



**Preparing the Next Generation of Christian Leaders**

# **PARENT-STUDENT**

# **HANDBOOK**

# **2017-2018**

Updated 10/4/2017

**Mayer Lutheran High School  
PARENT-STUDENT HANDBOOK  
Mayer, Minnesota**

*This handbook is to serve as a general guideline for policies and procedures at Mayer Lutheran High School and is not a contract nor is it binding for either party. Mayer Lutheran High School reserves the right to modify this handbook as the school sees fit.*

*Please be aware that changes have been made to the handbook.  
Please take the time to become familiar with this entire document.*

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# I. CHRIST - CENTERED EDUCATION

## 1.1 OUR MISSION

The mission of Mayer Lutheran High School is to prepare the next generation of Christian leaders.

## 1.2 OUR VISION

As a vibrant Christian ministry, Mayer Lutheran High School's vision is to increase its sphere of influence by maximizing student potential. By God's grace, we will increase the number of Christian leaders we equip for lives of faithful service by:

- Enhancing the quality and relevance of opportunities for students;
- Expanding Christian education locally and globally, and embracing real-world opportunities;
- Becoming known for our personal and effective approach to equipping students for life now and into eternity;
- Being recognized as a school of unique and vital value at any price.

## 1.3 OUR ESSENTIAL VALUES

At Mayer Lutheran High School, our essential values are guidelines for behavior and a springboard for action. We use these values as a decision-making framework as we prepare the next generation of Christian leaders.

1. **Christ Centered:** At Mayer Lutheran High School, Christ—His life, death, and resurrection—remain at the center of all we do. The Gospel informs the values we hold, the choices we make, the way we live, and our focus, at school, at home and in our communities. (**Ephesians 2: 21-22:** *Christ Jesus himself being the cornerstone, whom the whole structure, being joined together, grows into a holy temple in the Lord. In him you also are being built together into a dwelling place for God by<sup>el</sup> the Spirit.*)
2. **Nurturing:** Our caring environment at Mayer Lutheran High School is focused on supporting, developing, encouraging, protecting, and celebrating in each student the life God has given to them in Christ. We teach love and care for self, others and the world, today and for the future. (**John 10:10b:** *I came that they may have life and have it abundantly.*)
3. **Equipping:** We prepare Christian leaders, providing students with opportunities to learn and grow as they build skills for Biblically-informed lives in a complex world. We surround our students with well-equipped staff, and engage with their support network, including parents, families and alumni. Our students apply skills learned at Mayer Lutheran High School throughout their lives, including discernment, creativity, problem-solving, communication, and collaboration. (**Ephesians 5:15-16:** *Rather, speaking the truth in love, we are to grow up in every way into him who is the head, into Christ, from whom the whole body, joined and held together by every joint with which is equipped, when each part is working properly, makes the body grow so that it builds itself up in love.*)
4. **Aspiring:** There is a quality to Mayer Lutheran High School that is inspired, bold, and creative: where parts are both made and implemented, and where students have the freedom to dream, explore, do, learn from mistakes and achieve. As such, it motivates the best impulses in its staff and students, inspiring all who join in the Mayer Lutheran High School journey to make real progress while acting with Christian courage. (**Romans 12:2:** *Do not be conformed to this world, but be transformed by the renewal of your mind, that by testing you may discern what is the will of God, what is good and acceptable and perfect.*)

**1.4 WHO WE SERVE** Mayer Lutheran High School is the clear choice of all families who want their children to be Biblically-grounded leaders.

# II. ENROLLMENT and Orientation

## 2.1 ENROLLMENT POLICY - New and Annually Re-Enrolling Students

Mayer Lutheran High School admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Mayer Lutheran High School does not discriminate on the basis of race, color, nationality, or ethnic origins in school-administered programs.

The enrollment and re-enrollment process is completed online and via TADS (Tuition Aid Data Services). Links to this process may be accessed through the Mayer Lutheran website: [www.mayerlutheran.org](http://www.mayerlutheran.org) If you require assistance with the enrollment, re-

enrollment, or the financial aid process, please contact Dan Perrel, Director of Enrollment at 952-657-2251, x1011, or by email at [dan.perrel@mayerlutheran.org](mailto:dan.perrel@mayerlutheran.org).

## **2.2 ORIENTATION**

New Student Orientation will occur prior to the first day of school to help students and families acclimate to the building, schedule, and life of Mayer Lutheran High School.

## **2.3 SPECIAL NEEDS OR CIRCUMSTANCES**

Special education needs, truancy or prior behavioral problems, and any previous legal problems involving the student are to be shared with the appropriate administrative staff in the application process. Failure to do so interferes with our ability to educate the student to the best of our ability and may impact a student's admission into Mayer Lutheran High School.

Mayer Lutheran High School reserves the right to deny admission to students or accept them on a conditional basis. Mayer Lutheran High School reserves the right to deny re-enrollment or to dismiss the student from Mayer Lutheran High School due to what is in the best interest of the student and/or school.

# **III. ACADEMICS**

## **3.1 CO-CURRICULAR ELIGIBILITY**

Participation in Mayer Lutheran High School's co-curricular program is a privilege. In order to participate, students must be in good academic standing. Students who are failing any course are not in good academic standing and will forfeit their ability to participate in any co-curricular activities until such a time when they are in good academic standing. Student eligibility checks will occur every other week starting with the third week of each semester.

An ineligible student can become eligible between grade checks by requesting an *Academic Eligibility Form* from the Activities Director and then completing the grade check process with the teachers of the classes that the student was failing. Teachers will sign-off on the form only if the student has raised his or her grade to a passing level. The completed form must be returned to the Activities Director, who will determine the student's eligibility.

This policy applies to any activity for which a fee is paid directly to Mayer Lutheran High School.

## **3.2 ADD/DROP** Students may add or drop courses within a semester according to the following guidelines:

**Week One:** Drop class with written parental permission. Add a different class offered by Mayer Lutheran High School with the approval of the Guidance Counselor. All Independent Study course costs will be paid by the student.

**Week Two:** Drop class with written parental permission, teacher approval, and approval of the Guidance Counselor. All Independent Study course costs will be paid by the student.

**Weeks Three and Four:** Drop class with written parental permission, teacher approval, approval of Guidance Counselor, and Principal. All Independent Study course costs will be paid by the student.

**After Week Four & Prior to Mid-quarter:** Drop class with written parental permission, teacher approval, approval of Guidance Counselor, and Principal. All Independent Study course costs will be paid by the student. In addition, a \$100 fee may be assessed and a "Pass/Fail Withdraw" may be recorded on the student's transcript.

*No course may be dropped after one week following the mid-quarter. Each quarter's mid-quarter date is defined by the school calendar.*

Teachers may initiate a schedule change for academic reasons with the approval of the Principal.

## **3.3 ADVANCE PLACEMENT (AP) AND PSEO**

Students may receive college credit by successfully passing a test offered through the Advanced Placement program. Mayer Lutheran High School offers AP courses, which help students prepare for these tests, which are taken at Mayer Lutheran High School. At the end of each year AP students may register to take a test. Students receiving a score of 3, 4, or 5 may be granted college credit, by the college they will attend, for the appropriate class. A fee for this test is required from each student regardless of their score. **College credit is not guaranteed.** Advanced Placement courses are currently offered in English, Calculus, and U.S. History.

The college or university where a student enrolls after graduating from Mayer Lutheran High School will determine how the college credits earned through AP and PSEO classes will be applied.

**3.4 COLLEGE PREPARATORY PROGRAM** The majority of Mayer Lutheran High School students go on to attend a four-year college. The curriculum is designed to challenge students with the necessary rigor to prepare them for success in college. The College Preparatory Program asks students to commit to a challenging academic course of study. Students in this program will take courses in Social Studies, English, Math, Science, and World Languages. Students are required to earn 12 semester credits and a grade of at least a B- in approved courses coming from courses listed at the 300 or 400 level in the Academic Guide. In addition a cumulative GPA of at least 3.0 must be maintained.

Students may apply for enrollment in the College Preparatory program beginning with sophomore registration for classes and continues until the beginning of their senior year. Students may not apply after the start of their senior year.

College courses taken by PSEO students from the core academic areas (English, Social Studies, Math, and Science) will count towards fulfillment of the college preparatory requirements.

Students meeting the requirements of this program will receive a special letter of recognition and special cords to be worn at graduation.

This program will be end after the 2017-18 school year.

**3.5 COMMENCEMENT EXCERISES** Students must be present for commencement rehearsal. Rehearsal will be held from approximately 12:00 - 1:30 PM on the last day of school.

**3.6 FINAL EVALUATION/ EXAMS** Each semester a final evaluation will take place in all classes with the possible exception of activity based PE classes, Wind Ensemble, and Concert Choir. If these courses do not administer a final evaluation/exam the syllabi for the course will explain how the quarter and semester grade will be determined. Final evaluation/exams may include a semester test, project, or activity that measures the student’s knowledge in the class or their ability to apply skills taught through a project or activity. Each quarter grade will count evenly in the calculation of the semester grade. The final evaluation/exam will have a weight ranging from 10-30% of the semester grade. These weights will be determined by the teacher of the course and will be specified in the syllabi for the course.  
Semester Grading Calculation –

Formula (E% represents the final evaluation/exam weight):  

$$\text{Qtr. 1} \times (100\% - E\%) / 2 + \text{Qtr. 2} \times (100\% - E\%) / 2 + \text{Sem. Exam} \times E\% = \text{Semester Grade}$$

Example:

Quarter 1 grade = B+ 89.4%  
 Quarter 2 grade = B 87.2%  
 Final Evaluation/Exam = C- 76.6%  
 Final Evaluation/Exam Weight: 30%

Qtr. 1	89.4 X .35 = 31.29	
Qtr. 2	87.2 X .35 = 30.52	
Final Evaluation/Exam	<u>76.6 X .3 = 22.98</u>	
	Semester Grade	Total = 84.79 = B-

**3.7 HONOR ROLLS - Determined each quarter using the quarter GPA**

High Honor Roll: 4.00+ GPA  
 Honor Roll: 3.667 GPA with all grades at a “B” or better  
 Merit Roll: 3.333 GPA with all grades at a “C” or better

**3.8 GRADING PROCEDURES**

Report cards are issued at the end of each semester.

Student progress can be monitored as frequently as desired via the PowerSchool Parent Portal. Parents are notified via SchoolMessenger to check their student’s grades (each mid-quarter as well as 1<sup>st</sup> and 3<sup>rd</sup> quarter) via PowerSchool.

If students are in danger of failing a course, parents will be notified through an academic warning report and/or personal contact by the teacher prior to the student’s receiving an “F” for that course.

Parent-Teacher Conferences are scheduled during the 1st and 3rd Quarters. Additional conferences are encouraged as necessary. Communication between teachers, students, and parents fosters good will and is paramount to the success of all.

