

Parent Student Handbook

January 1

2015

Martin Luther High School promotes academic excellence in a Christ-centered environment, preparing successful global citizens who lead purposeful, responsible lives.

Martin
Luther
High
School

TABLE OF CONTENTS

I.	<u>Introduction</u>	
	Purpose of the Handbook	5
	Doctrinal Statement	5
	Administration of the School	5
	Line of Authority	5
	Non-Discrimination Policy	6
II.	<u>Student Admissions</u>	
	Student Admissions	6
	Enrollment Process	6
	Emergency Information	7
	Home-School Relationships	7
	Probationary Period	7
	Chapel Worship	7
III.	<u>Finances & Fees</u>	
	Financing Martin Luther High School	7
	Donations and Gifts	8
	Annual Fees	8
	Tuition	8
	Payment Plans	8
	Exceptions	8
	Late Payment	9
	Financial Assistance	9
	Re-Enrollment	9
IV.	<u>Academics</u>	
	Academic Curriculum	9
	Graduation Requirements	10
	Homework	10
	Make-up Work	10
	Plagiarism/Cheating	10
	Testing	10
	Special Programs/Services	11
	Grading Systems	11
	Grade Reports	11
	Parent/Teacher Conferences	11
	Awards Nights	11
	Transfer of Records	11
V.	<u>School Operations</u>	
	School Schedule	11
	School Hours	11
	Office Hours	12

Chapel Worship	12
School Grounds and Boundaries	12
School Closing / Weather	12
Parking Lot Safety Guidelines	13
Student Drivers/Automobile Registration	13
Computer & Internet Use	13
School Property	13
Personal Property	13
Respect for Persons & Property	13
Lunch	14
Medications	14
Library Policies and Procedures	15
Fire, Lockdown, and Tornado Drills	15
Visitors	15
Volunteer Service	15
Lost and Found	15

VI. Attendance

School Attendance Policies	15
Absences Procedures	16
Excused/Approved Absences	16
Pre-approved Absences	16
Unexcused Absences/Tardiness	16
Truancy	17
Excessive Absence – Loss of Credit	17
Student Response Concerning Absence	18
Co-curricular Participation on Days Absent	18
Tardy Policy	18

VII. Student Conduct

Dress Code	18
Code of Conduct	19
General Behavior Expectations	19
Failure to Meet Behavior Expectations	19
Definitions of Specific Items of Unacceptable Behavior	19
Bullying	20
Hazing, Senior Pranks, and Last Day Student Antics	20
Nuisance Items	20
Definitions of Physical Abuse, Harassment, and Other Discriminations	20
Physical Abuse	21
Sexual Harassment	21
Racial and National Origin Harassment	21
Complaint Procedure as related to Physical Abuse, Sexual Harassment, and Discrimination	21
Mandatory Expulsion Laws	21

PLEASE NOTE:

If situations arise which are not clearly covered in the Handbook, the administration will make appropriate decisions to bring about a resolution. The Handbook will be updated and revised as needed.

Introduction

Purpose of the Handbook

Welcome to Martin Luther High School! The purpose of this handbook is to acquaint parents and students with the procedures and policies of Martin Luther High School. This handbook will enable you to be more informed as we partner together in the education and spiritual growth of your child.

Doctrinal Statement

Martin Luther High School is a Christian body, functioning as a ministry of Mid-Michigan Lutheran High School Association, which is a member of the Lutheran Church – Missouri Synod. At the heart of Lutheran teaching are the following core beliefs:

- **The Trinity:** God the Father (Creator of all), Jesus Christ (Son of God and Savior of all mankind), and the Holy Spirit (Creating faith in our hearts through Word and Sacraments).
- **Grace Alone:** All mankind has sinned and has need for a Savior. It is only through the life, death and resurrection of Jesus Christ that we have assurance of eternal life. He paid for our sins wholly and completely. There is nothing we can do to add to this gift of salvation, given to us.
- **Faith Alone:** Only through faith in Jesus Christ can we be saved from our sins. We have no decision, no role in our salvation. Through the cross of Christ, we are cleansed of all our sins and made whole before God. We receive this gift of faith through the work of the Holy Spirit, in Word and in Sacraments.
- **Scripture Alone:** We believe and teach that the Bible is the inspired and inerrant Word of God. It reveals to us the **Law**, which shows us our sin and our need for a savior, and the **Gospel**, the gift of salvation given to us freely in Jesus Christ.

For more information on the Lutheran Church-Missouri Synod, go to www.lcms.org.

