

LUTHERAN HIGH SCHOOL ASSOCIATION
of RACINE

Academic Program
Student Handbook
2023-2024

Racine Lutheran High School (RLHS)
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JMC STUDENT/PARENT LOGIN

<https://racinelutheran.onlinejmc.com/student>

BELL SCHEDULE

MONDAY & FRIDAY

<u>PERIOD</u>	<u>TIME</u>
1	7:20 – 8:10
2	8:14 – 9:00
3	9:04 – 9:50
4	9:54 – 10:40
5	10:44 – 11:55

EL 10:44-11:05	EC 10:44-11:30
LC 11:09-11:55	LL 11:34-11:55

6	11:59 – 12:45
7	12:49 – 1:35
8	1:39 – 2:28

WEDNESDAY(Odd)/THURSDAY(Even)

BLOCK DAYS

<u>PERIOD</u>	<u>TIME</u>
1/2	7:20 – 8:49
HR/Activity Time	8:53 – 9:27
3/4	9:31 – 10:58
5/6	11:02 – 12:55

EL 11:02-11:24	Class 11:02-11:46
LC 11:28-12:55	LL 11:48-12:10
	Class 12:12-12:55

7/8	12:59 – 2:28
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THURSDAY= CLASH/End of Day

<u>PERIOD</u>	<u>TIME</u>
2	7:20 – 8:49
4	8:53 – 10:20
6	10:24 – 12:17

Class 10:24-11:08	EC 10:24-11:51
EL 11:10-11:32	LL 11:55-12:17
Class 11:34-12:17	

8	12:21 – 1:50
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Activity Time/CLASH	1:54 – 2:28
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TUESDAY

<u>PERIOD</u>	<u>TIME</u>
1	7:20 – 8:04
2	8:08 – 8:49
Chapel	8:53 – 9:30
3	9:34 – 10:15
4	10:19 – 11:00
5	11:04 – 12:10

EL 11:04-11:25	EC 11:04-11:45
LC 11:29-12:10	LL 11:49-12:10

6	12:14 – 12:55
7	12:59 – 1:40
8	1:44 – 2:28

PEP RALLY/FLEX SCHEDULE

<u>PERIOD</u>	<u>TIME</u>
1	7:20– 8:04
2	8:08– 8:49
3	8:53– 9:34
4	9:38– 10:19
5	10:23– 11:04
6	11:08–12:14

EL 11:08-11:29	EC 11:08-11:49
LC 11:33-12:14	LL 11:53-12:14

7	12:18 –12:59
8	1:03 – 1:43
9 Pep/Flex	1:47 – END

EARLY RELEASE

<u>PERIOD</u>	<u>TIME</u>
1	7:20– 7:58
2	8:02– 8:35
3	8:39– 9:12
4	9:16– 9:49
5	9:53–10:26
6	10:30–11:03
7	11:07–11:40
8	11:44–12:22

OUR MISSION

Racine Lutheran High School's mission is to guide our youth in faith, learning, character, and leadership by nurturing their relationship with Jesus Christ and educating them for a life of service to God and man.

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

OUR VALUES

Jesus Christ died for our sins so that we may have eternal life. Because of this, all who are associated with Racine Lutheran High School share the following values as they work with each member of our school community.

- Faith
 1. Nurture a personal relationship with Jesus Christ through prayer and devotion.
 2. Equip each student to live and share the Gospel through the study of God's Word.
- Learning
 1. Create engaging educational opportunities to expand each student's growth, recognizing his/her individual needs and abilities.
 2. Develop the home and school partnership by establishing avenues of communication to strengthen learning.
 3. Provide a safe and caring environment.
 4. Instill the desire for lifelong learning in each member of the school community.
- Character
 1. Promote Christian qualities of respect, honesty, loyalty, responsibility, perseverance, and purity.
 2. Expect the highest standards of performance from each person in the RLHS community.
- Leadership
 1. Recognize that by God's grace, each individual has been given unique skills and abilities.
 2. Guide each individual to develop skills to serve and lead.
 3. Empower each individual for lifelong service to God and man.

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<p style="text-align: center;">RACINE LUTHERAN HIGH SCHOOL ACADEMIC PROGRAM</p>
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AP COURSES and DUAL CREDIT COURSES

Advanced Placement courses are offered in English, Math, Social Studies, and Science. AP courses may lead to college credit as well as high school credit. The College Board administers a test each spring (at a cost set by The College Board) to determine if college credit can be granted to each student. Each college determines its minimum score for credits.

RLHS students have the opportunity to enroll in more than 85 dual credit courses through accredited universities. Each online class counts toward a high school diploma, college degree, and may be transferred to other post-secondary institutions. Dual-credit courses are designed for motivated, honors-level high school students. Eligible students must receive preapproval by the principal or guidance counselor before registering for each class. Fees for these dual credit courses are the responsibility of the students' families.

RLHS students also have the opportunity to enroll in many Gateway Technical College Academy programs and can receive high school credits as well. Students who do not achieve a passing grade, who withdraw, or are otherwise removed from Gateway programs will be responsible for all costs.

COURSE LOAD

All students are required to take academic subjects in seven (7) of the eight (8) periods of the day. A student may have one study hall in his/her schedule.

COURSE OFFERINGS

Courses and the number of sections offered are dependent on student requests and staffing. Subsequently, some courses listed in the offerings section may be dropped when the schedule is built. Some courses are only offered every other year (which can sometimes change if necessary) and are identified in the course offerings catalog.

