

Pacific Lutheran Junior High School Student and Parent Handbook



1473 West 182nd Street
Gardena, CA 90248
(310) 538-6863

Website: pacificlutheranhigh.com
E-mail: pacificlutheranhigh@gmail.com

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A. MISSION STATEMENT

Pacific Lutheran boldly prepares its students to impact the world through Christ, excel academically, and confidently embrace their futures with integrity and service.

The school seeks to provide a safe, comfortable, and supportive environment in which the skills that lead to a productive life and meet the requirements for college entrance are learned. Through the Christian perspective of the curriculum, and with teachers who model the Christian life, in partnership with the parents, the school seeks to build character in students who give glory to God.

B. PHILOSOPHY

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

PLHS is a Lutheran, Christian school. We hold true to the historic tenets of Faith Alone, Grace Alone, and Scripture alone as taught in God's Word and explained in the Lutheran Confessions. The school's statement of faith also agrees with the Lutheran Church-Missouri Synod's (LCMS) Brief Statement of 1932 regarding the Bible's position on a young earth and resolutions with other modernistic controversies. While the school does not expect all students to agree with every theological position, it does expect students to be respectful and non-combative towards Lutheran-Christian beliefs. At the same time we recognize that it is the will of God that all people come to faith in Christ, and we welcome those from the broader community who seek the benefits of a Lutheran-Christian education.

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

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

C. STATEMENT OF NON-DISCRIMINATION

PLHS admits students of any race, sex, color, national and ethnic origin to all the rights, privileges, programs and activities, generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, color, national and ethnic origin in the administration of its educational policies and other school-administered programs. Pacific Lutheran Jr./Sr. High School is a Lutheran school and professes a confession of this Christian faith in his programs, policies, administrative decisions and daily life as found in the Bible and interpreted in the Lutheran Confessions. PLHS does retain the ability as a faith-based educational ministry to make student, personnel and other decisions with values in conflict our belief system as members of the Lutheran-Church Missouri Synod.

ENROLLMENT POLICIES

PROCEDURES

Parents obtain and complete an Enrollment form, which is available in the office or online. Parents submit the enrollment application, last year of school transcripts and then schedule an interview with the principal. Upon acceptance, a non-refundable enrollment fee of \$500.00 will hold a place until school begins. New student orientation generally takes place towards the end of August.

PROBATIONARY STATUS

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

FINANCIAL OBLIGATIONS

TUITION

A non-refundable enrollment fee of \$500.00 is due each year.

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

Parents are also able to pay by semester or year in full. A 5% discount occurs with either of these payment options. Siblings attending PLHS qualify for an additional 5% tuition discount for their second child, third, etc.

Checks returned by the bank for insufficient funds will be assessed a fee of \$25.00. After a second (2nd) check is returned for insufficient funds, all subsequent payments for that student must then be made in the form of a money order or cashier's check as personal checks will no longer be accepted. All fees must be paid current prior to posting of grades or student participation in graduation.

FINANCIAL AID

Limited financial aid may be available to families with special circumstances. Parents desiring financial aid should complete a FAIR Application by going to www.fairapp.com. The school code is 293 and the password is plhs293

STUDENT SUPPORT HOURS

Students are required to volunteer 20 support hours per year (30 hours for students receiving financial aid). These hours will appear on student transcripts as Community Development (indicated as a Pass or a Fail) and are worth 1.25 units each year. Students receiving financial aid (reduced tuition) from Pacific Lutheran Junior/Senior High School are required to serve an additional ten hours (for a total of 30) through school-approved community service. Student support hours must be approved in advance by PLHS administration prior to credit being awarded each year.

PARENT SUPPORT HOURS

Parents are required to participate in 20 parent hours each year. Families receiving financial aid are required to contribute 30 hours of volunteerism during the school year. Parents are responsible for keeping track of their hours through Gradelink and will pay \$20.00 for each hour under their 20 hour commitment. Examples of parent hour support include chaperoning school-related events, driving for athletics, attending parent meetings, gifts-in-kind to the school for the dinner auction, etc.

ADDITIONAL EXPENSES

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

Event	Time of Year	Approximate Cost
Art Class Fee	September	\$25 – (Art Students Only)
Lost Book	Anytime	Replacement Cost
Field Trips	Varies	Cost varies (\$5-\$15 per trip)
School Fall Camping Trip	September	\$150-\$175
School Pictures	September	Varies based on package
PSAT / Iowa Testing	August/October	\$15-\$20
Yearbook	January	\$50-\$70
ALEKS Math Curriculum	Varies	\$50
Graduation	June	\$75 (Cap, gown, diploma)
AP Exam(s)	January	\$85
Washington D.C. Trip (Jr. High)	May	T.B.D.

