



**M**artin

**L**uther **H**igh **S**chool, Northrop

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

**Student Handbook  
2011-2012**

**"Helping Young People  
Lead Active  
Christian Lives  
and  
Excel Academically  
Through Christian  
Training and Nurturing."**



**A Choice Worth Making...**

# Student/Parent Handbook Martin Luther High School

## 2011-2012

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As students and parents of the Martin Luther High School family, you are responsible for the information in this handbook. This book is meant to contribute to your success and happiness and to a well-functioning student body. Therefore, it is the responsibility of our entire family to use this book as a guide to the daily lives of our family, to be followed and carried out by all, in the spirit in which it is written. Each student and a parent/guardian are required to sign an annual commitment form pledging their support.

## SCHOOL PHILOSOPHY

Martin Luther High School accepts and acknowledges all the canonical books of the Old and New Testaments of the Holy Bible as the inspired, revealed, and inerrant Word of God, and accepts and acknowledges all the Symbolical Books of the Evangelical Lutheran Church contained in the Book of Concord of 1580 as a true and sound exposition of Christian Doctrine taken from and in full agreement with the Holy Scriptures; no doctrine shall be taught as truth nor any practice tolerated which is at variance with these symbols of the Evangelical Lutheran Church, **viz.:**

- a. **The Three Ecumenical Creeds** (APOSTOLIC, NICENE, ATHANASIAN)
- b. **The Unaltered Augsburg Confession**
- c. **The Apology of the Augsburg Confession**
- d. **The Smalcald Articles**
- e. **Luther's Large and Small Catechisms**
- f. **The Formula of Concord**

Martin Luther High School acknowledges, accepts and believes that all who have been brought to faith in Jesus Christ are commissioned by Him to preserve and extend the kingdom of God. This is done by proclaiming to all, in the most effective means possible, the life, death and resurrection of Jesus Christ. Through the work of the Holy Spirit, this proclamation changes hearts and lives and brings victory and comfort to individuals who are declared totally and unconditionally righteous for Christ's sake.

Christian education, applying God's Law and Gospel to all aspects of life and learning, is a vital component of the ministry of every Lutheran congregation. As a church body, we believe that **"the most effective agencies available to the church for equipping children and youth for ministry are the full-time Lutheran elementary and secondary schools"** (1983 LCMS Convention Proceedings, Resolution 2-17).

Martin Luther High School was established to serve the Lutheran Christian secondary education needs of the congregations belonging to the Martin Luther High School Association and others.

Martin Luther High School acknowledges, accepts, and believes four guiding principles

from the Holy Scriptures which give guidance for our interrelationships and direction for our teaching, as herewith written: **a) Matthew 22:37, "You shall love the Lord your God with all your heart, with all your soul, and with all your mind"; b) Matthew 22:39, "You shall love your neighbor as yourself"; c) Matthew 28:19,20, "Go therefore and make disciples of all the nations, baptizing them in the Name of the Father and of the Son and of the Holy Spirit, teaching them to observe all things that I have commanded you; and lo, I am with you always, even to the end of the age"; and, d) Ephesians 4:11,12 "And He Himself gave some to be apostles, some prophets, some evangelists, and some pastors and teachers, for equipping of the saints for the work of ministry, for the edifying of the body of Christ."**

Finally, as we seek to do God's will in all our teaching and learning, we profess our belief and acceptance of the words of Christ in Revelation 2:10, which state, **"Be faithful until death, and I will give you the crown of life,"** which is life in heaven with Jesus for all eternity. This is most certainly true!

## **STATEMENT OF PURPOSE AND OBJECTIVES**

The purpose of Martin Luther High School is to provide the spiritual atmosphere necessary to enable the students to obtain quality education and to grow in their faith in Jesus Christ as their personal Savior. MLHS will strive to continue the Christian guidance and values which have been instilled in these young people through Christian homes, families, and the church. In order to realize this purpose, the following objectives have been developed. Martin Luther High School will work toward helping all students (to):

- a) Grow to the fullness of their God-given abilities.
- b) Develop respect for themselves as individuals and to respect and use their God-given talents and rights.
- c) Learn to accept others as individuals and to respect others' talents and rights.
- d) Learn to express their Christian faith in all thoughts, words, and actions.
- e) Learn to develop and exercise respect for all forms of authority: God, parents, and all others who are placed in authority over them.
- f) Relate responsibility to God's creation, specifically in rural America, by acquiring knowledge and understanding of, and developing talents and skills for responsible living and serving.
- g) Acquire academic proficiency in a variety of subjects which will prepare them for college and for service throughout their life.
- h) Grow in their prayer life.
- i) Grow in their knowledge of the Holy Scriptures.
- j) Learn to witness from their teachers' witness.
- k) Cooperate in maintaining classroom settings of love, joy, concern, and respect.
- l) Provide support and give social, academic, and spiritual encouragement to all members of the Martin Luther High School Family.

- m) Recognize the importance of service to others and the positive impact it has on themselves and the world around them.

## **EXPECTED STUDENT OUTCOMES**

Martin Luther High School will provide teaching, learning and other educational experiences so that each student, through the Holy Spirit, will

- 1) Joyfully proclaim the life, death, and resurrection of his/her Lord and Savior, Jesus Christ. (a)
- 2) Know that he/she is a loved, forgiven, and redeemed child of God. (b)
- 3) Recognize and use his/her individual talents. (b)
- 4) Treat fellow students in a Christian manner. (c)
- 5) Become involved in various activities which will help him/her develop and express his/her Christian faith. (d)
- 6) Treat staff members and all adults with esteem and respect. (e)
- 7) Grow in self-discipline and responsibility through regular attendance, completion of assignments, class participation, and valuing of Christian ethics. (f)
- 8) Earn enough credits each year to allow him/her to pass on to the next level. (g)
- 9) Take electives which reflect his/her abilities. (g)
- 10) Develop an active prayer life for private and corporate prayer needs and opportunities. (h)
- 11) Apply Scripture (Law/Gospel distinction) to his/her daily life to help him/her in making God-pleasing decisions/choices. (i)
- 12) Share his/her faith verbally and non-verbally. (j)
- 13) Respect classroom rules and treat other students/teachers with kindness and loving concern. (k)
- 14) Participate in many social functions and extra-curricular activities. (l)
- 15) Encourage the spiritual growth and maturity of others through verbal witness, prayer, and Christian example. (l)
- 16) Demonstrate academic excellence. (l)
- 17) Recognize his/her personal God-given abilities for service and strive to find and take advantage of opportunities to serve others. (m)

## **BACKGROUND**

Martin Luther High School began operating in the fall of 1983. This year is our twenty-ninth academic year. The school is owned and operated by an association of Missouri-Synod Lutheran churches.

The delegate body (comprised of representatives from all Association Congregations) of the Association elects a Board of Directors who oversees the operations of the school. The Administration in conjunction with the MLHS staff, administers policies of the Board of Directors.

MLHS offers quality CHRISTIAN, academic, secondary education. The school offers its curriculum to students in grades nine through twelve. The course of studies meets or exceeds the State of Minnesota requirements in all areas.

Instructors are certified and licensed by the state of Minnesota, and are Christian in their beliefs and their instruction.

## ENROLLMENT AND FINANCES

Any student and family who desire Christian secondary education are welcome to enroll. Martin Luther High School does not discriminate against any qualified student in admissions or in administration of its program for reasons of sex, race, religion or national origin. Students transferring from another high school must submit current transcripts to MLHS before official acceptance.

In order to enroll, an enrollment form and non-refundable deposit of \$50.00 is required. Tuition is based on church membership of the family, with full Association members paying \$4,490.00 for the first child and others paying \$5,785.00 for their first child. For families not receiving any type of tuition aid a 25% reduction exists for each succeeding child enrolled at the same time from the same family. All families are required to fill out both a Contract/Information Form and a Commitment Form at the beginning of the school year for each student enrolled at MLHS.

**Late Tuition Policy:** In order for MLHS to meet its budgeted expenses every month it is essential for tuition payments to be made on time. If at any time during the school year a family is delinquent on payments for more than 30 days, a 5% surcharge will be applied to the balance past due. If a family is delinquent in excess of 60 days, a penalty shall be imposed as determined by the Board of Directors and may include, but not be limited to suspension from classes at the end of the semester. The Board also recognizes that circumstances beyond a family's control may cause a financial hardship which prevents on-time payment of tuition. In such situations a family may present its case to the Board of Directors and the Board shall determine the outcome of such special cases.