DROPPING or CHANGING A COURSE

A student may initiate a withdrawal from a course and transfer to another course during the first ten (10) days of the semester. A student who drops a class after the 10th day of the semester may be given a Withdrawal-F for the semester grade. Course changes will not be considered in cases involving teacher, time, or social contact preferences. Any schedule change requires parental approval and may need approval from instructors and/or administration. In extenuating circumstances, the school may initiate a course change without penalty to the student.

CREDIT RECOVERY and COURSE GRADE REPLACEMENT

Racine Lutheran High School will replace a transcript grade when a course is retaken under the following circumstances:

- RLHS may replace a grade when a student retakes a course to meet a prerequisite for the next course. Example: A student receives a “D” and needs a “C-” to move forward.
- The replacement course is taken at Racine Lutheran High School or another accredited institution that has been approved by the Administrative Committee.
- The course content is similar to the course taken at Racine Lutheran High School.
- The original grade will appear on the transcript in a way that will not affect the GPA.
- Racine Lutheran High will not change a transcript grade under the following circumstances:
 - The grade will not be replaced if the student received an “F” for the semester.
 - The grade will not be replaced when a student retakes a course for the purpose of moving forward in class rank. Example: The grade will not be replaced in the case of a student wanting to change a grade to an “A” in a race for valedictorian or salutatorian.
 - Any student who seeks credit recovery through an accredited institution or accredited online program must have administrative approval and is responsible for the fees associated with the program.

FERPA

The Family Educational Rights and Privacy Act is a Federal Law that protects the privacy of student education records. For information about FERPA, visit the following webpage: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

GRADING

	<u>PERCENTAGE</u>	<u>GPA</u>	<u>WEIGHTED GPA</u>
A+	100-99	4.00	5.00
A	98-94	4.00	5.00
A-	93-92	3.67	4.67
B+	91-90	3.33	4.33
B	89-84	3.00	4.00
B-	83-82	2.67	3.67
C+	81-80	2.33	3.33
C	79-73	2.00	3.00
C-	72-71	1.67	2.67
D+	70-69	1.33	2.33
D	68-62	1.00	2.00
D-	61-60	0.67	1.67

E is an effort grade. The student has demonstrated significant effort, but did not receive a passing grade. Credit received based on effort. (**This grade may only be used only after consultation with the Counselor and permission from the Principal.**)

F is failure with loss of credit. The loss of credit may be made up only by repeating the course.

I is incomplete and means that the student may be doing satisfactory work but has incomplete assignments that must be made up within two weeks.

Courses with weighted GPA are Advanced Placement courses and dual credit courses through Concordia University Wisconsin or other approved universities. Gateway courses follow the regular GPA scale.

HONOR ROLL

Students who achieve at least a 3.5 GPA for a quarter earn high honor roll status.

A 3.0-3.49 level of achievement earns honor roll status. Students achieving high honor roll status at least three quarters of an academic year will receive an Academic Letter. Students receiving an Academic Letter receive a Scholastic Patch their first year, and a Scholastic Medal for subsequent years.

PLACEMENT and PREREQUISITES

Incoming students will be evaluated to determine initial placement in courses. Some courses include prerequisites for enrollment in the course. The prerequisites help predict possible student achievement, as not meeting the prerequisites may indicate a lack of skills necessary for successful completion of the next sequential course.

TRANSCRIPTS

Students who want transcripts sent to college or other agencies must have tuition and fees paid in full.

WITHDRAWAL/TRANSFER

A parent who decides to transfer a child from Racine Lutheran High School to another school must meet with the Principal and complete a Withdrawal Form and return all textbooks, library materials, locks, athletic uniforms, equipment and any Racine Lutheran

property. Parents who are responsible for tuition will be charged a penalty fee for early withdrawal. Transcripts will not be issued until these obligations are met.

GRADUATION REQUIREMENTS

CRITERIA FOR GRANTING A HIGH SCHOOL DIPLOMA

Students will be granted a diploma after they have successfully completed all of the Graduation Requirements:

1. Complete their 12th grade year.
2. Earn the required 25.5 credits. Choice students may make a written request to the Principal at the time of course registration to substitute 4 elective credits in the core area of English, Math, Science or Social Studies to replace the graduation requirement of 4 Theology credits.
3. Pass a review of their transcripts by the Academic Counselor and Principal.
4. Receive the recommendation of the teachers.
5. Pass the civics test required in WI Act 55, as amended by Act 59.

Racine Lutheran High School Graduation Credit Requirements	
Theology	4 Credits (or .5 credit for each semester of enrollment)
English	4 Credits
Social Studies	3 Credits
Mathematics	3 Credits
Science	3 Credits
Physical Education	1.5 Credits
Health	0.5 Credit
Fine Arts / Industrial Arts	1 Credit
Computers	0.5 Credit
Electives	At least 5 Credits
Total	25.5 Credits

COMMON COLLEGE PREPATORY COURSES

English	4 Credits	
Social Studies	3 Credits	
Mathematics	3 Credits	<i>(Algebra I, Geometry, Algebra II)</i>
Science	3 Credits	<i>(Lab Science, Biology, Chemistry)</i>
Foreign Language	2 Credits of the same language	
Fine Arts	2 Credits	

COLLEGE ADMISSION CRITERIA

Four-year colleges also tend to use the information listed below to determine admission. The degree to which each school uses this information varies from institution to institution.