Administration of the School

- God's Word as found in the Holy Bible is our source of supreme authority.
- The Mid-Michigan Lutheran High School Association is the governing body of the school.
- The principal is the chief administrator of the school, operating under policies set by the School Board.
- The school staff and faculty assist the principal in formulating recommendations to the School Board and in carrying out the operation of the school.

All parents serve in an advisory capacity.

Line of Authority

The line of authority for the operation of Martin Luther High School is:

- The classroom teacher
- The principal or assistant principal
- The School Board
- The voting delegates of the Mid-Michigan Lutheran High School Association affiliate congregations

If parents have concerns about activities in the classroom, or at any school event, they should resolve them in accordance with Matthew 18 by following these steps:

- First meet with the classroom teacher to resolve the issue.
- Should further contact be necessary, the principal will be consulted. A pastor may be asked to assist in counseling when spiritual concerns are involved.
- Appeals to the School Board are made through the principal and/or to the School Board chairman and are to be used only after the previous avenues have been exhausted.

Non-Discrimination Policy

Martin Luther High School does not discriminate on the basis of gender, race, and color, national or ethnic origin, in any of our programs for students or among those who are employed to administer our educational policies, programs, activities and employment practices.

II. Student Admissions

The primary purpose and focus of Martin Luther High School is to provide a Christian education, based on Lutheran doctrine. We do not intend to take the place of the parent but rather to assist and work with the parents in the Christian training of the children.

All students enrolled at Martin Luther High School are expected to take the required courses offered in the curriculum including the religious program, and follow the school rules and regulations.

Enrollment Process

Acceptance of applicants to Martin Luther High School usually follow this order of priority:

- Members of a Mid-Michigan Lutheran High School Association affiliate congregation.
- Sister Lutheran Church-Missouri Synod congregations.
- Members of other Christian churches.
- Non-members who have no church affiliation but desire a Christian education, including international students.

Applications for enrollment are obtained in the school office. Completing the admission process by parents involves the following:

1. Meet with the principal or admissions counselor to become familiar with the Christian education process at Martin Luther High School.
2. Agree to have children taught according to the Lutheran doctrine and practices of Martin Luther High School.
3. Complete the application form.
4. Demonstrate the ability to pay the established fees and tuition.
5. If applicable, complete and submit tuition assistance forms to the principal.

It is advised that parents who are not members of the Lutheran Church should attend classes on the teaching of the Lutheran Church so they may understand the principles of Christianity being taught to their children.

All newly enrolled students are on probation during the first semester of attendance. After completion of a semester, the probation is either lifted, extended, or the enrollment is terminated. Termination is for failure to meet the requirements established by the school.

Emergency Information

Emergency information is to be provided and to be updated each school year by the parents. In event of sudden illness or accident it is important to have the most current information quickly available. Parents are asked to contact the school any time a change takes place.

Home-School Relationships

We plan to work with parents and students who desire a close walk with the Lord in oneness of spirit and purpose. Successful schools have a good working relationship between the school, the home, and the Lord. We believe that when these three work together great things happen. We will work hard so that the children receive the benefit of having parents and teachers in agreement. While God has established the home as the chief agency for the Christian training of children, Martin Luther High School will play an important role in assisting the parent(s) in carrying out that task.

Probationary Period

Until all records and forms are received, enrollment and grade placement are probationary. In addition, all students are enrolled on a probationary basis for their first semester of attendance.

A student may be enrolled on a probationary status for a longer time if there is a questionable history regarding any of the following:

- Inability to function in a classroom.
- Discipline problems.
- Social maladjustment.

The termination or continuation of the probationary status will be a matter of review for the School Board upon the recommendation of the principal.

III. Finances and Fees

Financing Martin Luther High School

The income needed to operate Martin Luther High School comes from three sources:

- The giving of all affiliate Mid-Michigan Lutheran High School Association congregation members through church contributions.
- Tuition and fees paid by families with children enrolled. Annually the Principal and School Board review changes in the tuition schedule and the fees for the coming school year.
- Contributions to the school.

Donations and Gifts

Martin Luther High School is a ministry on the principle of faith. The basic cost of education is covered by church contributions, tuition, and fees. However, gifts to the school are greatly appreciated and are used to purchase non-budget items used for the overall improvement of our educational program. Gifts are also used to provide funds for the Tuition Assistance Fund or as “Angel Gifts” in special cases. All cash gifts and ‘gifts-in-kind’ (gifts of real

Annual Fees

Annual fees are payable not later than the first day of classes for the school year to which the fees apply, or at the time of enrollment, whichever is later. These include:

- **Book Fee** - An annual fee is established based on the cost of providing new textbooks, workbooks, other consumable materials and teaching supplies, and the maintenance of used books. Students are held responsible for the proper care and handling of these materials. If items are destroyed deliberately or through negligence, the student is expected to replace them at his/her expense.
- **Administrative Fee** – This fee applies to each student.
- **Sports Fee** – This fee applies only to students participating in interscholastic sports.

