



# SHORELAND

## LUTHERAN HIGH SCHOOL

**Shoreland Lutheran High School**

**Parent/Student Handbook**

2021-2022

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Policies, programs, and procedures are described to assist you in having a successful school year. All content is presented in the spirit that it will help us fully develop and use our God-given talents so that we may better serve our Savior. May our Lord bless us in that effort. This handbook does not contractually bind Shoreland Lutheran High School and is subject to change without notice by decision of Shoreland's governing body.

# From the Principal

Dear Parents and Students,

The year was 1971. Patrick Lucey was the governor of Wisconsin. Gas was 36 cents a gallon. Charlie Pride and Donny Osmond owned the top spots on the music charts. In the same year, Shoreland Lutheran high school was opening the doors for the first time to 27 students and two full time teachers on staff.

Fast forward to 2021. Tony Evers serves as leader of Wisconsin, gas is over three dollars a gallon, acts like The Weekend and Luke Combs share honors in the world of music, and Shoreland opens with over 360 students and more than 50 faculty and staff members celebrating 50 years of Christian education!

Obviously, a lot has changed in 50 years. And, yet God's unfailing love remains the same. Our theme for the school year is **Unshaken**. The theme is based on Isaiah 54:10 which says, "'Though the mountains be shaken, and the hills be removed, yet my unfailing love for you will not be shaken nor my covenant of peace be removed,' says the Lord, who has compassion on you.'" Jesus brought the peace of forgiveness through his perfect life and innocent suffering and death on the cross. That simple, true gospel message from our Father in heaven stands tall and true today, just like it did in 1971.

We'll celebrate God's gift of Christ-education through special events during the school year. For right now, we just want to once again communicate to you that our vision is to use our faith-based curriculum and programs to be the premier school located between Milwaukee and Chicago. We know that we can only realize this vision when we are reflecting the love of God to you and your family. Therefore, as we partner with your family on the journey of high school, we ask God's blessing upon the effort to educate, equip, and encourage your student for a life of Christian service!

Thank you for choosing Shoreland Lutheran High School!

Sincerely,

Michael L. Koestler  
Principal

# **Governance/Foundation**

## **Our Vision**

Our vision is to use our faith-based curriculum and programs to be the premier school located between Milwaukee and Chicago and to maximize enrollment (500) with appropriate facilities, curriculum, staffing, programming, technology, and administration.

## **Our Mission**

Compelled by the love of Christ, Shoreland Lutheran High School exists to educate, equip and encourage students for lives of Christian service.

## **Our Objectives**

Shoreland Lutheran High School assists our federation congregations and families by challenging our students to:

1. Recognize that faith in Jesus Christ as their Savior from sin is the only way to heaven.
2. Be life-long students of God's Word so that the Holy Spirit can strengthen their faith, knowledge and devotion.
3. Recognize the relationship between the things of this world and the grace of God in every area of the curriculum.
4. Strive for excellence in every aspect of their lives as a way to thank God for His grace.
5. Recognize their unique identity as God's children, stewards, and witnesses in an increasingly non-Christian world.
6. Recognize their particular calling, vocation or career as a blessed way in which they are privileged to serve God and their neighbor.
7. Recognize the Christian family and congregation as special places for excelling in spiritual activity, godly commitment and loving service.

## **Our Partnership**

The Christian home, the parish church and school, and the high school unite to nurture each student through the Word. While God has given the primary responsibility for Christian training to the parents, the pastors and teachers willingly assist in this important work. Unity of purpose, trust, cooperation, and open communication are some of the elements that are essential in guiding the students' spiritual, emotional, and academic development. We seek to maintain a supportive exchange of information with parents and parish workers, as it is appropriate in ministering to the needs of each student that God has placed into our care.

## **Our Core Values**

Excellence

Service

Family

Love

Integrity

Accountability

## **Statement of Beliefs**

Thank you for enrolling your son/daughter at Shoreland Lutheran High School! We could not be more pleased and privileged to serve your family. We are passionate about our mission and thrilled to share the joy of Jesus with our students.

SLHS's mission is very spiritual in nature. In addition to offering our high school education, we want every one of our students to learn more about God's Word and Jesus Christ. At SLHS, spiritual matters are more than a class or a daily devotion. Lessons from God's Word are an integral part of everything we teach and do.

To that end, we realize that you might not be familiar with who we are or the spiritual nature of what we will teach your son/daughter. Therefore, please read the following basic outline of what we believe and teach. It is important to us that you have a clear understanding of how we will minister to your son/daughter with the truths of God's Word.

We believe...

The Bible is the true word of God. It clearly teaches all we need to know in order to obtain our eternal life. (2 Peter 1:21, I Corinthians 2:13, 2 Timothy 3:16, John 10:35, Luke 11:28, John 5:39)

There is only one true God. In the Bible God reveals himself as three persons—Father, Son, and Holy Spirit. This is why he is called "Triune." These three persons in one God are all God. They are equal in power, glory, and in every quality. To deny or ignore one person is to deny all of them. It is God who created, redeemed, and sanctified us. (Deuteronomy 6:4, Matthew 28:19, John 5:23, Genesis 1:1, I John 2:2, Romans 15:13)

At the beginning of time God created heaven and earth and all creatures. He did this in six days—he spoke his almighty word to create all things. He made everything out of nothing. Man and woman are God's special creation, (Genesis 1:1, Genesis 1:31, Exodus 20:11, Psalm 33: 6 & 9, Psalm 124:8, Mark 10:6, Hebrews 11:3)

The first man and woman, Adam and Eve, lost the image of God when they gave in to the temptation of Satan and disobeyed God's command. This brought on them the judgment of God. Since that time all people are conceived and born in sin, desire to do what is evil, and are dead spiritually. Therefore, we are unable to reconcile ourselves to God by our own efforts and deeds. (Genesis 2:17, Psalm 51:5, Ephesians 2:1, John 3:6, Psalm 5:4, Romans 5:12, I John 3:4, Romans 8: 7 & 8)

The message of the gospel is the good news that a loving God sent Jesus Christ to take away the sins of all people. The gospel freely offers to all sinners the righteousness that is found in Jesus. God offers and gives eternal life and salvation to all those who believe in the gospel promises. (John 1:17, Romans 1:16, John 3:16, Colossians 2:13, Luke 2: 10 & 11, Ezekiel 33:11)

Jesus Christ is the Savior of everyone. He is the eternal Son of God, equal to the Father and the Holy Spirit.

He is also the son of the virgin Mary. He became a man to redeem all people. Taking our place, he lived a perfect life keeping the law of God for us. He also died as our innocent substitute on the cross to pay the price sufficient for everyone's salvation. After rising from the dead, Jesus ascended into heaven. On the Last Day he will return to judge the living and the dead.

(I John 5:20, Matthew 1:23, Ephesians 1:7, Galatians 3:13, Hebrews 4:15, Romans 1:4, Acts 10:42)

God judged all sinners righteous in his sight when Jesus Christ died on the cross for us. God declared everyone free from the guilt and punishment owed for our sins. The sinner receives this free gift of forgiveness, not by doing good deeds, but only through faith. A person is justified when he or she believes in Christ and his redemptive work. It is a gift of God.

(Ephesians 2:8 & 9, 2 Corinthians 5:19, Romans 3:22-24, Romans 3:28, Romans 4:5, Mark 16:16)

Baptism is a holy act instituted by God. Using water and God's Word, it offers and gives the forgiveness of sins, spiritual life, and eternal salvation. It is meant for young and old, including children. Infants are also sinful and therefore need the spiritual rebirth given through baptism.

(Matthew 28:19, John 3:5 & 6, Titus 3:5, Mark 10:14, Acts 22:16, Mark 16:16)

Holy Communion is a holy act instituted by Christ. Together with bread and wine we receive Jesus' true body and blood. In this special meal Jesus gives the forgiveness of sins, strengthens our faith, and gives eternal salvation to all who believe.

(Matthew 26: 26-28, I Corinthians 10:16, I Corinthians 11:27 & 28, I Corinthians 10:17)

God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person.

(Genesis 1:26-27)

The term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

(Genesis 2:18-25, 1 Corinthians 6:18 & 7:2-5, Hebrews 13:4)

Any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God.

(Matthew 15:18-20, I Corinthians 6:9-10)

God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

(Acts 3:19-21, Romans 10:9-10, 1 Corinthians 6:9-11)

All human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage

or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.

(Psalms 139)

## **Final Authority for Matters of Belief and Conduct**

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Shoreland Lutheran High School faith, doctrine, practice, policy, and discipline, our Board of Directors is Shoreland's final interpretive authority on the application of the Bible's teachings in our setting.

If you would like more information regarding what we believe, please refer to the website of the Wisconsin Evangelical Lutheran Synod at [www.wels.net](http://www.wels.net) and click on the link to [WhatAboutJesus.com](http://WhatAboutJesus.com) to find out more about our specific faith.

## Federation Congregations

<b>Faith Lutheran Church - Antioch, IL</b> 847-395-1660 Faith Lutheran School	Pastors Gregory Hermanson and Edward Ungemach III Principal Craig Breitreutz
<b>First Lutheran Church - Elkhorn, WI</b> 262-723-4191 First Lutheran School	Pastor Preston Heuer  Principal Michael Falk
<b>First Lutheran Church - Lake Geneva, WI</b> 262-248-3374 First Lutheran School	Pastor Derek Bartelt  Principal Stephen Kamps
<b>First Lutheran Church - Racine, WI</b> 262-633-8267 Wisconsin Lutheran School	Pastor John Roekle  Principal David Ring
<b>Immanuel Lutheran Church - Waukegan, IL</b> 847-623-1035	Pastors Steven Radunzel and Seth Haakenson
<b>New Life Lutheran Church - Kenosha, WI</b> 262-652-3054 East Campus Central Campus Somers Campus REACH Kenosha Lutheran Academy	Pastor Michael Gorte Pastors Steven Neumann & Scott Bergemann Pastor David Pagel Pastor Russell Scoggins Principal Dave Leonard & Pastor Peter Prange
<b>Our Savior's Lutheran Church - Zion, IL</b> 847-872-5539 Our Savior Lutheran School	Pastor Bill Schubert  Acting Principal - Pastor Schubert
<b>Peace Lutheran Church - Wilmot, WI</b> 262-862-6014	Pastor James Fischer
<b>St. John's Lutheran Church - Burlington, WI</b> 262-763-8229 St. John Lutheran School	Pastors Kirk Lahmann and Daniel Waldschmidt  Acting Principal - Paul Prange

<p><b>St. John Lutheran Church - Libertyville, IL</b>  847-362-4424  St. John Lutheran School</p>	<p>Pastor Kevin P. Raddatz   Principal Jon Woldt</p>
<p><b>St. John Lutheran Church - Howell, Oak Creek, WI</b>  414-762-3950</p>	<p>Pastors Stephen Schmidt and David Meyer</p>
<p><b>St. John Lutheran Church - Oak Creek, WI</b>  414-761-0124</p>	<p>Pastor Dale Reckzin</p>
<p><b>St. John Lutheran Church - Slades Corners, WI</b>  262-539-2979</p>	<p>Pastor Arthur Faught</p>
<p><b>St. Paul Lutheran Church - Round Lake, IL</b>  847-546-4685</p>	<p>Pastor Robert Meiselwitz</p>
<p><b>Trinity Lutheran Church - Caledonia, WI</b>  262-835-1702  Trinity Lutheran School</p>	<p>Pastors David Wierschke and Brian Schmidt   Principal Jared Rathje</p>
<p><b>Trinity Lutheran Church - Union Grove, WI</b>  262-878-4156</p>	<p>Pastor Justin Pomije</p>
<p><b>Water of Life Lutheran Church - Racine, WI</b>  Racine &amp; Caledonia Campuses  262-639-8778  Wisconsin Lutheran School</p>	<p>Pastor Michael Zarling   Principal David Ring</p>
<p><b>Zion Lutheran Church - Bristol, WI</b>  262-857-7310</p>	<p>Pastor Dustin Bergene</p>
<p><b>Zion Lutheran Church - South Milwaukee, WI</b>  414-762-1258  Zion Lutheran School</p>	<p>Pastor Aaron Weber   Principal James Braun</p>

## Shoreland Administration

Shoreland Lutheran High School has a dedicated, well-qualified teaching staff who faithfully carries out our mission of Christ-centered education. Members of the faculty have received their call from the Lord through the school to give our students a solid Christian education.

### President

Mr. Paul Scriver (262-515-4527) Social Studies

### Principal

Mr. Michael Koestler (414-216-4203) Math

### Dean of Student Life

Mr. Paul Strutz (262-898-3244) & (262-515-4528) Social Studies

## Shoreland Faculty

Ms. Holly Bahr (262-994-8826) Physical Education  
Pastor Thomas Bauer (262-886-2384) Campus Pastor, **Religion**  
Mrs. Jody Denzin (414-762-7356) S.E.E. Center  
Mr. Jeff Dorn (262-515-4526) Guidance Director, Religion  
Mr. James Groth (262-886-1474) **Fine Arts**, Band, Music, Religion  
Mr. Matthew Grow (262-903-0206) Athletic/Activities Director, Social Studies  
Mr. Jason Hagedorn (608-397-9223) Math  
Mr. Daniel Hahm (262-442-7020) **English**  
Mrs. Carol Hermanson (847-341-3440) S.E.E. Center  
Mr. Paul Huebner (262-939-0044) Admission Director / **Math**  
Mr. Samuel Hunter (262-365-9922) **Physical Education**  
Mr. Ethan Hutchinson (715-351-9655) STEM, Math  
Mrs. Kara Kassulke (262-287-8509) STEM, Science  
Mr. Joel Koschnitzke (262-623-8736) Business  
Pastor Jeremy Laitinen (269-759-8555) Youth Minister, Religion, World Language (German)  
Mr. Timothy Mielke (262-930-3359) **STEM**, Science  
Mr. Alex Moore (630-220-0967) STEM, Science  
Mr. Daniel Nolte (920-242-0243) Technology Director, STEM  
Ms. Andrea Oppermann (920-650-1151) Choir, Marketing  
Ms. Renee Pappalardo (414-324-5425) World Language (Spanish), English

Mrs. Megan Rosenau (619-322-3097) English  
Mr. Courtney Schmidt (262-325-0935) **Social Studies**  
Ms. Sarah Siegler (262-854-0727) Elementary and High School Orchestra  
Mr. Matthew Sonntag (480-390-4970) **Science**  
Ms. Laura Strom (507-351-1454) Art  
Mr. Jeremy Strassburg (480-250-4011) **World Language** (Spanish)  
Mrs. Julie Uher (262 358 2092) English, Math, International Student Coordinator  
Mrs. Lisa Wasser (262-248-4569) English  
Mrs. Kathleen Weiland (262-305-5819) Computer Science, Foods, Yearbook  
Mr. Keith Wordell (612-805-3829) Elementary Music Program, Social Studies  
Mr. Scott Zondag (815-263-1941) **Business and Life Skills**, Skilled Trades

**\*BOLD – Department Head**

## 2021-2022 Board Of Directors

### Members\*

Pastor Dustin Bergene

Mr. Daniel Borchardt

Mr. Andrew Doerflinger

Mr. John Heathcock

Mr. Joshua Kassulke

Mr. Jayson Lange

Mr. Daniel Miller

Mr. Daniel Peterson

Mr. David Ring

Pastor Mike Gorte

Mr. Jay Selle

\*Please call the school office for contact information.

Mr. Paul Scriver

President, ex officio

Mr. Michael Koestler

Principal, ex officio

Mr. Paul Strutz

Dean of Student Life, ex officio

Mr. James Groth

Faculty Representative, ex officio

### **Open Board Of Directors Meeting**

The Board of Directors at Shoreland has established a practice of inviting parents and students or other interested parties to attend the Board of Directors meeting two times during the school year. The regular meetings of the Board of Directors in December and March will include a 20 minute “Open Meeting” segment to allow Shoreland family members the opportunity to have time with the Board of Directors if desired. This portion of the meeting will include the opening devotion followed by the Administrative Council report and then opportunities for questions to be asked of the Board. The Board will then move on to the rest of the agenda in closed session.

The schedule is as follows:

December 13, 2021 – 7:30 PM

March 14, 2022 – 7:30 PM

This interaction with the Board of Directors is designed to create more opportunities for open communication with the leaders at Shoreland. It will always be important to keep in mind the guidelines established in Matthew Chapter 18 as well as the Conflict Resolution Procedure found on page 29 of the Parent-Student Handbook as things are brought to the Board of Directors.

May God continue to bless the ministry at Shoreland as we work together as a team to educate, equip, and encourage young people for lives of Christian service.

## **General Board**

The General Board, composed of approximately 100 delegates from all of our federation churches, is the school's governing body. This group meets three times a year: November, February, and May. This body elects the 11-member Board of Directors.