- ACT/SAT Scores
- Strength of Schedule
- Recommendations
- Personal Essay
- Interviews

- Activities and Awards
- Volunteer/Service Activities
- Class Rank
- Grade Point Average

Racine Lutheran High School Code of ACT/SAT Registration: 501-915

Racine Lutheran High Testing Site Code: 229570

PLANNING BEYOND HIGH SCHOOL

9th and 10th GRADES

1. **Pay attention to academic progress.** Semester grades determine grade point average and class rank. This is especially important in the college preparatory courses.
2. **Get involved!** This is good for so many reasons. Most importantly, it's fun! You will make new friends and wonderful memories to last a lifetime. Also, this is a great thing to add to your school résumé.
3. **Begin putting all activities down into a high school résumé.** This will be most helpful when filling out scholarship and college applications.
4. **Meet with recruiters, visit college fairs, and search the Web.** You will begin to learn about which factors are most important to you when selecting education beyond high school.

11th GRADE

1. **Continue the above steps.**
2. **Take the ACT or SAT.** There are many ways to prepare for the test. Besides taking challenging coursework in high school, there are many study guides that are available at the library or local book store. They range in price. Start with the free publications made by the testing companies. After you see your test results, decide if/when you need to retake the test.
3. **Start making a list of choices that interest you.** Begin to compare schools by size, location, cost, majors, admission requirements, reputation, extracurricular opportunities, general environment, etc.
4. **Begin visiting schools.** This can be the determining factor for many students. You may be surprised about what is important to you in choosing a school.
5. **Look for scholarships.** You can register online with FREE resources like fastweb.com. It only takes a small amount of time to do this. Basically, you set up a profile of yourself. FastWeb will search its database and forward scholarship information to you that only fits your profile. After reviewing the scholarship information, you can decide if it is something that interests you.

12th GRADE

1. **Continue the above steps.**
2. **Retake ACT/SAT on the first available test date, if necessary.**
3. **Begin filling out applications.** Pay close attention to priority deadline dates. Some schools' dates are as early as November 1. It is a good idea to apply to several schools. Make sure that applications are filled out neatly! Feel free to do the application online if you prefer. Also, remember that the personal statement is an important component to the application. There is no "one way" to write the statement. Great thought, consideration, and effort should be put into it. If that is

done, admissions personnel will get a good sense of who you really are, what you can gain from admission, and what the school will gain from your attendance.

4. **Complete financial aid and scholarship forms.** You and your parents will need to fill out the **FAFSA**, the Free Application for Federal Student Aid, and submit it as soon as possible after October 1. This must be done online. You will need a pin number for this. The pin number should be set up ahead of time. FAFSA information can be found at www.fafsa.ed.gov and www.pin.ed.gov (pin number set up).

Make a decision about where you will go after high school. In the spring, you will need to finalize your school choice. If you will be living on campus, be sure to fill out required paperwork and send in any deposit money.

<p style="text-align: center;">RACINE LUTHERAN HIGH SCHOOL STUDENT HANDBOOK</p>
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WORSHIP LIFE

As members of the Lutheran Church – Missouri Synod, we believe Jesus Christ is at the center of our lives. The day-to-day operation of the school adheres to the premise that the redeemed live for Christ and that all of life’s activities are a service to Him.

While attending RLHS, the student will be supported by a faculty who will strive to:

- Develop the potential given to the student by God.
- Challenge the mind to grow in knowledge and understanding.
- Prepare students who will be equipped to contribute and lead productive lives.
- Aid students’ development in all aspects of their lives.

Each day begins and ends with a devotion or prayer. Once a week, all students meet for worship time.

NON-DISCRIMINATION POLICY

RLHS does not discriminate on the basis of race, color, national or ethnic origin in administration of its policies, admissions policies, scholarship program, and athletic and other school-administered programs. Although it is our sincere wish to minister to all students who wish a Christian high school education, we do understand that there are some students who have needs we are not equipped to handle. Students with learning or behavioral difficulties which would best be dealt with in another setting may be asked to enroll elsewhere.

RESPECT POLICY

Christian respect is the cornerstone of our relationships with each other. *Finally, all of you, live in harmony with one another; be sympathetic, love as brothers, be compassionate and humble. 1 Peter 3:8.*

What is harassment?

Wisconsin state law defines *pupil harassment* as any behavior toward pupils:

1. Based wholly or in part on sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, or learning disability.
2. Which substantially interferes with a pupil's school performance or creates an intimidating, hostile, or offensive school environment (P1 9.02(9) WI Admin. Code).

Harassment of students and staff is prohibited at RLHS.

How do I report harassment?

At RLHS, we take the issue of respect for all students and staff very seriously. If an individual is the victim of harassment or prejudice, we want to respond immediately. We hope that all students will feel comfortable reporting problems to any teacher or administrator, but we know that, in some situations, reporting harassment incidents can be difficult.

Any student wanting to report harassment should provide a report of the incident to the Dean of Students. The report should include a specific statement of behavior, including (if possible) time, date, and location.

What corrective action might be taken?

The issue of harassment will be investigated by the Dean of Students. If deemed appropriate, the person who has been accused of the harassment will be notified and allowed to respond to the complaint.

Consequences for confirmed harassment will be based on severity of the offense and will increase with repeated offenses. Consequences may range from verbal warning to expulsion or, in severe cases, may be referred to the police.

STUDENT ACTIVITIES

The decision on whether the following student activities will be offered is based on the number of student participants and/or the availability of a faculty supervisor.

ART CLUB

Art Club is designed to give students an opportunity to stay integrated in the culture of artists at Racine Lutheran and within the community. Students will be provided with chances partner in projects and spend time making art outside the classroom as well as enter competitions.

ATHLETIC TEAMS

Refer to the Athletic Handbook on the school website.

