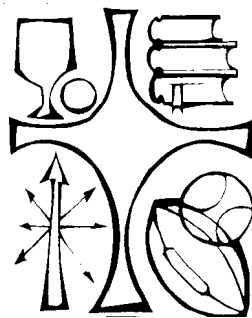


# **PARENT/STUDENT HANDBOOK**



**LOS ANGELES LUTHERAN  
MIDDLE SCHOOL**

**13570 Eldridge Avenue  
Sylmar, California 91342  
(818) 362-5861**

# GENERAL INFORMATION

## Mission Statement

We share Christ, disciple Christian believers and educate students for college and life.

## Purpose Statement

"Train up a child in the way he should go, and when he is old he will not depart from it." Proverbs 22:6.

The purpose of Los Angeles Lutheran Middle/Senior High School is to provide a nurturing environment for its students and to facilitate the development of their spiritual, mental, physical, social, and emotional gifts. The goal is to mentor students, in partnership with parents, toward becoming well rounded citizens equipped for a life of Christian service. Students will:

1. Be educated in a comprehensive academic program designed to develop their individual talents and skills.
2. Be nurtured through Scripture, Lutheran doctrine, and Christian ethics.
3. Learn to recognize themselves as persons of worth, redeemed by God.
4. Be encouraged to respond to the Great Commission by spreading the love of Jesus Christ throughout their communities.

## Philosophy

We believe that L.A. Lutheran Middle/Senior High School is an integral part of the congregational educational ministry. We place high value on education that is grounded in Christian teachings and values. L.A. Lutheran Middle/Senior High School is committed to instruction and activities that place ultimate values on the Lord Jesus Christ and service to Him.

Specifically, we believe the following:

1. Los Angeles Lutheran Middle/Senior High School, as a response to the Great Commission, is our Church's finest program of ministry to its youth, founded on the gospel of Jesus Christ.
2. Parents are primarily responsible for the instruction of their children, therefore; the school will work closely with parents to educate and nurture them.
3. Education is the main process by which the Church transmits her culture and God's truth. The school is an ideal setting where young men and women, with one another and Christian teachers, can discover and understand God's truth and be strengthened in their Christian faith.
4. The school is a superior educational institution, equipping young saints for ministry through holistic growth: intellectual, spiritual, physical, social, moral, and cultural.
5. The school exists primarily to serve the Lutheran community, secondarily to serve all Christians and their organizations in God-pleasing ways, and finally the community at large.

# Goals and Objectives

Los Angeles Lutheran Middles/Senior High School is a professional learning community dedicated to education in the following areas: spiritual growth, academic excellence, citizenship, and lifelong personal development.

## **I. Spiritual Growth**

Through the power of the Holy Spirit, students will know that they are saved by grace through faith in Jesus Christ. Graduates will:

- A. Understand the importance of Christ in their lives.
- B. Be educated in biblical truth and its application to life.
- C. Be able to articulate their faith.
- D. Know how to demonstrate their faith as led by the Holy Spirit.
- E. Be empowered to follow His example and teachings as recorded in Scripture.

## **II. Academic Excellence**

LA Lutheran graduates will be equipped for life-long learning and accustomed to a high academic standard. Graduates will:

- A. Use a variety of resources and methods to enhance their continued education.
- B. Demonstrate effective oral and written communication skills.
- C. Use proper mathematical skills.
- D. Use logic and critical thinking to solve problems.
- E. Appreciate personal expression through the creative arts.

## **III. Citizenship**

LA Lutheran graduates will be equipped to utilize their God-given talents and abilities to contribute to the betterment of the community. Graduates will:

- A. Understand the importance of participating in the democratic process.
- B. Be involved in service and leadership opportunities.
- C. Respect the differences between other races and ethnic.
- D. Exhibit respectful behavior toward the environment and the world's resources.
- E. Work independently and with others, respectfully and cooperatively.

## **IV. Lifelong Personal Development:**

LA Lutheran graduates will be equipped to make wise lifestyle choices based on sound principles and practices of spiritual, physical, and mental health. Graduates will:

- A. Understand the importance of sustaining a physically healthy and active lifestyle.
- B. Seek help when necessary and appropriate.
- C. Use discernment in interpersonal relationships.
- D. Incorporate time management skills in all areas of life.
- E. Resolve conflict through non-violent strategies and interpersonal communication.

Specifically, L.A. Lutheran seeks to enable students and graduates to possess and demonstrate the following characteristics:

- Conduct that is responsive to the teachings of Jesus Christ: without facade, but consistently genuine.
- Responsibility for self by acting respectfully towards others and accepting the consequences of his or her behavior.
- Devotion to God by attempting to use talents and knowledge to the fullest, for the glory of God and the welfare of mankind.
- Appreciation for God's resources by proper and prudent use of the environment, energy, food, living organisms, and time.
- A mature spiritual relationship, viewing self as a child of God, well aware of one's inborn sinful nature.
- Belief in the grace of God as the means to eternal salvation.
- Responsibility to others, through Christian witnessing, through example, and through evidence of Christian love in various ways.
- Helpful and positive interpersonal relationships by valuing members of the immediate and extended family, as well as others in the "family of God."
- Cognitive skills reflecting significant achievement in reading, writing, listening, and speaking.
- Cognitive skills reflecting significant achievement in sciences, social studies, mathematics, and religion.
- Affective development characterized by a positive self-concept derived from having a right relationship with God.

