

Mission, Vision, and Objective Statements for Michigan Lutheran High School

Readopted by Board of Regents May 5, 2015

Preparing for Life and for Eternity

Preamble:

Michigan Lutheran High School exists as a ministry arm of the congregations of the Wisconsin Evangelical Lutheran Synod which belong to the Southwestern Michigan Lutheran High School Association. As such, its primary mission is as follows:

Mission Statement

Michigan Lutheran High School provides Christ-centered learning for Christ-centered living.

In order to fulfill this mission, Michigan Lutheran High School strives to meet the following...

Vision Statements

We influence our students' attitudes and expand our students' skills and knowledge so that our graduates:

- Possess the confident hope that they will reside with their Father in heaven throughout eternity upon completion of their walk with Christ on earth.
- Possess an excellent academic base.
- Are effective in both oral and written communication.
- Possess the ability to solve problems and work cooperatively.
- Are confident with technology and its application.
- Are able to understand and work with people from different cultures.
- Understand the benefits of healthful living.
- Display leadership skills.
- Are independent, life-long learners.

Objective Statements

- Be Christ-centered and confessionally Lutheran in its worship, instruction, counseling, discipline, and activities.
- Proclaim, teach, and apply the Holy Scriptures, which are the inspired, inerrant Word of the Triune God, as they fit each setting of school life.
- Nurture "growth in grace" (2 Peter 3:18) and the resultant "fruits of faith" (John 15:54) through the gospel message.
- Reach out into our community and beyond with the glorious Gospel message as Christ has commissioned us.
- Encourage students to use their gifts for a life of service and leadership, and to be lifelong learners of God's holy Word.
- Encourage and prepare interested students for the full-time preaching and teaching ministries.
- Teach students to use their academic abilities to the glory of God, and to apply these skills as lifelong learners.
- Equip students for faithful citizenship to the glory of God.
- Enable students to become well-rounded individuals by providing curricular and extra-curricular opportunities as Christian educational experiences to the glory of God.

Welcome

We are happy to welcome you to Michigan Lutheran High School. MLHS exists for you. Our living Savior has moved many people, including your parents, to share their joy in Christ with you at Michigan Lutheran High School. In many ways they have been willing to make sacrifices so that you can attend a Christian high school.

You can understand that in our larger high school family there must be some guidelines and procedures to help us to live and work together in harmony. This handbook is designed to help you understand these guidelines and procedures at MLHS. We urge you to read it thoroughly and keep it handy for reference. It should answer many questions for you during the school year.

We pray that our Savior's love will move you to help show that MLHS is a Christian school through your willing and sincere cooperation.

Any changes from the previous edition of this handbook are either ~~struck through~~ or underlined.

Notice of Non-Discriminatory Policy

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

Statement of Beliefs

Thank you for enrolling your son/daughter at Michigan Lutheran High School! We could not be more pleased and privileged to serve your family. We are passionate about our mission and thrilled to share the joy of Jesus with our students.

MLHS's mission is very spiritual in nature. In addition to offering our high school education, we want every one of our students to learn more about God's Word and Jesus Christ. At MLHS, spiritual matters are more than a class or a daily devotion. Lessons from God's Word are an integral part of everything we teach and do.

To that end, we realize that you might not be familiar with who we are or the spiritual nature of what we will teach your son/daughter. Therefore, please read the following basic outline of what we believe and teach. It is important to us that you have a clear understanding of how we will minister to your son/daughter with the truth of God's Word.

We believe...

The Bible is the true word of God. It clearly teaches all we need to know in order to obtain our eternal life.

(2 Peter 1:21, I Corinthians 2:13, 2 Timothy 3:16, John 10:35, Luke 11:28, John 5:39)

There is only one true God. In the Bible God reveals himself as three persons—Father, Son, and Holy Spirit. This is why he is called “Triune.” These three persons in one God are all God. They are equal in power, glory, and in every quality. To deny or ignore one person is to deny all of them. It is God who created, redeemed, and sanctified us.

(Deuteronomy 6:4, Matthew 28:19, John 5:23, Genesis 1:1, I John 2:2, Romans 15:13)

At the beginning of time God created heaven and earth and all creatures. He did this in six days—he spoke his almighty word to create all things. He made everything out of nothing. Man and woman are God's special creation.

(Genesis 1:1, Genesis 1:31, Exodus 20:11, Psalm 33: 6 & 9, Psalm 124:8, Mark 10:6, Hebrews 11:3)

The first man and woman, Adam and Eve, lost the image of God when they gave in to the temptation of Satan and disobeyed God's command. This brought on them the judgment of God. Since that time all people are conceived and born in sin, desire to do what is evil, and are dead spiritually. Therefore, we are unable to reconcile ourselves to God by our own efforts and deeds. (Genesis 2:17, Psalm 51:5, Ephesians 2:1, John 3:6, Psalm 5:4, Romans 5:12, I John 3:4, Romans 8: 7 & 8)

The message of the gospel is the good news that a loving God sent Jesus Christ to take away the sins of all people. The gospel freely offers to all sinners the righteousness that is found in Jesus. God offers and gives eternal life and salvation to all those who believe in the gospel promises. (John 1:17, Romans 1:16, John 3:16, Colossians 2:13, Luke 2: 10 & 11, Ezekiel 33:11)

Jesus Christ is the Savior of everyone. He is the eternal Son of God, equal to the Father and the Holy Spirit. He is also the son of the virgin Mary. He became man to redeem all people. Taking our place, he lived a perfect life keeping the law of God for us. He also died as our innocent substitute on the cross to pay the price sufficient for every one's salvation. After rising from the dead, Jesus ascended into heaven. On the Last Day he will return to raise all the dead and judge all people who are still living. (I John 5:20, Matthew 1:23, Ephesians 1:7, Galatians 3:13, Hebrews 4:15, Romans 1:4, Acts 10:42)

God judged all sinners righteous in his sight when Jesus Christ died on the cross for us. God declared everyone free from the guilt and punishment owed for sins. The sinner receives this free gift of forgiveness, not by doing good deeds, but only through faith. A person is justified when he or she believes in Christ and his redemptive work. It is a gift of God. (Ephesians 2:8 & 9, 2 Corinthians 5:19, Romans 3:22-24, Romans 3:28, Romans 4:5, Mark 16:16)

Baptism is a holy act instituted by God. Using water and God's Word, it offers and gives the forgiveness of sins, spiritual life, and eternal salvation. It is meant for young and old, including children. Infants are also sinful and therefore need the spiritual rebirth given through baptism. (Matthew 28:19, John 3:5 & 6, Titus 3:5, Mark 10:14, Acts 22:16, Mark 16:16)

Holy Communion is a holy act instituted by Christ. Together with bread and wine we receive Jesus' true body and blood. In this special meal Jesus gives the forgiveness of sins, strengthens faith, and gives eternal salvation to all who believe. (Matthew 26: 26-28, I Corinthians 10:16, I Corinthians 11:27 & 28, I Corinthians 10:17)

God wonderfully creates each human being as male and female. These two distinct genders were intended by God to be complementary to one another. Rejection of one's biological sex is a rejection of the sexual identity with which God creates each human being. Our biological genders are gifts from God to be used to God's glory according to his design as revealed in the Bible. (Psalm 139:14; Genesis 1:26,27; James 1:17; 1 Corinthians 10:31; Romans 12:1)

The term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. (Genesis 2:18-25, 1 Corinthians 6:18 & 7:2-5, Hebrews 13:4)

Any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matthew 15:18-20, I Corinthians 6:9-10)

God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

(Acts 3:19-21, Romans 10:9-10, 1 Corinthians 6:9-11)

All human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.

(Psalm 139)

Final Authority for Matters of Belief and Conduct

The Statement of Beliefs does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Michigan Lutheran High School faith, doctrine, practice, policy, and discipline, our Board of Regents is Michigan Lutheran's final interpretive authority on the Bible's meaning and application.

If you would like more information regarding what we believe, please refer to the website of the Wisconsin Evangelical Lutheran Synod at www.wels.net and click on the link to WhatAboutJesus.com to find out more about our specific faith.

I. Christian Speech and Behavior

In a Christian school it is important that students and faculty alike strive to set a God-pleasing example for each other in the way they speak and act. Harassment as well as immoral conduct will not be allowed. Immoral conduct includes such actions as: profane or obscene speech, writing, or action contrary to Christian decency. Any demonstrated disrespect for God's Word or for a member of the faculty or staff as well as any demonstrated lifestyle (**e.g., Lesbian, Gay, Bisexual, Transsexual, Questioning LGBTQ**) or activity(ies) that conflicts with God's Word, either at school or away from school, may be grounds for their suspension or expulsion from school.

Depending on the situation, a first offense may result in a meeting with the assistant principal or a suspension until such a time as a meeting takes place among the student, the parent(s) or guardian(s), any teacher involved, and the assistant principal. Before the student can be reinstated, the student needs to show that he/she understands his behavior was unacceptable by apologizing to those he/she offended. A second offense will include the same counseling steps and may result in a longer period of suspension as determined by the assistant principal. In the case of a third offense, the assistant principal or faculty may recommend to the MLHS Board of Regents that the student be expelled. Christian speech and behavior infractions are cumulative through a student's high school career.

Code of Christian Conduct

At the beginning of every school year or upon mid-year enrollment, each student, legal guardian, and staff must sign the Code of Christian Conduct. The school has the right to discipline or demand a student or staff member to withdraw for any breaking of this Code of Christian Conduct. If the student or staff does not withdraw, the school holds the right to expel the student or terminate employment.

Cheating/Plagiarism

Cheating is defined as taking or copying someone else's answers and making them your own or enabling someone to use or copy your answers as their own. In each case, the owner and the copier of the work are both accountable for an incident of cheating.

Plagiarism is taking another written source for research work or assignments and claiming it to be your own original work without citing origin.

Step One: The first time a student is caught cheating, the student is to be removed from the class and sent to the office of the assistant principal. The assistant principal will prepare a written summary of the incident, which the student is to take along when he/she meets with the teacher of the class in which the cheating occurred. After the matter is settled in a Christian manner, both the teacher and the student are to sign the summary statement and the student is to return the signed summary statement to the assistant principal. The signed summary statement is to be placed in the student's file and a copy may be sent to the parent(s)/guardian(s) of the student. The teacher of the class will make the final determination as to what effect the cheating will have for that assignment.

