

## LL Handbook Hot Sheet 23-24

The following **highlighted changes** appear in the 2023-2024 Lincoln Lutheran Parent Student Handbooks. This “handbook hot sheet” serves to help you easily identify the changes that have been made and compare them to the previously written policy.



### *Grading System & Eligibility Change Rationale:*

*The changes address concerns expressed that the quarter grading system put students at a disadvantage in the event that one of the two quarters of the semester did not go well. The faculty also felt like students were using the quarter system as an excuse to not apply their best effort if they felt that the quarter was a loss or that a minimum grade was needed due to a high grade in the other quarter. The eligibility wording change reflects the grading system change.*

### Grading System OLD wording:

Lincoln Lutheran operates on a quarter grading system. If no semester exam is given in a class the semester grade is determined by averaging the two quarter grades, with each quarter grade counting one-half (50%) of the semester grade. If a semester exam is given the semester grade is determined by averaging the two quarter grades with the semester exam grade, with the two quarter grades counting equally toward the semester grade. The semester exam will not count more than 20% of the semester grade.

### Grading System NEW wording:

Lincoln Lutheran operates on a semester grading system for grades 7-12. If no semester exam is given in a class the semester grade is derived from the cumulative semester grade. If a semester exam is given the semester grade is determined using the cumulative semester grade and the semester exam. The semester exam will not count more than 20% of the semester grade.

Lincoln Lutheran operates on a quarter grading system for grade 6. The semester grade is determined by averaging the two quarter grades, with each quarter grade counting one-half (50%) of the semester grade.

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### Eligibility OLD wording:

Eligibility Grade Checks will take place three times per quarter. The dates of the eligibility checks can be found below and on the Lincoln Lutheran online calendar. On each Grade Check Day, any student failing more than one class will be placed on the Eligibility Watch List for 1 week. During this week, the student will have the opportunity

to improve his/her grades to a passing level. At the end of the one week period, grades will be re-checked by administration. If the student meets eligibility requirements at that time, the student will be removed from the Eligibility Watch List. A student who continues to have more than one failing grade will be deemed ineligible to participate in any extracurricular competition/activity for a minimum of one week. An ineligible student will not become eligible until they meet eligibility requirements on a regularly scheduled Eligibility Grade Check Day. All Grade Checks will take place on Tuesdays at 8:00 am.

### Eligibility NEW wording:

Eligibility Grade Checks will take place six times per semester. The dates of the eligibility checks can be found below and on the Lincoln Lutheran online calendar. On each Grade Check Day, any student failing more than one class will be placed on the Eligibility Watch List for 1 week. During this week, the student will have the opportunity to improve his/her grades to a passing level. At the end of the one week period, grades will be re-checked by administration. If the student meets eligibility requirements at that time, the student will be removed from the Eligibility Watch List. A student who continues to have more than one failing grade will be deemed ineligible to participate in any extracurricular competition/activity for a minimum of one week. An ineligible student will not become eligible until they meet eligibility requirements on a regularly scheduled Eligibility Grade Check Day. All Grade Checks will take place on Tuesdays at 8:00 am.

### Eligibility Grade Check Days:

#### Semester 1:

Sept. 5, 2023

- Ineligibility begins Sept. 12

Sept. 19, 2023

- Ineligibility begins Sept. 26

Oct. 3, 2023

- Ineligibility begins Oct. 10

Oct. 17, 2023

- Ineligibility begins Oct. 24

Oct. 31, 2023

- Ineligibility begins Nov. 7

Nov. 14, 2023

- Ineligibility begins Nov. 21

Nov. 28, 2023

- Ineligibility begins Dec. 5

#### Semester 2:

Jan. 30, 2024

- Ineligibility begins Feb. 6

Feb. 13, 2024

- Ineligibility begins Feb. 20

Feb. 27, 2024

- Ineligibility begins Mar. 5

Mar. 12, 2024

- Ineligibility begins Mar. 19

Mar. 26, 2024

- Ineligibility begins Apr. 2

Apr. 9, 2024

- Ineligibility begins Apr. 16

Apr. 23, 2024

- Ineligibility begins Apr. 30

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### Pass/No Pass Record Change Rationale:

*The goal of the Pass/No Pass Record is to encourage students to challenge themselves with difficult classes without the fear of damaging their GPA. Previously, 11th/12th students could take one per semester. By reducing the number to two total over four semesters, students will be encouraged to take challenging courses but also to challenge the students to use the P/NP wisely and when needed.*

### Pass/No Record OLD Wording

Junior and Senior students may choose to take a class on a Pass/No Record (P/NR) basis. See the Pass/No Record Policy for restrictions on which classes can be taken on a Pass/No Record basis and what requirements must be met to earn the Pass/No Record grade.

