



STUDENT HANDBOOK

“Chosen for a Purpose”

from Colossians 3:12-17
2018-19 School Theme

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SCHOOL PHILOSOPHY **REGARDING STUDENT BEHAVIOR**

No society can function effectively without policies and procedures. Lake Country Lutheran High School provides the opportunity for students to find identity, meaning, purpose and power for their lives in Christ by “growing in the grace and knowledge of our Lord and Savior Jesus Christ” (2 Peter 3:18). Jesus lived and died by the rules, always being obedient to God and man. Because He died for our sins, He offers to each of us freedom from our sin. This act of love frees us to appreciate our successes and to grow from our failures, while always striving to do our best. As Philippians 3:14 says, “I press on toward the goal to win the prize for which God has called me heavenward in Christ Jesus.”

High expectations come from God and are a part of every facet of school life. These rules and expectations are necessary to provide our students with a safe and orderly school environment where high achievement becomes the focus. These rules are kept at a minimum and are enforced. Students come to LCLHS with backgrounds and experiences as varied as they themselves. Our students come as they are and we accept them as they are. Our common goal is that each student grows in relationship to Jesus Christ and to one another. “For we are God’s workmanship created in Christ Jesus to do good works which God prepared in advance for us to do” (Ephesians 2:10).

NON- DISCRIMINATION POLICY

Lake Country Lutheran High School admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

06/20/2017

ATTENDANCE POLICY

1. Regular attendance is essential for earning of credits at the high school level.
2. Course credit will be forfeited following the tenth (10) absence in a semester. School sponsored activities will not count toward this total, such as School Athletic Events, Fieldtrips, AP Test Periods, etc.
3. Acceptable absences are those approved and accounted for by the student's parent/guardian. These absences include illness, family emergencies, vacations required by parent's employer, special family events, doctor's appointments, and absences approved in advance. All other absences are considered truancy.

NOTE: Where extended absence is required for emergency reasons, the administration may waive the regulations on the forfeiture of credit.

4. When a student is absent from school, educational opportunities that are available only during class time are lost. Make-up work and due dates are at the discretion of the teacher. Students may request assignments directly from their teachers on days of absences.
5. The home will be alerted following the sixth and ninth absence in a semester.
6. No athlete will be allowed to practice or play in a contest if absent from school during the day. A student who returns to school by 11:30am may participate in a practice or contest. A parent excuse will be allowed for some absences (doctor or dentist appointment, field trip, college visit, funeral, etc.).
7. **Lake Country Lutheran High School is a CLOSED CAMPUS.** Students are not allowed to leave school grounds during lunch time or study halls, nor are students from other schools allowed to enter Lake Country Lutheran High School during the school day.

06/03/2016

ATTENDANCE PROCEDURES

1. Absences must be reported to the School Office by a parent prior to 9:00am on the day of the absence. Parents are asked to call 262-367-8600 or email each day the student is absent.
2. If it is necessary for a student to leave during school hours, a note signed by a parent must be presented to the School Office before 8:00am. The student will be given a Hall Pass. If, at any time during the school day, a student should become ill, he/she should report to the School Office. The student's parent/guardian will be contacted and asked to give permission for the student to leave school. **Do not leave school without reporting to the School Office for permission to leave school.**

06/01/2015

TARDY POLICY and PROCEDURES

1. **Students should be on time to ALL of their classes.** Being in the classroom prepared to learn is the definition of being on time. (For 1st hour this means seated in the classroom and not just walking into the building.) The office will keep cumulative records of tardies which then become part of the student's permanent record.
2. Upon the ***third (3rd) overall tardy per semester***, the student will receive a written warning and the parents will be notified in a letter to the home.
3. On the ***sixth (6th) overall tardy per semester***, the student will be required to serve a 1 ½ hour detention and pay a \$10.00 fee. The parents will be notified of the tardies, fine, and date and time of the detention in a letter to the home. Skipping the detention will result in doubled the required time be served and double the fee.
4. For every ***additional 2 tardies per semester***, Step 3 will be repeated.
5. **A student must report to the office if late for 1st hour to receive a Building Pass to class and should report directly to class when late for any other periods.**
6. If a teacher or other staff member detains a student, a **Building Pass** will be issued to the student by that person. The student should go directly to the next class and give the pass to the teacher.

