

# Heartland Lutheran High School

Excellence Today, Faith for Eternity!

## 2022-2023 Student/Parent Handbook

“I can do all things through Christ who strengthens me.”  
Philippians 4:13



The goal of these policies is to provide current students and parents general information on how Heartland Lutheran High School functions. Students and parents of HLHS are responsible for knowing the material found in the Student/Parent Handbook as it contains guidelines and regulations covering most phases of student life. It will contribute to your success and happiness as a student or a parent of HLHS and to a well-functioning student body. This is not a comprehensive gathering of policies, but a collection of those that relate to current students and parents.

All students and their parents should read and review this handbook and consult the administration if any questions arise. Failure to read or understand the handbook is not a valid defense for violating school rules. Parents, by enrolling their child at Heartland Lutheran High School, are acknowledging and accepting the policies contained in this handbook.

It is required that the handbook sign-off sheet at the end of this booklet be signed by both parent/guardian and student and returned to the Principal.

## TABLE OF CONTENTS

<b>Mission and Philosophy</b>	<b>2</b>	<b>Financial Policies</b>	<b>22-23</b>
<b>Academic Policies</b>	<b>3-7</b>	<b>General Policies</b>	<b>23-34</b>
<b>Activity &amp; Athletic Policies</b>	<b>8-14</b>	<b>Publications</b>	<b>34</b>
<b>Admission Policies</b>	<b>14</b>	<b>Appendix A</b>	<b>35-37</b>
<b>Attendance Policies</b>	<b>15-16</b>	<b>Student Acceptable Use Agreement</b>	<b>38</b>
<b>Conduct and Discipline Policies</b>	<b>17-21</b>	<b>Parent &amp; Student Responsibility Contract</b>	<b>38</b>
<b>Crisis Management</b>	<b>21-22</b>		

### SCHOOL PERSONNEL

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### ASSOCIATION CONGREGATIONS

The following Lutheran Church Missouri Synod congregations are members of the Lutheran High School Association of Central Nebraska. These congregations own and operate Heartland Lutheran High School.

Bethlehem Lutheran Church, Ravenna	St. Peter Lutheran Church, Hampton
Christ Lutheran Church, Cairo	Trinity Lutheran Church, Grand Island
Grace Lutheran Church, Grand Island	Zion Lutheran Church, Hastings
Peace Lutheran Church, Grand Island	Zion Lutheran Church, Worms (St. Libory)
St. Paul Lutheran Church, Lowell Township	

## MISSION AND PHILOSOPHY

### SCHOOL SLOGAN

Excellence Today, Faith for Eternity

### VISION STATEMENT

By the grace of God, Heartland Lutheran High School will be the high school of choice for young men and women with Jesus Christ as the foundation of their education as they learn, serve, and become the next generation of Christian leaders.

### SCHOOL MISSION STATEMENT

Heartland Lutheran High School provides a Christ-centered education, equipping young men and women for excellence in learning, service, and leadership.

### Core Values

**Christ-centered Education** in the way we keep Jesus first in our teaching.

*"...to equip the saints for the work of ministry, for building up the body of Christ." Ephesians 4:12*

**Integrity** in the way we honor the truth of God's Word in all aspects of our lives.

*"Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things." Philippians 4:8*

**Excellence** in the way we carry out our roles as students, teachers, citizens, and leaders.

*"Whatever you do, work heartily, as for the Lord and not for men" Colossians 3:23*

**Service** in the way we share God's love with each other and the world.

*"So then, as we have opportunity, let us do good to everyone, and especially to those who are of the household of faith." Galatians 6:10*

**Leadership** in the way we equip young men and women in their Christian vocation.

*"Where there is no guidance, a person falls, but in abundance of counselors there is safety." Proverbs 11:14*

### SCHOOL FIGHT SONG

We are Red Hornets  
Faithful are we  
Following our Savior  
On to Victory

We are Red Hornets  
Strong, Brave, and True  
On Heartland Lutheran  
The Red and Blue

## **ACADEMIC POLICIES**

### **ACADEMIC PROBATION & EXCLUSION:**

The HLHS Faculty seeks to help all students succeed in their academic endeavors and programs are in place to assist students who struggle with various classes. If a student fails multiple classes in a semester, it becomes clear that either 1) we do not have the resources to provide an appropriate educational program for that student, or 2) the student simply does not want to be a part of the Heartland Lutheran family and is choosing to not put forth the effort required to succeed.

Students who earn four or more F's for the first semester of their attendance will not be allowed to return for the next semester. Students who earn 2 or 3 F's in their first semester of attendance will be placed on academic probation for the next semester and told that if they fail more than one class for the next semester, they will not be allowed to return for the following year. Students who have 2 or more F's in any semester other than their first semester of attendance will be placed on academic probation for the next semester and told that if they fail more than one class for the next semester, they will not be allowed to continue enrollment at HLHS. Exceptions to this policy can be made by the Principal if he determines that significant improvement and effort are being made. Whenever a student is placed on academic probation, a contract is signed by an administrator, the student, and a parent.

### **CREDIT RECOVERY**

From time to time, a student at HLHS may need to recover credit as the result of failing a class. Heartland Lutheran firmly believes that our teachers and our curriculum offer the best academic experience for our students. Consequently, whether or not to grant credit for courses taken in other environments while enrolled at HLHS is taken seriously. Therefore, anyone enrolled in our school must obtain prior permission from the Principal to take a course under the supervision of any other educational entity. Failure to obtain proper permission will result in the student not receiving credit for the course.

If a student fails a specific course required for graduation or is otherwise short the necessary number of credits to obtain a diploma, one of the following credit recovery options is mandated at the sole discretion of the Principal: Retake the failed course, or take a different, administration approved course offered by HLHS during the regular academic year.

If the administration deems this is not possible or prudent, then a 2<sup>nd</sup> option will be considered: Retake the failed course, if applicable, or take a different, administration approved course offered through another institution or as an independent study through current HLHS personnel.

All credit recovery solutions must be approved by HLHS administration. Students may recover a maximum of 30 credits outside of HLHS. Students who recover these credits through summer school must earn a passing score on a final exam in that course or courses.

Note - Independent Study courses carry a cost of \$300, of which \$150 goes to HLHS and \$150 goes to the teacher. No tuition assistance is available for these independent recovery courses.

### **FAMILY-TEACHER CONFERENCES**

Family-Teacher Conferences are held twice a year. Heartland Lutheran requests that the parents/guardians and students attend these conferences. As HLHS is in partnership with the parents in the student's education, open communication between teachers, students, and parents/guardians is paramount to the success and good-will of all involved.

## **GRADES**

Grades are based on a variety of accepted evaluation techniques and the instructor's professional judgment and are always available on Sycamore Education, our online academic system. Each family and student will receive log-in information at the start of the school year.

Grades at HLHS mean the following:

		Letter Grade	%	GPA
A	Superior achievement	A+	97-100	4.0
B	Above average achievement	A	93-93	4.0
C	Average achievement	A-	90-92	4.0
D	Below average achievement	B+	87-89	3.3
F	Failure to meet achievement expectations	B	83-86	3.0
P	Pass (credit issued, no effect on GPA)	B-	80-82	3.0
W	Withdrawal (no effect on GPA)	C+	77-79	2.3
I	Incomplete	C	73-76	2.0
		C-	70-72	2.0
		D+	67-69	1.3
		D	63-66	1.0
		D-	60-62	1.0
		F	0-59	0.0

A student's final semester grade will be made up of at least 75% summative work. Summative work includes tests, quizzes, and projects used to report understanding and application of learning. An emphasis will be put on critical thinking and application and not just on memorization of facts.

## **GRADUATION REQUIREMENTS**

To graduate from Heartland Lutheran High School, students must earn 270 credits during their four years, that is 230 credits plus five credits of theology for every semester of enrollment. Following are the minimum credit hours to be earned in each department:

Theology—40 credits	Technology—5 credits
English—40 credits	Health—5 credits
Mathematics—30 credits	Physical Education—5 credits
Science—30 credits	Music -- 10 credits
Science or Math – 10 Credits	Art—5 credits
Social Science —30 credits	FCS -- 5 credits
Completion of service project or hours	Electives—55 credits
Meet all financial obligations	

*Social Science credits must include American History, American Government, and Economics & Personal Finance.*

*Math credits must include Algebra*

*Science credits must include Biology and one of: Anatomy & Physiology, Chemistry, Earth Science, or Physics*

\*Students enrolled prior to the 2021-2022 school year may be grandfathered in on some of these requirements\*

## **HONOR ROLL**

High Honor Roll: 4.0 GPA

Honor Roll: 3.5-3.99 GPA

## **ACADEMIC HELP**

HLHS teachers will work with students on a case by case basis for any extra help or tutoring needs. Any and all students are able to take advantage of this program, especially those students struggling or wanting additional assistance from a teacher. All students who fall on the ineligible list (any two D's or F's) will be required to work with their teacher to improve their grades until they are removed from the ineligible list. Students required to meet with their teacher who do not attend will receive a consequence.

## **INDEPENDENT STUDY**

On occasion, it is in the best interest of a student to participate in an independent study course. Independent study courses are an option when:

- 1) A student cannot be placed in a specific class due to a scheduling conflict.
- 2) The student has a specific need towards graduation requirements that cannot be met by a class offered at HLHS.
- 3) A student desires a class that is not part of the normal HLHS curriculum but can be taken through another organization.

Independent Study can be done through HLHS (and therefore an HLHS teacher) or through other organizations. If completed through another organization, the student/family bears that expense directly. If completed through HLHS during the summer or during the school year, the cost shall be equivalent to the credit recovery cost (\$300). However, the final cost can be adjusted based on the availability of course options and other contributing factors.

## **LATE WORK**

Homework or any academic work turned in late will not receive full credit. Homework turned in one day late will receive a 70% maximum score, homework received two days late will receive a 50% maximum score, and homework turned in later than two days will receive a 0%. No extra-credit will be given to a student with any missing work. Exceptions will be made on a case by case basis at a teacher's discretion.

## **MODIFICATIONS TO CURRICULUM AND/OR COURSE OF STUDY**

HLHS does not guarantee any special learning modifications and/or accommodations for any student. HLHS is not equipped to deal with the learning needs of students who require exceptional modification and/or accommodations. HLHS will make an effort to accommodate the learning needs of students who have qualified for an IEP or 504 Plan under certain conditions and will work to help students' access special services through public schools but is not responsible for any limitations or conditions placed on special services by public schools.

HLHS (1) is not obligated to assume responsibility for any or all aspects of a student's IEP or 504 Plan and may not be able to implement and successfully achieve any or all strategies outlined in an IEP or 504 Plan; (2) is not obligated to assume responsibility for accommodations for students who do not qualify for an IEP or 504 Plan; (3) expects all students and their parents to be their own best advocates in the pursuit of academic achievement, regardless of whether modifications are in force; and (4) will handle requests for special accommodations on a case-by-case basis.

## **PLAGIARISM & CHEATING**

Plagiarism is committing literary theft by taking the words of another person and using them as one's own. This includes copying direct words, summarized words, or ideas from a book, magazine, journal, other print source, songs, or downloading the material from the internet. It could also mean copying another student's work or putting another student's work into your own words. Even when an assignment is collaborative, if it requires an individual thought process, the use of another's work would be plagiarism.

Cheating is acting dishonestly or committing academic fraud. Cheating examples can include but are not limited to the willful giving or receiving of answers or the unfair, unauthorized, unscrupulous advantage over other students in academic work of any type. It could also include such actions as copying, signs, gestures, deception, talking, doing work for another, or allowing another to do your work.

Any academic work done by others or using the ideas of others without giving them credit with a citation, no matter who the individual (including parents, tutors, siblings, friends, etc.), is academically dishonest and therefore falls under the guidelines of plagiarism and/or cheating.

**First Offense:** Student will receive a 0 on the whole assignment without the ability to re-do and parents will be notified.

**Second Offense:** Student will receive a 0 on the whole assignment without the ability to re-do, parents will be notified, student will receive a consequence and possible academic probation.

**Continual Offenses:** Student will receive a 0 on the whole assignment without the ability to re-do, parents will be notified for a meeting with the teacher, student, and administration, and consequences could include failure in the class, academic probation, and a review of the student's status as an HLHS student.

## **SCHEDULING & SCHEDULE CHANGES**

The Principal and Guidance Director will have the responsibility of helping students plan a schedule of high school courses. **The drop/add period for each semester is in the first two weeks of the semester.** Students who drop a class will be placed in another class or have the option to apply for a study hall.

## **COLLEGE & DUAL CREDIT OPTIONS**

Sophomore through Senior students have the ability to take classes through Central Community College (CCC), Concordia University Wisconsin (CUW), and the Career Pathways Institute (CPI). In order to enroll in these classes students must be eligible by that institution and Heartland Lutheran's standards. A student must have a cumulative GPA of 3.0 at the end of the last semester concluded prior to enrolling in academic dual credit or college classes through CUW, a 2.5 for classes at CCC, and a 2.0 to apply to CPI. All students wanting to enroll in dual credit or college classes must get a recommendation from their high school teacher directly related to the class they wish to enroll in.

