

# **Northland Lutheran High School**

**2107 Tower Road - Kronenwetter - WI - 54455**  
**[www.nlhs.org](http://www.nlhs.org) - 715.359.3400**

## **Parent & Student Handbook**



# Northland Lutheran High School Parent and Student Handbook

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# **NORTHLAND LUTHERAN HIGH SCHOOL**

## **Mission**

TOGETHER training leaders by following Christ.

## **Vision**

Prepare all students for this life and eternity through premier Christ-centered education.

## **Values**

God's Word, People, Families, Effectiveness, Excellence

## **SECTION I – GENERAL INFORMATION**

### **INTRODUCTION**

Northland Lutheran High School is a Christian ministry seeking to forge a relationship with parents and students that clearly proclaims Jesus Christ as the Savior from sin as Jesus compels each of us to thank Him out of love for all He has done and continues to do for us.

NLHS handbook policies are rooted in God's will. God gave us a Savior because He loves us. He gave us commands for Christian living for the same reason. Obedience to His will is an act of worship which also brings blessings to the Christian Church as we spur one another on toward love and good deeds.

The purpose of this handbook is to introduce students and parents to the philosophy, policies and practices of Northland Lutheran High School and Biblical doctrines as properly interpreted by the Wisconsin Evangelical Lutheran Synod of which all Northland Lutheran High School Associated Churches are members. It is intended primarily as a guide to student life at NLHS for students and their parents and helps this ministry run in a "fitting and orderly way" (1 Cor. 14:40). Certain areas of student behavior and conduct receive special attention in this handbook. Every student and parent should be aware that a student handbook cannot address every situation of student discipline. Not every "do" and "don't" will be listed. A Christian is guided by the will of God and willingly receives admonition and instruction when his words or actions offend others or disrupt the ministry of Northland Lutheran. Northland Lutheran reserves the right to revise policies, amend rules, or alter regulations at any time in accordance with the best interests of this ministry.

Because each of us is a disciple of Christ all day long, Northland Lutheran's ministry will sometimes reach beyond campus. At extracurricular events, while traveling to and from school, and even during free time, students and faculty either live as disciples or deny the faith through their actions and words. Each disciple seeks to grow in Christian living at home and school, and we are held accountable as disciples of Christ.

Prospective students and their parents will also want to make a thorough study of this handbook. All are invited to address further questions to the Administrator.

### **LIFE UNDER GOD AT NLHS AGREEMENT FORM**

Each family must complete a Life Under God at NLHS Agreement Form.

## **PURPOSE**

An Association of WELS congregations established Northland Lutheran High School to provide a full-time Christian education through the high school years for their young people. Northland Lutheran High School's philosophy of education is based upon the Holy Scriptures as the inerrant Word of God and centers in Jesus Christ to whom all the Scriptures bear witness. In this Christian setting, young people are encouraged by the power and grace of God's Word to submit in grateful obedience to Christ Jesus as Savior and to grow in a life of joyful service to Jesus as Lord.

## **ROLE OF THE FAMILY AND ROLE OF NORTHLAND**

The solemn responsibility for the raising, training, and education of children at any age ultimately rests with a child's parents, especially the father. This is especially true of their spiritual training, which is the foundation and fountainhead of all wisdom earthly and heavenly (Deuteronomy 6:1-9; 32:7; Psalm 78; Proverbs 1:7-9; 4:1-9:18; Ephesians 6:4). The imparting of the Spirit's wisdom by the father and mother will generally leave the greatest and most lasting impression (Proverbs 22:6), and attempts by others to do the same will often prove fruitless without it.

However, wise parents will recognize and acknowledge their limitations in training and educating their children. These limitations may include their other God-ordained and God-pleasing responsibilities at home and at work; their own limited experience in the world; their own God-given interests, skills, and passions, which may not correspond to those of their children; less than ideal family circumstances, such as the absence of a father or mother; etc. For this reason, Christian parents do well to delegate some of their parental authority and responsibility to teachers and educators trained not only in the Holy Scriptures but also in the liberal arts (literature, philosophy, mathematics, social and physical sciences, etc.).

Jesus himself recognized the value of this kind of supplementary education when he stayed behind in Jerusalem to sit and learn at the feet of the teachers there (Luke 2:46). This education outside of the home has the primary, eternal benefit of helping their children to grow in the grace and knowledge of their Lord and Savior Jesus Christ (2 Peter 3:18), to communicate clearly that saving grace to others (1 Peter 3:15), and to give their triune God glory in all that they do (Colossians 3:17). But it also fashions them into capable, knowledgeable, critically thinking, wise, useful, and honorable citizens of their community and country who have a firm sense of their God-given place both in the world of today and in history.

In this way, they will be able to serve their neighbors in Christ-like love to the greatest extent possible. Insofar as the teachers at Northland faithfully represent God and the students' parents in this way, they have a right to expect the full cooperation, support, and respect of the students' parents.

## **EDUCATIONAL OBJECTIVES**

- † Equipping all students to develop commitment, purpose, and willingness to serve the Lord through the church as called workers or dedicated laity.
- † Training students to be Christian leaders in their school, families and relationships, churches, communities, occupations and places of employment, in proclaiming God's Word, and in all areas of their lives.
- † Providing students with attitudes, character, and skills necessary to seek employment following high school.
- † Using academic studies to properly and effectively prepare students whose goals include post-secondary education.
- † Encouraging students to pursue training for the full-time teaching, preaching, or staff ministry of the Wisconsin Evangelical Lutheran Synod.
- † Guiding students to love Christ and glorify Him through lives compelled by His love.

† Providing a premier, integrated, Christ-centered education for all students regardless of pursuit.

## **GRADUATION REQUIREMENTS**

25 or more credits must be earned for graduation and must include:

Religion – 4; Mathematics – 3; English – 4; Science – 3; Social Studies – 3; Music – 0.5; Health – 0.5, Physical Ed.- 1

Adjustments to these credits may be made for students who transfer from other schools or by other NLHS policies.

While in attendance, all students are required to take and receive credit in religion.

Students are required to take 7 credits per year. Students are allowed to take more or less if approved by the Guidance Counselor.

## **COURSES & CREDIT REQUIREMENTS**

Minimum Credit Requirement for graduation: 25

### **Religion (4 credits)**

Courses for each grade level as well as Introduction to Christianity

### **English (4 credits)**

Courses ranging from English Workshop to AP Language and Composition as well as ESL, Language Development and Written Communication using ESL for International Students

### **Mathematics (3 credits)**

Courses ranging from Pre-Algebra to Pre-Calculus (DC) and AP Calculus (DC)

### **Science (3 credits)**

General Science, Biology, Chemistry and Physics

### **Social Studies (3 credits)**

Western Civilization, American History, Current Events, and Geography

### **Health (0.5 credit)**

Health and Fitness for Life

### **Physical Education (1 credit)**

Fitness for Life, Personal Challenges & Team Activities, Strength & Conditioning 1, and Strength and Conditioning 2

### **Personal Finance (0.5 credit)**

Personal Finance

### **Music (any 1 semester class, 0.5 credit)**

Band and Choir

### **Business Education (Elective)**

Computer Applications, Business Communications, Accounting (DC) and Marketing (DC)

### **Foreign Language (Elective)**

Spanish

### **Art (Elective)**

Commercial Art, Art History (studio), painting and drawing, 3D Art

### **Please note the following:**

† Religion courses are required each year a student attends Northland

- † Adjustments to these credits may be made for students who transfer in from another school
- † AP = Advanced Placement – Students who complete an AP course and pass an AP exam with a college-specified score will earn college credit.
- † DC = Dual Credit – Students who complete and pass a DC course and obtain the NLHS teacher’s recommendation will earn credit from Northcentral Technical College which will transfer to most colleges and universities.