Step Two: If a second incident of cheating should occur, the same steps will be taken, and, in addition, the assistant principal will inform the parents of the student.

Step Three: Upon the third incident of cheating, the same initial procedures will occur as outlined above in step one and step two, along with up to a three-day suspension for the student.

Any further incidents of cheating by the student may result in further suspensions or a recommendation to the MLHS Board of Regents that the student be expelled. Cheating infractions are cumulative over a student's high school career. (*revised BoR June 2012*)

Dismissal from Class

It is normal procedure that before a student is dismissed from a class, the student would have been counseled about his/her objectionable behavior or actions. Dismissal from class will be used when a student displays a disruptive/disrespectful behavior or attitude for which he/she may have been previously admonished, or may be used when there is unacceptable, gross misbehavior at that time. Dismissal of a student from a class is considered a last recourse. At the time of dismissal from a class, the student should be reminded to report immediately to the school office and speak to the assistant principal. The student is not to attend any class until the matter is settled in a Christian manner.

For the dismissal from a class, the student will receive an unexcused absence. The procedure outlined below will be followed for each dismissal:

1. The assistant principal will counsel the student.
2. The assistant principal will write a summary of the admonition and discussion.
3. The student is to schedule a private meeting with the teacher at the teacher's convenience.
4. The student is to take the summary with him/her when he/she meets with the teacher of the class from which he/she was dismissed for unsatisfactory attitude/behavior. An apology from the student for the disruptive/disrespectful behavior is expected.
5. When the matter has been settled in a Christian manner, the teacher and the student are to sign the summary and the student is to return the summary to the assistant principal for his signature.
6. The signed summary will be placed in the student's file and a copy may be sent to the parents.

Should the teacher see that the attitude/behavior is not being corrected and the situation is building to another dismissal from class, the teacher may speak with the student's class advisor or another teacher and have them counsel the student before a second dismissal takes place. The same procedure is followed if the student is

dismissed a second time from any class. In addition, upon the second dismissal, the MLHS assistant principal will inform the parent(s) or guardian(s) of the student and the MLHS faculty is informed.

If a third dismissal of the student occurs from any class, the student may be suspended from school for a maximum of three days. A meeting with parents, student, class advisor, and the assistant principal is to take place before the student is readmitted to school. The MLHS faculty will be informed of the decision and the conditions of reinstatement for the student's readmission to school. Should a fourth dismissal from a class occur, the MLHS faculty may recommend that the student be expelled.

If the matter of a student's dismissal is one for which the teacher should make some adjustment in the classroom or give some consideration to a change, that will be discussed with the teacher by the assistant principal, but the student's unexcused absence will stand. Each case will be considered on an individual basis and depends upon the nature of the offense and the attitudes that are demonstrated by the student in the matter.

Dress Guidelines

The students at Michigan Lutheran High School represent the Lord to their fellow students, to visitors, and to the community. The Christian student will always want to ask him or herself, *"Is my personal appearance, my hair, my clothes, and the way I wear them appropriate for school? How does what I am wearing bring glory to my Lord and edify the Kingdom of God? Does what I am wearing bring attention to myself or to my Savior? Does what I am wearing reflect Christian modesty?"*

The MLHS Dress Guidelines are in effect as soon as students enter the school for the school day until their departure, or when a student is representing the school in any school-sponsored activity, either on-campus or off-campus. This policy also governs attire worn for school spirit dress-up days. Failure to comply with any items in the dress guidelines may cause a student to receive unexcused absences or detentions.

The following are **not** permitted for **males** or **females** at MLHS:

- sweatsuits, sports shorts, or clothing designed as a "warm-up suit" including yoga pants
- hats, caps, headscarves, or other headgear worn during the school day
- clothing that is badly worn, allows underwear to show, or is cut-off
- imprinted clothing that has advertising or slogans for alcohol, bars, drugs, tobacco, or non-Christian musical groups or has inappropriate wording or pictures
- spandex or leggings worn as outer garments
- wearing coats designed as "outerwear" during the school day without specific permission
- students & visitors are not to use "heelies" (shoes w/ roller skates) on school grounds

The following are **not** permitted for **males** at MLHS:

- T-shirts designed as standard underwear
- sleeveless shirts without a shirt underneath
- tank tops (a tank top is defined as not covering the entire shoulder)
- saggy or low riding pants
- dangling-style earrings. Stud and small hoop earrings are permitted
- clothing that is designed for women or girls (e.g., skirts, dresses, etc.)

The following are **not** permitted for **females** at MLHS:

- shirts with spaghetti straps and/or tank tops with less than a 2-inch strap when the shirt is worn independently of a solid outer layer
- shirts that allow bra straps to be shown
- shirts that are low cut in the front and/or back with no appropriate shell or other shirt underneath
- half shirts, halter tops, or shirts that allow the midriff to be exposed at any time in any situation

- leggings worn as stand alone clothing. Leggings must be accompanied by either a skirt or a dress that ends within 5 inches of the top of the kneecap.
- tight-fitting clothing
- skirts or dresses that are within 5 inches of the kneecap.
- clothing that is sheer or see-thru without an appropriate layer of clothing or shell underneath, **Note:** the appropriate layer of clothing or shell must cover midriff, back, and cleavage at **all** times. Shells or other clothing that need to be constantly pulled down to cover backs or midriffs or pulled up to cover cleavage are not acceptable.
- shorts with less than a 5-inch inseam.

The following are permitted for girls at MLHS:

- ~~skirts or dresses that don't have the waistband rolled up to be shorter than the students' fingertips~~
 - ~~never need to be pulled down to because they are so short/tight that they "ride up" just from walking, sitting, etc.~~
 - ~~are not too tight~~
- tops/dresses that
- ~~are not spaghetti straps worn independently~~
 - ~~are tank tops with at least 2 inch shoulders, however bras should never show~~
 - ~~are not low cut in the front or back with no appropriate shell or other shirt underneath~~
 - ~~are not half-shirts or halter tops, or show bare midriffs or backs at any time: walking down hallways, sitting, standing, etc.~~
 - ~~if worn with leggings reach fingertip length.~~
 - ~~are not too tight~~
 - ~~are not see through without an appropriate shell underneath~~
 - ~~Note: a shell should ALWAYS cover midriff, back, and cleavage at all times. Shells that need to be constantly pulled down to cover backs or midriffs or pulled up to cover cleavage should NOT be worn.~~
- Shorts that
- ~~are not rolled up by the students at the waistline or at the leg~~
 - ~~have at least a 5 inch inseam~~
 - ~~that if the short has cuffs, the cuffs still fall within the 5 inch inseam~~
 - ~~are not cutoff~~

Students are allowed to wear hemmed jean or khaki shorts of reasonable length during the months of August, September, October, April and May. Students are expected to have moderate, natural-colored hairstyles. Hair should be kept neat, well-groomed, and clean at all times.

MLHS cannot prevent a student from getting any part of his/her body pierced or from having a tattoo inscribed on any part of his/her body. However, we are compelled by Christian love to avoid offending anyone on campus, students, staff members, faculty members, or any member of our fellowship who might visit our campus and be upset by such adornments. Therefore, with respect to piercings, any MLHS student on campus during the school day or representing MLHS at any time and in any location may not adorn any pierced portion of his/her body other than his/her ears. Earrings worn by male students should be selected in keeping with the previously stated guidelines.

With respect to tattoos, any MLHS student on campus during the school day or representing MLHS at any time and in any location should cover any tattoo on his/her person with some article of clothing or in some other fashion. Any complaints regarding tattoos or body piercing shall be directed to the assistant principal. It shall be his responsibility to use his common sense and sound judgment in determining a course of action regarding what can and/or may be done to address the complaint.

Students should remember that a set of dress guidelines can hardly touch on everything that rapidly changing fashion might make popular. That does not mean that all new fashions are acceptable. Young Christians will learn to say “no” to those trends that are inappropriate for school or just plain displeasing to the Lord. They will, for instance, reject clothing that is too tight, too short or too revealing.

If a student wants to wear an article of clothing but is unsure of its suitability, the student is encouraged to ask the assistant principal before wearing the clothing to school.

The following disciplinary steps will be taken for offenders:

First Violation: The student is warned about the consequences and, at the discretion of the principal, may be asked to change into more appropriate clothing. If the student misses part of a class, he/she will be returned to class with an excused absence.

Second Violation: If the student is unable to change into appropriate clothing he/she will be sent back to class but will receive **unexcused** absence(s) until the clothing is changed.

Third Violation: If the student is unable to change into appropriate clothing he/she will be sent back to class but will receive **unexcused** absence(s) until the clothing is changed. The student will also be required to serve a special detention.

Fourth Violation: The student is sent home if he/she is unable to change into appropriate clothing on campus. When the student is able to change into appropriate clothing, he/she will be returned to class with an **unexcused** absence(s), an extra detention, and a special dress code. This dress code may prohibit certain items that have been a problem with that particular student.

Fifth Violation: The student will be suspended from school.

Firearms and Weapons

Firearms or any weapons (i.e. guns, knives, bows, fireworks, etc.) have no place in the school setting due to the potential danger to self and others. Therefore anyone in direct or indirect possession of firearms or weapons will be subject to the laws of civil authorities. To minimize the potential that such items will be found in the classrooms, book bags and backpacks must be kept in the students’ lockers and cannot be carried into the classrooms. Any MLHS student found in the possession of any weapon will be suspended from school until the MLHS Board of Regents can meet to consider expulsion. *At the discretion of school administration, reasonable searches of students and their possessions may be required upon suspicion of student possession of illegal and/or dangerous items.* Typically, the school will inform parents either before or after such a search is necessitated.

Horseplay/Fighting

Any physical contact of a student over against another person that has the potential for injury will result in a minimum of a detention to the maximum of recommendation for expulsion. The assistant principal will determine the penalty.

