



**M**artin

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

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

**Student/Parent Handbook  
Grades 9-12  
2023-2024**

**Preparing students  
for discipleship  
until Christ's return.**

**Honoring Christ...Welcoming All**

# **Student/Parent Handbook**

## **Grades 9-12**

### **2023-2024**

#### **Table of Contents**

	Page Number
Mission Statement, Vision Statement & School Philosophy	2
Statement of Purpose & Objectives	3
Expected Student Outcomes	4
Background	5
Enrollment, Tuition & Discounts	6
Launch Day, Fees & Lunch	8
Spiritual Life & Parent Data Privacy Rights	9
Academic Policies	9
Advanced Classes, Grading Standards, Honor Roll	
Graduation Honors, Progress Reports,	
Parent/Teacher Relationships, Cheating/Plagiarism	
Attendance Policies, Tardies, & School Hours	16
School Health & Christian Discipline	18
General Policies & Rules	23
Technology Use	24
Definition, Students' Responsibility,	
Technology Use is a Privilege, Cell Phones, Audio/Visual	
Recording, Student Devices, Security & Damages,	
The Internet & Personal Safety	
Dress Code (Normal School Day & Special Events)	28
Grievance and Due Process Procedure	30
Pupil Services	30
Foreign Exchange Students	32
College& Career Information, Guidance & Tests	33
Extra-Curricular Activities & Eligibility Policy	34
MSHSL Regulations	
Awards & Letters	38
School/Class Activities	39
Senior Class Funds & Senior Class Trip Policy	40
Safety Procedures, Allergy Policy & Daily Bulletins,	41
Lockers, Phone Calls, Visitors & Student Driving	42
Student Publications, School Song	43
Alma Mater	44

\*all references in this publication to “parent(s)” also refer to legal guardian(s)

As parents and students 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.

## **MISSION STATEMENT**

Preparing students for discipleship until Christ’s return.

## **VISION STATEMENT**

Martin Luther High School is:

**P**artnered with Families and Congregations  
**E**mpowered by the Gospel  
**A**cademically Accredited  
**C**hrist-Centered and Cross-Curricular  
**E**ngaged in Excellence

## **SCHOOL PHILOSOPHY**

Martin Luther High School looks to follow the Great Commission (Matthew 28:19-20) of our Lord and Savior Jesus Christ by sharing the Gospel in our school, classrooms, and community. MLHS partners with families to fulfill our mission and vision, hence cooperation is essential to this success.

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.:**

- **The Three Ecumenical Creeds (APOSTOLIC, NICENE, ATHANASIAN)**
- **The Unaltered Augsburg Confession**
- **The Apology of the Augsburg Confession**
- **The Smalcald Articles**
- **Luther’s Large and Small Catechisms**
- **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 Christian atmosphere necessary to enable the students to obtain quality education and to grow in their faith in Jesus Christ as their personal Savior. 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

- A. Joyfully proclaim the life, death, and resurrection of his/her Lord and Savior, Jesus Christ. (a)
- B. Know that he/she is a loved, forgiven, and redeemed child of God. (b)
- C. Recognize and use his/her individual talents. (b)
- D. Treat fellow students in a Christian manner. (c)
- E. Become involved in various activities which will help him/her develop and express his/her Christian faith. (d)
- F. Treat staff members and all adults with esteem and respect. (e)
- G. Grow in self-discipline and responsibility through regular attendance,

- completion of assignments, class participation, and valuing of Christian ethics. (f)
- H. Earn enough credits each year to allow him/her to pass on to the next level. (g)
  - I. Take electives which reflect his/her abilities. (g)
  - J. Develop an active prayer life for private and corporate prayer needs and opportunities. (h)
  - K. Apply Scripture (Law/Gospel distinction) to his/her daily life to help him/her in making God-pleasing decisions/choices. (i)
  - L. Share his/her faith verbally and non-verbally. (j)
  - M. Respect classroom rules and treat other students/teachers with kindness and loving concern. (k)
  - N. Participate in many social functions and extra-curricular activities. (l)
  - O. Encourage the spiritual growth and maturity of others through verbal witness, prayer, and Christian example. (l)
  - P. Demonstrate academic excellence. (l)
  - Q. 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 fortieth 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.

## ENROLLMENT AND TUITION

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.

**Enrollment:** In order to ensure a seat for the upcoming school year, families should enroll early.

- New students: A completed Enrollment form and the non-refundable Enrollment fee are required for enrollment to be considered final. Early discounts apply.
- Returning students: A re-enrollment form and the non-refundable re-enrollment fee is required for re-enrollment to be considered final. This process can be completed online at [www.martinlutherhs.com](http://www.martinlutherhs.com) under the Current Student tab.

**Tuition and Discounts:** 2023-2024 tuition is \$6,750.

Discounts are based on church membership of the family. Those who are members of MLHS Full Association supporting congregations receive a 10% discount.

Additional discounts include:

- A one-time, new family reduction of \$1,000
- Church worker discount
  - 10% for part-time=32 hours or less for any position
  - 20% for full-time=32+ hours
- Student Tuition Aid Award
- The maximum award given for the additional discounts listed above can be up to \$3,000.

To receive Student Tuition Aid:

1. The student must be enrolled for the coming school year.
2. The family must fill out and complete the tuition aid application by May 1<sup>st</sup> which will be provided to you by the school office.
3. In addition to helping with general fundraisers that benefit MLHS, each family receiving any type of financial aid is expected to help at all fundraisers designated for student tuition aid such as the Generation-to-Generation Antique Auction and Soup and Sandwich Dinner.
4. All families (parents and/or students) receiving student tuition aid are required to write six nice, personal thankyou's that can be sent out to various donors to the student tuition aid fund. They are due to the office by January 1<sup>st</sup>.

- In addition to the prior discounts, a 25% discount exists for each succeeding child enrolled at the same time from the same legal family.
- Individual congregations may also have financial aid available to their own students attending Martin Luther. Families should check with their individual pastors.