A limited amount of financial aid is available to families who find it necessary. The financial aid guidelines are as follows:

1. The family must fill out and complete the TADS Application form/online by June 1<sup>st</sup>. These forms can be requested from the school office, forms can also be filled out on their website: [www.tuitionaid.com](http://www.tuitionaid.com). Only families that fill out the TADS application will be considered to receive assistance of any kind.
2. The student must be registered for the coming school year at Martin Luther High School.
3. Families who receive financial aid are still required to pay the calculated minimum portion of the tuition as well as all of the usual student fees. Tuition is based on church membership of the family, with full Association members paying a minimum of \$1020.00 for the first child and others paying a minimum of \$1,224.00 for their first child.
4. Past tuition delinquent families will be required to use the automatic withdrawal system (ACH) for future tuition payments.

In addition, the Minnesota South District has financial aid available to high school students who intend to pursue full-time church vocations. The District has its own application form, which may be obtained through the school office. The deadline for both financial aid application forms is June 1st.

Also, individual congregations may have financial aid available to their own students attending Martin Luther. Families should check with their individual pastors.

## **FEES**

All MLHS students pay an annual academic fee of \$175. This covers all lab costs, other course supplies and workbooks. This fee also includes the purchase of a yearbook. There is also a \$75.00 technology fee for all students. Seniors will pay an additional \$50 graduation fee, which covers diplomas, graduation programs and speaker. PE t-shirts are required for PE class. The t-shirt is \$13.00. Athletic fees are separate. Students participating in MLHS sports will pay a \$65 athletic fee per sport. Students participating in football with GHEC will pay the fee directly to GHEC. All fees are due on registration days in August, families who do not pay their fees will be assessed an additional 5%.

Full-time senior PSEO students who plan on participating in graduation need to pay the graduation fee of \$50.00 at the beginning of the year along with their academic fee of \$175.00.

## **TUITION PAYMENT POLICY**

At registration time, before school begins, all fees (according to the academic year) are due. Tuition payments may be made monthly, quarterly, semi-annually or paid in full at registration. Late fees will be assessed on your tuition account if tuition is not kept current.

Also, at registration, MLHS families negotiate for each student a "Parent/Guardian Enrollment Contract/Information Form". This legal agreement outlines school recourse for non-payment of tuition, such as withholding of school records or student suspension. All tuition and fees from a previous school year must be paid in full before classes can be attended in a new school year unless other arrangements have been made with the Board of Directors. A senior may not participate in the graduation service unless all school financial obligations have been satisfied.

## **SPIRITUAL LIFE**

The worship of Jesus Christ is the basic function of our school day at Martin Luther High School. Coming together in order to confess our sins, to sing praises, to pray, to rejoice in knowing that Jesus Christ lived, died and rose again for each of us brings us great joy.

Devotions and worship are more than a tradition at our school; they are the forces that bind us together and compel us to let our lights shine before men. A typical week at MLHS: Monday and Wednesday are chapel time led by an area pastor, and Friday is devotions led by a full-time teacher. Thursday is group devotions, where students are broken into small groups with a full-time teacher leading bible study. A caring and Christian atmosphere surrounds each and every individual event.

## **ACADEMIC POLICIES**

Students graduating from Martin Luther are expected to accumulate the following credits by the end of four years of high school.

Religion	4 credits	English	4 credits
Soc. Studies	4 credits	Math	3 credits
Science	3 credits	Computer Science	.5 credit
Physical Education	2 credits	Fine Arts	2 credits
Health	.5 credit	Elective	1 credit
Foreign Language	2 credits		
<b>Total</b>	<b>26 credits</b>		

A portion of the two credits of Physical Education required for graduation may be waived for students who are taking academic subjects, Band, and/or Choir during the hours Physical Education is offered. Also any athlete involved in two (2) sport activities during the school year may have Physical Education class waived to participate in Fine Arts.

Students are required to take seven courses per year. The seven courses must include five academic courses per year. Band, Choir, Art and PE are not counted as one of the five academic courses. Courses are not transferable from year to year.

Students planning on attending a four-year college must take the following: two years of a foreign language (MLHS also requires two years of foreign language) and math minimum of Algebra I and II and Geometry.

Any class schedule change once the semester has begun will require the permission of the parents, the classroom teacher, the guidance counselor and administrator. NO STUDENTS WILL BE ALLOWED TO CHANGE THEIR CLASS SCHEDULES AFTER THE FIRST WEEK OF ANY GIVEN SEMESTER unless a classroom teacher and the guidance counselor initiate the process in a special academic circumstance.

## **ADVANCED CLASSES**

Admittance to Advanced Placement Classes, In-house PSEO classes and Advanced

Classes must be approved by the office administration and the instructing teacher. 1 semester of PSEO equals ½ credit at MLHS.

Students who choose to take Advanced Placement courses receive weighted grades. Advanced Placement students are required to take the AP test. Post-secondary Enrollment Option courses will follow state PSEO guidelines and will not be given a weighted grade.

Eligible for PSEO are Junior and Senior students. State Guidelines for PSEO are as follows:

“PSEO allows high school juniors and seniors to take courses, full or part-time, at a post secondary institution for high school credit. Eligibility: Any public, non-public, home school or American Indian-controlled tribal contract or grant student classified as an 11<sup>th</sup> or 12<sup>th</sup> grader and accepted by a post-secondary institution, may enroll either full or part-time in nonsectarian courses or programs at that post-secondary institution. Students participating in cultural exchange programs are not eligible. Nonpublic schools are not required to follow all sections of the PSEO law. Students are not permitted to take remedial, developmental or other courses not considered college level. Credits received at a post-secondary institution are on the student’s record and count as courses completed at that institution. Transferring credits to another institution is dependent upon the transfer rules of that institution. PSEO students should expect to be subject to the same procedures and/or penalties as any other high school student when withdrawing from or failing a course. Students are responsible for delivering their post-secondary grades to the high school for recording.”

Martin Luther High School Guidelines for PSEO are as follows:

1. Students taking part in PSEO classes (on MLHS campus or off) must have a cumulative grade point average of 3.00 prior to enrolling in PSEO classes.
2. MLHS does not allow full time off campus PSEO until the senior year
3. PSEO classes can substitute for MLHS graduation requirements except:
  - Religion courses: Religion courses are required by MLHS for graduation. In order to meet this requirement a student may take Religion III and Religion IV their junior year at Martin Luther High School. They may also take Religion IV at MLHS while taking PSEO courses OR take the required religion course their senior year through one of the MO. Synod Concordia’s or through Bethany College in Mankato. (Courses must be approved by MLHS administration)
  - Social Studies Courses: A student must complete one semester of a government course in order to meet MLHS graduation requirements (Courses must be approved by MLHS administration)
4. Refer to “Academic Policies” on page 8 of the hand book for further information on graduation requirements.

Students participating in on or off campus PSEO classes may not substitute independent study for a required class.

Martin Luther High School Rules for On-line Classes:

- A. Students can take courses two ways:
1. Qualify for PSEO –
    - a. Follow state PSEO requirements
    - b. Carry a cumulative GPA of 3.5
  2. Does not qualify for PSEO and will
    - a. Pay for course as required by college offering online class (approx. \$150 a credit. Most courses are 4 credit classes).
    - b. Must be a junior or senior
    - c. Has no required core high school course during the time of class
    - d. Approval from high school counselor.
- B. The online college courses do not replace the high school offered by MLHS staff. (Example: SCIIOx General Biology (online) does not replace Biology taught by MLHS Science teacher.) On-line courses are always college level.

### **GRADING STANDARDS**

Each course will be graded per quarter and semester. The following scale will determine semester grades:

First Quarter	40%	Third Quarter	40%
Second Quarter	40%	Fourth Quarter	40%
Semester Final	20%	Semester Final	20%

Semester finals will be given in all academic core courses. In order to receive credit for the semester in each course, a student must pass at least two of three grading elements, i.e. must pass at least both quarters or one quarter and the semester final exams. The combined average of the three elements must be at least 65% to pass and receive credit. Finals must be taken on the day they are normally scheduled; special exemptions maybe be allowed by the principal for family emergencies.

To determine the semester grade the percentage score of each quarter will be doubled and the semester examination percentage will be added once. The total will be divided by five and the number converted back to the proper letter grade. Each semester course will receive .5 units.

