

# Student Handbook

## Dallas Lutheran School

### 2023-2024



Home of the Lions

# TABLE OF CONTENTS

## I. SCHOOL OVERVIEW

Mission Statement.....	1
Vision/Values.....	1
Guiding Behaviors.....	1
Accreditation/Affiliation.....	1
School Philosophy.....	2
Board of Trustees.....	2
Non-Discrimination Policy.....	2

## II. GENERAL INFORMATION

Academic Dishonesty/Plagiarism	3
Appointments with Faculty.....	4
Conflict Resolution.....	4
Dance Passes .....	4
Early Dismissal/Late Arrival.....	4
Emergency Drills.....	5
Food/Candy/Beverages.....	5
Gender Identification .....	5
Hall Passes.....	5
Hallway Signs .....	5
Health Services.	
Immunization Record.....	5
Medication.....	6
Health Screenings.....	6
Hours of Operation.....	6
Insurance.....	6
Legal Adult Status .....	6
Library Use.....	7
Lockers and Backpacks.....	7
Lost and Found.....	7
Lunch Program.....	7
Publicity Use of Photos.....	7
Recommendations.....	7
School Emergency News.....	8
School Telephones.....	8
Senior Off-Campus Lunch.....	8
Social Media .....	8
Spiritual Life.....	8
Testing Program .....	8
Textbooks.....	9
Vehicles.....	9
Visitors.....	9
Wifi .....	9
Withdrawal from DLS.....	8

## III. ATTENDANCE

Attendance Policy.....	10
Steps to Follow.....	10
High School Absences.....	10
Middle School Absences.....	10
Appointments.....	10
Known Absences .....	10
School Absences .....	10
Sick Absences.....	11
College Visits .....	11
Student Living Requirement.....	11
Parent Pick Up .....	11
Tardy Policies.....	11
Truancy.....	12

## IV. DRESS CODE

Philosophy.....	13
School Uniforms.....	13
Outerwear.....	13
Senior Wear.....	13
Spirit Fridays .....	13
Physical Education Uniforms.....	14
Specific Issues .....	14
Hair Length, Styles, Etc.....	15
Dress Code Violations.....	15

## V. STUDENT BEHAVIOR

General Expectations .....	16
Academic Dishonesty/Plagiarism..	16
Cell Phones / iPads.....	16
Dance Behavior .....	16
Detention .....	16
Harassment .....	17
Not At School.....	17
Public Display of Affection.....	17
School Activities Involvement.....	17
Security Cameras .....	17
Staff Communications .....	17
Student Searches.....	17
Theft .....	17
Substance/Violence Issues.....	18
Substance Testing.....	18
Potential Consequences.....	18
Right to Appeal.....	19

VI. ATHLETICS

Objectives..... 20  
Athletic Eligibility ..... 20  
    HS Eligibility..... 20  
    MS Eligibility..... 20  
Senior Athletes..... 20



VII. EXTRA-CURRICULAR

Opportunities..... 21  
Drama..... 21  
Music..... 21  
National Honor Society..... 21  
National Junior Honor Society..... 21  
Spanish Honor Society..... 22  
Student Council..... 22  
TAPPS Academic/Art Contests.... 22

VII. TECHNOLOGY

Proper Use ..... 23  
Electronic Communication ..... 24  
iPad Related ..... 24  
Data Storage ..... 24

IX. PARENT ORGANIZATIONS

Parent Teacher Fellowship ..... 25  
Lionbackers ..... 25  
Parent Parent Representatives .... 25

X. BELL SCHEDULE..... 25

XI. PARENT COMMITMENT... 26

XII. STUDENT COMMITMENT 27

School Calendar..... 28

Topics covered in Academic Course Catalog

- Accommodations
- AP Class Weighting
- AP Exams
- AP / Dual Credit courses
- Classrooms Expectations
- Community Service
- Dropping/Adding Classes
- Grading System/GPA
- In Progress Grades
- Middle School Promotion
- Off Campus Physical Education
- Parent Grade Reports
- Probation – Academic
- Reading Program
- Semester Exams
- Summer Novel Testing
- Summer School
- Online Course Credit
- Talent Zone
- Transcripts
- Valedictorian/Salutatorian

*The DLS Student Handbook is designed to provide general information on school policies and practices. A student’s and family’s presence in the school signifies their acceptance and willingness to abide by the policies set forth in this handbook and as they will be revised periodically.*

*DLS reserves the right to alter policies at any time without prior notice. Students and parents signify acceptance of a change in policy by remaining members of the school community after notice of the change is given.*

# I. SCHOOL OVERVIEW

## **Mission Statement**

Dallas Lutheran School empowers students to discover their God-given potential.

## **Vision/Values**

Changing the world through Christ-centered education.

Excellence, Personal Growth, Faith, Family

## **Guiding Behaviors**

Excellence:

- We equip students with the appropriate academic content they'll need in their next stage.
- Students are expected to perform at their highest levels.
- We provide a well-rounded experience and a unique culture, giving students an unmatched overall experience.
- Staff and teachers will demonstrate professionalism in their interactions with administrators, parents, students and each other.
- We help our families live a well-balanced life.

Personal Growth:

- We encourage each student to develop their God-given talents.
- We create opportunities to explore new skills and interests.
- We instill responsibility and accountability in our students.
- We inspire our students to do the right things in the right ways.
- We emphasize integrity, perseverance, follow-through and delayed gratification.

Faith:

- We respect and value every person as a child of God.
- We serve and love our neighbor.
- We unapologetically uphold the scriptures to be the true word of God.
- We teach God's grace.
- We live our faith, but we recognize that we are all imperfect.

Family:

- We continually seek to be a family of people who care about and support each other.
- We treat everyone with love and respect.
- We seek to find the positives in all of us.
- We pray for, and with, each other.
- We want all families to actively participate in the school community.

## **Accreditation/Affiliation**

Lutheran School Accreditation (Texas District), National Lutheran School Accreditation, Texas Private School Accreditation Commission.

Dallas Lutheran School is owned and operated by the Lutheran High School Association of Dallas.

It is a Recognized Service Organization of the Lutheran Church—Missouri Synod.

### **School Philosophy**

The philosophy of education at Dallas Lutheran School is based on the Holy Scriptures as the Word of God and centers on Jesus Christ to whom all Scriptures bear witness. Our primary purpose is to provide an educational climate for our students in which they will find meaning, purpose and power for their lives in Christ by growing in grace and in their knowledge of Him as their Lord and Savior. (2 Peter 3:18).

Dallas Lutheran School provides a unique educational environment in which the fellowship of believers is encouraged by the Word to yield their lives to Jesus Christ as Lord and Savior. The role of the student is to develop his/her God-given gifts and abilities to be equipped for his/her “life of good works” which God has already prepared for him/her (Eph. 2:10). The role of the faculty is to minister to the students. Such a ministry requires spiritually mature and academically qualified faculty members who are continually open to the work of the Holy Spirit.

### **Board of Trustees**

Dallas Lutheran School is owned and controlled by the Lutheran High School of Dallas Association Inc. This association, through its association congregations, elects a Board of Trustees. The Board is responsible for adopting a budget, reviewing the operation of the school, and establishing policy. These policies are carried out through the Head of School, the chief executive officer of the school.

### **Non-Discrimination Policy**

Dallas Lutheran School does not discriminate in any manner contrary to law or justice on the basis of race, color, gender, age, religion, disability, veteran's status or national origin in its educational programs or activities, including employment and admissions.

Dallas Lutheran School reserves the right, within its sole discretion, to refuse admission of an applicant and/or to discontinue enrollment of a current student participating in, promoting or supporting; illegal drug use, pornography, sexual immorality; or displaying an inability or resistance to support the qualities and characteristics required of a Biblically based and Christ-like lifestyle.