## **Non-Discriminatory Policy**

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

## **Child Protection Responsibility**

For the protection, welfare and growth of all children, California law mandates that educators must report suspected child abuse to a child protective agency. Child abuse includes physical abuse, physical neglect, sexual abuse, and emotional maltreatment.

By law, the identity of the mandated reporter is to remain confidential. If it is suspected that a minor is being abused the child will be released from the school to the custody of a peace officer or county social worker and it is the responsibility of the peace officer or county social worker to notify the minor's parent or guardian.



# ACADEMIC INFORMATION

A student will earn five credits for each course that meets for one semester, ten credits for a full year course. Failures and repeats will receive no credit. This is a listing of all courses. Every course may not be offered every year.

## Middle School Requirements (Grades 6, 7 & 8)

30 Credits	Religion	6 semester courses
30 Credits	English	English 6, English 7, English 8
30 Credits	Science	General, Life, Physical
30 Credits	Math	General Math, Pre-Algebra, Algebra 1/2, Algebra I, Geometry
30 Credits	Physical Education	6, 7 & 8
30 Credits	Social Studies	World History, American History, World Geography
30 Credits	Electives	Beginning Band, Intermediate Band, Music Appreciation, Band, Choir, Newspaper, Elements and Principles of Design (6), Fundamentals of Art (7/8), Art History (7/8) *Computer Keyboarding, Spanish I or II, German I or II

\*Required for promotion to 9<sup>th</sup> grade

## Middle School Promotion to Senior High

Promotion from middle school to high school is based on the student's grade point average. A student with a GPA less than 1.0 will not be accepted into the 9th grade. A student with a GPA higher than 1.0 but less than 2.0 may be accepted contingent upon faculty evaluation. A copy of this form may be obtained from the office upon request.

## Outside Classes

Students are encouraged to take outside classes for enrichment or remediation purposes when necessary. Some courses may be offered on campus. In order to maintain high academic standards students will need, prior to enrollment, approval from the administration (counselor or principal) and registrar to attend summer school or take outside classes for transferable credit to LA Lutheran. Course content must be similar in nature to the course descriptions found in this handbook. Courses need to be taken through an accredited institution. Concurrent enrollment of a class will not be accepted.

## Cheating Policy

At L.A. Lutheran, we want to establish a Christian atmosphere that is loving, honorable, and trusting. In Psalms 34 12-14, it says "Whoever of you loves life and desires to see many good days, keep your tongue from evil and your lips from speaking lies. Turn from evil and do good; seek peace and pursue it." LA Lutheran considers cheating of any kind a serious offense against God as well as fellow students, parents, teachers and the person themselves. Therefore, the following policy shall be enforced in all classes.

\*This policy applies to any student found cheating.

\*\* Cheating is considered, but is not limited to, the following activities: caught with a cheat sheet, caught

copying another student's homework, giving homework to another person to copy, wandering eyes on an exam, and plagiarism.

\*\*\*Plagiarism is submitting someone else's work, whether all or part of it, as your own without giving proper credit.

\*\*\*\*The policy is for the length of one school year.

*1<sup>st</sup> Offense:*

- Zero on the assignment
- One detention
- Contact by teacher and notification sent to Dean of Students

*2<sup>nd</sup> Offense:*

- Zero on the assignment
- Mandatory Parent/Student/Dean of Students Conference
- Saturday Detention and contract instituted.

*3<sup>rd</sup> Offense:*

- Expulsion

## Course Descriptions

The number in parentheses following the course title indicates the number of credits granted for successful completion of that course. The numbers 6-7-8 following the course description indicates the grades in which these courses are generally taken. Final placement in English, foreign language, science, and mathematics courses will be determined by the school on the basis of scores on Admission Tests and/or grades in previously taken courses in that subject area.

Courses may not be offered with less than 10 student requests.

**INDEPENDENT COURSES** of study will be charged a fee of 75.00.

### **BUSINESS AND PRACTICAL ARTS**

**KEYBOARDING** (5 cr.) Fundamentals of keyboarding and skill development. Course content will include basic applications to further develop their keyboarding skills (7-8)

**BUSINESS APPLICATIONS** (5 cr.) Business Applications teaches students to use programs such as Microsoft Word, Excel, and PowerPoint. Prereq=none

**NEWSPAPER** (5 cr.) In this course, students will learn about and produce various types of newspaper articles and other newspaper components. They will learn how to effectively proofread, edit, and revise work. Students will use both Microsoft Word and Microsoft Publisher to compose articles and produce a monthly middle school newspaper for L.A. Lutheran (7-8)

### **ENGLISH**

Each student is required to purchase a Modern Language Association (MLA) style book to be used in preparing formal papers.

**ENGLISH 6** (10 cr.) A study of the language arts-including writing, reading, speaking, and listening skills. Prereq.=none

**ENGLISH 7** (10 cr.) A study of the language arts-including writing, reading, speaking, and listening skills with additional instruction on library and study skills. Prereq.=none

**ENGLISH 8** (10 cr.) A study of the language arts-including writing, reading, speaking, and listening skills with additional instruction on research. Prereq.=none

**ENGLISH 9** (10 cr.) A basic course in communication skills, including grammar, composition, study skills, and literature appreciation. (8) Prereq.=Grade of B or better in English 7 and teacher recommendation

## **FOREIGN LANGUAGE**

**SPANISH I** (10 cr.) Elementary grammar with introduction to verb conjugations. Emphasis on vocabulary building, comprehension, translation and conversation, includes an introduction to Hispanic history and insights into present Hispanic societies. Prereq.=consent of registrar needed for grades (7-8)