Detention Information

7:00-9:00 a.m.	Saturday Detention	\$30
4:00-6:00 p.m.	Evening Detention	\$30
Anytime	Saturday Detention after missed detention	\$50

JUNIOR HIGH SCHOOL SCHEDULE

Junior High School students not in the school care program should be dropped off after 8:00 a.m. in the designated drop-off location on campus. (School begins at 8:30 a.m.) Students should then immediately report to their classroom when arriving on campus.

Junior High School students not in the after school program must be picked up by 3:30 p.m. in the designated pick-up locations. All junior high students not enrolled in the after school program and still on campus after 3:30 p.m. will incur a supervision fee of \$5.00 an hour and will be supervised by PLHS staff.

Regular Day*		Chapel Day (Thursday)	
6:45-8:00	School Care (Fees apply)	6:45-8:00	School Care (Fees apply)
8:00-8:20	Drop Off	8:00-8:40	Drop Off (No Fees apply)
8:30 - 8:50	Period 1	8:50 - 9:35	Period 2
8:55 - 9:45	Period 2	9:40 - 10:20	Chapel
9:45 – 10:00	Break	10:25 – 10:35	Break
10:00 - 10:50	Period 3	10:35 - 11:20	Period 3
10:55 - 11:45	Period 4	11:25- 12:10	Period 4
11:45 - 12:30	Lunch	12:10 - 12:45	Lunch
12:30 - 1:20	Period 5	12:50 - 1:35	Period 5
1:25 – 3:05	Period 6	1:40 – 3:15	Period 6
1:25-3:05	Period 7	1:40 - 3:15	Period 7
3:30-6:00	School Care (Fees apply)	3:30-6:00	School Care (Fees apply)

ATTENDANCE POLICY

A. Attendance

Good Christian stewardship and California School Law requires that a student be punctual in attendance.

Circumstances such as extended illness may result in special consideration as determined through parent contact.

B. Absence

Parents must telephone the school office by 9:00 a.m. on the day the student is absent. This is for the student's safety. If no telephone call is received, it will be necessary for the School Office to make emergency phone calls to determine the nature of the absence. As a result, the school must have on file a telephone number where parents or other designated emergency contact may be reached. A \$10.00 service fee may be applied to student accounts if the school office is not notified by guardians by 9:00 a.m.

The number of absences allowed per class per semester is 7 (seven) with no distinction made between excused or unexcused absences. Upon the 8th absence in each class, students' grades will be dropped 10% (i.e. a class grade goes from 85% to 75% for the report card). Upon the 11th absence, students' grades will be dropped 20%. Students reaching 12 absences or more may be denied course credit. Absences for the participation in a school-sanctioned activity will not be included in the absence total.

Students who are tardy ten or more minutes to class will be considered absent for that class period. School administration has discretion to make exceptions for extreme extenuating circumstances (extended illness, funerals, etc.) Items including family vacations, mission trips, extended breaks following school vacations, missed school due to out of school events will count towards accumulated absences. All doctors, dentist, driving tests, etc. should be scheduled outside of school's normal operating hours. Students may be permitted to make up missed class time through before school, during school and after school academic study time solely as school administration approval and on a case by case basis. A student wishing to participate in school sponsored activities and/or sports must attend school the same day the event is scheduled in order to participate in school events (i.e. sports, dances, etc.).

No minor student (under 18 years old) may leave school before the close of the day without the permission of a parent/guardian and notification of the school office. Failure to notify the school office will result in accumulated absences. All students must be signed out of the office by a parent or guardian if they leave school before the end of the day. Students who are at least 18 years old must sign out in the school office before leaving school but these totals count towards the allowed absence per semester.

C. Late Arrival/Early Dismissal

Students arriving late or leaving early are required to have written permission from the school office and a parent/guardian. Students with early dismissal must leave campus immediately after their final class of the day.

D. Truancy

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

E. Tardiness

All students are expected to be inside their classrooms and prepared at the appropriate start time for each class. Students will be marked absent who are late 10 minutes or more to class. Pink slips will be given for tardies later in the school day which may result in school discipline.