## II. GENERAL INFORMATION

The purpose of Dallas Lutheran School is to support and encourage Lutheran secondary education in the State of Texas, and to that end, to establish, maintain, and administer a Lutheran High School in Dallas County, Texas, in harmony with the teachings of the Holy Scripture, the Lutheran Church Confessions (Book of Concord, 1580) and the principles and practices of the Lutheran Church - Missouri Synod.

### **Academic Dishonesty / Plagiarism**

The administration and faculty at Dallas Lutheran School believe academic honesty is essential and students should avoid actions that misrepresent academic success. Academic dishonesty is the unauthorized and/or unacknowledged use or distribution of products, ideas or information that are not your own. Some examples of academic dishonesty would include:

- paying someone else to complete an assignment and submitting it as your own work
- giving or receiving answers by use of signals during a quiz or test
- copying, with or without the other person's knowledge, another student's answers on homework, quizzes or tests and submitting them as your own
- doing class assignments for someone else or allowing another student to copy your answers
- plagiarizing published material, class assignments, or lab reports
- turning in a paper that has been purchased in part or as a whole from a commercial paper mill or obtained from the internet
- obtaining an unauthorized copy of a test in advance of its scheduled administration
- using unauthorized notes or electronic resources during a quiz, test or assignment
- collaborating with other students on assignments when it is NOT allowed
- fabricating data, including inventing fake research and documentation for essays
- destroying or stealing the work of other students
- accessing and altering grade records
- falsifying an attendance record

Plagiarism is a specific form of Academic Dishonesty in which a student uses the words, ideas, or original creation (art, photography, music, slide show, video clip, etc.) of someone else without giving credit to the creator. Plagiarism involves both stealing someone else's work and lying about it (by failing to credit them with the work) afterward. Some common examples of plagiarism include:

- paraphrasing, summarizing, or quoting the ideas or information written by someone else without giving proper credit (through the use of introductions and citations)
- copying verbatim (word for word) from other sources (print, electronic, or oral) without the use of quotation marks or appropriate documentation.
- using the academic, creative, or artistic work of another person and claiming it as your own

While many students are accustomed to using and sharing words, ideas, images, sounds, etc. indiscriminately via social media, the American legal system still considers those things intellectual property and as such they are protected under copyright laws. Therefore a charge of plagiarism can have severe consequences for students after high school, including expulsion from a university, loss of a job, and loss of credibility or trust.

### **Appointments with Faculty**

Instructors are eager to give extra assistance when it can be arranged. Students should take the initiative in making arrangements with the instructor. If students and/or their parents would like a specific appointment with a teacher, it can be arranged with the individual teacher.

### **Conflict Resolution**

If a conflict should arise, the student is encouraged to follow the guidelines of Matthew 18:15-16 in order to resolve the conflict in a Christian manner. This outlines that the individual first privately consults with the person with whom they have a grievance. In most school cases, that means the student conferences with the teacher over the area in conflict. If that does not resolve the issue, another person can be brought into the conversation who can help with the dispute. In this case, the next step is to bring in a parent followed by the relevant school administrator. Parents have the right to appeal "board policy" level decisions to the Board of Trustees.

*At no time should a parent, teacher, or student voice their concern outside their immediate household before discussing the issue with the individuals involved. Anyone unwilling to follow this procedure, or in any manner or form causing or prompting adverse publicity concerning Dallas Lutheran School, shall subject their student to potential dismissal from enrollment at DLS.*

Concerns which are voiced anonymously (through letters, phone calls, etc) cannot be dealt with by DLS staff or administration since anonymity does not allow for resolution between the parties.

### **Dance Passes**

Middle school dances are only for DLS middle school students. Permission to attend by any other student must be obtained from School Administration.

High school dances are only for DLS high school students. Students from other schools wishing to attend must complete a dance guest pass and be pre-approved by School Administration. The pass may be obtained from the school office in advance of the dance. The guest dance form must be completed and returned following the rules stated on the guest pass. Students requesting signatures for guest passes for other school's dances may be denied if they have poor attendance, frequent tardiness or any recent suspensions or behavior issues.

### **Early Dismissal/Late Arrival**

Being a secondary student is a full-time job and should be the primary focus for the energy and time of each student. Early dismissal or late arrival is an exception to the norm and must receive special permission. The following represents procedures and regulations to govern early dismissals or late arrivals:

1. No late arrivals or early dismissals for grades 7-10 except by administrative approval.
2. No dismissal during the middle of the daily schedule is permitted except by administrative approval.  
Once a student is on campus, he/she must remain for the scheduled class day.
3. All students will pay full tuition regardless of the duration of their class day.

## **Emergency Drills**

General safety requires that from time to time we will have emergency and weather-related drills during the year. Unannounced drills are held to acquaint students with instructions for leaving the building in an orderly manner.

Walk (don't run) and remain quiet and calm. Once outside, silence is maintained until the "all clear" is given. Drills include:

- **Fire** – students will evacuate the building and away from the school as directed by school personnel.
- **Evacuation** – students will evacuate the building and then proceed to the north side of the property near the adjacent street for potential parent pickup.
- **Hold** – students will not be permitted outside but must remain inside the locked school buildings. Classes may still be held.
- **Lockdown** – students will all enter classrooms, teachers will lock their classroom doors, and all will remain quiet and follow teacher's instructions.
- **Tornado** – students will go to the locker room used by their grade level and gender and follow teacher instructions.

## **Food/Candy/Beverages**

- All food and beverages are to be consumed in the lunchroom, not brought back into the school classrooms.
- Students will bus their own tables after lunch and leave their eating area clean.
- Closed lunches are to be kept in student backpacks and carried to the lunch area.
- Snacks may be sold during breaks.

## **Gender Identification**

Students will be addressed by their names and using the pronouns which match their legal name.

## **Hall Passes**

Students who are in the hallways other than the normal passing period are expected to have a hall pass.

## **Hallway Signs**

All postings or displays on the high school campus must be approved by the school office or as permitted by the sponsor of a school activity. Event announcements need to be removed following the event.

## **Health Services**

### Immunization Record

State law requires all students to be current on all immunizations and to have a record of all immunizations received on file in the school office before the first day of school. In addition to the required infant and preschool series, this includes a Tetanus booster within the last ten years and a second Measles vaccine. The chicken pox vaccine (or statement from parents of history of disease) and the completed Hepatitis B vaccine series is now required for all students.

Students will not be allowed to attend classes without this up-to-date information.

For more details, please see <https://www.dshs.texas.gov/immunize/school/school-requirements.aspx>



## Medication

Prescription medication should be left in the office with the instructions on the side of the bottle. The school office of Dallas Lutheran School does not hand out non-prescription medication to students unless parents authorize it. Parents who wish their son/daughter to be able to take Advil, for example, should send a small bottle of Advil with their student's name on it. When a student requests to be able to take it, the office will first contact the parent and authorize that we all allowed to disperse that medication.

## Health Screenings

All "New to DLS" 7<sup>th</sup>-10<sup>th</sup> grade students and/or "all 9<sup>th</sup> grade students" must complete health screenings this fall. "New to DLS" students must have a hearing check, a vision check, and a diabetes (skin-fold) check. All 9<sup>th</sup> grade students must all have a diabetes check and a scoliosis test. (If you are NEW 9<sup>th</sup> grader, you are having all four tests done.) Parents must either a) provide proof that these tests were completed through their own physicians, or b) pay \$15 to DLS for the tests to be done by a medical doctor in the fall during the school day at DLS. These tests are mandated by the state and are required for continued enrollment at DLS.

## **Hours of Operation**

The school day officially begins at 8:00 AM (clubs, meetings, etc), with classes beginning at 8:00 A.M. and end at 3:30 P.M. Klekamp Hall will be open by 7:45 AM as a place to gather until school starts, and should be only there unless receiving extra help from a teacher or attending a club event. The school will not be responsible for students staying beyond 4:00 P.M. unless they are a part of a school sponsored activity.

