

Northeastern WI Lutheran High School

# *Perseverance*

*~Hebrews 10 : 23 - 24*



# *2011 - 2012*

## *Student Handbook*





A repeat violation would result in the immediate suspension of the student until such time that the student has successfully completed a substance abuse counseling program (at the family's expenses) as a prerequisite of continued enrollment as a student at NEWLHS.

3. NEWLHS reserves the right to require students to submit to substance abuse testing as condition of enrollment at NEWLHS.
4. NEWLHS reserves the right to search student lockers and vehicles.
5. NEWLHS reserves the right to change the policy.

**Enrollment at NEWLHS will be considered a binding agreement of the substance abuse policy.**

**Notes/Questions:**

**TABLE OF CONTENTS**

	Page
Mission Statement	4
Purpose	4
Worship	5
History	5
Administration	5
Admission Policy	6
Attendance Policy	6
Busing	8
Computer and Internet Use	8
Cooperation and Discipline in Christian Living	9
Classroom Discipline	10
Code of Conduct	11
Disciplinary System	12
Dress Code	17
Early Dismissal/Appointments	19
Electronic Devices	20
Extra-Curricular Activities	20
Financial Information	21
Fire Drills	22
Fundraising	22
Guidance and Counseling	22
Honor Roll	23
Issuance of Transcripts	23
Lockers	23
Lunch/Commons Provisions	24
Parking and Driving Guidelines	24
Passes	25
Physical Education	25
Report Cards/Semester & Final Tests	25
Schedule Changes	26
School Functions	26
Snow/Weather Concerns	27
Tardiness	27
Telephone and Cell Phone Usage	27
Visitors	27
NEWLHS Harassment Policy	28
Substance Abuse Policy	29

## MISSION STATEMENT

Northeastern Wisconsin Lutheran High School (NEWLHS) exists to provide a Christ-centered, Bible-based quality education and Christian environment to prepare young adults spiritually, mentally, physically, and socially to live as Christian citizens in a modern, complex society.

## PURPOSE

NEWLHS is distinctively different. Students receive the regular high school curricula plus religion in an environment where students and faculty function as the "Body of Christ." This approach places a premium on quality education, stresses Christian attitudes, and fosters sincere concern for one another, and encourages Christian service to everyone.

NEWLHS serves families and congregations as an extension of Christian education—Deut 6:4-9. It assists the family and the church in the training of young people in Christian living. It does not attempt to take young Christians out of the world but rather keep them in the world--with Christ—John 17:14-18.

### **Note to students:**

The objectives of NEWLHS are to have your faith in Jesus Christ strengthened and to assist you in being a responsible member of your families, congregations, and community. When you enroll as a student, these objectives also become yours. If you are to gain the most from your high school experience, you will have to put forth the utmost effort in all you do. Only in this way can you develop to the fullest the talents that God has given you. This will involve faith, participation, and cooperation in all of your classes and activities. It will also mean daily work, study, and prayer. The faculty and administration stand ready to help you in every way possible to acquire the best possible education.

An investigation would follow the complaint. Necessary action would be taken quickly and efficiently. All information will be held confidential. A written review will be sent to all relevant parties. Any retaliation will be subject to different disciplinary action. Copies of any communications will be kept on file.

The decision of the administration, or Board, shall be final. The administration will share situation(s) in complete confidentiality with the Board of Directors. Appeals regarding any decisions can be directed to the Board of Directors.

## SUBSTANCE ABUSE POLICY

Northeastern Wisconsin Lutheran High School Substance Abuse Policy intends to do everything possible to provide a safe and substance abuse free environment for the purpose of Christian education. Our policy applies to all behavior on or off school property.

Each NEWLHS student and family has an obligation to address substance abuse. Anyone with knowledge of substance abuse may address the situation in one of three ways: 1) Address the individual one on one (Matthew 18), 2) Address the individual's parents, 3) Address one of the individual's teachers or the administration. Ignoring the abuse, indirectly sends the message that it is okay. It is not. Substance abuse hurts individuals, families, and communities.

