

FORWARD

This book is provided to serve as a resource of information for students, parents and faculty of Denver Lutheran High School.

MISSION STATEMENT

Denver Lutheran High School is a Christian school that nurtures academic excellence and encourages growth in Christ.

ANTI-DISCRIMINATION STATEMENT

Denver Lutheran High School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its policies, grant-in-aid programs and other school-administered programs.

THE COLORADO LUTHERAN HIGH SCHOOL ASSOCIATION

Mr. Juls Clausen, Interim Chief Executive Officer of the Association
Mrs. Cheryl Cattau, Association Secretary
Mrs. Tera Thomas, Admissions Coordinator
Mr. Andrew Hellmers, Technology Coordinator
Mr. Randy Gager, Bookkeeping

BOARD OF DIRECTORS

Mr. Perry Radic (chair)	Mr. Jim Bradley	Mrs. Hilda Brockmann	Mr. Kevin Grein (LCEF)
Mr. Dave Meineke	Mr. John Paulus	Rev. Brad Stoltenow	Mr. Mark Elmshouser
Mrs. Annette Jewell	Mrs. Diana Smith	Mr. Guy Lund	

THE FACULTY

Mr. Dan Gehrke, B.A.	Principal
Mr. Dave Renquest, M.A.	Assistant Principal, Math, Baseball
Mr. Loren Larrabee, M.S.Ed	Athletic Director, PE
Mr. Paul Blomenberg, B.S.	Science
Mr. Ron Brandhorst, M.A.	Science
Mr. Joel Brase, B.A.	Math, Football
Mr. Ryan Bredow, B.S.	PE, English, Theology, Basketball
Mrs. Linda Cusimano B.S.	Vocal Music
Mr. Paul Duensing, B.S.	Band, Social Sciences, Computer Science
Mr. Andrew Hellmers, B. S.	Technology Coordinator, Computer Science, Math, Drama
Mr. Mark Hollenbeck, B.S.	Art, Theology, Tennis, Volleyball
Ms. Denise Noffze, B.A.	Guidance Counselor, Resource
Mrs. Alicia Oates, B.S.	English, PE, Volleyball
Mr. Craig Parrott, M.A.	Spiritual Director, Theology, English
Mr. Troy Stelling, B.S.	Theology, English, Football
Ms. Sarah Strohschein, B. A.	Social Sciences, Track
Mrs. Tera Thomas	English
Mr. Paul Von Rentzell, M.A.	Science, Health, Drama
Mr. Matthew Zoeller, B.A.	Spanish
Mrs. Cathy Hellmers	School Secretary
Mr. Warren Kettner	Grounds Maintenance

THE DENVER LUTHERAN HIGH SCHOOL COMMUNITY

STANDARDS FOR EXCELLENCE

The Denver Lutheran High School community consists of students, administrators, teachers, and staff who are seeking to achieve the same purpose: to accomplish the goals found in the Denver Lutheran High School Mission Statement.

The will and love of God direct the daily activities of the members of the Denver Lutheran High School community.

Students, faculty, and staff members agree that certain basic relationships must exist within this community in order to achieve the mission of Denver Lutheran High School, namely, "to strive to create a community where we come to know, love and serve Jesus Christ."

Accordingly, the following STANDARDS FOR EXCELLENCE serve as expectations for relationships among all those involved in the Denver Lutheran High School community:

A Denver Lutheran High School administrator, teacher, staff member, and student

1. Honors God in prayer, chapel, devotions, daily conversations, and actions.
2. Honors self by being faithful, loving, cooperative, and demonstrates this by:
 - a. Completing tasks on time
 - b. Being responsible for his/her own work
 - c. Being faithful in the tasks of teaching and learning
 - d. Requesting help and assistance as needed
 - e. Choosing language that is appropriate
3. Honors others by being caring, helpful, supporting, and demonstrates this by:
 - a. Honoring students as unique gifts of God and respecting teachers as leaders and managers
 - b. Arriving in classrooms on time and being courteous and attentive
 - c. Respecting school and others property as precious gifts of God and reporting misuse or theft
 - d. Seeking to love and respect others in choice of words, tone, and body language
 - e. Seeking to be fair and objective, showing no favoritism
 - f. Accepting and cherishing educational, racial, economic, and cultural diversity
 - g. Seeking help, reconciliation, peace, and forgiveness when problems occur

Note: Please see Romans 12-15 for a more complete description of God-pleasing relationships among people.

WHEN PROBLEMS ARISE

Because we have all fallen short of God's expectations, sin will occur in this community. When it does, Denver Lutheran High School wants to encourage all in the school community (students, teachers, administrators, parents, and board members) to follow the Lord's process of reconciliation as outlined in Matthew 18.

The Goal: To restore a respectful, God-pleasing relationship.

Offense: Committed or omitted words or actions that harm a relationship and distress one or more parties.

When a member of the Denver Lutheran High School community is offended by another member of the community, he/she should:

FIRST communicate the concern with the person seen as the offender.

If no satisfactory results occur, then he/she should

SECOND take a helper with him/her to communicate the concern with the perceived offender.

If no satisfactory results occur, then he/she should

THIRD communicate the concern with the perceived offender and a community authority.

If no satisfactory results occur, then he/she should

FOURTH dissolve the relationship as a final attempt to show the unrepentant offender that no God-pleasing relationship exists.

The Lord gave His people this process. If an offended person does not confront the offender in a spirit of reconciliation, bitterness often grows in the heart of the offended, and the problem worsens.

Denver Lutheran High School expects offenders in its community to be ready and willing to repent when their wrong is pointed out to them. It is expected that the offended in the community be ready and willing to forgive repentant offenders as God has forgiven repentant sinners. Nothing is more important in a Christian community.

ACADEMIC INFORMATION

A student planning his/her school program properly requires that he/she considers his/her abilities, talents, interests, and goals. Planning for vocation and career requires an understanding of the many and varied possible preparations from which a student will have to choose. Such planning should be a joint effort between the student, parents, teachers, and the guidance director.

CREDITS EARNED

Denver Lutheran High School is owned and operated by the Colorado Lutheran High School Association, an organization pledged to provide a balanced Christ-centered education on the secondary level. Denver Lutheran High is accredited by the North Central Association of Schools, the Colorado State Board of Education, and National Lutheran Schools. Credits earned at Denver Lutheran High School may be transferred easily to high schools and colleges throughout the United States and to United States accredited schools overseas. Each full year course meeting every day receives one (1) unit of credit per year. Half year courses will receive one-half (1/2) credit.

GRADUATION REQUIREMENTS

To graduate, a student must have earned 22 units of credit as outlined below, plus one-half unit of Theology for every semester in attendance. In addition to the Theology credits, the twenty-two (22) units include the following:

English	4 units	Physical Education	2 units
Science	2 units	Computer Applications	1/2 unit
Mathematics	3 units	Fine Arts	1 unit
Social Science	3 units	Electives	6.5 units

It is the responsibility of all students to develop their course of study with assistance from parents, teachers and the guidance director. Toward the end of the freshman year, students will decide which course they wish to follow and subsequently will inform the guidance director of their plans. College preparatory students should report the college of their choice as early in their high school career as possible. It is the responsibility of all students to make sure they meet all the requirements for graduation.

STUDENT LOAD

The school day consists of 8 class periods and a lunch period. All students will have 7 classes and 1 academic lab each day. A student may take 8 classes each day with approval of the Principal. Any other class schedule variations must have the approval of the Principal.

GRADING

A STATEMENT OF PURPOSE CONCERNING GRADES

Grading as a way of assessing the progress of students has several purposes:

1. It is a way of communicating progress to the student and parent.
2. It monitors a student's progress over a period of time.
3. It can serve to motivate the student to improve performance.
4. It allows a teacher to measure effectiveness of instruction.

Students are evaluated in a variety of areas that include quizzes, tests, homework, attendance, class participation and contribution, performances, special projects, and initiative.

In order to more clearly communicate how Denver Lutheran High School evaluates students and determines grades, a five category ranking system is used. Grades are defined in the following manner:

100 - 90%	A	Superior and outstanding performance.
89 – 80%	B	Good performance.
79 – 70%	C	Average performance.
69 – 60%	D	Weak, but passing performance.
below 60%	F	Unacceptable performance.

Using these criteria, each teacher devises a system to quantify student performance in such a way that it can be clearly defined and explained to students and parents.

ADDITIONAL CONSIDERATIONS RELATED TO GRADING

1. Comprehensive semester exams will be given to all students except in performance classes. In these classes, the administration of a final exam is left to the discretion of the teacher. Students who do not take the semester exams will receive a failing grade for the exam. A semester exam may not count more than one-third of the term grade.
2. Students who copy, cheat, or plagiarize on an assignment, test or quiz will receive no credit for that assignment, test or quiz. Furthermore, cheating is a Level A infraction (see “Consequences of Behavior”) and will result in the student receiving a detention. (Also see “Cheating”)
3. It is the responsibility of the student to know what his/her grade is in a course at any time. This can be accomplished by viewing grades on K-12 planet or by asking the teacher for a grade report. Teachers will make every effort to effectively communicate current grades on a weekly basis. Within two weeks of the end of each semester, teachers will generate current grade reports for students that also include assignments and possible points for the remainder of the semester.
4. A grade of "incomplete" will be given when students have not completed the major requirements of a course because of absences due to illness or to other reasons over which they have no control. Normally an "incomplete" must be removed within two weeks after the semester ends. In the event the uncompleted work is not turned in or tests are not taken, the teacher will assess the grade based on the student's effort demonstrated during the marking period less a failing grade for all work or tests not completed.
5. Late work not caused by absence from school will be subject to academic penalty. Teachers will give half-credit for late work turned in one day late and no credit for work turned in more than one day late. (Note: this does not apply to students who are allowed to turn work in late according to an accommodation plan.)
6. Students who fail more than one class in a semester will be placed on academic probation.

