

Lutheran High School Westland



Student Handbook 2011-2012

Lutheran High School Westland is committed to providing a Christ-centered education that equips students spiritually, intellectually, socially, and physically for the future and challenges them to a life of service for Christ Jesus.

33300 Cowan Road
Westland, MI 48185
(734) 422-2090
www.lhwl.lhsa.com
Steven Schwecke, Principal

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LUTHERAN HIGH SCHOOL WESTLAND
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Westland, Michigan 48185
(734) 422-2090
www.lhwl.lhsa.com

Dear Students and Parents:

Welcome, in the name of our Lord Jesus Christ to Lutheran High School Westland. Our goal is to help you grow in Christ. We will do all we can to help you find success as you attempt to live a Christian life of faith.

This student handbook provides you with guidelines so that you will understand your responsibilities as a member of this school community. Read these pages carefully so that you can know and support our school policies. We pray that you will benefit from the Christian instruction and activities of our school.

In Jesus' name,

Rev. John Herzog
Superintendent

Steven Schewecke
Principal

STUDENT'S PRAYER

Dear Lord Jesus, perfect teacher, wisest of the wise, help me in my preparation, not only to grow in knowledge but also as Your disciple. I do not ask You to give me the highest grades in the class, but rather a clear mind that will use the talents you have given me.

Help me to show love, not only to my friends, but to all, including those that seem to be unlovable. Save me from selfish pride that would lord my successes over my classmates; rather, give me the desire to help others.

Deliver me from the temptations of laziness and dishonesty. Open my eyes to see the wonders of Your world and the goodness of Your grace.

As I grow in learning, make me a sharp and powerful tool, fully equipped to perform Your holy will in this world. Help me to see the earthly calling I should follow.

Lord, there are many times in my life here that I will fail You, my teachers, and myself. Thank You for loving me in spite of my sins and for giving me the assurance of Your love which never fails. I ask all this of You because You have encouraged me to bring my needs to You in prayer and have promised to hear and answer. In Jesus' name, Amen

PHILOSOPHY

Lutheran High School Westland, part of the Lutheran High School Association of Southeast Michigan, is dedicated to the Christian education of students in grades nine through twelve. The instruction and training seek to help students grow in faith and in the grace and knowledge of their Lord and Savior Jesus Christ, to provide a strong educational background, to establish positive Christian values, to develop wholesome life skills, and to nurture a life of service.

The Word of God is the norm for the school's life and work. We believe that God's Word as revealed in the Bible (and correctly summarized by the Lutheran Confessions) is the means, along with the Holy Sacraments, by which individuals grow in the knowledge of God in both His Law and Gospel and increase in faith by the power of the Holy Spirit.

We strive to provide a strong intellectual, physical, and spiritual education in order to develop mind, body, and spirit. We realize that there are differences in individual endowments, and we take these into consideration with our students. We want to motivate them to develop fully the talents that God has given them.

We recognize that the foundation for Christian values is the home and the church and nurturing the values of the students remains the responsibility of Christian parents. We work together with parents and with the churches to fulfill the responsibilities of teaching, guiding, and modeling Christian values which have previously begun in the home life and the congregational life of the student, for we believe that Christian values are the foundation for positive social values.

We also attempt to teach general educational and social behaviors such as learning how to learn, thinking rationally, accepting responsibilities, directing oneself efficiently and productively, coping with change, respecting others, caring about oneself and others, and developing positive interpersonal relationships with other individuals and groups.

The understanding of God's Word ideally lead students to see their mission as one of Christian service within the school, the church, the local community, the nation, and the world. Students ideally live lives of service now in this world because of the sure hope of eternal life in heaven with Christ.

HISTORY

By the grace of God, the Lutheran High School Association has grown to a system of Christian education for over 1100 students. Detroit Lutheran High School opened in 1944 at 1000 West Grand Boulevard. In 1951, the school moved to 5040 Joy Road. Lutheran East and West opened in 1957. Lutheran North-Macomb opened in 1972, Lutheran Northwest-Rochester Hills in 1978, and Lutheran South-Newport in 2000. Lutheran High School Westland opened its first school year on August 27,

LUTHERAN BELIEFS (also see www.lcms.org)

- We believe in the Triune God - the Father, the Son and the Holy Spirit.
- We believe that God the Father created the universe in six days.
- We believe that Jesus Christ, born of a virgin, is fully God and fully man.
- We believe all people are sinful by nature and are born as natural enemies of God
- We believe that God's grace is a free gift and that we can do nothing to earn God's favor or love.
- We believe that Jesus Christ is the Way, the Truth and the Life. Through His death and resurrection, people enter into a relationship with God and into eternal life.
- We believe that the Holy Spirit gives gifts to all believers and calls us to use them in service.
- We believe that the Bible is the inspired and inerrant Word of God.
- We believe in the practice of the Sacraments of Baptism and Holy Communion.

1986. Mr. Ross E. Stueber served as principal from 1986 to 1992. Mr. Steven Schwecke is the current principal.

ADMISSIONS POLICY

Lutheran High School Westland does not discriminate on the basis of race, color, or ethnic origin in administration of their educational or athletic programs.

Students who come from families affiliated with Lutheran churches belonging to the Lutheran High School Association have first admission priority, provided they meet the policies listed below. Others who are willing to receive Lutheran training in the Christian faith will be considered as space permits.

Registration Form (Completed annually by all new and returning students)

A completed registration form must be submitted with the appropriate non-refundable registration fee. Registration opens in January. The registration fee increases each month to encourage early registration.

Incoming Freshman

1. Must have completed 8th grade
2. Must have a Principal, Counselor or teacher from their previous school complete and submit the *Teacher Recommendation Form*.
3. Must have a qualifying score on the *High School Placement Test*. The test is given in January or by appointment. A minimum reading grade equivalent of 6.5, a CSQ score of 85, and readiness for Pre-Algebra is required.
4. Who did not graduate from a Lutheran elementary school, must have a personal interview including one or both parents.

Transfer Applicants

1. Must submit a *Transfer Student Application*
2. Must have a Principal, Counselor or teacher from their previous school complete and submit the *Teacher Recommendation Form*.
3. Must have a personal interview including one or both parents
4. Must have at least a 2.00 grade average, a satisfactory conduct record, and must have the appropriate number of credits for their grade level to graduate with their class.
5. If accepted, will be placed on probation for at least one semester.

International Students LHWL is authorized under the immigration SEVIS system to issue student I-20s. Applicants should submit an International Student Application available on www.lhsa.com.

Home School Home schooled students are accepted only from an accredited program of home schooling, which can be used for credit verification for appropriate grade placement.

Health Form Following acceptance, all new students must submit a health form verifying that they have had a physical exam by a medical professional, have proper immunizations, and meet all public health criteria.

ATTENDANCE POLICY

Regular attendance is important for success in school. It is also a requirement of the state. The school is responsible for the students from the time they arrive until school is over. Students are not to leave school grounds without permission during these times. The office must be able to locate them during that period of time. When students cooperate with the regulations for attendance, the school will be best able to fulfill its obligation to them. Any violation of the procedure will hold students subject to school discipline.

An administrator (not a parent) determines whether an absence is excused or unexcused.

Missing class for school activities such as music concerts or tour, National Honor Society, athletic contests, and appointments with school administrators are NOT considered absences.

Types of absences

EXCUSED ABSENCE - APPROVED:

The student is allowed to makeup all schoolwork upon return to classes. Students are excused for personal illness, family emergencies, death in the family, and a maximum of two school-approved college visits.

Pre-Approved Absence

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

UNEXCUSED ABSENCE:

Students are unexcused for oversleeping, working, staying home to study, conducting business which should have taken place outside of school hours, a skip day, classes missed due to school disciplinary action (suspension) and truancy. A 1% - 2% grade reduction is given in the quarter grade for each day.

Truancy - Skip Days

Truancy (skipping school) is considered a serious offense.

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

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

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

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

Procedures when absent

- When a student is absent, the school office must be notified:
 - **By phone** A parent should call the office by 8:30 am the day they are absent.
 - **Written excuses** A parent note must be given to the office in advance or upon return. Failure to provide a written excuse by the second day back will result in a detention
 - **Appointments** A student who needs to leave school for an appointment, must have a parent call or bring a written parent note to the office before school to obtain an off-grounds pass. The student must sign-out and sign-in in the office before leaving and upon returning.

Make Up Work

- It is the student's responsibility to contact each teacher for any make-up work or tests.
- **Pre-announced tests and quizzes** must be taken on the **first day back** to school.
- Assignments or tests which are announced while absent (satisfactory excuse) will follow the practice of one school day grace for each day absent to complete.