BIBLE STUDY

Boys and girls Bible Study provides students the opportunity to study God's word and share faith discussions in a more casual environment.

DRAMA CLUB

Drama club is designed to give students an opportunity to act on stage, learn set construction, make up, and lighting, and become backstage helpers. At least one play is performed per year, usually in the fall. As interest grows and time is available, more plays may be produced. Rehearsal schedules vary based on student activities and gym availability.

MUSICAL GROUPS

All students may try out for any of the following musical groups when offered: Chamber Choir, Jazz Band, Handbells, Praise Team, and Brass Ensemble.

NATIONAL HONOR SOCIETY

The members are selected based on academics, leadership, service, and character. Members are asked to assist with various activities throughout the school year.

QUIZ BOWL

Teams consisting of four students compete with other teams in round-robin format. Matches are held weekly during homeroom and consist of questions taken from literature, history, sports, science, and the Bible. A year-end tournament is held in May.

SADER STRENGTH

After school program designed to maximize out student athletes' athletic potential through speed, resistance and aerobic training. Open to all, Monday-Thursday.

SERVICE CLUB

Students with a heart to serve others can participate in a variety of volunteer activities including cleanups, food drives, serving meals at homeless shelters, and other service projects throughout the year.

STUDENT AMBASSADORS

Students in this club assist in recruiting prospective students by sharing their time and ideas. The club consists of students who are interested in promoting the positive, Christian image of RLHS. Some activities include: grade school visits, working at Open House, guiding potential students, and helping at various RLHS-sponsored grade school events.

STUDENT COUNCIL

The Student Council consists of an Executive Committee and student representatives from the four classes. The council sponsors school dances, homecoming, and other social events. They also participate in voluntary community projects, especially those helping the needy.

TRAVEL CLUB

Various travel experiences may be set up for students interested in traveling to different parts of the state, country, or world.

YEARBOOK CLUB

The CITADEL, which is RLHS's yearbook, is an annual publication. Students write articles, lay out pages, take photographs, and solicit advertising.

STUDENT GUIDELINES

These guidelines are designed to cover expectations of our students. Any behavior or situation that is not covered in these guidelines and deemed inappropriate by the faculty or administration will be dealt with in accordance with the mission statement of the school and the policies and procedures of the Lutheran Church—Missouri Synod.

ATTENDANCE POLICY

Rationale

Being present in the classroom every day is essential for the successful earning of credits at the high school level. The learning experience with their teachers and classmates cannot be duplicated outside the classroom. *Parents are asked to actively support this opportunity by avoiding the scheduling of appointments and vacations when school is in session.*

ATTENDANCE PROCEDURE FOR PARENTS:

- A. When a student is absent or late to school, a parent must call the school office (262-637-6538) or email office@racinelutheran.org before 8:00 A.M. Messages can be left on the school answering machine if the office is closed. *Students are responsible for contacting their teachers for materials and assignments they have missed.*
- B. If a student needs to leave school during the day for any reason, a parent/guardian should contact the office that morning.
- C. If a student will be out of school for a day or more, they need to pick up a **PRE-PLANNED ABSENCE FORM** from the office. This form must be signed by the parents, all of the student's teachers, and turned in to the office the day before the planned absence.
- D. Students must be in attendance to participate in or attend after school activities. (athletics, music, drama, clubs, dances, events)
- E. Parents who leave their child under the supervision of another caretaker while out of town, must leave information with the school regarding the duration of their trip, and the name and phone number of the person assuming responsibility for their child.

STUDENTS ARRIVING LATE or LEAVING SCHOOL EARLY:

- A student arriving tardy after 7:20 AM must report to the school office before going to class. A note from home or a parent call will be required to avoid being unexcused.
- Students who leave school before the 2:28 PM because of illness or appointments must report to the school office before they leave the building.
- Students who have a study hall the first or last period of the school day may request to have a Late Arrival or Early Dismissal from school. In order to make the request, students must have been on the honor roll the previous quarter and have had no behavioral issues. This use of this privilege will be reviewed after each quarter and may be taken away at any time.

EXCUSED ABSENCE: any reason, confirmed by parental/guardian contact with the office, that is **out of the student's control** (common examples: illness, injury, appointments, funerals...).

UNEXCUSED ABSENCE: any reason that is **within the student's control** (common examples: oversleeping, missed alarm, running late...).

Racine Lutheran High School understands there are times when missing school is unavoidable. The Dean of Students will determine if an absence or tardy is recorded as excused or unexcused.

DISCIPLINE ACTION FOR ATTENDANCE ISSUES:

Attendance Problems:

- A. **Course credit may be forfeited on the twentieth (20) period of absence (both excused and unexcused) in a semester course.**
- B. When extended absences are unavoidable (surgery, medical conditions, etc. confirmed in writing by a doctor) the parents may make a written request to the Principal to waive the forfeiture of credit.
- C. To avoid loss of credit, parents and students should monitor absences regularly in the JMC online program.
- D. The Dean of Students will contact students in an effort to counsel students who have frequent absences. He will give notice to parents on the 10th and 15th absence in a single class.
- E. **TRUANCY** defines any students who are absent from where they are assigned to be without a teacher or parent notice to the school office. Truancy is an unexcused absence and will result in serving a detention or suspension from school as determined by the Dean of Students.

Tardy Problems:

It is a matter of courtesy to teachers that students are on time and come to order when the bell rings. Chronic tardy issues will result in detention after the 5th tardy of each quarter of the school year. For each additional (2) tardy marks after the 5th tardy, additional detention will be required. **(See Detention/Suspensions on p. 17).**

Attendance Terms:

Absence – missing more than 20 minutes of a class period.