- A) Seniors will have the option to take up to four dual credit, college classes, or CPI classes per semester with only two of those classes allowed to be off of the HLHS campus. Juniors will have the option to take two dual credit, college classes, or two CPI classes per semester. Sophomores will be limited to one college or dual credit class per semester.
- B) It is preferred that dual credit and college courses be taken after 1 p.m. However, students will be allowed to enroll in dual credit and college courses at any time that does not interfere with their core classes and graduation requirements at HLHS with permission from the administration. All CPI classes must be taken in the afternoon.
- C) No course may be taken that interferes with course requirements of HLHS.
- D) Students must apply to CUW, CCC, and/or CPI according to the general procedures of the institution, and be accepted before enrollment into a dual credit or college class can occur.
- E) Sophomores, juniors, and seniors may enroll in any CCC class (except high school equivalency/remedial classes), as long as they meet the CCC prerequisite requirements. Juniors and seniors may enroll in any CUW dual credit classes taught online as long as they meet the institution's prerequisite requirements. Students must pass the class to receive HLHS credit to count toward graduation requirements. CUW and CCC dual credit classes may substitute for required or core classes at HLHS if approved by the administration.
- F) Grades and college credit are determined by the institution the class is offered through according to their normal policies and procedures. HLHS will grant high school credit accordingly. For purposes of credit, a normal one semester, three credit dual credit or college class is equal to a one semester class at HLHS, and therefore, successful completion of the dual credit or college class will earn the student 5 high school credits. The credit and college earned grade will appear on the student's high school transcripts. In order for a class to qualify for dual credit it must be taught by a certified secondary education teacher.
- G) When appropriate, one or more study periods will be inserted into the student's high school schedule in order to accommodate the appropriate time for the student to be enrolled in a dual credit, college, and/or CPI class on the HLHS campus, online, on the CCC campus, or on the CPI campus. Students in this program must be on the HLHS campus, CCC campus, CPI campus, or in transition between the two during the entire school day (8:00 am - 3:30 pm). As appropriate scheduling can be difficult, the student is expected to work closely with the administration and receive approval before registering for the class(es).
- H) Dropping any dual credit or college class without permission from the administration is prohibited.
- I) All rules, regulations, and guidelines put in place by CUW, CCC, or CPI must be followed.
- J) For students taking part in the dual credit and college classes through CUW, CCC, and CPI the school will grant a tuition reimbursement of up to \$50.00 per credit hour with a maximum of 3 credit hours per semester for those students not granted a scholarship by the institution granting the college credit. Students must receive a "B" or higher for such courses in order to qualify for the tuition waiver. In order to receive the reimbursement, the student must request it with proof of final grade within one month of the end of the college semester.

## **STANDARDIZED TESTING**

HLHS uses the MAPS program for standardized testing. Juniors take the PSAT in the fall and are encouraged to take the ACT in the spring. The juniors also take the ASVAB test in the fall. Scores and information are used in the development of the four year education plan.

## **STUDENT RECORDS**

The Principal of HLHS is responsible for the proper custodianship of student records including:

A) Identification of processes for the creation, maintenance accessibility, disposal, and storage of student records.

B) Safeguarding of permanent records for 60 years following the date the student has transferred, graduated, or otherwise permanently withdrawn from the school and maintaining the temporary records no longer than 5 years.

Permanent records include: directory, grades, and attendance.

Temporary records include: family background information, test and aptitude data, psychological and personality results, teacher evaluations, and disciplinary records.

## **TEACHER AIDES, OFFICE AIDES, AND STUDY HALLS**

Students are required to attempt at least seven classes, though occasional exceptions could be made by the administration. Students wishing to enroll into a study hall must apply with the administration. Students wishing to become a teacher aide must find approval from the designated teacher and apply with the administration. Seniors who have met all graduation requirements or those students enrolled in the CPI program may request early dismissal with parent permission (dependent on scheduling of classes). Full tuition is still a requirement as a student of HLHS who chooses to participate in early dismissal.

## **TRANSCRIPTS**

Copies of school records for colleges, vocational schools or prospective employers are available through the guidance office. Transcripts will not be released until all outstanding obligations are met.

## **TRANSFER OF CREDIT**

Normally, all transfer credits will be accepted. However, the administration reserves the right to make the final decision. All transfer credits will be listed as such on the student's HLHS transcript.

## **VALEDICTORIAN / SALUTATORIAN / OTHER AWARDS**

The Valedictorian is generally the student with the highest cumulative GPA from the first seven semesters, and the Salutatorian is the student with the second highest cumulative GPA from the first seven semesters. Criteria is based primarily on cumulative GPA, but the number of advanced classes, college or dual credit classes, as well as performance in specific classes and Christian character may also be considered. The announcement will not be made until after the third quarter. If third quarter grades do not reflect the results from the first seven semesters, the Principal has the authority to postpone the announcement until the end of the fourth quarter. Ties for Valedictorian and Salutatorian can be broken with the overall percentage grades earned by the students and by taking into account the number of advanced, honors, college, and dual credit classes the student attempted.

Students must have attended HLHS for six semesters to be considered for Valedictorian & Salutatorian. Appeal can be made to the Principal to be exempt from this policy by October of the student's senior year. The Principal will give special consideration to students who physically moved into the area. Students who attend HLHS for at least two semesters are eligible for all other awards

## **ACTIVITY & ATHLETIC POLICIES**

### **PHILOSOPHY of ACTIVITIES & ATHLETICS**

As we participate and support HLHS activities and athletics, we must make sure as student athletes and parents that we do everything we can to imitate Christ (Philippians 2:1-11). This is extremely important to the student and parent as we look to develop our activity and athletic skills to compete, but more importantly work toward the development of strong Christian young men and women with an understanding that while we are in this world we are called to be a part of it, we are not of it and are called for a higher purpose (1 Peter 2:9-12, John 15:19, 1 John 2:15-17). There are no exceptions allowed, and it falls under the number one expectation for all in Heartland Lutheran activities and athletics: Everything you do, do it for the glory of God (1 Corinthians 10:31, Colossians 3:17).

The philosophy of Heartland Lutheran activities and athletics must be threefold: 1) To promote Jesus Christ in all that we do and strive to perform only for his glory, 2) To create an atmosphere of excellence, high expectations, and success, and 3) To be a source of school pride and outreach for Heartland Lutheran High School. We believe that we can achieve our expectations and goals with unwavering and unquestionable integrity. We are a Lutheran High School, a part of the Lutheran Church – Missouri Synod, and we wear our faith proudly on our uniforms, therefore it is vital at all times and all places we must keep Jesus Christ at the center of what we do; not the sport, not our school, not ourselves, and not our goals.

“Worthy are you, our Lord and our God, to receive glory and honor and power,  
for You created all things, and by your will they existed and were created.” Revelation 4:11

HLHS’s Activity and Athletic Program is intended to be an extension of the classroom with the intention of furthering the development of the students spiritually, mentally, physically, emotionally, and socially. Heartland Lutheran will compete in interscholastic activities and athletics where students will be encouraged to compete in a way that is in line with the expectations of HLHS programs.

“You are the salt of the earth, but if salt has lost its taste, how shall its saltiness be restored? It is no longer good for anything except to be thrown out and trampled under peoples’ feet. You are the light of the world. A city set on a hill cannot be hidden. Nor do people light a lamp and put it under a basket, but on a stand, and it gives light to all in the house. In the same way, let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven.” Matthew 5:13-16

**Expectation:** Compete at all times in a way that:

- 1) Promotes Jesus Christ in all that we do and strive to perform only for his glory.
- 2) To create an atmosphere of excellence, high expectations, and success.
- 3) To be a source of school pride and outreach for Heartland Lutheran High School.

**Goal:** To achieve excellence by every coach, athlete, and participant pursuing their God given potential while being conformed to the image of Christ by the power of the Holy Spirit.

**Motivation:** To be motivated to compete for excellence and hold each other to the highest of standards by the love of God perfectly displayed through the life, death, and resurrection of Christ Jesus.

**Success:** By achieving excellence for the glory of God by each coach, athlete, and participant pursuing whole heartedly their God given potential and strengthening our bond as Christians by conforming further to the image of Christ Jesus.

The following policies will lay out the goals and expectations of the vocation you hold in our community as well as share information on how Heartland Lutheran High School (HLHS) expects you to help us strive for excellence. All of the rules and guidelines that HLHS puts into place are in accordance with the Nebraska School Activities Association and the Goldenrod Conference. Due to the fact that HLHS holds those students who represent our school and have the opportunity for public witness to a higher standard of behavior, further rules and guidelines may be put into place. All policies are created and approved by the Heartland Lutheran administration and approved by the Board of Directors. Please contact the activities director if you have any questions or would like further information.

## **ACTIVITY OR ATHLETIC DRESS CODE**

All students involved in activities and athletics will be expected to follow appropriate dress for the activity or sport in which they are involved. This dress code is not the same as the everyday dress code as athletic wear is different from everyday wear. During games the students will be expected to wear their uniforms properly. During practice or weight lifting and conditioning they will dress appropriately for performance and Christian modesty. Students not deemed by coaches, teachers, or admin to be in appropriate clothing will be asked to leave and change before returning.

- T-Shirts may be sleeveless or cut off but must still have all seams intact and an appropriate armpit length
- Clothing should not be overly baggy during athletic practice, weight lifting, or conditioning in order to prevent injury.
- Shorts should be the appropriate length (4" minimum inseam) and fit for the activity the student is participating in.
- Clean clothing should be worn daily.
- Students should have and be wearing appropriate footwear.

## **ATTENDANCE**

Students must attend school for the entire day in order to participate in a scheduled activity on that day or evening. This includes athletic contests, activity contests and performances, extracurricular events, team activities, and practices. The student may be granted the right to participate by the activities director or principal. Activities that are required for a class grade (i.e. music concerts) may not apply but HLHS reserves the right to limit participation in these events as well.

Students who receive an unexcused absence will not be permitted to participate in an athletic contest, an activity contest or a performance on the day of the unexcused absence. The principal and/or activities director may also give further consequences that limit playing time in the activity or athletic realm.

Attendance for practices or rehearsals should be excellent. Unexcused absences or tardiness could result in ineligibility and loss of position on the team or in the extra-curricular activity. Coaches and advisors have the authority to set their own rules regarding attendance to practices, rehearsals, contests, etc. for their activity. It is the responsibility of the athlete or student participant to personally inform the coach or advisor in advance of any anticipated absence from or tardiness to practices or rehearsals and/or contests or events.

The coach or advisor of each activity and sport reserves the right to limit or remove playing time based upon attendance to practice, promptness, and other varying program concerns.

Each head coach is responsible to remain at school or designate an assistant coach after games and practices until each player leaves or is picked up by a parent. Out of consideration for the coaches and advisors, parents should be prompt in picking up students from practices and games. Students are also encouraged to shower and get ready to leave promptly.

## **ELIGIBILITY POLICY - ACADEMIC**

The administration will run a D/F list each week. If a student has more than 1 D or F, the student will be academically ineligible from the following Sunday through the next Saturday (7 days). An administrator will talk with each student who is ineligible and will communicate with parents. The administration will provide a list of ineligible students to coaches, sponsors and faculty. These weekly checks will not be completed if it falls within the first 2 weeks of the semester as there are too few grades to get an accurate picture of student progress. However, students are encouraged to start each semester strong as it is easier to maintain a higher grade than bring up a lower one. According to the NSAA, students must maintain a cumulative 2.0 or higher grade point average and pass 4 classes each semester in order to remain eligible. A student who does not meet these criteria will be ineligible for participation in extracurricular activities for the entire following semester. Practices need not be missed during periods of ineligibility at the discretion of the coach or sponsor. Ineligible students will not be allowed to travel with the team for away games. Any student currently involved in activities or athletics who finds themselves ineligible is required to meet with the teacher in classes in which he or she is failing to make progress toward a passing grade. If participation is required for a class grade —participation restrictions do not apply.

## **ELIGIBILITY POLICY - CONDUCT**

Participation in athletic and other extra-curricular activities carries with it certain expectations beyond those found in the normal classroom. Attention is constantly focused on the student who participates in these types of activities, and he or she is expected to set a good example to the community. Moreover, HLHS opposes the use of tobacco, alcohol and controlled substances by any student. Participants must avoid situations that bring discredit to their Lord, their school, their coaches/advisors, their teammates, their parents and themselves. Therefore, HLHS students who participate in any school sponsored, extra-curricular activity including, but not limited to, participation in interscholastic athletics may be penalized for violating rules. This policy is effective upon enrollment of a student and remains in effect for as long as the student is enrolled at HLHS. This policy is enforced on a year-round basis. Violations that occur "out of season" or during the summer will result in consequences in the student's next period of competition, performance or extra-curricular activity. Therefore a student's conduct in and out of school can be a basis for a loss of playing time. Any school discipline resulting in detentions or suspensions may result in activity or athletic discipline as well. These disciplines will be issued and monitored by the Activities Director and/or Principal.

