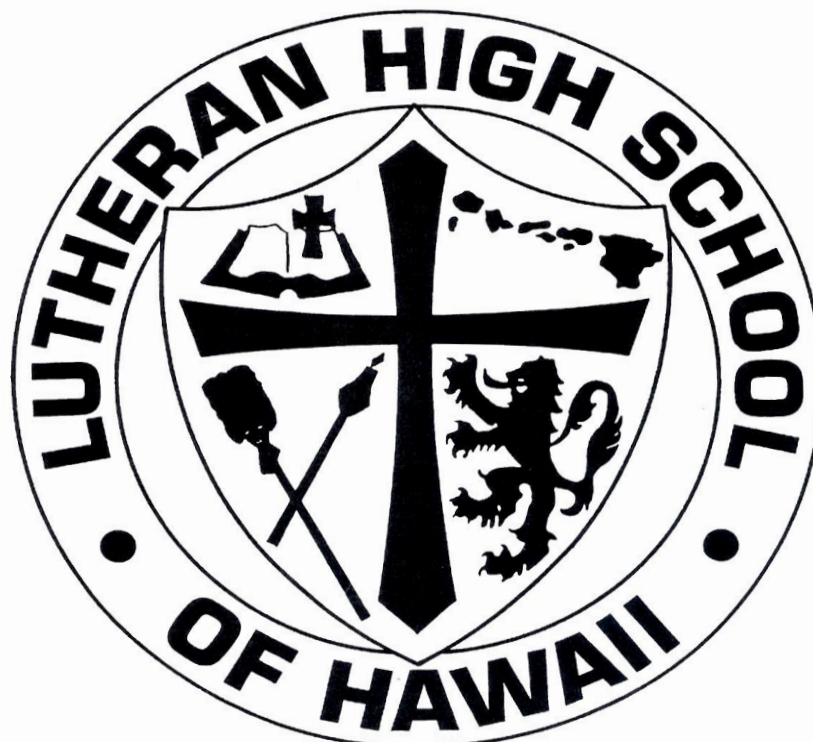


Student/Parent Catalog and Handbook 2015-2016



SCHOOL MOTTO

Educating for Life + Promoting the Faith

SCHOOL YEAR THEME

"The last will be first, and the first will be last."

Matthew 20:16

LUTHERAN HIGH SCHOOL OF HAWAII
1404 University Avenue Honolulu, Hawaii 96822-2414
Office: (808) 949-5302 Admissions: (808) 949-5303
Fax: (808) 947-3701
E-mail: office@lhshawaii.org

MASCOT SCHOOL COLORS
Lion Navy Blue and White

ALMA MATER

*O Lord, bless this, the school we love,
Keep vigil o'er her from above.
O make her strong, increase her fame
That all may glorify Thy name.
Here may Thy Word refresh our souls each day;
Here may Thy Love live in our hearts always
And grow, so that our lives display
Our love for our Lord Jesus.*

*'Tis for the Blue and White this day -
Our Alma Mater - that we pray;
Direct her in her chosen role;
Protect her, guide her toward her goal.
And may her sons and daughters ever be
Loyal to her, and faithful unto Thee.
O let all bring forth endlessly
Praises for Luth'ran High School.*

John Katt

PEP SONG

Go, Lions, go we're with you all the way.
Go, Lions, go and you will win today.
Go, give your all now for the Blue and White.
Show them all that in the test,
Lutheran High School is the best team.
FIGHT! FIGHT! FIGHT!

John Katt

Table of Contents

Lutheran High School p. 4

Philosophy
Mission
ESLRs
History
Principal
Facilities
Campus Boundaries
Computers
Emergency Procedures
Security
Locks and Lockers
Liability

Student Life p. 8

Honor Code
Parents' Responsibilities
Conflict Resolution
Students' Responsibilities
Student Conduct
Dress Code
Prohibited Behaviors
Substance Abuse Intervention
Prohibited Items
Discipline Process
Attendance
Internet and Telecommunications
Acceptable Use Policy for Electronic Devices
Graphing Calculator Policy
Baseline Testing

Academics p.19

Graduation Requirements
Assignments and Homework
Extra Academic Help
Testing Policy
Semester Examinations
Grading Policy
PowerSchool
Incomplete Grades
Academic Deficiency Status
Tutorial Services
Repeating a Course
Adding Courses
Withdrawal from Courses
Change of Course Schedule
Summer School
Accelerated Grade Status
Study Halls
Enrichment Program
Ancillary Classes
Counseling
Transcripts
Non-payment of Tuition
Library

Courses of Study p. 25

Standards for Athletics, Drama, Hula, p. 38

Student Congress

Athletics
Drama
Hula

School Culture p. 40

Worship
Annual Events

Organizations p. 40

Student Congress
Classes
Student Publications
Additional Opportunities
Honors and Awards

Index p. 44

Non-Discrimination Policy

Lutheran High School of Hawaii does not discriminate on the basis of race, color, national and ethnic origin in administration of our educational and admissions policies, admissions, financial aid, athletic and other school-administered programs. This policy reflects not only Lutheran High's compliance with government regulations but our belief that through Jesus Christ God loves all people.

Drug-Free Schools Notice

The use, possession or distribution of alcohol, tobacco, narcotics, hallucinogens, or other illicit substances will not be tolerated on the school grounds or at any school-sanctioned activities of Lutheran High School of Hawaii.

Severe consequences for violation of this rule will be invoked, which may include expulsion from school.

Asbestos Notification

The floor tiling in our building is suspected to contain asbestos. Per Hawaii State Department of Health Asbestos regulation 11-502-12 (h) occupants of the Lutheran High School of Hawaii building, located at 1404 University Avenue, Honolulu, Hawaii, are hereby notified of the availability of an Asbestos Management Plan.

Foreign Student Authorization

Lutheran High School of Hawaii is authorized under federal law to enroll non-immigrant alien students.

Closed Campus

The Church and the School are private institutions. On school days, the campus and facilities are closed except to those who have authorization to be on campus and/or use the facilities. All visitors must check in with the school or church office.

PHILOSOPHY & SCRIPTURAL FOUNDATION

God created us and redeemed us through His Son Jesus Christ, and strengthens and preserves us by His Holy Spirit. In response we seek to glorify the Triune God through a life of worship, witness and service. In order to realize our potential in fulfilling this responsibility, we must prepare ourselves, using all the gifts that God has given us. "To whom much is given, of him will much be required." (Luke 12:48) (Also see Matthew 25:14-30.)

Such preparation is essential during the formative years when young people need special guidance as they find and determine their goals and values. "Train up a child in the way he should go, and when he is old he will not depart from it." (Proverbs 22:6) God and His mercy in Jesus Christ must be held before them. Moreover, their tender faith must be nurtured, strengthened, and allowed to grow in an atmosphere as free as possible from the temptations and moral onslaughts of a world at odds with the message of salvation through Jesus Christ.

While the training of young people is primarily the responsibility of the home, a Christian school should provide the ideal complement, wherein acquisition of knowledge and skill grows out of life's experiences and is approached in the light of God's holy love as revealed in His Word. "Bring them up in the discipline and instruction of the Lord." (Ephesians 6:4)

The Lutheran Church-Missouri Synod, with its heritage of the Gospel, foundation in God's Word, and experience in Christian education, is uniquely qualified to provide effective assistance in the education of young people.

Lutheran High School of Hawaii extends this ministry by offering a college-preparatory program in a Christian setting, where the whole student can be educated and nurtured - body, mind, and soul.

MISSION & GOALS

Educating for Life + Promoting the Faith

Lutheran High School of Hawaii provides a quality Christian education for life by meeting the spiritual, academic, physical, aesthetic, social, and emotional needs of its students.

Spiritual – To give students the opportunity to learn of Jesus Christ as their Lord and Savior and ensure a setting where the Holy Spirit can strengthen the faith of those who already believe in Him.

Academic – To provide a college-preparatory education as well as support for vocational competence, promote critical thinking, effective communication, and independent work while appreciating the wisdom and order of God's creation.

Physical – To help students recognize that the human body is a gift of God, and that they have a God-given responsibility to develop and maintain good mental, physical, and emotional health.

Aesthetic – To foster a lively and continuing interest in the fine arts and other cultural aspects of life as reflections of the infinite beauty of God.

Social – To offer students a Christian setting that encourages wholesome social relationships, as well as the development of values, attitudes, and social skills that are characteristic of people who have respect for authority and who are considerate of the feelings and rights of others.

Emotional – To encourage self-respect and the development of a healthy self-image based on God's love and forgiveness.

EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLRs)

Lutheran High School of Hawaii will prepare its students to be:

SPIRITUAL INDIVIDUALS who

- know the message of Jesus

ACADEMIC INDIVIDUALS who

- are critical thinkers
- communicate effectively
- work independently
- have a background for higher education and/or vocational competence

PHYSICAL INDIVIDUALS who

- recognize a responsibility to develop sound mental, physical, and emotional health

AESTHETICALLY AWARE INDIVIDUALS who

- exhibit an understanding of fine arts and other cultural areas

SOCIALLY AWARE INDIVIDUALS who

- develop wholesome social relationships
- respect authority
- consider the feelings and rights of others

EMOTIONALLY SOUND INDIVIDUALS who

- develop self-respect and a healthy self-image

A BRIEF HISTORY OF LUTHERAN HIGH SCHOOL

Lutheran High School of Hawaii has been serving the greater Honolulu community for over 40 years. Foremost during the school's existence has been a dedication to provide a quality, Christ-centered education for the children of Hawaii.

The Lutheran High School of Hawaii story begins in 1942 when a group of civilians and servicemen with the help of the Lutheran Church-Missouri Synod opened a small mission Service Center on Lunalilo Street in Honolulu. A few years later the mission group established Our Redeemer Lutheran Church and moved to a small building on Young Street owned by Kawaiaha'o Church.

In 1947, Our Redeemer Lutheran School was started in the basement of the building on Young Street. That first year the school consisted of a Kindergarten and first grade.

Eager to provide a permanent home for the church and to meet the needs of a growing elementary school enrollment, the church purchased property on University Avenue in 1949 and constructed the present chapel, offices, and three classrooms. By 1950, the school had an enrollment of twenty-nine students in Kindergarten and grades one through three. Two more classrooms were added in 1952.

By 1959, Our Redeemer Lutheran Church became a self-supporting congregation of the Lutheran Church-Missouri Synod. In this capacity, Our Redeemer Lutheran Church, no longer receiving mission support, became the sole provider for the school.

The desire to have a complete Elementary school for Kindergarten through grade eight was realized in 1965 when a large addition was made to the University Avenue property. The new building, immediately behind the existing structures, added seven classrooms, a library, auditorium, teachers' workroom and kitchen.

Four short years later a high school expansion program was planned. Accordingly, during 1970-1974, grades nine through twelve were added with the first senior class of fifteen students graduating in 1975. With the joy of the new High School there were also growing pains. During 1974-1982, space limitations on the University Avenue campus necessitated that the Elementary School be operated from three different locations stretching from Palolo Valley to Nu'uuanu Valley.