1. Any student in possession of illegal substances or paraphernalia with the intent to deliver them to another student would be immediately expelled from NEWLHS.
2. Possession or use of illegal substances or the abuse of otherwise legal substances will result in demerits being assigned. Immediate suspension may result. The student will need to enroll in a substance abuse counseling program (at the family's expense) as a prerequisite of continued enrollment as a student at NEWLHS.

## **NEWLHS HARASSMENT POLICY**

N.E.W. Lutheran High School and all those connected with the school are committed to a Christian working and learning environment. It is the policy of NEWLHS to strictly prohibit any conduct, which constitutes harassment and/or bullying, whether verbal, sexual, or any other kind. This policy is binding to actions between any members of our NEWLHS family. The administration will serve as the Title IX coordinator and be responsible for dealing with complaints. If the complaint involves the administration, the Board of Directors will preside.

Harassment can take one of two forms:

1. Quid Pro Quo: "I'll do something for you if you do something for me."
2. Hostile Environment: Any conduct, language, behavior, or atmosphere that is unreasonably offensive.

Harassment and bullying refer to continuous behavior, which is not welcome and perceived to be personally offensive. Harassment and bullying can be conveyed through in-person communications, phone calls and/or messages/texting, various computer communications, and any other form of communication. Individuals, who experience harassment, should (to the best of their ability) make it clear that the behavior is offensive to them, insist that it stop, and state that they will process a complaint.

To file a complaint the victim should report the situation to the administration or any faculty member at NEWLHS (The faculty would then share the information with the administration).

A first time behavior that is regarded as a severe or threatening situation should be reported immediately.

Please collect and save any evidence of harassment/bullying and document offensive behaviors as to who was involved, what happened, where and when it occurred, possible witnesses, and anything else that may be deemed important.

## **WORSHIP**

Christians live lives of worship and praise to God. NEWLHS provides students and faculty opportunities for spiritual growth including daily academic study, classroom devotions, weekly chapel services, and periodic Bible studies. Pastors from the area LCMS Lutheran churches, NEWLHS teachers, and others lead the worship opportunities.

Weekly chapel services are intended to help meet the spiritual needs of our Christian community. Our special dress on chapel days helps to enhance the worship setting. We are blessed to have the opportunity to have worship part of our normal school operation.

## **HISTORY**

NEWLHS was started when several families felt a need for secondary Christian education and began to talk about the desirability of such a school. After about two years of gathering support from individuals and then congregations, it was decided to open the school in September of 1977, with thirty-four freshmen and sophomores. Our first class graduated in June of 1980.

## **ADMINISTRATION**

Congregations in the North Wisconsin District of the Lutheran Church-Missouri Synod operate NEWLHS. Current association congregations are Christ of the Bay, Faith, Our Saviour, Pilgrim, and Redeemer in Green Bay; Hope, DePere; St. John, Luxemburg; St. Paul, Montpelier; Zion, Oneida; Zion, Wayside; Zion, Oconto; Faith, Appleton; and St. John, Pulaski. These congregations elect delegates to represent them in meetings of the association. The delegates elect a Board of Directors that is responsible for setting policy and operating N.E.W.L.H.S.

## **ADMISSION POLICY**

"Northeastern Wisconsin Lutheran High School admits students of any race, color, sex, national or 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, sex, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and grant programs, and athletic and other school-administered programs."

Our admissions policy, a non discriminatory policy, is recognized in this secular society. However the Bible clearly states (Genesis 3:20,11:1-9, Acts 17:26) that we all are of one race and, therefore, all of one color. Science validates this as well. Variation most certainly exists within this one race and one color. We know there are national and ethnic differences. However, in any circumstances we do not discriminate.

Students must have satisfactorily completed grade eight and have made application to enroll on forms available from the school office. Upon receipt of the application, NEWLHS will request records from the previous school and determine through consultation with the applicant and parents/guardians if NEWLHS is the school to best meet the needs of the particular student.

## **ATTENDANCE POLICY**

Regular school attendance is important for success in school. Students are expected to be in school from 8:00 a.m. to 3:00 p.m. In the event of an absence, please observe the following:

1. A parent should call the school by 8:15 a.m. on the day of an absence or the school may call the parent/guardian.
2. When returning to school, the student must bring a note, signed by the parent/guardian, to the office stating the date and reason for the absence.

