

## **IMPORTANT POLICIES & PROCEDURES**

### **Michigan Lutheran Seminary – 2009-2010**

**In General** Policies and procedures are set up for the good of all. They guide us in our expression of Christian love and concern for each other and for our Savior. Sensible regulations are also to keep our sinful nature in check. When in doubt, ask. When unable to ask, do what is God-pleasing and courteous. Should you believe that a policy needs review or modification, speak with the president, the dean, or a member of the faculty. Students who have difficulty keeping the rules of the Seminary family may be suspended or expelled. Suspension is not a punishment. It means that a student's continued enrollment at MLS is "up in the air" until the matter can be resolved by parents, the student, and the president. Suspended students do not participate in any school functions or classes. Expelled students must go through the admission process to be considered for readmission.

**Attendance** Class attendance is expected, except in case of illness (including preventive medicine) or emergency. A written excuse from a parent is to be submitted to the administration office or IDO on the day a student returns from an absence at home. Excuses for visits involving a doctor should be accompanied by a slip from the doctor's office. For dorm students ill at school, excuses are submitted by the dormitory staff. Students who are absent from any portion of the academic day because of illness may not participate in or attend extracurricular activities on that day. Rare exceptions to this policy may be granted by the administration at the request of an advisor, coach, or director. Sick students are expected to be at home or in their dorm room recovering. Long-term illness may affect participation in an extracurricular activity. Commuting students who wish to leave school early because of illness are to notify the administration office or IDO before leaving campus. Requests for planned absences are to be submitted in writing to Prof. Weihrauch at least 2 weeks in advance. A student attends one Period Ten for every four periods missed for a planned absence.

**Promptness** Be seated at your desk by the bell. When more than a few minutes late, present a readmission slip (pink) from the administration office to your teacher. The teacher decides whether the reason on the slip makes the tardy excused or unexcused. The nurse issues readmission slips for visits to her office during her hours. No class (including tests or exams) may dismiss early. Students remain in their desks until the bell rings.

**Unexcused Absences** Unexcused absences are recorded for feigned illness, expulsion from class, being absent without an acceptable excuse, persistent skipping of required consultations, or for persistent tardiness. Three times late for a class unexcused equals one unexcused absence. Students who are not practicing piano or organ as scheduled—including unauthorized use of cell phones, Ipods, or other electronic devices--receive unexcused absences and may also be given an additional practice during Period Ten. Unexcused absences are reported to parents and may result in discipline. Students who are tardy or absent without acceptable excuse may be required to attend Period Ten.

**Expulsion from Class** Go directly to the administration office if expelled from a class. You will meet with the academic dean, the vice-president, the president, or the dean. A student must apologize privately to the teacher of the class from which he or she was expelled and do so before the next meeting of that particular class. Failing to do so may result in further discipline.

**Make-up Work** Three cycle days from the time of absence are given a student to make up work placed in the Period Ten file by a teacher unless the teacher specifies a different time. Blue slip reminders are sent out after that time. For long absences, a school secretary will set deadlines for make-up work that take a student's schedule into consideration. Deadlines for completing missed work are posted daily before Fifth Period. Make-up work may be completed in the computer room whenever it is open. Students may use free periods during the school day to do make-up work in the library (Friday afternoons in the administration office). Unfinished long-range assignments incur a late penalty of one-third of a grade per day for the first three days late. Thereafter a student's grade is frozen and attendance after school at a place designated by the teacher is mandatory until the late work is completed.

**Period Ten** Period Ten is conducted each school day from 3:15 to 4:00 in the computer room unless otherwise announced. Students assigned to Period Ten are to bring all necessary books and materials and study for the entire period. Attendance at Period Ten takes precedence over other activities. Exceptions should receive prior approval from the academic dean; penalties will be applied for skipping.

**Academic Standing** Limited eligibility means that students may practice in an extracurricular area but may not represent the school. The GPA for limited eligibility is 1.68-1.99 for all grades. Ineligibility means that a student may neither practice nor represent the school. The GPA for ineligibility is 1.67 or below for all grades. Students may improve their academic standing and eligibility at the end of each term upon completion of the academic committee's work. Students should attempt to keep each term and semester GPA above 2.5. Seniors will not receive positive college recommendations if their current term GPA is under 2.5 or if their cumulative GPA is under 2.5. Cheating warrants an immediate failing grade, notification of administration, possible loss of credit for a course and possible reporting to parents.

**Academic Counseling** A student having difficulty with school work is encouraged to seek help from the teacher. Selected students who have lost good academic standing may be required to see teachers or advisors each six-day cycle. Special tutoring will be arranged for students only if they already attend academic counseling with the teacher of the class. The academic dean is responsible for students attending the academic success center.

**Morning Chapel** Because of the importance of this activity, please maintain a worshipful atmosphere at all times. Leave classroom materials at the door of your next class, not at the chapel doors. Enter chapel immediately through the closest door and sit in your assigned seat. Remain quiet and prepare for worship. Keep feet off the chapel chairs. Leave the chairs in formation. Exit chapel by your class door when directed by the student usher. Never schedule a meeting immediately after morning chapel.

**Announcements** Announcements are made after chapel by a faculty member. Such announcements are to be written out on forms provided in the school office. Announcements for extracurricular activities are posted on the green board next to the class bulletin boards. Announcements read after chapel are available in the Administration Office. Students are expected to read posted announcements that apply to them.