REPORT CARDS

The school year is divided into two semesters. After the first and third quarter, students will receive an in-progress grade. A final grade based on the entire semester, including the final exam, will be given shortly after the end of the semester. This is the semester grade that is entered into the permanent record together with the amount of credit earned.

TRANSFER OF CREDITS

1. Ordinarily, all credits in courses required for graduation should be taken at Denver Lutheran High School. Denver Lutheran High School will accept credits for required courses from schools in which the courses were taken during the regular academic year. (Administration may make an exception.)
2. No course should be taken outside Denver Lutheran High School and counted toward meeting the requirements for graduation until it has first been approved by the Guidance Counselor or administration.
3. A student may transfer two units of summer school credit per year toward graduation (regular classroom credit). Generally, only students who have not received a passing grade may take summer school. Any exceptions should be approved by the Guidance Counselor or administration.
4. Alternate credits (i.e. online courses) will be counted toward meeting the requirements only with the approval of the Guidance Counselor or administration.

DROPPING A COURSE

1. A student may drop a semester course within **ten class days** without loss of credit.
2. If a student drops a course after the first ten class days of a semester, he/she receives a grade of F and that grade will appear on his/her transcript.
3. A dropped course must be initiated following either one of these procedures:
 - a. Parents / guardians may write a letter to the Principal or Guidance Counselor and request that a course be dropped. The letter will be placed in the student's permanent file.
 - b. The Guidance Counselor or Principal could request that a student drop a course. In that case, a request for dropping the course is to be completed and sent to the parents for approval.
4. A fee of \$25.00 will be charged for any drop unless school administration or the Guidance Counselor suggests the change.

MARKING, CLASS RANK, AND GPA

MARKS - FOR ALL REGULAR COURSES

- A = 4 points per semester for each 5 period/week class - .5 unit credit
- B = 3 points per semester for each 5 period/week class - .5 unit credit
- C = 2 points per semester for each 5 period/week class - .5 unit credit
- D = 1 point per semester for each 5 period/week class - .5 unit credit
- F = 0 points per semester for each 5 period/week class - no credit

MARKS - FOR ALL HONORS AND ADVANCED PLACEMENT COURSES

- A = 5 points B = 4 points C = 3 points D = 2 points F = 0 points

CLASS RANK AND GRADE-POINT AVERAGE

1. Marks for all subjects for which credit is given, whether passed or failed, will be used in computing grade-point averages (also called current average).
2. Marks for high school courses taken in grade 7 and 8 are not to be included when computing grade-point averages and are not to be included in the 26 (22 plus Theology courses) units required in the 9th-12th grades for graduation. A student may elect to receive credit for summer school courses during the summer previous to the 9th grade.
3. If a student repeats a course failed or repeats a course to improve the grade, only the mark and credit received the second time the course was taken is to be used in computing the grade-point average and total credit. The first course will be changed to "Audit" with no credit after the student completes the course a second time.
4. The grades of a student who transfers to Denver Lutheran High School are considered on the same basis as those of a student who has been enrolled in Denver Lutheran High School for his/her entire high school experience. All procedures outlined in this handbook apply also to transfer students.

ACCREDITATION

Denver Lutheran High School enjoys a reputation with the State of Colorado as being a Christ-centered school with an excellent environment for learning. Denver Lutheran High School is also accredited by the North Central Association, a regional accrediting agency, and by the National Lutheran Schools.

ADMISSIONS

STANDARDS

Students will be admitted to Denver Lutheran High School if:

1. Parents and students are supportive of the mission of the school as stated in the Mission Statement and on the Enrollment Data Sheet.
2. The student's social, academic, and school citizenship record at the previous school is satisfactory, and the student comes with a recommendation from the administrator or counselor of the previous school.
3. The student has cumulative standardized achievement test scores at the 15th percentile or above.
4. The student is not involved in gang-related activities.
5. The student does not have a learning, behavioral, or emotional disability or disorder for which the school is not prepared to provide special services.

International students must qualify on an English proficiency test (TOEFL or SLEP) in order to be accepted for admission.

Students not meeting the above criteria may be considered for enrollment on the condition that they are enrolled on probation.

FEES

The Board of Directors for the Colorado Lutheran High School Association sets the fees for Denver Lutheran High School annually.

A non-refundable application fee (\$100-\$150) is required at the time of enrollment each school year. The order in which this fee is received is the order in which students select courses the following year.

A materials fee (\$475) is required by July 1. It covers textbook rental, course materials, the home athletic pass, yearbook, graduation expenses, registration, and scheduling services and development.

While additional fees are not desirable, some fees for activities and transportation may be necessary.

TUITION

The Board of Directors for the Colorado Lutheran High School Association sets the tuition for Denver Lutheran High School annually.

Those students whose churches hold membership in the Colorado Lutheran High School Association pay an annual tuition of \$6400. Students whose congregations do not hold a membership pay \$6850.

Student tuition aid is available on a limited basis for those families who are not able to pay the full tuition costs. DLHS uses a FAIR application process for determining financial aid. The CEO of the Colorado Lutheran High School Association should be contacted for further information.

PAYMENT PLANS

A 1% monthly late charge will be assessed on all past due accounts.

Tuition may be paid monthly with a \$3 per month service charge. Monthly payments begin in August and are payable by the 16th of each month thereafter.

If tuition is paid in full before the first day of school or at the beginning of each semester or quarter, the service charge will be waived.

Parents and legal guardians of Denver Lutheran High School students will receive a receipt book in June to assist with monthly tuition payments.

PAYMENT OPTIONS OTHER THAN CASH/CHECK

Payment other than by cash or check may be made in the following ways:

1. ACH automatic withdrawals
2. Monthly or one-time credit card (card holder is responsible for all credit card fees)

PAYMENT POLICIES

Report cards, transcripts, and diplomas will be given only if tuition and fees are fully paid and no other obligations exist. Seniors may not be able to participate in graduation exercises unless all financial obligations are satisfied.

ATTENDANCE

The compulsory attendance law recognizes the educational value of regular attendance in school. Presence in a classroom aids in instilling self-discipline and exposes a student to group interactions with teachers and fellow students. Such presence also enables a student to hear and participate in class instruction, discussion, and other related learning experiences.

Class sessions are planned with the assumption that each student is present each day. In most cases an absence creates a burden on the student and the teacher. Furthermore, the school is responsible for every student during the school day. The office must be able to locate any student at any time during the day.

With the exception of seniors with privileges, when a student arrives on school grounds in the morning, he/she must remain on campus and out of the parking lot until the school day has ended.

12-ABSENCE RULE

Students are expected to attend all scheduled classes and study halls. When a student misses more than 12 days in any class per semester (excused, explained, or unexcused) consideration would then be given by the Principal regarding loss of credit for that class. The administrative procedure will be as follows:

1. If a student is absent from a course **8 times** in a semester, the Principal will arrange a conference with that student and will contact the student's parents to explain the consequences of further absences and discuss issues related to the student's absences.
2. After the **12th absence** in a course of the semester, the Principal will notify the parents and the student of what action will be taken if the student exceeds 12 absences in the semester.

All absences are recorded as absences. For the purpose of recording absences, the following terms are used:

1. **Excused absences** are absences due to personal illness, illness in the family, family emergencies, the death of a relative, traffic problems, and approved "explained absences". All work may be made up for full credit.
2. **Explained absences** are other parent-approved absences, such as vacations and appointments. The administration should be notified of such an absence **two days in advance**, except for emergencies. If the Principal approves the absence, then the student may make up the work for full credit. If the request is not made at least two days in advance, the absence may be unexcused.

3. **Unexcused absences** are absences due to truancy, suspension, over-sleeping, or other unapproved absences. Work may be made up but will only receive half credit. Unexcused absences will result in a detention being issued to the student.

Excused, explained, and unexcused absences all count toward the 12-absence rule. Absences that do not count toward the 12-absence rule would match the following criteria:

- A funeral for an immediate family member
- Church related activities
- School administration keeping a student out of class
- Extended contagious illness
- College visitation days
- Special counseling situations

If a student's absences are related to the list above, it is the responsibility of the parents / guardians to notify the attendance secretary or the Principal and request that it not be counted toward the 12-absence rule.

ATTENDANCE PROCEDURES

When a student is absent, parents or legal guardians **are expected to call the school before 9 o'clock** and give the reason for the absence.

Upon arriving to school the day after an absence the student is required to get a **readmit slip** from the school's attendance secretary. It is the student's responsibility to arrive at school early enough to get a readmit slip before 1st hour begins. This slip will be carried to each class to get the assignments from the day(s) that the student missed.

Students are discouraged from taking "vacations" on school days or from scheduling appointments during school hours. However, if the need arises for a student to be absent from school for a family event, a court date or a doctor or dental appointment on a school day, the parents or legal guardian **must present a note** to the school office at least two days in advance, except in cases of an emergency. At that time students should ask for a **probable absence slip**. Probable absence slips are signed by each teacher, and the Principal will determine whether the student has the opportunity to make up the work for full credit. These absences accumulate toward the twelve absences referred to previously.