# **Conduct/Discipline**

## **Cell Phones**

Cell phones have become an integral part of our society. They have also become an important way for our parent(s) and their child(ren) to communicate. Cell phone use in and during school hours can create problems. For example, cell phones could ring during lessons or could be used to cheat.

SLHS realizes that many parents rely upon the cell phone's ability to contact their child at any given time. However, out of consideration to the educational process involving teachers and other students, SLHS has adopted the following guidelines:

1. Students may use cell phones before and after school hours, during passing time and lunch, and if teachers approve the use of a cell phone for an educational purpose in class.
2. If a student brings a cell phone to class, including study hall or physical education, they are required to place their cell phone in a cell phone collection location. The cell phone will stay in this collection "locker" until class is finished.
3. If a student uses their phone during instruction time, has their phone on their person during instructional time, uses their phone during chapel, or uses their phone in the bathroom or locker room, their phone will be turned into the office and they will receive a detention.
4. **NEW** At this time we do not require students to turn in smartwatches. However, students are not permitted to use their smartwatch during the class period, and teachers may ask students to place their smartwatch on the teacher's desk until a quiz, test, exam, or other task is completed.

If a student brings their phone to class, they are required to turn it in as they enter the classroom. Cell phone storage lockers are provided in each classroom for easy storage. If a student is caught using their cell phone (text messaging, getting calls, making calls, etc.) outside the main office during school hours, they will be subject to the following consequences:

First offense – cell phones will be sent to the Dean of Student Life’ office for the day, and the student will receive a detention. The student may pick up the phone at the end of the school day.

Second offense – cell phones will be sent to the Dean of Student Life’ office for the day, and the student will receive a detention. The student may pick up the phone at the end of the school day.

Any other offenses – cell phones will be sent to the Dean of Student Life’s office for the day, and a five (5) day period following. Upon arrival at school, the student will bring their phone to the office. It will be returned to the students at the end of the school day.

Note: Situations which involve invasion of privacy may also result in criminal charges. Cell phones may be examined by the administration.

## **Code of Conduct**

We need to realize from the outset that bringing the student to the cross of Christ is the only power and strength that can change the heart. Secondly, God has placed parents in the role of authority for nurturing and disciplining His children.

Since these sins adversely affect the praise that is due God alone and are sins of our society currently receiving much attention, Christ-centered disciplinary measures may need to be administered in order to point out the seriousness of the sin. Truthfulness and confession play a role in determining the amount of time that a student may miss from any particular season(s).

### **A. Violations**

A code of conduct violation means violation of social media policy, purchase, possession, or consumption of alcohol, tobacco, e-cigarettes, marijuana or any other illegal drugs, or vaping, serious vandalism, assault, theft, sexting, and sexual activity. The code of conduct is in effect all year.

### **B. Code of Conduct Penalties**

- a. First Offense – When there is a code of conduct violation, the student involved in extra-curricular activities is suspended for at least 25% of the season. If the infraction occurs within the last 25% of the regular season’s games/matches, this suspension will last into the next season in which the athlete would normally compete.
- b. Second Offense with a calendar year of the first offense – will result in a forfeiture of an entire season. Example: if 50% of a season is left, the penalty will carry into 50% of the next season.
- c. Second Offense outside of a calendar year of the first offense – will result in 50% of the season.
- d. Any additional offenses may result in a forfeiture of all extra-curricular activities for the remainder of the student’s high school career.

### **C. Guidelines for Applying Shoreland Lutheran High School’s Code of Conduct**

- a. During a suspension, a student involved in extra-curricular activities may practice (coach’s discretion).

- b. During a suspension from sports in which the student participates, the student is not eligible to join any other activity.
  - c. Should an athlete be suspended at the start of any WIAA tournament event, they will be ineligible to participate in any further WIAA tournament games.
- D. Other Code of Conduct Reminders
- a. Any student who has committed a code of conduct violation and self-reports (either they self-report or their parents self report them) within 24 hours of the offense will receive a 1 game suspension rather than a 25% (of games) suspension. This self-reporting policy holds true only for first time offenses regarding the code of conduct policy.
  - b. Individual coaches/advisors are allowed and encouraged to tailor additional sanctions deemed appropriate for the circumstances. This policy is not intended to be a "cookie-cutter" approach, but rather one, which allows coaches/advisors to adjust appropriately beyond the baseline.
  - c. Depending on the situation, students who violate the code of conduct may also be suspended from school for a period of time. One critical reason for a suspension is to allow time for the young Christian to reflect on his/her actions and for Christian adults to intervene with counseling.
  - d. The coach/advisor's discretion shall determine a violator's participation and attendance at practices and team functions.
  - e. Any additional infractions may lead to forfeiture of participation in all extra-curricular activities for the remainder of the student's high school career and to participation in a second program of assessment, instruction, and rehabilitation.
  - f. The school administration will communicate these baseline sanctions to the violating student and his/her family. The coach/advisor will communicate any additional sanctions directly to the participant, his/her family, and the administration.
  - g. Each coach/advisor shall review this policy with all participants at the beginning of the season.

## **Conduct and Discipline**

An important result of the Shoreland educational program should be growth in personal self-discipline. While discipline is not a subject, it is part of every subject and every activity. The Lord Himself calls us to holy living. This will result in self-control, orderliness, and efficiency. Christ-centered discipline is the key to good conduct and proper consideration of other people.

Your personal conduct will reflect the faith which is in your heart. As you submit to the will of God, you avoid objectionable language, stealing and cheating, drugs and alcohol, immorality, and that which may offend others. Yours is not an obedience forced upon you by rules. Rather your willingness to obey is a response to the love showered upon you by a good and gracious God!

We do, however, recognize the continued presence of our sinful nature which tends to blind us to God's will and tries daily to put our own wants and desires first. For that reason, some rules exist in the school setting, especially to aid in personal relationships and to serve as a guide in the making of good decisions. The faculty

also is present to provide counsel based on God's Word. Discipline so rooted in the Word will still employ such means of reinforcement as detention, probation, suspension, and even expulsion depending on the nature and severity of the problem in conduct. The school must reserve the right to discontinue the student's attendance, particularly if the student gives evidence of an unwillingness to abide by such regulations as have been established as a guide for student conduct.

Every student and parent should be aware of the fact that a handbook such as this will not list all the "dos and don'ts" that are to be observed in Christian living. A Christian is guided by the will of God as revealed in the Bible and will constantly question his/her actions as to whether they are pleasing to the Lord who so graciously went to the cross for him/her. Just because some point does not appear in print does not indicate that it does not exist or apply.

### *SLHS General Discipline Structure*

When students don't meet the behavior expectations, Christian discipline will be used to help the students get back on track. A distinction is made between what is perceived as a student's mistake in his/her lack of adherence to a stated rule and an outward defiance of a rule. This will affect the degree of disciplinary action taken. Every effort will be made to correct situations in the classroom. The following is a general overview of classroom management.

1. Teachers and Administrators must maintain a school climate that is spiritually, physically, intellectually, socially, and emotionally safe for all students and which promotes learning.
2. Students are expected to cooperate with all school discipline policies as set forth in the student handbook as well as the particular procedures of the classroom teacher or activity advisor.
3. Classroom teachers are the primary behavioral managers. While management techniques do vary from teacher to teacher, this sequence should be followed as the general discipline procedure.
  - a. Most disruptions can be dealt with immediately with a simple, firm, and respectful desist. (1st offense) "Judy, please sit down and stop talking."
  - b. Ask the student to remain after class to discuss persistent misbehavior.
  - c. Contact the parents by phone or email to discuss the student's disruptive behavior and solicit their support.
4. If the behavior persists the student will be referred to the Dean of Student Life using an anecdotal report to describe the behavior problem, explain previous interventions, and recommend a course of action.

Gross misconduct (fighting, verbal abuse, profanity, sexual harassment, threats to teachers/students) requires immediate removal of a student from class and referral to the Dean of Student Life and/or Principal.

Unresponsive students will also meet with the Dean of Student Life and/or Principal.

What follows are the various types of discipline that are used at SLHS when escalated to Dean of Student Life and/or Principal.

**Level I** - Offenses which will be cause for disciplinary action after repeated occurrence.

- **Definitions:** Conduct, activity, or attitude which interferes with the education of students or disrupts normal routine
  - **Examples include, but are not limited to:** Anything in the classroom or during the school day following step 3 previously listed, violation of the dress code, violation of the cell phone policy, public misconduct of couples, language not pleasing to God, accumulation of tardies, consistently not completing assignments.
- **Disciplinary procedures:**
  - The offense is noted and recorded in the Dean of Student Life log.
  - Thereafter, repeated offense is cause for discipline - possible detention or suspension.
  - If the above action is ineffective, the case will be brought to the Administrative Advisory Team.

**Level II** - Offenses which become cause for immediate disciplinary actions: detention.

- **Definitions:** Conduct, activity or attitude, which sends a public message contrary to that which Christians should send or which openly, shows disrespect for authority, property, or rules established for the good of the school.
  - **Examples include, but are not limited to:** Cheating, defacing school property, disrespect for authority, improper behavior on school buses, repeated violation of dress code, accumulation of 6 tardies or more, more than one cellphone violation per semester
- **Disciplinary procedures:**
  - Parents will receive notice of detention via an emailed letter, an email or phone call from the Dean of Student Life prior to the detention being served.
  - Thereafter, repeated offense is cause for further action by the Principal and Dean of Student Life.

**Level III** - Offenses which become cause for immediate disciplinary actions: suspension.

- **Definitions:** Conduct or activity, which willfully destroys property, impairs, or endangers the health, well being, or learning of any student.
  - **Examples include, but are not limited to:** stealing; truancy; threat to harm, physical altercation, vandalism, hazing, harassment or rites of initiation.
- **Disciplinary procedures:**
  - The first offense is cause for a 1 or 2 day suspension as determined by the Dean of Student Life and Principal. Parents must meet with the Dean of Student Life and/or Principal before the student is permitted to return to classes.
  - Thereafter, repeated offense is cause for action by the Principal and Dean of Student Life.

**Level IV** - Offenses which become cause for immediate disciplinary actions: suspension with the possibility of disenrollment.

- **Definitions:** Conduct or activity involving the use or possession of materials or items deemed a threat to the safety of any student or staff, physical altercations, or sexual assault against any student or staff
  - **Examples include, but are not limited to:**
    - The use, possession, consumption, and/or condition of being under the influence of any alcoholic beverage, controlled substance, or use of tobacco (vaping) on school property or at any school-related off-campus activity or between school-related events.
    - The use or possession of drugs or paraphernalia not prescribed for medical reasons.
    - The use or possession of guns, knives, or other items that may be used as a weapon.
    - Vandalizing school property.
    - Causing harm to other students through blatant disregard for the individual's rights.

In such circumstances, the student's parents and where warranted, the police will be immediately notified. Drug and/or alcohol screening, assessment, and counseling may be requested of the student by the administration. A failure by the students to comply with all aspects of such requests may result in disenrollment.

- **Disciplinary Procedures:**
  - First offense requires immediate 3 day suspension.
  - Depending on the nature of the offense, a student may be disenrolled for a **minimum of at least one semester**. A one-semester probationary period is required of a student who is readmitted following disenrollment from Shoreland Lutheran.
  - Probation may also occur in certain circumstances following a suspension.

If, in the opinion of the administration, a student's conduct is at variance with the methods and spirit of the school or if his/her academic work is altogether unsatisfactory, he/she may, for the obvious good of the school, be dismissed even though no specific offense meriting suspension or dismissal be charged against him/her. If a student is dismissed/expelled/dis-enrolled during any semester of the school year for disciplinary reasons, that student will not be given credit for any enrolled courses during that current semester. If requested, the school will release current exit grades, and an official transcript of completed course grades.

## Cyber Issues

The internet has been an awesome tool that God has allowed our society to use. However, there are numerous temptations that the internet places before us and our children.

With that in mind; SLHS has adopted the following policies regarding internet use and social networking sites (i.e. Facebook, Twitter, etc.).

1. Since the internet is a public place, any information (whether in text form or picture form) is public knowledge. Thus, any activities that are not in accordance with God's Word and/or the laws of our

nation could place a student in line for disciplinary measures from SLHS based on our basic discipline policy as well as our code of conduct policy.

2. These activities might include but are not limited to: possession or consumption of alcohol, tobacco, e-cigarettes, illegal drugs, vaping, vandalism, assault, theft, sexual activity, sexting.
3. Shoreland encourages parents to be aware of their child's cyber activities and students to understand the importance of representing their Savior, family, and school in a positive way.
4. Students and parents will read and sign the [Responsible Use of Technology Agreement](#) (pages 73-74) during the enrollment process.

## **Detentions**

A detention is a regularly scheduled time spent by a student after school. This time is normally spent on a regularly scheduled time on Tuesdays and Thursdays. The typical detention time is from 3:05 - 4:20 PM. Detention periods can be added at the end of the year in order to ensure that all requirements have been met for graduates.

A detention for behavior or conduct shall be the result of either an accumulation of tardies or a referral by a faculty member for a violation that is considered of a serious nature. An academic detention will be the result of a student not having his/her assignment(s) completed or not completing his/her make-up work in a timely manner.

Detention will consist of the following:

1. One (1) 75-minute period, which will run from 3:05 - 4:20 PM.
2. It will be served on a specific day. This will be designated to allow the notification of parents for transportation purposes and/or other persons to which the student has a responsibility.
3. It will be served in a quiet study hall or the student might do some meaningful task as determined by the administration (corrective action).
4. It will be served before any extra-curricular participation also scheduled for the designated time.
5. It will be filed on the appropriate form and kept on file by the administration.
6. If a student misses a scheduled detention period after school (unless due to sickness), they will be assessed for another detention.

Classroom teachers will collaborate with the Dean of Student Life and/or Principal to enforce Shoreland's General Discipline Guidelines. The Dean of Student Life and/or Principal will communicate with the parents/guardians to create a plan to correct the undesirable behavior. Parents or guardians should note that a 4th detention in one semester will also include a 1 day in-school suspension and a 5th detention will include a 2 day in-school suspension. A student accumulating 6 detentions in one semester will receive a 2 day in-school suspension and may be disenrolled. The Shoreland Administrative Team reserves the right to disenroll or make exceptions when necessary.

## **Display of Affection – Public and Private**

Wholesome and God-pleasing relationships among our students are encouraged. The school and school-sponsored activities are neither the time nor the place for public displays of affection. Students will be counseled if problems arise and parents will be informed if inappropriate behavior persists.

We expect our students to abstain from all intimate sexual conduct outside the marital union of one man and one woman. (see the Statement of Beliefs, pg. 8)

## **Dress and Grooming**

As a Christian community, we take seriously our calling to help students learn and grow in faith. Our grooming and dress make a statement about us. No dress code will please everyone but past experience has told us that a dress code is necessary.

Fashions can change and no manual can provide every answer to the potential choices which will confront the students of Shoreland Lutheran High School. Here, as in other matters, we are called to combine our knowledge of Jesus' will with a dose of common sense and Christian living.

**NEW** Since the manner of dress and grooming should not be a distraction within the learning environment, we provide these guidelines:

1. Keep the hair color natural, clean, well groomed, and at a modest length with highlights of a natural hair color. (No blue, green, pink, purple, red etc.)
2. Students may wear a neatly trimmed beard or mustache. Administration reserves the right to ask a student to shave or trim their beard or mustache.
3. All tops should be at collarbone height. Examples of tops that fit this criteria include, but are not limited to, collared shirts with one button open, "crew-neck" shirts, "round-neck" t-shirts, etc.
4. No cleavage should be showing at any time. Tops including, but not limited to, "cammies," "scoop-neck" shirts, and v-necked shirts, should not be worn or must have another shirt that meets the above criteria of #3 worn underneath.
5. The following tops/shirts are not allowed: tank tops, halter-tops, spaghetti straps, sleeveless shirts, bare midriffs, see thru tops, or tight-fitting tops. A tank top is any shirt that does not cover from the neck line to the rounding of the shoulder. Girls: sleeveless dresses and blouses may be worn with the exception of tank tops. No sleeveless shirts for boys.
6. Ragged, torn, clothing with holes are not allowed. and baggy or low cut jeans are not allowed. Undergarments should not be showing at any time; standing or sitting.
7. Students may wear clothing with logos. This also pertains to backpacks, gym bags, and school-related material. However, some specific logos are not to be worn. Those include, but are not limited to, beer, alcohol, drugs, double meaning (sexual innuendo), vulgar language, guns or messages promoting guns, skull and cross bones, Gothic-related items, professional wrestling-related material and music-related clothing (groups, concerts, individuals, album covers, etc.) except those associated

with Shoreland Lutheran High School or WELS musical programs. If Shoreland considers the clothing to be too tight, too short, or contains messages that oppose Shoreland's statement of beliefs, we reserve the right to require the student to change.