Legal Custody Arrangements

Parents / legal guardians are to inform the principal of special custody arrangements or in changes of custody status. Official documentation is required, and copies will be maintained in the student’s cumulative file and in a special file in the principal’s office. In the best interests of the student, with due discretion the principal will inform the faculty of custody arrangements. (approved by BoR 6/24/09)

Mandatory Reporting of Suspected Abuse or Neglect

Parents / students are advised that the MLHS administration and faculty are required by law to report suspected incidents of emotional, physical, or sexual abuse and/or neglect to the Department of Human Services or local law enforcements authorities. The law does not require that parents be consulted or informed before such reporting takes place. Follow-up to such reports are at the discretion of the aforementioned authorities. (adopted by BoR 7/30/08)

Pregnancy

Keeping with the proper application of Law and Gospel, Christian ministry to the student, and the concern for the well-being of the Michigan Lutheran High School family, the MLHS Board of Regents has adopted a policy that deals with male and female students in an equitable manner. A copy of that policy is available from the MLHS administration upon request. (MLHS - BOR: 8-10-94)

Public Display of Affection

As a Christian family concerned both with public offense and the Sixth Commandment, MLHS must set limits on the display of affection. While handholding is permitted, further displays of affection are inappropriate.

Tobacco, E-Cigarettes, Alcohol, Drugs

Because the use or possession of drugs, intoxicants, tobacco products, and e-cigarettes is illegal, they are not allowed on campus, in the school building, or at school sponsored activities. This policy may be enforced by locker searches and the use of police dogs around the entire campus including the search of any automobiles. Anyone found to be in possession of illegal substances will be prosecuted by police. *At the discretion of school administration, reasonable searches of students and their possessions may be required upon suspicion of student possession of illegal and/or dangerous substances. Typically, the school will inform parents either before or after such a search is necessitated.* The discipline policy for use or possession of these substances is indicated below.

Tobacco and E-Cigarettes – After a first offense the assistant principal will contact the student's parent(s) and impose a three-day suspension on the student. After a second offense the assistant principal will contact the student's parent(s) and impose a five day suspension and counseling for the student. After a third offense the assistant principal will contact the student's parents and may recommend the student to the faculty and Board of Regents for expulsion. Offenses are cumulative during the student's years of enrollment at MLHS.

~~**Alcohol** – After a first offense the assistant principal will counsel the student, contact the student's parent(s) and impose a five day suspension. After a second offense the assistant principal will again counsel the student, contact the student's parent(s) and impose a ten day suspension. After a third offense the assistant principal will contact the student's parent(s) and may recommend to the faculty and Board of Regents that the student be expelled. Offenses are cumulative while the student is enrolled at MLHS.~~

Alcohol, Drugs and Controlled Substances – After a first offense the assistant principal will contact the student's parent(s) and the police. He will counsel the student and impose **a maximum of a** ten-day suspension. After a second offense the assistant principal will contact the student's parent(s) and the police and may recommend to the faculty and Board of Regents that the student be expelled. Offenses are cumulative during the years a student is enrolled at MLHS.

Reckless Driving

1. For the first offense, any student driver who vandalizes school property by "turving" (driving on the lawn) or reckless driving may have the privilege of driving to school suspended for a period of no less than two weeks and no more than a month. The principal, or his designee, shall use his judgment to determine the specific length of the suspension on a case-by-case basis.
2. A second act of "turving" or reckless driving by any student driver shall result in the suspension of the privilege of driving to school for one full year.

Vandalism

1. It is the policy of MLHS to investigate any destruction of school property.
2. Vandalism by a ~~NON-WELS~~ **an** individual who is **not** a member of the student body ~~will~~ **may** be prosecuted to the full extent of the law.
- ~~3. Any non-student WELS member who refuses to take responsibility for the repairs to or the replacement of damaged property shall be dealt with in consultation with his home congregation.~~
- 3.** Any student ~~or WELS member~~ found to have caused damage to school property by accident may be expected to pay for repairs to or the replacement of the damaged property.
- 4.** Any student ~~or WELS member~~ found to have caused damage to school property maliciously shall be expected to pay for repairs to or the replacement of the damaged property, **and may be prosecuted.**
- 5.** Any student who refuses to pay the cost of repairs to or the replacement of damaged property shall have the cost added to the student's tuition account. If that account is not paid in full by the end of the current school year, the student's report card and/or transcripts shall be withheld until the account is paid in full.
- 6.** Any student who commits a second act of vandalism shall appear, together with his legal guardians, before the principal, or his designee, who shall determine whether or not suspension is in order and the duration of any such suspension.
- 7.** Any student who commits a third act of vandalism while attending MLHS may be expelled.
- 8.** Extreme acts of vandalism, even if a first offense, may result in immediate suspension or a recommendation of expulsion to the Board of Regents.

Concerns or Complaints

A concern or complaint on the part of a student or parent(s) or guardian should be addressed in accordance with God's Word as directed in Matthew 18: 15-17, therefore:

First: The concern is to be expressed directly to the teacher, coach, or advisor of the class, sport or activity. If the concern is not given adequate explanation or attention,

Second: The concern may be expressed again to the teacher, coach, or advisor with another person(s) present. The MLHS principal or MLHS assistant principal may be the additional person(s) included in the second contact about the matter. If the concern still has not been given adequate explanation or attention,

Third: The concern may be expressed to the proper committee of the Board of Regents. Specifically matters of an academic or instructional nature to the Academic Committee; matters of student behavior or extra curricular activities to the School Life Committee; or matters about the operation of the school or its overall program, to the Executive Committee.

Only after the above procedure steps have been followed should the matter be brought to the attention of the Board of Regents.

As followers of Christ, Christian parents and students are to regard the Word of God and refrain from speaking of concerns or complaints to others. The MLHS Board of Regents congregation representatives are *not* the persons to whom the concern or complaint is to be addressed.

II. GENERAL SCHOOL POLICIES

Admission

Michigan Lutheran High School's ministry is directed at supporting the Christian family in its obligation to bring up children in the nurture and admonition of the Lord. Therefore all students will be under the direct care or guidance of the parent(s) or legal guardian(s) while attending Michigan Lutheran High School. Students who choose to live independent of their parents or guardian, after review by the MLHS Faculty and MLHS Board of Regents, may be dismissed as a student at Michigan Lutheran High School.

Students who have successfully completed an eighth grade education will be considered for enrollment at Michigan Lutheran High School upon completion of the application and a letter of recommendation from the pastor of their home congregation or principal of the Lutheran elementary school they attended.

Announcements

Daily announcements will be distributed by the MLHS office. They will be read in homerooms, and a copy will be posted on Power School. Any announcement that is to be included in the daily, published announcements, needs to be submitted to the principal by 3:00 p.m. prior to the day it is to be announced. All announcements need the approval of the principal or the faculty advisor for a class or group activity.

Attendance

Time is one of God's many blessings. As a faithful steward of that blessing, a Christian student will attend school regularly. Faithful attendance is not only needed to keep up with course work, but valuable class discussion can be lost due to absence. Frequently, employers also ask for an applicant's attendance record. Students who maintain a good attendance record usually get more out of their education and achieve more later on in life as well. Michigan state law also requires the regular attendance of every student whenever school is in session. Absence and tardiness are part of each student's permanent record.

To encourage students to make the most of their educational opportunities, Michigan Lutheran High School has established the following attendance policies. Regular attendance is from the beginning of the school day, 8:00 a.m., until the school day ends at 3:15 p.m. The only exceptions to this are on Wednesdays when school begins at 8:35 a.m. and on days when there is a special schedule. Then, students will attend until the dismissal time.

Performance in concerts is an integral part of the course for Chorus and Band. Attendance at these concerts is not optional for students in these classes. Missed concerts will be counted as class absences.

Should it be necessary for a student to miss school due to illness, the following procedure is requisite:

1. On the day of the illness, notify the school office by calling 429-7861 before 8:45 a.m.
2. **On the day he/she returns to school the student should bring a written excuse** from the parent or legal guardian, providing the following information:
 - a. The student's name
 - b. A brief explanation of the reason for the student's absence
 - c. The specific days being excused
 - d. The signature of one of the student's parents or guardians**A written note, which is kept on file, is needed to excuse an absence.**
3. If an excuse is not turned in within three school days, the absence will be considered unexcused. If a note comes in after the three days, the absence can still be excused, but the student will have to serve detention time.

Attendance for Credit

No matter how bright or hard working a student is, too many absences are detrimental to a student's academic performance.

- Therefore, to receive credit for any class, there may be no more than ~~11~~ **9** absences in one semester for that class.
 - After ~~8~~ **6** absences the student will be required to make up the ~~ninth~~ **seventh** absence and each additional absence thereafter.
 - The student will serve educational time, hour for hour, with an instructor after school for each class with ~~9~~ **7** or more absences.
 - If the student reaches ~~12~~ **10** absences in a course for a semester, the student will forfeit credit for that class. The student will be given a "WF" (Withdrawal Failure) for the course and will be removed from the class.
 - The Faculty and Board of Regents will review the status of the student's continued enrollment if the withdrawal places the student below the minimum class load as outlined in "Curriculum and Graduation Requirements."
 - All educational time for classes missed must be made up before credit will be given. All educational time must be completed before the end of the semester, or exams may not be taken. Failure to fulfill educational time will result in a forfeiture of credit in that course.

The above policy includes all absences, excused or unexcused, recorded as a part of the student's attendance record. However, absences for school-related activities and the planned absences allowing juniors and seniors to visit prospective colleges will not be counted in determining attendance for credit.

Educational time for missed classes during volunteer activities that must occur during the school day must be appealed in advance to the student's advisor. (*approved BoR July 2006*)

An extended absence, such as may be necessary due to recovery from surgery or a communicable disease covered by a doctor's notice indicating such an extended absence is necessary, will be reviewed by the administration of the school. Upon administrative approval, such an extended absence may not be counted toward the nine-absence limit. Tutoring may be required in order for the student to receive class credit.

The following procedures will be pursued when a student has multiple absences from a class:

When ~~five (5)~~ **four (4)** absences have occurred in the semester, the parent and student will be notified in writing and be reminded of this policy.

When ~~nine (9)~~ **seven (7)** absences have occurred in the semester, the parent and student will be notified in writing that they will be required to make up that absence. The amount of time that is required to make up for the absence will also be included.

If a student reaches ~~twelve (12)~~ **ten (10)** absences in a course for a semester, the parent and student will be notified that the credit will be forfeited.

Parents may appeal to the MLHS faculty to reinstate credit if the absences have been caused by special circumstances. The faculty will consider the appeal; however, special projects will likely be required for credit in addition to the after-school instructional / educational time. Doctor's notes will be required for each additional absence.