### **Offenses with Consequences**

- Possession of illegal substances (tobacco, alcohol, illegal drugs, weapons, etc.) on or off campus will result in activity and athletic consequences that could be as severe as removal from the HLHS Activities and Athletic Program.
  - In general, the consequences for drug and alcohol violations will follow the following guidelines:
    - First Offense: 14-day suspension from school activities and completion of an educational program and possible school suspension.
    - Second Offense: 30-day suspension from school activities, evidence that the student received counseling from a professional (non-relative) individual, and possible school suspension. A list of Christian counselors can be provided.
    - Third Offense: One-year suspension from school activities, verification of the student's completion of a chemical dependency evaluation program and counseling, and possible school suspension.
    - Fourth Offense: Removal from all non-curricular school activities and possible school expulsion.
  - In general, the consequences for tobacco violations will follow the following guidelines:
    - First Offense: Seven-day suspension from school activities and completion of an educational program.
    - Second Offense: 14-day suspension from school activities.
    - Third Offense: 30-day suspension from school activities
    - Fourth Offense: One-year suspension from school activities.
  - Students wishing to transfer who are under discipline from another school for these types of violations will continue their discipline according to the HLHS athletic policy.
  - Self-Reporting drug or alcohol violations within three days of the violation will reduce a student's suspension by half for the first two offenses. No self-reporting forgiveness after the second offense.
- Vandalism, theft, or other illegal activity on or off campus will result in activity and athletic consequences that could be as severe as removal from the HLHS Activities and Athletic Program.
- Causing injury (physical, mental, emotional, or spiritual) through physical violence, harassment, or bullying in school or out of school (including any form of cyberbullying or electronic threats) will result in activity and athletic consequences that could be as severe as removal from the HLHS Activities and Athletic Program.
- Any conduct not in compliance with the policies, rules, and guidelines of HLHS including those put into place by a specific coach and approved by the Activities Director or the Activities Director himself, including but not limited to conduct that reflects a poor image of Heartland Lutheran or that which gives a blatant poor Christian witness will result in activity and athletic consequences that could be as severe as removal from the program.

HLHS reserves the right to act in accordance with what we see fit to promote our student welfare, safety and growth. With consequences as severe as removal from the HLHS Activities and Athletic Program may be given to offenses that go directly against our Core Values.

## **EXPECTATIONS OF STUDENTS**

Participation in HLHS activities and athletics is a privilege and not a right. Students who participate in HLHS activities and athletics will be held to a higher scholastic and behavior standard as they have the opportunity to publicly represent the school and witness our faith.

Students are expected to:

- Promote Jesus Christ in all that they do and strive to perform only for His glory.
- Set high expectations for themselves and their teams and help to hold each other accountable.
- Conduct themselves in a way that positively represents their school at all times (in school, in their activity or sports, and in the community).
- Hold themselves to high academic standards and remain academically eligible to participate.
- Take care of themselves physically by getting proper nutrition, exercise, and rest.
- Advocate for themselves when they have questions or concerns for coaches.
- Be a team player and put the team goals above their personal goals so that the team can achieve excellence.
- Control emotions and carry themselves in a way that imitates Christ in all situations.

## **EXPECTATIONS OF PARENTS AND FANS**

We are Heartland Lutheran High School. This means that in every action and every statement we are judged not only as individuals, but as a school, and a community of believers in our Lord and Savior Jesus Christ. This means that the public will and does hold our behaviors to a higher standard of judgment. This goes beyond our students to our coaches, parents, and fans.

“All things are lawful, but not all things are helpful. All things are lawful, but not all things build up. Let no one seek his own good, but the good of his neighbor.”

Romans 10:23-24

With this in mind, Heartland Lutheran High School has some expectations of how parents, families, and fans can help to be a positive witness of our school and faith.

- Encourage your student to work hard and use fully every opportunity to maximize his/her potential in their pursuit of excellence.
- Encourage your student to remember to always strive to do all for the glory of God and not for other people or things.
- Encourage your student to self-advocate when they have questions about a coaching decision, playing time, or strategy.
- Do not criticize the officials. We will have poor officiating at times, we know that it happens, but our players are not allowed to react and we ask you not to either. Besides being a bad witness it only hurts our team when fans vocalize against officials.
- Cheer for our teams and players. Be positive and uplifting. Never cheer against the other team or speak badly about them. They are the children of our Lord just as much as we are.
- Never speak against a coach in front of your student or try to instruct from the stands.
- We will lose games and we will win games. We will teach our student participants to be humble in victory and gracious in defeat. No matter the outcome, we hope that your message to your student is that you enjoyed watching them play.
- If you have questions or concerns for a coach, please take them directly to the coach first. We also ask that you do not confront a coach right before or after a game, competition, or performance as emotions run high at that time. Wait a day and then ask to meet with them.
- Please support our coaches. If coaches and parents are telling participants different things, it may confuse them and jeopardize their progress and our work as a team. When working with your student, please make sure the instruction agrees with what their coaches are teaching.
- After games and events, please help clean up. Heartland Lutheran High School expects its students, coaches, staff, families, and fans to help leave every facility better than we found it.

HLHS reserves the right to remove or exclude anyone who acts in a way that is not uplifting to all and that is not in accordance with the beliefs and values of HLHS as found in our Core Values. Just as we expect our students to be held to a higher standard as they represent the school and publicly have the opportunity to witness their faith, so do our fans. Remember, just because it is lawful does not mean that it is helpful or worthy of building

one up. We will not tolerate the tearing down of players, participants, coaches, or officials. Rather let us build one another up and be imitators of Christ!

### **INTERSCHOLASTIC COMPETITION**

HLHS is a part of the Goldenrod Conference and competes within the rules and guidelines of the Nebraska School Activity Association. For more information: NSAA - [www.nsaahome.org](http://www.nsaahome.org) Goldenrod Conference - [www.burwellpublicschools.org](http://www.burwellpublicschools.org)

### **LETTERING**

These are the required minimum standards for an athlete to earn a varsity letter from HLHS. For a student to receive their letter they must have successfully completed the requirements below in their sport or activity, any additional requirements from the head coach that are approved by the activities director, and be a student in good standing at the time of the activities banquet. The administration of Heartland Lutheran reserves the right to not issue a letter to any student who has failed to remain in good standing or is not a positive representation of our school based upon the pyramid of value and our faith in Jesus Christ as our Lord and Savior.

- Cross Country – Participate in at least 70% of varsity events, not including state.
- Football – Participation in at least 70% of varsity quarters, not including state playoffs.
- Softball – Based upon Co-op school's (GICC) requirements.
- Volleyball – Participation in at least 60% of varsity sets, not including the state tournament.
- Basketball – Participation in at least 60% of varsity quarters, not including the state tournament.
- Wrestling – Based upon Co-op school's (GINW) requirements.
- Baseball – Based upon Co-op school's (GISH) requirements.
- Golf – Compete in at least 65% of varsity competitions, not including the state meet.
- Soccer – Based upon Co-op school's (GICC) requirements.
- Track and Field – Earn 12 points in varsity competition (relays will earn individuals  $\frac{1}{4}$  the team points earned), not including the state meet.
- Speech - Must earn 500 points or qualify for state speech.
- Music – Be accepted after auditioning to an honor band or choir or all-state band or receive a 1 rating at the District Music Contest in a solo or small ensemble.
- Cheerleading – Take part in at least 85% of all cheerleading events during the year.
- Student Manager – Take part in at least 95% of all practices and games, complete all duties assigned by the coaching staff, and make a valuable contribution to the team as determined by the head coach.

In extreme and rare circumstances, the coach may recommend to the Activities Director to grant a player a varsity letter that did not complete the requirements. The Activities Director will review each recommendation on a case by case basis.

### **NATIONAL HONOR SOCIETY**

Juniors and seniors with at least a 3.4 cumulative GPA may be invited to submit information and be considered for membership in the HLHS chapter of the National Honor Society. Their written application and noted qualities of scholarship, leadership, character and service are reviewed for enrollment in the fall and spring by a faculty committee. The results of the committee's evaluation are then used to elect new members for the year. Election is regarded as a privilege for students with outstanding achievements, and therefore periodic evaluations are made based on the cumulative GPA (scholarship), leadership, character and service. Students whose choices and behaviors do not reflect the four pillars of the National Honor Society may face consequences including removal from the organization.

### **NSAA PERMISSION FORMS**

A signed parental consent form on file for the current school year is required by HLHS and the NSAA for all students participating in activities and athletics.

### **PHYSICAL EXAMINATION**

A physical examination by a qualified medical professional is required by HLHS and the NSAA for a student to participate in official practices or competitions.

## **IMPACT TESTING**

An impact test must be on file for students looking to participate in Heartland Lutheran Athletics. These tests are for concussion diagnosis and recovery. If a parent wished their student to not participate in the testing a signed waiver form must be completed and on file in the office.

## **POST ACTIVITY CLEAN UP**

Home or away, students, parents, coaches, and available staff are expected to remain after an activity or athletic contest or practice to assist in the clean-up. It should be the goal of HLHS to leave every facility cleaner than we left it.

## **PROGRAM LEVELS**

Heartland Lutheran High School's interscholastic activity and athletic program is designed for students with a strong desire to compete on teams and as individuals in a way that is a positive representation of their school and their faith in Christ. When numbers and opportunities allow, HLHS will participate in activities and athletics on three different levels. While the programs can compete on many levels it is important to keep in mind that a program is only as strong as the work ethic of the entire program from top to bottom. Each and every student in the program is of vital importance to its progress.

1. Varsity. The goal of varsity programs is to compete at a level that will produce victories. Students are expected to understand the plays, strategies, and be able to perform the skills required to be successful. Students who desire to participate at this level are expected to work in and out of season to become better and are encouraged to participate in conditioning, weight lifting, and camps during the off-season. The desire for each varsity team is to be victorious in each competition and win championships while maintaining the expectations of Heartland Lutheran. Playing or participation time at this level will be given to the students who best give the team a chance to win as deemed by the head coach or advisor of the program.
2. Junior Varsity. The desire for each junior varsity team is to be victorious but more emphasis will be given to learning the system and developing players or participants to be ready at the varsity level. There will be extra emphasis on learning the plays, strategies, and developing the skills required to be successful. Students are encouraged to work in and out of season to become better. For athletes, this means a focus on conditioning, weight lifting, and camps. Playing or participation time is not guaranteed for all participants, although the goal is to develop students' skills.
3. Reserve. The goal of this level is to compete at a level that shows desire to produce victories while learning the game or activity. Students will be expected to learn the plays, strategies, and continue to develop the skills required to be successful. It is recommended that students participate in conditioning, weight lifting, and camps in the off-season if they desire/expect to move up to the junior varsity or varsity level. Playing or participation time will be distributed to all players at this level for their continued learning and development.

## **STUDENT INSURANCE**

HLHS does not provide any type of health or accident insurance for injuries incurred by your child at school. All students who will be participating in sports or school activities must have some form of health or accident insurance. For those families who do not have insurance as mandated by the Affordable Care Act, the school requires the family to acquire insurance for the student and/or sign a written agreement stating that the family will take care of medical expenses for their child(ren) and that the school is not liable for these expenses in any way.

## **STUDENT MANAGERS**

Each program is to be limited to two student managers. Student managers are considered a part of the program and therefore expected to be a part of every practice and competition.

## **TEAM RULES**

Coaches and advisors are to establish and enforce team/group rules. Rules are subject to the review of the Activities Director.

## **TEAM SELECTION AND TRYOUTS**

HLHS activities and athletic programs will not cut students who have a desire to participate. However, playing and participation time is not guaranteed, nor is a varsity roster spot. Most activities and athletics have a limited number that can compete at the varsity level by rule of the Nebraska School Activities Association. The coach or advisor will divide the team by varsity, junior varsity, and reserve. HLHS will, in good faith, schedule as many junior varsity and reserve games as numbers and opportunity allows. Each sport or activity varies in number of

varsity spots allowed and coaches are not required to fill the entire varsity roster if they feel that certain players or participants are not ready for that level. If there is a question about playing time or roster spots the student should self-advocate before a parent/guardian becomes involved.

### **TRANSPORTATION**

HLHS will provide transportation for students involved in sanctioned school activities in which the school participates. In extreme circumstances parents will be allowed to transport their student to and from events with permission of the Athletic Director. Under no circumstances will students be allowed to transport themselves to or from activity or athletic events. ***HLHS will only release students into their parents/guardians care after events. Parents are to be present and sign their student out of HLHS with the approved release form. Students without a parent signed release form will be required to return to HLHS with the team.***

HLHS coaches/advisors will provide a traveling roster to the team and the Activities Director at least two days in advance of an away contest. As we believe student-athletes are students first, coaches and advisors are strongly encouraged to only travel those players or participants who are on the roster and needed for the competition.

## **ADMISSION POLICIES**

### **ADMISSION INFORMATION**

HLHS enrolls students in grades 9-12. Heartland Lutheran High School desires to serve families who want an academically fulfilling, Christian secondary education for their children.

HLHS desires to surround its students with positive influences. Applicants who desire to transfer to HLHS because of an extended suspension or expulsion from their present or previous school may be denied enrollment. Each application is considered on an individual basis. HLHS reserves the right to accept or decline any student application.

### **ENROLLMENT PROCEDURES**

Students/Families who want to enroll at HLHS must complete the following steps:

1. Submit a completed Registration Packet and include the \$500 SETUP fee, or indicate that you would like that rolled into your tuition payments through FACTS. (SETUP fee includes Services, Enrollment, Technology, Usage, Publications)
2. If entering the 9th grade, provide a report card from a recent grading period. If transferring in, provide a copy of the student's high school transcript.

### **INTERNATIONAL STUDENTS**

HLHS desires to serve students from other countries. International students must demonstrate a suitable proficiency in both written and oral English and must abide by all school policies. International students are expected to abide by all local, state and national laws and those rules established by the USA for foreign students. International students are limited to approximately 20% of the total school enrollment.