#### Tuition Payment Plan:

1. Electronic Fund Transfer (EFT)- Eleven payments calculated from tuition due with 1st payment due on July 15. Additional form and voided check required.
2. Annual payment by EFT for tuition due July 15.
3. Semi-annual payment by EFT for tuition due (first payment due July 15th & second payment due by January 15)

- 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.

- Past tuition delinquent families will be required to use the automatic withdrawal system (ACH) for future tuition payments.
- 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 administration.
- A senior may not participate in the Senior Class Trip and/or graduation service unless all school financial obligations have been satisfied.
- All credits will automatically stay within a family unit to be used that next school year. Credits not fitting these criteria will be applied to the general operating budget and become a tax-deductible donation.



**LAUNCH DAY & FEES:** This day is held in August prior to the first day of school. Students and parents meet with the Guidance Director and Office Manager to set up a plan for Success Guaranteed!

Students: pick-up schedules, planners, lunch menu and find out ACT Aspire Test results. Place items in lockers and walk through your schedule!

Parents: turn in all paperwork needed for the new year, make payments on lunch accounts and/or tuition, sign up for PTL events, and visit with your partners in “preparing students for discipleship until Christ’s return.”

Students and Parents:

- Review the student handbook about all dress code requirements, snow day process, how to call in a student sick or if they have an appointment, etc.
- Required to fill out the Commitment Form for each student enrolled at MLHS that you will uphold all policies of MLHS.

Fees: Families should pay the applicable the fees due for the year.

They can include:

- Technology fee=\$110 for all students each year
- Graduation fee=\$50 for Seniors (covers diplomas, graduation programs, cords, etc.) Caps and gowns are additional and ordered through Jostens.
- Athletic Fees=for students participating in a MSHSL co-op sport with Jaguars the fee is \$75 per sport. Volleyball, Cross Country, Girls and Boys Basketball, Baseball, Softball, Track, Golf.
  - \*Football, Hockey and Soccer fees are paid to the hosting association.
  - \*Trap (Fall and Spring sessions) should be paid to the MLHS office.  
Fee TBD.
  - \*There is a family athletic fee cap.
  - \*Athletic fees are due in August or before the season begins. Students cannot participate until athletic fees are paid in full.

## **LUNCH PAYMENT POLICY**

The lunch program at Martin Luther High School is provided by local businesses at a cost of **\$4.50** per meal. Your cafeteria account is tracked on the JMC software for schools system.

## **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.

As part of the MLHS Mission and Vision Statement our goal is to reach out in Christian love to make Jesus known and to help others know Jesus better.

- A. Martin Luther High School normally provides Monday, Wednesday and Friday chapels which are led by area pastors, approved guests or MLHS teachers.
- B. Periodically small group Bible Studies are offered.
- C. All students must take Religion courses all four years. Periodic church attendance is a requirement in some of our religion classes.
- D. Morning devotions are held as part of our normal routine.

## **PARENT DATA PRIVACY RIGHTS**

Parents have the right to inspect and review the educational records of their children upon formal request. No outsiders may access the information in the records without a parent's consent.

## **ACADEMIC POLICIES Grades 9-12**

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
PE/Health	1 credits	Fine Arts	2 credits
Elective	2.5 credits		
Foreign Language	2 credits		
Total	26 credits		

The PE/Health credit requirement can be earned in the following manner. Health class is required and will count as .5 credit. The remaining .5 credit can be earned as part of our in-house MLHS PE class OR as our Integrated PE opportunity. All other PE options and opportunities will count as electives, not as part of the PE requirement.

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

Students planning on attending a four-year college should realize many colleges require the following: two years of a foreign language and math minimum of Algebra I and II and Geometry.

Martin Luther High School Rules for Non-PSEO Online Classes:

- A. Parents must pay for the course out of pocket
- B. Has to be taken during study hall or outside of normal classroom hours
- C. Approval from the high school counselor.
- D. The online high school courses do not replace the high school courses offered by MLHS staff. (Example: SCIOx General Biology (online) does not replace Biology taught by MLHS Science teacher.) However, online high school courses may be offered for credit recovery purposes as approved by the department head and high school counselor.

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 (AP) Classes and In-house Post-secondary Enrollment Option (PSEO) classes must be approved by the office administration and the instructing teacher. One semester of PSEO equals .5 credit at MLHS.

Students who choose to take in-house PSEO and/or AP courses receive weighted grades. AP students are required to take the AP test. PSEO courses will follow state PSEO guidelines and will use the required PSEO grade scale.

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."

Additional Martin Luther High School Guidelines for PSEO are as follows:

- A. On MLHS campus or on-site at another school
  - 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 handbook for further information on graduation requirements.
  - 5. PSEO attendance policies are set by the college-see course syllabus.
- B. On-line PSEO Classes
  - 1. Follow state PSEO requirements
  - 2. Carry a cumulative GPA of 3.5 *or* with a majority teacher and mandatory parent approval (acknowledging future college eligibility consequences)
  - 3. Student needs to search for an MLHS faculty to act as an advisor
  - 4. Approval from the high school counselor

NOTE: Students participating in on or off campus PSEO classes may only substitute as independent study for a required class upon approval by teacher, parent, and guidance office.

## GRADING STANDARDS 9-12

The following scale will determine semester grades:

Semester 1 classroom	80%	Semester 2 classroom	80%
Semester 1 Final	20%	Semester 2 Final	20%

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. Semester grades are permanently recorded in the student's files and on their transcripts.

**Students should expect semester finals will be given in all courses.**

Finals must be taken on the day they are normally scheduled; special exemptions maybe be allowed by the principal for family emergencies. Seniors may be excused from the final exam in each subject in the 2<sup>nd</sup> semester of their senior year if they had a minimum of "A-" average in that subject. Some classes are excluded from this rule ie: PSEO classes are required to take a final by the postsecondary institution. Students should refer to the class syllabus for individual class information.