Excused Absences

Acceptable reasons for excused absences include: personal illness, serious illness, death in the immediate family, doctor and dental appointments, and taking a driver's test **WHEN THIS MUST BE SCHEDULED DURING SCHOOL HOURS**. At his discretion the principal may accept excuses for other reasons such as hunting, family vacations, family business, or work at home. In the above situations disciplinary actions will not be carried out if the student returns a written explanation from his/her parents. Nevertheless, it will appear on the student's report card as an excused absence. Group absences, such as a "Skip Day", may lead to unexcused absences.

PLEASE NOTE: EXTENDED ABSENCES FOR VACATION HAVE A SIGNIFICANT EFFECT ON GRADES. EVEN IF ASSIGNMENTS WERE OBTAINED EARLY, MISSING CLASS DOES HURT THE STUDENT'S EDUCATION AND GRADES. THE FACULTY DOES NOT ENCOURAGE THE TAKING OF VACATIONS DURING SCHEDULED SCHOOL DAYS.

An absence is excused only if a written note is obtained in accordance with the policy. A written excuse is needed for the file, an email from the parent's account we have on file is also adequate, so a phone call in most cases is helpful but should not be considered a substitute for the written note or email.

Juniors and seniors are allowed two visits to colleges they are considering for enrollment. To encourage timely application for college, students will be excused for college visits beginning with the second semester of the junior year to the end of the first semester of the senior year. Such visits are to be considered as planned absences and will not be included in the attendance for credit policy.

Unexcused Penalty

When a student misses a class without a valid excuse, the student will receive an unexcused class absence. The student and the parent(s) will be notified that the unexcused absence has been recorded. Disciplinary action of one detention hour for every two unexcused periods or portion thereof will have to be served by the student.

Absence for Suspension

A student may be suspended for certain actions or attitudes as explained in other parts of this MLHS Student Handbook. Depending upon the severity of the infraction, the student may be given an Out of School Suspension or an In-School Suspension. These also may affect a student's attendance record or grades.

In-School Suspension - The student will report to the assistant principal before the beginning of the school day. The assignments that are due that day are to be completed before the student arrives at school. This includes major papers or projects. The assistant principal will give these assignments to the student's teachers. Before the day begins, the student's teachers will prepare an In-School Suspension assignment sheet that lists assignments that the student normally would have that day, including tests and quizzes. The student, under the guidance of adult supervisors, will complete the assignments and give them to the assistant principal before the student leaves that day. If the student does not make acceptable work progress, he will serve another In-School Suspension until the work is completed. Refusal to do the work will result in an Out of School Suspension. Students will not be marked absent for the day(s) that they serve an In-School Suspension.

Out of School Suspension - In the event of an Out of School Suspension, the student will not report to school. Assignments that are due for the day(s) of the Out of School Suspension will be graded as zeroes by his teachers. Major papers or projects will still be completed and turned in upon return to school. It shall be the responsibility of the student to check with his teachers upon his return to review material that was missed. In the event of an extended Out of School Suspension, teachers may prepare assignments for the student to complete in order to stay current with the progress of the class. At the discretion of the student's teachers, a

student may make up any tests or quizzes that were given during his absence. When the student serves an Out of School Suspension, the days will be recorded as unexcused absences, **but will not count towards loss of credit**. However, the student will not receive the detention penalties that an unexcused absence would ordinarily incur. Any absences for an Out of School Suspension will be recorded in the student's academic record.

Leaving the Building

MLHS maintains a closed campus – students are not allowed to leave without parental permission. Any student planning to leave the building during the school day must bring in a note from the parent and obtain a building pass at the school office before the beginning of the school day. The student must also sign out in the school office when he/she actually leaves the building and sign in when he/she returns to the school building. Failure to do so could lead to unexcused absences. Building passes must be obtained for all appointments and illnesses, when they result in leaving the building. The student is to return the building pass to the office upon arrival back at school.

Lunch periods are short and no visitors are permitted just for the lunch period. Students are not permitted to leave the campus during the lunchtime, and parental permission does not automatically permit a student to leave the campus during a lunch period.

If a student plans to leave school early, come late, or leave during the day on a regular basis, a request from the parent must be made to the school in writing. The faculty/administration and/or the Board of Regents will review the request. Generally a request will not be honored unless the planned absences are health related, educationally related, or financially related.

Re-admittance

When a student returns to school after her/his absence, she/he must obtain a readmittance slip at the school office. On this slip the student is to get the signature or initials of each teacher whose class she/he missed. The student then returns the slip to the office when it is completed.

Tardiness

A student's punctuality is a must for education to take place. Tardiness not only hinders the individual's education, but also shows a lack of consideration for the rest of the class and the teacher.

Ample time (three minutes) is given for a student to arrive in class on time. A sixty second warning tone is also given before the final tone. Students are to be in their assigned area when the last tone sounds. Students who enter after the final tone will be marked tardy. A tardy of more than 15 minutes will be recorded as a class absence.

How to Avoid Tardiness

If a teacher detains a student past the tone, the teacher will issue a pass to the student. When the student arrives at the next class, she/he gives the pass to the teacher. That teacher will turn the pass in at the end of the school day. The attendance officer will then excuse the tardiness. It is also wise to take books and materials for two subjects when a student has two consecutive classes that are some distance from her/his locker. If a stop in the rest room will take longer than the three minutes allowed between classes, first go to the next class and obtain a pass from the teacher of that class. ~~A student in the hall without a pass after the allotted time may be marked tardy.~~

Penalty for Tardiness

After every four unexcused tardies in a semester, the student will serve a detention hour. Students will serve detentions on the 4th and 8th ~~tardy in a given class~~ **tardies earned**. On the 12th, an In-School Suspension will be

served by the student. The tardy list will be posted daily. If a tardy is recorded incorrectly the student has three days to have it corrected. Correcting a tardy that may have been recorded incorrectly may be done in two ways:

1. By a written note from home if the tardy is upon arrival at school
2. By a written note from a teacher if the tardy is an in-school tardy

The note must be given to the Attendance Officer in three school days or the tardy will appear on the permanent record. Parents will receive written notices after the third tardy. Letters will then be sent for every fourth tardy. It is the student's responsibility to check the attendance listing to avoid any incorrectly recorded entries.

Four (4) first hour tardies, EVEN IF EXCUSED, will follow the preceding unexcused **tardy** policy. Weather related first hour tardies will not be included in this process.

Detentions for Attendance Issues

Students who disregard the attendance policies of Michigan Lutheran High School may very well spend time in a detention period. Detentions are served promptly at 3:20 p.m. until 4:05 p.m. on Tuesdays through Thursdays. A faculty member supervises the detention period. The time may be spent working on homework or reading. No talking or eating is allowed. Because detention is a serious disciplinary action, failure to appear, arriving late, or not following the rules may result in a doubling of the detention time or may lead to suspension. There is no excuse for missing a detention period during the allotted span of time. Work and other appointments are to be scheduled around the detention. Any inconvenience that a student may incur because of detention time to be served should be considered before the detention is earned.

Automobile Use

If a student drives to school, she/he is expected to complete a Motor Vehicle Use Permit. The student will be given a permit sticker to be attached to the lower left windshield (drivers side). The permit will cost five dollars and it is good for all the student's years at MLHS. If the individual student uses more than one vehicle, each car is listed on the form and permits are issued for them as well. Parking in the lot will be on a first-come basis. Do not park along the side of the building, in the driveways, in the faculty lot, or in the lots behind the school. Students may not drive any motor vehicle during regular school hours unless they have permission. Students must drive their vehicles in a safe manner at all times, no more than 15 mph on campus. Passengers should be safety belted inside the vehicle at all times. When arriving at or prior to departing from school, do not sit in cars or gather around them. Park straight in an orderly manner inside the yellow lines. Enter the building upon arrival and leave the premises upon dismissal. *Car stereos of students or those waiting to pick up students must be kept at a reasonable volume when on campus. Generally, this means that music cannot be heard from outside the automobile. Automobiles on campus are subject to search at the discretion of school administration either by school personnel or by the police.*

Parking Violations

1. For any vehicle without a sticker, on the first violation the student will be given a warning. This will remain a warning only if the student purchases the permit sticker within five school days (one week).
2. If the warning has not been addressed after five school days (one week), a five dollar fine will be imposed. Each week the fine remains unresolved, five dollars is added to it with a maximum fine of twenty dollars. All money collected will be placed into the parking lot maintenance and improvement fund.
3. Failure to comply with these regulations may result in suspension of driving privileges on campus.

III. School Day

Chapel

Devotional services are held each morning throughout the school year. Every student attends these services. Participation in this worship service is expected. *Christian Worship - A Lutheran Hymnal* will be provided for each student as they enter the chapel worship area. Students are to enter chapel in a quiet and orderly manner. While in chapel, each student is to sit quietly and attentively. Remember that chapel is a formal place of worship.

Emergency School Closing

When the weather is inclement it is the parents' decision whether or when to allow their students to leave for school. Because our students live throughout a large area of Southwest Michigan and Northern Indiana, but the majority reside within a radius of 12 miles, our policy is to close when a combination of Lakeshore, St. Joseph, or Benton Harbor schools close (due to weather). When it becomes necessary to delay opening or to cancel school or activities of the school, the announcement will be sent through the Honeywell Instant Alert system, for which each family has an account. Information about accessing this account will be sent early in the school year. Instant Alert allows students and parents to receive voicemails, emails, and text messages to numbers and email addresses of their choosing. Closings *may* be announced on local TV and radio stations, but Honeywell Instant Alert will be our primary means of communication. Please be sure to update and maintain your online account with this system to ensure that our contact information is accurate. Test messages may periodically be sent to test for system effectiveness.

You can also call the school office at 429-7861. After 6:45 A.M. the pre-recorded message will announce closings or delayed starts.

If the message you receive in any of the cases listed above says we are delaying school opening, please check again before leaving to see if the announcement has been changed.

As you know, the weather can vary drastically within a few miles. While it is important to have your student present as often as possible when school is open, it is more important that your student can make the trip in relative safety. If you do not feel that way, please call the school and state that your student will not be in school or that she/he will be coming in later. Remember to send a note excusing him/her when your student does return.