## **SNOW/WEATHER CONCERNS**

NEWLHS will close when the Green Bay public schools close. Green Bay radio or television stations will announce these closures. Parents, especially from distant areas, should use their discretion in these instances and have the option of following the policy of their local school district for delays and closings.

## **TARDINESS**

Promptness to class is important. If a student is not in the defined area when class begins, he/she will be given a class tardy and 1 demerit.

## **TELEPHONE AND CELL PHONE USAGE**

Telephone calls are limited to before and after school or during lunch and meeting time. Telephone calls can be made from the office. Urgent incoming messages will be relayed to the student.

Students can get permission in the office to make a cell phone call at meeting time or lunch. A cell phone used or seen at other times will be confiscated and demerits will be assigned. A parent/guardian can then retrieve the cell phone from the office.

## **VISITORS**

Visitors are welcome at NEWLHS. Arrangements for visitors shall be made prior to the visit. Upon arriving at NEWLHS all visitors shall go to the office. Visitors must abide by all school rules including the dress code. An interview by a faculty member will be included in the visit. The school does reserve the right to not extend or terminate, visitation rights on certain days, or to certain individuals.

General school grading scale (It must be noted that there may be some variations among certain classes.)

A = 93-100%  
A- = 90-92.99%  
B+ = 87-89.99%  
B = 83-86.99%  
B- = 80-82.99%  
C+ = 78-79.99%  
C = 73-76.99%  
C- = 70-72.99%  
D+ = 67-69.99%  
D = 63-66.99%  
D- = 60-62.99%  
F = <60%

### **SCHEDULE CHANGES**

Class changes can be made during the first two weeks of each semester with approval of the administration. Any class changes after the two-week period, unless initiated by the school, will result in an "F" semester grade on the student's transcript.

### **SCHOOL FUNCTIONS**

Students attending games and all functions will maintain the standards set up in this handbook, including the dress code. School pride and loyalty are emphasized, and proper behavior must be observed. When attending a school function, the student is to remain in the designated area. If the student leaves that area, he/she will be asked to leave the activity and not return.

3. The student is responsible for making up and handing in work missed during the absence. It is the student's responsibility to discuss this matter with the teachers when he/she returns to school. Any assignments given prior to the absence are due the day the student returns; new assignments and make-up work will be arranged by the teacher to be completed as soon as possible.

### **LATE ARRIVALS:**

Any student arriving after the morning bell is tardy and must report to the office. If there is a valid excuse, the student will be given a pass to class.

If the student arrives within the first 15 minutes of the period, a pass to class will be given. Arriving more than 15 minutes late may result in the student remaining in the office with an unexcused absence.

With an unexcused school tardy, the school will contact a parent. An unexcused school tardy will result in two demerits.

### **OTHER ATTENDANCE GUIDELINES:**

1. The school reserves the right to determine when an absence is excused. Some examples of unexcused absences are over-sleeping, missing a bus or ride, attending to business that should be done outside of school time, skipping the class or a student activity held during the school day, missing school the day before or day that a major paper or project is due, and attending non-school athletic events.
2. Planned absences should be requested in writing in advance.
3. When unexcused absences occur, the student may not be

given credit for assignments due that day but should do them to learn the material. It is the student's responsibility to obtain and prepare for new assignments given that day. Demerits will be assigned for an unexcused absence.

4. After a student accumulates seven days of absences from a class within a semester, parents will be sent a letter of warning. After ten days of absences from a class within a semester, the student will lose class credit toward graduation. Appeals to the Board of Directors can be made for extenuating circumstances. The student and their parent/guardian must attend a Board of Directors meeting to make an appeal.
5. Students not in attendance by 9:30 a.m., except for an appointment or a doctor's excuse, cannot participate in extra-curricular activities. Students may not attend school functions if they did not attend school, or went home early that day.

### **BUSING**

Students that reside in Green Bay or East DePere school districts are eligible for free busing. Green Bay Transit has a regular bus stop at the corner of Robinson and Edgewood.