Tuition

At the time of enrollment a Tuition Commitment Form is also completed and filed in the school office, which clearly states the method chosen to meet the financial obligations. If for any reason, the family is unable to keep its financial commitment, it is the responsibility of the family to contact the principal to work out a plan. No enrollment is considered complete until this form is completed.

Payment Plans

Any of the following payment schedules is acceptable for all families enrolled. In extenuating circumstances special consideration may be made by contacting the principal.

- Annual Payment Plan – 100% in one payment.
- Bi-annual Payment Plan – 50% in two payments.
- Quarterly Payment Plan – 25% in each of four quarters, beginning in the month of July.
- School Year Payment Plan – 1/10th of the total paid each month.
- Monthly Payment Plan – 1/12th of the total paid each month.
- Individual Payment Plan – weekly or bi-monthly payments may be considered.

Exceptions

When conditions exist which make it necessary to compute tuition on less than a school year, a daily rate will be figured and charges will be made for that portion of the school year the children are enrolled.

Late Payment

Any fee not paid during the designated term is considered late and may be subject to penalty as established by the School Board. Each case will be considered on an individual basis.

Financial Assistance

It is our desire that no child be denied a Christian education due to financial hardship. If there is a request for tuition assistance of any kind, financial information will be requested and should be submitted to the principal for review. The School Board will evaluate the information and will make the final decision based upon the recommendation of the principal.

Re-Enrollment

Any family with a balance due cannot re-enroll their child(ren) until that balance is paid, or a payment plan is worked out with the principal and accepted by the School Board.

IV. Academics

Curriculum

As the curriculum at Martin Luther High School is developed, every effort is made to make sure that it complies with the requirements of the Michigan Merit Curriculum. In addition, the curriculum is Bible-based, Christ-centered, and based on the Lutheran Confessions.

Graduation Requirements

The principal must approve any exceptions to the stated requirements.

Homework

The academic programs at Martin Luther High School are challenging enough that most students will regularly have some homework. All homework should be turned in on time. Homework provides an opportunity for students to practice skills and concepts taught in the classroom, develop independent work habits as well as keep parents informed of what is being taught at school. The amount of homework will vary from subject to subject.

When a student regularly spends an excessive amount of time on homework, it may be necessary to examine study habits, use of study time in school, or even the amount of work the teacher is assigning. When a student rarely has homework to do, it may also be time to ask some questions about homework and to contact the student's teacher(s). A continuous failure to complete and submit homework as requested by a teacher shall be subject to disciplinary action.

Make Up Work

In cases of absence, it is the student's responsibility to request daily assignments missed. It is likewise the teacher's responsibility to fulfill the request. This does not pertain to long-term assignments given prior to the date of absence. Time allowed for making up assignments will be one day for each day missed (or according to Individualized Educational Plan). Class work is to be made up at a time mutually

convenient to the student and teacher involved with one school day of makeup time per days missed. Students with extended absences due to long-term illness will be supplied with materials to complete work as needed.

Cheating / Plagiarism:

It is the school's intent to promote individual inquiry and self-reliance through independent work. In other words, we expect that students do their own work, not copy directly from written materials or cheat from/with others. The work must represent a student's own labor. Plagiarism is taking writing whether an entire composition, just paragraphs, or particular sentences or ideas of another and passing them off as one's own product without acknowledgement of authorship. This includes taking writing from the internet as well as other sources. Cheating is defined as copying from others, doing someone else's work, or lying about authorship. Students who engage in either or both of these actions will receive the following punishments that will carry over throughout a student's high school career.

First Offense:

1. Loss of credit for the assignment, quiz, or test
2. Discipline referral sent to the office by the teacher involved.
3. Parents notified by the teacher.
4. Up to a three (3) day suspension out of school from all classes.

Second Offense:

1. Loss of credit
2. Discipline referral
3. Parent notification
4. Up to a (5) five day suspension

Third offense:

1. Loss of credit including or up to assignment, quarter, or semester current with offense.
2. Discipline referral.
3. Parent notification.
4. Ten (10) day suspension with the possibility of a recommendation for expulsion.