Tardy – arriving no later than 20 minutes of a class period.

Truancy – absent from where a student is assigned to be.

STUDENT EXPECTATIONS

The desired goal is the growth of self-control. In order for this growth to occur, a set of behavior guidelines has been developed. Enrollment constitutes acceptance of the guidelines for proper behavior listed below. Failure to comply with these behavior guidelines, as well as failure to function within the mission statement of the school, can result in detention, probation, suspension, or expulsion.

GENERAL BEHAVIORAL GUIDELINES

When determining general behavior guidelines, RLHS seeks to follow Christ's commands to "Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength" and to "Love your neighbor as yourself."

1. As a rule, any activity that may cause offense to another should be avoided.
2. Students are expected to possess an attitude of respectful openness toward God and His Word.
3. This is **YOUR** school. Students are to treat the building with care by not defacing, destroying or abusing school property.
4. Our neighbors and their properties must be treated with respect.
5. All students, faculty, and school personnel must be treated with the courtesy and respect due every person redeemed by Christ regardless of race, culture, or background.
6. Any student who has been involved in acts of an illegal nature and/or whose behavior in the community is such that it misrepresents the mission of the school or creates a potential hazard to the function of the school may be referred to the Dean of Students. Discipline at the appropriate level may be incurred, including suspension and/or expulsion.
7. Students are expected to live in accordance with the policies and practices of the Lutheran Church-Missouri Synod in issues of marriage and sexuality.

SUSPENSION/EXPULSION POLICY and APPEAL PROCEDURE

RLHS upholds the teachings of Jesus Christ our Lord as defined by the doctrine of the Lutheran Church-Missouri Synod. Jesus called sinners to repentance and to a life without sin. When inappropriate behavior is identified, efforts are made to bring the student to an awareness of his/her sin and repentance of that sin. The student will bear appropriate consequences as a result of his/her behavior. RLHS reserves the right to evaluate the severity of inappropriate behavior and provide consequences.

A student who violates school rules or policies at school or at school functions, both on and off school grounds, may be suspended from school part of a day or up to five (5) days by the Dean of Students. Examples of such violations may include the following: dress code, poor attendance, disrespect of teachers, staff, or students, fighting, theft, vandalism, possession or consumption of alcohol, tobacco, or illegal drugs, and abuse or misuse of legal drugs, or any other actions deemed inappropriate by school administration.

In the event a student apparently refuses to accept the ministry offered and willfully or consistently demonstrates unwillingness to live a Christian life, the student, by virtue of his/her own attitude and action, disqualifies him/herself from continued enrollment at RLHS. After a careful review of such a situation the Principal will decide if expulsion is warranted. Examples of such behavior at school or at a school function both on and off school grounds that warrant expulsion may include the following: possession of weapons or any item that could bring bodily harm to someone, possession, consumption or sale of alcohol or illegal drugs or the abuse or misuse of legal drugs or prescription drugs, consistent or repeated violations of school rules and policies, and failure to make academic progress toward graduation.

The school will make its best effort to contact the parents of any student who is suspended or expelled immediately after a decision is reached; not to exceed one (1) business day. After parent notification, a parent may make a written appeal to the Executive Director within seven (7) days of being notified of the suspension or expulsion. After the Executive Director receives the parent appeal in writing, he will grant a decision to the parents in writing within seven (7) days. This decision is final.

APPLICATION FOR ADMISSION APPEAL

A student who has been denied enrollment in the Choice Program at Racine Lutheran High School will be notified in writing within two (2) weeks of the decision. Parents may make an appeal in writing to the Principal within ten (10) days of being notified of the denial. The Principal will respond with a decision in writing within ten (10) days of receiving the appeal.

REFERRAL SYSTEM

Student discipline is based on the referral system. Each referral is handled in one of four ways.

- **INFORMATIONAL** referrals are not sent home. These referrals are used to track student behavior. An effort is made to allow the students to correct the problem on their own so that it does not escalate. Teachers are encouraged to write these and turn them in to the Dean of Students.
- **WARNING** referrals are sent home. An effort is made to employ the help of the parent to correct the problem.
- **MINOR** referrals are sent home. These referrals indicate that the student continues to make bad choices, and the appropriate consequences for the action are indicated on the referral. Minor offenses include unacceptable language, behaving in a disruptive/discourteous manner, dress code violations, missed detention/suspension, harassment, leaving school grounds, inappropriate computer use, and cheating.
- **MAJOR** referrals are sent home. These referrals involve a major offense and the consequences are more severe. Major offenses include drugs, alcohol, tobacco, fighting/weapons, willful disrespect, truancy, vandalism, cutting class, and cheating.

When deemed appropriate, a lesser or more severe penalty may be issued.

AT ANY POINT IN THE DISCIPLINE PROCESS, WHEN DEEMED APPROPRIATE BY THE ADMINISTRATION, EXPULSION MAY BE RECOMMENDED.

DETENTION/SUSPENSIONS

Students who are issued school detentions for attendance or disciplinary reasons will serve those detention hours on Saturday morning. Out-of- school suspensions or in-school suspensions may be issued by the Administration at any time and are considered an unexcused absence.

MISSED DETENTIONS

Students are responsible for attending detentions on the assigned date and at the assigned time. Additional time will be given for an unexcused missed detention. Students will not

be allowed to attend certain school activities until the detention is served. Any missed detentions during or prior to a season of sport may result in game suspensions until the detentions are served.