If students are absent from school or from a class without consent, they will be considered truant and assigned a detention(s). Students may not leave the school property during the school day without a pass from the attendance secretary. If a student must leave at any time during the school day, a note or phone call from a parent, guardian, or other responsible adult named on the emergency card will be required. If a student desires to leave for reasons other than for an appointment or for medical reasons, the student must have approval from an administrator **and** parent/guardian. Students who leave without following this procedure will be truant and assigned a detention(s).

For the purpose of recording student attendance, students will be counted absent from a class if they miss more than half the time the class is scheduled to be in session for that day. If students miss less than that amount of time, their attendance record will be charged with a tardy rather than an absence.

In the event a student is truant, under suspension, has not followed the procedure for a planned absence, or is unexcused for any other reason, the student is required to make up the work within the time specified by the teacher in his/her classroom policies, but it will receive only half credit.

Those who participate in student-organized days of absence, sometimes referred to as "skip days", will be considered in violation of school absence policy, but will be required, as in any other planned absence, to follow the procedure as outlined above. Because of the disruptive nature of such behavior, as well as the school's unwillingness to assume liability for physical damage or injury resulting from activity on student-organized absence days, the school finds it impossible to condone such student conduct. As in any other absence, students are responsible for making up class work missed on that day, and it is included as one of the 12 days as explained earlier.

Students are required to be in school for at least 4 class periods (except for special circumstances cleared by the administration) to be able to participate in extra-curricular activities or practice on that day.

The initiative of making up work due to any absence lies with the student, and the teacher regulates the requirements. The school will assist the family by collecting homework assignments when students are absent for more than two days for illness. The school must be given one day to gather all the assignments from the teachers. Usually when a student is absent, it is more helpful to phone a friend for the assignments.

The school will cooperate as much as possible with homebound tutors and students where there is an extended medical treatment situation. However, since the educational process does include significant teacher instruction, student performance and/or interaction, it cannot be assumed that the student can receive credit in all cases.

BELL SCHEDULES

Regular Mon & Fri (45 min.)

1	8:00-8:45 a.m.
2	8:49-9:34
3	9:38-10:23
4	10:27-11:12
Lunch	11:13-11:43
5	11:48 -12:33 p.m.
6	12:37-1:22
7	1:26-2:11
8	2:15-3:00

Regular Tue & Thur (41 min)

1	8:00-8:41 a.m.
2	8:45-9:26
3	9:30-10:11
Chapel	10:16-10:44
4	10:48-11:29
Lunch	11:29-11:59
5	12:04 -12:45 p.m.
6	12:49-1:30
7	1:34-2:15
8	2:19-3:00

Regular Wed (41 min)

1	8:30-9:11 a.m.
2	9:15-9:56
3	10:00-10:41
4	10:45-11:27
Lunch	11:28-11:58
5	12:04-12:45 p.m.
6	12:49-1:30
7	1:34-2:15
8	2:19-3:00

Half Day (26 min)

1	8:00-8:26 a.m.
2	8:30-8:56
3	9:00-9:26
4	9:30-9:56
5	10:00-10:26
6	10:30-10:56
7	11:00-11:26
8	11:30-11:56

Homeroom/Extended Chapel Schedule (39 min.)

1	8:00-8:39 a.m.
2	8:43-9:22
3	9:26-10:05
Chapel	10:10-10:38
Hmrm	10:42-10:54
4	10:58-11:37
Lunch	11:37-12:07 p.m.
5	12:12-12:51
6	12:55-1:34
7	1:38-2:17
8	2:21-3:00

Delay Start M-W-F (38 min.)

1	9:00-9:38 a.m.
2	9:42-10:20
3	10:24-11:02
4	11:06-11:44
Lunch	11:44-12:14 p.m.
5	12:19-12:57
6	1:01-1:39
7	1:43-2:21
8	2:25-3:00

Delay Start Tue & Thr (33 min.)

1	9:00-9:33 a.m.
2	9:37-10:10
3	10:14-10:47
Chapel	10:52-11:22
4	11:27-12:00 p.m.
Lunch	12:00-12:30
5	12:36-1:09
6	1:13-1:46
7	1:50-2:23
8	2:27-3:00

2 Hour Delay (30 min.)

1	10:00-10:30 a.m.
2	10:34-11:04
3	11:08-11:38
Lunch	11:38-12:08 p.m.
4	12:14-12:44
5	12:48-1:18
6	1:22-1:52
7	1:56-2:26
8	2:30-3:00

CALENDAR 2008-2009

August 18	Orientation Day
August 19	First Day of Classes
October 1,2,3	Professional Church Workers' Conference (No School)
October 17	End First Quarter
October 24	LutherWalk/Run
November 27,28	Thanksgiving Break
December 17-19	Final Exams
December 19	End First Semester
Dec. 20 - Jan. 4	Christmas Break
January 5	2 nd Semester begins
March 6	End Third Quarter
March 23-27	Spring Break (No School)
April 10,13	Good Friday / Easter Monday (No School)
May 14,15	Senior Finals
May 20-22	Final Exams
May 22	End Second Semester/ Baccalaureate
May 23	Graduation

CHEATING AND PLAGIARISM

Maintaining academic integrity is of vital importance for Denver Lutheran High School. Students must play an active role in maintaining their own personal academic integrity as well as the integrity of the school. Cheating and plagiarism are unacceptable behaviors that carry severe consequences (See “Consequences of Misbehavior”).

CHEATING

While the definition of cheating may seem obvious, technological advances have made cheating easier and possibly blurred the line between acceptable and unacceptable behavior.

The following guidelines give a general overview of what constitutes “cheating:”

1. Copying work from another student on homework or tests.
2. Using notes on a quiz or test without the consent of the teacher, including digitalized notes being carried in a calculator, cell phone or MP3 electronic device.
3. Sharing any information about an assignment, quiz, or test with students from a different class period. This would also include using camera phones and text messaging to pass information along to another student.
4. Acquiring or using completed and graded assignments, quizzes, or tests from other students or from students from previous school years. It is “cheating” to use a sibling’s work from a previous school year. Teachers will be encouraged to not reuse the same quizzes and tests repeatedly. Regardless, possessing past work, quizzes, and tests is defined as “cheating.”

Receiving “help” from another student is generally unacceptable unless the student providing the assistance is designated as a “tutor.” Teachers will expect that students will only be receiving assistance from teachers, tutors, or parents. Students are only allowed to “work together” on an assignment with the expressed consent of the teacher who gave the assignment.

Any instance of cheating is a Level A infraction and will result in an automatic detention.

PLAGIARISM

Plagiarism is simply defined as “claiming another’s work as your own.” Given the easily accessible nature of information (internet, digital libraries, etc.), it has become relatively simple to pass off another person’s work “as your own.”

The following actions constitute “plagiarism:”

1. Copying verbatim the work of another individual
2. Copying and pasting sections of work from the internet or another person’s work.
3. Not referencing or citing quoted or paraphrased text in a paper or essay.
4. Using online term papers, book reports, or essays.

Teachers will instruct students the proper methods of citation and referencing to help avoid plagiarism.

A minor instance of plagiarism is a Level A infraction and will result in a detention.

Turning in an entire essay, paper, book report, etc. that is someone else’s work is a Level B infraction and will result in automatic advancement of one step in the disciplinary step system.

DISCIPLINE

Each student at Denver Lutheran High School is a unique child of God. It is the purpose of Denver Lutheran High School to provide each of them with the opportunity to develop their individual gifts. Denver Lutheran High School also strives to help them become disciples of Christ by growing intellectually, socially, spiritually, culturally, and physically.

Denver Lutheran High School operates on the premise that it is a privilege for its teachers to teach and train the children of God in its care and that it is equally a privilege for students to attend Denver Lutheran High School. In order for this educational experience to be most effective, it is essential for teachers to provide instruction and discipline in a positive, fair, caring, and loving environment. It is equally important for students to receive that instruction and discipline in a willing and cooperative manner. An important part of that educational experience is learning the skills necessary to live in a community of people. Among those skills are self-discipline, positive interaction with others, and cooperation and sacrifice for the good of the community.

Denver Lutheran High School is no different than the rest of the world in that it is imperfect. It is recognized that the community at Denver Lutheran High School is under the forgiveness and the love of Jesus Christ, and it is through that relationship that instruction, discipline, and respect for one another is established and strengthened.

Students represent their Lord, their homes, and their school in all their activities. Therefore, Denver Lutheran High School expects its students to conduct themselves as Christian young people wherever they may be. The staff of Denver Lutheran High School strives to communicate effectively which practices and behaviors are acceptable and which are not acceptable.

Denver Lutheran High School also strives to shepherd students by providing a consistent environment and constant reinforcement, reminders, and consequences. Correction will be provided through fair consequences and follow-up.

Discipline becomes necessary when a member of the Denver Lutheran High School community responds in a way that is contrary to God's will and/or disruptive to the learning environment of the school. The purpose of discipline then is to help the individual recognize the error of his or her response, accept the forgiveness needed, and learn from the experience.

God tells us in Proverbs 29:19, *"A servant cannot be disciplined by mere words; though he understands, he will not respond."* Therefore, the purpose of consequences for inappropriate behavior is to help the person learn and grow from the experience.

Not all of Denver Lutheran High School’s rules forbid practices that are mentioned in Scripture. Nevertheless, following the rules of the “state,” in this case the school, is a requirement that Paul makes for all Christians in Romans 13:1-6. Consequences for inappropriate behavior may take a variety of forms including the loss of certain privileges at school, work detentions, probation, suspensions, and expulsion.

