

Heartland Lutheran High School
Excellence Today, Faith for Eternity!

2017-2018
Student/Parent
Handbook

More Than Conquerors!

Romans 8:37-39

“No, in all these things we are more than conquerors through him who loved us. For I am convinced that neither death nor life, neither angels nor demons, neither the present nor the future, nor any powers, neither height nor depth, nor anything in all creation, will be able to separate us from the love of God that is in Christ Jesus our Lord.”



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

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

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

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SCHOOL PERSONNEL

Administration

Timothy Leech, Chief School Administrator & Activities Director
Tami Johnson, Guidance Director
Leslie Probasco, Director of Advancement
Tina Dibbern, Advancement & Financial Associate

Teachers

Josh Holden, Social Studies
Bob Krall, English/Theology
Beth Leech, English/Director of Curriculum and Instruction
Chris Olsen, Music/Science/Math/Director of Technology
Doug Whitman, Art
Jackie Zehendner, Math

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ASSOCIATION CONGREGATIONS

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

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

MISSION AND PHILOSOPHY

SCHOOL SLOGAN

Excellence Today, Faith for Eternity

SCHOOL MISSION STATEMENT

Heartland Lutheran High School provides excellence through a Christ-centered, rigorous education to meet the spiritual, academic, and social needs of our students in a welcoming family environment.

Core Values

Christ Centered: Heartland Lutheran High School provides opportunities to individuals to grow and live out in their faith through instruction in God's Word directly and as the Word of God permeates into everything we do.

"... to equip the saints for the work of ministry, for building up the body of Christ, until we all attain to the unity of *the faith and knowledge of the Son of God, to mature manhood, to the measure of the stature of the fullness of Christ.*" *Ephesians 4:12-13*

Christian Love: Heartland Lutheran High School desires to do everything out of Christian love for the overall welfare of our students, families, faculty, staff, and the entire Red Hornet Family. Our love for others is a reflection of Christ's love (agape - sacrificial) for us.

"By this we know love, that he laid down his life for us, and we ought to lay down our lives for our brothers." *1 John 3:16*

Forgiveness/Discipline: Heartland Lutheran High School provides an atmosphere where students, faculty, staff, and families forgive and are forgiven as simultaneous saints and sinners while being held accountable for their actions. In all situations God's gift of Law and Gospel are applied.

"Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you." *Ephesians 4:32*
Matthew 18

Integrity: Heartland Lutheran High School challenges its students, faculty, staff, and families not just to do what is right but to be men and women who model themselves after King David, to be men and women after God's own heart. We have an unchanging God and we desire to have an unchanging desire to follow God's Word.

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

Excellence: Heartland Lutheran High School provides an environment of excellence in all that we do. We expect the best of our students, faculty, and staff and encourage them to be life-long learners and leaders in their church, community, and world.

"Whatever you do, work heartily, as for the Lord and not men, knowing that from the Lord you will receive the inheritance as your reward. You are serving the Lord Christ." *Colossians 3:23-24*

Service: Heartland Lutheran High School desires to serve its students, families, faculty, and staff while having the them also serve as resources to the association, the Red Hornet Family, the community that surrounds us and the world in order to show the light and love of Christ to those in need.

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

Leadership: Heartland Lutheran High School provides opportunities for students to learn and practice leadership in order to become the next generation of leaders for the Church and world.

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

Partnership: Heartland Lutheran High School strives to partner with the families, association churches, and the community to provide students with the opportunity to grow spiritually, academically, and socially, while being able to also serve those families, churches, and members of the community in need.

"Therefore, encourage one another and build one another up, just as you are doing." *1 Thessalonians 5:11*

SCHOOL FIGHT SONG

We are Red Hornets	We are Red Hornets
Hornets are we	Strong, Brave, and True
Following our Savior	On Heartland Lutheran
On to Victory	The Red and Blue

ACADEMIC POLICIES

ACADEMIC PROBATION & EXCLUSION:

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

Students who earn four or more F's for the first semester of their attendance will not be allowed to return for the next semester. Students who earn 2 or 3 F's in their first semester of attendance will be placed on academic probation for the next semester and told that if they fail more than one class for the next semester, they will not be allowed to return for the following year. Students who have 2 or more F's in any semester other than their first semester of attendance will be placed on academic probation for the next semester and told that if they fail more than one class for the next semester, they will not be allowed to continue enrollment at HLHS. No action will be taken for students who only fail one class for the semester. Exceptions to this policy can be made by the Principal if he determines that significant improvement and effort is being made. Students who receive a failing grade at the end of a semester may be placed on academic probation. Whenever a student is placed on academic probation, a contract is signed by an administrator, the student, and a parent.

CREDIT RECOVERY

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

If a student fails a specific course required for graduation or is otherwise short the necessary number of credits to obtain a diploma, one of the following credit recovery options is mandated at the sole discretion of the Principal:

- Retake the failed course, if applicable, or take a different, administration approved course offered by HLHS during the regular academic year. If, in the administration's opinion, this is not possible or prudent, then the 2nd option will be considered.
- Retake the failed course, if applicable, or take a different, administration approved course offered through another institution or as an independent study through current HLHS personnel. All credit recovery solutions must be approved by HLHS administration. Students may recover a maximum of 30 credits outside of HLHS. Students who recover these credits through summer school must earn a passing score on a placement exam in that course or courses. Credits recovered via an accredited on-line program will not require a placement exam.

Note - If credit recovery is done through an independent study, the cost shall be \$250, of which \$100 goes to HLHS and \$150 goes to the teacher. No tuition assistance is available for these independent recovery courses.

Any course credit granted under this policy may be given on a pass/fail basis.

GRADES

Grades are always available on Sycamore Education, our academic tracking system which parents can access through the internet. Each family and student will receive log-in information at the start of the school year.

Report cards are sent home at the end of each quarter. Grades consist of the semester grades and the end-of-the-semester assessment. Only semester grades appear on transcripts.

Grades at HLHS mean the following:

- A Superior achievement
- B Above average achievement
- C Average achievement
- D Below average achievement
- F Failure to meet achievement expectations
- S Satisfactory - Working to tested potential (credit issued – Given as a 1.0 for GPA)
- P Pass (credit issued – no effect on GPA)
- W Withdrawn for medical or family reasons (no effect on GPA)
- I Incomplete

<u>Letter Grade / % / GPA</u>			<u>Letter Grade / % / GPA</u>		
A+	97-100	4.0	C+	77-79	2.3
A	93-96	4.0	C	73-76	2.0
A-	90-92	4.0	C-	70-72	2.0
B+	87-89	3.3	D+	67-69	1.3
B	83-86	3.0	D	63-66	1.0
B-	80-82	3.0	D-	60-62	1.0
			F	Below 60	0.0

Grades and ratings are based on a wide variety of accepted evaluation techniques and the instructor's best professional judgment. Letter grades are usually a combination of test scores, projects, daily assignments, quizzes and class participation. Teachers may use total points or weight various categories.

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

GRADUATION REQUIREMENTS

To graduate from Heartland Lutheran High School, normally students must earn 260 credits during their four years, that is 220 credits plus five credits of theology for every semester of enrollment. Following are the minimum credit hours to be earned in each department:

Theology—40 credits	Technological Arts—5 credits
English—40 credits	Health—5 credits
Mathematics—30 credits	Fine Arts—10 credits
Physical Education—10 credits	Electives—60 credits
Science—30 credits	
Social Science —30 credits	

- PE credits may be given for successful participation and completion of an HLHS athletic season.
- Social Science credits must include American History & American Government.
- Math credits must include Algebra
- Science credits must include Biology & Anatomy & Physiology, Chemistry or Physics

Additional Requirements

- Complete the required service project.
- Meet all financial obligations.
- Maintain a satisfactory attendance record.

A student must pass 60 credits in a given school year to achieve the next classification in grade level.

Students eligible for graduation from HLHS must have completed at least their last semester at HLHS and have fulfilled all requirements.

HONORS PROGRAM

The HLHS Honors Program seeks to challenge students who have excelled in specific academic disciplines. The Honors Program will include classes in various disciplines. Students who successfully complete the Honors Program will receive a Certificate of Completion. Completing the Honors Program is defined as receiving an A or B in at least ten honors classes. Eligible students may enroll in the Honors Program or may enroll in individual honors classes.

In order to enroll in the Honors Program, students must have at least a 3.50 grade point average for their first semester of enrollment at HLHS and must not have any semester grades lower than a B. Students meeting these requirements will be given the option to enroll in the Honors Program.

In order to enroll in an honors class, students must meet these minimum requirements:

Students must have a cumulative grade point average of 3.50 or above.

Students must have earned an A- or higher in the previous class in that discipline in the semester immediately preceding enrollment in the honors class and have the recommendations of the teacher of the preceding class and the teacher teaching the honors class.

Students who meet these requirements will be notified that they have the option of enrolling in the honors class. Once a student enrolls in an honors class, he/she must remain in that class for the entire semester.