## **SECTION II – POLICIES AND PROCEDURES**

### **ACADEMIC ELIGIBILITY**

Academic standards must be maintained to participate in NLHS extracurricular activities and the Student Union. In order to understand the procedure for ineligibility, it is important to share the following information:

- † Thursdays are report days. After 3:45 pm on Thursday, a report will be run which shows which students are earning a ‘C-’ cumulative average or less, which students are earning a failing grade in any class, and which students are incomplete.
- † Students who are on the Thursday report for either earning a ‘C-’ cumulative average or a failing grade in any class will be ineligible beginning on the following Tuesday.
- † Students who are on the Thursday report for *incomplete work* have until noon on the following Monday to complete the necessary work to be off the incomplete list. Students off the Monday incomplete lists will maintain eligibility.
- † Fridays are communication days. Students on the report and the students’ respective parents/guardians will be notified that ineligibility (from a ‘C-’ cumulative average or a failing grade) or potential ineligibility (from incomplete work) will begin on Tuesday at 7:45 am.
- † Tuesdays are ineligibility days. Any students not off the report by Monday at noon will be ineligible starting Tuesday at 7:45 am (the Tuesday immediately following the Thursday report).
- † Tuesdays at 7:45 am are also the days when ineligibility potentially ends. A student’s ineligibility period will last a minimum of one week and will end when the student’s name is not on Tuesday list for either a ‘C-’ cumulative average, a failing grade, or an incomplete.
- † Please note these eligibility requirements begin two weeks into the semester unless the student is still ineligible from the previous semester.

During the ineligibility period, the student may not participate in any extracurricular activities or the Student Union.

### **ADMISSIONS & NONDISCRIMINATION**

The Northland Lutheran High School Association is dedicated to the purpose of offering a Christian educational setting for students holding membership in one of the associated congregations.

It further seeks to educate students from Wisconsin Evangelical Lutheran Synod congregations not presently members of the Association. For persons with other church affiliations it is important that they evaluate Northland's purpose as they consider enrollment. Where understanding of purpose and willingness to cooperate are evident, applications are cheerfully and readily accepted.

Northland Lutheran High School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the

basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic, or other school-administered programs.

As a parochial school and non-profit institution, Northland Lutheran High School reserves the right to refuse enrollment or to disenroll students whose personal or family's beliefs or morals conflict with Northland's understanding of and beliefs in the Word of God. The Wisconsin Evangelical Lutheran Synod publication "This We Believe (copyright 1999 Northwestern Publishing House, Milwaukee, WI) is a helpful resource to more fully understand Northland Lutheran High School's Scriptural beliefs. This document is available in the school office and can also be accessed on the school website. No student shall at any time contest or undermine the stated purpose of the school or doctrines of the WELS as revealed in Scripture, in or outside the classroom. No student shall solicit support for religious convictions contrary to those doctrines. A persistent lack of cooperation with the school as it carries out its mission may also result in disenrollment.

Those interested in Northland Lutheran High School who hold church affiliations other than the WELS or ELS should first plan to meet with Northland administration in order to carefully evaluate the school's mission and beliefs. When unity in spirit and purpose is clearly communicated by the enrollee and family, applications are encouraged and readily considered. Biblical fellowship principles will be communicated and applied when necessary. To be clear on the relationship of Northland Lutheran and the enrollee, the enrollee and his/her family are required to sign the Parent/Student/NLHS Agreement.

## **ANNOUNCEMENTS**

Announcements will be given each morning when necessary. Out of respect for the other teachers and to maximize classroom time, daily bulletin, email or Google Classroom should be used for announcements for specific groups whenever possible and/or practical. Student announcements must have the prior approval of the instructor or advisor.

## **ATHLETIC TRAINING CODE**

Please see the *NLHS Athletic Handbook*.

## **ATHLETICS**

Northland offers the following interscholastic athletics: volleyball, soccer, basketball, softball, baseball, and track. For all other athletic information please see the *NLHS Athletic Handbook*. All athletes pay a \$50 fee per sport to offset costs for officials, equipment, and others.

## **ATTENDANCE**

Class attendance is essential to learning for profound understanding and using one's God-given abilities to the fullest. When students are absent from class, they miss integral and essential parts of the learning process. Certain learning activities such as discussions, collaboration, teachable moments, Christian character and skill development opportunities are difficult to reenact. In addition, it is essential that students learn the importance of daily commitment to their occupations and responsibilities through attendance, performance, accountability, and taking responsibility for their learning.

### **Forfeiture of Class Credit**

Class credit may be forfeited after:

- † The second (2nd) unexcused or truant absence for all or part of a day per semester.
- † A combination of personal, unexcused, truant and emergency absences totaling twelve (12) in any one class for the semester.

If either of the above situations occurs, the student and his/her parents or guardians must present a written request to reinstate the possibility of receiving credit.

It is the responsibility of a student missing any class period to seek out the appropriate teacher prior to any planned absence and as soon as possible after an unplanned absence to do whatever necessary to connect to any missed learning and makeup all work and assessments. Prolonged periods of absence may require special meeting arrangements.

### **Absences**

Wisconsin Statutes (Section 118.15) call for full-time attendance of students at school between the ages of 6–18 until the end of the term, quarter or semester in which they become 18 years of age unless they have a legal excuse. This includes absences recorded as part of a student’s attendance record (excused or unexcused). These would not include absences for school-related activities.

Students may be excused from school for the following reasons:

- a. Personal illness
- b. Medical appointments (Whenever possible, please make these when school is not in session.)
- c. Serious personal or family crisis, illness, or death
- d. Funerals and religious services
- e. Inclement weather
- f. Court summons
- g. College visitations
- h. Student is not in proper physical and/or mental condition to attend school in accordance with Wisconsin Statute 118.15(3)(a). This absence requires a written explanation that includes the time period missing, not to exceed 30 days. This absence also requires a written statement from the appropriate medical provider.

Students will be excused for the above reasons only when a parent/guardian explanation of the cause for the absence is given prior to the absence, during the day of the absence, or on the day the student returns to school.

Family vacations or activities must be prearranged through the school office. NLHS does not encourage absences of this nature because of the lost daily instruction. In such cases, a parent/guardian may request in writing before the absence that the student be absent from school for an activity which is important to the family. In such cases, it is the student's responsibility to overcome the loss of learning and not expect the school to alter its program for such an absence.

### **School Notification of Absence**

If a student is not able to attend school, the school office should be informed as soon as possible the morning of the absence.

### **Excused Absences**

Excused absences are those which have been excused by parents/guardians and are accepted by the school as a legitimate reason for missing school as determined by the previous descriptions.

### **Unexcused Absences**

Unexcused absences are those which have not been excused by parents/guardians or are not included in the previous descriptions. Unexcused absences may be entered on a student's permanent record and become part of any transcript. Please note that it is the responsibility of a student missing any class period to seek out the appropriate teacher and work to learn and complete all necessary tasks.

## **Truancy**

Truancy is defined as absence from school without the knowledge of parent(s)/guardian(s) or school authority. All truancies are channeled through regular school disciplinary procedures. Truancy will also be noted on a student's permanent record and become part of any transcript. Please note that it is the responsibility of a student missing any class period to seek out the appropriate teacher and work to learn and complete all necessary tasks.

## **Absences from Class Due to School Sponsored Activities**

Students often have opportunities to participate in school sponsored activities that would cause them to be absent during all or part of the school day. Examples can include but are not limited to fine arts events, sporting events, recruitment visits to grade schools, Rotary Club, Big Brothers Big Sisters, Trees for Tomorrow or class or school-wide field trips.

These absences are still recorded by the school, but they do not count as an absence since they are activities in which students are allowed to participate based on recognition of student accomplishments and opportunities to develop certain gifts. If a specific teacher, however, sees that an individual student is not doing as well as he/she could as a result of missing class time due to these school sponsored activities, the teacher and student need to meet to help the student master the material. Other proactive measures may include asking the student and the advisors of the activities to limit the student's involvement in future school sponsored activities.

