



**2021-2022**  
**Student Handbook**

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# Great Plains Lutheran High School

## Statement of Ownership

Great Plains Lutheran High School (GPLHS) is owned and operated by the GPLHS Association, an organization of congregations and individuals in the Dakota-Montana and Minnesota Districts of the Wisconsin Evangelical Lutheran Synod (WELS) and others in fellowship with the WELS.

## The GPL Association

Great Plains Lutheran High School was established by the GPLHS Association to provide a Christian education through the high school years to young people. GPLHS's philosophy of education and its practice and policies are based upon the Holy Scriptures as the inerrant Word of God and are centered in Jesus Christ to whom all the Scriptures bear witness. In this Christian setting young people are encouraged by the power and grace of God's Word to submit in grateful obedience to Christ Jesus as Savior and to grow in a life of joyful service to Jesus as Lord. Parents who enroll students should be aware of this Scriptural position and confessional stance, and understand that by enrolling their children they are placing them under this Christ-centered instruction.

## School Governance

Great Plains Lutheran High School is collectively owned and operated by the WELS/ELS congregations that make up the GPLHS Association. The Association has broad powers as outlined in Article VI of the GPLHS Constitution. The Association has empowered the GPLHS Board of Directors "to conduct, manage, and administer the affairs of the association" and to establish school policy. The GPLHS administration has been charged with implementing the policies established by the Board and managing the daily affairs of the school.

## Philosophy of Education

God's Word clearly states that parents are to "start children off on the way they should go, and even when they are old they will not turn from it (Proverbs 22:6). To assist parents in this responsibility, the Word of God is the foundation for the courses, programs, and activities offered at GPLHS. In addition to courses taught onsite by GPLHS teachers, various online and offsite elective courses are available as a supplement to the GPLHS curriculum. These supplemental courses are designed to further train our students for their lives and careers in the world.

Mindful of Scripture's directive to spread the Gospel message to all nations, GPLHS will teach the truths of God's Word to all students, seek opportunities to share God's Word with those who do not know it, and give our students opportunities to share their faith with others.

## Statement of Religious Beliefs and Convictions

Great Plains Lutheran High School is a member organization of the Wisconsin Evangelical Lutheran Synod (WELS). As such, GPLHS believes, teaches, confesses and holds firmly to all the teachings of Holy Scripture. All workers, volunteers, and students are expected to conduct themselves in accordance with Holy Scripture and uphold the mission and educational philosophy of GPLHS. The promotion of activities and/or teachings that are inconsistent with WELS doctrine and practice will result in disciplinary action which may include dismissal, because such behavior violates the scriptural principles of GPLHS.

## **Mission Statement**

Great Plains Lutheran High School provides a Christ-centered education to assist families in nurturing students as lifelong disciples of Christ.

## **Vision Statements**

We influence our students' attitudes and expand their skills and knowledge so that our graduates:

- Display their faith as lifelong disciples of Christ by loving, serving, and witnessing to others.
- Apply God's Word in critical analysis, problem solving, and decision making.
- Utilize acquired knowledge and skills to lead a productive, meaningful life in society.
- Consider themselves lifelong learners with skills that include intuitive thought, coping strategies, application of learning, communication proficiency, and technological literacy.
- Strive to realize their full academic, artistic, and physical potential.
- Display leadership in their congregations, schools, and everyday life.
- Possess the confident hope that they will one day reside with the LORD in heaven.

## **Objectives**

To carry out its mission and vision, GPLHS will strive to:

- Be Christ-centered and confessionally Lutheran in its worship, instruction, counseling, discipline, and activities.
- Proclaim, teach, and apply the inspired, inerrant Word of God in each setting of school life.
- Nurture the spiritual growth of students and faculty through the daily application of Law and Gospel.
- Prepare students by example and experience to live their faith and share the saving Gospel message.
- Promote the public ministry and to offer courses which help prepare students for full-time service in the church.
- Prepare students to be lay leaders in their congregations as well as responsible citizens and contributing members of society.
- Provide courses which assist graduates in attaining post-secondary education or employment.
- Maintain a faculty and staff who are dedicated to the school's mission and influence students in their spiritual, emotional, cultural, social, and physical development.
- Establish and maintain effective communication with parents regarding the development of their children.
- Provide and maintain a campus, including a dormitory for those students in need of housing.
- Monitor and oversee online and offsite coursework.

## **Expectations**

Parents and students can expect that the GPLHS faculty and staff will:

- Be prepared for the responsibility and privilege of teaching.
- Have a servant attitude in their approach to ministry.
- Carefully assess each child's individual abilities.
- Encourage each student to work to his or her potential.
- Have a willingness to assist students.
- Be available for students and parents.
- Speak well of GPLHS students and their families.
- Express the joy of carrying out the Gospel ministry at GPLHS.

- Pray for the students and families of GPLHS.
- Recognize students, families, and coworkers as redeemed children of God.

The GPLHS faculty and staff expect that students will:

- Have a willingness to participate, cooperate, and learn.
- Take responsibility for class assignments and projects.
- Complete assignments on time using one's God-given talents to their fullest.
- Conduct themselves in a manner that demonstrates Christian love.
- Go to the classroom teacher or staff member when there is a question or problem regarding class work or other campus concerns.
- Challenge themselves to succeed at the highest possible level.
- Understand and reflect the joys and blessings of the Gospel ministry carried out at GPLHS.
- Pray for their parents and the GPLHS staff.
- Recognize other students, family members, faculty, and staff as redeemed children of God.

The GPLHS faculty and staff expect that parents will:

- Encourage their child(ren) to be at school on time each day.
- Encourage their child(ren) in spiritual growth and development.
- Encourage their child(ren) to use God-given talents to the best of his/her ability.
- Regularly discuss school with their child(ren).
- Encourage their child(ren) to seek help from teachers when questions or concerns arise.
- Seek out their child(ren)'s teacher to address questions or concerns regarding school work.
- Share with their child(ren) and others the blessings of Christian education.
- Speak well of their child(ren)'s teachers and the GPLHS staff.
- Pray for their child(ren) and staff at GPLHS.
- Recognize all students, other families, faculty, and staff as redeemed children of God.

### **Elastic Clause**

The Student Handbook does not include every situation that may possibly arise during the school year. If any situation not specifically covered should arise, in Christian love, the administration will make every effort to act fairly and quickly. The best interest of the student, school, and God's kingdom will be considered. Each situation is different and will be handled on an individual basis. The administration reserves the right to deviate from the policies and guidelines outlined below.

### **Student Handbook Agreement**

Students and their parents/guardians are expected to read the policies and guidelines that follow. If you have questions regarding any of the items in this handbook, please contact the school principal. Parents/guardians and students will be asked to sign the *Handbook Agreement* which indicates that the student and parent/guardian have read, understand, and agree to the policies and procedures of Great Plains Lutheran High School.

### **Admission and Enrollment**

Great Plains Lutheran High School is an area Lutheran high school dedicated to bringing a Christ-centered secondary education to young people and is supported by congregations and individuals of the Wisconsin Evangelical Lutheran Synod. We encourage applications from all who share our commitment to Christian education.

It is important for those who are not WELS to evaluate Great Plains Lutheran High School's mission and philosophy of education as they consider enrollment.

### **Nondiscriminatory Policy**

Great Plains Lutheran High School does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies, admission policies, scholarships, loan programs, athletics, or other school-administered programs.

### **FERPA Notice**

The Family Educational Rights and Privacy Act of 1974 (FERPA) gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents have the right to inspect and review the student's education records maintained by the school. GPLHS must respond to the request within 45 days. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents have the right to request that a school correct records that they believe to be inaccurate or misleading. If a change of record is requested, then a statement must be submitted by the parent, which clearly identifies which part of the record the parent believes is inaccurate or misleading and an explanation as to why it is believed that the record is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing within a reasonable amount of time. After the hearing, if the school still decides not to amend the record, the parent has the right to place a statement with the record setting forth his or her view about the contested information.

Parents have a right to file a complaint with U.S. Department of Education concerning alleged failures by the school to comply with FERPA requirements.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

The school may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and

eligible students a reasonable amount of time to request that the school not disclose directory information about them.