## **Insurance**

DALLAS LUTHERAN SCHOOL DOES NOT CARRY MEDICAL INSURANCE FOR STUDENTS INJURED ON SCHOOL PREMISES, UNDER SCHOOL JURISDICTION OR WHILE PARTICIPATING IN SCHOOL ACTIVITIES. Accidental injuries are inevitable and certainly the potential for accidents is increased by participation in extra-curricular activities.

DALLAS LUTHERAN SCHOOL ASSUMES NO LEGAL RESPONSIBILITY FOR PROVIDING MEDICAL INSURANCE. For your protection, we urge that serious consideration be given to student accident insurance (information available in the school office), but we also encourage your coverage under a comprehensive medical plan. If you already have medical insurance, this low cost coverage is designed to supplement your other insurance by assisting with deductibles and balances left unpaid by your primary carrier. If you have no other insurance, you may wish to consider this option, but please note that the benefits ARE NOT sufficient to cover the FULL cost of medical treatment.

All students are expected to have some form of insurance protection.

## **Legal Adult Status**

Students who are age 18 and are legally adults are still required to have parents fill out liability/permission forms etc. Parents have entered into a relationship with the school to educate their student. That relationship requires the school to keep them a part of our information processes.

## **Library Use**

The purpose of the library is to provide up-to-date research resources for school reports and papers. Electronic file transfer (i.e. home/school) is best accomplished with a “flash drive” device or through the use of online storage services such as Google Drive or Dropbox.

1. Full classes get first priority; students visiting from a study hall may be asked to leave if a class comes to do research.
2. Talking needs to be kept to a minimum and needs to be work-related.
3. Students are not to sit on the floor.
4. All rules for computer use apply.

Students may check out up to three books from the library for a period of three weeks. The due date will be stamped on the outside of the book when it is checked out. If it is not returned by that date, the student will be charged \$.25 for each day it is late. It is the STUDENT’S responsibility to know the overdue date of the book(s). If students lose books, they will be charged a \$10 processing fee plus the replacement cost of the book. Fines will be added to the families DLS FACTS billing account.

## **Lockers and Backpacks**

DLS has limited lockers. Therefore, lockers will be issued to requesting middle school students only. High school students are free to use a backpack during the school day and use their given athletic lockers.

## **Lost and Found**

Any articles left at school will be put in a “lost and found” in the office. All articles left in the gymnasium will be held in the coaches’ office. Periodically throughout the year, lost and found items will be donated to charities if they are not claimed.

## **Lunch Program**

- Dallas Lutheran School will be using the services of [Guess Who Is Coming To Dinner?](#) catering company. Students are expected to make payment with that company in a timely manner.
- Vending machines are available in the lunchroom. Students are free to bring their own lunches.
- Students may not leave campus to get food without permission, but parents and family members may drop off food in the school office. DLS does not allow non-family food deliveries during the school day.
- Students are expected to eat in designated lunch areas.

## **Publicity Use of Photos**

Student photos are used at times for school publicity purposes such as in newspaper articles and website images. Parents who do NOT wish their students pictures to be posted publicly need to contact the Association Office.

## **Recommendations**

To keep our teachers spending their time on teaching, DLS teachers will not complete teacher recommendations for other middle/high schools. Parents may submit principal recommendation requests to the school office. This policy is reflected in what we are asking of future DLS students in our admission process. DLS students seeking college recommendations from faculty should request them in advance and provide all necessary information, forms or mailing materials.

### **School Emergency News**

DLS uses the free school app to notify students and parents on their phones in the event of school closing or an emergency situation. Parents/students are asked to download the app and allow school notifications.

### **School Telephones**

The school telephones in the office are to be used with permission only. (See “Cell Phones” for further information.)

### **Senior Off-Campus Lunch**

Senior students will be given the opportunity to have off-campus lunch privileges once established individual criteria have been met.

### **Social Media**

Dallas Lutheran School wants you to stay connected. Here are our official school accounts.

School Website = [www.dallaslutheranschool.com](http://www.dallaslutheranschool.com)

Facebook Account = <https://www.facebook.com/dallaslutheranschool/>

Instagram: @dallaslutheranschool and @dlathletics

Twitter: @lutheran\_school and @dallaslutheran (Athletics)

YouTube = <https://www.youtube.com/dallaslutheran>

### **Spiritual Life**

Dallas Lutheran School emphasizes the importance of love and respect for God, neighbor, and self. The religious life of the school is an essential part of this realization.

Chapel services are held in the gymnasium, and students are expected to enter quietly, orderly, and reverently. Students are asked to prepare their hearts for a worship-filled experience. All students are expected to participate in our worship services. Under the guidance of clergy, commissioned ministers, and committed laity, our chapel services conform to Lutheran doctrine.

Prayer is a key component for spiritual growth. Each school day includes lunchtime prayers, prayers by teachers in classrooms, and coaches often include prayers as a part of their practice and games.

Students spend time learning more about God by studying his word in religion classes. The goal of the religion classes is not to “grade” the faith of students, but to “deepen” their faith in Jesus Christ. Classes are taught from a scripture-based perspective following the doctrines of the Lutheran Church – Missouri Synod.

### **Testing Program**

Dallas Lutheran School is willing and able to provide extended time testing accommodations for students on campus who have demonstrated and official documentation of need. The policy on the whole is included below for parent and students to review for extended time on exams given here at DLS. Extra time will be allotted for during the student’s PE hour at the end of that day and we can only allot for up to time and a half (+50%). To apply for this accommodation, parents/guardians must e-mail the College Counselor (who serves as our testing coordinator) and School Administration to establish the request and give time for follow up conversations and meetings to be had if needed.

For accommodations on standardized testing (PSAT, SAT, ACT and AP testing), parents/guardians must provide official and up-to-date psycho-educational testing (within the past three years) to the College Counselor no less than 8 weeks prior to testing. If more documentation is needed from the Testing Coordinator, they will communicate with you directly.

### **Textbooks**

In most cases, students will be issued an e-textbook. [In the event of a more expensive text, parents *may* be billed a small portion of the cost.] These will be downloaded in the classroom at the beginning of the semester. These books are the property of the student.

In some cases, the school will issue a paper textbook which must be returned in acceptable condition. Students will be charged for books that are damaged or not returned. Students are expected to have a Bible “app” for use in religion class.

### **Vehicles**

Students are permitted to drive to school. Student drivers are required to register their cars with the school office. Students are to park in the areas designated for student parking.

Students are not to go out to their vehicles at any time during the school day unless given school permission. Students are not allowed to drive faster than 10 mph on the school driveways or parking lots. Per Texas law, all drivers are prohibited from texting and using handheld devices while driving in school zones.

It is important to note that parking at school is a privilege, not a right, and the school reserves the right to suspend that privilege to any student in the interest of safety or behavior concerns.

### **Visitors**

All visitors must report to the school office before proceeding to any part of the campus. Students who desire to bring a visitor to school (i.e. lunch time) must receive permission ONE DAY IN ADVANCE from the School Office. Visitors are expected to conduct themselves according to the regulations of our school. Visitors must wear a guest pass. No student visitors are allowed the first week of school. The school reserves the right to limit visitor access (including tutors, vendors, families, etc) due to safety concerns.

### **Wifi**

The school wifi account for students is: DL-Student. The wifi password is: Pridelands2024.

The guest wifi account (ie game spectators) is: dlsguest. The wifi password is: dslions.

### **Withdrawal From DLS**

Each student has a permanent school record on file which indicates all academic grades, attendance and tardies, and all information received from any previous school the student attended.

Withdrawing students need to return any school property including athletic equipment and pay any outstanding fees and tuition. Once completed, DLS will process withdrawal grades and forward the cumulative records to the new school.



## III. ATTENDANCE

### Attendance Policy

Dallas Lutheran School and Texas School Law require that students punctually attend all scheduled classes in which they are enrolled. Students must keep their other school commitments, which include chapel, athletic events and practices, rehearsals and concerts, study halls, assemblies, meetings, and lunch.