Letter grades reflect academic progress		<u>GPA</u>
100 - 93%	A = Superior	(4.0)
92 - 90%	A-	(3.667)
89 - 87%	B+	(3.333)
86 - 83%	B = Good	(3.0)
82 - 80%	B-	(2.667)
79 - 77%	C+	(2.333)
76 - 73%	C = Satisfactory	(2.0)
72 - 70%	C-	(1.667)
69 - 67%	D+	(1.333)
66 - 63%	D = Poor, conditionally passed	(1.0)
62 - 60%	D-	(0.667)
59% or below	F = Failing	(0)

In Pass/Fail classes, P will be given as the passing grade. All grades are passing except an "F".

If a student is in danger of failing or before a grade "D", "F" or "U" is given to any student, in any class, parents are to be notified at least two weeks prior to the end of the semester, when possible.

Transcripts will be held for nonpayment of fees, tuition, etc. Re-enrollment status will remain pending until all fees and tuition balances are paid.

MLHS uses JMC software for schools as a school management system. JMC software for schools is a Web based application that allows students, teachers, parents, and

administrators to easily communicate, share information and manage their tasks. JMC software for schools 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 higher; and the "Honor Roll", which requires a 3.0 average. No "Honor Roll" classification can be given to any student receiving a "U" or "F" grade.

## **GRADUATION HONORS**

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

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). Students earning cumulative GPA from 3.0 to 3.49999 and will be given a silver cord and students earning cumulative GPA 3.50 and higher will be given a red cord to show their achievements during the Awards Recognition ceremony. One (1) cord will be given to Honor students. Grades for AP and in-house PSEO are based on a 5-point scale.

The valedictorian and salutatorian will be given speaking honors at graduation. The valedictorian will be chosen as the senior with the highest GPA after seven semesters. The salutatorian will be chosen as the senior with the second highest GPA after seven semesters. They must both also have met all graduation requirements and have attended Martin Luther High School both semesters of their senior year. In the case of a tie for highest GPA, multiple valedictorians would be awarded and there would be no salutatorian. In the case of a tie for second highest GPA, multiple salutatorians would be awarded. Grade Point Average is carried 4 points to the right of the decimal.

## **PROGRESS REPORTS**

You will be notified by email when progress reports have been generated in JMC software for schools. Parents are encouraged to speak with the teachers concerning these progress reports. Ineligible students are expected to practice or rehearse, but may not perform or dress in uniform for any extra-curricular activity/game. In the case of academic 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 (C-, 1.667 GPA) combined overall average and is not passing all classes after two weeks, he/she will remain ineligible until the next progress report.

Eligibility checks will be made three times per semester as well as semester end. A student who is ineligible due to the grades on the semester report card will not be allowed to play or perform but is expected to practice or rehearse until the first progress of the next semester report of the review reflects that the required academic 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.

Parent/teacher conferences are scheduled during the first semester each year.

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.

## **CHEATING/PLAGIARISM**

As Christians we strive to follow the words of 2 Corinthians 8:21(NIV)--"For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of man." Part of that is to show honesty and integrity in all that we do.

Cheating demonstrates a lack of integrity and character that is inconsistent with Christian values and with the goals of our school. Cheating robs students of the opportunity to become competent learners and, in the end, is self-destructive.

Cheating includes:

- Copying, faxing, messaging or in any way duplicating assignments or assessments wholly or in part, that are turned in as original work.
- Exchanging assignments or assessments with other students, either handwritten or computer generated, whether you believe they will or will not be copied.
- Using a computer or other means to translate an assignment or assessment from one language to another and submitting it as an original translation.
- Unauthorized giving or receiving answers on an assignment or assessment. It is students' responsibility to secure their work to minimize the opportunity for others to copy work.
- Taking credit for group work when you have not contributed an equal or appropriate share toward the final result.

- Accessing an assignment or assessment or answers to the same in advance of its administration.
- Text messaging or having an electronic device out during an assignment or assessment without teacher approval.

### **Plagiarism**

Plagiarism is committing literary theft. It is a form of cheating that clearly violates the student code of conduct and Biblical admonition not to steal.

Plagiarism includes (but is not limited to): submitting, without appropriate acknowledgement, a report, notebook, speech, outline, theme, thesis, dissertation, or other written, visual, or oral material that has been copied in whole or in part from the work of others, whether such source is published or not, including (but not limited to) another individual's academic composition, compilation, or other product, or commercially prepared paper.

**Citing Sources:** Unless otherwise noted, MLHS teachers expect students to use the MLA format when citing sources for all schoolwork. MLHS has a subscription to the online citation generator for student use at school and at home.

Teachers will instruct and guide students in the parameters of cheating and plagiarism and how to avoid engaging in them.

### **Consequences of Cheating/Plagiarism**

- First Offense--handled by teacher. Grade penalty per teacher's syllabus. Parent contact. Incident will be documented
- Second Offense--Grade penalty per teacher's syllabus. Parent conference. Incident will be documented.
- Continuing Offenses--Grade penalty per teacher's syllabus. Student meets with pastor (parents encouraged to participate as well).

Consequences will be cumulative by student by the school year. In other words, consequences progress regardless of which course the offense occurs in but will "re-set" in a new school year.

NOTE: Teachers may withhold full or partial credit for work involving cheating/plagiarism. This could result in a failing grade for the course.



## ATTENDANCE POLICIES, TARDIES & SCHOOL HOURS

Martin Luther High School is an in-person educational ministry. Attendance is a necessary component of success. It is also a requirement of the State of Minnesota. The school will track attendance in compliance with state requirements and as a means of evaluating success. Therefore, the following attendance policy has been adopted:

Eight (8) absences per semester per class will be symptomatic of success lost. Absences, along with other indicators of success, (grades, behavior, habits, etc), will be used to evaluate the need for intervention, or an alternative plan for success, which may include transferring to a different school. If there is a need for intervention, a meeting will be set up for the family and the administration to discuss a cooperative plan. PSEO classes have their own attendance policies set by the PSEO instructor and university.