1. All students arriving at school after the start of class must report to the office before being admitted. Multiple first period tardies may result in a Saturday detention. In addition to school discipline, five tardies will result in a semester grade drop of 10% and 8 tardies will result in a semester grade drop of 20%. 10 or more tardies will result in the class being dropped from the students' schedules and an "F" grade.
2. No distinction is made between excused and unexcused class tardies. School administration reserves the right to consider extenuating circumstances when limits are reached.

STUDENT LIFE

A. Student Code of Conduct

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

1. Use of foul, crude, obscene or otherwise un-Christian language. Offensive language includes but is not limited to "O My God," "suck," "screwed," etc.
2. Smoking or possession of tobacco products.
3. Irresponsible or dangerous behavior in the parking lot or adjacent streets (e.g. using skateboards, scooters, etc.).
4. Removal from class for misconduct.
5. Dress code violations
6. Leaving or being off school grounds without permission.
7. Thefts of or damage to the property of the school or the property of anyone in attendance at an authorized school function.
8. Fighting (Roughhousing, wrestling, etc.)
9. Truancy
10. Physical abuse or the threat of physical abuse against any person at any school authorized event; or any other conduct that threatens or endangers the health, safety, spiritual welfare or physical well-being of any person (this includes bullying/intimidating either in person or electronically).
11. Disrespecting or insubordination towards PLHS staff members or fellow students.
12. Interference with or demonstrated disrespect for worship activities sponsored by the school.
13. Cheating/Plagiarism
14. Harassment (see policy).
15. Inappropriate technology use in or out of school (Social Media, Web pages, etc.).
16. Lying to a school official during the course of an investigation.
17. Any other act deemed by the school administration to be injurious, detrimental or dangerous to the health, safety, spiritual welfare or physical well-being of other persons on school property, at any school sponsored event or out of school.

B. Grounds for Expulsion (not exhaustive)

PLHS considers the incidents listed below grounds for expulsion:

1. Possession of, and/or being under the influence of alcohol, illegal drugs, look alike drugs; or the misuse of prescription drugs, either on school grounds or at school activities. Possessing drug paraphernalia.
2. Use or possession on school property of firearms, ammunition, knives, fireworks or other dangerous weapons or substances.
3. Making a threat toward student(s), faculty and/or staff. This includes verbal, written and/or electronic threats.
4. Disrespect/insubordination to PLHS personnel.
5. Fighting.
6. Inappropriate technology use / using school technology resources for private purposes, pornography, etc.
7. Cheating/Plagiarism.
8. Hostility exhibited towards the Christian faith.

C. Discipline Slip System

Discipline Slips will be handed out at the staff's discretion for any infractions. In general, receipt of 3 discipline slips will result in an after-school detention. Infractions after detention(s) will result in a Saturday detention or evening detention. After a Saturday detention, further undesired behavior may result in suspension or expulsion.

Under certain circumstances, or based on an individual's discipline record, the maximum consequence could be imposed on a first violation. Continued violations of this discipline plan could result in expulsion. The administration will utilize ONE or ALL means available to us, at our discretion, to enforce our discipline plan. Students are held accountable for acts that occur at any time including on school grounds, going to or from school, lunch period, and any school sponsored activity. Any instances not listed below will be handled to the best of the abilities of the administration in a discreet manner.

D. Consequences Defined

1. **Detention:** A 55-minute detention after school the same day violation occurred from 3:05 – 4:00 pm. School administration reserves the right to allow enforce either discipline for inappropriate behavior. Academic Detentions, or a ZAP, may also result in a \$10.00 fee posted to students' accounts.
2. **Suspension:** The administration has the authority to suspend, not to exceed ten school days, any pupil whose presence in school is detrimental to the best interest of the student, other students, or the school. Parents will be notified of suspensions by phone as soon as possible. Suspensions lasting longer than one day will generally be followed up by a letter to parents/guardians. In-school suspension means a student attends school but is removed from his/her peers and withheld from classes. Students are required to do the work of the day of the in-school suspension; credit may not be given for work during in-school suspensions.

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

3. **Probation:**
 - o All newly enrolled students are placed on probation.
 - o Students will be placed on probation for violations of the student code of conduct or for academic or attendance concerns.
 - o A letter outlining the specific terms of a student's probation will be sent to parents/guardians.
 - o Violations of probation may result in a termination of the student's enrollment.
5. **Expulsion:** Immediate removal from the school environment. Students expelled from school are not entitled to any refund of tuition for the month in which they were expelled.