Description of Honors Classes

Honors classes will often be taught in the same section as the regular class. For example, English II and English II Honors will be taught by the same teacher in the same classroom at the same time. However, students in the honors class must complete additional requirements. These additional requirements may include:

- Assessment** – The assessment of students in honors classes will be more rigorous than students in the regular class. Assignments, quizzes, and tests may include additional questions that challenge the students to further analyze or apply the information learned. Additional assignments may also be given, including a larger assignment, paper or project.
- Expectations** – Students in honors classes will be expected to complete assignments and tests to a higher degree of quality or excellence than students in the regular class. Honors class students may also be expected to have a higher level of participation or responsibility in the class. Students in honors classes may be expected to meet with the teacher outside of regular class time.

At times (and when staffing allows), honors classes will be taught separate from the regular class. For example, if there are two sections of US History, one might be taught as an honors class while the other remains a regular class. The Principal determines which classes are honors.

Other notes:

- Students must maintain a cumulative GPA of 3.50 to remain in the Honors Program.
- Teachers are responsible for designing the curriculum for their honors classes, but such curriculum must be approved by the Principal.
- HLHS does not use a weighted scale for grades or grade point averages except for determining class rank. For this purpose, each HLHS honors class will be worth .33 additional points. No weighted grade will ever appear on a transcript or report card.

HONOR ROLL

Principal's List: 4.0 GPA

Honor Roll: 3.75 GPA with all grades at "B" or better

Merit Roll: 3.25 GPA with all grades at "C" or better

HORNET HELP TUTORING

HLHS has an after-school tutoring program available to all students on Monday through Thursday in Room 101 from 3:40 to 4:10 pm. There is no Hornet Help on days in which school is not in session or when there is an early dismissal. Hornet Help is staffed by at least two teachers. Any and all students are able to take advantage of this program, especially those students struggling or wanting additional assistance from a teacher. All students who fall on the ineligible list (any two D's or F's) will be required to attend Hornet Help until they are removed from the ineligible list.

INDEPENDENT STUDY

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

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

Independent Studies can be done through HLHS (and therefore a HLHS teacher) or through other organizations. If completed through another organization, the student/family general bears that expense directly. If completed through HLHS during the summer or during the school year, the cost is determined by the Principal. Generally, the cost shall be equivalent to the credit recovery cost. Please see that policy. However, the final cost can be adjusted based on the availability of course options and other contributing factors.

In order to register for an independent study, the Independent Study Approval Form must be completed and signed by the student, his/her parent, and the Principal.

MODIFICATIONS TO CURRICULUM AND/OR COURSE OF STUDY

HLHS seeks to serve a diverse student population, including students with mild to moderate special learning needs. However, due to limited resources, HLHS does not guarantee any special learning accommodations for any student. HLHS is not equipped to deal with the learning needs of students who require exceptional accommodations. HLHS will make an effort to

accommodate the learning needs of students who have qualified for an IEP or 504 Plan under certain conditions. HLHS will also work to help students' access special services through public schools but is not responsible for any limitations or conditions placed on special services by public schools.

The Principal may approve accommodations for any student on the basis of special learning circumstances. Such accommodations could include (but may not be limited to) adjustments in instructional strategies, use of modified materials, and/or use of modified evaluation strategies. The Principal has the discretion to adjust the types of credits required for graduation, but not the number of credits.

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

PARENT / TEACHER CONFERENCES

Parent-Teacher Conferences are held twice a year. Additional conferences are encouraged as necessary. As HLHS is in partnership with the parents in the student's education open communication between teachers, students, and parents/guardians is paramount to the success and good-will of all involved.

If students are in danger of failing a course, teachers will make every effort to notify parents/guardians through a letter, phone call, or personal contact, prior to the student's receiving an "F" for that course. Teachers may also communicate with parents through written or verbal progress reports at any given point throughout the semester.

SCHEDULING

The Principal and Guidance Director will handle all scheduling decisions and have the responsibility of helping students plan a schedule of high school courses. If a student is struggling in a class and would like to pursue other options, please see the Principal or Guidance Director.

HLHS seeks to provide a schedule of meaningful classes for all students yet is sometimes hindered by school size and available resources. When sufficient classes are not available through the normal scheduling process, the Guidance Director or Principal may present options that include taking online or independent study courses.

SCHEDULE CHANGES

The drop/add period for each semester is in the first two weeks of the semester. If a student drops a class after the drop period, but within the first month, the student will receive no credit for the dropped class and will be moved to a study hall. If a student drops a class after the first month, the student will have an "F" recorded on their transcript and permanent record. As students are only allowed to have one study hall or aide period, students already participating in a study hall or aide period are not allowed to drop a course.

College and Dual Credit Options

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

A) Seniors will have the option to take up to four dual credit, college classes, or CPI classes per semester with only two of those classes allowed to be off of the HLHS campus. Seniors may take more than two classes off the HLHS campus with approval from the administration. Juniors will have the option to take two dual credit, college classes, or two CPI classes per semester. Juniors will be generally limited to classes on the HLHS campus. Juniors may take more than one dual credit or college class or a class off the HLHS campus with permission from the administration. Sophomores will be limited to one college or dual credit class per semester.

B) It is preferred that dual credit and college courses be taken after 1 p.m. However, students will be allowed to enroll in dual credit and college courses at any time that does not interfere with their core classes and graduation requirements at HLHS with permission from the administration. All CPI classes must be taken in the afternoon.

C) No college course may be taken that interferes with course requirements of HLHS.

D) Students must apply to CUW, CCC, and/or CPI according to the general procedures of the institution, and be accepted before enrollment into a dual credit or college class can occur.

E) Sophomores, juniors, and seniors may enroll in any CCC class (except high school equivalency/remedial classes),

as long as they meet the CCC prerequisite requirements. Juniors and seniors may enroll in any CUW dual credit classes taught online as long as they meet the institutions prerequisite requirements. Students must pass the class to receive HLHS credit to count toward graduation requirements. Prior to registering for a class at CCC students must have a minimum score on their ACT test or the CCC ACCUPLACER Test. Various CCC classes require differing scores and the student will be told what score is required for the said student to take the course at the time of registration. CUW and CCC dual credit classes may substitute for required or core classes at HLHS if approved by the administration.

F) Grades and college credit are determined by the institution the class is offered through according to their normal policies and procedures. HLHS will grant high school credit accordingly. For purposes of credit, a normally one semester, three credit dual credit or college class is equal to a one semester class at HLHS, and therefore, successful completion of the dual credit or college class will earn the student 5 high school credits. The credit and college earned grade will appear on the student's high school transcripts. In order for a class to qualify for dual credit it must be taught by a certified secondary education teacher. CUW classes will be dual credit and earn the student high school credits. CCC classes are not guaranteed to earn dual credit but the student will be able to be informed of this before registering for a class.

G) When appropriate, one or more study periods will be inserted into the student's high school schedule in order to accommodate the appropriate time for the student to be enrolled in a dual credit, college, and/or CPI class on the HLHS campus, online, on the CCC campus, or on the CPI campus. Student's in this program must be on the HLHS campus, CCC campus, CPI campus, or in transition between the two during the entire school day (8:00 am - 3:38 pm). As appropriate scheduling can be difficult, the student is expected to work closely with the administration and receive approval before registering for the class(es). Sophomore, junior, and senior students will be enrolled in a maximum of eight total classes. It is recommended that anyone taking more than one dual credit or college class take an additional study hall to the study period given to them for the purpose of the dual credit or college class(es).

H) Dropping any dual credit or college class without permission from the administration is prohibited.

I) All rules, regulations, and guidelines put in place by CUW, CCC, or CPI must be followed by the dual credit or college class student.

J) For students taking part in the dual credit and college classes through CUW, CCC, and CPI the school will grant a tuition waiver of \$50.00 per credit hour with a maximum of 3 credit hours per semester for those student not granted a scholarship by the institution granting the college credit. Students must receive a "C" or higher for such courses in order to qualify for the tuition waiver.

STANDARDIZED TESTING

HLHS uses the MAPS program for standardized testing. Juniors take the PSAT in the fall and are encouraged to take the ACT in the spring. The juniors also take the ASVAB test in the fall. Scores and information are supplied to parents after each testing. The Guidance Director reviews test results with the students. Results are also used in the development of the four year education plan.

STUDENT RECORDS

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

- A) Identification of processes for the creation, maintenance accessibility, disposal, and storage of student records.
- B) Safeguarding of permanent records for 60 years following the date the student has transferred, graduated, or otherwise permanently withdrawn from the school.
- C) Maintaining the temporary records no longer than five years following the date the student has transferred, graduated, or otherwise permanently withdrawn from the school.
- D) Maintaining incidental records as long as the records remain active or until the Board directs them to end. Records to be used for longitudinal study (e.g. testing comparisons) may be kept indefinitely provided they are anonymous beyond five years.
- E) Permanent records include: directory, grades, and attendance.
- F) Temporary records include: family background information, test and aptitude data, psychological and personality results, teacher evaluations, and disciplinary records.
- G) Incidental records include: tuition accounts, sports records, directory of alumni, donation records, and organizational participation.