Seniors will be excused from the final exam in each subject in the 2<sup>nd</sup> semester of their senior year if they had an "A" average in that subject for 3<sup>rd</sup> and 4<sup>th</sup> quarters combined.

Letter grades reflect academic progress:

100 - 99%	A+		
98 - 95%	A = Superior		
94 - 92%	A-		4 (3.5 - 4.0)
91 - 89%	B+		
88 - 86%	B = Good		

85 - 83%	B-	3 (2.5 - 3.4)
82 - 78%	C+	
77 - 75%	C = Satisfactory	
74 - 72%	C-	2 (1.5 - 2.4)
71 - 69%	D+	
68 - 67%	D = Poor, conditionally passed	
66 - 65%	D-	1 (0.5 -1.4)
64% or below	F = Failing	0 (0.4 and below)

WF - Withdrew Failing      WP - Withdrew Passing  
 Med - Medical Excused Physical Education - with doctor verification  
 I - Incomplete work due to illness, verified by doctor    NC - No Credit

In addition to letter grades, numbered comments will indicate effort, conduct, class participation, conference desired, etc. Satisfactory (S) or Unsatisfactory (U) will determine level of compliance with Study Hall guidelines. Honor Roll students may not receive a "U".

The grades are a combination of test scores, daily assignments, class work, quizzes, and class participation depending on each individual instructor's method of evaluation. All grades are passing except an "F". Only semester grades are final and are permanently recorded in the student's files. Before a grade "D", "F" or "U" is given to any student, in any class, any quarter, parents are to be notified in writing with the progress reports and by phone or writing at least two weeks prior to the end of the quarter, when possible.

Report cards will be held at the end of the academic year for nonpayment of fees, tuition, etc.

We have implemented a new school management system. ChurchWerks (Cornerstone) Student Information System (SIS) is a Web based application that allows students, teachers, parents and administrators to easily communicate, share information and manage their tasks. ChurchWerks (Cornerstone) SIS unites your school community around a single powerful database, eliminating duplicate data entry and saving time for teaching and caring. Parents can view their student progress and account information to stay informed and involved. Students can connect with detailed course information, grades, assignments, e-mail, and communication tools. After the registration process is complete, parents and students will each receive personal login information.

### **HONOR ROLL**

There are two categories on the Honor Roll: "Honor Roll with Distinction", which requires a 3.50 or better with no "C" grade or below; and the "Honor Roll", which

requires a 3.0 average with no grade lower than a "C". No "Honor Roll" classification can be given to any student receiving a "U" grade.

Letters of academic achievement are given to students earning a grade-point average of 3.50 (honor roll with distinction) for three-quarters out of four quarters in the school year, and achieving at their academic potential.

Graduating with honors requires a cumulative GPA of 3.0 or better for the first seven semesters of attendance.

## **GRADUATION HONORS**

Graduating seniors will be honored for their seven-semester cumulative high school grade point average. Grades for AP are based on a 5-point scale. To qualify for graduation speaking honors, the students must have taken the most rigorous coursework offered by MLHS staff in each department. This includes at least one Advanced Placement course or in house PSEO class as well as courses up through Pre-Calculus, Physics and/or Advanced Biology.

Graduating seniors will be honored for their seven-semester cumulative high school grade point average. This differs from the final transcripts that contain all eight semesters.

To qualify for the two graduation speaking honors, the students must have met all Graduation Requirements listed on page 2 of the Curriculum Handbook or page 7 in the Student Handbook including at least one Advanced Placement course or on campus PSEO, Pre-Calculus, Physics and/or Advanced Biology and two years of one foreign language. Off Campus Post-secondary Enrollment Option courses follow state PSEO guidelines and do not substitute for Advanced Placement courses. The two speakers must have attended Martin Luther High School both semesters of their senior year. Grade Point Average is carried 4 points to the right of the decimal.

## **MID QUARTER REPORTS**

You will be notified by email when mid-quarter progress reports have been released in Cornerstone for you to view. Parents are encouraged to attend parent-teacher conferences and speak with the teachers concerning these progress reports. Ineligible students are allowed to practice or rehearse but may not perform in any extra-curricular activity. In the case of mid-term ineligibility only, a student will have a minimum of 1(one) week and a maximum of 2 (two) weeks to raise the grade(s), during which time the student is ineligible. The ineligibility period is a seven-day period, starting with the day the progress reports come out. If the student has not achieved a 2.0 combined average and is not passing all classes after two weeks, he will remain ineligible until the next quarter report card.

## **QUARTERLY REPORTS**

A student who is ineligible due to the grades on the quarterly report card will not be allowed to play or perform but will be allowed to practice or rehearse until the mid-term review reflects that the required minimums have been achieved.

## **PARENT/TEACHER RELATIONSHIPS**

As partners in Christian Education, it is vital to the student's well being that we maintain open parent-teacher communications.

Regular parent/teacher conferences are scheduled just prior to the mailing of the quarterly progress reports for the first and third quarters.

In addition to the scheduled conference days, the faculty is always available for individual conferences. Parents are encouraged to contact the faculty directly whenever any type of difficulty is encountered or to commend them when something positive occurs. The Administrator is also available for consultation.

## **ATTENDANCE POLICIES, TARDIES & SCHOOL HOURS**

Regular attendance is important for success in school. It is also a requirement of the State of Minnesota. Therefore, the following attendance policy has been adopted:

Each student will be allowed ten (10) absences per semester per class for any non-school related absences. Those accumulating more than ten absences in a given class will fail that class for that semester, which will be indicated "F" on the student's report card. Those students failing due to absences will be ineligible to participate in any athletic or extra-curricular event held that semester during which the "F" applies. Appeals need to be made within 72 hours of receiving notice. Students will remain eligible until the Appeals Committee meets. Appeals are made by contacting the Principal who will arrange for the Appeals Committee to meet within 5 to 7 days of the original appeal.

It is the parents' responsibility to notify the school by 8:30 a.m. when their student will be absent. If this is not done, it will count as an unexcused absence resulting in zeros for all course work missed.

All absences require students to get a yellow assignment sheet from the office. All planned appointments; etc must have a yellow sheet handed to teachers PRIOR to the appointments, etc. Students who do not get yellow assignment sheets from the office are subject to 0's in the classes that are missed for those days. Yellow assignment sheets are the students' responsibility not the faculty or staff of MLHS, for all foreseen absences, even one class period, please send a note to school indicating the reason for

the absence. For an unforeseen absence (non-medical), the student should bring a note on his return. If a student has an illness and misses more than three (3) consecutive days of school, a doctor's note is required to return to school. In the case of an extended absence, please call the school and the counselor will be responsible for obtaining the make-up work.

PARENTAL PERMISSION FOR A STUDENT TO BE ABSENT DOES NOT NECESSARILY CONSTITUTE AN EXCUSED ABSENCE. MARTIN LUTHER HIGH SCHOOL RESERVES THE RIGHT TO DETERMINE WHETHER THE ABSENCES WILL OR WILL NOT BE EXCUSED.

A student must attend/be present in the classroom each period the entire day in order to participate in extra-curricular events or practices. Students who are absent on a particular day, except for a family emergency or a medical appointment with note from doctor, will be ineligible for participation in any athletic or extra-curricular events and practices held that day or evening. This includes participation in events sponsored by cooperating schools. Unapproved college visits will also result in a student being ineligible for participation that day in any extra-curricular activities. Approved college visits will be cleared/granted through Guidance Director at Martin Luther High School if submitted and discussed three days in advance.

If a student enrolled in Physical Education class is not able to participate in Physical Education class due to an excusing doctor's or parent note for any reason, then that student is not able to participate in extra-curricular activities for either practice or games until clearance note is received.

TARDINESS - When a student is tardy to school, he must report to the office for a pass BEFORE going to class. When a student is tardy between classes, he should go directly to the next class. Three minutes of pass time is sufficient between classes. That teacher will mark the student tardy unless he has a hall pass from the previous teacher. Each set of three unexcused tardies in one quarter will result in an hour of detention. Three detentions because of tardiness in one semester may result in parental meeting with administration. A STUDENT ARRIVING TO A CLASS MORE THAN TWENTY MINUTES LATE WILL BE COUNTED AS ABSENT.

SCHOOL HOURS - The school day begins at 8:15 a.m. and ends at 3:00 p.m. every day unless a special schedule is in effect. Students remaining after school for extra-curricular activities will remain on the school grounds and under supervision of the staff person involved with the activity. Students not remaining for activities and/or transportation should leave the school grounds by 3:15 p.m. unless given special permission. Students having permission to stay past 3:15 p.m. are expected to conduct themselves properly or be subject to disciplinary action. Students coming late to school or having to leave school during the day need to sign in and out in the office.