The school annually notifies parents of their rights under FERPA.

### **Student Housing**

All GPLHS students will physically live under the supervision of parents/guardians, the dorm staff, or a host family. Host families will be arranged or approved by the administration.

## **FINANCIAL INFORMATION**

### **Tuition and Fees**

Please contact the office for our current tuition, room and board, and fee rates.

### **Financial Assistance**

Parents of students who have a need for financial assistance with tuition may apply for student aid. An application is included in the registration packet or may be obtained from the school office.

The Financial Aid Committee will consider all applications. Grants of tuition credit based upon the need of the student and/or family need will be made from the funds available from contributions received for student aid. Generally, a grant to any one student will not be made in excess of one half the current tuition.

### **Payments**

Payments may be made on an annual, semester, 10-month or 12-month schedule with the balance paid in full by July 31 after the school year. All payments due are to be paid in full and on time.

### **Payment Schedules**

- **Single Payment Plan:** Full payment is due by August 31 of the current school year.
- **Two-Payment Plan:** One-half the total amount owed is due by August 31 of the current school year. The remaining amount owed is to be paid in full by January 31 of the current school year.
- **Ten-Payment Plan:** One-tenth of the total amount owed is due each month, August through May, of the current school year.
- **Twelve-Payment Plan:** One-twelfth of the total amount owed is due each month, August through July of the current school year. This plan is not available for students entering their senior year.

Any other Incidental fees are to be paid promptly during the year as incurred.

### **Methods of Payment**

With any of the available payment plans, payments may be made by cash, check, electronic funds transfer (EFT) or debit/credit card. Please note that there is a 3% transaction fee added for all debit/credit card transactions to recover debit/credit card surcharges.

### **Delinquent Accounts**

Accounts are to be paid in full and on time. Parents with financial difficulties are to contact the Business Manager, President, or Principal before a financial obligation falls past due. Communication is essential. The school administration can make payment arrangements for special circumstances. Personal



information is kept confidential. If a family's financial situation improves, it is expected that this will be relayed to the administration as well.

A student with a delinquent account who has not made special arrangements with the administration is subject to termination of enrollment. A student may not be readmitted for a new semester if an account is delinquent and satisfactory arrangements with the school have not been made. Communication is essential.

Note: Graduates and underclassmen transferring out of GPLHS will have academic records released only when their account is paid in full or a payment plan is in place.

### **Financial Consultation and Services**

Questions about financial matters and requests for special payment arrangements should be directed to the Business Manager, President, or Principal.

Questions about account balances and payments should be directed to the Business Manager.

## **COMMITMENT TO ACADEMIC EXCELLENCE**

### **General Course of Study**

#### **Freshman – Grade 9**

- **Required:** Religion 9, English 9, Math, Biology, Music, Health/World Geography (back to back semesters), High School 101
- **Electives:** Band, Spanish, ALHSO and other online courses

#### **Sophomore – Grade 10**

- **Required:** Religion 10, English 10 (includes 1 semester of speech), Math, Physical Science, World History, Physical Education
- **Electives:** Band, Celebration Choir, Spanish, Art, FACS, Strength & Conditioning, NTHS courses, ALHSO and other online courses

#### **Junior – Grade 11**

- **Required:** Religion 11, English 11, American History, Math, Science
- **Electives:** Band, Celebration Choir, Spanish, Art, Physics or Chemistry, Anatomy/Physiology or Earth Science, Accounting, Intro to Business, FACS, Strength & Conditioning, NTHS courses, ALHSO and other online courses, dual credit courses

#### **Senior – Grade 12**

- **Required:** Religion 12, English 12, American Government/Personal Finance (back to back semesters)
- **Electives:** Math, Physics or Chemistry, Band, Celebration Choir, Art, Spanish, Consumer Math, Anatomy/Physiology or Earth Science, Accounting, Intro to Business, FACS, Strength & Conditioning, Psychology, College 101, NTHS courses, ALHSO and other online courses, dual credit courses

### **Additional Notes**

- Great Plains offers seven different mathematics courses. Students will be placed according to their ability.
- Physics & Chemistry and Anatomy/Physiology & Earth Science are offered in alternating years.
- International students may take ESL classes and Intro to Christianity as needed.

### **Elective Opportunities**

- **Northeast Technical High School (NTHS):** Animal Science, Wildlife and Fisheries, Auto 1-2, Principles of Biomedical Sciences, Human Body Systems, Residential Construction, Cabinet Making, Advanced Cabinet Making, Culinary Arts 1-2, Health Science, Advanced Health Science, Human Service, Machine Tool Technology, Principles of Engineering, Digital Electronics, Welding, Advanced Welding (more information about these classes can be found at [northeasttechnicalhighschool.k12.sd.us](http://northeasttechnicalhighschool.k12.sd.us))
- **Area Lutheran High School Online (ALHSO):** Creative Writing, Da Vinci Club, Game Programming 1-2, Intro to Multimedia, Intro to Programming, Web Page Design, American Sign Language 1, Chinese 1-2, German 1-4, Latin 1-3, AP Computer Science, AP Environmental Science, Art and Architecture, Astronomy, Computer Graphics, Digital Photography (more information about these classes can be found at [ALHSO.org](http://ALHSO.org))
- Other online and dual-credit opportunities must be approved by GPLHS.

### **Graduation Requirements**

Students must earn a minimum of 22 units to meet South Dakota graduation requirements and earn a diploma from GPLHS. Under normal circumstances, GPLHS students are required to take 6.5 units per year (3.25 per semester) which means they will far exceed these minimum graduation requirements.

- English: 4 units (must include 1 unit Writing, 0.5 unit Speech, and 1 unit Literature including 0.5 unit American Literature)
- Math: 3 units (must include 1 unit Algebra 1)
- Science: 3 units (must include 1 unit Biology)
- Social Studies: 3 units (must include 1 unit American History and 0.5 unit Government)
- Fine Arts: 1 unit
- Physical Education: 0.5 unit
- Health: 0.5 unit
- Personal Finance: 0.5 unit
- Approved CTE or World Language or Capstone Experience: 1 unit
- Electives: 5.5 units (All students take 1 unit Religion for each year they are enrolled at GPLHS.)

Under normal circumstances, students are required to take the classes needed to meet the basic graduation requirements at GPL in the setting of Christ-centered education. Exception: They may meet the world language or CTE requirement with classes taken online or at NTHS.

### **Endorsements**

Students may earn one, two or three special endorsements on their diploma by meeting specific coursework requirements. Additional information about these endorsements can be requested. Here is a brief description of each endorsement:

- **Advanced:** indicates a student has pursued coursework consistent with entrance requirements for postsecondary education at a university

- **Advanced Honors:** indicates a student has pursued advanced rigorous, academic coursework consistent with requirements for Opportunity Scholarship eligibility; all high school coursework must be completed with a C grade or higher
- **Advanced Career:** indicates a student has career experience in a concentrated area, based on academic and/or workplace experience and a related credential

### **Transcription Policy**

Great Plains Lutheran will transcribe all high school level coursework completed by a student. The proper amount of credit will be awarded for each course and the grade earned will be used in the calculation of that student's cumulative grade point average (GPA). Exception: If a student retakes a course, the course will be transcribed, but no additional credit will be granted nor will the grade be used in the calculation of that student's cumulative GPA.

Special Note: Occasionally a student is able to complete high school level coursework during his/her grade school years. If this coursework meets the standards of the State of South Dakota and GPLHS, a school representative will conference with the enrolling student and his/her parents to discuss and choose one of the following options.

- The coursework will be transcribed and credit will be earned, but while the grade in the course will be noted, it will not be used in the calculation of the student's cumulative high school GPA.
- The coursework will not be transcribed and the student will retake the course at the high school level.
- The coursework will not be transcribed and the student will not retake the course.

Juniors and seniors who meet specified criteria may take dual-credit courses from accredited colleges and universities in which they simultaneously earn high school and college credit. Under normal circumstances, such classes may not replace classes offered at GPL needed to meet the basic graduation requirements. They may be taken as electives or to earn endorsements that exceed the basic graduation requirements. Semester-long dual-credit courses that receive three college credits will be awarded 1.0 high school credit.