Finally, in 1977, a second parcel of land, on Wilder Avenue around the corner from the University Avenue property, was purchased. By 1983, a modern three-story, fourteen-room structure had been completed. This facility housed Kindergarten through eighth grade. Concurrently with the completion of the elementary building, improvements were made to the High School on University Avenue. These included library, classroom and office improvements and the addition of a computer center, teachers' workroom, and counseling office.

During the 1988 school year, a portable building was acquired to serve as an additional classroom.

On July 1, 1988, Our Redeemer Church relinquished its sole control of the high school in order to share ownership with four other Lutheran creating Lutheran High School Association of Hawaii.

In 2013, Lutheran High School of Hawaii expanded and reorganized to include grades seven and eight. In 2014, it was decided to add grade 6 in order to accommodate students leaving public elementary schools that end at grade 5. At all grade levels, LSHS continues to provide a college-preparatory program that is Christ-centered and character-driven.

FROM THE PRINCIPAL

Did you know that the Lutheran Church-Missouri Synod operates the largest Protestant school system in the United States? It's true. Lutheran High School of Hawaii is part of a system of over 3,325 schools, including 80 secondary schools. In 2014-15, over 252,648 students benefited from an education in a Lutheran school. More than 16,600 of those attended a Lutheran secondary school.

Lutherans support Christian education because of their commitment to an education for the whole child. This includes teaching the Good News of God's love through His Son, Jesus Christ. It includes teaching

God's plan for living, which means a strong emphasis on character development and positive discipline. It includes using the talents and abilities that God has given us to acquire an education that will serve us well for further education and vocation.

That's why Lutheran churches in Hawaii have seen fit to establish and maintain Lutheran schools, including the Lutheran High School of Hawaii. It's a commitment to **educate for life and promote the faith.**

It's a commitment that you will notice - a commitment that makes Lutheran High unique among private schools in Hawaii. If you are already a part of the Lutheran High School of Hawaii "family," I commend you for the commitment you share with us to provide a quality Christian education for our children.

If you are considering whether or not to become a part of our school family, I encourage you to learn more about the people and programs of the Lutheran High School of Hawaii. You will find out why this is a place where you can count on an education for life.

FACILITIES

The campus is located adjacent to the University of Hawaii at the entrance to Manoa Valley in Honolulu. The area is well-known for its educational institutions as there are approximately ten additional private schools, as well as Chaminade University, within a twelve block radius.

The central location makes the school easily accessible by both private and public transportation. The University Avenue exit of the H-1 freeway is convenient for students arriving by private automobile, and the "express bus" service to the University is available from several points on the island for students using the city bus system.

The high school is a two-story complex with twelve classrooms including science laboratories, art room, and computer center. A library, kitchen, counseling office and auditorium with stage are also available.

The school uses the church facilities for weekly chapel services.

Campus Boundaries

The campus is defined as the curb bounding the school on University Avenue, Puaena Place and Mahi Place to the fence separating the lower parking lot from the neighbors' driveways. The upper parking lot is defined as the area bounded by the fence that runs parallel to the University Avenue on-ramp to H-1. All fences enclosing the parking areas are the limits of the campus.

Students are not to be dropped off along Puaena Place, Mahi Place or on University Avenue but rather at the upper parking lot or the cul-de-sac/turn-around area at the opening of the lower parking lot.

Computers

School computers are networked. There is Internet access available from all classrooms. The computer lab and library contain computers for student use. A classroom set of laptop computers is used in various classes. The network system is filtered to block objectionable sites on the world wide web.

Emergency Procedures

If a disaster or emergency occurs during normal school hours, teachers and school officials will remain at school during the entire time to see that students are safe and their needs are met. If the State Department of Education closes ALL public schools on the island of Oahu during any

emergency/disaster, Lutheran High School of Hawaii will also close. In the event of natural emergencies – tsunami, earthquake, hurricane – students will remain at school until parents can safely pick them up, or, when it is deemed to be safe. In the case of bomb threat or individual(s) threatening bodily harm, the school will take the following actions: 1) Call 911 to notify the police. 2) School officials will initiate evacuation of the building. 3) Teachers will follow the same evacuation procedures as are used in a fire drill with the exception that all individuals will gather at the far Ewa end of Puaena Place. Periodically there will be **fire drills** to learn how to exit the building quickly in case of emergency. Fire drill procedures and exit diagrams are posted in each room and discussed with the students.

Security

Although we are a Christian school, not everyone in the school practices Christian ethics and sometimes thefts occur. Students can help by keeping their lockers locked, placing their names on their books, lunches, and valuables, leaving large sums of money at home and keeping watches, calculators, etc. on their person instead of leaving them unattended.

Locks and Lockers

Students are assigned lockers and are required to purchase a combination lock that is to be kept on lockers at all times. The combination and serial number must be registered with the homeroom teacher. Personal items are not to be stored above or below the student lockers.

Liability

Students responsible for damage to school property, grounds or equipment will be assessed the cost of repairs or replacement.

STUDENT LIFE

HONOR CODE

One of the major aims of a secondary educational experience is to help students develop a sense of responsibility. This necessitates students having some degree of freedom to make their own judgments and decisions. Students do need to know that every decision made and every action taken carries certain consequences with it.

Appropriate decisions and behavior that promote the well-being of the student and school are usually met with verbal and sometimes written commendations but are most often rewards in themselves. Conversely, students should know that there are forms of behavior which are not appropriate and which do not promote the well-being of the student and school. Such behavior carries a consequence of disciplinary action by the school. Disciplinary jurisdiction includes, but is not limited to, the campus and school day. It extends to students with off-campus lunch privileges, and it carries over to school-sponsored events and activities which take place off-campus and outside the normal school day.

Misconduct off campus, outside school hours, may call into question a student's privilege to remain in the school. In those instances, the school reserves the right to take whatever action it deems necessary, including, but not limited to, expulsion.

PARENTS' RESPONSIBILITIES

At Lutheran High School of Hawaii, we firmly believe that the home is a necessary partner of the school in providing a complete education for any student. With this in mind, our school has established the following outline to act as a guide for parents.

1. At all times and in everything you do, you are a model for your teenager. Set him/her a fine, Christian example and support the basic goals of the school. This includes monitoring PowerSchool to check your teen's progress.
2. Support the faculty and administration of the school.
3. Counsel with your teen regarding the school's expectations, including the dress code. Although the standard of dress is primarily a parental responsibility, faculty and staff are encouraged to speak with students who are inappropriately dressed.

4. Exhibit a genuine interest in your teen's schoolwork and provide the necessary facilities, materials, and home environment that will enable your teenager to complete all his/her assignments.
5. Do not permit anything to interfere with the time your teenager has set aside for study.
6. Guide, encourage, and help your teen when necessary, but not to the point of unrealistic expectations.

CONFLICT RESOLUTION

Although we try to live God-pleasing lives, we are aware there may come a time during the course of the school year that a conflict of thought or opinion may exist between a parent and teacher.

Our policy in dealing with any and all situations of conflict or concern with a teacher or staff member is based on Matthew 18:15-20.

First, in Christian love, speak personally and privately with the teacher or staff member with whom you have a concern. The goal in any conflicted situation is to restore relationships and, in so doing, promote sharing of the Gospel of Jesus.

Steps to follow:

1. Contact the person with whom you have a concern. Not only will this lead to open discussion between both parties, but prayerfully, you will both find reconciliation in the disputed matter.
2. If reconciliation is not met, and the concern still exists, please contact the Principal. An email or letter is preferable.
3. If the concern is still unresolved and not reconciled, you are encouraged to contact the School Board Chairperson by written letter.
4. After careful review, and prayerful consideration of the issue/concern, the Board will render a decision, and will inform all direct parties, in writing of its decision. The Board's decision in the matter will be the final decision.

STUDENTS' RESPONSIBILITIES

As a student, you are responsible more than anyone else for your own education. You can be sent to the best of schools with the best facilities and still learn nothing if you believe that an education is given to you by parents and teachers. Parents and teachers provide the opportunity, means and encouragement for an education; actually obtaining one is up to you. Observing the following guidelines can help you learn to actively participate in your own education.

1. Be sure to understand fully what has been assigned and how the teacher expects the work to be done. Remember, you alone are responsible for the timely completion of your assignments. Use your LSHS planner and check PowerSchool regularly.
2. Be attentive in class and do not hesitate to ask or discuss matters you do not fully understand or with which you do not completely agree.
3. Cultivate the art of independent thought and work on assignments.
4. Choose a place to study at home and make it your regular spot to work. Request cooperation of your family in protecting your time and place of work from interruptions.
5. You are responsible for your learning and must take the initiative if you want help from your instructor or desire to complete missed assignments.
6. Remember to show respect and obedience to all members of the faculty and staff.
7. Remember to also show respect towards all of your peers and yourself.

STUDENT CONDUCT

LUNCH – EATING & DRINKING ON CAMPUS

All sixth to tenth graders must eat in the lunchroom. They are to report on time and remain until dismissed. Juniors and seniors must eat in other designated areas on campus, unless they have off-campus privileges. Students are not allowed to eat in the stairwell and upstairs hallway. They may not

eat, sit or stand along University Avenue, Puaena Place or Mahi Place. Eating in classrooms is not allowed, unless supervised by a teacher or staff member. Students are always expected to pick up after themselves and dispose of their trash in an appropriate manner. (Students are not to dispose of such trash in classrooms.)

Off campus lunch privileges are granted to all seniors, and juniors with a GPA of 3.5 or above, with the following conditions: (1) written permission from parents; (2) all school rules apply off campus; (3) students are not allowed to bring back food for students without these privileges. Students are not permitted in any establishment that serves alcohol.

Delivery from any off campus business delivery service is not allowed.

Students who return late or violate off-campus privileges in any other way are subject to disciplinary action, including revocation of such privileges, school service, probation, suspension, and/or expulsion. Students who leave campus without off-campus privileges are subject to strong disciplinary action, including probation, suspension, and/or expulsion.

Eating, drinking, and the use of vending machines are limited to before school, during the morning break, lunch, and after school. Only water is allowed in clear containers in classrooms.

Consequences for violating guidelines related to “lunch - eating and drinking on campus” may include detention, school service, probation, suspension, and/or expulsion.

FUND-RAISING

Students may be asked to assist with fund-raising activities, conducted by the school and/or individual organizations and auxiliaries. All fund-raising activities, including events, sales, projects, etc., must be approved in advance by the Principal.

USE OF TELEPHONES

Lutheran High School of Hawaii considers telephone usage to be a matter of privilege, not a right. It is our feeling that telephone usage can easily become distracting and disruptive to the educational program of our school. Therefore, use of the telephone is monitored and restricted as deemed appropriate by the faculty and staff.

Office phones: Students are not allowed to use office phones except to call home in the case of illness or other emergency.

Messages at school: In order to maintain continuity of instruction, parents must (instead of should) contact the school office rather than the student. The school will only be responsible for delivering messages from parents. Such messages will be delivered in a timely and appropriate manner, as determined by the faculty and staff. Emergency messages will always be handled expediently.

ELECTRONIC DEVICES

School is a work environment for students. We encourage responsible and safe use of electronic devices at the school. For example, we strongly advise against the use of these between passing periods. Distracted individuals could easily crash into someone or something and/or slip and tumble down the stairs. Also, to cultivate the art of conversation and dialog, we do not permit their use during lunch in the auditorium until the ten minute bell rings.