TEACHER AIDES, OFFICE AIDES, AND STUDY HALLS

Students are required to attempt at least six classes, though are encouraged to attempt seven classes, per semester. Therefore, a student may schedule only one study hall and/or one aide assignment per semester. Attendance to first and eighth hour study hall is mandatory when applicable.

Any junior or senior student may apply to be a teacher aide or office aide. To apply, the student must express their interest through the class request form. The Principal will communicate with the student and teachers to approve the placement of the student. Teacher Aides cannot assist with classes (grading papers, copying information, etc.) that they may yet take as it could

give them an unfair advantage in that class. A student will receive .5 credit for every semester completed as an aide. Successful completion is denoted on the report card as a "P."

TRANSCRIPTS

Copies of school records for colleges, vocational schools or prospective employers are available through the guidance office. All students have the right to access information that is contained in their permanent record. Transcripts may be requested by contacting the Guidance Director. Seniors may obtain their school health records upon graduation. In some cases, electronic transcripts may be used in lieu of paper copies.

TRANSFER OF CREDIT

Normally, all transfer credits will be accepted. However, the administration reserves the right to make the final decision based on the curriculum of the school from which the student is transferring. All transfer credits will be listed as such on the student's HLHS transcript.

VALEDICTORIAN / SALUTATORIAN / OTHER AWARDS

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

Students must have attended HLHS for 6 semesters to be considered for Valedictorian & Salutatorian. Appeal can be made to the Principal to be exempt from this policy by October of the student's senior year. The Principal will give special consideration to students who physically moved into the area. Students who attend HLHS for at least two semesters are eligible for all other awards.

The awarding of the Valedictorian and Salutatorian awards does not guarantee a speech at graduation as the class address will be made by the class speaker who will be voted on and approved by the class and the faculty. The senior class advisor and Principal will provide information to those seniors interested in being the senior class speaker about how to apply and submit a speech for consideration.

ACTIVITY & ATHLETIC POLICIES

PHILOSOPHY of ACTIVITIES & ATHLETICS

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

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

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

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

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

Expectation: Compete at all times in a way that:

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

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

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

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

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

ACTIVITY OR ATHLETIC DRESS CODE

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

- T-Shirts may be sleeveless or cut off but must still have all seams intact.
- Clothing should not be overly baggy during athletic practice, weight lifting, or conditioning in order to prevent injury.
- Shorts should be the appropriate length (3” minimum inseam) and fit for the activity the student is participating in.
- Students should have and be wearing appropriate footwear.

ATTENDANCE

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

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

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

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

Each head coach is responsible to remain at school or designate an assistant coach after games and practices until each player leaves or is picked up by a parent. Out of consideration for the coaches and advisors, parents should be prompt in picking up

students from practices and games. Students are also encouraged to shower and get ready to leave promptly.

ELIGIBILITY POLICY - ACADEMIC

The administration will run a D/F list each week. If a student has more than 1 D or F, the student will be academically ineligible from the following Sunday through the next Saturday (7 days). An administrator will talk with each student who is ineligible and will communicate with parents. The administration will provide a list of ineligible students to coaches, sponsors and faculty. These weekly checks will not be completed if it falls within the first 8 school days of any quarter as there are too few grades to get an accurate picture of student progress. However, students are encouraged to start each quarter strong as it is easier to maintain a higher grade than bring up a lower one. According to the NSAA, students must maintain a cumulative 2.0 or higher grade point average and pass 4 classes each semester in order to remain eligible. A student who does not meet these criteria will be ineligible for participation in extra-curricular activities for the entire following semester. Practices need not be missed during periods of ineligibility at the discretion of the coach or sponsor. Ineligible students will not be allowed to travel with the team for away games. Any student currently involved in activities or athletics who finds themselves ineligible is required to attend Hornet Help every day after school until 4:10 pm. At the conclusion of Hornet Help they may report to the team or activity. If participation is required for a class grade —participation restrictions do not apply.

ELIGIBILITY POLICY - CONDUCT

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

Offenses with Consequences

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

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

EXPECTATIONS OF STUDENTS

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

Students are expected to:

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

EXPECTATIONS OF PARENTS AND FANS

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

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

Romans 10:23-24

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

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

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

is lawful does not mean that it is helpful or worthy of building one up. We will not tolerate the tearing down of players, participants, coaches, or officials. Rather let us build one another up and be imitators of Christ!

INTERSCHOLASTIC COMPETITION

HLHS is a part of the Goldenrod Conference and competes within the rules and guidelines of the Nebraska School Activity Association. Information can be found on the following websites.

NSAA - www.nsaahome.org

Goldenrod Conference - www.burwellpublicschools.org

LETTERING

- These are the required minimum standards for an athlete to earn a varsity letter from HLHS. For a student to receive their letter they must have successfully completed the requirements below in their sport or activity, any additional requirements from the head coach that are approved by the activities director, and be a student in good standing at the time of the activities banquet. The administration of Heartland Lutheran reserves the right to not issue a letter to any student who has failed to remain in good standing or is not a positive representation of our school based upon the pyramid of value and our faith in Jesus Christ as our Lord and Savior.
 - Cross Country – TBD
 - Football – Participation in at least 70% of varsity quarters, not including state playoffs.
 - Softball – Based upon Co-op school's (GICC) requirements.
 - Volleyball – Participation in at least 60% of varsity sets, not including the state tournament.
 - Basketball – Participation in at least 60% of varsity quarters, not including the state tournament.
 - Wrestling – Based upon Co-op school's (GINW) requirements.
 - Baseball – Based upon Co-op school's (GISH) requirements.
 - Golf – Compete in at least 65% of varsity competitions, not including the state meet.
 - Soccer – Based upon Co-op school's (GICC) requirements.
 - Track and Field – Earn 12 points in varsity competition (relays will earn individuals ¼ the team points earned), not including the state meet.
 - Speech - Must earn 500 points or qualify for state speech.
 - Music – Be accepted after auditioning to an honor band or choir or all-state band.
 - Cheerleading – Take part in at least 85% of all cheerleading events during the year.
 - Student Manager – Take part in at least 95% of all practices and games, complete all duties assigned by the coaching staff, and make a valuable contribution to the team as determined by the head coach.

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

NATIONAL HONOR SOCIETY

Juniors and seniors with at least a 3.4 cumulative GPA may be invited to submit information and be considered for membership in the HLHS chapter of the National Honor Society. Their written application and noted qualities of scholarship, leadership, character and service are reviewed for enrollment in the fall and spring by a faculty committee. The results of the committee's evaluation are then used to elect new members for the year. Election is regarded as a privilege and therefore periodic evaluations are made based on the cumulative GPA (scholarship), leadership, character and service.

NSAA PERMISSION FORMS

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

PHYSICAL EXAMINATION

A physical examination by a qualified medical professional is required by HLHS and the Nebraska School Activities Association for a student to participate in official practices or competitions of the HLHS Athletic Program.

POST ACTIVITY CLEAN UP

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

PROGRAM LEVELS

Heartland Lutheran High School's interscholastic activity and athletic program is designed for students with a strong desire to compete on teams and as individuals in a way that is positive representation of their school and their faith in Christ. When

numbers and opportunities allow HLHS will participate in activities and athletics on three different levels. While the programs can compete on many levels it is important to keep in mind that a program is only as strong as the work ethic of the entire program from top to bottom. Each and every student in the program is of vital importance to its progress.

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

STUDENT INSURANCE

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

STUDENT MANAGERS & MASCOT

Each program is to be limited to two student managers. Student managers are considered a part of the program and therefore expected to be a part of every practice and competition. If a student would like to be a mascot they must inform the cheerleading coach. Mascots will be handled within the cheerleading program.

TEAM RULES

Coaches and advisors are to establish and enforce team/group rules. The rules are subject to the review of the activities director.

TEAM SELECTION AND TRYOUTS

HLHS does have a no cuts policy. Our activities and athletic programs will not cut students who have a desire to participate. However, playing and participation time is not guaranteed nor is a varsity roster spot. Most activities and athletics have a limited number that can compete at the varsity level by rule of the Nebraska School Activities Association. The coach or advisor will divide the team by varsity, junior varsity, and reserve. HLHS will in good faith schedule as many junior varsity and reserve games as numbers and opportunity allows. Each sport or activity varies in number of varsity spots allowed and coaches are not required to fill the entire varsity roster if they feel that certain players or participants are not ready for that level. If there is a question about playing time or roster spots we encourage the student to self-advocate before a parent/guardian becomes involved.

TRANSPORTATION

HLHS will provide transportation for students involved in sanctioned school activities in which the school participates. In extreme circumstances parents will be allowed to transport their student to and from events with permission of the Athletic Director. Under no circumstances will students be allowed to transport themselves to activity or athletic events.

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

ADMISSION POLICIES

ADMISSION INFORMATION

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

All incoming students must go through an application process that includes completing an application, submitting appropriate recommendations, and providing proof of past academic performance. The final step of the application process is the completion of a “family interview” in which the parents and student meet with the Principal.