**SPANISH II** (10 cr.) A continuation of Spanish I, with extensive work in complex verb tenses and language structure. Added emphasis on vocabulary buildings, oral comprehension, translation and conversation. Included is a view of all aspects of Hispanic cultures with specific attention to the history and culture of Spain. Prereq.=C or better in Spanish I (8)

## **MATHEMATICS**

*\*Students need a grade of 'C' or better each semester to advance to the next math class.*

**GENERAL MATH** (10 cr.) Emphasis on basic skills, working with fractions and decimals, etc. Measurement systems will be covered as will basic concepts in geometry. Prereq.=none (6-7)

**PRE-ALGEBRA** (10 cr.) Advanced General Math for those proficient in the basic skill levels in mathematics. This course also covers beginning algebra skills. Prereq.=none(7-8)

**ALGEBRA 1/2** (10 cr.) Makes the transition from elementary mathematics to algebra. It emphasizes pre-algebra skills and concepts such as equations and problem solving. This course will not satisfy university entrance requirements, but does meet LA LUTHERAN graduation requirements. Prereq.=Placement Test (7-8)

**ALGEBRA I** (10 cr.) A study of real numbers, letters and symbols used in the solution of equations and inequalities. Prereq.=Placement Test or department recommendation (7-8)

**GEOMETRY** (10 cr.) A study of two and three dimensional figures. Emphasis will be made on logic, deductive reasoning and writing of formal two column proofs. Prereq.=Alg. I (8)

## **PERFORMING ARTS (MUSIC)**

**MIDDLE SCHOOL CHORUS** (5cr. Each semester) This choral group is designed for grades 6 through 8. Its design, music, and organization are fitted for the middle school student. All participants must be able to carry a tune; however, note reading is optional.

**BEGINNING BAND (CUB BAND)** (5cr. each semester) Cub Band is a feeder band for L.A. Lutheran's advance bands. Students who wish to learn to play a band instrument or wish to brush up on instrumental skills prior to enrolling in an advanced band will learn the needed skills in this group. After one semester the student will advance into the Intermediate Band. Prereq.=none (6-8)

**INTERMEDIATE BAND** (5 cr. each semester) Students build their techniques in this band after graduating from the Beginning Band and before entering the Pride Band. Also students who need to "brush up" on their instrumental skills prior to entering an advanced band may enroll. Generally a student will be in Intermediate Band for 1 to 2 semesters and then move, without audition, into the Pride and/or Jazzman Band. Prereq. = Club band or prior instrumental experience. (6-8)

**PRIDE CONCERT BAND** (5cr. each semester) This performance band plays at a variety of venues including pep rallies, chapels, festivals, and concerts. It is open to any student by audition and performs concert style music including symphonies, concertos, marches, tone poems, musicals, overtures... Any student who studied and was enrolled in L.A Lutheran's "Cub" and "Intermediate" bands are accepted into the Pride Band without audition. All other students are required to audition. Prereq.= none (7-8)

**JAZZMAN BAND** (5cr. each semester) This award-winning advance band performs music of the jazz genre. Students need to audition for the band and will perform widely at festivals, concerts, social events, and shows. Music ranges from Latin, rock, swing and ballads. This is an advanced performance group. Prereq.=Audition - consent of instructor and administration needed for (7-8)

**GODSTRUCK** (No school credit) This chapel band plays for L.A. Lutheran chapels. It is open to anyone who wishes to sing or perform on an instrument during our L.A. Lutheran chapels. Membership is by audition only. Prereq. = Consent of instructor.

**BOPS** (No school credit) This award-winning vocal group sings in the jazz genre only. The music ranges from swing to rock, from Latin to ballad styles. Membership is by audition. Performers will participate in a variety of public venues. This is an advanced performance group. Prereq. = consent of instructor.

**JAZZ SPACE** (No school credit) This small, advance jazz octet is designed to perform at a variety of social events. In the tradition of small west-coast jazz groups, it emphasizes improvisational solos of the participants. Prereq. = Consent of instructor

**MELODY MAKERS** (No school credit) This show choir emphasizes singing and dancing musical revues in a variety of styles. Students generally come through the Concert Choir into Melody Makers; however, any music student may audition. Performance venues include concerts, festivals, and social events. Prereq. =Consent of instructor.

**THEATER TECHNICIAN** (No School credit) The use of theatrical lights, soundboard, staging flats for chapel, dramas, musicals, and other "Lion Den" (auditorium) events can only be used by theater technicians. Prereq. =Training as provided by the Fine Arts Chair and Tech Manager.

**STRING ENSEMBLE** This group is comprised of Violins, Violas, Cellos and Double Basses. Even though some experienced players are enrolled in this group, beginning students are welcomed if they are willing to dedicate themselves by learning the music and practicing it at home. There are some instruments that are available for use or the student may obtain or rent one privately. See Mr. Bauer for enrollment in class and/or availability of a school instrument.

## PHYSICAL EDUCATION

**PHYSICAL EDUCATION 6, 7 & 8** (10 cr.) Developing skills in team sports and physical conditioning with emphasis on football, basketball, and softball. Health is taught one day per week throughout the year. Prereq.=none (6, 7-8)

**MEDICAL EXCUSE** (0 cr.) Prereq.=Approved excuse submitted by a medical doctor (6-8).

## RELIGION

**EXPLORING GOD'S WORD** (5 cr.) Students use the book of Matthew as they explore their faith and their relationship with God and one another.