Steps to Follow when a student is absent from school:

1. Parent should contact the School Office (214-349-8912) by 9:00am on the day of the absence. In the event that the school is NOT contacted, the school will attempt to contact parents that morning.
2. Upon return to school, student must bring a note **signed** by a parent or have the parents already have sent an email to the School Office. Without a note, students may lose the privilege of making up homework from the absence.

High School Absences: The number of absences allowed per High School class per semester is TEN (10) (school absences not included). **Upon the 11th absence in each class, students may be denied course credit.**

The school administration reserves the right to review all attendance cases and make exceptions where appropriate.

Middle School Absences: The number of absences allowed per semester is TEN (10). Absences which exceed the attendance guidelines may seriously jeopardize a student's promotion to the next grade and/or continued enrollment at Dallas Lutheran School. The school administration reserves the right to review all cases of excessive absence.

### Appointments

Students are required to have a parent email or a note signed by a parent/guardian allowing them to leave at a scheduled time. Parents may also call the school office in advance. Any student leaving the campus for an appointment must check out in the front office and check back in at the office upon their return.

### Known Absences

When a student knows in advance that they will be missing school, a parent needs to contact the school secretary and the student needs to contact any affected teacher and make arrangements for missed assignments or work. This absence does count towards a student's total absence count.

### School Absences

When a student misses class as part of a school sponsored activity, they are marked with a school absence which do not count towards the total attendance count. Students are responsible for making up all work covered and tests missed. Students with a school absences are not given additional time to turn in their work.

### **Sick Absences**

Students who are sick should stay home until they are healthy enough to return. Students who become ill after arriving on campus should contact the school office and they will make a determination about returning to class or being sent home. Any student having a temperature of 100 degrees or more or who is vomiting will be sent home. Students who have had a fever must be fever free for 24 hours before returning to school.

When a student misses school due to illness or doctor's visit, this **does** count towards the student's overall absence total. Parents with concerns should share them with the school office. Parents are encouraged to vary the times of doctor's visits (spread out which classes they miss) for students who need to be out multiple times.

### **College Visits**

Students with a Junior or Senior class status may work with the College Counselor to make two (2) excused college visits per year. Students are responsible for first communicating with the College Counselor they are attending, then need to notify each teacher whose class in advance is affected. Students are responsible for all missing tests/assignments and must provide parent/guardian documentation regarding their visit. College visits do NOT count against the class attendance totals. Visiting students should bring back an official excuse letter from the college.

### **Student Living Requirement**

A student enrolled in Dallas Lutheran School must be living with a parent, designated legal adult guardian or managing conservator during the entire time of his or her enrollment, in order to provide the necessary support for daily growth of the individual. This regulation is not invalidated because a student has reached his or her eighteenth birthday.

### **Parent Pick Up**

If it is necessary for parents to pick up students at school during the school hours, parents should come into the office and sign them out. It helps to have a note ahead of time so the student can be in the office waiting. If students are driving themselves, a note from a parent giving them permission to leave the school campus must be filed in the school office before they may sign out or a personal phone call made to the school secretary.

### **Tardy Policy**

Punctuality is a part of responsibility and DLS endeavors to help students become more responsible. All students are expected to be inside their classrooms and prepared when the tardy bell rings.

**Students who are 10 minutes or more late to class will be marked absent.**

As a deterrent to student tardiness, students who are marked tardy will be **assigned a monetary fine for each tardy**. The amount is *initially* set at \$3 each.

- Fines will be posted to the student's FACTS billing account.
- *Students with excessive tardiness (as determined by school administration) may have their fine amounts incrementally increased as an additional deterrent.*
- Students who significantly fail to demonstrate compliance with tardy policies may also have disciplinary actions imposed by administrative action. Disciplinary actions may include being assigned a partial in-school suspension, etc.

- It is the recommendation of the school administration that parents require the student to reimburse the parent the fine amount to encourage the students to own the consequences of their choices.

The goal is to encourage students to honor their commitments, attend classes in a timely manner, and not disrupt the school academic environment.

Middle School students will follow the same tardy policy as High School students. However, in the event of excessive tardiness, a parent/student conference with School Administration will be scheduled.

### **Truancy**

Truancy is an absence that occurs without parental permission or as a result of leaving campus without proper permission. Students may not make up class work, assignments or tests that are missed. Truant students will be subject to disciplinary action.



## IV. DRESS CODE

### **Philosophy**

Dallas Lutheran School (DLS) perceives education as a formal activity and therefore has a conservative approach to the type of clothing appropriate for school dress. As we work and interact at DLS, it is our desire to place our attention on the “inner-workings” of people rather than their outward appearance. The dress code of DLS minimizes the focus on fashion issues and moves students to a degree of conformity. All students on campus are expected to be in dress code.

### **School Uniforms**

DLS students are required to wear specific clothing choices chosen from TeamSports Uniforms.

#### Shirts

- LS/SS Button Down Oxford – light blue and white
- LS/SS Ladies Tapered Oxford – light blue and white
- LS/SS Pique Polo - navy and white
- SS Performance Polo - navy and white
- Seniors Only Button Down SS Oxford - gold
- Seniors Only SS Pique Polo - gold

#### Shorts/Pants/Skirts

- Boys Flat Front Shorts/Pants: khaki
- Girls Flat Front Shorts/Pants: khaki
- Girls Pleated Plaid Skirts: DLS plaid

### **Outerwear**

DLS allows only official outerwear during the school day. Students may wear non-DLS outerwear to/from school but these items should not be worn during the school day. Students who wear these items during the school day may have them confiscated and held until a parent picks them up.

#### “Normal Day” School Uniform Outerwear Options

- Microfleece Pullover – ¼ Zip
- Microfleece Jacket – Full and ½ Zip
- Performance Jacket – Full
- Previously purchased Parker Uniform outerwear (see below)
- Previously purchased TeamSports crew sweatshirts and ¼ zips
- Previously purchased official school letter jacket
- All “Normal Day” outerwear must have a school uniform shirt on underneath it.
- *DLS “Hoodies” may NOT be worn during the normal school day.*

### **Senior Wear**

Only Seniors may wear the gold oxford/polo. This is an optional dress code item.

Seniors will be allowed to wear a sweatshirt/fleece/polo/hoodies/T-shirt of the college or university to which they have been accepted on *Fridays during second semester* given the clothing demonstrates a “dressed-up” look as determined by school administration and the name/acronym of the school.



## Spirit Fridays

- Students are invited to wear a **DLS T-shirt and/or jeans** on Fridays instead of school uniforms. Jeans/shirts must be in **good condition and dark colored**. They may NOT have rips or holes in them.
- Students may NOT wear leggings/yoga-pants or jeans colored other than blue. (Students may choose to wear these with school uniform shorts as well.)
- Spirit Friday shirts must have been **created by DLS**. It is not sufficient that the shirt mentions DLS or was an event DLS attended (ie. LMST, Robotics competition, TAPPS event, etc)
- Spirit shirts do not have to be tucked in on Spirit Fridays.

### Additional Spirit Friday Outerwear Options

- Fleece crew – gray and royal
- Fleece hood – gray and royal
- Previously purchased TeamSports DL outerwear

## Physical Education Uniforms

DLS students enrolled in a physical education class will be required to wear the physical education uniform approved by the school.

