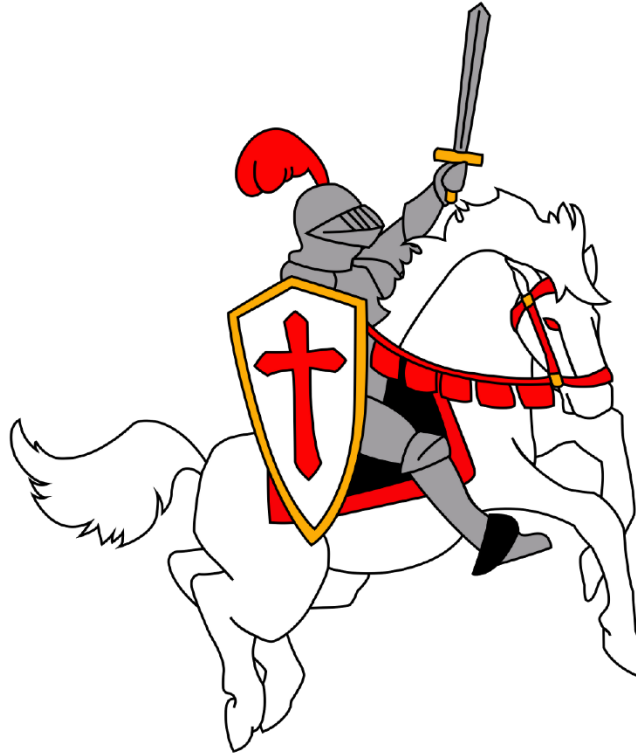


**Student Handbook
2023 -2024**



LUTHERAN

NORTHWEST

**1000 Bagley
Rochester Hills, MI 48309
(248) 852-6677**

TABLE OF CONTENTS

LUTHERAN HIGH SCHOOL ASSOCIATION	2
LUTHERAN HIGH SCHOOL NORTHWEST	2
THE MISSION STATEMENT	2
LUTHERAN HIGH SCHOOL ASSOCIATION	4
STATEMENT OF BELIEFS.....	4
THE PHILOSOPHY OF LUTHERAN NORTHWEST	5
EDUCATIONAL GOALS OF LUTHERAN HIGH NORTHWEST.....	6
A BRIEF HISTORY OF LUTHERAN HIGH SCHOOL NORTHWEST	6
ADMISSION POLICY.....	7
THE APPLICATION/REGISTRATION PROCESS.....	7
TUITION, FINANCIAL AID, SCHOLARSHIPS AND GRANTS.....	8
ACCREDITATION.....	9
ACADEMIC PROGRAM.....	9
ACADEMIC POLICIES.....	10
ACADEMIC CO-CURRICULAR ACTIVITIES	14
ATTENDANCE POLICY.....	15
TARDY POLICY	17
DRESS AND GROOMING STANDARDS	17
CHRISTIAN DISCIPLINE	21
SUBSTANCE ABUSE PREVENTION	33
LEARNING LOUNGE	34
INTERNET USAGE POLICY	34
GENERAL INFORMATION AND GUIDELINES	34
ATHLETICS.....	40

LUTHERAN HIGH SCHOOL ASSOCIATION

1100 Bagley Avenue
Rochester Hills, Michigan 48309
(248) 856-0240

Mr. Paul Looker, Superintendent

LUTHERAN HIGH SCHOOL NORTHWEST

1000 Bagley Avenue
Rochester Hills, Michigan 48309
(248)-852-6677

Mr. Matthew Tschudy, Principal-Lutheran High School Northwest

Mrs. Kristi Baughman, Assistant Principal-Lutheran High School Northwest

Mr. Joseph Lower, Athletic Director-Lutheran High School Northwest

Mrs. Kelly Fink, Guidance Counselor-Lutheran High School Northwest

Mrs. Mary Gutenkunst, Admissions Director-Lutheran High School Northwest

The Faculty

Mr. John Alwardt, M.A.

Ms. Jennifer Brauer M.M.Ed & M.M.

Mr. Jeff Davis, M.Ed.

Mrs. Bonnie Delanoy, M.A.

Mr. James Dominick, M.A.T.

Mr. Steven Ferguson, M. Ed.

Mr. Erik Halboth, B.A.

Mr. David Kusch, M.S.

Mr. Bill King, M.D.

Mrs. Veronica Klausmeier, M.A.

Mr. Andrew Schaibly, M.A

Mr. Brian Pollatz, M.A.

Mrs. Samantha Popilek, M.A.

Ms. Christina Staniszewski, B.A.

Mr. Timothy Topel, M.A.T

Mrs. Marianne Volkert, B.A.

Mr. Karlton Weber, M.Ed.

Staff

Mr. Randy Hartmann, Maintenance

Mrs. Sarah Gapinski, Administrative Assistant

THE MISSION STATEMENT

“Learning for Life, Leading in Truth.”

“Whatever you have learned or received or heard from me, or seen in me – put it into practice.
And the God of peace will be with you.”

Philippians 4:9

We offer an educational environment that strives to be a place where students and staff have the opportunity to develop their God given gifts to their fullest. That is our definition of excellence in learning and excellence in education. The learning goals in our environment go beyond college acceptance, university scholarship, or even just good grades on the transcript. Our students are learning to prepare for the next step in life. Our staff continues to learn, steadfastly committed to their professional development. All members of our school community learn so that they can put into practice what they have been taught. Our indicator of success is how well we have learned to use our God-given gifts for His purpose in our lives and the lives of all those we touch in relationships at home and in our vocation. Most importantly, we learn so that we can put into practice sharing the Gospel message of Jesus Christ with all. This is LEARNING FOR LIFE!

“I have no greater joy than to hear that my children are walking in the truth.”

3 John 1:4

We MUST remain steadfastly committed to the truth of Holy Scripture. Our faculty, administrators, students, and everyone else connected with our organization must understand what truth is. Our goal is to walk in the truth and lead with the truth as seen through the lens of the Bible. Whether it is an administrator leading faculty, the faculty leading students, students leading students... leading will be done based on the truth of God's Word. Ultimately, we have been created by God to lead people to the saving Truth of salvation through our redemption in Jesus Christ! This is LEADING IN TRUTH!
Learning for Life – Leading in Truth

LUTHERAN HIGH SCHOOL ASSOCIATION

STATEMENT OF BELIEFS

Statement of General Beliefs

The Lutheran High School Association (Association) is a member of the Lutheran Church—Missouri Synod (LCMS or Synod). The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God, Father, Son, and Holy Spirit, a faith built on “the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone” (Eph. 2:20). With the universal Christian Church, The Lutheran Church—Missouri Synod teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world’s redemption; and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity – Father, Son, and Holy Spirit – are coequal and coeternal, one God.

The Lutheran High School Association voluntarily chooses to belong to the Synod, and, holds to a confession of Jesus Christ as taught in Holy Scripture. We believe without reservation that the Scriptures of the Old and the New Testament are the written Word of God and the only rule and norm of faith and of practice. In addition, the Synod accepts without reservation the writings contained in the *Book of Concord: The Confessions of the Evangelical Lutheran Church*.

Believing in the authority of Holy Scripture and that the Lutheran Confessions are a correct interpretation and presentation of biblical doctrine, the Association agrees to conform all our teaching and practice to the Scriptures and the Confessions.

The Synod “is not an ecclesiastical government, exercising legislative or coercive powers” (LCMS Constitution, Article VII) concerning its member congregations and ministers. However, the voluntary association of member congregations and ministers includes their agreement to respect and honor and uphold (Bylaw 1.7.2, 1.8.1) decisions (resolutions) made by the Synod in its national conventions regarding the understanding of the teachings of Scripture and the Lutheran Confessions and practices that are consistent with such teaching. The Synod in convention is the “principle legislative assembly” of the LCMS (Bylaw 3.1.1) and its resolutions and statements are the position of the Synod in matters of doctrine and life. The Constitution and Bylaws of the LCMS provide specific guidance for the implementation and supervision of the teaching and practice of its members (congregations and rostered church workers).

The Lutheran High School Association teachings and practices are consistent with Scripture and the Lutheran Confessions and while honoring Synod convention resolutions, is self-governed and establishes policies based on local circumstance and expediency. The Association operates according to its own constitution and bylaws – which are required by the Synod Bylaws to be reviewed by the Synod and Michigan District LCMS which it resides in – and therein establishes an orderly way of making decisions and determines which individuals or entities will have authority to act on behalf of the Church/School in specific circumstances. The Constitution and bylaws of the Association govern our decision-making and policies. A copy is available upon request.

Statement on Marriage, Gender, and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one’s biological sex is a rejection of the image of God within that person.

We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the policies of the Association.

Statement on the Sanctity of Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

Statement of Expectations

We believe that in order to preserve the function and integrity of the Association as the local Body of Christ, and to provide a biblical role model to our members and the community, it is imperative that all persons employed by the Association in any capacity, agree to and abide by the "Statement of Beliefs" which includes; statements on Marriage, Gender, and Sexuality and the Sanctity of Human Life (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22, Ps 139). We expect students, parents, and volunteers to respect and support our right to determine our Statement of Beliefs. Additionally, students, family members, and volunteers may not, in a way that may affect the school, promote beliefs/behaviors that are contrary to those of the Association or LCMS or otherwise weaken the LCMS Christian atmosphere at the school. If a student, family member of a student, or applicant for enrollment challenges the Association or LCMS teachings, the school may exercise its religious freedom that could result in the suspension, expulsion, or refusal of enrollment of a student.

LHSA FAMILY VALUES

Lutheran doctrine and practice, as understood and taught in the Lutheran Church – Missouri Synod (LC-MS), pervade everything that is done at our Lutheran High School Association (LHSA) schools. Christian instruction is not only carried out formally, but is integrated into the study of every subject. Students are immersed in a Christian atmosphere, surrounded by teachers, administrators, and school employees whose very presence is a testimonial to the Lutheran faith and way of life.

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

In keeping with our "Statement of Beliefs" regarding marriage, gender, and sexuality, students are expected to:

- Dress in conformance with their biological sex.
- Use restrooms, locker rooms, and changing facilities conforming to their biological sex.
- Participate on co-curricular teams, clubs, and groups conforming to their biological sex.
- Abstain from all intimate sexual conduct outside of the marital union of one man and one woman.

THE PHILOSOPHY OF LUTHERAN NORTHWEST

Lutheran High School Northwest is dedicated to the Christian Education of students in grades 9-12. Its instruction and training are designed to provide a strong Christ-Centered educational environment to help students now and to prepare them for the future.

The educational experience should cultivate and nurture the whole person. We strive to give an effective educational base, preparing students for future education and other fields of work, offering formal and informal opportunities to grow intellectually,

physically, emotionally, socially and spiritually. Since students have different abilities, we take this into consideration, motivating them to fully develop their God-given talents.

Holy Scripture is the foundation for the school's spiritual life and work. God's Word, revealed in the Bible as Law and Gospel, and summarized by the Lutheran Confessions, is the one means by which a person comes to know God -Father, Son, and Holy Spirit. The understanding of God's Word leads many to recognize their responsibility of Christian service and good works within the Christian community and the world.

The responsibility for Christian education and lifestyles is part of the Christian home as indicated within Holy Scripture. With today's changing society, Lutheran High School Northwest assists in accomplishing this by providing guidance, support and encouragement.