06/03/2016

TRUANCY/SKIPPING CLASSES

All truanancies are channeled through regular school disciplinary procedures. Students who are truant from school will not be allowed to return to school without a parent/student/school administrator conference. **Students who skip a class will not be allowed to return to classes without parent contact with a school official.**

06/05/2012

BUILDING HOURS

The School Building, including School office, is open from 7:00am to 4:00pm, Monday through Friday on school days. The first floor will remain open until all extracurricular activities are completed for the day. Students who must wait for a ride after 3:00pm are welcome in the Great Hall and those involved in a supervised school activity are welcome to be in the building after building hours. The entrance doors will be locked at 8:00 a.m. each day. Visitors entering the building after that time, will need to buzz and identify themselves to be granted permission to enter. Visitors, once they have entered, must report to the school office where they must sign in and out. All other access doors are locked during school hours.

05/15/2018

BULLYING POLICY

Lake Country Lutheran High School Supports a secure school environment, conducive to teaching and learning in an environment free from threat, harassment and any type of bullying behavior.

Bullying is defined as any written, verbal, physical act, gesture, electronic expression, or pattern thereof that is intended to cause distress upon or negatively affect the reputation of one or more students or teachers in the school, on the grounds, or at school activities or sanctioned events.

Students who engage in any act of bullying are subject to appropriate disciplinary action, which may include suspension, expulsion and /or referral to law enforcement authorities. The severity and pattern, if any, of the bullying shall be taken into consideration when disciplinary decisions are made.

06/05/2012

CHAPEL

The primary purpose of Lake Country Lutheran High School is to help students find identity, meaning, purpose, and power for their lives in Christ (2 Peter 3:18). To this end, the students and faculty experience chapel on Tuesday and Friday mornings during a 25 to 30 minute period. Chapel includes the following: worship (formal and informal) and devotions which include testimonies, prayer, and praise. Participants include faculty, students, pastors, other members of the high school family and outside guests. Occasionally, assemblies are held in lieu of chapel. On other school days, devotions are shared at the start of first hour and each day ends with prayer.

Chapel includes the following guidelines:

1. Chapel attendance is mandatory.
2. Students should participate.
3. Students should not detract from the experience of others.
4. Students should go straight to class from chapel.

If a student detracts from the chapel experience, that student will be removed from the chapel setting. Continued unwillingness to follow the chapel guidelines will result in a disciplinary action.

06/05/2012

COMPUTER LAB PRIVILEGES

1. The Computer Lab is open to students only if they have permission.
2. Students must have a signed copy of the *Computer Network Acceptable Use Policy* on file to be eligible to use the computers.

Any violation of school policy and/or including the Acceptable Use Policy will terminate privileges for a student.

06/05/2012

CONFIDENTIALITY OF STUDENT RECORDS

In compliance with the Federal Family Right and Educational Privacy Act and Wisconsin Statutes Section 118-125, be it RESOLVED

1. All records maintained by the school for the pupil shall be confidential.
2. Progress Reports, which contain only objective pupil data (transcripts), shall be kept permanently.
3. Behavioral Records, which include psychological tests, personality evaluations, together with anecdotal records, shall be maintained one year following graduation and thereafter destroyed.
4. The responsibility for the maintenance of school records is vested in the Principal. The Principal shall report his/her compliance to the executive director annually in June.
5. Parents of minor students or adult students have the right to inspect their records. Said parent or adult student so desiring to inspect records shall address a request to the principal in writing.
6. The procedure for challenging records shall be:
 - a. Written notice to the principal requesting a hearing.
 - b. If satisfaction is not achieved, a statement of challenge shall be addressed to the executive director who will give hearing/arrange for a hearing with the Board of Directors.

06/05/2012

DISCIPLINE POLICY

Lutheran high schools are Christian education settings in which God seeks to accomplish His good and gracious will for students. Students, as children of God, are both sinners and saints simultaneously. Therefore, Lutheran high schools endeavor regularly to lead all students to recognize themselves as sinners, to repent, and trust Jesus Christ as their Savior. Living in the assurance of God's love, mercy and forgiveness, students are encouraged by the power and leading of the Holy Spirit to live Christian lives in accord with God's will for them.