In case of bad weather, Martin Luther will always make its own announcement and, at times, will not exactly follow the public schools. Any announcements will be aired as soon as possible over Radio Stations: KFMC 106.5 FM; KSUM 1370 AM. TV Stations: KEYC 12; KARE 11; KSTP 5. Please be aware with the TV they also post the delays and

closing on their web-sites. (Delays and closings may not posted on MLHS web-site)  
MLHS families living a good distance away need to USE YOUR OWN JUDGMENT ABOUT  
SENDING STUDENTS TO SCHOOL OR PICKING THEM UP! WE WILL ALWAYS HONOR  
YOUR JUDGEMENT AND REQUESTS.

## **CHRISTIAN DISCIPLINE**

Martin Luther High School is a pro-life community of peace and respect based upon the teachings of Jesus Christ. All students, parents, faculty and staff are expected to contribute positively to the building of community spirit within our school and at all activities in which we participate. In such a community, there is no place for speech, attire or actions that would show disrespect for ourselves, for those around us, for our facilities or for our learning materials. The basis for our own self-worth and for the equally high regard we afford everyone else with whom we interact is that Christ lived and died for each of us, and by His becoming one of us, invites us all to participate in His divine way of living.

Martin Luther High School also exists because of a strong partnership with parents who are making great sacrifices to provide the opportunity of a Christ-centered education for their children. Therefore, when a student demonstrates serious and/or repeated unacceptable behavior, the student will be relocated to parental home care so the parents will have some time to reorganize their child's priorities. The school will not waste valuable educational time dealing with supervision of disciplinary records or detention periods. The length of at-home suspensions will be determined by the degree of the behavior and by the number of occasions suspensions have had to be enacted. Serious and/or multiple suspensions may result in the removal of the student from enrollment at Martin Luther High School.

IT IS UNDERSTOOD THAT WHEN A STUDENT ENROLLS AT MARTIN LUTHER HIGH SCHOOL, HE AND HIS PARENTS ACCEPT AND AGREE TO ABIDE BY THE RULES AND STANDARDS THAT HAVE BEEN ADOPTED AND REVIEWED BY THE BOARD OF DIRECTORS AND FACULTY.

Students who reach the age of 18 years while attending Martin Luther High School are subject to all of the policies and rules that apply to all students if they are to continue their education at Martin Luther High School.

The school reserves the right to assign detentions, remove certain privileges, suspend, expel, ask students to withdraw, or deny permission to return.

Classroom discipline and school behavior is the responsibility of the entire staff and Martin Luther High School families. Consequences may be assigned for failure to comply with adopted policies and rules. An option of community service with an administrative supervision fee may be offered by the Board of Directors in lieu of certain consequences based on the nature of the offense. The Board of Directors will

determine the kind of community service to be completed. DETENTIONS: (Keeping a student at school for disciplinary reasons) may be given to students who violate school policies, rules, or a teacher's classroom policy. All detentions are one hour long. Failure to serve a detention on the assigned day will result in an additional detention. Detention is viewed as a very serious disciplinary action. Detentions are served 7:00 - 8:00 a.m. before classes begin.

Any unresolved differences between students and staff resulting in repeat violations, major violations of school policies or rules, or individual teacher's classroom guidelines may result in suspension or dismissal following consultation between school administration and parties involved.

SUSPENSION may be out-of-school (OSS) or from a specific class or activity.

OSS - Automatically received upon the accumulation of three detentions for disciplinary reasons in a school year. Students receiving an OSS may not be on the school campus at any time during the day of the OSS or attend/participate in extra-curricular events or practices. Fighting and severe insubordination will result in automatic OSS. Parents will be contacted. Each additional disciplinary detention may result in an additional day of OSS.

If an extended suspension is involved, the Administrator and Board of Directors will be consulted.

Consistent failure to cooperate with the faculty or with the school policies and rules may be the basis for asking a student to leave or for denying permission to return in a succeeding term. Each of the following may result in suspension or dismissal:

- A. The possession or use of alcoholic beverages, tobacco products, and or drugs (or related devices) shall result in immediate suspension. (See Extra-Curricular Activities & Eligibility Policy section for Minnesota State High School League Policy.)
- B. Misuse of God's gift of sexuality.
- C. Use of physical violence and/or fighting on school grounds.
- D. Reprehensible conduct tending to reflect serious discredit to the school, whether on or off campus school functions.
- E. Destruction of property.
- F. The possession or use of weapons including but not limited to knives, paintball guns, BB guns or air rifles on school grounds.

All offenses will be recorded in writing in the school office. Contrasting offenses result in concurrent penalties.

EXPULSION or denial of permission to return can occur only after consultation with the Administrator and Board of Directors.

A. FURTHER DETAIL ON THE USE OF TOBACCO, ALCOHOL, AND OTHER CHEMICAL SUBSTANCES:

It is our intent to help students make personal, God-pleasing decisions; gain personal responsibility; remain free from the harmful effects of alcohol, tobacco, and other chemical substances; and to maintain the credibility and integrity of Martin Luther High School and its students.

The school reserves the right to conduct random searches of students' belongings, lockers, and vehicles as a general deterrent to the possession of illicit drugs, narcotics, drug paraphernalia, alcohol, tobacco, or weapons. Specific searches may also be made on a student's person, property, locker, and vehicle if there is reasonable concern that a student is in possession of the above. Random searches may include the use of trained dogs. An administrator and another staff member will conduct all searches.

During the calendar year, regardless of quantity, students shall not (1) use a beverage containing alcohol, (2) use tobacco, or (3) use or consume, have in possession, buy, sell, or give away these or any other controlled substances. Infractions will be penalized for all on and off-campus school functions, for all written police reports, and for all parent/guardian requests.

PENALTIES ARE CUMULATIVE BEGINNING WITH THE STUDENT'S FIRST VIOLATION AND CONTINUING THROUGHOUT THE STUDENT'S HIGH SCHOOL CAREER. Penalties are concurrent for varying offenses.

B. FURTHER DETAIL ON GOD'S GIFT OF SEXUALITY

"Martin Luther High School by God's grace, in partnership with homes and congregations, exists to help young people lead active Christian lives and excel academically through Christian training and nurturing." --- MLHS Mission Statement

All of God's Commandments are given not only to order the life of His people, but also to protect that life. God specifically deals with human sexuality in the Sixth Commandment. Sexuality has been created by God as a wonderful gift. However, His commandment emphasizes that the purpose of sex is the togetherness of man and woman within the marriage relationship. It also urges God's children to seek sexual purity in thoughts, words and actions. As a Christian institution of learning, MLHS outlines its response to three issues that arise in context to the misuse of sexuality. They are public displays of affection, sexual conduct which leads to pregnancy outside the bonds of marriage, and sexual harassment.

Public Displays of Affection: Friendship is one of God's special gifts, as the Psalmist notes: "A friend loves at all times..." (17:17a). certain male/female friendships will grow

into deeper relationships. Dating is a serious responsibility. God desires that couples will publicly exhibit their care for each other in appropriate ways. Public displays of affection (excessive hand holding, kissing, caressing) are not appropriate and will not be condoned. Continued offense may result in detention or more serious disciplinary action.

#### Pregnancy:

Our Lord has placed a sanctity around the family and home when He expressed His will in the Sixth Commandment (Ex. 20:14). God likened the relationship of the husband and wife to that of Christ and the church (Eph. 5:25-27), and views our bodies as temples of the Holy Spirit (1Cor. 6:19).

Sex is a wonderful gift of God to the human race to be an expression of unselfish love within the estate of Holy Marriage which He created. It is also a means of participating under God in His act of creating life, where a Christian father and mother, within a home, raise children to His glory and human welfare. To violate this commandment by sexual activity outside of marriage is contrary to the will of God.

