

Student Handbook 2019-2020



Lutheran North

School Theme:

Hebrews 12:2- "Eyes on Jesus"

...fixing our eyes on Jesus, the pioneer and perfecter of faith. For the joy set before him he endured the cross, scorning its shame, and sat down at the right hand of the throne of God..

TABLE OF CONTENTS

Mission Statement	5
School Song	5
Alma Mater	5
Statement of Philosophy	5
Background of Lutheran High North	6
Policy Regarding Enrollment	7
Financial Information / Tuition & Fees	7
Worship at Lutheran High North	7
LHSA Family Values Policy	7
Faculty & Staff	8
Christian Discipline	9-27
Philosophy	9
Responsibility of Those Involved	9
Communication	10
General Disciplinary Action	10
Student Searches	11
Levels of Discipline	11-13
Class Removal	11
Detention	11
Suspension	12
In School	12
Out of School	12
Indefinite	13
Probation	13
Administrative Withdrawal/Expulsion	13
Appeals	13
Specific Disciplinary Policies	13-24
Profanity	13
Weapons	13
Personal Protection Devices	14
Tobacco	14
Alcohol	14
On Campus	14
Off Campus	15
Drugs	15
On Campus	15
Off Campus	15
Drug Testing	16
Self Referral	16
Harassment Policy	17
Harassment Form	20
Pregnancy & Related Issues	21
PDA	22
Dress Code	22
Attendance Policy	23-27
Absence from School	24
Unexcused Absence and Tardies	24
Excused Absence	24
Pre-approved Absence	24

Skipping School	25
Total Student Absences	25
Study Hall (Seminar) Absences	26
Student Responsibility – Absences	26
Tardy Policy	26
Classroom Expectations	26
Eating in the Classroom	26
Pupil Personnel Services:	26-28
College & Career Information	26
Driver Education	27
Guidance	27
Structured Learning (Seminar)	27
Working Permit	27
General Information:	28-38
Athletics	28
Mobile Learning Devices (MLDs)	28
Books	28
Bulletin Boards & Announcements	28
Bus Transportation	28
Closing of School	28
Clubs & Sponsors	29
Communication:	30
Voicemail / PowerSchool	30
Daily Schedule	31
Drills: Fire / Tornado/Shelter in Place	31
Driving / Parking Lot	31
Eligibility	32
ID Card	33
Acceptable Usage Policy	33
Illness	36
Library/Media Center	36
Lockers	36
Lost & Found	37
NOAH Hours	37
Pick-up Procedures	37
Property of LHN	37
Records	38
Report Cards	38
Storm Alert	38
Student Council	38
Student Council Activities	38
Student Publications	38
Telephones	38
Visitor Policies	38
Academic Information	39-42
Add / Drop of Classes	39
Cheating	39
Explanation of Grades	39
Graduation Requirements	40
Grading Standards	41
National Honor Society	41

Semester Grading System	41
Weighted Grades	41
Transcripts	42
Typical Student Programs	42
Valediction/Salutatorian Selection	42

LUTHERAN HIGH SCHOOL NORTH

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Mission Statement:

*LEARNING FOR LIFE!
LEADING IN TRUTH!*

Mascot: MUSTANGS
Colors: Black and Gold

School Song:

We're the mighty Mustangs / You won't forget / That we've got the spirit /
And we've got the pep / You'll wait and want to see / The team of 2020 /
Never gives in / So fight to the finish team / We're out to win.

(Repeat)

Alma Mater:

Children of the heav'nly Father
Safely in his bosom gather;
Nestling bird nor star in heaven
Such a refuge e'er was given

Praise the Lord in joyful numbers;
Your Protector never slumbers.
At the will of your Defender
Every foe-man must surrender.

God His own doth tend and nourish
In His holy courts they flourish,
From all evil things He spares them,
In His mighty arms He bears them.

Though He giveth or He taketh,
God His children ne'er forsaketh,
His the loving purpose solely
To preserve them pure and holy.

PHILOSOPHY OF LUTHERAN HIGH NORTH

- A. "So then faith cometh by hearing and hearing by the Word of God." Romans 10: 17. Lutheran High School North is first, and foremost, a Christian school. We believe that God created the world and all in it. From this historical and spiritual fact derives our belief that we are His people, that our lives are not our own. We are His instruments dedicated to the extension of His kingdom. Lutheran North provides a framework whereby this belief may be taught and lived.
- B. "For God so loved the world that He gave His only begotten Son that whosoever believes in Him will have eternal life." John 3:16. This "gospel in a nutshell" gives life meaning and purpose. It gives Lutheran High School North its reason for existence. For the Christian member of the Lutheran North family, life is real and fulfilling only in the perspective of the perfect redemptive act of Christ Jesus. On the cross and in the empty tomb, man's destiny is perfectly reflected, and a life of love and service to God and to fellow man is generated.
- C. We believe that in order to provide a framework whereby the Holy Spirit might accomplish faith in our youth, Christ-centeredness must characterize and permeate all aspects of our program. The instructional content of our curriculum, as well as teacher-student relationships, must have Christ as the focal point in order to lead the student to a better understanding of his relationship to God and his fellow man.

- D. We believe that the Bible is God's Holy Revelation to man-- that it is His perfect and inerrant Word. We consider it to be the source and the norm for the life of the Christian. We want to instill in our students values that are derived from the Bible. Our efforts are directed to the establishment within each student of a meaningful relationship with God. Further, as a Christian educational institution, we desire to create and perpetuate a model of Christian living for a genuine Christian community. God's expectation that His children live purposefully and deal in love with one another permeates the philosophy and the life of Lutheran North.
- E. "Train up a child in the way he shall go, and when he is old, he will not stray from it ." Proverbs 22:6. Of paramount importance is that Lutheran North assist the task of home and church in nurturing the Christian faith of our students--a faith that will resist the materialistic values of the world. We do not view our school as a haven insulated from the world, but rather as an institution of Christian education, established by Lutheran congregations concerned with keeping faith with our youth during the high school years. We acknowledge that we are a school for sinners in need of God's saving grace through Christ Jesus.

BACKGROUND OF LUTHERAN HIGH NORTH

Lutheran North was established thirty years ago when the sainted Rev. August Klenke of Immanuel Lutheran Church, Waldenburg, led the way in organizing a group of congregations with the purpose of starting a new high school. Their purpose: to provide a balanced, Christ-centered education at the secondary level.

In September of 1972, the Detroit Metropolitan area's third Lutheran High School opened its doors to seventy-five ninth and tenth graders. Classes were held that year in temporary facilities at Gethsemane Lutheran Church on Auburn Road in Rochester.

In 1974 the current facility was dedicated, and in 1983, because of unprecedented enrollment pressure, the science, home economics and music wings were added. LHN maintains accreditation thru National Lutheran School's Accreditation services. During the 1986-87 academic year the U.S. Department of Education recognized Lutheran North as one of the finest in the country and named it a National Exemplary School.

In 1997, Lutheran High North received the Christus Award, which named LHN as one of the nation's top Lutheran high schools. Also, Lutheran High North completed a \$3 million building expansion and renovation plan. It added 9 new classrooms where the 4 portables once stood along with a second gymnasium.

For the past 20 years, multiple improvements on the facility have been made to keep the building current while meeting the needs of the staff and all areas of ministry. Each year, new technology is purchased for classrooms. The latest building project started in the spring of 2018 and will be completed in the spring of 2019. This project will include a remodeled cafeteria, the addition of 10 new classrooms, the repurposing of 3 existing classrooms, and a new atrium.

There is so very much for which to be thankful. LHN is blessed with a dedicated faculty that views their profession as being far more than a job - but rather a calling and command to bring up children in the nurture and admonition of the Lord. LHN is also blessed with twenty actively supportive congregations that extol the Word of God in all of its truth and purity, and finally, and most importantly, students that acknowledge Jesus Christ as their personal Lord and Savior.

POLICY REGARDING ENROLLMENT

The schools of the Lutheran High School Association of Greater Detroit exist to serve families holding membership in one of the Association churches. Association membership is not a prerequisite for enrollment, and other students who are in agreement with our educational setting, goals, and objectives will be welcomed and admitted as space permits.

The Lutheran High School Association of Greater Detroit admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the schools. The LHSA does not discriminate on the basis of race, color, national and ethnic origin in administration of their educational policies, scholarship and loan programs, and athletic and other school administered programs. Students must be living with parents or legal guardians while attending North.

FINANCIAL INFORMATION FOR 2019 - 2020

Registration Fee: Between \$150.00 (early registration) and \$350.00 (late registration). .

Tuition (the various levels correspond with church assessments):

Level I Tuition	\$5,520	Non Association	\$8,280
Level II Tuition	\$6,300	Level IV Tuition	\$7,500
Level III Tuition	\$6,960	Level V Tuition	\$8,280

OTHER FEES

Virtually all other costs are covered by tuition, including textbooks, workbooks, lab fees, locks, gym uniform, and school insurance. Yearbooks cost \$65. Parking permit stickers cost \$5 (\$1 for each additional) and must be purchased separately for each car being driven to LHN.

WORSHIP AT LUTHERAN HIGH NORTH

Gathering together before the altar of God, coming together in order to confess our sins, to sing praises, to rejoice in knowing that Jesus Christ lived, died and rose again for each and every one of us - this is the joy that comes from worshipping our God and King. Worship is more than a tradition at our school; it constitutes the very lifeblood of our fellowship, the force that binds us together and compels us to let our lights shine before men. Worship services are conducted every day but Wednesday. The worship services may vary in style and format, but each will contain the Word of God. Called and commissioned faculty and staff, Lutheran pastors, and guest speakers typically lead chapels. Students are invited to lead worship under the direction of a called and commissioned faculty member.

LHSA FAMILY VALUES POLICY

Lutheran doctrine and practice, as understood and taught in the Lutheran Church – Missouri Synod (LC-MS), pervade everything that is done at our Lutheran High School Association (LHSA) schools.

Christian instruction is not only carried out formally, but is integrated into the study of every subject. Students are immersed in a Christian atmosphere, surrounded by teachers, administrators, and school employees whose very presence is a testimonial to the Lutheran faith and way of life.

LC-MS doctrine and practice are derived from the Christian Scriptures, the Lutheran confessions, and the applicable resolutions of the LC-MS, along with documents published by the Commission on Theology and Church Relations of the LC-MS. The LC-MS is a creedal church, with definite beliefs on many points of Christian faith. For instance, the LC-MS affirms the sanctity of human life, including the life of an unborn child; the importance of a stable family life and of fidelity in marriage; and abstention from illegal drugs. The LCMS opposes a homosexual lifestyle including same-sex civil unions/marriage as well as cohabitation or sexual relations outside the marital relationship. These are only examples of the LC-MS’s positions on a number of contemporary social issues of conduct and morals. Students and/or family members may not, in a way that may affect the school, promote beliefs/behavior that are contrary to those of the LC-MS or otherwise weaken the LC-MS Christian atmosphere at the school. If a family member of a student or applicant for enrollment challenges LC-MS teachings at a LHSA school, the school may exercise its religious prejudice that could result in the expulsion, suspension, or refusal of enrollment of a student.