### Pass/No Record NEW Wording

Junior and Senior students may choose to take a class on a Pass/No Record (P/NR) basis. See the Pass/No Record Policy for restrictions on which classes can be taken on a Pass/No Record basis and what requirements must be met to earn the Pass/No Record grade. Students can take a maximum of 2 pass/no record classes while attending Lincoln Lutheran. (Current 12th grade students will still have 2 P/NR this school year)

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### *Remote Learning Change Rationale:*

*Remote learning was a necessity during COVID. Remote learning will now only be used in extreme circumstances.*

### Remote Learning OLD Wording

Lincoln Lutheran has the technology to allow students who cannot attend school because of illness, a trip out of town, or other excused absences to attend classes remotely. Students who are not feeling well are especially encouraged to use remote learning rather than trying to attend school and risk infecting others. Parents of students learning remotely should notify the Front Desk using the “Student Absence” link on the “Current Families” page of the Lincoln Lutheran website. Students learning remotely will be considered present for attendance purposes.

It should be recognized that student learning is best done in person, and remote learning does create additional work for teachers. All remote learning requests are subject to approval by the Lincoln Lutheran administration. Students participating in remote learning may or may not be allowed to participate in extracurricular activities, depending on the reason for remote learning. As a general rule, if a student can be in school they should be in school.

### Remote Learning NEW Wording

Lincoln Lutheran has the technology to allow students with extenuating circumstances to attend classes remotely. Extenuating circumstances could include but is not limited to student immobility, extended weather closures, long-term illness (more than 3 days), or other campus closures. Students with short-term illnesses (1-3 days) should use their time at home to rest and recover so they may return to school. After 3 days of an illness, parents may request for their child to zoom. All remote learning requests are subject to approval by Lincoln Lutheran administration.

Remote learning can not replicate in-class learning. As a general rule, if a student can be in school, they should be in school.

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### *School Closure Change Rationale:*

*The school would like to reserve the right to move to Remote Learning when necessary and deemed appropriate rather than a prescribed amount of time.*

### School Closure OLD Wording

Circumstances, such as inclement weather, may dictate that school will be closed for a day or a period of days. School closures are coordinated with Association elementary schools and are communicated with families as soon as possible. School closures of one day due to inclement weather will simply be a day of no school. For school closures of multiple days, the second and succeeding days will be Remote Learning Days for all students using the Remote Learning Schedule. School closures that are scheduled in advance, such as for scheduled facility repairs, will be Remote Learning Days.

### School Closure NEW Wording

Circumstances, such as inclement weather, may dictate that school will be closed for a day or a period of days. School closures are coordinated with Association elementary schools and are communicated with families as soon as possible. School closures of one day due to inclement weather will simply be a day of no school. For school closures of multiple days, the Lincoln Lutheran administration will make a decision regarding Remote Learning Days. School closures that are scheduled in advance, such as for scheduled facility repairs, will be Remote Learning Days.

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### *Course Credit Change Rationale:*

*The old policy did not reflect the use of block scheduling.*

### Course Credit OLD Wording

Regular attendance is expected of all Lincoln Lutheran students. Any student who misses more than 12 periods of a class in one semester may forfeit credit in that class. Absences because of school-related activities do not count toward the 12-period absence total. All other absences, excused or unexcused, will count toward the 12-period absence total. A conference will be held with the student and parent(s) when a student approaches the 12-period absence total. A student who experiences a loss of class credit due to excessive absences may petition the Lincoln Lutheran Administration to have credit restored.

### Course Credit NEW Wording

Regular attendance is expected of all Lincoln Lutheran students. Any student who

misses more than 6 blocks of a class or 12 days of school total in one semester may forfeit credit in that class or classes. Absences because of school-related activities do not count toward the absence total. All other absences, excused or unexcused, will count toward the absence total. Parents will receive a credit loss warning notification by email and standard mail when a student has missed 4 blocks of a class or has reached 8 total missed school days in a semester. A conference will be held with the student and parent(s) when a student approaches the absence total. A student who experiences a loss of class credit due to excessive absences may petition the Lincoln Lutheran Administration to have credit restored.