Testing

Standardized tests are administered to Martin Luther High School students to determine their individual progress and scholastic strengths and weaknesses. These test scores are analyzed by the staff to determine the effectiveness of our teaching and curriculum. Intelligence tests and evaluations for special needs are available through the Special Education Department in Holt. Career Assessments are provided through the Ingham County Capital Area Career Center. Arrangements for testing are made with the academic counselor.

Special Programs and Services

Martin Luther High School may utilize the Ingham Intermediate School District with services in areas such as: testing, speech therapy, counseling, etc. Even though these services are provided through the public schools, parental permission is required before such services are sought. We are also in cooperation with the Capitol-Area Career Center and the Lansing School District for art, band and music, computer, and physical education instruction.

Students with advanced standing may also be encouraged to take classes through the internet or at any other local colleges.

Grading System

In all academic or elected classes where letter grades are given, the following scale will be followed:

98 – 100	A+	80 – 82	B-	63 – 66	D
93 – 97	A	77 – 79	C+	63 – 60	D-
90 – 92	A-	73 – 76	C	59 – 0	F
87 – 89	B+	70 – 72	C-		
83 – 86	B	67 – 69	D+		

Grade Reports

Report cards are issued quarterly. Grades are available electronically by means of the TeacherEase system. Parents are expected to review these reports unless internet service is not available to them. If TeacherEase is not available to a parent, he or she is expected to contact the teacher(s) to obtain current information on their child's, or children's progress at Martin Luther High School.

Parent/Teacher Conferences

Conferences are held with parents of all students twice during the school year. Other conferences may be scheduled when deemed necessary by either the parent or the teacher.

Awards Nights

An Academic Awards Night is held each year in the spring to recognize the special talents and abilities that God has given to students. An Athletic Awards Night is also conducted. Other special activities may also be recognized during the school year.

Transfer of Records

The transfer of all records is handled through the school office at the direction of the principal. **No records are transferred unless all fees have been paid, except as where may be required by law.**

V. School Operations

School Hours

School will begin promptly at 8:00 am each day. Students will be admitted to their classrooms no earlier than 7:40 am. To give students time to be prepared for the school day

they are encouraged to arrive no later than 7:50 am. If students arrive late and are not able to be in the classroom by 8:00 am, they must first stop in the school office for a pass to enter the classroom. Classes are dismissed at 3:10 pm.

Office Hours

The school office will be open Monday through Friday from 7:30 am until 4:00 pm. Summer hours will vary but, generally, the office will be open 9:00 am - 12:00 pm Monday through Friday.

Chapel Worship

Devotion and worship time is a central part of our schools' life. God's Word teaches us that we are members of the Body of Christ. His Holy Spirit calls us to faith and moves us to draw near to our Savior.

Daily devotions are conducted in each classroom. This is time for students to draw near to the Lord by reading His Word, praying, and praising through song.

A chapel service is held each week for all students. In worship, we:

- Praise God in song.
- Confess our sins, and hear the Word of forgiveness in Jesus' name.
- Listen to God's Word, meditate on it and pray to grow in faith through God's Holy Spirit.
- Unite in presenting our prayers, thanksgivings, and petition to a God who answers in a way that is best for us.

The chapel offering is an opportunity to give to the Lord as He has given to us. Students are encouraged to participate in the mission offerings that are adopted by the school. Within the Christian life we learn that worship is more than meeting in the church. Our life of work, play, and worship is to be in Christ. Parents, family, and friends are always welcome to join us for chapel.

School Grounds and Boundaries

Martin Luther High School is a closed campus. This means that students are to remain within the bounds of the school grounds at all times during the school day. The administrator in charge may grant an exception and, with a written or verbal request directly from the parent, will grant permission for a student to leave campus. In that circumstance, responsibility for the student rests with the parent. Additionally, if students may not have enough time to go home between activities (e.g. between school and athletic practice, etc.), they are to remain on the school grounds under the supervision of an assigned faculty member. An exception may be made if written parental or guardian permission is received in the school office waiving any claims for any injuries or reason of any other occurrences if the students leave school grounds.

School Closing

When the principal determines that the weather or other conditions make it necessary to close the school, each family will be informed via the electronic phone update system. Local radio and TV stations will also be informed and will announce our school closing.

Parking Lot Safety Guidelines

Traffic routes for dropping off and picking up students at designated times of the day have been developed to promote safety and efficiency for all. Drivers must proceed with caution at all times of the day when moving through the parking lot(s).

Student Drivers/Automobile Registration

Driving to school is considered a privilege. The following guidelines will be followed by all student drivers:

- Speed limit within the parking lot is 5 mph.
- Inappropriate driving habits such as speeding and squealing tires on school grounds (or while entering/exiting) will not be tolerated.
- All students should park in their designated parking areas.
- Students are not allowed in the parking lot any time during the school day unless with permission and carrying a pass.
- All vehicles should be registered with the school office. Forms must be obtained and filed with the office before the student begins to drive.