## Specific Issues

1. **Shorts** must have “at minimum” a 5 inch inseam. Shorts may not be rolled up.
2. **Skirts** should be at least fingertip length. Skirts should not be unzipped, unbuttoned, or rolled-up.
3. DLS outerwear should have a school uniform shirt, school t-shirt, or school polo on underneath it.
4. **T-shirts under school uniform shirts** are to be white, black, blue or gray. Other visible colors or shirts showing images through the outer-shirt should not be worn. Only short sleeve T-shirts are permitted under short sleeve shirts.
5. **Shoes** should be closed-toed and closed-heeled (or with a heel strap), have a clean and well-groomed look, and any shoe laces must be tied. No high heels, cleats, slippers (as determined by administration), “cros” style, over-sized, or non-“western style” boots allowed in the normal dress code.
6. **Writing or coloring** on clothing/shoes with pens or pencils is not permitted.
7. Shirts/blouses are to be **tucked in**. Pants must be worn at waist level. **Belts** need to be worn with pants or shorts.  
(Belts may not have lettering or made of chain, metal, scarves, or ribbons, etc.)
8. **Appropriate undergarments** are required. Only shorts/tights may be worn under skirts - NOT over the knee “thigh-highs,” fish nets, *sweatpants*, pajama-bottoms, leggings, yoga pants, etc. **Tights** must be solid black/white/navy, no designs. **Tight fitting or oversized clothing** is not allowed. No more than the top two buttons may be undone on Oxford shirts.
9. Clothing items purchased through **other vendors** and “Dallas Lutheran” put on it does not qualify as meeting school dress code.
10. For a school sponsored **off-campus activity** (field trips, etc), the school dress code is in effect unless otherwise specifically stated.
11. Students should listen carefully when **special dress days** (i.e., “jeans day”) are planned. If a student chooses not to dress according to the plan of a special day, the regular school dress code is in effect. Girls wearing **long untucked shirts** on special dress days need to have shorts protruding below the shirt so that they can be seen.

### **Hair Length, Styles, Body Decoration**

Regarding hair length, styles, and body decoration, the following guidelines will be followed:

- **Facial hair** is allowed but must be kept neat and trim.
- **Traditional haircuts are desired:** No shaving of any part of the head, no “large spiked” or “dreadlocks” or “mohawks” or “mulletts” or “man buns” or “hair tufts” please. No extreme contrasts in hair length between the side and top of the head.
- **No dyeing or bleaching of hair beyond natural hair color.** School administration reserves the right to make final determination as to what is appropriate.
- **Boy's hair\*** should not fall below the top of the shoulders. Hair should not be covering the eyes.
- **No visible body piercing** (beyond ear piercing) or **visible** tattoos. **Boys are not permitted to wear earrings** or “spacers” in earring holes.
- **No headwear** including hats, headbands, bandanas, sunglasses, hair rollers, etc. Ties are okay.

### **Consequences for Dress Code Violations**

\*DLS reserves the right to decide what is “appropriate dress” and which hairstyles are appropriate for DLS students.

We recommend that a student or parent consult the school administration before wearing a hairstyle or purchasing a piece of clothing which may be questionable. Students who violate the dress code may:

- a) have the item confiscated and held by office until a parent/guardian picks it up,
- b) may not be permitted to attend classes until their clothes are remedied to administration standards.

This may include being issued school uniform apparel to wear while the student’s phone is held as collateral until its return.

- c) asked to wear specific alternate clothing for a set amount of time (i.e., coat and tie, suspenders, etc.), or
- d) be suspended in an attempt to encourage them to stay in dress code in the future.

The school administration reserves the sole discretion to administer consequences.



## V. STUDENT BEHAVIOR

### **Classroom Expectations**

Dallas Lutheran School students are expected to exercise self-discipline with the feelings and property of others. The school discipline is based on the belief that a respect for authority is the surest way to develop a cooperative spirit. Self-discipline is encouraged whenever possible, and the older students, particularly juniors and seniors, are called to share progressively in the responsibilities of school operation and to set a good example for the younger students. It is important to realize that rules alone do not create good discipline: it comes from students who realize that the goals of the school can be achieved only through mutual trust, understanding, and cooperation.

- All students will be in their scheduled classroom before the tardy bell sounds without permission.
- No student will leave his/her seat without the teacher's permission.
- All students will have all needed books and materials in class each day.
- No student will be dismissed from class until the teacher indicates the class is ended.

### **Cell Phones / Other**

While on school grounds, high school students are prohibited from *using* cell phones in classrooms or during instructional time (except with teacher permission), during exams, in locations where there is an expectation of privacy such as locker rooms and bathrooms, during school-led activities (assembly, chapel, etc.) or *when the device interferes with the operation of the school*.

High school students are allowed to *use* cell phones before and after school, during passing periods, during lunch, and during school-sponsored activities (games, dances, etc.) *permitted the device is not a distraction to others, the school, or their own education*. Phones should be in silent mode. Library use should not include talking. It is expected that student's will use their phones in a positive manner that is beneficial to their education. *A violation of the cell phone policy will result in the device being turned in to the school office and held until a parent picks the device up during normal school office hours or the student pays \$5 in the office*. Continued violation of this policy may result in further individual restrictions as determined by the school administration. *We reserve the right to require students to set their phone in a designated spot during a class period*.

Middle school students are permitted to bring their phones to school. Cell phones are to be kept in bags/lockers and not on their person during school hours. A violation of this policy will result in the device being turned in to School Administration and held until a parent picks the device up during normal school hours or the student pays \$5.

Apple watches and similar devices are allowed at school but may not be worn during testing situations.

### **Dance Behavior**

In order to maintain a comfortable, safe and inviting atmosphere, dancing that is sexually suggestive is prohibited. Students who repeatedly do not maintain this boundary will be asked to sit or leave the dance by school officials.

### **Detention**

A student may receive an after-school detention at the discretion of school administration.

**Harassment**

Students who witness a student harassing another student are asked to speak on behalf of the harassed student (ie. “hey, we don’t do that here”) and to communicate their concerns to a nearby staff member.

**Not at School**

So that students may focus on their education, the following items are not permitted to be used on campus without specific teacher permission: Laser pens, noise-makers, water balloons, squirt/water guns or any other object used to throw or squirt water, paint guns, roller skates, roller blades, skate boards, “heelies,” etc. The school reserves the right to add to this list at a School Administration’s discretion.

**Public Display of Affection**

Respect for oneself and for others makes kissing, embracing, and other types of public display of intimate behavior inappropriate for school and school activities. Additionally, for developmental reasons, DLS high school students are not permitted to “date” DLS middle school students.

**School Activities Involvement**

Attendance at school activities, whether on or off campus, is a privilege, not a right. Students are expected to dress appropriately for all activities. Cooperative, respectful behavior is expected at all activities. Inappropriate behavior may result in the student being required to leave or sit-out an activity. Depending on the situation, additional consequences may apply. Once a student leaves a sponsored event, he/she will not be allowed to return.

**Security Cameras**

DLS uses numerous cameras as part of an overall security system. These cameras are located in “common” areas such as hallways, etc. Although their primary goal is for school security, DLS reserves the right to use the recorded footage in dealing with student behavior including student discipline.

**Staff Communications**

DLS students contacting DLS staff should do so in person, through school email accounts, or via use of school promoted virtual options. Students should not use social media or texting with school staff members. All communications should reflect the teacher-student relationship in style.

**Student Searches**

The school reserves the right to conduct searches or inspections of personal effects, lockers, baggage, and/or other student property as a general deterrent to the possession of any illegal (e.g. illicit drugs, alcohol, tobacco, weapons) or unauthorized items. The searches may be conducted time to time without prior announcement.

**Theft**

In order to limit the opportunities for theft, students are to be vigilant of their belongings and to lock valuable belongings into their school/sports locker. Leaving an unprotected bag out in a hallway is to be avoided. School administration will attempt to help students regain missing belongings where possible, but it is the job of the student to secure their items in advance.

## **Substance/Violence Issues**

Dallas Lutheran cares about student health and welfare. In partnership with our school parents, we have put in place standards regarding student behavior. These standards will be in place for anything “on campus” – defined as anything on DLS property and at events sponsored by DLS at other locations. *DLS will not enforce these expectations off campus but will share pertinent information with parents with a goal to be supportive.*

The following constitute serious *breaches of the discipline policy and will result in disciplinary action.*

1. Significant and intentional **damage to school and or personal property.**
2. **Possession or use of drugs** listed in the current Federal Controlled Substance Act. The school must be notified of any prescription medication to be administered.
3. Possession or use of **alcoholic beverages.**
4. Smoking or possession of **any type of tobacco substances.** This includes tobacco possession by students who are 18 years old, chew, cigars, **E-Cigarettes**, or similar paraphernalia.
5. **Theft** or possession of anything stolen.
6. Possession of **fireworks**, explosive or dangerous materials.
7. Repeated use of **obscene, profane, or intimidating language**, including by electronic communication.
8. Immoral **sexual conduct** including but not limited to watching of pornography, etc.
9. Possession of **any type of weapon**, including but not limited to guns, rifles, air or spring activated rifles and knives.
10. The distribution (electronic or otherwise) of **sexually provocative pictures/video** to another student.
11. The intentional **threat or use of physical violence.**

Parents will be contacted and, if necessary, the police will be notified where applicable.