8. Yoga pants/leggings may be worn with appropriate length dresses or skirts, but may NOT be worn alone as pants with tops such as oversized shirts or sweatshirts. For example, if the dress is too short to be worn on its own, it is not appropriate to wear it with leggings.
9. Students may not wear anything classified as "loungewear", including pajama pants, slippers, or related clothing items.
10. Students may not wear cotton sweatpants or cotton joggers. Students may wear sweatpants that are made of polyester or windbreaker material. Shoreland athletic teams may wear matching cotton sweatpants bearing the Shoreland team logo on the day of competition.
11. Students may not wear running, jogging, or spandex shorts.
12. Students are to dress in conformance with their biological gender, and use the locker rooms, changing facilities and restrooms conforming to their biological gender.
13. Footwear is required for all students. Do not wear cleats or shoes that leave black marks on the floors. If tennis shoes are worn for class, they should be neat and clean and not used for physical education wear. Muddy shoes worn for physical education should be removed before entering the building.
14. Students may have small and modest piercings on their nose, eyebrows, and ears. Students may not have gauges or septum rings. Administration reserves the right to ask students to remove the jewelry if not in line with expectations.
15. Administration reserves the right to have students cover tattoos.
16. No hats, caps, or hoods may be worn in the building during regular school hours.
17. Chains, wallet chains, and spiked jewelry are not to be in school.
18. Masks should be a solid color or Shoreland logo.
19. All standards for dress and grooming apply unless a request for special or unusual dress (such as theme days during homecoming week) has been approved in advance by the administration.

**NEW** Violation of dress and grooming guidelines result in the following consequences:

1. If a student is wearing something that is clearly defined by the Parent/Student Handbook as a violation of dress code, they will receive a detention on the first offense.
2. Students will receive detention on the second and third offenses.
3. Students will receive a one day in-school suspension on the fourth offense and a two day in-school suspension on the fifth offense.
4. Students will be disenrolled upon the sixth offense.

SLHS administration will have alternate clothing available for students who are not in compliance with the dress code.

## **Drinking**

It is the responsibility of the parents of our Shoreland students to train their children by word and example regarding the proper use of alcohol. Furthermore, these parents will point out to their young people that the laws of our state direct lawful purchase and use of alcoholic beverages by individuals under the age of 21 and that obedience to these laws is an extension of the Christian's desire to live in conformity with the Fourth Commandment. In view of these principles, the consumption or possession of alcoholic beverages by students at any time may result in disciplinary action, which may lead to disenrollment.

## **Drugs**

The consumption, use, or possession of any illegal drug is not permitted both according to the law and school policy. Coming to school or any school sponsored function under the influence of or in possession of any illegal drug may result in school dismissal. To protect itself and its students, SLHS reserves the right to confiscate any drugs in the possession of the students. This includes, but is not limited to, drug testing of students involved in extracurricular activities when there is "reasonable suspicion" that a student may be using drugs as well as the presence of drug searching dogs within the building. Student drug testing is done at the expense of the student, not Shoreland. All medications should be brought to the office. A parent or doctor note is required for all medications.

The Kenosha County Sheriff's Department may be consulted in regards to the use of alcohol and/or drugs by the student(s) of Shoreland Lutheran High School.

## **Electronic Device Policy**

In our efforts to provide an environment that fosters and supports learning and the exchange of ideas, Shoreland Lutheran High School finds that the proliferation of personal electronics in our instructional arenas makes it necessary to address the acceptable use of these devices during class sessions and examinations. Using an electronic device for activities unrelated to the learning experience coordinated by the course instructor distracts the student using the device, his/her neighbors, and the instructor. Additionally, this usage is viewed as disrespectful of all others (students and instructors) engaged in the teaching/learning process. Parents and students will be required to sign the [Responsible Use of Technology Agreement](#).

### Policies

- All electronic devices other than a Chromebook are not to be used during the school day unless an instructor authorizes their usage for a class-related purpose.
- Earbuds are to be used under the direction of the teacher for educational purposes only. Students are not allowed to use earbuds in hallways, common areas, or restricted areas during the school day. Students are allowed to use one earbud during class or study halls to complete educational tasks assigned by teachers. Assignments may include using adaptive instructional tools like Khan Academy and Study Island or listening to an assigned video. Students are not allowed to use earbuds for personal entertainment purposes during the school day.

- Students shall be personally and solely responsible for the security of electronic devices brought to school. The school shall not assume responsibility for theft, loss, damage, or unauthorized use.

## **Harassment, Threats, and Matters of Respect**

SLHS expects that students will treat others with respect and courtesy. The school will not tolerate harassment or bullying based on race, color, creed, religion, national origin, sex, or status with regard to public assistance or disability. SLHS will take action to ensure that all school practices and activities are free of unlawful discrimination or harassment.

### *Sexual Harassment*

SLHS does not tolerate sexual harassment. As in all areas of conduct, it is expected that students will conduct themselves in a God-pleasing manner. If a student uses poor judgment in the areas of sexual harassment (verbal, written, electronic, or physical) these actions will be dealt with immediately.

We will take reasonable steps to ensure that all students and anyone else who has contact with our students, including our faculty, staff, and the public, follow our policy prohibiting harassment.

### *Discrimination or Harassment Complaints*

Violation of SLHS's discrimination or harassment policies may result in disciplinary action, including detention, revocation of privileges, or dismissal. (see pages 19-20)

If you believe that you have not been provided equal opportunity in any manner, or if you become aware of discrimination or harassment, you should immediately report that conduct to the Dean of Student Life and/or the Principal. SLHS will promptly investigate and attempt to resolve your concerns. Your identity will be kept confidential to the extent possible under the circumstances.

If you do not find that your concerns have been handled to your satisfaction, you should report the matter to the Principal. If still unresolved, you should report the matter to the Board of Directors.

### *Retaliation Prohibited*

We will not tolerate retaliation against a student or parent who brings a good faith report of discrimination or harassment. If you believe retaliation has occurred, you should promptly notify the Dean of Student Life or the Principal. If this is not satisfactory, your concern should be brought to the Executive Committee of the Board of Directors.

All students and parents are expected to be cooperative and forthright in responding to any report of discrimination or harassment.

### *False Claims*

We also recognize that false claims of harassment or false information relating to a claim of harassment may be made. The school reserves the right to discipline any person filing a false claim of harassment or providing false information regarding a claim.

### *Offensive Conduct*

Shoreland Lutheran High School promotes a Christian environment in which all individuals are comfortable and can work productively. We will not tolerate offensive, degrading, or harassing remarks or conduct, even if the conduct does not rise to the level of unlawful discrimination or harassment. Conduct prohibited by this policy includes any action by any student, parent, member of administration, faculty member, or staff member that directly or indirectly threatens unwelcome physical contact. Offensive conduct also includes that which threatens or adversely affects a student's performance or participation in school activities.

### *Disrespect for Authority*

If a student chooses to demonstrate disrespect for an instructor or others in authority through words and actions that cannot be resolved in a peaceful manner, the instructor is to immediately involve the Dean of Student Life or Principal and an appropriate response will take place.

## **Pregnancy Policy**

Children are a heritage of the Lord and a blessing of the marriage bond for husband and wife. Sinful nature, however, entices men and women as well as adolescents to become sexually involved with each other outside of the marriage bond. Pregnancy can be the result of such sinful relationships. SLHS female students who become pregnant are counseled to speak with their pastor relative to their spiritual needs. The administration will also arrange a meeting with the student, parents, and pastor to review the situation. A proper Christian attitude of contrition, repentance, and forgiveness are to be evident through these discussions and in actions taken. The resulting consequences are to be viewed as loving action and not as punishments. God willing, consequences will serve as corrective and instructive measures for the student, the student body, and the SLHS federation. (II Samuel 12)

The pregnant student may continue her normal classroom instruction if her health allows it. Should there be some physical limitations the school will establish an alternative course of study with her. This will be determined by the administration in consultation with the student and her parents. Since the pregnancy creates some special concerns for both the student and the school, the student's involvement in extra-curricular activities, and school related public appearances (i.e. plays, concerts, etc.) will be suspended for a period of 365 days starting at the time the pregnancy is confirmed by the administration. This 365 day suspension from extra-curriculars also applies should the pregnant student suffer a miscarriage. This suspension serves as a consequence for the action, and in no way minimizes the fact that forgiveness is present. After the suspension is served, the student, parents, and administration will review whether it is advisable for the student to resume extra-curriculars.

If a male student at SLHS is responsible for a pregnancy, he will be counseled to speak with his pastor to meet his spiritual needs. A meeting with parents, student, and administration will be held to review the situation. A proper Christian attitude of contrition, repentance, and forgiveness are to be evident through these discussions and actions taken. The student may continue his normal classroom instruction during the term of the pregnancy. However, his involvement in extra-curriculars and school related public appearances (ie. plays, concerts, games) will be suspended for 365 days from the time the pregnancy is confirmed to the

administration. This suspension serves as a consequence for the action, and in no way minimizes the fact that forgiveness is present. After the suspension is served, the student, parents, and administration will review whether it is advisable for the student to resume extra-curricular activities.

The matter of public offense is also an issue of concern(Romans 14 and 1 Corinthians 8.) A student who demonstrates an unrepentant attitude by his/her words and/or actions is an issue of concern and the student(s) involved could be restricted by the administration from taking part in the public graduation service. The student(s) may still receive his/her diploma, but only after all required work was completed. Should the pregnancy be terminated by an abortion, the student(s) involved, parents, pastor(s), and administration will meet to review the situation and the administration will determine the consequences for such action. Because of the blatant disregard for the Fifth Commandment's directive not to murder, the consequences could be suspension or expulsion.

It is important that faculty, students and parents of a Christian school testify to the truth and turn away from sin. While sexual permissiveness may pervade our society, we are to stand as a witness to God's will which opposes sexual relations outside the marriage bond. In the event that an SLHS student is a partner in a second pregnancy, the student forfeits the privilege to attend SLHS upon confirmation of the pregnancy by the administration. The parents and pastor will be contacted regarding these actions. Such action stands as a witness to all regarding God's will for our lives as His redeemed children.

## **Social Media**

Social media has become ingrained in today's society. The wide variety of social networking tools presently available provides students easy access to share important news and events with each other. Shoreland Lutheran social media accounts are used to communicate and highlight school events and accomplishments.

However, social media can also have a disruptive impact on the school environment when inappropriate social media postings occur. Using these communication tools in an inappropriate manner can have negative physical, mental or emotional consequences, especially if unkind words or threats are used with intent to hurt others.

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

Social media behavior should instead, defend our neighbor, speak well of them, and take words and actions in the kindest possible way.

Also prohibited are all on-campus connections to off-campus violations of the policy listed above: use of school computers to view off-campus postings; students accessing posts at school on their own devices;

distribution of hard copies of posts on school property; re-communication on campus of the content of the posts.

The use of social media by a student-athlete, school personnel, or parents of Shoreland Lutheran High School violating the social media policy may result in discipline including suspension or removal from the team or leadership position. Inappropriate use of social media may result in a Code of Conduct violation depending on the social media content.

## **Tobacco and Smoking**

One of the main objectives of SLHS is to develop good habits and attitudes to carry over into adult life. For that reason and to comply with state laws, tobacco products are prohibited in lockers, on you personally, and on the school premises or in school buses. In the same manner, e-cigarettes or other vaping devices are also prohibited in lockers, on you personally, and on the school premises or in school buses. These rules also apply to all school related, off-campus activities.

## **Vandalism**

Any act of vandalism by a student of SLHS on school property whether directed at a student, faculty or staff member, or the building and grounds of SLHS will be addressed. Vandalism falls under the guidelines of a code of conduct violation.

Depending on the act of vandalism, the involved student(s) may be subjected to the following consequences: detention(s), suspension(s), disenrollment, fines, and/or legal ramifications.

Vandalism may also affect the participation of would-be seniors in the graduation ceremony.

# **Parent Information**

## **Shoreland Understanding of Expectations**

The love of Christ compels us. Therefore, we strive to meet the expectations of Christian living that are found in the Bible. The Shoreland Understanding of Expectations is a summary of the Christian expectations for the students, parents, and faculty of Shoreland Lutheran High School. This understanding is reviewed during orientation and homeroom. A paper copy is sent with students to review with parents, sign, and return to the homeroom teacher.

Students will:

1. Participate faithfully in Bible class, daily chapel, and gladly hear and willingly learn Christian teachings as reflected in the Statement of Beliefs and Lutheran Confessions.
2. Respect their parents and the Shoreland faculty and staff as God's representatives in their lives.
3. Communicate with parents and teachers about things like academic progress and absences, and ask questions about homework and late or missing work.

4. Demonstrate Christian character and use core value reports as a reflection tool.
5. Complete academic responsibilities and follow attendance requirements.
6. Give forth their best effort in extra- or co-curricular activities giving Christian witness to the world.
7. Respect their bodies by refraining from using illegal drugs, alcohol, and substances harmful to their bodies.
8. Take care of the Shoreland family's possessions and also to be a good steward of Shoreland property.

Parents and guardians will:

1. Support the Biblical instruction of the students at Shoreland in keeping the Statement of Beliefs and Lutheran Confessions.
2. Maintain open and frequent communication through phone, email, and visits with instructors and administration of SLHS.
3. Be aware of student progress, discipline, and homework at school.
4. Use core value reports for character development conversations at home.
5. Respect the professional decisions of each instructor and their assessment of student performance.
6. Approach instructors and administration with questions and concerns in a way that reflects Christ's love for us, understanding the students well-being is of utmost concern of both parties (Matthew 18).
7. Support Shoreland co-curricular, extra-curricular, and all other activities in a positive way and bring questions or concerns to group leaders in a proactive and constructive way (Matthew 18).
8. Honor your financial obligation to Shoreland.

Faculty of Shoreland will:

1. Hold to the truths of the Bible and the summaries of Christian teachings as found in the Lutheran Confessions in their personal and professional lives.
2. Assist parents in fulfilling God's instruction to "bring up the child in the nurture and admonition of the Lord." (Ephesians 6:4)
3. Demonstrate concern for each student's spiritual, academic, and social emotional growth by remembering them in personal prayers.
4. Interacting with parents and students as redeemed children of God by treating them with kindness and respect.
5. Demonstrate professional character and consistency while delivering instruction, reporting student performance, and providing a learning environment.
6. Use Shoreland's mission, vision, objectives, and core values when making decisions about school ministry.
7. Communicate with, listen to, and cooperate with the parents in all areas relating to the welfare of their child.
8. Understand professional and ethical boundaries in regards to the student teacher relationship

## **Boarding Facilities**

Homes within the federation may be found to provide housing for international students or students coming from a distance that makes daily commuting impossible. Please contact the Principal for additional information.

## **Books**

We currently furnish the required textbooks and workbooks for the students. In case of loss or damage, the student is held liable for repair or replacement costs.

## **Conflict Resolution Procedure**

During the course of a family's time at Shoreland academic, disciplinary, or general conflicts may arise. God's Word in Matthew 18:15 commands that such conflicts are to be settled through proper communication between the people involved. The steps below outline the approved method for handling such conflicts:

- 1) The student or parent should make every effort to resolve the conflict with the person involved (teacher, staff, coach, director, or administrator).
- 2) If after multiple personal conversations, disagreement remains on how to resolve the conflict, the matter should be brought to the attention of the Shoreland administration:
  - Dean of Student Life – Student life/discipline issues– attendance, conduct
  - Principal – Academics as it relates to curriculum and instruction
  - Guidance Director – Scheduling/high school & college planning
  - Athletic Director – Athletic related concerns & activities
- 3) The administrative team member contacted will review the conflict with all parties involved and attempt to resolve the situation. This may involve meetings with the student/parent, teacher, and a member of the administrative team.
- 4) If disagreement remains on how to resolve the conflict, the parents should contact the president. The president will review the conflict with all parties involved and attempt to resolve the situation. This may involve meetings with the student/parent, teacher, administrative team member, and president.
- 5) If disagreement remains on how to resolve the conflict after working through the previous steps, the student/parent may present their case to the Executive Committee of the Board of Directors where a final resolution of the matter will be determined. The Executive Committee will determine appropriate action needed to resolve the conflict.

## **Cumulative Record**

SLHS maintains a cumulative record for each student. It contains background information concerning academic achievement, standardized test scores, and attendance for all his/her high school years, no matter when he/she may have attended. This record presents a picture of a student in very brief form: his/her grades, grade point average, class rank, test scores, activities, and attendance record. The cumulative record is very useful in placing the student in jobs and recommending him/her to employers, schools, and colleges. With this record of facts, the school can assist each student while he/she is at school and after he leaves. If transferring to another high school, a current student's cumulative record and transcript must be requested by that high school. Alumni may request their transcript for a minimal charge, (see Transcript section). The guidance office is ready to discuss with you the significance of your cumulative record.

## **Financial Assistance**

Financial assistance is available for those families who are experiencing financial difficulty. Please contact the school office for more details.