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### *Service Requirement Change Rationale:*

*The rationale for this change was shared in an email in the spring.*

### Service Requirement OLD Wording

All Lincoln Lutheran High School students are required to fulfill a Service Requirement each year of attendance. The Service Requirement varies by grade:

- Freshman Year – 5 Hours of service
- Sophomore Year – 10 hours of service
- Junior Year – 15 hours of service
- Senior Year – 20 hours of service

Up to five hours of service performed by a parent **with the student** may be used to meet the Service Requirement each year. The Service Requirement will be coordinated through a designated faculty member. Students must have completed and documented their service hour requirement from the previous school year to be eligible to practice or participate in activities.

### Service Requirement NEW Wording

All Lincoln Lutheran High School students are required to fulfill 5 hours of Community Service each year of attendance for a total of 20 hours by graduation. The required 5 hours will be completed during the school year through school sponsored activities.

There will be a special service award presented at graduation to each student that completes 100 + hours of community service during their high school career. All hours beyond the 20 required hours will be individually arranged by the student. Students can submit proof of their service using [THIS FORM](#). Volunteer hours will be recorded by the school office. All completed service hour forms should be turned in upon completion.

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### *Additional Drug Procedure Rationale:*

*Random drug testing is a good practice to have in place as a deterrent to students. In the event that drug testing or a campus search was deemed necessary and appropriate, this policy notifies parents and students of the possibility.*

### **NEW Addition to the Misbehavior/Consequence List**

- Lincoln Lutheran reserves the right to conduct random drug testing on students at any time during the school year.
  - Lincoln Lutheran reserves the right to drug test any student that is suspected to be under the influence of illegal substances.
  - Lincoln Lutheran reserves the right to have drug searching canines on campus at any time.
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### *Electronic Devices Change Rationale:*

*Cell Phones are a distraction in the classroom. LL desires to foster the most productive educational environment possible and feels that removing the distraction of cell phones from the classroom setting will help achieve that goal.*

### **Electronic Devices OLD Wording**

Electronic devices (cell phones, smart watches, iPads and other tablet computers, laptops, etc.) are an essential learning tool and part of the learning environment at Lincoln Lutheran. Students may use electronic devices during school hours (8:00 am – 3:15 pm) with teacher or staff approval for educational purposes. Under no circumstances should students use electronic devices during school hours for non-educational purposes with the exception of the student's lunch period and passing periods. Students may use electronic devices in the commons area during their lunch period and during passing periods without asking for teacher or staff approval. All electronic devices are brought to school at the risk of the student. The school is in no way liable for damage to or theft of electronic devices.

Students using electronic devices without teacher approval or for non-educational purposes will have the device confiscated and given to the Principal. The exception to this is during the student's lunch period and passing periods. The electronic device will be returned to the student at the end of the school day. Repeated violations of the electronic device policy may result in further disciplinary action.

### **Electronic Devices NEW Wording**

Students will not be allowed to have their cell phones in their possession in the classroom at Lincoln Lutheran. When a student enters the classroom, all cell phones will be silenced and placed in the designated cell phone holder and will remain there until the end of the class period. Cell phones may be used during passing periods and

in the commons area during lunch.

Other electronic devices (iPads and other tablet computers, laptops, etc.) are considered essential learning tools and part of the learning environment at Lincoln Lutheran. Students may use electronic devices during school hours (8:00 am – 3:15 pm) with teacher or staff approval for educational purposes. Under no circumstances should students use electronic devices during school hours for non-educational purposes with the exception of the student's lunch period and passing periods. Students may use electronic devices in the commons area during their lunch period and during passing periods without asking for teacher or staff approval. All electronic devices are brought to school at the risk of the student. The school is in no way liable for damage to or theft of electronic devices.

Students using electronic devices without teacher approval or for non-educational purposes will have the device confiscated and given to the administration. The exception to this is during the student's lunch period and passing periods. The student may retrieve their device from administration at the end of the school day. Repeated violations of the electronic device policy may result in further disciplinary action including extended electronic confiscations, fines, and parent meetings.