DISCIPLINARY STEPS

All teachers will be encouraged by administration to discipline their students in a proper manner that corrects and punishes poor behavior but also maintains a proper Christian relationship between the teacher and the student.

In the event that a student's behavior warrants attention from administration, the teacher may issue a detention to that student, fill out the appropriate paperwork, give the paperwork to the principal, and then contact the parent(s) or legal guardians by the end of the next school day. Proper reasons for the issuing of a detention are detailed under "Detentions."

If a student's conduct is dangerous to others or threatens to disrupt school, the student will be immediately dealt with by administration and appropriate consequences will be assigned.

Repeated consequences for poor behavior will result in being moved through the five-step disciplinary system. Upon arrival at the fifth step, a student will be recommended for expulsion to the CEO of the Colorado Lutheran High School Association.

Certain offenses will result in an automatic advancement of one or more steps in the disciplinary system.

The five step disciplinary system is as follows:

Step 1: A student will be placed on step 1 if he/she receives 10 detentions in a school year.

Upon reaching step 1, the students and parents/guardians will be notified, and the parents may request a meeting with the Principal.

Step 2: A student will be placed on step 2 if he/she receives five more detentions in a given school year.

Upon reaching step 2, the student will receive a 3-day suspension from school. The parents/guardians will be notified and communication with the Principal will take place. This suspension may be waived if step 2 is reached through an accumulation of detentions.

Step 3: A student will be placed on step 3 if he/she receives five more detentions in a school year.

Upon reaching step 3, the student will receive a 3-day suspension from school. The parents/guardians and student will have a meeting with the Principal.

Step 4: A student will be placed on step 4 if he/she receives five more detentions in a school year.

Upon reaching step 4, the student will receive a 3-day suspension from school. The parents/guardians and student will meet with the Principal regarding the consequences of future behavioral issues.

Step 5: A student will be placed on step 5 if he/she receives five more detentions in a school year.

Upon reaching step 5, the student will be recommended for expulsion to the CEO of the Colorado Lutheran High School Association.

CONSEQUENCES OF MISBEHAVIOR

Level A Infraction – results in a detention. Both teachers and administrators can assign detentions. (See "Detentions" for further information.)

Disrespectfulness to a teacher or staff member
Major classroom disruption
Cheating / plagiarism
Leaving school grounds without permission

Foul language
Chapel misconduct
Misuse of a hall pass
Blatant public displays of affection

- Skipping assigned detention time
 - Being late for assigned detention time
 - Lack of effort during a work detention
 - Reckless / careless driving in the parking lot
 - Refusal to turn over a cell phone, ipod, mp3 player, or other electronic devices
 - Unexcused absence
 - Repeated minor offenses
 - Violation of the school’s internet policy
- Not checking in with the attendance secretary if he/she is late for school
2nd and further dress code violations
Any offense similar in severity to other Level A infractions

The following actions warrant **immediate placement or advancement in the disciplinary step system**:

Level B Infraction – results in the automatic advancement of one step in the disciplinary step system. The number of detentions carries over. (Minus five from step 1 to step 2.)

- Possession of a lighter or matches
 - Being connected with fighting, using challenging or “fighting” language, or encouraging a fight
 - Forgery of parent’s signature(s)
 - Flagrant disrespect to a teacher or staff member
 - Repeated skipping of assigned detention time
- Any offense similar in severity to other Level B infractions

Level C Infraction – results in automatic advancement of two steps in the disciplinary step system. The number of detentions carries over. (Minus five from step 1 to step 3.)

- Possession of gang paraphernalia or symbols
 - Fighting
 - Possession of sexually explicit material
 - Possession or use of tobacco
 - Theft / vandalism under \$20 – includes restitution
 - Forgery of a teacher’s signature
 - Unauthorized server access
 - Immoral sexual conduct
 - Genuine displays of homosexual affection
- Any offense similar in severity to other Level C infractions

Level D Infraction – results in automatic advancement of three steps in the disciplinary step system. The number of detentions carries over. (Minus five from step 1 to step 4.)

- Theft / vandalism \$20 or greater – includes restitution
 - Theft or possession of teacher’s materials – solution manuals, tests, answer keys, etc.
 - Possession of fireworks
 - Possession of a school key
 - Possession of drug paraphernalia
 - False fire alarm
 - Harassment of a student (Please see “Harassment” for further information.)
 - School drunkenness / impaired functioning
 - Flagrant fighting
 - Possession or use of illegal drugs or alcohol
 - Attempt to change grades electronically
- Any offense similar in severity to other Level D infractions

Level E Infraction – results in automatic advancement to step 5 of the disciplinary step system and recommendation for expulsion to the CEO.

Bomb threat	Verbal threat to an employee
Possession of a weapon	Battery / assault on an employee
Possession of an explosive	Harassment of an employee
Possession of drugs or alcohol with intent to distribute	Lighting a fire in/on school grounds

Any offense similar in severity to other Level E infractions

Since Denver Lutheran High School is in partnership with parents in this process, it is expected that parents cooperate in the areas of instruction and discipline and willingly be involved in solving problems by meeting with teachers and/or administrators, reinforcing consequences, and encouraging their child/children.

DETENTIONS

When a detention is given, the Principal will arrange a time for the student to serve the detention.

A teacher or administrator may assign detentions to a student for any Level A infraction or similar infraction.

Specifically, certain detentions may be assigned by administration. Students can receive an administrative detention for:

Unexcused absences.

Skipping an assigned detention or arriving late for an assigned detention.

“Not working” during a “work detention.”

The second dress code violation in a given school year and any subsequent violations .

The fourth time a cell phone, pager, ipod, MP3 player, or any other device has been confiscated by a teacher.

Not checking in with the attendance secretary if they were late for school.

Each detention issued by administration for the reasons listed above will be accompanied with a \$10 fee assigned to the student. The student will not be allowed to serve the detention unless the fee is paid and risks further detentions for not serving assigned detentions.

DISCIPLINE PROCESS

With respect to student discipline, the school official will:

1. Inform the student what school expectation was not met, record it, and give the student a copy at his/her request.
2. Give the student a chance to tell his/her version of what happened.

The student has the responsibility to follow school expectations. The Constitution of the United States does not shield the student from consequences properly imposed according to the above procedures. If a student disagrees with the consequences, he/she has the right to appeal the Principal’s decision to the Chief Executive Officer of the Colorado Lutheran High School Association.

DRESS and PERSONAL APPEARANCE

The dress code at Denver Lutheran High School insists on neat, clean, modest, and appropriate apparel. Students who follow these guidelines can take joy and delight in diversity and individuality. Appropriate school dress is “business casual” - somewhere between “dress up” and “recreational.”

The school’s dress guidelines provide an opportunity to learn an important Christian concept: living in Christ’s freedom by considering the rights and feelings of others. Scripture tells us to show love and consideration for others in “all things” -- Romans 14. In applying this precept to dress and personal appearance it is concluded that one must never wear clothing that offends others, makes them feel uncomfortable, or tempts them to sin.

Some fashion trends or fads are not appropriate for school. A discerning Christian student should recognize which trends are not God pleasing.

A student who is making a decision as to whether his/her clothing is appropriate, should ask, “Am I doing this to God’s glory?” All clothing must reflect Christian modesty. A provocative and/or distracting appearance is neither appropriate nor conducive to the learning environment.

Denver Lutheran High understands that dress guidelines will always create gray areas of interpretation. Therefore, it is important that the “spirit of the code” always control the “letter of the code.” Students are expected to present a positive spirit of cooperation toward the intent of the guidelines.

DRESS CODE GUIDELINES

Appropriate school dress is expected when students are on campus. During school-sponsored events (home or away), such as athletic contests, concerts, drama performances and the like, students are expected to meet the guidelines of neat, clean, modest and appropriate dress. At events and other extracurricular activities, more casual attire may be acceptable to the school supervisor.

The following guidelines define appropriate dress:

1. All clothing must fit properly, be clean, in good repair (hemmed, not frayed), and reflect Christian modesty.
2. All shirts and tops must have sleeves. Therefore, tank tops, muscle shirts, sleeveless blouses and clothing with spaghetti straps are not to be worn at school. During physical education classes or practices more casual dress may be appropriate.
3. **All shirts must be a solid color, striped, plaid, or have a fabric design. Artwork designs (such as faces or other drawings), tie-dye, or homemade shirts are not acceptable.**
4. Printed messages on clothing are NOT acceptable for school wear. Exceptions will be made for clothing with:
 - a. Denver Lutheran High School logos/messages
 - b. Christian messages
 - c. College & university logos
 - d. College or professional team logos
 - e. City, state, or country logos
 - f. Acceptable clothing manufacturer’s labels and logos

Messages such as “I love my mom!” or “Employee of the month,” while not inappropriate or negative, are still NOT acceptable to be worn at DLHS.

5. All pants must be worn at the waist, may not be slit up the seam at the bottom, and may not drag on the floor.

Note: Males who wear jeans designed for females or designed to look like female jeans should note that they must be worn at the waist.

6. Visually, shorts must fit properly and be at least fingertip length. If a question arises concerning the length of a pair of shorts – the inseam must be at least 3 inches long.
7. Military style clothing, such as fatigues, may not be worn at school. This includes all forms of camouflage.
8. Footwear must be clean, in good repair, and tied. Cleats/spikes are never to be worn inside the building.
9. Winter coats, jackets, and trench coats are not allowed.