CELL PHONES, ELECTRONIC DEVICES, EARBUDS, etc.

No student may use these items in the classroom without teacher permission and supervision. Devices will be required to be stored away in every classroom and study hall as the teacher directs. Devices not stored as directed will be confiscated immediately, and the appropriate discipline will be incurred. Items that are confiscated will be returned at the end of the day for a first offense. Subsequent offenses of the cell phone policy will result in a \$20 fine to have the phone returned at the end of the day, or students may pick them up the following day at no charge. Parents may be requested to retrieve the device along with the student. Earbuds and headphones are not allowed during the school day.

DISRESPECT

Students should not be involved in any action that involves disruptive, uncooperative, insubordinate, rude or discourteous behavior toward teachers, staff, students, visitors, or any member of our RLHS community. All situations of conflict should be handled quietly by the parties involved in a Christ-like manner. If that is not possible, the Dean of Students should be included in the conversation.

DRESS CODE

High school is a time to adjust styles and preferences to the situation – a skill that will have to be practiced continually throughout life. All clothing should be **neat, clean, and gender appropriate**. Research, as well as our own experiences here at RLHS, have confirmed that student academic performance increases when students are dressed neatly. For that reason, we recommend the following apparel for school:

Male Student: Dress Jeans/Shorts/Pant, Collared Shirt

Female Student: Dress Jeans/Shorts/Pant/Skirt, Collared Shirt

The following are general guidelines for dress. These guidelines apply during the regular school day. The Dean of Students will make the final decision on what apparel, hairstyles or other dress code issues are appropriate or inappropriate. Students not abiding by these guidelines, may be removed from class until the problem is corrected.

STUDENTS SHOULD NOT WEAR OR EXPOSE:

Head Covering/Hair Styles

- All head coverings including hoods

Footwear

- footwear that is inappropriate for school including slippers

Shirts/Skirts

- sleeveless shirts and jerseys (males)
- shorts/skirts that are shorter than finger-tip length + 2” (hands extended to side when standing straight)
- shirts that show the midriff when standing
- shirts/tank tops with less than a 2-inch strap

- see-through or crocheted tops or racer back tops
- shirts that show cleavage

Pants/Shorts

- ripped/frayed jeans that show skin shorter than finger-tip length + 2”
- sport shorts, “cut-offs”
- gym shorts unless you are wearing them for PE class
- pant waistbands below hip level or have undergarments showing
- sweatpants, jogging pants, or anything deemed similar
- leggings, spandex, yoga pants, or any tight-fitting type pants that are not completely covered (front and back) by another garment using the + 2” rule (see above)

General

- clothing or tattoos that resemble messages contrary to our Christian traditions (alcoholic beverages, skull and crossbones, or tobacco advertisements, social issues, pro-abortion, weapons, or anything deemed inappropriate as deemed by administration).
- straps, chains, suspenders, and belts that are not fastened and in the proper place
- oversized clothing / visible undergarments / pajamas
- sunglasses / gloves / any other items that cause distraction in class
- clothing endorsing a political party or candidate

Any extreme in hair/tattoo/piercing/clothing may be disallowed by the Dean of Students if deemed too distracting for the classroom environment.

DRUG/ALCOHOL/TOBACCO/VAPE

Disciplinary action will be taken for the possession, consumption or sale of alcohol, vape, tobacco, illegal drugs, or tobacco/drug/vape paraphernalia or the abuse or misuse of legal drugs or prescription drugs; on school property or at any school event. Disciplinary action may also be taken if a student willfully remained at a place where these substances were being used. Drug use disciplinary action may include expulsion.

FIGHTING/BULLYING/CYBER BULLYING

Students should not be involved in any type of physical abuse, verbal abuse, or cyber bullying toward another student. All students and staff should be treated with the courtesy and respect that is due every person redeemed by Christ.

GAMBLING

Gambling on school grounds is prohibited.

HAZING

Hazing is defined as committing an act against another student, or coercing another student into committing an act that creates a substantial risk of harm to a person, in order for a student to be initiated or affiliated with a student organization, or for any purpose. No RLHS student shall plan, direct, condone, encourage, aid or engage in hazing. Apparent permission or consent by a person being hazed does not excuse the behavior nor lessen the consequences. A person who violates school policy as a result of hazing shall be subject to disciplinary action. This applies to behavior on or off school property and during or outside of school hours.

INAPPROPRIATE ITEMS

Students shall not have items in school that are distracting, hazardous, indecent, inappropriate, or unhealthy. The school reserves the right to confiscate items at any time and return them to the student or parent at a time deemed appropriate.

PUBLIC DISPLAY OF AFFECTION

Since our actions are to build up one another, we do not want to offend someone or cause someone to be embarrassed due to our actions. Therefore, in school, you may only show your affection by the holding of hands. Other forms of expression are deemed inappropriate.

SNOWBALLS

Throwing snowballs within the sight of school property is forbidden.

SOCIAL MEDIA (Snapchat, Twitter, Instagram, Facebook, Tik-tok, etc.)

Specifically prohibited social media behaviors include but are not limited to: sexually explicit, profane, lewd, indecent or defamatory language or actions; derogatory language regarding school personnel or other students; comments designed to harass or bully students and/or school personnel; nude, sexually-oriented, or indecent photos, images, or altered pictures; statements or images that demonstrate poor sportsmanship toward teammates, opponents, or officials.

Also prohibited are all on-campus connections to off-campus violations of the policy listed above: use of school computers to view off-campus postings; students accessing posts at school on their own devices; distribution of hard copies of posts on school property; re-communication on campus of the content of the posts.