Great Plains Lutheran High School does not typically transcribe coursework of international students completed in countries other than the United States of America.

The administration reserves the right to deviate from this policy in special circumstances and also reserves the right to deny any coursework not meeting our standards.

### **Standardized Testing**

Great Plains Lutheran High School has determined that focusing standardized testing efforts on ACT preparation and the ACT test is most beneficial for our students. The majority of colleges GPLHS students attend require an ACT score, and the higher the ACT score the better the opportunity for academic awards and scholarships. Using ACT assessment tools also provides GPLHS with longitudinal data which is useful for curriculum review and revision.

Juniors are expected to take the ACT as our primary standardized assessment for juniors. We will reimburse families for the cost of the first ACT attempt. Seniors take the National Career Readiness Certificate (NCRC) for several reasons:

- It is a universal industry-recognized credential for students who wish to achieve the Advanced Career Endorsement.
- Employers value it because it certifies essential skills for workplace success and is a valid predictor of job performance.
- It allows GPLHS to measure how effectively it prepares students for the workforce.

Below is an outline of GPL’s testing calendar:

- **September** - introduction to SD MyLife and its test prep tools
- **October** – Pre-ACT for freshmen and sophomores, PSAT for qualifying juniors, NCRC for seniors
- **February** - ACT Boot Camp for juniors
- **April** – ACT for all juniors

**Drop/Add Policy**

There will be a standard procedure for course selection that will allow for changes. Such changes must be made before the tenth school day of the semester for GPLHS classes and by the fifth school day for NTHS classes (online classes may vary from this policy). To request such a change the student must request the proper form and secure the required signatures from parents, teachers, and administration. Dropping or adding courses after the tenth school day of the semester must have faculty recommendation and receive administrative approval.

**Grading Policy**

Current student grades can be viewed by students and parents at any time through PowerSchool. Report cards are sent to parents/guardians after each semester. First and third quarter grades are essentially “progress reports.” As such, they are not a part of the student’s permanent record, but are available for viewing through PowerSchool. Semester grades are recorded on the permanent record.

Grades are given according to the following scale:

Grade	Percentage	Quality of Work	Grade Points
A+	100%		4.000
A	95-99%	Exceptional	4.000
A-	93-94%	Excellent	3.667
B+	91-92%	Very good	3.333
B	87-90%	Good	3.000
B-	85-86%	Better than average	2.667
C+	83-84%	Slightly above average	2.333
C	79-82%	Average	2.000
C-	77-78%	Slightly below average	1.667
D+	75-76%	Below average	1.333
D	72-74%	Needs improvement	1.000
D-	70-71%	Needs much improvement	0.667
F	<70%	Failure	0.000
Jl		Justified incomplete	
UI		Unjustified Incomplete	0.000

**Academic Acknowledgement**

Students who use their God-given gifts well will be acknowledged by being listed on a semester honor roll. These honor rolls will be determined and based on the grade point average (GPA) of the past

semester. With a GPA of 3.500 – 3.749, a student will be listed on the Honor Roll. With a GPA of 3.750 – 3.999, a student will be listed on the High Honor Roll. With a GPA of 4.000 a student will be listed on the Highest Honor Roll. At the end of the school year students making the honor roll and those achieving other academic awards will be recognized at the Spring Awards Banquet. The GPLHS Honor Society inducts newly qualified sophomores and juniors in the spring of each year.

### **Class Rank, Valedictorian and Salutatorian Policy**

Each year one graduating senior will be recognized as valedictorian (1) and one as salutatorian (2) as determined by class rank. Class rank will be determined by students' cumulative grade point average (GPA) through seven high school semesters. In the event of a tie for valedictorian, there will not be a salutatorian.

Only students who meet the following criteria are eligible for these academic honors:

- Attend GPL for at least three semesters prior to the final semester.
- Be on track to earn the Advanced Endorsement. (Administration reserves the right to waive this requirement under special circumstances.)

### **Class Speakers**

Each graduating class will be represented by two class speakers - the valedictorian and a graduating class/faculty selection. If, for reasons including but not limited to willingness, public speaking ability, and character/behavior, it is determined that the valedictorian will not serve as a class speaker, the salutatorian will be asked to replace the valedictorian. The second class speaker will be selected by the graduating class and faculty. The salutatorian is eligible to be the second class speaker.

Only students who meet the following criteria are eligible to be a class speaker:

- Attend GPL for at least three semesters prior to the final semester.
- Have a minimum 2.500 GPA through seven semesters. (Administration reserves the right to waive this requirement under special circumstances.)

Factors such as Christian character and behavior, leadership, work ethic, involvement in activities, ability to positively represent the graduating class and GPL, and public speaking ability should be considered in the selection process.

The following process will be used to select the second class speaker:

- The graduating class will conduct an initial vote from the list of eligible students.
- The top eight vote-recipients will be considered by the faculty, and the faculty will vote to narrow the list to four students. These students will be asked to confirm their willingness to serve as a class speaker before the final vote. At its discretion, the faculty may decide to include more or less than four students on the final ballot.
- The graduating class will conduct a final vote from the list determined by the faculty.
- The class speaker must receive a simple majority vote.

## **Academic Eligibility**

### **Guidelines**

- A student must maintain a 2.0 grade point average and have no F or UI grades to remain eligible for co-curricular activities. The grade point average used to determine eligibility will be based on grades reported at each quarter midterm and quarter end.
- The faculty and administration reserve the right to determine special eligibility criteria for students with special needs and for special circumstances.
- The period of ineligibility will be from the posting of the ineligible list to the end of the midterm or quarter.

### **Consequences**

- During the first 10 school days of the period of ineligibility, the student will not be permitted to attend any group or team practices, rehearsals or meetings. During this time, the student will have an extra study period Monday through Thursday, until grades improve.
- Following the 10 school days of ineligibility and the required improvement of grades, the student is expected to attend all group or team practices, rehearsals, and meetings, unless the season ends before the reinstatement date.
- If a student is in an event which is a single presentation, that student may or may not be allowed to complete that obligation (for example: a drama presentation).

### **Reinstatement**

- A student identified as ineligible may appeal for full reinstatement after the initial 10 days of ineligibility. This request must be made in writing, and the administrative team will determine eligibility based on the student's academic progress and faculty input.
- Students choosing not to appeal or having an appeal denied will be reinstated at the close of the eligibility term unless grades indicate continued ineligibility according to the procedures set by the administration.
- A student who transfers into Great Plains Lutheran High School and is ineligible according to our standards upon entry will remain ineligible until the end of the eligibility term.
- A student deemed ineligible as a result of fourth quarter grades will be allowed to practice at the start of the fall season for the following school year. A student may be reinstated for co-curricular and other activities on the 11<sup>th</sup> day of school if grades meet the eligibility criteria.

NOTES: Coaches and directors may have higher eligibility requirements. See individual activity training rules for more information.

### **Academic Probation**

A student whose academic struggles are extreme to the point that they jeopardize the student's ability to meet graduation requirements may be placed on academic probation in order to remain enrolled at GPL. Each situation has unique circumstances that may affect the terms of an academic probation.

Example terms of academic probation are as follows:

- Maintain a grade point average of 1.500 (will be reviewed at each midterm and quarter grade check).
- Maintain a passing grade (D- or better) in every class (will be reviewed at each midterm and quarter grade check).
- Attend 10th hour study hall every day.

Students who fail to meet the terms of academic probation may be dismissed from school. Such decisions will be made by the principal in consultation with the administration. Such decisions can be appealed in writing to the Executive Committee of the Board of Directors.

### **School Work Policy**

Students are expected to use their God-given talents to the best of their abilities and be prepared for the specific daily assignments of the class, as daily work is meaningful to the outcomes or goals of the course. Students should expect to have school work each day. Students taking advanced courses should expect more school work. Teachers will implement consequences for late school work on a per case basis, until such a time when they feel it necessary to involve the administration. Teachers will be in contact with parents in regard to late school work.