Fire / Weather / Lockdown Drills

Michigan state law determines the number of fire / weather / lockdown drills conducted. Follow carefully the instructions for an orderly exit. Once out of the building, move as far from the entrance as is necessary to allow all students to exit. Return quietly to class or study hall, when permission is given. Similar procedures are followed for bomb threats, though students will be led to the athletic fields rather than the parking lot. During severe weather drills, students are to proceed in an orderly fashion to the gymnasium but away from the windows. Michigan has also mandated two lock-down drills per year. Additional information is available in the school's crisis management plans.

Illness at School / Accident Reports / Medications

If a student becomes ill during the school day, she/he will report to the school office, where the student will be monitored until such time as he or she can return to class or receives permission to go home. Generally students will not be permitted to stay in the school office for more than one class period. After that time she/he will be expected to return to classes or make arrangements to go home. When returning to class from the school office, the student should obtain a re-admittance slip.

Should an accident / injury involving any student / visitor / or employee occur at school or during an off-campus school related activity, those who witnessed or were involved in the event must report it to the principal as soon as possible. An exception to this is that athletes who experience an injury will report it to their head coach, who will subsequently report it to the Athletic Director. The appropriate individual will then complete an Accident Report Form and submit it to the principal, who will file the report and take any appropriate action. (adopted by BoR 3/30/08)

State health regulations do not permit the administration of medication without the consent of the parent or guardian. Whenever possible, please administer medication at home, either before or after school. If medication is to be administered at school, written authorization from the parent/guardian is required before medication can be administered. This includes over-the-counter medications, aspirin, and ibuprofen. Non-prescription medication must be provided in the original labeled container. Prescription medication must be provided in the original prescription bottle with the pharmacy label. Prescribed controlled substances (eg. Ritalin) must be locked in the school office. Whenever practical, all prescription medication must be stored in the school office and administered under the guidance of school personnel, with the exception of those that must remain with the child (e.g. epipens, inhalers, diabetes kits). For the safety of all students, it is preferred that medication not be stored in student lockers or book bags. The school office daily records dosage/time of distribution on an MLHS medication form, a copy of which will be maintained in the student's health folder. The school will reasonably protect student confidentiality when storing, administering, or recording student medications. (approved by BoR 6/24/09)

Lunch

Lunch periods are short and no visitors are permitted just for the lunch period. Sack lunches as well as food and beverages from the kitchen are to be eaten in the lunchroom. After students have finished eating, they are to make sure that the tables and floor are clean, chairs are neatly placed at the table and all disposable materials are placed in the containers for waste materials. Students are responsible to clean up any spills or dropped food. Opened beverage containers are not to be kept in the school lockers.

Pass Slips

If a student needs permission to leave a classroom or study hall, she/he is to obtain a pass slip from the teacher she/he wishes to visit. As a general rule students will not be authorized to go to a part of the building where there is no teacher. Students will not be given permission to leave a class to go to lockers, the restrooms, the drinking fountains, or the secretary's office except for unusual or emergency situations. Students are to request passes only from *teachers*.

Study Hall

A Study Hall is an assigned class period and is an important part of a student's entire education. In other classes students are trained in various subjects. In study hall they are trained to use their time wisely for personal study. It is the student's responsibility to contribute to a quiet atmosphere suitable for serious study. For this reason she/he will be expected to be in her/his assigned seat when the bell rings. Students will not be allowed to talk without permission. In addition, they will not be allowed to use media players, electronic games (including games or messaging on calculators) or play cards during study hall. No food or drink is allowed. If students have completed their schoolwork, they may read books and periodicals. If they have obtained a pass to the library media center or computer lab from a classroom teacher, students may be allowed to go to that respective room. Permission from a supervising teacher in the library media center or computer lab will also be required.

Students are not allowed to leave to make phone calls or text during study halls. Students wishing to ~~type~~ use computers or perform special duties must arrive on time to study hall with a pass from the respective classroom teacher or staff person. **If a student wishes to take a make-up test or quiz from the test file in the school office, they must obtain a pass from their instructor to do so during a study hall.** If a student wishes to see a specific teacher for help, he/she must check the listed hours when teachers are available to see students. The

student must return with a pass signed by the teacher he/she went to visit. No more than two students should be allowed out into the hall at one time ~~on a general hall / locker pass~~. The teacher may use discretion on time in the hallway and repeat visits to the hall. Students are to seek passes only from teachers. Teachers will prepare a study hall seating chart.

Trips Off-campus for Co-curriculars / Field Trips

When taking trips with other MLHS students for athletic events, band performances and the like, remember that students are representing a Christian school and are being observed in all that they say and do. Follow closely any procedures set down by teachers, drivers, or chaperons. Students are to make the trips as pleasant as possible for teachers and chaperones, keeping in mind the great responsibility they have for student safety.

Field trips / off-campus events may be used to enhance course content (e.g. Rotary Club, journalism, course-related field trips, Physics Day, Economic Club, senior class trip, etc...). Any plans to travel with students off campus will be approved by the principal well in advance of the field trip date. A permission slip form clearly stating the details of the trip will be provided to parents, and will require a parent / legal guardian's signature before the student is allowed off campus. Students who will attend the field trip may, at the teacher's discretion, complete *Planned Absence* forms at least one day prior to the event. The student will be properly instructed and every other possible precaution will be exercised for the safety of the student. In the event of a medical emergency, parents give consent to the classroom teacher to make decisions concerning medical treatment. Every effort will be made to contact the parents first. The parent / legal guardian's signature releases the teacher, school, and MLHS Association of responsibility / liability should an unforeseen mishap occur. MLHS requires parent / guardian authorization even for students who are 18 or older. (approved by BoR 6/24/09)

Telephone Use, Media Players, Cellular Phones

Permission will be given to use the office phones only for calling home in connection with illness or for school business. Students using the office phones for school business must have written permission from a teacher.

The use of personal media players or game devices is limited to before and after school hours.

~~Cellular phones are prohibited in classrooms during the school day. may be used without teacher permission before and after school hours. If brought into the building, these items must be kept in "off" or "silent" settings at all times during the school day. Teachers will spell out how cell phones may be used in their classrooms in their syllabus at the beginning of the school year. Between classes, they may check their cell phones accordingly. Cell phone related tardies, however, will not be excused. Should any cell phone use need to occur during class time due to change of plans or emergency, students must get permission from a teacher, advisor, coach, or lunch room supervisor to make a call. All phone use must be supervised. Failure to comply with this policy will result in cell phones being confiscated.~~

Should a student have his / her cell phone or other electronic device confiscated, the following process will be followed, though the exact procedure will be determined at the discretion of the principal.

1. The phone / device will be delivered to the principal, who will meet with the student at the end of the school day to discuss school policies regarding phone use and to return the phone. ***The student will also serve a detention.***
2. The phone / device will be checked in daily with the principal and retrieved at the end of each day for a period that will be determined at the discretion of the principal.
3. The phone / device will remain with the principal until it is retrieved by the student's parent.

Cell phone possession is strictly prohibited in the locker rooms at all times during the school day and during co-curricular activities. The possession of any film, tape or digital recording or photographic device is strictly prohibited in the locker rooms at all times.

IV. School Property

If a student is responsible for intentionally or thoughtlessly destroying any school property, the student will also be held responsible for the cost of repairing or replacing such items. An Equipment-Textbook deposit fee of \$20.00 is required of each student. As part of the end-of-the-year checkout procedure, textbooks and lockers are inspected for any damage and the cost of such damage will be deducted from the deposit. The balance of the deposit will be refunded to the parents and any excess damage cost will be added to the student's financial account. School property includes textbooks, library books and periodicals, desks, science equipment, lockers, bathroom fixtures and stalls, and the like.

Asbestos Notice

In compliance with state and federal regulations, an inspection has been made at Michigan Lutheran High School. The building is free of asbestos except for the possibility of a small amount sealed into the tile on the floor that presents no danger to the occupants of the building. All pertinent documents are in the file of the school office.

Computer Use

Students are encouraged to make good use of the computer technology available at MLHS. Because of the delicate nature of computers and related equipment, all students are to exercise extreme care when using the computers, peripherals, and printers.

An instructor must supervise all computer use. Computers may be used during a study hall to work on an assignment if a pass has been secured in advance from the instructor of a specific class. Computers may also be used before school from 7:30 to 7:55 a.m. and after school until 3:30 p.m. The use of computers at other times must be arranged with an instructor.

No food or beverages are allowed near or around the computers. The computer printers are to be used for school assignments only and may not be used for personal projects without permission. Students may not bring in their own programs to run on the computers. The yearbook computer may be used only by specially designated students or the yearbook staff when working on yearbook projects. Students may not use computers for the playing of audio compact disks or DVD's.

All students must have a signed copy of the MLHS Computer Use Policy on file. Any abuse, misuse or failure to follow the above guidelines will result in a student forfeiting the privilege of using school computers.

Students are not to send or receive email, post or respond to messages on electronic bulletin boards or blogs, send or receive instant messages, or participate in chat rooms / social networking sites without the expressed consent and supervision of a staff member. (*approved BoR July 2006*)

Students who use electronic media to bully, threaten, intimidate, make sex-related comments, or injure the reputation of another will be held accountable under the *Christian Speech and Behavior* section of this handbook. Students will be held accountable whether this activity occurs on the school grounds, if a written or electronic copy of such is brought on campus, or whether the school becomes aware of such abuse that occurred off-campus. (*approved BoR July 2006*) This includes the posting of online messages, parodies, photos, and videos of school related events, faculty, or other students, including but not limited to sites such as Youtube, Myspace, Facebook, and other social networking sites. (adopted by BoR 7/30/08)

All students will have the opportunity to borrow a Chromebook through the MLHS technology program and Google Apps for Education. The use of technology to provide educational material is not an entitlement but a privilege. Students are given the opportunity to use these Chromebooks on a room-by-room and day-by-day basis. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

- Students borrowing an MLHS-owned device will sign them out and return them when finished.
- Students wanting to use a Chromebook in study hall must have a pass from a classroom teacher.
- Once you sign out a device, it is for your use only. Do not share that device with another student.
- Responsibility for damage done to a device lies with the person who was at fault. If a device is damaged, it is the responsibility of the student and his or her parent/guardian to arrange for repair or replacement. This includes damage done to someone else's device.
- Students are expected to plug in the Chromebook for charging so that it is ready for the next person's work without interruption.
- Students are allowed to modify the Chrome theme and the background and profile picture of their Chromebook as long as it is in good taste and God-pleasing.
- Students borrowing MLHS owned devices may install only free, school-related apps and may use those apps at appropriate times at school.
- Some features of the Chromebook will be limited by school staff as needed in order to provide the best and safest learning experience possible.
- Any activity on the Chromebook may be monitored in accordance to our technology acceptable use policy by school staff. This includes but is not limited to documents, messaging, and browsing history.