THE FACULTY AND STAFF 2019-2020

<u>Name</u>	<u>Responsibility</u>
Beens, Mrs. Alyssa	Mathematics
Brandt, Mr. John	Academic Dean/English
Brown, Mr. Jared	Band/Choir/Theology
Brown, Mr. Mark	Social Studies
Cory, Mrs. Patti	Principal's Secretary
Dumar, Mr. John	Science/Mathematics
Ebel, Mrs. Anne	Mathematics
Ebel, Mr. Will	Mathematics
Ellison, Mr. Rob	Science/Academic Seminar
Faszholz, Mr. Gary	Art/PE
Felten, Mr. Mark	Theology
Finkel, Mrs. Renee	Admissions
Gobelny, Mrs. Cheryl	Guidance Counselor
Grogan, Mrs. Michele	Spanish/History
Grotelueschen, Mr. Tim	Media Specialist
Gutenkunst, Mr. Gary	PE
Hannan, Mrs. Mary	Cafeteria
Hardies, Mr. Michael	Theology
Hardy, Mr. Timothy	Assistant Principal/Computers
Haupt, Miss Natalie	Social Studies
Horvath, Mr. Brian	Theology
Jagoda, Mrs. Pamela	PE/Health
Kearney, Mr. Mike	Maintenance
Klausmeier, Mr. Jake	Chemistry
Kleine, Miss Racheal	German
Kosmatka, Miss Amy	English
Knowles, Mrs. Rachel	Social Studies/English
Linnenbrink, Ms. Sandy	Cafeteria
Lupo, Mrs. Cheryl	Cafeteria
Maes, Mrs. Heather	Learning Coordinator
Mandziara, Mrs. Nicole	Science
Reincke, Mr. John	Principal
Rochlitz, Mr. David	Guidance Director
Schaidt, Miss Lauren	Spanish/Academic Seminar
Schlump, Mr. Alex	English/Mathematics
Schlump, Mrs. Alyssa	Attendance Secretary
Slagel, Mr. Steve	Business/ Family and Consumer Science
Stange, Miss Jessica	Athletic Director /PE
Tovella, Miss. Sarah	Athletic Director Family and Consumer Science
von der Lage, Mrs. Ruth	English/Yearbook
Wenzelburger, Mr. Garrett	Science
Weglarz, Mrs. Sandy	Cafeteria
Wesley, Mr. Ryan	English

CHRISTIAN DISCIPLINE

I. PHILOSOPHY

Lutheran High School is a Christian educational setting in which God seeks to accomplish His good and gracious will for students. We consider our high school to be a precious gift from God. As such, we deem it a privilege to teach and learn in an environment where His Word is the source and norm for all our policies and regulations.

As children of God we are, at the same time, both sinners and saints. Therefore, Lutheran High endeavors regularly to lead all students to recognize themselves as sinners, to repent, and to accept and trust Jesus Christ as their Savior. Living in the assurance of God's love, mercy, and forgiveness, students are encouraged by the power and leading of the Spirit to live Christian lives in accord with God's will for them. Lutheran High is a laboratory of learning and Christian growth. We trust in God's power to enable students and staff to live in the power of God's love in Jesus Christ. Students are expected to care for and value the building, the learning atmosphere of the school, and relationships with people.

It is understood that when a student enrolls at Lutheran High, he/she accepts and agrees to abide by the rules and standards that have been adopted both at school and in the community. Therefore, every effort should be made to live as Christian citizens both on and off campus.

II. RESPONSIBILITIES OF THOSE INVOLVED

Establishing and maintaining a disciplined environment at Lutheran High is a responsibility of students, parents, teachers, and administrators. The following sections describe the process and procedure when a behavior problem exists.

Student Responsibility

- Students are to show respect for all people in the school. This includes other students, teachers, administrators, cooks, custodians, secretaries, volunteers, parents, and visitors.
- Students are to respect property and materials. This includes school property and the care of their own possessions and the possessions of others.
- Students are to present a Christian witness of themselves and their school at all times, whether at school or in the community.

Teacher Responsibility

- Teachers are to show respect for students as part of God's creation. They are to be caring and understanding of the student's needs. Teachers are to serve as role models for students.
- Teachers must create a disciplined environment that is reasonable, fair and consistent.
- Teachers are expected to establish and maintain Christian discipline in the classroom, hallway, cafeteria, athletic field, and at school activities both on and off school grounds.

Parent Responsibility

- The responsibility of educating a student is two-fold: part belongs to the home and part belongs to the school. The teaching of responsibility and respect begins in the home. When a student enters school this process becomes a shared responsibility. Christian values should be reinforced both in the home and at school.

Administrative Responsibility

- The principal is responsible for serving as the spiritual leader of the school. This includes both law (rules) and gospel (forgiveness).
- The principal is responsible for establishing and maintaining a well-disciplined environment in the school. Responsibility may be delegated to others such as the assistant principal, athletic director, or guidance director.
- The principal and assistant principal establish supportive roles with the teachers in maintaining discipline. In dealing with behavioral problems they make recommendations for handling such and establish procedures for using resource people to resolve behavioral problems.

III. COMMUNICATION

In spite of all our expectations, students will misbehave sometimes deliberately, sometimes unintentionally. When a continued pattern of misbehavior occurs within a classroom, the teacher will contact the parent so they can cooperatively help the student to understand the problem and implement a plan for changing the behavior. If further assistance in diagnosing the problem and implementing a plan for behavioral change is needed, the assistant principal or principal would be consulted.

The school reserves the right to confront students, question and follow through with appropriate discipline. Follow up communication with the parents or guardians is always essential, but will in most cases come after the student has been confronted and disciplined. Parents always retain the right to appeal as per the appeals policy.

If a student or parent has a concern about discipline, he should first discuss it with the teacher involved. If the problem cannot be resolved in this way, the concern may be brought to the principal. Every attempt will be made to deal with the concern on the lowest possible level. However, should all efforts fail to resolve the situation; it may be appealed for consideration and final resolution.

Suspension or expulsion from school requires notification of a parent: immediately if the student is to leave the grounds before the end of the school day. prior to the enforcement of the discipline and within 24 hours of the announcement of the penalty in less serious situation.

IV. GENERAL DISCIPLINARY ACTION

When a student conspicuously or consistently violates a rule of Christian conduct at school or in the community, administrators and staff must confront and minister to that individual. The goal is to lead the student to a recognition of the behavior as sin against God, repentance, acceptance of God's forgiving love in Jesus Christ, and a demonstration of intent to live a Christian life with the help of God. When appropriate, the administration and staff will utilize the resources of the student's parents, pastor, and other individuals and/or agencies which may help achieve the goal of ministry. Within this context it may be appropriate that a student be deprived of school privileges, including attendance. Removal from school does not mean that students involved are not forgiven. Rather, it is intended to emphasize the seriousness of the offense for a Christian school setting and teach the student the consequences of the behavior in much the same way that a failing grade may be the consequence of poor preparation for an exam. In that way the student and the entire student body recognize the seriousness of sinful conduct. Our purpose is to value the Christian setting in which God seeks to accomplish His good and gracious will students.

The school reserves the right to question and confront students, to require a student to arrive early, to remain after school, to remove certain privileges, to suspend, or to ask a student to withdraw from school when school policies are violated. The school may notify the police regarding the conduct of alleged student behavior. Parents will be notified of the police involvement and allowed to be present for the police interrogation. Students who reach the age of 18 years while attending Lutheran High are subject to all the rules and regulations that apply to all students if they are to continue their education. Consistent failure to cooperate with the faculty or with school regulations may be the basis for asking a student to leave or result in denial of permission to return in the following term.

There are several school policies and rules which when violated could result in immediate suspension or complete expulsion from school. The student is expected to be a responsible citizen and representative of our Christian faith. The school reserves the right to discipline students, who violate school rules or community laws both on and off school grounds. The following list includes, but is not limited to examples of these policies.

- Possession or use of alcohol, tobacco, or illegal drugs.
- Immoral sexual conduct including pregnancy or fathering a child.
- A threat or use of physical violence.
- Possession or use of fireworks, explosives, or weapons.
- Reprehensible conduct tending to reflect serious discredit to the school.
- Vandalism and willful destruction of property.
- Stealing and dishonesty.
- Profanity - vulgarity.
- Sexual harassment and/or abuse/harassment of any kind.
- Defiance or total disrespect for authority.
- Truancy
- Dress Code Violation

V. STUDENT SEARCHES

The school reserves the right to conduct random searches of student's belongings, lockers, and vehicles for drugs, tobacco, narcotics, drug paraphernalia, alcohol, or weapons. In order to be proactive in maintaining a drug and alcohol free school, random searches may include a breathalyzer, or the use of trained drug detecting dogs. The use of this service is another *proactive* measure to achieve a safe and secure Christian environment. Specific searches may also be made on a student's person, property (including electronically stored data), locker, and vehicle if there is reasonable cause. An administrator and witness will conduct all searches.

VI. LEVELS OF DISCIPLINE

A. CLASS REMOVAL

When the teacher tells a student to leave the classroom and go the office, the student will spend the remainder of that class period in the office along with the following class period the next day. This will result in a 2% deduction per day (4% total) off the final quarter grade. The student will be allowed to make up any work that is missed without penalty if the work is turned in the day he / she returns to class. The teacher must follow up with the student's parent/guardian and explain why the student was removed from class.

B. DETENTION

Detentions are assigned to students for disciplinary problems or dress code violations. At detention #3 of a quarter, the Assistant Principal will meet with the student. At detention #4 of a quarter, the Assistant Principal will contact the home. At detention #5 of a quarter, in addition to serving the detention, an IN SCHOOL DAY SUSPENSION will also be assigned. Then, an additional IN SCHOOL DAY SUSPENSION will be given for

each detention succeeding (i.e. #6, #7, #8, etc.). At detention #10 of a quarter, a conference will take place with the parents and administration to discuss future enrollment at Lutheran High North.

Detentions are one hour in length and are served on Tuesday morning or Tuesday afternoon. A detention must be served within two Tuesdays of the date of the detention or additional detentions may be written. Each detention will cost the student \$5 and is due on the day that the detention is served. Students are required to be in dress code and are allowed to sit quietly and are allowed to study. There will be no talking, eating/drinking, communicating, etc. Students will not be allowed to make up tests or quizzes during this time.

C. SUSPENSIONS

Suspension or expulsion from school requires notification of a parent:

- Immediately if the student is to leave the grounds before the end of the school day.
- Prior to the discipline and as soon as possible after the announcement of the penalty in less serious situations.

1. SCHOOL DAY SUSPENSION – IN SCHOOL

At times, students must be removed from the school environment. A student who is given a school day suspension (IN SCHOOL) will be required to report to the Assistant Principal, not to regular classes. Each day out of class is considered unexcused and counts as one of their semester absences. All work missed on this day can be made up for full credit. It is the student's responsibility to get all of his/her assignments and turn them in on the day they return to regular classes. The student may be given some of the assignments and work for his/her classes while he/she is in the office, but should not assume that all assignments have been given to them. Tests and quizzes may also be made up while the student is in the office. All work is due the day the student returns to class – no extra time will be given. Suspended students may also receive a 2% deduction from their final quarter grade in each class that they miss each day that they are suspended (e.g. a 2% deduction would be $75\% - 2\% = 73\%$). Although the student will not be permitted a lunch break at the same time as other students, he/she will certainly be given time to eat. The student is not eligible to participate in or attend co-curricular activities until the day after the suspension ends. All dress code rules still apply during school day suspension days. Students may be required to work for the school on the day they are suspended.