Computer & Internet Use

Computer resources available at Martin Luther High School are provided to support the teaching and learning process. Students who use the school's computer services, including access to the internet will be expected to use this service to complete school-related projects or specific class assignments. Every attempt will be made by the faculty and staff to ensure safe access to the internet through supervision, monitoring and instruction. We also encourage parents to provide proper guidance and instructions in the home.

The school may suspend or limit access to the computer for misuse of software, hardware, or other computer use. The school reserves the right to investigate any computer activity.

It is recognized that the students may visit Internet sites on their own time. However, in the interest of their safety, and the safety of the school, it is expected that nothing will be sent, by any student, to any Internet site which describes or depicts the school building, inside or outside. Any violations of this policy will be considered to be a very serious breach of trust between the student and the school and discipline may include a student's expulsion from Martin Luther High School.

School Property

Martin Luther High School property is to be treated with the utmost care. Any damage is to be reported immediately. A student who through carelessness or abuse damages the property or equipment will be required to make restitution.

Personal Property

The school is not responsible for personal property left in the building or on the premises. All personal items should be well marked with the student's name. Students

will have their own lockers. Backpacks, large purses, coats and hats will be stored in lockers or other assigned storage places and not carried/worn during the instructional day.

Respect for Persons and Property

- a. Students agree to respect individual differences, whether those differences are based on gender, national origin, religion, race, culture, ethnic background, age, disability, physical characteristics, or other factors which are unrelated to an individual's education.
- b. Students agree to neither take nor damage property of other students, school personnel or the School Board.
- c. Students agree that when using books, equipment and other school materials, they will return them in the best condition possible.

Lunch

Martin Luther High School contracts with Holt Public Schools to provide a hot lunch program. Students who do not order a hot lunch prior to 8:15 am that same day must provide their own lunches. All students eat in the Fellowship Hall. The eating of candy and other snack foods outside of the lunch period is not allowed except during scheduled snack times. A teacher will begin and end each lunch meal with prayer.

Medications

The Medication Policy of Martin Luther High School is as follows:

1. No medication will be administered unless the parent has given written permission or, in the case of acetaminophen (Tylenol) ibuprofen (Advil & Motrin) or naproxen (Aleve), permission is given by way of a telephone call.
2. All medication must be labeled with the student's name, time to be taken, dosage, etc.
3. All medication must be brought to the school office and given to the school secretary who is responsible for the safekeeping, administration, and record keeping of all medications. The principal may act in the secretary's absence.
4. When an inhaler or EpiPen is needed, the classroom teacher must be informed and the item may be kept in the classroom. When cough drops are needed, they may be given to a teacher to dispense.
5. Students who have a medical condition that requires self-administration of a medication, must have a signed authorization form filed in the school office and the class room teacher must be informed.
6. In all other cases of students needing medical attention or treatment, someone from the school office will call a parent, guardian, or other person designated by them in writing, to request authority with direction for a student's medical attention or treatment.
7. No student is to have medication, in their desk or on their person, except as provided in number 4 and 5.

Library Policies and Procedures

In the interest of good stewardship and for the purpose of teaching responsible use of the resources of the school library, the following procedures have been established:

1. All books may be checked out for a period of two weeks.
2. Books may be renewed for a second two-week period if done before the 1st period ends.
3. Students have the opportunity during their study periods or as the teachers direct them.
4. The library is staffed by volunteer parents who are trained by the staff person responsible for operation of the library.
5. Parents and other adults may also check out books using the same process as students.

Fire, Lockdown, and Tornado Drills

Fire drills (6), tornado drills (2), and lockdown drills (2), are conducted during the school year. These drills are coordinated with the local fire departments and are recorded in the school office. Proper tornado and fire routing and exiting, and lockdown procedures are posted in every area occupied by students. Teachers instruct the students in all the proper procedures during the first days of the school year.

Visitors

Teachers generally welcome parents who wish to visit the classroom. To avoid surprises, the principal should be contacted for approval. If a student wishes to bring a friend or relative to school, permission must be granted from the principal prior to the visit. Teachers find it undesirable having visitors on days when tests are given, just before or after a vacation period, or when a field trip is planned. Normally, in such cases, approval will not be granted. Visitors who are disruptive will be asked to leave.