EDUCATIONAL GOALS OF LUTHERAN HIGH NORTHWEST

Upon successful completion of a high school education program, each student should be able:

1. To affirm a personal faith in the Triune God, the Father who has created us, Jesus Christ who has saved us, and the Holy Spirit who keeps us in the one true faith.
2. To demonstrate a genuine commitment to the Triune God in all activities of life by:
 - a) Becoming an active participant in the work and worship life of their congregation.
 - b) Frequently using the Means of Grace.
 - c) Establishing and practicing personal moral standards and values, which reflect Christ's teachings in the Scripture.
 - d) Becoming a model of Christ in relationships with peers, family, and others.
 - e) Exercising the responsibilities of effective Christian involvement in the home, community, nation, and work, accepting the responsibility for being a Christian steward.
 - f) Developing readiness to face life situations and problems with trust in God.
 - g) To recognize and care for the body and mind as the **"Temple of the Holy Spirit."**
3. To develop and utilize necessary skills and avenues of critical thinking, including independent thought, in order to respond in a rapidly changing society.
4. To develop and maintain positive, disciplined, and efficient work and study habits.
5. To continue in the quest for knowledge and the development of one's mental abilities.
6. To possess a sense of personal worth and importance as a child of God.
7. To develop an awareness of the many vocations with which one can serve the Lord and others.

A BRIEF HISTORY OF LUTHERAN HIGH SCHOOL NORTHWEST

Lutheran High School Northwest opened in the fall of 1978 in the educational facilities at Prince of Peace Lutheran Church in Farmington Hills. The third Lutheran high school of the Lutheran High School Association of Greater Detroit, Lutheran High School Northwest was to serve the families of Lutheran congregations in the northwest area of metro Detroit. After its initial year with grades 9, 10, and 11, Northwest utilized the classrooms and gymnasium of Lutheran Church of the Redeemer on Maple Road in Birmingham.

After two years, an educational facility was purchased from the Farmington Hills School District between 12 and 13 Mile just off Middlebelt in Farmington Hills. A lengthy court case that extended for nearly 5 years prohibited expansion of the facility. Finally, in April of 1986, a new design for Lutheran high schools in the Detroit area was approved by the LHSA Board of Directors. In the fall of 1986 plans were put in motion to relocate Lutheran High School Northwest from Farmington Hills.

Land was purchased in Rochester Hills and Phase 1 of an aggressive building project was completed by September of 1987. Dunn Construction of Port Huron designed and built the new Northwest facility on Livernois at M-59 in Rochester Hills. The new Northwest serves fast-growing Oakland County as well as Macomb County, and its Lutheran churches and schools. Phase 2 construction plans to expand the facility were completed by September of 1990, providing space and faculty to accommodate a

growing enrollment of young people. In the summer of 1998 construction began for a new performance arts and sports facility. Completion of a third academic wing will begin as funding becomes available. The three Lutheran high schools of the Lutheran High School Association of Greater Detroit, the largest centrally operated Lutheran High School Association in the USA, serve the metro Detroit area with quality Lutheran secondary education.

Seventy area Lutheran congregations of the Lutheran Church-Missouri Synod support the important ministries of these schools. Nearly 1400 students and 130 professional staff members comprise the largest unified Lutheran High School Association in the United States. The Association is supported by congregational assessments (25%), student tuition (70%), and other third source income such as: memorials, bequests, charitable life insurance, stock and real estate, special gifts (5%).

ADMISSION POLICY

Students who come from families affiliated with Lutheran churches belonging to the Lutheran High School Association have first priority, provided they meet the policies listed below. As there is space, others who are willing to receive Lutheran training in the Christian faith shall be considered.

Enrolling a student at Lutheran High School Northwest is a positive investment in a young person's future. Enrollment materials and additional information may be obtained by visiting our website at www.lutherannorthwest.com or calling the Admissions Director at (248) 852-6677, x308. While there is no deadline for accepting applications, the following steps have been arranged for registering new and current students for each school year:

1. Registration forms must be properly completed, signed, and submitted with the appropriate registration fee. Consult current Admissions materials for fee information.
2. Incoming freshman students must have a recommendation from the Principal, Counselor or teacher from their previous school. Transfer students must have two letters of recommendation, at least one of which must be from an Administrator at the previous school.
3. Students who do not come directly from a Lutheran elementary school must have a personal interview (including one or both parents) with the principal or his designee.
4. Each student, upon entering grade nine, should attain a minimum reading and math grade level of 6.5 on the basis of a recognized standard reading test. Students with a reading and math level below 6.5 may be enrolled conditionally, provided "Structured Learning" courses are available from the Lutheran High School.
5. Students registering for the first time may be required to write an essay explaining why they want to attend a Lutheran High School. This essay will be monitored at the school during the placement process and cannot be done as a take home assignment.
6. Transfer students will be accepted on probation (first two quarters) for their appropriate grade level if the academic records verify the necessary number of credits can be transferred for graduation; a 2.00 grade point average has been maintained, and the conduct in the previous school has been satisfactory.
7. Home schooled students transferring in the 10th, 11th, 12th grades are accepted only on the basis of an accredited program of home schooling, which can be used for transcript credit verification for appropriate grade placement. Students with exceptional circumstances may be considered for probationary enrollment with the recommendation of the Principal and the approval of the Superintendent.
8. An approved placement exam is typically required for admission.

The Lutheran High School Association of Greater Detroit admits students of any race, color, national and ethnic origin with all rights, privileges, programs, and activities generally accorded or made available to students at the schools. They do not discriminate on the basis of race, color, national and ethnic origin in administration of their educational policies, scholarship and loan programs, and athletic and other school administered programs.

THE APPLICATION/REGISTRATION PROCESS

1. Submit the Registration form.

Pay the appropriate Registration Fee. Consult current Admissions materials for fee information. This fee is non-refundable unless the student is not granted acceptance.

A student is not considered registered until both the Application-Registration form and the Registration Fee have been received. Send these materials to the High School office as soon as possible.

For freshmen that have attended a Lutheran elementary school, no principal interview is required unless special circumstances exist. We view enrollment at Lutheran Northwest to be a natural continuation of the Lutheran education already begun in the elementary school.

2. Elementary School Records or Transcript Records

Transcripts and records from the previous school attended must be provided. A Request for Transfer of Records is available from Lutheran High School Northwest and should be sent to the previous school before records will be released. Records for incoming freshmen will not be released by the elementary school until after graduation from 8th grade. It is the parent's responsibility to request a transfer of records.

3. High School Placement Test (HSPT)

All incoming freshmen are recommended to take the HSPT, which is given at all three Lutheran high schools. The dates for the Lutheran Northwest tests can be obtained by calling the school office. The HSPT test begins at 9:00 a.m. and will last approximately 3 hours. Its purpose is to assist the Guidance Department in helping students select classes and adjust to high school academic expectations.

4. Programming Conference

After a student is accepted, a programming conference will be arranged with a counselor to review the student's abilities and interest. An appropriate course of study projected over 4 years will be planned.

5. Non-Lutheran Elementary Student Interview by the Principal

All transfer students and all freshmen who have not attended a Lutheran Elementary School must obtain a copy of the most recent semester grades and standardized achievement test scores. These materials are presented during a family interview with the Principal before a decision on enrollment will be made.

TUITION, FINANCIAL AID, SCHOLARSHIPS AND GRANTS

Student Registration/Tuition Costs

Please consult current Admissions materials for registration fee and tuition information. The Application/Registration process is essential for the school to do advance planning, and it sets the order in which students can select their courses. The registration fee is non-refundable unless the student is not accepted for enrollment. Tuition is determined by the Lutheran High School Association and is announced to students and parents through the school. Tuition charges are determined after consideration of per-pupil costs, the economic situation, and other factors. Families who are active members in a congregation of the Lutheran High School Association pay a lower tuition rate than non-association families because these congregations subsidize the tuition. Member congregations own and operate the Association's three Lutheran High Schools and contribute significant funds toward the maintenance and operation of the schools.

Student Tuition Aid

The LHSA partners with Smart Aid for the processing of student aid applications. Please go online prior to April to begin the application process for the following school year: www.smartaidforparents.com.

Additional Financial Resources

Some Lutheran high school students have other resources for obtaining financial assistance including:

- a) Local church and elementary school scholarships and grants
- b) **Host Family Opportunity**- Share your home with an International Student for the school year and receive a monthly stipend for boarding. Call the Lutheran High School Association Business office at (248) 856-0240 for further information.

ACCREDITATION

Lutheran High School Northwest is accredited by the Michigan Non-Public School Accrediting Association and by the National Lutheran School Accreditation, Missouri Synod. All college and universities nationwide recognize our curriculum and graduates. Qualified graduates of Northwest are accepted into all local, state and nationally recognized colleges and universities.

ACADEMIC PROGRAM

Lutheran High Northwest offers a curriculum with required and elective courses in Art, Business Education, Computers, English, Foreign Language, Math, Music, Physical Education, Science, Social Studies and Theology. We emphasize academic studies for all students, with a focus on preparation for post high school education. We believe that our program serves the learning needs of a wide variety of student abilities, interests, and aptitudes. National studies, as well as leaders in education, business, and industry are encouraging high schools to stress the basics of education for all students. Northwest strives to offer each student a program that is challenging, yet serves the ability needs of the individual student.

Vocational Education

Vocational education is available for juniors and seniors at the Oakland Technical Center-Northeast Campus (OTC) in Pontiac, Royal Oak, and Clarkston. A variety of programs such as Cosmetology, Auto Mechanics, Early Childhood Education, Robotics, Medical, Dental and Electronics are offered. Informational meetings are offered to interested sophomores.

Graduation Requirements

One Unit is a full year or two semesters of a course.

1. 24 units of credit (not including Theology)
2. Required in the 24 units:
 - a. 4 units of English
 - b. 3 units of Social Science, including 1 of US History and ½ of American Government
 - c. 3 units of Math
 - d. 3 units of Science
 - e. 2 units of Fine Arts, Practical Arts, and/or Foreign Language
 - f. 1.5 units of Physical Education
3. A semester of Health is required by the State.
4. Credit must be earned in Theology each semester in attendance. Any failure in Theology must be made up during the following school year.
5. To graduate a student must be in attendance for four years in some high school. Each graduating senior must be enrolled in a full program for the final semester of the senior year.
6. The faculty, upon the recommendation of the Principal, must approve all graduates. A senior who receives more than one semester "F" grade in other than required courses must make up all but one of those courses before graduation privileges are granted.

Academic Counseling

Each student is encouraged to take a program of classes which is challenging, yet one in which the student can achieve success. Planning and evaluation of the full scope of high school is done yearly. Test scores, personal interests, academic ability, grade point average, and a variety of other factors are considerations in academic counseling. A 4-point scale is used in calculating current semester and cumulative grade point averages (4=A, 3=B, 2=C, 1=D, 1=S, 0=F). Honors courses are on a 4.5-point scale. Advanced Placement courses are on a 5-point scale.

An Academic Seminar class is available to assist students in the organization and completion of curriculum course work. Course pre-requisites may include, but are not limited to placement test scores, previous academic records, professional recommendation, and Lutheran High School administrative approval. A student who is currently registered with Recordings for the Blind and Dyslexic and provides identification information to the coordinator, may request the coordinator's assistance in ordering of recorded texts.

What Courses Should I Take?