For violations see Suspension/Expulsion Policy, pages 17-18, in the Student Guidelines section of this agenda.

STUDENT INTEGRITY

RLHS expects students to be honest in their dealings with the school and teachers. Students are not to gain advantage over other students by using unapproved sources for information. Students should not submit work that is not their own or misrepresent someone else's work as their own. Students who choose to be dishonest on an assignment, quiz, test or project will not receive credit for that work. Teachers will help students understand what constitutes academic integrity (and conversely dishonesty) in their courses, providing information and resources to assist students in avoiding the temptations of cheating.

TRUANCY/LEAVING BUILDING

Once on campus, students must remain at school until dismissed for the day. Permission must be obtained in the Main Office to miss classes or leave school grounds. Students are restricted from going to their cars during the school day unless given permission by administrators or office personnel.

UNACCEPTABLE LANGUAGE

All students are expected to be Christian witnesses through word and action. Unacceptable language includes cursing, swearing, or any language deemed contrary to the mission of RLHS. In most cases violation of this guideline will carry with it a referral.

WEAPONS

No person shall possess dangerous weapons or look-a-likes on the school premises, school buses, or at any school-related event. This includes pepper spray, guns, knives, or any other device capable or likely to produce death or bodily harm. Students carrying any of these devices or other weapons may be subject to immediate expulsion and referral to law enforcement.

GENERAL INFORMATION

ACTIVITY REGULATIONS

1. Any school organization wishing to schedule an event must have approval of the organization's school sponsor. The sponsor must clear the date and event through the Principal.
2. Activities prompted by any class or organization shall at all times be sponsored by a faculty member or individual designated by the Executive Director.
3. Any fund raising by any group with, or connected to, RLHS must be approved by the Executive Director.
4. When students are transported by car or bus, an approved adult must chaperone. Students representing RLHS as members of a school-sponsored group must return to the school in the same vehicle in which they departed. Only parents, in person or in writing, may take students off school-sponsored vehicles.

DRILLS: FIRE/TORNADO/CRISIS PLAN

State law requires the school to hold drills on a regular basis. If required, students should exit the building according to the plan posted in the classroom. **It is important that students maintain silence during the drill.** If an emergency should require a change in direction, it is important for each person to hear the announced change.

FIRST AID

RLHS does not have a health services office. Parents will be contacted if a student needs first aid beyond the universal practices for minor incidences.

FOOD and BEVERAGES

Students should not eat food or drink beverages in the halls or classrooms of the school. Bottled water is the exception provided students do not abuse the privilege. If you are finishing your food or drink when you enter school, you should do so on the tiled area by the back door Commons area or in the cafeteria. Students and parents may not order food deliveries to the school during school hours.

HALL PASSES

During the school day, students moving about the building, other than during the usual passing times, must wear a lanyard from the classroom from which they belong. Students must sign out and sign back in their particular classroom.

HALL LOCKERS/PE LOCKERS

Each student is assigned a locker for storing books and clothing. **DO NOT GIVE YOUR COMBINATION OR SHARE YOUR LOCKER WITH ANY OTHER STUDENTS!**

Keep your locker locked at all times. Since lockers are school property, school personnel may conduct periodic general inspections of lockers at any time, without notice, without student consent, and without a search warrant. Only school padlocks may be used. Do not put any other lock on your locker. A school lock must be kept on your locker at all times. A lost or missing lock will cost \$10 to replace.

Students are also assigned a locker and a lock in the PE area. A \$10 fee will be charged for a lost lock. **Do not leave valuables in your locker.** The school will assume no responsibility for articles lost or stolen from lockers.

LOST AND FOUND

Items found should be brought to the Main Office. A bin of found items is located in the Athletic Office.

LUNCH

Students are encouraged to speak a silent table prayer at lunch. Students are to eat in the cafeteria. Students may bring a bag lunch to school or purchase a lunch in the cafeteria. Students are expected to clean up when finished eating and put refuse in the proper containers. Students are to remain in the cafeteria until the bell rings or they are dismissed. Lunch can be purchased for approximately \$3.50. Breakfast can be purchased from 7:00 until 7:16 A.M. The lunch menu is posted in the cafeteria and on our school calendar.

Lunch balances must be kept current. Families are notified through JMC every time their lunch balance becomes negative. Students who have a negative balance of \$25 or more will have their account locked and will be unable to purchase food items at school.

MEDICATION

All medication is to be kept and dispensed in the Main Office. Prescription drugs must be in the original container and accompanied with the required paperwork available at the Main Office. Over-the-counter medication must also be in its original container and accompanied by a signed note from the parent/guardian. It can then be taken as needed by the student during the school year.

PA ANNOUNCEMENTS

PA messages are to be clearly written on the proper form and signed by the advisor or coach. These announcements are made at the beginning of the day. Announcements and closing prayer are also given by classroom teachers at the end of the day.

PARKING LOT

All vehicles must be parked properly between the yellow lines. Maximum speed limit in the parking lot is 10 miles per hour. Drivers are responsible for their passengers. Hanging out of car windows or riding on the outside of the vehicle will not be tolerated. Car stereo volume must be kept at a low level. Squealing of tires or excessive horn blowing is

prohibited. Students should not be loitering in cars in the parking lot before or after school. Please do not use the one-way alley off Glen Street. Failing to comply with these regulations may result in the loss of parking lot use.

Students parking in school parking lots from 6:30-2:30 must purchase a parking permit from the school office at a rate of \$100 for the entire school year. The entire row of parking closest to the building is designated as staff parking.