E. Due Process

Students suspended for more than one day of school (or in a worst case scenario expelled) are entitled to an informal hearing with the administrator for parents or guardians to hear the reasons/evidence for the suspension/expulsion.

F. Harassment

PLHS will not tolerate any harassment of any student by any staff member or other student relating to the person's gender, race, ethnic group, color, age or individual handicap. The term "harassment" includes, but is not limited to the following: Bullying; Sexual Harassment; Racial Discrimination; Ability or Difference Harassment; Libel/Slander or Electronic Harassment.

Those individuals who believe they have been the victims of any type of harassment should directly inform the person engaging in such conduct that it is offensive and should stop immediately. If students do not feel comfortable doing this, they should direct their complaint to any staff member or school administrator. The person receiving such a report will inform the alleged harasser that the offensive behavior must stop and/or will be disciplined according to the school's policies. The report will be held in confidence, so far as the law allows.

G. Cheating

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

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

H. Plagiarism

Plagiarism is committing literary theft. It is a form of cheating that clearly violates the student code of conduct and the Biblical admonition not to steal. If an assignment has been determined to have been plagiarized, the punishments range from being given a zero on the assignment to removal from Pacific Lutheran (e.g. expulsion) based upon the nature of the offense, previous student discipline problems with the student, etc.

I. Technology Use Policy

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

J. Cell Phones and Electronics

Cell phones and electronics should not be seen or heard in PLHS classes without prior teacher approval. Inappropriate use of cell phones and other electronics (mp3 players, tablets, laptops, i-pods, etc.) may result in their use being revoked while on campus.

Students should not be listening to music or other items on ear buds while on school campus unless this has been approved by PLHS faculty or staff. Students who do not comply with this policy will generally be given a warning (discipline slip) for inappropriate technology use. Inappropriately used technology items will be confiscated by the school staff and/or administration and given to parents following the first offense. Upon repeated offenses, the school reserves the right to return the phone or technology device at the end of the school year.

K. Public Display of Affection

We expect all relationships to be conducted in a Christ-pleasing manner and in accordance with the principles of a Christian school. Failure to comply with this expectation will result in a meeting with the principal where a

warning will be given. Repeated behavior that is unacceptable regarding public display of affection could result in detention, suspension, or dismissal from the school. A prolonged embrace, inappropriate hand placement, sitting on laps, kissing, etc. are not allowed on campus or at school functions.

CHAPEL/WORSHIP BEHAVIOR

A. Chapel/Worship/Devotions Behavior

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

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

1. Students should wear the school polo on chapel days.
2. Students will not bring any personal property into Chapel.
3. Students are not allowed to talk, do homework, sleep, lean on other people, or lie down during chapel services. Feet may not be put on pews or hymnal racks.
4. No food or drinks are allowed in the chapel at any time.
5. Students must take all handouts with them when leaving the chapel.
6. Students are expected to respect God’s House, chapel time itself, and all speakers.
7. Students are encouraged to bring a Bible to chapel each week.

GENERAL APPEARANCE

A. Dress and Appearance

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

B. Girls may wear:

1. Girls are to wear a collared shirt, respectable blouse, dress and/or top. This shirt can be tucked in or left untucked if designed to be worn this way.
 - (a) Shirts must be modest, covering the chest area, stomach and shoulders. (Tank tops are not allowed)
 - (b) Logos business card-sized or smaller are allowed on these shirts.
 - (c) No camisoles showing
2. Girls are to wear pants, shorts, skirts, capris or dresses that are not inappropriately tight, loose or short.
 - (a) A rough guide for length is that bottoms can be no shorter than a hand-with from the top of the knee.
 - (b) School administration determines what is and is not acceptable and what is and is not too short.
 - (c) Pants/shorts/capris must be Dockers/Dickies style and not consist of stretchy fabric.
3. Hooded sweatshirts must be PLHS-themed (Spirit-Wear).
 - (a) Special outerwear days will occur throughout the year allowing students to wear Christian or college outerwear.
4. No hats are allowed.
5. No jeans, denim material, or material made to look like denim should be worn on campus.