The Uniform Grading Scales and GPA points that are used at Mayer Lutheran High School are as follows:

	Percent	GPA Points	Weighted GPA Points *+
A	95-100	4.000	5.000
A-	92-94	3.667	4.667
B+	89-91	3.333	4.333
B	86-88	3.000	4.000
B-	83-85	2.667	3.667
C+	80-82	2.333	3.333
C	77-79	2.000	3.000
C-	74-76	1.667	2.667
D+	71-73	1.333	2.333
D	68-70	1.000	2.000
D-	65-67	0.667	1.667
F	0-64	0.000	0.000

\*Classes Qualifying for Weighted GPA Points: AP World, AP US History, AP Calculus, AP English (Honors English 11 and 12), and AP Physics. (In order for a course to be granted Weighted GPA Points it must be an AP (Advanced Placement) Course or engaged in the process of becoming an AP Course.)

**3.9 CUMULATIVE GPA** The cumulative GPA is based on the average of the grade points (assigned to the respective letter grades) earned in all courses (including PSEO, Independent Study, and in courses taken at other high schools because of a cooperative agreement or transfer to Mayer Lutheran High School) taken during high school. In the case of marking period or course credit systems that differ from Mayer Lutheran High School's system, the grades, grade points, and credits earned are converted to Mayer Lutheran High School's grade point and credit system.

**3.10 GRADUATION REQUIREMENTS** To graduate from Mayer Lutheran High School, students must earn 27 academic credits, including successful completion of theology credit for each semester in attendance. A credit is equivalent to a full year course. Following are the minimum credits to be earned in each department:

English	4.0 credits	Health	0.5 credits
Social Studies	3.5 credits	Fine Arts	1.0 credits
Science	3.0 credits	Technology	1.0 credits
Physical Education	1.0 credits	Religion	4.0 credits
Mathematics	3.0 credits		
Electives	6.0 credits		

In addition, college bound students should strive to complete the following: Math through at least Algebra 2, Science through Advanced Biology or Physics, and 2 or 3 years of Foreign Language.

**3.11 INDEPENDENT STUDIES (IS)** Independent Study courses may be taken through North Dakota State University or some other accredited institution approved by the school. A catalog of these offerings and the registration forms may be obtained from the Guidance Counselor.

**3.11a** The following guidelines apply to Independent Studies:

1. Independent Study students are assigned to the Media Center during a designated period to work on their course. During this time students are expected to apply themselves to the completion of their assignments/tests. Students who misuse this time will subject themselves to a grade of "F" on mid-quarter and/ quarter academic reports.
2. Independent Studies may be taken outside of school hours with approval of the Principal.
3. Independent Studies may not be taken for classes which are required for graduation at Mayer Lutheran High School without the approval of the Guidance Counselor and/or Principal.
4. The student shall incur the full cost of Independent Study courses taken as the result of a student dropping a class or making up for a course that was failed.

**3.11b.** Independent Study courses may be taken by students for any one of the following reasons:

1. To recover credit for classes that the student has failed OR for seniors needing to take a required course who have not yet done so in their first three years of high school and who cannot place the course in their senior schedule, the student pays 100% of cost for books and fees.
2. For classes required for graduation but no other scheduling options are available to the Freshmen-Junior student as determined by the academic guidance staff and approved by the Principal. 100% of cost of books and fees is paid by the school. If the student does not complete the class, he/she will refund the entire cost of the class to Mayer Lutheran High School.
3. For classes that Mayer Lutheran High School does not offer or are not required. Student pays 100% of cost for books and fees.

Students may NOT take an Independent Study class if it is offered at Mayer Lutheran High School unless it is to recover credit for having failed a class, or if they are a senior and it is not deemed feasible to place the student in the required course.

Seniors taking Independent Study courses need to complete all coursework by May 1<sup>st</sup> to ensure their credit totals meet the graduation requirements and final transcripts are properly credited prior to graduation.

**3.12 COURSES FROM OTHER HIGH SCHOOLS** A Senior may take courses at other accredited high schools in the area and transfer to MAYER LUTHERAN HIGH SCHOOL for graduation credit any credits earned, provided:

- The student provides in writing advance notice to the Principal details about the course including: the course title, a brief description, the reason the student wishes to take the course, the name and phone number of a contact person at the school attending, the means of transportation, and the signature of a parent.
- The student is on track to graduating.
- The course the student takes is not offered at Mayer Lutheran High School.
- The course is offered, preferably, is at the beginning or the end of the school day and the student can comply with the "Early Dismissal" policy. Mayer Lutheran High School is not an "open campus," and permission for classes taken at other times during the day may not be granted.
- The student receives permission from the Guidance Counselor and Principal.
- The student is fully responsible for all costs, fees and transportation and all liability to and from the school.
- Grades earned in courses from other high schools are included in GPA calculation.

**3.13 CURRICULUM** The curriculum at Mayer Lutheran High School is a broad-based program founded on Christian principles. Most of the teachers are trained in the Lutheran Church-Missouri Synod, which provides a theological and educational foundation to teaching.

From time to time, issues may arise within the curriculum which challenges Christians to evaluate their beliefs against those of a fallen world. Teachers are trained and empowered to confront these issues from a Christian perspective using Biblical perspective to teach students how to witness their faith.

The curriculum is therefore more than a textbook. It is an approach by Christian trained educators in using their God-given skills to reason, process and defend their beliefs from a Biblical perspective. The teachers are charged to use whatever materials they feel appropriate to convey and address issues, which may or may not include “secular subjects” or topics. A curriculum review process determines the content of the curriculum.

**3.14 FOUR YEAR PLAN** Students meet with the Guidance Counselor to establish, review and revise an academic four-year plan. The “Four Year Plan” is an important tool to help students meet graduation requirements and plan for college or their other post high school plans.

**3.15 LEARNING LAB** Mayer Lutheran High School does not have study hall. If parents feel their child needs additional academic assistance, they may speak with their child’s teacher in that subject area. Teachers may also initiate the Learning Lab enrollment process. Approval of Learning Lab enrollment is determined by the Guidance Counselor, Special Education Resource Teacher, and Principal.

The “Learning Lab” is a place for students who need academic help and possess a qualifying GPA (see Learning Lab course description for more information). In any one of these cases the Learning Lab is taken as a Pass/Fail course and can be repeated once for a total of two semesters of elective credit, unless specified as a modification in a student’s IEP or 504 plan. Individual study assistance worksheets, required readings or contracts for completing work while in the Learning Lab may be required for satisfactory completion of each semester of Learning Lab.

**3.16 SCHOOL+** Mayer Lutheran High School is committed to providing a quality Christian secondary education. Part of this commitment is to support students with academic assistance as needed. To this end, Mayer Lutheran High School created the SCHOOL+ program.

SCHOOL+, a after school study session program, is designed to help students improve their academic performance through supervised organization-goal setting-study sessions.

Participation in the study session program is mandatory for students who receive an “F” in any course or 3 or more “D” grades on mid-quarter reports, first and third quarter reports, and first semester report cards.

Parents of students may request of the SCHOOL+ Coordinator that their child participate in this study session program if space exists.

While SCHOOL+ may assist some students, there are students that do not take advantage of the assistance it provides. Students in the program are expected to use the required study time to improve to utilize the organizational tools taught to them in order to consistently meet academic expectations especially by complete homework. Students are expected to attend ALL SCHOOL+ sessions.

Participation begins approximately one week following the end of the mid-quarter or quarter. Students will be required to attend the four study sessions per week which are held on Monday through Thursdays from 3:00-4:00 PM.

Families will be notified by mail or email if their student qualifies for mandatory participation in the program. Students will be notified by the SCHOOL+ coordinator.

**3.16a SCHOOL+ PROGRAM EARLY DISMISSAL**

Students in the program will report to the SCHOOL+ Coordinator to have their grades evaluated on a weekly basis. Those who have grades of a C – or higher in every class will be excused from SCHOOL+ attendance for the week. The student is not removed from the program until either a mid-quarter or quarter academic report indicates they no longer qualify.

**3.16b SCHOOL+ PROGRAM VIOLATIONS AND CONSEQUENCES**

<u>Unexcused Absence from Study Session</u>	<u>Consequence</u>
One	Detention*
Two	Detention*
Three	Detention* and Parent Conference

\*Make up the missed study time either before school (7:00-8:00 AM) or on Friday Afternoons (3:00-4:00 PM).

**3.17 POST SECONDARY EDUCATIONAL OPTIONS PROGRAM (PSEO)**



A junior or senior may apply for the Post-Secondary Educational Options Program (PSEO) offered by the State of Minnesota. This program pays college or university tuition and fees for students who enroll in an accredited college or university while still considered a high school student. The following procedures apply:

- Students enrolled in PSEO classes must still meet the graduation criteria at Mayer Lutheran High School unless enrolled full time in an accredited college/university.
- Mayer Lutheran High School will waive 1 credit (2 semester classes) for students enrolled full time at an accredited college. These credits may only be waived from “Religion” or “elective” categories.
- Students enrolled in the PSEO program remain eligible for the National Honor Society.
- PSEO students are not exempt from the full graduation fee.
- PSEO students remain eligible to participate in co-curricular activities.
- Post Secondary classes will be charged per credit for any classes taken which lead to a student’s early graduation. (Before the end of their second semester senior year).
- A student is not to exceed a 7/7 load without the permission of the Principal.

### **3.17a Post Secondary Process and Expense Calculations (courses taken at college or university campus)**

To determine the Mayer Lutheran High School tuition, contact the Business Assistant.

#### **PHASE ONE - INFORMATION GATHERING**

- The student meets with the Guidance Office to discuss pro’s, cons, requirements and process related to the PSEO program.
- Parent contact is made by the Guidance Counselor to discuss options.
- The student investigates college options and visits prospective colleges.

#### **PHASE TWO - COMPLETING THE APPLICATION PROCESS FOR STATE REIMBURSEMENT**

- Students enroll in the participating college.
- Students complete a Notice of Student Registration (form in counseling office).
- The student then submits this form to the college.
- The college sends this form to the state after the enrollment process is complete.

#### **PHASE THREE - CALCULATING ADMINISTRATIVE FEES AT MAYER LUTHERAN HIGH SCHOOL FOR PSEO STUDENTS**

- Students interested in the Post Secondary option shall obtain a “Post Secondary Expenses Sheet” from the school office.
- “Religion” credit is required towards MAYER LUTHERAN HIGH SCHOOL graduation requirements during the Post Secondary Term but may be filled with an elective.
- A “credit” is defined as two semesters of coursework. i.e. Calculus.
- A ½ credit is a semester long course. i.e. Fundamentals of Art.
- The following formula pro rates the student’s time at MAYER LUTHERAN HIGH SCHOOL against the time gone for the benefit of both the student and the school.

#### **STEP ONE - THE GUIDANCE COUNSELOR DEVELOPS A LIST OF CLASSES NEEDED TO GRADUATE**

**STEP TWO** – ADMINISTRATIVE FEES SHALL BE CALCULATED. *IF YOUR STUDENT IS ALSO TAKING CLASSES AT MAYER LUTHERAN HIGH SCHOOL, TUITION WILL BE PRO-RATED BASED ON NUMBER OF CREDITS TAKEN AT MAYER LUTHERAN HIGH SCHOOL FOR GRADUATION.*

#### **STEP THREE - OTHER FEES (CONTACT THE BUSINESS ASSISTANT FOR FEE AMOUNTS)**

- ✓ Graduation Fee (seniors only)
- ✓ Application Fee
- ✓ Registration Fee

**STEP FOUR** - The Executive Director completes the process by sending a copy of the Post Secondary Expense Sheet to the parents.