For classes, including study halls, it is required that these devices be deposited in the electronic devices box at the beginning of the class. These devices, and all of their functions, may be used for class or project purposes only under the direct supervision of a teacher or administrator. Violations of these guidelines will result in the device being confiscated by faculty/staff at their discretion. The device will be held at the school office.

If students prefer to use their own personal devices for class-related work, that is fine – the school encourages such use under teacher supervision. However, students are responsible for the security of their device(s). At the end of each day students are to take their device home. The Acceptable Use

Policy for Electronic Devices, signed by all students at the beginning of the school year, applies to personal electronic devices brought on campus.

Audio volume is to be kept very low so as not to disturb other students, and so that the quiet atmosphere of the school is not altered.

Electronic devices include cell phones, cameras, gaming devices, ipods, ipads, other tablet devices, laptop computers, music/video players, and any other such device that could be potentially distracting to classroom instruction.

These devices are never to be used for bullying, illegal or other unlawful purposes.

VISITORS

A student may be allowed to bring a guest for one school day, provided that the following guidelines are met: (1) Permission must be granted by the Dean of Students or Principal at least one week in advance; (2) Teachers must be informed at least one day in advance; (3) A visitor's pass must be obtained from the office at least one day in advance; (4) Guests are limited to 5th-12th graders; (5) Guests are not allowed on a public school holiday or during semester exams; (6) Guests are discouraged from visiting on the day before a school break; (7) Guests are responsible for abiding by all school rules.

AUTOMOBILES

Due to extremely limited space and liability concerns, students are not allowed to park on campus for any reason. Students are not allowed to return to, move, or use their automobiles during school hours without permission from the Dean of Students or Principal. Students whose vehicles are parked illegally on campus will be fined (\$5) and run the risk of having their vehicle towed at their expense.

FIELD TRIPS, TRAVELING TO/FROM SPORTING EVENTS, AND THE LIKE

Students should follow teacher/chaperone and docent/guide instructions at all times. If traveling on a rented bus, city bus, volunteer's vehicle, etc. students should conduct themselves in a disciplined fashion. Yelling out or throwing items from these vehicles is strictly prohibited.

LOST AND FOUND

Items left above or below the lockers, in classrooms, on the lanai, or in the auditorium after 3:30 p.m. will be collected and placed in lost and found. Students may retrieve their lost items for \$1.00 each before or after school, during break or lunch. All items not collected at the end of the semester will be donated to charity or thrown away. Proceeds from lost and found benefit Student Congress-run activities such as spirit week and activity day.

All school textbooks must be retrieved from lost and found prior to semester exam week. Students are responsible for retrieving and returning their textbooks to their teachers. Students who leave books in lost and found at the end of the semester will be charged a \$50 service fee for each book.

DRESS CODE

All Lutheran High School of Hawaii students should dress in a manner that respects the Christian values on which the school is based. School is a work environment for students, and appropriate attire for such an environment is expected. Extremes in attire, manner of dress, or hairstyles can be distracting, disruptive, and/or offensive, and are unacceptable.

LHSH emphasizes attire and manner of dress that follows principles of safety, appropriateness, neatness, cleanliness, and modesty. Dress which calls undue attention to itself is to be avoided; costuming and costume makeup are prohibited. We expect and appreciate dress which is conducive to a positive learning environment and gives a positive witness to others. We expect that all attire, including jewelry, will be devoid of offensive wording, pictures, graphics, holes, rips, cuts, and fraying, etc. A student who chooses to violate the dress code by covering one garment with another or turning a

garment inside out is in violation of the dress code. **We expect students to comply with the dress code while they are on campus.**

The consequence of dress code violation can include changing clothing, probation, suspension and/or expulsion. It is unlikely to be able to anticipate all possible situations. If a student's dress is in question, he/she will be referred to the Dean of Students. The opinion of the Dean of Students will be the final decision.

UNIFORM TOPS must be worn Monday-Thursday. Tops should not be tucked into pockets or tied in any way. On Fridays class/activity and pre-approved aloha fashions are also allowed. Uniform and class/activity tops are not to be modified in any way. Undergarments must not be visible. The hooded LSH jackets are the only outer garments that may be worn over the LSH uniform shirts. P.E. uniform tops and bottoms are to be worn only during P.E. classes. If a long sleeved shirt is to be worn under the polo shirt, it must be solid navy blue or white.

BOYS should be clean-shaven with the exception of neatly trimmed mustaches. Boys' hair should be clean, neatly groomed, and trimmed above the collar. When combed, hair should not fall over the eyebrow nor should its side length exceed the bottom of the ear lobe. Beards and ponytails are prohibited.

GIRLS are encouraged to wear modest skirts or split skirts, pants, or jeans. Skirt hems and slits should be no shorter than mid-knee length when standing. Pants should be no shorter than mid-calf in length. Tight-fitting, form-revealing attire is not permitted, e.g. leggings.

BEACH WEAR and **Lounge Wear** (e.g. PJ style pants, sweat pants) are not permitted, including shorts (NOTE EXCEPTIONS BELOW) and slippers.

FOOTWEAR without heel straps is not permitted. Shoes should be on the feet upon arriving on campus.

CAPS, HATS, AND SUNGLASSES are not to be worn in the building at any time.

SHORTS – Knee length dress shorts should be purchased and brought to the school office. If the shorts are approved, the school will send them to be silkscreened with the school's logo. A charge of \$5.00 per shorts will be assessed.

PANTS are to be belted at the waist so they do not "ride" below the waist at any time. They may not be rolled up more than 2 inches above the ankles. No frayed or cut off jeans. Undergarments must not be visible.

HAIR styles which are extreme, unconventional and/or unusual, including unnatural coloring or shading for that individual are not allowed for either boys or girls.

BODY PIERCING: Boys and girls are allowed to wear earrings, assuming that they are not extreme in number and/or style. However, no other body piercing is to be visible. Tongue piercing is prohibited.

GANG-RELATED COLORS AND STYLES will not be tolerated.

TATTOOS are not to be visible.

PROHIBITED BEHAVIORS

Prohibited behaviors will result in strong disciplinary action by the school. This includes probation, suspension, and/or expulsion. These disciplinary actions may occur in any order. School jurisdiction includes the campus and its immediate vicinity; off-campus lunch; school activities and events, including those off-campus and outside the regular school day; student behavior on or off campus, regardless of the hour of the day, that reflects negatively on the moral teaching of the school.

Prohibited behaviors include:

Controlled substances: The use, possession, distribution, and/or any transactions involving controlled substances. This includes alcoholic beverages, any legal or illegal drugs, and being under the influence of any controlled substance.

The use, possession, distribution, and/or any transactions involving tobacco products will result in suspension or other strong disciplinary action.

Students who are required to use a drug for medication need to disclose this to the Principal or Dean of Students and furnish a signed verification from their doctor to the school stating this fact. All medications taken at school must be kept in the school office.

Aggressive acts: Intimidation of students or teachers with threats of bodily harm; fighting and/or other physically aggressive acts; possessing or carrying weapons or other dangerous or potentially dangerous items or materials of any kind. Using electronic devices (such as cameras, phones, computers) to bully, intimidate, threaten or embarrass others. Pressuring others to obtain food is unacceptable. Rowdy behavior is also unacceptable.

Cheating/plagiarism: Cheating/plagiarism is using anyone else's work, thoughts, or ideas as your own.

For example:

- (A) Copying from or allowing another person to complete any assignment, paper, project, quiz, or test for you;
- (B) Knowingly allowing another person to copy an assignment, paper, project, quiz, or test;
- (C) Using an unauthorized help, such as an Internet site or another student, to answer any question on any quiz, test, or any other assignment;
- (D) Purporting to have read assignments or certain parts of assignments that were, in fact, not read;
- (E) Copying another person's words or ideas and giving the impression that they are your own by purposefully incorrectly documenting sources;
- (F) Knowingly misrepresenting source material.

Harassment-Student: Sexual harassment of or by any students shall not be tolerated and may result in disciplinary and/or legal action including possible expulsion. Sexual harassment has the purpose or effect of creating a negative impact on an individual's performance or of creating an intimidating, hostile or offensive environment and includes but is not limited to:

1. Verbal conduct such as derogatory comments, unwanted sexual advances, sexual jokes, etc.
2. Visual conduct such as derogatory cartoons, drawings, pictures, gestures, etc.
3. Physical conduct such as leering, assault, blocking normal movement, touching an individual's body or clothes in a sexual way, etc.
4. Threats and demands to submit to sexual request.
5. Retaliation for reporting a violation or participating in an investigation.

Teachers will discuss this policy with their students at the beginning of the school year and will assure them that they need not endure any form of sexual harassment. Anyone at Lutheran High School of Hawaii who is subject to or witnesses sexual harassment, should immediately report such conduct to the Dean of Students or Principal.

Involvement in inappropriate sexual activities: Some types of conduct are not considered appropriate for our school campus. Public displays of affection (kissing, evidences of kissing, embracing, etc.) and pornography are examples. LSHS students are expected to maintain Biblical standards of moral conduct. Immoral or indecent behavior in private or in public, whether at school or away from school, will call into question a student's privilege to remain in the school. In those instances, the school reserves the right to take whatever action it deems necessary, including, but not limited to, expulsion.

Theft/stealing: Taking or attempting to take without permission school or personal property; illicit use of school or personal property.

Gambling: Playing a game for money or property. To bet on an uncertain outcome.

Vandalism: Damaging, defacing, mutilating, or otherwise destroying school or personal property. This includes graffiti.

Lying/improper language/insubordination: Improper language includes profanity, swearing, vulgar, and offensive language; insubordination includes willful disregard and/or disrespect for any faculty or staff member.

Truancy/cutting classes: Being absent from school and/or individual classes (including study halls) without legitimate and proper excuse.

Repeated violations of school rules: Includes all rules and procedures publicized in handbooks, daily bulletins, or other announcements.

SUBSTANCE ABUSE INTERVENTION

An Advisory Committee will meet as necessary to review referrals from the faculty, administration, staff and/or students. If a student self identifies or if the Advisory Committee suspects substance abuse by a student, the school, together with the student's parents, will seek intervention.

INTERVENTION

If deemed necessary, a search will be directed by the Principal or Dean of Students. All items owned by the student (books, bookbags, brief cases, purses, backpacks, lockers, etc.) are subject to the search. Refusal to submit to the search will be considered admission of possession. The student will then be suspended pending further disciplinary action which may include expulsion.

Drug testing/assessment of a student may be necessary. Parents/guardians will be promptly notified that they are required to schedule, and participate in, a test/assessment at a medical center within 24 hours (to ensure reliable results). [If necessary, periodic testing will be required to ensure continued compliance with school policies.] Refusal to be tested, or to release test results to the school will be deemed proof that the student was using drugs (the test was positive). The student will then be suspended pending further disciplinary action, which may include expulsion. In some cases the student may be removed from school pending the outcome of the drug testing.

Students testing positive will enter a drug treatment program. If the student and family do not comply with the requirements for intervention, and/or complete the required rehabilitation, the student will be expelled.