6. No “extreme” looks like emo / goth / punk / etc. are allowed on campus.
7. No spikes or studded clothing, tattoos, writing on body or shoes are allowed on campus.
8. Shoes must cover the foot completely and be appropriate for an academic climate. Slippers, sandals, etc. are prohibited. No heels are to be worn and tennis shoes must always be worn for PE classes.
9. Ears may be pierced. No other visible piercings are allowed.
10. No visible tattoos are allowed by PLHS students.
11. Hair color must be of a natural color with no extreme looks.
12. Jr. High School girls are not allowed to wear make-up.

The list found above is not exhaustive. Anything else in student dress / appearance found to be inappropriate or not reflective of school values by school administration is restricted.

C. Boys may wear:

1. Boys are to wear a collared shirt (polo or dress shirt). If shirts are untucked, underwear should not be viewable by others.
2. Boys are to wear pants or shorts of a Docker’s/ Dickie’s Style. These pants must be worn at the hips and not be inappropriately tight or loose. School administration determines what is considered too tight or too loose. Boys must wear a belt to school with either shorts or pants.
3. No hats are allowed.
4. Outerwear on campus (sweatshirt) must be PLHS-themed (Spirit-Wear).
 - (a) Special outerwear days will occur throughout the year allowing students to wear Christian or college outerwear.
5. Shoes must cover the foot completely and be appropriate for an academic climate. Slippers, sandals, etc. are prohibited. Tennis shoes must always be worn for PE classes.
6. Hair length must allow for teachers and administration to be able to see students’ eyes and ears. Hair must be of a natural color with no extreme looks.
7. Facial hair must be trimmed and kept neat-looking. School administration determines what is and is not acceptable.
8. No “extreme” looks like emo / goth / punk / etc. are allowed on campus.
9. No visible piercings are allowed.
10. No spikes or studded clothing, tattoos, writing on body or shoes are allowed on campus.
11. The list found above is not exhaustive. Anything else in student dress / appearance found to be inappropriate or not reflective of school values by school administration is restricted.

A. Dress Code Enforcement

Students who are in violation of the dress code will not be admitted to class until they are in dress code. Parents and Guardians must preview students’ clothes before they send their students to school. Parents and guardians should not delegate dress code determinations to the school but rather are required to ensure the student is in dress code before they arrive. Students consistently failing to meet dress code policies for Pacific Lutheran Junior/Senior High School will be subject to the PLHS discipline policies in place up to and including removal from the school.

HEALTH POLICIES

A. Medications

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

It is the student’s responsibility to come to the Office to take medication. Medications will be dispensed from the Office only and will be documented. Students requiring inhalers or a life-saving device such as an EpiPen may

carry this medication with them. Again, a doctor's order and parent permission **MUST** be kept on file in the Office.

If a student is found carrying prescription medication without written permission (except for a life-saving medication/device), a parent will be contacted and conversations will occur, discipline taken, etc. Please remember, only medications that **MUST** be administered during school hours should be kept in the Office.

B. Contagious/Infectious Conditions

Students should not attend school when sick. The school office should be informed of any contagious or infectious conditions and in some cases, a medical clearance might be required before a student can return to school. Students who come to school sick (have a fever, have thrown up, or are coughing excessively) will be sent home to recover.

A. Drugs, Alcohol and Tobacco Policy

PLHS has a strong, serious policy towards those who bring illicit drugs and/or alcohol into our school setting. If such materials are on campus, at a school activity, or off-campus event both the police and the parents of any involved student will be contacted. Students who bring illicit drugs or alcohol onto the school campus or to any school activity will be expelled.

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

A STUDENT'S PERSONAL LIFE

A. Behavior Outside of School

If a student outside of the school day or activities acts in any way deemed by the administration inconsistent with the intended atmosphere at PLHS, that student may be disciplined up to and including removal from the school. If the student desires to re-enroll at PLHS the following year, the administration will determine enrollment status in joint session with the student and the parent(s)/guardian(s).

B. Student Sex / Pregnancy

God speaks clearly about reserving sexual intimacy for the marriage relationship. Neither male nor female students are allowed to be in a consensual sex and/or a pregnancy situation and remain a student at Pacific Lutheran. When the school becomes aware of sexual intimacy, a consultation with the affected student and the student's parents, principal, and /or pastor will occur. A student may be suspended until those consultations occur. A determination about the student's continued enrollment at PLHS will be reviewed by school administration.

