disruptive to the normal school day. Parents should not call students' cell phones during the school day.
4. Ringers are to be in the silent mode at all times.
5. The use of camera phones is strictly forbidden in private areas, such as, locker rooms, washrooms, dressing areas, classrooms, and offices at any time. Such use may also be in violation of the criminal code and may result in charges.
6. Recording during class sessions or in the school building is prohibited, unless authorized by the teacher or administrator.
7. A student's mobile device may be confiscated and/or searched at any time by LCL personnel. Certain situations might require the administration to confiscate a student's mobile device and surrender it to law enforcement.
8. Students are prohibited from asking for, sending, taking, or possessing nude photographs. Students are prohibited from possessing or distributing inappropriate images, inappropriate videos, inappropriate audio files, or pornography. Violations might require a report to law enforcement and may result in felony charges. Such situations may result in suspension or expulsion.
9. Violators of the policy will be subject to disciplinary action: confiscation of the device and possible suspension or expulsion from school. Inappropriate behavior will not be tolerated and will be dealt with accordingly.

07/17/2023

NON- DISCRIMINATION POLICY

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

06/20/2017

PARKING LOT REGULATIONS

1. **Driving to school is considered a privilege.** Parking regulations must be followed; failure to do so may result disciplinary action. Lake Country Lutheran High School is not responsible for theft and/or vandalism to vehicles parked on school property.
2. All cars must be parked in a designated parking space in the school parking lots. Parking in any other lots or on the street is not allowed.
3. Students who drive to school must register their cars with the LCL office. A student who drives more than one car to school must register all cars with the LCL office. Parking spaces are available on a first come first served basis only. Unauthorized vehicles will be towed at owners' expense.
4. Vehicles that do not fit in the school's parking spaces may not be driven to school.
5. Students who drive to school must remember that their cars are to be used only for transportation to and from school.
6. Students are not allowed to go to the parking lots during the school day without a pass from the office. Students are restricted with a limited number of passes to the parking lot.

(continued-)

7. Students may not drive their cars during the school day without permission from a parent or a school official.
8. Student drivers should exercise caution and restraint at all times. Excessive speed, unsafe activities, or unnecessary noise will not be tolerated and will result in disciplinary action.

07/28/2022

PUBLIC DISPLAY OF AFFECTION (PDA)

The showing of public affection (i.e. hand holding, kissing, hugging, caressing, etc.) is not appropriate for school and causes offense to others. Whether an action is appropriate or not is at the discretion of the staff. Students violating these expectations will be dealt with according to the school's discipline policies.

08/05/2022

SCHOOL CANCELLATIONS & CAMPUS CLOSINGS

The campus of Lake Country Lutheran High School may close for severe or inclement weather. Guidelines for campus closings will be outlined within the school newsletter, and specific campus closings will be announced via the news media, school email alerts, and Schoology announcements. There may be some circumstances that necessitate the use of a "Digital Day" during which campus is closed but school will be in session online for students through the school's learning management system Schoology. In those cases, the campus closing announcement in the school email alert and the Schoology announcement will include the accompanying notice of a "Digital Day" and students should subsequently login to Schoology for instructions from their teachers.

10/28/2019

SENIOR STUDY HALL RELEASE

If their schedules allow, seniors in good standing at LCL may submit a request to seek privileges of early dismissal or late arrival. There is no guarantee of approval for such a privilege. Seniors who are granted this privilege must abide by all regulations and restrictions as listed on the accompanying request forms, including, but not limited to: required attendance for all chapel services and school wide assemblies, attendance within their assigned classes during any modified daily schedules, and appropriate timeliness to all classes.

7/17/2023

SOCIAL MEDIA

All online activities and interactions of the LCL community should reflect Christian love and care for others. Lake Country Lutheran appreciates the role of social media as a tool that may equip students and families with electronic communication, encouragement, connection, and friendship-building. The entire LCL community is encouraged to focus their use of social media appropriately in a manner that uplift others and reflects Christian values. Parents are encouraged to monitor their children's use of social media and other online resources or communications. If students or parents are found to have used social media or online communications in a manner that is inappropriate, inflammatory, vulgar, threatening, or in any way out of alignment with the mission and ministry of Lake Country Lutheran High School, disciplinary action may result which may include suspension or expulsion of the student. Whenever possible, the faculty, staff, and administration of Lake Country Lutheran seek to embrace every opportunity for learning and spiritual development, and they will aim to restore and strengthen relationships.

The use of the LCL name, brand, and logo to create social media accounts is strictly prohibited. Accounts for sports teams, clubs, and other student groups must be approved by school administration.

07/17/2023

SPECIAL DAYS

Occasionally, the Lake Country Lutheran High School community, often by way of the Student Council or other student groups, organizes special events, including but not limited to, pep rallies, service days, class game days, or other such community-building events. These special days are part of the school calendar and valued as a way to draw the Lake Country Lutheran community together in fellowship. Any student absences on these special days must be documented through the school office with parent permission.