## **Substance Testing**

When there is reasonable suspicion (ie. physical symptoms such as the smell of alcohol, slurred speech, bloodshot eyes, impaired motor skills and/or reliable witness reports) that a student is under the influence of illicit drugs or alcohol and that student denies any use, **the school reserves the right to require drug testing from a state approved agency before that student can continue attending classes.** Failure to cooperate in this testing is treated as an admission of guilt. Where fees for services are involved, parents must accept responsibility for payment.

## **Possible Consequences:**

- *Required Counseling:* A student may be required to attend a certain amount of counseling sessions to work through the topic in questions.
- *(ISS) In-School Suspension:* A temporary separation from classes to help refocus the student on academics and appropriate behavior. A student assigned to an in-school suspension will not attend classes, be allowed to go to the lunchroom, or participate in any school activity on the day of the suspension. The absence is considered unexcused: all classwork/homework missed is at risk of being given a ZERO. Attendance is included in the count towards when a student is dropped from a class.

- *(OSS) Out of School Suspension:* A temporary separation from the school to help a student evaluate their behavior and choices. A student assigned to out-of-school suspension will not be permitted on campus. The student will not participate in or attend extra-curricular activities during the day(s) of suspension. The absence is considered unexcused: all classwork/homework missed is at risk of being given a ZERO. Attendance is included in the count towards when a student is dropped from a class.
- *Community Service:* Student assigned a certain number of hours to complete either on school grounds or elsewhere within a set timeline. Students who fail to complete and document these in a given time are subject to further disciplinary measures. These service hours will not count towards graduation requirements. The exact number of hours assigned determined by administration based on circumstances.
- *Extracurricular Discipline:* School activities are considered to be privileged activities. Involvement in major disciplinary offenses may cause the student's involvement in certain extracurricular activities to be limited or removed. In addition, recognition, letters, and awards may be withheld as a result of a student's decision to take part in inappropriate activities.
- *Office Removal:* If the student holds an office, elected or appointed, the student may be removed from that office for the remainder of the school year. This may include Honor Societies and Leadership groups.
- *Removal from class without credit:* A situation in which a student is dropped entirely from a class and then placed into a study hall for the remainder of semester. How this is recorded on the transcript is determined by school administration.
- *Disciplinary Probation:* Student attempts to rectify his/her behavior under the rules of a formal contract.
- *Expulsion:* This is a permanent separation from the school for the remainder of the academic year. Specific disciplinary action in the form of automatic expulsion will result in the case of any student who is found passing a controlled substance or is in direct or indirect possession of a firearm. Expulsion may also result from violations of a student behavioral contract, or cases of repeated suspension level offenses.

### **Right to Appeal**

Students have the right to appeal, through the Head of School, to the Board of Trustees on matters in which they feel due process was not granted. The model established by Matthew 18:15-16 should always be followed.



## VI. ATHLETICS

### **Objectives**

Dallas Lutheran School is a member of the Texas Association of Private and Parochial Schools (TAPPS). Dallas Lutheran School is a member of TAPPS - 3A. As a member of our district, the Dallas Lutheran Lions compete for championship in eight varsity sports within the district and also with other TAPPS private/parochial schools outside the district. League sports for boys on the varsity level include football, soccer, basketball, baseball, cross country, track, and golf. Girls varsity sports include volleyball, basketball, soccer, cheerleading, cross country, track, and golf.

For the Middle School, the following will be offered as possible sports for boys: football, basketball, soccer, cross country, golf, and baseball; the following will be offered as possible sports for Middle School girls: volleyball, basketball, cross country, golf, and cheerleading.

Student athletes at Dallas Lutheran will be required to abide by the following academic standards:

1. All athletes are expected to carry a full academic schedule.
2. An athlete will have spent no more than eight (8) consecutive semesters in high school.
3. An athlete must meet the listed eligibility policy.
4. All other rules and standards outlined in the athletic handbook apply to participating students.

DLS Athletes must adhere to the rules of eligibility as dictated by TAPPS.

### **Athletic Eligibility**

The Texas Association of Private and Parochial Schools (TAPPS) requires that HS students maintain no fewer than one failing class at the end of every grading period. DLS has held to a higher standard - "no pass, no play." In creating an eligibility standard, DLS is choosing to create options that: help group sponsors monitor their student's progress academically, help students keep an appropriate balance between curricular and extra-curricular interests, help motivate students to succeed in the classroom, and allow students a way to improve their situation in a relatively short time frame.

### HS Eligibility

- High school students will have their grades officially checked every "3 weeks" of a semester by school administrators to track their progress. Students failing a class become ineligible until the next grade check, the end of the semester, or once all of their grades are back to passing. Administration reserves the right to make the final eligibility determination.
- If a student is declared ineligible, the student is allowed to continue practicing (at the group sponsor's discretion) but that student is not allowed to participate in any games/events until declared eligible by school administration.
- All students are automatically declared eligible at the start of each semester.

### MS Eligibility

DLS recognizes that MS athletes have different issues and needs than HS athletes. MS students interested in extra-curricular activities will have four eligibility checks during the academic school year as listed on the school calendar. Any student failing one or more classes at the grade check dates will be ineligible. Eligibility will be re-instated as soon as the student is passing all classes.

### **Senior Athletes**

Seniors in Spring sports (baseball/track, etc) will be allowed an "early dismissal" for the remaining days of the year (while still getting credit) upon completion of their spring sport season.

## VII. EXTRA-CURRICULAR

### **Opportunities**

Dallas Lutheran School offers a variety of extra-curricular opportunities. Each DLS organization has standards and expectations governing conduct and behavior that apply to the operation and participation in the group and its interaction in the general student body. Students interested in starting a club should seek a faculty adviser and then contact school administration for approval.

### **Drama**

Dallas Lutheran School offers theatrical opportunities with productions in the fall and spring so that students may explore and develop their gifts in this area. All Dallas Lutheran School students are eligible to participate and/or be involved in other ways with productions if they abide by the listed standards. Students who deviate from these standards will jeopardize their continued participation in current and future dramatic productions. All participants in dramatic productions will:

1. attend all classes for the entire school day prior to attending rehearsals and performances. Special circumstances will be up to the discretion of School Administration.
2. adhere to all guidelines presented in each production's audition packet.

### **Music**

Dallas Lutheran School is a member of the Texas Private Schools of Music Educators Association (TPSMEA) and the Texas Association of Private and Parochial Schools (TAPPS). Through association with these organizations, Dallas Lutheran School offers year-round opportunities to perform in concert and in competition—individually, in ensembles, and in large groups. Students can be involved in High School Choir, REVIVE, Drumlions, and Middle School Choir. DLS students must be involved in a Dallas Lutheran group in order to participate in TAPPS contests.

All competing music students at Dallas Lutheran School will attend all classes for the entire school day prior to attending rehearsals and performances. Special circumstances will be up to the discretion of School Administration.

### **National Honor Society**

The Lion Chapter of the National Honor Society at Dallas Lutheran School promotes scholarship, leadership, service and character in high school sophomores, juniors and seniors. Students who have attended DLS for at least one full semester and who have at least an 88% GPA are invited to submit candidate forms outlining their leadership positions and service hours to the Faculty Council for consideration. With the approval of School Administration, the Faculty Council extends invitations for induction to those students who meet the qualifications for leadership, service and character based on the candidate forms and faculty evaluations.