### **COMPUTER AND INTERNET USE**

The student and his/her parent/guardian must sign a *Computer/Internet Use Policy* before a network password is given. Each student should use his/her personal password and personal folder to save files. The student should log off the computer when use is completed.

### **PASSES**

Every student should be in designated areas throughout the day. Students need a pass from a teacher when they leave that area and are restricted to the area indicated on the pass. A student must obtain a pass prior to working with another teacher or studying in another location. Students who are sent to the office must have a pass and proceed directly there.

### **PHYSICAL EDUCATION**

Students in a physical education class are required to participate daily unless a doctor's excuse is submitted to the instructor or the office. After three days of non-participation, additional days of non-participation shall be considered as absent days according to the attendance policy.

### **REPORT CARDS/SEMESTER & FINAL TESTS**

The school year is divided into two semesters. Parents are encouraged to check student progress on a regular basis using Fast Direct. Academic eligibility will be evaluated twice a semester. Report cards are issued at the end of each semester. Cumulative grades and the semester exam are used to calculate semester grades. Semester grades are recorded in the student's permanent file. Parent-teacher conferences are scheduled twice a year. Individual concerns can be addressed at any time by calling the office.

The grading system:

- A - Superior achievement
- B - Above average achievement
- C - Average achievement
- D - Below average
- F - Failure (no credit)
- P - Pass (credit but no GPA points)
- I - Incomplete (work must be completed in two weeks or it becomes an F)

## **LUNCH/COMMONS PROVISIONS**

All students eat lunch in the commons. Hot lunches and bake sale items are available for purchase. The menus are available on line. Students may bring their own lunches. Snack items and drinks may be purchased. Microwaves are available. Students may not order food to be delivered. All students should remain in the commons during the lunch period unless they have a pass to be in another designated area. Students must dispose of open food and drink containers before leaving the commons. No food or drink is permitted in the hallways or classrooms. Designated students will be responsible for general clean up at the end of lunch.

Family members and NEWLHS graduates can make arrangements with the office to eat lunch with a student on special occasions.

The commons is open before and after school. Students are responsible for cleaning their area when they use the commons.

## **PARKING AND DRIVING GUIDELINES**

Driving to school is a privilege that should not be abused. In our neighborhood children are often near the street. Please observe school speed zones of 15 MPH in the parking lot and on Robinson Ave. at all times, especially when leaving after practices and school activities. Violators face school discipline.

A student should not allow other students to drive his/her car.

A designated area in the parking lot is for student vehicles. Students should not linger in the lot when arriving at school or at the end of the day. Students should not go to their car during the day without office permission.

A student must register their car(s) in the office. A description and license plate number is needed to register any student driven vehicle (s). The administration has the right to search vehicles on the premises.

## **COOPERATION AND DISCIPLINE IN CHRISTIAN LIVING**

The goal of discipline is for the student to learn a life-style in conformity with God's Word, not just a set of facts, standards, or skills.

The exercise of discipline is highly important and necessary. In its proper usage, discipline maintains the glory of God, the purity of His Church, and the keeping and reclaiming of disobedient sinners. Discipline is for the purpose of godliness (1 Timothy 4:7). The goals of disciplinary penalties are the rebuke of offenses, the removal of scandal, the upholding of the honor of Christ, the promotion of purity, the edification of His people, and the spiritual good of the offenders.

Discipline is primarily a parental responsibility. It is up to the parent(s)/guardian(s) to see to it that their student behaves properly. If the school and the family are not working together on discipline, whatever the school does will be ineffective. While the school employs various methods of discipline, the responsibility for student compliance finally rests with the student and the parent(s)/guardian(s), not with the school.

Students represent their Lord, their families, and their school in all their activities. Any student whose conduct or attitude in or out of school shows him/her to be in opposition to the basic principles and purpose of the school will face dismissal. Attendance at NEWLHS is a privilege, not a right.

## HONOR ROLL

The FACTS of Biblical Discipline:

1. Discipline means – “training that shapes character.”
2. Discipline is not punishment – punishment is a process of discipline.
3. Discipline motivates students to learn.
4. Discipline teaches self-control – discipline is self-control.
5. Discipline sets limits for a student’s own benefit.