**STEP FIVE** - Parents complete and submit a “Payment Plan Option” form to the Business Assistant prior to the start of the semester in which the student participates in the PSEO program.

**3.18 HOMEWORK** Students are expected to complete assignments and submit them when they are due. Teachers are responsible for communicating their homework policies to students at the beginning of courses through their syllabi. Included in the syllabi will be the approach to and penalties for late work, homework for students who miss school, and extra credit.

**3.19 NATIONAL HONOR SOCIETY** Juniors and seniors with at least a 3.6 GPA are provided information and opportunity to apply for membership in the Mayer Lutheran High School chapter of the National Honor Society. Once they have submitted their written applications, personal references, and noted qualities of leadership, a faculty committee reviews character and service for enrollment. The results of the committee’s evaluation are then used to elect new members for the year. Election is regarded as a privilege and therefore periodic evaluations are made based on the cumulative GPA, leadership, character and service. Community and school service hours are required to maintain active membership in NHS.

**3.20 PLACEMENT TESTS** Incoming freshmen take tests each spring to assist in the scheduling process. These are administered at Mayer Lutheran High School. Freshmen interested in starting their math sequence in Geometry must take the Algebra Mastery test to demonstrate their readiness for this placement.

**3.21 RETAKING CLASSES** Students who fail a course required for graduation must retake the course or an approved course in that academic area in order to make up the graduation credit.

Mayer Lutheran High School does not permit students to retake course, unless approval is granted by the teacher, Guidance Counselor, and the Principal. If a student is allowed to retake a course they will receive whichever semester grade is better.

### **3.22 SPECIAL EDUCATION RESOURCES**

**A Scope and Purpose.** Mayer Lutheran High School's goal is to meet the academic needs of all students. Efforts are made to understand and serve the learning styles of all students and to coordinate efforts to serve those who may be academically at risk. An instructor is contracted through the ministry of Lutheran Special Education Ministries (LSEM) to assist in communication, coordination, and carrying out of such efforts.

Direct, classroom "pull out" services are not the intent of this service and will be rare. The main goal is to keep the child in the mainstream of the educational setting and to have as little outside interventions as possible. Students with severe learning needs may best be served at an institution with greater special educational resources. Mayer Lutheran High School reserves the right to not re-enroll a student based on the school's lack of ability to provide the resources needed to assist a student.

**B. Disclosure of Learning Needs.** Parents of students with an Individualized Education Plan (IEP) from another school or outside testing from another source that may impact the educational needs of a student need to make the school aware of this upon admission. Admission of this student at Mayer Lutheran High School may or may not be granted based on the resources available to meet the needs of this student. If a student has an IEP and is admitted, a staffing will be held at the start of the school year so that teachers may become familiar with and assist with the needs of the student. Parents of students with unique learning needs (who have been tested for but do not qualify for an IEP) should make the Special Education Resource teacher aware of the needs of their student. If the student is currently enrolled and receives outside testing, parents should make the school aware of these results.

**C. Requesting assistance.** Parents are encouraged to dialogue with teachers regarding the learning style and needs of their children. If parents feel their child has learning needs requiring unique assistance, they may request that teachers attempt short-term intervention strategies (less than a half quarter). Such requests may be to have tests read to the student, reduced assignments, moving the student's location in the room, modified essay questions, etc. Teachers may or may not choose to make short-term adjustments or accommodations with individual students but are not to make long-term accommodations until after a formal staffing has been conducted for the student. Documentation of short-term accommodations attempted and their effectiveness should be given in writing to the Special Education Resource teacher.

**D. Staffing Meetings.** After the classroom teacher has made insufficient progress in meeting a child's learning needs, the teacher, parent or administrator may initiate a "staffing" of those involved directly with the student. These are initiated by contacting the Special Education Resource teacher who facilitates this meeting. Following a staffing, short or long-term intervention strategies or accommodations may be employed, outside testing may be initiated or monitoring of progress may be the course of action. Documentation notes of a "staffing" should be kept by the Special Education Resource teacher.

**E. Outside testing.** If a staffing results in the need for outside testing the Special Education Resource teacher serves as a liaison to the public school special education programs to help facilitate this process. If other tests are needed the LSEM program provides this service for a reduced fee to the parent. Following the receipt of test results, a staffing will again be held to communicate results and determine any future course of action. If the results of this outside testing indicate the need for long-term interventions or an IEP, the school shall do everything within its reasonable financial means to fulfill these educational needs. However, there may be limitations to these services. Should the test results not indicate the need for long-term interventions or the development of an IEP, no further interventions will occur.

**F. Long Term Interventions** When short-term strategies prove effective for a student the Special Education Resource teacher may recommend these intervention strategies become long-term interventions.

**G. Sharing Information.** Information regarding students' academic needs will be shared with other faculty by the proper administrator or Special Education Resource teacher strictly on a "need to know" basis.

**3.23 SCHEDULING** Scheduling materials are provided to students at the time they register for classes for the next year. During the second semester course selection for the following school year takes place. A copy of the courses selected by the student is shared with parents via email. Questions regarding scheduling should be directed to the Guidance Counselor. There are times when student's requests cannot be scheduled. When this occurs course substitutions are made to complete the student's schedule and keep them on track to meet graduation requirements.

**3.24 SYLLABUS** Teachers shall supply each student a syllabus within the first two days of a course. Coursed syllabi may be found on Moodle. This syllabus shall include at least the following:

1. Course Title
2. Instructor
3. Grade level
4. Integration of Faith and Christian Leadership
  - a. Service
5. Course summary description

- 6. Course objectives
  - a. Critical Reading
  - b. Communication
- 7. Outline of Units
- 8. Evaluation Procedures
  - a. Grading Scale
  - b. Grade Calculation (Quarter and Semester)
  - c. Homework cheating/plagiarism
  - d. Late work policy
  - e. Absences/Planned Absences
  - f. Testing
  - g. Semester Exam Procedures
  - h. Projects
  - i. Participation
  - j. Extra Credit
  - k. Other
- 9. Classroom Expectations
  - a. Tardy policy
  - b. Cell phones
  - c. Other
- 10. Materials
- 11. Integration of technology
- 12. Other

It is not the responsibility of the teacher to ensure that parents have received the syllabus; this is the responsibility of the student. However, teachers will post their syllabi on MOODLE and provide a copy of the syllabus to parents if requested to do so.

**3.25 TRANSCRIPTS** Copies of school records for colleges, vocational schools or prospective employers are available through the office. All students have the right of access to information that is contained in their permanent record. Transcripts may be requested in person or by letter. Seniors may obtain their school health records upon graduation.

**3.26 VALEDICTORIAN-SALUTATORIAN:** A valedictorian, salutatorian, and two scripture readers are chosen each year from the graduating class. The valedictorian ranks first in scholarship; the salutatorian ranks second, and the scripture readers third and fourth. Criteria are based primarily on cumulative GPA, but the number of advanced classes (including approved PSEO courses) and scores on ACT tests are also considered. Candidates must attend classes at Mayer Lutheran High School during at least three semesters of their junior and senior years (this includes PSEO students). The Principal will announce the decision after the 3rd quarter.

**The following point system will be used to determine valedictorian/salutatorian:**

1. Cumulative GPA shall be determined at the end of the 3rd quarter of the senior year. The top ten seniors shall be ranked by GPA and given the following point values: 1st 30 points, 2nd 27 points, 3rd 24 points, 4th 21 points, 5th 18 points, 6th 15 points, 7th 12 points, 8th 9 points, 9th 6 points, 10th 3 points.
2. The number of advanced classes taken by the top ten GPA seniors shall be determined at the end of the 3rd quarter of the senior year. (AP English, AP U.S. History, AP Calculus, Physics, Advanced Biology, Pre-Calculus, 2nd and 3rd year of a world language, and core academic area college courses. The seniors shall be given the following point values: 1st 10 points, 2nd 9 points, 3rd 8 points, 4th 7 points, 5th 6 points, 6th 5 points, 7th 4 points, 8th 3 points, 9th 2 points, 10th 1 point.
3. The Scores on ACT tests earned by the top ten GPA seniors shall be determined at the end of the 3<sup>rd</sup> quarter of the senior year. The seniors shall be given the following point values: 1st 10 points, 2nd 9 points, 3rd 8 points, 4th 7 points, 5th 6 points, 6th 5 points, 7th 4 points, 8th 3 points, 9th 2 points, 10th 1 point.
4. The point totals from the above three categories will be used to determine Valedictorian, Salutatorian, and Scripture Readers at the Commencement Exercises. The Principal will meet with the qualifying students after the 3<sup>rd</sup> quarter of their senior year to inform them of their honor and to begin preparing for graduation.

**IV. PARENTAL INVOLVEMENT**

Parental support and input into the operations of Mayer Lutheran High School are encouraged. The Board of Directors and Delegate Board are the major decision-making organizations. The Mayer Lutheran High School Boosters Club is the main organization for parental involvement. The Booster Club supports both academic and co-curricular interests of Mayer Lutheran High School via fundraising and social events.

Volunteers are essential to the smooth and efficient operation of our school. All parents and students should expect to be called upon to assist with a vast variety of student activities, fund-raising events, or other services each year.

**V. PARENT – TEACHER COMMUNICATION**

Parents are encouraged to contact teachers if there are questions or concerns. This contact can occur by phone or email. Contact information for teachers is available on the schools website.

If parents attempt to contact teachers during the school day, it is important to understand that teachers do not make phone calls, receive phone calls nor discuss student concerns with parents unless it is during a regularly scheduled release period. During the school day, messages for teachers can be left with the school office or on their voice mail. During the school day teachers may contact parents only when they are not responsible for instruction or supervision of students.

Parent/Teacher Conferences are held to review progress made by students during the first and third quarter. Parent/Teacher Conferences are held to give parents and teachers the chance to meet to discuss student progress.

PowerSchool provides a means for communication of student progress to parents. Parents are encouraged to access the PowerSchool Parental Portal regularly to check their child's academic performance.

**5.1 DATA PRIVACY** In 1974 Congress passed the Family Educational Rights and Privacy Act (also known as FERPA or the Buckley Amendment). This law dictates who may and may not see student records.

This law states that the school will:

- ✓ Inform parents of their data privacy rights each year.
- ✓ Give parents the opportunity to inspect and review the educational records of their children upon request,
- ✓ Give parents the opportunity to challenge the accuracy of student records (but not challenge the student's grade), and
- ✓ Not allow outsiders access to information in the records without a parent's consent.

## **VI. ATTENDANCE POLICY**

Good stewardship and accountability for time, as Christians, requires people to be responsible. Regular and punctual attendance is expected of all students.

The following procedures outline responsibilities should absence from class be necessary.

### **6.1 STUDENT ATTENDANCE RESPONSIBILITIES**

#### **A. Student Responsibility**

It is the student's right and responsibility to be in school. It is also the student's responsibility to attend all assigned classes every day that school is in session and to be aware of and follow the correct procedures when absent from a class. Finally, it is a student's responsibility to request any missed assignments due to an absence.