Students in high school take both required and elective courses. Lutheran High Northwest desires its students to develop a variety of skills, abilities and interests. School is a place for a young person to worship God with the mind and the body. Developing the totality of one's God-given potential should be a goal of every young person. Students who enroll are encouraged to take such a program of study. We want every student to grow intellectually, spiritually, physically, socially, and emotionally. We meet with students and families to review the course of study selected. A quality high school education demands a plan of study and activity, which challenges personal abilities and encourages academic success.

As a guide, the State of Michigan has a required academic curriculum for future college students and it includes the following courses: English (4 years), Social Studies (3 years with 1 year of US History and 1 semester of American Government), Math (3-4 years starting with algebra) and Science (3 years). To be most prepared for the college entrance tests (ACT/SAT) it is advantageous to have taken or be taking by the junior year, chemistry and advanced algebra. It is highly recommended that college-bound students take 2-3 years of a foreign language and one year of computers.

ACADEMIC POLICIES

School Day Schedules

Monday, Tuesday, Wednesday, and Thursday: 7:55 a.m. to 3:10 p.m.

Friday, 7:55 a.m. to 2:30 p.m.

Most half-day schedules will end at 12:03.

Spring early dismissal (2:30 p.m. every day) will begin after Spring Break.

Report Cards and Grades

Report cards are issued at the end of each semester. Parents are strongly encouraged to monitor their student's progress through PowerSchool.

Academic Progress Reports

Progress Reports will be handed out to parents at Progress Report Handout Night in October and March. Additional parent-teacher conferences may be requested by contacting the teacher. After that, no paper progress reports will be issued. Parents may check on their student's progress at any time through PowerSchool.

Vocational Education

Junior and senior students who are on track for graduation may enroll in vocational educational courses through cooperative programs with the Oakland Technical center. Enrollment depends on scheduling Lutheran High School Northwest courses and available space at the vocational site. Students may apply by meeting with the Guidance Director or Counselor. Courses include: welding, food service, building trades, electrical technology, early childhood education, etc. Registration forms are available in the Guidance Office.

Grade Point Average and Honor Roll

The Grade Point Average is calculated by adding the quality points earned and dividing by the number of courses taken. Only semester letter grades are used to calculate GPA. Pluses and minuses are not considered in calculating GPA. Students who earn a Grade Point Average (GPA) for a given semester of 3.50-3.74 are named to the Honor Roll. A student who earns a GPA for a given semester of 3.75-3.99 is placed on the High Honor Role. Students who earn a GPA for a given semester of 4.0 or higher earn recognition on the Principal's List. The senior who earns the highest GPA for the first 7 semesters of high school is named Valedictorian, and the second highest student is named Salutatorian. Colleges in the college-entrance process often consider class rank. Advanced Placement courses are calculated on a 5 point scale in determining GPA. Honors classes are calculated on a 4.5 scale.

Credits Earned and Transfer of Credits

Each full year course receives 1 unit of credit. A semester earns .5 credits. Lutheran High School Northwest reserves the right to accept or reject credits earned in other high schools. Most courses will be accepted. In order to insure credit toward graduation for courses taken in summer school or night school the student **MUST** obtain the approval of the Guidance Department **PRIOR** to enrolling. Students who fail required courses might be required to attend summer school to continue enrollment at Lutheran High Northwest.

Interpretation of Grading System of Lutheran High School Northwest:

- “A” Grade:** Superior achievements, dependable work habits, consistent and commendable conduct, credit for the course, four (4) quality points.
- “B” Grade:** Above average achievement, good habits and conduct are reflected in the comments, credit for the course, three (3) quality points.
- “C” Grade:** Average achievement, work habits and conduct are reflected in the comments, credit for the course, two (2) quality points.
- “D” Grade:** Below-average achievement, work habits and conduct are reflected in the comments, credit for the course, one (1) quality point.
- “F” Grade:** Failure to make satisfactory effort, the student did not meet minimum standards, no credit granted, no quality points earned.
- “S” Grade:** Student abilities vary among individuals. After counselor, faculty and administration consultation, students with unique learning needs may be given special-adjustment status. The teacher will grade the student with the letter “S” when there is less than passing work but acceptable effort. **The “S” refers to satisfactory progress** and that the student has worked up to ability but is unable to meet minimum standards (passing). Final approval for granting the “S” grade is by the Principal with the recommendation from the counselor and teacher.

Academic Integrity Policy

It is not only important from a citizenship perspective but also God pleasing for students to demonstrate integrity and honesty as Christians. It is important for students to do their own work. The Lutheran High Northwest definition of cheating includes but is not limited to the following ways:

- The inappropriate use of other people’s work.
- Using cheat sheets, body parts, or clothing for writing answers.
- Copying someone else’s work during a test or copying homework.
- Plagiarism. (See definition below)
- Allowing family members or others to do projects/homework for you.
- Using someone else’s old (previous years) tests or work for study.
- Providing other students with unauthorized test or quiz information
- Using the Internet or other technology inappropriately.
- Intentionally or knowingly giving inappropriate academic assistance to another student.

Definition of Plagiarism

“Plagiarism involves two kinds of wrongs. Using another person’s ideas, information, or expressions without acknowledging that person’s work constitutes intellectual theft. Passing off another person’s ideas, information, or expressions as your own to get a better grade or gain some other advantage constitutes fraud.” (Gibaldi 66).

Source: Joseph Gibaldi. MLA Handbook for Writers of Research Papers. 6th ed. New York: MLA 2003

In addition to the initial consequences for cheating, a student will receive additional consequences for subsequent violations of this offense:

1st Offense:

A student should expect to receive a grade of 0, be issued a detention and have their parents notified by the teacher when the teacher has determined cheating has taken place.

2nd Offense:

The student will receive a grade of 0 and will be suspended from class (which results in a 2% deduction from the quarter grade). A parent conference may be scheduled with the teacher(s) and a designated administrator.

3rd Offense:

The student will receive a grade of 0 and will be issued a 2-day suspension from class. A parent conference will be scheduled with the teacher(s) and a designated administrator to determine if more serious disciplinary measures should take place.

Grade Point Averages and Report Cards

Only semester grades are final grades. They are permanently recorded on the student transcript and are the only grades used to calculate the cumulative GPA.

- Semester and cumulative grade point average includes all courses taken.
- Mid-quarter reports are issued to parents of all students at the midpoint (typically end of the fifth week) of each quarter.
- Report cards are issued at the end of each quarter (every 9 weeks). Exact dates are listed on the yearly school calendar.
- Tuition and financial obligations must be paid before report cards are released.
- Semester grades are computed using the percent grade from each of the quarters:

40 % from the first quarter percentage	Example:	Qtr. 1	85%	'B'
40% from the second quarter percentage		Qtr. 2	77%	'C+'
20% from the Semester exam percentage		Exam	70%	'C-'
		Semester	78.8%	'C+'

- For classes in which letter grades are given, the middle percent of the range listed below will be used for the calculation of the semester grade (Example: 'B+' is 88.5%, 'B' is 84.5%)
- Semester decimal percentages .5 and higher will round up (89.8% rounds to 90% A-)

Grading Scale

Regular Scale				Weighted Regular Scale	
				Honors	AP
A+ (97-100%)	A (93-96%)	A- (90-92%)	4.0	4.5	5.0
B+ (87-89%)	B (83-86%)	B- (80-82%)	3.0	3.5	4.0
C+ (77-79%)	C (73-76%)	C- (70-72%)	2.0	2.5	3.0
D+ (67-69%)	D (63-66%)	D- (60-62%)	1.0	1.0	1.0
F (0-59%)	No Credit		0.0	0.0	0.0
S (0-59%)	Satisfactory work habits but low achievement because of limited ability		1.0	Credit	Credit
U (0-59%)	Unsatisfactory achievement/effort		0.0	No Credit	No Credit
AUD (Audit)	No grade. No Credit			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).				

Note/Book Tests

Faculty members may allow students the opportunity to take a Closed Note/Closed Book Test as an open Note and/or Open Book test. Students who choose this option would receive a maximum grade of C for any score from 74% - 100%. Scores lower than 74% would receive the grade earned.

Program Planning and Schedule Changes (Class Changes)

1. Student class changes during the year are discouraged. A class change request must be first made through the counselor before being authorized by the school administration. It is expected that the guidance office will communicate changes to the parents.

2. Courses cannot be added after the second full week of the semester. Exceptions may be appealed through the principal.
3. Courses dropped after the second week of a semester receive an “F” grade. Exceptions may be appealed through the principal.
4. Students who drop a full year course at the end of the first semester will receive an “F” for the second semester. Exceptions may be appealed through the principal.
5. The school reserves the right to cancel any course if there is an insufficient number of students requesting the class or if the school is unable to obtain a qualified instructor to teach a specific course.
6. Transfer students accepted during the semester are dealt with on an individual basis.

Church/Community Service

The students at Lutheran High School Northwest all have a chance to reap the benefits of community service. At each grade level students are to meet a specific number of service hours as a pass/fail requirement for graduation.

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

Requirements:

1. Students are required to have 20 hours of service each school year.
2. Students must have 20 hours for each year in attendance; these hours must be verified and forms submitted in order to receive a diploma.
3. The 20 hours may be any combination of hours from church, community, or school related projects.
4. Service Hours for church and community must have proper verification and approval by the school staff member in charge of the service program. **Hours given for school related projects must have the approval of the principal prior to the event.**

The Board of Directors of the Lutheran High School Association adopted this policy. The policy mandates each school to have a program of volunteer service for each enrolled student.

The name of the program at Northwest is **J.O.Y.** - **J**esus, **O**thers, **Y**ourself. We will attempt to help students find avenues for service where we can. We encourage students to begin with their home congregation. Other service suggestions will be provided.

ACADEMIC CO-CURRICULAR ACTIVITIES

National Honor Society

To be selected for the National Honor Society is one of the highest honors a student can receive. The Faculty Awards Committee considers leadership (positive impact on others, both in and out of school), character (living a life of Christian witness), and service (volunteering one’s time and talents joyfully for the benefit of others) when selecting students. To be eligible for consideration for the National Honor Society, a Junior or Senior must have a cumulative grade point average of at least 3.5 for 5 semesters. Each member is required to volunteer a specific number of hours during the school year. NHS members are expected to provide service to the school, church, the NHS and community in order to maintain membership. Decisions of the faculty committee are final and no explanations or appeals can be provided as per National Honor Society guidelines.

Student Council

The Student Council is an organization of elected students who assist in planning and carrying out social, spiritual, service, and co-curricular activities. Dances, service projects, fund-raising, Prom, and Homecoming are major activities of the Student Council. Members also assume a leadership-by-example role among the student body. Student leadership within the school, its social and worship activities, offers members a variety of service opportunities.

PEP Band

Any student may participate in this group, which plays at home athletic events.

Chamber Choir

This group of select concert choir members meets outside of school hours to prepare for special singing opportunities both in and out of school.

Jazz Band

This small band performs at special events and some home basketball games. It is made up of members of the student body who desire to perform at games, enjoy big band music, and who want an additional experience in music.

Drama

Several dramatic productions are presented each year. These special educational opportunities are open to all students. Students will have opportunities to participate as actors, actresses, stage crew, light and sound technicians, and make-up technicians. Northwest is a member of the International Thespians, an organization of persons involved in dramatic production. Students qualify for membership by participating in dramatic productions.

School Volunteers

Students may volunteer to serve as office or teacher assistants. Academic standing, maturity, and willingness to serve are considered when selecting student volunteers. Service to the school, students, and teachers is an important educational experience available to selected students.