**OLD TESTAMENT** (5 cr.) Students will study God's covenant relationship with His people beginning with creation and ending shortly before the birth of Christ. Prereq.=none (7-8)

**RELATIONSHIPS WITH GOD AND OTHERS** (5 cr.) Students explore various facets of their interpersonal relationships. Prereq.=none (7-8)

**SURVEY OF THE NEW TESTAMENT** (5 cr.) A cursory look at the new testament from the **birth** of Christ through His second coming. Prereq.=none (7-8)

**CONTEMPORARY ISSUES** (5 cr.) Students explore topics of today's society and how God's word reflects on these issues. Prereq.=none (7-8)

## SCIENCE

*\*Students need a grade of 'C' or better each semester to advance to the next science class.*

**SCIENCE 6** (10 cr.) A general survey of scientific principles through hands-on activities and resources that provide real-world connections with direct faith applications and Christ-centered perspectives. Prereq.=none(6)

**LIFE SCIENCE** (10 cr.) An introductory course into the biological sciences. Prereq.=none (7)

**PHYSICAL SCIENCE** (10 cr.) A survey of the physical sciences (particularly chemistry and physics) and a study of tools, techniques, skills, and terminology used in the sciences. Prereq.=none (8)

## SOCIAL STUDIES

**SOCIAL STUDIES 6** (10 cr.) Students study the people and events that ushered in the dawn of the major Western and non-Western ancient civilizations. Prereq.=none (6)

**WORLD GEOGRAPHY** (10 cr.) A physical and cultural study of the world. Prereq.=none (7-8)

**AMERICAN HISTORY** (10 cr.) An interpretive study of America from the colonial era to the present with an emphasis on regional geography. Prereq.=none (7-8)

## THEATER ARTS

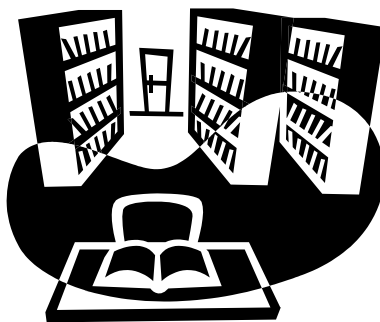
**DRAMA** (5 cr.) An introductory course which develops public speaking skills through the use of skits and culminates in a public presentation at the end of the semester. Prereq.=none (7-8)

## VISUAL ARTS

**ELEMENTS AND PRINCIPLES OF DESIGN** (5 cr.) This course gives early middle school students the opportunity to explore the seven basic ingredients all artist use to create their work, plus an introduction to the guidelines that artists and designers observe when they put the elements to work. These principles organize the parts of any work of art to make it most effective. The studio activities will encourage the student to develop their skills as artist. (6)

**ART HISTORY OF AMERICA** (5cr.) This course gives the middle school student the opportunity to explore their American heritage and to bring their own identities to traditional arts and crafts. Activities encourage the student to view American artwork and make personal interpretations drawn from their own lives and contemporary culture. Studio activities give students a greater understanding and appreciation for the skills developed by earlier artist. (Grade 7-8)

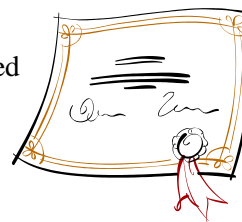
**ART FUNDAMENTALS** (5cr.) During this semester's study in art, the student will be exploring the concepts of: COLOR; LINE; SHAPE; TEXTURE; and FORM through the hands-on experiences of completing assignments in art. A variety of available art Medias and materials will be used to challenge the student. These will aid the student in investigating their own gifts and talents, so that in future opportunities they will be confident in their abilities. (7-8)



## Honor Roll

Any student who satisfies the following two requirements will automatically be placed on the Honor Roll for the semester during which the grades were earned:

1. 3.00 minimum current GPA based on semester grades
2. No marks of D or F for the semester grade
3. Honor roll Recognition 3.0 GPA or better



## California Junior Scholarship Federation (CJSF)

CJSF for 7-8 is a state-wide organization with standards met by the state governing board. Membership is neither mandatory nor automatic but only students earning the appropriate amount of points (as designated by the state board) will become members. Emphasis is placed on academics and service. Each student must apply in person at the appointed time during the first three weeks of each semester by filing the appropriate form.

## Grading System

Student work will be evaluated in all courses according to the following system:

90% - 100%	A	Superior work	(4 grade pts.)
80% - 89%	B	Above Average	(3 grade pts.)
70% - 79%	C	Average	(2 grade pts.)
60% - 69%	D	Below Average	(1 grade pts.)
50% - 59%	F	Unsatisfactory	(0 grade pts.)
	I	*Incomplete	(Incomplete work not done will result in an F)

\*All incomplete work must be completed within two weeks of posting of the report cards unless other arrangements have been made with the administrator.

## Academic Guidance Program

A student is placed on the Academic Guidance Program (AGP) when his/her current GPA is 2.00 or below or when there is a significant drop in current GPA. Students have two (2) terms to show the required improvement specified on the individual terms of probation. Those who do not satisfy the minimum or specified requirements as noted on the terms of their AGP agreement may be asked to discontinue enrollment at LA Lutheran and must then transfer to another school.

As with all disciplinary matters, the LA Lutheran staff views AGP as a chance to counsel with the student and to help him/her improve academically. To monitor a student's progress, each student must complete a weekly progress report (signed by a parent/guardian) and turn it in to the office on the designated day. Support from the home is requested and expected. Students on AGP must attend tutoring and will be assigned to a study skills course that will meet Wednesday mornings 7:00 – 7:45 a.m. in room 4. The student will also be assigned to a specific B Period.