## **Late Start**

The second Monday of each month has been designated as a Late Start Day. Late Start Days are designed to allow for faculty professional development. It is important for our faculty to excel in the ever changing world of education. The designated Late Start Days for 2021-2022 are:

September 13, 2021

October 11, 2021

November 8, 2021

December 13, 2021

January 10, 2022

February 14, 2022

April 11, 2022

May 9, 2022

Class will begin at 9:45 AM on these days. Students who need to arrive earlier than 9:45 AM will have a supervised area of the school available to them and are not allowed to leave the campus without parent permission once they are here.

## **Lost and Found**

The lost and found department is located in the main office. The items are disposed of at the end of each quarter.

## **Parent-Teacher Meetings**

Two evenings are set-aside in October for meeting with parents. At this time, parents are invited to schedule consultations with the student's teachers. If a parent wishes to meet with a teacher at another time, they are encouraged to call the school office to schedule an appointment.

## **Parking Lot**

All student drivers need to register their vehicle before they drive to school, only seniors and juniors will be given a reserved parking spot. Please drive and park courteously. Upon arrival, students are to enter the building promptly. The back lot is reserved for faculty and staff parking. School administration has the right to search the car if there is "reasonable suspicion" of illegal substances in a vehicle. Disciplinary measures may be issued and/or parking privileges revoked for inappropriate behavior in regards to driving habits or parking lot behavior.

Parents may drop off and pick up students at the main entry. If parents must wait for their student after school, use the outside of the turn around for temporary parking. Do not use the inside of the turn around so that vehicles may move easily through the area.

## **Sacred Music Policy**

Since our Lord commands unity in faith in all areas of teaching (1 Corinthians 1:10, Romans 16:17), participation in public ministry roles at SLHS requires public agreement in teaching. This includes student public ministry roles in chapel and other worship events such as a public reader, instrumentalist or singer for the assembly – either at school or in a church worship service. Students who are unchurched or members of or participants in the ministry of a church or congregation that is not in unity in faith in all areas of teaching with SLHS and the WELS are respectfully asked to refrain from participating in such public worship ministry. This is because their participation in two different ministries would be giving a divided confession of faith, rather than a united one (1 Corinthians 1:10). This is not a judgment of their private, personal faith, but an honest recognition of a public difference in teaching between church bodies. For God always wants our private confession of faith to be expressed as a public confession of faith (Romans 10:9). Special circumstances will be evaluated by the campus pastors on an individual basis. Those with questions and concerns are asked and encouraged to speak with one of our SLHS' campus pastors.

## **School Closings**

Families will be notified through a message from the Principal or for more information on school closings, watch one of these stations:

WTMJ 4, Fox 6, WDJT 58, or WISN 12

In the event that school is closed all or part of any school day because of inclement weather, all in-house extra-curricular activities for the balance of that day are cancelled. Significant changes in weather between the time of closing and the start of an activity hosted by another school will be monitored on an individual basis. Shoreland's participation will be determined by the administration.

## **Inclement Weather Procedures**

Shoreland puts student safety first. Several factors are taken into consideration when determining whether to close school due to inclement weather and/or emergency or crisis situations. Factors include, but are not limited to:

1. Has a weather warning been issued?
2. Is the air temperature -25° or lower?
3. Is there a sustained wind chill -34° or lower?
4. Has there been or will there be a heavy accumulation of snow, especially during typical travel patterns to and from school?
5. Are streets and highways clear of drifting snow?

6. Are buses unable to run due to extreme cold or unplowed streets, county roads, and highways?
7. Are other schools with many students traveling on county roads and local streets closing?
8. Are local buses available to run routes through RUSD and/or KUSD?
9. Are driving conditions hazardous?
10. Are there power outages?

If school is not cancelled and a parent/guardian feels his/her child is safer at home, the parent/guardian may keep his/her child at home. Keeping a child home due to weather will be recorded as an excused absence on the student record so long as the parent/guardian reports the absence in a timely manner.

In the event school is closed or the arrival/dismissal time is changed due to inclement weather and/or emergency or crisis situations, an announcement will be made via SwiftK12, local television stations (TMJ4, Fox 6, WISN 12, CBS 58 and WILL Rock 95FM/WLIP 1050AM), and Facebook no later than 5:30 a.m. unless circumstances require otherwise.

If school is closed, all after-school activities, including sports and evening events, also will be cancelled for that day and rescheduled if possible, or as needed.

By rule, Shoreland Lutheran High School is required to provide at least 1137 hours of instruction annually. Extra hours are built into the schedule to accommodate school closing. However, the hours of closure could exceed the extra hours built into the schedule. Should that situation occur, Shoreland will adjust the schedule and/or calendar to meet requirements.

### **School Office Hours**

Mid-August – May	7:30 AM - 3:30 PM
June – mid August	8:00 AM - 12:00 PM Monday-Thursday (Closed Fridays)

Closed during Thanksgiving, Christmas and Easter Vacations, as well as other days when school is not in session. If it is critically important to contact the school, please call the Principal at (262) 216-4203.

### **Support Groups**

While support from SLHS comes from many sources, the following special support groups have contributed notable services to the school. The participation of Shoreland parents in their activities is encouraged.

- PMPA “Pacer Music Parents Association” (supports fine arts)
- Pacer Patrons (supports athletics)

### **Testing Program**

Current SLHS Students: SLHS conducts a standardized testing program to help in the evaluation of courses and student progress. Shoreland students take Measures of Academic Progress Interim Assessment (MAP) tests. Freshman and sophomore students will take the ACT Aspire Test in preparation for the American College Test (ACT) that will be taken during the junior year. Sophomores take the Forward Exam Social

Studies test. Juniors may choose to take the College Board's PSAT/NMSQT Test. Information and guidance is passed along to juniors as they prepare to take college entrance exams such as the ACT or the Scholastic Aptitude Test (SAT).

## **Tuition and Fees**

Tuition fee covers class dues (graduation diplomas, etc.) and student expenses (book rental, report cards, etc.). Not covered are lunch tickets, locks, physical education t-shirt, student planner, yearbooks, letter jackets, graduation announcements, class rings, and class trips.

There will be a fee for each sport or activity listed below in which a student participates. Managers and statisticians volunteer their time to help the team and will not be charged a fee.

Baseball	Cross Country	Golf	Track
Basketball	Football	Soccer	Volleyball
Cheerleading	Forensics	Softball	Wrestling
Robotics			

The fee will be added to the tuition statement when the coach or advisor gives the team roster to the office. (Clubs and activities not listed above may have additional costs.) Unpaid athletic and activity fees may result in a student being denied the opportunity to participate in the sport or activity.

All fees must be paid before a diploma is granted. We do not set up payment plans for fees. Please contact the school office for more details on tuition rates or fees.

# **Academics**

## **Introduction**

The Academic Handbook and Course Catalogue describes the various educational programs and course offerings available to students at Shoreland Lutheran High School. Also included are graduation requirements, general college admissions information, and academic procedures. This handbook describes courses to be offered during the 2021-2022 school year. It should be noted that some courses listed may not be offered due to insufficient enrollment.

## **Academic Planning**

Shoreland Lutheran High School offers a balance of courses in order to meet varying needs and interests. The following information will help you plan your student's program. During the four years of high school, students are required to make many decisions. Shoreland Lutheran High School's guidance program is designed to help each student make choices that will make the most of his/her God-given talents and adequately plan for the future. Throughout the school year, each student will meet with the Guidance

Director or his/her advisor in individual meetings to discuss academics, college plans, career ideas, etc. Besides student guidance, the department is responsible for student programming, scheduling, and testing. The Guidance Director, faculty advisors, and the Dean of Student Life provide students with regular opportunities to receive personal, individualized guidance, and counsel.

### Planning Your Program

SUBJECT	GRADE 9	GRADE 10	GRADE 11	GRADE 12	REQUIRED
Religion	Religion (1)	Religion (1)	Religion (1)	Religion (1)	4 credits
English	English (1)	English (1)	English (1)	English (1)	4 credits
Math	Math (1)	Math (1)	Math (1)		3 credits
Social Studies		World History (1)	US History (1)	American Gov. (.5) Economics (.5)	3 credits
Science	Science (1)	Science (1)	Science (1)		3 credits
Commercial	Computer Essentials (.5)				.5 credits
Fine Arts	Music (.5)				1 credit
Phy. Ed.	Phys Ed. (1.0)	Health (.5)			2 credits
Electives					5.5 credits
TOTAL Credits Required for Graduation					<b>26 credits</b>

### NOTES

1. If a student took Algebra I in grade school and a successfully completed placement test, Geometry may be taken.
2. If students come without MAP scores, the student will need to take a reading and math MAP survey test for placement.
3. Fee for Course Selection Changes. After students have been led through course selections for the following school year (usually completed in November of the previous year through Student Services) - the list of course selections will be approved by the student, the student's parent/guardian, and the Guidance Director. Beginning on the first day of classes in either semester, there will be a \$20.00 fee for each class change request.. This is necessary to assure staffing and the correct number of course offerings each year.

## **Xello**

Our school Guidance Department is using [Xello](#) to help students prepare for academic, career, and future success. The program helps students: Define their interests, skills, preferences, and aspirations so they can explore the opportunities right for them. Create dynamic actionable plans that outline the steps needed to achieve school, career, and life goals. Learn about career possibilities and educational pathways by exploring rich, engaging content and lessons. And, develop age appropriate skills and knowledge for success in school and beyond. The program complies with legal requirements for safety and security outlined in the Family Educational Rights and Privacy Act (FERPA).

## **Courses of Study**

There are five programs of study offered at Shoreland Lutheran High School:

1. General education program
2. Pre-college program
3. Pre-ministerial program
4. STEM Academy
5. Skilled Trades Academy

A complete listing of courses can be found in the Academic Handbook and Course Catalog and is posted on the school website. Copies are available in the office.

## **General Education Program**

In an effort to provide a well rounded high school education based on a sound Christian viewpoint, a variety of electives besides the required courses are available at SLHS. Some students may choose to take additional courses in areas such as business, practical arts, or home economics. Electives are important as they provide the opportunity to learn in several academic areas and prepare the student for post-high school education or employment. Parental involvement in choosing electives is therefore required.

## **Pre-College Program**

In most cases, our technical and professional-minded society requires a post-high school education. Most of our graduates will be attending colleges, universities, or technical schools to pursue further education to accomplish their career goals. Students planning to attend college should be sure to discuss those plans with their Guidance Director, advisors, and parents early in his/her high school years as possible. For those considering college, the following program is strongly recommended.

### College Prep Coursework Credits Required

English	4
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Math	3 – 4
Science	3 – 4
Social Studies	3 – 4
World Language	2 – 3

Other considerations for the college-bound:

1. Most schools require prospective students to take the ACT or SAT test.
2. The student should take the initiative early (sophomore or junior year) in making personal contact with possible colleges and universities.

### Pre-Ministerial Education Program

Jesus Christ gave us all the command to go and preach and teach the Word of God to all people. To some, He has given the gifts and abilities to work full time as pastors and teachers. We strongly encourage our students to pursue a career as a pastor, teacher, or staff minister in the Wisconsin Evangelical Lutheran Synod. We offer a course of study to prepare them for Martin Luther College, the WELS College of ministry.

Recommended	Pastoral	Recommended	Teaching/Staff Ministry
4 - years	English	4 - years	English
3 - 4 years	Social Studies	3 - 4 years	Social Studies
3 - 4 years	Math	3 - 4 years	Math
3 - 4 years	Science	3 - 4 years	Science
2+ - years	Latin, or German, or Spanish	2 - years	Any World Language

### STEM Academy

STEM Academy at Shoreland Lutheran High School is a special branch of the curriculum offered. Science, Technology, Engineering, and Mathematics (STEM) are booming fields of study across the globe. According to US News, there were 5.7 million STEM related job openings in 2013, 4.4 million of which required a bachelor's degree (usnews.com). Shoreland stands ready to prepare students for lives of Christian service in STEM fields by facilitating the Project Lead The Way curriculum. Students who wish to participate in the academy must submit an application to the department chair by May 15th each year. Second semester enrollment is contingent upon passing first semester coursework.

## **Skilled Trades Academy**

Shoreland stands ready to prepare students for lives of Christian service in the Skilled Trades. Students who pursue the skilled trades can end up graduating high school with marketable skills, and in some cases, job offers. For students who are willing to continue on in their training, there is almost unlimited career mobility in the skilled trades. Students who wish to participate in the academy must submit an application to the department chair by May 15th each year. Second semester enrollment is contingent upon passing first semester coursework.

## **Wisconsin Youth Apprenticeship Program**

Shoreland Lutheran High School offers the Wisconsin Youth Apprenticeship (YA) program to students entering grades 11 and 12.

The YA program integrates school-based and work-based learning. Students accepted into an approved youth apprenticeship program will continue taking classes at Shoreland while working as an apprentice at a participating business or industry. Students will incorporate into their schedule a class that is related to their youth apprenticeship program.

Students in the YA program gain skills and experience by working as paid employees, and the job becomes an extension of the classroom. Skilled workplace mentors supervise and train students on the skills identified for the career cluster. Students also learn the company's culture and core values during their apprenticeship. Students may work before, during or after school hours, as well as during summers and holiday breaks, according to the business' preference.

After the completion of the program, students will earn high school credits with noted participation in the specific apprenticeship program on their high school transcript along with a State issued certificate from the Department of Workforce Development.

To be a YA candidate, a student must:

1. Have and maintain a 2.0 GPA
2. Be on track with credits for graduation
3. Have a good attendance record
4. Have reliable transportation to and from the workplace

Students who are interested in the program can stop in Student Services for more information. You can also visit <https://dwd.wisconsin.gov/youthapprenticeship/>.

## **Work Release Policy**

Some students may decide to participate in a work release program. No credit towards graduation is offered through work release. No specialized certifications will be offered through work release. Any students desiring such a program should speak to the Guidance Director.

A student who wishes to participate in such a program must:

1. Be senior student status
2. Make a request at least two weeks prior to the beginning of a new semester.
3. Be current on all tuition and fees.
4. Arrange for their own transportation to and from the work release job. SLHS will not provide transportation.
5. Be in academic “good standing”
  - a. Must be academically eligible to apply and have a cumulative GPA of at least 1.85 for work release.
  - b. Must remain academically eligible during the semester of work release.
  - c. Must carry a semester course load of at least 3.0 credits or 6 classes.
6. Receive written statement from the employer that:
  - a. Explains how the student’s job will provide experience or training that may lead to a career.
  - b. States that the employer will excuse the student from work on occasions when SLHS has special daily schedules that rearrange or change the times of the periods of the day.
  - c. States that the employer understands that the student’s work release privileges may be cancelled on short notice if the student becomes academically ineligible.
7. Receive signature on Work Release form from employer complying to program
8. Conduct parent conferences and gain parent signatures on Work Release Form from the parent(s) requesting the program prior to release.
9. Receive signature from the Guidance Office and Dean of Student Life
10. Submit timesheets bi-weekly to the guidance office.

## **Online Learning Policy**

Students must possess these characteristics and demonstrate academic performance levels that will ensure success online. All online courses **MUST** be approved through the guidance office.

Please consider the gifts God has given you as you determine whether or not online courses are a good fit for you or not. Listed below are the characteristics of successful online learners.

1. Self-motivating. Online students need to be able to motivate themselves to get work done since online learners may not have all of the constant reminders that students in more traditional settings.
2. Good at meeting deadlines. There may be specific deadlines for turning in assignments or posting on a discussion board, students need to be able to keep track and meet those deadlines.
3. Comfortable participating through online discussion forums. Many online programs require participation in discussion forums. It's important to share thoughts and ideas. Students will need to clearly articulate their thoughts through writing.
4. Comfortable working independently. Online learning means doing things on your own time. While SLHS will give online students time through study halls, students still need to be able to work on their own and without the structure of being in a classroom.

5. Stay organized. Students need to keep course materials and assignments orderly. Being able to keep track of when tasks are due, utilize online resources, and checking in to the virtual classroom environment daily are critical to get the most out of the course.

Students are responsible for the cost of course fees plus course materials for online credit courses, with the exception of Latin. Credits earned from any accredited educational institution may be accepted. Earned credits must be verified through the Guidance Office with an official transcript from the accredited institution. Students who do not earn a passing grade for the first semester of a full-year course will automatically be dropped from enrollment in the second semester. In addition, if a student does not pass Latin or any online course paid for by Shoreland, the student must reimburse the school for the cost of the tuition and other fees. Any exceptions need an online instructor and guidance office approval.

### **College Level Credit Offerings**

#### *Statement on College Level Credit Offerings*

SLHS recommends that students entering a dual credit or Advanced Placement course have a Lexile measure of at least 1250L as measured on their Measures of Academic Progress (MAP) interim assessments.