It is the parents' responsibility to notify the school by 8:30 a.m. when their student will be absent. Any unexcused absence may result in zeros for all course work missed.

All absences require students to get an assignment sheet from the office. All planned appointments, etc must have an assignment sheet handed to teachers PRIOR to the appointments, etc. Students who do not get an assignment sheet from the office are subject to 0's in the classes that are missed for those days. 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. The windows for making up schoolwork are defined by the individual teachers. Windows are not to be assumed to be unlimited. Each teacher may vary in his/her parameters. 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 on that same day Exceptions can be made for family emergency or a medical appointment **with a note from doctor**. This includes participation in events sponsored by cooperating schools.

Approved college visits will be cleared/granted by Martin Luther High School if submitted in advance in order to obtain an assignment sheet. Unapproved college visits will result in a student being ineligible for participation that day in any extra-curricular activities.

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 at the beginning of the school day, 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 four unexcused tardies in one semester 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 normal 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; KBEW 98.1 FM. TV Station: KEYC 12. Please be aware most media outlets also post the delays and closing on their websites and/or Facebook pages. (Delays and closings may not be posted on MLHS website but will be sent in an email to the parents.) 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 JUDGMENT AND REQUESTS.**

## **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 extracurricular 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. Students with a fever or vomiting due to an illness may not return to school until those symptoms are gone for a minimum of 24 hours.

## **CHRISTIAN DISCIPLINE**

At MLHS we want to emphasize a Law/Gospel approach to our disciplinary practices. We want to emphasize forgiveness, but not without the importance of the consequences that follow decision making. We will emphasize that positive decision making will generate positive consequences and that negative decisions will lead to negative consequences. We look to balance our disciplinary actions in such a way that the consequences are not unequally matched. We also want to emphasize fresh starts with forgiveness. This is an essential process in the development of young people of strong character and integrity – Proverbs 13:18.

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 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 conversation of continued schooling at Martin Luther High School. Any disciplinary issues may carry over into the MSHSL Code of Conduct.

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. The school also reserves the right to conduct random searches of students' person, belongings, lockers, and vehicles as a general deterrent. Random searches may include the use of trained dogs. An administrator and another staff member will conduct all searches.

Classroom discipline and school behavior are 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 administration and/or the Board of Directors in lieu of certain consequences based on the nature of the offense. The administration and/or 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.

**SUSPENSION** may be out-of-school (OSS) or from a specific class or activity. 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 (including vaping), and or drugs (or related devices) shall result in immediate suspension. 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.

## B. Misuse of God's gift of sexuality

1. 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. Offense may result in detention or more serious disciplinary action.
2. Pregnancy: 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 administrative team 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 administration and/or 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).

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

- a. 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.
- b. Whether or not it is obvious that there has been a sincere repentance.
- c. Our concern to do all we can to protect the dignity of the student(s) involved.
3. 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). 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:

- Verbal, written/graphic harassment or abuse;
- Subtle pressure for sexual activity;
- Inappropriate patting or pinching;
- Intentional brushing against the individual's body;
- Any unwelcome touching of a sexual nature;
- Any activity that seeks to use another person as a sexual object.

It is the determination of 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.

C. Use of physical violence, fighting, and/or bullying on school grounds

1. Verbal and Written Harassment, including social media: (Non Sexual Nature):  
Verbal and written harassment may include, but is not limited to:

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

It is the determination of MLHS to provide a Christian environment that is safe, both for those receiving its ministries and for those providing its ministries. Neither physical nor verbal abuse will not be tolerated at Martin Luther High School. If any student feels that they have been abused, exploited or harassed, please contact the school administrator, a faculty member, or one of the members of the Board of Directors.

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

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

These categorical disciplinary issues will be treated in the following manner. The administration and/or the Board of Directors 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.

To reemphasize, 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, as well as a successful grade reflects proper preparation and positive consequences.

### **FIRST OFFENSE**

- immediate notification of parents
- meeting with parents, student, and the administration as soon as possible
- apologizes may be encouraged
- detention or suspension may be implemented
- law enforcement may be notified
- loss of rights to attend school functions for up to 4 weeks (unless required to be there by coach or advisor). This includes class trip, prom, athletic events, concerts, dramas, parties, dances, graduation etc.
- MSHSL regulations on page 34-35 may need implementation
- post season awards (athletic and others) may be impacted
- NHS and other honorary memberships may be impacted
- elected positions (Student Council, class officer, team captain, etc) may be impacted for the remainder of the school year; students may also be ineligible to run for elected positions
- a 365-day probation may be enacted
- random drug testing for 365 days may be done (Testing will be done by a school-approved facility. The school will pay for the testing costs if the results are negative.)
- additional counseling with a school-approved counselor may be required (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 administration team and/or the Board of Directors

### **SECOND OFFENSE**

- immediate notification of parents
- immediate suspension to parental home care for up to 6 days may be necessary

- meeting with parents, students, and the administration team as soon as possible
- law enforcement may be notified
- loss of right to attend school functions for up to 6 weeks (see "First Offense")
- See MSHSL Regulations on page 36
- post season awards (athletic and others) will be impacted
- NHS and other honorary memberships will be impacted
- elected positions (and ability to run for office) will be impacted.
- probation will be implemented
- random drug testing for the remainder of high school career may be required (see "First Offense")
- family counseling with a school-approved counselor may be required (see "First Offense"). Written verification of counseling should be returned to the school as soon as possible
- other requirements as deemed necessary by the administration team and/or the Board of Directors

### **THIRD OFFENSE**

The administration team and the parents/guardians will discuss continued enrollment at MLHS and possible transfer of their son or daughter to another school. In the event the parents do not wish to make such a transfer, the parents/guardians will be invited to a special Board of Directors meeting at which time the student's transfer will be evaluated.

