

Pacific Lutheran Jr./Sr. High School Handbook



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1 Peter 2:5 ESV - You yourselves like living stones are being built up as a spiritual house, to be a holy priesthood, to offer spiritual sacrifices acceptable to God through Jesus Christ.

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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.

PHILOSOPHY

Pacific Lutheran Junior/Senior High School 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.

Pacific Lutheran 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 contains resolutions addressing 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. Pacific Lutheran 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. Pacific Lutheran will maintain optimum class sizes and enroll students with the potential for success in a regular classroom setting.

Pacific Lutheran 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.

STATEMENT OF NON-DISCRIMINATION

Pacific Lutheran 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 its programs, policies, administrative decisions and daily life as found in the Bible and interpreted in the Lutheran Confessions. (Pacific Lutheran 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.)

ADMISSIONS POLICIES

A. PROCEDURES

Parents obtain and complete an Application form, which is available in the office or online. Parents submit the enrollment application, last year of school transcripts, immunization records, etc. 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.

B. 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

A. 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 prevented from attending 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 Pacific Lutheran qualify for an additional 5% tuition discount for their second child, third child, 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.

International tuition is non-refundable for the school year that it has been paid. This includes scenarios where an international student is removed from Pacific Lutheran due to a significant violation of school rules. On a case by case basis, the school reserves the right to refund a portion of the annual tuition at the administration's sole discretion.

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 Pacific Lutheran293

STUDENT SUPPORT HOURS

Students are required to volunteer 20 support hours per year (30 hours for students receiving financial aid) with ten hours due each semester. 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. Student hours should be entered in by students in Gradelink and are a graduation requirement. Student support hours must be approved in advance by school administration prior to credit being awarded each year.

PARENT SUPPORT HOURS

Parents are required to participate in 20 parent hours each year with 10 hours being due each semester. Families receiving financial aid are required to contribute 30 hours of volunteerism during the school year with 15 due each semester. 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 praying for the school on a regular basis, 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
Testing	August/October	\$15-\$20
Yearbook	January	\$50-\$70
ALEKS Math Curriculum	Varies	\$50
Graduation (8 th Graders)	June	\$75 (Cap, gown, diploma)

JUNIOR / SENIOR HIGH SCHOOL SCHEDULE

Pacific Lutheran begins at 8:00 a.m. and ends at 3:00 p.m.. The school has a traditional 50 minute class schedule on Mondays and 100 minute alternating block schedule Tuesdays/Thursdays and Wednesdays/Fridays. Students' particular course schedules may be located in students' Gradelink accounts.

All students on campus prior to 7:30 a.m. each day or after 3:20 p.m. each day incur a supervision fee of \$8.00 an hour. School age care is overseen by Mrs. Gyan Singh and other Pacific Lutheran staff members as needed.

ATTENDANCE POLICY

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.

Absence

Parents must telephone the school 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. Students missing a block schedule class receive two absences due to the class length. 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 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 junior high school student 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.

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 the final class of the day.

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 or subsequent offenses. Pacific Lutheran Junior/Senior High School works closely with a school resource officer from the Gardena Police department when problems arise.

Tardiness

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

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 may result in the class being dropped from the students' schedules or an "F" grade. 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

Student Code of Conduct

1. 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:
2. Use of foul, rude, obscene or otherwise un-Christian language. Offensive language includes but is not limited to words including "O My God," "suck," "screwed," etc.
3. Smoking or possession of tobacco products and/or vaping products.
4. Irresponsible or dangerous behavior in the parking lot or adjacent street (e.g. no skateboards, scooters, etc. allowed to be ridden on campus).
5. Removal from class for misconduct
6. Dress code violations
7. Leaving or being off school grounds without permission
8. Thefts of or damage to the property of the school or the property of anyone in attendance at an authorized school function.
9. Fighting (Roughhousing)
10. Truancy
11. 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).
12. Insubordination to Pacific Lutheran Administration or Teachers/Staff.
13. Disrespecting Pacific Lutheran staff members or fellow students.
14. Interference with or demonstrated disrespect for worship activities sponsored by the school.
15. Harassment (see policy)
16. Inappropriate technology use in or out of school (See Technology Use Policy). Students may not have cell phones visible on campus before lunch time unless otherwise permitted by teachers inside their classrooms for school-related use.
17. Lying to a school official during the course of an investigation. 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.
18. Failing to be prepared for class.