Advanced placement and dual credit courses are college level courses. The rigor is to a higher standard. The reading levels of college texts are generally higher than the reading levels of high school texts. For example, many 11-12 grade high school textbooks are written in the range of 1050L-1165L, while many post-secondary pursuits fall within a Lexile range of 1200L-1400L or higher. To put this into perspective, a 250L difference between reader ability and text complexity can cause a drop from 75-percent comprehension to 50-percent comprehension. (Williamson, G.L. (2008). A text readability continuum for postsecondary readiness. *Journal of Advanced Academics*, 19(4), 602-632..

Advanced Placement. Advanced Placement (AP) courses are designed to challenge students who excel in the classroom. Course requirements for AP courses are in excess of what might be expected from a normal advanced course. Students will be pushed intellectually to commit to excellence in preparation for what they will experience in a college classroom.

Enrollments in these courses are based on test scores and/or previous grades and an application to the instructor. Advanced Placement courses may lead to college credit in addition to high school credit. The College Board administers a test each spring to determine if college credit shall be granted to each student. In most circumstances college credit is awarded with a score of 3, 4, or 5 on the AP test. Other scores may be considered based on the institution. Additional information on AP courses and exams may be found at [www.collegeboard.com](http://www.collegeboard.com)

Shoreland Lutheran High School offers these AP options on-site.

1. AP Chemistry
2. AP US History
3. AP Literature and Composition
4. AP Language and Composition

## 5. AP Calculus AB/BC

**NEW Martin Luther College.** Martin Luther College offers online options through [Amazing Grace Virtual Academy](#) (AGVA) ([www.amazinggraceva.org](http://www.amazinggraceva.org)). Course descriptions and syllabi can be found on the website by selecting the Resources tab and then Course Offering Info or Course Syllabi. You may also request a copy of the offerings and syllabi through the Guidance Office. AGVA gives directions to students about how to receive AP credit for their AP courses through AGVA. Students are not eligible for AP course offerings through AGVA that Shoreland offers as a face to face course on-site format. Each college course is completed within one semester and typically requires a significant amount of reading, writing, collaboration, and studying. College courses are generally paced more quickly and contain more difficult content than high school courses, so students taking any of these courses should be prepared for a special challenge.

**Bethany Lutheran College.** Online course options are offered through [Bethany Lutheran College](#) ([www.blc.edu/high-school-dual-credit-courses](http://www.blc.edu/high-school-dual-credit-courses)). Each college course is completed within one semester and typically requires a significant amount of reading, writing, collaboration, and studying. College courses are generally paced more quickly and contain more difficult content than high school courses, so students taking any of these courses should be prepared for a special challenge. Students earning a C or above in these courses earn credit at Bethany Lutheran College that may be transferred to other institutions (depending on the credit transfer policies of individual colleges).

**Gateway Technical College.** You can earn college credit while still in high school. There are many options to earn both high school and Gateway Technical College credit for courses you take throughout your high school career. The benefits of dual credit add up, including: money saved, careers explored, early career entry, and free certification exams. View the [High School Academies](#) and other programs Gateway Technical College offers. Connect with Shoreland's [New Student Specialist](#) to learn more. See Student Services for information on Shoreland courses that hold Gateway transcribed credit and advanced standing agreements.

### **Attendance Policy (In order to achieve Academic Credit)**

Regular school attendance is essential for acquiring a quality, Christian education. School attendance is compulsory in the state of Wisconsin for all students, ages 6-18, unless the child has graduated, is excused by the school or parent, or is enrolled in an alternative program leading to graduation. The responsibility for monitoring and encouraging school attendance is shared by the parents and school. Parents must provide excuses for all student absences. The excuse may be in the form of a handwritten note, email, or phone call. (Statutory Reference: 118.15 (3) (a) (c))

Absences are accrued by the set or full day attendance per semester.

1. 5 days. The Dean of Student Life will email, call, or meet with the parent/guardian to create a plan for more regular attendance and to alert the parent/guardian and student of the next steps in the attendance consequences.
2. 8 days. A student is on academic probation. Academic probation means:
  - a. A student may no longer participate in any after school activities or extra-curricular activities for the next 15 days of school. This means no practices, etc. of any kind.
  - b. A student must attend the Afternoon Learning Lab in the SEE center during these 15 days.

- c. After the 15 day period, the student’s academic progress will be reevaluated. If they have made satisfactory progress (based upon reports from the teacher, guidance counselor, and administration) they will be reinstated to participate in extra-curricular activities.
- 3. 10 individual sets in any one course in one semester (excused or unexcused) a student will longer receive credit for class.
- 4. 20 full days in a school year. The administration reserves the right to recommend disenrollment from Shoreland Lutheran High School. (1 full day of absence = absent 7 or more class periods)

The administration reserves the right to review situations that may be interpreted as extenuating circumstances.

**Academic Evaluation**

Report cards are issued each semester and are mailed directly to the parents. Quarter grades indicate the student's progress in the course. Semester grades are recorded on the student's permanent record (transcript) and are used to determine class rank. Parents and students are able to check grades any time on PowerSchool.

*Grading Scale*

The following chart displays the marking scale at SLHS:

Percentage Range	Letter Grade	Mark Points	
95 - 100	A	4.00	Excellent
93 - 94	A-	3.67	
91 - 92	B+	3.33	
87 - 90	B	3.00	Good
85 - 86	B-	2.67	
83 - 84	C+	2.33	
79 - 82	C	2.00	Average
77 - 78	C-	1.67	
75 - 76	D+	1.33	
72 - 74	D	1.00	Poor
70 - 71	D-	0.67	

	E	0.33	(Effort)
	F	0.0	Fail (No Credit)
	I	0.0	Incomplete
	WF	0.0	Withdraw/Fail
	M	0.5	Medical

### *Weighted Grades*

Honors courses receive a 0.33 increase in GPA mark points due to the nature of the course content. Honors courses are identified within the Course Catalog.

### **Academic Recognitions**

#### *Valedictorian and Salutatorian.*

In order to be considered as a candidate for valedictorian or salutatorian of the graduating class, a student must attend Shoreland Lutheran High School for his/her entire junior and senior year. In no case will any student who transfers to Shoreland Lutheran High School during his/her junior or senior year be considered for valedictorian of his/her graduating class.

The valedictorian for each graduating class of Shoreland Lutheran High School will be determined on the basis of the cumulative grade point average after seven semesters. The student who has earned the highest grade point average at that time is declared the class valedictorian. If two or more students tie for the highest cumulative grade point average after seven semesters, the number of points earned will determine the Valedictorian. (Points = Number of Credits Earned x Cumulative Grade Point Average). If two or more students have the same point total, co-valedictorians will be named.

The salutatorian for each graduating class of Shoreland Lutheran High School will be the student who is ranked second in the class based upon cumulative grade point average. If two or more students tie for the second ranking based upon cumulative grade point average after seven semesters, cumulative points will be used to determine the salutatorian.

If co-valedictorians have been named, the student with the next highest ranking based upon cumulative grade point average and or cumulative points will be the salutatorian

#### *Honor Roll*

The Honor Roll is published after each semester. Only semester grades are used for the calculation of class rank. Recognition of the use of one's talents is a worthwhile thing. Position on the honor roll will be determined by an average of the points earned.

#### Rank Grade Point Average

Highest Honors	3.8-4.00
High Honors	3.5-3.79
Honors	3.2-3.49
Honorable Mention	3.0-3.19

#### *Academic Letters*

Shoreland Lutheran High School students in grades 10, 11, & 12 will earn a letter in the area of “Academics” if they meet the following Grade Point Average criteria:

Sophomores must have a cumulative 3- semester GPA of 3.79 or higher

Juniors must have a cumulative 5-semester GPA of 3.49 or higher

Seniors must have a cumulative 7-semester GPA of 3.49 or higher

#### **Academic Support**

The Shoreland Educational Excellence (SEE) Center is designed to help students who need or desire academic support or enrichment. Students with grade point averages below 1.85 or students not functioning at a level consistent with their potential will be assigned to the SEE Center during their scheduled study hall times for homework support. Students who desire occasional help or would like enrichment beyond the scope of the SLHS curriculum can sign up to receive services when desired or needed.

#### **Physical Education Credit Replacement Policy**

SLHS requires 1.5 credits of PE and 0.5 credits of Health totaling 2.0 credits of PE to graduate. A student may apply to replace one semester (0.5 credits) of physical education with an elective semester course (0.5 credits) in a core academic area by meeting the following criteria:

1. The student must be able to demonstrate a clear need for the replacement credit based on hardships due to course selection and scheduling.
2. The hardship is determined in consultation between a family and the school.
3. The student may have no more than one study hall and/or SEE Center during the semester the replacement credit is earned.

Requests will be reviewed by the SLHS Academic Council and Administrative team. A list of approved requests will be furnished to the Academic Affairs Committee of the SLHS Board of Directors.

#### **Computer Essentials Test-out Option**

Shoreland offers a test-out option of Computer Essentials for incoming students. Middle schools are responsible for Google Applied Digital Skills training. Students who successfully complete required coursework at their middle school may be approved by their principal for the test-out option. Students are awarded 0.5 credits if they successfully complete the test.

## **Late Work**

Teachers will follow the Late Work Policy established in their course syllabus. In the course of helping students accomplish their assigned work, the Afternoon Learning Lab has been established. Afternoon Learning Lab will take place in the SEE Center – Monday through Thursday. Students will remain in the SEE Center the entire time (3:15-4:00 PM) Students will remain in Afternoon Learning Lab for consecutive days until their designated incomplete work is completed. Once the completed work is received and corrected by the teacher for learning, it will be assessed accordingly. No after school activities will be allowed during the time of an Afternoon Learning Lab (game, practice, fine-art activity) – students may resume activities after completion of the Afternoon Learning Lab.

What happens if a student has completed work before or during the assigned Afternoon Learning Lab? All students must remain in the Afternoon Learning Lab the entire time: 3:15-4:00 PM. Students will work on other homework if assigned late work is completed. A teacher may excuse a student from Afternoon Learning Lab if the student has successfully completed the assignment and it has been assessed to the teacher's satisfaction. Afternoon Learning Lab should be notified of excused students.

## **Incompletes**

An incomplete is marked by an "I" on the report card when, because of illness, absence, or another valid excuse, insufficient work has been turned in to warrant a grade. In such cases, credit is withheld until the situation has been remedied to the satisfaction of the teacher involved. The student is responsible for all make-up work. This "I" becomes an "F" if the work is not completed within one week after the end of the marking period, unless there is some exceptional and valid excuse for extending this time. A failing final mark in a required course must be made up to fulfill graduation requirements.

God expects each student to work according to his/her ability. Realizing that not all students have average abilities in academics, instructors may choose to give a low achieving student an "E." This mark suggests that the student has produced work showing exceptional effort, but has not achieved a grade as high as a "D-." The student with an "E" does receive credit for the course.

## **Failure of Course Policy**

Students, families, and teachers envision and strive for success in school. If a student is in danger of failing a course at any point within the final four weeks of the semester, the following steps need to be taken to help the student overcome obstacles of a failed course.

### *Teacher Expectations*

Teachers will make use of Afternoon Learning Lab to have students complete any unfinished or redone work that is to be graded.

Communication: Teachers need to communicate student status via email to the Guidance Director and email or phone call to parents, encouraging them to work with students.

To issue a failing grade: Proof/Evidence of failed course will be shared with the Guidance Director or the Principal prior to a final grade being given. Evidence can include, but is not limited to failed assessments, record of incomplete work, record of absences, academic dishonesty, etc.

A parent/teacher/student meeting or communication, other than a report card, will be made in order to demonstrate failure to the student/family.

Consequences of the failed course will be discussed by Student Services, the student, and the student's family. If the course is a required Core course, it must be repeated and scheduled for a future semester.

### *Student Expectations*

Strive to meet each academic standard presented in the course to the highest level of God given ability. Check the online gradebook within the student information system daily and communicate with the teacher to uncover assessments that may be redone in order to meet the academic target. Seek out and request a meeting with their teacher weekly to review specific assignments, skills, and concepts in order to avoid a failing grade for the course.

## **Course Retake Policy**

Retaking a course provides Shoreland students additional opportunities to learn and demonstrate learning for courses previously taken. Only courses in which a student posted a D+ or lower are eligible for retake. When considering retaking a course, the student will meet with the Guidance Director to review the entire transcript, currently enrolled courses and the student's post-secondary plan.

Students will outline:

1. Reasons for repeating course
2. Reflections of previous performance
3. Support plan

Requests will be denied for a course retake if the next course in a course sequence has already been taken and a grade of C- or above was earned (Ex. earned a B in Spanish II, thus cannot repeat Spanish I in which the student posted a grade of D+ or lower). Requests may also be denied based on credit status of student or if course enrollment limits are already met.

Upon completion of the course retake, the transcript will list both occurrences of the course with each accompanying grade. Both grades count in the grade point average calculation. Credit for the course will only be earned once.

## **Credit Recovery Policy**

If a student is in need of credit recovery over the summer due to failing a required course, the student should apply for summer school in their home public school district. If our Shoreland Student Services office

receives an official school transcript or grade notification from the school district that offers a completed summer school course, the student will receive credit for the course.

Students may also enroll in American School, an online school. Students will complete work online. Students pay their separate tuition fees. Upon receiving official transcript notification of their final grade, the student will receive credit for the course.

Students may also enroll in an approved accredited online school (E-school). Students will complete work through the online school as well as pay their separate tuition fees. Upon receiving official transcript notification of their final grade, the student will receive credit for the course.

### **Academic Integrity Policy**

SLHS expects all students will honor the principles of honesty and truth as taught in God's Word. This means that all academic work will be done by the student to whom it was assigned without unauthorized aid of any kind. In keeping with our core values of excellence, integrity, and accountability, it is also expected that when a violation of our core values takes place students will respond by reporting the violation. All research sources must be cited fully and accurately. The school reserves the right to use academic screening companies to check for the authenticity of student work.

The following guidelines have been established concerning cheating and plagiarism:

Offenses will be categorized depending on circumstances, severity, and previous history. Immediate consequences may include—but are not limited to— warnings, grade deductions or failures, detentions, work redone, and partial or full suspension with the possibility of expulsion.

Gross disregard for the cheating and plagiarism policy or a well-established pattern of dishonest work ethic may result in failure of the course, no credit earned, and partial or full suspensions with the possibility of expulsion. National Honor Society and STEM Academy students are subject to dismissal from the group/program if involved in cheating.

#### Cheating

Definitions:

Cheating: Copying someone else's work or allowing another student to copy work, in total or in part, whether graded or not graded, including but not limited to, homework, quizzes, tests, papers, impromptu essays, labs, etc. Using unauthorized notes, books, calculators, electronic sources, or other materials to complete any assessment, including, but not limited to, quizzes, tests, papers, impromptu essays, labs, etc. Discussing the content of any assessment (quiz, test, impromptu essay, etc.) with a student who has not yet completed that assessment, OR seeking or using such information when you have not yet completed that assessment.

Core assessment: An assessment that must be completed in order to earn credit for the semester.

Minor offense: Often related to poor understanding of proper citation technique or overuse of unoriginal content. If related to core assessment, likely unintentional. If intentional, likely indicates a temporary lapse in judgment rather than premeditation.

Major offense: Premeditated attempt to use other unoriginal or unauthorized content in place of one's own work despite a clear understanding of expectations. Likely, but not limited to, core assessments. May involve coordination with others.

### Plagiarism

Definitions:

Plagiarism: The practice of taking someone else's work or ideas and passing them off as one's own.

Core assessment: An assessment that must be completed in order to earn credit for the semester.

Minor offense: Often related to poor understanding of proper citation technique or overuse of unoriginal content. If related to core assessment, likely unintentional. If intentional, likely indicates a temporary lapse in judgment rather than premeditation.

Major offense: Premeditated attempt to use other non-original content in place of one's own work despite a clear understanding of expectations. Likely, but not limited to, core assessments. May involve coordination with others.

### Consequences

Levels do not necessarily reflect a progression. They may also reflect the severity of the offense.

#### **Level I** - Minor offense

Consequence:

Documented warning within PowerSchool by the teacher.