The GUIDE for Discipline:

“All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work.”  
– II Timothy 3:16-17 (NIV)

Teaching – The basic knowledge of what is right and wrong.

Rebuking – The pointing out of the fault or offense.

Correcting – Showing the student what is right and forgiven.

Training – Teaching the student the “how to.”

## CLASSROOM DISCIPLINE

A positive atmosphere must be maintained in the classroom to provide the greatest opportunity for learning. Classroom discipline is expected to minimize problems. Each teacher will lay out specific guidelines and expectations in regards to student behavior in the first days of each course. In a discipline situation the teacher will first work with the individual student(s). Parental involvement in the discipline process is outlined in the discipline plan.

Semester grades are used to publish honor rolls in January and June. Honor roll categories include “High Honors” for students who have a 3.75 average with no “C” grades; and “Honors,” that recognizes students who receive a 3.00 average with no grades below a “C.”

## ISSUANCE OF TRANSCRIPTS

Students who graduate from Lutheran High School or who transfer to another school, must request a transcript to be sent. Transcripts and/or official records will not be sent unless all financial obligations have been met.

## LOCKERS

Each student is assigned a locker and can obtain a lock from the office. A student should not give another student permission to go into his/her locker or give a lock combination to anyone. Switching lockers may not occur without permission from the office. The school is not responsible for valuables kept in a locker.

Lockers must be kept clean and neat. Periodic inspections will be held to insure the cleanliness of the lockers. Open beverage containers and perishables are not to be stored in the lockers. Pictures, posters, etc., may be hung inside the locker with magnets but should reflect the Christian atmosphere of the school. Only school-coordinated items should be placed on the outside of the lockers and must be removed in a timely manner.

The area around the lockers must be kept clean. The shelf above the lockers may be used to store only backpacks during the school day. Items may not be left above the lockers overnight.

## **FIRE DRILLS**

State regulations require fire drills. Conduct during drills should reflect the seriousness of the situation to which the drill is related. Fire exits are posted in the classrooms.

## **FUND-RAISING**

Fund-raising activities are a significant part of the financial support of the school and the individual classes. Students and parents are expected to participate in the various activities. Some examples of fund-raising activities include the annual auction, walk-a-thon, Entertainment books, \$crip, and student activities such as hot lunches, bake sales, etc.

The N.E.W. Lutheran parent organization, Blazer Backers, exists to encourage and assist the school. Their projects need the support of all families. Activities include the chili dinner and sale of concessions at athletic events.

## **GUIDANCE AND COUNSELING**

Guidance and counseling is an integral part of Christian education. NEWLHS' philosophy is that every teacher is a potential counselor. The goal is to help students to become self-analytical, thereby encouraging them to plan both their high school years and their years after graduation wisely. Helping a student discover his/her interests, strengths, and weaknesses will allow the student to develop his/her God-given talents and choose a God-pleasing and appropriate vocation or career.

A guidance booklet is prepared for all families. It informs them of timetables to follow for testing, selection of post-high school education, vocation opportunities, and other general information about the school.

Students are encouraged to go to teachers for counseling when they have spiritual needs, academic concerns, and for help in dealing with personal problems.

## **CODE OF CONDUCT**

1. Students are not to leave the school during school hours without written permission from a parent/guardian or clearance by the office.
2. When arriving at school in the morning, students should enter the building immediately and remain there. Students leaving without permission are subject to discipline.
3. Unless students are involved in some school activity, they should leave the school grounds by 3:30 p.m. If their school activity begins before 4:30 p.m. they should not leave the building. Students who remain at school after 3:30 p.m. should be in the school commons.
4. Loud talking or boisterous acts are out of place in and around school. Language should reflect our Christian values.
5. Classrooms and study halls should be used for educational purposes. Games, card playing, etc., should not take place. Students should come prepared with work for study hall.
6. Candy, any food items, and open beverage containers are not permitted in the hallway or classrooms. Only water in a clear bottle is permitted (no fitness water, sports drink, or soda).
7. Cleats and muddy shoes should not be worn in the building and are to be removed before entering the doors.
8. The student(s) responsible must pay for destruction, defacing, loss, or breakage of school property or books. Students are responsible for helping to keep the building clean.
9. Although boy-girl relationships are common during the high school years, public displays of affection are inappropriate.
10. If a female student becomes pregnant, school administration shall be informed. A separate policy outlining the process to evaluate the student's continued enrollment will be followed. When a male student is confirmed to be the father of a child, the same policy applies.