Please note that it is the responsibility of a student missing any class period to seek out the appropriate teacher and work to learn and complete all necessary tasks. Prolonged periods of absence may require special meeting arrangements in order for the student to complete said tasks.

## **Absence Alerts**

Students and parent(s)/guardian(s) will be alerted to the number of absences following the sixth or more absence in a semester class. These absence alerts will be given on a weekly basis to stress the importance of attendance and the need for students to follow through on their responsibilities as learners in and out of the classroom. Parent(s)/guardian(s) will be required to communicate with Administration after the tenth absence, and with a Board of Directors representative and Administration after the twelfth absence and in regular, determined increments after the twelfth absence. Failure to meet after the tenth absence, twelfth absence, or in regular, determined absence increments thereafter will be considered a Group II discipline issue as conduct which willingly endangers the learning of any student.

## **Other Attendance Notes**

- † Any absence for reasons other than illness is to be explained in writing as soon as possible BEFORE the date on which the student will be absent. Such explanation should be presented at the office. This information is very important for teachers as they plan the day's activities and keep the absent student up to date in classroom work. Absence due to prolonged illness should also be in writing.
- † An explanation of any absence is necessary to keep school records complete and current. An explanation is also required prior to admitting or releasing a student any time during school hours.
- † If a student becomes ill while at school and cannot continue with his/her regular schedule, he/she should come to the office for assistance.
- † In the event of an emergency during the school day that may be reason for a student's need to leave school, he/she should report to the office and explain the emergency.
- † Students are required to be in school for the complete school day.
- † A truancy requires an interview with each teacher of all missed classes for class re-admittance. The consequences for all truancy issues are explained in the discipline code.

- † Students arriving late to school must check in at the office to receive a pass of admission to class.
- † Northland has an eight-period day. All students must report to the ninth hour unless the office receives a written parental excuse.
- † Any parents wishing to come to school to pick up materials for a student who is absent may do so at any time, but out of respect for the education of the entire student body and the time of the teachers, the teachers are given 24 hours in which to respond with materials. Email is often the easiest form of communication and much information can be retrieved about assignments through Google classroom or PowerSchool.

## **BACKPACKS & ATHLETIC BAGS**

Backpacks and athletic bags must be stored in student lockers from the start of the school day through ninth hour.

## **BOOKS**

Textbooks used by students are the property of Northland Lutheran High School. Supplementary non-reusable workbook texts are the property of the student. Lost workbooks will be replaced at full cost to the student. Misuse of a school-owned textbook will result in the student having to pay for the textbook. Accidental damage to a book should be reported to the issuing teacher where a settlement may be arranged. Lost books must also be reported to the issuing teacher as soon as possible. No writing is permitted in textbooks except by direction of a teacher. At the close of the final marking period during which books are used, they will be examined for damage and fines levied if necessary. The fine will be determined by the teacher of the course.

## **BUILDING AND GROUNDS**

It is expected that everyone cooperate in the care of the school grounds, building, and equipment. There are many opportunities for everyone to be Christian stewards of our God-given facilities. Keeping the desktops clean, keeping the grounds free from debris, cleaning feet on the doormat as one enters school, depositing waste in the proper containers, and handling equipment as carefully as possible are but a few examples. Be alert and considerate to keep your school home neat and attractive.

Any decorating of the building and placing of posters is to be cleared in advance with the Administrator and the appropriate advisor.

## **BULLYING**

NLHS seeks to maintain a safe learning and work environment that is free from bullying. Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner, and demonstrate a level of respect and dignity toward others. All forms of bullying are prohibited.

Bullying is intentional, harmful behavior initiated by one or more students and directed toward one or more students. For NLHS's purposes, it takes place in the school, on school property, on the bus, or during any school event off campus. The NLHS administration will also confront cyberbullying, even though this behavior often occurs off campus. If NLHS students or parents bring evidence of any type of social media/cyber bullying, the Assistant Principal will involve the parents and may involve the Kronenwetter Police Department. Examples of bullying are as follows:

Verbal: name calling, put downs, racist remarks, teasing, threats, spreading rumors, sarcasm, sending inappropriate (violent, sexual, malicious, etc.) notes or pictures in any medium (magazine, over a cell phone or internet, etc.)

Physical: pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing the victim's property, locking a person in a room, making mean faces or rude gestures, initiating or forcing inappropriate touching, etc.

Social: ostracism or exclusion, ignoring, being unfriendly, alienating, etc.

Psychological: acts that instill a sense of fear or anxiety, etc. Any act that insults or demeans an individual in such a way as to cause distress, reluctance to attend school, a decline in work standards or problem behaviors.

Cyber Bullying: posting inappropriate pictures, use of vulgar or inappropriate language, or spreading rumors/lies regarding other NLHS students.

Any bullying incident must be reported to a teacher, coach, or staff member as soon as possible. All incidents will then be reported to the Assistant Principal who will determine further action.

Annual training for students in methods to prevent bullying is part of the religion curriculum.

## **BUSES**

Students who ride Northland transportation will be picked up in the morning and delivered in the afternoon at an arranged time and place. Student buses will generally be provided to athletic events and other school-sponsored activities.

School vehicle drivers carry total responsibility in transporting students and the students owe respect, courtesy, and obedience to the drivers. Students should behave in a manner that will allow the driver to watch the road rather than the students. Quiet conversation is fine, but boisterous and rowdy behavior will not be tolerated. Continued abuse may result in termination of busing privileges.

Detailed school bus regulations will be communicated to riders prior to the school term. Students who wish to travel to or from school on an NLHS bus other than their regular bus must submit a permission slip signed by the parent to the Administrator before riding the bus.

## **CELL PHONES**

Students may possess a silenced cell phone during the school day, but for each class from bell to bell each phone must remain upside down and untouched on each respective student's desk. Leaving one's cell phone in one's locker may be a wiser decision. If a student needs to leave the classroom or study hall and will be returning, the student's phone will remain on the desk. By Wisconsin State Law, *absolutely no cell phone use is permitted in any locker room, bathroom, or any other place where privacy is expected.* Students needing to use their cell phone to call, text, or for any other reason (other than in class for school purpose) must gain permission from office personnel and use the phone in the office. One exception is that students are allowed to text in the hallway between bells between classes or study halls and at lunch; however, students still have the responsibility to attend all classes on time and must enter the classroom or study hall with an unseen or unusable phone. Technological wrist devices or other technological devices other than the Chromebook should not be utilized during class unless permission is given by the teacher.

All cell phones used without permission during school hours will be confiscated and can be picked up from the Assistant Principal at the end of the school day. Additional offenses will be dealt with using regular school disciplinary procedures.

## **CHAPEL**

A daily morning chapel will be led by one of the male teachers or an area pastor.

### **CHROMEBOOK USE DURING SUMMER**

A student is able to take a Chromebook home to use over the summer if the student's \$100 technology fee for the upcoming school year is paid in advance. The Northland Association thanks you in advance for being a good steward of Northland's property and for following the NLHS Chromebook Procedures Handbook and Acceptable Use Policy at all times.

### **CLASS DUES**

Class dues are taken directly from each student's tuition fees. Dues are usually used for expenditures connected with the prom, special class projects, class trips, and a class commencement gift to the school.

### **CLASSROOM RELATIONSHIPS**

The Lord has given us clear expectations throughout the Bible which tell us the God-pleasing relationship that should exist between students and the members of the Northland staff. It may happen that these God-pleasing relationships break down. When this happens, Christian discipline will occur according to Northland's disciplinary procedures as outlined in this handbook.

All classroom suspensions will result in an unexcused absence. A student who is dismissed from a class must discuss his dismissal with the staff member before returning to the class. Class credit may be forfeited after the second unexcused absence.