When a student conspicuously or consistently violates a rule(s) of Christian conduct, administrators and staff must deal with and minister to such a student with the goal of leading that student to a recognition of his behavior as sin against God, repentance, acceptance of God's forgiving love in Jesus Christ, and a demonstration of intent to live a Christian life with the help of God.

If appropriate, the administration and staff will utilize the resources of a student's pastor, hi/her parents, and other resources and agencies that may help achieve the goal of ministry for the student. Within the context of ministry, it may be appropriate that a student be deprived of school privileges, including suspension, so that the student and the entire student body recognizes the seriousness of sin against God, and value the Christian setting in which God seeks to accomplish His good and gracious will for His children.

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In the event a student apparently refuses to accept the ministry offered him and willfully or consistently demonstrates his unwillingness to live a Christian life, the student, by virtue of his own attitude and action, disqualifies himself from continued ministry. When, as a result of continued ministry, a student demonstrates and expresses his desire to return to the Christian education setting so that God may accomplish His good will for the student, the school administrators should seek to provide for re-enrollment.

- Lutheran High School Association of Greater Milwaukee

*All Appeals of Disciplinary Action should go first to the Principal and then if need be to the Head of Schools.

07/14/2016

BEHAVIOR RESULTING IN AUTOMATIC DISCIPLINARY ACTION

(May include but not limited to):

- Disrespectful behavior: continual disrespect, refusal/inability to conform to dress code, refusal to be on time, truancy, etc.
- Dangerous/Illegal behavior: fighting, possession of weapon, drugs, alcohol, etc.
- Destruction of property: vandalism, reckless driving, etc.

06/01/2015

BEHAVIOR RESULTING IN AUTOMATIC SUSPENSION FROM SCHOOL

1. Any instruments, normally considered weapons, are not permitted on school property at any time. Violation of this rule will result in the weapon being confiscated and may potentially result in expulsion from school.
2. Smoking is not permitted in the school building, on school grounds, in cars on school premises, or at any school related function (home or away). Furthermore, a student should not have cigarettes, e-cigarettes, vaping juice, tobacco, or lighting materials in his/her possession.
3. If a student is found to be in possession of any illegal drug, including alcohol, at school or at a school function either home or away, possible expulsion may result from this behavior.
4. If any student consistently shows and demonstrates disrespect toward teachers, staff, and others in authority, possible expulsion may result from this behavior.

08/04/2017

POLICY ON ALCOHOL & OTHER DRUG ABUSE (AODA) & TOBACCO

Lake Country Lutheran recognizes that the use of alcohol and other drugs and the challenges associated with them are problematic in our communities and amongst our youth. Because alcohol is the drug of choice for most in the community at large and for most students who choose to use drugs, it requires special attention. Furthermore, alcohol was also the drug of choice during biblical times. While the focus of the following assertions will be alcohol use, these statements are intended to apply to other illegal drug use as well.

Lake Country Lutheran High School's primary purpose is to "provide the opportunity for students to find identity, meaning, purpose, and power for their lives in Christ by growing in the grace and knowledge of Him as their Lord and Savior." Scripture includes descriptions of appropriate uses of alcohol - e.g. as an aid to digestion, as part of a sacrament (Holy Communion), as medicine, and as part of family traditions and celebrations (weddings).

Misuse is also clearly defined. Using alcohol for the sake of merriment (changing the way one feels) is one example of misuse (Luke 12:18-19). Using alcohol to get drunk is another example (Proverbs 21, Romans 13:13, Galatians 5:19-21, 1 Peter 4:30). Scripture even provides examples of someone who no longer controls his alcohol use - alcoholism - (Proverbs 23:29-25, Luke 21:34). Because alcohol use by individuals under the age of twenty-one is illegal, any use of alcohol on the part of any LCLHS student is abuse, except with the knowledge, permission, and in the presence of his/her parent(s) (Wisconsin State Statutes 125.07). Whenever possible in the following, the acronyms AODA (Alcohol and Other Drug Abuse) or AOD (Alcohol and Other Drugs) will be used.