Foreign Student Exchange/Travel

Opportunities exist to host foreign exchange students and for students to travel abroad. Lutheran High Northwest hosts foreign students enrolled through Educational Consultants International. Parents are encouraged to consider hosting a foreign student for a semester or a full academic year. Call the Association Office for additional information.

Michigan State Band and Orchestra/Vocal Association

Lutheran High School Northwest is a member of the MSBOA and MSVA, which organizes music festivals each year for high school music students. Northwest band, choir, and soloists participate in the instrumental and vocal contests. The solo and ensemble contests attract the best high school musicians throughout Michigan.

Michigan Math Competition

The Michigan section of the Mathematical Association of America sponsors math test competitions for upper-level math students. Individual and team awards are given to participants who score high on the tests. The Lutheran High Northwest Math Department monitors the testing program.

Fine Arts Festival

The Music and Art Departments sponsor a spring festival of the arts. Student artwork and musical presentations are part of the Festival. Parents, friends, and students are invited to enjoy this unique festival of the arts.

Additional Competitions

A variety of opportunities exist for students to compete in speech, essay, and art competitions. The Daughters of the American Revolution, local community service organizations, the VFW and other groups offer students these opportunities for competition, enrichment, and scholarship moneys.

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 days for 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 0- 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 Regarding Absence and Illness

1. On each day you are absent, a parent is to telephone the school office between 7:30 and 9:00 a.m. A student's absence is considered unexcused until the school has received a phone call from the parent informing the school of the cause of the absence and the parent's approval of the absence. **A note from the parent regarding the student's absence is to accompany the student upon his return to school.**
2. The school makes the final decision if the absence will be excused or not. An "excused absence" pass will be given to the student, which allows him or her to attend classes following an absence. Parents are expected to fully cooperate. This is necessary so that both school and state policies are fulfilled and the school office does not have to spend considerable time tracking absentees. The expectation of parent and student cooperation is important for attendance policy and classroom attendance to remain high priorities at northwest.
3. Students involved in activities are expected to be in attendance the first period of the day following a game or performance.
4. Any unexcused absence disqualifies an athlete or participant from participation in games or activities on the day of absence or suspension.
5. If you become ill during the school day and are unable to attend class, report to your class teacher and obtain a pass to the school office. The school secretary will contact your home if you are unable to stay in school. **The school must become officially aware of serious student illness.**

Leaving the Building During the School Day

Students are not to leave the building for any reason during the school day. If an emergency dictates that the student must leave the school, **permission** must be obtained in the school office and the student must **sign out** and **sign in** upon returning. Parental authorization is required. A written note or phone call from the parent must accompany the request to leave school for a planned absence. A contact with the parent may also be made to verify the request.

Student passes

No student should be in the halls during class time without written permission. A properly completed **building pass** must be carried at all times when the student is not in class during a class period.

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, within 10 days, if extraordinary circumstances are involved. The appeal is made through the principal to the superintendent and must be written with documentation provided to support the appeal. If the appeal is approved, the administration may allow the student to continue in the class or withdraw the student from the class, with no credit received.
- For continued participation in the class and academic credit, the parents may appeal through the principal to the superintendent with written/documented medical verification. 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.

(6/09)

TARDY POLICY

Being on time to class, practices, and rehearsals is a positive habit and is expected at all times and for all situations. Excessive lateness to class is often reflected in the student's grade. Every student is to be in the classroom by the time the tone sounds to begin class. If the teacher detains a student, a building pass is expected for admission to the next class to avoid a tardy. In order to be regular in attendance and be punctual:

1. Check the weather forecasts and traffic reports and allow sufficient travel time to school.
2. Go to assigned rooms immediately and directly, without loitering in the halls.
3. Go to your locker only when necessary and plan your day accordingly.

4. You alone are responsible for your punctuality and are expected to know school policies regarding attendance and the penalties involved.

Students are encouraged to exercise responsibility with respect to their arrival to school and to all classes and practices. Tardies are defined as being late to school or to classes during the school day.

- A. All students are expected to arrive at school on time and be in class on time. Tardiness is considered a serious violation of school policy and will be dealt with accordingly. Punctuality is expected at all times and for all situations. Morning traffic congestion or missing a ride are not acceptable excuses for tardiness to school. While it is understandable in many cases, it does not satisfy the expectation to be at school on time. Students may receive a two percent (2%) deduction per day of unexcused absence from quarter grade. All work may be made up for full credit.
- B. Students tardy for first period must report to class and will be marked tardy. If a student wishes to appeal a tardy, the student may bring in a written note from their parents the following day. The Assistant Principal will consider the request and determine if an adjustment will be made.
- C. After 15 minutes of being tardy in the beginning of a class period, a student is considered to have an absence. If a student is detained by a teacher and will be tardy for class, the teacher will issue a pass to excuse the student's tardiness.
- D. Four tardies in a quarter will result in a 20-minute detention being assigned to the student, with a copy of the detention given to the student when assigned and a copy emailed to the parent.
- E. After their 6th tardy, they are assigned a 40-minute detention. Beginning with the 8th tardy and every tardy after that, they will be assigned a 60-minute detention.
- F. All tardies return to "0" at the start of a new quarter during the school year.

DRESS AND GROOMING STANDARDS

Lutheran Northwest is primarily interested in the spiritual growth of each student; Lutheran Northwest is committed to equip students for a life of Christian service through a curriculum of academic excellence, encouraged through a caring Christ centered environment where God's Word is shared daily. As a Christian community, our school encourages and expects proper speech, dress, and manners. The purpose of these guidelines is to set standards of acceptable school dress and grooming.

Our goal is to maintain an atmosphere conducive to serious educational pursuits. Within the limits of the guidelines, students have the opportunity to express themselves as unique creations of God with various styles of dress and grooming. We strive to project a distinctive, bold, and positive image to the community.

Lutheran Northwest students are expected to observe the school dress standards. We desire that students dress modestly and neatly, that they avoid extremes in dress and conduct that would tend to attract unfavorable attention to themselves or to the school; remembering that as Christians, we not only represent ourselves through what we do and how we dress, but we are also reflecting our Lord and Savior. Parental cooperation is essential to maintaining a quality educational environment. In addition, appearance has an impact on attitudes and behaviors, and research indicates that it is ranked second only to communication in terms of qualities associated with professionalism.

Modesty is important and should be followed closely by all students attending Lutheran Northwest. Outfits that are too tight and/or too revealing are not to be worn. The latest fashion or fad may not fit the dress code. Any male or female clothing that gives a sloppy appearance is inappropriate. Anything that could be interpreted by the school staff as being in "poor taste" will not be allowed. Students are expected to maintain a level of modesty and avoid a sloppy appearance anytime they are on school property; including all after school activities.

In all manners regarding conduct, dress, and overall appearance, the school reserves the right to counsel, reprimand, give detentions, suspend, and even dismiss a student that does not cooperate or comply with the school standards. A student will be withheld from class, at the administration's discretion, if appropriate clothing is not obtained. If there are any questions, please check with the assistant principal in advance as to the appropriateness of the article of clothing. The school administration is the final judge of the appropriateness of all student attire.

The dress code is in effect from the first day of school until after the students are dismissed from the last second semester final period. In order to be helpful to parents and students the following specifics are listed:

- Clothing and accessories should reflect the mission and values of Lutheran Northwest, and shall not encourage, promote, or reference any individual, product, message, or values that are contrary to biblical truths.
- Clothing or accessories shall not reference drugs, alcohol, or tobacco.
- Face masks need to be a solid color or have a pattern. Lutheran Northwest Spirit Wear (including homemade) face masks are approved. Other approved logos are Christian Crosses, the American flag, and professional sports teams and colleges. Words and phrases are not allowed. Face masks should adhere to the Christian standards of Lutheran Northwest. The administration has the final say on what face masks are approved.

Men's Dress Code Standard

Shirts

1. Students are to wear shirts with a fold-over collar or a crew neck with buttons
 - a. Logos and print advertisements are allowed, provided they are smaller than a standard 3 by 5 index card and satisfy the general standards
 - b. Sweaters, quarter zips, and LHNW jackets may be worn over shirt per rules 1 and 3. Sweatshirts, any shirt with a hood, t-shirts, jerseys, tank tops, and thermal underwear are not allowed.
 - c. Coats and jackets, including full zip fleece and letterman jackets, should be left in a student's locker.
2. Shirts will be worn as intended
 - a. Shirts that are straight cut on the bottom may be worn untucked
 - b. Shirts that have tails or have been cut must be tucked in
 - c. Shirts should cover the entire torso, even when raising hand
 - d. All buttons, except for the top two buttons, must be buttoned
3. Lutheran Northwest school apparel/spirit wear featuring the school logo, name, etc. and has the Crusader logo on the back is permitted
 - a. This does not include letter jackets or team issued uniforms
 - b. LHNW team jackets may be worn, but they must be zipped up.

Pants

1. Students shall wear pants of the appropriate size, on the waist as intended, with a neat and modest appearance.
 - a. Pants should be loose fitting around the ankles
 - b. Pants will have a normal waistband (no elastic)
 - c. Pants will be free of holes, frays, or rips
 - d. Yoga/exercise pants, flannel, nylon, pajama, mesh, spandex, vinyl, or sweat suit style pants are not allowed.
 - e. No overalls of any kind
2. BLUE jeans may be worn on Fridays
 - a. Denim shorts are not allowed
 - b. Jeggings and leggings are not allowed, even on prescribed "comfy days"
3. Modest cut dress shorts may be worn all year long
 - a. Cutoffs, athletic/gym shorts, or any spandex style clothing is not allowed
 - b. Shorts will also be free of holes, frays, or rips
 - c. Shorts will be within 3 inches of the kneecap while standing

Shoes

1. Footwear must be worn at all times.
2. Flip-flops and slide sandals are not permitted.
3. Sandals that are worn must be dress type sandals not beach-wear.

Hair/Jewelry/Other

1. Hair is to have a neat appearance and be of a God given color.
 - a. Hair shall not reach below the top of a dress shirt, cover the entire ear, hang in the eyes, or cover the eyebrows.
 - b. Hair standards are in effect at all times, students cannot "style" hair to meet standards
 - c. Extreme hair colors and designs are not allowed.

2. Facial hair is not permitted.
3. Visible tattoos and any piercings are not permitted.
4. Painting and/or coloring of fingernails and/or toenails is not permitted.
5. Outdoor wear such as sunglasses, scarves, gloves, and hats are not permitted.
6. Chained jewelry/wallets are not permitted.
7. Blankets and sleepwear are not permitted during school hours (except during school sanctioned “dress up days”).
8. Outerwear (Jackets, gloves, mittens, hoods, capes, bandanas, hats, etc.) are not permitted to be worn during school hours.
9. Headphones and Earbuds are not to be worn or visible.
10. Undergarments may not be exposed or visible through any type of clothing.