Gymnasium

Much time and effort is spent in maintaining the gymnasium floor. Street shoes and shoes causing scuff marks may not be worn during physical activity in the gymnasium. Use of the gym for an activity other than those scheduled must be cleared through the principal or person(s) designated by him. When walking through the gym, walk on the outside of the basketball court markings. The gym floor must be covered with the appropriate protective tarps for activities requiring street shoes, tables and chairs, and the like.

Lockers

A locker will be assigned to each student at the beginning of the school year for the storage of her/his books and clothing. Students are not permitted to share lockers or locker combinations due to security reasons. Locks are provided for safe keeping of personal effects. Keep the locker locked whenever the user is away from it. Should there be a problem with locking a particular locker, notify the office immediately so that it can be repaired. Since lockers are the property of the school, keep them neat and clean at all times and treat them accordingly. Lockers are subject to search by the administration at any time, as is anything a student stores within the locker (book bags, coat pockets, purses, etc).

When hanging a picture or poster in a locker, use masking tape. Questionable pictures or items which detract from the school's purpose will be removed. Opened beverage containers are not to be kept in the school lockers. No open beverages, empty cans, or food are to be stored in lockers overnight. Any damage to a student's locker will be assessed to the student beginning with the \$20.00 equipment / textbook damage deposit. Severe damage will be billed in addition to the damage deposit. Book bags, instrument cases, and other such items are not to be left on the hallway floor. If infractions are found, loss of locker privileges may result.

Lost and Found

If students lose anything, report it to the office. If students find something belonging to someone else, return it to the office. A custodian or teacher may remove any equipment, instruments, cases, or bags that are left in the hallways.

School Security

So that school records and testing materials may be kept secure, it is important that keys for the school building and rooms do not fall into the hands of unauthorized persons. Students found hiding or stealing a faculty member's keys, records, or instructional materials, may be suspended and recommended to the MLHS Board of Regents for expulsion.

All entrances to the school building will remain locked during the school day and after school until they must be opened for a scheduled co-curricular activity or other event. One entrance will be opened at 7:30 am and will remain unlocked until 8:00 am, at which time it will be secured. No door may remain propped open during the school day. Visitors will be admitted via electronic buzzer in the school office. The front entrance is monitored electronically. Only school faculty / staff is permitted to allow visitors entry to the building. All visitors must report immediately to the school office. Students or staff who encounter suspicious visitors should report them to the school office immediately. Coaches/activity directors need to inform students in their activity as to which door will be open for them to return to their practice/event and where to go when they return to school. (approved BoR July 2006)

Textbooks

Good care of textbooks is the responsibility of the student to whom they are assigned. There must be no marking or writing in textbooks except as directed by the teacher. Fines for misuse of books may be levied at year-end at the discretion of the teacher. Book covers considerably extend the life of the textbook and reduce the number of repairs. The use of book covers is encouraged.

Use of the Building Before and After School

The building will be opened at 7:30 a.m. At 3:25 p.m. the bell will ring announcing that all students who are waiting for rides home should move outside or between the glass doors. Those who are waiting for a ride and who have special permission granted from the assistant principal will be asked to move to room 106. At 3:30 p.m. the hall supervisor will lock the front doors and make sure that the hallways are clear. Please ring the front door bell when attempting to enter the building after 3:30 p.m. (see School Security)

Penalties for being out of room 106 after 3:30 p.m.:

- 1st – warning; if the student is an athlete, the coach will also be informed
- 2nd – student serves a detention and parent is notified in writing
- 3rd – student is not allowed to stay after school any longer

Coaches are responsible for their teams from 3:30 p.m. until “late” practices begin.

Ventilation, Heat, Lighting

The ventilation, heating, and lighting of the classroom are the responsibility of the teacher in charge. Students may not adjust the windows or shades, unless they have been told to do so by the teacher. Likewise, desks should not be moved without permission. Teachers are to turn off lights and close and lock classroom doors at the end of each class session, unless a class immediately follows.

Visitors

A student may bring a guest to MLHS for a day provided he/she has notified the principal at least one day in advance. Students should inform the visitor that he/she is subject to all ML school regulations, including dress guidelines, while visiting campus. Generally, visitors are not invited to attend school parties that are intended for the benefit and enjoyment of MLHS students.

Any visitor coming to school during school hours to see a student or faculty member is to check in at the school office and ask to have the individual paged. Lunch periods are short and no visitors are permitted just for the lunch period. After school, visitors are to check in at the office to obtain a building pass. The MLHS building

is designated as a Smoke Free Building and therefore all guests are asked to respect the policy and refrain from smoking in the school building.

Work Permits

Applications for student work permits are generally provided by the employer. Work permits are required from age 13 to 18 unless employed by parents. The law states that "A student minor shall not be employed more than a combined school-work week of 48 hours. Minors 16 and 17 may work until 10:30 p.m. during the school year, 11:30 p.m. during summer vacation." Bring your work permit to the school office for the principal's authorizing signature.

V. ACADEMIC INFORMATION

As Christians, we realize that our participation in any endeavor should not be for self-glory, but "Whatever you do, do it all for the glory of God": I Cor. 10:31. However, the Lord also encourages us to commend good in one another. Therefore, during the course of the year awards and recognition are given for scholastic, athletic, cheerleading, music, literary, and dramatic achievements.

In memory of Gustav Rogien, a special award is given each year to a student of Michigan Lutheran High School for qualities of leadership, service, and citizenship in the school, the local congregation, and the community. The students nominate those whom they feel are most worthy of the award, and the faculty chooses the winner from the nominees.

Academic Honors

Students who have a quarter grade point average of 3.25 – 3.74 will be listed on the Honor Roll. Students with a quarter grade point average of 3.75 or greater will be listed on the Special Honors list. A listing of both of those categories is published at the end of each marking period.

Academic letters will be awarded at the end of each school year.

There are two ways to earn this academic letter:

1. A Special Honors letter will be awarded if a student has Special Honors for all three of the first three quarters of the school year.
2. An Honors letter will be awarded if a student is on the Honor Roll or greater for all three of the first three quarters.

Example: Special Honors all three quarters = Special Honors letter

Special Honors + Special Honors + Honor Roll = Honors letter

Special Honors + Honor Roll + Honor Roll = Honors letter

Honor Roll all three quarters = Honors letter

Graduating seniors who have maintained at least a 3.25 grade point average through seven and one-half semesters will be awarded a gold cord to wear during the graduation ceremonies. In addition, seniors who have maintained a 3.75 grade point average or above will also be awarded a medallion for the graduation ceremonies. (adopted by BOR 6/29/05) Selection of valedictorian(s) and salutatorian(s) will be based on class rank and cumulative GPA, which will include the previous seven semesters and the third quarter of the senior year. Other variables such as participation, early college credit, and leadership may also factor into the selection of valedictorian and salutatorian. The faculty will have final determination in selecting these recipients.

Freshman Scheduling

Freshmen will learn the location of the classrooms and be advised of the daily class routine on their orientation day. Generally a freshman student will have a minimum of six-seven classes per day. Physical Education classes are divided into a boys' and a girls' section.

In addition to study time during the school day, the average freshman student should plan study time at home to prepare assignments, at least one to two hours per day. Parents should arrange for the student to have an area in the home that is quiet and free of interference such as music, TV, or telephone interruptions, so that the student can concentrate on the schoolwork tasks. Teachers may detain students after school for completion of work that has been unduly neglected, for special help, or for discipline reasons.

Academic Review and Disciplinary Procedures

After each academic quarter, the class advisors will review the student's academic progress. The class advisors will consider the ability, effort, individual education plan (IEP), and academic performance of each student. At any time, the MLHS faculty may also consider attitude problems and discipline issues that relate to an individual student. The following steps may be taken by the class advisors without direct action of the MLHS faculty:

1. Individual counseling with the student by the class advisor
2. A written note on the student's report card
3. Advisor consultation with the parents at a regular consultation time or by arranging a special consultation
4. Regular meeting(s) scheduled between the student and the academic advisor, based upon periodic grade check(s)

Recommendation for action by the MLHS faculty as a whole should be made in considering the following steps, at which time the full faculty may concur with the recommended action or change the level of action that is to be taken with the student:

5. Consideration of eligibility according to the eligibility standards of MLHS
6. Letter from the advisor to be written to the parents. A copy of the letter is to be placed in the student's file in the school office. Follow-up letters may also be written
7. A consultation between the student, parent(s), advisor, and the MLHS assistant principal is to be scheduled. A summary of the discussion in this consultation is to be placed in the student's file by the assistant principal.
8. Letter from the assistant principal to the parents including an invitation for further consultation. A letter will also be sent to the student's pastor at this time. Copies of these letters will be placed in the student's school file.
9. Parent, assistant principal, and advisor consultation to be scheduled at the earliest opportunity to inform the parents that the student will be suspended for three days. The student is responsible to make-up all classroom work assigned during the time of suspension. A summary of the consultation, written by the assistant principal, is to be placed in the student's file.
10. A letter written by the MLHS principal from the MLHS faculty is to be sent, asking that the parents withdraw the student.
11. Referral to the MLHS Board of Regents for the expulsion of the student.

Course Offerings

A complete listing of course offerings for various grade levels is found in the Registration Guide. Except for freshmen, it is possible for a student to register for courses not listed at his or her grade level, provided the daily class schedule permits this.

Normally a minimum of six (6) students must be registered for a class to make it possible for that class to be offered in the curriculum.

Curriculum and Graduation Requirements

In order to graduate from Michigan Lutheran High School, a student must have earned twenty-four academic credits. Students earn one credit for each course that meets for one class period each day of the week for the entire school year. Fractional credits may be earned in courses involving fewer class hours.

All students enrolled at MLHS are required to attend school on a full-time basis, taking six classes per semester as a minimum. Any exception to this condition must be approved by the Board Academic Committee.