Therefore, in accordance with Scripture as well as the MLHS Mission Statement, and for direction and understanding of all involved, the following procedural approach will be implemented in regard to pregnancy and related issues:

*When it has been learned that a student is pregnant, has given birth or fathered a child out of wedlock, or has aborted a child during the calendar year of enrollment, the student(s) will initially continue in school until the Board of Directors has met, and MLHS will assist the student(s) and parents/guardians to seek immediate pastoral guidance and professional counseling. Because of the special circumstances to each situation, MLHS reserves the right to handle cases individually and with guidance from pastors, counselors, and parents/guardians involved. To allow the necessary time for those involved to receive counseling (professional and spiritual) in order to resolve some of the many issues during this time of stress and adjustment, the MLHS Board of Directors reserves the right to dismiss the involved student(s) for a period of time. This is suggested only after a review of circumstances. If dismissal is decided upon, MLHS will continue to be involved in academic, spiritual, and emotional aid to the student(s). This will include home study, correspondence courses, and referral to such services as Lutheran Counseling and Family Services, Caring Pregnancy Center, Lutherans for Life, and the Office of Health and Human Services. To be re-admitted, a written statement by the student(s) and parent/guardians requesting re-admission must be presented to the Administrator and Board, who will make the decision whether or not to re-admit the student(s) involved.*

Other factors affecting a Board's decision in this matter may include:

1. Our Lutheran high school is not equipped to adequately provide for the social, psychological, or medical needs of the student(s) involved. MLHS will use the services of our participating churches and other religious-based counseling services.

2. Whether or not it is obvious that there has been a sincere repentance.
  3. Our concern to do all we can to protect the dignity of the student(s) involved.
- Verbal and Written Harassment: (Non Sexual Nature):

Verbal and written harassment may include, but is not limited to:

1. To physically threaten or abuse someone else in written or verbal form.
2. To degrade or malign another human being's character.
3. To consciously put down another human being through the spreading of gossip or rumors.

Anyone found guilty of verbal or written harassment can be subject to the following disciplinary action:

- Notification of parents
- A meeting will be set up between the accused, the accuser, the Dean of Men or Women, and the principal or other faculty or board member.
- Apology to student(s) involved.
- Possible suspension, 1-3 days.
- Possible loss of rights to attend school functions, including but not restricted to class trip, prom, athletic events, concerts, dramas, parties, dances, etc.
- Possible loss of elected positions (Student Council, class officer, team captain, etc.) for the remainder of the school year.
- Possible assessment with a school approved counselor.
- 365 day probation. Any additional offense of any kind during that time will result in movement to the next level of discipline (see page 17 under 2<sup>nd</sup> offense)
- Any other requirements as deemed necessary by the Board of Directors.

Sexual Harassment: The Sixth Commandment commands that we lead a "sexually pure and decent life in what we say and do..." As St. Paul wrote to Titus, "The grace of God...teaches us to say 'No' to ungodliness and worldly passions, and to live self-controlled, upright and godly lives in this present age" (2:11-12). It is expected that students of Martin Luther High School will celebrate their sexuality, but always in God-pleasing ways. Sexual harassment is not only unfitting Christian behavior, but against the laws of the state.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. It may include, but is not limited to:

1. Verbal, written/graphic harassment or abuse;
2. Subtle pressure for sexual activity;
3. Inappropriate patting or pinching;
4. Intentional brushing against the individual's body;
5. Any unwelcome touching of a sexual nature;

6. Any activity that seeks to use another person as a sexual object.

It is the determination of Martin Luther High School of Northrop, Minnesota (MLHS) to provide a Christian environment that is safe, both for those receiving its ministries and for those providing its ministries. Sexual abuse, sexual exploitation, sexual harassment and physical abuse will not be tolerated at Martin Luther High School. If any student feels that they have been abused, exploited or harassed either physically or sexually, please contact the school administrator, a faculty member, or one of the members of the Board of Directors.

Anyone found guilty of sexual harassment will be subject to the following disciplinary action:

- immediate notification of parents
- meeting with parents, student and principal within 24 hours
- suspension to parental home care for 3 days (may be immediate)
- Loss of right to attend school functions for 4 weeks (unless required to be there by coach or advisor). This includes class trip, prom, athletic events, concerts, dramas, parties, dances, etc.
- See MSHSL regulations on page 28-29
- loss of elected positions (Student Council, class officer, team captain, etc.) for the remainder of the school year; students are also ineligible to run for an elected position during this time
- Assessment with a school approved counselor as soon as possible. Student shall follow all conditions of the assessment.
- Apology to student(s) involved
- 365 day probation. Any additional offense of any kind during that time will result in movement to the next level of discipline.
- Any other requirements as deemed necessary by the Board of Directors

If there is a second offense, the student will be subject to the following disciplinary action:

- immediate notification of parents
- immediate suspension to parental home care for 6 days
- meeting with parents, students, and principal; within 24 hours
- loss of right to attend school functions for 6 weeks (see above)
- See MSHSL regulations on page 28-29
- loss of elected positions (and ability to run for office) for remainder of high school career
- Assessment with a school-approved counselor as soon as possible. Student shall follow all conditions of the assessment.
- apology to student(s) involved
- probation for the remainder of high school career
- any other requirements as deemed necessary by the Board of Directors

If there is a third offense, the parents of the student will be asked to transfer their son or daughter to another school. In the event the parents do not wish to make such a

transfer, the parents will be invited to a special Board of Directors meeting at which time the student's expulsion will be recommended.

Penalties are cumulative beginning with the student's first violation and continuing throughout the student's high school career. Penalties are concurrent for varying offenses.

### **C.D.E.F. – FURTHER DETAIL**

C. Use of physical violence and/or fighting.

D. Reprehensible conduct tending to reflect serious discredit to the school, whether on or off campus school functions.

E. Destruction of property.

F. The possession or use of weapons including, but not limited to knives, paintball guns, BB guns or air rifles.

The administration and/or the Board of Directors also reserves the right to impose the first, second, and third offense consequences in the case of other types of serious disciplinary violations such as, but not limited to, vandalism, weapons, violence or threats of violence, and reprehensible conduct.

The consequences listed in these policies do not mean that students involved are not forgiven. Rather, it is intended to emphasize the seriousness of the offense for a Christian and a Christian school setting, and to teach the student the consequences of his behavior in much the same way that a failing grade may be the consequence of poor preparation for an exam.

### **FIRST OFFENSE**

- immediate notification of parents
- meeting with parents, student, and principal within 24 hours
- suspension to parental home care for 3 days (may be immediate)
- law enforcement may be notified
- loss of right to attend school functions for 4 weeks (unless required to be there by coach or advisor). This includes class trip, prom, athletic events, concerts, dramas, parties, dances, graduation etc.
- See MSHSL regulations on page 28-29
- loss of elected positions (Student Council, class officer, team captain, etc) for the remainder of the school year; students are also ineligible to run for an elected position during this time
- probation with random drug testing for 365 days (Testing will be done by a school-approved facility. The school will pay for the testing costs if the results are negative.)

- chemical assessment with a school-approved counselor as soon as possible (within one week if possible for the initial contact). Incompletion of assessment within one month will result in additional suspension from school. Written assessment report needs to be handed in to verify completion. Student shall follow all conditions of the assessment.
- other requirements as deemed necessary by the Board of Directors

### **SECOND OFFENSE**

- immediate notification of parents
- immediate suspension to parental home care for 6 days
- meeting with parents, students, principal within 24 hours
- law enforcement may be notified
- loss of right to attend school functions for 6 weeks (see "First Offense")
- See MSHSL Regulations on page 28-29.
- loss of elected positions (and ability to run for office) for the remainder of high school career
- probation with random drug testing for the remainder of high school career (see "First Offense")
- family counseling with a school-approved counselor (see "First Offense"). Written verification of counseling should be returned to the school as soon as possible
- other requirements as deemed necessary by the Board of Directors

### **THIRD OFFENSE**

The parents will be asked to transfer their son or daughter to another school. In the event the parents do not wish to make such a transfer, the parents will be invited to a special Board of Directors meeting at which time the student's expulsion will be recommended.

## **GENERAL POLICIES AND RULES FOR SCHOOL GROUNDS, CLASSROOM AND EVENTS**

HOLY SCRIPTURE tells us that all we do should be done to the glory of God. As members of the Christ-centered community that is Martin Luther High School, we are compelled by His redeeming love to do just that!

1. Students will respect all school policies, each teacher's classroom policies, and other students' rights and privileges.
2. Students are to be on time for all classes and have all necessary materials with them when they get to the classroom.
3. Students will be quiet and in a mood conducive to learning.
4. Incomplete or false information (under general policy), plagiarism, and dishonesty

are not acceptable.