In general, Christians will seek to make every effort to conform our lives to the rule and guide of God's Word.

### **CONFIDENTIALITY OF STUDENT RECORDS**

All records maintained by the office on students shall be confidential.

Scholastic reports, which contain only objective student data, shall be kept permanently.

The responsibility of the maintenance of school records is vested in the Guidance Counselor.

Parents of minor students and adult students have the right to inspect their records. Any parent or adult student desiring to inspect their records shall address a request to the Administrator in writing.

The procedure for challenging records is:

- † A written notice submitted to the Administrator requesting a hearing.
- † If satisfaction is not achieved, a statement of challenge shall be addressed to the Board of Directors who will arrange a hearing.

Forms will be required for releasing and transferring student records.

### **COUNSELING SERVICES**

Christian counseling services are available to students and/or parents by request and administrative referral to Christian Family Solutions.

### **DEALING WITH CONCERNS**

We consider it a great privilege to serve families and educate children using God's Word. We are committed to upholding and supporting each family's authority in the lives of their children. This kind of relationship requires clear communication. We recognize that in this relationship is a great temptation to talk to others (gossip) about a specific

issue or person rather than take direct action to resolve conflicts in a manner consistent with Scripture. We have outlined the proper lines of communication and dealing with grievances according to the biblical principles found in Matthew 18 and James 3. Scripture teaches that conflicts should be handled discreetly and carefully, while believing and speaking the best about each individual involved. Northland Lutheran High School staff and administration will abide by these same principles in communicating with parents and students.

- † **Student to Teacher:** The student and teacher make every effort to resolve the conflict. If the matter remains unresolved, student and parent should approach the teacher to discuss the conflict. Should the matter not be resolved, the student and parent are to contact the Assistant Principal. The Assistant Principal will review the conflict with all parties involved and attempt to resolve the situation. This may involve meetings between student/parent and teacher. If no resolution of the conflict is reached, the student/parent may present their case to the Principal. Similar steps as outlined in #3 will be followed. If no resolution is reached after working through the Principal, the student/parent may ask to present their case to the Board of Directors where a final resolution of the matter will be determined.
- † **Student/Parent(s) to Administrator:** If an issue should arise regarding school rules, procedures or curriculum or the Administrator's behavior, the parents should speak directly to the Administrator. Parents may also present concerns about individual teacher's behavior, rules or procedures directly to the Administrator if the matter was not resolved with the specific teacher. If the issue is not satisfactorily resolved or an appeal is to be made, the matter may be taken before the Board of Directors.
- † **Student/Parent(s) to Board:** If an issue regarding any policy, curriculum, program, or staff member has not been satisfactorily resolved with the administration, the parents may present their concerns to the Board at the regularly scheduled board meetings. Parents should communicate with the Board Chairman to schedule such a hearing. All decisions of the Board of Directors are final.

While clear communications between the school and families can breakdown with negative issues, they can breakdown with positive issues as well. Often parents will have an idea on how to improve the school, but are not sure how to share it. In this case the same principles should be applied. If a parent has an idea about how to improve a classroom, they should talk to the teacher. If a parent has an idea about how to improve the school in general, they should talk to the Administrator. It is always best to communicate directly with the person primarily in authority over the issue at hand.

## **DISCIPLINARY ACTIONS**

The purposes of disciplinary actions are to aid the student in evaluating his/her behavior to lead to sorrow, understanding of the impact of the sin, and repentance; to demonstrate that sinful actions have consequences; and to know that through the perfect life, death, and resurrection of Jesus Christ there is complete and full forgiveness.

## **DISCIPLINE CODE**

As children of God we have a Spirit-wrought faith which expresses itself by love for what pleases God. We also realize that Satan, the world, and our flesh often lead us to do what God does not want us to do. Scripture reminds us that in those circumstances we need loving correction. The following code not only serves as a rule for Christian living, but also promotes safety (physical and emotional), the teaching of self-discipline, and permits the school to operate in a decent and orderly way.

- A. Teachers must maintain classroom and extracurricular climates that are spiritually, physically, intellectually, socially, and emotionally safe for all students and which promote learning. Hazing, harassment or rites of initiation are never an acceptable part of any activity at Northland.
- B. Students are expected to cooperate with all school discipline policies as set forth in the student handbook as well as the particular procedures of the classroom teacher or activity advisor.

C. Classroom teachers are the primary disciplinarians. While discipline techniques do vary from teacher to teacher, this sequence should be followed as the general discipline procedure.

**Step 1:** Most disruptions can be dealt with immediately with a simple, firm, and courteous desist. (1st offense)  
"Judy, please sit down and stop talking."

**Step 2:** Politely ask the student to remain after class to discuss persistent misbehavior.

**Step 3:** Contact the parents by phone, letter, or email to discuss the student's disruptive behavior and solicit their support.

**Step 4:** Refer the student to the Assistant Principal using an anecdotal report to describe the behavior problem, explain previous interventions, and recommend a course of action.

**Step 5:** Serious offenses or repeated offenses may warrant a suspension.

**Step 6:** Unresponsive students will face the Directors of Learning Committee of the Board of Directors and possible expulsion.

D. Gross misconduct (fighting, verbal abuse, profanity, sexual harassment, threats to teachers/students) requires immediate removal of a student from class and referral to the Administrator and/or Assistant Principal.

E. No form of physical discipline by a Northland teacher or staff person is permissible.

THE PROPER APPLICATION OF LAW AND GOSPEL IS THE KEY TO CHRISTIAN DISCIPLINE.

**I. Offenses which will be cause for disciplinary action after repeated occurrence.**

- A. Definitions: Conduct, activity, or attitude which interferes with the education of students or disrupts normal routine
  - 1. Examples include anything in the classroom or during the school day following Steps 1 -3 previously listed, violation of the dress code, public misconduct of couples, language not pleasing to God
- B. Disciplinary procedures:
  - 1. The offense is noted and recorded in the discipline file.
  - 2. If the record shows repeated offenses, the student is counseled, and a letter of explanation is sent home to the parents.
  - 3. Thereafter, repeated offense is cause for discipline or possible suspension (suspension is after five detentions). Parents must meet with the Administrator and/or Assistant Principal before the student is permitted to return to school.
- C. If the above action is ineffective, the case will be brought to the Directors of Learning Committee of the Board of Directors for consideration.

**II. Offenses which become cause for immediate disciplinary actions, Group I**

- A. Definitions: Conduct, activity, or attitude which sends a public message contrary to that which Christians should send or which openly shows disrespect for authority, property, or rules established for the good of the school.
  - 1. Examples include: Cheating, defacing school property, disrespect for authority, or improper behavior on school buses
- B. Disciplinary Procedures:
  - 1. The student is counseled and the behavior and consequences are communicated to the parents.
  - 2. Repeat of the offense is cause for suspension. If suspension occurs, parents must meet with the Administrator and/or Assistant Principal before the student is permitted to return to classes.
  - 3. The continued offense will be cause for action by the Directors of Learning Committee.