Women’s Dress Code Standard

Shirts

1. Students are to wear shirts with a crew neck, a fold down collar or with a neckline that remains above the collarbone
 - a. Logos and print advertisements are allowed, provided they are smaller than a standard 3 by 5 index card and satisfy the general standards
 - b. Sweaters, quarter zips, and LHNW jackets may be worn OVER shirt per rules 1 and 3. Sweatshirts, ANY SHIRT with a HOOD, t-shirts, jerseys, tank tops, and thermal underwear are not allowed.
 - c. Coats and jackets, including full zip fleece and letterman jackets, should be left in a student’s locker.
2. Shirts will be worn as intended
 - a. Shirts that are straight cut on the bottom may be worn untucked
 - b. Shirts that have tails or have been cut must be tucked in
 - c. Shirts should cover the entire torso, even when raising hand
 - d. All buttons, except for the top 2 buttons, must be buttoned
 - e. Material that is sheer, clinging or immodest (e.g. cut too low) is not permitted. Bareback tops and bare midriffs are not permitted.
 - f. Sleeveless tops/dresses must cover the shoulder. **Straps must be at least 2” wide.**
3. Lutheran Northwest school apparel/spirit wear featuring the school logo, name, etc. and has the Crusader logo on the back is permitted
 - a. This does not include letter jackets or team issued uniforms
 - b. LHNW team jackets may be worn, but they must be zipped up.

Pants

1. Students shall wear pants of the appropriate size, on the waist as intended, with a neat and modest appearance.
 - a. Pants should be loose fitting around the ankles
 - b. Pants will have a normal waistband
 - c. Pants will be free of holes, frays, or rips
 - d. Yoga/exercise pants, flannel, nylon, pajama, mesh, spandex, vinyl, or sweat suit style pants are not allowed
 - e. No overalls, jumpers, bib type clothing.
2. BLUE denim may be worn on Fridays
 - a. Jeggings and leggings are not allowed, even on prescribed “comfy days”
3. Modest cut shorts may be worn all year long
 - a. Cutoffs, athletic/gym shorts, or any spandex style clothing is not allowed
 - b. Shorts will also be free of holes, frays, or rips
 - c. Shorts will be within 3 inches of the kneecap while standing
4. Dresses and skirts are allowed
 - a. Straps are to be at least 2” wide
 - b. The length of dresses and skirts should be no shorter than 3” above the kneecap at all times. This rule applied even when wearing tights underneath.
 - c. Leggings are permissible under a dress/skirt as long as the dress/skirt conforms to all dress standards and expectations.

Shoes

4. Footwear must be worn at all times.
5. Flip-flops and slide sandals are not permitted.
6. Sandals that are worn must be dress type sandals not beach-wear.

Hair/Jewelry/Other

1. Hair is to have a neat appearance and be of a God given color
 - a. Hair shall not hang in the eyes or cover the eyebrows
 - b. Extreme hair colors and designs are not allowed
2. Earrings allowed in ears only; no gauges, fillers, etc. are allowed.
3. Visible tattoos and body piercings are not permitted
4. Blankets and sleepwear are not permitted during school hours (except during school sanctioned “dress up days”
5. Outerwear (Jackets, gloves, mittens, hoods, capes, bandanas, hats, etc.) are not permitted to be worn during school hours.
6. Headphones and Earbuds are not to be worn or visible
7. Undergarments may not be exposed or visible through any type of clothing

**CHRISTIAN DISCIPLINE POLICIES
TABLE OF CONTENTS**

- I. Philosophy**
- II. Responsibilities of those involved**
 - A. Student Responsibility**
 - B. Teacher Responsibility**
 - C. Parent Responsibility**
 - D. Administrative Responsibility**
- III. Communication**
- IV. General Disciplinary Action**
- V. Student Searches**
- VI. Levels of Discipline**
 - A. Class Removal**
 - B. Detention**
 - C. Suspension**
 - D. Indefinite Suspension Pending Further Investigation**
 - E. Probation**
 - F. Expulsion**
- VII. Appeal**
- VIII. Specific Disciplinary Policies**
 - A. Profanity**
 - B. Weapons**
 - C. Personal Protection Devices**
 - D. Tobacco Use/Smoking**
 - E. Alcohol**
 - F. Drugs**
 - G. Harassment**
 - H. Pregnancy and Related Issues**

CHRISTIAN DISCIPLINE

I. PHILOSOPHY

Lutheran High School Northwest 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 School Northwest 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 School Northwest 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 School Northwest, 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 School Northwest 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 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 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. Immoral sexual conduct including pregnancy or fathering a child.
- C. A threat or use of physical violence.
- D. Possession or use of fireworks, explosives, or weapons.
- E. Reprehensible conduct tending to reflect serious discredit to the school.
- F. Vandalism and willful destruction of property.
- G. Stealing and dishonesty.
- H. Profanity - vulgarity.

- I. Sexual harassment and/or abuse/harassment of any kind.
- J. Defiance or total disrespect for authority.
- K. Truancy
- L. 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.

Video and Audio Monitoring

Video and audio monitors may be installed to help promote a safe and secure school environment. The content of the video and/or audio monitors may be used as evidence in addressing student, faculty, and staff issues. Only those authorized by the principal may review the video and/or audio recordings except when used as evidence in a discipline matter in which case those involved in the matter may review the recordings. Tampering with monitors may result in discipline up to and including dismissal from school and restitution for damages.

VI. LEVELS OF DISCIPLINE

A. Class Removal

Students who disrupt the learning environment significantly or chronically will be sent to the office. Teachers will send the students out of the classroom with a referral form, which outlines the nature of the disturbance created by the student. The student must report directly to the office. After meeting with the assistant principal and receiving the appropriate discipline, the student must schedule a meeting with the teacher **OUTSIDE OF CLASS TIME** in an attempt to resolve the problem behavior and to insure that the behavior will not be repeated. Students may not return to class until they have met with the teacher and demonstrated that the disruption will not reoccur. Absence from class due to "class removal" is considered an unexcused absence.

B. Detention

Lutheran High School Northwest issues two types of detention; attendance detentions, and behavioral detentions. Attendance detentions are issued for tardies (see the section of this handbook regarding attendance for more specifics), while behavioral detentions are issued for violations of school rules. While in God's eyes all sin is equal, we recognize that certain infractions are not on the same level as others.

Detentions will be handed out in a tiered system. The lowest infractions are 20-minute detentions, the next level is 40-minute detentions, and the highest level is 60 minutes. Detentions are served only on Monday, Wednesday and Friday afternoons. Detention periods are served in a classroom with no access to technology or homework, but may occasionally be assigned as a supervisor-directed school service activity. A \$5.00 fee is charged for each detention. This fee must be paid at the time the detention is served. Detentions may not be served without \$5.00 fee. All students will have one week to serve their detention.

If the detention is not served within that week, the Assistant Principal will upgrade the detention one 20-minute level and another \$5 will be added to the fine. This will continue until the detention is served or the student skips the 60-minute detention. The student will then be assigned additional 60-minute detentions until they reach 5 total assigned detentions. This will result in an In-School Suspension and a fine to cover the skipped detentions. If a student accumulates 5 behavioral detentions during the course of the year an in-school suspension may be assigned in addition to the detentions.

A student who earns ten detentions in the same school year may be assigned a two day in-school suspension. Students with more than 10 detentions in the same school year may be subject to expulsion from the school. Student and parent(s) may be asked to meet with the principal to determine continued enrollment.

The administration reserves the right to adjust penalties as situations warrant.

C. 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.

D. 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.

E. Probation

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

F. 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 Northwest tuition will not be paid when the student takes independent study classes and doesn't attend regular Lutheran High School Northwest 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/Vaping

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

Lutheran High School Northwest 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 becomes 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. Possession of drug paraphernalia on campus may also result in disciplinary action by the school from suspension to expulsion.

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

A. Introduction/Explanation

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

This would also include harassment using electronic means (social media, texting, email, cyber bullying, etc.) Harassment includes, but it is not limited to any or all of the following:

- 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. Reporting harassment and/or filing grievance will not reflect on the individual's status nor will it affect future employment, grades, or work assignments unless such charges are false and/or frivolous.
8. 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.

B. Complaint Procedures

1. Any faculty, staff, or non-staff coach, volunteer, or parent who alleges harassment by another staff member, faculty, non-staff coach, volunteer, or Board member may complain directly to his or her immediate supervisor, to their Principal and/or to the Superintendent.

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

C. Sanctions

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

(4/2011)

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

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

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

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

- A. When it has been established that a student is pregnant, has given birth to a child, aborted a child, or fathered a child out of wedlock, the LHSA must consider the following issues:
1. A situation that is serious and one which drastically changes the normal lifestyle of the student(s) involved. (Social ramifications, a decision regarding what is to be done with the baby after birth, a decision regarding marriage, etc.) The Lutheran High School is not equipped for the social, psychological, or medical needs in these circumstances.
 2. The impression that the school condones or approves of the situation.
 3. The potential of embarrassment and other social and emotional harm for the student(s) involved.
 4. The encouragement of those involved to seek professional and spiritual counseling in order to resolve some of the many issues during this time.
- B. Based on the careful consideration of these issues, the administration will explore ways to help the student continue his or her education, receive a diploma, obtain professional and spiritual counseling, etc. Normally, the student(s) will not be allowed to attend school or school activities during the pregnancy. The administration will also work with outside resources such as the student's pastor, local chapter of Lutherans for Life, and other resources.
- C. If a student(s) has been asked to withdraw, a written statement to the superintendent's office requesting readmission will be carefully considered. This request should give the reasons for seeking readmission. If the request is approved the following conditions will apply:
1. There must be a period of a least one semester after the date of birth before the student(s) may return.
 2. Professional and spiritual counseling would have taken place and be continued as necessary.
 3. There is evidence that the student(s) could assume a normal student lifestyle without harm to the student, baby, and/or student body.
- D. The LHSA is not an appropriate program for married students.

(6/2009)

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
1. Use of incense or room deodorizers
2. Pipes, filters, screens, strainers, "roach clips"
(metal clips to hold the end of marijuana cigarettes)
3. Unfamiliar small containers or locked boxes
4. Plastic baggies, film containers or small glass vials
5. Decreased interaction & communication with others
6. Loss of interest in hobbies or activities
7. Lethargic, lack of energy or vitality
8. Changes in friends
9. Unwilling to introduce friends to family
10. Curfew violations
11. Decline in grades

12. Reduced short-term memory, concentration & attention span
13. Attendance problems
14. Untidy appearance, personal hygiene
15. Slow to respond, forgetful, apathetic
16. Increased discipline, behavioral problems
17. Disappearance of money or items of value

- E. If you suspect your child is involved in substance use, contact the Counseling Office 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 Credit Options

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

LEARNING LOUNGE

All users of the Learning Lounge are to treat all media center materials, equipment, and furnishing with respect and responsibility.

1. A generally quiet tone is expected of all Learning Lounge users.
2. Food and drink are not allowed in the Learning Lounge because of the possibility of accidents with food and drink items and because of the cleanup that they require.
3. The supervisor has the right to assign seating to a student or students in the Learning Lounge.
4. A written pass signed by either a teacher or an administrator is expected of each student coming to the Learning Lounge during the school day.
5. A student's use of the Learning Lounge, equipment and/or furnishings may be curtailed if she or he is not cooperative, respectful and/or responsible in using the equipment, and/or furnishings.

Damaged or Lost Materials: Students will need to pay for any Learning Lounge materials that are damaged or lost. A charge for damage is made by the supervisor / administrators based on the extent of the damage beyond reasonable wear

INTERNET USAGE POLICY

1. A contract is read and signed by parents/students.
2. Printing is permissible if the supervisor is consulted first.
3. Tampering with computer hardware is prohibited.
4. All research and other library computer use must be appropriate within the parameters of what is expected at a Christian school.
5. Copyright laws must not be violated.