Seniors on AGP or have a "D" or "F" in any class will lose their senior square privileges for that term. Seniors who have not fulfilled academic requirements for graduation will not be allowed to participate in commencement exercises.

## Textbook Policies

Textbooks will be purchased by the student. The following rotation will be used for new textbooks:

2009-2010	Science, Art, Music
2010-2011	Foreign Language, Religion, Physical Education, Business
2011-2012	English, Publication
2012-2013	Social Studies
2013-2014	Math



# STUDENT LIFE

## Attendance Policies

### ABSENCES

*If a student is absent from school, the school is to be notified.*

1. On the day of absence, the parents must call the school office to inform the administrative assistant of the student's absence.
2. **Before classes begin**, on the day of return, the student must turn in to the office a note from the parent /guardian.
3. The note shall contain the following information:
  - Student's name
  - Date(s) and day(s) of absence
  - Reason for absence
  - Signature of parent or guardian
4. Excused Absences are:
  - Illness
  - Bereavement
  - Legal Obligation
  - Medical or dental appointments

*\* Notes with no reason stated or a reason other than those listed above, will be considered unexcused.*

Parents choosing to hold students out of school for any reason other than the above are advised that their students will not receive credit for any work missed on those days, unless the school office is notified one week in advance of the absence. If a one -week notice is given, all make-up work must be arranged with teachers prior to the days of absence. This policy will be strictly enforced.

**Note: Students not attending four (4) or more classes or their equivalent in a school day will not be allowed to participate in or attend any extra-curricular activities (such as drama or athletic practices or events) for that day.** If absent on a Friday, a student may attend, but not participate in a Saturday activity unless prior approval is granted by the administration.

### TRUANCY

Absence from school without parental consent may result in a suspension. NOTE: Unexcused absence from any class or chapel service is considered truancy with the possibility of a suspension.

### TARDIES

If arriving late to his/her first period, students must go directly to class unless they have an excused tardy note that can be taken to the school office.

1. Students will receive one (1) detention for every three (3) tardies. On the third detention the student will serve a detention on a designated Saturday of the month.
2. If a student receives 9 tardies in any one semester, a mandatory parent meeting will occur. The meeting will be to discuss the following two options:

- The parent attending class with the student for the day.
  - Zero-tolerance policy regarding tardies. A student on zero-tolerance will not be admitted to any class to which he/she is tardy. A student will remain on zero-tolerance for one month. If during that time, he/she does not receive a tardy, he/she will be taken off zero-tolerance.
3. If tardies continue to be a problem, a contract will be instituted. See discipline section regarding contracts.
  4. Tardies will be excused for the following reasons:
    - Illness
    - Bereavement
    - Legal Obligation
    - Medical or dental appointments

*All other tardies, even those with a parent/guardian excuse, will be considered unexcused.*

### **PROLONGED ABSENCE**

Students missing the equivalent of ten (10) times in any one particular class, during one semester, may lose credit for that semester's class at the discretion of the teacher and administrator. Block days are considered two classes and count as two absences. Missing half of a class counts as an absence.

**NOTE:** Absence from four (4) or more periods constitutes one day. Three (3) or less constitutes one-half day. Students missing four (4) days in a row for illness must present a doctor's care paper to return to school.

### **CAMPUS HOURS**

Lutheran High School runs a closed campus. School hours are 7:00 a.m. until 2:35 p.m. Both middle and high school students start at 8:05 a.m. Entrance to and exit from the campus is controlled. This policy assures parents that their children's whereabouts are known and safety is assured. The following rules apply:

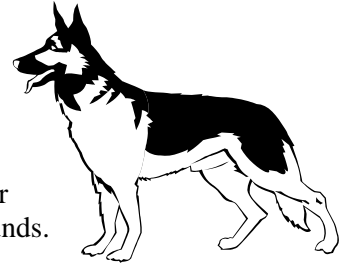
- \* Students may not leave campus from the time they arrive until school is dismissed for the day without securing a release form from the office. Students who leave campus at the end of the day are not allowed to return to campus.
- \* Violation of the closed campus rule will be handled as truancy. If a student must be on campus past 2:35 p.m. on a daily basis and is not in a supervised activity, he/she must attend after school study.
- \* The campus is open at 7:00 a.m. Direct supervision of students does not occur until 7:50 a.m. except for Jazzman Band members. After school study ends at 5:00 p.m. Students should arrange for rides by that time.
- \* **VISITORS** Because we maintain a closed campus, students are not allowed to have visitors. Those wishing to visit during school hours to view the school need to contact the school office. Only prospective students are generally allowed to visit. Alumni and friends must get a visitor's pass from the office.

### **AFTER SCHOOL STUDY HALL**

Students on campus after 3:05 p.m. and who are not in an organized school sponsored activity must report to study hall. Latecomers will be assessed a \$2.00 fine. Students not following after school study guidelines may lose the privilege and parents will have to make arrangements for their child to be picked up before after school study begins. **Students must be signed out by a parent/guardian.** Students on campus after 5:30 p.m. will be assessed a supervision charge of **\$1.00 per minute.**

## **CANINE DETECTION**

In order to assure a safe drug-free environment in which our students can learn, LA Lutheran contracts with Interquest for the use of detection canines. The canines and their handlers search the school on random days for weapons, drugs, or alcohol. They will search classrooms, lockers, and cars parked on or near our grounds. A positive identification for any of the listed substances will result in a request for expulsion.



