

Cheating/Plagiarism

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.

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 activity. 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 boys or girls at MLHS:

- sweatsuits or clothing designed as a "warm-up suit"
- hats, caps, headscarves, or other headgear worn during the school day
- clothing that is badly worn, has holes in it, allows underwear to show, or is cut-off
- imprinted clothing that has advertising or slogans for alcohol, bars, drugs, tobacco, or musical groups or has inappropriate wording or pictures
- spandex worn as outer garments
- wearing coats designed as "outerwear" during the school day without specific permission. (BoR 7/30/08)
- students & visitors are not to use "heelies" (shoes w/ roller stakes) on school grounds. (BoR 7/30/08)

The following are not permitted for boys 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)
- baggy or low riding pants
- dangling-style earrings. Stud and small hoop earrings are permitted

The following are not permitted for girls at MLHS:

- skirts, dresses, or tops that are too short or too tight
- see-through or sheer tops
- tank tops with less than a two inch shoulder
- half-shirts, halter tops, or bare midriffs or backs **Midriffs and backs must be covered at all times.**
- tops or dresses that are low-cut in front or back
- spaghetti straps may not be worn independently

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 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, 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.

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 some type of clothing but is not sure 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 assistant 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.