GENERAL INFORMATION AND GUIDELINES

Advertising and Posters

Secure permission to put up posters and announcements of general interest on the bulletin boards. Students are not permitted to hand out flyers for activities that are not related to our school or Lutheran churches. When posters are permitted, guidelines must be followed so that damage is not done to walls or tackboards. Selling candy or other items by individuals is not permitted unless the sales are part of an approved fundraising activity.

Acceptable Use Policies

MOBILE LEARNING DEVICES (MLD's)

The following policy seeks to address the presence of MLD's (i.e., cell phones, smart phones, tablet PC's, laptop computers) in Lutheran Northwest's educational setting. **MLD's are for classroom use only during the school day, if permitted by the teacher, they are not to be used in the hallways.** Additionally, students may use MLD's in the cafeteria before school, after school, and at lunch during the school day, if used appropriately.

1. Lutheran Northwest will not be held liable for any damage that may occur as a result of connecting to a LHNW Wireless Network or any electrical power source.
2. LHNW will not be held responsible for any physical damage, loss or theft of a student-owned mobile learning device (i.e., cell phones, tablet PC's, laptop computers, smart phones).
3. Student use of personally-owned mobile learning devices (MLD's) in the classroom setting will be at the discretion of the classroom teacher.
4. Illegal, destructive, harmful or any other inappropriate activities - including, but not limited to, harassment of any kind as laid out in the LHNW harassment policy, computer hacking, cyber-bullying, accessing offensive/obscene materials, engaging in illegal activities - are strictly prohibited as set forth in LHNW computer Acceptable Use Policy.
5. The parents and/or guardians of any student bringing personal technology to school agree to be responsible for and to reimburse Lutheran Northwest for any damage that their student may cause arising out of and relating to the use of a LHNW wireless network with his/her personally-owned MLD.
6. The text and voice features of MLD's may be utilized in a student's curriculum. The cost for these features is the sole responsibility of the student and/or guardian. Lutheran Northwest will not be responsible for any cost incurred from the use of MLD's in LHNW curriculum or on the LHNW campus.
7. Data packages (i.e., Internet access) are not required nor are they encouraged by LHNW for use on student-owned MLD's. Should parents/guardians choose to purchase data packages for their student's MLD or any other electronic device that accesses data outside the confines of LHNW's secure and filtered network, then it is the sole responsibility of the parent to provide the filters by which the available Internet access is screened.
8. Inappropriate use of MLDs is strictly prohibited. Inappropriate use includes, but is not limited to: cheating, taking unauthorized or inappropriate pictures or videos for non-educational purposes and/or in violation of LHNW's harassment or acceptable use policy, using any MLD to engage in activities contrary to LHNW's harassment or acceptable use policies and/or any activities that violate or call into question the mission statement of Lutheran Northwest. Consequences include, but are not limited to, detentions, removal of the phone for a period of time, conference with a parent/guardian, removal of privileges, suspension, and removal of the student from Lutheran Northwest.

Announcements

The appropriate teacher, coach, advisor, etc., must sign all morning intercom or end of the day announcements.

Building Use and Care

Northwest is a "home-away-from-home" for you. Pride in your school contributes to a positive environment in which to learn. In cases where instances of abuse can be attributed to specific students, the students will be required to make restitution and school discipline may apply. Keep your school neat! Do not litter inside or out! Pick up litter when you see it! **CRUSADER PRIDE** can be seen in the care given by students and teachers to their school!

Closing of School

If it should be necessary to close school because of inclement weather or other emergencies, announcements will be made on Radio Stations WJR-760, WWJ-950 and TV channels 2, 4, and 7. Media announcements will be made early to allow change in plans.

Cafeteria

Students may also bring a bag lunch and purchase items a la carte. The lunchroom is to be an orderly place and should provide a comfortable, relaxed setting for lunch. Supervisors explain specific behavioral guidelines at the beginning of the year. Students may not have guests visiting during the lunch period without administrative approval.

No food is to be taken from the cafeteria into the halls, classrooms, or library. After eating, students are expected to clean the table and throw their trash into the proper containers. Cooperation in cleaning by students at the same table is assumed. Your help in keeping the cafeteria a pleasant place to eat will make your lunch period more enjoyable. During lunch hours students are not permitted to wander the halls, go to lockers, or wait by classroom doors.

Daily Schedule and After School

Students not remaining after school for co-curricular activities are requested to leave the building by one hour after the school day ends. Students staying after school are expected to be in the cafeteria. Students, who stay after 5 p.m. waiting for late pick-up, may be responsible for “Latch-Key” fees. Parents must notify the school office with a note if such late pick-up will be regular. Students waiting for rides after school are **not** permitted to leave school grounds without approval from parents.

▪ After Event Policy

- Parents are reminded to coordinate student pick up for the end of the school day and all school co-curricular events. Parents may be charged a nominal supervision fee for students who are not picked up within one half hour of the announced ending time of the event. Ending times for all dances, plays, and athletic event are announced to students during the end of the day announcements. Please call the school office if you need to determine the appropriate pick-up time of your son or daughter.

Display of Affection

“There is a time and place for everything.” That bit of wisdom suggests a principle of Christian living, which can help produce a positive environment in a Christian high school. Young people who are dating have a need to express their feeling for each other. The school, however, is an educational setting. It is not an appropriate place to share serious public displays of affection (kissing and hugging). Mutual expressions of fondness can be shared in many ways. The public relationship of a boy and girl, especially at school, offers an excellent opportunity to demonstrate moderation and concern for others. Students must use good judgment, avoid embarrassment to others, and are expected to create an atmosphere conducive for the practice of Christian values about sex, dating relationships, and love for others.

Emergency Messages

Emergency messages from home may be made via a call to the school office. Students will then be notified. Parents are asked to use good judgment in requesting only emergency messages for students. We **do not** interrupt classes for non-emergency messages nor **allow students to phone home** during class time. Parental planning reduces the time given to these tasks by school personnel.

Fire and Severe Weather Drills

Fire drills are very important. They are conducted for the prevention of injury and are required by the State Fire Marshall. All faculty, staff, and students must leave the building for a fire alarm. Pulling a **“fire alarm device when no emergency exists”** in the building is a **crime**, punishable by both the school and the city. Students and staff should observe the following procedures during a fire drill:

1. Check the exit sign in each room.
2. When the fire alarm rings, all talking ceases leave the room in silence, walking rapidly without running.
3. Instructors should close all windows and doors and turn off lights.
4. After exiting, move away from the building and across the fire lane. Emergency equipment must have room to operate.
5. Remain outside until the **“all clear”** has sounded. Then return immediately to your classroom or work area. Other weather emergencies require movement of students to safe locations in the halls.

Gymnasium

The wood floors in the gyms require exceptional care by everyone if they are to remain in condition for athletic and physical education activities. Students should not walk on the basketball floor without athletic shoes. All athletic, physical education and other activities must be conducted with proper shoes which do not scuff, mar, or damage the floor in any way. Any moving of equipment or furniture should be supervised so that no damage is done to this very expensive and beautiful surface. Everyone’s cooperation will allow us to maintain an outstanding athletic-physical education complex.

Health Issues

A proper **physical exam** and **immunization records** must be on file in the School Office before a new student (freshman or transfer student) is allowed to attend classes. In addition to freshmen and transfer students, the following also need to have a physical exam on file in the School Office: athletes, students participating in gym class, students participating in any Spirit Week games, e.g. Powder Puff, Dodge Ball, etc. Physical exams must be completed after April 15, 2017, but before the first day of school, the first try-out/practice of the sport or the event in which the student is participating, or the first day of classes for the semester in which they are taking a gym class. Physical forms are available on the school website or in the school office.

The State of Michigan recently modified the administrative rules that change how nonmedical waivers for immunizations will be processed for school/childcare programs. The new rule went into effect on January 1, 2015. Parents/guardians must contact the local health department when requesting a nonmedical immunization waiver.

Emergencies: In case of an accident or medical emergency, emergency first aid will be given and the school will notify the parents (or emergency contact, if parents cannot be reached). If necessary medical attention is not available at the school, arrangements will be made when parents are notified.

Medications: Medications should be kept in the school office; students should not keep medications with them or in their lockers. In cases where a prescription for a controlled or dangerous substance is being taken, the prescription, along with a medication form with written instructions signed by the parent and doctor, should be brought to the office. Over the counter medications can be kept in the office with the student's name on it and will be dispensed if there is a medication form (signed by the parent) on file in the office. Tylenol/ibuprofen will be dispensed as indicated on your signed emergency form.

Homeroom

A period for homeroom and chapel is set aside after 3rd period. Chapel is conducted on Tuesdays and Thursdays. Homeroom Devotions are held on Mondays. Wednesdays are homerooms, set aside for class/group meetings. Fridays are Small Group Devotions. During homeroom, students are expected to remain in the assigned room, do school work, or conduct business requested by a teacher. Passes for organizational meetings or assigned Learning Lounge work may be obtained from the teacher in charge.

ID Cards

Early in the year you will receive your student identification card. Students should carry it with them at all times. It may be necessary for you to show your ID card when you attend school social functions and other activities. Never **"loan"** your card to another person.

Illness During the School Day

A student who feels too sick to continue attending class should report to the office. If in a class or on the way to class, the student should obtain a pass from that classroom teacher. The home will be notified immediately. The student will be allowed up to one period in the office, and if the student is then able to continue in classes, a pass back to class will be given. If not, the family will be expected to make arrangements for immediate pick-up from school. Sick students will not be allowed to stay or sleep in the office area.

Lockers

A locker with combination lock has been assigned to you. Students may not use any type of tape or glue on the inside or outside of lockers. Papers must be mounted with magnets or "ticky tac" which does not mar or dirty the surface. No advertisements, pictures, or posters displaying alcohol products, drugs, or other objectionable material may be placed on the locker. Any decorations which do not conform to the philosophy of the school will be removed. **The outside must remain free of papers, magnets, or other material.** Except for a packet lunch bag, open food or drinks are not to be placed or stored in your locker. **Do not give another person your locker combination.** You are expected to keep your locker (inside and out) neat, clean, orderly and locked! During the year, there will be several checks of lockers. **You are responsible for damage and for the condition of your locker.** You will be warned if your locker is not presentable and given a period of time to clean it up. Check with the office if you have a problem with your locker not opening or closing. **Do not switch lockers** with another student or share locker combinations. Your physical education lock will be given out in the class. It remains the property of the school. Your locker should remain locked at all times.

Lost and Found

Lost items, if found, will be taken to the office. Check several times if you have lost an item. Someone may turn it in even after several days. Take good care of your books and personal possessions. Unclaimed items are given to charity at the end of each semester.

Publications

The Lutheran High School Northwest Handbook, containing school policy information, and the school calendar are available on the school website. A school directory is provided to all families at the beginning of the school year, and will also be available in the office. The CRUZADA, Lutheran High School Northwest's annual yearbook, is available for purchase.

School Office

School administrators, the Guidance Director, the Athletic Director, and school secretaries are located in their respective offices. Attendance information and passes are available there, along with a variety of other information. Students and teachers are asked **NOT** to use the office as a thoroughfare. When in the Office please be aware of the fact that it is a place of business. Noise and disruption are to be kept to a minimum. No student is allowed behind the counter except when granted permission for approved business.