### **MEDICAL PHYSICAL**

New HLHS students must provide results of a physical check-up from a certified physician or physician's assistant after May 1 of the year of initial enrollment. The NSAA requires all students participating in athletics to get a medical physical every year.

### **NONDISCRIMINATION POLICY**

HLHS admits students of any race, color, sex, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, or national or ethnic origin in the administration of its educational policies, admission policies, financial assistance, and other school administered programs.

### **RECRUITING**

Students are never recruited on the basis of their individual merits in regards to athletics or any other extra-curricular programs, and no tuition assistance, scholarships, or grants are ever offered in regard to such merits. HLHS complies with all NSAA requirements that prohibit such recruitment and financial assistance.

## **ATTENDANCE POLICIES**

### **CATEGORIES OF ABSENCES**

Attendance and punctuality are key factors in a successful academic career. HLHS categorizes all absences into two categories: excused and unexcused. The administration has the final authority in the categorizing of all absences. Appeals may be requested in writing to the Board of Directors via the principal. Appeals must be made within fourteen calendar days of the close of the semester during which the absence(s) in question occurred.

**Excused Absences** are defined as absences officially excused by the administration in accordance with the Nebraska Department of Education standards and the laws of the State of Nebraska.

Examples of excused absences are:

- A planned absence of two consecutive days or less with written documentation from a parent.
- A planned absence of more than two days in which communication has occurred between the parent and the administration in writing prior to the absence.
- An illness or emergency absence of three consecutive days or less with written documentation from a parent.
- An illness of more than three consecutive days with written documentation from a doctor.
- An emergency absence of more than three consecutive days with written documentation from the parent and supporting documentation.

Written documentation for illness or emergency absences are to be given to the school on the day of return. If written documentation is not provided within two days of the student's return, the absence will be considered unexcused. Written documentation is defined as delivered letters, notes, or email correspondence.

**Unexcused Absences** are defined as absences not excused by the administration. When unexcused absences occur, the student will not be given an opportunity to make up tests given on that day or assignments due that day. Assignments given that day can be completed. Examples of unexcused absences include (but are not limited to): skipping class/school, suspensions, staying home to work on projects/homework, absences in which no written documentation is provided to the school office within two days, or simply sleeping in and arriving late to school. Disciplinary action may also be taken with a student who receives an unexcused absence for all or part of a school day.

### **CONSEQUENCES FOR EXCESSIVE ABSENCES**

Per state law, students are limited to 10 absences (excused and/or unexcused) per semester, per class. Only the Board of Directors can award credit to students who exceed this limit. Therefore, students and their parents/guardians will be notified when they exceed this limit and given instructions on how to complete such an appeal to the Board. Students at this level of absences (not counting absences for school activities) will also be reported to the county attorney for truancy. Students who exceed 20 absences in any given class per semester will not receive credit for that class.

### **COLLEGE VISITS**

College visits should be scheduled on days when school is not in session. Students who need to make a college visit on a day when school is in session must obtain approval from the Principal at least one school day in advance. Upon return to school, students must present signed verification from the admissions office of the college visited.

### **MAKE-UP ASSIGNMENTS AND TESTS**

Parents and students can view assignments on Sycamore and Google Classroom and communicate directly with teachers via email. If work is not gathered prior to the student's return, students are expected to meet with their teacher outside of class on the day they return to get necessary make-up work. To receive full credit on daily work, students have one day more than the total number of days absent to submit all of their work. (Absent  $n$  days =  $n + 1$  days of make-up time). If a student is absent only on the test day, they will be expected to take the test upon the day they return to school.

### **INCOMPLETES**

Incompletes are permitted only in extreme circumstances with a written appeal from the parents/guardians and student, and approval by the instructor and principal. An Incomplete in any course must be removed within three weeks after the close of the semester and a final grade will be given. The Principal may extend this time for unusual circumstances.

### **NOTIFICATION ABOUT ABSENCES**

On every day that a student is absent due to illness or emergency, the parent must notify the school office prior to 8:15 a.m. When the office is not notified of an absence by 8:15 a.m., HLHS personnel will attempt to contact the parents. The school is to be advised as to the extent of the expected absence. Homework assignments should be requested when a parent/guardian calls in a student absence so teachers may be notified. All absences will be considered unexcused if a note is not provided by the second school day the student is back in school.

### **PARTICIPATION IN ACTIVITIES**

Students must attend school **all day the day of any scheduled activity** in order to participate in the activity. This includes athletic contests, fine arts, activities, clubs, competitions, cheer, and dances. Failure to attend will result in a student being withheld from participation in the activity. A student who desires to participate in activities on a day when there is no school, but was absent during the preceding school day, must seek the permission of the Principal. The Principal retains the right to grant participation should exceptional circumstances prevail.

### **STUDENT ARRIVAL/DEPARTURE**

The building is officially open for students at 7:30 a.m. If a student is to meet with a teacher prior to this time, the teacher will admit the student to the building. Between 7:30 and 8:05, arriving students are expected to gather in the commons, unless they are participating in a specific activity that is meeting elsewhere before school. The 8:05 bell signals it is time to head to the appropriate classroom. Students are expected to be in their classroom when the 8:10 am bell rings to start their first class of the day. Students are to be on time for school. Only the Principal can excuse a student for being late.

Students who leave school or who are late to school due to doctor, dentist, or orthodontist appointments must check in at the office with the slip from the medical office. It is imperative that students leaving school for approved appointments, arriving late to school, or returning from appointments check in and out at the office. Unless students are waiting for a practice or activity, they are to depart HLHS by 4:10 pm. Students needing to stay after school that are not involved with an activity or meeting with a specific teacher should gather in the commons. Students who remain on campus past 4:10 PM and are not in an activity may incur a fee as it would require a teacher or staff member to stay past hours to supervise the student(s).

### **TARDIES**

Students who are late to school for their first period class must report to the school office to obtain an admission slip before going to class. Only a valid excuse, verified by a parent or guardian in written form within one school day, and approved by the Principal will result in the tardy being declared excused. **A tardy of more than 15 minutes will be categorized as an absence.** If students are tardy to any other class during the day, it is their responsibility to obtain a written excuse. Tardies reset to zero at the end of a semester. Tardies receive a consequence as follows:

- 3<sup>rd</sup> tardy to any single class 30 minute detention
- 4<sup>th</sup> tardy to any single class 30 minute detention
- 5<sup>th</sup> tardy to any single class 30 minute detention
- Subsequent tardies to any single class 60 minute detention

## CONDUCT AND CONSEQUENCE POLICIES

Those who are not compelled by the love of Jesus to follow these conduct guidelines make it necessary to have disciplinary consequences.

HLHS expects full support from parents when dealing with discipline issues. If parents are not willing to cooperate with the school and its disciplinary actions, student enrollment may be jeopardized.

### ACCOUNTABILITY FOR OFF CAMPUS BEHAVIOR

Offensive, sinful behavior that tends to bring public discredit to HLHS is unacceptable at any time and may result in consequences. Students are representatives of the school at public functions and in public places and are accountable for their behavior and for their commitment to the policies in this handbook at all times. This policy extends to the community and to online behavior that occurs during or outside of the school day.

### CHRISTIAN CONDUCT

Students enrolled at HLHS are expected to adhere to the basic principles of Christian conduct as outlined in God's Word. For these principles, we look to Jesus' words recorded in Mark 12:30-31, "Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength . . . Love your neighbor as yourself." It is our prayer that the love of Christ compels each student to live for Christ Jesus ("For Christ's love compels us, because we are convinced that one died for all, and therefore all died. And He died for all, that those who live should no longer live for themselves but for Him who died for them and was raised again." 2 Cor. 5:14-15). Therefore, HLHS expects all of our students to conduct themselves according to the following principles:

#### 1) **Be Respectful . . .**

- To those placed into authority by God by following the rules, policies and procedures set forth by those in authority.

- ***Care for the property and belongings of HLHS with the utmost respect.***

- To others, including those who are part of the HLHS family. All HLHS students, faculty and staff, and visitors are expected to treat each other with Christian love and respect. Therefore, the following guidelines apply:

- a) Any and all forms of hazing are strictly forbidden.
- b) No abuse or molestation, physical or sexual, is acceptable and is strictly illegal and will not be tolerated.
- c) Bullying, picking on, making fun of, intimidating or mistreating others is unacceptable.
- d) Taking, tampering with, damaging, vandalizing, hiding, or bothering the personal property of another student or staff member is unacceptable and will not be tolerated.
- e) Creating, accessing, and/or distributing any written or electronic material that will cause disruption of the operation of the school or school activities or interferes with the rights of other students or employees is strictly forbidden.
- f) Harassment of any person relating to the person's sex, race, color, religion, age, ancestry, national origin, physical or mental disability, or other protected group is not acceptable. The term "harassment" includes but is not limited to slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual's sex, race, color, religion, age, or disability. Sexual harassment includes any sexual advance or other verbal or physical conduct of a sexual nature.
- g) Acts or threats of violence are unacceptable between any of God's people. This includes verbal or written threats of violence made to another student or family member at any time. Weapons, including any kind of gun, knife, or other item that is intended to be used in a violent manner, are not to be brought onto the HLHS campus. Fighting, including "joke" fighting, is not appropriate behavior.

If a student/person feels that he/she is a victim of any of these forbidden actions or witnesses such treatment of others, he/she should immediately report the incident to the Principal or a teacher. The Administration will conduct a prompt and thorough investigation of all alleged incidents and respond in an appropriate manner.

Any person found to have violated any of these

policies will receive consequences. If the incident includes the Principal, please contact the chairperson of the Board of Directors. HLHS will respect the privacy of those making the complaint, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.

## **2) Be Restrained . . .**

- By avoiding conduct that will cause disruption in the classroom or draw undue attention to yourself.
- In personal relationships, by not showing inappropriate affection in public.
- By abstaining from sensually or sexually explicit pictures or materials.
- Refrain from using sexual innuendos and suggestive or provocative writings or speech.
- By avoiding cursing, swearing and other language that is out of place in the life of a child of God.
- Refrain from items that damage your body.

Therefore, the use or possession of any tobacco products (or products designed to mimic or look like tobacco products), vaping products, alcoholic beverages, illegal drugs, drug paraphernalia, or non-prescription items is not permitted on or around school premises at any time. This also applies to all school sponsored activities at other facilities. A student found to be in possession of or under the influence of these substances on or off campus will be treated as if they tested positive under the random drug testing policy. HLHS reserves the right to use devices that can detect alcohol use by a person and/or the presence of alcohol in a beverage on any student at any time. Any student refusing to test will be treated per the random drug testing policy.

## **3) Be Responsible...**

- By being prepared for every class, having the required materials with you.
- For your academic success by staying attentive in every class.
- For your academic work by completing assignments on time and preparing for tests and quizzes. Do not cheat or plagiarize.
- For other assigned duties by completing them in a timely fashion and to the best of your ability.
- For your time by working hard and making the most of it. Students are to be accountable for all of their time.

In addition, students are encouraged to . . .

- be thoughtful of others, considering the feelings of others.
- be helpful by pitching in when and where help is needed.
- be friendly to all of the HLHS family and guests.
- be forgiving as God has forgiven you.

The students of HLHS represent our school and our Lord and Savior Jesus Christ every moment of every day. Therefore, any student who has been involved in acts of an illegal nature and/or whose behavior in the community is such that it presents a potential hazard to the function of the school may be required to address the administration in regards to this behavior and may face disciplinary consequences from HLHS. Any student who is in or has been in possession of illegal substances, consumed illegal substances, or has committed illegal acts in the community, whether in or out of Heartland Lutheran and its functions may face disciplinary actions at the discretion of the principal.

When the administration becomes aware of a student's behavior that is in contradiction with the Biblical morals promoted by HLHS (premarital sex, pregnancy, homosexual activity, theft in the community, etc.), the administration shall meet with the student, parent/guardian of the student, and the Pastor of the family. If the student recognizes and repents of the misconduct, HLHS will make every effort to provide uninterrupted education to the student as well as appropriate counseling and support. In situations of continued rebellion against God, the student's status as a student at HLHS will be re-evaluated. The administration will deal with each situation on a case-by-case basis and will consider what is best for all concerned. HLHS seeks to continue to minister to all students and families involved with such situations.

## **CLASSROOM CONDUCT/CONFLICT**

It is understood that the classroom teacher is in charge of their classroom and that a student should follow the rules of and directives from that teacher. If a student consistently shows a poor attitude or poor performance in the classroom, the Principal and teacher may remove the student from the class before the end of the semester. The teacher will first meet with the student and advise him/her of that possibility and will also inform the parents/guardians. If the situation still does not improve, the student may be removed from the class. The class will be marked with an "F" in the student's permanent record.

## **CONFLICT RESOLUTION AND APPEAL PROCESS**

The goal of conflict resolution at Heartland Lutheran High School is reconciliation between disciples of Christ in order that His work can be done. Jesus instructs us in Matthew 18:15-18 with these words: "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector."