Grounds for Expulsion (not exhaustive) - Pacific Lutheran considers the incidents listed below grounds for expulsion:

1. Hostility exhibited towards or unwillingness to learn about the Lutheran- Christian faith.
2. 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.
3. Use of /or possession on school property of firearms, ammunition, knives, fireworks or other dangerous weapons or substances.
4. Making a threat toward student(s), faculty and/or staff. This includes verbal, written and/or electronic threats.
5. Disrespect/subordination to Pacific Lutheran personnel.
6. Fighting.
7. Intentional destruction of school property
8. Inappropriate technology use.
9. Cheating/Plagiarism.

Discipline Slip System

Discipline slips will be handed out at the staff's discretion for any infractions. Discipline slips will result in an after-school detention.

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. Students are held accountable for acts that occur at any time including on school grounds, going to or from school, break time, lunch period, and at any school sponsored activity. Any instances not listed below will be handled to the best of the administration in a discreet manner. In addition to school-related discipline problems, Pacific Lutheran reserves the right to discipline students for out of school behavior that is inconsistent with the Lutheran-Christian faith.

Consequences Defined

1. **Detention:** A 55-minute detention after school the same day violation occurred from 3:05-4:00 p.m. School administration reserves the right to enforce discipline for inappropriate behavior. Detentions or Academic Detentions (ZAPS) will result in a supervision fee of \$8.00 an hour being charged to parents' 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 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.
3. **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.

4. **Probation:** All newly enrolled students are placed on probation. Students will be placed on probation for violations of the student code of conduct or for academic or attendance concerns. A letter outlining the specific terms of a student's probation will be sent to parents/guardians. 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.

Due Process

Students suspended for more than one day of school are entitled to an informal hearing with parents or guardians present to discuss the reasons for and the length of the suspension. This should be requested by the parent in writing and presented to school administration.

Harassment

Pacific Lutheran will not tolerate any harassment of any person by any staff member or 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. The person receiving such a report will inform the alleged harasser that the offensive behavior must stop. The report will be held in confidence, so far as the law allows.

Cheating

1. 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:
2. Copying in any way, duplicating assignments that are turned in, wholly or in part, as original work.
3. Exchanging assignments with other students, either handwritten or computer generated, whether you believe they will be copied or not without expressed teacher permission.
4. Using any external memory aid during tests or quizzes without the expressed permission of the teacher.
5. 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.
6. 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.
7. Taking credit for group work when you have not contributed an equal or appropriate share toward the final result.
8. Accessing a test or quiz or answers to the same in advance of its administration.
9. Text messaging or electronically communicating during an exam.
10. Knowing about Pacific Lutheran students cheating on an assignment/quiz/test and not sharing this with their classroom teacher/school administration.
11. Being in possession of stolen test answers, teacher answer keys/documents, copied work.

Plagiarism

Plagiarism is committing literary theft. It is cheating that clearly violates the student code of conduct and the Bible's teachings on stealing. 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 based upon the nature of the offense, previous student discipline problems with the student, etc.

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 materials are beneficial to a Christian or consistent with the mission and philosophy of Pacific Lutheran. Specifically, students engaged in “hacking” or other inappropriate use of school technological resources may be subject to 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.

Junior High School Points of Emphasis

Cell Phones and Electronics

Students in 6th – 8th grade are not allowed to use their cell phone in school. All cell phones must always stay in backpacks or they may be given to the teacher during first period. The teacher then will return the cell phone right after school. If there is an emergency, the students will be able to call their parents from the school office and if parents need to communicate with the students, they can call the school office and their message will be delivered promptly. No other type of electronics are allowed in school without teacher permission. If a student decides to bring an electronic device to school without permission, the teacher will take it away and a disciplinary slip will be issued to the student for disobeying the rule. Parents will receive the confiscated technology through appointment with school administration.

Public Display of Affection

Sixth, seventh, and eighth graders may not have any physical public display of affection. A prolonged embrace, hand-holding, inappropriate hand placement, sitting on laps, kissing, etc. are not allowed on campus or at school functions. Junior high students may not have any sentimental and/or romantic relationships with high school students at any time.

Rough Playing/Pretend Fighting

Students must keep their hands, feet, and belongings to themselves to avoid getting hurt and getting in trouble. No pretending to fight/play fighting is allowed while on campus.

Make-Up

Junior high school students are not allowed to wear make-up.