PROHIBITED ITEMS

A disciplinary referral, probation, suspension, and/or expulsion may result from any infraction regarding matters described herein.

Such items as body boards, surfboards, skateboards, or any other item that is potentially distracting or disruptive, are prohibited on campus unless directly supervised by a teacher or administrator for class or project purposes. Faculty and staff may confiscate such items at their discretion. The school may hold such items until a parent picks up the items.

Gum chewing is not allowed on campus.

Students are **not allowed to eat or drink** in classrooms unless related to the lesson or presentation. Only water is allowed in clear containers in classrooms.

Personal grooming should be limited to the bathrooms during breaks, lunch, before and after school.

Card playing of any kind is not allowed on campus. If seen, cards will be confiscated. (Note: Cards may be used with teacher supervision, for educational and/or cultural purposes in the classroom.)

Offensive reading materials are not allowed on campus.

Possession of and bringing to school potentially dangerous and/or illegal items, including weapons and weapon-like objects, matches, laser pointers, lighters, noxious substances and devices, are also prohibited.

THE DISCIPLINE PROCESS

Lutheran High School of Hawaii promotes positive behavior standards. **A range of consequences is used to respond to prohibited or inappropriate behavior. The consequences include but may not be limited to phone calls, misconduct reports (written referrals), conferences with the Dean of Students and/or Principal, school service, loss of privileges, detention, probation, suspension, and expulsion.** NOTE: The consequences may occur in any order.

Phone calls/misconduct reports: These may be given for minor or major infractions. Such a contact is always considered a warning, and students are expected to remedy the situation after the first contact.

School service: This involves a specified amount of time spent in performing cleaning and/or maintenance duties, such as washing windows, cleaning desks, removing gum, sweeping, etc. School service is assigned and coordinated through the Dean of Students. It may be necessary to require such service outside the regular school day.

Loss of privileges: Examples include suspension from attendance and/or participation in school activities and events, revocation of off-campus lunch privileges, etc.

Detention: Students may be assigned detention for a specified amount of time after school.

Probation: When this response is invoked, parents will be notified with a letter stating: (1) the specific reason for the probation; (2) what the student must do to remove the probation; (3) consequences for failing to meet the requirements of the probation.

Suspension: This is often handled “in-house” with the student serving it at school, but out-of-school suspension may also be invoked. This consequence is used in more serious cases. A student receives a failing grade for any school work due the day of suspension.

Right of appeal: Parents may appeal a decision for expulsion in writing within fifteen days of the notice of expulsion.

Re-admission after expulsion: Expelled students may apply to the admissions committee for re-admission after one calendar year. If granted, admission would be at the beginning of the next semester under probationary guidelines. The admissions committee of the faculty will: 1) review the student’s behavior and academic performance for the past year, 2) give the original reason for expulsion serious consideration, 3) evaluate the effect re-admission would have on the welfare of the current student body.

ATTENDANCE

Educational research has shown a strong correlation between attendance and achievement in school. Attendance and participation in classroom and school activities are considered vital to the educational process at this school. Therefore, attendance is absolutely required and should never be considered optional. Excessive absences may lead to a loss of academic credit, as determined by the administration. Students may also be released from school due to excessive absences.

DAILY REGULATIONS

**SCHOOL HOURS: Monday, Thursdays and Fridays 7:45 a.m. – 3:00 p.m.
Tuesdays and Wednesdays 7:45 a.m. – 2:30 p.m.**

Gates usually open at 7:00 a.m. Students arriving early are expected to remain outside until the gates open. For students who arrive early, all school rules apply.

Once students arrive they are to remain on campus. The school assumes no responsibility for students who leave campus.

Students are expected to leave the building and grounds after their last scheduled class or study hall unless under the supervision of a teacher. All classrooms and security gates are usually secured and locked half an hour after the close of school. For students who remain on campus after gates are locked, all school rules apply. There is no supervision, and those who choose to remain do so at their own risk.

EARLY DISMISSAL

Seniors who qualify are extended the privilege of early dismissal, provided the following conditions are met: (1) Minimum quarterly grade point average of 2.8 or better and no F's; (2) Period 8 study hall; (3) Written permission from parents; (4) College applications have been completed and turned in to the College Counselor. The form must be filled out and signed by the student and parent and be on file in the school office. Note: Early dismissal does not apply to period 7 on Tuesdays.

Students are evaluated for this privilege on a quarterly basis, and such privileges may be revoked at any time at the discretion of the Principal. Students with early dismissal must sign out at the school office and leave the building and campus each and every day.

ABSENCE POLICY

Students are expected to be on time for classes, study halls and required school activities.

Absences should occur only for legitimate reasons, including personal illness or injury, family emergency, legal obligations, death in the family, or school-related activity. Doctor, dentist, or other medical appointments should be scheduled outside school hours. Personal errands, including driving tests and college placement exams, should also be scheduled outside school hours. Families are strongly encouraged to plan their vacations to ensure that their children maintain an optimal attendance record. For sporting events that take place during school hours, only competitors involved in the events are excused.

If an absence is necessary due to family vacation or for reasons other than those listed above, the Dean of Students is to be informed in writing at least two (2) weeks in advance of the planned absence. If this does not happen, the student's absences may be considered unexcused; a loss of credit may result for any work assigned and/or due throughout the absence.

PARENT RESPONSIBILITIES WHEN ABSENCE OCCURS:

Parents should notify the school office by 9:00 a.m.

The school may ask that a written excuse, signed and dated by a parent, be presented by the student upon his/her return.

For four (4) or more consecutive days of absence due to injury or illness, a doctor's note must be presented for the student to be readmitted to classes.

Any absence not cleared with the school office will be treated as unexcused.

For periods of extended injury or illness, parents should call the school office before 9:00 a.m. and request assignments for pick up after 3:00 p.m.

Any student with a chronic health problem must have a doctor's note on file with the school office.

STUDENT RESPONSIBILITIES:

When a student returns to school following any absence, he/she must report to the school office before proceeding to class.

If the student's absence has not been excused, he/she will receive a warning before proceeding to class. If this happens a second time, the student will be suspended from classes until a parent contact is made.

Academic work missed due to valid absence must be made up within a reasonable amount of time, as determined by the teacher.

It is the student's responsibility to obtain assignments that have been missed.

SCHOOL RESPONSIBILITIES:

If a student accumulates five (5) days of unexcused absence in a quarter, his/her grade will be lowered one full letter grade in each class missed.

If a student is absent from any class for 30% or more of the days that class meets in a quarter, or 20 days total in a semester, for any reason, either excused or unexcused, the student will be dropped from the class. **Absences on double period days (Tuesdays and Wednesdays) will count as two absences.** A grade of WP or WF will be recorded for the quarter, regardless of any other grades received in the class. If such absences occur during the second or fourth quarter, credit will be lost for the entire semester, despite any previous quarter's performance. Absences due to school-sponsored events need instructors' approval and do not count toward school absences.

Teachers do not give credit for academic work missed due to truancy, class cuts, suspension, or any other unexcused absence or tardy.

Students who do not report to school by 12:00 p.m. will not be allowed to participate in any extracurricular activities for that day unless approval is granted by the administration.

Three tardies, excused or unexcused, will equal one absence.

Missing 50% or more of a class period will be equivalent to an absence. On double period days this would count as two absences.

TARDY TO SCHOOL

When a student is tardy to school, he/she must complete the following:

Report to the school office or office assistant. Sign in on the appropriate sheet, noting the time of arrival.

Receive a tardy pass, which is to be presented to the teacher upon entering class. The student will not be allowed in class without this pass.

The teacher will check the time of arrival on the pass and report any discrepancies to the Dean of Students.

For unexcused tardies to 1st period class (other than study hall) during any quarter, the grade will be lowered by 1/3 of a letter grade for five (5) tardies; another 1/3 for seven (7) tardies. The grade deduction will occur at the end of the quarter. The student will be referred to the Dean of Students for disciplinary action after six (6) tardies. Consequences could include school service, probation, suspension and/or expulsion (for extreme cases).

For tardies to 1st period study hall, the student will be referred to the Dean of Students for disciplinary action after four (4) unexcused tardies. Consequences could include school service, probation, suspension, and/or expulsion (for extreme cases).

Three tardies, excused or unexcused, will equal one absence.

Missing 50% or more of a class period will be equivalent to an absence. On double period school days this would count as two absences.

TARDY TO CLASS

For any tardy to class, either excused or unexcused, the student is to obtain a standard tardy pass from the appropriate faculty or staff member. This pass is to be presented to the teacher upon arrival. The following procedures will be enforced: As the minimum consequence for unexcused tardies to any class (other than study hall): the grade will be lowered 1/3 for every two (2) unexcused tardies (EXAMPLE: for 2 unexcused tardies an A- becomes a B+; for 4 unexcused tardies an A- becomes a B, etc.).

For unexcused tardies to homeroom or study hall: a disciplinary referral will be made to the Dean of Students for every two unexcused tardies. Consequences could include school service, probation, suspension, and/or expulsion (for extreme cases).

LEAVING CAMPUS – OFF CAMPUS PERMIT SLIPS

When leaving campus during school hours, the student must get an *off-campus permit slip and sign out at the office*. The off-campus permit slip can be shown to the Honolulu Police, should the student be questioned. *Students will sign in at the office upon returning to campus.*

A student who becomes ill or injured at school will be sent or taken to the office. Once a parent or guardian has been notified, the student may leave campus to go home or see a doctor, pending approval by the parent or guardian.

INTERNET and TELECOMMUNICATIONS

Internet access, computers, printers, software and related devices are provided to supplement the educational program at the school. Please use the equipment accordingly. The policies below apply to all students, teachers, administrators and others who obtain their telecommunications access through Lutheran High School of Hawaii and use the computing facilities on its campus.

Privileges: Use of the computer equipment and software belonging to Lutheran High School of Hawaii is a privilege not a right - school resources are not to serve as your personal access to the internet.

Wireless Network: Only authorized individuals using authorized wireless devices will be allowed to use the wireless network. Personally owned devices allowed to use the network are subject to occasional inspection and verification that they are in compliance with network policies.

Services: LSHS makes no warranties of any kind, whether expressed or implied, for the computer services it provides. LSHS will not be responsible for any damages suffered while using these services. Use of any information obtained via the information technology system is at the user's own risk.

ACCEPTABLE USE POLICY FOR ELECTRONIC DEVICES

- The use of Lutheran High School of Hawaii's intranet and computer resources must be consistent with the educational goals of the school in support of classes, research and information gathering, especially in regards to using printers and the use of email.
- Users must respect each other's privacy. They shall not attempt to use, modify or access accounts and data belonging to other users. They are not to use anyone else's log-in ID's or passwords, nor allow others to use theirs.
- Transmission of any material in violation of copyright laws and other licensing agreements is prohibited. Other unacceptable transmissions include, but are not limited to: threatening remarks, violent or obscene material, or material protected by trade secret.
- Use of the network for personal business, commercial activities, advertisement, political lobbying, game playing, chain letters, unauthorized 'chats' is prohibited.
- Be polite, lawful, and appropriate, always using good English and proper spelling.
- Do not reveal personal information online, neither yours nor other students or teachers.
- Use only the equipment, software and files provided by the school; refrain from bringing unauthorized software, files and equipment to school.
- Students are not allowed to copy, delete or install software onto the computers, tamper with the network in any way, or change settings on machines.