Possible grade deduction tied to point system for assignment

If necessary, continued education of student about proper citation, etc

#### **Level II** - Major offense, repeated minor offense

Consequence:

Document referral within PowerSchool by the teacher

Students must complete the work

Permanent 50% given for core and non-core assessment

Detention given

#### **Level III** - Repeat major offense, gross major offense (elaborate pre-meditation), multiple minor offenses

Consequence:

Document referral within PowerSchool by the teacher

The student must complete the work

Permanent 50% given for core and non-core assessment

Half-day or full-day in-school suspension given based on circumstances and prior record

**Level IV** - Gross disregard for plagiarism policy, well-established pattern of poor behavior

Consequence:

Document referral within PowerSchool by the teacher

Failure of course

No credit earned

Suspension with the possibility of expulsion

### **Academic Probation**

Academic Probation is a period of close academic supervision for individual students who are not performing at a satisfactory level academically. Students will be placed on Academic Probation if they meet one or more of the following:

1. Two or more “F’s” at the end of any official grading period
2. An unweighted grade point average (GPA) below 1.67 at the end of an official grading period
3. Insufficient credits to stay on track for graduation

The Guidance Department and Administration will review the academic progress of each student on Academic probation and create an action plan for academic success. This may include reasonable adjustments to curriculum, schedules, and assessment strategies. The process of Academic Probation includes:

1. The Guidance Director identifies a student according to points 1-3 above.
2. The Guidance Director will report the student to the Administration.
3. The Guidance Director, Administration, the SEE CENTER, and applicable teachers will formulate an action plan for academic success for the student. The action plan will include:
  - a. Required time in the SEE CENTER during and after school hours.
  - b. Regular meetings with the Guidance Director
  - c. No extracurricular activities.
4. The student will meet with the Guidance Director and the SEE Center to implement the action plan for academic success.
5. The Guidance Director will share the action plan for academic success with the student’s teachers.
6. The Guidance Director and Administration will review the student’s progress for academic success four weeks into the action plan and the next official grading period to determine the student’s Academic Probation status.
7. The Guidance Director and Administration will make a decision whether to continue the action plan for academic success, implement an altered action plan for academic success, or recommend the student for academic dismissal from school.

## **Academic Dismissal from School**

It is the policy of the school to retain students if they remain on track to fulfill all graduation and credit requirements. A student may be academically dismissed if, after being placed on academic probation:

1. a student fails to achieve a grade point average of 1.33 at the next consecutive semester, or
2. a student fails courses required for graduation, or
3. a student falls over 1.0 credit behind grade level minimums, or
4. a student fails to comply and cooperate with the process designed to improve academic standing.

All dismissal decisions are made by the Principal in consultation with the SEE Center, Guidance Director, Administrative Team, and the Academic Council. Parents have a right to appeal to the executive committee of the Board of Directors.

## **Attendance**

One of the many blessings God has given you is time itself. As a faithful steward of that gift, you are expected to attend school faithfully. It should also be noted that in order for you to get the most from your education, it is very important that you develop and maintain good attendance habits. Regular attendance is essential for the earning of credit at the high school level. Your personal attendance record may also be of great interest to future employers and colleges.

### *Attendance Policy*

Regular school attendance is essential for acquiring a quality, Christian education. School attendance is compulsory in the state of Wisconsin for all students, ages 6-18, unless the child has graduated, is excused by the school or parent, or is enrolled in an alternative program leading to graduation. School attendance is described as joining a live session in a remote location or in-person at the school. The responsibility for monitoring and encouraging school attendance is shared by the parents and school. Parents must provide excuses for all student absences. The excuse may be in the form of a handwritten note, email, or phone call. (Statutory Reference: 118.15 (3) (a) (c))

Absences are accrued by the set or full day attendance

The Dean of Student Life will call or meet with the parent/guardian of a student who misses 5 days of school in a semester to create a plan for more regular attendance and to alert the parent/guardian and student of the next steps in the attendance process as listed below:

- 8 days of school (excused or unexcused) in one semester, a student is on academic probation.  
Academic probation means:
  - A student may no longer participate in any after school activities or extracurricular activities for the next 15 days of school. This means no practices, etc. of any kind.
  - A student must attend the Afternoon Learning Lab in the SEE center during these 15 days.

- After the 15 day period, the student's academic progress will be reevaluated. If they have made satisfactory progress (based upon reports from the teacher, guidance counselor, and administration) they will be reinstated to participate in extracurricular activities.
- 10 individual sets in any one course in one semester (excused or unexcused) a student will no longer receive credit for class.
- 20 full days in a school year. The administration reserves the right to recommend disenrollment from Shoreland Lutheran High School. (1 full day of absence = absent 7 or more class periods)

The administration reserves the right to review situations that may be interpreted as extenuating circumstances.

### *School Absence Guidelines*

A student is excused from school attendance for any activity which is important to the family if his or her parent or guardian submits an excuse to the school prior to the student's absence from school. A student may be excused under this provision for not more than 5 full or partial days (6 or fewer class periods) in a semester. Absences as a result of the following will generally be classified as excused by the school:

1. Temporary physical or mental illness. The Principal/Dean of Student Life may request the parent obtain a written statement from the physician or other medical professional as proof of the child's condition. The child is required to complete course work missed.
2. Medical or dental appointments
3. Required legal appearances
4. Family emergencies
5. Approved school sponsored activities

Any absences that exceed the 5 day per semester parent excused provision, will be marked as unexcused. Any absences that do not include the reasons listed above by the school will be marked unexcused. Failure by the parent to provide an excuse will result in an unexcused absence.

If a child misses part or all of five or more days in one semester without an acceptable excuse (unexcused), the child is considered habitually truant and referral will be made by the school under 118.16 (5).

The following is a list of procedures, which we would ask that parents and students follow to facilitate the school's attendance policy.

1. An excuse from a parent/guardian is required for any student absence from school. For extended or excessive absence because of illness, a statement from a physician, dentist, or other qualified professional may be required.
2. It is the responsibility of the parent/guardian to notify the school during the morning of the day that the student is absent. Parents should call the school office (262-859-2595) to report the student's absence. If you call before 7:40 AM., a voicemail may be left. Please give the name of the student, grade, brief reason, and a parent's phone number.
3. If an excuse is not given to the office by the second day back from the absence, an unexcused absence is issued.

4. The school cannot be responsible for the adverse effect which absences have on the student's progress in his/her studies. For this reason, we ask that parents do not take students out of school for vacations or other reasons except when necessitated by illness. When pre-arranged absences become necessary, however, a written request should be sent to the office in advance. Students should personally request schoolwork from their teachers. Completion of incomplete work for planned or unplanned absences is the student's responsibility.
5. If you have an appointment scheduled during the school day, bring a written note to the office at the start of the day to secure a pass to leave the building and then check out with the office before leaving for the appointment.
6. You should always check in at the office when returning to school from an appointment or arriving late to school.
7. Should you become ill or are accidentally hurt during the school day, please notify the office personnel for proper attention; they will call home for you.
8. An unexcused absence from a class (student skipping class, student being asked to leave the class by the teacher, etc.) may result in a detention. (see page 26)
9. A student must not be absent in order to practice or participate in any extracurricular practice or game. Exceptions to this would be a funeral, class field trip, or other excused absence deemed acceptable by the administration.

#### *Late arrival (tardy) to school*

The school views punctuality as an important habit. All students are to arrive at school with ample time to be in his/her classroom by the 7:45 AM bell. Any student who arrives at school after this time must report directly to the school office.

#### *Class tardiness during the day*

Once at school, it is the student's responsibility to get to his/her classes on time. The daily schedule permits four minutes for students to get to their classes without being late. Tardiness disrupts the learning process for the entire class and shows a lack of consideration for fellow students and the teacher.

Students are to be in their classrooms when the bell rings. A student that is in the classroom at the bell but interferes with the teacher's ability to start class procedures or instruction may also be marked tardy at the discretion of the teacher.

A tardy will be excused when a student presents a written excuse signed by a staff member. If there is no written excuse, the tardy will stand.

#### *Consequence of Tardies:*

A tardy of **more than fifteen (15) minutes**, which has not been excused, will be considered an unexcused absence. Late Arrival tardies and Class tardies are categorized separately. **The accumulation of five (5) Late Arrival tardies or five (5) class tardies in a semester will result in a detention.** Detentions will be given for each subsequent tardy in that category up to eight (8). When a student accumulates eight (8) or more tardies in a semester per category, they will receive a 1 day in-school suspension. This in-school suspension consists of sitting in the conference room in the office for the whole 8-hour school day. During this time,

they will be required to do school work (which they will be required to obtain from their classroom teachers on their own) without the benefit of teacher instruction or social interaction with their classmates. They will also eat their lunch in this room by themselves. They will also turn in their cell phones to the Dean of Student Life at the beginning of each day. **If your child should earn more than ten (10) or more tardies in either category, along with the in-school suspensions that they will be serving, they may be asked to discontinue their enrollment at school.** The reason for this serious consequence is that the student is openly and defiantly - through their actions - failing to adhere to a common courtesy rule that is affecting their education, their classmates' education, and the instructional value of the teacher. The student who has received an excuse from a staff member is encouraged to meet with the teacher at the end of the class period to confirm that his tardy status has been properly adjusted.

#### *Perfect attendance*

A student will be awarded a certificate for perfect attendance if the following criteria have been met:

1. The student has been in attendance every day of the school year.
2. The student's attendance record is free of any tardies, excused, or unexcused absences.

Please understand that we realize that there are reasons that parents may want to or need to take their children out of school. But any of these reasons, no matter how good they might be, will not allow a student to meet the above criteria. A student will not be counted absent if they miss class or a day of school for a school initiated event.

## **Graduation**

### **NEW** *Graduation Policy.*

Seniors who have completed the following graduation requirements shall be eligible for a diploma:

1. Students must have accumulated a total of 26 credits;
2. Students must have earned credits in all required courses;
3. Students must have completed eight semesters of instruction;
4. Students must not have any unresolved disciplinary matters.
5. Students must not have any unresolved financial obligations.

#### *Graduation Participation.*

Students must have 26 academic credits to graduate (Please see Handbook section entitled "Course Selection" for requirements). If a student is more than 1.0 credit behind, the student will not participate in graduation. All tuition and student fees must be paid in full or a signed agreement to pay in full must be on file in the office in order to participate in graduation. No transcript of credits or diploma will be issued until all obligations, both academic and financial, to the school have been satisfactorily met. It is understood as a matter of contract, that families, by their attendance at SLHS, waive their right to the forwarding of transcripts to their next school. As this handbook represents the understanding of both parent and school, attendance at SLHS is therefore to be viewed as an assent to the terms and conditions stated in this document.

#### *Class Speaker.*

One student will be selected from the senior class to serve as class speaker at the graduation ceremony. Nominations for student speakers will be solicited from the faculty and from the senior class members of the Student Council and the National Honor Society. The student speaker will be selected by the Shoreland faculty using a private ballot.

Nominees and selected speakers must meet the following criteria:

The student speakers:

1. must have remained diligent in study and Christian behavior throughout their time in high school as evidenced in Core Value Reports
2. must be capable of delivering a quality speech.
3. must represent the graduating class and the school in a positive fashion.
4. must have a minimum cumulative grade point average of 3.2, with the valedictorian and salutatorian being automatic nominees.
5. must have attended Shoreland for a minimum of four consecutive semesters leading up to graduation.
6. must be acknowledged as leaders within the class and school.
7. must have earned the respect of classmates and the faculty.

Administration will prepare and distribute the election ballot by using nominations submitted. The faculty will be given time to discuss the nominees before voting. As necessary, the administration will prepare additional ballots using the names of students with top numbers of votes. Voting by ballot will cease when one student receives a simple majority of faculty votes.

## **Homework Philosophy**

At Shoreland Lutheran High School, homework is a strategic tool used to support and extend learning after sufficient practice has been provided. Students will be provided meaningful opportunities to practice skills and understanding within a goal-oriented classroom. After such opportunities have been provided, students are expected to thoughtfully approach and complete homework with earnest diligence that brings glory to God. Homework at Shoreland provides a three-way partnership opportunity between students, parents, and teachers to be involved in the academic achievement success of the student. Should additional support be needed, the Shoreland Educational Excellence Center (SEE Center) provides academic support for students. Contact the Guidance Director for more information regarding SEE Center requests.

# **Guidance**

## **Guidance**

Shoreland's Guidance Department is designed to help each student make choices that will help them make the most of their God-given talents and assist them in post high school planning. The Guidance Department includes the Guidance Director and the Registrar. The Guidance Director will meet with each student

individually to address overall school progress, career planning, and post high school admissions. General guidance will be given to students through the selection of course schedules and the orchestration and review of standardized testing programs.

## **Counseling**

The Guidance office is not a professional counseling office, however, personal counseling will be given as needed or requested to any student who is in need. The Guidance Director, faculty, and the Dean of Student Life provide students with daily opportunities to receive personal, individualized guidance.

Shoreland partners with Christian Family Solutions (CFS) to offer up to 5 free professional counseling sessions. Call 800-438-1772 to arrange for support. Free mental health screenings are available to all interested students through CFS.

**NEW** Shoreland also partners with AdvocateAuroraHealth to offer up to 4 free professional counseling sessions through the Student & Family Assistance Program (SFAP). This program offers 24/7 support. Call 800-236-3231, and identify yourself as eligible for SFAP through Shoreland Lutheran High School.

## **Schedule Changes**

Student schedules are chosen and approved by students, a parent or guardian, the Guidance Director and the Registrar prior to each new semester. Schedule changes may be requested one week prior to the first day of a new school year (Semester 1), and one week prior to the beginning of second semester (Semester 2). Students will be charged a processing fee for changes to their set schedule beginning the first day of classes each semester. A student's instructor may recommend a change in their schedule for the benefit of the student and/or the class. No processing fee will be charged for an administrative change to their schedule.

Students may make a request for a change in their schedule during the first week of each new semester. Any change after the new semester must be approved by a parent or guardian, the Guidance Director and the Registrar. Students will be charged a processing fee of \$20 for changes to their set schedule.

Any courses dropped after the first week of the semester without instructor or Guidance Office approval will receive a WF (Withdraw/Fail) on their permanent record. Exceptions to standard policy are subject to review by the Principal.

## **Scholarships**

Students who earn the highest score on Shoreland placement testing in their federation grade school will receive a \$250 scholarship toward their education at Shoreland. In addition, the Principal's Scholarship (\$500) is awarded to the highest scorer from all the Federation schools. If the student maintains a 3.0 GPA in his/her freshman year, the money will be awarded in the fall of his/her sophomore year.

The following memorial scholarships are available for returning students and can be used toward tuition or fees:

- Ken Russell for spiritual leadership and volunteer service – returning Junior (\$250)
- Erbe-Vogel for academic, social, and spiritual leadership (\$150)
- Dana Spurlock for visual arts (\$300)
- Brooks Family Bio-Med (varies)
- STEM Engineering (varies)

The following memorial scholarships are available to graduating seniors:

- L.R. "Larry" Marquardt Scholarship (\$1000)
- Cameron Nahf (\$1000)
- Teresa Muzatko (\$1500)

There is a list of scholarships under the [guidance tab](#) on the Shoreland website.

## **Transcripts And Transfer Status**

SLHS is a member of the Association of Lutheran HighSchools and is listed in the Wisconsin Non-Public School Directory published by the Wisconsin Department of Public Instruction. Credits earned at SLHS are transferable to other secondary schools, both public and non-public, and to any institution of higher learning.

All transcripts should be requested through Parchment.com. Students or their parents or guardians are responsible for ordering and paying for the processing fee charged by Parchment.com. No transcript of credits or diploma will be issued until all obligations to the school (both academic and financial) have been satisfactorily met.

### *Transfer Credit Policy*

Regarding our practice with transfer credits:

- Shoreland will accept credit and record a given grade (A-F) for any class in which credit is given from another accredited educational organization.
- Shoreland does not accept transfer grades in a weighted grading format.
- Grades will be entered on a student's transcript as received for credit, and will be calculated into a student's GPA using Shoreland's grading scale.

## **Work Permits**

Any student below the age of 16 who becomes employed is required to have a work permit from the Wisconsin Department of Industry, Labor and Human Relations. After you have secured a job, the Student Services office can issue a permit. Students are required to bring the following to the office before school:

1. Proof of age (birth certificate or driver's license)
2. Social security card
3. A letter from employer stating intention to hire a minor and what the job duties will be (type of business, business address and phone number must be included)
4. A letter from parent or guardian consenting to the employment
5. Mandatory fee of \$10 (State regulated)

# Programs (Extra-Curricular Activities)

## Extra-curricular Activities

Shoreland offers students a variety of opportunities for participation in extracurricular activities. The following activities are supervised by faculty advisors: Art Club, Forensics, Drama, National Honor Society, Students for Life, Student Ambassadors, Ministry Club, A/V Club, Trap Shooting, Cross country, Golf, Football, Soccer, Volleyball, Cheerleading, Basketball, Baseball, Softball, Track, and Wrestling. To participate in these activities the student must follow the code of conduct.

## Athletics/Athletic Conference

Shoreland is a member of the Metro Classic Conference.

- Catholic Central Hilltoppers
- Martin Luther Spartans
- Prairie School Hawks
- Racine Lutheran Crusaders
- St. Catherine's Angels
- St. Joseph Lancers
- Shoreland Lutheran Pacers
- Dominican Knights
- St. Thomas More Cavaliers

Boys' sports include cross-country, golf, soccer, baseball, basketball, football, track and wrestling. Girls' sports include cross-country, soccer, volleyball, basketball, softball and track. Anyone participating in sports must be careful that his/her academic program does not suffer. Personal level of ability, attitude, and application of ability to do class work are all important considerations in determining eligibility. Guidelines for participation are provided under the eligibility section of this handbook.