School Organization Finances

All funds collected by an organization are deposited daily in the school accounts to the credit of the organization. All bills are paid by check obtained by presenting a school account requisition authorized by the organization and signed by the faculty advisor. Checks, contracts, and other financial obligations are to be approved by the Principal. Cash for school activities must always be deposited with the office and never kept in lockers or teacher's desks. Accountability and audit trails are expected of all financial activity.

School Social Activities

Those attending school social functions and dances should plan to be present for the entire time as announced. Adherence to behavioral and attendance policies of the school and Student Council is expected. Students who expect to be picked up by parents after social events at school (or after a bus returns from an away game) are asked to make arrangements beforehand. The times when activities conclude are announced ahead of time so parent planning can take place.

Smoking and Possession of Tobacco

Tobacco smoking or smokeless tobaccos are not permitted in the school building, on school property, at school activities, or in cars on the school grounds. Furthermore, a student should not have such materials in the school. This rule holds for school functions both at home and away. The NO SMOKING BAN applies to adults and students in the Lutheran High Northwest building. Assistance is available for students desiring to overcome any level of a smoking habit. Our goal is to maintain a smoke-free environment.

Student Driving and Parking

Driving to school is considered a privilege. Students are allowed to park only in the north parking lot area, in lined parking spaces. Faculty and visitors may park in the east parking lot, as marked. Excessive speed and unnecessary noise are not allowed. Drive slowly (10 mph) in the parking lot area and driveways and practice courtesies. Use common sense at all times. Upon arriving in the school parking lot, students are expected to immediately leave the car and proceed into school. Loitering in cars is prohibited. The same is true after school.

Of special concern is the safety of the children and families in the subdivision south and west of the school. Oakland County Sheriff officers patrol the area. Lutheran High School Northwest desires to be a good neighbor and students and parents are reminded to drive slowly and safely. Students who are reported to be driving recklessly or dangerously in that area are subject to school disciplinary action as well as loss of parking privileges.

Telephone

The school office phone is for school business. Parents and students are encouraged to make personal arrangements for pick-up, and such things, before they come to school. Parents should not ask to have their student pulled from class to take a phone call, unless it is a true emergency. Phone messages will be delivered to students at the discretion of school personnel. Passes **WILL NOT** be given by teachers for students to use the phone. If a student is sick, the office personnel will contact the parents using the contact information provided on the school emergency form.

Textbooks

Textbooks are expensive and need special attention and care. Students are expected to take care to protect books from damage and excessive wear. Students who do not return a textbook must pay the cost of replacement. Fines will be charged for the rebinding of books that have been given excessive abuse.

Theft and Vandalism

Each year students complain of books, wallets, and other valuables being lost or stolen. In many cases, this is due primarily to carelessness. Put your name in your books and on other valuables. If you have a large amount of money or special valuables, which you must bring along to school, check them in at the school office for safekeeping. The school cannot be responsible for any items which are lost or stolen. Never give out locker combinations or leave your locker unlocked.

Visitors

All visitors are required to report first to the school office before entering other parts of the building. Unauthorized persons are not permitted in the building at any time. This includes during the lunch periods. Friends who meet Lutheran High School Northwest students after school are expected to wait outside or in the School Office until school ends.

Worship

During the school year we have many opportunities to pray, praise and give thanks to our Triune God. A Christian community needs to express itself in worship. We want to praise, petition, share our joys and sadness, and rally around the love of Jesus. Christians don't "have to" worship. They worship (give worth or value) because of who they are namely, people of God. Participation is both expected and encouraged by all students and teachers.

All that we do is worship in its broadest meaning - giving honor and praise to our God. A specific and Biblical type of worship is corporate worship in which believers come together to share and grow. In that setting we gather as a community. God's forgiveness and growth in faith happen with other Christians. There is no other experience like it with such dynamic potential. Student participation in worship is expected whether it be in corporate chapel, homeroom devotion, or classroom devotions. Corporate chapel services are conducted on Mondays and Fridays, as well as special occasions. Fridays are set aside for smaller group discussion, devotion, and service project opportunities.

ATHLETICS

General Information

Lutheran High School Northwest is a member of the MIAC Conference and the MHSAA (Michigan High School Athletic Association) and provides interscholastic athletic competition for its students with other schools, which maintain a similar philosophy of athletics. Any student may participate in the following varsity and junior varsity sports:

FALL SEASON

Boys

Varsity Cross Country
Varsity Football
Varsity Soccer
Varsity Tennis

Girls

Varsity Cross Country
Varsity Cheer/Dance
Varsity Golf
Freshman Volleyball
Junior Varsity Volleyball
Varsity Volleyball

WINTER SEASON

Boys

Freshman Basketball
Junior Varsity Basketball
Varsity Basketball
Wrestling

Girls

Freshman Basketball
Junior Varsity Basketball
Varsity Basketball
Varsity Cheer/Dance

SPRING SEASON

Boys

Junior Varsity Baseball
Varsity Baseball
Varsity Golf
Varsity Track and Field

Girls

Varsity Soccer
Varsity Softball
Varsity Tennis
Varsity Track and Field

We strive to teach sportsmanship, fair play, respect for authority, teamwork, the value of working toward goals, and the joys of competition and hard work. Athletics are a valuable component of our Christ-centered program of education.

We play to win and want this desire to be found in our athletes. However, winning is not the only goal being sought by the school. The scoreboard, statistics, or the win-loss record never takes priority over good competition, academics, and Christian sportsmanship. Because the abilities of students vary from year to year, emphasis is given to developing skills and attitudes of the players towards the team and individual play.

Coaches, athletes, students, parents, and friends are always expected to set positive examples in attitudes and conduct. Representing Lutheran High School Northwest and its Christian traditions is the responsibility of everyone involved.

The Christian-Student Athlete

You are a representative of Lutheran High School Northwest at all times. The attitudes, conduct and example of each student-athlete should be exemplary. Be a witness of your Christian faith. We have high expectations for our Crusader athletes!

- Attend church regularly and with your family.
- Abide by all school rules and regulations.

- Show respect to teachers and fellow students.
- Show respect for the school facility and fellow students.
- Maintain self-control in speech and action; avoid profanity and obscene language.
- Complete all schoolwork in a satisfactory manner.
- Respect your coaches, teammates and fans, opponents, and officials.
- Practice sportsmanship; play the game according to the rules; learn to win fairly.
- Be a team player; encourage your teammates and cooperate with them.
- Keep a positive attitude; don't complain or be critical of your coaches and teammates.
- Always play your best and play to win; enjoy competition and work hard.
- Be humble in victory and gracious in defeat.
- Congratulate your opponent and extend thanks to the officials after every game.
- Report all injuries, no matter how minor you think they are, to your coach.

Athletic Affiliation

Lutheran High School Northwest is a member of the **Michigan High School Athletic Association** (MHSAA). The Crusaders are currently ranked as a **Class C** school (based on enrollment).

Northwest is one of three schools owned and operated by the congregations of the **Lutheran High School Association of Greater Detroit**.

Lutheran High Northwest, Rochester Hills Lutheran High North, Macomb Lutheran High Westland, Westland

Lutheran High School Northwest is a participating member of the **Michigan Independent Athletic Conference**.

Michigan Independent Athletic Conference Members

Novi Christian High School, Novi	Oakland Christian High School, Auburn Hills
Huron Valley Lutheran High School, Westland	Parkway Christian High School, Sterling Heights
Inter-City Baptist High School, Allen Park	Plymouth Christian High School, Canton
Lutheran High School Northwest, Rochester Hills	Roeper High School, Birmingham
Lutheran High School Westland, Westland	Southfield Christian High School, Southfield

LHNW Academic Eligibility Policy

Student grades will be checked every 2 weeks. Grades will be checked on Monday, and the appropriate eligibility status will begin on Tuesday. The only exception to this rule will be at the beginning of a semester where we will wait for the first 3 weeks for the first check. Students must maintain a quarter GPA of 1.667 (C average) or better, and may not have 2 F's in the current quarter.

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

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

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

A student in probationary status has the next 2-week period to get his/her grades to the eligibility standard. If the student's grades during the next 2-week period meet the standard, the student will move back to eligible level. If the student's grades do not meet the standard after the 2-week period, the student will be ineligible for the next 2-week period. The ineligible student and their family will be notified about being ineligible.

When a student is ineligible they must report to an after school supervised study hall throughout the period of ineligibility. After finishing the after school study hall each day, the student may then report to the coach/supervisor and is allowed to practice. Participation in practice can only occur if the student served the required after school study hall that day. If a student is ineligible and does not attend after school study hall, they are not allowed to practice that day as well as for the remainder of their period of ineligibility. Any student who is ineligible will not be allowed to participate in games, performances, contests, etc... Ineligible students will be allowed to attend the games, performances, contests, etc... with their teams, but cannot participate. Additionally, ineligible students will not be allowed to be dismissed early from school to attend their games, performances, contests, etc... as they must report to the after school study hall.

An ineligible student's grades will be checked after 2 weeks. If the grades meet the eligibility requirements the student will move back to the probationary level. If the grades do not meet the eligibility standard, the student will remain ineligible until the grades are checked again.

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

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

The status that a student is eligible, ineligible, or probationary, will carry over from the end of one school year to the beginning of the next. Students who are ineligible because they have more than one F in either the fourth quarter or the second semester, who make up course work approved by the guidance department for those F's, and pass that course work, verified by the guidance department, will be placed on probationary status for the following fall. All course work will be approved and verified by the guidance department before the student is placed on probationary status. Students who are ineligible because they have a second semester GPA, or a fourth quarter GPA lower than 1.667 may be placed on probationary status with approval of the principal.

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

MHSAA Eligibility Requirements

All athletes must also meet the requirements of the MHSAA. The Athletic Director has a copy of this handbook. The following is a summary of the MHSAA eligibility requirements (taken from the Handbook of the Michigan High School Athletic Association Inc., 2007-2008 edition):

1. To be eligible you must have enrolled in a high school no later than the 4th Friday after Labor Day for the first semester and no later than the 4th Friday of February for the second semester.
2. You must be under nineteen years of age at the time of the first contest unless your nineteenth birthday occurs on or after September 1 of a current school year, in which case you are eligible for the balance of that school year.
3. You must have passed a satisfactory physical examination for the present school year on or after April 15th of the previous school year, certifying that in the opinion of the examining physician, the student is fully able to compete in athletic contests. Record of this examination must be on file in the school office prior to attending any official practice sessions.
4. The student and parent or guardian form must be signed and on file with the physical form.
5. A student may not have enrolled in grades nine-twelve inclusive, for more than eight semesters. The seventh and eighth semester must be consecutive. Enrollment in a school for a period of three (3) weeks or more counts as a semester. Participation in one or more interscholastic athletic contests also constitutes a semester of enrollment.
6. A student may not have competed for more than four (4) first and four (4) second semester seasons in a sport beginning in the ninth grade.
7. A student may not be a high school graduate.
8. You must have received credit in at least four (4) courses during the previous semester of enrollment.
9. A student must be carrying and doing passing work in at least four (4) courses during the present semester up to within seven days of the first contest.
10. A student who transfers from one high school or junior high/middle school to another high school is ineligible to participate in an interscholastic athletic contest for one (1) full semester in the school to which the student transfers. There are several exceptions to this rule, which are listed in the MHSAA Handbook. Please see the athletic director with any questions or concerns. Only the MHSAA can waive the transfer regulation. The school must contact the MHSAA and the Executive Committee must rule on the waiving of the transfer regulation.
11. An athlete may be deemed immediately eligible for sub-varsity competition by the Executive Committee if he or she is in the 9th or 10th grade and has not participated in an MHSAA sponsored sport, competition, or practice.
12. A student may not accept any award or merchandise for athletic performance, which exceeds \$25 in value. Awards may not include money, negotiable certificates, merchandise, memberships, privileges, or services of any value. No reinstatement for at least one full semester after date of violation shall take place. The cost of the regular letter award of the school is not limited to the \$25 maximum.
13. A student may not accept any money or other valuable considerations for participating in any form of athletics, sports, or games, for officiating in interscholastic athletic contests, or have a signed contract with a professional team. Reinstatement will not be considered for one full year.
14. A student who, after practicing with (including tryouts) or participating in an athletic contest or scrimmage as a member of a high school athletic team, participates in any athletic competition not sponsored by his or her school in the same sport during the same season, shall become ineligible for a minimum of the next three (3) days of competition and a maximum of the remainder of that season in that school year.