#### **B. Parent or Guardian Responsibility**

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise. The school is to be advised as to the extent of the expected absence by 8:30 AM.

#### **C. Teacher Responsibility**

It is the teacher's responsibility to take period by period attendance and to maintain accurate attendance records in each assigned class. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments in a timely manner.

#### **D. Administrator Responsibility**

It is the administrator's responsibility to require students to attend all assigned classes. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students and to maintain accurate records on student attendance. Finally, it is the administrator's responsibility to inform the student's parent or guardian as to the student's attendance and to work cooperatively with them and the student to solve attendance problems.

**6.2 CLASS ATTENDANCE** A student must be in class for a minimum of half the period to be counted as present.

**6.3 COMMUNICABLE DISEASES** Students at Mayer Lutheran High School with communicable diseases shall not be excluded from attending school in their regular classrooms so long as their attendance does not create a substantial risk of the transmission of illnesses to students or employees.

**6.4 EARLY DISMISSAL** Parents may request their senior student be allowed to replace a 7th hour class or 6th and 7th hour classes with an early dismissal. If the senior has enough credits to graduate **and is not participating in co-curricular activity** that meets right after school, and has completed the proper Early Dismissal Request Form, the request will be considered, and a written response given by the Principal. Early dismissal students will leave the school **within 5 minutes** of their last class.

**6.5 LEAVING SCHOOL GROUNDS** Students are not to leave school grounds during the academic school day, unless they have the approval from the office. Mayer Lutheran High School has a closed campus. Students are encouraged to stay on school grounds from the time they arrive at school until they leave for the day.

**6.6 MEDICATIONS** In accordance with the MN Department of Health recommendations, the school office will NOT provide any medications, including Aspirin, Tylenol, Ibuprofen, or cough drops. The school-trained designated employee under these circumstances will administer medications:

1. Prescription and non-prescription medication requires a completed, signed authorization from the students' parent/guardian and physician. Mayer Lutheran High School may rely on an oral request to administer medication for up to two school days until written authorization is received. Written notification must include:
  - a. Student's Name
  - b. Name of Medication
  - c. Time of administration
  - d. Possible side effects
  - e. Dosage and Route of Administration
  - f. Termination Date of Administration
  - g. Reason for Medication
2. Prescription or non-prescription medication must be in the prescription or OTC labeled container. The pharmacy will divide medication for home and school into two bottles with proper labels.
3. Parents are encouraged to bring medication (especially controlled substances such as ADHD medication) to the school office for the health and safety of your child and other students. If parents/guardians are unable to bring the medication to school, they should contact the office (952-657-2251 ext. 0) to set up an alternative plan.
4. Students will not be allowed to self-administer or carry medications with them unless an exception is made, and a written plan is agreed upon between the school office and the parent/guardian.

**6.7 PARTICIPATION IN ACTIVITIES** Students must be in school for all classes to be eligible to participate in co-curricular activities that day, unless: 1) the student provides written documentation from a doctor, college visit, or the DMV related to the student taking their **road test**; 2) parents notify school of bereavement circumstances; 3) inclement weather inhibits prompt attendance; or 4) the student was involved in a school sponsored activity.

**6.8 PLANNED ABSENCES** Although students should be in school every day, there are times when planned absences may be necessary. Planned absences are absences that students and parents know about ahead of time. Parents should contact the school office at least two days prior to the dates of the absences to request a Planned Absence Form for their student. The student will be given the Planned Absence Form and they will take it to their teachers to get the assignments they will miss. Once completed, **the Planned Absence Form should be returned to the school office.** Planned Absences count as absences in the student's attendance record unless they are documented medical absences or school sponsored activities.

**6.9 RELEASE FROM SCHOOL BECAUSE OF ILLNESS** Students are to come to the office if they become ill during the school day. The office manager will notify parents if their son/daughter is to be picked up or released from school because of an illness.

**6.10 STUDENT ABSENCE PENALTY AND PROCEDURES** Mayer Lutheran High School encourages students to be actively involved in school and enjoy the fruits of the Spirit in a Christian setting. Indeed, education at a Christian school is a privilege for all who attend. Furthermore, faithful attendance is a necessity to the learning environment at Mayer Lutheran High School. To this end, Mayer Lutheran High School desires to deter those who are negligent in their attendance patterns. Thus, absenteeism penalties are as follows:

- ✓ Once a student reaches 10 absences in a semester for a class, his/her second or fourth quarter grade will be reduced by one letter grade.
- ✓ Once a student reaches 12 absences in a semester for a class, his/her second or fourth quarter grade will be reduced to an "F."
  - Medical appointments that are documented in writing by the physician's (doctor, dentist, psychiatrist, counselor) office and school-sponsored activity absences are not recorded as absences in the students attendance record and do not count towards the above absence policy penalties. All other absences do count towards the absence policy penalty totals.
  - If a student is absent from class or school without permission, the absence will be recorded as unexcused.

**The Appeal Process:**

1. Parents and students must fill out the Attendance Appeal Form in writing and submit it to the Principal. These forms will be sent to parents and students upon request.
2. After reviewing the Attendance Appeal Form, the Principal will make a decision to determine whether or not a meeting with the parents and student will be required.
3. The Principal may rule in favor of the appeal after reviewing the Attendance Appeal Form and thereby make the appropriate change(s) to the student's respective course grade(s). Parents and students will be notified in writing as to the decision rendered and how the student's course grade(s) are to be appropriately adjusted.
4. If the Principal does not rule in favor of the appeal after reviewing the Attendance Appeal Form, the parents and student will be notified in writing of such a decision. Parents and students then have the option of requesting an appeal meeting or conference with the Principal, Executive Director, student, and at least one parent to be present. This due process will allow the student and parents another opportunity to present their case.
5. After the appeal meeting has taken place, the Principal and Executive Director will render a final decision on the appeal. Parents and student will be notified of this decision in writing. If the appeal is denied, the student's course grade(s) will be lowered according to attendance policy guidelines discussed previously.

**6.11 STUDENT ARRIVAL POLICY** Students are expected to be in their classrooms when the bell rings to start their first class of the day, unless there are weather related delays. Students who are not in their classrooms when the bell rings for their first class should report to the school office for a "Late Arrival Pass."

**6.12 TARDIES** A tardy is given by the classroom teacher when a student is in violation of the teacher's tardy policy. A student who comes late to class, misses less than half the class, and does not have a pass is tardy.

**6.13 SKIPPING CLASS** Students who miss class without parental or school permission will be given a detention for each period they are absent and will have the absence recorded as unexcused. Please see the "Mayer Lutheran High School Discipline

Program” for more details on the progression of further infractions. Students will receive a “zero” on any work graded or collected for that class period.

**6.14 SKIPPING FINAL EXAMS** Students will be disciplined according to the “Skipping Class” policy. Moreover, students will be expected to take the Final Exam/project earning no more than the highest percentage of an “F” grade.

## VII. SCHOOL SERVICES

**7.1 CHAPEL** Chapel services are an important and regular part of the daily schedule. Each service lasts approximately 15 minutes. Lutheran Church-Missouri Synod (LCMS) pastors, youth leaders, or faculty members at Lutheran High lead most services. Students are also encouraged to lead services and do so under the guidance of a Mayer Lutheran High School teacher or LCMS pastor. All students and teachers are expected to attend chapel and show respect for God and other worshippers.

**7.2 COUNSELING AND ACADEMIC GUIDANCE** Students have the services of a professional, Christian, high school counselor as well as the availability of many professional, Christian, high school teachers. Services through the Guidance Counselor include personal counseling, scheduling assistance, college and career planning, standardized and special education testing, etc. .

**7.3 KOINONIA** Koinonia means fellowship. Mayer Lutheran High School students are placed into family groups that incorporate each grade level. Each group is assigned to a teacher or staff member as an advisor. These groups focus on building relationship through prayer and the study of the Bible.

**7.4 INDEPENDENT STUDIES** Please see section 3.11.

**7.5 LIBRARY/MEDIA CENTER** The Media Center is a place for study and research. Students are encouraged to use the media center, as well as area community libraries, before and after school.

**7.6 LUNCH** Lunch is served daily during 4th hour. All students must go to the cafeteria with their classes.

Parents are responsible for monitoring lunch account balances and keeping them current. Lunch account balances can be monitored through PowerSchool. If your student account is \$6.00 behind you will receive a call and/or email from the office to send in money. Monies can be deposited with your credit card by calling Mrs. Loehrs at 952-657-2251 x1003.

All students are expected to assist with serving lunches, cleaning tables, and in other areas as needed to help the student lunch program continue to run smoothly.

**7.7 MUSIC** Wind Ensemble and Concert Choir are available to students during the regular school day. Auditions are held in the spring. The Jazz Band and Joyful Noise also perform at various school functions, activities of local congregations, and upon invitation, at other social functions. Jazz Band and Joyful Noise practice outside class hours. Jazz Band can be either curricular or co-curricular. In either case there is an activities fee assessed for Jazz Band. Students taking Jazz Band for academic credit must, in addition to attending rehearsals and performances, fulfill additional academic requirements including jazz history and jazz/music theory. Joyful Noise is a co-curricular activity.

## VIII. TUITION, FEES, AND STEWARDSHIP

**8.1 TUITION & FEES** For the policy on Tuition and Fees, please see the Annual Financial Agreement Form. This form is completed each year by the parent/guardian and is kept on file in the Business Office.

**8.2 STEWARDSHIP / POWERSCHOOL ACCESS** Good stewardship with God’s money is a common responsibility. The sacrifice it takes to meet the financial obligations to Mayer Lutheran High School is appreciated. If meeting financial obligations becomes a challenge, please contact the business office (952-657-2251 x1003). Access to your child’s academic information through PowerSchool can be suspended as a result of not meeting financial obligations.

## IX. SCHOOL PROCEDURES AND ROUTINES

**9.1 BACKGROUND CHECKS** A criminal background check is required of all administration, faculty, staff, substitute teachers, and co-curricular advisors, directors, and coaches.

**9.2 FUNDRAISING** On campus fundraising, whether for co-curricular or curricular activities, must be approved in advance by the Executive Director.

**9.3 GRIEVANCE/MATTHEW 18 POLICY** Within the Christian community of Mayer Lutheran High School, occasions of conflict, offense, and sin will occur. In order that we might deal with each other within God’s prescribed Word, all members of this Christian community are expected to abide by the principles of Matthew 18:15-17. When attempting to resolve any conflict or disagreement with a:

### **Staff member/Teacher:**

**Step One** - Go to the staff member/teacher privately to voice your concern and work towards resolution in a professional and God pleasing manner.

**Step Two** - If this effort proves unsuccessful, it is appropriate to involve another staff member, department chair, or other immediate supervisor of the individual with whom you have a concern.

**Step Three** - If this effort proves unsuccessful, it is then appropriate to involve one of the supervisors of the staff member and to meet with all parties to work towards satisfactory resolution.

**Step Four** - If further action is needed this will be directed to the appropriate party as determined by the appropriate administrative personnel or his appointed representative.