Example: Absent Monday, work and/or tests must be made up before 3:30 on Wednesday.
Absent Tue & Wed, work and tests made up before 3:30 on Monday

Assignments when absent for more than 3 days:

If a student is absent due to prolonged illness, parents may call to request the student's homework assignments. Please allow one full school day for processing. Assignments cannot be requested from the office for students who are absent only one or two days (they should contact a classmate).

Co-curricular Participation on days absent:

A student who is absent from school for more than 4 class periods (*except for a school sponsored field trip or approved college visit*) is NOT eligible to participate in extra-curricular activities the day of the absence unless permission is granted by the principal or his designee.

Excessive Absences – Loss of Credit

When a student is absent from a class five (5) days in a given semester, a home contact will be made by the school with the contact noted in the student's file.

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

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

- Parents may appeal the "F" grade if extraordinary circumstances are involved. The appeal is made through the Principal to the Superintendent and must be written with documentation provided to support the appeal. If the appeal is approved, the administration may allow the student to continue in the class or withdraw the student from the class, with no credit received.

- For continued participation in the class and academic credit, the parents may appeal through the Principal to the Superintendent with written/documented medical verification. If approved, these documented medical absences will be reduced from the student's total absences.
- Days missed due to suspension will not be counted in the 15 day maximum if a grade deduction is assigned for each day of suspension given.
- A student is considered absent if they miss more than fifteen (15) minutes in any period.
- A limited number of approved school activities such as music concerts, choir tour, National Honor Society, servant events, early athletic contests, and appointments with school administrators or counselors are not considered absences as determined by the Principal. If approved, these documented school related absences will be reduced from the student's total absences.
- The first ten days missed due to tuition hold out, will not be counted in the 15 day total.

TARDY POLICY

A student who is not in their seat when the bell rings to begin class is tardy.

A student is considered *absent* if more than 15 minutes late in any period. They may **also** be considered tardy.

A student detained by a staff member will not be tardy if a pass is obtained from the teacher.

A student who is late to school will be marked tardy and must report to the office before attending class.

Written parent excuses may be submitted to the office on, or before the next day explaining the situation, requesting the tardy to be excused. The Dean of Students will determine if the tardy is excused.

Consequences – Tardies per semester

3 - written warning to student/parent

5 - one period in detention hall

7 - one period in detention hall

9 - one period in detention hall AND meeting with parents and principal

11 - one period in detention hall for each tardy after 10

15 - a one-day suspension will be served.

For every 2 tardies after 15, a one-day suspension will also occur.

DRESS CODE

PHILOSOPHY

These dress guidelines will help maintain an atmosphere that encourages learning. Within these guidelines, students have the opportunity to express themselves as unique creations of God with individual styles of dress. Parental support and cooperation is essential to maintain these standards. The School dress code is in effect for all campus activities.

Students should dress modestly, neatly, and avoid extremes in dress that could distract from learning.

CONSEQUENCES

The school may reprimand, give detentions, suspend, and even expel a student who does not cooperate or comply with dress code standards.

Pants / Shorts / Skirts

1. No blue denim jeans, shorts, skirts, or bib overalls. Colored jeans, other than blue, are permitted.
2. No flannel, pajama, mesh, vinyl, sweat, jogging, nylon, yoga or leather pants, shorts or skirts.
3. Modest cut dress shorts may be worn all year. No cut-offs, athletic shorts, gym shorts, blue jean shorts, or spandex may be worn. Shorts must be no shorter than 6" above the knee (while kneeling) and may not extend below the knee.
4. Women's dress, short and skirt hemlines should be within 6" of the knee (while kneeling). The 6" rule also applies while wearing tights, etc. underneath.

Tops

1. No printed ads, numbers, letters, or sayings. Logos less than 3" x 5" are allowed. No T-shirts with pictures or print may be visible underneath shirts or blouses.
2. Straight cut shirts and blouses that are not too baggy or lengthy may be untucked. All other shirts and blouses must be buttoned and tucked. Outer shirt/blouse must be in dress code.
3. Sweatshirts, jerseys, or T-shirts (of any kind) are not permitted.
4. Material that is sheer, clinging or immodest is not permitted. Bareback tops, crop tops, tank tops and bare midriffs are not permitted.
5. Men: Shirts must have a fold-over collar and/or buttons and sleeves. Up to 2 buttons maybe unbuttoned provided that by unbuttoning them the dress remains modest and in good taste.
6. Women: Sleeveless tops/dresses must have straps that are at least 3" wide.
7. Sweaters and fleece tops are permitted if they are "sweater-like" and not "jacket-like".
8. Fleece pullovers are permitted to be worn over dress code shirts (not instead of). Pullovers may have a ¼ zipper at the top.

Hair and Jewelry

1. No extreme hair color or designs. Hair may not be hanging in the eyes or face.
2. No visible tattoos or visible body piercing
3. No outdoor wear: sunglasses, scarves, gloves, hats, or jackets. Shoes must be kept on. No slippers or "slipper-like" items are allowed.
4. No chained jewelry or wallets
5. Men: No Earrings. Must be clean-shaven. Hair should not reach below the top of a dress shirt collar. Sideburns can extend only to the bottom of the ear.

DRESS CODE(cont.)

Warrior Dress Standards (*usually Fridays*)

1. Blue jeans (clean, not faded, no holes or frays) and LHWL T-shirts /sweatshirts (purchased through Boosters, a team or music or drama) are allowed.
2. Warrior wear is expected for after school and student council activities.

Spirit Week Dress Up days: During Homecoming and Winter Spirit Week students have theme dress-up days with some dress code modifications.

CHRISTIAN DISCIPLINE

I. PHILOSOPHY

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

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

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

II. RESPONSIBILITIES OF THOSE INVOLVED

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

A. Student Responsibility

1. Students are to show respect for all people in the school. This includes other students, teachers, administrators, cooks, custodians, secretaries, volunteers, parents, and visitors.
2. Students are to respect property and materials. This includes school property and the care of their own possessions and the possessions of others.

3. Students are to present a Christian witness of themselves and their school at all times, whether at school or in the community.

B. Teacher Responsibility

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

C. Parent Responsibility

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

D. Administrative Responsibility

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

III. COMMUNICATION

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

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

- A. If a student or parent has a concern about discipline, he should first discuss it with the teacher involved. If the problem cannot be resolved in this way, the concern may be brought to the principal. Every attempt will be made to deal with the concern on the lowest possible level. However, should all efforts fail to resolve the situation; it may be appealed for consideration and final resolution.
- B. Suspension or expulsion from school requires notification of a parent:
 - 1. Immediately if the student is to leave the grounds before the end of the school day.
 - 2. Prior to the enforcement of the discipline and within 24 hours of the announcement of the penalty in less serious situation.

IV. GENERAL DISCIPLINARY ACTION

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

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

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

policies.

- A. Possession or use of alcohol, tobacco, or illegal drugs.
- B. Distribution of pornographic material (including electronically)
- C. Immoral sexual conduct including pregnancy or fathering a child.
- D. A threat or use of physical violence.
- E. Possession or use of fireworks, explosives, or weapons.
- F. Reprehensible conduct tending to reflect serious discredit to the school.
- G. Vandalism and willful destruction of property.
- H. Stealing and dishonesty.
- I. Profanity - vulgarity.
- J. Sexual harassment and/or abuse/harassment of any kind.
- K. Defiance or total disrespect for authority.
- L. Truancy
- M. Dress Code Violation

V. STUDENT SEARCHES

The school reserves the right to conduct random searches of student's belongings, lockers, and vehicles for drugs, tobacco, narcotics, drug paraphernalia, alcohol, or weapons. In order to be proactive in maintaining a drug and alcohol free school, random searches may include the use of trained drug detecting dogs. The use of this service is another *proactive* measure to achieve a safe and secure Christian environment.

Specific searches may also be made on a student's person, property (including electronically stored data), locker, and vehicle if there is reasonable cause. An administrator and witness will conduct all searches.

VI. LEVELS OF DISCIPLINE

A. Detention

A detention will be given to a student by a staff member for improper behavior.

Dress code violation	1 period (with additional discipline after 1st offense)
5 tardies in semester	1 period
For every 2 tardies beyond 5	1 period
Food or drink in class	1 period
Being removed from class	1 period
Unruly/disrespectful behavior	1 period
Inappropriate display of affection	1 period

If a student receives 5 behavioral detentions in a semester, a one-day suspension will be given and the student will be placed on probation.

If a student receives 7 detentions in a semester a two-day suspension will be given.