Volunteer Service

Ample opportunity is provided to volunteer your services. Volunteers work in the library; assist with the hot lunch program; serve as room parents, classroom aides, office helpers, coaches, score keepers, etc. There is a task for almost anyone. We ask our volunteers to remember they are here to assist in carrying out the programs that have been established and to work closely with the staff person responsible for the task being done. Volunteers who work directly with students may be required to be fingerprinted for a criminal record check.

Lost and Found

Lost and found items are kept in the office area for a reasonable length of time. We ask that parents of students check the box from time to time or instruct your child to do so. Near the end of the year all lost and found items will be displayed on a table near the school office. If any items are not claimed, they will be donated to Goodwill.

VI. Attendance Policy

Regular attendance is important for success in school. It is also a requirement of the state. The school is responsible for the students from the time they arrive until school is over. Students are not to leave school grounds without permission during these times.

Any violation of the procedure will hold students subject to school discipline. An administrator (not a parent) determines whether an absence is excused or unexcused. Missing class for school activities such as field trips, music concerts or tour, athletic contests, and appointments with school administrators are NOT considered absences.

Absence Procedure

When a student is absent:

The parent or guardian must telephone the school office between 7:30 a.m. and 10 a.m. for each day missed by the student. Upon returning to school following the absence, the student must report to the office and present a parent-written note, which gives the date(s) and specific reasons for the absence, early enough so that he/she will not be late to first hour. Normally, tardiness to first hour will not be excused.

TYPES OF ABSENCES

Excused Absence – Approved

Students are excused for the following:

- Personal illness
- Family emergencies
- Death in the immediate family or attending of a funeral at the parent's permission
- Maximum of two prior planned college visits per year.

Pre-Approved Absence

Students who miss classes because of family matters (a vacation, hunting trip, etc.) will be given a pre-approved absence. This means that, while the absence is considered excused, it is treated differently from those absences resulting from illness, etc.

Students should plan to take tests/quizzes and turn in all homework on the day they return. No distinction is made between a pre-approved absence and a regular excused absence on the student's permanent record. The absence(s) will count toward the student's total number for the semester. The school must be notified of this type of absence at least five (5) school days in advance in writing. This is to give both the student and teacher ample time to communicate what will need to be done while being away from school. It is understood that the student assumes full responsibility for the work missed. A pre-approved absence form is available from the office.

Unexcused Absence

Unexcused absences are categorized as such for attendance purposes. They count as a semester absence. Any schoolwork missed on these days is to be handed the day the student returns to school. Students are considered "unexcused" for the following, but not limited to:

- Oversleeping and/or missing a ride
- Conducting any type of business that could be taken care of outside of school hours.
- Days missed because of a suspension from school.
- Staying home from school to study.

NOTE: It is in a student's best interest to be in class each and every day. Unexcused absences count as an absence for the semester attendance. Repeated unexcused absences may also result in a 2% deduction from the final quarter grade for each day that is unexcused. Parents and students are encouraged to communicate truthfully with the MLHS office. Under most circumstances, MLHS is very willing to work with the student and family.

Truancy / Skipping School

Truancy (skipping school) is considered a serious offense.

- A student is considered unexcused the day that they are truant and will receive a 2% deduction from the classes missed that day.
- The student will also be given a detention for each day of truancy. This is also true for students who skip class but remain within the building.

Skip days are contrary to school policy and are treated as truancy. The school will enforce the policy even in parental permission is given for their student's absence.

Senior skip days during the second semester of the school year will also result in a loss of privileges normally granted to seniors at the end of their high school career. These privileges include, but are not limited to: early senior finals and the loss of participation in the commencement exercises.

Excessive Absences – Loss of Credit

When a student is absent from a class for ten (10) days in a given semester, a notice via personal contact and or certified or return receipt mail will be given to a parent and noted in the student's file. This notice will advise the parents that academic credit is at risk. Parents may contact the school and request a conference to address the situation.

On the fifteenth (15) day of absence from a class in a given semester, there can be no academic credit given for the semester. A grade of "F" will be assigned.

- Parents may appeal the "F" grade within 10 school days, if extraordinary circumstances are involved. The appeal is made through the Principal and must be written with documentation provided to support the appeal. If the appeal is approved, the administration may allow the student to continue in the class or withdraw the student from the class, with no credit received.
- For continued participation in the class and academic credit, the parents may appeal through the Principal with written/documented medical verification of a major medical condition; i.e. extended hospitalization, mononucleosis, chickenpox, etc. If approved, these documented medical absences will be reduced from the student's total absences.
- Days missed due to suspension will not be counted in the 15 day maximum if a grade deduction is assigned for each day of suspension given.
- A student is considered absent if they miss more than fifteen (15) minutes in any period.