## **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!

- A. Students will respect all school policies, each teacher's classroom policies, and other students' rights and privileges.
- B. Students are to be on time for all classes and have all necessary materials with them when they get to the classroom.
- C. Students will be quiet and, in a mood, conducive to learning.
- D. Incomplete or false information (under general policy), plagiarism, and dishonesty are not acceptable.
- E. Eating outside the cafeteria is not permitted. Beverages are permitted outside the cafeteria only in spill-proof containers, but teachers have the right to ban beverages in their classrooms. 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. EXCEPT FOR HEALTHY SNACK TIME DURING SALT, ALL FOOD 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.

- F. Disorderly behavior (running, pushing, wrestling, etc.) and foul language are not permitted at any time while at school or school-related activities.
- G. During the school day, students are not permitted to leave the school or school property unless the office gives permission.
- H. 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 may be conducted 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.
- I. Snowball throwing is not permitted.
- J. Gambling is not allowed at any MLHS student school-related activity.
- K. 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.
- L. Permission is needed for use of any kind of laser pointers.
- M. 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.

## **TECHNOLOGY USE**

### **DEFINITION OF A TECHNOLOGY DEVICE**

This policy shall include all existing and emerging technology devices that can take photographs; record audio or video; input text; upload and download media; and transmit or receive messages or images. Examples of a device shall include but are not limited to MP3 players and iPods; iPads, Nooks, Kindle, and other tablet PCs; laptop and netbook computers; personal digital assistants (PDAs), cell phones and smart phones such as BlackBerry, iPhone, or Droid, digital cameras, as well as any device with similar capabilities.

### **STUDENTS' INDIVIDUAL RESPONSIBILITY**

All student use of technology is to be conducted under faculty supervision. Nevertheless, faculty members are not expected to monitor student use at every moment. Every student is expected to take individual responsibility for his or her appropriate use of technology.

### **TECHNOLOGY USE IS A PRIVILEGE**

Technology use at Martin Luther High School is a privilege, not a right. A student's access may be canceled by school officials if this privilege is abused. Inappropriate use of technology may also be subject to disciplinary action. Martin Luther High School reserves the right to change these guidelines at any time.

Students not following this policy will have the following offenses (per school year):

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

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

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

## **CELL PHONES**

Students will be allowed to keep their cell phones on their persons during the day, but cell phones must be off or silenced and kept in a pocket or book bag. Teachers reserve the right to collect student cell phones at any time during an instruction period, and the phones will be returned at the end of the period (except in cases of misuse). Students may check messages during their lunch times.

## **AUDIO/VISUAL RECORDING**

Audio and/or visual classroom recordings will be determined and allowed by each faculty member for their classroom prior to the recording. Students may not record other individuals without their permission. No technology device may be used in any locker room or bathroom under any conditions.

## **STUDENT DEVICES**

All students are required to have a classroom technology device. Teachers will be making use of technology and internet resources in their curriculum. If a student does not have a device, they will miss out on valuable classroom activities and may need to use lab or home computers outside of class time. When selecting a technology device parents should consider the following guidelines.

Recommended devices: Full laptop computers running supported versions Windows or Apple OS.

Acceptable devices: Chromebooks, iPads, tablets running Android or Windows with screens of at least 7 in.

Unacceptable devices: Smartphones, iPods, MP3 players, tablets smaller than 7 in.

Additionally, all devices need to have Chrome web browser installed. Devices should be malware and virus free. Devices should be brought to school fully charged. Families with multiple students in the school may borrow a laptop for use during the school day.

## **SECURITY AND DAMAGES**

Responsibility to keep the device secure rests with the individual owner. MLHS is not liable for any device stolen or damages on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

School Administration and Technology staff may search the student's memory device if they feel school rules have been violated, which may include, but are not limited to, audio and video recording, photographs taken on school property that violate the privacy of others, or other issues regarding bullying, etc.

## **THE INTERNET**

Because of its enormous size and resources, the Internet's educational potential is boundless. Because of its broad reach, however, the Internet also contains the potential for abuse. These guidelines are intended to help ensure that students use this valuable resource in a safe and appropriate manner.

Martin Luther High School offers Internet access. The sole purpose of this access is to support education and research by providing students and teachers with access to unique resources and an opportunity for collaborative work. All uses of Martin Luther High School's Internet access must be in support of and consistent with these educational objectives. Adherence to these guidelines is a condition for a student's privilege of Internet access.

Users should not expect that files and communication are private. MLHS reserves the right to monitor students' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Students should have no expectation of privacy regarding their use of MLHS property, network and/or Internet access or files, including email.

Personally owned devices used in school are not permitted to connect to the Internet through a 3G, 4G, or other content service providers. Personally owned devices must access the internet via the school's content filtered wireless network.

## **PERSONAL SAFETY**

The Internet is accessible to the public. Martin Luther High School utilizes a firewall and website access restrictions as a safety measure but cannot guarantee that this will prevent every instance of inappropriate or malicious activity. Therefore, students must be cautious and prudent about supplying personal information and/or arranging personal meetings. In particular, students should never arrange a personal meeting with a person who was met online without their parents' or guardians' knowledge and approval.

Students should promptly inform their teacher or school administrator of any online communication that the student feels is threatening, harassing, or otherwise inappropriate. Since students may interact with a multitude of people online, their actions should reflect their Christian faith (2 Cor. 10:5).

## **DISCLAIMER OF LIABILITY**

Martin Luther High School disclaims all liability for the content of material that a student may access on the Internet, for any damages suffered in the course of or as a result of the student's technology use, and for any other consequences of a student's technology use.