- Be clear about what plagiarism entails; it will not be tolerated.
- Only class assignment materials are to be printed on school printers.
- Violent or obscene material, threatening and/or harassing remarks, profane language, hate messages, and other objectionable material is not to be downloaded, sent or used in any way on the school network.
- Note that email is not private; people operating the system have access to all mail.
- Participation in electronic meeting places, chat rooms, list services, chain mailings, game playing, for non-school related reasons, is prohibited.
- Do not eat foods or consume beverages near computer equipment.
- *Electronic Vandalism:* Any type of computer action that makes any computer or network system inoperable will be considered vandalism with subsequent consequences as described in the school handbook. Hacking activities of any type are illegal and prohibited.

If a student violates any of the rules for use of school technology and the internet, the student: 1) will be denied access to LSHS's computers, equipment and software for a period of time determined by the administration, causing the student to make alternate arrangements to complete any required computer-based assignments, 2) will be removed from the class if the majority of class assignments are centered around the computer, 3) may be assigned detention or suspended from school at the discretion of the administration, 4) will be held responsible for the costs of repair and/or replacement of hardware or software damaged.

Members of the LSHS family must remember that they telecommunicate with individuals, groups, or institutions as *individuals*. No one is to present views, ideas, questions or actions as those of the school without express permission from the school administration.

GRAPHING CALCULATOR POLICY

Calculators are to be used for their intended purpose only -- to carry out mathematical calculations. Any other use, such as game playing, will result in the calculator being confiscated.

BASELINE TESTING

All seventh, ninth and eleventh grade (and newly enrolled) students will be administered the baseline testing for concussion injury.

ACADEMICS

GRADUATION REQUIREMENTS

Students are required to take a minimum of six and a half (6.5) credits each year. A maximum of eight (8) is possible with the current master schedule. **Twenty-five (25) credits** are required for graduation. They must include the following:

Christian Life	4	credits
English	4	credits
Social Studies	4	credits
Mathematics	3	credits (including a class in the junior year)
Science	3	credits
Fine Arts	1	credit (½ credit in Art and ½ credit in Music)
Physical Education	1	credit (½ in grade 9; ½ in grade 10)
Health	½	credit
Keyboarding	½	credit
Computer	½	credit
Electives	To bring total to 25 credits	

Credits are awarded on a semester basis with each semester of work providing ½ credit.

At the end of the senior year, if these requirements have not been met due to course failure or non-scheduling of classes, a senior has the following options:

a) If ½ credit short of requirements – make up the required class in summer school, with proof of registration for the class on file at the school office by the day before the graduation ceremony. The student will be allowed to participate in the graduation ceremony but will receive a blank diploma folder, with the school retaining the diploma until such time as proof of completing the missing requirements is presented to the school.

b) If 1.0 or more credits short of the requirements – the senior may not participate in the Baccalaureate and Commencement ceremonies. The school will retain the diploma until such time as proof of completing the missing requirements is presented to the school.

ASSIGNMENTS AND HOMEWORK

Assigned work is an essential part of the academic program and an invaluable learning aid for the student. As such, students are expected to complete all assignments on time.

Homework is a basic supplement to classroom work. Reading assigned selections enables a student to participate in classroom discussion, analysis, and writing activities. Correct completion of homework indicates a student's understanding of concepts, skills and ideas taught in class and aids the student and instructor in recognizing where more study may be needed.

Homework loads will vary. The time needed to complete assignments depends on the student's academic load, individual ability, and the productive use of study time. Difficulties with homework should be discussed with the instructor.

EXTRA ACADEMIC HELP

Teachers are willing to provide students with extra assistance if they fall behind or do not understand what is presented in class. Instructors may be seen during study halls, before and after school. Students should remember to make appointments with their instructors.

TESTING POLICY

To preserve the integrity of the course in the curriculum, students are not allowed to keep chapter tests, unit tests, semester exams and end-of-course standardized testing. Such tests are returned to the students for discussion and clarification of missed items, but are then recollected by the teacher. Quizzes may be handled the same way at the discretion of the teacher.

Requests by tutors and/or tutoring agencies for a copy of such tests will be denied. Such tutoring services need to teach students the material and test-taking skills. If students know the material and have good test-taking skills, they will pass the test irrespective of who writes the test. It is the tutoring services' job to make sure students know and understand the material.

SEMESTER EXAMINATIONS

Semester exams are given at the end of each semester. A semester exam schedule will be published at least one week before the semester exams. Grades received on semester examinations will count no more than 30% nor less than 20% of the semester grade for the semester.

The second semester exam covers primarily second semester material; it is not intended to be an entire year exam (except for foreign languages). At the instructor's discretion some first semester material may be part of the second semester exam.

The dress code and parking regulations pertain during finals. Students are to be on campus only during their assigned exams.

Under exceptional circumstances, parents may request that special examinations be prepared and administered to the student earlier than the normal testing period. There is a \$150.00 per examination fee for the services. Students missing semester exams due to illness must pay the fees for special exams.

GRADING POLICY

The academic year is divided into two independent semesters. Each semester is divided into two quarters of approximately nine weeks each.

Mid-quarter notices are sent to parents if a student has a grade of C- or lower. At the end of each quarter, grades are mailed directly to the parents or guardian.

Parents may wish to discuss grading procedures with an individual teacher. Listed below are grading guidelines established by the school.

LETTER GRADE	PERCENTAGE EQUIVALENT	POINT EQUIVALENT	HONOR POINTS*
A+	90%-100%	4	*5
A			
A-			
B+	80%-89%	3	*4
B			
B-			
C+	70%-79%	2	*3
C			
C-			
D+	60%-69%	1	*1
D			
D-			
F	below 60%	0	0

*All Honors classes and Advanced Placement classes.

POWERSCHOOL

PowerSchool is our web based Student Information System. Shortly after the beginning of the school year, parents and students will each be given a username and password to log into the program. The program will allow parents and students to “look” into the teacher’s grade book and see the graded assignments with total points, grade and percentage. The school’s daily bulletin can also be found here. In addition, the parents are able to email the teachers with questions.

INCOMPLETE GRADES

An Incomplete or Inc. is a temporary grade and means that the work for the grading period has not been completed. When Inc. is received, the student has ten (10) school days from the last day of the quarter to complete the work. At the end of the fourth quarter the student has ten (10) calendar days to complete the work. If the work has not been completed by that time, a grade of **F** will be recorded for any work not completed, which may result in a failing grade for the grading period.

ACADEMIC DEFICIENCY STATUS

Academic Counseling: Students with a grade point average (GPA) between 1.8 – 2.0 receive academic counseling and meet with the Academic Dean to discuss performance and educational goals.

Academic Probation: Students with a grade point average (GPA) of less than 1.8 are placed on academic probation. When a student is on probation, his/her GPA must be above 1.8 for the next grading period, or the student may be released from school.

TUTORIAL SERVICES

The Academic Dean can be contacted for assistance in obtaining tutorial aid. Financial arrangements are made between parents and the tutor.

REPEATING A COURSE

If a student repeats a course in summer school, and receives a higher grade, the new grade replaces the previous one on the student's transcript and is used to calculate the cumulative GPA.

ADDING COURSES

With approval of the instructor, Academic Dean, and parents, students may add classes the first 8 days of the first and third quarters. Course additions are requested through the Academic Dean.

WITHDRAWAL FROM COURSES

Course withdrawal is strongly discouraged, but a student may drop a course with the following provisions: (1) Application is made to the Academic Dean; (2) Written permission from the instructor, Academic Dean, and parents; (3) Course load remains at 6.5 or more credits for the semester; (4) Satisfactory progress in meeting academic requirements can continue.

Yearlong classes may not be dropped at the end of the first semester if the semester grade is C- or better.

Withdrawal without academic penalty is allowed through the third week of the first or third quarter. The grade designation in such a case is **WP** (Withdrawal Passing) or **WF** (Withdrawal Failing). These grades are recorded on the student's record but are not included in calculating the cumulative GPA.

Removal from Classes – When student behavior interferes with the learning process in a class, the student is warned to correct his/her behavior. If the behavior continues, the student will be removed from the class and receive failing grades in the remaining marking periods with subsequent loss of credit for the class. If the class is required for graduation, it must be made up in the summer.

CHANGE OF COURSE SCHEDULE

When a student's course schedule must be changed, additional administrative and clerical time and effort are required. Sometimes course changes, including adding or dropping courses, are requested for academically unsound reasons. In such cases, a change of course fee (\$40) will be charged when a change takes place at the student's (not the school's) request. When a change is required or strongly recommended by the school, this fee will be waived.

SUMMER SCHOOL

A student who has failed a course that is a graduation requirement **MUST** make up that class in summer school; course approval must be obtained from the Academic Dean prior to enrollment in the course.

When a student wishes to earn credits in summer school to fulfill English, Mathematics, Science, and Social Studies graduation requirements, but these credits do not involve courses that were failed during the school year, permission must be obtained from the Academic Dean prior to enrollment in the course.

When a student has failed an LSH Christian Life course, this course is to be made up at LSH during the beginning of summer vacation at a cost of \$150/semester.

No courses or makeup grades from online schools will be accepted by Lutheran High School of Hawaii without prior approval.

ACCELERATED GRADE STATUS

Student requests for accelerated grade status by omitting a grade will be considered on an individual basis and only for extenuating circumstances. Those desiring consideration for accelerated status must have the approval of their parents or guardian and must meet the following requirements:

A cumulative GPA of 3.75 and a good behavior record.

Completion of the required courses and the minimum number of credits for the grade desired. The student must be able to be declared a senior before the final year begins and in senior status, complete the final year at Lutheran High School of Hawaii.

STUDY HALLS

Study halls are classes where students learn the concept of independent, quiet study. In the study hall setting, students are given the opportunity to conduct themselves with a proper level of maturity and trust. Study halls should be used wisely for such purposes as reviewing for quizzes and tests, completing homework assignments, completing make-up work, and quiet reading for personal enjoyment and self-edification. Study hall is not a place for socializing, nor is it a place to sleep.

ENRICHMENT PROGRAM

Lutheran High School of Hawaii's policy is to encourage each individual student's growth of knowledge and to create excitement in learning. Knowing full well that student interests may lie in countless different areas that the curriculum cannot always meet, LSH offers an additional program of study known as the Enrichment Program.

If a student has an idea for a program of study, he may approach an instructor and request that instructor work as his/her enrichment advisor. If the instructor agrees to offer the program, he/she must present to the Principal and Academic Dean a course description, unit outline, and list of textbooks that will be used.

When involved in that Enrichment program, the student must meet at least once per week with his/her instructor. During this time assignments can be given and collected while the student has an opportunity to ask questions and discuss his/her work with the instructor.

Credit for courses taken under the Enrichment program will be given ONLY upon recommendation from the instructor. At that time, the title of the course and credit given will be placed on the student's permanent record. Please note that courses taken under this program DO NOT replace required courses needed for graduation but will be averaged into the student's GPA.