The twenty-four credits required for graduation are as follows:

<u>Credits</u>	<u>Courses</u>
4.0	Religion
4.0	English
3.0	World History, U.S. History, Economics/Government
4.0	Algebra 1, Geometry, Algebra 2, & sr. year
3.0	Biology, Earth General Science, Physics or Chemistry
2.0	World Language
1.0	One full credit of visual / performing or applied arts / music (0.5 credits must be in a music course)
1.0	Physical Education
.5	Technology (Must include an online learning experience.)
<u>1.5</u>	Electives
24.0	Total required for graduation

Note: Requirements for graduation should not be confused with requirements for college. Many colleges desire two years of a foreign language on an applicant's transcript. In summary, the minimum requirements for graduation from MLHS should not be considered adequate for college entrance.

~~Note: The State of Michigan has adopted a set of graduation requirements, which first affected the graduating class of 2011. MLHS requirements meet and exceed Michigan's mandate. Beginning with the class of 2016, two years of language other than English will also be required.~~ In addition to the Michigan Merit Curriculum standards, MLHS requires four credits of religion. Coursework must also include an online learning experience, which all freshmen receive through the required Tech Use course that provides the Test Gear program as part of its curriculum.

~~Beginning with the freshman of 2008-09, the MLHS visual & performing arts requirement must include at least 0.5 credit of a music related course. The other 0.5 credit may be earned in drama, art, or other music courses. (adopted BoR 2/13/08)~~

* As per Senate Bill 981 Sec. 1278a, the fourth credit (senior year) of math may include applied math, accounting, business math, a retake of Algebra II, or a course in financial literacy, among others. A student may complete Algebra II over two years and may receive two of the required math credits. A pupil may also fully or partially fulfill the Algebra II requirement by completing an approved formal career or technical education program / curriculum in electronics, machining, construction, engineering, welding, or renewable energy as per published accepted guidelines for awarding such credit. *Students will be selected / approved for the two-year Algebra 2 coursework through instructor & parental communication / approval.*

Drop - Add

Should a change be necessary in a schedule, obtain the CLASS CHANGE FORM from your advisor. Do not stop going to the old class and start attending the new class until you have received an updated schedule from the office. Class changes must be applied for within a period of between five and ten school days that will be determined by the faculty and communicated to the student body at the beginning of each semester.

Driver Education and Summer School

MLHS does not offer driver education nor does it conduct summer school. Some public school districts offer driver education during the school year in late afternoon and during the summer. The MLHS student must meet the requirements of the school district in which they plan to take the driver's education class in order for the MLHS principal to sign the required form for the class. For those students with credit deficiencies, summer school course work / credit recovery is available in some area public schools. Information on registering for driver education and summer course work is usually made available to the MLHS office in May.

Grade Point Averages

Grade point averages are computed as follows: Each grade is assigned a point value. A: 4.0, A-: 3.67, B+: 3.33, B: 3.0, B-: 2.67, C+: 2.33, C: 2.0, C-: 1.67; D+: 1.33, D: 1.0, D-: 0.67, F: 0.0. These grade points are then multiplied by the class credit. This total is then divided by the total credits for that marking period. An additional .66 grade points will be added to any AP Course taken at MLHS or through an approved off-campus course that counts towards GPA.

Eligibility

Eligibility for participation in extra curricular activities will be based upon the student's quarter grades of the academic report.

Students must maintain a quarter Grade Point Average of 2.0 (C) to have the privilege of full eligibility for all extra curricular activities.

1. A quarter Grade Point Average of 1.67 (C-) to 1.99 will permit a student to participate in no more than one extra curricular activity.
2. A quarter Grade Point Average of 1.66 or lower will normally not permit a student to participate in any extra curricular activity.
3. Any student who receives a quarter or semester grade of 59% or lower (F) in any one class or who is unjustifiably incomplete at the end of a quarter, will be ineligible. (adopted by BOR 6/29/05)
4. Students with special needs, determined by the faculty, may receive limited eligibility.
5. The class advisors are responsible for evaluating each student's eligibility status.

Students who become ineligible after the first and/or third quarter will be notified by their advisor of their loss of eligibility after the faculty meeting in which grades are discussed. Students who become ineligible after the second quarter will be notified by their advisor of their loss of eligibility after the first faculty meeting after the second quarter. Students who become ineligible at the end of the school year (fourth quarter) will be ineligible starting on the first day of school in the fall. Students who are informed of their ineligibility will remain ineligible until the next marking period (may include mid-quarter reports). (Adopted by BOR 6/29/05)

An unjustifiable incomplete is an incomplete that is not excusable because of negligence on the part of the student to have an assignment, quiz, test, or report completed on time by the end of a quarter marking period, without a valid excuse.

A student may be declared ineligible at any time if he/she is working below his/her ability, regardless of what that ability may be. Some discipline procedures may also include ineligibility such as: removal from a class, consumption of alcohol or use of tobacco and illegal drugs.

While ineligible, a student may not participate in extracurricular activities such as: athletic teams, cheerleading, Jazz Band, Pep Band, Festival Singers, Student Council, Robotics, or other clubs; and class officers, or represent MLHS in such activities as skits and homecoming court. (Adopted by BOR 6/29/05)

Students may appeal their ineligibility in writing to their advisors. The faculty or, in special cases, the Administrative Council will handle all appeals. Appeals from students who have not appealed before and who

are in their first year at MLHS will be considered more favorably. All students have the right to appeal ineligibility, but such appeals after a student's first year will generally be denied.

Make-up Work

Students who are absent from class will be given two school days to make up work for each school day they have been absent. Tests and quizzes will be dated and put in the study hall test make up binder. Students are to make arrangements with the study hall supervisor to receive that make-up work and then return the completed work to the supervisor. Students who fail to make up work in the allotted time, will make up the work after school in a study hall proctored by the attendance officer. This study hall will take precedence over extra curricular activities. Failure to make up any missed assignments, tests, or quizzes, may result in a 10% reduction per day for the student's grade for each late assignment.

Keep Current Study Program

Keep Current is Michigan Lutheran High School's study program to provide guidance for keeping students on task. For some students keeping current with academic assignments presents more of a challenge than they are equipped to handle. For those students a structured approach will prove beneficial. Teachers also struggle with the problems of incomplete work, including work that was not completed satisfactorily, and may be exerting wasted energy in approaching the problem. The following **Keep Current model** attempts to effectively assist students in accepting the responsibility for their schoolwork until they are able to do so on their own.

The **Keep Current** model is listed below:

1. When a student fails to turn in an assignment or turns in unsatisfactory work, the instructor will fill out a **Keep Current** report and turn it in to the **Keep Current Coordinator**.
2. The student will have until the end of the following day to turn in the assignment **to the Keep Current Coordinator**.
3. If the student fails to turn in the incomplete/unsatisfactory work to the coordinator at the time set by the coordinator, the student will attend that day's Keep Current support session held from 3:15 until 4:00 P.M. The student will continue to attend the sessions each afternoon until the work is completed.
4. An unexcused absence or detention will be given to a student who fails to attend the Keep Current support sessions until the work is completed
5. After a student receives 5 Keep Current reports in a semester, a letter will be sent to the student's parents, and advisor. The student will also serve 1 detention.
6. After a student receives 9 reports in a semester, the KC Coordinator a second letter will be sent and another detention will be served.
7. After 12 reports, a meeting will be held with the student's advisor, the assistant principal and the parents. The student will also serve a third detention.
8. Up to a three day suspension, possibly served on campus, will be invoked after 15 reports.
9. If a student receives 18 reports in a semester, withdrawal from MLHS will be encouraged.

Non-traditional Classes

(approved BoR July 2006)

Categories of nontraditional classes:

1. Curricular: These are courses offered as part of our curriculum but online due to the fact that we do not have a teacher on staff to teach the class in a traditional setting. These courses are figured in the GPA, counted toward graduation and written on transcripts just as any traditional curricular class. Students sign up for them through our regular registration format. The mentor is the teacher running the class.
2. On campus, online: These classes are not part of our regular curriculum. When these classes take the place of on-site electives, the grades are figured into the GPA. The course is taken during a student's study hall time. The grades are figured into the GPA when taking place of an elective. The grades will be recorded on the transcript. The credits will count for graduation when it is taken in place of an elective. Students apply to the guidance department to get permission to register to take this type of

class. The guidance department will be the mentor to check on progress. If possible, a teacher with the appropriate content background will be enlisted to help when problems with content arise. This course may fulfill the necessary senior math, English, or science credit if applicable.

3. Off Campus, at another educational facility: These classes are not taken on our campus but are located at and under the jurisdiction of another local educational facility (dual enrollment, CTE). The grades are not entered into the GPA. The grades are not recorded on the transcripts. The credits may count for senior math elective or another elective not offered at MLHS. All other credits do not count for graduation. The student applies to the guidance department for acceptance to the program. The student may also have to apply to the program itself. There is no mentor since an off campus instructor is in charge of them. Any problems will be referred to the guidance department who will check in with the student on a periodic basis. This is generally open only to seniors unless a junior is in a two-year program.

General Guidelines for Acceptance into 2-3

1. For categories 2-3 above, students should be eligible. If ineligible, a probationary status may be granted.
2. The Guidance Department will examine the content and requirements for the course.
3. Students should apply by mid-May for semester one and by the end of November for semester two.
4. For category 3, students must request transcripts from the other educational facility. This is not MLHS's responsibility, as it is not our course.

General operating guidelines:

1. Full tuition is owed to MLHS regardless of the time on or off campus.
2. Any fees due for the Non-Traditional Course will be paid by the student.
3. The students enrolled in categories 2-3 above must still meet ML's requirements for graduation credits.
4. The students enrolled in on campus non-curricular classes must still meet ML's requirement of six classes. This class may count towards a student's full-time status of six classes if it used for elective credit towards graduation.
5. If the off-campus class is not meeting, the student may remain at ML only if special permission has been granted.
6. A student who returns during the school day from an off campus class will be expected to report to the office by a time determined by the guidance director at MLHS and then enter the appropriate study hall or class quietly as to not disrupt the environment. Failure to report to MLHS by this time will be handled under the MLHS attendance policy.
7. Students are expected to attend the senior class trip or make up the work from ML.
8. Penalty for dropped classes is dealt with on an individual basis.
 - a. The student picks up additional college courses to replace dropped ones.
 - b. He / she re-enrolls in afternoon classes at ML.
 - c. He / she withdraws from ML.
 - d. He / she appeals for an exception to the minimum requirements.
9. Evening classes do not warrant released or "compensatory time" during the school day at ML.