5. Eating outside the cafeteria is not permitted. Clear water in clear bottles is permitted outside the cafeteria, but no pop or juice is allowed outside of the cafeteria. Water bottles, etc., are not allowed in the science room during labs. Gum chewing is strongly discouraged during the school day and individual teachers reserve the right to ban gum use completely in their classrooms. Students needing to stay through for games or other extra-curricular activities will eat in the cafeteria under teacher supervision. The cafeteria will be open daily beginning at 2:55 p.m. for student use. EXCEPT FOR HEALTHY SNACK TIME DURING SSR, ALL FOOD OR BEVERAGES MUST BE CONSUMED WITHIN THE CAFETERIA OR, IF THE STUDENT IS GOING HOME, TAKEN WITH HIM. Abuse of privileges may result in the removal of stated or implied privilege.
6. Disorderly behavior (running, pushing, wrestling, etc.) and foul language are not permitted at any time while at school or school-related activities.
7. During the school day, students are not permitted to leave the school or school property unless the office gives permission.
8. Students are not allowed to keep items on the hallway floors.
9. Students are responsible for helping to keep the school neat and clean. They are expected to care for all school property entrusted to them. Routine locker checks will be made and any inappropriate decoration such as tobacco-related ads, alcohol-related ads, posters' or magazine pictures that imply or promote non-Christian values, will be removed and may be confiscated. This also pertains to notebooks, book covers, etc.
10. Snowball throwing is not permitted.
11. Gambling is not allowed at the high school or at any school-related activity.
12. Card playing and computer games are not allowed during school hours.
13. Textbooks are to have book covers and are to remain covered for the entire school year. Students may be fined if they do not comply with this policy.
14. Permission is needed for use of any kind of laser pointers.
15. Since it is a privilege to represent our school through participation in extra-curricular activities, misbehavior during such activities will not be tolerated and the Principal and/or one of the Deans of Students may declare the student ineligible.

Martin Luther High School is tobacco-free. Therefore no one will be allowed to use tobacco products at any time while in the building or on the school grounds.

## **CELL PHONES**

If cell phones are brought into the school building they must be turned off during school hours and are to be kept **in lockers not on person**. Students may check messages during their lunch times. Students not following this policy will have the following offenses:

1<sup>st</sup> offense: Cell phone will be given to office staff, parents will be notified and will need to pick the phone up during office hours and also pay a \$20.00 fine.

2<sup>nd</sup> offense: Cell phone will be given to office staff, parents will be notified and will need to pick the phone up during office hours and also pay a \$40.00 fine.

3<sup>rd</sup> offense: Cell phone will be given to office staff; parents will be notified and will need to pick the phone up during office hours. No cell phone will be allowed in the school building for this student under any circumstance.

Cell phone text messages on the phone can be read once the parent is present.

## **AUDIO/VISUAL**

Audio and/or visual classroom recordings will be determined and allowed by each faculty member for their classroom prior to the recording.

## **DRESS CODE**

Whereas as Christians we believe the body is the temple of the Holy Spirit, a student's physical appearance should be neat and God-pleasing. Personal appearance reflects self-esteem as well as school pride. Parents are also responsible for helping the student comply with school dress code. All clothing is to be modest, respectable, clean, neat, unpatched, and unfrayed. Please ask about appropriateness before wearing if there is a question. As a matter of hygiene and cleanliness, shoes and proper footwear are to be worn at all times. Hair should be kept modest, neat and clean.

1. Clothing (including hats) which depict or infer to promote non-Christian values such as alcohol, drugs, tobacco, violence, sex, or any other offensive slogans or pictures are not allowed.
2. Hats or caps are not be worn during the instructional day or at school-related activities. Exception: special occasions such as dress-up days or as part of athletic uniforms, or as spectators at athletic contests.
3. Tinted glasses, unless prescribed by a doctor, are not to be worn.
4. Any fad or grooming (hairstyles, jewelry, body piercing, tattoos, etc.) which could be

interpreted as "poor taste for school" should be avoided. Males are NOT allowed to wear earrings other than small hoops or studs.

5. No strapless tops, see-through shirts, mid-riff or crop tops are allowed. Stomach must not be exposed. Skirts and shorts should be kept at a modest length. Frayed or torn clothing, biking shorts, or other shorts that are not in good taste should not be worn. Please ask about appropriateness before wearing if there is a question. Clothing that exposes creases, cracks, and cleavage is not allowed.
6. Clothing generally worn outdoors is not to be worn in classes, devotions or chapel except by special permission of the classroom teacher. No loungewear or pajamas are allowed to be worn during the school day or at school activities.
7. Each student enrolled in P.E. class is required to wear the uniform selected by the school. When students remain after school for athletic practice, the coach will outline the acceptable and appropriate clothing to be worn.
8. All athletic events (home or away) will require proper school attire. Musical events, drama productions, etc. also require proper school attire. Coaches and group advisors have the right to specify team or group attire.
9. Students in the building after regular hours for non-athletic events are to wear proper school attire.

In all matters regarding conduct, dress and overall appearance, the school reserves the right to counsel, reprimand and even suspend a student if the student does not cooperate or comply with the school standards.

## **PUPIL SERVICES**

Personal, academic and career help is available from the guidance counselor. All members of our staff are also available for student concerns.

It is important for the school guidance counselor to be aware of any support services a student is receiving outside of the school. Any support service personnel must be cleared through the guidance counselor before seeing a student at the high school.

"Only students with an IEP or 504 will receive academic accommodations"  
The Individual's With Disabilities Education Improvement Act (IDEA) now requires public school districts to identify children in non-public schools who have disabilities within its district's boundaries.

Should you perceive that your child has a disability and is not making satisfactory academic, social, behavioral and/or communicative progress and has a substantial

limitation in the areas of learning and communicating, you may seek a screening and evaluation by your public school district through arrangements made with the guidance office at MLHS. The evaluation will be designed to determine whether or not your child has a disability as defined by special education eligibility criteria in Minnesota Rules (MR) 3525. For children with disabilities who are found eligible to receive special education services, parents will be invited to participate on a planning team that will review the information and propose services. The process is as follows:

1. You will be invited to attend the planning team meeting at the public school. Representatives from the non-public school will be invited to attend also. The team will review the information presented by your child's teachers, evaluator, and/or other staff. You will also have an opportunity to share information, as you deem appropriate.
2. You will receive a written notice of the proposed evaluation for your approval. This notice requires written permission by the parent prior to the public school conducting the evaluation.
3. Once written parental permission is received, then the public school special education staff will conduct your child's evaluation. You will have an opportunity to provide further information about your child's needs as part of the evaluation.
4. The planning team will complete and Evaluation Summary Report and they will make a decision regarding your child's eligibility for special education.

Students eligible for special education services under MR 3525 will have an Individual Service Plan developed by a planning team of public school special education staff, non-public school staff and you.

Students not eligible for services may have a 504 plan developed by the evaluation team and serviced by the staff at MLHS.

## **FOREIGN EXCHANGE STUDENTS**

### **Requirements of Student Applying:**

- Above average command of the English language
- Willingness to be involved in MLHS extra curricular activities: Sports, music, drama etc
- The student will be expected to participate in their host family church and devotional life.
- The student, working along with MLHS guidance counselor will select a full schedule of classes.

RELIGION CLASSES, CHAPELS, AND CLASSROOM DEVOTIONS ARE MANDATORY.

### **Financial Obligation of the student and their family:**

- 2011-2012 tuition breakdown
  - Tuition: \$5,785.00
  - Registration Fee: \$ 175.00
  - Technology Fee: \$ 75.00

- Administration:       \$ 600.00
- Total Tuition:         \$6,635.00
- The first semester tuition and **all fees** are due BEFORE the first day of school in August (\$3,317.50) the second semester of tuition is due by January 1. THERE ARE NO REFUNDS AFTER THE FIRST TEN (10) DAYS OF THE SEMESTER.
- An athletic fee of \$65.00/sport will be charged for students participating in MLHS sports program.
- Room and board (if part of the student exchange program) will be worked out with the host family.
- School lunches are available for purchase (\$3.00).
- Spending money will be provided by the student.
- Other costs not covered by MLHS include student insurance, school or sport team pictures or equipment, etc.

**Martin Luther High School Obligations:**

- Provide a high quality Christian education
- Provide all essential learning material i.e. textbooks, workbooks, hand outs, athletic uniforms, etc.
- Provide educational guidance

**COLLEGE AND CAREER INFORMATION**

Information about careers and further educational opportunities are available from the counselor. College catalogs, directories, career information and computer programs are available for use. Financial aid forms and college applications are also available. Do not hesitate to make an appointment or stop in when help is needed. All final transcripts are sent for seniors through the school office. The first three transcripts are sent free of charge.