## **UNACCEPTABLE USES**

The following uses of technology are unacceptable:

- Posting private or personal information about another person.
- Using another person's login (credentials, information) to access their private data or pose as them online. This includes email, files stored on Google Drive, files stored on the MLHS server, or any other service that they have access to.
- Disrupting the school's network or destroying data belonging to the school or other students.
- Deliberately attempting to gain unauthorized access to network resources or blocked websites. This includes accessing the internet using a network other than the school's filtered network.
- Accessing or transmitting obscene or pornographic material.
- Posting chain letters or engaging in "spamming." ("Spamming" means sending annoying or unnecessary messages to large numbers of people.)
- Engaging in sexual or other forms of harassment or bullying.
- Participating in any communications that facilitate the illegal sale or use of drugs or alcohol; that facilitate criminal gang activity; that threaten, intimidate, or harass any other person; or that violate any other laws.
- Plagiarism. "Plagiarism" means the taking of material created by others and presenting it as if it were one's own. The Martin Luther High School statement on plagiarism, which is included in the MLHS Student Handbook, is applicable to Martin Luther High School students' use of the Internet.
- Infringing copyrights. Copyright infringement occurs when a person inappropriately reproduces or transmits material that is protected by copyright. For example, most software is protected by copyright and may not be copied without the permission of the copyright owner.
- Participating in commercial activities that are not directly related to the educational purposes of Martin Luther High School.
- Use of technology for entertainment or personal use (e-mail, chat rooms, Facebook/MySpace, Twitter, blogging, games, general surfing, any other non-ML accounts etc.) during school hours (8:15 a.m.-3:00 p.m.), including study halls, except with the supervising teacher's permission.

## DRESS CODE

Our dress is one of the ways in which we reflect who we are and whose we are. 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. We dress for the occasion. 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. The following rules exist to guide students in their dress, reflect that we are a Christ-centered community, and provide an environment that is appropriate. The school reserves the right to counsel, reprimand and even suspends a student if the student does not cooperate or comply with the school standards.

### A. Code for normal school day and functions

1. Clothing (including hats & jewelry) and bags/backpacks which depict or infer to promote non-Christian values such as alcohol, drugs, tobacco, violence, sexual innuendo, or any other offensive slogans or pictures are not allowed.
2. Hats, caps, or hoods are not to 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. Shoes and proper footwear are always to be worn.
4. Hair should be kept modest, neat, and clean.
5. Tinted glasses, unless prescribed by a doctor, are not to be worn.
6. 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.
7. No strapless tops or dresses, see-through shirts, mid-riff, or crop tops are allowed. Stomachs must not be exposed.
8. Skirts, shorts, or skorts should measure no shorter than four inches above the top of the knee when standing. **\*Skirt length also applies to all dress up days throughout the year and to coronation dresses worn during Snow Week as well as Prom dresses. \*Short length applies to both males and females.**
9. Clothing that is frayed, has holes or torn, 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.
10. Clothing that exposes creases, cracks, and cleavage is not allowed. The neckline of blouses should be no lower than the distance measured down from the base of the neck by the width of the student's hand and the neckline of the shirt should not extend to the shoulders.

11. Leggings, tights, yoga pants, or other pants of this type:
  - May not be worn as pants
  - Must be under dresses, skirts, or shorts which are at least four inches from the top of the knee when standing.
12. Clothing generally worn outdoors is not to be worn in classes, devotions, or chapel except by special permission of the classroom teacher.
13. No loungewear or pajamas can be worn during the school day or at school activities.
14. 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.
15. All school-related events (home or away) will require proper school attire by participants or spectators. Coaches and group advisors have the right to specify team or group attire.
16. Students in the building after regular hours for non-athletic events are to wear proper school attire.
17. Clothing and accessories should not be the source of offensive odors.

#### Consequences:

1. First Offense – Warned by teacher/school personnel; Student will be asked to change clothes; Documented.
2. Second Offense – Student must change clothes; Parent notification; Detention; Documented.
  - At this point, if the student dress code infraction involves shorts, the student may no longer wear shorts to school until the beginning of the next semester. At which time she/he may have a second chance.
3. Third Offense – Student must change clothes; Parent conference; Detention; Documented.

### **B. Code for Formal Events and Dances**

1. No strapless tops or dresses, see-through shirts, mid-riff, or crop tops are allowed. Stomachs must not be exposed.
2. Skirts, shorts, or skorts should measure no shorter than four inches above the top of the knee when standing. **\*Skirt length also applies to all dress up days throughout the year and to coronation dresses worn during Snow Week as well as Prom dresses.**
3. Clothing that is frayed, has holes or torn, 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.
4. Clothing that exposes creases, cracks, and cleavage is not allowed. The neckline of blouses should be no lower than the distance measured down from the base of the neck by the width of the student's hand and the neckline of the shirt should not extend to the shoulders.
5. Clothing generally worn outdoors is not to be worn.

6. No loungewear or pajamas are allowed.

Consequences:

1. Student will be asked to change clothes
2. Parent notification and student is excused from the remaining evening events (includes Post Prom).

## **GRIEVANCE AND DUE PROCESS PROCEDURE**

Martin Luther High Schools follows Matthew 18 when dealing with grievances and due-process. When dealing with a concern (i.e. child behavior, discipline, grades, etc.) with an MLHS staff or faculty member please follow these steps:

- A. Take the concern to the individual (parent, staff or faculty member) on a one-to-one basis. Voice your concern to that individual and try to work to a mutual understanding.
- B. If you feel that your concern was not addressed take your concern to the principal.
- C. If you feel that your concern was still not addressed you may bring your concern, in writing, to the Board of Directors. They will review your concern and will make a decision to act on.
- D. Unresolved differences may result in the student transferring to another school.