**III. Offenses which become cause for immediate disciplinary actions, Group II**

- A. Definitions: Conduct or activity which willfully destroys property, impairs, or endangers the health, well being, or learning of any student
    - 1. Examples include: Tobacco use or possession on school property, buses, or at any school-related activity; stealing; truancy; threat to harm
  - B. Disciplinary procedures:
    - 1. The first offense is cause for suspension. Parents must meet with the Administrator and/or Assistant Principal before the student is permitted to return to classes.
    - 2. Thereafter, repeated offense is cause for action by the Directors of Learning Committee.
- IV. Offenses which become cause for immediate disciplinary actions, Group III**
- A. Definitions: Conduct or activity involving the use or possession of materials or items deemed a threat to the safety of any student or staff, or sexual assault against any student or staff
    - 1. Examples include: The use, possession, and/or condition of being under the influence of any alcoholic beverage or controlled substance on school property, at any school-related off-campus activity or between school-related events; the use or possession of drugs or paraphernalia not prescribed for medical reasons; the use or possession of guns, knives, or other items that may be used as a weapon
    - 2. In such circumstances, the student's parents and, where warranted, the police will be immediately notified. Drug and/or alcohol screening, assessment, and counseling may be requested of the student by the administration. A failure by the student to comply with all aspects of such requests and/or the conduct or activity by the student which lead to this point may result in expulsion.
  - B. Disciplinary procedures:
    - 1. First offense requires immediate suspension and action by the Directors of Learning Committee and could result in expulsion.
    - 2. Steps of discipline may vary in coming to a God-pleasing solution.
    - 3. A one-semester probationary period is required if a student is readmitted following expulsion from Northland. Probation may also occur in certain circumstances following a suspension.

**DOORS**

Doors will open each school day at 7:20 am unless special circumstance arise or are prearranged. Doors will be locked at 7:45 am when the school day starts. Under no circumstance should anyone prop open a door as this breaches the safety and security of students.

**DRESS AND APPEARANCE**

NLHS students are expected to dress in a way that brings glory to God. Christian love and respect should be reflected in all we say and do including our dress and appearance. In addition, the way a person dresses can provide opportunities to draw people to or lead people away from Jesus. The NLHS Board of Directors recognizes these important factors and also desires all students to view their education as their current occupation and as preparation for their future professions. Thus, the manner in which a student dresses is an important component in reaching the NLHS mission of *TOGETHER training leaders by following Christ* and the NLHS vision of *preparing all students for this life and eternity through premier Christ centered education.*

The dress code applies from when a student enters school until that student departs, when the student is at Northland for an athletic contest or other event, or whenever the student is representing NLHS in any activity. Since fashion often changes, the dress code may also change during the school year. Failure to comply with any of the items in the dress

code may cause a student to be sent home from school to remedy the situation. When there are differences of opinion concerning dress, the judgment of the NLHS Assistant Principal is final.

Since It is the intention of NLHS to encourage, rather than to legislate, our young people to become the type of Christian men and women God wants them to be, including the choice of clothing and the manner in which it is worn, some examples of clothing not permitted at NLHS are further explained.

- Clothing with holes or rips, halter or tank tops, muscle shirts, pajamas, sweatpants, slogan shirts with offensive phrases or pictures, bare midriffs, tops that are too tight or too low, and offensive rock or heavy metal shirts are *not* to be worn.
- The length of all shorts, skirts, and dresses must reach or exceed the wearer's fingertips when the person's arms are extended.
- Yoga pants/leggings may not be worn alone as pants. Yoga pants/leggings are only permitted if shorts, a skirt, or a dress is worn to cover the yoga pants and the garment over the yoga pants goes down to at least the wearer's fingertips when the person's arms are extended.
- No low hanging pants are allowed. Pants must be worn on or above the hip.
- No undergarments are to be visible at any time.
- Spandex undergarments are not to be worn as outer garments.
- At no time are students to wear clothing that displays or advertises controlled substances, offends Christian values, or insults good taste.
- Due to the lack of necessity and possible perceptions, slippers, hats, headgear, blankets, and jackets will not be worn or used inside the building and classrooms until after the school day ends.
- Coats and jackets are permissible on excessively cold days.
- Any jewelry, clothing, or identifiers deemed by the administration to give the impression of gang involvement will not be permitted.
- The administration and faculty will have the right to determine the acceptability of student dress based on the directives of God's Word and the health code of the State of Wisconsin.

I Corinthians 10:31 says "Whether you eat or drink or whatever you do, do it all for the glory of God." We want to show love, respect, and honor to God in everything we do. This includes the way we dress.

Anyone violating the dress code will have to change, and/or fix the violation immediately. If the violation cannot be immediately fixed, the student will need to have someone bring a change of clothes to school or a person approved by the student's parent will need to pick up the student to fix the violation.

## **DRILLS**

Various emergency and safety drills will be held at intervals throughout the school year.

## **DROPPING COURSES**

After a student begins an elective course he/she may drop it for various reasons. A drop slip may be picked up in the office. Semester and full-year courses must be dropped within five school days following the start of the course. Student-initiated drops carry no credit and no record will be kept for courses properly dropped. A teacher-initiated drop may happen after the five days and may carry a grade and credit.

A course can only be dropped with the consent of the class advisor, teacher of the added course, teacher of the dropped course, parent(s), and Administrator. A student is considered dropped on the date that all permissions have been granted and the drop slip has been returned to the office.

Students are cautioned to avoid drops if at all possible. Many times substitute courses will not be available to them and they may experience difficulty in earning enough credits for graduation.

### **DRINKING | DRUG ABUSE**

The possession or use of alcohol or any kind of illegal drug by any student at NLHS or at any function arranged by NLHS is forbidden. The use, possession, sale, or manufacture of alcohol or other drugs is also forbidden. Drug-sniffing dogs may be used to search for drugs on school property. During the entire school year, any student who is apprehended by the police for drug/alcohol use, or is seen using drugs/alcohol by a NLHS faculty/staff member or by an independent reliable source which is corroborated will be subject to suspension and/or expulsion.

### **EXTRACURRICULAR ACTIVITIES**

Students are strongly encouraged to participate in extracurricular activities. These activities typically include the yearbook, TWIGS, Student Council, National Honor Society, class officers, the school newspaper, Intramurals, Northwinds, volleyball, soccer, basketball, softball, baseball, track, and forensics. Administration may add additional activities if warranted through student interest and if logistics are deemed plausible and practical.

### **FEES**

The Northland Lutheran High School Association assigns a Registration/Consumer fee to all students. This fee is included in the tuition payments. This fee covers registration, textbook rental, course fees (excluding online courses and Driver's Ed), and a pass to all athletic events. The tuition also includes a yearbook fee, a technology fee, and a class due fee. All students are assessed an additional \$50 (not included in the tuition number) for each sport in which the student is participating.

### **FIRST AID**

When First Aid is necessary, a student should immediately notify the office and assistance will be given. Parents will then be contacted and asked to arrange for transportation home if necessary.

### **FOOD**

No food is permitted in any classroom. Water is the only beverage permitted in any classroom. In special circumstances, exceptions are permissible at the discretion of the instructor, but the food should remain only in that classroom.

### **GRADING**

The grading system used at Northland Lutheran High School is as follows:

<i>Grade</i>	<i>Percentage</i>	<i>Grade Point</i>
A	94.5 - 100	4.0000
A-	92.5 – 94.5	3.6667
B+	89.5 – 92.5	3.3333
B	86.5 – 89.5	3.0000
B-	84.5 – 86.5	2.6667
C+	82.5 – 84.5	2.3333

C	78.5 – 82.5	2.0000
C-	76.5 – 78.5	1.6667
D+	74.5 – 76.5	1.3333
D	71.5 – 74.5	1.0000
D-	69.5 – 71.5	0.6667
F	0 – 69.5	0.0000
I (Incomplete)		0.0000
W (Withdrawal)		n/a

An I grade is for incomplete work for a valid reason (i.e., serious illness). In most cases, an I not removed within five days after a student's return to school will become an F. It is vital that the student work with the teacher to complete all work to the best of his/her God-given abilities and earn a passing grade.

A W (withdrawal from class) will be recorded on the report card and the transcript when the following conditions are met: Teacher initiates a drop for a course after the 15-day add/drop period, student does not complete required work to receive any grade in the class that can be figured into GPA, parents are consulted and agree to the W, student withdrawing from a course has sufficient credits to remain a full-time student (minimum of 12-13 credits.) A student can remove a W by completing the course in another school year and receiving the new grade.