Dual Credit Courses

MLHS currently works through Concordia University Ann Arbor(CUAA) to offer college credit in an online format through their university. These are free to Michigan residents and are offered to juniors and seniors who meet the eligibility requirements set by CUAA (see guidance department for current eligibility). The Guidance Director will meet with the juniors and seniors to help them apply for these courses. They cannot take the place of an MLHS offered class, but they can count towards elective credit at MLHS. They will be listed on the MLHS transcript and will count towards a student's GPA. A 'C' or better will allow students to receive college credit, however a failure will force the student to pay for the course.

Probation

Probation is a period of testing to determine fitness for continued enrollment. Probation may be invoked at two different times:

1. When the student is working far below his academic ability, and other strategies have failed to motivate the student to better use of his God-given talents.
2. In some discipline situations.

A violation of probation includes:

- a. Removal from class to the office by a teacher.
- b. Academic performance that is not up to expectations.
- c. Any serious violation of the student handbook.
- d. In general, behavior and attitude that is not exemplary.

A violation of probation will result in the faculty considering a recommendation to the Board of Regents for expulsion from school.

Permanent Record

A permanent record of each students' scholastic work is kept in the school office. If a student should transfer to another school, a copy of her/his record or transcript will be mailed to that school **provided all fees have been paid**. When a student graduates from MLHS, she/he may request that a transcript be sent to the college of choice. The first transcript will be sent free of charge. There is a \$2.00 charge for each additional transcript. By resolution of the Board of Regents, **all fees and tuition must be paid before records or transcripts will be released, access to online grading programs is restored, or before a diploma will be issued to a graduating senior.**

Report Cards

The grading system used a Michigan Lutheran High School is: A = Excellent; B = Above Average; C = Average; D = Below Average; F = Failure; I = Incomplete; and Cr. = Credit. Interpreted to a percentage on a numerical grading scale these are as follows:

<u>PERCENT</u>	<u>GRADE</u>	<u>GRADE POINTS</u>
93-100	A	4.0
90-92	A-	3.67
87-89	B+	3.33
83-86	B	3.0
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.0
70-72	C-	1.67
67-69	D+	1.33
63-66	D	1.0
60-62	D-	0.67
BELOW 60	F	0.0
	I	INCOMPLETE Cr. CREDIT

Grades are recorded in the permanent file on a semester basis. In determining the final semester grade, each quarter average will be given 40% credit, and the final semester examination grade given 20%.

A report card is issued every nine weeks or four times a year. The quarter grades are progress reports while the first and second semester grades will be entered on each student's permanent record. Report cards will be

printed and in the hands of advisors 24 hours before the faculty meeting. In order to do this, grades must be in by the due date. If grades are not in by then, the faculty meeting will be moved. (*approved BoR July 2006*)

If a student has not completed his/her work in a given marking period, the student will be given an Incomplete (I). Failures (F's), once recorded on the permanent record, cannot be removed. Students can make these up (and the credit for them) by satisfactorily: (1) repeating the course; (2) completing a night school course; (3) completing a summer school course; or (4) completing a correspondence course. The student must receive approval from the MLHS principal for any of the latter three before registering for a course. Students may also receive credit for additional or makeup work in the event she/he has a failing or incomplete grade.

Please remember that by resolution of the Board of Regents, **all fees and tuition must be paid before records will be released, access to online grading programs is restored, or before a diploma will be issued to a graduating senior.**

Scholarships, Loans, Grants

There are several sources from which a student may obtain scholarships, loans, and/or grants for continuing education at a college or university. When considering institutional scholarships or grants, programs of self-help, loans, work-study programs, and certain federal programs, the student should always check at the college or in its catalog. Federal Government grants are available through the PELL Grants. The ML guidance counselor has more information on available scholarships.

Individual congregations have scholarship aid available for MLHS students. MLHS also has a Tuition Assistance Fund for students whose families can demonstrate a need. Tuition Assistance Fund applications are available on request from the school office. We hope to develop this program to the point where no WELS student is denied the opportunity for a Christian secondary education because of financial need. Please apply to your own congregation first.

Senior Commencement Speaker

Barring special circumstances, the senior commencement speaker will be the class valedictorian. If there are multiple valedictorians because of a tie in GPA's, more than one speaker may be allowed to give an address.

Service Projects

Students will participate in the following service projects during their years at MLHS. Students will likewise participate in fundraisers and other events designed to accumulate finances necessary for Junior-Senior Banquet and the senior class trip. The class advisors may require additional events. (added summer 2007)

<u>Grade</u>	<u>Service Project</u>	<u>Fund Raiser</u>
9	Prism Concert servers	Car wash
10	Project Christmas	Sophomore work days
11	Lighthouse Attic	Chili supper
12	LES service day	Spaghetti supper

Testing

Certain achievement, placement, and scholastic aptitude tests are either required or are available to Michigan Lutheran students. These include the following:

PSAT 8/9: This is administered to all Freshmen at MLHS. Freshmen take their test in the ~~fall~~ **spring** which will help ninth grade students to measure their classroom achievement and prepares them for college entrance tests. This test also has a career guidance component. Costs for this test are paid by student fees.

PSAT 10: This is administered to all Sophomores at MLHS which is administered in the spring. This test measures their classroom achievement and prepares them for college entrance tests. This test also has a career guidance component. Costs for this test are paid by student fees.

Preliminary Scholastic Aptitude Test / National Merit Scholarship Qualifying Test (PSAT/MMSQT): The test is given to juniors who register for it. It is designed to help students plan education beyond high school, to give students experience in taking a test for college entrance like the SAT or ACT, and to give students the opportunity to enter the scholarship competitions administered by the National Merit Scholarship Corporation. The test is administered in October and paid through student fees. The results are distributed in January.

The Scholastic Aptitude Test of the College Entrance Examinations Board (SAT): The SAT is very much like the PSAT/NMSQT given during the junior year. Most colleges in the east and some colleges in our area and the western part of the United States require it. Michigan has recently adopted this test for all juniors. Certain scholarship programs require the taking of this test by October of the senior year. The SAT is given at a local testing site, and the results are sent to the student, the high school, and the colleges chosen. Costs for this test are paid by student fees.

Testing for Credit Policy (adopted by BoR 2/13/08)

“Testing out” of a course is primarily designed to open opportunities for career technical education courses and college dual enrollment courses when students reach their senior year. Parents are advised that the rigor of a middle school course often does not correspond to the rigor and pace of a high school course.

Michigan Lutheran shall grant high school credit in any course required for graduation by the state of Michigan. Students who desire to test for credit must be enrolled in high school but not enrolled in the course. This student will demonstrate a reasonable level of mastery of the subject matter of the course by attaining a grade not less than a B- (minimum 80%) in a final exam and/or by exhibiting mastery through the basic assessment used in the course which may consist of a portfolio, performance, paper, project or presentation required of students in the class. Credit earned under this section shall be based on a “pass” grade and shall not be included in the computation of grade point average. For additional information on this policy, please refer to the MLHS Registration Guide.

VI. TUITION AND FEES

A listing of the current tuition and fees may be obtained from the school office.

All tuition and basic registration fees must remain paid-up in advance. Basic registration fees include: general fees, class dues & instructional materials, textbook rental, and equipment damage deposit. Each family must submit a payment schedule signed by the parent or guardian showing the payment option selected. Tuition and basic registration fees may be paid in full at the beginning of the school year; in two installments, in four installments, or in eleven installments during each month, July through May.

In addition to basic registration fees are special fees that include additional charges for certain classes, the cost for the sophomore and junior PLAN and PSAT tests, and sports transportation fees. These special fees are billed separately.

Students whose tuition and fees remain unpaid for more than two months may not continue their enrollment unless special arrangements have been made with the Finance Committee of the Board of Regents. Transcripts to other schools including prospective colleges, access to online grading programs, report cards, and signed diplomas will not be given unless all tuition and other fees have been paid.

VII. STUDENT GOVERNMENT

Student Government at MLHS has as its primary purpose the development of student responsibility and leadership from a Christian point of view. It serves to provide leadership and assistance in planning, promoting, and regulating worthwhile class and school activities. It also serves to assist each student to develop his own abilities, promote a good relationship between the student body and faculty, and promote the general welfare of the school.

Student government includes class officers and student council. Class officers consist of a president, vice-president, secretary, treasurer, and two student council representatives. Student Council membership includes elected officers (president, vice president, secretary, and treasurer) along with the four class presidents and the two Student Council representatives from each class. In addition, four members-at-large positions are also included in the council body. The election for all offices (except incoming freshmen) takes place in the spring, and those elected take office during the last weeks of the school year.

The Student Council acts as a liaison between students and faculty. The Council plans activities that may be promoted by the school as a whole. It may make recommendations on school problems that come within the scope of its jurisdiction. All Student Council activities are undertaken with the Faculty Advisor present.

VIII. EXTRA-CURRICULAR ACTIVITIES

The student, parent(s) or guardian(s) should clearly understand that selection for and/or continued participation in any school activity depends upon a respect for God's Word as taught in MLHS as well as respect for the authority of the Faculty and Staff of MLHS. Any demonstrated disrespect for God's Word or for a member of the faculty or staff as well as any demonstrated lifestyle or activity(ies), either at school or away from school, will be grounds for their suspension or expulsion from any and all school activities.

All leaders of extra-curricular activities must formulate a code of conduct that includes consequences determined in advance by the leader/advisor. Students agree to comply with this code by signing a document detailing rules and consequences.

Athletics

In the field of athletics for boys the Titans compete in soccer, JV football, basketball, and baseball. Presently the Titan girls have basketball, cheerleading, volleyball, soccer, and softball teams. Our entire athletic program is operated under the rules and regulations of the school coaching staff, as approved by the MLHS principal, the MLHS Board of Regents and in conformity with the rules of the Michigan High School Athletic Association.

Music

All students are encouraged to join the Choir, the Band, the Pep Band, other band ensembles, and the Festival Singers. Those who participate in these activities are expected not only to be faithful in attendance at each concert or other group commitments but practices as well. If a student cannot assume this responsibility, he/she should not consider joining the group. Detailed handbooks for the MLHS choral and band programs are available from the MLHS Music Director.