If a student receives 9 detentions in a semester, they will not be able to remain at LHWL.

Serving Detentions – Detention Hall

- Detention Hall meets from 7:00-7:45 a.m. on Monday through Thursday.
- Students should arrive before the 7:00 a.m. bell. If a student is tardy to the detention hall, they will receive additional detentions.
- Students must be engaged in school-related work for the entire 45-minute period.
- Students must serve the detention in one week or they will receive another detention.
- The following rules will apply while in the detention hall:

NO talking

NO sleeping

NO leaving the room

NO eating or drinking.

NO Internet use

School dress code is in effect

B. Suspension

The school administration will determine whether a school day suspension is to be in school or out of school. Days missed due to suspension are considered unexcused absences.

At times, students must be removed from the school environment totally. All work missed on this day can be made up for full credit. It is the student's responsibility to get all of his/her assignments and turn them in on the day he/she returns to regular classes. All work is due the day the student returns to class – no extra time will be given. Suspended students may also receive up to a 2% grade deduction from their final quarter grade in each class that they miss each day that they are suspended.

Suspended students will not be permitted to attend classes, be on school property (unless given an in-school suspension), and are not eligible to participate in or attend extracurricular activities until the length of the suspension is completed.

Indefinite Suspension Pending Further Investigation

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

C. Probation

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

D. Administrative Withdrawal / Expulsion

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

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

VII. APPEAL

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

Classroom Discipline - If a student or parent has a concern about discipline, it must first be discussed with the teacher involved. If the problem cannot be resolved in this way, the concern may be brought to the principal.

School Discipline – The school principal is responsible for the determination of school discipline. If the parent believes that the principal has misapplied the school discipline policy, they may make a written appeal to the superintendent. The superintendent may make a judgment based upon the written appeal or request a meeting with the parent and school principal for further clarification. The decision of the superintendent is final.

VIII. SPECIFIC DISCIPLINARY POLICIES

A. Profanity

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

B. Weapons

The act of having, using, or threatening to use any weapon or instrument capable of inflicting bodily injury is strictly prohibited. If it is determined that any student brought a dangerous weapon to school or possessed a dangerous weapon at school or in a weapon-free school zone, that student may be expelled according to Michigan Law guidelines (P.A. 328 and the Gun Free Schools Act).

A dangerous weapon includes but is not limited to:

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

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

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

C. Personal Protection Device/Propellants

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

D. Tobacco Use/Smoking

The possession or use of cigars, cigarettes, smokeless tobacco, and tobacco products is not permitted on school property (including cars), around the school vicinity (1/2 mile), or at school related activities (home and away). Students who are under the age of 18 can expect to receive a possession ticket written by the Police or Sheriff’s Department. Students in violation may receive a one to three day school day suspension.

Lutheran High is “smoke free” for adults at all times.

E. Alcohol

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

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

1. The possession, use, being under the influence of, delivery, transfer, intent to sell, or sale of alcohol on the school’s property, around the school’s vicinity (1/2 mile), or

while attending any school function (home or away) is expressly forbidden. Students in violation of this policy will be subject to the following discipline:

- a. First Offense
 1. A 3-10 day suspension.
 2. Up to a 2% deduction from the quarter grade for each day of suspension.
 3. A loss of up to 33% of Co-Curricular Activities, attendance at practices is still expected. If the percentage of loss assigned is not left in the season, the discipline will carry over into the next season or year that the student participates in.
 4. Counseling must follow guidelines set by the school.
 - b. Second Offense during the high school career of the student could result in dismissal from school.
2. The possession, use, being under the influence of, delivery, or sale of alcohol off campus at any time (weekends, vacation, etc.) is illegal:
- a. Parents will be notified of their responsibility and liability for activities involving alcohol that become school knowledge.
 - b. Recommended counseling and other proactive resources will be shared with the student and parents.
 - c. The student and family may be reported to the appropriate law enforcement agency for possible action.
 - d. Students will be subject to school discipline for written or verbal promotion or discussion of activities involving alcohol before or after the activities.
 - e. Students could be subject to school discipline from suspension to possible expulsion for off campus illegal activities involving reprehensible conduct tending to reflect serious discredit to the school.
 - f. A loss of up to 33% of Co-Curricular Activities, attendance at practices is still expected. If the percentage of loss assigned is not left in the season, the discipline will carry over into the next season or year that the student participates in.

F. Drugs

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

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

The possession, use, under the influence of, delivery, transfer, intent to sell, or sale of illicit drugs, narcotics in or on school property, around the school's vicinity (1/2 mile area), or while attending any school function (home or away) is expressly forbidden. Any student in violation of this policy will be removed from school and subject to disciplinary action from expulsion to withdrawal from school. The

student can also expect to be reported to the appropriate law enforcement agency for possible action.

Off campus use of illegal drugs could also subject the student to school discipline. This discipline could include suspension through expulsion, according to general LHSA guidelines.

1. Drug Testing

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

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

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

2. Self Referral

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

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

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

G. Harassment

1. The Lutheran High School Association policy is committed to a learning and working environment that is free from sexual harassment of any form. Harassment of any student or employee through conduct or communication by any other student or employee is prohibited. The Association will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.
2. A charge of harassment shall not, in and of itself, create the presumption of wrongdoings. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have made false or frivolous charges will also be subject to disciplinary action, up to and including expulsion
3. Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or gender. Harassment can occur any time during school related activities. It includes, but it is not limited to any or all of the following:
 - a. Verbal Harassment: Derogatory comments and jokes with intent harass; threatening or obscene words spoken to another person; written communication that is intimidating and/or inappropriate for student or adult in a Christian learning environment.
 - b. Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement.
 - c. Visual Harassment: Publicly displaying or making obscene gestures with the intent to harass; derogatory, demeaning or inflammatory posters, cartoons, written words or drawings.
 - d. Sexual Harassment: Includes unwelcome sexual nature, unwelcome touching, suggesting or demanding an inappropriate relationship or sexual involvement

accompanied by implied or explicit threats concerning grades, job and the like.

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

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

6. It is the responsibility of the employee/student to:
 - a. Conduct himself or herself in a manner which contributes to a positive Christian school environment;
 - b. Avoid any activity that may be considered discriminatory, intimidating, or harassing;
 - c. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome.
 - d. Report all incidents of discrimination or harassment to a school official.
 - e. If informed he or she is perceived as engaging in discriminatory, intimidating, harassing, or unwelcome conduct, to discontinue that conduct immediately.

7. Complaint Procedures
 - a. Any faculty, staff, or non-staff coach, volunteer, or parent who alleges harassment by another staff member, faculty, non-staff coach, volunteer, or Board member may complain directly to his or her immediate supervisor, to their principal and/or to the Superintendent.
 - b. Any student who alleges harassment by another student, faculty, staff member, non-staff coach, volunteer, Board member, or other school parent may complain directly to his or her guidance counselor, and principal.
 - c. Any allegation brought to the school's attention must be reported to the Superintendent. All allegations will be investigated by the Principal and/or Superintendent and appropriate remedial action taken when and where necessary.
 - d. The Administrative Manual will further define the Board approved process and

procedure for publication to effectively receive allegations of harassment, investigate said allegations, and adjudicate them appropriately.

- e. Reporting harassment and/or filing a grievance will not reflect on the individual's status nor will it affect future employment, grades, or work assignments unless such charges are false and/or frivolous.
- f. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the Association's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

8. Sanctions

- a. A substantiated charge against a faculty member, staff member, non-staff coach, volunteer, parent, Board member, or student shall subject such person to disciplinary action which may include forfeiture of position, discharge or termination consistent with LHSAs personnel policies, suspension or expulsion of the student consistent with the LHSAs policy, and/or other appropriate church or Synodical discipline and action.
- b. Harassment is illegal under both state and federal law. It may also result in criminal and/or civil charges being brought against the alleged harasser. Note: Disciplinary action by the LHSAs is not an exercise of any other Civil or criminal remedies that may be available to a complainant.