## **EXTRA-CURRICULAR ACTIVITIES**

To provide for a well-rounded education, several different extra-curricular activities are provided for our students. From sports to drama...music to cheerleading...each student has a wide variety of options available to him or her. Participation in these activities is a privilege and an honor, therefore, is dependent upon academic achievement and conduct.

## **ATHLETICS and FINE ARTS**

The following guidelines apply to all extra-curricular activities:

### **Middle School**

1. Students must pass with a 2.0 GPA to participate.
2. Students with a 2.0 **and** a D or F in any class will be placed on a temporary weekly academic probation.
3. All extra-curricular participants must have an advisor present at all their activities and school approval for each specified event.

## **HARASSMENT**

Forms of harassment include but are not limited to the following: oral harassment such as derogatory comments, jokes or slurs; physical harassment such as unnecessary, unwelcome or offensive touching, or impeding or blocking movement; visual harassment such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, or gestures; unwelcome advances, requests, or demands for favors; and other oral or physical misconduct.

Any pupil desiring to make a complaint of harassment should immediately report it to the Dean of Students or designee. However, there is absolutely no requirement that the pupil must make a complaint to the alleged harasser. If the Dean of Students or designee is the alleged harasser, the pupil should make the complaint to the Executive Director. A pupil making a complaint of harassment shall not suffer any reprisal for doing so. The school will promptly and thoroughly investigate all complaints of harassment. The school also will take immediate and appropriate action to resolve such complaints. A report of the results of the investigation will be made to the complainant, the alleged harasser, and the supervisor of the alleged harasser.

## **SEXUAL HARASSMENT**

LA Lutheran recognizes that harassment on the basis of sex is unlawful. Employees and pupils will not engage in conduct constituting sexual harassment. The Board Policy prohibits any act of sexual harassment as defined by this Board Policy where such act is related to any school activity or school attendance as allowed by law. The school will not condone or tolerate sexual harassment. The school will take appropriate disciplinary action against all employees or pupils found to have engaged in sexual harassment.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. It includes but is not limited to circumstances in which: submission to such conduct is made a term or condition of a pupil's academic status or submission to or rejection of such conduct is used as the basis for any academic decision affecting such a pupil or such conduct has the purpose or effect of unreasonably interfering with a pupil's academic performance or creating an intimidating, hostile, or offensive educational environment.

A detailed copy of the Board Policy on "Pupil Sexual Harassment and Pupil Complaint Procedure" is available in the office.

## **PUBLIC DISPLAY OF AFFECTION**

Physical contact between couples on campus is limited to holding hands.

## **LUNCH**



Students should bring a nutritious and filling sack lunch to eat on campus. As Lutheran High is a closed campus, students will not be permitted to leave campus to eat or purchase a lunch. Deliveries except by parents are not allowed. There are vending machines for the convenience of students. LA Lutheran is not responsible for losses incurred as a result of using these machines. A hot lunch item from local businesses is usually available for purchase. **(Students must have change for lunch, business office and school sponsor lunch sellers will not make change!)**

## **TELEPHONE POLICY**

Parents having urgent messages for students may call the school office and leave the message with the receptionist. Such messages will be delivered as soon as possible. We will not call students out of class unless there is an emergency.

Cell phones are only to be used before or after school. Cell phones either going off during the school day, being used, or are visible by a staff member from 8:05 a.m. until the end of school will be confiscated and placed in the Dean of Student's office.

**1<sup>st</sup> offense:** phone will be returned **only to the parent.**

**2<sup>nd</sup> offense:** phone returned only to the parent. The student **loses** his/her cell phone **privilege** on campus.



## **ELECTRONIC EQUIPMENT**



Pagers, CD players, cameras, electronic games, iPods, etc. are only allowed to be used before and after school. Speakers, earphones, iPods, MP3 players etc used or seen from 8:05 a.m. until the end of school will be confiscated and returned to the student at the **end of the school year.**

## **LOST AND FOUND**

The Student Council will operate lost and found. Designated times for the retrieval of items will be announced at the start of the school year.

## LOCKERS AND LOCKS



Lockers will be furnished to all students. Lockers are the property of the school and may be checked by appropriate school authorities without the student's permission. Lockers may be personalized on the inside but stickers and permanent markings may not be used. All decorations should show good Christian taste. Locks will be issued to students once in their LA Lutheran career. Additional locks can be purchased in the office. Only locks issued by the school may be used on lockers. Students are responsible for their lockers. If the locker assigned to a student is damaged, a damage assessment will be made.

## Spiritual Growth Opportunities

### PRAYER GROUPS

Prayer groups provide safe settings for students to grow both in their faith and understanding of God's miraculous power through the power of prayer. Students meet weekly, exchange prayer requests, and pray for each other. L.A. Lutheran currently sponsors coed middle school prayer group. All are welcome to attend.



### CHAPEL WORSHIP TEAM

Chapel Worship Team is an opportunity for students to become involved in leading and developing chapel services. Students can assist in worship and/or participate in chapel drama productions.

### CHAPEL

Chapel services are important for the spiritual development of all at L.A. Lutheran and certain guidelines are to be followed. Students are to move directly from class to their assigned seating area in the Chapel with their 4<sup>th</sup> period teacher. Books and backpacks are to be left in the classroom. As you enter, quietly use this time as preparation for worship...mindful of the Lord's presence in our Chapel.

Chapel absences and tardies will be dealt with in the same manner as classroom absences and tardies. At the completion of chapel, students are asked to leave quietly.