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

APPLICATION PROCEDURES

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

1. Submit a completed Application for Admission and the \$100 non-refundable application fee.
2. Submit completed recommendations: School Recommendations (to be completed by an administrator or guidance counselor, English teacher, and math teacher of the student’s current school) and Church Recommendation (to be completed by a pastor or church worker from the student’s congregation). *If the student does not have a church home, a character recommendation must be completed (by a non-family member) instead.*
3. If entering the 9th grade, provide a report card from a recent grading period. If transferring in, provide a copy of the student’s high school transcript.
4. Sign an Authorization to Release Student Information form.
5. Submit a completed Application Survey.
6. Schedule and attend a family interview with the Principal or his designee. The student and parents must attend this interview. Other family members are invited to attend but are not required. The goal of the interview is to get to know the student and family and to make sure that you feel comfortable with Heartland Lutheran. We want to be able to answer all of your questions and we want to ask questions that will help us make sure that the student is set up for success. Selecting classes and participation in extra-curricular activities will also be discussed at this meeting.

Based on this information, the Principal decides to accept or decline the application. This acceptance or declination is then communicated with the parents. Under special circumstances, parents may be required to provide additional documentation regarding the academic or behavioral history of the student.

If the student is accepted, the family must complete a registration process which includes:

- Submitting the Registration Packet and the \$400 EMUSTY (Enrollment, Material, Usage, Services, Technology, & Yearbook) fee.
- HLHS will request documentation from the students previous school. If the file is incomplete, more information such a birth certificate and health forms may be required.

INTERNATIONAL STUDENTS

HLHS desires to serve students from other countries. International students must apply and pay fees just as other students. They must demonstrate a suitable proficiency in both written and oral English. International students must abide by all school policies and are treated like all other HLHS students. International students are expected to abide by all local, state and national laws and those rules established by the USA for foreign students. For more information on the HLHS International Student Program, please contact the school office. International students are limited to approximately 10% of the total school enrollment.

MEDICAL PHYSICAL

All new students to HLHS must provide results of a physical check-up from a certified physician or physician’s assistant. The physical shall not occur before May 1 of the year of initial enrollment. NSAA requires all students participating in athletics to get a medical physical every year.

NONDISCRIMINATION POLICY

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

RECRUITING

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

ATTENDANCE POLICIES

CATEGORIES OF ABSENCES

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

Excused absences are defined as absences officially excused by the administration.

Examples of excused absences are:

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

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

Students not attending class because of a HLHS sponsored activity will be marked as an excused absence.

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

CONSEQUENCES FOR EXCESSIVE ABSENCES

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

Students who receive excused absences for an extended period of time (i.e. the student has an illness that requires extended hospitalization or isolation) will be placed into an individualized educational program and do not function under this policy.

COLLEGE VISITS

College visits should be scheduled on days when school is not in session. Students who need to make a college visit on a day when school is in session must obtain approval from a parent and the Principal at least one school day in advance. Students are normally limited to two excused days for college visits during their junior year and two during their senior year. Upon return to school, students must present signed verification showing the dates and times of their visit from the admissions office of the college visited.

MAKE-UP ASSIGNMENTS AND TESTS

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

INCOMPLETES

All work is to be completed by the end of the semester. Incompletes are permitted only when a student has a valid reason, as determined by the instructor and approved by the principal, for not completing his or her work within the required time. An incomplete in any course must be removed within three weeks after the close of the semester, or the student will receive a zero on any incomplete work, and a final grade will be given. The Principal may extend this time for unusual circumstances.

NOTIFICATION ABOUT ABSENCES

On every day that a student is absent due to illness or emergency, the parent must notify the school office prior to 8:30 a.m. When the office is not notified of an absence by 8:30 a.m., HLHS personnel will attempt to reach the parents. The school is to be advised as to the extent of the expected absence. The student must present a written excuse signed by a parent/guardian upon his/her return to school. Homework assignments should be requested when a parent/guardian calls in student absence, so teachers may be notified. All absences will be considered unexcused if a note is not provided by the second school day the student is back in school.

PARTICIPATION IN ACTIVITIES

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

PLANNED ABSENCES

Planned absences for more than half of a school day must be requested by parents in writing at least two days prior to the absence. Missing a couple of class periods due to an appointment does not require prior written permission. HLHS discourages planned absences as they prohibit classroom learning from occurring.

Students must make class work and testing arrangements with their teachers before any planned absence or risk not receiving credit. This planned absence policy applies to early dismissals for school related activities such as participation in athletics. Students should not take planned absences during final exams. In extreme cases, a student must make plans with the teacher, outside of class time take the final exam early (prior to the planned absence).

STUDENT ARRIVAL/DEPARTURE

The building is officially open for students at 7:30 a.m. If student is to meet with a teacher prior to this time, the teacher will admit the student to the building. Between 7:30 and 7:55, arriving students are expected to gather in the commons or another designated area, unless they are participating in a specific activity that is meeting before school. The 7:55 bell signals it is time to head to the appropriate classroom. Students are expected to be in their classroom when the 8:00 am bell rings to start their first class of the day. Students are to be on time for school unless there are bad roads or other justifiable reasons for being late. Only the Principal can excuse a student for being late. Students who leave school or who are late to school due to doctor, dentist, or orthodontist appointments must check in at the office with the slip from the medical office. It is imperative that students leaving school for approved appointments, arriving late to school, or returning from appointments check in and out at the office. Unless students are waiting for a practice or activity, they are to depart HLHS by 4:15 pm. Students needing to stay after school that are not involved with an activity or meeting with a specific teacher should gather in the commons. Parents should make arrangements with the school office for early arrival or extended stay. Students who remain on campus past 4:15 PM and are not in an activity may incur a fee as it would require a teacher or staff member to stay past hours to supervise the student(s).

TARDIES

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

Teachers will inform students of their expectations for prompt classroom attendance and what constitutes a tardy to their class. Tardies reset to zero at the end of a semester. Tardies are punished as follows:

- 3rd tardy to any single class → 30 minute detention
- 4th tardy to any single class → 30 minute detention
- 5th tardy to any single class → 30 minute detention
- Subsequent tardies to any single class → 60 minute detention

CONDUCT AND DISCIPLINE POLICIES

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

ACCOUNTABILITY FOR OFF CAMPUS BEHAVIOR

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

CHRISTIAN CONDUCT

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

1) Be respectful . . .

- To those placed into authority by God. Speak truthfully in all interactions.
- By following the rules, policies and procedures set forth by those in positions of authority.
- To others, including those who are part of the HLHS family. All HLHS students, faculty and staff, and visitors are expected to treat each other with Christian love and respect. Therefore, the following guidelines apply:

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

If a student/person feels that he/she is a victim of any of these forbidden actions or witnesses such treatment of others, he/she should immediately report the incident to the Principal or a teacher. All members of the school community, including parents, volunteers, and visitors, are encouraged to report all alleged violations of these policies to an administrator or a teacher. Teachers are required to report all such accusations or incidents to the Principal immediately. The Administration will conduct a prompt and thorough investigation of all alleged incidents and respond in an appropriate manner. Any person found to have violated any of these policies will receive consequences. The Administration will inform and involve the parents/guardians of any student found to have violated any of these policies or engage in aggressive behavior. If the incident includes the Principal, please contact a teacher or the

chairperson of the Board of Directors. HLHS will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.

- To the property of others, on or off campus. Do not take, damage, or vandalize any item or property that is not yours. Care for the property and belongings of the entire HLHS family with the utmost respect.
- To the HLHS campus by not littering or participating in vandalism. In order to keep the campus in the best shape possible, food and drink should only be consumed in designated areas.
- To yourself by refraining from items that damage your body. Therefore, the use or possession of any tobacco products (or products designed to mimic or look like tobacco products) alcoholic beverages, illegal drugs, drug paraphernalia, or non-prescription items used to achieve a mentally or physically altered state is not permitted on or around school premises at any time. This also applies to all school sponsored activities at other facilities. A student found to be in possession of or under the influence of these substances will be treated as if they tested positive under the random drug testing policy. Disciplinary consequences as determined by the Principal will apply. HLHS reserves the right to use devices that can detect alcohol use by a person and/or the presence of alcohol in a beverage and can use these devices on any student at any time. Any student refusing to test would be treated per the random drug testing policy.

2) Be restrained . . .

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

3) Be Responsible...

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

In addition, students are encouraged to . . .

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

HLHS recognizes that teachers, coaches, advisors, and those supervising different activities will have the need to and have the authority to formulate rules for the situations that they oversee. Therefore, students are also expected to follow the rules designed to govern various activities. The students of HLHS represent our school and our Lord and Savior Jesus Christ every moment of every day. Therefore, students are not only expected to follow these principles of Christian conduct any time in which they are on school premises or at a school sponsored event, but should strive to conduct themselves in this manner at all times. Therefore, any student who has been involved in acts of an illegal nature and/or whose behavior in the community is such that it presents a potential hazard to the function of the school may be required to address the administration in regards to this behavior and may face disciplinary consequences from HLHS. Any student who is in or has been in possession of illegal substances, consumed illegal substances, or has committed illegal acts in the community, whether in or out of Heartland Lutheran and its functions may face disciplinary actions at the discretion of the principal. All cases will be handled on a case by case basis.