Lake Country Lutheran High School believes that it is in the best interest of its entire community to promote, enhance, and maintain an AOD-free school. The correct choice on students' parts to remain AOD-free is a most difficult one and is in need of the school's support.

LCLHS further recognizes that some students need education, assistance, and support because of their use, their peers' use, or a family member's use. Therefore, the school will provide an atmosphere of prevention which includes information, education, communication, alternatives, and intervention.

The Board of Directors of the Lutheran High School Association of Greater Milwaukee has taken a firm stand against student AOD use by adopting the following policy: Students who use or possess on school property marijuana, alcohol, or drugs which have not been prescribed for them by a licensed, medical authority may be suspended from school for the remainder of the semester (with possible expulsion).

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In addition to the Board policy regarding AOD possession on campus, Lake Country Lutheran High School takes a firm stand against any illegal AOD use on the part of its students. Lake Country Lutheran reserves the right to search Lockers, Book Bags, Cars, etc. in the event of suspicion. Any student who comes to a school event, either home or away, who is suspected of using, will be interviewed by a designated school official. If use is verified, the following procedures will be followed:

1. A parent or legal guardian will be notified as soon as possible.
2. Transportation home will be arranged for the student.
3. The student's return to school will be contingent on the results of a student/parent/administrator conference.

Students exhibiting evidence of acute intoxication, incapacitation, or a drug overdose will be transported by emergency medical personnel to an appropriate health facility. Parents will be notified as soon as possible.

Co-curricular activities provide an excellent alternative to AOD use. Research indicates that students who participate in co-curricular activities are less likely to be involved in AOD use. However, some students who do participate in co-curricular activities may still choose to use, thereby jeopardizing their privilege to participate. Students who are caught illegally using alcohol or other drugs will not be allowed to participate in co-curricular activities. Students must follow the appeal process to be considered for reinstatement.

06/20/2017

ALTERNATIVE LIFESTYLES POLICY

Lake Country Lutheran High School reserves the right, within its sole discretion, to refuse admission of an applicant and/or to discontinue enrollment of a current student participating in, promoting, supporting, and/or condoning: pornography, sexual immorality, homosexual activity or bisexual activity; or displaying an inability or resistance to support the qualities and characteristics of a Biblically based and Christ like lifestyle.

06/27/2017

DRESS CODE

A Christian high school desiring to express and teach the principles of God should choose to include some direction and guidelines for dress. While principles that God has clearly established in Scripture apply consistently through time, apparel changes from culture to culture. Therefore, Lake Country Lutheran's dress code will be reviewed as necessary.

(continued-)

The dress code applies during school hours and is strongly recommended for any activity in which students represent Lake Country Lutheran to the community. The five principles of the dress code are easily understood and enforceable. These five principles and the specific examples listed are intended to help students make appropriate decisions regarding dress. What students wear to school must meet the principles of the dress code, regardless of whether it fits the examples. Any clothing or “look” which is determined to be disruptive to the educational process will be restricted. Final decisions about acceptability are made by the Principal.

Students in violation of the dress code will not be allowed to return to class until they meet the guideline(s). Any student with multiple violations will be referred to administrator for refusal to be in dress code.

PRINCIPLE #1 - Students should wear apparel and accessories that are inoffensive to our Christian standards.

Examples of offensive dress:

- a. any picture or message that gives offense (i.e., vulgar, suggestive, advertising drugs or alcohol, etc.)
- b. offensive body piercing
- c. offensive tattoos

PRINCIPLE #2 - Students should dress appropriately for school.

Examples of inappropriate clothing:

- a. clothing which is inappropriately torn or frayed
- b. sleeveless shirts and tops
- c. pants or shorts that are considered athletic wear (e.g., sweatpants, windpants, jogging pants, yoga pants, etc.)
- d. coats designed for outdoor wear
- e. hats or bandanas

PRINCIPLE #3 - Students should dress with modesty and restraint.

Examples of immodesty and lack of restraint:

- a. extremely short dresses, skirts, skorts, and shorts
- b. any top that exposes the midriff and/or has an inappropriate neckline
- c. underwear that is visible
- d. skin-tight clothing

PRINCIPLE #4 - Hairstyles should reflect moderation and careful grooming.