### **Attendance**

Regular attendance is essential for students to achieve their God-given potential. Occasionally, a student may be absent for a short amount of time. If absenteeism becomes a problem, students face the loss of credit for the affected courses. This includes all absences recorded as a part of the student's attendance (excused, family vacations, unexcused, truant). This does not include absences for school-related activities.

On a day with a scheduled activity, students need to be in attendance by the start of chapel in order to participate in that day's co-curricular event.

If a student is absent for 14 class periods within a semester for 1 credit classes or 7 class periods for 1/2 credit classes (band, choir, etc.), credit will be lost for that course for the semester. If more than half of a student's load falls under this policy, such a student will be counseled about continued enrollment. Students are considered absent if they are five or more minutes late for a class.

Exceptions to this policy may be granted under special circumstances (extended illness or hospitalization, etc.) through administrative approval.

### **Absences**

The following explains the procedures to be used for various types of planned and unplanned absences. Parents (or dormitory staff) should notify the office via written note, phone call, or email for any absence.

If a student is ill, a parent or the dorm staff should notify the office by 7:30am.

If a student needs to miss two or fewer class periods in a given school day for various types of appointments, a parent or the dorm staff should notify the office before 7:45am (or as soon as possible) with the time and reason for the absence.

For planned absences of more than two class periods (family business, college visits, etc.) the following procedure has been established to maintain an orderly learning environment:

- The parents should notify the principal with the dates and reason for the absence at least three days prior to the date(s) that will be missed.

- The student is encouraged to have the Planned Absence Form signed by all of his/her teachers 2-3 days in advance of the absence.
- The student must return the form to the *principal* prior to the absence. The due date for all assignments, tests, papers, etc. will be determined by the classroom teachers. Any school work unfinished may count as late work in which case the student may attend an after school study hall until completed.
- Failure to comply with this procedure may result in unexcused absences and possible detentions.
- For unexpected longer-term absences such as funerals, the above policy should be followed as closely as possible.
- Parents are to contact the principal when planned absences occur during semester exams.

### **Co-Curricular Programs**

These activities are called co-curricular because they are considered part of each student's training. The actual activities offered will be determined by the interests and abilities of our student body, the financial ability of GPLHS to manage and fund activities, and the rules of the South Dakota High School Activities Association.

Programs offered include Honor Society, oral interpretation, chess, student council, drama, Honor Choir, football, basketball, cheerleading, track and field, volleyball, cross country, and golf.

### **College Visits**

Seniors are allowed to miss all or part of three school days for visits to college campuses which are not considered official school absences. Students desiring to miss additional days of school for college visits should speak to the Dean of Students.

### **Closed Campus**

Great Plains Lutheran High School has a closed campus policy, which means that students may not leave the campus during the school day unless permission to leave has been obtained from the Principal or Dean of Students. This includes the lunch period. This does not apply to school activities that require students to leave campus. Students in the GPLHS dorm should consult the *Dormitory Handbook* for further details pertinent to them.

### **Student Visitors**

Student visitors must be approved by the Principal or Dean of Students prior to the time of the visit.

### **Going to Vehicles or the Dorm During the School Day**

Students are not to go to their dorm rooms or their vehicles during the school day. In the event that a student must go to the dorm or his/her vehicle during the school day, permission must be sought from the Principal or Dean of Students.

### **Lockers**

Each student is assigned a locker and may request a school-issued combination lock. We have found that students generally do not feel the need to have their lockers locked. This has not been a problem in recent history.



## **Backpacks/School Bags/Computer Bags**

Students are encouraged to store the majority of their books and school supplies in their assigned lockers. Backpacks, school bags, or computer bags may be brought into the classroom but must fit in the teacher-designated storage area. Backpacks, school bags, and computer bags are not to be left in any of the common areas or hallways in the school building.

## **Lost and Found**

Items left in hallways, common areas, and classrooms may be brought to the office and placed into Lost and Found. Students may claim their lost items. Items that are not claimed will periodically be taken to the GSI Thrift Store.

## **Dress and Appearance**

Great Plains Lutheran High School students are encouraged to view their attendance at school as their primary “job.” As such, students are encouraged to dress appropriately for the tasks at hand.

Great Plains Lutheran expects students to dress with modesty and decency out of love for the Lord and others. Students are asked to keep the following guidelines in mind when considering attire and appearance.

- Modesty – As a Christian community we take seriously God’s injunction to present ourselves in a modest manner (1 Timothy 2:9) and not dress or present one’s self in a manner that brings unwarranted attention.
- Being a Witness – Our appearance gives witness of whom we are in Christ and our appearance is to be pleasing to our Lord.
- Appropriateness – Appropriate grooming and appearance will prepare students to meet a world that will make decisions about employment and advancement based solely on appearance.
- Orderliness – Unfortunately, no standard for dress will please everyone but nonetheless a standard or guideline is still necessary for orderliness in maintaining a positive and safe learning environment. Students are asked to keep in mind that when dressing for school they are to dress for the task at hand.

The following guidelines are intended to help students uphold our dress and appearance policy:

- Modesty
  - Tightness: Clothing that is tight to the skin and shows the form of the body is not allowed.
  - Upper body: Tops of shoulders, back, midriff, and upper chest must be covered.
  - Lower body: Upper legs must be covered to fingertips when arms hang relaxed at sides. Leggings may only be worn with acceptable covering.
- Being a Witness
  - Students should consider the role their appearance plays in representing their Savior and school. They are GPL ambassadors at all times.
  - The content of all clothing and visible body art may not contain offensive messages or symbols. Body art that contains offensive messages or symbols must be covered at all times.
- Appropriateness
  - Students’ general appearance should be neat and clean. Clothing may not be excessively frayed, holey, or stained.
  - Neat athletic attire is allowed.
  - Hats and hoods may not be worn indoors with the exception of special activities such as class presentations and dress-up days.

- Hair should be groomed and natural in color (dye is allowable if it is a natural color such as brown, blond, black, etc.).
- Distracting body piercings are not allowed.
- Orderliness
  - A distinction will be made between expectations for the school day and after school events including but not limited to athletic contests. Modesty guidelines remain in effect at all times.
  - Acceptable attire for athletic practices and contests will be determined by coaches in consultation with the athletic director. Coaches are encouraged to consider the modesty guidelines.
  - The judgment of the faculty and/or administration will be respected.

Students not following the above guidelines will be spoken with privately by a member of the faculty or administration and may be asked to change into more appropriate clothing. Repeated violations of the dress and appearance guidelines may result in additional disciplinary action.

### **Mobile Phones and Picture-Taking Devices**

- Mobile phones are allowed in school during school hours but should be turned “off” or to “silent mode.”
- Mobile phones are to be kept in the student’s backpack or locker during chapel.
- Mobile phones may be kept in the student’s locker during class periods.
- If cell phones are brought into a classroom, they are to be stored in the designated mobile phone holder.
- Students may use their phones between class periods and at lunch.
- Any device with a camera may not be used to take pictures of tests, quizzes, etc., nor may it be used for anything exploitive, hurtful or damaging.
- The use of mobile phones and any other video or picture-taking device in locker rooms, dressing rooms, and restrooms is strictly forbidden. Such use may also be a violation of law and necessitate the involvement of law enforcement.

Any violation of this policy or the use of a mobile phone to violate other policies (language, bullying etc.) may result in the confiscation of the phone (and battery) and further consequences according to Code Policy III: Disciplinary Program. GPLHS reserves the right to search the content of phones if there is reasonable suspicion of misuse.

### **Acceptable Use of Technology**

#### **Explanation of Guidelines**

Great Plains Lutheran High School provides students access to the internet during the school day for educational purposes. (Commuting students will be able to connect a computing device to the GPLHS network. Dormitory students will be able to connect one additional device to the GPLHS Secondary network which is available during non-school hours.)

GPLHS considers computers, Chromebooks, iPads, tablets, and the internet educational resources. If a student has doubts regarding whether a resource has educational merit, he/she should ask a faculty or staff member. (Outside of the normal school day, access to the internet is available in the dormitory. Students may use the GPLHS network for other appropriate purposes.)