## **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.

Students with an IEP, ISP, IHP 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 a parent/guardian(s) perceive that their 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, they may seek a screening and evaluation by their public school district through arrangements made with the guidance office at MLHS. The evaluation will be designed to determine whether or not the child has a disability as defined by special education eligibility criteria in Minnesota Rules (MR) 3525. The process for students deemed eligible is as follows:

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

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:

- A. Above average command of the English language (SLEP score greater of 700).
- B. Willingness to be involved in MLHS extracurricular activities: sports, music, drama etc.
- C. The student will be expected to participate in their host family church and devotional life.
- D. 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 in grades 9-12:

2022-2023 tuition breakdown

- Tuition: \$6,750.00
- Technology Fee: \$ 110.00
- Administration: \$ 750.00
- Total Tuition: \$7,600.00
- The first semester tuition and **all fees** are due BEFORE the first day of school in August (\$4,225.00) the second semester of tuition is due by January 1 (\$3,375.00). THERE ARE NO REFUNDS AFTER THE FIRST TEN (10) DAYS OF THE SEMESTER.
- An athletic fee of \$75.00/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.
  - Laptop or other personal device using product is required. You must be able to access the internet and run Google Chrome. "Smart" phones are not acceptable devices.
- School lunches are available for purchase (\$4.50).
- Students must provide their own spending money.
- Other costs not covered by MLHS include, school or sport team pictures or equipment, etc.

Foreign Exchange students are welcome to travel on the Senior Class trip. Costs for this trip include airfare, hotel, ground transportation, and admission fees. Hotel and all transportation costs must be paid when tickets are purchased. Admission fees are payable when determined. Food and souvenirs are extra at the student's own cost.

### Martin Luther High School Obligations:

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

## **COLLEGE AND CAREER INFORMATION**

Information about careers and further educational opportunities are available from the guidance director. 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. Students are responsible for obtaining their own PSEO transcripts.

## **GUIDANCE**

As students plan for future education and/or occupation, they may find a need for assistance from the guidance director. 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
PRE-ACT	Incoming Freshmen to Sophomores
A.C.T.	Juniors and seniors
A.S.V.A.B.	Juniors

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.

PRE-ACT is designed to help 8-10th graders explore a broad range of options for their future. It prepares students not only for their high school coursework but for their post-high school choices as well. ACT ASPIRE can serve as an independent program or as the entry point into ACT's College and Career Readiness System.

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. Test is offered off-site and on-site.

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 for grades 9-12 include:

Baseball***	Class Officers
Basketball (B/G)***	Drama
Cheerleading ***	National Honor Society
Cross Country (B/G)*****	School Newspaper
Golf (B/G)***	Spirit Club
Football*	Student Government
Hockey (B/G)*	Yearbook
Soccer (B/G)*	EMPOWER
Softball***	KNIGHTS4Life
Tennis (B/G)*	
Track (B/G)*****	
Trap	
Volleyball***	
Wrestling**	

- \* Shared with Fairmont
- \*\* Shared with Madelia and Truman
- \*\*\* Shared with GHEC/Truman (Jaguars)
- \*\*\*\*\* Shared with GHEC, Madelia and Truman

**If you are interested in any activity that is NOT on the list above, you must contact the MLHS Office and Athletic Director. We may be able to form a new CO-OP agreement with an area school to have this activity. Adding an activity is a lengthy process, so please notify MLHS well in advance of the season.**

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 have the responsibility to God to do their best, and to the school he represents and to themselves to improve and grow through the experience.

Martin Luther is here to serve its students through academic and spiritual opportunities; however, participation in any of these opportunities which detracts from MLHS's 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 grade point average of 1.6667 (C-) in all their classes and must have passed all classes during the previous semester. Performance in the classroom will be reviewed during progress report periods and at the end of each semester. If at any of these times, the student has a combined grade point average below a 1.6667 (C-) or has failed any class, they become ineligible and may not play or perform. Ineligible students must continue to practice or rehearse during this time. Students in Student Government are ineligible at semester. National Honor Society has its own policies regarding ineligibility. Eligibility for all students is reviewed at progress report time. In activities shared with cooperating schools, the MLHS student will abide by the MLHS eligibility policy.

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

**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:** Sportsmanship and appropriate conduct are expected of all activity members and those in attendance. 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.

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.

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

**At any time during the calendar year, a student shall not, regardless of the quantity:**

1. use or consume, have in possession a beverage containing alcohol;
2. use or consume, have in possession tobacco;
3. use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia;
4. use or consume, have in possession, buy, sell or give away products containing, or products used to deliver nicotine, tobacco products and other chemicals.
5. use or consume, have in possession, buy, sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substances or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal Law.

**“Tobacco products” means: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product.**

### **A. Penalties for Category I Activities**

Definition of Category I Activities: Those League-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of League-sponsored tournaments.

- Athletic Activities
- Fine Arts Activities for Category I
  - Debate
  - Speech Activities including One Act Play - when a school schedules a season of interscholastic contests.

**First Violation Penalty** The student shall lose eligibility for the next three consecutive interscholastic contests or two weeks (14 calendar days), whichever is greater, of a season in which the student is a participant.

**Second Violation Penalty** The student shall lose eligibility for the next six consecutive interscholastic contests or three weeks (21 calendar days), whichever is greater, in which the student is a participant.

### **Third or Subsequent Violation Penalty**

1. The student shall lose eligibility for the next 12 consecutive interscholastic contests or four weeks (28 calendar days), whichever is greater, in which the student is a participant.
2. A student who chooses to become a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all of the following conditions are met:
  - a. The student is assessed as chemically dependent,
  - b. The student enters treatment voluntarily, and
  - c. The director of the treatment center certifies that the student has successfully
  - d. completed the treatment program.
  - e. The treatment option cannot be used for the first or second violation.

Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.