### *Decorum for Metro Classic Conference Athletic Events*

The following guidelines for all spectators at athletic events have been adopted by the Metro Classic Conference, of which Shoreland Lutheran High School is a member.

1. A person under the influence of either liquor or drugs will be denied admittance to the game.
2. No smoking anywhere inside of the building or on school grounds.
3. Throwing objects onto the field or court, or interrupting the game by running onto the floor or field will lead to removal from the game.
4. Damage to school or property can lead to dismissal from school plus payment for all damages. Stomping on bleachers is forbidden.
5. Forms of harassment or fighting before, during, or after games is forbidden.
6. Follow individual school guidelines for liquid refreshments in gymnasiums.

7. Theft in any form may lead to dismissal from school.
8. No radios or tape players are allowed (unless for approved use such as cheerleader routines or in conjunction with earphones.)
9. Noise makers are forbidden at all indoor athletic events including whistles, bells, horns, and kazoos. If a band is present during the game, they may play only during time-outs.
10. Cheerleading squads should work together so that both groups are not on the floor at the same time. Cheerleaders should set a positive tone for the fans with no derogatory cheers allowed. A good principle for all fans is: cheer for your school and not against the opponent. No signs are to be posted or carried where they will be a distraction for players involved in a contest. The posters should be positive and constructive in nature.

**NEW** Spectators may be ejected from interscholastic athletic competitions for flagrant harassment or unsporting conduct. Ejections will require suspension from no less than the next competitive event or meet in the same sport and level of competition that the ejection occurred.

## **Eligibility**

These guidelines apply to all areas of student life outside of the classroom. This includes such extra-curricular areas as athletics, clubs and organizations, and musical and dramatic groups.

### *General Considerations*

1. Participation in extracurricular activities at Shoreland is to be encouraged in that these create another avenue of education for students with special interests and talents.
2. Participation in extracurricular activities is a privilege granted to our students to be used in a God-pleasing way.
3. Although time and effort is needed to do well in these activities, at no time should any activity interfere with classroom assignments or activities.
4. Guidance and counseling from parents, faculty, and advisors is needed to serve the best interests of our students. The individual's personal needs will be considered.
5. On occasion, the overall welfare of a team or organization may have to be considered over an individual's personal needs.
6. Students are required by board policy to be present for all classes to participate in any practice, game, or performance. The administration reserves the right to decide if an excuse is acceptable.
7. In the light of important academic priorities, a student may have to be restricted from participation in extracurricular activities.
8. Eligibility status is determined at the end of each quarter.
9. A physical exam and a parental signature are required before a student can participate in an interscholastic sport.

### *Eligibility Criteria*

To be eligible to participate in extracurricular activities, a student must conform to the following regulations:

1. Enrollment
  - a. The student must be in regular attendance in grades 9, 10, 11, 12.

- b. He/She must have enrolled in the school by the first day of athletic practice or the first day of school for the current school year.
  - c. Enrollment for forty school days of a semester shall constitute a full semester for eligibility purposes in interscholastic competition.
  - d. International student eligibility must be approved by WIAA.
  - e. Work-release students are ineligible to participate in extracurricular activities.
2. Eligibility
- a. The student must have successfully passed three full credit subjects or the equivalent during the previous semester.
  - b. In case of incomplete work during a semester, credits made up in a manner accepted by the administration may be counted toward eligibility.
  - c. The student's grade point average for each quarter must be 1.85 or better with no appeal unless:
    - i. The student has currently, within the last four years, been diagnosed with a learning disability.
    - ii. The student is under the care of a medical, psychological, or educational professional.
    - iii. The student, from first indication of academic difficulty (mid-quarter or earlier), is presently participating in the SEE Center. This program includes tutoring and testing and is monitored by the SEE Center staff.
  - d. The student may appeal for eligibility through the Guidance Director the first time they become ineligible. A student is ineligible if he/she has a GPA below 1.85 and falls under one of the above criteria.
3. Participation
- a. The student shall not be eligible for participation after eight semesters of enrollment; the last two must be consecutive.
  - b. WIAA rules state a student owes loyalty and allegiance to the school and team of which he/she is a member during the season of a given sport. A student becomes ineligible in a sport for the remainder of the season for competing in a nonschool game, meet, or contest in the same sport during the season of practice and competition established by the school.
4. Age
- a. A student shall be ineligible for interscholastic competition if he/she reaches his/her 19<sup>th</sup> birthday before August 1 of any given school year.
5. Academic Eligibility
- a. A student who becomes academically ineligible may regain eligibility by meeting the academic standard following a period of 15 scheduled school days and nights of ineligibility.
  - b. A student regains eligibility immediately if incompletes are made up within two weeks after a grade-reporting period. A student may erase ineligibility status following the last grade-reporting period of the school year through summer school courses (including correspondence courses) at the same or some other school, provided the course(s) made up are equivalent to the one(s) that caused the ineligibility.
  - c. A student may erase ineligibility status related to the last grade-reporting period through summer school courses (including correspondence courses) at the same or some other

school, provided the student successfully completes not less than the same number of courses, which causes ineligibility.

- d. A student who is ineligible for a minimum of 15 scheduled school days, under the provisions of this Section, may not return to competition until the school day following the 15-day ineligibility period.
  - e. The ineligibility status described in the introduction to this Section (a) will be adjusted as follows for students in fall activities:  
Fall Activities – The minimum ineligibility period shall be the lesser of:
    - i. 21 consecutive calendar days beginning with the date of earliest allowed competition in a sport/activity or
    - ii. One-third of the maximum number of games/meets allowed in an activity (rounded up if one-third results in a fraction).
  - f. Grades of the 4<sup>th</sup> quarter of the previous year will determine eligibility for athletes participating in fall activities.
6. Code of Conduct
- a. A student who transfers from any school, whether or not a member school, with a status of ineligibility for disciplinary reasons retains such status at his/her new school for the same period as decreed by the former school.

#### *Appeal Process in Cases of Ineligibility*

A student with 2 Fs is not allowed to appeal his/her ineligibility. The appeal process is only for instances of ineligibility with a GPA lower than 1.85 and not including 2 Fs. If a student is found to be ineligible, an appeal may be requested based on one or more of the following qualifications:

- A. The student has currently, within the last four years, been diagnosed with a learning disability.
- B. The student is under the care of a medical, psychological, or educational professional.
- C. The student, from first indication of academic difficulty (mid-quarter or earlier), is (or has in the past) working in the SEE Center.
- D. The student is ineligible for the first time.

A letter of appeal needs to be written from the student and family requesting eligibility and explaining the circumstances resulting in ineligibility. Following quarters 1, 2, and 3 grading periods, the Guidance Director will solicit teacher feedback based on the letter of appeal and the student's performance in the classroom. The Eligibility Review Committee (ERC) will make a decision on an appeal 3 days following the submission of the appeal letter from the parents.

The Eligibility Review Committee is composed of a faculty representative, a SEE Center representative, and the Guidance Director. The Principal will serve as an advisory member of the ERC. The Principal will become a voting member in the place of any member of the ERC who may have a conflict of interest with a student involved in the appeal process.

Should the appeal fail, the student would be ineligible for 15 school days or 21 calendar days for fall activities.

## **Physical Exams**

A physical exam will be required of any student wishing to participate in any interscholastic sport. Such an exam will cover a student for two successive years of competition in sports. The physical must meet or exceed the requirements established by WIAA. A WIAA physical form must be on file at school prior to the first practice. Forms are available in the office.

## **Season Passes**

A season pass good for all regular season home games may be purchased from the athletic office.

## **Social Activities**

Social activities are sponsored by various clubs and classes and are regulated by the Student Council. While participating in these activities, one needs to remember that his/her behavior is to conform to the will of the Savior. Scripture states: "So whether you eat or drink or whatever you do, do it all for the glory of God." (I Cor. 10:31)

Consider being an active participant in school life. This will help cultivate friendships and make high school life more enjoyable.

Get involved with one or more of the following school activities: Tom's Party Section Participant, Class Homecoming Video, Homecoming Powder Puff, Attending Homecoming Dance, Homecoming Flat, Design/Painting, Homecoming Dress-Up Days, Beans Of Grace Volunteer, Blood Drive Volunteer or Donating, Night to Shine Volunteer, Badminton Tournament Participant, Winter Spirit Week Dress-Up, Attending Winter Dance, Shoreland Music Festival, Taste & See Dinner & Auction Volunteer, Dodgeball Tournament Participant, Attending Junior/Senior Prom, Shoreland Hoopla Talent Night, Rummage Sale Volunteer, Choral Fest, HOSA-Future Health Professionals, Audio/Visual, Students for Life, Ministry Club, Robotics Club, SL Lights, Chess Club, Trap Shooting, Handbells, Future Business Leaders of America, History Club, or the Pacer Ambassador Club.

## **National Honor Society**

Membership is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of scholarship, service, leadership, and character.

Candidates eligible for selection must:

1. Be members of the junior or senior class.
2. Been enrolled for a period equivalent to one semester at Shoreland Lutheran High School.
3. Shall have a minimum cumulative grade point average of 3.5 on a 4.0 scale.
4. Meet service, leadership, and character expectations.

The selection of members is made by a majority vote of the faculty council, which consists of the five faculty members appointed by the principal.

### **Student Council**

The Student Council is composed of 19 students - four Freshmen, four Sophomores, five Juniors, and six Seniors. The chief purpose of the SLHS Student Council is to serve the student body by setting Christian examples and encouraging social events. It aims to develop Christian leadership and God-given talents. It serves as a link between the students and faculty and has responsibility for many of the school's social functions and activities. The Council discusses problems and recommends changes regarding school life. It has charge of the mission offerings and investigates worthwhile mission work to which the money may be contributed.

The Student Council receives its authority from the administration and it regulates those phases of school life among the student body as specified by the Principal. Faculty advisors guide the Council's work. It is expected that the Student Council members will be examples in their studies. All students are called upon to give them support and cooperation.

## **Student Information**

### **Backpacks**

Students will not be allowed to carry backpacks to and from their classes. Each student has a locker. They are encouraged to keep all of the items in their locker. They have an ample amount of time to go from their class, to their locker, and then to the next class. The Administration reserves the right to make exceptions when necessary.

### **Dance Guidelines**

1. All dances will be organized under the direction of the Student Council or prom committee, which is responsible to the faculty advisor(s) of the Student Council and the administration. Administration reserves the right to adjust rules as it pertains to dance hours.
2. A non-Shoreland student may only be allowed if accompanied by a Shoreland student. Written approval (a non-transferable guest pass) from the administration is required for all non-students. If a guest is asked to leave, the host will also leave the dance. No individual over the age of twenty (20) or below grade 9 will be allowed at a Shoreland Lutheran High School sponsored dance.
3. Students will not be allowed to leave and re-enter the dance without prior permission from a chaperone. Students are to remain for the entire dance unless prior arrangements (parent's signed approval or direct parent approval with administrator via phone) have been made.
4. Students will be expected to enter the building upon arrival. No loitering in the parking lot or in the cars before or after the dance.

5. Public display of affection will not be permitted. Failure to cooperate with this request may result in the removal of individuals from the dance or the termination of the dance. Booty dancing will not be tolerated. Those participating in such dancing will be asked to leave immediately.
6. Student admission tickets are sold in advance. Tickets generally will not be sold at the door. These dances are held primarily for the current student body. If you wish to bring a friend who is not a Shoreland student, arrangements must be made in advance through the administration.
7. Organizers may establish a dress code for each dance, which is appropriate for the theme of the dance. The dress code will be established in accord with Christian judgment and the approval of the administration. A student may be denied access to a dance if the attire worn by the individual is not in agreement with the SLHS dress code.
8. Admission to the dance will close 15 minutes after the beginning of the dance, and the doors will be locked at that time.
9. Date and hours of the dance must be approved by the school administration. Dances will not be scheduled on school nights.
10. All students are to display and encourage conduct in keeping with the rules of the school. This activity must be in keeping with the spirit of our lives as part of the family of Christ. The dances are a privilege, which may be discontinued if abused.

### **Devotions-Chapel-Mission Offerings**

Each day students and faculty meet to worship our risen Savior. Students are expected to attend and conduct themselves with Christian reverence for God's Word. Federation Pastors conduct chapel services each Wednesday. A weekly offering is gathered. The Student Council chooses a different mission project each year toward which the offering is directed.

### **Hall Pass**

Students are to go only to the place approved on the hall pass. A pass to use the bathroom is not a pass to go to the locker room, vending machine, or telephone. Misuse of hall passes may result in disciplinary action. (see page 23)

### **Identification Cards**

School identification cards bearing the student's photo are issued yearly. This card is to be used by the student for proof of enrollment as part of dance admission and may also generally be useful for proof of age requirements. The identification card is also used in the lunchroom.

### **Locker Rooms**

The locker rooms will be open immediately before and after school and at the time when students are changing for physical education classes or athletics. Do not store personal items or class materials in these lockers if you plan to use them during the school day. Locker rooms will be locked during the school day. Lockers should be kept locked at all times. Shoreland is not responsible for lost or stolen items from unlocked lockers in locker rooms.

Students will use the locker rooms, changing facilities and restrooms conforming to their biological gender.

## **Lockers**

To make life more convenient for you as a student at SLHS, you are extended the courtesy of the use of an assigned locker. The locker remains the property of the school. The lockers should be kept neat, clean, and locked. You alone are responsible for your own property. Thus, it is not wise to share lockers or locker combinations; nor is it wise to bring items of significant value to school. Also, good Christian judgment needs to be exercised in how the locker is “personalized” by the individual student. All items in your locker should conform to school rules, not be a nuisance that detracts from the learning environment, and not present a health or safety hazard. Items that detract from the school's purpose are not to be kept or displayed in the locker. No alcoholic beverage can or bottle or alcoholic posters and advertisements are to be used as a decoration in your locker. For the protection of the students, and in order to fulfill their responsibilities, the administration reserves the right to enter any locker at any time. Periodically during the school year the lockers are inspected. At the end of the school year, each student is to clean his/her locker and have it checked out by his/her advisor. If the locker is dirty and damaged, the student will be assessed a \$10 fine.

Lockers should be kept locked at all times. SLHS is not responsible for lost or stolen items from unlocked lockers.

## **Lunch**

Shoreland currently offers a full-meal lunch program. Meals can be paid for in the office before school starting at 7:30 AM. Prices are as follows:

- Meal - \$3.65
- Extra - \$1.60 (2<sup>nd</sup> entrée or other individual a la carte item)
- Milk - \$.15

(These prices are subject to change.)

Students will use their Student ID to track and pay for their meals and milk by scanning their ID at the lunch terminal. If the student loses their ID and needs a replacement, the fee is \$5 for each replacement ID.

Students are to eat their lunches during the designated portion of the day. In order to keep our building and grounds as clean as possible, all eating should be done in the commons, unless an alternate area has been designated.

1. Students should proceed promptly to the commons. No loitering in the halls is permitted.
2. The restrooms may be used anytime during the lunch break.

In the commons proper, respect not only for God's gifts but also for our neighbor is especially encouraged. God expects that we will be proper stewards of the blessings he has provided to us. We would hope that a student does not feel it is necessary to waste any food he/she has been given. In addition to this reminder:

1. No throwing of food, garbage, or any other objects will be permitted.

2. The sliding of chairs or tables or the spinning of things such as soda cans on or across tabletops will not be permitted.
3. Nothing should be left on the table or floor. Garbage should be placed in the appropriate container before leaving the cafeteria.
4. All students will rise and return chairs to their proper positions, for the prayer of thanksgiving.

## **Prom**

This Junior/Senior prom is a Junior Class salute to the Senior Class. The evening is a tribute, which serves as a farewell. The Junior Class/Junior Parents plan the banquet, entertainment, and dance. The Dean of Student Life should be in attendance of the meeting on final determination of dance hours.

This formal evening is open to the members of the junior and senior classes and their dates. Guest tickets for dates who are not members of the junior or senior classes will be sold in advance. The ticket will be good for the entire evening (banquet, entertainment, and dance). All dance guidelines are found in the dance section of this handbook found on page 61.

## **School Song**

For we are Shoreland Lutheran High School;  
and we will fight to win this game!  
Stand proud of our school; black and gold,  
our colors will ever reign!  
Our unity and spirit guide us,  
the Pacers bold and strong are we.  
For, we will stand together striving for success  
as we move on to victory!!  
SLHS - SLHS -SLHS - GO SHORELAND HIGH!

## **Study Halls**

If you do not have a class during a period of the school day, you will be assigned to one of two study halls. You are to use the study halls to prepare your assignments. The study hall supervisor will outline specific guidelines for the study hall. Study hall is considered a class in the sense that rules of tardiness and behavior apply. Come to the study hall prepared to study. Every member of a study hall group is expected to study and to make it possible for others to study without distraction. Students who violate study hall guidelines may be referred to the office and code of conduct disciplinary actions may be applied.