## FINANCIAL INFORMATION

Violation of certain school policies and rules could result in demerits, suspension, or expulsion from school. Examples include:

- Possession or use of alcohol, tobacco, or illegal drugs
- Immoral sexual conduct
- A threat or use of physical violence
- Possession or use of fireworks, explosives, or weapons
- Reprehensible conduct reflecting serious discredit to the school
- Serious and willful destruction of property
- Stealing
- Gambling
- Harassment
- Bullying
- Failure to serve detention(s)

\*The proper authorities will be contacted based on evidence or suspicion of illegal activities associated with the list above.

### **The Method of Discipline:**

There are many good methods to use when disciplining students. The following facts are considered when the method is chosen:

1. Students are individuals with special needs and they respond differently to the same method, but all need firmness, fairness, and consistency.
2. Any consequences should fit the offense.
3. Consequences should be administered as quickly as possible after the offense is discovered and without anger (Ecclesiastes 8:11 & Proverbs 14:17).

N.E.W. Lutheran High School was incorporated in 1976 and began classes in 1977. The school is partially supported by thirteen Lutheran Church Missouri Synod (LCMS) association churches – Christ of the Bay Lutheran, Green Bay; Faith Lutheran, Appleton; Faith Lutheran, Green Bay; Hope Lutheran, De Pere; Our Saviour Lutheran, Green Bay; Pilgrim Lutheran, Green Bay; Redeemer Lutheran, Green Bay; St. John Lutheran, Luxemburg; St. John Lutheran, Pulaski; St. Paul Lutheran, Montpelier; Zion Lutheran, Oconto; Zion Lutheran, Oneida; and Zion Lutheran, Wayside.

Most of the financial needs of N.E.W. Lutheran High School are generated by student tuition. Tuition is set by the school board prior to each school year.

There are some other minor fees that are collected to help meet the needs of various departments within the school. These fees are also set prior to each school year. They include an application/reenrollment fee, an athletic fee, and a family participation fee. This list may vary year to year, but we work hard to minimize additional fees as they tend to be burdensome to both parents and school.

Scholarships and grants are available. There is an application process in order to be eligible to receive any scholarships and grants. There is a limited pool of moneys available for scholarships and grants. Early application is helpful. The school is committed to growing the amount of assistance available to families. We do not finance to hinder families from pursuing an environment to help them prepare their children as strong Christian leaders.

For the latest tuition and fees please visit our website: [www.newlhs.com](http://www.newlhs.com) under the “admissions” tab, or call the school at 920-469-6810.

## **ELECTRONIC DEVICES**

iPods, cell phones, CD players, games, etc. may be brought to school for use before and after school. During school hours they should be secured in a locked locker. Any such items that are used or seen during the school day will be confiscated. With permission, in the office, a cell phone can be used for emergency purposes.

## **EXTRA-CURRICULAR ACTIVITIES**

NEWLHS provides opportunities to allow students to develop outside the classroom. All students are encouraged to take advantage of these opportunities. These activities include: athletics (soccer, cross-country, dance, football, volleyball, basketball, baseball, and softball); drama; student council; newspaper; yearbook; music ensembles; National Honor Society; academic teams; and other school-sponsored clubs and groups.

As a member of the WIAA, NEWLHS follows all WIAA guidelines regarding eligibility for athletics. In addition, all athletes and their parents sign a school athletic code agreement. Part of that code is summarized in the following items:

1. Extracurricular activities are a privilege based on academic performance. If a student has below a 2.00 GPA, his/her eligibility to participate in interscholastic activities may be reviewed. A marking period failure will place the student on a two-week probation. After two weeks, the student's eligibility will be reviewed.
2. An athlete must adhere to all training rules set by the athletic department. These rules are for the protection of the athlete's health and the reputation of the team and school he/she represents. Any violation of the rules indicates a lack of self-discipline and may result in suspension of the athlete from a squad. The principal and athletic department reserve the right to remove any athlete from any team when that athlete jeopardizes the good of the team or the reputation of the school.