2. SCHOOL DAY SUSPENSION – OUT OF SCHOOL

At times, students must be removed from the school environment totally. A student who is given a school day suspension (OUT OF SCHOOL) will not be permitted on school grounds until the day after the suspension ends. Each day out of class is considered unexcused and counts as one of their semester absences. All work missed on this day can be made up for full credit. It is the student's responsibility to get all of his/her assignments and turn them in on the day he/she returns to regular classes. All work is due the day the student returns to class – no extra time will be given. Suspended students may also receive a 2% deduction from their final quarter grade in each class that they miss each day that they are suspended (e.g. a 2% deduction would be $85\% - 2\% = 83\%$). The student is not eligible to participate in or attend co-curricular activities until the day after the suspension ends.

LHN Administration will determine whether a school day suspension is to be in school or out of school. Days missed due to suspension are considered unexcused absences, but will not be counted in the 15 days of maximum allowed absences if a grade deduction is assigned.
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3. INDEFINITE SUSPENSION PENDING FURTHER INVESTIGATION

All students involved in a serious incident will be suspended during the investigation without prejudice. School assignments may be completed at home and credit granted for makeup work, tests, etc. until a final determination has been made regarding discipline for the offending student or students. No school activities will be permitted during the period of indefinite suspension. The neutrality provided by this suspension protects all parties during the investigation.

D. PROBATION

The use of probationary or trial period is used to help a student improve his/her performance (academic or behavioral) by the added incentive of knowing that lack of improvement will bring about the removal of the privilege of attendance (expulsion). Typically, contracts are written and signed by the student, parents, and school administration so that everyone is clear about the nature of the probation and the consequences for breaking the contract.

E. ADMINISTRATIVE WITHDRAWAL/EXPULSION

It may be necessary to ask the student to withdraw from school. The final decision on expulsion rests with the principal with the approval of the superintendent. Removal from school does not mean that students involved are not forgiven. Rather, it is intended to emphasize the seriousness of the offense for a Christian school setting and teach the student the consequences of his/her behavior.

Students that are asked to withdraw, may upon the recommendation of the school principal to the superintendent, continue their academic studies through homebound studies using school approved distance learning courses. If monitored and approved by the school, transfer credit will be accepted upon completion of the courses. The family will pay all expenses for these courses. Lutheran High School tuition will not be paid when the student takes independent study classes and doesn't attend regular Lutheran High classes. All students are also asked to develop a theology paper with their pastor as a requirement for accepting theology credit. This theology project will not earn transcript credit.

F. APPEALS

Every attempt should be made to deal with the concern on the lowest possible level.

- Classroom Discipline - If a student or parent has a concern about discipline, it must first be discussed with the teacher involved. If the problem cannot be resolved in this way, the concern may be brought to the principal.
- School Discipline – The school principal is responsible for the determination of school discipline. If the parent believes that the principal has misapplied the school discipline policy, they may make a written appeal to the superintendent. The superintendent may make a judgment based upon the written appeal or request a meeting with the parent and school principal for further clarification. The decision of the superintendent is final.

VII. SPECIFIC DISCIPLINARY POLICIES

PROFANITY

Lutheran High is strongly opposed to the use of any inappropriate types of language. Any student who uses profanity of any kind can expect to receive a detention and/or be suspended from school. The type of suspension and the length of the suspension will be determined by the Principal.

WEAPONS

The act of having, using, or threatening to use any weapon or instrument capable of inflicting bodily injury is strictly prohibited. If it is determined that any student brought a dangerous weapon to school or possessed a

dangerous weapon at school or in a weapon-free school zone, that student may be expelled according to Michigan Law guidelines (P.A. 328 and the Gun Free Schools Act).

A dangerous weapon includes but is not limited to:

- Any firearm, including a starter gun or BB gun
- Any firearm muffler or firearm silencer
- Any explosives, bombs, or poisonous gas device
- Any dagger, dirk, stiletto knife, knives with a blade over 3 inches in length, pocket knife, a switchblade, iron bar, or brass knuckles
- Any instrument that is a “look-a-like” weapon or instrument (i.e. starter pistols, rubber knives, comb switchblades, souvenir or collectable weapons, toy guns, etc.)

A weapon free school zone means school property or property used to sponsor a school event or a vehicle used by a school to transport students to or from school property.

School offices are required to contact the parent or guardian and may contact the local police agency when a student is found in possession of any weapon. (MCL380.1313).

PERSONAL PROTECTION DEVICE/PROPELLANTS

The act of bringing any propellant such as mace or pepper sprays into the building, onto the school grounds, or at school related activities is strictly prohibited. These items can be hazardous to the welfare and safety of the students and employees.

TOBACCO USE/SMOKING/VAPING

The possession or use of cigars, cigarettes, smokeless tobacco, tobacco products, and/or e-cigarettes (all forms of “vaping”) is not permitted on school property (including cars), around the school vicinity (1/2 mile), or at school related activities (home and away). Students that are under the age of 18 may receive a possession ticket written by the Police or Sheriff’s Department. Students in violation may receive a three to ten day school day suspension. A second offense during the high school career could result in dismissal from school. Please refer to the drug policy if the smoking/vaping device contains THC or other illicit drugs. 8/2019

ALCOHOL

Students who are involved in illegal activities (e.g. drugs and/or alcohol) off campus could be subject to school discipline from suspension through expulsion for reprehensible conduct tending to reflect serious discredit to the school.

IT IS ILLEGAL TO SERVE DRUGS INCLUDING ALCOHOL TO MINORS. IT IS ALSO ILLEGAL TO ALLOW MINORS TO USE DRUGS IN THE HOME. Parents may be legally responsible for anything that may occur to a minor who has been served drugs or alcohol in their home (MCLA436.33; CLA50.28; MCLA333.7410).

1. ON CAMPUS

The possession, use, being under the influence of delivery, transfer, intent to sell, or sale of alcohol on the school’s property, around the school’s vicinity (1/2 mile), or while attending any school function (home or away) is expressly forbidden. Students in violation of this policy will be subject to the following discipline:

A. *First Offense:*

- A 3-10 day suspension.
- Up to a 2% deduction from the quarter grade for each day of suspension.
- A loss of up to 33% of Co-Curricular Activities, attendance at practices is still expected. If the percentage of loss assigned is not left in the season, the discipline will carry over into the next season or year that the student participates in.

- Counseling must follow guidelines set by the school.

B. *Second Offense:*

- during the high school career of the student could result in dismissal from school.

2. OFF CAMPUS

The possession, use, being under the influence of, delivery, or sale of alcohol off campus at any time (weekends, vacation, etc.) is illegal:

- Parents will be notified of their responsibility and liability for activities involving alcohol that becomes school knowledge.
- Recommended counseling and other proactive resources will be shared with the student and parents.
- The student and family may be reported to the appropriate law enforcement agency for possible action.
- Students will be subject to school discipline for written or verbal promotion or discussion of activities involving alcohol before or after the activities.
- Students could be subject to school discipline from suspension to possible expulsion for off campus illegal activities involving reprehensible conduct tending to reflect serious discredit to the school.
- A loss of up to 33% of Co-Curricular Activities, attendance at practices is still expected. If the percentage of loss assigned is not left in the season, the discipline will carry over into the next season or year in which that the student participates.

DRUGS

Students who are involved in illegal activities (e.g. drugs and/or alcohol) off campus could be subject to school discipline from suspension through expulsion for reprehensible conduct tending to reflect serious discredit to the school.

IT IS ILLEGAL TO SERVE DRUGS INCLUDING ALCOHOL TO MINORS. IT IS ALSO ILLEGAL TO ALLOW MINORS TO USE DRUGS IN THE HOME. Parents may be legally responsible for anything that may occur to a minor who has been served drugs or alcohol in their home (MCLA 436.33; MCLA 750.28; MCLA 333.7410).

1. ON CAMPUS

The possession, use, under the influence of, delivery, transfer, intent to sell, or sale of illicit drugs, narcotics in or on school property, around the school's vicinity (1/2 mile area), or while attending any school function (home or away) is expressly forbidden. Any student in violation of this policy will be removed from school and subject to disciplinary action from expulsion to withdrawal from school. The student can also expect to be reported to the appropriate law enforcement agency for possible action. Possession of drug paraphernalia on campus may also result in disciplinary action by the school from suspension to expulsion.

2. OFF CAMPUS

The possession, use, under the influence of, delivery, transfer, intent to sell, or sale of illicit drugs or narcotics off campus could also subject the student to school discipline. This discipline could include suspension through expulsion, according to general LHSAs guidelines.

DRUG TESTING

In those cases where there is a reasonable cause to suspect (including the possession of drug paraphernalia), but inconclusive evidence to prove the use of illicit drugs, medical testing may be requested by the school and must be completed within 24 hours of request. Failure to comply with this request will result in administrative withdrawal or expulsion from school. Testing costs are the school's responsibility unless illegal substances are identified. When illegal substances are identified, testing cost becomes a parental responsibility.

A medical lab approved by the LHSA will do testing for illegal substances. Testing methods may include hair analysis, urinalysis, and blood testing to the LHSA standard.

The parent/custodian will be expected to sign a release to have the test results sent to the school. The administration will notify the student and his/her custodial parent/guardian of the testing results. The student and his/her parent/guardian may submit any documented prescription, explanation, or information that will be considered in determining whether a "positive" test has been satisfactorily explained. In addition, the student or parent/guardian may appeal by requesting that the student be tested again with the original sample by an approved LHSA lab, within seven (7) days. The family will bear the cost of the retest.

SELF REFERRAL

Lutheran Schools have a responsibility to help students grow in their Christian faith and life with particular emphasis in life style choices. Our firm love philosophy of discipline is based on Law and Gospel - forgiveness and consequences with our goal of helping students make more appropriate choices and learning from their mistakes. Students and their family members are encouraged to contact the school administration for help with alcohol and other drug-related problems, with the assurance that such contacts will be handled sensitively and confidentially. Self-referral will be determined by the school administration. A student or parent/guardian who self-refers the student's involvement with illegal drugs, may request consideration to remain in school. If the student continues, the school administration will develop a contract with probationary terms for the remainder of the student's enrollment. This probation will be established by the school and will include random periodic drug testing at the parent's expense with LHSA approved labs and standards.

The school administration will also consider the following guidelines when determining the contract for continued enrollment:

- Up to a 10 day suspension.
- Homebound academic program with no loss of credit.
- Enrollment in a rehabilitation program and/or counseling approved by the school. The parents will authorize full disclosure of confidential records to the school.
- Any future drug abuse may result in an automatic expulsion with no academic credit given.
- No attendance or involvement in any co-curricular, curricular activities (including athletics, National Honor Society, student council, music performances, drama, etc.), or school functions for 30 - 90 calendar days. The student will become an academic school day participant only.