# Uniform Dress Code

LA Lutheran strives to create an environment that is conducive to academic excellence, spiritual growth, responsible citizenship, and the development of life skills, as well as promoting **unity** within our school community. With this in mind, we have developed a uniform dress. We recognize that the students' individual appearance is the responsibility of the students and their parents. All students are expected to dress in accordance with acceptable standards of health, safety, cleanliness, and style. Therefore, student dress and personal appearance are areas in which parental responsibility and cooperation are essential.

ALL clothing must be clean, in good condition, without holes, frays, tears, writing, etc.

1. **Shirts** must be a *traditional* polo shirt (solid white, Columbia blue or navy blue), with 1-4 buttons, a collar, and sleeves and made of cotton or cotton-polyester blend (no Lycra or spandex). Bottom button of polo must be buttoned.
2. All **pants/shorts/skirts/skorts** must be Docker-style (khaki dark or light or navy blue), and should not have patches, decals, writing, rips, frays etc. **No jeans, or cargo pants/shorts/skirts/skorts**

All clothing must fit in such a manner that no cleavage, midriffs, or undergarments (including undershirts) are visible at any time. Clothing must be of an appropriate fit/size; not too short, big, tight, revealing or **baggy** Therefore:

- **Shirts** must extend past the belt or waistband of pants/skirts/skorts/shorts **or** be tucked in at all times (including when stooping, bending, reaching, sitting, etc.). **Shirts are not to be over-sized in width and or length**
  - **Pants** must be worn up around the waist with a belt. (Belts must have no writing or improper images on buckle or belt itself. **Baggy pants will not be acceptable attire.**
3. **Shorts and skirts /skorts** (solid navy blue, or khaki dark or light) must be at least to the middle fingernail when standing. If the **skirt** has a slit, the top of the slit must also be to the middle fingernail when standing.
  4. **Sweatshirts/sweaters** (Solid white, Columbia blue, or navy blue) may be worn over polo shirts or school t-shirts.
  5. **Juniors and seniors are allowed to wear college T-shirts/sweat shirts on Thursday and Friday only.** ( The name of the college or university **must** appear on the T-shirt/sweatshirt)
  6. **T-shirts / tank tops** may be worn under a traditional polo shirt, provided the T-shirt/tank top is not visible below the bottom of the polo shirt or **does not extend** past the sleeves of the polo. T-shirt/tank top must be of a solid color, and must not be visible through polo.
  7. **Outer jackets/coats** (Solid white, Columbia blue, or navy blue.) May not represent athletic teams, or have logos, designs etc. Jackets are not allowed to be worn inside out. **Hoods are not to be worn inside building (hallways and classrooms)**

8. **LA Lutheran clothing**, such as band or sports T-shirts, may be worn on Thursday and Fridays.
9. **Hair** must be well groomed and clean. Hair should be worn so that it does not cover the eyes.( bangs must not extend over eye brows) \*
10. **MALES** hair must be trimmed to the top of the collar of polo shirt \*

  - No ponytails are allowed
  - No shaved images or designs
  - No extreme styles, cuts, or coloring. (Mohawks, large spiking etc.)
  - Facial hair should be clean-shaven. Underclassmen may wear well groomed mustache.
  - **Seniors** may wear a beard or mustache if is neat and well trimmed.
  - Students needing to shave at school will be charged \$1.00 for a disposable razor.

- \***Hair out of dress code must be corrected by the next day of classes or student will not be allowed to attend classes.**
11. **Shoes** must have a heel support, back strap, and soles. (State educational code)
12. Miscellaneous fashion items.
  - No **visible** tattoos, chains, or body piercing (exception of earrings)
  - Boys may wear a single stud earring.( hoops, spikes and other types of earrings are not acceptable)
  - No offensive **accessories** ( **wrist bands, chains, necklaces with inappropriate images or symbols**)
  - No sunglasses in building (hallways and classrooms)
  - Hats of any kind are not to be worn inside the building. Only LA LUTHERAN issued hats may be worn when outside.
  - Dress attire for students participating in extracurricular activities such as dances and athletic/ music practices will be determined by the sponsors and must be approved by the Dean of Students. The dress standard requests for these activities must be in written form.
  - Game and performance day dress attire during school hours must be presented in written form and approved by the Dean of Students.

## **Uniform Dress Discipline**

**Parent/guardian will be notified by the student by phone and a change of clothing must be brought to school for the student before the student will be allowed to return to class.** Inappropriate clothing may not be worn in school, even if covered up with something else.

### **Failure to follow the Uniform dress will result in the following:**

- 1<sup>st</sup> offense - Warning and change of clothing
- 2<sup>nd</sup> offense - Detention and change of clothing
- 3<sup>rd</sup> offense - Detention, change of clothing and mandatory parent meeting
- 4<sup>th</sup> offense - Change of clothing and Saturday detention
- 5<sup>th</sup> offense - Suspension, mandatory parent meeting, and implementation of a contract

# Discipline Policies and Procedures

Within the realm of Christian life there must be structure. St. Paul wrote to the Galatians, reminding them "not to use their freedom to indulge the sinful nature, but to serve one another in love." (Galatians 5:13). So too, our lives as God's people revolve around Jesus Christ and following His examples of love. Therefore, the rules that govern our activities at LA Lutheran are designed to help curb our desire to sin and enable us to walk closer to God and each other.