## **The Demerit System:**

NEWLHS has chosen to use a demerit system of school discipline. When students are disciplined they may be given a demerit(s). Demerits accumulate on a per semester basis. Students who do not receive any demerit points will be rewarded twice each semester. Students will have the opportunity to regain lost demerit points. Demerit points earned in the final two weeks of first semester will carry over into second semester.

## **Minor Disciplinary Situations:**

Each teacher may record demerits for students in minor discipline situations. The teachers will record demerit points on a form to be turned in to the office at the end of the school day. Demerit points will be tracked by office personnel and kept on file in the school office. The teacher will also maintain a classroom record of demerit marks given to students. When three demerit points have been given to the student, the parent/guardian will be contacted by email or telephone. Documentation of the call will be maintained. After five demerit points have been given to a student, all subsequent demerit points will result in a contact with a parent/guardian.

## Marking System for Minor Disciplinary Issues:

- Food in hallway or classroom – 1 demerit
- Refusing to work in class – 1 demerit
- Inappropriate attire – 1 demerit and office referral for change in apparel if necessary and/or adjustment in clothing (if not correctible – 3 demerits)
- In off-limits area – 1 demerit
- Confiscation of cell phone, iPod, MP3, cd player, radio, cards or any other electronic device – 1 demerit
- Disorderly Conduct (shoving, excessive talking, throwing items) - 1 demerit
- Tardy to class – 1 demerit
- Tardy to school – 2 demerits (will be administered by attendance clerk)
- Argumentative/rude behavior – 2 demerits
- Deliberate disruptions – 2 demerits
- Profanity/vulgarity – 2 demerits
- Insubordination – 2 demerits
- Inappropriate public displays of affection (kissing, touching, etc.) – 2 demerits

## Major Disciplinary Situations:

Major discipline situations will be referred to the office by a teacher or other school personnel. In major disciplinary situations students will meet with school personnel. Major disciplinary situations may be assigned 3-10 demerit points. Some major disciplinary situations may warrant immediate suspension or expulsion (see Code of Conduct).

## Erasing Demerit Points:

If a student does not receive a demerit for a six week period, he or she will erase one demerit point.

## Required Chapel Dress:

We require students to dress up for chapel and for special occasions. Collared shirts, blouses, skirts, dresses, and non-denim slacks must be worn. We ask that no jeans, T-shirts, sweatshirts, athletic shorts or flip-flops be worn on these occasions.

## Dance Dress Code:

The school maintains a dance dress code that is shared with students (and parents) prior to dances.

## EARLY DISMISSALS/APPOINTMENTS

An early dismissal will be granted for special circumstances involving appointments with doctors, dentists, etc. When a student has an appointment, a note is required from the parent or the doctor's office. The note should be brought to the office before first period on the day of the appointment and state the reason and the time of dismissal, as well as the approximate time of return.

The student will wait near the office to be picked up unless other transportation arrangements are stated. When returning, the student must check into the office to receive a pass to class.

When a student is dismissed from class because of an appointment or a school function, he/she is to:

1. Turn in assignment(s) before being dismissed and
2. Collect the new assignment(s).

In the case of an emergency, the administration will decide the necessity for a student to leave campus. In the event of illness during the school day, office personnel will call the parent/guardian and make arrangements before a student can be released.

- pants worn below the hips
- sweat pants, flannel pants, or pajama pants
- coats designed for outdoor wear
- hats, bandannas, scarves, gloves, sweatbands, elastic headbands, and sunglasses
- clothing or accessories that could be dangerous to others or damaging to property
- plain white undershirts
- clothing from other high schools

*Principle #3* – Students should dress with modesty and restraint.

Examples of immodesty and lack of restraint:

- dresses, skirts, shorts, etc., more than 3” above the kneecap when standing.
- any top that exposes the midriff when you completely extend your hands above your head
- any top with an immodest neckline (absolutely no cleavage should be shown)
- underwear that is visible
- clothing that is too tight

*Principle #4* – Hairstyles should reflect moderation and careful grooming.