**Administrator** (including department chairs, Athletic Director, Transportation Director etc.):

**Step One** - Go to the administrator, one-on-one, to voice your concern and work towards resolution in a professional and God pleasing manner.

**Step Two** - If this effort proves unsuccessful, it is appropriate to involve the administrator's supervisor to work towards resolution. If the person bringing "offense" is the Executive Director, another member of the administrative staff (Principal, etc.) may be included to work towards reconciliation.

**Step Three** - If this effort proves unsuccessful, it is then appropriate to involve the appropriate administrative personnel who will meet with all involved parties to work towards reconciliation.

**Step Four** - if further action is needed, the appropriate administrative personnel or the appointed representative will direct this to the appropriate party as determined. If the conflict is with the Executive Director and is still unresolved, the staff member may contact the chair of the Board of Directors who will take the appropriate action in the matter.

**Board or school policy:**

**Step One** - Go to the individual staff member responsible for enforcing the policy.

**Step Two** - If this effort proves unsuccessful, address the matter with that individual's supervisor.

**Step Three** - If this proves unsuccessful, address the matter to the appropriate administrative personnel.

**Step Four** - If the matter remains unresolved, the staff member shall contact the Board chair that shall take the appropriate action.

Personnel or policy grievances shall ultimately be resolved among the Executive Committee.

**9.4 LOCKERS** Students are assigned hallway lockers and expected to keep them neat and orderly. Periodic locker checks may be made. No materials or decorations are to be placed on the outside of locker doors other than posters prepared by teams for games. Students are to report any locker damage to the school office. Students will be assessed the cost of repair for unreported or self-inflicted damage.

School locks are part of student hallway and gym lockers. The school is not liable in the event of theft or damage to items in lockers or to the lock. Students who choose to not lock their lockers increase the likelihood that their school or personal items may be damaged or stolen. We strongly recommend students lock their lockers.

**9.5 PASSING TIME** The normal time between classes is four minutes. Students who are late to class will receive a tardy. See Mayer Lutheran High School Discipline plan.

**9.6 SNACKS** Students are not to consume food or drink in the classroom or chapel during the school day. Exceptions: water in re-sealable containers and food used to enhance the curriculum.

**9.7 STUDENT VEHICLES** Driving to school is a privilege. Students are expected to drive carefully at all times. All vehicle license plate numbers must be registered in the office. Students will receive a parking permit to place in their vehicle. This permit must be displayed at all times. Students who lose the permit will be charged \$5.00 for a replacement. Vehicles will be checked to assure that the permits are displayed. Unregistered vehicles and vehicles without displayed permits may be subject to fines.

The student parking area is designated as the area between the school and the athletic fields, or the parking lot by the Fine Arts Center. The half-moon drive south of the cafeteria is reserved for faculty and visitors. Owners of vehicles parked in the wrong areas are subject to detentions, fines, and towing expenses.

Students are not to be in the parking lot during the day, unless they have a pass from a teacher or from the office staff. All vehicles are to remain parked during the day until the driver leaves school for the day.

**9.8 TELEPHONE/CELL PHONE** If a student needs to be contacted, please call the school office and request that a message be delivered to the student. Parents should avoid contacting students on their cell phone during class time.

Cell phones/electronic devices may be used only during passing times between periods and during lunch. Teachers may provide "special use" status to such devices based on circumstances and need. Permission must be given before the use of a cell phone occurs.

**9.9 CONTACTING STUDENTS** Parents wishing to drop off items or contact students in person will wait in the school office for a school official to contact the student.

**9.10 KITCHEN AREA** Students are not allowed in the kitchen area unless performing a duty for the kitchen staff.

**9.11 BUILDING SUPERVISION** The school building is supervised from 7:45 to 4:30 each school day. Supervision time may be extended depending on a student's participation in a supervised activity/sport.

**9.12 PUBLICATIONS** Student publications will be approved by the Principal prior to publication. The Principal reserves the right to edit publications to align with the school's mission.

**9.13 DISTRIBUTING/POSTING MATERIALS** No business, organization, or person may distribute or post materials on campus unless approved by the Principal or Assistant Principal/Activities Director.

**9.14 VISITATION PROCEDURES AND POLICY (For parents, visitors, and volunteers.)** The safety of our children and orderly procedures for our school community are a high priority. Thank you for cooperation and assistance in administering proactive and safe visitation requirements.

- The gym entrance, cafeteria entrance and Fine Arts Auditorium entrance doors will be locked between 8:10 a.m. and 2:50 pm (hours of the school day). Please enter the school on the south entrance closest to the offices (by the flag pole) during these hours.
- All visitors (including parents and volunteers) must obtain a visitor's pass and sign in at the office during the school day.
- No class will be interrupted. Forgotten lunches, assignments, messages, etc., may be brought to the school office for delivery by school personnel.
- No pets will be allowed on campus.
- If you desire to make a classroom visit, when possible please notify the office staff at least 24 hours in advance to request an appointment. Call 952-657-2251 ext. 1001.
- If you desire to set up a 'student shadow' experience, please contact Dan Perrel, Admission Director, or office staff at least 24 hours in advance. Call 952-657-2251 x1011.
- Mayer Lutheran High School office staff may deliver messages when instruction will not be interrupted.

## **X. SCHOOL POLICIES AND DISCIPLINE**

### **10.1 DISCIPLINE PROGRAM**

#### **Philosophy of MAYER LUTHERAN HIGH SCHOOL Discipline Program:**

Mayer Lutheran High School is committed to "Preparing the Next Generation of Christian Leaders." God commands therefore, to be diligent in serving Him and His purposes here on earth. One of these purposes is to accept His discipline, His Law, and His guidelines. Unfortunately, many people in society today place "discipline" in a negative context. However, Scripture reveals that discipline must be an essential feature in the lives of God's people. In fact, discipline, a Godly discipline, is something that people should appreciate and cherish as a gift from God. The Bible is full of verses that speak to God's discipline and how Christians are to be self-disciplined, along with their children in the Faith. (Examples: Proverbs 3:11-12, Proverbs 5:17, Proverbs 29:17, 2 Timothy 1:7, Hebrews 12:6)

As the Word of God clearly indicates, God holds Mayer Lutheran High School accountable for each child's spiritual well-being while at Mayer Lutheran High School. Everyone is sinful. Everyone makes mistakes. Mayer Lutheran High School administers discipline with a firm but gentle and forgiving hand. God forgives all who repent of their sins. Nonetheless, Mayer Lutheran High School sees discipline as a positive and Christian way of ministering to students.

Students are expected to respond to God's love in how they use their gifts and in their behavior. When negative behavior does not improve through normal discipline a demerit system may be utilized to direct students toward acceptable behavior. The intent of this system is to provide students with "clear curbs" that will assist them in living the Christian life.

The Demerit Chart - Student demerits are accumulated throughout the entire school year.

Discipline Referrals	= 1 demerit
Detention (excluding tardy or SCHOOL+ detentions)	= 1 demerit
Skipping detention	= 1 demerit
Saturday detention	= 2 demerits
One day suspension	= 3 demerits
Three day suspension	= 5 demerits

#### **10.1a LEVEL ONE** Good Standing: (1-4 demerits)

- Student is expected to correct his or her misbehavior after acknowledging his or her wrongdoing(s).
- Mayer Lutheran High School will encourage students to apologize as appropriate to faculty, students, etc. in order to instill a positive learning environment for all.

#### **10.1b LEVEL TWO** Disciplinary Warning: (5-9 demerits)

- Letter will be sent home to parents informing them of their child's behavior patterns and trends.
- Current standing of student will be addressed.

#### **10.1c LEVEL THREE** Disciplinary Probation (10+ demerits)

- Letter will be sent home informing parents of their child's probationary status, current behavior patterns, and future prognosis.
- Conference with parents, student, and Principal will be assigned.
- The Principal will draw up a contract. The student will be required to meet the terms of the contract in order to improve his or her disciplinary lifestyle and future success at Mayer Lutheran High School.
- Students may be given an opportunity to eliminate demerits through community service.
- A review of a student who is on Disciplinary Probation will occur at the end of each semester to determine if what level they will be on for the subsequent semester.

**10.2 EXCLUSION/EXPULSION** A student may be expelled or excluded from Lutheran High by the Board of Directors upon recommendation of the Executive Director and in consultation with the Principal, when it becomes apparent that he or she has exhibited such behavior that constitutes major infractions of school rules or policies. Expulsion decisions are approved by the Board of Directors.

**10.3 HARASSMENT** Harassment is defined as unwelcome verbal or physical conduct which has the purpose or effect of unreasonably interfering with an individual's performance, or which creates an intimidating, hostile or offensive environment; or which adversely affects an individual's academic opportunities. The basis for harassment includes, but is not limited to, age, creed, color, disability, national origin, race, marital status, social-economic status, ancestry, familial status, religion, or gender.

**10.4 SEXUAL HARASSMENT** All forms of harassment are strictly prohibited. This policy applies to students, faculty, staff, administration, parents, vendors, and guests whenever and wherever a school related activity takes place. Mayer Lutheran High School will take any necessary action to promote and uphold this policy and to comply with local, state, and federal laws.



Anyone found to have acted in violation of this policy would be subject to appropriate disciplinary action that may include suspension or dismissal.

**10.5 MANDATED REPORTING** A “mandated reporter” is an individual who receives information regarding suspected abuse to a student. Teachers, bus drivers, custodians and anyone employed by the school that has regular contact with students are considered by the State of Minnesota to be mandated reporters of any suspected abuse to a student. A mandated reporter must report when they receive information that maltreatment has occurred or have reason to believe maltreatment has occurred to a child within the past three years.

**“Abuse” is defined as the following:**

Physical abuse- non-accidental physical injury or threatened injury or unauthorized aversive or deprivation procedures.

Sexual abuse -Any sexual contact with a child, including everything from touching or fondling a child, with clothes on, all the way to penetration or intercourse.

Neglect- Failure to provide a child with food, clothing shelter or medical care when able to do so or failure to protect a child from conditions or actions which imminently and seriously endanger a child’s physical or mental health or prenatal exposure to a controlled substance or infant medical neglect.

Mental Injury- An injury to the psychological capacity or emotional stability of a child as evidenced by observable impairment or substantial impairment in the child’s ability to function within a normal range of performance and behavior with regard to the child’s culture.

Staff suspecting that abuse has occurred must report to the local social services agency or local law enforcement within twenty-four hours of receiving the information. If the mandated reporter perceives the child to be in immediate danger they shall immediately contact 911 for further action. A written report must follow within seventy-two hours of receiving the information. The staff member shall also inform their direct supervisor and/or the Executive Director, but it is the staff member’s responsibility to fulfill the reporting procedures.

Mandated reporters must keep this information confidential. This means that they are only to discuss this matter with the Principal and the appropriate local authority. They may not discuss this with other staff, the parents of the student or any other person(s). The results of any investigation may remain confidential by the investigating agency and may not necessarily be shared with the mandated reporter.

According to State regulations, mandated reporters are to remain confidential, immune from civil or criminal liability if acting in good faith, and retaliation by the employer is prohibited.