### **Scope of Technology Policy**

The *Acceptable Use Policy* applies to all computing devices including but not limited to computers, handheld devices, PDAs, MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones or ECDs (electronic communication devices), digital cameras, smart watches etc., as well as technology infrastructure, associated peripheral devices and/or software:

- Owned by, leased by and/or on loan from Great Plains Lutheran High School;
- Owned by, leased by and/or on loan to any third party engaged in providing services for GPLHS;
- Any computing or telecommunication devices owned by, in the possession of, or being used by students, that are operated on the grounds of GPLHS or connected to any equipment at any school facility (school building, dormitory, etc.) by means of direct connection, telephone line or other common carrier or any type of connection including both hardwired, fiber, infrared and/or wireless.
- Any online service provided directly or indirectly by GPLHS for student use, including but not limited to: G-Suite, YouTube, Facebook, PowerSchool (student information system), etc.

### **Expectation of Privacy**

At any time and without prior notice, GPLHS reserves the right to monitor, inspect, copy, review, and store any and all usage of the network, electronic devices, and the internet, as well as any information sent or received in connection with this usage. Because files remain the property of GPLHS, no one should have any expectation of privacy regarding such materials.

### **Unacceptable Uses of Technology Resources**

Inappropriate technology use includes but is not limited to the following:

- Interfering with the normal functioning of computers, computer systems, or computer networks.
- Damage or theft of computers, computer systems, or computer networks.
- Accessing, modifying, or deleting files/data that do not belong to you.
- Giving your username or password to any other student, or using the username or password of someone else to access any part of the system.
- Viewing, transmitting or downloading pornographic, obscene, vulgar and/or indecent materials.
- Sending or publishing offensive or harassing messages and content.
- Accessing dangerous information that, if acted upon, could cause damage or danger to others.
- Violating copyright laws and/or the school policy on plagiarism.
- Using the school network, electronic devices, or internet to buy or sell products. (During the school day)
- Recreational/non-educational use of electronic communication (e.g. blogging, internet message boards, forums, visiting non-educational websites during school/study hours, etc.).
- "Hacking" and other illegal activities in an attempt to gain unauthorized access to restricted files, other computers or computer systems. Uploading any harmful form of programming, bypassing filters, installing any type of server, and aliasing/spoofing. Possession of and/or distribution of any software tools designed to facilitate any of the above actions will also be considered an offense.
- Possession of or saving inappropriate files (Rated R or MA and above) to any part of the system, including but not limited to:
  - Music files
  - Movies
  - Video games of all types, including ROMs and emulators
  - Offensive images or files
  - Programs which can be used for malicious purposes

- Any files for which you do not have a legal license
- Note: If you need a file for a class project that you think may be considered inappropriate, then you need to have teacher and/or school administration permission prior to utilizing the file.
- Uses that contribute to the violation of any other student conduct code including but not limited to cheating, plagiarism, hazing or harassment, theft, falsification of records, possession of banned substances/items, etc.
- Creating a “hot-spot” with a student owned device, such as a cell phone, which bypasses the safeguards in place on the GPLHS wireless network.

### **Consequences for Violation of Technology Policies**

Use of the computer network and internet is an integral part of the educational world, but abuse of this technology can result in loss of privileges. Students who use the computer network, electronic devices, or the internet inappropriately may lose their access privileges and may face additional disciplinary (or legal) action. The length of time for loss of privileges will be determined by the administration and/or board of directors.

### **Public Display of Affection**

As a Christian family concerned both with the Sixth Commandment and offending others, GPLHS sets a limit on the public display of affection. While holding hands, walking arm-in-arm, and brief hugging are permissible, further public displays of affection are inappropriate.

### **Vehicles and Driving**

Students are to park on the east side of Luther Lane during the school day and are to follow the posted traffic signs. Reckless, careless, or any other inappropriate driving/parking may result in warnings, fines, and a loss of on-campus driving privileges. The posted speed limit in the parking lot is 15 mph.

### **Over the Counter Medicines and Prescription Drugs**

Students are allowed to have on their person or in their locker/dorm room over-the-counter medicines such as pain relievers, allergy medicines, etc. Administration, faculty, and staff of Great Plains Lutheran High School are not allowed to administer any OTC medications without written permission from a parent or guardian.

Students should take all prescription drugs to the school office upon arrival at school. The School staff will distribute the prescription as prescribed. Consequences for violations of this policy are given in Code Policies III and X.

### **Search Policy**

The faculty and staff of GPLHS will always strive to respect a person’s privacy and personal space. However, searches are a necessary part of life in a school setting and in a dormitory setting. The purpose of these searches is to maintain the welfare and safety of everyone on campus and to serve as a curb to those who would violate or ignore policies regarding illegal or unsafe items. When conducting searches the administration and staff will strive to be equitable, yet will respond to conduct that raises suspicion. With that in mind we note the following regarding searches.

- The contents of all school lockers, athletic lockers, dorm rooms, and student vehicles may be searched at any time (periodically and/or randomly).

- The contents of individual school lockers, athletic lockers, dorm rooms, and student vehicles may be searched when there is reasonable suspicion of a violation of school policy.
- An individual's person (including but not limited to clothing, pockets, purse, phone) will only be searched when there is reasonable suspicion of a violation of school policy.
- Drug dogs may be used in any of these searches.

### **Teachers' Office Area and Personal Property**

Students are to demonstrate respect for teachers' classroom *office* area and the teachers' personal property by recognizing that the area itself and items in the area are off limits to students.

### **School Property**

Great Plains Lutheran High School is blessed with a wonderful facility and numerous curricular and co-curricular resources. Students are expected to demonstrate good stewardship in the use of and care for the GPLHS facilities and resources.

### **Communication Procedure and General Appeals Process**

When someone feels wronged by a teacher, coach, etc., or has a general concern or complaint, that person is to follow the guidance of Scripture found in Matthew 18:15-17. Therefore,

- **First:** the concern is to be expressed directly to the teacher, coach, or advisor. If no resolution is reached from this interaction, then
- **Second:** The concern may be expressed again to the teacher, coach, or advisor in conjunction with the appropriate administrator (Principal, Dean, Athletic Director, etc.) present. If no resolution is reached from this interaction, then
- **Third:** The concern must be expressed directly to the Principal and President (if they have not already been involved). If no resolution is reached from this interaction, then
- **Fourth:** The concern may be expressed to the executive Committee of the Board of Directors. For assistance in this matter contact the Principal who will outline this procedure. After the above procedural steps have been followed the Executive Committee will make a ruling on the matter. If no resolution is reached from this interaction, then
- **Fifth:** The entire Board of Directors shall make a final decision on the matter.

## **COMMITMENT TO CHRISTIAN CONDUCT AND DISCIPLINE**

### **Disciplinary Suspension/Expulsion and the Appeal Process**

Students who actively promote activities or teachings that are not consistent with WELS doctrine and practice may be suspended by the Dean of Students in consultation with the Administrative Team and other faculty when necessary. A student suspended for disciplinary reasons may be suspended in or out of school. The Dean of Students will contact the parents/guardians immediately.

Parents/guardians may request time with the administration to discuss the course of action taken. Counseling for the student at GPLHS and with the student's pastor will also be encouraged. Students who are suspended will be unable to participate in co-curricular activities while under suspension and possibly for a longer period of time depending on the circumstances. Absences from class due to suspension are recorded as excused absences.

The Administrative Team (President, Principal, Dean of Students, and Activities Director) reserves the right to expel a student who disrupts the learning environment, threatens the safety of others, or

habitually participates in conduct unbecoming a Christian. If the Administrative Team chooses to expel the student, parents/guardians may appeal to the Executive Committee of the Board of Directors (see **Code of Conduct** Code Policy XVI: Appeals Procedure in the Student Handbook).

### **Code of Conduct**

Great Plains Lutheran High School exists to providing a Christ-centered education to assist families in nurturing students as lifelong disciples of Christ. We are committed to nurturing youth, helping them to develop the spiritual, intellectual, and social values and skills necessary for a lifetime of service to Christ in their homes, vocations, churches, and communities.