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

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

CLASSROOM CONDUCT/CONFLICT

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

CONFLICT RESOLUTION AND APPEAL PROCESS

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

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

CORPORAL PUNISHMENT

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

DISCIPLINE POLICIES AND PROCEDURES

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

Two principles emerge with reference to discipline:

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

When a student at HLHS fails to follow any of the set rules of the school, he/she needs to be "set right." Hopefully, students will recognize their wrongdoing and confess to their improper behavior. If a student does not recognize his/her improper behavior, it needs to be pointed out to them. Confession is the first step in being "set right." Secondly, we expect students to repent for their wrongdoing. To repent means to have a change of heart. Actions and words of remorse demonstrate this change of heart. When repentance occurs, forgiveness follows. God has been gracious and merciful to us, forgiving us of our sins and sending his only Son, Jesus Christ to suffer, die, and rise in victory to wash away our sins. As we live in the Gospel of our Lord, we show this forgiveness to others. However, we also recognize the need to have direct consequences for improper behavior. Our concern is for the student who has behaved improperly and for other students and staff that this behavior affects. To curb improper behavior, to help students learn from their mistakes, and to lead students to improved self-discipline, the following steps and consequences will be used:

1. The teacher is responsible for day to day discipline in the classroom. The teacher will be in communication with administration and parents as is needed to guide the student in his/her behavior.
2. If a student violates a school rule or is showing inappropriate classroom behavior, the teacher will complete a Consequence Form. The Consequence Form includes information regarding the student's behavior and the consequence given. Two copies are given immediately to the student, who is to give them to his or her parents that night. The parents should keep one copy and must return the second one to the office the following day, having signed it. The third copy is given to the Principal.

3. Infractions of school rules will normally earn detentions. However, the teacher and/or Principal decide on appropriate consequences. All students and parents are responsible for knowing and understanding what is expected of each student, therefore, no warnings are given prior to the awarding of detentions or other consequences. After-school detentions can vary in length from 30 to 60 minutes.
4. The administration will keep an anecdotal record of student discipline problems and the Principal will keep track of detentions, parent returned slips, and the total minutes of detention earned by each student.
5. When a student receives 120 minutes of detention, he/she receives a "point". Points mean further consequences:
 - 1st point: administrator contacts parents
 - 2nd point: administrator again contacts parents and student serves a 3-hour Saturday work detention
 - 3rd point: student serves a single day in-school suspension with no make-up or extra-curricular privileges for that day
 - 4th point: student serves a second in-school suspension, again with no make-up or extra-curricular privileges, and the student is placed on disciplinary probation.
 - 5th point: indefinite suspension until an expulsion hearing can be held by the Board of Directors.The number of minutes of detention is added throughout the year. It only "starts over" at the beginning of the next school year. This system is adjusted for students transferring to HLHS during the school year. Those students will need less detention minutes, and therefore points, to have a final result of expulsion.
6. If offenses are severe, the student will be given consequences in addition to or in lieu of a detention, and therefore, may immediately be given one or more points. The student may also be placed on disciplinary probation.

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

- Detentions are held every day and begin at 3:45 pm. When a student is notified of a detention, he/she must serve it on that day or the next day. For example, a student informed of a detention on Monday morning must serve the detention that afternoon or the next day after school. A student not serving a detention according to this time frame will have time added on to the length of the detention or face further consequences.
- Detentions involve the student sitting absolutely quiet for the given amount of time. If a student is disruptive in detention, he/she will be dismissed from the room and reported to the Principal for further consequences.
- Saturday detentions are work detentions that will normally be served from 9:00 a.m. to 12:00 p.m. on the Saturday immediately following the awarding of the second point or consequence.
- Suspensions involve the student being isolated from the student body for a period of time. In-school suspensions require the student to be at school for the full school day, sitting quietly in the space provided. Normally, in-school suspensions are only one-day suspensions, but can be lengthened if necessary. Out-of-school suspensions involve the release of a student to the care of his/her parent or guardian. A student serving a suspension is considered to be unexcused for the day and is not allowed at a school event on that day. A student serving an out-of-school suspension is not allowed on school grounds at any time during the suspension period. Whenever a student receives a suspension, the parents will immediately be notified by the Principal through a phone call. Students serving suspensions are not allowed to make-up tests or quizzes given that day or homework due that day, nor are they allowed to participate in extra-curricular activities after school on that day.
- The severity of the consequence is determined by the offense.
- The Principal has the right to determine the severity of the offense and to award an appropriate disciplinary consequence.
- Failure of a student to comply with a given consequence will result in further disciplinary action, possibly being more severe in an attempt to help the student to see the error of the behavior.
- All students, regardless of age or location of residence, are to follow all the rules and guidelines of HLHS.
- HLHS expects full support from parents when dealing with discipline issues. If parents are not willing to cooperate with the school and its disciplinary actions, student enrollment may be jeopardized.
- Any of the previously listed steps may be skipped or repeated as the Principal deals individually with students in an effort to lead them to see their error, repent, and be encouraged by the leading of the Holy Spirit to live Christian lives in accordance with God's will for them.
- The severity of consequences increases as improper behavior continues because it becomes an issue of the student specifically choosing not to follow the school rules or guidelines. Other consequences, including multi-day suspensions, may be awarded at the discretion of the Principal.

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

DRESS CODE PHILOSOPHY & GUIDELINES

“Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore, honor God with your body.” 1 Corinthians 6:19-20.

“But take care that this right of yours does not somehow become a stumbling block to the weak.” 1 Corinthians 8:9

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

EXAMPLES OF OTHER CLOTHING AND APPEARANCE GUIDELINES:

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

- A. No spaghetti strap tank tops or dresses, or strapless attire without a cover up.
- B. No flannel or pajama pants during the school day.
- C. Hats and other headwear should not be worn indoors.
- D. Clothing from local high schools is not allowed (exception – student’s wearing HLHS co-op sportswear).
- E. No clothing that is soiled, stained, or emits an offensive odor.
- F. Extreme hairstyles, overly distracting piercings such as gauges and large nose rings, other facial piercings, and visible tattoos are not permitted.

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

Other dress code notes:

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

First Dress Code Offense:

A warning is issued and recorded and the student must change appearance immediately if possible, call a parent for an acceptable change of clothing, or receive permission to return home for a change of clothing. Minor violations may be permitted to return to class without a change at the discretion of the administration.

Subsequent Dress Code Offenses:

Same procedure but the student will be assigned a detention, based on the offense and/or the number of offenses. Repeat offenders will see escalating consequences.

CRISIS MANAGEMENT

Crisis Management is a central component of comprehensive school safety. The most important consideration in crisis management is the health, safety, and welfare of the students and staff. This Crisis Management Plan is meant to assist in fulfilling the pledge of Heartland HLHS School to protect its students in a safe environment.

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

BASIC PROCEDURES

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

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

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

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

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

Imminent Violent Act Situations and Procedures

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

- 1) When anyone in the school family receives information that a person is threatening to commit an act of violence, he or she should . . .
 - Assume the threat is serious.
 - Tell a teacher or administrator immediately.
 - Be available and cooperative in providing a statement of information in order to assist in the assessment of the situation.
- 2) The Principal or Crisis Management Team shall assess the situation and, if needed, contact law enforcement.
- 3) The Principal shall take action to handle the situation and stop the imminent threat.

Other warning signs may have led to this situation and faculty and students should always be aware of the behavior and mental state of those around them. Early intervention can prevent such imminent violent act situations. The school family should also be aware of situations in which students might be of danger to themselves. Early intervention can prevent suicides or suicide attempts. The Crisis Management Team shall handle any situations of suicide or suicide attempts.

SAFETY DRILLS

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

FINANCIAL POLICIES

TUITION COSTS

The HLHS Board of Directors annually reviews and sets the basic tuition.

Discounts

- \$600 discount for members of association congregations.
- 20% discount on the tuition for the 2nd child concurrently attending HLHS from an immediate family and 40% discount for additional children concurrently attending (to be calculated after the Association Discount if applicable).
- 20% discount for association member students whose congregations are 25 miles or more distant.
- 50% discount for each child from association called church worker family.
- Other than the association discount, discounts do not add up. A family that qualifies for more than one discount just receives the largest one.

FEES

In addition to tuition, there is a \$500 *annual EMUSTY (enrollment, materials, usage, services, technology, & yearbook) fee which is payable upon registration or re-registration.*

Forms for re-registration will be made available around January 1. This annual *EMUSTY fee includes material and resources costs as well as* a student activity pass. The EMUSTY fee is non-refundable except under extreme conditions.

NON-PAYMENT

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

PAYMENT OPTIONS

- A) Pay-in-full by August 1
- B) 12 monthly payments—July through June—done through FACTS and processed on the 5th or 20th of each month. There is a \$43 fee for this option. Not available to seniors.
- C) 10 monthly payments—July through April—done through FACTS and process on the 5th or 20th of each month. There is a \$43 fee for this option.
- D) 4 quarterly payments—July, October, January & April—done through FACTS and processed on the 5th or 20th of the month. There is a \$43 fee for this option.