### **National Junior Honor Society**

The Lion Chapter of the National Junior Honor Society at Dallas Lutheran School promotes scholarship, leadership, service, citizenship, and character in Middle School students. Students in 7th and 8th grades who have attended DLS for at least one full semester and who have at least a 90% GPA are invited to submit candidate forms outlining their leadership, citizenship, and community service to the Faculty Council for consideration. With the approval of School Administration, the Faculty Council extends invitations for induction to students in 7th and 8th grade who meet the qualifications for leadership, service, citizenship and character based on the candidate forms and faculty evaluations.



### **Spanish Honor Society**

The Miguel Delibes Chapter of the Dallas Lutheran School Spanish Honor Society was established to promote academic leadership in the study of Spanish. In order to become a member of this Society, students must accomplish the following steps:

1. Have finished two years of Spanish (or the equivalent) with an average of 92.
2. Be currently enrolled in Spanish 3.
3. Passed a faculty evaluation that validates quality of character.
4. Have done at least 5 hours of service using Spanish.

### **Student Council / Middle School Student Council (if applicable)**

The DLS High School Student Council (9-12) hears student views, presents opinions and assists in planning school activities.

Members of the Middle School student council plan and organize activities for the rest of the middle school student body. This requires skills in public speaking, working with others, setting goals, and meeting them. As part of a small group, members feel valued and connected. They create school spirit and provide social opportunities for others. As they serve on committees, members learn leadership and teamwork, try new things, and take on new responsibilities. Service projects may include collections for food and clothing. Members develop character as they lead meetings, make decisions, and get along with others. Leadership opportunities include serving as officers and class representatives.

### **TAPPS Academic/Art Contests**

Faculty members provide leadership in directing interested students in competitive experiences both as individuals and groups. Area private schools provide competition through the TAPPS organization. According to the TAPPS Fine Arts Constitution, all high school students are allowed to participate in TAPPS Art and/or Academic competition if they are in good and regular standing.



## VIII. TECHNOLOGY

The use of technology at school is intended for the purpose of educational development at DLS. While on campus, students are expected to use equipment and provided services primarily for educational purposes or assigned work.

DLS requires students to bring their own iPad (or MacBook) for educational use in school.

### Proper Use Information

- There should be no **vandalism of any technology** device (desktop/laptop/iPad/printer/other). Vandalism includes any attempt to deface, disable, or destroy a component or its data. This includes physical vandalism, *editing data that is not yours*, and computer viruses.
- **Theft** of any school device will be dealt with in coordination with the Dallas Police Department.
- DLS is not responsible for any **loss, theft or damage to personal devices**. We will assist where possible in recovery efforts.
- Students will not provide their account passwords, including: FACTS, the DLS network, Apple ID, or other services, to anyone at school outside of the DLS technology staff as necessary.
- Any use of **cameras in restrooms** or locker rooms, regardless of intent, is strictly prohibited and will be regarded as a serious violation. Whether on or off-campus, no device will be used to take inappropriate, illicit or sexually explicit photographs or videos, or used to cause harm or misrepresent the school.
- Students may not take **videos of teachers**, staff, classroom activities etc and share them online or otherwise without permission of the DLS staff involved. Failure to follow this policy will result in disciplinary sanctions.
- **Transmission of any material in violation** of any United States laws is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. In the United States, no copyright statement is necessary to claim copyright of an original work. When unsure, assume that it is copyrighted.
- No **computer programs** (executables), MP3's, or copyrighted material may be distributed over the network. The use of virus programs or other intentionally harmful programs is prohibited and will be dealt with seriously. Downloading of software or other information to school computers must first be approved by the instructor.
- Computers and iPads are a tool, just like calculators and pencils, all of which have **appropriate times to be used** for quality academic instruction. Teachers maintain the right to determine when students can have any of these things out and in use in their classrooms.
- Because computer audio can be distracting and disruptive, the **volume setting** on any devices should be turned off while students are on campus. Having a pair of earbuds available at school is recommended for class audio activities. Headphones/earbuds should not be worn in the hallways.
- **Games should not be played in class**. Students continually playing games are subject to disciplinary action.
- Students may not **access information on any of the school's non-public computers or servers** **without** permission from the administration, nor may they use any other student's computer without permission from that student. Students should not attempt to access restricted resources. Any attempt by students to bypass these firewalls or network restrictions may be subject to disciplinary action.
- **Access to the internet** and school-computers is a privilege. This privilege may be lost if these guidelines are not followed. When situations arise, logs of use may be checked for possible problems or conflicts. If you identify a security problem, notify the instructor.

- The School has a limited amount of information that it can transfer at any one time. This means that **downloading or uploading large files** over the Internet should be avoided during school hours. Users should not deny or interfere with service to other users by “resource hogging.” Behavior that may cause excessive network traffic or computing load is not permitted.
- All computer users should **print only essential material**. Paper is a valuable resource and should not be wasted in printing every e-mail received or every website visited. Print responsibly. Limitations may be placed on students’ permission to print if they abuse this privilege.

### Electronic Communication

- Students will be responsible stewards of the Dallas Lutheran School name in the use of their **school email account** and other technology in dealing with the outside community. When you send a letter from your school email address, you are representing the school. Sending an email to an outside party is in many circumstances similar to sending a paper message with the school letterhead. Conduct your communication accordingly.
- Students will not use DLS email or personal/private social media to **act in a way that violates the conduct** defined in the student handbook. This includes inappropriate language, cheating, harassment, bullying, or promotion of illegal drug/alcohol use. Never send messages that are abusive. Never swear, use vulgarities, racial slurs, or any other inappropriate language.
- Students should **not reveal phone numbers, addresses, names, pictures** or other personal information to others without prior permission.
- School email accounts/addresses should not be used to **promote outside organizations** or interests.
- Students are expected to **check their email at least once per day** and are responsible for communication, assignments, and notices/announcements from faculty or staff as if the communication had been communicated verbally or in writing on a handout. *Not having checked your email is not an excuse for not completing the homework obligations contained therein.*

### iPad Related

- Students should arrive on campus each morning with their **iPads/MacBooks fully charged** and ready for a full day of use. Allowance will NOT be made in class for students who do not bring their devices to school. Come prepared.
- Students are responsible for storing their devices securely when not under their own supervision.
- Students who lose their iPad must then make arrangements to replace it asap.
- **Malfunctions or technical** issues are not acceptable excuses for failing to complete an assignment, unless no other means of completion exist.
- Students should create and maintain a **private, personal** access code not to be shared with others for the lock screen. This protects the student from friends “messing with their iPad.”

### Data Storage

- Backing up **data stored on the device** (documents, notes, email, etc.) **is the responsibility of the student**. Students should use cloud services like Google Drive, Apple iCloud, or Dropbox. **DLS cannot back up or restore student iPad data.**
- DLS strongly recommends students regularly update their apps from the Apple Appstore. (Many app problems can be resolved by simply keeping apps and software up to date.)
- iPad memory space is limited. Academic content should take precedence over personal files and apps. In the case of memory space conflict, it is the responsibility of the student to manage their data in such a way that coursework can be completed.

## IX. PARENT ORGANIZATIONS

### Parent Teacher Fellowship

This official DLS parent run organization consists of DLS parents/guardians and faculty working together to serve, support, and build the DLS Community. The PTF vision is that every member of the Dallas Lutheran School family is enriched and involved in the life of the School.

### Lionbackers

This is the official DLS athletics support organization which works in conjunction with the athletic department and/or its' programs and coaches.

### Parent Class Representatives

Volunteer DLS parents work in small groups to assist a particular grade level at our school to communicate information, plan social activities, and assist the class sponsors as needed for that grade level.