Examples of inappropriate hair styles:

- hair that is unkempt
- hair that is dirty
- hair that could affect the health and/or safety of students in a particular class
- boys’ hair length that extends below the collar of a dress shirt
- any objects in boys’ hair
- facial hair (exception: seniors)
- hairstyles that cover your eyes

*Principle #5* – Footwear must be worn at all times; State of Wisconsin law requires this.

Examples of inappropriate footwear:

- slippers

A student may perform one hour of service work at school to erase one demerit point. Students are limited to doing this three times a semester (work performed during detention time does not apply).

## **DISCIPLINARY ACTION**

Cooperation with school policies is expected in a spirit of Christian love. When there is willful disobedience, the discipline of the Law applies. School discipline includes:

*Academic Probation* - If the administration, after consulting with the faculty, determines that a student is not producing academically according to his/her abilities, the student will be placed on academic probation for the next grading period. If academic effort does not improve, a meeting with the parents/guardians and school personnel will determine further options and continued enrollment.

*Disciplinary Probation* - A student who has committed a major offense, or has discipline history from a previous school, may be placed on disciplinary probation for a designated period of time. His/her probation will be continuously reviewed by the administration. If the behavior does not improve, that student by virtue of his/her own attitudes and actions could be removed from school.

*Student Council Probation* - The students, based on their actions that result in demerits or other school discipline and the guidelines of student council, can be removed from non-academic and non-school day related activities.

*Detention and Suspensions* – Detentions and suspensions will be administered as follows:

Receiving 3 demerit points = 30 minute detention  
Receiving 4-5 demerit points = 45 minute detention  
Receiving 6-7 demerit points = 2 hours of Saturday detention  
Receiving 8-9 demerit points = 4 hours of Saturday detention  
Receiving 10 demerit points = Possible Expulsion

A detention is a designated period of time for a student to serve under supervision. All detentions must be served within a period of three days. Saturday detentions will be supervised and students will be assigned various tasks in and around the school. Saturday detentions will be served from 8:00 a.m. – 10:00 a.m. or 8:00 a.m. – noon. Students assigned a Saturday detention will be charged a \$25.00 fee for two hour detentions and a \$50.00 fee for four hour detentions.

An in school suspension is when a student is removed from classes and school day activities for part or all of the school day. Parents will be notified immediately of any in school suspension. A parental conference may be necessary before the student returns to normal school activity.

Out of school suspension is a period of time, usually 2-3 days, when a student is dismissed from school. A conference with the student, parent/guardian, and school officials must take place before the student can return to school or attend any school functions.

As a result of a suspension, the student will not be allowed to participate in or attend after-school activities for two days. Probation or athletic code violations may extend that exclusion from school activities.

## DRESS CODE

NEWLHS desires to express and teach the principles of the Gospel as it relates to guidelines for appearance and dress. Due to changes in styles, the dress code is reviewed yearly. The dress code applies from the time the student arrives at school until he/she departs. The dress code applies to all school activities (such as field trips, athletic events, selling concessions, etc.).

The five principles of the dress code are intended to help students make appropriate decisions regarding dress. What students wear to school must meet the principles of the dress code, regardless of whether it fits the examples. Any clothing or “look” which is determined to be disruptive and/or immodest to the educational process will be restricted. The dress code administrator will make the final decision about acceptability. Students removed from class for violating the dress code will not be allowed to return to class until dress code guidelines are met.

*Principle #1* – Students should wear apparel and accessories that are not offensive to our Christian standards.

Examples:

- any picture or message that gives offense (i.e. vulgar, suggestive, advertising drugs or alcohol, non-Christian bands, etc.)  
The dress code administrator will have final say in regard to offensive messages.
- no body piercings for boys
- no body piercings for girls with the exception of ear piercing (no more than three earrings per ear)
- no tattoos

*Principle #2* – Students should dress appropriately for school.

Examples of inappropriate dress:

- clothing which is worn or frayed (clothing with holes)
- tank tops – all sleeveless tops must come to the shoulder end and may not curve in the back (this includes athletic jerseys worn during the school day)