CHAPEL/WORSHIP BEHAVIOR

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.” Pacific Lutheran 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 Pacific Lutheran 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 (with logo) 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.
8. Students may be tested in class about what they learned in chapel.

Pacific Lutheran Dress Code for 2021-2022 School Year

Mondays of each week students should wear their Pacific Lutheran polo shirt. These may be purchased in the school office during the first week of school for \$20.00. Students wishing to wear a hooded sweatshirt on campus should purchase a Pacific Lutheran hooded sweatshirt in the school office during the first week of school for \$25.00. Hats may be purchased for \$20.00

Tuesdays to Fridays the Pacific Lutheran Dress Code is as follows:

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. Shirts must be modest, covering the chest area, stomach and shoulders. (Tank tops are not allowed.) Logos business card-sized or smaller are allowed on these shirts.
2. No camisoles showing.
3. Girls are to wear pants, shorts, skirts, skorts, capris or dresses that are not inappropriately tight, loose or short. A rough guide for length is that bottoms can be no shorter than a hand-width from the top of the knee. School administration determines what is and is not acceptable and what is and is not too short.
4. Pants/shorts/skirts/skorts/capris must be Dockers/Dickies style and not consist of stretchy fabric.
5. Hooded sweatshirts must be Pacific Lutheran-themed (Spirit-Wear). Heavy jackets are allowed outside the classroom if it's raining or in inclement weather.
6. Hats must be Pacific Lutheran themed. No other headwear is allowed.
7. No jeans should be worn on campus. No jeggings/leggings are accepted.
8. No "extreme" looks like emo/goth/punk/etc. are allowed on campus. No spikes or studded clothing, tattoos, writing on body or shoes are allowed on campus.
9. Shoes must cover foot completely and be appropriate for an academic climate. Slippers, sandals, crocs, etc. are prohibited. Heels may not be over 1" high. Socks and/or solid color tights are to be worn at all times.
10. Girls may wear one pair of moderate style earrings. Large hoops and dangling earrings longer than 1 inch are not allowed. No other visible piercings are allowed.
11. Hair color must be of a natural color with no extreme looks, highlights. High school girls are not allowed to wear extreme make-up as determined by school administration.
12. 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.

Boys may wear:

1. Boys are to wear a collared shirt (polos or dress shirt). If shirts are untucked, underwear should not be viewable by others.
2. Pants or shorts must be 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. Pacific Lutheran hats are allowed but no other headwear is allowed (e.g. non-Pacific Lutheran hats, no bandanas, beanies, etc.)
3. Hooded sweatshirts must be Pacific Lutheran-themed (Spirit-Wear). Heavy jackets are allowed outside the classroom if it's raining or when there is inclement weather.

4. No blue jeans, denim material, or material made to look like denim should be worn on campus. No jeggings/leggings are accepted.
5. No “extreme” looks like emo/goth/punk/etc. are allowed on campus. No spikes or studded clothing, tattoos, writing on body or shoes are allowed on campus.
6. Shoes must cover foot completely and be appropriate for an academic climate. Slippers, sandals, crocs, etc. are prohibited. Socks are always to be worn.
7. Hair length must allow for teachers and administration to be able to see student’s eyes and ears. Hair color must be of a natural color with no extreme looks, highlights. Facial hair must be trimmed and kept neat-looking. School administration determines what is and what is not acceptable.
8. No visible piercings allowed.
9. 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.

Physical Education Uniform (Junior High School and High School P.E. Classes)

1. Pacific Lutheran-provided PE T-shirt
2. Blue or black shorts (no tights or bike shorts allowed)
3. Socks are mandatory.
4. Tennis shoes/athletic shoes (firmly tied), no other shoes will be accepted for student’s safety
5. sweat pants and Pacific Lutheran-hooded sweatshirts are recommended for cold weather

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 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 face school-related discipline as found in the Student Handbook.

HEALTH POLICIES

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 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. Please remember, only medications that MUST be administered during school hours should be kept in the Office.

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. Student who come to school sick (have a fever, have thrown up, or are coughing excessively) will be sent home to recover.

Drugs, Alcohol and Tobacco Policy

Pacific Lutheran has a strong, serious policy toward 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 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 of 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 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 ensure 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.

Pacific Lutheran 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

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 Pacific Lutheran as a Lutheran-Christian School, that student may be disciplined up to and including removal from the school. If the student desires to re-enroll at Pacific Lutheran the following year, the administration will determine enrollment status in joint session with the student and parent(s)/guardian(s).