All families are required to select and commit to one of the tuition payment options. Extenuating circumstances may be considered. No student may attend class until the signed tuition agreement is submitted.

Payment of fees and option A can be completed by cash, check or credit card. HLHS reserves the right to enforce penalties for late and/or non-payment.

POLICIES AND PROCEDURES

- A) Tuition will be paid according to the predetermined plan as agreed to by the parent/guardian. For returning students, the plan from the previous year shall be in effect unless a change is requested in writing.
- B) Non-payment due to non-sufficient funds may result in a fee.
- C) Enrollment at HLHS for any portion of a quarter (grading period) constitutes a quarter of tuition.
- D) HLHS recognizes that occasionally circumstances make it impossible to make payments on a schedule. At such a time, please contact the Principal to discuss options. HLHS seeks to work with families in a proactive manner when financial situations arise.
- E) Students who do not have all tuition and fees paid in full by graduation will not be allowed to participate in graduation ceremonies nor receive a diploma.
- F) Students will be responsible for materials that are not returned (such as athletic uniforms or art supplies), damage to lockers or other school property, and for textbooks that must be replaced due to damage.

TUITION ASSISTANCE

The ability to pay full tuition is not a criterion for enrollment. Therefore, we have established a tuition assistance program. All HLHS families are eligible to apply. Tuition assistance grants are awarded based on demonstrated financial need. Tuition assistance applications (TAA) are completed online through FACTS. A student must be registered (including the payment of the registration fee) in order for a TAA to be considered. The TAA must be completed in full in order to be considered. Families are encouraged to apply as early as possible as funds are limited. There is a \$30 fee to apply for tuition assistance.

GENERAL POLICIES

ADVISORY PERIOD

A 25-minute time slot is built into the HLHS schedule and is held every day after 2nd period. On Tuesdays and Thursdays, chapel is held during this time slot. On most Mondays and Fridays, this time slot is used as an Advisory Period. Many gatherings of organizations like Student Council or National Honor Society happen during this period. On Wednesdays students will have class meetings during the Advisory Period. Students are to report to their designated room where there will be the reading of announcements and a brief devotion, then the students may attend a meeting, seek assistance from a teacher, or complete class work.

AGE OF EMANCIPATION

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

ALCOHOL AND TOBACCO FREE CAMPUS

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

ASBESTOS

HLHS maintains an asbestos-free facility. Asbestos management documentation is kept on file and is available for public examination. The Principal serves as the “Designated Person” for asbestos management.

CHAPEL / WORSHIP

Chapel services are an important and regular part of our weekly schedule. Chapel is held on Tuesday and Thursday and is approximately 20-25 minutes in length. As the Lutheran Church - Missouri Synod (LCMS) has a wide variety of worship styles and thoughts on chapel, Heartland Lutheran High School has designated Tuesday as our public worship day where worship will be led by a called and ordained LCMS pastor using the Lutheran Service Book. Thursdays are designed to be more devotional in nature and will be led by a called LCMS pastor, DCE, vicar, or teacher.

All participants, including students, teachers, staff, and guests are expected to attend chapel and show respect for God and those who are participating in worship. Therefore, students should not visit with peers, sleep, slouch, or in any way be disruptive. It is important to understand that in chapel the Word of God is shared but Holy Communion is not offered. Students of HLHS are highly encouraged to participate fully in congregational life and worship where God's means of grace are provided in Word and Sacrament in their congregation.

CHROMEBOOKS

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

CLOSED CAMPUS

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

COMPUTER USAGE AND TECHNOLOGY

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

- A. Students are to use the HLHS Chromebook assigned to them by the school or a school lap-top they check out while on the grounds of HLHS.
- B. All use of the Internet or other network services must be in support of education or research and consistent with HLHS's policies, objectives, and Christian principles. Use which violates state, federal, or local law is strictly forbidden.
- C. Students must obey all copyright laws.
- D. Students may not sign up for any online services while using HLHS computers.
- E. Using the network for illegal activity may result in expulsion and pertinent records will be turned over to the police.
- F. Accessing or transmitting of obscene, pornographic, or any other anti-Christian material—including cyber-bullying and hate messages—will result in a suspension of internet privileges as well as suspension from school.
- G. Using the network for commercial or for-profit purposes is not allowed.
- H. Damaging or tampering with computer/networking equipment—including promulgating a virus—is unacceptable.
- I. Cyber activities—even outside of school—may be grounds for suspension or expulsion. Any cyber threats made by a student to someone else will be investigated thoroughly by the school and local law enforcement.
- J. A student may not represent him or herself as an agent for HLHS.
- K. Use of a HLHS computer carries the implied consent for examination of all computer files by teachers or administrators at any time at the discretion of the staff member. No prior permission of the student is required.
- L. Students are not to use school printers without permission.

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

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

CONFISCATION

Any faculty and/or staff member has the right to confiscate inappropriate material from a student. This includes material that could be disruptive, distracting, dangerous, or illegal. Confiscated material may be returned to the parents or students by the faculty or staff member. Faculty and staff members are to use discretion in deciding how to handle individual situations and may consult with an Administrator if they are unsure about the danger or legality of the material. Any confiscated material that is clearly dangerous or illegal must be turned in to an Administrator. The authorities may be notified when unlawful items or materials are confiscated.

COUNSELING AND GUIDANCE

Students have the services of professional, Christian, high school teachers for counseling and guidance at their disposal. The HLHS Guidance Director and other faculty members are always available to help students deal with personal issues. When issues are beyond the scope of the faculty’s ability or expertise, students/families will be encouraged to work with a pastor or Christian counselor. All counseling information is kept in strict confidence unless disclosure is required by law.

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

DANCES AND STUDENT EVENTS

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

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

DELIVERIES

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

DRIVING PRIVILEGES / STUDENT VEHICLES

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

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

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

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

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

ENERGY DRINKS

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

FOOD

Food and drinks (except water) are restricted to the lunch area during lunch and before or after school. Open cans/bottles of soda are not to be in lockers or in classrooms. Teachers may allow food in their classrooms for special occasions or as part of the lesson plan. Students may also have a pre-made or prepared snack during AP time.

FIELD TRIPS

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

FUNDRAISING

HLHS Organizations have various financial needs that cannot be met by funds available through the operational budget. Therefore, these organizations have the need to raise these funds. All fundraisers must be approved by the Principal. HLHS has developed specific guidelines to monitor fundraising needs and activities.

ILLNESS AND ACCIDENTS

When ill at school, students should report to the school office. The student will usually be offered the choice of lying down or calling a parent or guardian to make arrangement to go home for remainder of the day.

If involved in or a witness to any type of accident on campus that results in any injury, immediately notify the nearest faculty member. Students should support the faculty and administration in handling accidents and injuries. In case of a serious accident or injury, call 911. First aid is always available as faculty members are trained in CPR and first aid.

ILLNESS & SERIOUS COMMUNICABLE DISEASES

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

HLHS encourages students and their parents to use common sense when dealing with an illness that is contagious. We expect that students will follow their doctor's directions in regards to school attendance. However, HLHS expects that students with a contagious infection will remain out of school until medication or time prevents the spread of the infection.

HLHS understands that children infected with serious communicable diseases need to be cared for and educated in Christian settings and that HLHS has the responsibility to protect the welfare of all students enrolled. Therefore, when a student is diagnosed with a serious communicable disease, the Principal will work with the parent/guardian, local health department representatives, and the student's physician to provide the best possible environment and education for each enrolled student. The case of each student with a persisting condition will be reviewed at the beginning of each school year and as deemed necessary.

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

LOCKERS

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

Students may place locks on hallway and gym lockers, however, the school will not provide locks. Students who desire locks must provide their own and must also turn in the combination or spare key in to the office. Students must only use the locker assigned to them. Items left in unused lockers will be confiscated or thrown away. The school is not liable in the event of theft or damage to items in lockers. Lockers are the property of HLHS and may be searched with or without cause at any time. All items in lockers are also subject to search. Locks must be removed at the end of the year or a \$5 fee will be charged for removal.

LUNCH

Hot lunch is available on occasion. When it is available, hot lunches are ordered by the student at the beginning of first period via Google Classroom. Students arriving after the conclusion of first period are responsible to provide their own lunch. All students are expected to pick up after themselves in order to keep our eating area neat. Students and parents may not order food and have it delivered to HLHS at any time without the permission of the administration.

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

MEDICATION

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

- School staff shall not administer any injections with the exception of those trained in the use of an EpiPen in the case of anaphylaxis.
- Over the counter medication such as Advil or Tylenol must be provided by the parents/guardians in its original container.
- Instructions on the dispensing of medication must be written and signed by the parent/guardian.
- School staff may not provide any medication of any kind to students without the above protocols in place.
- Students are not permitted to possess, use, or distribute either over-the-counter or prescription medications at school.

PARENT SUPPORT, INVOLVEMENT AND VOLUNTEERISM

Parents are a crucial part of the education process. We want to keep parents informed and have them be actively involved in their child's secondary education. Therefore, HLHS holds Town Hall meetings at different times during the year, asks parents to complete surveys, and uses other tools to get feedback.