## X. BELL SCHEDULE

DALLAS LUTHERAN SCHOOL BELL SCHEDULE					
Monday/Wednesday		Tuesday/Thursday		Friday	
Act. Period	8:00 - 8:25	Act. Period	8:00 - 8:25	Act. Period	8:00 - 8:25
1	8:30 - 9:50	5	8:30 - 9:50	1	8:30 - 9:10
Morn Brk	9:50 - 10:05	Morn Brk	9:50 - 10:05	2	9:15 - 9:55
2	10:05 - 11:25	6	10:05 - 11:25	Chapel	10:00 - 10:30
Lunch MS	11:25 - 11:55	Lunch MS	11:25 - 11:55	3	10:35 - 11:15
3 MS	12:00 - 1:20	7 MS	12:00 - 1:20	Lunch MS	11:15 - 11:45
3 HS	11:30 - 12:50	7 HS	11:30 - 12:50	4 MS	11:50 - 12:30
Lunch HS	12:50 - 1:20	Lunch HS	12:50 - 1:20	4 HS	11:20 - 12:00
MS PE	1:25 - 2:05	MS PE	1:25 - 2:05	Lunch HS	12:00 - 12:30
4 MS	2:10 - 3:30	8 MS	2:10 - 3:30	5	12:35 - 1:15
4 HS	1:25 - 2:45	8 HS	1:25 - 2:45	6	1:20 - 2:00
HS Ath	2:50 - 3:30	HS Ath	2:50 - 3:30	7	2:05 - 2:45
				8	2:50 - 3:30



## XI. PARENT'S COMMITMENT

*Train up a child in the way he should go;  
even when he is old he will not depart from it. – Proverbs 22:6*

As an essential member of the team working with my student to assist him/her in his/her academic, physical, spiritual and social growth, I agree:

1. to do my best to work with Dallas Lutheran School:
  - I will begin with the premise that since DLS exists for the growth of students, decisions made by staff members are intended to be an attempt to assist with student growth. I will do my best to begin discussions with a positive premise.
  - I will send my student to school properly dressed in school-approved wardrobe each day.
  - I will support the discipline policies as stated.
  - I will pay the tuition and fees due.
  
2. to be a daily contributing member of the team working to affect the maturation of my son/daughter by:
  - a. I will provide a place to study in my home that is quiet and free from interruptions.
  - b. I will encourage and supervise appropriate study time for my son/daughter.
  - c. I will communicate directly with the teacher involved when any concern arises with my son/daughter.
  - d. I will carefully read letters, flyers, emails and other communications from the school.
  - e. I will closely monitoring the social activities of my son/daughter *including being physically present to supervise any activities occurring at my home to avoid the underage use of alcohol, the use of illicit drugs and the unsupervised freedom which encourages inappropriate sexual behavior.*
  
3. that since conflict between humans has the potential to cause disharmony and weaken relationships and must, therefore, I will deal with it a God pleasing manner. I have read Matthew 18:15-16 (see below) and agree to follow the guidelines presented there when dealing with conflict or when helping my son/daughter to deal with relationship issues.
  - *If a believer does something wrong, go, confront him when the two of you are alone. If he listens to you, you have won back that believer. But if he does not listen, take one or two others with you so that every accusation may be verified by two or three witnesses. MATTHEW 18:15-16*
  
4. to take responsibility for my own actions and decisions as I expect this of others.



## XII. STUDENT'S COMMITMENT

As a vital member of the student body of Dallas Lutheran School, I agree:

1. to **work within the guidelines** established by Dallas Lutheran School (as printed in the Student Handbook) to help maintain an environment of learning and caring which is God-pleasing.
2. to **accept the assistance given** me by my parents and teachers.
3. to **utilize the process outlined in Matthew 18:15-16** when conflict arises in order to help in the building of Christian relationships.
4. that the inappropriate use of God's name, foul language, vulgar talk and disrespectful behavior are unacceptable at Dallas Lutheran School and I will **work toward the elimination of these behaviors** within the DLS community.
5. to **treat the teaching/learning process at Dallas Lutheran School with respect** by giving my best effort in my daily class work and in my preparation for each academic subject.
6. that in order to give my best efforts, I will **spend the necessary time it takes to prepare** for my classes.
7. to **find a respectful way in which to communicate** with those in authority over me when I feel that they have made a mistake or have treated me in an unfair manner (remembering that they also are incapable of being sinless and perfect).
8. to **treat the property and good name of others with respect** and further to defend and protect them with my best efforts.
9. that to lie, cheat, or steal is contrary to God's will for my life, and I therefore **will be truthful** in my dealings with others including honesty within my academic activities and social contacts. I will seek adult assistance if I have first-hand knowledge of any student or staff member who is lying, cheating or stealing.
10. that behavior which intimidates or threatens the well-being or good name of any individual has no place in a Christian environment, and I **agree to abstain from such behaviors** myself. I further agree to seek adult assistance if I have first-hand knowledge of the involvement of any student or staff member in actions which inappropriately intimidate or threaten.
11. that the use of illicit chemicals is unacceptable and dangerous to the people that are a part of the learning and caring environment which is Dallas Lutheran School, and I **therefore will abstain from the use or possession of such substances**. I will seek adult intervention assistance if I have first-hand knowledge of the involvement of any student or staff member with any illegal substance.
12. that the possession of any weapon or even the threat to bring a weapon on school grounds or to any school activity is unacceptable and dangerous to the people that are a part of this community. I therefore **agree to abide by the law which prohibits the possession, or threat to bring any weapon on school grounds**.

I further agree to seek adult intervention if I have first-hand knowledge of the involvement of any student or staff member with the possession of or threat to bring any weapon on our campus or within any part of our activities.





# DALLAS LUTHERAN SCHOOL

CHANGING THE WORLD THROUGH CHRIST-CENTERED EDUCATION.

## Academic Calendar – 2023-2024

### AUGUST

Sun	Mon	Tues	Wed	Thur	Fri	Sat
	1	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

New Family Orientation	10
New Student Orientation	14
Semester 1 Starts	15
Meet the Lions	25
Yearbook Pictures	30

### SEPTEMBER

Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Labor Day – No School	4
Meet the Teacher Night	6
MS New Begin Retreat	11-12
P/T Conf., No school	22

### OCTOBER

Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Testing Day / ½ Day	11
Lions in Lederhosen	14
Fall Drama	20/21
Homecoming Week	23-27
Homecoming Dance	28
Inservice – No school	30

### NOVEMBER

Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Thanksgiving Break	20-24
Beyond My Front Door	29

### DECEMBER

Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Winter Fine Arts Night	11
Sem Exams	19-20
Wrap Up Day	21
Christmas Break	12/22- 1/8

### JANUARY

Sun	Mon	Tues	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Teacher Inservice	8
Semester 2 Starts	9
MLK Jr Day – No School	15
Winter Drama	26/27
MS Countdown to HS	31
NHS/NJHS Inductions	31

### FEBRUARY

College Knowledge Night	6
Health Screenings	7
Spirit Week	5-9
Pres. Day – No School	19
9 <sup>th</sup> Collegiate Tour	26-27

Sun	Mon	Tues	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

### MARCH

Fine Arts Night	4
Beyond My Front Door	6
Spring Break	11-15
Good Friday	29

Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### APRIL

Easter Monday	1
School Gala	6
TAPPS Art	8-10
Jr Ldr Encounter	15-16
Jr/Snr Prom	19
Spring Musical	26/27

Sun	Mon	Tues	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### MAY

Spring Fine Arts Night	8
Athletic Recognition	13
Honors Convocation	17
Senior Trip	18-21
Baccalaureate	23
Sem Exams +Wrap Up	22-24
Commencement	25

Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### JUNE

Memorial Day	May 27
DL Golf Benefit	tba
Juneteenth	19

Sun	Mon	Tues	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### NOTES

For complete calendar information, please visit the school website at: [www.dallaslutheranschool.com](http://www.dallaslutheranschool.com)

○	HS Eligibility Check
△	MS Eligibility Check
▨	Special Issue
■	No School

The school reserves the right to change a calendar date as needed.

[www.dallaslutherschool.com](http://www.dallaslutherschool.com)