Student Sex/Pregnancy

God speaks clearly about reserving sexual intimacy for the marriage relationship. Neither male nor female students are allowed to be in 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 Pacific Lutheran will be reviewed by the school administration.

CAMPUS POLICIES

A. Leaving School Grounds

Entrance to and 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. Students who must leave because of illness or for special reasons may not leave school grounds without an authorized adult signing out in the office unless it is for a school sanctioned activity (e.g. P.E. Class, field trip, etc.) Parents are responsible for listing authorized adults to pick up their son/daughter from school. If

a student is leaving with another student's parent, he/she must have a note from the parent giving the child his/her permission.

Picking Up a Student

If a student is leaving school before the end of the day, a note needs to be sent to the school office in order to let the teacher know the student will be leaving for the day.

VISITORS ON CAMPUS

Pacific Lutheran 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 Pacific Lutheran's rules and regulations. Visitors who do not abide by this policy will be required to leave. Students who might be interested in attending Pacific Lutheran 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 Pacific Lutheran 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.

FOOD ON CAMPUS

Gum, Candy, or Food

Chewing gum is not allowed on campus. Unless otherwise permitted, candy, drinks and other food items are to be eaten outside the school building except for water, which is allowed inside Pacific Lutheran classes.

Lunch

Students may purchase a hot lunch from the cafeteria each day. Students may also bring a lunch from home. The school prefers that students bring any food needing to be refrigerated in an Igloo-type container. While the school provides access to a fridge and microwave these should be used sparingly by students whenever possible. The school does not allow food delivery services (e.g. Grub Hub, Door Dash, etc.) to be used during the day except unless permission is given ahead of time by PLHS administration and only for exceptional circumstances.

STUDENT STORAGE AND PROPERTY

Student Lockers

Every student either utilizes school-provided lockers (high school) or must buy a combination lock (junior high school) to use for their locker(s). Locker combinations for junior high school students should be given to administration as requested. Students will be responsible for the area assigned them and must not move to another locker without permission. 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 Pacific Lutheran. 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 restrooms, 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. Pacific Lutheran is not responsible for any lost items or missing items and this remains the sole responsibility of students.

Search of Students' Book Bags/Backpacks/Person

The school reserves the right as prescribed by the U.S. Supreme Court, to search individuals' belongings. This includes 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

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 notebooks, black and blue pens, one red pen, paper folder, 3 ring binder to organize their materials and a scientific calculator TI84+ or TI83 for math and science classes. Other used student materials include rulers, extra line paper and graphing paper, whiteout pens, highlighters, colored pencils, Spanish/English dictionary, and index cards. All students will need an NIV/ESV Bible for Theology class that they should bring to class each day. Students will be receiving different books from their teachers which should be covered as soon as they get them. **All belongings should be labeled with student's name.

LOST AND FOUND

A. Lost and Found

All found articles should be taken to the school office. Pacific Lutheran cannot be 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 Pacific Lutheran 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

A. Communication

The school encourages open communication to occur to avoid any problems arising during the school year. This communication will occur primarily with the use of Gradelink. As a professional courtesy, Pacific Lutheran maintains a "24 hour rule" where school personnel should respond to any school family communication within 24 hours.

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.

Syllabus

Each Pacific Lutheran course will have a class syllabus which shows the grading scale, scope and sequence of material covered, teacher contact information and assignment types.

Report Cards

Pacific Lutheran Jr./Sr. High School is on the semester system. 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 items.

Academic Progress

Students' grades will be available for viewing throughout the school year through our online grading program Gradelink. As Pacific Lutheran 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.

Parents are encouraged to check grades in Grade-link on a regular, frequent basis to monitor their student's progress and identify any areas that need improvement. Pacific Lutheran strongly suggests that parents set low-grades alert in order to learn the area where the student needs help.

Homework

Research consistently shows that parents are a key factor in students' achievements. It follows, therefore, that parents play an important role in the homework process. The amount of homework depends upon the grade level and upon the ability and study habits of the student. Generally junior high school students will have about an hour a night of homework and high school students will have from 90 minutes to two hours a night though this varies by schedule and student aptitude. Homework is assigned appropriately for each grade level.