### **GRADUATION POLICY**

Students should consult the curriculum guide for course descriptions, prerequisites, and any course fees. A student at Northland must be an appropriate age for the grade level assigned. This is determined by the student's age being within one chronological year of the age of the average age of the class in which the student is placed. Without the expressed permission of the Principal and Board of Directors, exceptions to this rule will not be made.

Participation in the graduation ceremony is a privilege granted by Administration. This privilege may be lost for violation of school policy or incidents requiring disciplinary action.

In order to be granted a Northland Lutheran High School diploma, students of Northland Lutheran High School must pass a Civics test and successfully complete 25 credits, broken down by subject area in the table below. Upon completion of the 25 credits, the list of potential graduates will be approved and given recommendation by Northland Lutheran High School's Faculty. All financial obligations must be met (State voucher students are exempt from this requirement).

### **HONOR ROLL**

The Honor Roll is prepared at the close of each semester. It is prepared to recognize outstanding academic achievement. It is not meant to lead to pride or furnish a wrong motive for faithful effort.

Grades from all classes will be used to determine the Honor Roll.

The following letter grades and their point values will be used in determining the Honor Roll:

4.0000 A	3.6667 A-	3.3333 B+
3.0000 B	2.6667 B-	2.3333 C+
2.0000 C	1.6667 C-	1.3333 D+
1.0000 D	0.6667 D-	0.0000 F

Semester Honor Roll ranking based on grade point average is:

4.0000 - 3.6667 High Honors

3.6666 - 3.3334 Honors

3.3333 - 3.0000 Honorable Mention

A student cannot receive any Ds or Fs for a semester grade and still be placed on the Honor Roll.

### **I/E TIME BLOCK**

On most days an Intervention/Enrichment is part of the school day. This block allows everyone the ability to choose Band or Choir as a requirement or an elective. Anyone not in Band or Choir (depending on which group meets that day) during the I/E block should report to a teacher's room to work with the teacher or collaboratively with a predetermined group of students. This is an ideal time to work on class-related materials a student missed due to absence, doesn't yet understand, wants to develop further, or wants to work through in a collaborative manner. This time is to be a quiet work time. Thank you for being respectful of others during this time; on most days teachers will be working quietly with students.

### **INCOMPLETE POLICY**

An I grade on a report card is for incomplete work due to extenuating circumstances like serious illness or illness at the end of the semester. Negligence is not a reason for incomplete work. In most cases, an I not removed within five school days after the semester ends will become an F in that course for that semester. In all other cases, a student who is incomplete at the end of the last school day of a marking period will earn an F.

### **INDEPENDENT STUDY**

On some occasions it may be in the best interest of a student to complete an independent study program for course credit. Students should contact the Guidance Counselor for information and options about this policy.

### **LOCKERS**

Northland's lockers are provided for books and clothing. Students are to keep lockers clean and neat; nothing should be on the outside of any locker. All lockers and contents are subject to inspection by the Administration or class advisor at any time.

### **LOST AND FOUND**

A lost and found bin is located in the office. Claiming lost articles should be done before school, during lunch, or after school. Unclaimed articles will be disposed of or donated to Dime & Dollar within a reasonable length of time.

### **LUNCH**

NLHS offers hot lunch. NLHS will provide monthly hot lunch forms and families that desire to have hot lunch are to return the form with payment by the stated deadline on the form. Students are able to bring their own lunches and microwaves are available for proper use. Use of vending machines during lunch is not allowed. Since the food for lunches is usually purchased well in advance, a student will not be reimbursed for a lunch on a day the student purchased the lunch but is not at school.

All students are required to be in the cafeteria during the designated lunch period unless supervised by a faculty or staff member. To further promote increased health benefits and reduce negative effects of sedentary living, students are able to use the gymnasium toward the end of the lunch period when a teacher or staff member is monitoring the gymnasium.

## **MEDICAL RELEASE FORMS**

Each student must have an *Emergency Care/Health Information* form (available in the school office or at [www.nlhs.org](http://www.nlhs.org)) on file at the office that will allow the student to receive emergency medical treatment in the event that the parents cannot be contacted to give their consent. Copies will be made of this form so that one will accompany the student to extracurricular events, one will be in the student's record, and the third copy will be available for other school-related activities in a master file.

## **MEDICINE IN SCHOOL**

No prescription or over-the-counter drugs of any kind are to be kept in the possession of students or in their lockers. If a student needs to take medication at school, his/her parent or guardian must complete one or both of the following forms: *Prescription Medication Authorization* and/or *Over-The-Counter (OTC) Medication Authorization*. Separate forms must be filled out for each student – siblings may NOT be listed on the same form.

All medication must be dropped off at school during the first week of each new school year. It must be in its original container, labeled clearly with the student's name, and picked up at the end of the school year. Siblings may not share medication from the same container. All medication will be kept in a locked cabinet in the school office.

NLHS does not keep a school supply of Over-the-Counter medication and therefore will not distribute said medication to any student. If a student needs an OTC medication and does not have a supply at NLHS, the parent/guardian is responsible for providing and transporting said medication to the school.

In order for your student to carry an inhaler or epipen, additional forms must be completed and can be picked up in the school office.

The complete *OTC and Prescription Medication Policy and Information* form is available in the office or at [nlhs.org](http://nlhs.org).

## **MOTORIZED VEHICLES**

The school provides bus transportation for most students, yet recognizes that there are times when students need or want to drive to school. Vehicles should not be entered or moved during school hours without appropriate permission. All drivers are to use extra caution in the parking lots and should exit using the south entrance when busses are loading at the end of the school day.

## **OFFICE AREA**

Students are welcome in the office area but may only enter the office through the main office door. Students wishing to enter the conference room or the Administration offices must gain permission through NLHS office personnel.

## **PARENT ORGANIZATIONS AND INVOLVEMENT**

Parents and other adults interested in becoming involved at Northland have several opportunities open to them.

### **Booster Club**

This organization supports the Northland athletic and fine arts programs. Typical activities include sponsoring the concession stand at Homecoming and at all home sporting events, purchasing student equipment, helping to fund drama club and music activities, and organizing the annual volleyball tournament for churches.

**Paraprofessional Assistance**

Your school makes use of a variety of people who assist our staff in the operation of Northland. Study hall monitors, committee members, mailing assistants, bus drivers, and other volunteer workers aid the school in carrying out its mission. Willing volunteers should contact the school office.

**Dime & Dollar Thrift Store**

With locations in Stevens Point and Wausau, these resale stores accept gently used clothing and other merchandise. Dime & Dollar Thrift Stores contribute their proceeds to Northland's tuition assistance program. Your help is welcome at any time by calling either of the locations.

**SCRIP (School Cash Rebate Incentive Program)**

SCRIP gift cards are sold at Northland and can be used to purchase everyday items from participating retailers. These retailers then donate a percentage of each sale back to Northland and to current or future Northland families in the form of tuition credit. For example: a family spends \$100 on a \$100 gas card that gives a 5% discount to Northland. The results of that sale are that Northland earns \$2.50 for its general tuition assistance and the family also earns \$2.50 of tuition credit to help pay for their personal tuition. Please call the school at 715.359.3400 to learn more about SCRIP, the Tuition Credit option, and how you can start purchasing SCRIP today.

**PERMIT TO LEAVE CAMPUS**

NLHS students are not allowed out of the building at any time during the school day unless permission has been granted by the appropriate person(s). Verbal or written permission from parent(s)/guardian(s) must be given to the office staff before the student may leave campus.

**PERSONAL MUSIC DEVICES**

Personal music devices may not be used for the purpose of playing music from the start of homeroom through ninth hour. With permission, students are able to use the school iPod. All music on the school iPod is approved by a faculty committee. Any music a student wants to add to the school iPod needs to be presented to the Student Council supervisor. All personal music devices used for playing music during school hours will be confiscated and can be picked up from the Assistant Principal at the end of the day. Additional offenses will be dealt with using the school discipline code.