HARASSMENT

The Lutheran High School Association policy is committed to a learning and working environment that is free from harassment of any form. Harassment of any student or employee through conduct or communication by any other student or employee is prohibited. The Association will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and through manner.

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

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or gender. This would also include harassment using electronic means (social media, texting, email, cyber bullying, etc.)

Harassment includes, but it is not limited to any or all of the following:

1. **VERBAL HARASSMENT:**
Derogatory comments and jokes with intent harass; threatening or obscene words spoken to another person; written communication that is intimidating and/or inappropriate for student or adult in a Christian learning environment.
2. **PHYSICAL HARASSMENT:**
Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement.
3. **VISUAL HARASSMENT:**
Publicly displaying or making obscene gestures with the intent to harass; derogatory, demeaning or inflammatory posters, cartoons, written words or drawings.
4. **SEXUAL HARASSMENT:**
Includes unwelcome sexual nature, unwelcome touching, suggesting or demanding an inappropriate relationship or sexual involvement accompanied by implied or explicit threats concerning grades, job and the like.

Harassment occurs when an individual is subjected to treatment or a school environment when:

- Submission to such conduct is made either explicitly or implicitly a condition of educational advancement or when:
- Submission or rejection of such conduct by an individual is used as the basis for educational or employment decisions, or when:
- Such contact has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment, or educational environment.

It is the responsibility of the Lutheran High School Association to:

- Implement this policy through regular meetings with all administrators, ensuring that they understand the policy and its importance.
- Make all faculty, staff, students, and parents aware of this policy and the commitment of the schools towards its strict enforcement.
- Remain watchful for conditions that create or may lead to a hostile or offensive school environment.
- Establish practices designed to create a school environment free from discrimination, harassment, or intimidation.

It is the responsibility of the employee/student to:

- Conduct himself or herself in a manner which contributes to a positive Christian school environment;

- Avoid any activity that may be considered discriminatory, intimidating, or harassing;
- Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome.
- Report all incidents of discrimination or harassment to a school official.
- If informed he or she is perceived as engaging in discriminatory, intimidating, harassing, or unwelcome conduct, to discontinue that conduct immediately.

Reporting harassment and/or filing grievance will not reflect on the individual's status nor will it affect future employment, grades, or work assignments unless such charges are false and/or frivolous.

The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the Association's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

Complaint Procedures

1. Any faculty, staff, or non-staff coach, volunteer, or parent who alleges harassment by another staff member, faculty, non-staff coach, volunteer, or Board member may complain directly to his or her immediate supervisor, to their Principal and/or to the Superintendent.
2. Any student who alleges harassment by another student, faculty, staff member, non-staff coach, volunteer, Board member, or other school parent may complain directly to his or her guidance counselor, and/or Principal.
3. To initiate an investigation of harassment, a Harassment Report Form, signed by the complainant, shall be submitted to the Principal and/or Superintendent within five school days of the alleged incident. The Principal and/or Superintendent shall be responsible for notifying the person against whom the allegation of harassment is made and for ensuring that all points of view are represented in the investigation.
4. The person charged with the harassment complaint shall also have the right to submit a written statement detailing their response to the allegations. These written reports shall become a portion of the investigation process. Copies of the report and the response of the person charged shall be given to all parties in a timely fashion, normally within five school days.
5. The Principal shall immediately report the allegation to the Superintendent, and begin an investigation of all allegations. Appropriate remedial action shall be taken as deemed necessary. Within fifteen school days from the receipt of the complaint the Principal/Superintendent shall complete the investigation, make a determination and recommendation of remedial steps necessary to stop the harassing behavior if warranted. The Principal shall submit all investigation documentation, determinations, and recommendations in writing to the Superintendent for his approval prior to implementation. The Superintendent shall apprise the Board of Directors of all incidents of student harassment, investigation results, and action taken.
6. Once the investigation has been concluded by the Principal/Superintendent, the Principal/Superintendent shall meet with all parties; propose an appropriate solution and/or disciplinary action.
7. If the person reporting the allegation is not satisfied with the results of the investigation, he or she shall initiate a formal appeal as detailed in the LHSA Appeals Policy. If the person against whom the allegation of harassment is made does not accept the findings of the investigation and/or the action that results, he or she may initiate a formal appeal as detailed in the LHSA Appeals Policy.

Sanctions

A substantiated charge against a faculty member, staff member, non-staff coach, volunteer, parent, Board member, or student shall subject such person to disciplinary action which may include forfeiture of position, discharge or termination consistent with LHSA personnel policies, probation, suspension or expulsion of the student consistent with the LHSA policy, and/or other appropriate church or Synodical discipline and action.

HARASSMENT REPORT FORM

The Lutheran High School Association of Greater Detroit maintains a firm policy prohibiting all forms of discrimination. All persons are to be treated with respect and dignity. Harassment by any person – male or female, which creates an intimidating, hostile or offensive environment, will not be tolerated under any circumstances.

Student (or Adult) _____ School _____

Home address _____

Parent's Name _____

Home telephone _____ Parent work telephone _____

Date of alleged incident (s) _____

Name of the person you believe harassed you _____

List any witnesses that were present _____

Where did the incident (s) occur? _____

Describe the incident (s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands); what, if any, physical contact was involved; what did you do to avoid the situation, etc. (Attach additional pages if necessary.)

This complaint is filed based on my honest belief that _____
has harassed me. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief,

Student (or adult) signature _____ Date _____

Received by _____ Date _____

(1/2003)

PREGNANCY AND RELATED ISSUES

When a pregnancy occurs with a currently enrolled student, the following policy statements are offered for direction and understanding for all involved.

- Life is a gift from God beginning at conception, a miracle and a blessing from the Creator. *“For you created my inmost being; you knit me together in my mother's womb. I praise you because I am fearfully and wonderfully made; your works are wonderful, I know that full well.”* Psalm 139:13-14
- Our Christian schools have the responsibility to teach and practice values that are consistent with following God’s Word.
- Our Christian schools have the responsibility to correct and most importantly offer guidelines for all students through the proper application of Law and especially in these circumstances, the Gospel.
- Ultimately, our students must understand that there are consequences (often applied by those in authority) for actions. Yet in these situations, the child of God must be nurtured through the Gospel and overwhelmed with the sharing of forgiveness. Sharing forgiveness is vital so that the student(s) may rejoice in their faith and in the knowledge of Christ as their Savior.

The LHSA is totally committed to a “pro-life” anti-abortion philosophy and practice; however, such does not imply our programs are appropriate places for male students who father a child or female students who become pregnant. Neither is abortion considered acceptable or appropriate action to continue in a Lutheran high school program. Although it may be determined that the student(s) will be asked to continue their school enrollment in “at-home” status, or withdraw from school, the emphasis must remain on repentance and our firm belief in the forgiveness offered through Jesus Christ our Savior. Every effort will be made to enable completion of secondary academic work.

- A. When it has been established that a student is pregnant, has given birth to a child, aborted a child, or fathered a child out of wedlock, the LHSA must consider the following issues:
 1. A situation that is serious and one which drastically changes the normal lifestyle of the student(s) involved. (Social ramifications, a decision regarding what is to be done with the baby after birth, a decision regarding marriage, etc.) The Lutheran High School is not equipped for the social, psychological, or medical needs in these circumstances.
 2. The impression that the school condones or approves of the situation.
 3. The potential of embarrassment and other social and emotional harm for the student(s) involved.
 4. The encouragement of those involved to seek professional and spiritual counseling in order to resolve some of the many issues during this time.
- B. Based on the careful consideration of these issues, the administration will explore ways to help the student continue his or her education, receive a diploma, obtain professional and spiritual counseling, etc. Normally, the student(s) will not be allowed to attend school or school activities during the pregnancy. The administration will also work with outside resources such as the student’s pastor, local chapter of Lutherans for Life, and other resources.
- C. If a student(s) has been asked to withdraw, a written statement to the superintendent’s office requesting readmission will be carefully considered. This request should give the reasons for seeking readmission. If the request is approved the following conditions will apply:
 1. There must be a period of a least one semester after the date of birth before the student(s) may return.
 2. Professional and spiritual counseling would have taken place and be continued as necessary.

3. There is evidence that the student(s) could assume a normal student lifestyle without harm to the student, baby, and/or student body.

D. The LHSA is not an appropriate program for married students.

(6/2019)

PUBLIC DISPLAY OF AFFECTION

Any public display of affection on school property or at school functions is not in good taste and cannot be condoned. Young people who are dating may want to express their feelings for each other. The school, however, is an educational setting. It is not an appropriate place to share serious public displays of affection. Mutual expressions of fondness should be shared in appropriate ways. The public relationship of a boy and girl, especially at school, offers an excellent opportunity to demonstrate respect and concern for others. Students must use good judgment, avoid embarrassment to others, and are expected to create an atmosphere conducive for the practice of Christian values about sex, dating relationships, and love for others.

DRESS CODE

As a Christian community, our school encourages and expects proper speech, dress and manners. Our goal is to maintain an atmosphere conducive to serious educational pursuits. We desire that students dress modestly and neatly, and that they avoid extremes in dress and conduct that would tend to attract unfavorable attention to themselves or to the school. Parental cooperation is essential if our school is to maintain a quality educational environment.

Students who do not cooperate or comply run the risk of a dress code violation and school discipline that could result in removal from class and/or a detention. If there are any questions, please check with the Assistant Principal in advance as to the appropriateness of the article of clothing. Students are expected to be in dress code anytime they are on the school property.

Guidelines for Pants/Shorts/Skirts:

1. No yoga or exercise pants of any type will be allowed.
2. No flannel, nylon, leather, pajama, mesh, vinyl, blue denim, cut-off, faded, or sweat suit type pants or shorts will be allowed.
3. Modest-cut dress shorts may be worn all year. Shorts may be no shorter than 4" from the top of the knee.
4. Pants are to be worn at the waist at all times and are to fit properly.
5. Pants must have no rips, frays, or holes.
6. Female students may wear dresses, skirts, or split skirts that fit properly. They are to be no shorter than 4" above the knee (this also includes the top of a split in a dress or skirt).

Guidelines for Tops:

1. Students' outermost layer must be one of the following: Collared shirt (dress shirt or polo), sweater, or LHN approved outerwear (This includes ¼ zip pull overs, fleece, and track jackets with Lutheran North logos purchased from the Mustang Spiritwear Shop. School issued uniforms are not included).
2. All tops must be crew neck length or have a crew neck underneath.
3. Male students must have their shirts buttoned properly and tucked in at all times.
4. T-shirts, jerseys, tank tops are not permitted as outermost layers.
5. All tops are to be conservative and modest. They are not to be too tight or too short. Tops too short are those that when a student raises her hands, her midriff is exposed.
6. Clothing with advertisements, pictures, logos, emblems or print larger than a 3x5 notecard is not allowed. The exception to this rule is any Lutheran North logo or print.
7. Clothing generally worn outdoors (coats, jackets, hoods, camouflage) is not permitted.
8. No denim or denim looking material.
9. Female students' tops/dresses must have a sleeve of some kind.