**Electronic Devices** Cell phones, Ipods, MP3 players and the like are not to be used during the academic day (7:50am-3:11pm), with the exception of the lunch period. Student cell phones and other portable electronic devices should remain in hallway lockers or in the dormitory during the academic day. Abuse of this policy will result in forfeiture of use for a time by the Dean of Students. Continued abuse will result in forfeiture of use for the remainder of the school year. During the academic day, emergency calls to students should be made to the administration or interdorm offices.

**Dress Code** As redeemed children of God we want to honor him with our entire life, including how we dress. We have an opportunity to honor God as we wear clothing, jewelry and hairstyles that truly glorify him. For that reason MLS faculty and students will dress in a God-pleasing way that is marked by modesty, cleanliness, neatness and good taste. During the academic day students are to dress in something that is clean, "new looking" and proper for a Christian to wear. Hats, caps, halter, tank or spaghetti tops, as well as clothing that displays professional entertainers are not allowed during the academic day. At all times, students should keep in mind good Christian decency, refraining from wearing skirts that are too short, pants that hang below the waist, and clothing that reveals the midriff, cleavage, or underwear. Nor should students ever wear clothing that displays controlled substances or that offends Christian values. Do not display any tattoos. Do not display piercings anywhere except the ear. Some special circumstances regarding the dress code include wearing shorts in August, September and May that are decent and at least mid-thigh in length, not athletic shorts and pants. Athletic pants may be worn only as uniforms on the day of an event when the schedule requires it. State law bars students from being barefoot except in locker rooms and private areas of the dormitory.

**Free Time** Hallways are not for holding meetings or socializing. Students may use the locker hallways quietly to get or return books while classes are in session or students are practicing piano. Shouting and disorderly conduct inside the building is not permitted. Running indoors, except for the gymnasium, is forbidden because it is dangerous. Music is to be played at moderate volume on campus--especially in the commons and dormitory. Commuting students are to be in the upper three floors of the dormitory during the academic day only with the permission of the dorm staff.

**Taking Care** We are caretakers of the campus our synod has given us to use; help to keep all areas neat and clean. Pick up after yourself and others, and use the trash containers. Food, beverages and gum are not to be consumed in classrooms or piano rooms. Skateboards, roller blades and hacky-sacks are for outdoors only. Do not pass through the door leading from the bulletin board hallway to the music hallway when the light above the door is lit. For the security of all, do not prop doors open! Walking on the roofs of the school is strictly forbidden. The City of Saginaw charges a fee for false alarms that bring fire department vehicles to our campus. The full replacement cost of any vandalized item, the cost of repair for damage above normal wear, or the charges for a false fire alarm will be charged to those responsible. When no one accepts responsibility, charges are made to the damage deposit of all who customarily use the item or the area. Please keep your personal items secure so that others are not tempted. Do not take anything that isn't yours.

**Guests** Guests include anyone who is not a member of the MLS student body or its faculty and staff. Guests who wish to visit any part of the building at times other than public events must sign in at the school office during the day or the interdorm office at night. MLS alumni are special guests of the school and are asked only to introduce themselves at the IDO or administration office when they visit campus at times other than public events. Guests are expected to leave the campus within an hour following a public event, after which permission for a longer stay is necessary. There is a fee for guests or commuting students to stay in the dormitory.

**Things Forbidden** The use or possession of tobacco products, alcoholic beverages, or non-prescribed controlled drugs is forbidden. Violators face discipline up to expulsion and lose eligibility according to the provisions of the MLS Extracurricular Code. A student may not possess weapons on campus. Any knives, bows or guns brought onto campus for hunting must be checked in immediately with a member of the dorm staff. Expulsion from school is automatic for the following reasons: driving under the influence, hosting a gathering of students at which the host permits controlled substances to be consumed, having an unauthorized school key, and being in the wrong dormitory without an acceptable reason.

**Interclass Relationships** Students are to observe the scriptural principles reflected in the MLS Family Code. New students are encouraged to look to responsible students in the upper classes for help and guidance and to respect their efforts to promote the policies and procedures of the school. Ordering students to run errands, clean, make beds, carry books or trays, give up food, money or other personal items, or do other tasks for the personal benefit of upperclass students breaks the Family Code.

**Employment** The MLS Board discourages employment that erodes scholastic achievement or that lessens participation in the MLS extracurricular program. State of Michigan work permits are available in the administration office.

**Boy/Girl** Displays of affection between boys and girls should be decent and God pleasing. Care should be taken to avoid offense to bystanders and passersby. No kissing or massages, especially in the commons. Students who behave in poor taste will be disciplined. Counseling will be given to those who have caused offense.

**Cars** Car use assumes good habits and responsibility. Car use is a privilege rather than a right. Dormitory students must have permission to use their cars and to ride in the cars of others. Cars brought to the environs of the school are to be parked in the school parking lot in the assigned space. Drivers of cars parked in front of the gate face a fine. Students should never park in the dormitory staff parking area by the dumpster. Please drive slowly in the parking lot and on Hardin Street.

**Drills and Security** Periodic fire, tornado or intruder drills will be conducted. Please follow posted guidelines. Do not compromise the security of the school by propping outside doors that are locked.