Hooded sweatshirts (pullover or zipped), hooded fleeces, or any other “outer-wear” are not acceptable during the school day and are to be kept in the student’s locker. This includes windbreaker tops, light jackets, and light-weight designer hooded sweatshirts.

Sweaters (pullover or cardigan), non-hooded sweatshirts, blazers, and light fleece wear ARE acceptable.

DLHS letter jackets, DLHS hooded sweatshirts, and other DLHS outer-wear MAY be worn during the school day.

10. Other unacceptable items include:

- a. Hats, head coverings, or sunglasses during school hours
- b. Clothing which promotes/advertises any bands, vocalists, concert groups, or record labels
- c. Patches on any type of clothing
- d. Clothing with logos/advertisements of harmful or illegal products or services
- e. Clothing that makes references to alcohol, tobacco, drugs, sex, or gangs
- f. Clothing, jewelry, and accessories which make reference to beliefs or ideas contrary to the truth of the Holy Scriptures -- neither may any of these beliefs/ideas be displayed on personal possessions such as notebooks, backpacks and the like
- g. Unacceptable clothing under other garments
- h. Cutoff shorts, athletic shorts, or sweatpants of any kind (including windsuit pants)
- i. Visible tattoos
- j. Wallet chains or other non-necklace chains
- k. Piercing jewelry (other than in the ears). Tongue rings are not allowed. Students do not have the option of having eyebrow, nose, or lip rings and covering them with a band-aid during the school day.
- l. Non-bracelet wristbands or cuffs

MALES

The following guidelines further detail appropriate dress for Males:

1. Males should be clean-shaven, with the exception of neatly trimmed mustaches and goatees. The area of the face -between the end of the sideburn (see #2) and the chin goatee must be clean-shaven.

2. Sideburns should not extend below the earlobe.
3. Hairstyles should reflect careful grooming and should not extend past the bottom of the collar on a collared shirt.
4. Extreme/bizarre hairstyles (Mohawks, etc.) are not allowed.
5. Hair should have no unnatural coloring.
6. Ponytails and pigtails are not allowed.
7. Earrings are permissible, but they must be removed if they are hazardous for certain activities.

FEMALES

The following guidelines further detail appropriate dress for Females:

1. Shorts should be modest, appropriate in length (visually: fingertip length or at least a 3-inch inseam) and fit properly.
2. Dresses and skirts must not be more than 3 inches above the top of the kneecap.
3. Tight-fitting leggings must be covered with a top of appropriate length (finger tip).
4. Short shirts that expose the midsection are not acceptable. If a shirt that is designed to be worn untucked is too short to cover a student's midriff or back, then an undershirt that is completely tucked in must be worn under the shirt. At no time, including while sitting or with arms raised should the midriff or back show.
5. Low-cut tops are not acceptable. Guidelines for acceptable neckline are:
 - Not more than the width of two fingers below the collarbone.
 - No visible cleavage.
6. Sleeveless dresses are permitted if modestly cut and undergarments are not visible.
7. Cosmetics should be used in moderation and good taste.
8. Extreme/bizarre hairstyles are not allowed.
9. Hair should have no unnatural coloring.

Female staff personnel will assist in determining if the neckline and length of a female student's apparel is in keeping with Christian modesty.

Special dress-up days that are approved by the Principal (Homecoming, spirit weeks, etc.) may allow for "breaking" the dress code.

Denver Lutheran High School encourages the rule of "common sense." If you are not sure that an article of clothing meets the expectations of the school, ask before you wear it!

VIOLATING DRESS CODE

All members of the Denver Lutheran High School community (students, parents, teachers, and administrators) share in the responsibility for implementation of these guidelines. Students whose dress is inappropriate for the situation will be sent to the Principal immediately. A student will not be allowed back to class unless he/she is in accordance with the dress code.

The consequences of being out of dress code are as follows:

1. First Offense: The student will be detained with the Principal until the situation is corrected. If the student cannot become in accordance with the dress code in an appropriate amount of time, a detention may be given for an unexcused absence.
2. Second Offense: In addition to #1, the student will be issued a detention.
3. Third Offense: In addition to #1, the student will be issued a detention.
4. Fourth Offense and any following offense: The student will automatically be moved up one step in the disciplinary step system.

These consequences are accumulated over the course of the school year, not by semester.

EMERGENCY PROCEDURES

EMERGENCY RESPONSE PLAN

Denver Lutheran High School has an emergency response plan. Faculty and staff are well educated on the procedures listed in the plan, and students periodically will be required to do drills that cover certain emergency situations.

ILLNESS and MEDICATION

Students who become ill during the day must report to the attendance secretary in the school office immediately. The school will not provide any medication to students except for prescribed medication that the student has brought to the office. In most cases, the parent will be called and the student will be permitted to go home. In certain cases, the student may be allowed to remain in the office to rest for up to one period. If the student is not able to return to class after one period, the student will be given permission to go home. In all cases, a responsible adult will be notified before the student is allowed to leave the school.

Student medical records are very important to the school. The emergency card must be kept current with the latest phone numbers and pertinent information. The school should be informed of any new information, which would be helpful in the case of an accident or other emergency. Also, if parents will not be available because of absence from the city, the school needs to know the name and phone numbers of the temporary guardians.

FIRE DRILLS

Fire drills are conducted for the safety of students and the prevention of injury. Therefore, it is necessary that all students comply with the proper procedures. When the fire drill signal sounds, this means that everyone must leave the building. The following procedure is followed:

The first student that reaches the door holds the door until the teacher leaves. The teacher should always be the last one to leave the classroom. Each room forms a column of its own. Students should be silent until the appropriate signal is given to return to class.

Exiting procedures are as follows:

Rooms 101-103	Exit rooms, go west, exit south Association doors and proceed to west parking lot.
Rooms 104-106	Exit rooms, go east, exit south doors and proceed to east parking lot.
Rooms 201-202	Exit rooms into 2 nd wing, go west, exit main west doors and proceed to west parking lot.
Room 203	Exit room into 2 nd wing, go east, exit east doors and proceed to the football field.
251	Exit room into Great Hall, exit east doors and proceed to the football field.

301-302	Exit rooms into 3 rd wing, go west to the West Hall, exit north doors and proceed to the baseball field.
303-306	Exit rooms into 3 rd wing, go east to Great Hall, exit out north doors and proceed to the baseball field.
307	Exit room using north exit and proceed to baseball field.
Cafeteria	North half should use north exit door of Great Hall to baseball field. South half should use south exit doors to football field.
Media Center	Exit into west wing, use west exit doors and proceed to west parking lot.
401-402	Exit rooms into the west wing, exit north doors and proceed to the baseball field.
Gym area	Exit east doors and proceed to the football field.
Offices	Exit north door and go west out main entrance to west parking lot.

STORM ALERT

In case of a storm, students will follow directions as given by the school for safety and protection.

HARASSMENT POLICY

Denver Lutheran High School is committed to providing a learning environment that is free from harassment of any student or employee by any other student or employee. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to and including dismissal. Students found to have made false or frivolous charges will also be subject to disciplinary action, up to and including expulsion.

DEFINITION OF HARASSMENT

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or gender. Harassment can occur any time during school related activities. It includes, but is not limited to, any or all of the following:

1. **Verbal Harassment:** Derogatory comments and jokes with intent to harass; threatening or obscene words spoken to another person.
2. **Physical Harassment:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement.
3. **Visual Harassment:** Publicly displaying or making obscene gestures with the intent to harass; derogatory, demeaning or inflammatory posters, cartoons, written words or drawings.
4. **Sexual Harassment:** Includes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature.
5. **Cyber Harassment:** Verbal, visual, or sexual harassment directed toward any student, family member, or staff member using cyber methods – including the posting of harassing material at school or outside of school.

DISCIPLINARY PROCEDURE FOR HARASSMENT SITUATIONS

If a student feels that he/she is being harassed, the following steps should be followed:

1. Students who feel aggrieved because of conduct that may constitute harassment should directly inform the person engaging in such conduct that the conduct is offensive and should stop. If the student does not feel comfortable doing this, he/she shall direct the complaint to the Principal.

2. The principal will ask the student to write down exactly what occurred, and if the situation meets the definition of harassment, appropriate steps will be taken to discipline the offender.

Under the procedures outlined under “Discipline,” harassment is a Level D infraction that warrants an automatic advancement of three steps in the disciplinary step system. This may result in a recommendation of expulsion if the offender is already on steps 2, 3, or 4.

Both parties shall have the right to appeal the decision of the Principal or his designee to the CEO of the Colorado Lutheran High School Association by filing written notice.

PUNCTUALITY

TARDIES

In order to maintain a proper atmosphere for learning, Denver Lutheran High School stresses good punctuality for its students. Students and teachers are expected to be in the proper classroom and ready for class when the bell rings. Teachers will hold students accountable for this behavior according to the following guidelines:

1. A student will be considered tardy if he/she is not in the classroom the instant the tardy bell stops ringing. The teacher will inform the student when he/she has been counted tardy to class.
2. A student detained by another teacher is expected to bring a note from that teacher with the date, time, and reason. Students without a note will be counted tardy.
3. Being late for school will not be considered as a tardy. See below for the consequences of being late for school.