## OBJECTIVE:

Structure our lives and those of our students in a pattern established in God's Word. This reveals itself in three ways:

1. Establishing attitudes, words, and actions that give glory to God.
2. Displaying Christ-like love toward one another.
3. Fostering responsibility for one's own behavior.

The acceptance and execution of all disciplinary policies are the responsibility of every faculty member, student, administrator, and staff person at Los Angeles Lutheran Middle & Sr. High School.

## Demerit System

A "demerit system" is used by the middle school faculty to help maintain consistency in discipline. Demerits will result in detention, suspension, or expulsion. A record of each student's *cumulative* demerits will be kept for the entire year; however, any student with fewer than 8 demerits at the end of the first semester will have these demerits removed.

3 Demerits – contact home and detention

6 Demerits – contact home and detention

9 Demerits – Saturday detention

12 Demerits –Detention

15 Demerits – Parent/Student Conference with Teacher and Dean of Students.

18 Demerits – Saturday detention (2<sup>nd</sup>)

24 Demerits – Consideration of Expulsion

### Some examples of behaviors resulting in demerits are:

#### 1 Demerit

Consistently not having adequate supplies for class

Dress code violation

Gum Chewing

Use of profanity

Excessive public display of affection

Disrespectful comments/behavior

#### 3 Demerits

Lying

Harassment

Concealing or damaging property of others

Disrespectful to other students

#### 6 Demerits

Fighting

Vandalism

**9 Demerits**

Stealing

**24 Demerits**

Possession of tobacco, drugs, alcohol or a weapon

*\* **Flagrant, willful discipline violations may result in a larger number of demerits, suspension or expulsion.***

**IDENTIFICATION OF TERMS**

**Detention**

One (1) hour of supervised work or confinement 7a.m. or after school. Three detentions will result in being scheduled to work on Saturday morning 3 hours with fee of \$20 for 1<sup>st</sup> Saturday and \$40 for 2<sup>nd</sup> Saturday. Detentions supersede ALL other school activities except for required classroom attendance. Unexcused absence from detention results in one (1) day of suspension or the repercussion of serving a double detention as determined by the administration.

**Suspension**

The removal from classes and ALL school activities for a designated period of time, with readmission contingent upon a conference with a parent or guardian. Continued misbehavior may lead to a recommendation for expulsion. Credit for homework for students receiving Out-of-School Suspension is the discretion of each teacher.

**Discipline Contract**

Good behavior is expected of students attending L.A. Lutheran. Unfortunately, if a student is unable to demonstrate appropriate self-control he/she may need to be placed on a contract. A discipline contract outlines expected behavior for a student who has consistently shown he/she is unable to take responsibility for his/her actions. A contract will stipulate the expected behaviors of a student. The contract may be a requirement for re-enrollment and will last for at least the period of one semester. Failure to meet the expectations specified in the contract may result in expulsion.

**DETENTION IMPLEMENTATION**

When a student is misbehaving, a teacher may elect to give the student a detention.

**Procedure**

1. A detention form is completed by the middle school administrator.
2. The middle school administrator contacts the parent to confirm that the parent is aware of the detention. (Via email or phone call)
3. The first and second detention will be served on the established detention day before school. A third detention will be served as a work day on Saturday morning, 9:00 a.m. - noon. Saturday detentions will carry a \$20.00 fine paid to the person in charge of Saturday detention. A second Saturday will result in a \$40 fine paid to the person in charge of Saturday detention. A Third Saturday will require a parent/student/Dean of Students conference and may result in expulsion.

## EARTHQUAKE PREPAREDNESS

For your student's safety and comfort following a major earthquake, an earthquake preparedness kit is **REQUIRED** using the following guidelines.

**TWO** or more of any of the following:

- Canned tuna (packed in water, not oil)
- Canned chicken or other canned meat
- Vienna sausages
- Meat spread
- Small package of processed cheese (such as Velveeta)

**TWO** or more of any of the following:

- Small can of **UNSALTED** nuts
- Graham crackers
- Granola bars
- Other **UNSALTED** crackers
- Canned pudding

**THREE** or more small CANS of juice.

Plastic ware if needed.

Solar or space blanket (available in most sports stores).

Any medication that your child would need over a 36 hour period of time.

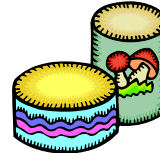
A 3x5 card with your student's name, address, and phone number. Also include those persons to whom your student may be released.

**ALL OF THE ABOVE IS TO BE PUT INTO A SINGLE ONE GALLON ZIP LOCK BAG.**

Due to the lack of space, please do not send more than one bag.

Avoid the following items:

- Any foods needing to be heated.
- Any foods needing water added to them.
- Salty foods.
- Any foods in jars.
- Foods your child won't eat.



## **Fight Song**

Oh, we will fight for the blue and white team,  
Oh, we will fight for Lutheran High.  
May her colors, ne'er be faded,  
May her glory never die. Rah, Rah, Rah.

Loyal to our dear school team,  
Raise her banner to the sky.  
Oh, we will strive to win her fame,  
In honor of her name. Hurrah for LUTHERAN HIGH.

## **Alma Mater**

O Luth'ran High, we sing thy name, or own high school,  
Thy faith be evermore thy fame, and love be thy rule.  
Full grounded on the Savior's love, upholding truths eternal.  
Strong may thy counsels in our lives direct our ways.  
Beneath thy banner blue and white, in hallowed halls,  
Oh campus fair and field so bright, we strive one and all.  
Now may thy Godly lessons taught, and friendships true and loyal,  
Fore'er enshrined within our hearts, O Luth'ran High.