### **Applying the Penalty for Category I Activities**

1. Penalties shall be progressive beginning with the student's first violation and continuing throughout the student's high school career. Penalties shall be served consecutively.
2. Violation Confirmation Definition: The violation shall be confirmed when the administrator responsible for the athletics/activities program has informed the student that the student has violated a bylaw and is now under the penalty. The notification shall be verbal and also in writing.
3. Counting Weeks:
  - a. The weeks shall begin on the date that the violation is confirmed by the school administrator and extend for the required number of calendar days.
  - b. For the purpose of this bylaw, a week is seven calendar days. The week starts
  - c. the date the violation is confirmed, and the student/student's parents or guardians are notified.
  - d. At the beginning of the season, practice and conditioning weeks are counted.
  - e. The student must participate in and complete the entire season in which the penalty has been applied for the penalty to count. As examples: a student cannot begin participation in a program at the start of the season, serve the penalty and then quit after the suspension has been served; nor can a student join a program after the season has begun, and serve the penalty.
4. A student who is under penalty for a violation of a League bylaw may not join a second sport in the same season in order to fulfill a penalty.
5. Practices, jamborees, inter-school scrimmages and previews are not interscholastic contests and may not be counted; however, the student is eligible to participate.
6. A student who participates in both Category I and Category II activities shall serve the penalty prescribed for that violation in both Category I and Category II activities in which the student participates.
7. Denial Disqualification: A student shall be disqualified from all interscholastic athletics for nine additional 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.

### **B. Penalties for Category II**

Definition of Category II Activities: Those League-sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of League-sponsored tournaments.

#### **Fine Arts Activities**

1. Speech activities including One Act Play when a school schedules no interscholastic contests and participates only in the League-sponsored tournament series

2. Music Activities
3. Visual Arts Activities

**First violation penalty**

- loss of eligibility in an activity for 45 (school year) class days. Any drama participant would lose eligibility the following year.

**Second violation penalty**

- loss of eligibility in an activity for 90 (school year) class days.

**Third or subsequent violation penalty**

- loss of eligibility in an activity for the remainder of high school career

In the case of a first or second violation, a student shall be disqualified for nine (9) weeks beyond the 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.

**Applying the Penalty for Category II Activities**

Each member school shall develop penalties which it will apply to the participants in these activities. A copy of the member school's policy shall be filed in the principal's office.

## **AWARDS AND LETTERS (9-12)**

**Awards and Letters:** Certificates of Participation and Letters are given in all extra-curricular activities and academics. 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/halves, periods, or innings depending on the sport. Student managers generally receive a letter/pin for every two years managing a particular sport.

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

Drama Participation: Drama letters/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 letters/pins are given to students who have written for Yearbook or Newspaper for two full consecutive years.

Spirit Club: Spirit Club members who meet attendance requirements will be awarded a participation certificate.

Academics: Achievement is given to students earning a grade-point average of 3.50 (honor roll with distinction) at the end of each semester.

## **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 party in the spring. The sophomore class sponsors the Back-to-School Shindig. The junior class sponsors the Prom in conjunction with the junior class Prom committee. The seniors sponsor 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 party 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 Board of Directors has a policy that class rings will be ordered during the student's sophomore year. At that time, MLHS will support one vendor to present their product. Buying a class ring is entirely optional.



## **Senior Class Funds**

Funds raised by classes under the 501c.3 non-profit status of Martin Luther High School are the property of the organization and cannot provide benefits to individuals. The senior class advisor should assist with closing all accounts as soon as possible upon graduation. All funds remaining in the account (cash not spent or in the event the trip is canceled) should be disbursed, under the class's direction, to one or more of the following:

- A. A gift to MLHS, i.e. operating fund, Student Aid Endowment Fund, yearbook, or other special projects
- B. A gift to the junior class for their class trip
- C. If the class wants to do something else with the funds, they must present their idea to the administration team no later than the May meeting before graduation.
- D. Funds not dispersed by September 1 of the year of graduation, shall become the property of the school and transferred to the General Operating budget.

## **Senior Class Trip Policy**

**\*annually to Washington D.C. OR up to 12 hour drive-time location(s)**

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

- A. Prior to the end of the school year, the Junior class should appoint a committee of three students to represent their class.
- B. Location choice should be presented to Principal for approval and feedback by October 1.
- C. An estimated budget should be presented as soon as possible thereafter.
- D. Chaperones must be secured and approved by November 1.
- E. Final budgets and itinerary should be presented to the Principal as soon as possible.

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 no less than 10:1 (gender specific). Only required number of chaperones will be allowed to travel with the group. No chaperone will sleep in the same bed as a child unless it is their own child.

Trip rules, medical information and liability waivers will be reviewed and signed by all parents and students.

Foreign Exchange students are welcome to travel on the Senior Class trip. Costs for this trip include airfare, hotel, ground transportation, and admission fees. Hotel and all transportation costs must be paid when tickets are purchased. Admission fees are payable when determined. Food and souvenirs are extra at the student's own cost.

Disciplinary or academically ineligible students will not be allowed to go on class trip. The School reserves the right to deny any student to participate in the class trip for discipline, tuition account past due balance or academic reasons. A family must be current and in good standings for their tuition account at the time of the trip (all past due balances must be paid in full before departing). If a student chooses not to participate on the trip or is ineligible AFTER tickets are purchased and are no longer refundable, that student will be responsible for reimbursing the class the cost of all non-refundable expenses. Students not on the trip must be in school (if applicable).

## **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 respective 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.

## **ALLERGY POLICY**

An Allergy Policy will be modeled to accommodate individual student(s) as necessary.

## **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. Permission for students to add announcements must be obtained at the office.

## **LOCKERS**

Students are assigned a locker. They are expected to keep their locker area 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. Magnets are encouraged as a means of decorating. 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 damaged lockers.

## **PHONE CALLS**

Student phone calls should only be made on rare occasions and for a necessary purpose. In an emergency situation, students may ask permission to use their cell phones or 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**

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.

## **STUDENT DRIVING**

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

- A. The student must have a valid driver's license.
- B. The student must register the vehicle(s) with the office.
- C. Cars are to be parked perpendicular to the building and locked until the student leaves school or a school activity.
- D. A student having to go to his car during school hours is to receive permission from the office.
- E. 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.
- F. 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. The lawn does not react well with the snowmobile tread.

- G. You must be a licensed driver or have a motorcycle certification in order to drive motorcycles on school property. Parking lot rules are in affect for motorcycles – 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 motorcycles on the grass.

## **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!