Guidelines for Hair/Jewelry/Accessories:

1. No extreme hair color, styles, or designs. Hair color should be a God given shade.
2. Male students should style their hair so that it does not hang beyond the bottom of the student's ear, in the student's eye, or below the shirt collar. Sideburns may extend no lower than the bottom of the ear.
3. Male students must be clean-shaven at all times.
4. Students are not to wear fillers, hats, or sunglasses in the building.
5. Male students are not to wear earrings.
6. No visible tattoos or body piercings are permitted.
7. No chains or spikes are allowed.

Guidelines for Shoes:

1. Dress shoes, tennis shoes, or sandals that give a dressy appearance must be worn at all times. Any type of rubber, athletic, or beach sandal is not to be worn during the school day.

THE SCHOOL DRESS CODE IS IN EFFECT WHILE THE STUDENT IS ON CAMPUS. This includes both before the actual school day begins and after the school day ends. It is expected that the student be fully in dress code as soon as he/she enters North's property and remains in dress code until he/she leaves the property for the day.

Modesty is important and should be followed closely by all students attending Lutheran High North. Outfits that are too tight and / or too revealing are not to be worn. The latest fashion or fad may not fit the dress code. Any male or female clothing that gives a sloppy appearance is inappropriate. Anything that could be interpreted by the school staff as being in "poor taste" will not be allowed.

Some exceptions are made for co-curricular activities but must remain within the parameters of cleanliness, neatness, and modesty in dress.

EXCEPTIONS TO THE DAILY DRESS CODE

Jeans Days - Denim or denim look clothing (shirts, jeans, shorts, dresses, skirts, female outfits that include a jacket, etc.) may be worn on special designated days and to co-curricular events only. The "jeans" days are listed on the school calendar.

Spirit Fridays – Fridays allow students to wear any school approved Lutheran High North screened or embroidered T-shirt or sweatshirt. This can be worn with dress code pants, shorts, or skirts (for girls) only. The T-shirts may be un-tucked. Shirts worn under sweatshirts must be appropriate and in good taste. Sweatshirts should then remain on all day. If the student wishes to take the sweatshirt off at any time, he / she is to be in dress code for that day (i.e. an approved LHN T-shirt or any regular dress code top).

ENFORCEMENT FOR ALL DRESS CODE VIOLATIONS

Staff will use verbal warnings and detentions to enforce the dress code. Violators (or those in question) may also be sent to the office to see the Assistant Principal. Time out of class is unexcused, counts as one of the 14 allowed absences, and a 2% deduction from the final quarter grade in each class missed may also be given. Repeat offenders will receive additional school discipline such as a non-school day suspension.

ATTENDANCE POLICY

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

time. When students cooperate with the regulations for attendance, the school will be best able to fulfill its obligation to them. Any violation of the procedure will hold students subject to school discipline.

ABSENCE FROM SCHOOL

When a student is absent:

1. The parent or guardian must telephone the school office between 7:30 a.m. and 10 a.m. for each day missed by the student.
2. Upon returning to school following the absence, the student must report to the office and present a parent-written note, which gives the date(s) and specific reasons for the absence, early enough so that he/she will not be late to first hour. Normally, tardiness to first hour will not be excused. The office will give the student a blue attendance pass, which must be signed by each teacher of the classes missed. The last period teacher will turn the note in to the office.
3. If a note is not brought in the day following the absence, the student must still report to the office before school to get an attendance pass, and one additional day will be given to bring in a note. Failure to bring the note in the second day will result in a detention for each additional day the note is not brought in. The parent will be called each time a detention is written for attendance issues.

UNEXCUSED ABSENCES/TARDIES

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

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

Note: It is in a student’s best interest to be in class each and every day. Unexcused absences count as an absence for the semester attendance. Repeated unexcused absences may also result in a 1% – 2% deduction from the final quarter grade for each day that is unexcused. Parents and students are encouraged to communicate truthfully with the LHN office. Under most circumstances, LHN is very willing to work with the student and family.

EXCUSED ABSENCES

Students are excused for the following:

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

PRE-APPROVED ABSENCES

Students who miss classes because of family matters (a vacation, hunting trip, college visit, etc.) will be given a pre-approved absence. This means that, while the absence is considered excused, it is treated differently from those absences resulting from illness, etc. Students should plan to take tests/quizzes and turn in all homework either before the absence or on the day they return. No distinction is made between a pre-approved absence and a regular excused absence on the student’s permanent record. The absence(s) will count toward the student’s total number for the semester. The Assistant Principal must be notified of this type of absence at least 5 school days in advance in writing. This is to give both the student and teacher ample time to communicate what will

need to be done while gone from school. It is understood that the student assumes full responsibility for the work missed.

SKIPPING SCHOOL

Truancy (skipping school) is considered a serious offense.

- The student is considered unexcused the day that they are truant and will receive a 2% deduction from the classes missed that day.
- The student will also be given a two-day In-school day suspension.

This is also true for students who skip class and spend the class period in the restroom, locker room, or any place on campus without a staff member's knowledge or permission.

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

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

TOTAL STUDENT ABSENCES

When a student is absent from a class five (5) days in a given semester, the school will make a home contact and note the contact in the student's file.

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

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

- Parents may appeal the "F" grade within 10 school days if extraordinary circumstances are involved. The appeal is made through the Principal to the Superintendent and must be written with documentation provided to support the appeal. If the appeal is approved, the administration may allow the student to continue in the class or withdraw the student from the class, with no credit received.
- For continued participation in the class and academic credit, the parents may appeal through the Principal to the Superintendent with written/documented medical verification of a major medical condition; i.e. extended hospitalization, mononucleosis, chickenpox, etc. If approved, these documented medical absences will be reduced from the student's total absences.
- Days missed due to suspension will not be counted in the 15 day maximum if a grade deduction is assigned for each day of suspension given.
- A student is considered absent if he/she missed more than fifteen (15) minutes in any period (whether that 15 minutes is at the beginning, middle, or end of the period).
- The first ten (10) days missed due to tuition hold out will not be counted in the 15 day total.
- A limited number of approved school activities such as music concerts, choir tour, National Honor Society service events, early athletic contests, and appointments with school administrators or counselors are not considered absences as determined by the Principal. If approved, these documented school related absences will be reduced from the student's total absences.

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

SEMINAR ABSENCES

Attendance in study hall is important and required exactly as in regular classes. On the fifteenth day of absence from a given study hall class, the student will be given a 2-day in school suspension. Exceptions to this would only be due to documented medical reasons. Any other exceptions must be approved ahead of time by the Principal and Assistant Principal.

STUDENT RESPONSIBILITY CONCERNING ABSENCES

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

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

TARDY POLICY

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

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

In order to create a consistent school climate among the faculty and students, the school wide tardy policy is as follows:

STUDENTS MUST BE IN THEIR ASSIGNED SEATS WHEN THE TARDY BELL STOPS RINGING.

Excessive tardiness is considered a serious violation of school policy. Students will be told when they reach 4 tardies in a quarter. At tardy #5 of a quarter, a DETENTION will be written. At #7, the student will be told again. At tardy #8 of a quarter, an IN-SCHOOL SUSPENSION will be assigned.

An additional In-school suspension will be added for every three tardies received for the remainder of the quarter. (e.g. one day of In school suspension will be assigned at tardy #11, #14, #17, etc).

CLASSROOM EXPECTATIONS

EATING IN THE CLASSROOM

Students are not to eat or drink while in classrooms. The exception to this rule may be water. Teachers have the freedom to develop policy for water in their classrooms.

PUPIL PERSONNEL SERVICES

COLLEGE AND CAREER INFORMATION

Information about careers and further educational opportunities is available from the counselors. In addition, the library has college catalogues, directories, and career information available for student use. Counselors are ready and eager to help in many ways. Students should not hesitate to make an appointment or stop in when

they need help. Finally, students should use the Career Cruising software on the North website under the Media Center tab. The username is Lutherannorth (one word) and the password is Mustangs.

DRIVER EDUCATION

Premier Driving Academy several times per year will offer classes at the high school. Contact the office for details. You can email them at PremierDriving09@aol.com or visit their webpage at www.premierdriving.com.

GUIDANCE

As students plan for future schooling and/or an occupation, they will need the assistance of the Guidance Department. Here students will also find assistance for any other school-related problems as well. All juniors will participate in a weeklong career-planning seminar.

To make an appointment with a counselor, simply stop by his or her office. The student will receive a slip excusing him/her from class for the time of the appointment. The student should show this to his/her teacher. Occasionally students may find a note on their locker asking them to come to the office. Students should respond promptly to such requests unless taking a test during that hour.

The Lutheran North testing program is used to help measure individual students' strengths and also measure our total curriculum strengths and areas of needed improvement. In our assessment program 9th, 10th, and 11th grade students are given a national standardized exam which has national standard norms to measure results. The Lutheran North Curriculum standards are based on the ACT College Readiness Standards which is why we use ACT based tests in the 9th and 10th grade. We also recommend taking the ACT test for college admissions.

9th Grade:

The S.T.S. High School Placement test is given to incoming 9th graders in January of their 8th grade school year. Scores are used to help students/families plan course selections and decisions. During the first year of high school, 9th graders will take the ACT Explore test on testing day.

10th Grade:

On testing day, 10th graders are given the ACT PLAN test. Both the Explore and PLAN tests are ACT prep tests that help students improve their ACT test skills.

11th Grade:

Our 11th grade students take one or two exams. We give a practice ACT test to all 11th graders. Some 11th graders also choose to take the PSAT test at their own expense.

12th Grade:

Seniors are encouraged to take the ACT College Entrance Test and some students may take the SAT College Entrance Test. Most colleges will accept either test score for admission, in the state of Michigan some colleges use SAT for competitive scholarships.

Advanced Placement (AP) exams are given to any student who would like to take those exams and pay the exam fee. We have seven AP courses; those students are encouraged to take the AP exam for that course

STRUCTURED LEARNING (SEMINAR)

The Structured Learning Class is available to assist students in the organization and completion of curriculum course work. Course pre-requisites may include, but are not limited to, placement tests, previous academic record, professional recommendation, and Lutheran High School administrative approval. A student who is currently registered with Recordings for the Blind and Dyslexic and provides information to the coordinator, may request the coordinator's assistance in ordering of recorded textbooks.

WORKING PERMIT

Necessary forms for working papers are available in the office and are signed by LHN personnel after the employer and student have filled out their respective sections. All students who have regular employment are

required to have working papers. Every student who has a job should check with a counselor so that class work and time spent on the job might be balanced.

GENERAL INFORMATION

ATHLETICS

Lutheran North is a member of the Catholic High School League Conference.

Lutheran North's athletic program presently includes nine sports for boys. They are: football, cross-country, track, basketball, ice hockey, wrestling, baseball, soccer and golf. Lutheran North's athletic program for girls presently includes seven interscholastic sports. They are: cross-country, basketball, volleyball, softball, track, soccer, and golf. Please see the LHN Athletic Handbook for more detail about the athletic program.

Some guidelines for Mustang fans:

- Neat jeans may be worn for athletic events.
- Remember that the student spectator represents his/her school, as does the athlete.
- Never degrade a player from our team, opponents, or officials.
- Consider all athletic opponents as guests and treat them with all the courtesy, respect, and dignity due friends and visitors.