ANCILLARY CLASSES

In any semester only one ancillary class may be scheduled by a student. These classes are Library Assistant, Teacher Assistant, and Student Teaching.

COUNSELING

Counseling provides a direct service to students and a supportive service to faculty and staff. Emphasis is placed on students' personal, academic, and Christian growth and development; and their morale and welfare. Therefore, all student work and activities are of interest to those in counseling roles.

LSH strives to provide the most optimal counseling services possible within its program and staff. The following counseling services and positions are available.

Appointments: Individual student appointments should be scheduled in advance with the school office. Walk-in appointments may not always be possible due to schedule limitations. Students should show the pass to the appropriate teacher or staff member before the appointment. Student initiated visits should have a pass from the appropriate teacher or staff member. Release of students for group activities, such as college visits, is at the discretion of the appropriate teacher or staff member.

Referrals: Parents, teachers, and staff members may refer students for counseling services at any time they feel assistance is required.

Pastor

The Pastor of Our Redeemer Lutheran Church is available for personal counseling.

Dean of Students

The Dean of Students is a member of the faculty and administers school discipline policies and processes. Other services include personal development activities, such as personal problem assistance and referral, peer ministry, and student employment suggestions.

Academic Dean

The Academic Dean is a member of the faculty and administers the school ability and achievement testing program (OLSAT, TASK, ASVAB, PLAN, PSAT, SAT, ACT), academic advising (course selection, graduation requirements, class rank), merit roll, tutoring referrals, academic counseling, and academic probationary status for students.

College Counselor

The College Counselor administers the college and career program. Information about colleges, majors and careers are delivered through the efforts of various faculty members. Assistance and/or information is provided on self-awareness: interests, abilities and personal preferences, career exploration, college admission requirements, college selection criteria, college application process including transcripts and letters of recommendation, financial aid criteria and financial assistance sources, setting and reaching career goals, employee traits and employer expectations. Such assistance and information is provided through group meetings, online software participation, handouts, and individual assistance.

TRANSCRIPTS

The high school office reproduces the transcripts for college applications. These transcripts should be requested at least two weeks before they need to be mailed. The initial application transcript and one 8-semester transcript (following graduation) are free. All other transcripts are \$3.00, payable upon request. Also, a stamped, addressed envelope should be provided at the time of each request.

PENALTIES FOR NON-PAYMENT OF TUITION

If payment, or payment toward an approved payment plan, has not been made by the beginning of the school term, enrollment will be denied or postponed. If payment, or payment toward an approved payment plan, for second semester has not been made by January 15, the student will not be allowed to continue enrollment for the second semester.

Failure to make appropriate payments may also result in a student being ineligible to take semester exams. Report cards and other official school documents may be withheld if appropriate payments are not made.

Failure to complete all tuition payments by the end of the senior year will result in the holding of the diploma until all payments are received.

LIBRARY

Students are strongly encouraged to use the library for research and inquiry. Various print, audiovisual materials and electronic sources support academic study. The Librarian's role is to assist students in locating and using materials. Points to remember when using the library include:

1. The library is for research, inquiry, and discovery; it should not be used merely as a study hall. Students may be asked to leave if they are doing daily assignments that do not require library resources.
2. Quiet, independent study is in order. Group work is usually restricted to a short time.
3. All school rules apply to the library, including those involving eating and gum chewing (which are prohibited).
4. Books, pamphlets, and periodicals may be checked out for a specified loan period through a simple procedure.
5. No materials may be removed from the library without completing the check-out procedure or securing permission from the librarian.
6. Please remember that materials checked out from the library have a definite due date.
7. Each student is responsible for materials checked out. Library materials should never be marked, mutilated, cut, or defaced in any way. The replacement cost of lost, damaged, or marked material will be charged to the student's account.
8. A penalty will be assessed for stolen items. Items that have been removed from the library without permission are considered stolen.
9. To encourage reading, there are no fines for overdue materials. Instead students may be required to help with library tasks. Additionally, two overdue notices are sent to the student. If the book is not returned after the second notice, the parents are notified in writing that the purchase price of the book will be added to the student's account. Once an item is billed, a refund is made only if the materials are returned during the same school year. A \$2 handling fee is assessed each time any one item is billed. Each student must be cleared of library charges in order to receive the yearbook when it becomes available and in order to receive his/her diploma.
10. If a student is unable to use the library properly and within school guidelines, he/she may be denied library privileges.

School service credit is given for work in the library. See the Librarian to arrange such service.

COURSES OF STUDY

ART

Graduation requirement: ½ credit

Basic Art

Required	Grades 9-12	1 semester	½ credit
Prerequisite: None			

This course is structured around the basic elements of art: line, shape, color, texture and value. It is designed to help students recognize these elements, their relationships, and usage. Projects are mostly in two-dimensional media.

Drawing and Painting

Elective	Grades 10-12	2 semesters	1 credit
Prerequisite: Basic Art			

This class provides additional foundation experience for the upper level art courses. The course concentrates on the areas of drawing and painting. It is designed to increase students' familiarity with and proficiency in media used in these two disciplines. The basic elements and principles of art will be applied to two-dimensional study developed through drawings and paintings. Weekly sketchbooks augment long-term in-class projects.

2-D Design

Elective	Grades 10-12	2 semesters	1 credit
Prerequisite: Drawing and Painting			

This course includes instruction in real-life problems. The course will focus on topics such as buymanship, money management, personal and social goals, current consumer issues and problems, and local, state, and federal governments' roles in consumer issues and problems. Topics include planning and decision-making; buying the basics (clothing, food, cars); finding and equipping a place to live. Activities will include playing the stock market, buying a house and car, maintaining a checking account and paying bills.

CHRISTIAN LIFE

Graduation requirement: 1 credit for each year at LSHS

Christian Life I

Required Grade 9 2 semesters 1 credit
Prerequisite: None

This course is designed to introduce the student to the spiritual life here at Lutheran High School of Hawaii. The objective is to build community among the class members as they are introduced to a broad spectrum of topics about Christian Life. An introduction to Jesus Christ and how He can impact a person's life will be the primary emphasis. The course should prepare all students, regardless of their religious backgrounds, for the topics they will encounter in the years that follow.

Christian Life II

Required Grade 10 2 semesters 1 credit
Prerequisite: None

By reading the major narrative of the Old Testament, the student will learn the history of God's plan of salvation starting with creation and sin to the climax of Jesus' death and resurrection. This course includes the events and people that God used in order to carry out His redemption plan. It also looks at the relevance of the Biblical plan to the life of the student. Christian doctrine is emphasized throughout the course and applied to the student's life.

Christian Life III

Required Grade 11 2 semesters 1 credit
Prerequisite: None

By reading the New Testament gospels, students will focus on the climax of God's plan of salvation, Jesus and His death and resurrection. Through the reading of the book of Acts and the epistles, the rest of the course will emphasize how Christ's victorious sacrifice and resurrection spurred on believers in the early church to radically change the world through the power of the Holy Spirit. The power of Christ's resurrection and the Holy Spirit will be emphasized in the students' lives as they explore a relationship with Jesus their Lord and Savior. Christian doctrine is also emphasized throughout the course and applied to the students' lives.

Christian Life IV

Required Grade 12 2 semesters 1 credit
Prerequisite: None

The emphasis of the course is on growing closer to Christ in relationship and discipleship. Strong evidence for Jesus' Lordship and saving work will be reinforced by reading about an atheist's reasons for becoming a Christian. The student will learn about discipleship, persecution, and martyrdom of Christians both past and present. The student will examine popular culture and thought to become aware of discipleship opportunities in the mission field, in society, in the family, and in the congregation.

COMPUTER

Graduation requirement: ½ credit

Introduction to Computers

Required Grades 9-12 1 semester ½ credit
Prerequisite: Keyboarding

This first course in Computer Science stresses hardware and software fundamentals and the overall impact of computers on society. Applications during the course include word processing, spreadsheets and databases, as well as an introduction to BASIC programming. Students gain computer literacy and an appreciation for the place of computers and information science in their lives.

Computer Applications in Business

Elective Grades 9-12 1 semester ½ credit
Prerequisite: Introduction to Computers

In this course the Microsoft Office suite of programs is used to help students gain familiarity and facility with Microsoft Word (word processing), spreadsheets (Excel), database (Access), and presentation software (PowerPoint). Instruction in the use of Internet browsers and email programs is included for students not proficient with these resources. Net ethics and security issues complete the course.

Programming in Basic

Elective Grades 9-12 1 semester ½ credit
Prerequisite: Introduction to Computers or Instructor Approval

This course builds on the foundation gained in Introduction to Computers to develop intermediate skills in BASIC programming. It stresses applications using one and two dimension arrays, sorting algorithms, and common character string editing functions. There are two digressions from BASIC during the course, as students work on more challenging spreadsheets and database applications.

ENGLISH

Graduation requirement: 4 credits

Literature and Language

Required Grade 9 2 semesters 1 credit
Prerequisite: None

This course includes the study of language, literature, composition and basic study skills. The language studies include grammar, usage, sentence structure and vocabulary. The literature portions explore the short story, poetry, drama, biography, the essay, the epic, and the novel. Composition work emphasizes sentence structure, paragraph development, the three to five paragraph paper, narrative, descriptive and some expository writing, and beginning research skills. Responses to literature and journals are also stressed.

Literature and Language

Required Grade 10 2 semesters 1 credit
Prerequisite: Literature and Language - 9

This second course in the four year progression of basic English courses offers a review of basic literary genres: short story, essay, poem, novel and drama. Language studies include grammar usage and vocabulary. Composition reviews paragraph development and progresses to short expository essays. Creative writing is included at all grade levels.

Literature and Language: American

Required Grade 11 2 semesters 1 credit

Prerequisite: Literature and Language -10

The third course in English offers a survey of American Literature from colonial times to the present. Language study emphasizes correct English usage and good sentence structures as well as continued vocabulary development. Composition stresses expository writing and research writing.

Literature and Language: English

Required Grade 12 2 semesters 1 credit
Prerequisite: American Literature and Language

Students' responses, both written and oral, are emphasized in a survey of British literature from the Anglo-Saxon period to the present. Selections from many other nations and cultures are studied which have thematic links to the survey reading. Composition, literature and usage are studied as connected parts of improving reading and communication skills. Advanced expository essay types and a research paper are required assignments.

Honors English

Satisfies requirements for Grades 11,12 2 semesters 1 credit
Prerequisite: Instructor recommendation

Honors English is an option for high-ability, high-achievement juniors and seniors. The course covers a variety of literature genres and provides a chance to study and analyze several major classics. Students are expected to contribute to group discussions and write a number of critical essays as well as to write in several creative forms such as the short story and verse. Language usage study relates to college entrance texts and needs revealed in student writing. Two different sets of course materials are alternated so that a student may have Honors for both 11th and 12th grade without repeating.