PRINCIPLE #5 - Footwear must be worn at all times; State of Wisconsin law requires this.

Final decisions about acceptability are made by the Principal.

ELIGIBILITY POLICY

Lake Country Lutheran has adopted a *"No Pass/No Play"* standard that must be met for participation in any school-sponsored or school-supported athletic and extracurricular activity. Students will be given a three week grace period at the beginning of each semester. Grades will be checked each Monday and eligibility will be determined for that week.

If the student has an "F" in a class on a Monday, the student is ineligible to participate in any school-sponsored activities for the rest of the week (Tuesday through Sunday). If the student is no longer receiving an F in ANY class the following Monday, the student will be eligible for that upcoming week's events.

Students failing **more than one** class at the end of the semester will be ineligible for the entire upcoming semester. This includes a spring to a fall semester of grades. (Article V Section 2 of Rules of Eligibility in the WIAA Handbook)

Students failing **only one** class at the end of the semester may petition for temporary eligibility during the three week grace period.

Students may take a summer school class(es) to regain eligibility for the fall semester.

06/01/2015

FOOD AND BEVERAGE PRIVILEGES

Consumption of food and drink in the classroom is at the discretion of each classroom teacher. Hot lunch service may be provided as a convenience for students. Students may also bring lunch from home.

06/05/2012

GAMBLING

Gambling is not allowed. Materials and/or money will be confiscated and disciplinary action will result.

06/05/2012

HEALTH SERVICES

1. In case of illness or an accident, emergency first aid will be given and the school will notify the student's parent/guardian. If medical attention is required, such arrangements will be made with parent's/guardian's consent.
2. Students who become ill during the school day must obtain a pass from the classroom teacher and report directly to the School Office. Following a parent/guardian contact, the student will be sent home.

06/05/2012

IDENTIFICATION CARDS

ID cards identify you as a student in good standing at LCLHS. A \$5.00 fee is charged for a replacement.

06/05/2012

LOCKERS- HALL & LOCKER ROOMS

1. Your locker is yours only and is a place where your property will be safe. Keep your combination confidential.
2. Keep locker doors closed and locked. Academic lockers have locks installed and we will issue locks for all PE/Athletic lockers.
3. Only your things should be kept in your locker. Likewise, do not put your things in anyone else's locker. **Sharing lockers is not allowed!**
4. Keep your locker neat and clean. **Only magnets** may be used to hang items on the interior walls. Avoid hanging anything that would be offensive to anyone.
5. Your hall locker and athletic locker are the property of the school. Periodic inspections will be made. **Unlocked items may be confiscated.**
6. Do not kick, pound, scratch, hang on, or deface your locker. Costs to clean, repair, or replace damaged locks and/or lockers will be charged to the student.
7. Should you bring something especially valuable to school, do not put it in your locker. Take the item to the School Office for safekeeping. The school is **not** responsible for lost or stolen articles from your locker.

06/01/2015

LOST & FOUND OR STOLEN ITEMS

1. Each year students complain that books, wallets, and other valuables are lost or stolen. In the majority of cases, this is due primarily to carelessness on the part of the student. Put your name in your books and on other valuables. Always make sure your hall/gym locker is locked. Keep your combination to yourself. The school is not responsible for any items that are lost or stolen.
2. Valuable items (jewelry, purses, wallets, glasses, etc.) that are found should be taken to and claimed from the School Office. Items such as clothing, books, athletic equipment, etc. should be taken to and claimed from the entrance to the Weight Room- Room #104. Items that are not claimed by the end of each semester will be donated.
3. If you suspect that something has been stolen, report the loss to the Administration immediately.

06/05/2012

MOBILE TECHNOLOGY DEVICE POLICY **(STUDENT POSSESSION & USE OF)**

This policy is meant to help maintain an educational focus in the classroom. We acknowledge that this is the age of instant communication and we recognize the need to maintain a proper environment for students, faculty and the educational process. Overall, students and teachers can benefit when using mobile technology devices because it may allow students more control over their learning. These devices have many uses for the student and educator including accessing e-books, creating and editing documents, finding online information, web clipping, installing and storing pictures and images, creating quizzes and quick checks for understanding, and downloading data and applications.