**10.6 DETENTION** Detentions will be served on Wednesday’s from 3:00-4:00 PM. Students receiving detentions will receive advance notice of the day they will serve the detention. Students are expected to adjust their schedules so that they will be in attendance. Detentions have priority over co-curricular obligations. Students receiving detentions for behavioral infractions must sit quietly at their assigned place, no homework may be done. Students receiving detentions for academic reasons are allowed to study. Upon completing detention students are expected to attend practice, rehearsals, or other events connected with co-curricular commitments. If a detention is skipped or missed, the student will have the missed detention reassigned to the next Wednesday and an additional detention will be assigned on the subsequent Wednesday. If either of these detentions are not served, the student will be considered insubordinate and will be dealt with under that policy starting at the 3<sup>rd</sup> consequence level. Attempts to reschedule a detention can only be made by contacting the Principal prior to a student’s scheduled detention. Work, athletic practices, drama or musical practices, etc. will not be acceptable reasons for rescheduling a detention.

Saturday detentions are announced in advance and will be served at times determined by the detention supervisor. A \$10.00 fine will accompany any student who is assigned a Saturday detention. Failure to show up for a Saturday detention will result in serving a subsequent Saturday detention and paying a \$25.00 fine. If the student misses the rescheduled Saturday detentions, the student will be considered insubordinate and will be dealt with under that policy starting at the 3<sup>rd</sup> consequence level.

**10.7 COMMUNITY SERVICE** Students may be assigned community service in place of detention or suspension, depending on the circumstances. Community service provides the students with a means to account for their actions by performing tasks that have been assigned by teachers, school personnel, or administration. Community service provides students with a way to demonstrate their contrition and at the same time benefit the school community.

**10.8 PROBATION** Probation is the action of subjecting a student to a period of testing and trial to determine his/her fitness for continued enrollment at Mayer Lutheran High School. During the probationary time the student must consciously avoid such behavior which constitutes major infractions of rules or policies at school or school activities. Specific restrictions may be placed on a student during probation.

**10.9 SUSPENSION** When students are suspended from school, they are not permitted to be in the building nor attend school or school activities during the time of the suspension. Parents will be notified of all suspensions by phone, personal visit, or written notice. Students must make up all class work or tests within two class days following their return. The Principal or Executive Director may suspend students from school for up to three days, or in the case of a pending expulsion, until a Board of Director’s meeting can be held.

**10.10 IN-SCHOOL SUSPENSION** The Principal may determine that a student’s suspension may be served in school. In such a case, the student will be permitted to do homework and take tests for credit in a supervised setting outside of the classroom. The suspended student may not attend co-curricular activities on that day.

**10.11 MAYER LUTHERAN HIGH SCHOOL DISCIPLINE POLICY DEFINED - SEE APPENDIX**

## **XI. SCHOOL CO-CURRICULAR ACTIVITIES**

Mayer Lutheran High School is a member of the Minnesota State High School League (MSHSL) and the Minnesota River Conference (MRC). Therefore we adhere to their purposes, mission, and policies. MLHS participates in volleyball, cross-country, basketball, dance, speech, baseball, softball, golf, and track in the MRC. Soccer, robotics and trap shooting participate independently. Football operates in the district system set up by the MSHSL. Other sports are offered in cooperative sponsorships. These activities, along with instrumental and vocal music, participate in MSHSL tournaments. MLHS also provides opportunities for participation in a musical, drama, bowling, knowledge bowl, STEM, Jazz Band and Joyful Noise.

**11.1 PURPOSE** The co-curricular department at Mayer Lutheran High School exists to support the school's mission and vision; through the activities offered, we help equip students for the challenges they will encounter in life, nurture students by helping them build lasting relationships, and aspire students to use their God-given talents to their fullest to make a positive change in others, all in a Christ-centered environment.

Co-curricular activities are considered an integral part of the curriculum at MLHS. Learning opportunities, as facilities and staff are available, are provided to those students with interests, gifts, talents, and abilities in co-curricular programs. Students will be challenged to learn and mature in all life domains. Sportsmanship, work ethic, teamwork, and spirituality are essential attributes of good character and the well-rounded individual. Qualified coaches, advisors, and directors will be chosen who agree with school goals and philosophy, who have high Christian ideals and integrity, who have background, knowledge and expertise in the particular activity, and are dedicated to preparing students to become Christian leaders. Competitions and performances provide opportunities for Lutheran High School students, parents, directors, advisors, and coaches to demonstrate their faith and live out the vision and mission of the school.

**11.2 ATHLETIC TEAM EMPHASIS** Number of teams and their sizes will be determined by available facilities and coaches, MSHSL bylaws, and the coaching staff. In MLHS athletic programs three levels of play are provided. Participation of individuals and winning as a team are balanced in different ways at each level as shown in the following sections.

**C-Squad:** Basic skills and attitude development will be emphasized. All members who have made the team will be given opportunity to play in every contest. The desire to win shall be balanced with the participation of the individual, level of competition, and participant's skill level. When there is no C-squad and a freshman is selected for another level, they are treated according to the emphasis of the team on which they participate.

**B-Squad:** There will be a continuation of skill and attitude development on the B-squad level. All members who have made the team will be given an opportunity to play. Playing time and positioning will be based on skill level as determined by the coaching staff and preparing athletes for varsity sports. Students are expected to make a commitment to program expectations and strive for continual improvement.

**Varsity:** The varsity level is a continuation of skill and attitude development with a strong understanding of the athlete's role as a team member. Playing time and roles will be determined by coaches based on the team's needs during the season.

**11.3 CO-OP SPORTS** If students from Mayer Lutheran High School participate in a co-op athletic program sponsored by another high school, students will be assessed a fee based on a per-student participant basis.

More information about Mayer Lutheran's Co-curricular activities can be found in Mayer Lutheran's Co-curricular Handbook. Questions can also be addressed to the Activities Director.

## **TECHNOLOGY** **ACCEPTABLE USE POLICY**

The use of computer services at Mayer Lutheran High School (MLHS) is a privilege, not a right. Students are expected to make responsible, ethical, and appropriate use of computers, other electronic devices, and information services, such as the Internet, at all times. Network and computer services include use of personal electronic devices, personal computers, and school computers, electronic devices, peripherals, use of the Internet, use of e-mail, and use of all associated software. Students should realize that these services are finite and costly and that such things as time, money, and hardware are wrongfully restricted or appropriated when these services are abused.

### **COMPUTER USAGE**

#### ***Copyright Rules and Regulations***

1. Everyone using MLHS computer facilities and equipment is expected to adhere to the provisions of Public Law 96-517, Section 7(b) with regard to copyrighted software. (Summary available)
2. No one may use unauthorized copies of any software on computers at MLHS. In addition, no software may be brought in and used on any computers.
3. No one may enter, use, copy, alter, or tamper with computer files, settings, user login or software belonging to another person or the school without the expressed permission of the owner, assuming such permission is appropriate and ethical.
4. Theft or willful/irresponsible damaging of any computer facilities, equipment, or software belonging to MLHS is not permitted or tolerated. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or the data of another user, Internet, or any of the above listed agencies or other networks that are connected to MLHS or any of the associated hardware or software.
5. No unauthorized person may use equipment, software, security passwords, or access codes belonging to the school to access or attempt to access data files, a network, or data systems either local or in remote locations.
6. Anyone witnessing the violation of any of the above provisions is expected to report the violation to the person in charge at the time of the violation or to the appropriate administrator.

### **INTERNET CONDITIONS, RESPONSIBILITIES, AND REGULATIONS**

The use of Internet and related technologies must be in support of education and research and consistent with the educational objectives of Mayer Lutheran High School. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks. Students desiring Internet privileges must have an Acceptable Use Agreement signed by both a parent and the student on file in the MLHS office.

#### ***Unacceptable Use***

Transmission of any material in violation of any U.S. or state board laws is prohibited. This includes, but is not limited to, copyrighted materials, threatening, violent or obscene material, or material protected by trade secret. Use of technology for commercial activities, product advertisement, political lobbying, game playing, unauthorized "chat," bulletin boards, or chain letter communication without permission is prohibited. In general, the use of technology resources should be consistent with living out our Christian faith.

### **SECURITY**

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher or administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to login to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet. Never give out your name, address, phone number, etc. over

the Internet.

### **WARRANTIES**

Lutheran High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Mayer Lutheran High School will not be responsible for any damages individuals suffer, including loss of data due to equipment failure or user error or omission. Because access to the Internet provides connections to other computer systems located all over the world, Mayer Lutheran High School cannot control the content of the information available in them. Use of any information obtained via Internet is at the user's own risk. Mayer Lutheran High School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

### **USER RESPONSIBILITIES: Students take the responsibility to:**

- adhere to the school's computer/Internet policy as indicated above without exception or deviation.
- respect the privacy of all information on the network and on individual computers, and not attempt to read, delete or modify files belonging to other users, nor attempt to gain unauthorized or illegal access to resources here or elsewhere.

### **And to refrain from:**

- consuming large amounts of bandwidth (i.e. downloading large or an excessive number of files, streaming video viewing, etc...) without permission.
- copying or transferring any copyrighted software on workstations or on the network without appropriate permission.
- intentionally introducing a virus on a workstation or on the network.
- using the computer or other electronic devices to annoy, hinder or harass other users here or outside MLHS via electronic means.
- obscene, abusive, or threatening language, or printing/downloading such text or images, using appropriate language in all communications instead.
- downloading of files, including MP-3 files, video clips, etc. for non-school use.
- playing games on any school-owned computer, server or network system.
- drinking or eating within the proximity of the schools technology is prohibited.
- Accessing social networking sites (i.e. Twitter, Face Book, etc...)

### **Students will:**

- courteously quit applications and log off the network appropriately.
- courteously remember not to use finite resources wastefully, including access time on the network.
- use e-mail access responsibly and conservatively, saving personal communication for after school time as resources are available, and remember that "chat" is not allowed.
- report any equipment damage or problems using equipment or software to the teacher in charge, and make no attempt to "fix" it.

### **PENALTIES**

If a student violates any provisions of the school policy, the student:

- a. will be denied access to all MLHS computer facilities, equipment, and software for the specified period of time, up to the remainder of the school year. Therefore, when class assignments require the use of MLHS computer equipment and/or software, the student must make alternative arrangements for completing the assignments.
- b. may be assigned to detention or suspended from school for a period of time, at the discretion of the appropriate administrator.
- c. may be removed from the class in which the violations occur if the majority of class assignments are centered around the computer.
- d. will be held responsible for the costs of repair and/or replacement of hardware or software damaged intentionally.

## Appendix - Discipline Policy

*This appendix has been divided into three categories: Respect, Safety, and Academics. This categorization is intended to provide understanding regarding where each of these rules fit in respect to the ministry and mission of Mayer Lutheran High School. In reality some of these rules fit into multiple categories and recognizing this fact is consistent with understanding the integrated nature of the rules and their cumulative impact on school climate. The structure of the policies emphasizes the roll of the teacher and relationships they have with students to handle situation requiring discipline. It should be understood that the consequences listed with each rule serve as a guide for handling situation requiring consequences. There are circumstances requiring a consequence be applied that fall outside the scope of the policies found in the Discipline Policy Appendix.*

### **ACADEMICS:**

**Cheating, Plagiarism** - Any conduct in which dishonesty, intent to deceive, or not doing own assigned work is evident; copying or using someone else's information/material to fulfill assigned work. This includes willingly or with your knowledge allowing your work to be copied by another student.