We have a commitment to assist families and a commitment to follow Scripture's directives concerning the nurturing of youth. God's will is that all of his people, including youth, are to be corrected when they do not follow his will. This correction is to be an expression of love and concern as we learn from Proverbs 13:24, **"Whoever spares the rod hates their children, but the one who loves their children is careful to discipline them."** We are also directed to ensure that our discipline is for the purpose God intends as we learn from Ephesians 6:4, **"Parents, do not exasperate your children; instead, bring them up in the training and instruction of the Lord."** Faculty and staff will strive to carry out this responsibility for the good of each student as Paul encourages in 2 Timothy 4:2, **"Preach the word; be prepared in season and out of season; correct, rebuke and encourage—with great patience and careful instruction."**

The Code of Conduct assists students in recognizing their Christian responsibility to use their God-given talents and time in a manner that glorifies God and gives honor to their GPLHS family.

Whenever Code of Conduct issues are addressed, all parties involved need to remember that we are dealing with brothers and sisters in Christ. Therefore the following steps will be used in dealing with students:

- The law will be proclaimed, not in arrogance, but to convict a sinner of his/her sin;
- Sincerity of sorrow over sin and a desire to change will be sought; and
- With joy these messages will be shared:
  - Jesus died for your sins.
  - Jesus forgives you of your sins.
  - I forgive you.
  - As a brother or sister in faith I care about you and want to help you grow.
  - Here are steps (consequences) which are intended to help you and others.

If there is a lack of evidence of repentance, continued enrollment may no longer be possible.

The Code of Conduct applies to all students attending GPLHS. There are some aspects of this Code which will affect students involved in co-curricular activities more than those who are not involved. This acknowledges the privilege and the responsibilities such participation involves.

It is the intent of the administration and entire faculty of GPLHS dutifully to carry out the procedures and consequences presented in this Code of Conduct. However, the administration reserves the right to alter consequences and the implementation of consequences in certain circumstances, if they believe it is for the betterment of the individual, the school, and God's kingdom.

## **I: General Conduct**

“Whatever you do, do it all for the glory of God” (1 Corinthians 10:31). At all times, students at GPLHS are expected to conduct themselves in a manner which serves and honors their Lord, their school, and their fellow students.

## **II: Behavioral Expectations**

It will always be assumed that each student will behave as the redeemed child of God he/she is. At times, Christians are overcome by temptation and fall into sin. This is a special opportunity to apply God’s Word – Law and Gospel. It should be remembered that forgiveness does not automatically mean that there are no consequences. Cause for disciplinary action will include, but not be limited to the following:

- Disobedience, defiance, or obstruction of a teacher’s authority
- Disruption of school
- Fighting
- Damage or destruction of school or private property
- Using technology in an inappropriate manner
- Possession of weapons or dangerous instruments (or convincing replicas)
- Harassment/bullying through verbal or physical threats or actions
- Profane or obscene language or gestures
- Possession or use of alcohol, illegal drugs, or tobacco products
- Violations of federal, state, or local laws
- Theft
- Truancies or excessive tardiness
- Excessive displays of affection, sexual activity, pregnancy, or use of pornographic material

## **III: Disciplinary Program**

Christians admonish those who sin in order to lead them to repentance and a life that glorifies their Lord. Our disciplinary program has the same purpose. The Law and the Gospel are the means through which we carry out our discipline. When there is repentance of sin, assurance of forgiveness follows. The student will still bear appropriate consequences as a result of his/her behavior.

Varying degrees of disciplinary actions may be taken, depending upon the nature and severity of the misconduct. GPLHS reserves the right to contact parents, pastors, and civil authorities as necessary or required by law.

Disciplinary actions will include but not be limited to the following:

- **Parent Contact:** Although students need to take responsibility for their own behavior, parents are still ultimately responsible for the conduct of their children and will be contacted whenever deemed necessary.
- **Detention:** Regular detentions are served for 60 minutes after school, beginning approximately 5 minutes after dismissal for the day. Students will be notified of a detention in advance. Students will not be excused from serving a detention because of a job or co-curricular activity. Students who miss an assigned detention will receive additional disciplinary action.
- **Restrictions:** Students may be restricted to the dormitory or to their rooms for violations of school rules. Moreover, local students may lose their visitation privileges to the dorm if deemed necessary by the Dean, Principal, or dorm staff.

- **Service Work:** In certain circumstances the Principal/Dean may assign work detail to students who have violated school policies. Work detail would take place outside of normal school hours.
- **Suspension:** The purpose of a suspension is to remove the student from the school environment and to provide the GPLHS faculty, parents/guardians, the student, and administrators time to consider the situation and bring about a plan for future conduct. Absences from class due to suspension are recorded as excused absences.
- **Probation:** Probation is a period of testing to determine continued enrollment. Students may be placed on probation for a quarter, semester, or year as determined by the administration. Moreover, during the probationary period, students may lose their privilege of participating in co-curricular activities. Failure to comply with the probationary terms will result in expulsion. There are two types of probation: Academic and disciplinary. Students will be placed on academic probation when they are working far below their God-given abilities and after other strategies have failed to motivate improvement. Students may be placed on disciplinary probation for various code violations.
- **Referral to Civil Authorities:** GPLHS reserves the right to, and when obligated will, contact civil authorities when a student violates a state or municipal law or engages in some activity which warrants it (e.g. possessing a weapon, distributing drugs).
- **Expulsion:** The administration reserves the right to dismiss a student who disrupts the learning environment; threatens the safety of other students or the faculty/staff; and/or sells, distributes, or uses alcohol or other illegal drugs. Furthermore, if in the opinion of the administration, a student's conduct is at variance with the philosophy, methods, and mission of GPLHS, or if a student's school work is altogether unsatisfactory, this student may be dismissed even though no specific offense meriting suspension or expulsion be charged against the student. This dismissal may be for the student's own good, and/or for the good of the student body, the school, or God's kingdom.

### **Corporal Punishment, Restraint and Seclusion**

The disciplinary program of Great Plains Lutheran High School prohibits the following forms of discipline:

- The use of corporal punishment (physical spanking, slapping, pinching, pulling, twisting, hitting with an object, and other such forms of physical discipline).
- The use of prone restraint, defined as physical pressure applied to any part of the student's body to keep the student in a face-down position on the floor or other surface, except when the use is necessary and reasonable in manner and moderate in degree.
- The use of involuntary confinement of a student locked alone in a room unless there is a clear and present danger.
- Exclusions:
  - Restraint does not include brief but necessary physical contact needed to break up a fight, remove a weapon from a student's possession, calm or comfort, assist a student in completing a task if the student does not resist the contact, or prevent an impulsive behavior that threatens the student's safety (e.g. running in front of a moving automobile).
  - Seclusion does not include a timeout (separating a student from the class within the classroom or in a non-locked setting for the purpose of self-regulating and controlling his own behavior).



In the event of an incident requiring restraint or seclusion of a student (unless the student is emancipated, i.e. no longer a legal minor):

- The staff person will consult with the principal and fill out an incident report specifying the circumstances of the incident.
- The principal will notify the student's parent/guardian of the situation.

#### **IV: Attendance and Truancy**

##### **Guidelines**

Regular attendance is essential for students to achieve their God-given potential. Occasionally, a student must be absent for a short amount of time. If absenteeism becomes a problem, students face the loss of credit for the affected course(s). This includes all absences recorded as a part of the student's attendance (excused, family, vacations, unexcused, truant). This does not include absences for school related activities. If a student is absent for 14 class periods within a semester for regular classes and 7 class periods for ¼ credit classes (band, choir, etc.), credit will be lost for that course. If more than half of a student's load falls under this policy, such a student will be counseled about continued enrollment. Students are considered absent if they are five or more minutes late from class. Exceptions to this policy may be granted under special circumstances (extended illness or hospitalization etc.) through administrative approval.

On a day with a scheduled co-curricular activity, students need to be in attendance by the start of chapel in order to participate in that day's co-curricular activity. Students who have been assigned a report, speech, and/or test, and are absent for the part of the day in which such an assignment is due must be required to present the report or speech turn in or complete the assignment that same day before going to any co-curricular activity, practice, or event participating in any co-curricular activity.