MOBILE LEARNING DEVICES (MLD)

Mobile learning devices include but are not limited to cell phones, laptops, tablets, and notebook computers. Each teacher will determine the acceptable status and usage of MLDs in his/her classroom. MLDs will be kept in silent mode at all times during the day. MLDs should not be used during chapel. Listening devices (earbuds/headphones) shall not be used during the school day. Teachers have the prerogative to require students to store phones in a general area while conducting class.

Students may carry or use MLDs outside of the traditional school day (e.g. co-curricular events).

BOOKS

Students should provide covers for their textbooks. If a student does not return a textbook in the same condition it was checked out, he/she must pay the cost of repairing or replacing it. Fines will be charged at the end of each class for all books that are damaged. Fines will be determined by the school wide textbook damage policy, which will be shared with students by their teachers.

BULLETIN BOARDS AND ANNOUNCEMENTS

The daily bulletin is the means of publicizing school activities and information from the office. Most special announcements will be made prior to chapel. Permission to post information on bulletin boards should be obtained from the Principal. Coaches and advisors will publicize times, etc., on designated boards.

BUS TRANSPORTATION

Students who live in Utica Community Schools District receive free bussing to and from Lutheran North. Non-residents may not ride. Visitors who live in the district may ride with a regular bus rider if they have signed permission slips of both parents and the Assistant Principal or Principal of Lutheran North. All bus riders must display respect for the bus driver, other passengers, and the bus. Violators will be subject to school discipline and loss of riding privileges.

CLOSING OF SCHOOL

If it becomes necessary to close school because of severe weather or another emergency, announcements will be posted various webpages: ClickOnDetroit (WDIV), Fox2Detroit, WXYZ.com, Detroit.cbslocal.com., WWJTV, WJR.com/school-closings. Watch for Macomb – Lutheran HS North. It should not be assumed that Lutheran

North will close just because your local public school is closed. Because many of our students drive from such a long distance, if parents feel it is not safe for their son/daughter to drive, they may keep them home. This type of absence will be excused the following day by bringing a note into the school office.

CLUBS AND SPONSORS

Badminton	Mr. Wesley
Chess Club	Mr. Horvath
Community	Mr. Ellison
Craft Club	Ms. Kleine
Example	Mr. Brandt
HOSA	Mrs. Mandziara
Math Club	Mrs. Beens
National Honor Society	Mr. Hardies
Ski Club	(LHN parent)
Student Council	Miss Haupt, Mrs. Beens
International Foods Club	Ms. Kleine

COMMUNICATION: VOICE MAIL/POWERSCHOOL

When a student is absent from school, he/she should obtain missing assignments through class communication provided by the teacher (for example: Office 365, Schoology, Moodle, PowerSchool, etc.). LHN is equipped with voicemail for all faculty and staff. If you wish to leave a teacher a message, call the school office at 586.781.9151 and then enter the teacher's extension.

TEACHER/STAFF	EXT.
Beens, Mrs. Alyssa	125
Brandt, Mr. John	214
Brown, Mr. Jared	167
Brown, Mr. Mark	112
Cory, Mrs. Patti	100
Dumar, Mr. John	136
Ebel, Mrs. Anne	124
Ebel, Mr. Will	127
Ellison, Mr. Rob	130
Faszholz, Mr. Gary	121
Felten, Mr. Mark	123
Finkel, Mrs. Renee	157
Gobelny, Mrs. Cheryl	154
Grogan, Mrs. Michele	111
Grotelueschen, Mr. Tim	161
Gutenkunst, Mr. Gary	145
Hannan, Mrs. Mary	163
Hardies, Mr. Michael	103
Hardy, Mr. Timothy	151
Haupt, Miss Natalie	114
Horvath, Mr. Brian	101
Jagoda, Mrs. Pamela	144
Kearney, Mr. Mike	164
Klausmeier, Mr. Jake	134
Kleine, Miss Racheal	109
Knowles, Mrs. Rachel	113
Kosmatka, Miss Amy	211
Maes, Mrs. Heather	156
Mandziara, Mrs. Nicole	132
Reincke, Mr. John	150
Rochlitz, Mr. David	153
Schaidt, Miss Lauren	110
Schlump, Mr. Alex	213
Schlump, Mrs. Alyssa	155
Slagel, Mr. Steve	105
Stange, Miss Jessica	152
Tovella, Miss Sarah	140
von der Lage, Mrs. Ruth	210
Wenzelburger, Mr. Garrett	133
Wesley, Mr. Ryan	212

DAILY SCHEDULE

School begins promptly at 7:55am (M,T,Th,F), 8:15am (W), and ends at 3:10pm (M-Th) or 2:30pm (F) for all students. Students not remaining for school-sponsored activities are requested to leave the building by 4:00pm. Students waiting for rides are strongly discouraged from leaving campus.

DRILLS: FIRE/TORNADO/SHELTER IN PLACE

Fire, Shelter in Place/ Lock-down, and Tornado drills are serious business and are conducted for the prevention of injury. Therefore, it is necessary that all students comply with the regulations.

- Check the exit sign and procedure information posted in each room.
- When the alarm rings, all talking ceases.
- Leave the room in silence, walking rapidly (NO RUNNING).
- When leaving the building for a fire alarm, move outside, away from the building and across the fire lane. Emergency equipment must have access to the building.
- Everyone must leave the building when the fire alarm is sounded or must go to the designated safety area when a tornado alarm is sounded.
- Remain in your designated area until the "all clear" (3 successive rings) bell has sounded and then return immediately to your classroom.
- For Shelter in Place drills, follow the procedure as directed by your teacher. An authority/administrator will end the drill room by room.

DRIVING / PARKING LOT

Driving to school is considered a privilege. Since many students want this privilege, both driving and parking regulations must be followed. Since these regulations are for the welfare of all, nonconformists will not be allowed to drive to school. Speed limit within the parking lot is 5 m.p.h. Inappropriate driving habits such as speeding and squealing tires on and off school grounds will not be tolerated. Certain parking spots are reserved for students. Students are not to park in any prohibited parking spot (handicap, fire lane, visitor-parking spots, behind the school beyond the east bridge or behind the school by the football field). Tickets, fines, or other disciplinary action may occur if rules are not followed.

Traffic should enter the school's property through the east gates and exit the school's property through the west gates.

Students are not allowed in the parking lot at any time during the school day unless permission and a pass have been obtained from the office. Being in or near any car is considered the same as leaving school grounds.

All motor vehicles must be registered with the Assistant Principal and must display the current year Lutheran North Parking Sticker. **THIS INCLUDES VEHICLES THAT ARE "JUST DRIVEN FOR ONE DAY."** All cars should be registered with the office. Cost of each sticker throughout the school year is ONLY \$5 (\$1 for each additional). When cars that are not registered are found on the day the lot is checked, the driver of the car will receive a \$5 fine. Subsequent violations will result in non school day suspensions. The school reserves the right to tow a car if it is not properly registered with the school office. It should be understood that the Assistant Principal does not necessarily check the lot each and every day. The easiest thing to do is to register each car at the beginning of the school year.

Students wishing to ride bicycles to school are required to make special parking arrangements with the Assistant Principal. Motorcycles are not normally permitted.

ELIGIBILITY

Student grades will be checked every 2 weeks. The only exception to this rule will be at the beginning of a semester where we will wait for the first 4 weeks for the first check. Grades will be checked the Monday of each 2-week period to determine the student's eligibility. Students must maintain a quarter GPA of 1.667 or better, and may not have 2 F's in the current quarter.

There is a "ladder" of eligibility that students may move up and down. The levels include a) eligible, b) probation and c) ineligible. Students will only move up or down the "ladder" one level at a time.

Students that maintain the eligibility standard of a minimum quarter GPA of 1.667 and have fewer than 2 F's will remain eligible.

After the Monday check, those students that were initially deemed eligible and no longer meet the minimum standard will be moved to the probationary level. The school administrator in writing will notify the parents, coaches, and directors of the student that day. While a student is on probationary status, he or she will still be permitted to practice and participate in contests. Probationary status is a warning to students, parents, and coaches that a student is not meeting the standard.

A student in probationary status has the next 2-week period to get his/her grades to the eligibility standard. If the student's grades during the next 2-week period meet the standard, the student will move back to eligible level. If the student's grades do not meet the standard after the 2-week period, the student will be ineligible for the next 2-week period. The student will be notified that Monday verbally. The parents will receive a phone call. The coaches/directors will be notified in writing.

While a student is ineligible, he or she may not be involved in any extra-curricular activities, including but not limited to practices, performances, contests, try-outs, etc. An ineligible student's grades will be checked after 2 weeks. If the grades meet the eligibility requirements the student will move back to the probationary level. If the grades do not meet the eligibility standard, the student will remain ineligible until the grades are checked again. Ineligible students will attend a mandatory study hall after school for 1 hour every day, during the period for which they are ineligible. After their study hall they are to join their group or team, they may not participate.

Any movement on the eligibility scale from eligible to probationary status, or from probationary status to eligible will be communicated to the student, parents, coaches/directors, and teachers in writing. Any movement from probationary status to ineligible, or ineligible to probationary status, will be communicated to the student and parent verbally, and to the coaches/directors and teachers in writing.

This policy will have no effect on summer activities. Students are eligible for summer camps, open gyms, weight lifting, etc. regardless of their eligibility status at the end of the school year.

The status that a student is in, eligible, or probationary, will carry over from the end of one school year to the beginning of the next. Students who are ineligible because they have more than one F in either the fourth quarter or the second semester, who make up course work approved by the guidance department for those F's, and pass that course work, verified by the guidance department, will be placed on probationary status for the following fall. All course work will be approved and verified by the guidance department before the student is placed on probationary status. Students who are ineligible because they have a second semester GPA, or a fourth quarter GPA lower than 1.67 may be placed on probationary status with approval of the principal.

The principal reserves the right to deem any student eligible or ineligible at any time, and set up any contract determining alternative eligibility requirements.

All students who participate in the sports program must meet the requirements of the Michigan High School Athletic Association as well as any other eligibility requirements of Lutheran High School North as listed in the Athletic Handbook.

ID CARD

Early in the year students will receive a student identification card. Students should carry it with them at all times. It will be necessary for students to show this card when attending school functions. Never loan the ID card to another person.

ACCEPTABLE USAGE POLICY

All students using LHN computers, Mobile Learning Devices (MLD's) and the Internet agree to abide by the following policy:

A. PURPOSE

1. LHN computers are available for academic use (relevant to the classes which the student is taking) consistent with the mission and philosophy of Lutheran High School North – to help students grow in the use, understanding, and appreciation of technology and to enhance information gathering skills.
2. They are not for any illegal, commercial, for profit, or any other purposes that violate the mission and philosophy of Lutheran North.

B. TRAINING

Each student desiring to use a school workstation must undergo a brief training session and demonstrate proficiency in the log-in process.

C. ACCOUNTS

1. Each student has a log-in account for access to the school's computer hardware, software and various online resources.
2. The account is only for the use of authorized users at the school. Attempts to access the school account through any other means or from any other site is prohibited.

D. NETWORK

During classroom instruction time, students will have teacher permission to navigate the Internet.