**POWERSCHOOL AND MOODLE**

At the beginning of the year all parents and students receive a username and password to log on to PowerSchool. PowerSchool allows both students and parents to view student grades and see if any assignments or other tasks are missing. Teachers are committed to updating PowerSchool at least once per week to assist in the valuable communication between teachers, parents and students. Teachers are also committed to using either PowerSchool or Moodle as a means to give upcoming assignments and other valuable class resources.

**PREGNANCY**

Northland Lutheran High School has a pregnancy policy that will be shared if such circumstances arise.

## **PROGRESS REPORTS, REPORT CARDS AND ACHIEVEMENT**

Report cards will be issued at the end of each semester either by mail or electronically via PowerSchool. Parents/Guardians are able to access student grades at PowerSchool at any time, so progress reports are always available.

Communication between the family and school faculty is vital to Christian, secondary education. Parents/guardians should feel free to consult with teachers at any time. Parents can also use PowerSchool as a great source of communication between the home and the school.

The grading system used at NLHS is found under *GRADING*. Failing a required course can cause serious problems and may place a student's graduation in jeopardy. A student failing a required course must satisfactorily complete one of the following:

1. Retake the course if scheduling permits;
2. Take the course or one of a similar nature online or at summer school elsewhere;
3. Complete a correspondence course arranged by NLHS;
4. Work out special arrangements with the teacher and department head to fulfill the requirements of the failed course.

The grade point average (GPA) is reached by multiplying the number of grade points times the credit value assigned to the course and dividing by the total credits attempted. Should it become necessary for a student to repeat a course or make up work in some manner, make-up grades will be used to compute the GPA. The grades of a student transferring from other schools will also be included in the student's GPA.

## **PUBLIC DISPLAY OF AFFECTION**

Couples, while at NLHS, are to limit their public displays of affection to holding hands and quick hugs as saying good morning or goodnight at the very beginning or end of a school day. Any other public displays of affection are prohibited, and appropriate corrective and disciplinary measures will be taken.

## **SCHOOL CLOSINGS**

Weather or other emergencies may force the school to close. Any decision to close will be shared as soon as possible with Channel 7 and Channel 9. Parents, guardians, and students are strongly encouraged to register at PowerSchool for text, phone, and/or email alerts sent directly from Northland in order to receive the latest Northland closing updates.

## **SEXUAL BEHAVIOR**

God in his Word provides clear instruction on sexual behavior and the family. God permits his gift of sexual intimacy only within the marriage of one man to one woman (Matthew 19:4-6). God clearly forbids all sexual sins, including sins against one's own body and mind (e.g. pornography), sexual activity by unmarried heterosexual couples, and homosexuality. Sexual misconduct on or off campus, including "sexting," is a serious violation of God's will. Disciplinary action will be taken, including the possibility of expulsion.

## **SMOKING AND TOBACCO USE**

NLHS is a smoke-free campus. Students are urged not to use tobacco products for their own good health. The use and possession of all tobacco products, including e-cigarettes, is prohibited on the school campus and at school-organized events. No smoking is allowed within view of campus. Please see the discipline code for more information.

## **SNOW OR INCLEMENT WEATHER DAYS**

### **School closing policy for the beginning of a school day:**

Northland Lutheran High School will cancel school due to inclement weather when one or more of the following do not have school due to inclement weather: DC Everest Public – Private, Marshfield Public – Private, Mosinee Public – Private, Stevens Point Public - Private, Wausau Public – Private, and Wisconsin Rapids Public – Private. Northland may close school when either Marathon School District or Stratford Public - Private cancel due to inclement weather.

Northland Lutheran *may but will not automatically* delay if any other districts delay. Please know that bus drivers are instructed to report if they feel roads are unsafe, and Northland will close school as a result. The Administrator and Transportation Coordinator reserve the right to coordinate in closing or delaying school when concerns for safety warrant doing so.

Even if Northland Lutheran High School does have school, parents/guardians will always make the final decision in determining whether or not it is safe for the students under their responsibility to travel. Any parent/guardian is able to choose not to send a child under his/her care to school and should call the office to relay that information.

### **School policy for closing when students are already at school:**

Northland Lutheran High School will close school early due to inclement weather when one or more of the following close school early due to inclement weather: DC Everest Public – Private, Marshfield Public – Private, Mosinee Public – Private, Stevens Point Public - Private, Wausau Public – Private, and Wisconsin Rapids Public – Private. Northland may close school early when either Marathon School District or Stratford Public - Private close early due to inclement weather.

The Administrator and Transportation Coordinator reserve the right to coordinate in closing school when concerns for safety warrant doing so.

## **STUDENT COUNCIL**

The Student Council is a representative body of students chosen by election. The Student Council serves as a democratic voice of the student body whose primary purpose is to develop Christian climate and culture in and among the students and staff. Motions of consequence need the approval of the faculty advisor and, on occasion, the faculty before they can be put into action.

## **STUDENT UNION**

Northland Lutheran High School maintains an area designated as the Student Union. It is a place in which students can spend time during the school day to socialize with their friends from Northland and do homework in a relaxed setting. The Student Union is supervised by the Student Council under a set of rules established by the Student Council and the NLHS faculty. As long as a student is earning a C or above in every course by Thursday of the week, the student may elect to use the SU rather than report to study hall for the following school week. If a student is earning a C- or lower in a course but believes he/she is using his/her God-given gifts to the fullest, the student may request an SU pass from the Guidance Counselor. Use of the SU is a privilege. Behavioral requirements also apply and are laid out in the Student Union Contract.

## **STUDENT-OWNED TECHNOLOGY**

Students often bring personal technology to school that has educational and recreational use. Since each student has a Chromebook that provides access to the internet, no personal student-owned technology should be used in class unless prior permission is given. Students using personal technology inappropriately will be dealt with using the *DISCIPLINE CODE*. The use of technology while in the Student Union will be addressed in the Student Union contract given at the beginning of the year.

## **STUDY HALLS**

When students are not in classes they are to report to an assigned study area. Staff will be present to give individual help when needed.

The study hall is always a quiet study area. To be absent from an assigned study hall requires a pass from the supervisor, a teacher, or office personnel.

The study hall rules are as follows:

- † Students are not to talk to anyone unless quietly asking someone for assistance in a school subject. The study hall supervisor has the right to disallow any talking that becomes excessive or is interrupting surrounding students.
- † All other rules, such as no food, also apply.

During hours one through nine, students are scheduled either in class, study hall, the student union, or a school-approved program.

If students are in study hall, they have chosen to be in study hall rather than in the Student Union. As a result, the students have chosen to follow all study hall rules.

## **SUMMER AND CORRESPONDENCE STUDY**

Students who fail to earn the minimum number of credits during a given school year or who wish to supplement their curriculum may do so through correspondence study, summer school, or online courses. Students interested in these means of earning credits need to discuss their plans with the Guidance Counselor to see if the credits will count toward graduation.

## **TARDINESS**

Punctuality and reliability are important traits to develop. Students are to be in their assigned area at each bell from the beginning of the school day through ninth hour. Those who enter after the bell are tardy unless the tardy is excused by a staff member. Unless students are excused from a tardy as a result of riding a late Northland bus, all tardies at the start of the school day will be marked tardy regardless of parental excuse unless a permission has been prearranged through the NLHS office. All tardiness will be reported using PowerSchool software.

On the third tardy during a semester, the administration conferences with the student. On the fourth tardy during a semester, the administration counsels the student and communication is made with parent(s)/guardian(s). With the fifth unexcused tardy, the student is counseled again and the student will serve an after school detention. After sixth tardy, the student loses SU privileges for the semester, and the student and parents must meet with the Administrator and/or the Assistant Principal to plan a corrective course of action.

A student who arrives late to school must come to the office for an admittance slip. Any student who is late to class needs to have a pass (regardless of the situation) or that student will be marked tardy.