It is expected that HLHS parents/guardians will remain involved in the spiritual, academic, and extra-curricular lives of their children and will work in partnership with the school, extending themselves beyond the tuition fees and other costs by contributing their time and talents to HLHS' welfare.

Volunteers are essential to the smooth and economically efficient operation of our school. Each family is required to volunteer for at least one of the following:

- A) Golf Tournament – This event benefits the activity and athletic programs. Help is needed in procuring hole sponsors as well as planning and organizing the event.
- B) Quilts & Cars – This is a day of fun, food, and games for all ages. Proceeds go toward tuition assistance. Help is needed in planning and conducting the event.
- C) RED and BLUE - This is our annual benefit banquet and auction. This event helps with debt reduction and operating expenses. It requires many volunteers to help with securing acquisitions, set-up and take down, keeping track of bids, and many other areas.
- D) State Fair Booth - HLHS operates a pie & sandwich stand at the State Fair each year and it operates with adult volunteers to prepare and serve during day and evening hours.
- E) Steak Feed –HLHS participates in the Steak Feed, a joint effort of the four high schools in Grand Island to raise funds for athletic programs. Many volunteers are needed for this event.
- F) Additional opportunities—are available and will be announced via the school's website under "daily announcements" or via email.

Families who receive tuition assistance are required to work two of the above events; keeping in mind that these very events generate the tuition assistance dollars awarded.

Additionally, all families are expected to work on concession teams on designated nights at the concession stand for home games.

PASSING TIME

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

PERMISSION FORMS

Each parent is expected to complete the general permissions that are part of the registration packet. The travel permission gives HLHS personnel the authority to take students off campus for travel that is approved by the school's administration. Students are normally transported in school vehicles and driven by adults with the appropriate licensure. At times, vehicles

owned by teachers or coaches will be used. If this travel is further than fifty miles one way, parents will be asked to sign a separate permission form. HLHS personnel will notify parents of all trips in which students leave campus unless it is extremely impractical to do so.

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

PERSONAL ELECTRONIC DEVICES – INCLUDING CELL PHONES

Cell phones / Smart phones are not to be seen or used during class time, chapel, or any assembly. The only times that phones can be used during the school day (normally 8 am to 3:38 pm) are during passing periods and lunch. All phones will be turned in to the “phone jail” at the beginning of each class and retrieved by the student at the end of that class. Students who do not want to turn their phone into the “phone jail” may leave their phone in their vehicle, locker, or turn it into the office.

Any use of an electronic device which becomes disruptive to any class, meeting, assembly, or other school function is prohibited. Students are not to use any type of electronic music device or other non-academic personal gadgetry during school hours. Students are also reminded that these types of items are often targets for thieves, and appropriate precautions should be taken as the school is not responsible for lost or stolen items. Pictures or videos should not be taken of any member of the HLHS family without their knowledge. Pictures and videos can be used for personal or academic use, but never in a way that could negatively impact HLHS or any member of our school family.

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

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

First Offense - Electronic items are confiscated and will remain in the custody of the school until end of the school day. A warning is given.

Subsequent Offenses - Same procedure but the student will be assigned detention, the length of such detention being based on the offense and/or the number of offenses. In addition, the administrator may choose to only return the device to a parent.

HLHS is not responsible for the security and safekeeping of students’ electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

*HLHS and its faculty and staff are not liable for lost, stolen, or damaged phones or other devices. It is recommended that a student leave their cell phone and other valuables locked in their car or locker.

RANDOM DRUG TESTING PROGRAM

Philosophy and Purpose

The apostle Paul writes in I Corinthians 6:19-20, “Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body.” Recognizing this passage and acknowledging the damage that illegal drugs and alcohol abuse does to one’s body, the Board of Directors (BOD) and Administration desire to maintain a drug-free environment at Heartland Lutheran High School (HLHS). Staying free of the use of illegal drugs or alcohol is crucial to a student’s success in school and life and is appropriate in our efforts to glorify God in all that we do. Therefore, HLHS has strong policies regarding student use of illegal drugs or alcohol, has in-depth education regarding illegal drug and alcohol use, and has a random drug testing program.

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

Policies and Procedures

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

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

General Procedures and Policies

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

Procedures and Policies for Positive Results

- If a student's test results are positive, the Principal shall again contact the parent or guardian. The student may remain at HLHS pending the confirmation of the test. No action will be taken until a second urine test is completed at an approved medical facility. The student shall have 24 hours to complete such a test. The cost of the test is the responsibility of HLHS.
- If the test from the approved medical facility is negative, those results shall negate the results of the sample collected at the school.
- If the test from the approved medical facility is positive, the Principal will contact the parents/guardians and arrange for a conference. Such conference must occur within 24 hours for the student to remain in class at HLHS. If such conference is not able to occur in the stated time frame, the student will be removed from HLHS until the time at which such conference can be held. The results will be discussed at the conference and any medical information, including prescriptions, will be discussed.
- Each confirmed positive test will be handled on an individual basis. A positive test does not mean immediate expulsion. The Principal shall determine, upon meeting with the student and parents, an action plan. The Principal shall establish a written action plan and present it to the student and parents or guardians within 48 hours of the initial conference. The Principal may determine to remove the student from HLHS during this time.
- Upon receipt of the action plan, the student and parents or guardians can accept it by their signature or reject the action plan. If the action plan is rejected, the student will be removed from HLHS. If the action plan is accepted, it will be enacted immediately.
- Action plans may include but are not limited to the following provisions: suspension from school; chemical dependency treatment, counseling or education, further drug testing, and suspension from extra-curricular activities. Action plans will also state the consequences for subsequent positive tests. The goal of the action plan is to provide for the health of the student who tested positive and to ensure that the HLHS student body is surrounded by positive influences.

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

Refusal to Test – The Principal will consult with any student who refuses to be tested. After this consultation, any student still refusing to be tested will be immediately suspended. The Principal will then contact the parent and schedule a conference. The student will remain suspended until such conference is held. Each refusal to test will be handled on an individual basis. The Principal shall determine, upon meeting with the student and parents, an action plan. The Principal shall establish a

written action plan and present it to the student and parents or guardians within 48 hours of the initial conference. The Principal may determine to remove the student from HLHS during this time. Upon receipt of the action plan, the student and parents or guardians can accept it by their signature or reject the action plan. If the action plan is rejected, the student will be removed from HLHS. If the action plan is accepted, it will be enacted immediately. Action plans may include but are not limited to the following provisions: suspension from school, counseling, further drug testing, and suspension from extra-curricular activities.

Miscellaneous Policies

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

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

RELEASE OF NAMES

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

RESIDENCE

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

SCHEDULES

HLHS has an eight period day. Most days use the normal schedule although we do have early dismissal for professional development twice a month. At times special schedules are used to accommodate assemblies or other special occasions.

Normal Schedule		Early Dismissal Schedule		Late Start Schedule	
8 am-8:47	1st period	8 am-8:37	1st period	10:00-10:37	1 st Period
8:51-9:38	2nd period	8:41-9:18	2nd period	10:41-11:18	2 nd Period
9:42-10:07	Chapel/AP	9:22-9:59	3rd period	11:22-11:59	3 rd Period
10:11-10:58	3rd period	10:03-10:40	4th period	11:59-12:24	Lunch
11:02-11:49	4th period	10:44-11:21	5th period	12:28-1:07	4 th Period
11:49-12:14	Lunch	11:21-11:46	Lunch	1:11-1:48	5 th Period
12:18-1:05	5th period	11:50-12:27	6th period	1:52-2:28	6 th Period
1:09-1:56	6th period	12:31-1:08	7th period	2:32-3:08	7 th Period
2:00-2:47	7th period	1:12-1:49	8th period	3:12-3:38	8 th Period
2:51-3:38	8th period				

SCHOOL CANCELLATION

The administration of HLHS determines if school will be cancelled, delayed, or dismissed early due to inclement weather or other circumstances. Students and parents should watch local television stations on mornings when weather conditions may be hazardous. Email, announcements on Facebook and other social media will also be used to communicate with parents and students. In the event that a parent/guardian feels the need to keep a student home due to weather, the parent/guardian should contact the school as soon as possible about the impending absence.

SCHOOL TELEPHONE

Students are allowed to use the school phone for emergency calls. The office must give permission for the student to use the school phone. This privilege can be suspended if abused.

Parents are asked to contact their children through the school and the school phone and not directly through the student's cell phone as that can lead to a disciplinary situation.

In some cases, students may be allowed to use their cell phones to place a call. In these cases, students must receive permission from a teacher/Principal prior to using their cell phones.

The school will deliver messages from parents/guardians.

SERVICE PROJECTS

Junior/Senior Projects: At the beginning of their junior year, HLHS students are expected to design a service project, establish a plan for implementation, and complete the service project by the end of the 3rd quarter of their senior year. Students must satisfactorily complete the project in order to graduate.

The Goals of this project are to . . .