A student must have a signed pass from an instructor to leave the study hall for the purpose of meeting with the instructor or using classroom facilities (science labs, etc.).

Study hall is an ideal place for you to practice stewardship of time. Strive to do the God-pleasing thing by keeping busy at your work and not wasting the gift of time.

# Administration

## Announcements

Daily announcements will be made only in the office at the beginning and at the close of each day. Students should check the monitors in the hallways for general announcements. Announcements will also be posted online.

## Background Checks

In the interest of the safety and protection of our students, all adults who have direct contact with students at school activities or events will be required to consent to a background check prior to being involved in the activity or event. The school faculty or staff person responsible for the activity or event will provide a consent form that can be submitted to the school office. The background check is a quick and easy way to make sure our students are safe. Thank you for understanding the need for such a procedure. If you have any questions, please contact the Principal.

## Bloodborne Pathogens

In accordance with the Occupational Safety and Health Administration (OSHA) Standard 29 CFR 1910.1030 entitled "Occupational Exposure to Bloodborne Pathogens," Shoreland Lutheran High School has established an EXPOSURE CONTROL PLAN in order to minimize and to prevent, when possible, the exposure of our employees to disease-causing microorganisms transmitted through human blood and as a means of complying with the Bloodborne Pathogens Standard. This Exposure Control Plan is written and will be implemented by Shoreland Lutheran High School. All incidents should be reported to the main office. Mr. Sjuggerud handles and reports all incidents.

## Building and Grounds

The Shoreland Lutheran High School Federation owns the building and grounds we are occupying. Our present facilities are the result of prayer, faith, and much effort by many people. We have reason to praise God for giving us such a blessing. The facilities are shared with you as a special privilege. You are expected to reflect your understanding of Christian stewardship by your careful use of the property. Please lend a hand in keeping it neat and clean.

Shoreland Lutheran High School is in compliance with Department of Health Services EPA regulation 40 CFR Part 763.97. All legacy asbestos was removed from Shoreland as a part of the 2015 STEM/Science addition.

## **Eighteen-Year-Old Students**

All eighteen-year-old students, as Christians, should recognize that they have special responsibilities toward their fellow students who are minors. Students who are eighteen years of age will submit to all rules and regulations that govern the school. In the event that an eighteen-year-old student is no longer living at home, special arrangements for excuses must be made with the school administration.

## **Enrollment**

The first step in the enrollment process is to complete an online application by visiting slhs.us, Admissions tab. If a prospective student would like to shadow another Shoreland student for a day, a request can be made through the office. Shadows must be in 5th grade or older. Once the application has been reviewed and accepted by Shoreland, an email will be sent directing the applicant to complete enrollment online. Upon filling out the necessary information options are given in regards to remittance of enrollment fee to Shoreland. If assistance is needed, please contact the school office: 262-859-2595.

### *Enrollment policy*

Shoreland Lutheran High School is owned and operated by a Federation of Wisconsin Synod Lutheran churches in Southeastern Wisconsin and Northeastern Illinois for the purpose of giving a Christ-centered education. All students are to attend the daily chapel devotions and religion classes.

### *Nondiscrimination Policy*

In keeping with the enrollment policy, SLHS admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, or athletic and other school-administered programs. As a parochial non-profit institution, Shoreland reserves the right to refuse enrollment or to disenroll students/families whose beliefs and/or morals are not in line with the Biblical principles of the Wisconsin Evangelical Lutheran Synod.

If you are interested in becoming a member of one of our WELS congregations, we would be happy to help you. You may receive more information from school administration or campus pastors. You are also encouraged to contact a local WELS pastor. Campus pastors can assist families in making the connection.

## **Transportation**

Shoreland is located in the Kenosha Unified School District. Any student living in this district and more than two miles from school is entitled to transportation. Shoreland is also located within five miles of three other school districts. These are Racine Unified, Union Grove, and Salem Central. Any student living in these areas is also entitled to transportation by law. Whether this is busing directly or parent contract is up to the officials of the district.

In addition to the busing provided by the Racine and Kenosha School Districts, Shoreland owns and operates a fleet of buses to provide transportation for students who come from outlying areas. A user fee helps to defray the cost of this transportation. Routes and stops are established each year, based on those who participate in the program. These routes are set up based on need after registration each year.

## **Trips and Tours**

All trips and tours are planned under the direction of a faculty advisor and with permission from the Principal. Most often the expense of the trip will be the responsibility of the parent/guardian, unless otherwise stated. A signed parent/guardian permission form must be on file before departure. Since a school is often judged by the conduct of its students, Christian conduct is particularly necessary on the part of members of a tour group. This applies to all manner of trips. Teachers reserve the right to exclude any student who does not meet these standards.

In the interest of the safety and protection of our students, all adults who have direct contact with students at school activities or events will be required to consent to a background check prior to being involved in the activity or event. The school faculty or staff person responsible for the activity or event will provide a consent form that can be submitted to the school office. The background check is a quick and easy way to make sure our students are safe. Thank you for understanding the need for such a procedure. If you have any questions, please contact the Principal.

## **Health and Safety**

### **Entering the Building**

Please use only the southeast doors for entry and exit before and after school. During the school day, all doors will be locked. Please come to the southwest door for entrance. Visitors will be greeted at the entry window and asked to sign into the visitor log and wear a name badge.

### **Indoor Environmental Quality Management Plan**

Shoreland Lutheran High School has an Indoor Environmental Quality (IEQ) management plan in place that pertains to chemical storage, blood borne pathogens, school maintenance, non-smoking, and microbial control. Shoreland encourages the prompt reporting and resolution of any and all IEQ concerns to provide a healthy and comfortable environment for students, staff, and visitors and avoid unnecessary costs related to the neglect of IEQ issues. If you notice or have an IEQ concern, please contact one of the following individuals. You will be asked to complete a form to record your concern and assure proper follow-up.

Shoreland Lutheran High School has identified the following persons as IEQ Coordinators:

Mr. Randy Abitz (primary) (Chief Maintenance Officer)	abitzr@slhs.us
Pres. Paul Scriver (secondary) (Administrator)	scriver@slhs.us
Mr. Andy Doerflinger (secondary) (Board Member)	andydoer262@gmail.com

## Health Services

### *Student Wellness*

Please help prevent the spread of illness by keeping your student home when they are sick. General guidance is that students should be well for 24 hours before returning to school. Specifically, follow these 24-hour guidelines:

- Keep your student home until his/her fever has been gone without medicine for 24 hours.
- Keep your student home for 24 hours after the last time they vomitted or had diarrhea and are eating a normal diet.
- Keep your child home at least 24 hours after the first dose of antibiotic.

### *Illness at School*

If a student becomes ill during the school day, he/she will report to the school office, where the student will be monitored until such time as he/she can return to class or receive permission to go home. Generally, students will not be permitted to stay in the school office for more than one class period. After that time he/she will be expected to return to class or make arrangements to go home. If returning to class, the student should obtain a pass from office personnel. Students are required by board policy to be present for all classes to participate in any practice, game, or performance. The administration reserves the right to decide if an excuse is acceptable.

### *Injury/ Accident Reports*

Should an accident/injury involving any student, visitor, or employee occur at school or during an off-campus school related activity, those who witnessed or were involved in the event must report it to the Principal as soon as possible. An exception to this is that athletes who experience an injury will report it to their head coach, who will subsequently report it to the Athletic Director or Athletic Trainer. The appropriate individual will then complete an Accident/Injury Report Form and submit it to the Principal, who will file the report and take any appropriate action.

### *Medications*

State health regulations do not permit the administration of medication without the consent of the parent or guardian. Whenever possible, please administer medication at home, either before or after school. If medication is to be administered at school, it is the responsibility of the parent/guardian to provide all authorized medication and replace expired medication. Medication may be delivered to the office via parent/guardian or student. All medication must be supplied in the original container. Prescription medications require the pharmacy label. Non-prescription medication must be in the original container with the directions on the container including the student name. All medications shall be kept in a locked cabinet. Students requiring medication at school, including herbal and vitamin supplements and ibuprofen, shall provide a completed "Medication Authorization Form." Prescription medications require a physician and a parent/guardian signature. Over-the-counter medications require a parent signature. The office can only administer over-the-counter medications according to package directions. A physician signature is required for any changes in dosage or frequency of medication. The parents must notify the school when the drug is discontinued or for any changes. An updated medication authorization form is required for all changes. All

medication authorization forms must be renewed annually. All unclaimed medication at the end of the school year will be disposed of per policy. All prescription and over-the-counter medications must be stored in the school office and administered under the guidance of school personnel, with the exception of those that must remain with the child (e.g. epi-pens, inhalers, diabetes kits). The school office daily records the dosage and time of distribution in a SLHS medication log. The school will reasonably protect student confidentiality when storing, administering, or recording student medications.

When students become ill or injured, they should report to the office immediately. Parents will be contacted and the student will be sent home, admitted to the sick room, or returned to class. Generally, students will not be kept in the sick room for more than a class period.

#### *Sick Room Policy*

Student phones are not allowed in the sick room. Cell phones will be left on the office counter. The phones will be returned after the student leaves the sick room.

If a pattern develops and the student continually stays in the sick room during one particular class period, the student will no longer be allowed to use the sick room.

Any student who spends time in the sick room is not eligible to participate in after school activities.

### **Immunization Policy**

State law requires all public and private school students to present written evidence of immunization against certain diseases within 30 school days of admission. The current age/grade specific requirements are available from the school and local health departments. These requirements can be waived only if a properly signed health, religious, or personal conviction waiver is filed with the school. The following immunizations are state-required minimums for Grades 9-12:

**4-DTP/DtaP/DT/Td, 1-Adolescent Booster (Tdap), 4-Polio, 3-Hepatitis B, 2-MMR, 2-Varicella (Chicken Pox)**

### **Reportable Issues**

Shoreland Lutheran High School's faculty and staff are required by law to be mandated reporters of any and all illegal activities. In keeping with the laws that govern the state of Wisconsin, our faculty and staff are required by state law to report these illegal activities. Any activity that is a "threat of harm to themselves and others" is deemed reportable. The following is a sampling (but not limited to the following) of what would constitute illegal activities according to Wisconsin Social Service: a) sexual abuse b) physical abuse c) child neglect d) threat of harm to themselves and others e) drug use and, f) alcohol use.

The SLHS faculty and staff are instructed to follow these steps when reporting any issues:

- A. Speak privately with the individual regarding the issue.

- B. Inform the Dean of Student Life of the issue.
- C. Report the issue by calling Kenosha County Social Services.
- D. Document any and all information pertinent to the situation

## **Safety Procedures for Fire and Disaster**

Mr. Randy Abitz has been designated as the Fire Marshall. A diagram is posted in every classroom showing the exit route for that room. Regular fire drills will be conducted in accordance with state law.

As a safety precaution, no student is to be alone in the building after school hours without the knowledge and supervision of a faculty member. In an emergency, contact the nearest faculty/staff member.

Faculty and staff members have been trained in CPR and defibrillator use. In case of crisis issues, faculty and staff have been trained how to proceed in cooperation with local law enforcement, fire, and rescue workers.

## **Visitors**

Shoreland runs a closed campus school. All visitors must sign in at the main office. This means that no one is allowed to wander around or consult with students without first introducing himself/herself at the office and stating his/her business. This includes parents, friends, and former students, as well as all vendors.

If a student wishes to bring a friend or relative to visit Shoreland, he/she should get permission at least one day in advance. When a visitor arrives, he/she is first introduced to the Principal and/or Dean of Student Life and then issued an identification pass. The guest is expected to accompany his/her host while at school and to observe all school rules including dress codes. No visitors will be allowed on days when semester tests are scheduled.

Any individuals who are not current students must arrange their visit during school hours with a faculty or staff member at least one day before they visit. Faculty members must announce the visit to the school office.

## **Weapons**

The Gun Free School Zones Act prohibits all persons knowingly possessing a firearm or discharging a firearm within 1000 feet of a school. Any person possessing a firearm at Shoreland Lutheran High School or at a school function (exemption is trap shooting club events) under the jurisdiction of Shoreland Lutheran High School may be disenrolled for not less than one year. Students at Shoreland Lutheran High School, possessing at school or at a school function any dangerous weapons (destructive devices), may be disenrolled for not less than one year.

The term firearm includes the following:

1. any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
2. the frame or receiver of any such weapon
3. any firearm or firearm silencer

4. any destructive device
5. any device having the appearance of the weapons described on this page (including toys)

The term dangerous weapon includes, but is not limited to:

1. firearm (loaded or unloaded)
2. electronic weapon or other device designed as a weapon capable of producing death or great bodily harm
3. metallic knuckles or any knuckles of any other substance which could be put to the same use with the same or similar effect as metallic knuckles
4. nunchaku or any similar weapon consisting of two sticks of wood, plastic or metal connected at one end by a length of rope, wire, chain, or leather
5. cestus or similar material weighted with metal or other substance and worn on the hand
6. shuriken or any similar pointed star-like object intended to injure a person when thrown
7. manrikigusari or similar length or chain having weighted ends
8. any knife with a blade of more than 2½ inches in length

## Responsible Use of Technology Agreement

Student access to Shoreland Lutheran High School's (SLHS) electronic tools and systems is a privilege, not a right. Through this system, students are able to communicate with other schools, colleges, organizations, teachers, and individuals and have access to hundreds of resources for research, content, creative works, and services. Students are reminded to use all of these tools as a gift from God and make all knowledge they learn, "captive to the Word of God" (Martin Luther).

SLHS technology involves many types of communication and information networks. It is possible to access material that students or parents might find objectionable. While SLHS has taken reasonable steps to restrict access (content filter), it is impossible to guarantee that such access cannot or will not be gained. It is the student's responsibility to follow guidelines for appropriate use. It is also the time for a student to practically apply 1 Cor. 10:31, "Whether you eat or drink or whatever you do, do it all to the glory of God."

The following are the student's agreements about the use of technology:

1. I will not harm other people or their work.
2. I will not use any electronic communication to harass, intimidate, or bully anyone.
3. I will not damage, change, or tamper with hardware, software, settings, or the network equipment from SLHS or on SLHS property or under SLHS jurisdiction in the cloud.
4. I will not interfere with the operation of the network or network traffic.
5. I will respect the copyright laws by properly citing sources and not stealing intellectual property.
6. I will not seek, send, view, or display offensive messages or media.
7. I will not share passwords with another person.
8. I will not waste limited resources such as bandwidth or printing capacity.
9. I will not trespass on another student's or teacher's cloud computing accounts, files, or work.
10. I will not attempt to access the Internet via any connection that bypasses the SLHS content filters.
11. I will not give out personal information in online web tools (blogs, videos, wikis, etc.) that could help someone locate or contact me in person.
12. I will treat online web tools as classroom space remembering that "...whatever you do, do it all to the glory of God." (1 Cor. 10:31)
13. I understand my image or likeness may be used for digital communication and publication in conjunction with being a student at SLHS.
14. I will notify an adult immediately if by accident I encounter materials which violate these rules.
15. I am prepared to be held accountable for my actions, for the loss of privileges, the loss of an educational experience, or appropriate consequences if these rules are violated.
16. I understand I have no right or expectation of privacy in my electronic communications and that internet activity on the school-managed Chromebook is filtered and monitored at all times, both in school and out of school.
17. I understand and agree that if online video conferencing for a class or classes becomes necessary, I will follow the SLHS online etiquette guidelines. This includes, but is not limited to, sitting in a

normal position at a desk or table, keeping the webcam turned on and focused on my face, and unmuting my microphone when directed by the instructor.

18. Teachers may choose to record instructional video conferencing sessions and share them with students who cannot attend the live session. Recordings of sessions will not be publicly available, and only be shared within secure resources such as Google Classroom, or as a link in an email to the class or individual students. Students may not share links provided by teachers with anyone. Faculty will announce their intention to record the session giving students the opportunity to turn off their camera and microphone if privacy is a concern.
19. Students, parents, and guardians are not permitted to take photos, screenshots, or recordings of any video or audio from video conference sessions.
20. I am aware all content created under SLHS supervision is owned by SLHS and me.
21. These expectations of responsible use apply to any and all times I am under SLHS's supervision.
22. These expectations of responsible use do apply at any time in my life of Sanctification.
23. I agree to abide by SLHS's Technology Policy as it is stated [here](#) and available on SLHS's website ([www.slhs.us](http://www.slhs.us)).

I have read this Responsible Use Agreement and have discussed it with my child. I give my permission for Shoreland Lutheran High School to create/maintain a G Suite for Education account for my child, and for my child to use the school's network and access the Internet with a personal or school Chromebook.

\*\*Please note: During the first few days of school, this Responsible Use of Technology Agreement will be reviewed again with your child.