PEP ASSEMBLIES

1. Pep assemblies are for showing enthusiasm and support of athletic teams/events.
2. No negative yelling or interrupting of cheering, cheerleaders, skits, or speakers will be tolerated.
3. Stomping on the bleachers is not allowed.
4. Pushing or shoving of others will not be tolerated.
5. No one is allowed on the gym floor without permission except cheerleaders, pep band, skit participants, and speakers.
6. Consequences for violating these guidelines are a warning, removal from the pep rally, detention, suspension, and behavioral probation.

SCHOOL CLOSINGS

Listen to Channel 4, 6, 8, or 12 on your television, or go to the radio or internet address of any of those four stations for information on school closings. Any RLHS closings will be posted on our website and Facebook page.

SCHOOL DANCE POLICY

Expectations for conduct at a dance support our Mission Statement and use the scriptural basis given to us by the Apostle Paul in Ephesians 5:3 which reads: **“But among you there must not be even a hint of sexual immorality, or any kind of impurity, ...because they are improper for God’s holy people.”**

School dances are special events at RLHS. Any group wishing to have a dance must schedule through the Student Council Advisor and Dean of Students. To help students enjoy themselves in a wholesome, relaxed atmosphere, the following guidelines have been established.

Who May Attend

1. Only RLHS students who have purchased tickets will be admitted to the dance.
2. Students who are no longer enrolled or have left for discipline reasons must get permission from the Dean of Students to attend a dance.
3. Each student is allowed to bring one (1) approved guest per dance. In order to bring a guest, the student must fill out the required form located in the Dean of Students’ office. The student must then present this completed form to purchase the guest’s ticket. The guest should be in good standing where enrolled.

Arrival and Departure

1. All dances are scheduled to end no later than 10:30 P.M. Special considerations for a later end time may be approved by the Dean of Students.
2. Students not arriving within thirty (30) minutes of the start of the dance may not be allowed to enter.

3. Students who wish to leave the dance early must turn in a note, to the Dance Supervisor or designated person, from the parent specifying when they can leave the dance. If a note is not brought in, a phone call can be made to parents to verify departure. Students are allowed to leave thirty (30) minutes early without a note.
4. Jackets, bags, backpacks, etc. are subject to search.
5. Students are restricted from using any form of dance that imitates sexual or inappropriate behavior.

Acceptable Dancing

The advisor in charge has the final say as to what kind of dancing is acceptable or unacceptable. Any students failing to follow the dance guidelines will be asked to leave the dance.

SELLING/BUYING ITEMS

Students are prohibited from selling or buying items that are not approved by the Principal.

TELEPHONE CALLS

As a rule, students are not called from class to answer telephone calls. If a student receives a call, a message will be taken. The student will be notified during passing time. The student telephone is located at the Main Office. **Students wanting to use their cell phones to make a call must do so at the Main Office front desk.**

TEXTBOOKS/SCHOOL MATERIALS

Textbooks and other school-issued materials will be distributed and returned to the classroom teachers. Damage, abuse, and loss of these will result in the following fines: \$100 for missing textbook, \$20 for missing novel, \$20 for textbook damage. These obligations must be met at the close of the school term.

VISITORS

During most of the school year, guests are welcomed at RLHS. Student visits must be arranged in advance with the Admissions Director and a signed waiver is required. There are certain times during the year when a visitor will not be allowed. All visitors must report to the Main Office.

STUDENT SERVICES

ACADEMIC GUIDANCE

Students are helped to learn about themselves in an accurate and professional way. Career information and data about individual interests and aptitudes is available. Students are helped to grow through educational and vocational counseling. Representatives from educational institutions, military, and other post-secondary options are invited to visit with our students during the school day to share opportunities and enrollment procedures.

HEALTH

At the beginning of the school year, immunization records of students will be reviewed to see if they comply with the state requirements. Emergency Medical Forms will be completed and kept on file. If a student is required to take medication during the school day, follow the Medication guidelines under General Information.

LEARNING CENTER

The Learning Center is open approximately twenty (20) minutes before school and approximately thirty (30) minutes after school Monday through Thursday. Books may be checked out to read for pleasure or use for research. A five-year back file of magazines is kept in the Learning Center Office. Magazines and reference books are to be used only in the Learning Center unless permission is granted otherwise. When in the Learning Center students are allowed to talk quietly but should be engaged in learning and respectful of others' need for a quiet learning environment. **Eating and drinking are prohibited, and furniture should not be moved by students.**

AFTER-SCHOOL PROCEDURES FOR STUDENTS

The following guidelines have been established so that within that environment we can maintain a certain amount of order and supervision.

1. **No students should be in the halls after 2:45 P.M.** After 2:45 P.M. students may only be in the following areas and must remain in these areas until 3:00 P.M.
 - **Learning Center (supervised by a designated teacher)**: Monday – Thursday. Students should be quietly working on homework or working with a tutor. There will be no horseplay, food, or drink in this area.
 - **With a teacher**: Please stay in the classroom until 3:00 P.M. If a student must leave early, he/she should get a pass from the teacher and leave the building.
2. **At 3:00 P.M. all students must be out of the building unless they are involved in the following areas:**
 - **An athlete who has practice (must be on roster)**: All athletes must be in practice at designated times.
 - **A student who is using the weight room**: All weightlifters must be in the weight room by 2:45 P.M or when supervisor arrives.
 - **A student who is with a teacher**: Any student with a teacher must leave the building immediately after finishing with that teacher.