E. ETIQUETTE

1. A user will log-out when finished using public computers or MLD's.
2. All student users shall abide by the proper social and Christian conventions in both outgoing and incoming communications. Sending or receiving messages in any way offensive, profane, obscene,
3. Vulgar, harassing, or discriminatory is prohibited. Hate mail, mass messages, spamming, or the like are prohibited.

F. PASSWORDS

Passwords are not to be shared. No one may log on to school computer networks or to the Internet via any password other than his or her own.

G. GAMES

Loading or playing unauthorized electronic games on the school's computers is prohibited.

H. SITE RESTIRCTIONS

Students will not access materials that may violate the moral standards, ethical beliefs, or educational aims of the school. This restriction includes but is not limited to:

- Textual materials - profane, obscene, pornographic, racist, violent, or inappropriate text.

- Graphic material - pornographic, offensive, or otherwise inappropriate pictures.
- Audio material - sounds (or lyrics) offensive to Christian ethics and morality.

I. COPYRIGHT

All information (textual and graphic and audio) accessible through the Internet shall be assumed to be copyrighted. Sources must be cited when material is used in part and permission must be sought and granted when material is reproduced in full. Copyright standards must comply with the copyright laws of the United States of America and/or the State of Michigan.

J. SAVING, DOWNLOADING & PRINTING

A student should only save data in a designated location established for them. Every student may be required to have permission to download, to save, and/or print. Students will need to pay for printouts when directed to do so. Student files saved in network directories may be deleted periodically by the network administrator.

K. COPIES & COPYING

School computers are not to be used by students to copy program or data files from disk to disk without authorization. The school does not lend to students its copies of program software of any of their related disks. The school does not accept illegal copies of program software or any of their related disks.

L. PRIVACY

The student's right to privacy in the school setting is not absolute. Students must expect that their computer use, files, and activity will be monitored and that the information which they create, send, receive, view, download, or store shall be subject to inspection. Student users are expected to respect the privacy of other computer users and their personal files. Student users should not reveal their actual personal home addresses or home telephone numbers while on line.

M. VIRUS CHECKING & VIRUSES

Students who wish to use personal disks on school computers must ask the permission of the school staff. The school staff has the right to scan all disks for possible viruses. Computer users also need to be aware that viruses can come into the school's computers via the Internet or via user's disks and then can be transferred to student's personal disks. The school assumes no liability in making transfer of data available to computer users. All users take data from school computers to their personal computer systems at their own risks.

N. PRIORITY OF USE

Students who have specific academic and curricular research needs have priority over students whose educational needs or wants are general or personal. Students who have exhausted other school library sources have priority over students who are using the Internet as a first stop in their research. Students who have no Internet access at their home have priority of use of the school's electronic networking over students who have outside-of-school access to the Internet. Time limits on the use of the Internet by a particular student may be established when others are waiting. Classes have priority over individuals.

O. FINANCIAL OBLIGATIONS

Students may need to pay for printouts; in addition, unauthorized financial obligations resulting from any inappropriate use of the Internet are the direct responsibility of the student or the student's parent. Damages to the computer hardware or software will likewise result in charges being assessed the student or the student's parent for both parts and labor.

P. LIABILITY

The student and the parent/guardian release Lutheran High School North and the Lutheran High School Association of Greater Detroit from any and all liability of any nature arising from the use of or the inability to use the computer resources at the school.

Q. MISUSE

1. Misuse shall include but not be limited to the following:
2. Attempting to bypass security systems, blocking and/or filtering software and hardware.
3. Opening or viewing restricted or private files.
4. Logging on as an administrator or as another student.
5. Changing system settings, altering system files or disrupting system performance.
6. Altering/damaging/attempting to alter or damage computer hardware or software.
7. Engaging in unauthorized or inappropriate use of the school's computer resources.
8. Ignoring instructions or directions of school staff or administration.
9. Abusing or damaging or theft of computer hardware or software.
10. Copying software programs, or installing software programs without approval.
11. Accessing, viewing, or modifying files belonging to other users without permission.
12. Violating copyright restrictions.
13. Actively or passively introducing a virus on any school computer.

R. MOBILE LEARNING DEVICES (MLD's)

The following policy seeks to address the presence of MLD's (i.e., cell phones, smart phones, tablet PC's, laptop computers) in Lutheran North's educational setting.

1. Lutheran North will not be held liable for any damage that may occur as a result of connecting to a LHN Wireless Network or any electrical power source.
2. LHN will not be held responsible for any physical damage, loss or theft of a student-owned mobile learning device (i.e., cell phones, tablet PC's, laptop computers, smart phones).
3. Student use of personally-owned mobile learning devices (MLD's) in the classroom setting will be at the discretion of the classroom teacher. Student use of MLDs shall not include the use of headphones or earbuds while in lunch or while transitioning from class to class. Listening devices (earbuds/headphones) shall not be used during the school day.
4. Illegal, destructive, harmful or any other inappropriate activities - including, but not limited to, harassment of any kind as laid out in the LHN harassment policy, computer hacking, cyber-bullying, accessing offensive/obscene materials, engaging in illegal activities - are strictly prohibited as set forth in LHN computer Acceptable Use Policy.
5. The parents and/or guardians of any student bringing personal technology to school agree to be responsible for and to reimburse Lutheran North for any damage that their student may cause arising out of and relating to the use of a LHN wireless network with his/her personally-owned MLD.
6. The text and voice features of MLD's will be utilized in a student's curriculum. The cost for these features is the sole responsibility of the student and/or guardian. Lutheran North will not be responsible for any cost incurred from the use of MLD's in LHN curriculum or on the LHN campus.
7. Data packages (i.e., Internet access) are not required nor are they encouraged by LHN for use on student-owned MLD's. Should parents/guardians choose to purchase data packages for their student's MLD or any other electronic device that accesses data outside the confines of LHN's secure and filtered network, then it is the sole responsibility of the parent to provide the filters by which the available Internet access is screened.

8. Inappropriate use of MLDs is strictly prohibited. Inappropriate use includes, but is not limited to, cheating, taking unauthorized or inappropriate pictures or videos for non-educational purposes and/or in violation of LHN's harassment or acceptable use policy, using any MLD to engage in activities contrary to LHN's harassment or acceptable use policies and/or any activities that violate or call into question the mission statement of Lutheran North. Consequences include, but are not limited to, detentions, removal of the phone for a period of time, conference with a parent/guardian, removal of privileges, suspension, and removal of the student from Lutheran North.

ILLNESS

Students who become ill during the day should report to the school office. Do not use texting or a cell phone to contact home if you are ill. The office will contact parents when a student is seriously ill. A student's medical record is very important during an emergency. Keep the school office informed of any new information that would be helpful in case of an accident. Lack of this information can cause serious delay in an emergency.

LIBRARY MEDIA CENTER

The library media program supports the Christian and academic instruction and goals of the Lutheran North community. Students may use the library throughout the day as well as approximately 45 minutes before and after school. Exact times are located on the library webpage at http://www.lhsa.com/lhn/media_center.htm. During the school day, students are admitted to the library by presenting to the library staff a properly signed pass from a classroom teacher. Upon arrival, students are required to sign the library log. Ordinarily, students will remain in the library the entire hour. If students are instructed to return to study hall or class before the hour ends, students must receive permission from the library teacher to leave the media center, then sign out and go directly to their classroom.

All library materials and equipment are the property of the school. Students are to use them with care and consideration. Reference books and current issues of magazines may be used in the library only, not checked out. Overdue book fines are 10 cents per day. The library must be considered a place where students may research, study, check out books, read, etc. When using computers, students must abide by the school's Internet usage policy as outlined in the student handbook and posted in the media center. The computers are available for academic use (relevant to the classes the student is taking) consistent with the mission and philosophy of Lutheran High School North. This excludes accessing restricted sites, playing games, watching and listening to nonacademic videos and music, etc. Thus, the library is first and foremost a work and study area. Student behavior should always reflect this. Students will be excluded from the library if their conduct is inappropriate. To safeguard the resources and equipment, students are not to eat or drink in the media center. For a more conducive study environment, seating is limited to four students per table, two when tutoring.

Access to the library card catalog and many excellent electronic resources is available on the Lutheran North library webpage at http://www.lhsa.com/lhn/media_center.htm. The resources include electronic and print books, encyclopedias, magazines, and newspapers, databases and websites. Sometimes a password is required; "mustangs" will be used whenever possible. All passwords will be listed in library pamphlets and on secure school websites. Regarding questions about the library webpage, please call the library or send an email to LHNlibrary@lhsa.com.

LOCKERS

A locker is assigned to each student. Prior to the school year, each student will fill out a locker profile form. This will be kept on file with the Assistant Principal. Since no one else has any business in another student's locker, a student should not give another person his/her combination. Students are expected to keep their lockers (inside and out) neat, clean, and orderly--and locked. Stickers are not permitted on the interior or exterior of the locker. It is the student's responsibility to take care of his/her locker throughout the school year. If students wish to decorate the interior of their lockers, such decorations must not be contrary to the philosophy of the school. During the year, the administration may make several checks of lockers. A student will be warned if his/her

locker is not presentable and given a period of time to clean it. Important messages are left only at a student's assigned locker. Do not switch lockers with another student!

At the end of the year during the last week of school, each student must **CHECK OUT OF HIS/HER LOCKER PROPERLY**. This means that each locker will be thoroughly checked before final exam grades will be released. Each locker must be completely empty and cleaned out. Trash and other items must be properly disposed of in a trashcan or dumpster. Locker fines will be assessed for any damage inside or outside of the student's locker, or for the locker not being empty, clean, and free of all pictures, decorations, or trash. Final exam grades will not be released until all fines are paid to the Assistant Principal. It is necessary to keep both gym and hall lockers locked at all times.

NOTE: It should not be assumed that because Lutheran High North is a Christian school that things would not be stolen. Students should keep valuable personal belongings locked in more secure places than school lockers. Lockers should be kept locked at all times to avoid problems. If lockers are not working properly, see the office immediately so that arrangements can be made to fix the locker. Never bring more money than what is needed for lunch to school.

LOST AND FOUND

The lost and found area is located in the media center. A student should check several times if an item has been lost. Someone may turn it in, even after several days. Better still, a student should take care of his books and personal possessions. Books may be claimed in the office; personal items will not be kept indefinitely.

NOAH HOURS (VOLUNTEER SERVICE REQUIREMENT)

LHSA policy requires 20 hours of service per year from each student. The hours of service will be community, church or school hours; no payment can be received; no credit given toward any type of reward/award/object/trip or similar.

Requirements:

1. Students are required to have 20 hours of service each school year.
2. Seniors must have 20 hours for each year in attendance. Student Service hours must be completed and turned in prior to commencement for the student to receive their diploma at the commencement service. Students will not receive their diploma until this requirement has been met.
3. The 20 hours may be any combination of hours from church, community, or school related projects.
4. Service Hours for church and community must have proper verification.
5. Hours given for school related projects must have the approval of the principal prior to the event.

(4/2011)

PICK-UP PROCEDURES OF STUDENTS WAITING FOR RIDES

Parents are responsible for picking up their children within thirty minutes of the announced time that a school sponsored co-curricular event is scheduled to end.

PROPERTY

The purchase, maintenance and replacement of school property are expensive. It is to everyone's benefit to take good care of all school property. A school in good repair encourages a higher morale, and hence, a more successful learning community. In cases where abuse can be attributed to specific students, restitution will be required.