Long-range assignments or projects should be carefully planned to avoid last-minute rush to complete the assignment or project. If a student is unable to complete a given assignment because there was an emergency, or the student was sick, a note by parent or guardian must be signed with an appropriate explanation. The teacher has the right to accept or reject the reason in evaluating the assignment.

If a child is consistently having excessive homework, it is imperative that the parent notify the classroom teacher immediately to ascertain the problem and to design or implement an appropriate intervention or modified homework plan.

Students who do not complete a homework assignment without a note from the parent/guardian will receive a ZAP (Zeros Are not Permitted) and a detention which should be served the same day of the infraction. Pacific Lutheran teachers will not be printing any assignments which were assigned as homework.

Failed Courses/Low Grades

Students may not receive an "F" in any class during the second semester in order to remain eligible to march during the graduation ceremony and participate in graduation ceremonies at the sole discretion of the school administrator.

Honor/Merit 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

Class Ranking

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

Testing Program

Pacific Lutheran Junior/Senior High School offers the PSAT and ITED as part of its assessment and tracking of student performance.

ACTIVITIES PARTICIPATION POLICY

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.

Student Council Policy

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

Sports Eligibility

Students must maintain a cumulative grade average 2.0 on a four-point scale (A=4). In addition, the student may have no “D” or “F” in any subject area. Students, who are not academically eligible at the beginning of a particular sport season, may not participate in that sport until he/she is eligible. Students will be given a one- time chance to improve their grades during their period of ineligibility. This exception will be offered one time only per sport.

After-School Sports

Sixth-Eighth graders may choose to participate in after-school sports in the South Bay Athletic League. Boys and girls participate in soccer, basketball, and volleyball. Practices and games take place either on campus during p.e. time or on/off-campus after school. Sports fees will be communicated to parents as they occur.

Eligible high school students participate in the CIF. Sports generally include boys and girls volleyball, boys and girls soccer and boys volleyball.

Dance Policy

High school grades will have dances (e.g. Homecoming, Prom, etc.) in a given year. Junior High School are precluded from participating unless they are eighth grade students and part of Student Council.

Clubs

Students are permitted to join Pacific Lutheran approved clubs. All clubs must have a faculty advisor who oversees the club’s activities, goals, etc.

Field Trips

Pacific Lutheran offers a camping trip at the beginning of the school year in order for students and teachers to bond and get to know each other. Students are encouraged/expected to go as it is a class activity and the foundation for a community that will be together for 10 months. End of the school year trip will also be another opportunity to have fun as a class and enjoy one another. Students are expected to be in their best behavior during these field trips.

HIGH SCHOOL GRADUATION REQUIREMENTS

Graduation Policies

In order to graduate from high school, PLHS students must have 240 credits. PLHS awards credit for transfer work according to PLHS' own policies at the time of latest enrollment. The evaluation and award of credit, grade placement, and anticipated graduation date are based only on official, signed transcripts received from previous schools or summer school/correspondence work that has previously been approved by school administration. It is the student's responsibility to make sure all graduation requirements are met by the end of the senior year. The student is the final person responsible for meeting graduation and college entrance requirements.

Seniors who are more than ten credits short of fulfilling graduation requirements will not participate in graduation ceremonies. Seniors who have not paid tuition and all fees by June 1st will not participate in graduation ceremonies.

A. Graduation Requirements

PLHS requires 240 credits for graduation in the following areas. *((Exceptions may be made for public school transfer students who have not received Religion credits.))*

<u>Subject</u>	<u>Credits</u>	<u>Courses</u>
English	40	English 9
		English 10
		American Literature/Composition
		British Literature/Composition
Social Studies	30	1 year World History
		1 year U.S. History
		1 year Government/Economics
Mathematics	30	3 years Mathematics (preferably through Algebra II)
Science	20	1 year Physical Science
		1 year Biological Science

Fine Arts*	10	Music / Art
Religion*	40	(Successful completion of Theology for each year of attendance.)
Physical Education	20	
Community Development*	5	1.25 units per year for a total of five units.
Elective Courses (Foreign Language, Technology, Senior Seminar, etc.)	50	
Total Units Needed for Graduation	240	

JUNIOR HIGH SCHOOL GRADUATION REQUIREMENTS

8th grade students must pass all of their courses in key content areas (Theology, English, History, Science, Math) each semester in order to be eligible for participation in graduation ceremonies and to receive a junior high school diploma. Administration reserves the right to grant accepts to this policy for extenuating circumstances, a remedial work plan, etc.