Basic Speaking Skills

Elective Grades 10-12 1 semester ½ credit
Prerequisite: English 9

This is a one-semester course designed for experiences in various communication skills: listening, thinking, preparing and speaking. The course deals not only with the traditional public speaking (reports, formal speeches, etc.) but also with creative group work (panels, symposiums, etc.) and oral interpretation. It is a practical course in which the student performs the tasks in realistic situations. The work is cumulative; therefore, the early tasks directly bear on the preparation and practice for the later tasks. Likewise, the degree of difficulty increases as the knowledge and skills increase. The emphasis is on participation and performance, but organization skills, awareness of voice control, body techniques, research methods and evaluation are stressed.

Creative Writing

Elective Independent Study ½ Credit
Prerequisite: Lit. & Lang. Gr. 9-10

Creative Writing is available to juniors and seniors through independent study. The purpose of this course is to provide students with an opportunity to produce written work and improve their writing. This course is designed to develop the student's writing skills and writing maturity through revision and conferencing.

Journalism I

Elective Grades 9-12 2 semesters 1 credit
Prerequisite: Instructor Approval – Enrollment Limited

This is a beginning course designed to enable the student to participate as a member of the school newspaper staff. It covers study of the various parts of the newspaper, its major functions and the

responsibilities involved in newspaper production. The student should have a good command of mechanical writing skills: spelling, punctuation, and usage.

Journalism II-IV

Elective Grades 10-12 2 semesters 1 credit
Prerequisite: Instructor Approval – Enrollment Limited

These are advanced courses for students who wish additional experience in newswriting. Emphasis is on independent writing and work on the school newspaper. Teamwork in planning and producing a quality newspaper on schedule is stressed.

Theater Production

Elective Grades 9-12 1 semester 1/2 credit
Prerequisite: None

Theater production stresses dramatic techniques and production skills. It highlights activities in mime, body movement, improvisation, blocking, script choices, casting, auditions, scenic design and sets, costuming, rehearsing, production problems, publicity, and dramatic criticism. Some history of the theater is also included, but emphasis is on the students' participation and performances, individually and in group situations, both in improvisational and rehearsed material.

Yearbook I

Elective Grades 9-12 2 semesters 1 credit
Prerequisite: Instructor Approval – Enrollment Limited

This course is designed to enable the student to participate as a member of the yearbook staff. It covers study of the various parts of the yearbook, its major functions and the responsibilities involved in yearbook production. The student should have a good command of mechanical writing skills: spelling, punctuation, and usage.

Yearbook II-IV

Elective Grades 10-12 2 semesters 1 credit
Prerequisite: Instructor Approval – Enrollment Limited

These are advanced courses for students who wish additional experience in yearbook production. Emphasis is on independent writing on the school yearbook. Students may specialize and polish skills obtained the previous year. Teamwork in planning and producing a quality yearbook on schedule is stressed.

FOREIGN LANGUAGES

Graduation requirement: None

Japanese I

Elective Grades 9-12 2 semesters 1 credit
Prerequisite: None

This is an introductory course, which seeks to develop a practical communication skill through listening, speaking, reading and writing in the Japanese language.

Japanese II

Elective Grades 9-12 2 semesters 1 credit
Prerequisite: C or better in Japanese I and Instructor Approval

The skills obtained at the first level are built upon and increased. Cultural studies are also expanded in this second year course.

Japanese III

Elective Grades 10-12 2 semesters 1 credit
Prerequisite: B or better in Japanese II and Instructor Approval

The skills obtained at levels I and II are built upon and increased. The reading and writing of kanji are stressed. Students enrolled in this course are encouraged to provide leadership for the Yuukikai (Japanese Language/Culture Club) which coordinates cultural activities such as origami, kite flying, interschool events, field trips, calligraphy, Ikebana, cooking, etc.

Japanese IV

Elective Grades 10-12 2 semesters 1 credit
Prerequisite: B or better in Japanese III and Instructor Approval

The skills obtained at levels I-III are built upon and increased. The course is taught entirely in the Japanese language. Cultural exploration is stressed. Included are such topics as the family structure, social customs, dress, religion, characteristics of the language, literature, the climate, industries and the economic and political systems.

Spanish I

Elective Grades 9-12 2 semesters 1 credit
Prerequisite: None

This is an introductory course, which attempts to develop in students the language skills of contemporary Spanish.

Spanish II

Elective Grades 9-12 2 semesters 1 credit
Prerequisite: C or better in Spanish I and Instructor Approval

The skills obtained in Spanish I are reviewed and expanded. Speaking and writing skills are emphasized with exposure to new grammar.

Spanish III

Elective Grades 10-12 2 semesters 1 credit
Prerequisite: C or better in Spanish II and Instructor Approval

The skills obtained at levels I and II (listening, speaking, writing and reading) are built upon and expanded with emphasis on reading.

Spanish IV

Elective Grades 10-12 2 semesters 1 credit
Prerequisite: B or better in Spanish III and Instructor Approval

The skills obtained at levels I-III are built upon and increased. The course is taught entirely in Spanish and requires disciplined self-study during part of the class time. Literary analysis and expository writing in Spanish are introduced.

NATIVE SPEAKERS

Students who are native speakers of the languages offered at LHS do not receive credit. However, if a student tests above Level 4 in a language, a notation will be made on his/her transcript. If a student tests above Level 1, 2, or 3, he/she may enroll in the next level. A notation will be made on his/her transcript.

HOME ECONOMICS

Graduation requirement: None

Foods and Nutrition

Elective Grades 9-12 1 semester ½ credit
Prerequisite: None Limited enrollment

Basics of nutrition, meal planning, kitchen safety and sanitation, food storage, table manners, current nutritional articles, as well as actual food preparation are included in this course. Important features of this class include labs and possible field trips. There is a fee for this course.

MATHEMATICS

Graduation requirement: 3 credits

Pre-Algebra

Required Grades 9-12 2 semesters 1 credit
Prerequisite: None

This course reviews math skills that were first taught in elementary school, but it then goes on to introduce the beginning concepts of algebra. Students will also be introduced to analysis and solutions of word problems. Topics include solving equations, integers, rationals, graphing, ratios, proportion, area, volume, and probability. Performance on a diagnostic test determines whether the student takes this course.

Algebra 1

Required Grades 9-12 2 semesters 1 credit
Prerequisite: None

This is a first year study of basic elementary algebra. Topics include solving of linear and quadratic equations and inequalities, factoring polynomials, graphing, rational and irrational numbers. Emphasis is placed on the problem solving technique.

Plane Geometry

Required Grades 9-12 2 semesters 1 credit
Prerequisite: Algebra 1

This course is a first year study of plane geometry. The course is built around Euclid's parallel postulate. Topics include the study of angles, triangles, other polygons and circles. Construction of these figures is also covered. Area and volume of plane and solid figures are included. Emphasis is placed on the development of logical thought processes through the use of proof and logic problem studies. (This course may be taken concurrently with Algebra 2 by special request from the student with recommendation from the Algebra 1 instructor, and approval from the Academic Dean.)

Algebra 2

Required Grades 10-12 2 semesters 1 credit
Prerequisite: Geometry

This accelerated course strengthens and expands the algebraic concepts and skills developed in Algebra 1. The properties of the real number system are presented along with topics involving linear and quadratic functions. Emphasis is placed on the application of algebraic techniques. Other topics include exponential functions, basic conic sections, polynomial functions, complex numbers and a brief introduction to circle trigonometry. (This course may be taken concurrently with Plane Geometry by

at soup kitchens, food banks, and many more. Service of this type allows you to help other people which is always worthwhile; it also looks good on your transcript for college. You should plan on 4 hours/week to meet the requirement for 1/2 credit. A second 1/2 credit may also be earned if you volunteer for another 60 hours for a different organization.

Student Teaching

Elective Grades 11-12 1 semester ½ credit
Prerequisite: Cumulative GPA of 2.5 or higher

LHSH offers a student teaching program for juniors and seniors who are seriously interested in making teaching their profession. Teaching takes place during the student's "free" period. If sufficient work and preparation have been done, one half credit will be awarded for each semester of student teaching completed. This class may be repeated for additional credit.

Teacher Assistant

Elective Grades 11-12 1 semester ½ credit
Prerequisite: Cumulative GPA of 2.5 or higher and Instructor Approval

In addition to helping a designated faculty member with classroom administration, selected students are given such duties as preliminary evaluation of papers and exams and are required to present and assist with actual classroom instruction. In contrast to the Student Teaching program, Teacher Assistants do their work at the high school, and need not have indicated an interest in teaching as a profession. At the end of the semester one-half credit will be awarded if deemed appropriate by the evaluating faculty member. In any semester a student may hold only one teacher assistant position.

Library Assistant

Elective Grades 9-12 1 semester ½ credit
Prerequisite: Receive the Librarian's approval.

An opportunity to volunteer your service to LHSH is available by working in the library Monday through Friday for one semester. There is no grade for the service, so the GPA is not affected. However, the one-half credit does appear on your transcript and will count toward the total credits needed for graduation. There are three openings per semester.

STANDARDS FOR PARTICIPATION IN THESE EXTRACURRICULAR ACTIVITIES: ATHLETICS, DRAMA, HULA AND STUDENT CONGRESS

Academic requirements for athletics, drama, hula and Student Congress shall be the same in regard to GPA, which shall be 2.0 and no more than one "F."

Any student with less than a 2.0 GPA and no more than one F in the previous quarter will be ineligible for athletic and extracurricular participation for the following quarter.

ATHLETICS

Lutheran High School of Hawaii is a member of the Interscholastic League of Honolulu (ILH) and is able to offer a variety of sports activities. LHSH sponsors its own teams in some activities but is also a member of the PAC-5 program. PAC-5 is a combination of several small schools who have joined together for the purpose of providing a greater opportunity to participate for the students. These ILH programs provide a wide variety of team and individual sports for all interested students.

Students who wish to become involved in the athletic program should be aware of the following requirements:

- 1) The student athlete must have adequate insurance.

- 2) All student athletes must submit a completed “Hawaii State Department of Education Physical Examination for Athletes” form prior to participation. This form is available from the school office.
- 3) All student athletes and their parents must read and sign the LSHH athletic contract.
- 4) All student athletes must participate in baseline testing for concussion injury.
- 5) All student athletes must be eligible according to the ILH Constitution and By-Laws.

Students are encouraged to participate in the following sports:

SEASON FALL	LHSH VOLLEYBALL (G)	PAC-5 AIR RIFLERY* BOWLING* CROSS-COUNTRY FOOTBALL KAYAKING TENNIS-JV WATER POLO (B)
SEASON WINTER	LHSH BASKETBALL CHEERLEADING	PAC-5 CANOE PADDLING SOCCER SWIMMING/DIVING TENNIS-INT WRESTLING
SEASON SPRING	LHSH VOLLEYBALL (B)	PAC-5 BASEBALL GOLF* JUDO SAILING* SOFTBALL TENNIS-VARS TRACK AND FIELD WATER POLO (G)

*Special arrangement – Contact the Athletic Director.

Students may earn a 1/2 credit of PE upon successful participation for two consecutive years (or more) in (a): one ILH sport sponsored by Lutheran High at any level, OR in (b): two ILH sports with Pac-5 or a combination team at the varsity level.

Successful participation is determined by the Athletic Director, and is defined as participation from the first day of practice (as indicated by the ILH for each sport) to the last scheduled event involving that sport. This includes, but is not limited to, all practices, games/matches, and individual/team meetings.