RECORDS

Under the provision of Section 513 of Public Law 93280, parents of students under age 18 and students 18 years of age and older have the right to inspect (within 45 days after a request) any and all official records, files and data directly related to the student. The school has the obligation to withhold the data from all except a few specified recipients unless there is written permission releasing the information. The purpose of this law is the protection and benefit of the student.

REPORT CARDS

Report cards are issued at the end of each nine-week quarter. All semester report cards will be mailed. Please allow five days for report card mailings. Grades are posted continuously on PowerSchool and should be updated by the teacher at least every other week. Each student and parent will be given a username and password. Parent/teacher conferences will be held once during each semester. Additional parent teacher conferences may be arranged through the Guidance Office or through individual teachers at any time.

STORM ALERT

In case of a storm, students will follow directions as given over the P.A. for safety and protection.

STUDENT COUNCIL

The Student Council is an organization of elected students to assist in planning and carrying out social and co-curricular activities of the school. Principal and faculty approval must be given to qualify for office. A detailed Student Council Constitution governs Student Council and all Student Council activities. Elections for freshmen offices are held in the fall. Elections for all other classes are held in May prior to the upcoming school year.

STUDENT COUNCIL ACTIVITIES

Normally dances and social affairs on school property are held from 7:00pm to 9:30pm. Dances may require better dress than the “normal” school dress code.

Those attending school social functions and dances should plan to be present for the entire time as announced. No one will be allowed to enter a dance after 8:00pm without parental permission. Students are not permitted to leave before 9:00pm unless the parents call or write LHN in advance. Once a student leaves the building during an activity, he/she is not permitted to enter the building again and must leave the school grounds.

See also PICK UP PROCEDURES OF STUDENTS WAITING FOR RIDES.

STUDENT PUBLICATIONS

YEARBOOK – the Yearbook class produces the Equus.

TELEPHONES

Students are allowed to call their parents from the school office phones with permission.

VISITOR POLICY

A student who wishes to bring a visitor to school must receive permission at least one day in advance from the Assistant Principal. Normally permission will only be granted if the visitor is interested in attending Lutheran North in the future as an LHN student. Parents of the visitor must first make contact with the Principal or Guidance Director about their interest in enrollment before the Assistant Principal grants permission. Visitors are expected to conduct themselves according to the regulations of Lutheran High School North. Parents are always welcome! Guests will be given a Visitors Tag to wear during their stay with us.

ACADEMIC INFORMATION

The following section is intended to serve the student by presenting information pertaining to the planning of individual programs. Students will find information on graduation requirements, rules affecting student class loads, suggestions for course selection, and a listing of courses offered at Lutheran North.

Planning one's high school program properly requires that one consider his/her abilities, talents, interests, and goals. Planning for one's vocation and career requires an understanding of the many varied possible preparations from which one has to choose. Such planning should be a joint effort on the part of the student, parents, and counselors.

ADD/DROP (STUDENT CLASS SELECTION)

Students have 10 school days at the beginning of the school year to add or drop a year-long or semester class. Additionally 10 school days will be given at the beginning of second semester to add or drop a semester class. A student should expect to receive an F for a class dropped after 10 school days. At the end of first semester a student may not drop a year-long class. School administration and staff can also recommend academic course changes for students. Changes are not allowed due to choice of teacher or lunch preference. The guidance department will handle all scheduling.

CHEATING

Cheating is the practice of deceptive behavior to obtain an academic advantage by claiming a resource or someone else's work as your own with no original thought. Conversely, to aid someone in that behavior is cheating.

These behaviors may include:

- Using cheat sheets, body parts, clothing
- looking across at someone else's work
- copying homework
- plagiarism
- using the internet inappropriately
- whispering/communicating
- using old tests
- telling students what's on an upcoming test

All acts of cheating may result in a 0 for that assignment/test/paper.

EXPLANATION OF GRADES

(Letter Grade Range and Percentages)

A+ 97%-100%, A 93%-96%, A- 90%-92% Dependable in understanding assignments consistently; thorough in preparation; consistent excellence in testing; work is prompt, neat, and independently done; enters actively into class discussions, makes fairly accurate and complete recitations; regular in attendance; gives proper response to the teacher's corrections.

B+ 87%-89%, B 83%-86%, B- 80%-82% Careful in taking assignments; usually thorough in preparation; work is prompt, neat, and independently done; enters into class discussions making fairly accurate and complete recitations; regular in attendance; gives proper response to the teacher's corrections; good test scores.

C+ 77%-79%, C 73%-76%, C- 70%-72% Attentive to assignments; prepares fairly well although not always thoroughly; reasonably prompt and neat in work; usually able to enter into class discussions; regular in attendance; gives proper response to the teacher's corrections.

D+ 67%-69%, D 63%-66%, D- 60%-62% Student is unable to meet the above requirements or does not care to do so; nevertheless, has made enough progress to permit him/her to pass; often, these students are irregular in attendance and inclined to be careless in taking assignments.

"S" This is for the student who works up to his/her God-given ability and who otherwise would not have obtained a 60% or better on the school scale. To earn an "S" grade, it is normally expected that the student has all homework completed and turned in on time, has sought extra help and extra credit opportunities from the teacher, and has paid attention in class and taken or got the notes.

"P" This is a "pass" in a pass/fail situation. This grade earns credit but does not count in the student's grade point average.

"F" Failure. Student does not do required work, and thus fails to meet the needed requirements.

GRADUATION REQUIREMENTS

The following requirements have been set up as a minimum standard in order to receive a diploma from Lutheran High School North:

- A. Twenty-four units of credit, not including religion. $\frac{1}{2}$ credit in Religion must be earned each semester in attendance.
- B. Required in the twenty-four units are:
 - 1. Four units of English.
 - 2. Three units in Social Studies including one unit of U.S. History, one half unit of 20th Century History, and one half unit of American Government.
 - 3. Three units of Mathematics.
 - 4. Three units of Science.
 - 5. Two units of Fine Arts and/or Practical Arts and/or Foreign Language.
 - 6. One and a half units of Phys. Education and one half unit of Health.
- C. Other policies pertaining to graduation:
 - 1. All students' obligations (academic and financial) are to be fulfilled prior to graduation.
 - 2. Students who have not earned 24 credits plus $\frac{1}{2}$ in Theology for each semester in attendance (including all required classes) by graduation day may not participate in the graduation ceremony.
 - 3. All students must be in attendance for four years in some high school. (Unless a special exception is granted.)
 - 4. NOAH hours must be completed and turned in prior to commencement for the student to receive their diploma at graduation. Students will not receive their diploma until this requirement has been met.
 - 5. All student's obligations (academic and financial) are to be fulfilled prior to commencement.
 - 6. One half ($\frac{1}{2}$) elective credit is given for international foreign study trips that have a study/credit component.
- D. It is essential that students earn enough credits each term in order to graduate on schedule. A freshman must have earned a total of seven credits before being admitted as a sophomore. A sophomore must have earned a cumulative total of fourteen credits before entering the junior year. A junior must have twenty-one credits in order to begin the senior year.

GRADING STANDARDS

A student's grade is a professional judgment by an instructor of the student's academic achievement and progress and may be evaluated by these guidelines:

- The student is expected to meet the requirements of the course, such as completing assignments, achieving satisfactory grades according to ability, and participating in class discussions and activities.
- The student must also show capable work habits--using study time beneficially, completing assignments on time, bringing required materials to class, keeping work well organized, paying attention in class and doing independent work.
- Each student is responsible for his/her own conduct during classroom study. This means being in one's seat at the ringing of the bell, not interrupting classroom routine, accepting correction willingly and in a Christian spirit, and showing proper respect and courtesy to teachers and classmates.

NATIONAL HONOR SOCIETY

Our school is a registered chapter of the National Honor Society. Juniors and seniors are eligible for induction. Juniors and seniors must have a cumulative GPA of 3.5 to be considered for membership. In addition to academic excellence, potential members will be considered on the basis of their service, leadership and character. Continued membership is maintained only through active participation in the Lutheran High North chapter.

SEMESTER GRADING SYSTEM

The semester grade is determined by the following formula:

$$40\% \times \text{quarter 1\%} + 40\% \times \text{quarter 2 \%} + 20\% \times \text{exam\%}$$

The grades are usually a combination of test scores, quizzes, and class participation/conduct, depending on each instructor's method of student evaluation.

All grades are passing except an "F." Only semester grades are final and are permanently recorded in the student's file.

To determine semester grade point average, use a 4.0 scale dropping any +'s or -'s:

$$A = 4$$

$$B = 3$$

$$C = 2$$

$$D = 1$$

$$S = 1$$

$$F = 0$$

Weighted Grades: Certain approved Honors courses will be weighted an additional .5 (i.e. an A is worth 4.5, a B is worth 3.5, etc.), and certain Advanced Placement courses will be weighted an additional 1.0 (i.e. An A is worth 5.0, a B is worth 4.0, etc.).

Use the number that corresponds to the grade received. Add each number together and divide by the number of classes taken.

Students who fail a course are expected to make it up in summer school.

Seniors do not take final exams.

TRANSCRIPTS

Copies of the student's school record for college, institutions, scholarships or prospective employers are available through the Guidance Office. Ordinarily, copies of transcripts are released directly to these agencies only. Each student is entitled to have copies of his/her transcript made without charge.

TYPICAL STUDENT PROGRAMS

Freshmen

Religion (Old Testament)

English

Physical Education

Math (El. Alg., Algebra, Geometry, or Honors Geometry)

Science (Biology or Physical Science)

Social Studies (World History)

2 credits worth of electives

Sophomores

Religion (New Testament)

English

Physical Education/Health

Math

Science

3 credits worth of electives

Juniors

Comparative Religions

English 11 or AP English 11

U.S. History or AP U.S. History

Math

4 credits worth of electives

Seniors

Living the Christian Faith

English 12 or AP English 12

Government

20th Century History

5 credits worth of electives

The basic college prep program includes (in addition to required classes) World History, Algebra, Geometry, Advanced Algebra, Biology, Chemistry, Physics, two years of a foreign language, with Analysis of Functions/Pre-Calculus, AP English, AP Biology, and Computer Programming also available.

A general studies (non-college preparation) program is also available.

VALEDICTORIAN/SALUTATORIAN SELECTION:

The student(s) with the highest grade point average (GPA) will be named valedictorian(s) of the class. The student(s) with the second highest GPA will be named salutatorian(s).

The following factors will also be used when selecting valedictorian and salutatorian:

1. Honor and AP classes with weighted grades as designated by LHN will be used for determining the valedictorian and salutatorian.

2. To be eligible, the student must be in good standing, meet all graduation requirements, and have been a full time student at LHN for at least two years.
3. GPA's will be rounded to the nearest hundredth.
4. To equalize students that have more credits than another student, credits from non-weighted classes will be removed from the GPA until all students have the same number of credits for competition purposes.
5. Grades from all classes for the first seven semesters will be used in determining valedictorian and salutatorian.
6. No weighted transfer grades will be accepted.
7. The principal may appeal to the Superintendent for exceptional circumstances due to school imposed schedule constraints.