9. Process and Procedure to Implement the Harassment Policy

- a. Any faculty, staff, non-staff coach, volunteer, parent, or Board member who believes he or she has been subjected to harassment may bring forward a verbal and/or written complaint to his or her Principal and/or the Superintendent.
- b. Any student who believes she or he has been subjected to harassment may bring forward a verbal and/or written complaint to his or her teacher, guidance director, or Principal. The Principal must be immediately informed of any allegation that has been reported by a student in his school.
- c. Any allegations brought to the Principal's attention shall be immediately reported to the Superintendent. An investigation of all allegations reported shall be instituted immediately upon receipt of the complaint by the Principal and/or Superintendent. Appropriate remedial action shall be taken as deemed necessary. The Superintendent will routinely report to the Board of Directors all allegations, investigation results, and action taken.
- d. The Principal and/or Superintendent shall be responsible for notifying the person against whom the allegation of harassment is made and for ensuring that all points of view are represented in the investigation.
- e. If the person reporting the allegation is not satisfied with the results of the investigation, he or she shall initiate a formal appeal as detailed in the LHSAs Appeals Policy. If the person against whom the allegation of harassment is made does not accept the findings of the investigation and/or the action that results, he or she may initiate a formal appeal as detailed in the LHSAs Appeals Policy.
- f. A Harassment Report Form, signed by the complainant, shall be submitted to the Principal and/or Superintendent within five working days of the alleged

incident. The person charged with the harassment complaint shall also have the right to submit a written statement detailing their response to the allegations. These written reports shall become a portion of the investigation process. Copies of the report and the response of the person charged shall be given to all parties in a timely fashion, normally within five days.

- g. Once the investigation has been concluded by the Principal and/or Superintendent, the Principal and/or Superintendent shall meet with all parties, propose an appropriate solution and/or disciplinary action, and respond in writing within ten working days of the complaint.
- h. Any student who believes he or she has been subjected to harassment by another student or an adult (faculty, staff, non-staff coach, volunteer, or parent) may report it to a faculty member, guidance director, or Principal who will immediately prepare an incident report form for the principal to use in this investigation.
- i. The Principal will form an investigation team and within fifteen school days from the receipt of the complaint shall complete the investigation, make a determination and recommendation of remedial steps necessary to stop the harassing behavior if warranted. The Principal shall submit all investigation documentation, determinations, and recommendations in writing to the Superintendent for his approval prior to implementation. The Superintendent shall apprise the Board of Directors of all incidents of student harassment, investigation results, and action taken.
- j. In instances of suspected child abuse (sexual and otherwise) and neglect, Michigan's Child Protection Law requires school administrators, counselors, and teachers to report suspected instances. This is an additional responsibility of the Principal after consultation with the Superintendent. Reasonable cause may be based on any number of circumstances or factors. Child abuse and neglect are broadly defined by the law. A written report must be filed by the reporting person (Principal) with the Department of Social Services within 72 hours of the oral report. The written report must contain the child's parents, guardian, or caregiver and the child's age. The report must contain other information available to the reporting person that might establish the cause of the abuse or neglect and how it occurred. If the reporting person is otherwise than the Principal, the law requires that copy of the written report must be given to the person in charge (Principal). The identity of a reporting person is confidential unless a court orders disclosure or the reporting person consents to disclosure. The DSS is required to begin an investigation of the allegation within 24 hours. Generally the responsibility of an investigation and taking action necessary to prevent further abuse is assigned to a Children's Protective Services worker within the DSS.
- k. In instances of suspected child abuse the complainant and alleged perpetrator shall be separated to avoid further interaction.
- l. As in all allegations, every effort will be made to keep the matter confidential in order to presume innocence until proven guilty and to protect the names and reputations of those involved. Appropriate notification of insurance carriers to potential liability exposure is the responsibility of the Superintendent.

Harassment Report Form

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

Student (or Adult) _____ School _____

Home address _____

Parent's Name _____

Home telephone _____ Parent work telephone _____

Date of alleged incident (s) _____

Name of the person you believe harassed you _____

List any witnesses that were present _____

Where did the incident (s) occur? _____

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

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

Student (or adult) signature _____ Date _____

Received by _____ Date _____

H. Pregnancy and Related Issues

1. When a pregnancy occurs with a currently enrolled student, the following policy statements are offered for direction and understanding for all involved. When it has been established that a student is pregnant, has given birth to a child, aborted a child, or fathered a child out of wedlock, the student is asked to withdraw.
2. The reasons for insisting on withdrawal due to pregnancy include the following:
 - a. To deal with a situation that is serious and unusual in a Christian high school and also one which drastically changes the normal lifestyle of the student involved. (Social ramifications, a decision regarding what is to be done with the baby after birth, a decision regarding marriage, etc.) The Lutheran High School is not equipped for the social, psychological, or medical needs of a “Mothers Too Soon Program”.
 - b. To prevent the impression that the school condones or approves of the situation.
 - c. To avoid embarrassment and other harm for the student involved.
 - d. To allow the necessary time for those involved to seek professional and spiritual counseling in order to resolve some of the many issues during this time of stress.
3. Upon withdrawal from the school, the administration will explore ways to help the student continue his or her education, receive a diploma, obtain professional and spiritual counseling, etc. The administration will also work closely with the student’s pastor, local chapter of Lutherans for Life, Lutheran Child and Family Services, and other resources.
4. To be re-admitted, a written statement to the superintendent’s office requesting readmission will be carefully considered. This request should give the reasons for seeking readmission. If the request is approved by the administration and the Executive Committee of the Board of Directors, the following conditions will apply:
 - a. There must be a period of a least one semester after the date of birth before the student may return.
 - b. The student would normally re-enroll in one of the other Lutheran high schools in the Lutheran High School Association of Greater Detroit. Exceptions must be recommended by the principal and superintendent and have board approval.
 - c. Professional and spiritual counseling would have taken place and be continued if necessary.
 - d. There is evidence that the student could assume a normal student lifestyle without harm to the student, baby, and/or student body.
5. The Lutheran High School is not an appropriate program for married students.

6. The LHSA is totally committed to a “pro-life” anti-abortion philosophy and practice; however, such does not imply our programs are appropriate places for male students who father a child or female students who become pregnant. Neither is abortion considered acceptable or appropriate action to continue in a Lutheran high school program. Although repentance can bring the assurance of forgiveness, consequences of such an activity result in the immediate withdrawal from school. Every effort will be made to enable completion of academic work via home study, independent study, etc., away from the regular program.

Substance Abuse Prevention

A. Substance Abuse Strategies

The teenage years are often a time when young people may become involved in alcohol and substance use. The Christian young person suffers the same temptations and need family and school support to best avoid the use and consequences associated with these problems. Lutheran High seeks to work with the family in ~~preventing the use and abuse~~ of alcohol and other substances. Alcohol or drug use is a violation of our student expectations and may be grounds for dismissal.

B. Prevention begins with parents who are:

1. Understanding- “I realize you are under pressure to use drugs.”
2. Firm- “As your parent I cannot allow you to engage in harmful activities.”
3. Supportive- “I’ll help you find a way to say ‘no’ to drugs.”
4. Self-Examining- “Are my alcohol and drug consumption habits exerting a bad influence on my child?”

C. Teenage Parties

1. Parents are encouraged to clearly state that no drugs or alcohol will be allowed.
2. When hosting a party, parents are encouraged to develop a guest list and limitations beforehand:
 - a. No drugs or alcohol, or guests who have used them prior to arrival
 - b. No universal guests
 - c. Which rooms or equipment in the house are off-limit
 - d. Guests leaving early must call home
 - e. Ending time
3. Parents are responsible and may be liable to criminal charges and monetary damages if problems occur.
4. When your teenager is invited to a party, obtain both the address and the phone number. Insist they call if the location changes. Parents are encouraged to contact the host parents and offer assistance and verify adult supervision will be present. Agree beforehand on a curfew. Discuss beforehand situations that you are concerned about and offer your teenager solutions that favorably address these issues. Express thanks to the parents who follow proper guidelines and express displeasure to those parents who do not.

D. Recognizing Drug Usage:
These are some of the typical changes seen in the student substance abusers:

1. Weight loss or loss of appetite
2. Imprecise eye movements
3. Use of incense or room deodorizers
4. Pipes, filters, screens, strainers, "roach clips"
(metal clips to hold the end of marijuana cigarettes)
5. Unfamiliar small containers or locked boxes
6. Plastic baggies, film containers or small glass vials
7. Decreased interaction & communication with others
8. Loss of interest in hobbies or activities
9. Lethargic, lack of energy or vitality
10. Changes in friends
11. Unwilling to introduce friends to family
12. Curfew violations
13. Decline in grades
14. Reduced short-term memory, concentration & attention span
15. Attendance problems
16. Untidy appearance, personal hygiene
17. Slow to respond, forgetful, apathetic
18. Increased discipline, behavioral problems
19. Disappearance of money or items of value

E. If you suspect your child is involved in substance use, contact the Counseling Office for a listing of agencies that offer counseling and support. Your Pastor may be able to offer family and spiritual support. Substance use may be grounds for dismissal, but hopefully stopping this negative habit is the foremost concern.