No credit will be earned if the student-athlete is cut, quits, or is suspended due to behavioral/academic deficiencies during any part of that particular sport season. Coaches may be asked for their assessment of the student-athlete.

DRAMA

Actors' Trunk is LSHH's acting troupe. The group performs in at least two plays every year, one in the Christmas Program and another during the spring semester. The group meets after school by arrangement with the adviser.

HULA

Hui o Ha'aheo o Ka Liona (Pride of the Lion) is LSHH's hula halau. Hawaiian culture and values, such as respect and aloha, are taught through dance. The group meets after school and on weekends by arrangement with the adviser.

SCHOOL CULTURE

WORSHIP

Lutheran High School of Hawaii respects the religious beliefs of all students. However, part of the mission and purpose of LSH is promoting the Christian faith. This comes by sharing the Good News of God's love through His only Son, Jesus Christ, whose death brings forgiveness and whose resurrection from death brings the promise of eternal life.

Worship life at LSH includes opportunities for daily devotion, prayer, and witness; religious instruction; a weekly chapel service; and two spiritual growth retreats.

Worship life and religious instruction are based on the doctrine of the Lutheran Church Missouri Synod, based solely on the Bible and expressed through the Lutheran Confessions.

ANNUAL EVENTS

September	Spirit Week, Activity Day Mega Car Wash	February	Sophomore Service Day Quiz Bowl
October	Family Night Senior Service Day Spiritual Growth Retreat	March	Family Night Spirit Week, Activity Day Spiritual Growth Retreat
November	<i>Ignite the Dream</i> fundraiser Veterans' Day Week Junior Service Day	April	Ho'olaule'a Week Freshman Service Day Junior-Senior Prom
December	Christmas Program (Music, Drama, Hula) Winter Ball	May	Spring Concert Awards Assembly Athletic Banquet
January	Homecoming Week Lutheran Schools' Week		Baccalaureate Graduation

ORGANIZATIONS

STUDENT CONGRESS

LSH takes great pride in its well-organized and active Student Congress, which is an integral part of campus activities. The governing body consists of the officers, elected by an all-school election in the spring, and two representatives from each homeroom, elected in the fall. Student Congress serves as a forum for student concerns, acts as a liaison between faculty and students, and plans and implements many school activities such as Activity Days and the quiz bowl. Meetings are held weekly on Tuesdays.

Events sponsored by Student Congress

Fall Activity Day

This event includes a variety of activities and competition meant to promote camaraderie.

Spring Activity Day

This event can include a variety of field trips or one event meant to provide a more informal day of class unity.

Spirit Weeks

Spirit Weeks are usually held in the fall and in the spring, which include special activities and events meant to promote school and class spirit. Activity Days are held on the Fridays of the fall and spring Spirit Weeks. Trophies are awarded for classes which show the most spirit during the weeks of competition.

CLASSES

The middle school, freshman, sophomore, junior, and senior classes are organized as a means to elect officers, develop student capabilities, and plan activities for student participation. Special activities are associated with certain classes; for example, the junior class sponsors the annual junior-senior prom.

Classes are further organized into homerooms, which elect **two representatives to Student Congress**. The homerooms meet daily for devotions, attendance, and bulletin announcements. Each class plans and participates in **one service project** each year.

Junior-Senior Promenade -The Junior Class traditionally sponsors a formal promenade for the Senior Class and guests. This special event takes place at one of Hawaii's hotels or in one of Honolulu's private clubs. A weekend in the spring is usually reserved for this occasion. Only Juniors and Seniors may purchase bids.

A class or other organizations may sponsor a dance with administrative approval.

Homeroom advisers and class officers are the directors for these events. Approved activities are placed on the school calendar.

CLUBS

Actors' Trunk
Campus Ministry Team (C.M.T.)

Leo Club
Yuukikai (Japanese Language/Culture)

New clubs may be established by obtaining a faculty sponsor, petitioning Student Congress for a charter, which contains the proposed purpose, activities, by-laws, and admission requirements. Final approval for the club is given by the faculty and administration.

STUDENT PUBLICATIONS

LHSH takes pride in its publications, both for quality and for the level of student participation.

The Lion Print. The school newspaper is written, assembled, and printed by the journalism class. Publication is twice per quarter.

Ka Liona. The school annual is the responsibility of the yearbook class. Distribution to students usually takes place toward the end of May. The last day for pick-up is June 1. If mailing is required, the student is responsible for the cost.

Impressions. This literary/art magazine is a joint product of the English and Art classes. It features creative writing (short stories, poetry, essays) and art work from the student body. Publication and distribution is usually toward the end of May.

ADDITIONAL OPPORTUNITIES

Assemblies

Assemblies can be both educational and entertaining. They have included the Concordia University Portland choir, alumni speakers, government agencies, etc.

Teacher Aides

Students may volunteer to serve as clerical assistants to faculty members during the school year if they have no failing grades at the semester. Service may consist of grading tests and quizzes, duplicating, collating, filing classroom papers and materials. This service work is to be done in the supervising teacher's classroom during relinquished study hall time.

Office Assistants

Students may volunteer to assist the office staff by signing students in and issuing late passes, collecting attendance slips from the classrooms, delivering messages to the classrooms, collating, folding, stapling materials, and serving as a hallway monitor.

HONORS AND AWARDS

The Merit Roll

Scripture tells us, "To whom much is given, of him will much be required." The Lord requires us to use these gifts to His glory, not in like quantity and quality, but each according to his/her various talents. Accordingly, the merit system permits students to set confidential, personal, academic goals, which represent their varying degrees of potential for academic excellence. Students receive recognition quarterly for meeting their academic goals.

Honor Roll

The Honor Roll is posted quarterly and includes students who achieve a 3.5 grade point average (GPA) or better in their academic courses.

Dean's List & Principal's List

The purpose of the Dean's List is to encourage high levels of academic achievement for the entire school year. The criterion for this award is to be on the Honor Roll all four quarters while carrying at least six credits of graded classes. Those on the Dean's List all four years qualify for the Principal's List. Recipients receive a certificate during the summer months acknowledging their achievement.

National Honor Society

Students who have a GPA of 3.5 or better and who exhibit a high degree of community/school service, scholarship, leadership, and moral character are nominated each year following the end of the third quarter. A faculty committee conducts the selection to this national organization. Students in grades 10-12 are eligible.

National Honor Society members receive a membership card, membership pin and a gold honor stole in recognition of their accomplishment.

Class Valedictorian and Salutatorian

The class valedictorian and salutatorian are National Honor Society members with the highest and second highest 4-year cumulative GPA. The valedictorian and salutatorian deliver a speech for their class at graduation. Students that complete grades 10-12 at Lutheran High are eligible.

The valedictorian and salutatorian receive engraved medals at the graduation ceremony in recognition of their accomplishment.

Gold Tassel

Graduates with a GPA of 3.30 and higher are distinguished at the graduation ceremony by wearing a gold tassel in recognition of their academic achievement while at LHSH.

Spirit of LHSH Award

This award is presented to the senior male and female students whose lifestyles and overall contributions to the school exemplify the spirit of Lutheran High School of Hawaii.

Examples of Awards

National Honor Society
President's Award for Educational Excellence
Stanford Test of Academic Skills Award
Valparaiso University's Award for Excellence
Yuukikai Scholarship

Scholastic Awards

Christian Life	Math
English	Practical Arts
Fine Arts	Science
Foreign Language	Social Studies

Athletics

Senior Christian Athlete
Athletes of the Year
Senior "We are One" Award
Individual & Team Awards

Additional Awards

Actors' Trunk
Attendance
Promotional Team

Publications
Service Award
Student Congress

INDEX

A

Absence Policy, 16
Academic Dean, 24
Academic Deficiency Status, 21-22
Accelerated Grade Status, 23
Adding Courses, 22
Additional Opportunities, 41
Aggressive Acts, 13
Alma Mater, 2
Ancillary Classes, 23, 37-38
Annual Events, 40
Art, 25-26
Asbestos Notification, 4
Assignments and Homework, 20
Athletics, 38-39
Attendance, 15-18
Automobiles, 11

B

Baseline Testing, 19
Business, 26-27

C

Campus Boundaries, 7
Change of Course Schedule, 22
Cheating, 13
Christian Life, 27
Classes, 41
Closed Campus, 4
Clubs, 41
College Counselor, 24
Computer Courses, 26
Computers, 7
Conflict Resolution 9
Controlled Substance, 13
Counseling, 23-24
Courses of Study, 25-37
Cutting Class, 14

D

Daily Regulations, 15-16
Dean of Students, 24
Discipline Process, 15
Drama, 39
Dress Code, 11-12
Drug-Free Schools Notice, 4

E

Early Dismissal, 16
Electronic Devices, 10-11
Electronic Devices, Acceptable Use
Policy for, 18-19

Emergency Procedures, 7-8
English, 28-30
Enrichment Program, 23
Expected Schoolwide Learning Academic
Results (ESLRs), 5
Extra Academic Help, 20

F

Facilities, 7-8
Field Trips, 11
Fire Drill, 8
Foreign Languages, 30-31
Foreign Student Authorization, 4
From the Principal, 7
Fund-Raising, 10

G

Gambling, 13
Goals, 5
Grading Policy, 21
Graduation Requirements, 19-20
Graphing Calculators, 19
Gum Chewing, 14

H

Health, 34
History of the School, 6
Home Economics, 32
Honor Code, 8
Honors and Awards, 42-43
Hula, 39

I

Incomplete Grades, 21
Internet and Telecommunications, 18
Intervention, 14

L

Language (improper), 14
Leaving Campus – Off Campus Permit
Slips, 18
Liability, 8
Library, 24-25
Locks and Lockers, 8
Lost and Found, 11
Lunch–Eating & Drinking on Campus, 9-10

M

Mathematics, 32-33
Messages, 10
Mission, 5
Music, 33-34

N

Native Speakers, 31
Non-Discrimination Policy, 4

O

Office Phone, 10
Organizations, 40

P

Parents' Responsibilities, 8-9, 16
Pastor, 24
Penalties for Non-payment of Tuition, 24
Pep Song, 2
Personal Grooming 14
Philosophy & Scriptural Foundation, 4
Physical Education, 34
Plagiarism, 13
PowerSchool, 21
Prohibited Behaviors, 12-14
Prohibited Items, 14-15

R

Repeating a Course, 22

S

School Culture, 40
School Hours, 15
Science, 35-36
Security, 8
Semester Examinations, 20-21
Sexual Harassment, 13
Social Studies, 36-37
Standards for Participation, 38-39
Student Conduct, 9-11
Student Congress, 40
Student Publications, 41
Students' Responsibilities, 9, 16-17
Study Halls, 23
Substance Abuse Intervention, 13
Summer School, 22-23

T

Tardy to Class, 18
Tardy to School, 17
Testing Policy, 20
Theft, 13
Transcripts, 24
Travel to Sporting Events, 11
Tuition, 24
Tutorial Services, 22

U

Use of Telephones, 10

V

Vandalism, 13
Visitors, 11

W

Withdrawal from Course, 22
Worship, 40