**GUIDANCE**

As the student plans for future education and/or occupation, he may find a need for assistance from the guidance counselor. Assistance for any other school-related problems such as curriculum and personal problems is also available.

**TESTS**

The following tests are available to Martin Luther students (dates will be announced)

Algebra Prognosis Test	Freshmen
P.L.A.N.	Sophomores
P.S.A.T. (National Merit)	Juniors
A.C.T.	Juniors and Seniors
A.S.V.A.B.	Juniors
S.A.T.	Seniors

Other tests may be administered as needed, such as career interest tests, etc.

Algebra Prognosis Test - This test is a readiness test which helps predict student's preparedness for Algebra I by testing basic math skills. It is used to help correctly place freshmen in the math curriculum.

P.S.A.T. (Juniors) - The Preliminary Scholastic Aptitude Test is used by the National Merit Corporation for their scholarship program. Scores are also forwarded to most colleges, depending on the student's wishes.

A.S.V.A.B. (Juniors) - The Armed Services Vocational Aptitude Battery. ASAVB scores reflect a student's aptitude in many mechanical areas also.

A.C.T. (Juniors and Seniors) - The America College Testing program is available to all juniors for college application and jobs. Juniors are encouraged to take the test to complete their high school profile.

P.L.A.N., typically given in grade ten, serves as a mid-point review of progress in ACT's Educational Planning and Assessment System. The other primary EPAS components are EXPLORE (grade eight or nine) and the ACT Assessment (curriculum-based college admissions and placement). EPAS's integrated, sequential structure makes it an ideal tool for documenting progress throughout high school. Considered a "pre-ACT", P.L.A.N. is a powerful predictor of success on the ACT Assessment.

S.A.T. (Seniors) - The Scholastic Aptitude Test is a series of tests by the College Entrance Examination Board. Large universities and special scholarship programs require this test.

There are several tests available to seniors. Most Minnesota colleges and all Lutheran Synodical Colleges require the A.C.T. However, a number of competitive scholarships, as well as many private liberal arts colleges, require the S.A.T.

## **EXTRA-CURRICULAR ACTIVITIES & ELIGIBILITY POLICY**

Extra-curricular activities include:

Baseball*	Basketball (girls and boys)
Brass Ensemble	Football Cheerleading*
Class Officers	Drama
Football*	Golf* (girls and boys)
Jazz Band	School newspaper
Softball*	Track* (girls and boys)
Troubadours	Volleyball*
Yearbook	Spiritual Life Committee

Student Government	National Honor Society
Basketball Cheerleading	Hockey** (girls and boys)
Cross Country	Wrestling***
Soccer**	Spirit Club

\* Shared with Granada Huntley East Chain

\*\* Shared with Fairmont

\*\*\* Shared with Madelia and Truman

Participation in any extra-curricular activity at Martin Luther High School is a privilege. Whereas God has blessed all individuals with individual ability, the school would like to provide an arena to demonstrate the students' interests.

The school sponsors these activities. The individual has the responsibility to God to do his best, and to the school he represents and to himself to improve and grow through the experience.

Martin Luther is here to serve its students as an academic and spiritual opportunity, and participation in any program which detracts from its academic purpose must be evaluated. For this reason the following eligibility rules are enforced for all extra-curricular activities:

**Academic Requirements:** The student is required to maintain a combined average of 2.0 in all his classes and must have passed all classes during the previous quarter and semester. Performance in the classroom will be reviewed at mid-quarter and at the end of each quarter. If at either time the student has a combined average below a 2.0 or has failed any class either during the quarter and/or semester marking period, he then becomes ineligible and may not play or perform. Ineligible students may continue to practice or rehearse. Students in Student Government are ineligible at quarter not mid-quarter. Eligibility for all students is reviewed at mid-quarter progress report time. In order to receive credits for the semester in each course, a student must pass at least two of three grading elements, i.e. must pass at least both quarters or one quarter and semester final exam. The combined average of the three elements must be at least 65% to pass and receive credit. The ultimate decision rests with the administrator. In activities shared with cooperating schools, the MLHS student will abide by the MLHS eligibility policy.

**Behavioral Requirement:** Whereas participation is a privilege to represent our school, any misbehavior will not be tolerated and the student may be declared ineligible by the Administrator.

### **MSHSL Regulations Concerning Extra-Curricular Activities**

#### **ATHLETICS:**

The MSHSL policy states that during a CALENDAR YEAR, regardless of quantity, a student shall not 1) use a beverage containing alcohol, 2) use tobacco, or 3) use or

consume, have in possession, buy, sell, or give away any other controlled substance. Furthermore, any kind of sexual harassment is prohibited.

### **FIRST VIOLATION**

--loss of eligibility in athletics for 4 contests or 14 days, whichever is longer (this includes managers); athletes who have been elected captain lose that role for the remainder of the season.

### **SECOND VIOLATION**

--loss of eligibility in athletics for 6 contests or 21 days, whichever is longer (see above)

### **THIRD VIOLATIONS**

--loss of eligibility in athletics for 12 contests or 28 days, whichever is longer (see above)

A STUDENT SHALL BE DISQUALIFIED FOR 9 WEEKS BEYOND THE STUDENT'S ORIGINAL PERIOD OF INELIGIBILITY WHEN THE STUDENT DENIES VIOLATION OF THE RULE, IS ALLOWED TO PARTICIPATE, AND THEN IS SUBSEQUENTLY FOUND GUILTY OF THE VIOLATION.

Once reinstated the student must remain a participant in the activity for its full duration in order for the period of suspension to count. Otherwise, the period of suspension remains in effect for the next activity, since the student did not finish the whole activity.

VIOLATIONS ARE ACCUMULATING OVER STUDENTS HIGH SCHOOL CAREER.

FINE ARTS AND OTHER ACTIVITIES (Spiritual Life Committee, National Honor Society, Newspaper, Yearbook, Troubadours, Jazz Band, Brass, Student Government and Drama): Students violating the alcohol, tobacco and drug policy (as stated above in Athletics section) will be dealt with based on the following policy.

### **FIRST VIOLATION**

--loss of eligibility in an activity for 90 (school year) class days. Any Drama participant would lose eligibility the following year.

### **SECOND VIOLATION**

--loss of eligibility in an activity for 180 (school year) class days.

A STUDENT SHALL BE DISQUALIFIED FOR 9 WEEKS BEYOND THE STUDENT'S ORIGINAL PERIOD OF INELIGIBILITY WHEN THE STUDENT DENIES VIOLATION OF THE RULE, IS ALLOWED TO PARTICIPATE, AND THEN IS SUBSEQUENTLY FOUND GUILTY OF THE VIOLATION.

In addition to these rules, individual advisors and coaches may have additional guidelines. The final decision on eligibility rests with the Administrator MLHS reserves the right to exceed MSHSL policies. Fine Arts and Athletics function independently. Therefore, fulfilling the penalty period for one DOES NOT constitute fulfillment of the penalty for both.

MLHS students must have a physical examination every three years for athletic participation and must sign (parents sign also) the athletic and/or music MSHSL student eligibility statement.

**Participation:** When a student joins an activity, he is making a commitment to that activity; therefore, he is expected to attend all meetings, practices and activities of that group. Sportsmanship and appropriate conduct are expected of all activity members and those in attendance.

**Sportsmanship:** Sportsmanship is expected of all MLHS athletes and fans. This includes proper Christian behavior within a contest and while in attendance, as well as proper respect to the Flag during the National Anthem. Proper dress for all school-related events is expected.

Activity trips on MLHS buses will follow all MLHS school rules.

## **AWARDS AND LETTERS**

**Awards and Letters:** Certificates of Participation and Letters are given in all non-academic, extra-curricular activities. The requirements for earning a letter or a certificate are determined by the individual advisor/coach in consultation with the Administrator/Athletic Director. Coaches and Advisors have the right to use their own discretion.

**Athletics:** A Varsity letter is generally given to athletes participating in at least one-half of the scheduled matches, quarters, or innings depending on the sport. Student managers generally receive a letter for every two years managing a particular sport.

**Musical Groups:** Music letters are generally given to participants after two years of involvement.

**Drama Participation:** Drama pins are given to students who have been an actor for two years, helped backstage for three years, or have been an actor for one year and helped backstage for one year.