Students are not required to have such a device for classroom use. These devices, if used as part of the curriculum, will be supplementary in nature.

In all situations, these devices are to be used in a manner that brings glory to God and is supportive of our school's ministry.

Mobile Technology Devices (such as, but not limited to, cell phones, lap tops, iPods, tablets, MP3's) may be used according to the following guidelines:

1. **Parents should continue to call the school for any emergency situation. We will contact your son/daughter.**
2. These devices may be used in classes, for instructional purposes only. **The classroom teachers have the right to set their own rules in regard to the use of devices in their classrooms.**
3. Personal phone calls may not disrupt the normal school day.
4. Ringers are to be in the silent/vibrate mode at all times.
5. **Students who need to contact parents regarding leaving school during the day must do so through the main office.**
6. The use of camera phones is **strictly forbidden in private areas, such as, locker rooms, washrooms, dressing areas, classrooms, and offices at any time.** Such use may also be in violation of the criminal code.
7. Violators of the policy will be subject to disciplinary action: confiscation and possible suspension from school.
8. Inappropriate behavior that violates our school handbook will not be tolerated and will be dealt with accordingly.

06/05/2012

PARKING LOT REGULATIONS

1. **Driving to school is considered a privilege.** Parking regulations must be followed; failure to do so may result disciplinary action. Lake Country Lutheran High School is not responsible for theft and/or vandalism to vehicles parked on school property.
2. All cars must be parked in a designated parking space in the school parking lots. Parking in any other lots or on the street is not allowed.
3. Students who drive to school must register their cars. A student who drives more than one car to school must register all cars. Parking spaces are available on a first come first served basis only. Unauthorized vehicles will be towed at owners' expense.
4. Vehicles that do not fit in the school's parking spaces may not be driven to school.
5. Students who drive to school must remember that their cars are to be used only for transportation to and from school.
6. Students are not allowed to go to the parking lots during the school day without a pass.
7. Students may not drive their cars during the school day without permission from a parent or a school official.
8. Student drivers should exercise caution and restraint at all times. Excessive speed, unsafe activities, or unnecessary noise will not be tolerated and will result in disciplinary action.

06/05/2012

PUBLIC AFFECTION

The showing of public affection between boyfriend and girlfriend is not appropriate for school and causes offense to others. The display of affection such as kissing, caressing, etc. should be avoided or will be addressed.

06/05/2012

VANDALISM

1. **Vandalism is expensive and senseless.** LCLHS is your school; take pride in ownership.
2. Students will be held financially accountable for all acts of vandalism and disciplinary action may be taken.
3. Students will be held financially accountable for items assigned to them (e.g.: books, lockers, locks, desks, classroom equipment, etc.)

06/04/2014

VISITORS TO THE BUILDING

Only students interested in attending Lake Country Lutheran High School and shadowing another student may visit our school. Arrangements for this should be made by the visiting student's parent with the Director of Admissions.

Any student who has visitors on the LCL campus will be responsible for the visitor's behavior. Inappropriate conduct during the school day, before and after school hours, or extra-curricular events may penalize the LCL student according to our discipline policies.

All Other Visitors (including parents, family members, and alumni) that need to be in any part of the building other than the Office during school hours (except for Lunch staff/volunteers) must:

- A. be approved by the Administration, Faculty, or the Maintenance Staff.
- B. sign-in in the Office upon arrival and sign-out upon Departure.

To remove any uncertainty in our school community visitors are allowed in our building only when events are open to the public. If students have friends who come to meet them before or after school, they should only spend the time on campus that it takes to drop off or pick them up. Visitors are not to loiter on our campus.

08/09/2018

WORK PERMITS

Students under the age of 16, may be required to have a work permit to be employed. LCL does not issue work permits. Students who need a work permit must follow these steps:

1. Request your grade and attendance record on an official form from the Office.
2. Take this information with your birth certificate, social security card, a letter from your employer, a written consent from your parent/guardian and \$10.00 to your local public high school.

06/27/2017