A student is allowed to be tardy up to 12 times in a semester. Excessive tardiness will be handled in the following manner:

1. A student will be notified on the 10th tardy that he/she is approaching the limit of 12.
2. A student will be fined \$10 each for the 13th-17th tardies.
3. A student will receive a Level C Infraction and a 3-day suspension from school upon the 18th tardy.
4. A student will be fined \$10 each for the 18th-20th tardies.
5. A student will be recommended for expulsion upon the 21st tardy.

Students can eliminate tardies by going to assigned rooms immediately and directly without loitering in the halls. Students should go to their lockers only when necessary and carry materials for several classes in a book bag.

BEING LATE FOR SCHOOL

A tardy will not be given for a student who arrives late for his/her first hour.

When a student is late for school, he/she **must check in with the attendance secretary** and his/her lateness will be recorded as a “Late For School” with the attendance secretary and the Principal.

Students are allowed to be late for school five times in a semester. Traffic, oversleeping, “running late today,” etc. will not excuse being late for school, even with a phone call from the parents / guardians. Only a doctor’s note or a family emergency can excuse a “Late For School.”

The following guidelines will be followed for students who are habitually late for school:

1. A student will be fined \$10 each for the 6th-10th late for school in a semester.

2. A student will receive a level C infraction and a 3-day suspension from school upon the 11th late for school. (Suspension will be assigned by the Principal, not taking effect immediately on the day the 11th late takes place.)
3. A student will be fined \$10 each for the 11th-14th late for school.
4. A student will be recommended for expulsion upon the 15th late for school in a semester.

Special consideration may be given if the weather causes a large amount of students to arrive late for school.

If a student chooses to arrive late for school and skip the process of reporting in with the attendance secretary, a detention will be automatically assigned.

STUDENT COUNCIL

The Student Council is composed of representatives of the student body. Regular meetings are held in which the group discusses anything that might be of benefit to the school. It initiates and executes school-sponsored activities, and represents, in general, the voice of the students. The Student Council is interested in the Christian character of the school, and works vigorously to keep Denver Lutheran High School a distinctly Christian school.

TOBACCO, ALCOHOL AND OTHER DRUGS

"Do you know that your body is a temple of the Holy Spirit within you, which you have from God. You are not your own; you were bought with a price. So glorify God in your body." (1 Corinthians 6:19-20)

As a means of preventing the use, possession, distribution, and/or sale of tobacco, alcohol, drugs, and/or drug paraphernalia, –Denver Lutheran High School has incorporated drug education into its total education program. However, no community is free from alcohol and drugs. In fact, the use of these substances is widespread, even among adolescents. Thus, Denver Lutheran High School has acknowledged the need for a policy that addresses substance abuse by its students.

The foremost responsibility of the staff of Denver Lutheran High School is to insure parents and students a chemical-free school, in which substance use is regarded as incompatible with the Christian principles upon which Lutheran education is based. Consequences are designed to discourage substance abuse. Nonetheless, should a student be involved with tobacco, alcohol or other drugs, the school will feel compelled, as part of its ministry, to work with students and families toward rehabilitation.

STATEMENT OF EXPECTATIONS

Students will not use, possess, distribute, or sell tobacco, alcohol, drugs, and/or drug paraphernalia. This statement applies to:

1. The Denver Lutheran High School campus and surrounding areas
2. School-sponsored activities
3. Vehicles designated by the school for transportation of students to and from school-sponsored activities
4. Students governed by athletic training rules

STATEMENT OF ACTION

The following procedure will be used when a student uses or possesses tobacco, alcohol, and/or drug paraphernalia, which is a Level D infraction:

1. The student will be immediately moved up three levels in the disciplinary step system. This may result in a recommendation of expulsion if the student was already on step 2, 3, or 4.
2. The procedures followed when a student reaches step 4 are outlined under “Discipline.”
3. Readmittance following the suspension may require assessment and evidence of participation in drug or alcohol treatment.

Expulsion from school will result in cases involving the sale and/or distribution of tobacco, alcohol, and drugs or the intent to sell tobacco, alcohol, or drugs.

All decisions of the Principal related to this policy may be appealed to the Chief Executive Officer.

If necessary, law enforcement agencies will be involved. The administration and faculty will provide full cooperation upon request in police investigations relative to the use, possession, distribution, or sale of drugs or other illegal and/or dangerous substances.

In those cases where there is a reasonable cause to suspect, but inconclusive evidence to prove the use of alcohol or other drugs in connection with any school activity, medical tests may be requested by the school and must be completed within six (6) hours of the request. Failure to comply with this request subjects the student to disciplinary action for the use of alcohol and drugs as outlined earlier.

WEAPONS

Denver Lutheran High School, in the interest of the safety of its students and staff, prohibits the unsanctioned use, possession, or storage of weapons anywhere on campus. Possession and storage of any kind of a weapon, or articles that may be used as a weapon, at Denver Lutheran High School or at any school-related activity on or off campus is a Level E infraction which is grounds for a recommendation of expulsion to the CEO.

WORSHIP LIFE

As members of the body of Christ, it is a privilege and a responsibility to worship our Lord on a daily basis. Denver Lutheran High School provides that opportunity through chapel services and devotions. In addition, there are opportunities for prayer and Bible study in classes, during activities, and privately as the time and need arises. The devotional life at Denver Lutheran High is planned to help us take advantage of the power that comes from God as we meet the joys and troubles of daily life.

Students are encouraged to be members of Christian congregations, attend worship services regularly, commune frequently at the Lord's Table, and take an active role in their church.

CHAPEL

Each Tuesday and Thursday students and teachers gather for a thirty-minute chapel period. Area pastors, members of our staff, students, and guests serve as worship leaders. All students are required to attend chapel, sit in assigned areas, and follow the guidelines of proper chapel decorum.

DEVOTIONS

Teachers, coaches, and directors are encouraged to lead devotions with students. Student-lead devotions are also acceptable and encouraged.

It is the desire of Denver Lutheran High School that all chapels and devotions adhere to proper theology and doctrine set forth by the Bible and reflected in the confessional statements found in the Book of Concord.

GENERAL INFORMATION and GUIDELINES

ABORTION

The Lutheran Church-Missouri Synod and The Colorado Lutheran High School Association endorse a pro-life position and the need to nurture a deep reverence and gratitude for God's gracious gift of human life.

Students contemplating an abortion should share that information with the principal or a designee so that counseling may begin immediately.

Students who have had an abortion should also share that information with the principal or a designee so that counseling may be given. While The Colorado Lutheran High School Association does not condone abortion, it does wish to share God's Word, His will, His love, and His forgiveness with those whose life has been affected by an abortion.

ACADEMIC LAB (STUDY PERIODS)

Those students who are taking seven daily classes will have one supervised academic lab during the school day. For the majority of students, this will be during eighth period. Students will understand that academic lab is a very important part of the school day and school life. Academic lab should be used for:

1. Studying, completing homework, and reading. Students will bring sufficient study or reading materials to cover the entire period.
2. Seeking extra help from other teachers.
3. Making up missing quizzes, tests, and work.

Specific academic lab rules will be published and given to students at the start of each semester.

Seniors with privileges are allowed to "check-out" of academic lab.

ADMINISTRATIVE OFFICES

The general school office is located in the west wing of the school. Housed there are the offices of the Principal, the Assistant Principal, the Activities/Athletic Director, the school secretary, and the attendance secretary. Items relating to the daily operation of the school are handled in the school office.

The Chief Executive Officer, the Marketing Director, the Admissions Director, the Development Specialist, the bookkeeper, and the administrative assistant are located in the Association office at the south end of the west wing.

ATHLETES NON-SCHOOL PARTICIPATION

Individuals certified to participate as members of any high school sport may not practice with or play with any non-school athletic group without receiving approval of the Principal.

ATHLETIC TRAINING REGULATIONS

At the beginning of each athletic season, the athletic department reminds students of the training regulations that are in effect during each season of the year. Athletes are reminded that training rules are in effect from the first day of practice through the last team engagement of that season. These regulations apply to managers, trainers, and cheerleaders, as well as the participating athlete.

Reasons for having training rules are as follows:

1. To promote optimum performance on the part of the athlete
2. To help the athlete recognize his/her own responsibilities
3. To have the athlete make a commitment to the team
4. To provide training for adulthood

For the above reasons, athletes are asked to abstain from using alcohol, drugs, or tobacco. Individuals suspected of violating these regulations will be required to appear before the Athletic Council consisting of the athlete's coach, the athletic director, a permanent non-coaching faculty member, a faculty member of the athlete's choice, and an administrative member of the athlete's choice.

The consequences for violation will be a minimum suspension from the team for 1/3 of the contests at that level. A suspension may run into the next season if the suspension occurs at the end of a season. The suspended athlete may be allowed to practice with the team during the suspension.

A reinstatement conference between the coach and the suspended athlete is required prior to returning to the team. This is to gain feedback and a recommitment from the athlete.

Coaches, with the consent of the Athletic Director, may require athletes to follow additional rules for each sport. The individual coach is then responsible for enforcing these rules, as well as the established training rules.

For further information on this topic, please see the Parent-Athlete Handbook.

CELLULAR PHONES AND PAGERS

Cellular phones and pagers should not be used on campus during the school day. They need to be kept in lockers or backpacks and be turned off. All cellular phones and pagers seen during the school day will be confiscated.

When a teacher confiscates a cell phone from a student, it will be turned in to the Principal. The guidelines for the return of the cell phone to the student are as follows:

1. First offense during the school year: \$1 fee for the return of the cell phone or pager.
2. Second offense: \$5 fee for the return of the cell phone or pager.
3. Third offense: \$10 fee for the return of the cell phone or pager.
4. Fourth and following offenses: Parent / Guardian must retrieve the cell phone or pager and a detention is issued to the student.