Therefore, if a student or parent is unhappy with a decision made by a faculty or staff member of HLHS, he/she should consult with that individual. If not satisfied with the results of that conversation, the student or parent should consult with the Principal. Likewise, if a student or parent is unhappy with a disciplinary or academic action taken against that student, he/she should consult with the Principal. If further appeal is sought, the parent should contact the Chairman of the Board of Directors within three school days of the consultation with the Principal, who will schedule, within two weeks of receiving a written request from the parent, an appeal hearing before the Board of Directors. At that hearing, the parent and/or student will be given the opportunity to share their concern with the Board. Prior approval from the Chairman of the Board must be received in order to have additional individuals address the Board as part of the appeal. The Board of Director's decision is final.

All conflict resolution meetings will include all of the parties involved. HLHS requires the student to be present in these meetings in order to have open and clear communication, close communication loops, and to create an environment for reconciliation.

## **CORPORAL PUNISHMENT**

The faculty, staff, and volunteers of HLHS do not and will not use corporal punishment in any situation. School personnel reserve the right to physically restrain students in dangerous situations, but at no time will physical contact be used as a punishment or consequence.

## **DISCIPLINE POLICIES AND PROCEDURES**

HLHS follows a Biblical approach to discipline taking direction from Galatians 6:1-2, "My brothers and sisters, if anyone is caught in any kind of wrongdoing, those of you who are spiritual should set him right, but you must do it in a gentle way...help carry one another's burdens, and in this way you will obey the Law of Christ."

Two principles emerge with reference to discipline:

1. Wrongdoing must not go unnoticed or unpunished
2. It must be handled in a way that the wrongdoer is not "lost" but "gained"

In order to curb improper behavior, to help students learn from their mistakes, and to lead students to improved self-discipline, the following steps and consequences will be used:

1. The teacher is responsible for day to day discipline in the classroom. The teacher will be in communication with administration and parents as needed to guide the student in his/her behavior.
2. If a student violates a school rule or is showing inappropriate classroom behavior, the teacher may issue a consequence. When a consequence is given, parents will be notified by the teacher.
3. Infractions of school rules will earn a conference with the teacher and/or principal and a potential consequence. The teacher and/or principal decide on appropriate consequences. All students and parents are responsible for knowing and understanding what is expected of each student; therefore, no warnings are required prior to the awarding of a consequence.
4. The teacher and/or principal will keep a record of student discipline problems.
5. When a student receives multiple consequences for the same discipline problem, escalating consequences may be necessary, including in school suspension, out of school suspension, or expulsion.

Related to these steps and disciplinary actions, the following guidelines also apply:

- Suspensions involve the student being isolated from the student body for a period of time. In-school suspensions require the student to be at school for the full school day, sitting quietly in the space provided. Normally, in-school suspensions are only one-day suspensions, but can be lengthened if necessary. Out-of-school suspensions involve the release of a student to the care of his/her parent or guardian. A student serving a suspension is considered to be unexcused for the day and is not allowed at a school event on that day.

A student serving an out-of-school suspension is not allowed on school grounds at any time during the suspension period. Whenever a student receives a suspension, the parents will immediately be notified by the principal. Students serving suspensions are not allowed to make-up tests or quizzes given that day or homework due that day, nor are they allowed to participate in extracurricular activities after school on that day.

- The severity of the consequence is determined by the offense.
- The Principal has the right to determine the severity of the offense and to award an appropriate disciplinary consequence.
  - Failure of a student to comply with a given consequence will result in further disciplinary action, possibly being more severe in an attempt to help the student to see the error of the behavior.
- All students, regardless of age or location of residence, are to follow all the rules and guidelines of HLHS.
- Any of the previously listed steps may be skipped or repeated as the principal deals individually with students in an effort to lead them to see their error, repent, and be encouraged by the leading of the Holy Spirit to live Christian lives in accordance with God's will for them.
- The severity of consequences increases as improper behavior continues because it becomes an issue of the student specifically choosing not to follow the school rules or guidelines. Other consequences, including multi-day suspensions, may be awarded at the discretion of the principal.

Obviously some violations of school rules are much more serious than others. Because of this, any or all of these steps may be skipped at any time. There are some offenses, including but not limited to illegal drug, alcohol, or weapon possession or use on school grounds, that will result in a minimum 3-day out of school suspension, followed by an expulsion meeting. Expulsion meetings will include the Principal, student, parents, and a pastoral advisor. The act of expelling a student is the responsibility of the Board of Directors. The act of expulsion must always involve Christian love and concern for the best interest of the individual, school, the student body, and the faculty and staff.

### **STUDENT DRESS CODE PHILOSOPHY & GUIDELINES**

"Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore, honor God with your body" 1 Corinthians 6:19-20. "But take care that this right of yours does not somehow become a stumbling block to the weak" 1 Corinthians 8:9

HLHS desires that our students present themselves in a way that honors their Lord and Savior by honoring their bodies and respecting those around them. We also strive to send a positive image to the community around us; therefore, we expect our students to dress in a clean, respectful, modest, attractive, and appropriate fashion. Therefore, students will dress in a way that does not expose undergarments, bare midriffs, or other inappropriate areas of skin/cleavage. Students will go further by making sure their clothing is not offensive, suggestive, drug and/or alcohol related, promoting or giving the impression of promoting violence, or promoting people, groups, or performers who portray Christ, Christianity, or a Biblical Lifestyle in a negative light. The finger-tip rule for shorts, dresses, and skirts, while not definitive, is a starting guideline for length. The responsibility for proper dress and good grooming rests with the individual and his/her parents or guardians.

### **STUDENT PERMITTED DRESS**

The following items are allowed in the HLHS Student Dress Code:

- A. Denim, Khaki, or Dress Pants or Shorts are allowed
- B. Dress or Skirt of appropriate length are allowed for girls
- C. Dress Shirts, Polo Shirts, Blouses, and appropriate T-shirts
- D. Athletic Gear assigned by an HLHS Activity or Athletic Team may be worn as a team with permission from the administration

### **EXAMPLES OF OTHER CLOTHING AND APPEARANCE GUIDELINES:**

The following is not exhaustive, but is meant to serve as a guide for families and students.

- A. No spaghetti strap tank tops or dresses, or strapless attire without a cover up.
- B. No sweat pants, athletic pants, yoga pants, leggings, flannel, or pajama pants during the school day.

- C. Hats and other headwear should not be worn indoors.
- D. Winter coats and blankets will not be allowed to be worn indoors.
- D. Clothing from local high schools is not allowed (exception – students wearing HLHS co-op sportswear).
- E. No clothing that is soiled, stained, or emits an offensive odor.
- F. Extreme hairstyles, overly distracting piercings such as gauges and large nose rings, other facial piercings, and visible tattoos are not permitted.
- G. Students are to observe proper hygiene and be clean and not omitting offensive odors during the school day.

Students are responsible for the decisions they make. Students judged to be in non-compliance by a teacher will be sent to the school office for further action. The administration has final authority regarding dress code violations. In the event a student is uncertain as to whether a particular item of clothing, an accessory, or appearance is consistent with the school's guidelines, ask the principal for approval.

**Other dress code notes:**

The Student Dress Code applies to students in attendance at school activities and events home or away. We expect HLHS students to keep this in mind as they come to evening or weekend events. If a student attends an HLHS event dressed immodestly or in a fashion that expresses values that are not in harmony with the Christian values of our school, he/she will be asked to change or leave.

**First Dress Code Offense:**

A warning is issued and recorded and the student must remain in the office until a change in appearance is possible. Minor violations may be permitted to return to class without a change at the discretion of the administration.

**Subsequent Dress Code Offenses:**

Same procedure as the first offense, but the student will be assigned a consequence based on the offense and/or the number of offenses. Repeat offenders will see escalating consequences. Activity or athletic consequences may be included.

## **CRISIS MANAGEMENT**

Crisis Management is a central component of comprehensive school safety. The most important consideration in crisis management is the health, safety, and welfare of the students and staff. Crisis situations will occur and therefore, it is important to be prepared. Crisis situations are any situation in which the health and safety of a HLHS student, staff, or family member has been compromised or threatened. Examples of crisis situations would include the death or serious injury of a student, a violent act against a student, the threat of a violent act against any member of the school family, and serious damage to the school facilities. Such situations can be created by natural causes or human intervention. When a crisis situation occurs, the Crisis Management Team will be immediately convened and will take quick action.

**BASIC PROCEDURES**

While students will not be given an exhaustive explanation of all procedures, students are expected to be familiar with the following basic instructions:

Fire Emergency: At the fire alarm, per your teacher's directions, move quickly and orderly through the fire exit route out of the building, and to the class' designated location. Stay with your class until the all-clear is given or other directions are given.

Tornado or Weather Emergency: At the announcement of a weather alarm, move quickly and orderly to the designated area for your classroom. When in that location, duck and cover. Stay in this position until the all-clear is given.

Earthquake / Explosion Emergency: At the first sign of an earthquake/explosion, drop under a sturdy desk or table, hold on, and protect your eyes by pressing your face against your arm. If there's no table or desk nearby, sit on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you.

Dangerous Individual Emergency Situations: If there is an emergency situation on campus that involves a dangerous situation for any student, specific emergency procedures will be followed. Be quiet and listen to your teacher for instructions. Always remain in a safe position until the all-clear signal is given. If you notice an intruder or person with a weapon, extremely upset, not acting normal, etc., immediately notify your teacher.

#### Imminent Violent Act Situations and Procedures

When warning signs indicate that danger is imminent, safety must always be the first and foremost consideration. School authorities and possibly law enforcement must take action immediately when a student has presented a detailed plan to harm or kill others (or themselves) or is carrying a weapon and/or has threatened to use a weapon.

1) When anyone in the school family receives information that a person is threatening to commit an act of violence, he or she should . . .

- Assume the threat is serious.
- Tell a teacher or administrator immediately.
- Be cooperative in providing a statement of information in order to assist in the assessment of the situation.

2) The Principal shall assess the situation and, if needed, contact law enforcement.

3) The Crisis Management Team shall take action to handle the situation and stop the imminent threat.

Early intervention can prevent such imminent violent acts. The school family should also be aware of situations in which students might be of danger to themselves. Early intervention can prevent suicides or suicide attempts.

#### **SAFETY DRILLS**

In order to be properly prepared, HLHS will have drills for each of these various situations at least once a year, with some drills occurring more frequently. Students should take all drills seriously and fully cooperate with drills to make sure all safety procedures are in place, known and ready to be used.

## **FINANCIAL POLICIES**

#### **TUITION COSTS**

The HLHS Board of Directors annually reviews and sets the basic tuition. \$5800 for 2022-2023

##### Discounts

- \$600 discount for members of association congregations.
- 25% discount on the tuition for the 2nd child concurrently attending HLHS from an immediate family and 50% discount for additional children concurrently attending (to be calculated after the Association Discount if applicable).
- 50% discount for each child from an association called church worker family.
- Other than the association discount, discounts do not add up. A family that qualifies for more than one discount will receive the largest one.

#### **FEES**

In addition to tuition, there is a \$500 SET UP (Services, Enrollment, Technology, Usage, Publications) fee which is payable upon registration or re-registration.

Forms for registration will be made available around January 1. This annual SET UP fee includes material and resource costs, Chromebooks, a yearbook as well as a student activity pass. The SET UP fee is non-refundable except under extreme conditions.

SETUP fees paid by March 15 will be \$400

SETUP fees paid by May 1 will be \$450

#### **NON-PAYMENT**

Services may be suspended or re-enrollment denied if payments are not kept current. All tuition and fees from the previous school year must be paid in full before the student will be allowed to begin the next school year.

#### **PAYMENT OPTIONS**

A) Pay-in-full by August 1

B) 12 monthly payments—July through June—done through FACTS and processed on the 5th or 20th of each month. There is a \$43 fee for this option. Not available to seniors.

C) 10 monthly payments—July through April—done through FACTS and process on the 5th or 20th of each month. There is a \$43 fee for this option.

D) 4 quarterly payments—July, October, January & April—done through FACTS and processed on the 5th or 20th of the month. There is a \$43 fee for this option.

All families are required to select and commit to one of the tuition payment options. The FACTS Management system is to be used for all payment plans except plan A. No student may attend class until the signed tuition agreement is submitted. Payment of fees and option A can be completed by cash, credit card, online payment, or check. HLHS reserves the right to enforce penalties for late and/or non-payment.

### **POLICIES AND PROCEDURES**

A) Tuition will be paid according to the predetermined plan as agreed to by the parent/guardian. For returning students, the plan from the previous year shall be in effect unless a change is requested in writing.

B) Non-payment due to non-sufficient funds may result in a fee.

C) Enrollment at HLHS for any portion of a semester (grading period) constitutes a semester of tuition.

D) HLHS recognizes that occasionally circumstances make it impossible to make payments on a schedule. At such a time, please contact the office to discuss options.

E) Students who do not have all tuition and fees paid in full by graduation will not be allowed to participate in graduation ceremonies nor receive a diploma.

F) Students will be responsible for materials that are damaged or not returned (such as Chromebooks, athletic uniforms or art supplies), damage to lockers or other school property, and for textbooks that must be replaced due to damage. Students who have not paid for such items will not participate in graduation, receive a diploma, or have transcripts released.

### **TUITION ASSISTANCE**

The ability to pay full tuition is not a criterion for enrollment. Therefore, we have established a tuition assistance program. Tuition assistance grants are awarded based on demonstrated financial need. All families must apply through FACTS.

## **GENERAL POLICIES**

### **AGE OF EMANCIPATION**

Students who reach the legal age of emancipation in the state of Nebraska while attending HLHS are subject to all the rules that apply to all students if they wish to continue their education at HLHS.