ACADEMIC INFORMATION

ACT – American College Test

The ACT may be taken on designated Saturdays during the year by juniors and may be retaken during senior year. The September, October, December, February, and June tests are offered at LHWL. Register, take a practice test, search for colleges online at www.actstudent.org.

College Credits

Seniors may be released from up to 2 periods each semester to enroll in a college course.

- ⇒ ½ credit will be reduced from LHWL requirements for each 3-credit college class passed. There is a maximum of 4 waived credits.
- ⇒ The student pays for the college tuition and textbooks as well as regular LHWL tuition.
- ⇒ College credits are not listed on the high school transcript. Even if the student is enrolled as dual-enrollment, LHWL credit will be waived rather than transfer in the college grade.

College Preparation

- Colleges evaluate students based on their 6 semester GPA, ACT test scores, difficulty of courses, and leadership and involvement in activities. General admission guidelines:
 - Selective schools 3.8 GPA and 28 ACT
 - Public university 3.2 GPA and 21 ACT
 - Community college 2.0 GPA and 17 ACT
- Some colleges recalculate the GPA using only academic classes. *Your recalculated GPA will likely be .5 to 1.0 lower than your LHWL GPA.*

Credits

- Students must take a minimum of 7 credits each year.
- 28 credits (24 cr + ½ cr Religion for each semester attended)
- Each full year course receives 1.0 unit of credit (1/2 credit per semester).
- All students must attend four years of high school
- Students taking a college course have credits waived, not transferred in.

4 Credits Religion <small>*reduced for transfer students</small>	Rel 9, Rel 10, Rel 11, Rel 12
4 Credits English	Eng 9, Eng 10, Eng 11, Eng 12
3 Credits Social Science	World Geography or World History (Grade 9 or 10) U.S. History or AP US History (11) American Government (12)
2 Credits Mathematics	<i>2-4 math credits (Algebra and above) for college</i>
2 Credits Science	<i>2-4 science credits for college</i>
2 Credits Phys Ed and Health	PE 9/Health is required. ½ credit PE waived for each sports season completed.
2 Credits Fine/Practical Arts or Foreign Language	1 Credit: Comp. Keyboarding and Application 1 Credit: Art, Music, Computer, Auto, Drafting, or Spanish. College prep: Take 2-3 credits in Foreign Language
9.0 Credits Electives	

Grading and Grade Point Averages

- Only semester grades are final grades. They are the only grades listed on the transcript.
- Semester grades, including **all** courses taken, determine the cumulative grade point average.
- Semester grades are computed using the *percent* grade from each of the quarters:
- 40% from the 1st qtr *percentage*, 40% from the 2nd qtr *percentage*, 20% from the exam *percentage*
- For classes in which letter grades are assigned without a percentage, the middle percent of the range is used to calculate of the semester grade (*Example: 'B+' is 88.5%, "B" is 84.5%*)
- Decimal percentages .5 and higher will round up (*89.8% rounds to 90% A-, 89.4% rounds to B+*)

Grading Scale			GPA Regular Scale	Weighted Scale (for AP Classes)
A+ (97-100%)	A (93-96%)	A- (90-92%)	4.0	5.0
B+ (87-90%)	B (83-86%)	B- (80-82%)	3.0	4.0
C+ (77-80%)	C (73-76%)	C- (70-72%)	2.0	3.0
D+ (67-70%)	D (63-66%)	D- (60-62%)	1.0	1.0
F (0-60%)	No credit		0.0	0.0
S (0-60%)	Satisfactory work habits and effort but low achievement because of limited ability.		1.0	Credit
U (0-59%)	Unsatisfactory achievement/effort.		0.0	No credit
AUD (Audit)	No grade. No credit.			No credit
I (Incomplete)	Student was absent and had not completed the final assignments. Grade becomes an F if the work is not completed within the make-up guidelines (maximum 2 weeks).			

Graduation:

A student will NOT be allowed to participate in the commencement exercises if:

- He/She does not meet graduation requirements.
- A senior receives more than one semester "F" in courses not required for graduation
- All student obligations (academic, service hours, and financial) have not been satisfied.
- He/She does not have approval from the principal, due to behavior or discipline consequences.

Honesty It is important that each student does his or her own work. It is wrong to claim someone else's work as your own. It is also wrong to using cheat sheets, look at someone else's work, copy or allow someone to copy your work, plagiarize, and communicate answers or test information to another student. Should a student be found cheating, they will receive a zero, a detention, and a call will be made home detailing the cheating and the effect the zero will have on their student's grade.

Honor Roll

- The Honor Roll is published at the end of each semester using the semester grades (not the cumulative GPA).
- The Honor Roll categories: High Honors (3.75 - 4.00 GPA) and Honors (3.50 - 3.74 GPA)

Incompletes Incompletes should result only from absences at the end of a marking period.

- A teacher may issue an 'I' grade on a report card indicating the student did not complete the required assignments or tests to earn a letter grade during the marking period.
- The rules of "one day of make-up time for each day of absence" will apply
- Incompletes must be made up within two weeks after the end of the marking period. **Incompletes not made-up on time automatically become an 'F'.**
- It is the student's responsibility to make up the work within the required time period.

Make-up of Semester Failures Any semester failure of a course needed for graduation must be made up in summer school or independent study. A Religion failure is made up during the regular school year but other elective summer school credit may be required. All summer school or independent study enrollments require advance approval from the guidance director to verify that the credits will be accepted. The original failing grade remains on the student transcript.

Parent/Teacher Conferences School scheduled conferences are held after the 1st quarter. Other conferences, during the year, are made by contacting teachers by phone or e-mail.

Repeated Classes Band, Choir, and Yearbook may be repeated for credit. A student who repeats a class in which credit has already been earned will earn a grade but no credit. Both grades will be shown on the report card. Only the higher grade will count in the cumulative GPA.

Example: A student earned a D in Spanish 1. The prerequisite of C or better prohibits the student from continuing the sequence. The student repeats the class and earns a 'B' but no credit. The original 'D' will show on the transcript but will not count in the cumulative GPA.

Report Cards

- Students and parents can check grade progress weekly using Powerschool.
- Printed report cards are mailed home at the end of each semester.
- Tuition and all other school obligations must be satisfied before report cards are released.

Schedule Changes *A schedule change request is initiated with the Guidance Director*

- Courses cannot be changed after the 10th school day of each semester
- Courses dropped after the 10th day of a semester receive an "F" grade.
- Students may not drop a full year course at the end of the first semester.

Transcripts Transcripts for current students are free. There is a \$3.00 fee for all others. Tuition and financial obligations must be paid before transcripts are released. A transcript includes:

1. Student name, parent name, birth date and address
2. All semester grades from Grade 9 to present
3. Cumulative grade point average and class rank
4. Achievement and college entrance test scores (May include their social security number)

Valedictorian and Salutatorian Selection

The student(s) with the highest GPA will be named the valedictorian and the student(s) with the second highest GPA will be the salutatorian according to these policies:

1. To be eligible for valedictorian and salutatorian the student must:
 - be a student in good standing and meet all graduation requirements
 - complete 4 credits in math (Algebra I and above), 3 credits in science; 2 credits in For. Lang.
 - have completed at least two semesters at LHWL prior to the 7th semester
2. Grades from ALL classes for the first 7 semesters will be used.
3. GPA's used will be rounded to two decimals (hundredths).
4. Weighted grades (5.0 scale) for AP classes WILL be used. *An 'A' in an AP class may raise the GPA above 4.0. It is possible for a student with a 4.0 to **not** be named val. or sal.*
5. To equalize credits, "A" grades from non-weighted classes will be removed from the GPA until all students have the same number of credits. *This equalizes students without study halls.*
6. No weighted transfer grades will be accepted.

VO-TECH Juniors and Seniors may earn 3 credits per year through the William D. Ford Career/Technical Center. 23 different programs are available. Students take VOTECH classes for periods 1 to 4 and LHWL classes for periods 5-8.

GENERAL POLICIES

Advertising Students must have permission to put up posters or flyers. Students are not permitted to hand out flyers for activities that are not related to our school or Lutheran Churches.

After School

- Students must be picked up 20 minutes after school is dismissed (*unless they are staying for a school sponsored activity*).
- Students should wait for their rides in the lobby and will not be allowed back to their lockers after those twenty minutes.
- Students involved in co-curriculars must be picked up 20 minutes after the end of the activity.
- Students who are not picked up within this time frame must make a written request with an administrator for other arrangements.

Once a student leaves the school grounds, they are not to return to school unless they are returning to a co-curricular activity. Athletes waiting for a game may leave school grounds and return **ONLY** with a written note from a parent.