## **TELEPHONE**

Students are expected to use their cell phones in the office. Students may use the school phone in the office area if emergencies arise or if the student does not have access to a cell phone. Permission to use the phone is given by a school authority (see section on cell phone use). Students will not be called to the telephone during class hours except in an emergency. Office personnel will see that messages are forwarded to students when necessary.

## **TRANSCRIPTS**

If a student transfers to another school during his/her high school years, one transcript will be sent at no charge if the new school requests the transcript in writing. The Guidance Counselor will send one transcript at no charge to a college or to an employer upon receipt of a written request from the student.

Any additional transcripts will require the payment of a \$3.00 fee. No transcripts can be sent unless all financial obligations to NLHS are met or a plan approved by the NLHS Board of Directors has been arranged to fulfill all financial obligations.

## **TUITION AND FEE POLICIES**

### **Introduction**

NLHS, the Association, and supporters are committed to assisting as much as possible so no family has to pay the actual costs necessary to send a student to Northland. Not all costs, however, can be covered by those groups. As a result, parents are asked to pay a portion of the total amount necessary to educate each child in the form of tuition. Tuition payments are an investment in your child's educational and spiritual development. Therefore, the NLHS Board of Directors accepts responsibility for creating policies concerning the amount of tuition, the manner of payment, and, in general, the development of policy in this area of concern. Furthermore, it is the responsibility of the Board to insure that adequate financial resources are available for the school and that enrollment is as available and affordable as possible to all families.

### **Tuition**

The Northland Lutheran High School Association sets the tuition rate and other fees annually. This is usually done at the Association's meeting in April. Parents of students currently enrolled will be notified by letter after the April meeting of any changes to go into effect for the next school term.

In order for students to enroll for a new school year, all expenses from the previous year must be paid in full or a plan is in place to fulfill those financial obligations. No diploma, final report card, or transcript of credits shall be given unless tuition, fees, class dues, fines, and other assessments are paid in full.

### **Tuition Assistance**

The Board has a standing policy that money should not be the only reason a student does not attend NLHS. A limited amount of tuition assistance is available for school families experiencing economic difficulties. Normally, requests for such assistance should be made at the time of registration. However, since such circumstances often are unpredictable, families should not hesitate to inform the Administrator of their need whenever it may arise during the year. The Administrator will take the matter to a Board of Directors committee for discussion and possible action.

For the sake of your family's security and peace of mind and for the general financial stability of our school, we encourage parents or guardians to contact the school as soon as possible when they are experiencing economic difficulties.

Although cash contributions are the norm, other equitable arrangements are possible to enable school families to fulfill their commitment of financial support for our school. The committee will work out these arrangements with families on

an individual basis and in a way that respects the concern and commitment of all our school families for the education and spiritual formation of their children.

### **Tuition Payment**

I. Each parent or guardian is responsible for the payment of tuition, and fees. There is a different tuition rate for members of Associated Congregations who regularly support the ministry of Northland Lutheran High School. All educational fees are due at registration. Three basic plans are available to make tuition payments to the school. Please refer to the most recent Tuition Payment Agreement form for current rates.

II. Students of a Called Worker (Pastors and Teachers) receive the reduced tuition rate for their congregation. Please refer to the most recent Tuition Payment Agreement form for current rates.

III. All families shall be expected to make tuition payments according to one of the following payment plans. Each family's preferred manner of payment must be submitted each year at the time of student registration by signing the Tuition Payment Agreement form. Options for payment shall include:

- Full, Single Payment – due to the NLHS office on or before the first school day of the school year. **Families receive a 3% discount for full payment.**

\*\*Please note: Payments received after the deadline will no longer be eligible to receive discounts mentioned above.

- FACTS Monthly Payments – payments will be budgeted over 10 months beginning in September of the current school year. Payments can be made on either the 5<sup>th</sup> or 20<sup>th</sup> of the month. *Families are also responsible for the \$38.00 fee for this service.*

Go to [www.nlhs.org](http://www.nlhs.org) and access FACTS under the Resources & Links menu for more information.

All requests for exceptions are made to the Board of Directors for approval.

### **Late Registrations**

Tuition for students registering on or after the first day of school shall be prorated over the number of school days they will be in attendance according to a formula established by the Board of Directors.

### **Late Payment**

It shall be the responsibility of each school family to keep the Financial Assistant and Administrator informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late.

#### **Full Payment**

If payment is not received on or before the third Monday in August, the discounted rate of tuition will not apply. If the full payment has not been made by the third Monday in August, the office will contact the family within five business days and alternative tuition payment options will be offered. If funds are not received according to a new agreement, all tuition payments shall be made through the FACTS Tuition Management Plan.

#### **Monthly Payments**

Families who choose the ten month payment plan and miss a monthly payment due to insufficient funds will be automatically charged a missed payment fee by FACTS and may incur a similar penalty from their own banking institution. The missed payment will be processed again by FACTS in 14 days or the next month.

In addition, families who have missed two monthly payments and have not made suitable arrangements within fourteen calendar days of the second missed payment will be informed that their child/children will not be readmitted to school according to *the "Non-Admission"* specifications of this policy.

1. At 30 days past due, a statement will be mailed giving the status of the account and urging payment.
2. At 45 days past due, a phone call will be made by the Administrator to discuss the problem with the parents and alert them that nonpayment could result in disqualifying their student from attendance.
3. If a resolution to the matter is not reached by 60 days past due, the student will be placed on a 3-day suspension, during which time the matter must be resolved.
4. If by the end of the three-day suspension the matter is not resolved, parents will be contacted by the Administrator and will be informed that their student(s) enrollment will be terminated. At this point the account would be turned over to a collection agency.
5. Students with past due accounts from a previous school year will not be permitted to attend Northland in the new school year until all past due amounts are paid in full.
6. Seniors whose accounts are not paid in full prior to graduation will not be permitted to participate in graduation exercise or receive their diplomas.
7. For student(s) no longer attending Northland, student records will not be transferred until accounts are paid in full.

### **VISITORS**

Classroom visitors may come to school for the purposes of becoming familiar with the school, its Christian purpose, and its curriculum. With these purposes in mind, NLHS students may have guests as visitors in school. The guest is expected to accompany his/her host while in school.

All individuals who wish to visit classes at NLHS will need to submit a written permission slip from their parents no later than the day before the proposed visit. On this slip, the reason for the visit must be clearly stated. Such visits need to be authorized by the Administrator before permission will be granted.

Visitors coming for any amount of time other than the entire day should check in at the office and receive further instructions.

### **WORK RELEASE PERMIT**

Because Juniors and Seniors are reaching a period of transition in which full-time employment may be a future consideration, they may wish to apply for an Early Release Permit. A permit may be granted if the following conditions can be met:

1. The student must have a definite job prospect at the time of application.
2. The student must meet the same eligibility requirements in force for other extracurricular activities with the exception that failure to maintain the stated academic standards means forfeiture of the Early Release Permit for a time period to be determined by the administration.
3. The student must continue to carry the minimum number of credits.
4. The student is not placing his/her graduation in jeopardy.
5. The student's schedule can be arranged to accommodate his/her program without interfering with the school's schedule.
6. The employer must provide a written statement that this job will lead to full-time work after graduation; or lead to a full-time summer job. OR The student's parents must provide a written statement that the income from this job is necessary to maintain the family, make tuition/fee payments, or provide for immediate enrollment in a college or university. Whatever procedure the student follows, the work hours must be specified by the employer.
7. The student's parents and advisor counter-sign the Early Release Permit application.

8. This application must be presented to the Administrator who may, at his discretion, grant or refuse the permit. If granted permission, the student agrees to leave the school premises only at the time stated on the permit and to maintain his/her job or forfeit the Early Release Permit.
9. The application of underclassmen with special needs will be considered on an individual basis.