LHSA Policies and Procedures

The Lutheran High School Northwest Athletic Department has policies and procedures designed to maintain a quality athletic program consistent with the goals and philosophies of the school. They are intended to establish high standards and expectations for athletes, coaches, and parents.

1. **Physical Examination:** A physical examination must be taken after April 15th of the previous school year. The school's **MHSAA Physical Exam Form** must be used and completed by the doctor. Athletes will not be allowed to practice or compete, nor will equipment be issued, until the MHSAA Form is on file in the office.
2. **Dress and Appearance:** Athletes are expected to be neat, clean, and well groomed. School dress guidelines apply at all times. Any additional requirements are at the discretion of the coach.
3. **Smoking:** Cigarette smoking and the use of smokeless tobacco are **not permitted**. Students are not to have such materials in the school or on school grounds. Any violation of this policy during the season will result in suspension and potential dismissal from the team, and may affect future athletic eligibility. A No-Smoking Ban applies to students and to all adults in the Lutheran High School Northwest Building.

4. **Use of Alcohol:** Athletes are prohibited from using alcohol. Any student found using or in possession of alcohol on school grounds or in relation to school events will be suspended and may incur additional disciplinary action by the school. A violation of this policy during the season will result in suspension and potential dismissal from the team, and may affect future athletic eligibility. Details are outlined in the school alcohol policy.
5. **Use of Chemicals:** Athletes are prohibited from using chemicals and illegal drugs. The use or possession of illegal chemicals or drugs, or bringing them to school events or having them on school premises, or selling and distributing such chemicals to others will result in suspension and expulsion from school. We strive to maintain a drug-free environment out of concern for youth and their healthy development.
6. **Team Discipline:** In addition to the official disciplinary action of the school, a coach may impose disciplinary action limiting play or participation due to improper conduct or attitude.
7. **Initiation or "Hazing":** Lutheran High School Northwest will not tolerate any form of team initiation or "hazing". No coach or athlete shall encourage, promote, or engage in any type of activity that others might interpret as discriminatory, intimidating, or harassing. Each coach and athlete must responsibly conduct himself or herself in a manner that honors God and maintains the dignity and honor of our fellow humankind. Each coach will address this with all team members during the first day of tryouts or practice and will report in writing to the AD that this responsibility has been carried out. Any coach who is aware of any hazing or initiation incidents must report them to the AD and Principal on or before the next school day. The coach together with the school administration will enforce the LHSA policy on hazing and initiation that states any student encouraging, promoting, or engaging in hazing and/or initiation behavior will face suspension or expulsion from school and/or athletics.
8. **Withdrawal from a Sport:** Any student choosing to withdraw from a sport must notify the head coach before the withdrawal is official. In addition, the student is not eligible for another sport in that season unless reasons for withdrawal from the first sport are agreed upon by the student, parent, athletic director, and the coaches of both sports involved.
9. **Participation in Sports:** No student will be allowed to participate in two sports during the same season without special permission from the Athletic Director.

A student out for one sport may try out for another sport during the same season with the consent of both coaches.
10. **School Absences and Participation:** An unexcused absence for any part of the day forfeits the right to play in the contest for that day. On the day of an excused absence from school a student may not participate in an athletic activity unless the athlete has attended at least four (4) periods of classes that day, unless otherwise approved by the administration. Where absence is due to illness, the coach will determine whether the health status of the individual warrants participation, even if the student was in attendance for the minimum last four (4) periods of the day.
11. **Practices and Games:** Athletes are expected to attend all practices and games unless excused specifically by the coach in advance. Team members should arrive at practices on time and be prepared to participate. The coach will announce times for practices and arrival at games. An unexcused absence from practice or game will result in disciplinary action by the coach. An athlete who is absent without excuse or who demonstrates a lack of responsibility should expect disciplinary action. Commitment to the team and to individual improvement is important to Crusader Athletics.
12. **Equipment:** Each athlete is responsible for athletic equipment issued. The student will pay for all lost or damaged equipment (not due to play or practice) at the cost of replacement. Uniforms are to be turned in, cleaned and in good condition, within a week of the seasons end. Any student not turning in a uniform will have report cards held until all obligations are met.
13. **Locker Room:** The locker room is the place for players and coaches. No friends or relatives will be allowed in the locker room before, during, or after practice or games without permission of the coach. The condition of our locker facilities is the responsibility of the athletes and coaches. Crusader athletes take pride in the condition of their locker rooms.
14. **Transportation:** All athletes must ride the team bus to and from each practice and game when school transportation is used. Use of personal transportation is **not permitted**. Any request for an exception due to unusual and extenuating circumstances must be made in writing (from the parent) and will be approved or disapproved by the coach. Athletes must make arrangements for transportation to home contests. If the contest is played off-campus, school transportation will be provided. If it is necessary for an athlete to travel home with parents or another individual following an away contest, the coach is to be notified in advance and approval must be granted.

15. **Insurance:** The Lutheran High School Association (LHSA) does not provide any type of health or accident insurance for injuries incurred by a student at school. As a service to students and their families, the LHSA is making available a student accident insurance plan for the student at a nominal cost.

The premium for this policy is minimal per year for school-time coverage. All school-sponsored and supervised activities and time spent in school are covered in accordance with the terms and limitations of the policy. For an increased premium, the policy will cover the student 24-hours a day, 12 months a year, rather than only during school-time. For students in grades 9-12 there are additional options available to cover interscholastic football.

Benefits, rates, brochures, and applications are available at www.1stagency.com.

16. **Contact Sports:** Female athletes are not allowed to compete on a Lutheran High Northwest male athletic team that is a contact sport, even if that sport is not offered as a female sport.
17. **Uniform Turn-in:** Athletes must turn in their uniforms to their coaches' no later than 1-week after the conclusion of their season. Any item given to the athlete by the school that the athlete has not paid for is considered part of the uniform and will be kept by the school. Athletes who do not turn their uniforms in will have their names turned into the office, and will not be allowed to participate with another sport until the uniform is turned in. Uniforms that are deemed unusable by the athletic director, due to damage done by the athlete, or that were lost will be paid for by the athlete at *replacement* cost. Transcripts and report cards will be held until all fines are taken care of.

Athletic Awards

Varsity players may be granted the right to wear **the school “L” letter award**. Officially approved letter jackets and sweaters are purchased by the athlete. Information for purchasing the award jacket and/or sweater is available from the Athletic Director. The jacket and sweater are symbols of the school and its athletic program. The Athletic Department maintains specific guidelines for patches, pins, and embroidered wording worn on the jacket or sweater.

Requirements for the “L” award are listed below. Only one item is necessary for consideration, yet the final decision rests with the coach, who best can evaluate total participation, attitude, and game performance. Any variation in the stated requirements will be given in writing to each athlete at the beginning of the season.

Baseball:	Participation in ½ of the games played, coach’s determination.
Basketball:	Start ½ of the games, appear in 2/3 of the quarters, play an average of 8 minutes per game, coach’s determination.
Bowling:	Participate in 2/3 of varsity matches, coach’s determination.
Cheerleading:	Start ½ of games; participate in each game, coach’s determination.
Cross Country:	Student’s earn letters based on the number of times they “place” in the meets, coach’s determination.
Dance:	Participate on the team for 2 consecutive seasons, coach’s determination.
Football:	Start ½ of the games, play an average of 12 minutes per game, appear in 2/3 of the quarters, coach’s determination.
Golf:	Start and use score for the team total in ½ of the matches, coach’s determination.
Soccer:	Start ½ of the games, play an average of 10 minutes per game, appear in ¾ of the halves, coach’s determination.
Softball:	Start ½ of the games, play in ½ of the innings, and appear in 2/3 of the games, coach’s determination.
Track:	Total of 10 points earned for the season, place in three meets, coach’s determination.
Volleyball:	Start ½ of the games; appear in 2/3 of the games, coach’s determination.
Wrestling:	Score one varsity point, coach’s determination

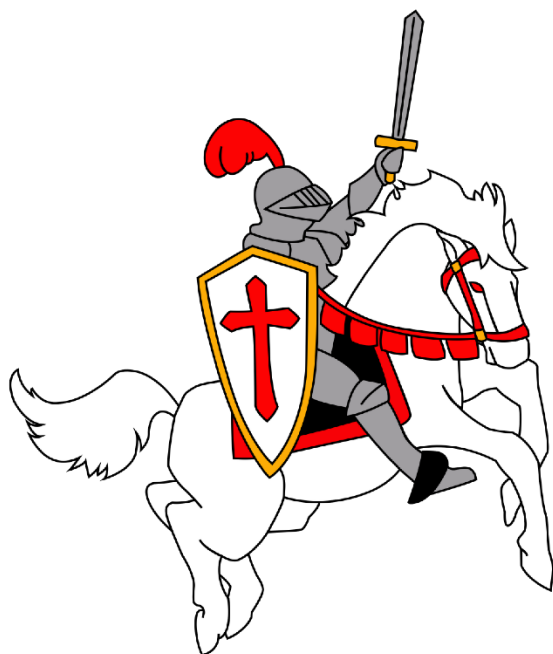
Student Manager, Scorekeeper, or Statistician:

Coach’s determination based on fulfillment of designated responsibilities. A candidate must be approved by the school administration and be eligible at the conclusion of the season. Evaluation includes the attitudes and conduct of the manager, scorekeeper, and statistician. We consider the wearing of the “L” award to be an honor and the opportunity to publicly represent the school.

Additional awards include the Lutheran Luncheon Club Student/Athlete Award (senior boy); Detroit Free Press Student Athlete Award (senior boy or girl); MHSAA Student/Athlete Scholarship Award (by application only; other student athlete awards that may become available; and team recognition for Most Valuable, Most Improved, and Most Spirited athletes.

The Crusader Booster Club and Parent Network

All parents of our student athletes are members of our Crusader Booster Club and Parent Network. They are encouraged to support the activities of the Crusader Booster Club/Parent Network. There are many areas that need attention if our athletic program is to be successful. It truly needs to be a “team” effort. Areas include but are not limited to: concessions, ticket sales, advertising, fund-raisers, banquets, and game programs. All of these activities are done to benefit all of the athletic programs offered at Lutheran High Northwest. Please contact the athletic office with special gifts and talents you have that could help our Crusader Booster Club. **OUR TEAM NEEDS YOU!**



LUTHERAN

NORTHWEST

Accredited by Michigan Non Public Accreditation

and

National Lutheran School Accreditation