After Events Parents must pick up their student within 20 minutes of the end of the event. Beyond 20 minutes, a \$10 fee may be assessed for each 15-minute period of time.

Announcements Every Monday, Wednesday, and Friday, announcements will be read over the PA during the designated homeroom time. Also at that time students may be called down to the office to meet with the Dean of Students or to get messages from the secretaries. On Tuesday's and Thursday's any announcements will be read after chapel before students are dismissed to their next class. There could also be announcements at the end of the day prior to dismissal.

Athletic Contest Fan Behavior

1. No confetti is to be thrown at any athletic contests, home or away.
2. Horns and any other mechanical noisemakers should not be brought to any athletic event.
3. Show respect for the opponents at all times. The opponents should be treated as guests, greeted cordially, and given all the courtesy due friends and visitors.
4. Show respect for the officials. The officials should be recognized as impartial arbitrators who have been trained to do their job and who can be expected to do it to the best of their ability. Good sportsmanship implies the willingness to accept and abide by the decision of the officials.
4. Student spectators represent this school the same as the athletes and cheerleaders.
6. Let others know that you do not approve of any abusive remarks from other spectators.
7. Recognize and appreciate skill in performance regardless of which team they represent. Applause for an opponent's good performance is a demonstration of good sportsmanship.
8. Respect should be given to the U.S. Flag and National Anthem when it is played.
9. During events, students may not leave the school grounds or building and return again.

Automobiles Students who demonstrate legal and safe driving habits, may drive to school.

- Student vehicles must be locked and parked in one of the marked spaces in the west lot.
- Drivers must observe the 15 mph parking lot speed limit and observe the street 25 mph speed limit. The Westland police may ticket speeders.
- Students are not permitted to be in their automobiles after they have parked. They may not return to their car during the school day unless permission is obtained from the office.
- Students using the parking lot are to register their vehicle with the office.

The students and parents are responsible for their vehicles and its contents while on LHWL property. The school reserves the right to search a student's car without the student or parent's permission.

Chapel / Devotions All students are expected to attend Chapel services which are held each Tuesday and Thursday

during the 5th hour Homeroom period. Homeroom devotions, led by the teacher or a student, are held Monday, Wednesday, and Friday in that same timeslot.

Closing of School School closing announcements due to severe weather or another emergency, will be made on radio stations (WJR 760; WWJ 950) and TV (2, 4, and 7). Do NOT assume that LHWL will close because a local public school or another Lutheran school is closed. If LHWL is closed, the announcement will specifically mention LUTHERAN HIGH SCHOOL WESTLAND. All after school activities will typically also be cancelled if school is closed.

College Visits Juniors and Seniors are allowed to miss 2 school days per year for college visits. Students requesting more than 2 days must have approval from the Guidance Director. Students should follow the procedure for a Planned Absence (bring a written note at least 3 days in advance) or the absence may be counted as unexcused. Students are encouraged to schedule college visits on non school days (conference days, craft show, Future Freshmen).

Contractual Terms Agreed To by Parents and Student LHWL requests and expects full cooperation from students and parents regarding all rules and regulations. Student and parent signatures on the registration cards indicate that the student and parent know and understand school policies and agree to abide by them. The school may reprimand, suspend, or expel a student if rules are not obeyed.

The LHSA also expects parents and students to fulfill their financial obligations. Tuition must be paid when due and if not paid, report cards and records will not be released.

Counseling Students wishing to discuss academic, personal, family, college, or career issues with a counselor may schedule an appointment by stopping in the main office. Most appointments will be scheduled during the student's study hall. Students with an urgent need can drop in without an appointment.

Daily Schedule School begins at 7:55 a.m. and ends at 3:10 p.m. (7:55 to 2:30 on Fridays). Students not remaining for school-sponsored activities are requested to leave the building 20 minutes after school is dismissed unless arrangements have been made with the principal.

Driver Education LHWL does not offer Driver Education as part of our curriculum. Students take these courses through their local school district or a private driving school. If there is sufficient interest, a private driving school may offer driving classes at LHWL outside of school hours. Students must be at least 14 years, 8 months old. The Segment 1 course includes 24 hours of classroom instruction and 6 hours of behind the wheel driving instruction.

Eligibility Students who represent LHWL in co-curricular activities (athletics, chambers or drama) must be academically eligible. Students are evaluated each quarter and semester.

- A student with more than one *quarter* F is ineligible for the next *quarter*.
- A student with more than one *semester* F is ineligible for the next *semester*.
- The ineligibility takes effect the day after report cards are mailed

The Principal may declare a student ineligible for attendance, conduct or attitude reasons.

Emergency card Each student must submit a signed emergency card on or before the first day of practice or on or before the first day of school. It must be kept current with the latest phone numbers and other emergency contact numbers.

Emergency Procedures

Tornado or Storm Alert: Students should follow teacher or P.A. directions- seeking shelter in an interior room or hallway.

Fire Drills: Fire drills are serious business and are conducted for the prevention of injury. It is important that all students leave the building and move 100 feet away from the building when the fire alarm is sounded. Signs posted in each room indicate which exit to use. Students should not run, push, talk, or stop at their locker.

Extra Curricular Activities In addition to athletics, students can participate in:

Drama

Music Ensembles

Student Council

- ALIVE – student led bible study and fellowship opportunities
- Dance Committee
- Homecoming Committee
- Special Functions Committee
- Homeroom representative

Homeroom A student's homeroom is the fifth period class. In homeroom, every non-chapel day, devotions are read, the Weekly Bulletin is read, and P.A. announcements are made.

I.D. Cards A photo I.D. card is issued to each student in September. The card admits the student free for many, but not all school events. Lost cards may be replaced for \$2.00. Students should carry ID cards to get student pricing at theaters and away athletic events.

Illness A student who becomes ill while at school should report to the office. With serious illness, parent permission must be given by phone to allow the student to leave school.

Leaving School (Example: Doctor's appointments)

- If you must leave school during the school day, you must bring a written note to the office **before school**. An off-grounds pass will be issued.
- Whenever you leave during the school day, you must sign out in the office.
- When you return to school, or arrive late, you must sign in and obtain an admit slip.

Legal Age Students who reach the age of 18 are still subject to the same rules and regulations that apply to all students. They are still required to have parent signatures for approval.

Library

- The library is usually open Mon., Tues., Wed., and Thurs. from 7:00am to 7:45 am.
- All materials leaving the library for any length of time must be checked out.
- Circulating library materials may be checked out for 4 weeks.
- The fine for overdue materials is \$0.25 per item per school day.
- Reference materials, videotapes, and magazines must remain in the library.
- Students will need to pay for any library materials that they have damaged or lost.

Lockers Lockers are school properties that are entrusted to students for use and care.

- All backpacks and duffle bags must be secured in the hall or PE locker
- The school reserves the right to inspect a locker should the need arise.
- Changing or sharing lockers is to be done **only** by arrangements with the office.
- When decorating lockers, only **coated magnets** may be used.
- Lockers are to be kept locked with the lock provided by the school.
- Do not share your locker combination with anyone.
- While we regret any loss you may experience from theft, we cannot accept liability for it. Leave valuables at home or lock up your valuables while at school.
- If you have a problem with your locker, come to the office.
- Students are expected to leave the locker clean and empty at the end of the school year.
- The school may search a locker without the permission of the student or his/her parents.

Each student involved in physical education or athletics is also provided a locker in the locker room.

- Students are required to purchase and use a school padlock for their gym locker.
- Students must ~~lock the locker~~ (even during practice) to prevent the loss of valuables.

Lost and Found Found items should be taken to the office. Check several times if you have lost an item. Someone may turn it in even after several days. If an item is lost, check with the office lost and found or the locker room lost and found.

Lunch Lunch is to be eaten in the Commons. You may either bring a lunch or purchase one. Out of courtesy to those who must use the cafeteria after you, please leave your table, seat, and floor space clean and free of refuse. Students are encouraged to begin and end lunch in silent prayer, thanking God for physical and spiritual blessings.

Medication

Students may not keep any type of medication on their person, or in a purse, backpack, or locker.

Students should NEVER use another student's medication or give medication to another student.

Students who need to take a medication during the school day should complete a *Medication Form*.

- **Prescription medications:** BOTH parent and physician must complete a Parent Authorization Form. Students must keep the medication (in the original container with the student name and dosage) in the school office unless specifically stated by the doctor on the attached form (i.e. Epi-Pen and asthma inhalers).
- **Non-prescription medication** (Tylenol, Motrin, Midol, cold medicine): Bring the medication to the office with a completed parent authorization form. Medication must be in the original bottle and must be labeled with the student's name and emergency phone number.