Exceptions may be made at the discretion of the principal for certain circumstances (funerals, medical appointments).

Great Plains Lutheran High School's rules on attendance make allowances for students who are truly ill in the morning to still participate in scheduled activities if their health allows. However, habitual abuse of this policy will not be tolerated.

Students who are absent from school without a valid excuse from their parents or guardian will be considered truant. Truancy is a serious offense and will result in disciplinary action.

##### **Consequences**

- Students who acquire an unexcused absence (missing five or more minutes of class, being removed from class, etc.) may receive a detention.
- Truant students will be required to serve one detention per number of class periods missed. Parents will be informed of the truancy and students may not be given credit for any class work missed while truant. In addition, truant students may lose some participation in co-curricular activities. In cases of repeated truancy, GPLHS has a responsibility to contact the local law enforcement agency.

## **V: Tardiness**

### **Guidelines**

The student will be considered tardy if he or she is not in the room and ready for instruction when the period begins.

**Consequences** - Students will be assigned the following disciplinary action for every tardy past their fourth tardy in any combination of classes or chapel during one semester.

- Fifth: Detention and parental notification
- Sixth: Additional detention and meet with parents

## **VI: Harassment/Bullying**

GPLHS students are expected to treat each other with Christian love and respect as outlined in Code II: Behavioral Expectations. In keeping with the Scriptural principle that one's love for God is shown through love to fellow mankind (cf. 1 John 3-4), GPLHS will not tolerate students bullying other students. Bullying and harassment are harmful, negative behaviors initiated by one or more students and directed toward another student or students.

### **13-32-15 Definition of Bullying**

Bullying is a pattern of repeated conduct that causes physical hurt or psychological distress on one or more students that may include threats, intimidation, stalking as defined in chapter 22-19A, physical violence, theft, destruction of property, any threatening use of data or computer software, written or verbal communication, or conduct directed against a student that:

1. Places a student in reasonable fear of harm to his or her person or damage to his or her property; and either
2. Substantially interferes with a student's educational performance; or
3. Substantially disrupts the orderly operation of a school.

For the purposes of §§ 13-32-14 to 13-32-19, inclusive, bullying also includes retaliation against a student for asserting or alleging an act of bullying.

Examples of bullying/harassment include but are not limited to the following:

- **Physical** – harmful action or threat of harmful action against another person
- **Verbal** – Written or Electronic (including all cyber bullying) – threatening, unkind, abusive or hurtful communication to a person or about a person
- **Emotional** – taunting or other conduct intended to upset, exclude, or embarrass a person
- **Sexual** – conduct or communication based on actual or perceived trait or characteristic of a person because of gender and/or initiation of unwarranted or unwelcome sexual advances
- **Racial** – rejection, exclusion, isolation, or embarrassment of a person because of ethnicity

### **Reporting**

Students may report bullying or harassment to any teacher, to the Dean of Students, or to the Principal. If they wish to do so, they may report an incident anonymously by using our school's anonymous reporting form.

### **Investigation**

Each reported case will be dealt with according to its own circumstances and in an efficient manner. An investigation will be conducted on any alleged incident of bullying committed against a child while the child is aboard a school bus, at a school bus stop, or at a school-sponsored event.

## **Consequences**

In reference to the specific offense, the administration will counsel the offending student and apply the appropriate consequences as described in Code policy III: Disciplinary Program. Retaliation in response to reported bullying is strictly forbidden and will result in additional consequences.

## **VII: Sexual Harassment**

### **Guidelines**

It is the policy of GPLHS to maintain a learning and working environment that is free from sexual harassment or exploitation. GPLHS prohibits any form of sexual harassment or exploitation.

It shall be a violation of this policy for any student, teacher, administrator, or other school personnel of GPLHS to harass or exploit any student, teacher, administrator, or other school personnel. (For purposes of this policy, school personnel includes school employees and volunteers.)

GPLHS will act to investigate all complaints, whether formal or informal, verbal or written, of sexual harassment or exploitation and take appropriate action against any student, teacher, administrator, or other school personnel who is found to have violated this policy.

### **Reporting Procedures**

Any person who believes he or she has been the victim of sexual exploitation, sexual contact, or sexual harassment by a student, a teacher, administrator, or other school personnel of GPLHS, or any person with knowledge or belief of conduct which may constitute sexual exploitation, sexual contact, or sexual harassment toward a student, teacher, administrator, or other school personnel, should report the alleged acts immediately to the principal, president, or GPLHS Board chairman. GPLHS encourages the use of the report form available from the school office when reporting an incident. However, oral reports of an incident shall be considered complaints as well. Incidents are reported to the principal unless the complaint involves him, then it is made or filed with the president or GPLHS Board chairman.

### **Consequences**

In reference to the specific offense, the administration will counsel the offending student and apply the appropriate consequences as described in Code policy III: Disciplinary Program. In certain situations GPLHS has a responsibility to contact the local law enforcement agency.

## **VIII: Sexual Activity/Pregnancy**

If a student, male or female, becomes sexually active and/or is involved with a pregnancy, our first concern is the spiritual welfare of the child, mother, and father. Secondly, we are concerned about the physical and mental health of all parties. Where there is repentance and forgiveness, after consultation with the student(s), parents, and pastor(s) the administration will make a decision about continued enrollment. If enrollment is continued, the privilege of participation in all school activities, functions, etc. will be determined by the administration. The student will be allowed to participate in the graduation service. However, the administration may restrict a student from participating in the service if the student exhibits an unrepentant or rebellious attitude at some time during the pregnancy or if the student's physical well-being may be at risk. Where there is no demonstrated repentance, continued enrollment is not possible. If the student is not a member of the senior class, he/she may apply to the administration to be readmitted to those school-related activities where the general public is present at the beginning of the next school year. The administration will determine if readmission will be allowed.

Because of the specific and varying natures of these offenses, each violation will be handled on an individual basis.

## **IX: Weapons and Threats**

### **Guidelines**

GPLHS will make every effort to ensure the safety of its students, faculty, and staff. As part of this effort, no one shall possess, use, threaten the use of, or store a weapon, or a look-alike weapon, on school property or at any school sponsored activity.

A weapon is defined as any object that by design, use, or intended use could cause bodily harm, or property damage, or intimidate other persons. Weapons include but are not limited to the following: firearms (whether loaded or unloaded and whether operational or not), replica firearms, knives, bows and arrows, and any martial arts equipment. The use of items not designed as weapons will also fall under the consequences of this policy if they are used to cause, or with the intent to cause bodily harm or property damage or to intimidate others. Such items include but are not limited to the following: chains, belts, sprays, stun guns, explosives (including firecrackers), and dangerous chemicals.

Violent threats of any nature, delivered in any manner toward GPLHS or toward anyone associated with our school are strictly prohibited.

In light of the fact that South Dakota offers a wide variety of hunting options, students living in the dorm will be given the opportunity to check their firearm(s), bow, or knives with the Dean of Students who will arrange for safe storage off campus.

### **Consequences**

In reference to the specific offense, the Dean of Students will counsel the student and apply the appropriate consequences as described in Code Policy III: Disciplinary Program. In certain situations GPLHS has a responsibility to contact the local law enforcement agency.

## **X: Alcohol, Tobacco, Prescription Drugs, or Other Controlled Substances**

### **Guidelines**

- No student enrolled at Great Plains Lutheran High School may illegally possess, use, or be under the influence of alcohol or any other controlled substance. No student may possess or use tobacco. This includes the possession and/or use of E-cigarettes, vapes, and associated paraphernalia.
- If a student is in a situation or gathering without parents or legal guardians in which people around him/her are illegally possessing or using tobacco, alcohol, or drugs, the student is required to vacate the situation or gathering immediately.
- While the administration will not go looking for problems during the summer, should information come to light about abuses, it will be dealt with by the administration.
- When a student seeks professional counseling, that student may have some of the consequences adjusted if the professional counselor's advice indicates that such an action would be important to the recovery process.
- Violations will be cumulative throughout the student's four years of attendance at Great Plains Lutheran High School. Furthermore, the administration will consider total violations, regardless of category, when issuing consequences.