### **ALCOHOL AND TOBACCO FREE CAMPUS**

HLHS is an alcohol and tobacco free campus. According to state law, all school campuses in Nebraska are to be alcohol and tobacco free. No alcohol or tobacco is ever to be possessed or consumed anywhere on the HLHS campus. Students found to possess alcohol or tobacco on campus face disciplinary consequences. No “look alike” or substitute tobacco or alcohol products are to be on the HLHS campus. Parents/guardians and visitors should not be in possession of alcohol, tobacco, or other prohibited substances while on the HLHS campus.

### **CHAPEL / WORSHIP**

Chapel services are an important and regular part of our weekly schedule. Chapel is held on Wednesday and is approximately 30 minutes in length. Chapels will be led by called LCMS pastors and church workers. All participants, including students, teachers, staff, and guests are expected to attend chapel and show respect for God and those who are participating in worship. Therefore, students should not visit with peers, sleep, slouch, or in any way be disruptive. It is important to understand that in chapel the Word of God is proclaimed as a means of grace but Holy Communion is not offered in order to not exclude anyone. Students are highly encouraged to participate fully in congregational worship where God’s means of grace are provided in Word and Sacrament.

### **CHROMEBOOKS**

The school-issued Chromebooks are the only devices allowed at Heartland Lutheran. Chromebooks issued to the students are the property of HLHS and therefore students forfeit any privacy rights on the Chromebook. The HLHS Chromebook can be purchased at the end of a student’s career at HLHS with \$60 coming off the price per year used, making them free to a graduating senior who had their Chromebook for four years. Any cost for lost or damaged Chromebooks will be the student’s responsibility.

## **CLOSED CAMPUS**

HLHS is a closed campus. This policy means students may not leave school before designated closing times. Students are not to leave the campus after arrival unless specific permission from the office is obtained and they sign out in the office. There is to be no loitering in or around parked cars immediately before or after school. Furthermore, students are not allowed to loiter on campus, or otherwise gather on school grounds during evening/early morning hours unless specific permission has been obtained from the administration.

## **COMPUTER USAGE AND TECHNOLOGY**

The use of technology resources at HLHS is a privilege, not a right, and must be treated as such by individuals. Inappropriate use will result in disciplinary action or potentially a termination of this privilege. To be issued a Chromebook or use a school computer, students and their parent/guardian must have signed a usage agreement. Parents complete this as part of the registration process. Students must sign the form at the end of this handbook. The following guidelines must be followed:

- A. Students are to use the HLHS Chromebook assigned to them by the school or a school lap-top they check out while on the grounds of HLHS.
- B. All use of the Internet or other network services must be consistent with HLHS's policies, objectives, and Christian principles. Use which violates state, federal, or local law is strictly forbidden.
- C. Students must obey all copyright laws.
- D. Students may not sign up for any online services while using HLHS computers.
- E. Using the network for illegal activity may result in expulsion and pertinent records will be turned over to the police.
- F. Accessing or transmitting obscene, pornographic, or any other anti-Christian material—including cyber-bullying and hate messages—will result in a suspension of internet privileges as well as suspension from school.
- G. Using the network for commercial or for-profit purposes is not allowed.
- H. Damaging or tampering with computer/networking equipment—including promulgating a virus—is unacceptable.
- I. Cyber activities—even outside of school—may be grounds for suspension or expulsion. Any cyber threats made by a student to someone else will be investigated thoroughly by the school and local law enforcement.
- J. A student may not represent him or herself as an agent for HLHS.
- K. Use of an HLHS computer carries the implied consent for examination of all computer files by teachers or administrators at any time at the discretion of the staff member. No prior permission of the student is required.
- L. HLHS will not print student assignments not required to be turned in on paper. Assignments can be turned in on Google Classroom or by email. Students wishing to print homework at Heartland Lutheran may do so for \$.25 for up to 10 pages of black and white. Color copies will be printed at \$.10 per page.

The Internet provides opportunities to access information around the world. Student users and their parents must understand that HLHS cannot completely control the type of material available. Some material may be controversial or offensive. HLHS does not condone the use of such material and takes appropriate precautions to monitor access. HLHS firmly believes that the valuable information and interaction available on the internet far outweighs the possibility that users may obtain material that is inconsistent with the faith and the educational goals of the school. HLHS does employ a network filter to limit access to such material on the HLHS campus and a Google filter on the Chromebooks no matter where they are used. Internet access will be terminated for users who do not follow the rules and regulations established by HLHS.

As required by the "Children's Internet Protection Act" (CIPA), our school is required to post a comprehensive internet safety and acceptable use policy in addition to points A-K previously listed. That policy is located in the back of this handbook in Appendix A.

## **CONFISCATION**

Any faculty and/or staff member has the right to confiscate any distracting or inappropriate material or items from a student. This includes material that could be disruptive, distracting, dangerous, or illegal. Confiscated material may be returned to the parents or students by the faculty or staff member. Any confiscated material that is clearly dangerous or illegal must be turned in to an administrator. The authorities may be notified when unlawful items or materials are confiscated.

## **COUNSELING AND GUIDANCE**

Students have the services of professional, Christian, high school teachers for counseling and guidance at their disposal. The HLHS Guidance Director and other faculty members are always available to help students deal with personal issues. When issues are beyond the scope of the faculty's ability or expertise, students/families will be encouraged to work with a pastor or Christian counselor.

The HLHS Guidance Director helps students plan their high school experience and helps them prepare for life beyond high school. The Guidance Director works with students to help them select colleges, take college entrance exams, and complete college and scholarship applications. The Guidance Director is available to work with families on college financial aid and other college paperwork.

## **DANCES AND STUDENT EVENTS**

Students are to obey school rules at school events. Chaperones must be respected and must enforce school rules.

- A. Students are not to leave the building during the event without special permission. Students are to arrive within the first half hour of the event and not leave until the last half hour of the event. Parental notes or phone calls to the parents are necessary for exceptions. Normally, once a student leaves, he or she may not re-enter.
- B. Each student may bring one guest to each event, provided that he or she has been cleared by the principal.

## **DELIVERIES**

Flowers, balloons, food or other gift items will not be delivered directly to a student. All such deliveries must come to the office. Students will be notified and may pick up such items at the end of the school day.

## **DRIVING PRIVILEGES / STUDENT VEHICLES**

We recognize that it is a necessity to have students driving themselves and their peers to school, but we also recognize that having a vehicle on school property is a privilege. We expect student drivers to uphold the following guidelines:

1. Drive slowly – speeds on campus are not to exceed 15 miles per hour.
2. Keep your vehicle in the driveway or parking lot. Do not drive on the grass at any time, even to park your vehicle.
3. Do not spin tires or draw attention as you drive. This includes keeping car stereos to a low volume.
4. Park in one parking space - respect handicapped and reserved signs.

Violations of these rules will result in parent notification and consequences. Depending on the severity of the offense, a violation could also result in the revoking of driving privileges.

- HLHS also expects our parents, and anyone driving on campus, to abide by these driving guidelines.
- All cars on HLHS property are subject to search at any time at the discretion of the administration.

For everyone's safety and for vehicle security, students are not permitted in the parking lot during the school day unless given permission by an administrator. Also, any reports of reckless driving will be shared with parents. Illegal and reckless driving is not only dangerous but it also sets a poor image of HLHS and all Christians. Failure to control oneself behind the wheel will result in a loss of driving privileges on campus and parking privileges at school.

## **ENERGY DRINKS**

Energy drinks, as determined by the Principal or any faculty member or coach, are not allowed on the HLHS campus, nor should they be consumed by any student athlete prior to or during any practice or competition.

## **FOOD**

Food and drinks are restricted to the lunch area during lunch and before or after school, or purchased at House time. Open cans/bottles of soda are not to be in lockers or the locker rooms. Teachers may allow food/drinks in their classrooms at their discretion. This is not a right, but a privilege for students who can show responsibility and cleanliness. All spills are the responsibility of the student to be cleaned up immediately.

### **FIELD TRIPS**

At various times, different classes will embark on field trips for the purpose of introducing the students to an experience that cannot occur on campus. Field trips are a part of the curriculum and are therefore required for students in that particular class. Field trips may also require an extra expense. Overnight field trips must be approved by the Board of Directors.

### **FUNDRAISING**

HLHS Organizations have various financial needs that cannot be met by funds available through the operational budget. Therefore, these organizations have the need to raise these funds. All fundraisers must be approved by the Principal.

### **HOUSE ADVISORY PERIOD (HAP)**

A 25-minute time slot is built into the HLHS schedule and is held every day after 2<sup>nd</sup> period. On Wednesday chapel is held during this time slot.

### **ILLNESS AND ACCIDENTS**

When ill at school, students should report to the school office. The student will call a parent or guardian to make arrangements to go home for the remainder of the day.

If involved in or a witness to any type of accident on campus that results in any injury, immediately notify the nearest faculty member. Students should support the faculty and administration in handling accidents and injuries. In case of a serious accident or injury, emergency services will be contacted. Faculty members are trained in CPR and first aid.

### **ILLNESS & SERIOUS COMMUNICABLE DISEASES**

Through effective education, good cleaning methods, proper supervision of all teaching areas, and coordination between public health officials and the faculty and administration in the monitoring of programs, HLHS will provide a healthy atmosphere for students.

HLHS expects that students with a contagious infection will follow their doctor's directions in regards to school attendance and will remain out of school until medication or time prevents the spread of infection. If a student is diagnosed with a serious communicable disease, the Principal will work with the parent/guardian, local health department representatives, and the student's physician to provide the best possible environment and education for each enrolled student. The case of each student with a persisting condition will be reviewed at the beginning of each school year and as deemed necessary.

HLHS respects the right to privacy of a student with a communicable disease. Knowledge that a student has a communicable disease should be confined to those with a direct need to know. This would include all of the teachers as well as support staff who have regular contact with students. Those persons should periodically be provided with information dealing with procedures and precautions to be observed when working with a person having a communicable disease.

### **KEY CARDS**

Students will be responsible for a key card for entry into the buildings. Lost key cards will be fined \$10 for replacement. Students are not to share their key cards with others.

### **LOCKERS**

Students are assigned hallway lockers and are expected to use them and keep them neat and orderly. Discretion needs to be used on locker decorations. No materials or decorations are to be placed on locker doors other than materials prepared by HLHS students, faculty or organizations and are approved by the administration. Only painters (blue) tape should be used to hang decorations. Students are to report any locker damage to the school office, and may be assessed the cost of repair for unreported or self-inflicted damage.

Students may place locks on hall and gym lockers. However, the school will not provide locks. Students who desire locks must provide their own and must also turn in the combination or spare key into the office. Students must only use the locker assigned to them. Items left in unused lockers will be confiscated or thrown away. The

school is not liable in the event of theft or damage to items in lockers. Lockers are the property of HLHS and may be searched with or without cause at any time. All items in lockers are also subject to search. Locks must be removed at the end of the year or a \$5 fee will be charged for removal.

Athletic lockers will be treated the same as hallway lockers.

Items found in hallways, the commons, or in the locker room not in a locker will be turned in to lost and found. If not claimed within two weeks the items will either be donated or thrown away. Items left in lockers at the end of the year or in athletic lockers at the end of the season will be treated the same.

### **LUNCH**

Hot lunches are ordered by the student weekly. All students are expected to pick up after themselves in order to keep our eating area neat. **Students and parents may not order food and have it delivered to HLHS at any time without the permission of the administration.**

- All students are to stay in the commons at lunch unless they are taking part in a supervised meeting.
- Students will pray during their fourth period class before being dismissed for lunch. Students and faculty will join in returning thanks at the end of the lunch period.
- Individual students may not sell food items at lunch unless approved by the principal.
- HLHS has a closed campus - students may not leave campus for lunch.

### **MEDICATION**

Parents/guardians of students with specific medical conditions or needs should notify the school of these needs through the registration process or when the condition is diagnosed. Any medication for students must be kept in the office with the exception of rescue inhalers. Parents/guardians must provide this medication in original containers which indicate dosage amounts, frequency, method given, as well as doctor and pharmacy name and phone numbers.

- School staff shall not administer any injections with the exception of those trained in the use of an EpiPen in the case of anaphylaxis.
- Instructions on the dispensing of medication must be written and signed by the parent/guardian. School staff may not provide any medication of any kind to students without the above protocols in place.
- Students are not permitted to possess, use, or distribute either over-the-counter or prescription medications at school.
- All outdated medication will be disposed of by the school staff.

### **PARENT SUPPORT, INVOLVEMENT AND VOLUNTEERISM**

While it is not required for enrollment, families are asked to join the Red Hornet Family in service toward the school. The recommended amount would be 10 hours per year. This can be done through participating in committees, events, campus clean up days, or helping with school maintenance, mowing, or general up-keep. These acts of service help keep tuition costs down and ensure the faculty and staff are focused and supported in providing the best education possible. Those families who receive tuition assistance are highly recommended to participate in at least one of the following volunteer opportunities:

- A) Golf Tournament – This event benefits the activity and athletic programs. Help is needed in procuring hole sponsors as well as planning and organizing the event.
- B) Red and Blue - This is our annual benefit banquet and auction. This event helps with debt reduction and operating expenses. It requires many volunteers to help with securing acquisitions, set-up and take down, keeping track of bids, and many other areas.
- C) State Fair Booth - HLHS operates a pie & sandwich stand at the State Fair each year and it operates with adult volunteers to prepare and serve during day and evening hours.
- D) Additional opportunities— Will be announced via the school's website, Facebook page, announcements, or via email.