CLASS VERSE

The class Bible verse is chosen during the senior year and printed in the graduation announcements.

CLOSED CAMPUS

Once on the school grounds for classes, a student must stay until the last obligation of the day is completed. Seniors that have privileges may check out in the school office to leave campus during lunch, academic lab, or study periods. Students waiting for transportation after school must remain on campus.

CLOSING OF SCHOOL and DELAY SCHEDULE

If it becomes necessary to close school or have a one hour delay because of severe weather or other emergency, announcements will be made on AM radio station 850KOA and on TV Channels 2, 4, 7 and 9.

DAILY SCHEDULE

Regular school hours are from 8:00 a.m. to 3:00 p.m. Students are expected to leave after school by 3:15 p.m. unless they are involved in an after school activity. Denver Lutheran High School does not provide supervised after school care.

ELECTRONIC DEVICES

Radios with headphones, CD players with headphones, Ipods, MP3 players, and other electronic music devices should not be seen or used during the school day with the exception of during the academic lab period. They should not be seen or used during lunch or other periods of non-class time during the day. Students may use these devices during academic lab provided that they are not a distraction to others.

Video games are never allowable during the school day.

When a teacher confiscates any of these devices from a student, the procedure for the return of these items is exactly the same as the procedures for the return of a cell phone or pager. (See “Cellular Phones and Pagers” for further information.).

ELIGIBILITY

To be eligible to represent Denver Lutheran High School publicly in co-curricular activities that are CHSAA sanctioned, a student must comply with the following eligibility standard: Two failures on the weekly DLHS eligibility report means the participant is ineligible from Tuesday through the following Monday.

For non-CHSAA sanctioned extra-curricular activities, the student must maintain the eligibility standards that are set by the activity sponsor and approved by the DLHS Activities Director.

EMANCIPATED STUDENTS

Students who reach the age of 18 while attending Denver Lutheran High School are subject to all rules that apply to all students if they wish to continue their education at Denver Lutheran High School.

FIELD TRIPS

A field trip is described as a curricular or extra-curricular activity that meets off campus during all or part of the school day and is led by a teacher or sponsor. The trip may be educational or service-related, such as a visit to a museum, to a cultural performance, or to a place of business. It can also include school drama or musical performances, clinics, tours, or group service activities.

Students on academic probation or failing two classes are not permitted to miss classes for field trips, nor will their grade be affected by their failure to participate.

FOOD/BEVERAGES

Beverages or any food may not be carried or consumed on the carpeted areas of the school or in the classrooms. If so, these items will be confiscated and thrown in the trash. Food or beverages may not be taken into or consumed in the classroom except for special occasions that have been cleared with the principal or his designated appointee.

GAME DAY DRESS OF ATHLETES

Because participants in athletic events are representing Lutheran High School in one of many ways, the athletic department feels that a student's personal appearance should reflect pride in his/her school and team. We, therefore, ask athletes, trainers, and managers to dress up on the day of, or the day before (if the contest falls on Saturday) their athletic event. Each individual coach may give specific directions in that regard.

GUIDANCE COUNSELING

To make an appointment with the Guidance Counselor, a student should stop in at the guidance office before school, during non-class time, or at the end of the day and ask for an appointment.

The Guidance Program includes the following services:

1. Academic Advising - course selection, schedule changes, and scholastic performance
2. College-Career Planning
 - a. Information about careers and further educational opportunities are available from the counselor. A Career Day is planned to give students special information about the wide variety of opportunities available. Students choose a person to shadow in a career of their interest.
 - b. College visitation days and college night information are also provided to the families of juniors and seniors. Usually in the Fall, the Guidance Counselor schedules a student-parent college information meeting at the school. In addition, many colleges send representatives to the school with information about their schools. Times and places of these meetings are noted in the daily bulletin.
3. Standardized Testing Program that shows Aptitude, Achievement, Interest
4. Personal-Social Counseling (also available from other administrators)

HALL PASSES

Students are not allowed in the hallways during classes without a hall pass. Each classroom has a specific hall pass that must be in the student's possession in order to be excused from class. Hallway passes are to be used for lockers, restrooms, and the main office.

Teachers may handwrite a hallway pass for students if the need arises.

INJURIES

When a student is injured, the school will take appropriate action. Following the injury, the student should go to the office and ask the secretary for an accident-report form. This form should be completed with the teacher who was supervising the activity and proper signatures should be secured. Insurance claims should be filed immediately.

INSURANCE

Student accident insurance is available for both limited coverage as well as full-time coverage for those who wish to purchase it. All students who participate in any interscholastic sport must carry insurance. Rates will be published annually.

INTERNET POLICY

The use of Denver Lutheran High school Internet Access must be in support of education and research, and consistent with the spiritual and educational objectives of the school. Each student is required to have a signed parent permission form before Internet use will be allowed. Downloading or installing of anything without permission from the teacher in charge is not allowed. Playing games on the computers is permitted only with teacher permission. Inappropriate use is a Level A infraction and will result in loss of access privilege as well as a detention.

LOCKERS

Lockers are the property of Denver Lutheran High School. School administrators act as agents of the owners while regulating and supervising their use. The student exercises control of his locker from other students, but not from the school and its officials. Lockers are meant to serve the student for legitimate private uses, and school administration will provide the necessary protection for such privacy.

The principal or his designee may inspect lockers to insure school safety and the students' welfare, to determine if students are harboring stolen property, weapons, illegal substances, or to rid the building of safety and/or health hazards. Police may search all lockers in case of a bomb search. In other cases, the police must first serve a warrant that is specific in nature and the search should be within its limitation.

Each student is assigned a locker, and only that student's possessions should be kept in that locker. Lockers should be closed and locked when not in use. If any changes need to be made with regard to locker assignments, or if the locker needs service, the Principal should be contacted. The student is totally responsible for the condition of the locker, inside and out. Students should keep their lockers neat and clean. Periodic inspections will be made. No personal locks may be used on the hall lockers. Students should not give out their combinations to others.

Students in physical education classes and athletes in season will be assigned a locker room locker and a lock to secure that locker. Students are responsible for their locker and lock. If these are damaged or the lock is lost, the student will be charged for replacement.

LOST AND FOUND

Found items should be taken to the school office. If an item is lost, a report should be made in the school office. Unclaimed items will be given to non-profit charities at the end of each quarter.

LUNCH

Students should bring their lunches to school. Juice, soft drinks, and a limited variety of foods may be purchased from the vending machines. Student groups may provide lunch items for sale during the week.

MARRIED STUDENTS

If a student should plan to be married while enrolled at Denver Lutheran High School, the student and the parents (or guardian) **must** seek counsel of the Principal or his designee. Further counseling may be required, and specific recommendations may be made as a result of such counseling.

If the decision to marry while at Denver Lutheran High School is made after such discussions and counseling, continued enrollment will be determined on the basis of the following criteria:

1. That such enrollment will be in the best interests of the married student(s).
2. That such enrollment will not be detrimental to the purposes and ministry of Denver Lutheran High School.

Because this situation is not of the norm, the status of the married student shall be reviewed periodically by the Principal. Failure to inform the school administration or failure to follow the recommendations of the Principal may jeopardize continued enrollment.

MOTOR VEHICLES

Students driving cars, trucks, and motorcycles are required to register their license numbers with the attendance secretary. Failure to do this may result in school discipline.

With the exception of seniors who have privileges, no student is permitted to leave with an automobile or motorcycle during the course of the school day. Violation of this rule will result in a detention.

Reckless driving, misuse of a vehicle, and parking in an inappropriate area are unacceptable. Violation of these rules is a Level A infraction and will result in a detention.

OUTSTANDING SENIOR BOY AND GIRL

A graduating boy and girl, who represent the ideals of Denver Lutheran High School, are chosen by the faculty and recognized at graduation.

PARKING

Students should park in the Denver Lutheran High School west parking lot. Students should not park on the streets or other unauthorized areas.

Students are advised not to leave valuables of any kind, especially expensive car stereos, in their cars during the school day or at school activities. Break-ins do occur, and it is advisable for students not to give thieves anything to steal.

PREGNANCIES AND STUDENT PARENTS

Students who are pregnant or have become parents while enrolled at Denver Lutheran High School **must** share that information with the Principal or a designee in order that counseling and the ministry of forgiveness, reassurance, love, and support may be given to the student and the family.

Because this situation is not of the norm and may be disruptive to the educational process, the continued enrollment of the pregnant student or the student parent shall be reviewed periodically by the Principal. Failure to inform the administration or not following the recommendations of the Principal may jeopardize continued enrollment.

Children of student parents are not permitted to be on the campus during the regular school day, but are welcome at other activities.

PROM

Only juniors and seniors from Denver Lutheran High School and their dates are eligible to attend prom.

PROPERTY

The purchase, maintenance, and replacement of school property are expensive. The more money that is spent on maintenance and repair, the less that is available for new purchases and improvements. It is to everyone's benefit to take good care of all school property. A school in good repair encourages higher morale and hence a more successful learning community. In cases where instances of abuse can be attributed to specific students, the students will be subject to school discipline and required to make restitution.

PUBLIC DISPLAYS OF AFFECTION

School is not the time or place to exhibit romantic feelings for another person. Public displays of affection that include romantic frontal embraces, kissing, or otherwise touching another person in an inappropriate manner are not acceptable. Failure to comply with these guidelines is a Level A infraction and will result in a detention.