- 1) **First Offense** – Handled by teacher. Grade penalty per teacher's syllabi. Parent contact. Documented.
- 2) **Second Offense** – Detention. Grade penalty per teacher's syllabi. Parent conference.
- 3) **Third Offense** – 1 day suspension (in or out of school). Parent contact.
- 4) **Fourth Offense** – 3 day suspension. Possible loss of course credit. Parent conference.

**Classroom Misconduct** - Any action a supervising instructor or school official deems inappropriate, irresponsible, reckless, careless, insensitive, disruptive, or disrespectful to teachers or students.

- 1) **First Offense** – Handled by teacher. Parent contact. Documented.
- 2) **Second Offense** – Detention.
- 3) **Third Offense** – 1 day suspension (in or out of school).
- 4) **Fourth Offense** – 3 day suspension or expulsion.

**Computer Usage Misconduct** – Any action a supervising instructor or school official deems inappropriate, irresponsible, reckless, careless, disruptive, disrespectful, or harmful to teachers, or students, or the computer systems themselves.

- 1) Handled by supervision teacher. Documented.
  - a. Depending on severity of the situation the following or some combination of them may occur.
    - 1) Assigned detention.
    - 2) Will make restitution for damage.
    - 3) Removed from course in which the violation occurs.
    - 4) Suspended.
    - 5) Loss of computer use at school for specified period of time.

**Electronic Devices, Cell Phones, and Accessories** – Cell phones/electronic devices may be used only during passing times between periods and during lunch. Teachers may provide "special use" status to such devices upon need.

- 1) **First Offense** – Phone is taken away by teacher and turned in to the school office. The phone will be returned at the end of the day, after meeting with the principal. Documentation.
- 2) **Second Offense** – Phone is taken away on the day of the offense by the classroom teacher. It is returned at the end of the day by either the classroom teacher or an administrator or their designee. Phone is confiscated for 2 days. It will be returned at the end of each day. Parent Contact. Documentation.
- 3) **Third Offense** – Phone is confiscated for 5 school days during normal school hours and kept in the school office or a \$25 fine can be paid to have it returned before the 5 days are up. Parent Contact. Documentation.
- 4) **Fourth Offense** – Phone taken away for 5 school days AND a \$25 dollar fine will be paid. Documentation.

**Hall Passes** – Hall passes will only be given on an emergency basis. Any student found in the hallway will be asked for a pass. Failure to provide a pass may result in disciplinary action.

- 1) **First Offense** – Handled by teacher or school personnel. Documented.
- 2) **Second Offense** – Detention. Parent contact.
- 3) **Third Offense** – Detention. Parent conference.
- 4) **Fourth Offense** – 1 day suspension (in-school or out-of-school). Parent conference.

**PASS Violation** – Violating the criteria of the PASS program.

- 1) See section 3.16 of the Parent/Student Handbook.

**Skipping Classes** – Any time a student is absent from class without parental and or school permission.

- 1) **First Offense** – Detention or make-up missed class time and a failing grade on any work collected or graded for that day. Parent contact.
- 2) **Second Offense** – 2 detentions or make-up missed class time and a failing grade on any work collected or graded for that day. Parent Conference.
- 3) **Third Offense** – 1 day suspension (in or out of school) and a failing grade on any work collected or graded for that day in all classes. Parent contact.
- 4) **Fourth Offense** – 1 to 3 day suspension (in or out of school) and a failing grade on any work collected or grades for that day in all classes. Possible loss of course credit. Parent conference.

**Tardiness** – After the student receives his or her third tardy (per class, per semester).

- 1) **First Offense** – Detention (4<sup>th</sup> tardy). Detention slip handed out by classroom teacher. Parent contact.
- 2) **Second Offense** – Detention (5<sup>th</sup> tardy). Detention slip handed out by classroom teacher. Parent contact.
- 3) **Third Offense** – Saturday detention and \$10 fine (6<sup>th</sup> tardy and each subsequent tardy)

### **RESPECT:**

**Abuse, Verbal, Written, or Otherwise Expressed** - Arousing alarm in others through the use of language this is discriminatory, abusive, threatening, or obscene.

- 1) **First Offense** – Handled by teacher. Parent contact. Documented.
- 2) **Second Offense** – Detention. Parent contact.
- 3) **Third Offense** – 1 day suspension (in or out of school). Parent conference.
- 4) **Fourth Offense** – 3 day suspension and/or expulsion. Parent contact.

**Abusive language (not directed at student or staff) , Slander, Libel** - Using profanity or other language that is inappropriate as deemed by a faculty member OR the utterance of false charges or misrepresentations, which defame and damage another's reputation; a false and defamatory oral statement about a person; a written statement or presentation that conveys an unjustly favorable impression.

- 1) **First Offense** – Handled by teacher. Parent contact. Documented.
- 2) **Second Offense** – Detention. Parent contact.
- 3) **Third Offense** – 1 day suspension (in or out of school). Parent conference.
- 4) **Fourth Offense** – 1-3 day suspension (in-school or out-of-school). Parent contact.

**Chapel Misconduct** - Any conduct, which is deemed inappropriate and/or disrespectful: to faculty, staff, speakers, or students. This includes but is not limited to: talking excessively, doing homework, not sitting in assigned area, skipping chapel, etc.

- 1) **First Offense** – Handled by teacher or school personnel. Parent contact. Documented.
- 2) **Second Offense** – Students sits by a teacher for designated period of time.
- 3) **Third Offense** – Detention. Parent contact.
- 4) **Fourth Offense** – 1 day suspension (in or out of school). Parent conference.

**Dress Code** – Our dress is one of the ways in which we reflect that we are followers of Christ. As Christians we need to be conscious of how we dress and choose to dress in such a way as to not offend or tempt another person. Through our dress we have the opportunity to express who we are and *whose* we are. The following rules exist to guide students in their dress, reflect that we are a Christ-centered community, and provide an environment that is appropriate for learning to take place. At times personal judgements will need to be made; it is expected that students and parents will respect and honor these decisions.

- Clothing or jewelry may not include words or visuals which are obscene, abusive, discriminatory, which advertise drugs or alcohol, or contain sexual innuendos, or as deemed inappropriate by faculty.
- Hair should be kept neat and clean. Hats, other head coverings, and sunglasses may not be worn in the building during the school day except on special “dress up” days.
- Ear and body piercing must be in moderation
- Footwear is to be worn at all times.
- Clothing must be modest, clean, and a positive reflection on Mayer Lutheran High School and its community.
  - Clothes with holes and frayed areas can’t allow skin to be seen through the hole or frayed area.
  - Dresses, skirts, shorts, etc., must be modest in length. When standing and walking the bottom hem must be at or longer than fingertip length when arms are hanging at the side of the body.
    - Special attention must be given to dresses and skirts to ensure they are long enough to be modest when seated. The dress or skirt will likely need to be longer than fingertip length in order ensure it is modest.
  - If leggings, tights or what is deemed to be a form fitting pant is worn:
    - they must be under dresses, skirts, or shorts which are at least fingertip length when arms are hanging at the side of the body, as well as when walking.

- or they must be under a shirt, sweatshirt, or top that is long enough to cover the butt and front (all the way around the body) completely. These coverings should maintain this length in the front, sides, and back when moving.
- Shirts, tops, blouses, etc., will have sleeves covering the shoulders, must be long enough so there is no exposed skin at the beltline, even when arms are lifted, and should be high enough in front to avoid showing cleavage. Shirts are not to be worn off the shoulder. (In order to avoid showing cleavage girls need to wear shirts that do not gap when leaning forward or sag as they are worn during the day.)
- All shirts, tops, and blouses are required to have sleeves and not allow undergarments to be visible through them.
  - Under sheer or knit tops that allow undergarments to show through a shirt must be worn.
- Pants, shorts, sweatpants, skirts, shirts etc...are to be worn so that undergarments are covered.
- 1) **First Offense** – Student will be explained the violation and if possible change clothes to become compliant with dress code. Parent notification.
- 2) **Second Offense** – Student will change clothes to become compliant with dress code. Student is not allowed to return to class until meeting dress code standards.\* Parent notification and/or conference.
- 3) **Third Offense** – Same as second offense and serve a detention.
- 4) **Fourth Offense** - Student will change clothes to become compliant with dress code. Student is not allowed to return to class until meeting dress code standards.\* Parent conference.

**\* Students who do not change clothes to become compliant with the dress code may not be allowed to return to class until they do so. This may require a change of clothes to be brought to school or that they will be sent home to change. If this causes a student to miss more than half an academic period, they will not be allowed to participate in co-curricular practices or events on the day of the violation. Violations are NOT classified by type of clothing violation. Students can't have multiple first offenses because the type of violation is different.**

**Gambling** – Playing a game of chance for stakes.

- 1) **First Offense** – Handled by teacher or school personnel. Parent contact. Documented.
- 2) **Second Offense** – Detention. Parent contact.
- 3) **Third Offense** – 1 day suspension (in-school or out-of-school). Parent conference.
- 4) **Fourth Offense** – 3 day suspension and/or recommend expulsion.

**Pornography, Possession** – Possession of sexually explicit materials or accessing such materials via the Internet will subject the student to consequences which may include consequences found in the Acceptable Use Policy.

- 1) **First Offense** – Handled by teacher or school personnel. Parent contact. Documented.
- 2) **Second Offense** – Detention. Parent contact.
- 3) **Third Offense** – 1 day suspension (in or out of school). Parent conference.
- 4) **Fourth Offense** – 1 to 3 day suspension. Parent contact.

**Insubordination, Interference, Disruption, or Obstruction, Inappropriate Behavior** - Willful refusal to follow school policy or an appropriate direction given by a staff member; any action taken to attempt to prevent one or more staff members of students from exercising their assigned duties, or interference or distraction from electronic device (including radios, headsets, telephones, laser lights). Any behavior deemed inappropriate and/or disrespectful in regard to the policies and spirit of the Mayer Lutheran High School Covenant Statement; any willful obstruction of the learning process or rights of others; any disrespectful intent or act committed against a student, staff member, or school property.

- 1) **First Offense** – Handled by teacher or school personnel. Parent contact. Documented.
- 2) **Second Offense** – Detention.
- 3) **Third Offense** – 1 day suspension (in or out of school).
- 4) **Fourth Offense** – 3 day suspension or expulsion.

**Premarital Sex, Fornication, Pregnancy** – Violation of God's Sixth Commandment.

- 1) Christian discipline will be provided to both male and female student will receive Christian discipline as mutually established by the home and school in the event that either the home or the school becomes aware of students being involved in premarital sex.
- 2) Mayer Lutheran High School promotes life. If pregnancy occurs, the student and/or the student's parents are to inform the Principal and/or counselor. A meeting will be set with the Principal, counselor, student, and student parents. Christian counseling will be provided to help the student experience God's forgiveness, love, and strength; and to encourage wise use of Christian parenting decisions during this difficult time. Cooperation will be provided to help obtain proper medical prenatal care, to choose the best school option, and to assist in making satisfactory academic progress with administrative adjustments made as needed to help the student complete academic requirements.