### **PASSING PERIOD**

The time between classes is three minutes. Students found to be outside of class without a hall pass may face consequences.

## **PERMISSION FORMS**

Each parent is expected to complete the general permissions that are part of the registration packet. The travel permission gives HLHS personnel the authority to take students off campus for travel that is approved by the school's administration. Students are normally transported in school vehicles and driven by adults with the appropriate license. At times, vehicles owned by teachers or coaches will be used. If this travel is further than fifty miles one way, parents will be asked to sign a separate permission form. HLHS personnel will notify parents of all trips in which students leave campus.

Parents will sign separate permission forms for each extra-curricular activity in which they participate. This permission form will also give permission for the student to travel with the school to all off-campus activities for that specific organization. For example, parents of all students who desire to participate in basketball will sign a separate permission form for basketball which will give permission for the student to attend all off-site competitions and other activities in which the basketball team is involved.

## **PERSONAL ELECTRONIC DEVICES – INCLUDING CELL PHONES**

In order to build better and stronger relationships within the Red Hornet Family, to create a positive school environment, to enhance the safety of the student body, and to better support students in their academic goals, **cell phones and other electronic devices including but not limited to i-Pods, Apple Watches, air pods, and other smart watches and devices will not be permitted during school hours.** Students should leave their phones at home or turn them off and leave them in their locker or put away at the beginning of the day. If an emergency would arise where contact between a parent/guardian and the student would be necessary, the school phone in the main office would be made available.

- 1<sup>st</sup> offense: Cell phones will be confiscated and returned at the end of the day.
- 2<sup>nd</sup> offense: A consequence form will be filled out on Sycamore. Activity and/or athletic consequences are possible
- 3<sup>rd</sup> offense: Escalating consequences that include activity and/or athletic consequences. Parents will be notified.

*Students will be allowed to use their cell phones during passing periods and at lunch on a trial basis for 2022-2023.* They must be put away when entering the classroom. Teachers reserve the right to require phones to be checked in at the beginning of class at their discretion or to confiscate devices at any time.

Only HLHS assigned Chromebooks or school issued laptops should be used in the classroom or on the grounds of HLHS. Additionally, they must be used in accordance with the appropriate and authorized class or school activity. Teachers maintain the right to control when Chromebooks are used within his or her classroom. Students may use electronic devices during the class time when authorized pursuant to an Individual Education Plan [IEP], a section 504 accommodation plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device.

Students relinquish any reasonable expectation of privacy when they use electronic devices at HLHS. The HLHS staff has the right to confiscate any electronic device. The device will be taken to the principal's office. If it has been determined that the device has been used for cheating, harassment, or some other inappropriate behavior, the device will be returned to the parent and the student may be forbidden from using the device again on the school campus or at school activities.

HLHS is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices. Students are also reminded that these types of items are often targets for thieves, and appropriate precautions should be taken as the school is not responsible for lost or stolen items. HLHS and its faculty and staff are not liable for lost, stolen, or damaged phones or other devices. It is recommended that a student leave their cell phone and other valuables locked in their car.

## **RANDOM DRUG TESTING PROGRAM**

### **Philosophy and Purpose**

The apostle Paul writes in I Corinthians 6:19-20, "Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore

honor God with your body.” Recognizing this passage and acknowledging the damage that illegal drugs and alcohol abuse does to one’s body, the Board of Directors (BOD) and Administration desire to maintain a drug-free environment at Heartland Lutheran High School (HLHS). Staying free of the use of illegal drugs or alcohol is crucial to a student’s success in school and life and is appropriate in our efforts to glorify God in all that we do. Therefore, HLHS has strong policies regarding student use of illegal drugs or alcohol, has in-depth education regarding illegal drug and alcohol use, and has a random drug testing program.

The purpose of the random drug testing program is twofold: (1) to provide for the health and safety of all students; and (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs or alcohol.

**Parental Permission** – All parents or guardians, by enrolling their students at HLHS, grant permission for their child to participate in the random drug testing program.

**Type of Testing** – Illegal drug use will be tested through the collection of urine samples. A breathalyzer may also be used for detecting the consumption of alcohol.

### **General Procedures and Policies**

- Up to 20% of enrolled students will be randomly tested at each test date.
- Test dates will be determined by the Principal. The Principal will coordinate test dates with the school nurse or other board approved medical professional who will be collecting the urine samples.
- The Principal shall be responsible for randomly selecting students from a list of all students enrolled at the test date. If a student is absent on the day of testing, a randomly selected alternate student will be tested.
- The Principal will arrange for the selected students to report to the designated collection area.
- The student is asked to wash, rinse and dry their hands. The collector gives the container to the student who enters a closed bathroom stall and privately (unobserved) urinates directly into the container. No purses, bags, other containers or jackets may be worn into the stall. The specimen in the container is then handed to the collector.
- The specimen and container will be immediately checked by the collector for quantity, temperature, color and appearance and noted on the appropriate forms. If tampering is suspected, the student will be asked to provide a second specimen. If tampering is suspected again, it will be considered a refusal to test and the Principal will be notified. The student then washes his/her hands and returns to class.
- Whenever a student is tested, his/her parent or guardian will be notified by school personnel that the sample has been collected.

### **Procedures and Policies for Positive Results**

- If a student’s test results are positive, the Principal shall again contact the parent or guardian. The student may remain at HLHS pending the confirmation of the test. No action will be taken until a second urine test is completed at an approved medical facility. The student shall have 24 hours to complete such a test. The cost of the test is the responsibility of HLHS.
- If the test from the approved medical facility is negative, those results shall negate the results of the sample collected at the school.
- If the test from the approved medical facility is positive, the Principal will contact the parents/guardians and arrange for a conference. Such a conference must occur within 24 hours for the student to remain in class at HLHS. If such a conference is not able to occur in the stated time frame, the student will be removed from HLHS until the time at which such conference can be held. The results will be discussed at the conference and any medical information, including prescriptions, will be discussed.
- Each confirmed positive test will be handled on an individual basis. A positive test does not mean immediate expulsion. The Principal shall determine, upon meeting with the student and parents, an action plan. The Principal shall establish a written action plan and present it to the student and parents or guardians within 48 hours of the initial conference. The Principal may determine to remove the student from HLHS during this time.
- Upon receipt of the action plan, the student and parents or guardians can accept it by their signature or reject the action plan. If the action plan is rejected, the student will be removed from HLHS. If the action plan is accepted, it will be enacted immediately.

- Action plans may include but are not limited to the following provisions: suspension from school; chemical dependency treatment, counseling or education, further drug testing, and suspension from extra-curricular activities. Action plans will also state the consequences for subsequent positive tests. The goal of the action plan is to provide for the health of the student who tested positive and to ensure that the HLHS student body is surrounded by positive influences.

**Confidentiality** - All results are held strictly confidential. The collector, Principal and personnel of the approved medical facility cannot reveal any specific or statistical results to anyone other than the Principal and parents/guardians of the student. The Principal may share information regarding results with HLHS personnel or BOD. The results of drug tests pursuant to this policy will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding court order or other legal process.

**Refusal to Test** – The Principal will consult with any student who refuses to be tested. After this consultation, any student still refusing to be tested will be immediately suspended. The Principal will then contact the parent and schedule a conference. The student will remain suspended until such a conference is held. Each refusal to test will be handled on an individual basis. The Principal shall determine, upon meeting with the student and parents, an action plan. The Principal shall establish a written action plan and present it to the student and parents or guardians within 48 hours of the initial conference. The Principal may determine to remove the student from HLHS during this time. Upon receipt of the action plan, the student and parents or guardians can accept it by their signature or reject the action plan. If the action plan is rejected, the student will be removed from HLHS. If the action plan is accepted, it will be enacted immediately. Action plans may include but are not limited to the following provisions: suspension from school, counseling, further drug testing, and suspension from extra-curricular activities.

#### **Miscellaneous Policies**

- The Principal may at any time, designate a member of the HLHS faculty, staff, or BOD to fulfill all duties listed as the Principal's responsibilities in this document. Such designation must be made in writing and presented to the collector upon the initiation of each test date.
- The Principal may search the locker, vehicle, and belongings of any student who tests positive to ensure that no illegal drugs or alcohol are present on school grounds. If illegal drugs or alcohol are found on school grounds, the student will face an immediate out-of-school suspension that will last a minimum of three days. The Principal will meet with the student and parents or guardians as soon as possible. The suspension may be followed by an expulsion meeting.
- Students not able to provide an adequate urine specimen at the testing time will not be allowed to attend class until the proper specimen is provided.
- The financial responsibility of the random drug tests is the responsibility of HLHS. All subsequent tests after a confirmed positive or a refusal to test (that might be required as part of the action plan) are the financial responsibility of the parent or guardian. The action plan may include other criteria that will be the financial responsibility of the parent or guardian.

***Other Drug Testing*** - Heartland Lutheran High School can require any student to submit to a drug test, the results of which must be provided to the Principal in order for the student to continue their education at HLHS. Tests are done when a student is suspected of using illegal drugs. The HLHS Principal determines reasonable suspicion. The Principal shall notify the parent prior to the collection of a sample for the test and can postpone the test for a maximum of 6 hours for the parent to be present for the test. Positive results will be treated per the policies listed above. A refusal to test will be treated per the above policies.

#### **RELEASE OF NAMES**

The school shall release the names and addresses of students to Concordia University System and state public colleges and universities. Parents/guardians may opt to exclude their child from these lists.

#### **RESIDENCE**

Any student of HLHS must reside with a parent or legal guardian unless other living arrangements are approved by the Principal.

## **SCHEDULES**

HLHS has an eight period day. Most days use the normal schedule although we do have early dismissals or late starts due to professional development, weather, etc. At times, special schedules are used to accommodate assemblies or other special occasions.

<b><i>Normal Schedule</i></b>		<b><i>Early Dismissal Schedule</i></b>		<b><i>Late Start Schedule</i></b>	
7:15-8:00	0 Period	7:15-8:00	0 Period	No 0 Period on Late Start Days	
8:10-8:56	1st Period	8:10-8:50	1st Period	10:00-10:20	House
8:59-9:45	2nd Period	8:53-9:33	2nd Period	10:23-10:55	1st Period
9:48-10:13	Chapel/House	9:36-10:16	3rd Period	10:58-11:30	2nd Period
10:16-11:02	3rd Period	10:19-10:59	4th Period	11:33-12:05	3rd Period
11:05-11:51	4th Period	11:02-11:42	5th Period	12:08-12:36	Lunch
11:51-12:19	Lunch	11:45-12:15	Lunch	12:39-1:11	4th Period
12:22-1:08	5th Period	12:18-12:58	6th Period	1:14-1:46	5th Period
1:11-1:57	6th Period	1:01-1:41	7th Period	1:49-2:21	6th Period
2:00-2:46	7th Period	1:44-2:25	8th Period	2:24-2:56	7th Period
2:49-3:35	8th Period			2:59-3:35	8th Period

## **SCHOOL CANCELLATION**

The administration of HLHS determines if school will be canceled, delayed, or dismissed early due to inclement weather or other circumstances. Email, local media, and social media will be used to communicate with parents and students. Parents and students can also sign up for email alerts directly from Sycamore.

## **SCHOOL TELEPHONE**

Students are allowed to use the school phone for emergency calls. The office must give permission for the student to use the school phone. This privilege can be suspended if abused. Parents are asked to contact their children through the school and the school phone. The school will deliver messages to students from parents/guardians.

## **SERVICE PROJECTS OR SERVICE HOURS**

In order to graduate, students of Heartland Lutheran High School must perform one or the other during their time at HLHS: 80 hours of community service (10 per semester of attendance) or a 50 hour service project. The service hours are to be done independently of Heartland Lutheran service days, events, or classes, as well as other organizations' expected service hours (i.e. CYC, BSA, etc.). The service project must be planned, implemented, led, and seen to completion by the Heartland Lutheran student. The hours and the project must be approved by the administration of Heartland Lutheran High School.

**Projects:** HLHS students are expected to design a service project, establish a plan for implementation, and complete the project by the end of the March 15 of their senior year. Students must satisfactorily complete the project in order to graduate.

### **The Requirements:**

- The project is to include approximately 50 hours of work (100 for partnerships). These hours can include planning and implementing the project. The time spent designing the plan and submitting it for approval does not count.
- Senior transfer students will be expected to complete a project, but the scope can be significantly smaller.
- A summary report must be submitted at the end of the project. The summary report must include:
  - A list of the hours spent.
  - A list of any costs involved.
  - A list of all people involved in the project.
  - A detailed account of the steps involved and how the actual project compared to the approved plan.
  - An essay reflecting on the experience and what you learned from it, including the challenges and rewards of the project.
  - Formatting: At least two pages, typed, double spaced, 12-point font, 1 inch margins
  - Must include at least three pictures of the project

**Hours:** HLHS students are expected to complete their hours in an HLHS approved plan. Hours should be complete by March 15 of their senior year. Students must satisfactorily complete the hours in order to graduate.