PUBLIC PERFORMANCES

While it is possible that students may make good decisions regarding public performances without faculty authorization, it shall be the policy that faculty authorization be given before any student activity is included in a public performance

Public performance is defined as any performance intended for people other than students and faculty of Denver Lutheran High School. Examples are drama productions, variety shows, and graduation.

SCHOOL SONG

The school song is played often at athletic events, pep rallies, and other school activities. When the school song is played, teachers and students should stand, clap, and sing along. The lyrics to the school song are as follows:

Hail to the Lights of Lutheran High,
Sing out their praises to the sky:
All loyal Lights and true,
Here's our salute to you;
Hail to the Lights of Lutheran High,
Hail to the Navy Blue and Gold,
Hail to the conquering heroes bold;
Onward, upward, forward in the right,
See your goals all coming into sight;
Hail to the Lights so true and fine,
They will shine, shine, shine.

SENIOR PRIVILEGES

During lunch and academic lab, seniors have the privilege to leave campus, go to great hall, or go to the patio area. At the beginning of the year, consent forms need to be signed by parents. All senior consent forms must be returned before senior privileges will be granted. If there are problems or if the privileges are abused, the administration has the right to suspend privileges for a given period of time.

SMOKE-FREE ENVIRONMENT

The Denver Lutheran High School campus is smoke and tobacco free.

TELEPHONE CALLS

Students may request use of the school office phone to contact parents or guardians. Students are requested to limit calls to important messages only. No student should call another student to the phone from a class.

Students are not called out of class for phone calls unless it is an emergency. However, messages will be delivered to students in classes, usually at the beginning of the class period when attendance is taken. Students should check out with teacher if the message needs immediate attention. Otherwise, the phone calls should be returned in free time periods. Students should ask permission before using the office phone. Students should not use other school phones.

TEXTBOOKS

Textbooks are furnished to students on a loan basis. Students are responsible to return any loaned materials in good condition. Fines are assessed for instances of loss or abuse.

TRANSPORTATION

When Denver Lutheran High School students are required or choose to participate in academic or extra-curricular activities away from the campus, the following policies will be in effect to insure that reasonable care has been demonstrated for the safety of the students and staff. Guidelines for transportation are as follows:

1. Denver Lutheran High School owns and operates school vans for school activities. These school vehicles will be used whenever possible to transport students to events. Certified school coaches and personnel will be used to operate these vehicles. Commercial carriers will be used during the winter season on longer mountain "trips." The determination for use of commercial carriers will be made by the school administration.
2. Private vehicles may be used at times to transport students. If the distance is thirty miles or more in one direction, drivers of vehicles must be staff members or other drivers 25 years or older. Private vehicles can be used for smaller groups, provided that it is approved by the school administration.
3. Students, who have written parental permission may be used to transport students to and from activities, provided the distance does not exceed thirty (30) miles one way and provided those passenger students have written parental permission to travel with other students as drivers.
4. In all cases where private vehicles are used for student transportation, it is understood that the insurance of such vehicle becomes the primary carrier.
5. Commercial buses, coaches, and vans will be rented or leased from those carriers that:
 - a. Provide verification of adequate insurance coverage
 - b. Have properly equipped vehicles
 - c. Employ drivers with adequate training
 - d. Have a record of excellent service in the community
6. School buses rather than coaches will be used when the one-way distance is 100 miles or less unless the cost for coaches is equal or nearly equal to the cost of a school bus.
7. Spaces on rented buses not occupied by the team or group may be made available to spectators, who will pay the per-seat cost.

The Athletic Director with the consent of the Principal may make exceptions to the above policy for good cause.

No transportation is provided for students, other than for some extra-curricular events. Parents are encouraged to form car pools. A complete computer list of enrolled students will be available each year by August 1st, and parents may request a list be sent to them. The Denver RTD buses serve our school with #9, #14, #21, #27 and #30 serving the immediate area.

VISITORS

If a student wishes to bring a visitor(s) to school, he/she should make a request with the Principal two days in advance. Visitors will accompany the host student during the school day. Only a small number of visitors will be permitted on any given day.

Visitors must obtain a visitor’s pass in the school office upon arrival. The visitor’s pass must be visible at all times during the visitation.

No visitors will be allowed on exam days or on the day before a vacation. Visitors must comply with all of our school policies, including the dress code.

Alumni are considered to be “visitors” and must follow the guidelines above.

STUDENT ACTIVITIES and ORGANIZATIONS

ATHLETICS - INTERSCHOLASTIC TEAMS

Participation in the following interscholastic programs is open to both boys and girls: cross country, track and field, basketball and soccer. Volleyball, softball, and tennis are available for girls. Football, wrestling, and baseball are available for boys.

CHEERLEADING

Cheerleaders are chosen in the spring for fall athletics and in late fall for the winter athletics. The guidelines for the cheerleaders are in the Cheerleader Constitution.

CLASS and CLUB MONEY

All club and class income is turned in to the school office and credited to the proper group. The money is placed in a common fund that is deposited in a bank checking account. Whenever a group needs money, the treasurer of the group makes a requisition, countersigned by the sponsor, and receives a check or cash for that amount.

CLUB POLICIES

It is the policy of Denver Lutheran High School to encourage students to participate in out-of-classroom activities. Students wishing to join such clubs are expected to attend the club meetings and to assume the responsibilities of membership.

Clubs may be organized when a sufficient number of students show an interest, when the purpose of the club is clearly defined, when the director of student activities and the Principal give their approval, and when a sponsor has been assigned. Students are encouraged to discuss the possibility of forming new clubs with the director of student activities.

Students are cautioned not to join too many clubs, as the numerous responsibilities may endanger their academic standing.

COMMUNITY LIGHTS

Groups of students and faculty provide service activities for the school and community several times per school year. These groups will be given directions for the location of the service on the Community Lights days. These days are counted as regular school days and attendance is expected.

CROSS PLAY

This group of students gives drama presentations for chapel at the high school, as well as at area elementary Lutheran grade schools.

DRAMA

The drama department at Denver Lutheran High School has One-Act Plays in September, a musical in November, and a play in the spring.

LANTERN (YEARBOOK)

The school yearbook is produced to provide a pictorial and literary review of the year's activities.

NATIONAL HONOR SOCIETY

National Honor Society is a service organization whose membership is determined by a faculty nomination process that considers service, leadership qualities, character, and academics. Students must have a minimum cumulative GPA of 3.5. Membership is limited to qualified juniors and seniors.

STUDENT COUNCIL

The primary vehicle of student voice into the administrative process is the Student Council. Students may attend a meeting by obtaining permission of the Student Council advisor and their classroom teacher. (For a list of Student Council Members, please see p. 24.)

STUDENT ELECTIONS

Student elections are held each spring when the head(s) of the student body and sophomore, junior, and senior officers are elected. In the fall, freshmen will elect a president, vice president, secretary/treasurer and a member-of-council from their class. These students will then constitute the Student Council. Student Council advisors are assigned from the staff.

SUPPLEMENTARY COURSES

During the last of April or first week of May, students and staff participate in supplementary courses in lieu of their regular academic classes. These courses are a part of the educational program of the school and attendance is required. Subjects of these non-graded classes may include a variety of offerings not included in the regular school program. Special fees may be assessed. Information concerning this program will be sent to parents in March.

YOUTH IN GOVERNMENT

The Youth in Government program provides opportunities for study and participation in governmental processes ranging from small meetings to involvement at the local, state, and national level. This program is run in conjunction with other schools at an off-campus location. Typically, Youth in Government runs for three days in November.

OTHER ORGANIZATIONS

ALUMNI ASSOCIATION

The Denver Lutheran High School Alumni Association informs members regarding activities and anniversaries at Denver Lutheran High School. This association is also interested in supporting the high school and its programs.

BOOSTER CLUB

The Denver Lutheran High School Booster Club runs fundraising events, manages athletic concession stands, and supplies workers for athletic events to raise money for the equipment needs of the Denver Lutheran High School athletic programs. Further information about the Booster Club can be found in the Athlete-Parent Handbook.

SPECIAL EVENTS GROUP

The Special Events Group organizes and provides refreshments and decorations for after-prom, Senior Blessings Night, Senior Valentine Breakfast, faculty anniversary/retirement recognitions, and various other events during the school year.

A PRAYER FOR SUCCESS IN SCHOOL

Dear Lord Jesus, perfect teacher, wisest of the wise, You lived on earth in complete humanity. You remember Your own days of growing and learning. Help me in my preparation, not only to gain new information, but also to grow in real wisdom.

I do not ask You to give me the highest grades in the class, but rather a clear mind that will make my own best possible. Help me to show love, not only to my friends, but to all, including those that seem to be unlovable. Save me from selfish pride that would lord my successes over my classmates; rather, give me the desire to help those who find it harder to learn.

You know the power of temptation. Deliver me from the temptation of laziness, and help me to be willing to put forth the effort necessary to succeed. Keep me from trying to make my way by dishonesty. Open my eyes to see the wonders of Your world and the goodness of Your grace.

As I grow in learning, make me a sharp and powerful tool, fully equipped to perform Your holy will in this world. Help me to see the earthly calling I should follow. Lord, there are many times in my life here that I will fail You, my teachers, and myself. Thank you for loving me in spite of my sins and for giving me the assurance that You are always with me. I ask all this of You because You have encouraged me to bring my needs to You in prayer and have promised to hear and answer. In Jesus' name. Amen