10/28/2019

STUDENT CAREER PREP DAYS

LCL encourages families to embrace a variety of educational opportunities to support their students' preparation for future careers. Families may arrange for their students to participate in a job shadow day in a profession of the student's choice, schedule a college visit day or trip, engage in volunteer opportunities to be in service to the community, plan other career exploration and career development activities, or schedule other necessary appointments to avoid missing school days. In supporting families as they nurture their children to explore careers of interest to them, LCL is excited to provide these specific days for families to engage in these life-impacting activities that will equip students to make knowledgeable choices regarding future career options. Although the specific activities for the *Student Career Prep Days* will be determined and arranged by individual students and their families, LCL students and their parents may reach out to LCL staff, including the School Counselor, for suggestions or assistance in identifying professional contacts in specific careers.

07/17/2023

STUDENT DANCE GUESTS

Students interested in inviting a guest as a date to attend a Lake Country Lutheran High School dance must contact the office for the required form and have administrative approval well in advance of the event. All policies and procedures as outlined on that document must be followed, and the Lake Country Lutheran High School student will be held accountable for the actions of his or her guest.

10/28/2019

STUDENT SUPPORT TIME

LCL provides *Student Support Time* required for all students each Tuesday after 2nd hour. Students will have an assigned location for *Student Support Time*, and they will also have opportunities to request help from teachers in other classrooms as needed.

07/17/2023

TARDY POLICY and PROCEDURES

1. **Timeliness Matters:** Being on time displays respect and love for the teachers and the relationship, prevents the student from missing important content, creates efficiency in the classroom, and develops important characteristics for students as they grow.
2. Students should be on time to ALL of their classes. Presence at school and in class ensures security and safety on campus. Being in the classroom prepared to learn is the definition of being on time. (For 1st hour this means seated in the classroom before 8:00am. The canopy doors will lock for security purposes at 7:55am, and all students should be in the building prior to 7:55am to avoid being tardy.) The office will keep cumulative records of tardies which then become part of the student's permanent record.
3. A student must report to the office if late for 1st hour to receive a Building Pass to class and should report directly to class when late for any other periods.
4. If a teacher or other staff member detains a student, a Building Pass will be issued to the student by that person. The student should go directly to the next class and give the pass to the teacher.
5. Repeated tardies may result in disciplinary action which may include removal from extra-curricular activities/events, removal of privileges, detentions, and/or suspension on one's behavioral record.

07/17/2023

TRUANCY/SKIPPING CLASSES

All truantries are channeled through regular school disciplinary procedures. Students who are truant from school will not be allowed to return to school without a parent/student/school administrator conference. Students who skip a class will not be allowed to return to classes without parent contact with a school official.

06/05/2012

VANDALISM

1. Vandalism is expensive and senseless. LCLHS is your school; take pride in ownership.
2. Students will be held financially accountable for all acts of vandalism and disciplinary action may be taken.
3. Students will be held financially accountable for items assigned to them (e.g.: books, lockers, locks, desks, classroom equipment, etc.)

06/04/2014

VISITORS TO THE BUILDING

Only students interested in attending Lake Country Lutheran High School and shadowing another student may visit our school. Arrangements for this should be made by the visiting student's parent with the Director of Admissions.

Any student who has visitors on the LCL campus will be responsible for the visitors' behavior. Inappropriate conduct during the school day, before and after school hours, or extra-curricular events may result in disciplinary action for the LCL student according to our discipline policies.

All other visitors (including parents, family members, and alumni) that need to be in any part of the building other than the office during school hours must:

- A. be approved by the Administration, Faculty, or the Maintenance Staff.
- B. sign-in in the office upon arrival and sign-out upon departure.
- C. present a valid government-issued ID for review through our security system.

To remove any uncertainty in our school community visitors are allowed in our building only when events are open to the public. If students have friends who come to meet them before or after school, they should only spend the time on campus that it takes to drop off or pick them up. Visitors are not to loiter on our campus.

07/28/2022

WORK PERMITS

Students under the age of 16, may be required to have a work permit to be employed. LCL does not issue work permits. Students who need a work permit must follow these steps:

1. Request your grade and attendance record on an official form from the office.
2. Take this information with your birth certificate, social security card, a letter from your employer, a written consent from your parent/guardian and \$10.00 to your local public high school.

06/27/2017

Lake Country Lutheran High School greatly values clear communication and partnership in ministry. If a student or parent has a question or concern about the specific policies or general procedures of Lake Country Lutheran High School, he or she is encouraged to approach the administration of Lake Country Lutheran High School for clarification. Lake Country Lutheran High School reserves the right to update this handbook, as necessary.

CORE VALUES

Biblical Truth

We believe in the inerrancy of the Scripture and the literal interpretation of God's Word as it applies to our lives in service to others.

Relationships

Our commitment to others is marked by care, dignity, humility, integrity, and the application of Grace as we build meaningful life-long connections with one another.

Communication

We aspire for interactions which are honest, respectful, clear, consistent, and timely, where expectations and accountability are embraced.

Growth

An attitude of continuous improvement and the pursuit of excellence allows each individual to seek opportunities that use God-given talents for the benefit of others.

Love

Evidenced by unconditional care, compassion, joy, and passion, we strive to emulate Christ's love for others in all situations.