- A limited number of approved school activities such as music concerts, choir tour, National Honor Society, servant events, early athletic contests, and appointments with school administrators or counselors are not considered absences as determined by the Principal. If approved, these documented school related absences will be reduced from the student's total absences.
- The first ten days missed due to tuition hold out, will not be counted in the 15 day total.

A parent must approve an off-campus absence with a written note upon return. An on-campus absence must be approved by some faculty member in the building at the time of the absence. **Any student who comes in later than reasonable for a classroom tardy will be given a detention or a suspension day as determined by the principal.**

Student Responsibility with Absences

Students are responsible for checking with teachers for work to be made up. For extended absences, parents may call the school secretary who will facilitate make up work from teachers.

Co-curricular Participation on Days Absent

In order for a student to participate in or attend any after school activities (athletic, musical, dramatic, etc.), the student must be in school at least four (4) periods on the day of the activity (exceptions may be granted by the principal).

Tardy Policy

Punctuality is expected at all times and for all situations. Students are encouraged to exercise responsibility with respect to their arrival to school and to all classes.

- When a student is late in arriving to school, he/she is to report to the office to sign-in. This includes tardiness due to any type of late transportation.
- If a student is tardy between classes, he/she should not report to the office but go directly to his/her class. The teacher will automatically mark the student tardy. If a teacher detains a student between classes, the student should get a pass from that teacher so the tardy to the next class can be excused.

Excessive tardiness is considered a serious violation of school policy. Students will be told when they reach four (3) tardies in a quarter. At tardy five (5) of a quarter, a detention will be written and parents will be contacted. An additional detention will be added for every three (3) tardies received for the remainder of the quarter.

VII. Student Conduct

Dress Code

Martin Luther High School students should dress in such a way that they do not interfere with the spiritual and academic performance of themselves or other students. Their clothes should be neat and clean in appearance, appropriate to the season, and modest. Students should refrain from wearing jeans on chapel days. Hats will not be worn during the instructional day. The principal (or designated substitute) will make all determinations for any clothing items in question. Students may be asked to make

contact with parents to obtain other outfits and/or be provided with other clothing items from the drama/fine arts clothing supply.

Code of Conduct

The Word of God guides discipline at Martin Luther High School. Each teacher will clearly spell out and post their expectations and consequences. All staff members have the right and obligation to enforce school rules. A specific behavior code will be posted in each classroom.

We believe that all students are capable of self-control and appropriate behavior. Behavior that interferes with classroom instruction; keeps staff and/or volunteers from doing their jobs; or prevents classmates from learning, will not be tolerated. Since teachers have the right to teach and every student has the right to learn, all parents will bring their children to school with a spirit of readiness and anticipation. They will be physically, spiritually, emotionally and intellectually prepared for school each day.

Failure to Meet Behavior Expectations

Students choosing to not follow the established rules can expect one or more of the following consequences (corrective measures):

- A warning or reminder
- The student is sent to the principal
- Contact with the parents/guardians
- Conference with the parents/guardians
- Detention
- Suspension

Severe behaviors are referred immediately to the principal for resolution. For example:

- Physical harm or threat of physical harm to another person
- Use of profanity or obscene language
- Illegal possession or use of controlled substances
- Possession of weapons or other potentially dangerous objects. (See Mandatory Expulsion Law)
- Destruction of property
- Total disruption

Violators may be disciplined at the principal's discretion, up to and including expulsion. Some behaviors may be severe enough, or repeated often enough, that expulsion is warranted. Expulsion is a school board action upon the recommendation of the principal. If necessary, such incidents will be reported to the police or other appropriate authorities.

Definitions of Specific Items of Unacceptable Behavior

Bullying is the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as teasing; physically aggressive behavior; assaults; verbal taunts; making threats; name-calling and/or put-downs including ethnically-based or gender-based put-downs;

extortion of money or possessions; or spreading of cruel and untrue rumors within the school.

Hazing, Senior Pranks, and Last Day Student Antics are prohibited at Martin Luther High School. It is illegal, immoral and contrary to the student code of conduct. “Hazing” means performing any act or coercing another, to perform or undertake any act of initiation, affiliation, holding office or membership related to any class, group, or organization sponsored or supported by the school or church that causes or creates a risk of causing:

- mental, emotional, physical harm,
- trauma,
- deprivation of rights,
- ridicule of any student, faculty member, or individual for amusement or the pastime of others.

Soliciting, encouraging, aiding, or engaging in “hazing” on or in any school property at any time, or in connection with any activity, sport, or club supported or sponsored by the school, whether on or off school property, is strictly prohibited.