Messages to Students Phone messages from parents indicating a schedule or transportation change may be left with a school secretary. The secretaries will NOT interrupt a class or hand deliver a message to a student except for an extreme emergency. The office staff will place a note on the student's locker, asking the student to come to the office to get the message.

National Honor Society A local chapter of the National Honor Society has been established to recognize students who have demonstrated scholarship, service, leadership, and character.

- Juniors and Seniors who have cumulative GPAs of 3.50 or above are eligible for consideration.
- Eligible students submit forms during the fall.
- A five-member Faculty Council does the selection of members.
- Members may be dismissed from membership when their qualifications in one or more of the four areas have been deemed to have fallen to an unacceptable degree.

Organization Finances All funds collected by a student organization must be deposited daily in the school office. All bills are paid by check obtained by presenting a check request form signed by the advisor. All contracts or purchase requisitions must be signed by the principal.

Phones Emergency phone calls may be made from the school office. Student cell phones (including smart phones)

and pagers are NOT to be used or visible during the school day.

Posters Students wishing to display any type of poster must receive approval from an administrator. All posters must give the best impression and present information in clear fashion.

Property Damage A student who abuses or damages school property will be subject to school discipline and is required to make restitution.

Public Display of Affection Any public display of affection (kissing and hugging) on school property or at school functions is not in good taste and cannot be condoned in an educational setting. Students must use good judgment, avoid embarrassment to others, and are expected to create an atmosphere conducive for the practice of Christian values about sex, dating relationships, and love for others.

Publications

- The *Yearbook* is distributed annually in the spring- usually June (before school ends).
- The *Buzz Book*, published each fall, lists students' names, addresses, phone numbers, and parent names. Families wishing to **not** list their address or phone number should indicate so at August registration.
- The *Student Handbook* containing all school policies is distributed at August Registration.
- The *Academic Handbook* with course descriptions and academic policies is published each January at the time of course registration.

Radios/Cell Phones/Pagers/Electronics Students are prohibited from carrying or using pagers, cell phones, radios, MP3 players, iPods, tape recorders, CD players, laptops, iPads or electronic games during the school day.

- “Carrying” is having a device on their person or in their belongings (purse or backpack).
- Devices that are used or visible during school day will be taken from students.
- Devices brought to school must be silenced and kept in lockers during the school day.
- Students may carry or use pagers and cell phones outside of the school day or after school.

Records Public Law 92-180 allows any parent or 18-year-old student the right to inspect (within 45 days after the written request) all official records and files directly related to the student.

School Award Letter “L”

An letter is awarded according to established standards for: Varsity Sports, drama and music.

The school will purchase and award the initial letter. The student purchases all other patches.

A certificate will be awarded to signify earning additional "L" recognitions. Music and drama letters are awarded at the spring awards ceremony. Athletic letters are awarded after each season.

Drama letter: A student must earn 10 career points (points accumulate). Each point represents approximately 10 hours of excellent work. All points are awarded at the director’s discretion.

Acting major role: One Act – 4, Full length – 8

Acting, minor role: One Act – 2, Full length – 5

Chorus member or Dancer : 3

Stage Manager, Set construction, lighting, stage crew: 1-5 (at director’s discretion)

Music letter: A student must earn 500 combined choir and band career points (points accumulate). It is the student’s responsibility to inform the director about non-school music activities so their point’s sheet is complete and accurate. Students may review and update their point tally sheet by contacting the director. All points are awarded at the director’s discretion.

Chamber singer – 200 points

LHWL Sunday -on time/proper attire-15 each

Concert Set/Clean-Up (non-class time)-10 each

Church choir member -25 pts per year

Pep Band performance - 10 each

Choir/Band Officer - 50

Christmas & Spring concert - 25 each

Chapel/Congregation Solo 10-20

Musical roles 40 –150

Service Hours A portion of our school’s mission is to “challenge students for service to others and Jesus Christ”.

Because we are called to serve, following the example set by Jesus, each student must complete **20 service hours** each school year.

CHURCH- Usher, Altar Guild, choir member, athletic helper, Sunday School teacher/helper, youth group officer (meetings count, not activities), VBS helper/teacher, nursery helper

COMMUNITY-Volunteer tutor, lawn care/shoveling for an elderly neighbor (not paid), Habitat for Humanity, Salvation Army, American Heart Association, Nursing homes, Hospitals

SCHOOL- Craft shows (kitchen, parking, set-up, clean up), office mailings, Auction helpers.

Service Hour Guidelines

- 1) Select a project with a desire to make a worthwhile contribution to the people around you.
- 2) No pay can be received for your service.
- 3) Questionable projects should be presented to the principal for approval before they are done.
- 4) Summer projects count for the following school year.
- 5) What is NOT acceptable: Babysitting for a sibling, helping a relative on a household project, normal household chores (mowing and cleaning), participating in school activities, a general statement saying you completed your hours
- 6) Service hour recording sheets must be completed and given to your Religion teacher by May 1.

Student Council Activities Student dress and conduct should be appropriate for the occasion. Ordinarily only LHWL students may attend. Those attending should plan to stay for the entire time as announced. Leaving the building between opening and closing times is not permitted unless specific plans have been made through the school office by the parents.

Parents should pick up students at the announced ending time. Sponsors should not be expected to wait.

Textbooks Textbooks are school property and are loaned to students. Students must place book covers on all books and return them in good condition. Fines are assessed for loss or damage.

Tuition A student will not be allowed to attend classes if tuition is not paid or payment arrangements have not been followed. Past due tuition letters will be sent home with students.

Valuables Students are encouraged to keep all valuables at home and not bring them to the school. A student should keep gym and hall lockers locked when not in use to protect personal property.

Visitors Students wishing to bring a visitor to school should request permission two days in advance. Approved visitors will be given a pass. Visitor passes will not be granted unless the visitor is interested in attending LHWL. No visitors are allowed on exam days or on the day before a vacation.

Work Permits State and federal laws regulate student work. All minor (under age 18) students who have regular

employment are required to have a work permit on file with their employer. Work permit forms are available in the guidance office.

Students 15 and under may work no more than:

- A total of 48 combined school-work hours (35 hours in school and **13 hours** work)
- 6 days in 1 week
- 3 hours/day while school is in session (Until 7:00pm in the school year, until 9:00pm in summer)
- 8 hours a day on non-school days
- 40 hours in one week

Students 16 and 17 may work no more than:

- A total of 48 combined school-work hours (35 hours in school and **13 hours** work)
- 6 days in 1 week
- A weekly average of 8 hours/day (Until 10:30pm during the school year, 11:30pm in summer)
- 10 hours in 1 day
- 48 hours in one week

Acceptable Use Policy

LHWL is pleased to offer students access to both a wired and public wireless network. On school computers students will have access to file storage and the use of the internet. Should a parent prefer that a student not have internet access, use of the computers is still possible for more traditional purposes such as word processing, provided the parent informs the school in writing.

What is possible?

Access to the internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information. Families should be aware that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

What is expected?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

What are the rules?

All students using LHWL computers, Mobile Technological Devices (MTD's) and the Internet agree to abide by the following policy:

A. Purpose

- ◆ LHWL computers are available for academic use (relevant to the classes which the student is taking) consistent with the mission and philosophy of Lutheran High School Westland - to provide a strong educational background while helping students grow in the grace and knowledge of their Lord and Savior Jesus Christ. Computers are not for any illegal, commercial, or any other purposes that violate the ethical mission and philosophy of Lutheran Westland.

B. Accounts

- ◆ Each student has a log-in account for access to the school's computer hardware, software and various online resources. When logged-in students should not leave their computer unattended.
- ◆ The account is only for the use of authorized users at the school. Attempts to access a school account through any other means, or from any other site, is prohibited.

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

C. Audio and Video

- ◆ Audio on computers should be turned off unless required for the activity being conducted.
- ◆ Listening to any type of audio either aloud or with earphones is not permitted during class, without the permission of the teacher.
- ◆ The use of the MTD to watch movies and DVD videos is not permitted during the school day.
- ◆ Any audio or video recording may be conducted only with prior permission of all parties being recorded.
- ◆ Sharing of music (including but not limited to iTunes music sharing) over the school network is strictly prohibited.

D. Copyright

- ◆ Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited, especially those protected by copyright law.
- ◆ School computers are not to be used by students to copy program or data files from disk to disk without authorization. The school does not lend to students its copies of program software or any of their related disks. The school does not accept illegal copies of program software or any of their related disks.
- ◆ Information obtained through the Internet must be properly cited and in compliance with copyright laws.
- ◆ Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- ◆ Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism.