**Journalism Participation:** Journalism pins are given to students who have written for Yearbook or Newspaper for two full consecutive years.

**Spirit Club:** Spirit Club members will be awarded a participation certificate each year of involvement.

## **SCHOOL HEALTH**

Martin Luther High School has an assigned nurse from the Fairmont School District for consulting purposes. Students who become ill during the day must obtain permission

and a hall pass to go to the office from their classroom teacher. If a student does become ill and has to go home, the OFFICE MUST CALL THE PARENT(S)/GUARDIAN or EMERGENCY CONTACT.

Each new enrollee must submit a physical form signed by his doctor. According to State Law, all students must show proper proof of immunization to attend school.

Any student who intends to participate in high school interscholastic athletics MUST have on file in the school office a record of a physical examination performed by a physician. A health questionnaire shall be completed annually and may indicate the need for a physical examination prior to participation. Physicals for students in extra curricular activities are required every three years.

Students with communicable diseases shall not be excluded from attending school in their regular classrooms so long as their attendance does not create a substantial risk of the transmission of illness to other students or staff.

## **SCHOOL/CLASS ACTIVITIES**

The students elect their own class officers who, with the assigned faculty advisor, meet with the class on a regular basis to plan activities. Students must be academically and disciplinarily eligible to run and maintain office.

Each class sponsors at least one activity per year. The freshman class sponsors the 7<sup>th</sup> & 8<sup>th</sup> grade dance in the spring. The sophomore class sponsors the Back-to-School Shindig in September. The junior class sponsors the Prom in conjunction with the junior class Prom committee. The seniors sponsor the Friday lunches and the Senior Class Trip.

Guests and/or dates from other schools invited by a MLHS student to school sponsored activities such as prom, school dances, lock-ins, etc. cannot be younger than 9<sup>th</sup> grade and not older than 20 years of age. *The age of guests/dates from other schools must be verified by MLHS office personnel prior to the event.* Exceptions are the 7<sup>th</sup> and 8<sup>th</sup> grade dance sponsored in the spring by the 9<sup>th</sup> grade class. *The minimum age for chaperones for MLHS sponsored activities, other than MLHS staff, is 25.*

The Student Council sponsors the hot lunch program Monday - Thursday. They also have available for sale chips, candy bars, microwave food items, and lots of misc. items.

The Board of Directors has stated a policy that class rings will be ordered at the end of the student's sophomore year. At that time, MLHS will support one vendor to present their product. Buying a class ring is entirely optional.

## **Class Trip Policy (annually to Washington D.C.)**

As certain elements of the senior class trip require Principal's approval, the following timeline is encouraged:

1. Prior to the end of the school year, the Junior class should appoint a committee of three students to represent their class.
2. An estimated budget should be presented to the Principal by December 1.
3. Chaperones must be secured by the January 15.
4. Final budgets and itinerary (including servant event and worship plans) will be presented to the Principal by February 15.

Servant Events equip God's people to grow in their faith through serving, sharing Christ and developing relationships. A servant event is required as part of this activity. Students are also encouraged to attend a formal worship service as part of the trip, if applicable.

At least one chaperone must be a faculty or board member. The ratio of students to adults will be less than 10:1 (gender specific). No chaperone will sleep in the same bed as a child unless it is their own child.

Trip rules will be reviewed and signed by all parents and students. Medical information and liability waivers will also be reviewed and signed by all parents and students.

Students ineligible in a class will not be allowed to go on class trip. The School reserves the right to deny student to participate in the class trip for discipline and academic reasons. Students not on the trip must be in school.

## **SAFETY PROCEDURES**

Safety requires that building drills be conducted regularly. Announced and unannounced drills will be held to acquaint students with the procedures. Emergency routes are posted in each room.

FIRE/DISASTER EVALUATION procedures will commence with the sound of a continuous ringing of the bells. The posted evacuation routes are to be followed. Walk, do not run; remain quiet and calm. Once assembled outside, maintain absolute silence until the roll call is taken and the "all clear" is given and it is safe to return.

SHELTER/TORNADO DRILL procedures will commence with the sounding of continuous intermittent ringing of the bells. Upon hearing this alarm, the students will go to the locker rooms--boys to boys' and girls to girls'. Stay away from all windows. All students should be seated immediately upon entering their shelter area with hands/arms folded over their heads. Everyone is to remain quiet, calm, and orderly

until the "all clear" is given and it is safe to return. Three rings of the bell will indicate that it is safe to return.

## **DAILY BULLETIN**

The daily bulletin is the means of publicizing school activities and information from the office. Students should listen carefully when the bulletin is read during 2nd hour. Permission for students to enter announcements must be obtained at the office. The bulletin is printed during 1st hour each day. A separate set of staff announcements is also printed.

## **LOCKERS**

Each student is assigned a locker and may request a lock the first day of school. He/she is expected to keep his/her locker neat, clean and orderly. Nothing should be stored on top of the locker or in the hallway. Students are not allowed to store open pop cans or empty cans in their lockers. Any locker decorations should reflect our Christian atmosphere at Martin Luther High School. Permanent stickers should not be placed in/on the lockers. Each student is to use only the locker assigned to him. Regular locker inspections are made during the year. A fee will be assessed for any lost locks or damaged lockers.

## **PHONE CALLS**

Student phone calls should only be made on rare occasions and for a necessary purpose. Many parents find that phone company credit cards work best. In an emergency situation, students may ask permission to use the office phone. Phone calls are not to be made during classroom hours but should be made between classes, during lunch, or after school. Messages will only be given to students at certain times during the day, as determined by office staff.

## **VISITORS**

MLHS Facilities are for Faculty, Staff and Students and their families of MLHS. All visitors need prior notification in the office, this includes alumni and parents. All visitors must report to the office immediately upon arrival. Students who desire to bring to school a prospective student or a relative must receive permission from the school administrator at least one day in advance. Visitors are expected to conduct themselves according to the policies of Martin Luther High School, including dress. Students may not ask non-student friends to visit them at any time during school hours. Alumni may make advance arrangements to visit during lunch. MLHS facilities are for use by students and families only.

## **STUDENT DRIVING**

Driving to school is considered a privilege. Students wishing to drive will follow these regulations:

1. The student must have a valid driver's license.
2. The student must register the vehicle(s) with the office.
3. Cars are to be parked perpendicular to the building and locked until the student leaves school or a school activity.
4. A student having to go to his car during school hours is to receive permission from the office.
5. Excessive speed (more than 10 mph) and/or careless driving will not be tolerated on the school grounds or in the immediate area of the school, including in the town of Northrop. A student's "on-campus" driving privilege may be suspended.
6. You must be a licensed driver or have a snowmobile certification in order to drive snowmobiles on school property. If you have a snowmobile certification, please bring it to the office so that a copy of it can be made and put on file. Parking lot rules are in affect for snowmobiles – Excessive speed (more than 10 mph) will not be tolerated. Students may not transport passengers and the student must wear protective clothing and a helmet. Please do not ride snowmobiles on school grounds. There are a number of small trees and plants that have been planted that do not react well with the snowmobile tread.

## **STUDENT PUBLICATIONS**

A yearbook, "THE SHIELD", is produced by students who meet regularly with the advisor after school. This yearbook gives a pictorial story of each school year and provides journalistic training.

The student newspaper, "THE KNIGHTLY NEWS", is published regularly under the direction of the advisor. This paper gives the news of the current school activities.

## SCHOOL SONG

The Martin Luther KNIGHTS are hard to beat!  
They're just a tower of power from head to feet!  
They've got a style of play that's mighty sweet!  
And when you see them play, you'll say... you're bound to say....  
You'll say "Now there's a team we're proud to know!"  
They've got that Martin Luther pep and go!  
And when you see them play...you're bound to say.....  
You gotta GO, TEAM, GO!!!

### MLHS Alma Mater Song (Tune: LW 501 "God of Our Fathers")

Martin Luther High now sing your triumph song  
To God the Father, Son, and Spirit strong!  
May we the people of this school now give  
Thanks to our Lord, Who died that we might live.

Some now have gone, while others still remain  
Time marches on, but friendships do sustain,  
Mem'ries that soon will slowly fade away  
Yet bound by Christ our loyalties will stay.

Armed with God's Word, we boldly do proclaim  
Martin Luther Knights now praise our Jesus' Name,  
Our lights do shine for all the world to see  
Jesus, our Savior, through eternity!