Permission, consent or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. Students engaging in any hazing or hazing-type behavior connected in any way, to any activity sponsored or supported by the school, will be subject to one or more of the following disciplinary actions:

- Removal from participation in extra-curricular activities
- Conference with parent(s)/guardian(s)
- Suspension for up to 10 days
- Long term suspension
- Referral to an appropriate law enforcement agency
- Permanent expulsion

Coaches, activity advisors, and other staff supervising activities shall be vigilant for hazing behavior and shall report all alleged incidents of hazing to school administrators. Incidents are to be reported and investigated regardless of a student’s “consent” to the hazing.

Use of water balloons, shaving cream, squirt cannons, prank behavior – these are acts that violate Michigan School Board Policy 6320-Hazing and A5034 Code of Conduct. Violations could result in restitution, community service, and/or loss of privilege to “walk” in commencement or other graduation activities.

Nuisance Items of all kinds find their way to school: squirt guns, toys, laser pointers, electronic games, cell phones, etc. The teacher will confiscate these articles. On the first offense, the student may pick up the item(s) from the school office after dismissal. On the second offense, the parent must pick up the article(s).

Definitions of Physical Abuse, Harassment, and Other Discrimination

The policy of Martin Luther High School is to maintain both a learning environment and a working environment. These should be free from physical abuse, sexual harassment, and harassment on the basis of race or national origin. Any form of illegal discrimination, harassment or physical abuse by a student, faculty member, staff member or volunteer, is contrary to this policy and subject to appropriate disciplinary action. This action may include suspension or expulsion from Martin Luther High School, or termination of employment.

Physical Abuse includes using or threatening to use physical force to inflict bodily harm on another person.

Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conducts is made either explicitly or implicitly a condition of employment or educational advancement; or when
2. Submission to or rejection of such conduct by an individual is used as the basis for educational or employment decisions; or when
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or creating an intimidating, hostile or offensive education or employment environment.

Racial and National Origin Harassment consists of racial or ethnic slurs and other verbal or physical conduct relating to an individual's race or national origin when this conduct:

1. Has the purpose or effect of creating an intimidating, hostile or offensive educational or working environment; or
2. Has the purpose or effect of unreasonably interfering with an individual's education or work performance; or
3. Otherwise adversely affects an individual's education or employment opportunities.

Complaint Procedure (as related to Physical Abuse, Sexual Harassment and Discrimination)

Any individual who is subjected to an act of physical abuse, sexual harassment or racial and national origin harassment should contact the Principal or Assistant Principal, who will ensure that a full investigation is conducted and appropriate remedial action taken. Complaints will be handled with maximum regard for the confidentiality and protection of all people involved.

Mandatory Expulsion Laws

Effective January 1, 1995, new State and Federal laws require school boards and school administrators to impose expulsion as the penalty when students possess dangerous weapons in a weapon-free school zone or commit arson or rape in a school building or on school grounds. Therefore, administrators no longer have discretion to impose lesser disciplinary penalties for such student misconduct.

The Martin Luther High School Board prohibits all students from bringing or possessing a dangerous weapon in a weapon-free zone without the prior consent or permission of a school administrator or police officer. A weapon-free school zone exists at every public and private PS-12 school in Michigan and includes school grounds and vehicles that transport students in school sponsored events.

A student found in possession of a dangerous weapon in a weapon-free zone will be permanently expelled from Martin Luther High School and all other schools in Michigan. In addition, within 3 days after a student is expelled for having a dangerous weapon or committing arson or rape, Martin Luther High School must, and will, refer that student to the appropriate Department of Social Services or Community Mental Health agency. Notification of that referral shall also be given to the parents or legal guardians.

State and federal laws define dangerous weapons as a gun, dagger, dirk, stiletto, a knife with a blade of 3" in length, a pocket knife opened by a mechanical device, an iron bar, or brass knuckles. Any student who has one of these weapons in his/her possession at Martin Luther High School, on school grounds, or in a school bus, shall be permanently expelled from Martin Luther High School and all other public schools in Michigan. We will also notify the police as required by state law.

Students and parents are expected to know what objects are considered dangerous weapons and are required to avoid bringing them to school or on school grounds. Any student or parent who has a question about whether an object is a dangerous weapon should contact the principal.

The entire staff of Martin Luther High School is committed to providing a safe and orderly environment in which students can learn. As a part of that commitment, we intend to enforce the mandatory expulsion penalties in order to keep our school free from unlawful, dangerous weapons. We call upon parents and students at our schools for their cooperation in working to accomplish that goal.