**Public Display of Affection (PDA)** – Behavior between two students that could cause embarrassment to students, parents, teachers, or guest. This may include, but not limited to kissing, compromising lap positions, suggestive hand locations, intimate hugging or body contact, etc.

- 1) **First Offense** – Handled by teacher or school personnel. Parent contact. Documented.
- 2) **Second Offense** – Detention. Conference with students will occur. Parent contact.
- 3) **Third Offense** – 2 Detentions. Parent conference.
- 4) **Fourth Offense** – 1 day suspension (in or out of school). Parent contact.

**Slander, Libel** – The utterance of false charges or misrepresentations, which defame and damage another’s reputation; a false and defamatory oral statement about a person; a written statement or presentation that conveys an unjustly favorable impression.

- 1) **First Offense** – Handled by teacher or school personnel. Parent contact. Documented.
- 2) **Second Offense** – Detention. Meeting with involved parties. Parent conference.
- 3) **Third Offense** – 1 day suspension (in or out of school). Parent contact.
- 4) **Fourth Offense** – 3 day suspension and/or recommend expulsion.

**Snacks** – Students are not to consume food or drink in the classroom or chapel during the school day. Exceptions: water in re-sealable containers and food used to enhance the curriculum.

- 1) **First Offense** – Handled by teacher or school personnel. Documented.
- 2) **Second Offense** – Detention. Parent contact.
- 3) **Third Offense** – Detention. Parent contact.
- 4) **Fourth Offense** – 1 day suspension (in or out of school). Parent conference.

**Theft, or Knowingly Receiving or Possessing Stolen Property** – Unauthorized taking of the property of another person or receiving or possessing such property.

- 1) **First Offense** – Restitution. Meeting with involved parties. Detention or 1 day suspension (in or out of school). Parent contact.
- 2) **Second Offense** – Restitution. Meeting with involved parties. 1 or 2 day suspension (in or out of school). Parent conference.
- 3) **Third Offense** – Restitution. Meeting with involved parties. 3 day suspension (in or out of school) and/or recommend expulsion.

**Vandalism** – Defacing, cutting, or otherwise damaging property that belongs to other students, teachers, school personnel, others, or the school, including buses.

- 1) **First Offense** – Restitution. Detention or 1 day suspension (in or out of school). Parent contact.
- 2) **Second Offense** – Restitution. 1 to 2 days suspension. Parent conference.
- 3) **Third Offense** - Restitution. 3 day suspension and/or expulsion. Parent conference.

**SAFETY:**

**\*Alcohol or Chemical, Possession or Use On Campus or at School Events** – Selling, sharing, or using alcohol, illegal drugs, prescription drugs for the purpose of mood alteration/intoxication, or inhalants is prohibited. Possessing drug paraphernalia which is prohibited by Minnesota or Federal law is prohibited. Students found in violation will forfeit any school leadership positions for a period of 12 months, including but not limited to team captainships, court attendant or royalty positions, and emcee positions for coronation or other events. Students found in violation will participate in counseling and accountability program with the Chemical Health Specialist.

- 1) **First Offense** – 1-3 day suspension or possible recommendation for expulsion. Parent conference.
- 2) **Second Offense** – 3 day suspension or possible recommendation for expulsion. Parent conference.
- 3) **Third Offense** – 5 day suspension or possible recommendation for expulsion. Parent conference.

**\*Alcohol or Chemical, Violation at a Non-school Function Off Campus** – Includes selling or distributing alcohol, narcotics, controlled substances, or inhalants, underage drinking, driving under the influence, intoxication, possession or use of narcotic or controlled substance or drug paraphernalia prohibited by Minnesota or Federal law etc. at an event unrelated to Mayer Lutheran High School or a non-school-sponsored function. Students found in violation will forfeit any school leadership positions for a period of 12 months, including but not limited to team captainships, court attendant or royalty positions, and emcee positions for coronation or other events. Students found in violation will participate in counseling and accountability program with the Chemical Health Specialist.

- 1) **First Offense** - 10 hours of community service as approved by Principal; music and drama students may be required to serve extra school service hours instead of missing infrequent performances.
- 2) **Second Offense** - 10 hours of community service as approved by Principal; 1 day suspension; conference with school counselor and parents will be assigned; music and drama students may be required to serve extra school service hours instead of missing infrequent performances.
- 3) **Third Offense** - 10 hours of community service as approved by Principal; 3 day suspension; may be recommended for expulsion; music and drama students may be required to serve extra school service hours instead of missing infrequent performances.



4) **Fourth Offense** - Recommend for expulsion.

\* *Students will also be subject to MSHSL guidelines.*

**Assault, Aggravated or Physical** - Committing an assault upon another person with a weapon, or an assault which inflicts great bodily harm upon another person; or acting with intent to cause fear in another person or immediate bodily harm of death, or intentionally inflicting or attempting to inflict bodily harm upon another person.

- 1) **First Offense** - 3-day suspension and parent conference or recommend for expulsion.
- 2) **Second Offense** - Recommend for expulsion.

**Assault, Verbal, Written, or Otherwise Expressed** - Verbal confrontation with a student or staff member which is intended to intimidate, threaten, or cause fear of bodily harm or death.

- 1) **First Offense** - 1 day suspension.
- 2) **Second Offense** - 3 day suspension. Parent conference.
- 3) **Third Offense** - Recommend for expulsion.

**Driving, Careless or Reckless, or Failure to Follow School Driving Parking Procedures** – Driving on school property in such a manner as to endanger persons or property; not following school guidelines such as proper parking areas, etc. This may also include reckless behavior when riding in school buses or vehicles.

- 1) **First Offense** – Handled by teacher or school personnel. Parent contact. Documented
- 2) **Second Offense** – Detention. Parent contact.
- 3) **Third Offense** – 1 day suspension (in-school or out-of-school). Parent conference.
- 4) **Fourth Offense** – Driving privileges revoked. Parent Conference.

**Fighting** – Combat (differentiated from poking, pushing, shoving, or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action.

- 1) **First Offense** – Suspended for remainder of school day and one additional day (in or out of school). Parent contact.
- 2) **Second Offense** – 1 to 3 day suspension (in or out of school). Parent Conference.
- 3) **Third Offense** – 3 day suspension (in-school or out-of-school). Parent Conference.
- 4) **Fourth Offense** – Parent conference. 3 day suspension and/or expulsion.

**Fireworks, Possession or Use** – Possessing or offering for sale any substance or combination of substances or article prepared to produce a visible or audible effect by combustion, explosion, deflagration, or detonation. Firecrackers, snap pops, smoke and stink bombs are among those items considered to be fireworks.

- 1) **First Offense** – Detention or 1 day suspension (in or out of school). Parent contact.
- 2) **Second Offense** – 1 to 2 days suspension. Parent conference.
- 3) **Third Offense** - 3 day suspension and/or expulsion. Parent conference.

**Harassment, Including Sexual** – Participating in or conspiring with others to engage in acts that injure, degrade, intimidate, or disgrace other individuals, including indecent exposure, displaying pornography and words or actions that negatively impact an individual or group based on their racial, cultural or religious background, their gender, their sexual identity or any disabilities they may have.

- 1) **First Offense** – 2 Detention or 1 day suspension (in or out of school).
- 2) **Second Offense** - 1 to 3 day suspension (in or out of school). Parent conference.
- 3) **Third Offense** – 1 to 3 day suspension (in or out of school) and/or recommend for expulsion. Parent contact.
- 4) **Fourth Offense** – 3 day suspension. Parent conference. Recommend for expulsion.

**Hazing** – Committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm or holds a student up to ridicule in order for the student to be initiated into or affiliated with a student organization, group, or club. To harass by banter, ridicule, or criticism.

- 1) **First Offense** – Handled by teacher, coach, advisor, or school personnel. Parent contact. Documented.
- 2) **Second Offense** – Detention or 1 day suspension (in or out of school). Parent conference.
- 3) **Third Offense** – 1 day suspension (in or out of school). Parent contact.
- 4) **Fourth Offense** – 3 day suspension. Parent conference.

**Horseplay** – Anything deemed inappropriate, reckless, unsafe, disrespectful, etc. that may cause harm to the students or others.

- 1) **First Offense** – Handled by teacher. Parent contact. Documented.
- 2) **Second Offense** – Detention. Parent contact.
- 3) **Third Offense** – 1 day suspension (in or out of school). Parent conference.
- 4) **Fourth Offense** – 1 to 3 day suspension. Parent contact.

**Lighting Incendiary Devices** – Unauthorized igniting of matches cigarette lighters, and other devices that produce flames.

- 1) **First Offense** – Detention. Parent contact.
- 2) **Second Offense** – 1 day suspension (in or out of school). Parent conference.
- 3) **Third Offense** – 1 to 3 day suspension (in or out of school). Parent conference.

**Parking Violation** – Students who do not obey the parking rules and procedures of Mayer Lutheran High School.

- 1) **First Offense** – Handled by teacher or school personnel. Parent contact. Documented.
- 2) **Second Offense** – Detention. Parent contact.
- 3) **Third Offense** – Detention. Vehicle may be towed at owner's expense. Parent Contact.
- 4) **Fourth Offense** - 1 day suspension (in or out of school). Parent conference.

**Robbery or Extortion** – Obtaining property from another person where his or her consent was induced by use of force, threat of force, or under false pretenses.

- 1) **First Offense** – Restitution. 1 to 3 day suspension and/or recommended for expulsion. Parent Conference.
- 2) **Second Offense** – Recommended for expulsion.

**Sexual Violence** – A physical act of aggression or force, or the threat of aggression or force, which involves non-consensual sexual contact or sexual intercourse with another person, including intentional touching of clothing covering a person's intimate parts, forcing a person to touch any person's intimate parts, or intentional attempted or actual removal of clothing covering a person's intimate parts or undergarments.

- 1) **First Offense** – 1 to 3 day suspension and/or recommended for expulsion. Required professional counseling. Parent Conference.
- 2) **Second Offense** – Recommended for expulsion.

**\*Tobacco** – Possessing or using tobacco or tobacco products in school, on school grounds, in school vehicles, or at school events.

- 1) **First Offense** – 1 day suspension (in or out of school). Parent contact.
- 2) **Second Offense** – 1 to 2 days suspension. Parent conference.
- 3) **Third Offense** - 3 day suspension and/or expulsion. Parent conference.

***\*Students will also be subject to MSHSL guidelines.***

**Weapon or Look-Alike Weapon, Possession** – Possessing any firearm, whether loaded or unloaded, or any device intended to look like a firearm, any device or instrument designed as a weapon and capable of producing severe bodily harm; or intended to look like a device or instrument capable of producing severe bodily harm; or any device, instrument, or substance, which, in the manner in which it is used, is calculated or likely to produce severe bodily harm or looks like it is calculated or likely to produce severe bodily harm.

- 1) **First Offense** – 1 to 3 day suspension. Parent conference.
- 2) **Second Offense** – 3 day suspension and/or recommend for expulsion. Parent conference.
- 3) **Third Offense** – Recommend for expulsion. Parent Conference.