- Instill an attitude that values service to God's creation and God's created beings and motivates the student to continue providing volunteer service to others.
- Develop an appreciation for the service that others provide to our community.
- Infuse an understanding of the complexities involved with designing and carrying out a project of this magnitude.
- Cultivate leadership and responsibility qualities.

The Details / Requirements:

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

The Projects: Students are encouraged to be creative in designing a project. They are encouraged to find a "need" within their community and/or church and seek to support or fill that need. Projects may be a part of a larger effort (such as Habitat for Humanity) but require that the student must be involved in the overall project on an intimate basis (must serve on a planning committee or be responsible for a certain portion of the overall project). Purely fundraising efforts (i.e. raising money for AIDS research) should be avoided. Projects must be approved by the administration.

Other service projects: Various HLHS groups will perform service projects during the year. Twice a year, HLHS will complete school wide service projects as planned by the faculty.

SOCIAL MEDIA AND ELECTRONIC COMMUNICATION

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

1) Comments and posts to HLHS sponsored sites are welcomed and encouraged. To promote respectful discussion within this forum, we request that you be courteous and productive and avoid comments that are threatening, harassing, profane, obscene, offensive, sexually explicit, inappropriate, inflammatory, slanderous or otherwise objectionable. Respect for others' opinions expressed through posts should always be given. All posts, comments

and/or communication by any member of the HLHS family shall not be material that infringes on the rights of HLHS or any individual or entity, including privacy, intellectual property or publication rights. No posts, comments or communication may be made or presented under any false identity or premise.

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

@heartlandlutheran.org is confidential and can be shared with administration.

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

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

Student Use of Social Media

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

- Students may not . . .
 - use social media sites to publish disparaging or harassing remarks about HLHS community members, athletic or academic contest rivals, or anyone else that is related to the student's experiences at HLHS.
 - use their words as posted on such social media sites or through electronic communication as weapons to hurt, embarrass and intimidate others.
 - use slurs based on race, ethnicity, religion, gender or any other protected area as these items will be considered discrimination.
 - provoke, promote or incite violence through posts on social media.
 - use language that is vulgar and offensive.
 - Gossip or spread misleading or false information via social media or electronic communication.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon HLHS.
- You and only you are responsible for any and all content that you post or send through any social media or online avenue.

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

SPIRITUAL LIFE

HLHS seeks to spiritually strengthen our students and daily share the Gospel of Jesus Christ. This is accomplished through four main avenues:

- 1) Intentional worship opportunities
- 2) Positive Christian influences
- 3) A caring atmosphere focused on love and respect
- 4) Prayer

We at HLHS believe that every day of a Christian's life is one of worship. Therefore, the daily schedule includes intentional means for the HLHS family to worship God. Every Tuesday and Thursday our students and faculty join together for a chapel worship time in our gym. These chapel services are led by HLHS faculty and area Lutheran pastors. On the other school days, teachers lead devotions and prayer during Advisory Period.

In addition, each student is enrolled in a daily theology class that dives into the Bible and applies God's Word to our lives.

HLHS seeks to surround students with positive Christian influences. For this reason, all faculty and staff are active members of Christian congregations, with most of the full-time teachers having been trained through The Lutheran Church Missouri Synod.

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

Prayer is a mainstay at HLHS, which includes prayer at the beginning of some classes, before and after meals, at athletic events, and more. Students are encouraged to take their thanksgivings and needs to the Lord in prayer.

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

STUDENT INSURANCE

Heartland HLHS School does not provide any type of health or accident insurance for injuries incurred by your child at school. All students who will be participating in sports or school activities must have some form of insurance. For those families who do not have insurance, the school will provide students with brochures explaining an insurance option for families OR sign a written agreement to take care of all medical expenses for their child(ren).

TEXTBOOKS and MATERIALS

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

TRANSPORTATION

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

VISITORS

HLHS is a closed campus located on private property. Visitors who arrive on campus during a school day (8:00 a.m. – 3:38 p.m.) must register in the main office and obtain a visitor's pass before moving about the campus. Everyone except current staff and students is considered a visitor during the school day. We encourage alumni to return to visit with students and teachers. Out of respect for the education of our current students, we ask that visits with teachers be scheduled prior to the visit or be limited to after school. We care about our alumni and want to know how they are doing, so please give us opportunities to visit with alumni without interrupting present classes.

Students may bring a guest for part or all of a school day under the following conditions:

1. Permission is only at the discretion of the Principal who is to be informed at least one day in advance and who may deny this request for any reason he/she deems appropriate.
2. All guests must register in the office where they will be issued a visitor's pass before they are allowed to move about campus. The guest must meet the Principal before attending classes.
3. Guests are limited to 7th through 12th graders and alumni of HLHS.
4. Guests are not allowed during semester exams.
5. Guests should follow the schedule of the host student and are responsible for abiding by all school policies and guidelines.
6. Guests who wish to visit just during the lunch hour are limited to immediate family of students and HLHS reserves the right to limit their access to visits during lunch should such visits prove to be disruptive.

WEDNESDAYS AND SUNDAYS

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

PUBLICATIONS

DAILY ANNOUNCEMENTS

Heartland Lutheran High School daily publishes a list of announcements for students and parents. These announcements are emailed to parents and students and posted on www.heartlandlutheran.org. The announcements are shared with students during the day. If a student is absent, he/she is encouraged to check their email for this important information.

HOTLINE

The Heartland Lutheran Hotline is a weekly newsletter for parents and students. It is published every Friday (or the last school day of the week). Teachers, coaches and advisors submit announcements and articles for this publication. It is emailed to parents and posted on www.heartlandlutheran.org. Print copies are available in the school office for families who do not use the Internet.

RED Hornet Buzz

The Heartland Lutheran Journalism students put out six issues of the Red Hornet Buzz per year. This will be emailed out to parents, supporters, and those who would like a copy. Paper editions will also be made available upon request.

YEARBOOK

Heartland Lutheran High School publishes a yearbook annually that each enrolled student will receive. Other copies can be purchased through the journalism teacher.

Appendix A - Internet Safety & Technology Acceptable Use Policies

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

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

Computer Use and Technology –pg 20/21

Social Media and Electronic Communication – pg 27/28

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

"E-Mail"/Internet Access

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

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

E-Mail, Internet & Computer Usage Rules:

1. General Rules

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

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

- (a) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages for the replacement of any damage to the computer, information, files, programs or disks.
- (b) Users shall not let other persons use their name, log-on, password, or files for any reason (except for authorized staff members).
- (c) Users shall not use or try to discover another user's password.
- (d) Users shall not use HLHS computers or networks for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).

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

The Internet will be supplied on an "as is/as available" basis. HLHS does not simply or expressly warrant that any information users access will be valuable or fit for a particular purpose or that the system will operate error free. HLHS is not responsible for the integrity of information accessed, or software downloaded from the Internet. HLHS reserves the right to refuse posting of files, and to remove files. HLHS further reserves the right to inspect a user's computer and computer usage at any time. Users have no privacy rights or expectations of privacy with regard to use of HLHS's computers or internet system. The computer system is not a public forum. It is provided for the limited purpose of advancing HLHS's mission.

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

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

PLEASE COMPLETE AND RETURN THIS FORM TO THE SCHOOL OFFICE

ACCEPTABLE USE OF COMPUTERS AND NETWORKS STUDENT'S AGREEMENT

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

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

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

Student's Name _____ Student's Grade _____

Student's Signature _____ Date _____

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

PARENT AND STUDENT RESPONSIBILITY CONTRACT

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

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

Signature of Parent/Guardian _____ date

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

Student's signature _____ date

This form must be completed and returned to the Heartland Lutheran High School office by the first day of school.

PLEASE COMPLETE AND RETURN THIS FORM TO THE SCHOOL OFFICE

Heartland Lutheran Chromebook Contract

As a parent/guardian of a student at Heartland Lutheran High School, I understand that the Chromebook issued to my student is the property of Heartland Lutheran High School and therefore my student and I forfeit privacy rights to this device knowing that any activity may be monitored. As a parent/guardian I also understand that this Chromebook should come to school charged and ready each day as it is the only device that my student is allowed to use in the classroom.

While this Chromebook is the property of Heartland Lutheran High School, it may be purchased at the end of my student's high school career with a \$60 depreciation value for each year of use, meaning that after four years it is free to the graduating senior. Any student wishing to purchase their Chromebook before the four-year term will be able to pay for it at the \$240 value, minus the depreciation value x the number of years used.

Lastly, as a parent/guardian of a Heartland Lutheran student, I will aide my student in the proper care of their Chromebook and know that any lost or damaged Chromebooks will be the student and the family's responsibility to repair or replace.

Parent/Guardian Printed Name

Date

Parent/Guardian Signature

As a student of Heartland Lutheran High School, I have read and understand that while ownership of the Chromebook issued to me belongs with Heartland Lutheran High School, the financial responsibility lies with me and my family. I also understand that I have forfeited privacy rights on this device knowing that my activity may be monitored. The Chromebook issued to me must be in line with the Acceptable Use of Computers Agreement in the Student-Parent Handbook, or it may be confiscated.

Student Printed Name

Date

Student Signature