SCHOOL ACTIVITIES

A. Dance Policy

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

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

CAMPUS POLICIES

A. Leaving School Grounds

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

VISITORS ON CAMPUS

A. Visitors to PLHS

PLHS requires **ALL VISITORS** (friends, family, alumni, and business people) to report to the school office, except during special school or sporting events, to receive a Visitor badge. Visitors to the campus or to school events are subject to PLHS' rules and regulations. Visitors who do not abide by this policy will be required to leave. Students who might be interested in attending PLHS may visit during classes or lunch only after making arrangements with the school office at least **ONE DAY IN ADVANCE**. The student's interest in attending PLHS is to be verified by the parent/guardian. If the visitor is a friend of a currently enrolled student, approval by the student's parent is required for visitors to attend during school hours.

Parents are welcome to attend our chapel services every Thursday. Visitors are expected to be dressed appropriately for the school environment and report to the school office before attending.

FOOD ON CAMPUS

A. Gum, Candy, or Food

Chewing gum is not allowed on campus. Candy, drinks and other food items are to be eaten outside the school building except for water, which is allowed inside Pacific Lutheran classrooms. Teachers may allow healthy snacks / food in classrooms on a case by case basis. Students should check with PLHS teachers before eating snacks in any classroom.

STUDENT STORAGE AND PROPERTY

A. Student Lockers

Students will be responsible for the area assigned them and must not move to another. The school reserves the right to determine whether or not the items inside student storage are within the boundaries of good taste and the intended atmosphere of PLHS. Please be advised that the school retains ownership of the storage and can conduct searches of their contents to ensure the health and safety of all of our students.

Student property should not be left under desks, in bathrooms, on bookshelves, or anywhere else on campus except for their storage unless permission is granted by the staff. Students are strongly discouraged from bringing to campus valuable items as well as large sums of money. The safety of any contents of a storage area cannot be guaranteed.

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

The school reserves the right as prescribed by the U.S. Supreme Court, to search students' belongings during the course of an investigation involving student safety. This includes vehicles parked on campus, cell phones, purses, bags, or the actual person while on school grounds or on a school trip. This search will be conducted only after reasonable cause has been found to support such a search.

SCHOOL SUPPLIES

A. School Supplies

Teachers will inform students of special supply needs the first week of school. Traditionally, students would be well-served to show up to school with multiple-subject notebooks, black and blue pens, paper folders to organize their materials and a scientific calculator for math and science classes. Other commonly-used student materials include rulers, extra paper/graph paper, white-out pens, highlighters and index cards. All students will need an ESV Bible for Theology class that they should bring to class each day.

LOST AND FOUND

A. Lost and Found

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

CHILD ABUSE LAWS

A. Child Abuse

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

COMMUNICATION/TECHNOLOGY

A. Communication

PLHS monitors the use of its school technology resources (e.g. school computers, laptops, Gradelink, and school communications (Constant Contact) to help with communication between school and home.)

POLICY CHANGES

B. Policy Changes

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

ACADEMICS

Pacific Lutheran Junior/Senior High School provides a college-preparatory and academically rigorous education to all of its students. While all graduating students may not immediately attend a four year university, all will be able to do so through the courses they have taken and the skills they have successfully acquired. To achieve this finished end (of a quality college preparatory education), the school has adopted various policies and philosophies which are summarized below.

A. Report Cards

Pacific Lutheran Junior/Senior High School is on the semester system for high school and junior high school. Only semester grades become part of the student's permanent record. Students leaving Pacific Lutheran must have all fees / tuition paid current to receive a diploma, participate in year-end activities, or other school-related events.

B. Academic Progress

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

C. Basic Marks:

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

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

D. Failed Courses / Low Grades

Students may not receive an “F” in any class during the second semester in order to march during graduation ceremony and participate in any eighth grade graduation activities.

E. Honor Roll

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

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

F. Class Ranking

Valedictorian and Salutatorian awards are determined by Pacific Lutheran Junior/Senior High School after taking into consideration items including the number of years at the school, academic rigor of courses taken, grade point average, number of “B” grades, etc.

G. Testing Program

Pacific Lutheran Junior/Senior High School offers the PSAT, ITED, Standards-Met Reports and ALEKS test data as part of its assessment and tracking of student performance.

ACTIVITIES PARTICIPATION POLICY

A. Criteria for Curricular Eligibility

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

B. Student Council Policy

Student council members are leaders at PLHS and are required to have at least a cumulative 2.5 grade point with no F’s unless otherwise approved by school administration.

C. Graduation Policy

Eighth graders and 12th graders who have not paid tuition and all fees by June 1st may not be eligible to participate in graduation ceremonies at the sole discretion of the school administrator.