#### The Requirements:

- The hours should total 10 hours per semester throughout the student's high school career at HLHS.
- Contact information of the service hours supervisor will be provided to the Principal
- An essay reflecting on the experience and what you learned from it, including challenges and rewards of the hours served.
- Formatting: At least two pages, typed, double spaced, 12-point font, 1 inch margins
- Include at least three pictures of you serving.

#### **SOCIAL MEDIA AND ELECTRONIC COMMUNICATION**

HLHS is committed to maintaining high quality and standards in regards to education, ministry, conduct, and safety. In addition, we desire to preserve the outstanding reputation of our school. We recognize the importance of electronic communication and social media in today's society and the importance of these things to support communication. We respect the right of students, employees, alumni, and other members of our community to utilize the variety of electronic communication and social media options available, but we must insist that the following standards be met by our students and faculty at all times, as well as by alumni, parents and all who use the HLHS sponsored electronic activities. Electronic Communication and Social Media refers to email, websites, blogs, Facebook, Twitter, texting, Survey Monkey, and any other form of communication that uses the Internet.

1) Comments and posts to HLHS sponsored sites are welcomed and encouraged. To promote respectful discussion within this forum, we request that you be courteous and productive and avoid comments that are threatening, harassing, profane, obscene, offensive, sexually explicit, inappropriate, inflammatory, slanderous or otherwise objectionable. Respect for others' opinions expressed through posts should always be given. All posts, comments and/or communication by any member of the HLHS family shall not be material that infringes on the rights of HLHS or any individual or entity, including privacy, intellectual property or publication rights. No posts, comments or communication may be made or presented under any false identity or premise.

2) For the privacy of users and their families, please assume that all postings to HLHS sponsored sites will be publicly available on the internet and therefore publicly accessible without limitation or protection of any kind. Please consider how much personal information to share, with the understanding that this information may be linked to your name and published on the Internet. No communication originating from or sent to any email address @heartlandlutheran.org is confidential and can be shared with administration.

3) By posting a comment or other material to HLHS sponsored sites as outlined above, users give HLHS the irrevocable right and license to exercise all copyright, publicity, and moral rights with respect to any content you provide, which includes using your submission for any purpose in any form and on any media, including but not limited to: displaying, modifying, reproducing, distributing, and publishing your submission. HLHS reserves the right to review all comments before they are posted. HLHS further reserves the right to remove comments for any reason.

4) Users agree to indemnify and hold harmless HLHS, its affiliates, directors, employees, successors and assigns against any damages, losses, liabilities, judgments, causes of action, costs or expenses (including reasonable attorneys' fees and costs) arising out of any claim by a third party relating to any material users have posted on HLHS sponsored sites or sent from or to any email address @heartlandlutheran.org.

#### **Student Use of Social Media**

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the HLHS community and beyond. Students who participate in online interactions must remember that their posts reflect on the entire HLHS community and, as such, are subject to the same behavioral standards set forth in various policies as contained in any HLHS handbook. Students are expected to abide by the following:

- Students may not . . .
  - use social media sites to publish disparaging or harassing remarks about HLHS community members, athletic or academic contest rivals, or anyone else that is related to the student's experiences at HLHS.
  - use their words as posted on such social media sites or through electronic communication

- as weapons to hurt, embarrass and intimidate others.
- use slurs based on race, ethnicity, religion, gender or any other protected area as these items will be considered discrimination.
- provoke, promote or incite violence through posts on social media.
- use language that is vulgar and offensive.
- gossip or spread misleading or false information via social media or electronic communication.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon HLHS.
- You and only you are responsible for any and all content that you post or send through any social media or online avenue.

Failure to abide by these policies may result in disciplinary action as described in this handbook or as determined by the administration. These policies apply to the use of social media at all times and in all places.

### **SPIRITUAL LIFE**

HLHS intentionally seeks out opportunities to strengthen our students' faith and knowledge of the Bible and provide them the opportunity to share the Gospel of Jesus Christ with the world around them. This is accomplished in five main avenues:

1. Intentional worship opportunities such as chapel
2. A focus on prayer
3. Surrounding our students with positive Christian influences
4. A caring atmosphere focused on love and respect
5. Intentional service opportunities for the community and world

*Every Wednesday our students and faculty join together for a chapel worship time. These chapel services are led by called LCMS pastors and church workers. On the other school days, teachers lead devotions and prayer during House Time.*

The policies of HLHS have been crafted to promote a caring, Christian atmosphere. Our mission and values demonstrate our spotlight on faith and living out that faith in our lives. Discipline procedures have been designed to lead students through confession, repentance, and forgiveness.

Heartland Lutheran High School encourages its students and their families to be active in a Christian congregation, but church membership or attendance is not required for enrollment. Being part of the HLHS Family is only one small piece of a healthy spiritual life.

### **STUDENT INSURANCE**

Heartland HLHS School does not provide any type of health or accident insurance for injuries incurred by your child at school. All students who will be participating in sports or school activities must have some form of insurance.

### **TEXTBOOKS and MATERIALS**

All textbooks and materials, including Chromebooks, distributed by HLHS to students remain the property of HLHS. All are to be cared for properly. Students will be fined for damage to textbooks and materials, or other school property.

### **TRANSPORTATION**

HLHS will provide transportation for students involved in sanctioned school activities in which HLHS participates. This will normally be done through our school owned vehicles. These vehicles are maintained to the standards of the State of Nebraska. At times parents may be asked to help drive to athletic or activity events, in these cases permission and waiver forms will be signed at the beginning of each season.

### **VISITORS**

HLHS is a closed campus located on private property. Visitors who arrive on campus during a school day (7:30 a.m. – 4:00 p.m.) must register in the main office and obtain a visitor's pass before moving about the campus. Everyone except current staff and students is considered a visitor during the school day. Students may bring a guest for part or all of a school day under the following conditions:

1. Permission is only at the discretion of the Principal who is to be informed at least one day in advance and who may deny this request for any reason he deems appropriate.
2. All guests must register in the office where they will be issued a visitor's pass before they are allowed to move about campus. The guest must meet the Principal before attending classes.
3. Guests are not allowed during semester exams.
4. Guests should follow the schedule of the host student and are responsible for abiding by all school policies.

### **WEDNESDAYS AND SUNDAYS**

Wednesday evenings and Sundays are reserved as church and family time. Therefore, HLHS extremely limits the amount of activities that take place after 6:00 pm on Wednesdays during Advent and Lent, and at any time on Sundays. Activities intended to be held at these times must receive approval of the administration. As students are involved in a number of activities, sometimes it is necessary to approve activities at these times in order to properly serve students and programs.

## **PUBLICATIONS**

### **ANNOUNCEMENTS**

Heartland Lutheran High School publishes a list of announcements for students and parents. These announcements are emailed to parents and students.

### **YEARBOOK**

Heartland Lutheran High School publishes a yearbook annually that each enrolled student will receive. Additional copies can be purchased through the school office.

## Appendix A - Internet Safety & Technology Acceptable Use Policies

It shall be the policy of Heartland Lutheran High School to make technology resources available only to advance educational goals and objectives, supplement instruction, and further school purposes. The operation and use of technology resources by students, staff, and the community shall be consistent with this policy.

In addition to the below policies, additional related policies can be located in this handbook under the following headings:

- Computer Use and Technology
- Social Media and Electronic Communication

Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail or electronic communication, and the Internet. The implementation of this policy shall include technology protection measures with respect to computers and internet access, consistent with school's standards, the Children's Internet Protection Act, the Children's Online Privacy Protection Act, and other applicable law. The Principal is authorized and directed to establish and enforce regulations, forms, procedures, guidelines, and specific school standards to implement this policy.

### "E-Mail"/Internet Access

HLHS offers certain staff and students access to the school computer network, including electronic mail ("e-mail") and the internet. Students may be provided with individual student email accounts.

Access to e-mail and the internet will enable staff and students to explore libraries, databases, and bulletin boards, while exchanging messages with internet users throughout the world. Students and parents should be warned that some material accessible by the internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While the school's intent is to make internet access available to further educational goals and objectives, students may find ways to access other materials as well. HLHS believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. However, parents and guardians of minors are ultimately responsible for setting and conveying the standards that their students should follow when using media and information resources.

### E-Mail, Internet & Computer Usage Rules:

#### 1. General Rules

- (a) E-mail and internet networks are provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access to e-mail and the internet is a privilege, not a right.
- (b) Individual users of the school computer networks are responsible for their behavior and communications over those networks. Users will comply with school standards and will honor the agreements they have signed. Beyond clarification of such standards, the school is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.
- (c) Network storage areas shall be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files or any information stored or otherwise retained on school servers or in computers will be private.
- (d) Users should not expect, and HLHS does not warrant, that files stored on school servers will always be private.
- (e) HLHS will not be liable for purchases made by any user over the network. Users shall not make purchases of goods and/or services via the school's network.

#### 2. Policy for Acceptable Use of Computers and Networks - The following policy for acceptable use of computers and networks, including the Internet, shall apply to all school administrators, faculty, staff and students. All technology equipment shall be used under the supervision of the site administrator.

- (a) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages for the replacement of any damage to the computer,

- information, files, programs or disks.
- (b) Users shall not let other persons use their name, log-in, password, or files for any reason (except for authorized staff members).
  - (c) Users shall not use or try to discover another user's password.
  - (d) Users shall not use HLHS computers or networks for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
  - (e) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
  - (f) Users shall not copy, change, or transfer any software or documentation provided by HLHS, teachers, or other students without permission from the network administrators.
  - (g) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  - (h) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access or create any obscene or objectionable information, language, or images.
  - (i) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
  - (j) Users shall not engage in "hacking"--alternating software or hardware or manipulating or circumventing security systems to gain unauthorized access or direct use of the operating system software.
  - (k) Users shall not engage in harassment or nuisance actions--bothering another person or entity for no positive reason or creating an interference with another user's ability to make effective use of computing privileges.
- (l) Users shall not access resources not specifically granted to the user--whether damage is done or not, such use constitutes electronic trespassing, and will not be tolerated. Damages incurred will be considered to constitute electronic vandalism.
3. Etiquette for Use of the Internet - All users of HLHS computers and networks are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of communication, the internet and other on-line services. These rules of behavior include (but are not limited to) the following:
- (a) Be polite. Do not become abusive in your messages to others.
  - (b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
  - (c) Do not reveal your personal address or phone numbers, or that of other students or colleagues.
  - (d) Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to illegal activities may be reported to the authorities.
  - (e) All communications and information accessible via the network should be assumed to be private property.
  - (f) Do not place unlawful information on any network system.
  - (g) Keep paragraphs and messages short and to the point. Focus on one subject per message.
  - (h) Include your signature at the bottom of email messages. Your signature footer should include your name, position, affiliation, and Internet address.
  - (i) Other rules established by the network administrators or teachers from time to time.
4. Penalties for Violation of Rules - All of the policies and procedures for acceptable use of computers and networks are intended to make the computers and networks more reliable for users. They are also intended to minimize the burden of administering the network so that more time can be spent enhancing services. Use of the computer to access telecommunications resources is a privilege and not a right. Violation of the policies and procedures of HLHS concerning the use of computers and networks may result in disciplinary action up to, and including, suspension and/or expulsion of students and suspension, termination, non-renewal or cancellation of the contract of an administrator, teacher or other school employee.

The Internet will be supplied on an "as is/as available" basis. HLHS does not simply or expressly warrant that any information users access will be valuable or fit for a particular purpose or that the system will operate error

free. HLHS is not responsible for the integrity of information accessed, or software downloaded from the Internet. HLHS reserves the right to refuse posting of files, and to remove files. HLHS further reserves the right to inspect a user's computer and computer usage at any time. Users have no privacy rights or expectations of privacy with regard to use of HLHS's computers or internet system. The computer system is not a public forum. It is provided for the limited purpose of advancing HLHS's mission.

A technology protection measure is in place that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with HLHS policies and regulations. In addition to blocks and/or filters, HLHS may also use other technology protection measures or procedures as deemed appropriate. The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed school training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of a building administrator. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

Legal Reference: Children's Internet Protection Act (Pub. L. 106-554)

In order to ensure that all members of the HLHS community understand and agree to these rules of conduct, HLHS asks that you as a student user sign the following statement:

I have received a copy of, and have read, the "Terms and Conditions for Email and Internet Access" adopted by HLHS, and I understand and will abide by these school guidelines and conditions for the use of facilities of HLHS and access to the internet. I further understand that any violation of the school guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold HLHS, nor any of its employees, nor any of the institutions or networks providing access to HLHS responsible for the performance of the system or the content of any material accessed through it.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **PARENT AND STUDENT RESPONSIBILITY CONTRACT**

This contract certifies that all who sign it have received the Heartland Lutheran High School Student/Parent Handbook, have read it, and will comply with all of the policies and procedures contained in it.

I recognize that, as a parent/guardian of a student at Heartland Lutheran High School, it is my responsibility to assist HLHS in enforcing the school's policies. I also provide full support of the faculty and staff of HLHS as they seek to prepare my student(s), holding them to the standards presented in this handbook.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

I recognize that, as a student of Heartland Lutheran High School, I am expected to uphold the rules, regulations, policies, and procedures presented in this handbook. I promise to do my best to represent HLHS at all times, behaving according to these policies. I also acknowledge that my failure to abide by these rules will result in the consequences listed in this handbook.

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

\_\_\_\_\_  
Date

This form must be completed and returned to the Heartland Lutheran High School office in order to get your Chromebook for August 15, 2022.