## **Consequences for Violations Regarding Use or Possession of Alcohol or Tobacco**

### **First Violation:**

The consequences for a first violation will be that the student will:

- Serve a suspension (No participation in or attending of any school-related activity during the suspension period);
- Lose car privileges, except to get to and from school;
- Have his/her parents call the administration to confirm a family discussion about the offense;
- Be placed under restrictions at the dorm at the discretion of the administration;
- Perform any service work as determined by the administration;
- Be suspended from participation in all co-curricular games, competitions, and performances for 20 school days;
- Pre-school-year practice days may count toward the 20 days.

### **Second Violation:**

The consequences for a second violation will be the same as for the first violation and also include:

- Meeting with a medical person on effects of this type of violation and have a report given by the medical person to the administration.
- Suspension from participation in all co-curricular games, competitions, and performances for 50 school days.

### **Third Violation:**

The consequences for a third violation will be the same as for the first violation and also include:

- Having an assessment made by a qualified counselor such as at the Human Service Agency, with a report by that person given to the administration. The recommendations must be followed;
- Having his/her pastor directly contact the Dean of Students to confirm spiritual counseling;
- Being placed on probation;
- Being suspended from all co-curricular participation (including games, competitions, performances, practices, rehearsals, and meetings, etc.,) for one calendar year (365 days).

### **Fourth Violation:**

The consequences for the fourth violation will be a review of any future co-curricular participation and long-term suspension or expulsion as determined by the administration.

## **Consequences for Use or Possession of a Substance not covered in the previous section (Such As Marijuana, Synthetic Marijuana, Cocaine, Meth, Prescription Drugs or Look-Alike Drugs)**

### **First Violation:**

The consequences for a first violation will be that the student will:

- Serve a suspension (No participation in or attending of any school-related activity during the suspension period);
- Lose car privileges, except to get to and from school;
- Have an assessment made by a qualified counselor such as at the Human Service Agency with a report by that person given to the administration, and recommendations must be followed;
- Have his/her parents meet with the administration to discuss the recurrence of problems and what impact this could have on continued enrollment;
- Have his/her pastor directly contact the Dean of Students to confirm spiritual counseling;
- Be placed under restrictions at the dorm at the discretion of the administration;

- Perform any service work as determined by the administration;
- Be placed on probation;
- Be suspended from all co-curricular participation (including games, competitions, performances, practices, rehearsal, and meetings, etc.), for one calendar year (365 days).

**Second Violation:**

The consequences for the second violation will be a review of any future co-curricular participation and long-term suspension or expulsion as determined by the administration.

**Consequences for Providing Tobacco, Alcohol, Prescription Drugs, or Illicit Drugs**

**First Violation**

The consequences for a first violation will be that the student will:

- Serve a suspension (No participation in or attending of any school-related activity during the suspension period);
- Lose car privileges except to get to and from school;
- Meet with a medical person on effects of this type of violation and have a report given by the medical person to the administration;
- Have his/her parents call the administration to confirm a family discussion about the offense;
- Be placed under restrictions at the dorm at the discretion of the administration;
- Perform any service work as determined by the administration;
- Be suspended from all co-curricular games, competitions, and performances for 50 school days.

**Second Violation:**

The consequences for a second violation will be that the student will;

- Serve a suspension (No participation in or attending of any school-related activity during the suspension period);
- Lose car privileges, except to get to and from school
- Have an assessment made by a qualified counselor such as Human Service Agency with a report by that person given to the administration, and recommendations must be followed;
- Have his/her parents meet with the administration to discuss the recurrence of problems and what impact this could have on continued enrollment;
- Have his/her pastor directly contact the Dean of Students to confirm spiritual counseling;
- Be placed under restrictions at the dorm at the discretion of the administration;
- Perform any service work as determined by the administration;
- Be placed on probation;
- Be suspended from all co-curricular participation (including games, competitions, performances, practices, rehearsals, and meetings, etc.) for one calendar year (365 days).

**Third Violation:**

The consequences for the third violation will be a review of any future co-curricular participation and long-term suspension or expulsion as determined by the administration.

**XI: Cheating**

**Guidelines**

While the sin of cheating has often been dismissed as minor, or even accepted as a way of completing work, it is dishonest and sinful to present someone else's work as one's own or fraudulently obtain answers.

Additionally, it is dishonest and sinful to willingly allow others to copy one's work. Willful plagiarism (often the copy-pasting of internet information without proper documentation) is included in this policy.

GPLHS most responsibly serves students who have cheated when we confront this sin of cheating so that students might receive the appropriate training and forgiveness.

### **Consequences**

In reference to the specific offense, the administration will counsel the student and apply the appropriate consequences as described in Code Policy III: Disciplinary Program.

## **XII: Christian Language**

### **Guidelines**

In a Christian school it is important that students and faculty alike strive to set a God-pleasing example for each other in the way they speak, write, and act. Immoral conduct relating to language cannot be tolerated. Examples of immoral conduct relating to language include but are not limited to any profane, obscene, or offensive language; any language that demonstrates disrespect for God's Word; any language used to harass, bully, or intimidate; any language used to defame one's reputation; and any language used to disrespect a student, faculty or staff member.

Students will be accountable to this policy regardless of when or where such action occurs. Any type of language – spoken, hand written, electronic bulletin boards (such as Facebook), emails, blogs, chat rooms, social media websites, etc. – is included within this policy.

### **Consequences**

In reference to the specific offense, the administration will counsel the student and apply the appropriate consequences as described in Code Policy III: Disciplinary Program. Furthermore, the offending student shall immediately remove any inappropriate language from social media, etc. if applicable.

## **XIII: Notification**

Reports of violations must be made to the administration or appropriate coach in a timely manner. A member of the administration will initially notify parents by phone. Official written notification of disciplinary action will be sent to the parents and a copy placed in the student's file.

## **XIV: Activity Policies**

Coaches and advisors may establish further policies for the effective operation of their activity. These policies also become part of the Code of Conduct.

## **XV: Further Code of Conduct Implications**

- If a student's violation included loss of property/possession to a fellow student, staff member, or GPLHS, restitution for any loss or damage will be expected. As evidence of repentance and demonstrating sincere Christian love, the student will apologize to the person/persons affected.
- If a student is involved in more than one activity at the time of a violation, penalties apply to all activities in which the student is involved. Upon the completion of a school year, the remaining balance of any co-curricular suspension will be applied to the next school year.

- During co-curricular suspensions of less than one year, students are expected to attend all rehearsals, practices, and meetings, unless the season ends prior to the reinstatement date or the coach decides otherwise.
- In certain situations, a suspended student may be allowed to complete a co-curricular obligation. Students who violate the GPLHS Code of Conduct will be ineligible for receiving any special award (e.g. MVP, Most Improved, Panther, Letter, etc.) for any activities which were affected by the violation consequences.
- If a student enters GPLHS after being expelled from another school or while under discipline by another school, his/her involvement in co-curricular activities will be determined according to GPLHS Code of Conduct unless SDHSAA rules would supersede our policy.
- A student who transfers to GPLHS from another school and who is under a code violation according to our code of conduct will follow or complete the consequences according to our code unless SDHSAA rules would supersede our policy.

#### **XVI: Appeals Procedure**

- A student who has been disciplined through the Code of Conduct has the opportunity to appeal his/her case by asking to appear before the executive Committee of the Board of Directors with his/her parents. The following procedure will be followed:
  - **Step 1:** After a ruling of suspension/expulsion has been made, the student's parents must submit a written appeal to the administration within five days after the notification of said disciplinary action.
  - **Step 2:** Upon receipt of the written appeal, the Executive Committee shall meet within three school days to make a ruling regarding the matter. If no resolution is reached from this interaction,
  - **Step 3:** Then a final appeal may be made to the entire Board of Directors. The decision of the entire Board of Directors is final.
- Discipline under appeal will be in effect until the appeal process has been completed.
- A quorum of the Board of Directors must be present.

Out of love for our Savior and to God's glory, may we strive to uphold the policies and procedures of this handbook and in so doing promote the mission of Great Plains Lutheran High School!