E. Downloading and Loading of Software

- ◆ No software, other than the standard software package pre-installed on the computer, is allowed to be installed on school computers.
- ◆ The downloading of music files, video files, etc. through the school's network is prohibited unless it is part of an assigned, in-class activity
- ◆ The school reserves the right to remove any software that has been loaded onto the MTD.
- ◆ Copyrighted movies may not be "ripped" from DVDs and placed on the MTD nor may copyrighted movies be downloaded to the MTD from the Internet. Only commercial videos (such as television programs) legally purchased from the iTunes music store or another like entity may be downloaded to the MTD.

F. Etiquette

- ◆ A user will log-out when finished using LHWL network computers.
- ◆ All student users shall abide by the proper social and Christian conventions in both outgoing and incoming communications. Sending or receiving messages in any way offensive, profane, obscene,

vulgar, harassing, or discriminatory is prohibited. Hate mail, mass messages, spamming, or the like are prohibited.

G. Email

- ◆ Email communications should be used for professional reasons and utilized in an ethical and lawful manner. As in all educational settings, there is no legal expectation of privacy when communicating over the network via the internet or e-mail.
- ◆ Web-based email accounts such as Yahoo, AOL, Hotmail, and Gmail are acceptable email accounts. Such email accounts should be used by the student as a learning and communications tool to promote educational excellence that is in support of education and research that is consistent with the educational standards and objective of LHWL.

H. File Sharing

- ◆ File sharing is the public or private sharing of computer data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing.
- ◆ File sharing of any kind is prohibited on the school networks. The only exception to this is when it is a specific assignment given by a teacher.
- ◆ No file sharing software of any kind is to be installed on school computers including MTDs. Examples of this type of software are Limewire, Bearshare, Kazaa, uTorrent, etc. Although these types of programs are software downloads, they automatically create file-sharing connections.

I. Social Networking

- ◆ Instant messaging (e.g. iChat, aim, gTalk, skype) and chat rooms are prohibited during school hours except as part of an assigned, in-class activity that is supervised by faculty or administration.
- ◆ Participation in chat rooms during school hours is prohibited, except as part of an assigned, in-class activity.
- ◆ The use of Facebook, MySpace or other social networking sites is prohibited on school computers and during school hours.

J. Internet Use

- ◆ The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet but are strictly prohibited. These materials include items of a sexual nature or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Student must not access, display, or store this type of material.
- ◆ If a student accidentally accesses a website that contains obscene, pornographic, or otherwise offensive material, it is the student's responsibility to notify a teacher or the Principal as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.
- ◆ For internet as a means of research and information gathering see the "copyright" section above.

K. Games

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

L. Virus Checking and Viruses

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

M. Priority of Use

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

N. Financial Obligations

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

O. Network Access

- ◆ Students must not make any attempt to access servers or network information that is not open to the public.
- ◆ The utilization of proxy avoidance IP numbers and programs is strictly prohibited.
- ◆ Students may not use the school network for personal or private business reasons.
- ◆ Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law. This includes tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- ◆ LHWL is not responsible for damaged or lost data transferred through our network or stored on MTD's, computers, or our file servers.
- ◆ Students may not download large files which tax the ability of the school's servers to operate efficiently or any other applications that cause serious congestion on the campus network and interfere with the work of others.

- ◆ Students may not tamper with network cabling or routing devices installed on campus.

P. Privacy, Use, and Safety

- ◆ Students may not give any personal information regarding themselves or others through email or the Internet including name, phone number, address, and password, etc. unless they are completely sure of the identity of the person with whom they are communicating. Frequently the identity of someone on the Internet is impossible to confirm; therefore, contact with such individuals is considered inappropriate and unsafe.
- ◆ The school administration has the right to view any devices or files in order to investigate suspected inappropriate behavior.
- ◆ The school will monitor computer activities that take place on campus during the school day, including logging website access, newsgroup access, bandwidth, and network use.
- ◆ Students are prohibited from accessing faculty, administration, and staff computers as well as school file servers for any reason.
- ◆ Students are prohibited from utilizing the command prompt interface. In addition to this, students are prohibited from using any method to obtain control of another person's computer through the use of their own computer.
- ◆ Students are prohibited from using the MTD or any computer for acts of cruelty (including mean-spirited emails, offensive blogging, cyber bullying, etc.).
- ◆ Anonymous communications are strictly prohibited.

Q. Shareware and Freeware

- ◆ Shareware and freeware programs such as animated cursors (i.e. Comet Cursor), screen savers, and others are prohibited. Software like these automatically open connections to the MTD's from outside our network. Those connections are spyware, and they not only monitor the activities on that MTD but also slow down the operation of the MTD and network connection.

R. Misuse

- ◆ Misuse shall include but not be limited to the following:
 - a. Attempting to bypass security systems, blocking and/or filtering software and hardware.
 - b. Opening or viewing restricted or private files.
 - c. Logging on as an administrator or as another student.
 - d. Changing system settings, altering system files or disrupting system performance.
 - e. Altering/damaging/attempting to alter or damage computer hardware or software.
 - f. Engaging in unauthorized or inappropriate use of the school's computer resources.
 - g. Ignoring instructions or directions of school staff or administration.
 - h. Abusing or damaging or theft of computer hardware or software.
 - i. Copying software programs, or installing software programs without approval.
 - j. Accessing, viewing, or modifying files belonging to other users without permission.
 - k. Violating copyright restrictions.
 - l. Actively or passively introducing a virus on any school computer.

S. Mobile Technological Devices (MTD's)

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

- ◆ Lutheran Westland will not be held liable for any damage that may occur as a result of connecting to a LHWL Wireless Network or any electrical power source.
- ◆ LHWL will not be held responsible for any physical damage, loss or theft of a student-owned mobile learning device (i.e., cell phones, tablet PC's, laptop computers, smart phones).
- ◆ Student use of personally-owned mobile learning devices (MTD's) in the classroom setting will NOT be permitted unless discretion is given by the classroom teacher.
- ◆ Illegal, destructive, harmful or any other inappropriate activities - including, but not limited to, harassment of any kind as laid out in the LHWL harassment policy, computer hacking, cyber-bullying, accessing offensive/obscene materials, engaging in illegal activities - are strictly prohibited as set forth in LHWL computer Acceptable Use Policy.
- ◆ The parents and/or guardians of any student bringing personal technology to school agree to be responsible for and to reimburse Lutheran Westland for any damage that their student may cause arising out of and relating to the use of a LHWL wireless network with his/her personally-owned MTD.
- ◆ Inappropriate use of MTDs is strictly prohibited. Inappropriate use includes, but is not limited to, cheating, taking unauthorized or inappropriate pictures or videos for non-educational purposes and/or in violation of LHWL's harassment or acceptable use policy, using any MTD to engage in activities contrary to LHWL's harassment or acceptable use policies and/or any activities that violate or call into question the mission statement of Lutheran Westland. Consequences include, but are not limited to, detentions, removal of the MTD for a period of time, conference with a parent/guardian, removal of privileges, suspension, and removal of the student from Lutheran Westland.

T. Liability

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

DO

- 1) Only use computers for academic, ethical, and lawful use.
- 2) Do notify a teacher immediately, if by accident, you encounter materials that violate the guidelines or detect a security violation.
- 3) Be prepared to be held accountable for your actions if the rules are violated.
- 4) Only save data in directories to which you have proper access.
- 5) Make backup copies of important documents and files.
- 6) Logoff your account when finished.

DON'T Misuse shall include ANY ATTEMPT to:

- 1) Load, run or play games or online games.
- 2) Use instant messaging, chat rooms, or news groups (i.e. MySpace, FaceBook or similar).
- 3) Add graphics to your student desktop wallpaper.

- 4) Bypass network security or filtering software.
- 5) Log on as an administrator or as another user.
- 6) Change system settings or files or attempt to disrupt system performance.
- 7) Introduce a virus to a workstation or the network.
- 8) View, send, store or display offensive or threatening messages.
- 9) Use the computers for commercial or illegal use.
- 10) Share personal information online.
- 11) Access the LHWL network from any remote location.
- 12) Open, copy, view, or harm restricted files or other people's files.
- 13) Download or install any software, shareware, freeware, graphic, video or music files.
- 14) Violate copyright laws by copying and pasting web information without citing the source.
- 15) Waste printer resources. Do proofread before you print.

SEE ATHLETIC SHARED
HANDBOOK
STUDENT/PARENT HANDBOOK